



COUNTY OF DARE
PO Box 1000, MANTEO, NC 27954

DARE COUNTY BOARD OF COMMISSIONERS

Dare County Administration Building
954 Marshall C. Collins Dr., Manteo, NC

Monday, October 19, 2020, 5:00 p.m.

“HOW WILL THESE DECISIONS IMPACT OUR CHILDREN AND FAMILIES?”

AGENDA

- 5:00 PM CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1** Opening Remarks - Chairman's Update
- ITEM 2** Public Comments
- ITEM 3** Public Hearing--Revised TTPO (Travel Trailer Park Ordinance) and C-3 Text Amendment
- ITEM 4** UNC Chapel Hill School of Government Essential Housing Needs Pre-Development & Opportunity Site Identification: Project Update
- ITEM 5** COA Project Change Order and Project Budget Update
- ITEM 6** NC Office of Recovery & Resiliency Grant Award
- ITEM 7** **Consent Agenda**
7. (1) Approval of Minutes (October 5, 2020)
7. (2) Schedule of Meeting Dates for 2021
7. (3) Tax Collector's Report
7. (4) Budget Amendment - Elections Department - Additional CARES Grant Funds
 Election Day Expenses
7. (5) DC DHHS, Public Health - COVID-19 Infection Prevention Funding
7. (6) DC DHHS, Public Health - Budget Increase for Additional Vaccines
7. (7) Water Department Budget Transfer
- ITEM 8** Commissioners' Business & Manager's/Attorney's Business

Adjourn until 9:00 a.m. on November 2, 2020



Opening Remarks - Chairman's Update

Description

Dare County Chairman Robert Woodard will make opening remarks.

Board Action Requested

Informational Presentation

Item Presenter

Chairman Robert Woodard, Sr.



Public Comments

Description

The Board of Commissioners encourages citizen participation and provides time on the agenda at every regularly scheduled meeting for Public Comments. This is an opportunity for anyone to speak directly to the entire Board of Commissioners for up to five minutes on any topic or item of concern.

Covid-19 changes:

Public comment may be presented to the Board by sending an email during the meeting to: dcbo@darenc.com

Board Action Requested

Hear Public Comments

Item Presenter

Robert Outten, County Manager



Public Hearing -- Revised TTPO and C-3 Text Amendment

Description

A public hearing is scheduled for 5:00 p.m. on the revised Travel Trailer Park and Campground Ordinance and an amendment to the C-3 district to add travel trailer parks and campgrounds to the list of uses. After the hearing, action on the proposed amendments can be taken. Draft motions for adoption are included in the staff report. A finding of consistency statement also needs to be adopted if any amendments are adopted.

Board Action Requested

Conduct public hearing and adopt revised TTPO and C-3 text amendment as recommended by Planning Board.

Item Presenter

Donna Creef, Planning Director

STAFF REPORT – OCTOER 19, 2020 BOARD OF COMMISSIONERS MEETING

FROM: Donna Creef, Planning Director

RE: Public Hearing – Revised Travel Trailer Park Ordinance and C-3 Text Amendment

Following the close of the public hearing, action on the proposed revised TTPCO and the C-3 text amendment can occur. As instructed, the hearing notice included the option to adopt the revised TTPCO as recommended by the Planning Board and the option to remove the requirement that campgrounds featuring camping cabins must include a minimum of 50% of travel trailer sites. Either of these options can be acted on and I have included draft motions for both in the report. Any motion to adopt should include the adoption of a finding of consistency statements as required for amendments to land use ordinances.

Much of the discussion earlier this month focused on the development of camping cabins under the standards of the TTPO versus the group housing standards found in Section 22-31. A matrix of the various components of the regulations has been attached with this staff report (I emailed it to the Board members last week as well.)

The revised ordinance is the result of a thorough review process by the Planning Board and reflects an updated review process and standards for the development of non-traditional camping facilities in response to the changing demographics of the travelling public. There are substantial revisions and in my opinion are an appropriate balance of regulatory standards to allow for the orderly development of campgrounds while providing flexible standards for alternative camping opportunities.

Motion to adopt as recommended by Planning Board: “I move that the revised Travel Trailer Park and Campground Ordinance and the associated C-3 text amendment be adopted as recommended by the Planning Board. I further move to adopt the finding of consistency statements included in the Board packet.”

Motion to adopt with no restrictions on the mix of cabins and travel trailer sites: “ I move that the revised Travel Trailer Park and Campground Ordinance and associated C-3 text amendment be adopted 50% limitation on camping cabins deleted from the ordinance. I further move to adopt the finding of consistency statements included in the Board packet.”

If other revisions are identified as a result of public comment, then such revisions can be incorporated into the ordinance as needed.

SUMMARY OF REVISIONS

1. The title of the ordinance has been revised to be Travel Trailer Park and Campground Ordinance.
2. Section 160-03 Definitions – several new definitions have been added including camping cabin, alternative camping unit, and camping tent.
3. Procedures for Approval – this section has been revised to follow the same review procedures for subdivisions—Planning Board approval of a preliminary site plan and final site plan approval by the Planning Director unless the Zoning Ordinance establishes that travel trailer parks and campgrounds are subject to conditional use review.
4. Minimum size for Parks – The two-acre minimum size for Parks has been carried forward from the old ordinance but with the language refined to exclude wetland areas. Previously this language was unclear what improvements were to be excluded with this minimum standard.
5. Camping Cabins and Alternative Camping Units – The standards have been revised to allow camping cabins and alternative camping units in parks, not just travel trailers. If a park is proposed to feature other camping units besides travel trailers, then a minimum of 50% of all camping spaces shall be designated as travel trailer spaces.
6. Lot Coverage -- 160.22 (G) language was added to recognize Parks as commercial uses afforded a 60% lot coverage, this lot coverage is not specifically established in the current version. The revised language indicates the lot coverage shall be based on the amount of non-wetland area.
7. Employee Housing -- 160.22 (R) – language to address employee housing was added to the ordinance. Currently only one mobile home for a park manager is allowed.
8. Occupancy of Cabins and Alternative Camping Units – Section 160.22 (W) language to establish a 90-day occupancy of any camping cabins and alternative camping units has been included. The 90-day limit is consistent with the timeframe established in the NC Vacation Rental Act. No other provisions of the NC Vacation Rental Act are referenced.
9. Sale/Ownership of Camping Spaces – Section 160.22 (X) – language prohibiting the sale of individual camping spaces has been added.
10. Configuration of Camping Spaces –Section 160-23 -- new regulations to allow for a fixed site configuration of 1500 square foot spaces or a freeform configuration based on a density limitation of 28 units per acre has been added to the revised ordinance. Freeform spaces shall also be separated by 15 feet.
11. Additional Standards for Camping Cabins, Alternative camping Units and Camping Tents – Section 160.24 --specific regulations for these types of units including a size limitation of 600 square feet of enclosed space with up to 300

square feet of unenclosed space for camping cabins and alternative camping units. Up to two cabins or alternative units may be connected by unenclosed deck area.

12. Roads -- Section 160-26 – standards have been updated to allow for turnaround areas other than a traditional cul-de-sac and the level of improvements of gravel and/or asphalt millings.
13. Stormwater– Section 160.27 --The requirement for an engineered stormwater plan for any proposed park was added. In most instances a State stormwater permit will be required anyway due to the amount of land disturbance associated with the development of a park.
14. Water and Wastewater Facilities –Section 160.30 - this section has been updated to recognize the use of restroom facilities in camping cabins or alternative camping units.
15. Recreational Amenities- Section 160.31 – new section added to address the location and ownership of recreational amenities in a park. Individual pools at camping cabins or alternative camping units are not permitted.
16. Camping spaces in conjunction with other commercial uses – Section 160.32 new section added to establish provisions for the location of camping spaces at commercial developments. A minimum of 20 spaces is established. This will apply in C-3, I-1, S-1 and Hwy 345 districts and not in those commercial districts where campgrounds are not already permitted in the Zoning Ordinance or in the R-2A or R-2B districts, which are predominantly residential districts.
17. Emergency Use of Travel Trailers –Section 160.34 -- this is a new section added to recognize the potential use of travel trailers for housing following a storm.
18. Storm Response Plan – Section 160.51 --a new section added to require park owners to develop a storm response plan and to notify park guests when an evacuation order is issued by Dare County. This requirement is not retroactive for existing parks.

	TTPCO REVISIONS	GROUP HOUSING DEVELOPMENTS
Minimum Size of Overall Tract	2 contiguous acres not to include wetland areas	20,000 square feet
Minimum Site Size	1500 square feet for fixed configuration	no minimum footprint size
Ownership	Retained by park owner	Footprint sold in fee simple, common areas retained by owner.
Occupancy	Less than 90 days	No occupancy restriction
Separation between units	15 feet for freeform configuration	20 feet between structures
Lot Coverage % and Calculations	60% excluding wetland areas unless a different lot coverage limitation for travel trailer parks/campgrounds is established by the applicable zoning district.	30% of total parcel (wetlands included)
Structure Size Limitation	600 sq ft enclosed/300 sq ft of unenclosed	No size limit of structure
Parking	1 space per cabin (may be gravel)	1 space for each bedroom In structure -50% must be impervious (concrete)
Density	28 spaces per acre (total parcel)	No density standard, relies on lot coverage
Roads	20' wide roads improved with 8" gravel	45'ROW with 20' wide paved road
Districts Allowed	CPR, R-2A, R-2B, R2-AH, ELR, ELVC, ELCS, RB, Hwy 345, C-3, I-1 and S-1.	R-2, R2-A, R2-B, R-2H, R2-AH, R-3, RS-6, RS-8, RS-10, SP-C, VC, VC-2, C-2, C-2H, C-3, I-1, S-1, BT, RB, MLM, WVC, MC-1, MC-2, SNC, and Hwy 345.

PLEASE NOTE: Area for roadways and wastewater systems would require land area but varies from site to site. These examples do not account for these improvements but serve to illustrate the difference based on the proposed and current dimensional regulations. In actual development scenarios, the number of units would be lower once the infrastructure improvements are factored in the development equation.

CAMPGROUND EXAMPLE – 5 acres site (217,800 square feet) – 2 acres of site is classified as wetlands.

60% lot coverage basis ==total parcel area minus the wetland area = 3 acres (130,680 sq ft of area)

130,680 x .60 = 78,408 sq ft of impervious coverage allowed at campground

1. Fixed site configuration -- 130,680/1500 per site = 87 sites

50% RV/cabin option – 44 travel trailer sites with 43 cabin sites (43 cabins at 600 sq ft enclosed/300 sq ft unenclosed) =38,700 sq ft of coverage by cabins only

100% cabin option -- 87 sites developed with 87 cabins (87 cabins at 600 sq ft enclosed/300 sq ft unenclosed) = 78,300 sq ft of coverage by cabins

2. Freeform configuration – 28 units per acre x 5 acres = 140 units which must be separated by 15 feet between structure.

50% RV/camper option – 70 RV sites and 70 cabins (70 cabins at 600 sq ft enclosed/300 sq ft unenclosed)= 63,000 sq ft of coverage for cabins

100% option --140 sites developed with 140 cabins (600 sq ft enclosed/300 sq ft unenclosed) = 126,000 sq ft – this number would have to be decreased since this amount exceeds lot coverage allowance of 78,408 sq ft of impervious area.

One parking space required for each camping site in addition to area for parking of RV. These areas may be gravel or concrete- choice is developers. Gravel is not considered impervious and does not count as lot coverage.

GROUP DEVELOPMENT EXAMPLE – 5 acres site (217,800 square feet) – 2 acres of site is classified as wetlands

30% lot coverage for residential group housing -- no adjustment required for wetland areas = $217,800 \times .30 = 65,340$ square feet maximum coverage

1100 square ft of impervious coverage (900 sq ft structure, 200 sq ft parking for 2-bedroom structure)

$65,340 \text{ available coverage} / 1100 \text{ sq ft of coverage per structure} = 59 \text{ units}$ --note structures must be separated by 20 feet so this number would be lowered based on layout of site.

Larger structures could be built since there is no structure size limitation in the group housing section – 900 square feet was used to be consistent with campground example.

Group developments allowed in 25 zoning districts.

COMMENTS:

With the price of land, it seem unlikely that a developer would develop a a large number of cabins with small footprint cabins as restricted in the TTPCO revisions unless afforded the opportunity to do so with an increased lot coverage and ability to have gravel roads of a campground. With the dramatic increase in popularity of RVs sales and the changing demographic of the travelling public , the development of RV sites versus construction of cabins offers a quicker return on investment for the developer and less overhead and management costs long-term. The impacts on County infrastructure of seasonal occupancy versus year-round may be comparable although campgrounds generally are not at full capacity in the winter months. It is the equity of the development regulations and the potential of the cabins on 1500 square feet of area. This potential represents a significant increase in the density and intensity of development than what has historically been allowed regardless of the tenure of occupancy. There is also a question of long term sustainability and vitality of the development after it has transferred ownership several times over decades. Once the cabins are built they are there. I recommend we proceed with caution and stick with the 50% requirement for travel trailer sites and see how the development community reacts.

ZONING AMENDMENT CONSISTENCY DETERMINATION

On October 19, 2020 the Dare County Board of Commissioners considered revisions to the Dare County Travel Trailer Park Ordinance (TTPO) and a text amendment to the C-3 zoning district to add “travel trailer parks and campgrounds” to the list of permitted uses. The revisions to the TTPO update review and approval procedures, establish standards for freeform layout of Parks, establish standards for alternative camping units and camping cabins, and update other development standards for Parks.

The Dare County Planning Board has reviewed and discussed the revised TTPO at their monthly meetings since May 2020 and voted unanimously on September 14, 2020 to recommend adoption of the revised TTPO. Their recommendation included a finding of consistency with the Dare County Land Use Plan.

The 2009 Dare County Land Use Plan is the comprehensive plan for unincorporated Dare County adopted by the Dare County Board of Commissioners on December 6, 2010.

The commercial development policies of the 2009 Dare County Land Use Plan are as follows:

Land Use Compatibility Management Topic

Policy # LUC # 5

Dare County encourages the continued existence and development of locally-owned businesses in unincorporated Dare County.

Implementation Strategy for LUC #5 – Inventory of older existing commercial businesses and consideration of zoning amendment to ensure their replacement or repair in the event of damage from a natural disaster.

Policy #LUC6

Commercial development should be designed to meet the needs of Dare County’s unincorporated village and not serve as regional commercial centers. The gross floor area limitations of the Dare County Zoning Ordinance and other applicable land use codes shall be used as a tool to manage the footprint of commercial structures. The goal is to manage the size of commercial structures, which serve as a disincentive for regional commercial centers for location in villages.

Based upon a review of the policy, the Dare County Board of Commissioners finds the C-3 zoning amendment to be consistent with the 2009 Dare County Land Use Plan since the amendment will specify an use in the C-3 district that has historically been allowed based on an interpretation of use consistency with other uses allowed in the C-3 district. There are no specific land use policies on travel trailer parks and therefore a finding of consistency is appropriate in the absence of no specific policies.

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Dare County, NC Code of Ordinances

SECTION 22-26 - C-3 COMMERCIAL DISTRICT

The following regulations shall apply to the C-3 commercial district:

(a) Intent. The C-3 district is established to provide for the development of commercial facilities to furnish a broad range of services and commodities to serve the entire community.

(b) Permitted uses. The following uses shall be permitted by right:

(1) All permitted uses allowed within the C-2 general commercial district. Single-family dwellings, multi-family dwellings and duplexes according to the dimensional requirements of the R-3 residential district. The maximum dwelling density for multi-family structures shall not exceed ten units per acre. (Amended 10-15-2018)

(2) Automobile sales and service.

(3) Indoor recreation activities.

(4) Building supply and equipment sales.

(5) Plumbing supply and equipment sales.

(6) Cabinet and woodworking shops.

(7) Bus terminals.

(8) Building contractors offices and storage areas.

(9) Farm machinery supplies, sales and repairs.

(10) Mobile home or recreational vehicle display and sales.

(11) Boat display and sales.

(12) County owned or leased facilities.

(13) Boat engine repair and boat maintenance. (Adopted 5-2-2011)

(14) Workforce housing - administrative review for one WHU subject to provisions of Section 22-58.7.

(15) Commercial storage yards as defined in Section 22-2 provided the following conditions are met:

a. Storage areas shall be enclosed with fencing for security purposes. Such fencing shall be at least 6 feet in height but shall not exceed 10 feet in height. The security fencing shall be maintained as needed by the property owner.

b. A vegetative buffer in addition to the security fencing shall be installed and perpetually maintained where the storage yard abuts a residential zone or a residential use to the side or the rear of the site. The vegetative buffer shall be of a sufficient size and height to effectively buffer the site from the abutting residential zone or residential use. A plan detailing the type, size, and species of vegetation proposed for use as a buffer shall be provided to the Zoning Administrator for review and approval. Existing on-site vegetation may be used if deemed to be sufficient by the Zoning Administrator.

c. There shall be no storage of inoperable or junked vehicles and equipment; unoccupied mobile (manufactured) homes; unattached flatbed trailers or container-type trailers designed for connection to tractor-trailer trucks; or large pieces of equipment used in dredging operations, road construction, and other industrial uses. Any vehicle or trailer stored on the site shall have a valid license plate and/or valid owner registration.

d. No recreational vehicles, travel trailers, or campers stored on the site shall be occupied or used for habitation while stored at the site.

e. All vehicles and equipment stored on the site shall be locked, enclosed or otherwise fashioned to such an extent that it is impossible for a child to obtain access or be entrapped in such vehicle or equipment.

f. There shall be no bulk storage of fuel, paint, or other combustible or hazardous materials at the site. (Adopted 10-21- 2019)

(c) Conditional Uses. The following conditional uses shall be permitted, subject to the requirements of this district and additional regulations and requirements imposed by the Board of Commissioners as provided in Article IX of this chapter or Chapter 152 of this code:

(1) Automobile service stations; provided that no principal or accessory building shall be located within fifty feet of a residential use or district, that there shall be not storage of wrecked or abandoned cars and that no portion of a service station building, equipment or gas pumps shall be nearer than twenty-five feet to any right-of-way.

(2) Public and private utility facilities.

(3) Seafood market.

(4) Outdoor recreation activities. Outdoor recreation activities, including amusement parks, rides and other similar activities, may be permitted subject to other requirements of this chapter and provided the following conditions are met:

a. The site shall not be located closer than 500 feet to any land suitable for development and zoned residential.

b. Paved parking shall be provided at the rate of one parking space per 200 square feet of principal use ground area plus one for each two employees.

c. Holding lanes shall be provided on the site for automobiles entering and leaving the site to minimize traffic congestion on public roads.

d. Lighting shall be arranged and shielded so that light and glare is directed away from surrounding property.

e. Loudspeakers or sound amplification devices which are audible over 100 hundred feet from the site shall not be permitted.

The entire site shall be buffered by dense vegetative planting or natural vegetation not less than eight feet in height and ten feet in width. Suitable plant types for a site not containing natural vegetation shall be those recommended for the coastal area by the U.S. Department of Agriculture, such as Japanese Pine, Bayberry, Wax Myrtle or other types, which will reach a matured growth of eight to ten feet within three years.

(5) Biodiesel fuel production, subject to the following conditions and additional regulations and requirements imposed by the Dare County Board of Commissioners as provided in Article IX of this chapter or Chapter 152 of this code:

- a.** A structure, of suitable size to house all production equipment shall be approved by the Dare County Health Department, Building Inspector and Fire Marshal;
 - b.** All production facilities including structures, storage tanks, equipment and other appurtenances shall conform with setbacks established for primary use structures;
 - c.** Verification from the U.S. Environmental Protection Agency, and all other applicable agencies, shall be submitted to indicate that all environmental requirements have been met;
 - d.** The facility shall be registered with the North Carolina Department of Revenue;
 - e.** The developer shall verify that production waste will be disposed of with a suitable disposal service or facility;
 - f.** Reactor size shall not exceed a 700 gallon capacity. Assurance of reactor size shall be provided by the manufacturer and/or registered engineer;
 - g.** Fuel production shall not exceed 500 gallons per week;
 - h.** A 5 foot wide vegetative buffer is required along those property boundaries adjacent to a residential use or district; and
 - i.** A 15 foot wide, improved access shall be provided to the site. (Adopted 12-1-2008)
- (6)** Vehicle storage impoundment facility provided the following conditions are met:
- a.** Vehicles shall only be stored on a short-term basis which is defined as 60 consecutive days for the purpose of this regulation.
 - b.** A vehicle storage impoundment facility shall be located on a site no greater than 40,000 square feet in area.
 - c.** Storage areas shall be enclosed with fencing for security purposes. Such fencing shall be 8 feet in height. If chain link fencing is approved for use by Dare County, then such fencing shall include slatting within the fence openings in the same color as the fence material. The security fencing shall be maintained as needed by the property owner. Solid fencing may be required by Dare County as determined during conditional use review of the site based on the existing land uses adjacent to the proposed vehicle storage impoundment facility.
 - d.** A vegetative buffer in addition to the security fencing shall be installed and perpetually maintained where the storage yard abuts a residential zone or a residential use to the side or rear of the site. The vegetative buffer shall be of a sufficient size and height to effectively buffer the site from the abutting residential zone or residential use. Existing vegetation may be used if of sufficient size to effectively buffer the site. If existing vegetation cannot be used, then a plan detailing the type, size and species of vegetation proposed for use as a buffer shall be provided to the Zoning Administrator for review and approval. The vegetative buffer shall be maintained as needed by the property owner. Solid fencing of wood or other solid materials may be required by Dare County.
 - e.** All vehicle storage areas and buffers shall be located a minimum distance of 100 feet from the front property line of any property that abuts US Highway 64 on Roanoke Island or abuts NC 12 Highway on Hatteras Island shall be established. All other sites that do not abut these highways shall be subject to the front yard setback of 15 feet as established for the C-3 district.
 - f.** All vehicles stored on the site shall be locked, enclosed or otherwise secured to such an extent that it is impossible for a child to obtain access or be entrapped in a vehicle.
 - g.** The location of all proposed light fixtures shall be depicted on a site plan. Lighting fixtures shall be located on the site and designed, shielded, or oriented in such a manner as to

minimize light spill across property lines. No light fixture shall exceed 18 feet in height and the maximum allowable footcandle from any light fixture shall not exceed a maximum of 8 footcandles. Documentation certifying the footcandle rating of any proposed light fixtures shall be submitted with the site plan. It shall be the responsibility of the property owner to ensure that all light fixtures are maintained to ensure compliance with the footcandle rating. (Adopted 1-22-2013)

(7) Workforce housing units - conditional use review if two or more WHU units subject to provisions of Section 22-58.7.

(8) Educational housing projects subject to the provisions of Section 22-58.8.

(9) Conditional use subdivisions subject to the provisions of Section 22-58.9.

(d) Dimensional requirements:

(1) Minimum lot size: Commercial lots shall be of sufficient size to meet requirements of the County Health Department, to provide adequate siting for structures and to provide parking, loading and maneuvering space for vehicles as required by Article VII of this chapter. In addition, a visual buffer is required where a commercial use or zone abuts a residential use or zone.

(2) Minimum front yard: 15-feet.

(3) Minimum side yard: 10-feet; no side yards required if commercial building constructed with a common wall. An additional 5-foot yard adjacent to the street is required for a corner lot.

(4) Minimum rear yard: 20-feet.

(5) Maximum allowable lot coverage by principal use and all accessory structures: 60%.

(6) Height limitation: 35 feet.

(11-20-75, art. 7, 7.11, 2-6-78, 2, 3, 6.)

(7) Maximum gross building size: 20,000 square feet excluding decks, porches and similar non-heated space. Non-heated space including decks and porches shall not be used as retail space for the display of goods, or other commercial activities.

Group developments with a maximum area of 20,000 square feet per individual building, excluding decks and porches.

This gross building size limitation shall not apply to hotels and/or motels.

(Adopted by the Dare County Board of Commissioners on May 6, 2002)

(8) In the event a natural disaster or accidental occurrence leads to extensive damage (in excess of 50% value) of a structure or group development project in existence prior to May 6, 2002, such structure or group development may be repaired, replaced or reconstructed to 100% of its status prior to damage or destruction but no greater unless otherwise authorized by the Dare County Board of Commissioners.

(Adopted 2-19-07)

(Am. Ord. passed 9-16-2019)

Chapter 160 TRAVEL TRAILER PARKS and CAMPGROUNDS

GENERAL PROVISIONS

160.01. Permits

It shall be unlawful for any person, firm or entity to develop, construct, alter or extend any travel trailer or campground within the unincorporated area of the County of Dare unless a valid permit issued by Dare County.

160.02 Applicability

This Ordinance shall apply to all areas of unincorporated Dare County in those zoning districts where travel trailer parks and campgrounds are authorized according to the Dare County Zoning Ordinance. The terms campground and travel trailer park are used interchangeably in this ordinance and the Dare County Zoning Ordinance.

160.03 Use of Major Recreational Equipment

Major recreational equipment parked or stored on residential property or in any location other than an approved travel trailer park or campground shall not be used for living, sleeping, or housekeeping purposes. This does not preclude the parking or storage of such equipment on one's own property while not in use. Major recreational equipment is defined as including boats and boat trailers, pickup campers or coaches designed to be mounted on motor vehicles, motorized dwellings, tent trailers, travel trailers and recreational vehicles (RVs).

160.04 Definitions (Amended 7—20—92; 5-21-2012)

ALTERNATIVE CAMPING UNIT. A camping unit constructed of canvas or other similar materials to be located in a PARK. Such units shall be constructed for compliance with any applicable sections of the North Carolina building code and the Dare County Flood Damage Prevention Ordinance. Alternative camping units may or may not include restroom and kitchen facilities. Such units shall be used as temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters. The term alternative camping unit includes terms such as yurts, eco-tents or other similar names.

~~ALL WEATHER SURFACE.~~ ~~A level of roadway improvement other than soil that has been graded, compacted and maintained in such a manner that it provides reliable vehicular access in any weather conditions.~~

CAMPING CABIN A structure constructed according to the North Carolina residential code that is intended to be located in a PARK. Such cabins shall be compliant with the Dare County Flood Damage Prevention Ordinance. Camping cabins may or may not include restroom and/or kitchen facilities. Such units shall be used as temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters.

CAMPING SPACE – a designated space designed for the parking of a travel trailer or for the location of a camper cabin, alternative camping unit or a camping tent.

CAMPING TENT. A temporary shelter constructed of canvas, fabric, plastic, or other similar materials supported and sustained by a pole(s) and/or guy lines. Camping tents shall be used for temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters and/or occupied by the same person or person for more than 30 consecutive days.

ENCLOSED AREA – An area that is fully contained or surrounded by rigid or solid walls that are connected to and covered by a roof.

ENTRANCE LANDING. – Structure including stairs or stairway used for the purpose of access to a travel trailer. Such landings shall not be constructed with walls and/or a roof or enclosed in any fashion other than handrails, lattice work, and/or pickets around the landing area. Entrance landings shall not exceed 100 square feet in area and shall not be permanently attached to the travel trailer. (5-21-2012)

PERMANENTLY ATTACHED ADDITIONS. Structural improvements that are bolted, strapped, or otherwise directly connected to a travel trailer. The Dare County Building Inspectors shall be responsible for making determinations on what constitutes “permanently attached addition”. (5-21-2012)

TRAVEL TRAILER. A self-propelled vehicle or structure, or a structure which is or may be situated upon or hauled by the body of a self-propelled vehicle, which contains sleeping or kitchen quarters or both sleeping and kitchen quarters. The definition shall include the terms camper, camping vehicle, and recreational vehicle.

TRAVEL TRAILER PARK AND/OR CAMPGROUND. A parcel (or contiguous parcels) of land which has been so designated, improved, and/or used so that it contains 2 or more sites or spaces available to the general public for rent and the placement thereon of travel trailers, camping cabins, alternative camping units or camping tents for occupancy. For the purposes of this ordinance, a travel trailer park and campground shall be hereinafter referred to as a PARK. PARKS may be comprised of a mix of travel trailers, camping cabins, alternative camping units and camping tents.

UNENCLOSED AREA An area that is not contained or surrounded by rigid or solid walls. Unenclosed areas may be covered by a roof and may have partial walls constructed of pickets, lattice work, boards or other similar materials. Insect screening may be used in conjunction with partial walls in unenclosed areas. Windows or glass coverings shall not be allowed in unenclosed areas.

PROCEDURES FOR APPROVAL

160.15 Preliminary Approval

- (A) Any proposed PARK shall be subject to review by the Planning Board unless the Dare County Zoning Ordinance specifies the PARK shall be subject to conditional use permit review. If so, the procedures for review as a conditional use permit shall be followed with submittal of the preliminary site plan for review by the Planning Board and approval of the preliminary site plan by the Board of Commissioners.
- (B) Submission and Contents The applicant shall submit to the Planning Board, at least fifteen (15) days prior to a regularly scheduled meeting of the Planning Board, ten (10) print copies and one (1) digital copy of a site plan of the proposed PARK prepared by a professional engineer or land surveyor currently licensed or

registered by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors containing the following information:

- (1) A vicinity map of the proposed PARK showing its location in relation to neighboring tracts, subdivisions, roads, and waterways;
- (2) The boundaries of the entire tract and the portion of the tract to be developed;
- (3) The total acreage to be developed;
- (4) The existing and proposed uses of the land within the PARK and the existing uses of adjoining lands including names of owners of adjoining lands;
- (5) The proposed street layout with pavement and right-of-way width, site layout and size of sites;
- (6) The name, address, and telephone number of the owner and, if applicable, a written and acknowledged statement of the owner designating the applicant or other person to act as his agent for the submission of plats;
- (7) The name of the proposed PARK;
- (8) Streets and lots of adjacent developed or platted properties;
- (9) Title Block containing:
 - (a) Property designation
 - (b) Name of Owners
 - (c) Location (including township, county and state)
 - (d) Date or dates survey was conducted and plat prepared
 - (e) A scale of drawing in feet per inch listed in words or figures
 - (f) Name, address, registration number and seal of the land surveyor and/or professional engineer
- (10) Corporate limits, township boundaries, county lines if on the tract
- (11) The names, titles, firm association, addresses and telephone numbers of all owners, developers, mortgagees, planners, architects, landscape architects, and engineers responsible for the PARK.
- (12) North arrow and orientation
- (13) Boundary lines of the tract, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands
- (14) Minimum building setback lines, front, side and rear as applied to the entire parcel.
- (15) The zoning classifications of the tract and adjoining properties .

(16) Existing buildings or other structures, water courses, bridges, culverts, storm drains, both on the proposed PARK and adjoining lands.

(17) Proposed camping spaces and dimensions numbered consecutively throughout the PARK

(18) Wooded areas, marshes, swamps, mean high tide line, vegetation line, primary and other dunes, ponds or lakes, streams or streambeds and any other natural features affecting the site.

(19) Flood hazard, floodway and floodway fringe areas and regulatory flood elevation data if available

(20) The following data concerning streets:

(a) Proposed streets

(b) Existing and platted streets on adjoining properties and in *the* proposed PARK

(c) Rights-of-way, location and dimensions including width of the proposed improved area

(d) Approximate grades and linear footage of roads

(e) Design engineering data for all corners and curves

(f) Typical street cross sections

(g) Street names – such names shall not conflict with other existing street names in unincorporated Dare County. Street name signs shall be erected in the PARK by the PARK owner.

(21) The location and dimensions of all (if applicable):

(a) Utility and other easements

(b) Riding trails, pedestrian and/or bicycle paths

(c) Parks and recreation areas with specific type indicated

(d) Areas to be dedicated to or reserved for public use

(22) The plans for utility layouts including:

(a) Wastewater systems

(b) Stormwater management systems or improvements

(c) Water distribution lines

(d) Electric, gas, telephone, cable or other utility services

(e) Illustrative connections to existing systems, line sizes, the location of fire hydrants, blowoffs, manholes, force mains and gate valves, etc.

(f) Plans for individual water supply and sewage disposal systems.

(23) Site calculations including:

(a) Acreage in total tract including any wetland areas

(b) Total number of camping spaces

(c) Size of smallest space in the PARK.

(d) The names and location of any property or buildings within the proposed PARK or within any contiguous property that is located on the U.S. Department of Interior's National Register of Historic Places

(e) Sufficient engineering data to determine readily and reproduce on the ground every straight or curved lines, street line, lot lines, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line or curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute

(f) The accurate locations and descriptions of all monuments, elevations, markers, and control points

(g) Topographic map when it is determined by the planning board that one is needed, with contour intervals and scale as determined by the planning board

(h) Boundaries of all Areas of Environmental Concern designated in accordance with the Coastal Area Management Act of 1974

(24) If the PARK is to be developed in phases, the boundaries of each phase and the sequence in which each is to be developed

(25) An inventory and evaluation of the soil and water resources within the proposed PARK

(C) Review

(1) Review by Other Agencies. A copy of the preliminary site plan shall be submitted to the district highway engineer, the county health director and to other appropriate agencies to assure coordination with the North Carolina Coastal Management Program and offices of the County for their review and recommendations.

(2) Review by Planning Board

(a) After considering any report and/or recommendations received in addition to any comments which the applicant may have, the Planning Board shall approve or disapprove the preliminary site plan. If the Planning Board disapproves the preliminary site plan, the reasons for such action shall be stated, and recommendations made on the basis of which the proposed PARK could be approved.

(b) Once the Planning Board has approved the preliminary site plan, work to install the infrastructure and other park improvements may begin. Any necessary building permits shall be obtained from the Dare County Building Inspector.

(c) For those PARKS subject to conditional use permit review, the review procedures set forth in the Dare County Zoning Ordinance shall be followed. Work to install the infrastructure and other park improvements may begin after conditional use approval is granted by the Board of Commissioners. Any necessary building permits shall be obtained from the Dare County Building Inspector.

160.16. Final Approval

(A) Preparation of Final Site Plan and Installation of Improvements. Prior to approval of a final site plan, the applicant shall install all the improvements as approved on the preliminary site plan. No final site plan will be accepted for review unless accompanied by a statement signed by the applicant certifying that all of the provisions of this Ordinance have been complied with and that all of the required improvements have been installed.

(B) *Submission of the final site plan.*

(1) Upon completion of all improvements, the applicant shall submit the final site plan to the Dare County Planning Director for review.

(2) The final plat for the PARK shall be submitted not more than 12 months after the date on which the preliminary site plan was approved by Dare County; otherwise approval of the preliminary site plan shall expire and be null and void.

(3) The Planning Board may grant an additional 12 months for the installation of improvements and submission of the final site plan if the PARK owner applies for such extension in writing before the expiration of the initial period and has begun to install the required improvements.

(4) Five copies of the final site plan shall be submitted to the Dare County Planning Director for review and final approval.

(5) The final site plan shall be prepared by a land surveyor or professional engineer currently licensed and registered in the State of North Carolina by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors.

(6) If the final site plan is disapproved by the Planning Director, the reasons for such disapproval shall be stated in writing, specifying the provisions of this ordinance with which the final site plan does not comply. If the final site plan is disapproved the applicant may make such changes as will bring the final site plan into compliance and resubmit for reconsideration by the Planning Director as if it were an original submission of a final site plan. The Planning Director may recommend the final site plan be submitted to the Planning Board for review and approval if the final site plan is inconsistent with the approved preliminary site plan.

(G) Once the final site plan has been approved by the Planning Director, the PARK may operate as approved by Dare County.

_160.17 Certification.

The following signed and acknowledged certificates or required portions thereof shall appear on all copies of the final plat:

Certificate of Ownership

I hereby certify that I am the owner of the property shown and described hereon, which is located in the unincorporated jurisdiction of the County of Dare and that I hereby adopt this plan for a Travel Trailer Park and Campground with my free consent and agree to the operate the Park according to the provisions of the Dare County Travel Trailer Park/Campground Ordinance and the approved site plan for the Park.

DATE OWNERS

I, _____, hereby certify that personally appeared before me this day and acknowledged the due execution of this certificate. Witness my hand and official seal this the _____ day of _____, 20

Signature

Official Seal

State of North Carolina Dare County

I, _____, certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description recorded in Book _____, Page _____, Book _____ Page _____, etc.) (other); that the ratio of precision as calculated by latitudes and departure is 1: _____; that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____; that this map was prepared in accordance with G.S. 47— 30, as amended; and that the prescribed reference points have been properly placed. Witness my hand and seal this _____ day of _____ 20

Certificate of Approval

I hereby certify that the PARK shown hereon has been found to comply with the relevant portions of the Travel Trailer Park and Campground Ordinance of the County of Dare and that this site plan has been approved by Dare County.

Date Dare County Planning Director

STANDARDS

160.20. Development Standards (See Section 160.32 for development standards for camping spaces in conjunction with other commercial uses.)

Each PARK shall comply with the design standards of this ordinance as minimums and shall contain the improvements specified which shall be installed and paid for by the applicant. Land shall be dedicated or reserved as required.

160.21 Reference Points:

Prior to the approval of the final plat, permanent reference points shall have been placed in accordance with section 39-32.1 et seq. of the General Statutes of North Carolina. At least one corner of the PARK shall be designated by course and distance (tie) from a readily discernible reference marker. Each PARK shall be adequately staked to show the boundaries of the lot with stakes not less than three feet long and driven into the ground not less than two feet.

160.22. General Standards for all PARKS:

(A) The design and development of a PARK shall preserve the natural terrain, natural drainage, existing topsoil, trees and natural vegetation to the maximum extent possible.

(B) All PARKS shall contain at least two acres of contiguous area.- This two acre minimum shall not include any coastal or freshwater wetland areas.

(C) PARKS may be comprised of all travel trailers or may feature a mix of travel trailers, camping cabins, alternative camping units and camping tent sites. The preliminary and the final site plan shall identify the proposed use of each space or camping area. If a PARK is proposed to feature other camping units than travel trailers, a minimum of 50% of all camping spaces shall be designated and used as travel trailer spaces.

(D) All PARKS shall have utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.

(E) All development, improvements, structures, and utilities shall comply with the applicable Areas of Environmental Concern (AEC) Standards and any other rules promulgated pursuant to the Coastal Area Management Act of 1974.

(F) Where deemed necessary by the Planning Board, a pedestrian walk may be required to provide convenient access to a public area such as a park or school, to a water area, or to areas such as shopping centers, religious or transportation facilities.

(G) PARKS shall be considered commercial land uses and the maximum overall lot coverage of impervious surfaces shall be 60% of the total parcel acreage excluding freshwater and coastal wetland areas unless a different lot coverage limitation for travel trailer parks/campgrounds is established by the applicable zoning district regulations for the site.

(H) Camping spaces shall be located a minimum of ten (10) feet from any property line of the overall PARK boundaries.

(I) Each camping space shall be properly graded to obtain a reasonably flat site and to provide adequate drainage away from the space.

(J) No camping space shall have direct vehicular access to a public road.

(K) The PARK shall be developed with proper drainage ditches. All banks shall be sloped and seeded.

(L) When the park has more than one direct access to a public road, each access shall not be less than three hundred (300) feet apart or closer than three hundred (300) feet to a public road intersection unless topographical conditions or unusual site conditions demand otherwise.

(M) The PARK shall have a buffer strip adjacent to the park boundary extending along the entire perimeter of the park. The planting strip shall not be a portion of any lot, road, or private drive. The buffer strip shall consist of a planted strip of land at least five (5) feet in width composed of indigenous deciduous and/or evergreen trees, spaced not more than ten (10) feet apart, and not less than one (1) row of indigenous dense shrubs, spaced not more than five (5) feet apart and five (5) feet or more in height after one growing season, which shall be planted and maintained in a healthy, growing condition by the property owner.

(N) The PARK shall provide all utilities required by this section.

(O) Each PARK shall have a central structure or structures that will provide separate toilet and shower facilities for both sexes. Concession areas with retail sales and laundry facilities may be provided in the PARK for PARK guests.

(P) Where electrical service is used, the installation and use of such facilities shall conform with all applicable codes.

(Q) Mobile homes in Travel Trailer/Campgrounds. It shall be unlawful for a person to occupy, park or store a mobile home in a PARK unless mobile homes are used for employee housing. –

(R) Residential structures may be located within the PARK for use as employee housing for an on-site PARK manager and other employees. Employee housing units shall be located in a designated area in the PARK and identified on the preliminary and final site plan. The total number of employee housing units shall not exceed the overall number of employees. Travel trailers and alternative camping units shall not be used for employee housing.

(T) Sales of travel trailers and/or camping vehicles in a PARK on a commercial basis shall be unlawful.

(U) Sales of travel trailer spaces shall be unlawful within a PARK.

(V) Travel trailers/recreational vehicles placed on sites within a Special Flood Hazard Area shall either:
(1) Be on site for fewer than 180 consecutive days,
(2) Be fully licensed and ready for highway use, or

(3) Meet all the requirements for new construction, including anchoring and elevation requirements of the Dare County Flood Damage Prevention Ordinance.

A travel trailer/recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

Entrance landings as defined in this ordinance shall be allowed.

(W) The length of occupancy of any travel trailer, camper cabin, alternative camping unit and/or camping tent shall be less than 90 consecutive days.

(X) Ownership of camping spaces shall be retained by the PARK owners. Camping cabins and alternative camping units shall not be individually conveyed or sold in fee simple title, as condominiums, fractural ownership or interval ownership. Camping units shall be used as temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters.

160.23 Configuration of Camping Spaces

Camping spaces may be constructed with a fixed site layout with individual camping spaces configured in a linear layout based on a minimum camping space area or camping spaces may be constructed with a freeform layout with camping spaces configured in a non-linear layout whereby camping spaces are separated by a minimum distance. A combination of the two formats may be used with the PARK boundaries.

(A) Fixed configuration

1. Each camping space shall consist of a minimum area of fifteen hundred (1500) square feet with a minimum width of 30 feet with side space lines at right angles or radial to street lines. Each camping space shall be designated on the ground by markers or monuments. Each camping space shall be identified on the preliminary and final site plans.

2. No more than one (1) travel trailer, camping cabin or alternative camping unit may be parked or placed on any one camping space. A minimum of one 10' x 20' parking space for a motor vehicle shall be located and identified within each camping space. Internal access roads shall not be blocked by motor vehicles or travel trailers.

3. Each camping space that will be utilized by a travel trailer shall be improved with a surface material such as gravel or concrete to provide a stabilized area for travel trailers. Impervious surfaces shall be counted as lot coverage.

(B) Freeform configuration

1. Camping spaces may be configured to allow flexibility in siting of camping spaces without the minimum area of 1500 square feet applied to each camping space. In lieu of the minimum camping

space area, a maximum density of 28 camping spaces per one (1) acre of land shall be applied to freeform camping areas. Density of freeform camping areas shall be adjusted based on this 28-space limitation for areas less than one acre that are designated for freeform camping spaces within the PARK boundaries.

2. Camping units within freeform camping areas shall be separated from other camping units or other structures within the PARK by a minimum of 15 feet. This separation shall be measured from the footprint of a camping unit to the footprint of any adjoining camping unit or other structures in the PARK. Each freeform camping space shall be designated on the preliminary and final site plans with the separation measurements from other camping units, PARK boundaries, and other structures included on the site plan. Tent guy lines shall be excluded from the footprint area of separation.

3. A minimum of one 10' x 20' parking space for a motor vehicle shall be located and identified for each freeform camping space. Internal access roads shall not be blocked by motor vehicles or travel trailers.

4. Each camping space that will be utilized by a travel trailer shall be improved with a surface material such as gravel or concrete to provide a stabilized area for travel trailers. Impervious surfaces shall be counted as lot coverage.

160.24 Additional Standards for Camping Cabins, Alternative Camping Units and Camping Tents.

(1) Camping cabins and alternative camping units shall be constructed according to North Carolina State residential codes, the Dare County Flood Damage Prevention Ordinance and all other applicable federal, state and local regulations.

(2) Camping cabins and alternative camping units shall not exceed 600 square feet of enclosed area. The square footage of decks and unenclosed areas shall not exceed 50% of the square footage of a camping cabin or alternative camping unit but in no instance shall the square footage of decks and unenclosed areas exceed a maximum of 300 square feet. Steps, stairs, and stairways shall not be included in the square footage of the unenclosed areas.

(3) A maximum of two camping cabins and alternative camping units may be connected by unenclosed areas according to the square footage limitations of subsection (2) of this section and the units shall be separated by a minimum of fifteen (15) feet.

(4) Camping cabins and alternative camping units may contain sleeping, restroom and kitchen facilities.

(5). Areas for camping tents may be dedicated within the boundaries of any PARK and should be delineated on the preliminary and final site plans. Such areas shall be used for camping tents only. Camping tents shall be used for temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters and/or shall not be occupied for 30 consecutive days or more.

160.25 Suitability of Land

Areas that have been used for the disposal of solid waste shall not be used for a PARK lots until the disposal of solid waste has been discontinued for at least ten years and then only if tests by the County Health Department, a structural engineer and a soils expert determine that the land is suitable for the purpose proposed.

160.26 Roads and Access

(A) Internal access roads shall be used to provide access to all camping sites.

(B) Internal access roads shall be a minimum width of twenty (20) feet for two-way traffic. In some instances, one-way streets, twelve (12) feet in width, may be authorized by Dare County to access amenity areas or camping spaces where maneuverability of travel trailers or recreational vehicles is not compromised by the decreased road width.

(C) Internal access roads are encouraged to be of a circular design to allow maneuverability of travel trailers and other recreational vehicles using the PARK. The design of any cul-de-sac or turnaround area shall be consistent with North Carolina Department of Transportation standards.

(D) Internal access roads shall be improved with eight inches of ABC or STBC type 3 base course materials. Recycled asphalt or asphalt millings may be used but if used, then such material shall be considered an impervious surface and counted as lot coverage.

(E) Internal access roads shall be maintained by the PARK owner.

160.27 Storm Water Drainage System

A stormwater management plan prepared by a licensed North Carolina engineer shall be submitted in conjunction with the site plan for any proposed PARK. Design criteria used for the stormwater plan shall be consistent with those used by the State of North Carolina for development activities in coastal counties but at a minimum shall be designed to capture and retain a 10-year 24-hour storm event. The design criteria shall be identified in the plan and appropriate on-site improvements to address stormwater conditions shall be installed as part of the preliminary plat approval.

160. 28 Park Name

The name of the ~~Travel Trailer~~ Park shall not duplicate nor closely approximate the name of an existing subdivision or travel trailer park/campground_within Dare County.

160.29. Solid Waste Collection

Solid waste containers shall be provided on site and shall be identified on the preliminary and final site plans submitted to the Planning Board. The location of solid waste containers and the appropriate number required for each PARK shall be subject to review and approval by the Dare County Public Works Department. A copy of the preliminary site plan shall be provided to the Public Works Department as part of the Planning Board review process. Solid waste containers shall be placed on the site prior to final plat review and approval.

160.30. Water and Wastewater Systems

(A) PARKS not connected to municipal or county water and/or sanitary sewer systems must have a suitable source of water supply and sanitary sewage disposal, which complies with the regulations of the Dare County Health Department and with the applicable laws of North Carolina and is approved by the County Health Department.

(B) A sewage dumping station may be provided at the PARK but shall not be used in lieu of the facilities required in subsection (D) below. Any dumping station shall be approved by the applicable State agencies.

(C). Individual utility connections for sites may be provided in addition to service buildings. The provision of individual utility connections do not alleviate the need to provide permanent service facilities as specified below:

(D) One (1) flush toilet, one shower and one lavatory for each sex per every twenty approved camping spaces provided that camping cabins and alternative camping units that include individual restroom facilities in the unit shall be counted at 50% in the fixture-to camping space ratio calculation.

(E) All toilet, shower, lavatory and laundry facilities shall be provided and maintained in a clean, sanitary condition and kept in good repair at all times. They shall be safely and adequately lighted. Facilities shall be easily accessible and conveniently located.

(F) All toilet, urinals, shower, lavatory and laundry room facilities shall be constructed according to North Carolina building codes and the Dare County Flood Damage Prevention Ordinance.

160. 31 Recreational Amenities

Recreational amenities may be provided in the PARK and shall be identified as common areas on the preliminary and final site plans. Such amenities shall be constructed according to all applicable federal, state, and county ordinances. Ownership of the recreational amenities shall be retained by the PARK owners. The construction of swimming pools at any individual camping space shall be prohibited.

160.32 Camping Spaces at Commercial Sites

In areas zoned C-3, I-1, S-1 and Hwy 345, camping spaces may be developed on a commercial site in conjunction with other commercial uses according to the following provisions and shall not be considered as a PARK.

(A) A minimum of twenty (20) camping spaces shall be provided for travel trailers and alternative camping units only. If camping cabins are proposed in conjunction with other commercial uses, then Section 22-31 Group Developments shall apply.

(B) The camping spaces shall be developed according to the provisions of Section 160.23 (A) or (B), Camping Area Configuration.

(C) The development of camping spaces at existing commercial sites shall be subject to conditional use permit review and approval.

(D) All camping spaces shall be grouped in one area of the site used exclusively for camping spaces. The camping spaces shall not be interspersed throughout the commercial site. The perimeter of the camping spaces shall be buffered according to Section 160.22 (N) of this ordinance.

(E) Water and wastewater facilities as established in Section 160. 30 shall apply however the use of shared facilities may be authorized by the Board of Commissioners on a case by case basis as determined during the conditional use review and approval process.

(F) Ownership of camping spaces shall be retained by the property owner. Camping spaces shall not be individually conveyed or sold in fee simple title, as condominiums, fractural ownership or interval ownership. Camping units shall be used as temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters.

160.33 Year-round Placement of Units in PARK

Travel trailers and other recreational vehicles may be located in a PARK on a year-round basis and shall not be used for permanent dwellings or year-round occupancy by individuals or groups of individuals.

160.34 Temporary Emergency Use of Travel Trailers – The use of travel trailers for temporary housing may be authorized by the Dare County Board of Commissioners during storm recovery and reconstruction. Emergency use of travel trailers shall not be subject to the provisions of this ordinance.

160.40 NONCONFORMING TRAVEL TRAILER PARKS

All travel trailer parks that existed on or before March 18, 1985 shall be considered to be pre-existing and non-conforming and shall be exempt from the standards of this ordinance except for the following:

(A) Roads — Access and circulation roads shall be of an all- weather surface and shall be maintained on a regular basis to eliminate ruts, potholes, etc. The road maintenance shall be the responsibility of the park owner/operator. The Dare County Planning Department may inspect roads on a regular basis to determine if the roads are at an acceptable level of improvement. If roads are found to be in need of maintenance, the Planning Department shall notify the park owner/operator in writing of the need for road maintenance. The park operator shall have 90 days from receipt of the notice in which to complete the necessary maintenance to bring the roads back to an acceptable level.

(B) Recreational vehicles placed on sites within a Special Flood Hazard Area shall either:

- (1) Be on site for fewer than 180 consecutive days,
- (2) Be fully licensed and ready for highway use, or
- (3) Meet all the requirements for new construction, including anchoring and elevation requirements of Dare County Flood Damage Prevention Ordinance.

A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

Entrance landings as defined in this ordinance shall be allowed. (5-21-2012)

(C) In existing trailer parks where travel trailers are set up with porches, decks, screened rooms, or additions other than the allowable entrance landing, the non-conforming improvements may continue to exist as they did prior to July 20, 1992 until ownership or occupancy of the travel trailer has changed or the non-conforming improvements have been otherwise destroyed provided that such improvements are not permanently attached to a travel trailer by bolting, strapping or some other method. Should there be a change in ownership, occupancy or some other occurrence that results in the loss of the non-conforming improvement, such improvement shall be not reconstructed. It may however be replaced with a 100 square foot entrance landing as defined in this ordinance. (revised 5-21-2012)

(D) Any travel trailer park or campground in existence on ????? 2020 shall be considered a pre-existing PARK and shall not be subject to the provisions of this chapter. However, any existing PARK, if expanded, shall adhere to the revisions to the ordinance as adopted by the Dare County Board of Commissioners on ??? 2020. Any existing park may be modified to include camper cabins, alternative camping units or camping tent sites subject to the provisions of this chapter as adopted by the Dare County Board of Commissioners on ????? 2020.

160.50 Debris Removal (added to ordinance on 5-21-2012)

Dare County will not be responsible for the removal of damaged RVs. Damaged units shall not be placed or abandoned on the right-of-way of any public or private road. Park owners shall be responsible for any debris removal or clean-up costs that may result for storm conditions or other natural disasters that occur. Violations of this section of this ordinance shall be considered to be a violation of Chapter 96 Littering of the Dare County Code of Ordinances and subject to the terms of the chapter.

160.51 Storm Response Plan (for PARKS developed after insert date of adoption) – Each PARK owner shall develop a storm response plan of appropriate actions that will be taken before, during and after storm events. In the event evacuation orders are issued by Dare County, the PARK owner shall notify PARK guests of the order.

160.60 Enforcement and Administration (added to ordinance on 5-21-2012)

Park owners shall be notified in writing of any violations of this ordinance that are identified by the Dare County Planning Department. The written notification shall state the nature of the violation, the identified method of correction of the violation, and the timetable for correction of the violation. Park owners shall be responsible for informing the individual RV owner of any violation and ensuring that the violation is corrected as notified by the Planning Department. Violations of this ordinance shall be subject to the general penalties set forth in Chapter 10.99 of the Dare County Code of Ordinances.



*UNC Chapel Hill School of Government
Essential Housing Needs Pre-Development & Opportunity Site Identification: Project Update*

Description

The UNC School of Government, through their Development Finance Initiative (DFI) program, will provide an update relative to Phase I: Potential Site Identification for essential housing for Dare County.

Board Action Requested

Informational Presentation

Item Presenter

Sarah Odio, Senior Project Manager and Marcia Perritt, Associate Director, DFI



COA Project Change Order and Project Budget Update

Description

Please see the following Item Summary.

Board Action Requested

Authorize the County Manager to execute Barnhill Contracting Change Order #01.
Adopt the Amendment to the Capital Project Ordinance.

Item Presenter

David Clawson, Finance Director

Item Summary: COA Project Change order and Project Budget Update

Demolition & Abatement Change Order:

During demolition, DH Griffin, Barnhill Contracting’s demolition and abatement subcontractor has discovered two additional items that require abatement and remediation. Neither item was in the original scope of work and require a cost increase change order.

- There is an additional 588 feet of piping that had asbestos bag insulation. The piping was “covered”, hidden by walls and ceilings, and was not listed in the 2001 or the 2017 hazardous materials reports.
- The gymnasium floor is epoxy, which based on industry knowledge prompted the contractors to test the floor material. The test showed that the epoxy floor contains mercury which requires remediation, including the use of specialty lined trucks to transport and disposal at a specialty landfill, the closest of which is in Alabama.
- The change order cost from Barnhill Contracting is \$140,311. The Barnhill change order proposal (6 pages) is included as an attachment to provide the scope of the work that must be performed.

Project Cost Estimate Update:

The Project Budget/Estimate is attached. The Design Development column (first column) is the not to exceed estimate approved by the Board at \$16,359,487 (net of State bond funds). The second column is the Barnhill estimate based upon 95% complete construction drawings. The third column is the estimate with the above change order.

Below are the estimate changes from the DD estimate of \$16,359,487 to the current estimate of \$16,252,021, a decrease of \$107,466.

Barnhill construction estimate	Update to 95% drawings	\$12,957
Demo & abatement	Add CO #01	\$140,311
Demo & abatement monitor	Add for CO #01	\$9,946
Construction testing	From architect’s estimate to contractor quote	(\$70,000)
FF&E	COA now providing FF&E	(\$261,028)
Commissioning contracts	Architect updated estimate	\$15,000
Dominion Power estimate	County updated based on Animal Shelter	\$50,000
Owner’s contingency	Same 1%	<u>(\$4,652)</u>
Total		(\$107,466)

Project Ordinance/Budget Changes:

Below are the changes to the capital project ordinance for items that have changed since the last budget update.

	Line item	Budget Is	Change	New Budget
737520	GMP - demolition	\$369,032	\$140,311	\$509,343
737002	Owner’s costs	\$90,500	(\$1,255)	\$89,245
710911	Construction testing	\$150,000	(\$70,000)	\$80,000
750000	Owner’s contingency	\$20,968	(\$20,968)	<u>\$0</u>
	Total Increase			\$48,088

Action Requested:

Authorize the County Manager to execute the Barnhill Contracting change order #01.
Adopted the amendment to the Capital Project Ordinance



800 Tiffany Blvd, Suite 200
PO Box 7948
Rocky Mount, North Carolina 27804
252-823-1021 Fax: 252-977-7512

www.barnhillcontracting.com

Date: October 06, 2020

Attn: Mr. Brent Johnson
Dare County
P.O. Box 1000
Manteo, NC 27954

Re: Change Order Proposal – COP #001
COA - College of the Albemarle of Dare County

Dear Mr. Johnson:

Attached is Change Order Proposal, COP #001, for the COA - College of the Albemarle of Dare County in Manteo, NC. This is an added cost for the abatement and removal of piping insulation contaminants with glove and bagging system. This cost also includes the Mercury Flooring remediation services for the resilient gym flooring's abatement and removal. This cost includes the materials, labor, supplies, disposal, and permitting fee's associated with this removal.

Please review and advise if this will be accepted ASAP.

COP #001 - Mercury Flooring & Pipe Insulation Removal

ADD: \$140,311.00

If you have any further questions, please feel free to give me a call.

Sincerely,

Barnhill Contracting Company

A handwritten signature in black ink, appearing to read 'Clint Hardison', written in a cursive style.

Clint Hardison
Project Manager

Cc: File
Mr. Nick McKeel – BCC
Mr. Scott Adams – BCC
Mr. Kelly Barnhill III – BCC
Mr. Steve Wilt – Boomerang Design

CHANGE PROPOSAL FORM

Project: College of the Albemarle Dare County
 Contract: CM at Risk
 Contractor: Barnhill Contracting

Proposal #: 1
 Project #: 1108219
 Date: 10/6/2020

Description of change:

This is an added cost for the abatement and removal of piping insulation contaminants with glove and bagging system. This cost also includes the Mercury Flooring remediation services for the resilient gym flooring's abatement and removal. This cost includes the materials, labor, supplies, disposal, and permitting fee's associated with this removal.

Materials (Attach Itemized Breakdown with Quantity, Unit Cost, Total \$)		SUBTOTALS
Total Direct Cost of Materials	<u>\$0.00</u>	\$0.00
Overhead & Profit on Item (15% maximum)	<u>\$0.00</u>	
Sales Tax	<u>\$0.00</u>	
Shipping & Transportation	<u>\$0.00</u>	
		\$0.00
Labor (Attach Itemized Breakdown of Manhours, Rate, Total \$)		\$0.00
Total Manhours: _____ MH @ _____ /hr.	<u>\$0.00</u>	
Overhead & Profit on Item (15% maximum on straight labor cost)	<u>\$0.00</u>	
Payroll Taxes & Insurance <u>39.0%</u>	<u>\$0.00</u>	
		\$0.00
Equipment Rental (Attach Itemized Breakdown of Equipment, Hours, Rate, Total \$)		\$0.00
Equipment Rental	<u>\$0.00</u>	
Overhead & Profit (8% maximum)	<u>\$0.00</u>	
		\$0.00
Subcontractor (Includes quotes with labor, material, & equipment backup)		\$129,558.00
D.H. Griffin	<u>\$129,558.00</u>	
		\$129,558.00
Other		\$10,753.31
CM Fee (5.0%)	<u>\$6,477.90</u>	
Gen. Liability Insurance (1.15%)	<u>\$1,489.92</u>	
Perform & Payment Bond (0.95%)	<u>\$1,230.80</u>	
Subguard Bonds on Subcontract Cost Only (1.20%)	<u>\$1,554.70</u>	
		\$10,753.31
		\$140,311.31
		\$140,311.31
		\$140,311.00

Additional Days Requested 0

Subtotal of Proposal \$140,311.31

TOTAL OF CHANGE PROPOSAL \$140,311.31

\$140,311.00

The Construction Manager agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Construction Manager's Signature: _____

Date: 10/6/2020

Approval Recommended by Design Consultant: _____

Date: _____

Owner's Representative Approval: _____

Date: _____

COPY

2/6



CHANGE ORDER REQUEST

D.H. Griffin Wrecking Co., Inc.
 421 Raleigh View Rd.
 Raleigh, NC 27610
 Phone: (919) 772-4711
 Fax: (919) 772-4311

DHGW PROJECT NO: 20-50-5867

Contract: 1108219

PROJECT: College of Albemarle

CHANGE ORDER REQUEST NUMBER: 01 – Gym Floor Removal

CHANGE ORDER DATE: 10/05/2020

Task #	Task Name	Description	Amount
1	Additional Pipe Insulation	<p><i>Unit Rate #8 – Abatement/Removal of pipe insulation glove bag - \$93.50/LF</i></p> <p>Additional LF = 588 588 x \$93.50 = \$54,978.00</p>	\$54,978.00
2	Mercury Removal	<p><i>Mercury remediation services are inclusive of labor, materials, supplies, disposal, and permit fees.</i></p> <p>General Conditions</p> <ol style="list-style-type: none"> <i>Enpuricon will provide all necessary labor, materials, and supplies, to provide the requested scope of services.</i> <i>The mercury procedures will meet or exceed all applicable Federal, State Local, EPA, and OSHA Regulations to date.</i> <i>Enpuricon will furnish a certificate of insurance showing coverage for workman's compensation, vehicle liability, and general liability specifically for the remediation and demolition activities.</i> <i>Enpuricon will coordinate the transfer and proper waste disposal for the mercury contaminated waste stream. All mercury disposal fees are included in the proposal.</i> <i>This proposal does not address leaching of mercury into the concrete floor. No scarification or concrete removal is included.</i> <i>Remediation will be performed during regular business hours Monday through Friday.</i> <p>Mercury Remediation, Specific Scope of Work, Gymnasium Floor</p> <ol style="list-style-type: none"> <i>Enpuricon will isolate the area by constructing a negative pressure enclosure. The HEPA equipped negative air machines will be fitted with carbon filters.</i> <i>The remediation will be performed utilizing either a ride on floor scraping machine equipped with straight edge blades or hand scrapers with straight edge blades. No saws or tools equipped with serrated or toothed edges will be utilized on the project.</i> 	\$74,580.00



CHANGE ORDER REQUEST

		<p>3. <i>Enpuricon will properly package and prepare the waste for disposal. Enpuricon will hire a third party to haul and dispose of the hazardous waste. A manifest will be provided to at the end of the project as part of the post-submittal package.</i></p> <p>4. <i>Schedule: Enpuricon will require approximately 8-10 calendar days to complete the remediation activities.</i></p> <p style="text-align: center;"><i>LS \$67,800 x 10% Mark-Up = \$74,580</i></p>	
Total			\$129,558.00

For the sum of One Hundred Twenty-Nine Thousand Five Hundred Fifty-Eight Dollars and 00/100.

Original Contract Amount:	\$254,300.00
Previously Authorized Change Order(s):	-
Amount Authorized by this Change Order:	\$129,558.00
Adjusted Contract Amount:	\$383,858.00

Acceptance of Change Order:

By: _____
 Name: _____
 Date: _____

COPY

4/6

Enpuricon Inc.

ASBESTOS•LEAD•HAZARDOUS MATERIALS•ENVIRONMENTAL REMEDIATION

2431 Schieffelin Road
Apex, NC 27502
Phone (919) 387-9700
FAX (919) 387-9797
Email cstevens@enpuricon.com

October 5, 2020

Adam Garrett
D. H. Griffin Wrecking Co., Inc
421 Raleigh View Rd.
Raleigh NC 27610

**Re: Mercury Contaminated Flooring
Former Manteo Middle School, Gym
Manteo, NC**

Dear Mr. Garrett,

Per your request, I have prepared the following estimate for the above referenced project per the on-site walkthrough and the Mercury Containing Resilient Gym flooring Removal specification, Section 0100.

Mercury remediation services are inclusive of labor, materials, supplies, disposal, and permit fees.

General Conditions

1. Enpuricon will provide all necessary labor, materials, and supplies, to provide the requested scope of services.
2. The mercury procedures will meet or exceed all applicable Federal, State Local, EPA, and OSHA Regulations to date.
3. Enpuricon will furnish a certificate of insurance showing coverage for workman's compensation, vehicle liability, and general liability specifically for the remediation and demolition activities.
4. Enpuricon will coordinate the transfer and proper waste disposal for the mercury contaminated waste stream. All mercury disposal fees are included in the proposal.
5. This proposal does not address leaching of mercury into the concrete floor. No scarification or concrete removal is included.
6. Remediation will be performed during regular business hours Monday through Friday.

5/6

Mercury Remediation, Specific Scope of Work, Gymnasium Floor

1. Enpuricon will isolate the area by constructing a negative pressure enclosure. The HEPA equipped negative air machines will be fitted with carbon filters.
2. The remediation will be performed utilizing either a ride on floor scraping machine equipped with straight edge blades or hand scrapers with straight edge blades. No saws or tools equipped with serrated or toothed edges will be utilized on the project.
3. Enpuricon will properly package and prepare the waste for disposal. Enpuricon will hire a third party to haul and dispose of the hazardous waste. A manifest will be provided to at the end of the project as part of the post-submittal package.
4. Schedule: Enpuricon will require approximately 8-10 calendar days to complete the remediation activities.

Lump Sum Remediation:.....\$67,800.00

We appreciate the opportunity to furnish you with this proposal. The dangers, liabilities, and government regulations regarding environmental remediation and demolition are of great concern to everyone. Enpuricon, Inc. understands these concerns and looks forward to completing this job in a timely, professional manner.

If there are any questions, please do not hesitate to call.

Sincerely,



Chad Stevens
Project Manager

COPY

6/4

Dare COA Project
Project Budget/Estimate

Project #60332

<u>Latest Source</u>	<u>Item</u>	<u>Design Development 8/27/2020</u>	<u>Construction Documents 9/14/2020</u>	<u>CD Estimate & CO #1 for Demo</u>	
Barnhill	Preconstruction fee	\$ 109,039	\$ 109,039	\$ 109,039	Contract
Barnhill	Constuction @ 36,500 SF	13,051,394	12,179,326	12,179,326	Construction documents
Barnhill	Sitework	2,679,500	3,067,348	3,067,348	Construction documents
Barnhill	Professional Arts Building exterior	583,467	486,296	486,296	Construction documents
Barnhill	VE Site1, SK1, F1, & MEP 1,2,3,4,5	(723,773)	(570,213)	(570,213)	CDs Value Engineering
Barnhill	Add alternates	100,000	540,788	540,788	CDs treated as add alternates
		<u>15,690,588</u>	<u>15,703,545</u>	<u>15,703,545</u>	
Barnhill	Building abatement & demolition	369,032	369,032	509,343	GMP - CA #01 & CO#1
	Subtotal - construction	<u>16,168,659</u>	<u>16,181,616</u>	<u>16,321,927</u>	
Contract	Architect	937,969	937,969	937,969	
Boomerang	Architect expenses	10,000	10,000	10,000	Architect estimate
County	Update Phase 1 study	3,800	3,800	3,800	Actual
Boomerang	Surveys & subsurface analysis	40,000	40,000	40,000	Architect estimate
Boomerang	Advertising	1,500	1,500	1,500	Architect estimate
Boomerang	Permit review fees	20,000	20,000	20,000	Architect estimate
Boomerang	Prints - permit sets	1,500	1,500	1,500	Architect estimate
Contract	Demo/abatement monitoring	10,000	13,000	19,945	Actual - increased for CO #01
County	Owner's consultant	2,500	2,500	2,500	Estimate
	Owner Costs	<u>79,300</u>	<u>82,300</u>	<u>89,245</u>	
Boomerang	Construction testing	150,000	75,000	80,000	Proposal from GET
County	Fiber move to PAB	15,845	15,845	15,845	Actual
County	Builders Risk	-	-	-	In Barnhill cost
	Sales tax refund	-	-	-	Barnhill to estimate
County	FF&E	261,028	-	-	By COA
Barnhill	Network cabling	-	-	-	In Barnhill estimate
County	Commissioning	25,000	40,000	40,000	Architect estimate
County	Dominion Power	50,000	100,000	100,000	Barnhill to estimate
County	Owner's contingency	161,687	157,035	157,035	At 1% of construction
	Subtotal - all other costs	<u>1,690,828</u>	<u>1,418,149</u>	<u>1,430,094</u>	
Grand Total		<u>\$ 17,859,487</u>	<u>\$ 17,599,765</u>	<u>\$ 17,752,021</u>	
Less State Bond Funds		<u>(1,500,000)</u>	<u>(1,500,000)</u>	<u>(1,500,000)</u>	
Dare County debt issuance - S2021A LOBs		<u>\$ 16,359,487</u>	<u>\$ 16,099,765</u>	<u>\$ 16,252,021</u>	
		BOC NTE			
	Change from NTE		\$ (259,722)	\$ (107,466)	

	Account Number	Through 2/4/2020	3/16/2020	4/6/2020	5/4/2020	5/5/2020	6/1/2020	6/1/2020	8/14/2020 8/17/2020	9/8/2020	10/19/2020	Totals
Revenues												
Debt proceeds S2020B LOBS	613090 470318 98726	5,222,021	6,206,048	57,096	-	-	1,000,000	5,154,127	-	-	48,088	17,687,380
												17,687,380
Expenditures												
COA Project												
Architect	615676 710900 60332	937,969										937,969
Construction testing	615676 710911 60332	150,000									(70,000)	80,000
Owner costs	615676 737002 60332	80,500							10,000		(1,255)	89,245
Demolition & abatement	615676 737008 60332	400,000							(400,000)			-
Guaranteed Maximum Price - Dei	615676 737520 60332									369,032	140,311	509,343
CMAR preconstruction services	615676 737500 60332	109,089										109,089
Architect expenses	615675 710912 60332	10,000										10,000
Owner's contingency	615676 750000 60332									20,968	(20,968)	-
Fiber move & new install	615676 737526 60332	15,845										15,845
												1,751,491
Animal Shelter												
Guaranteed Maximum Price	615550 737520 60339		5,872,839							(67,666)		5,805,173
Architect	615550 710900 60339	230,980						24,865				255,845
Construction testing	615550 710911 60339	14,800			9,511							24,311
Architect additional services	615550 710912 60339	14,760										14,760
Owner costs	615550 737002 60339	20,000	5,000					11,300				36,300
Builders Risk	615550 735400 60339		15,000		(15,000)							-
CMAR preconstruction services	615550 737500 60339	110,400	(110,400)									-
FF&E and Owner Supplied	615550 737406 60339		206,023							(49,621)		156,402
Fiber to building	615550 737570 60339		15,000									15,000
Network wiring	615550 737409 60339		20,086									20,086
Landscaping by owner	615550 737003 60339		10,000									10,000
Electric & other utilities	615550 737517 60339		30,000									30,000
Sign	615550 737451 60339		7,500									7,500
Card readers & security system	615550 737454 60339		15,000			11,763						26,763
Permits & other	615550 737501 60339		10,000									10,000
Owner's contingency	615550 750000 60339		110,000		5,489	(11,763)		(36,165)	117,287			184,848
												6,596,988
Manteo High School Roof Replacement												
Roof replacements - 2 sections	635675 711515 98660						1,000,000					1,000,000
												1,000,000
DHHS Project												
Architect	615620 710900 60337	440,895		52,096								492,991
Architect expenses	615620 710912 60337	-		5,000								5,000
Construction testing	615620 710911 60337	20,000										20,000
Owner costs	615620 737002 60337	25,000										25,000
CMAR GMP & precon	615620 737500 60337	41,465					4,811,473		(41,465)			4,811,473
FF&E	615620 737406 60337						129,378					129,378
Sec sys, readers, replace door loc	615620 737454 60337						81,654					81,654
Permits & other	615620 737501 60337						32,916					32,916
Owner's contingency	615620 750000 60337						98,706		41,465			140,171
												5,738,583
Manteo Property												
Land & building purchase	615490 737101 60340	712,338										712,338
Renovations	615490 737006 60340	69,621										69,621
												781,959
Buxton Property												
Land & building purchase	615490 737101 60341	320,043										320,043
												320,043
CIP Equipment												
EMS MD Computers	615531 737437 60342	365,200										365,200
Cardiac monitors	615531 737437 60344	1,133,116										1,133,116
												1,498,316
		5,222,021	6,206,048	57,096	-	-	1,000,000	5,154,127	-	-	48,088	17,687,380

**County of Dare, North Carolina
Capital Project Ordinance
For Series 2020B LOBs**

BE IT ORDAINED as authorized by the Board of Commissioners of the County of Dare, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted for the planned Series 2020B Limited Obligation Bonds.

Section 1 This ordinance is to update the project budget for the DHHS project for a credit to the GMP by AR Chesson Construction for their preconstruction fee. This ordinance amends the capital project ordinance adopted 9/18/2017, and amended on 8/6/2018, 1/22/2019, 2/4/2019, 6/3/2019, 6/17/2019, 7/15/2019, 7/16/2019, 8/5/2019, 12/2/2019, 12/16/2019, 1/21/2020, 2/4/2020, 3/16/2020, 4/6/2020, 6/12/2020, 8/14/2020, 8/17/2020, and 9/8/2020.

Section 2 The following budget shall be conducted within the Capital Projects Fund (fund #61).

Section 3 The following appropriations are changed as indicated:

COA Project:

Guaranteed Maximum price - demolition	615676-737520-60332	\$140,311 increase
Owner's costs	615676-737002-60332	(\$1,255) decrease
Construction testing	615676-710911-60332	(\$70,000) decrease
Owner's contingency	615676-750000-60339	(\$20,968) increase

Section 4 The following revenues are additionally anticipated to be available to complete the project as changed below:

Debt proceeds S2020B LOBs	613090-470318-98726	\$48,088 increase
---------------------------	---------------------	-------------------

Section 5 After this amendment, the following amounts are budgeted for the S2020 LOBs to date:

COA	\$1,751,491	
Animal Shelter	\$6,596,988	
DHHS buildings	\$5,738,583	
Manteo HS roof	\$1,000,000	
Manteo property & renovations	\$781,959	
Buxton property	\$320,043	
EMS equipment 2020 CIP	\$1,498,316	
Total		\$17,687,380

Section 6 The Finance Officer is directed to report the financial status of the project as a part of the normal ongoing financial reporting process.

Section 7 Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Board of Commissioners.

Adopted this 19th day of October, 2020.

_____ copy _____
Chairman, Board of Commissioners

[SEAL] _____ copy _____
Cheryl Anby, Clerk to the Board of Commissioners



NC Office of Recovery & Resiliency Grant Award

Description

Dare County has been awarded a grant from the NC Office of Recovery and Resiliency of \$1,000,000.

The County Manager & Finance Director applied for the grant on 9/9 for cost items eligible per NCORR rules.

The grant is awarded for:

- \$55,000 for an Emergency Management vehicle requested but not included in the FY2021 budget;
- \$166,456 for debris costs from Hurricane Dorian ineligible for reimbursement per FEMA; and
- \$778,544 for economic relief to General Fund, to be used for general payroll obligations.

Attached are a budget amendment for the grant, the MOA, and the grant application.

Board Action Requested

Authorize the County Manager to execute the MOA with NCORR.

Adopt the budget amendment.

Item Presenter

David Clawson, Finance Director

DARE COUNTY

BUDGET AMENDMENT

F/Y 2019-2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Funds:					
NCORR Grant Fund					
<u>Revenues:</u>					
State Aid - NCORR	153025	422231		\$1,000,000	
<u>Expenditures:</u>					
Emergency Management capital outlay	154542	537450		\$55,000	
Transfer to Disaster Recovery Fund	154925	591200		\$166,456	
Transfer to General Fund	154925	591000		\$778,544	

Explanation:

NC Office of Recovery & Resiliency grant awarded 10/12/2020.

Approved by:

Board of Commissioners: _____ copy

Date: _____

Date: _____

(sign in red)

_____ County

<i>Finance only:</i> Manager: _____ copy _____ Date entered: _____ Entered by: _____ Reference number: _____ xxx _____
--

STATE GRANTS FOR FINANCIALLY DISTRESSED LOCAL GOVERNMENTS

MEMORANDUM OF AGREEMENT
BETWEEN
THE NORTH CAROLINA OFFICE OF RECOVERY AND RESILIENCY
AND
DARE COUNTY

GRANT NUMBER: NCORR-FDLG-045

MOA AMOUNT: \$1,000,000

PERIOD OF PERFORMANCE: 3 YEARS FROM THE DATE OF ENACTMENT RECIPIENT

TAX ID/EIN: 56-6000293

PURPOSE:

This Grant Agreement is hereby entered into by and between the North Carolina Office of Recovery and Resiliency ("NCORR") and Dare County. This Agreement is authorized pursuant to Section 2.1 (4c) of North Carolina Session Law 2019-224 and Section 1.2 (3b) of North Carolina Session Law 2019-250.

1. EFFECTIVE TERM:

This Agreement shall be effective starting October 12, 2020 and this Agreement shall terminate on October 12, 2023 or upon the full expenditure of grant funds and the submission of RECIPIENT'S final report, which ever comes first.

2. NCORR'S DUTIES & PAYMENT PROVISIONS:

NCORR shall ensure that funds allocated and disbursed pursuant to Session Law 2019-224 and Session Law 2019-250, comply with the intent and guidance found in the Session Law and ensure compliance with related state statutes and financial management standards.

NCORR shall disburse to Dare County a total of \$1,000,000 for the purposes set out in RECIPIENT'S application for grant funds (see attached). Upon signature of this agreement by the parties, the funds will be transferred to RECIPIENT within 5 business days.

3. RECIPIENT'S DUTIES:

RECIPIENT'S shall provide the following information:

- a. RECIPIENT agrees it shall, before and during the term of this Agreement, use the grant award to cover the costs of (i) non-disaster-related operating expenses; (ii) disaster-related expenses denied by the federal government for reimbursement; and (iii) disaster recovery capacity building expenses listed in RECIPIENT'S grant application.
- b. RECIPIENT shall not expend awarded grant funds on federally reimbursable expenses under the Federal Emergency Management Agency (FEMA) Public Assistance program or the National Flood Insurance Program (NFIP), the Community Development Block Grant for Disaster Recovery (CDBG-DR), or any other federally reimbursable expense.
- c. After the first nine months of the grant period, RECIPIENT may submit to NCORR a recommended grant budget to redirect and reprogram any unobligated award funds to uses not covered in the original grant proposal. Allowable proposed uses include:

- i. General operating expenses such as payroll, non-disaster-related vendor payments, and debt service or disaster recovery capacity building, or
 - ii. Building disaster recovery capacity through hiring up to two time-limited positions not to exceed 3 years, the purchase of a vehicle to support disaster recovery; the purchase of contracted disaster recovery services, or entering into agreements with other governmental agencies of RECIPIENT'S area Council of Government.
- d. Both NCORR and RECIPIENT agree that this Agreement shall be interpreted as to not minimize or impair RECIPIENT's eligibility to secure FEMA or related recovery funding support.
 - e. RECIPIENT agrees that grant funds paid through this Agreement shall be accounted for in a separate fund and accounting structure within RECIPIENT's central accounting system. RECIPIENT agrees to manage all accounts payable disbursements, check register disbursements and related transactions in a detailed manner that supports fully transparent accounting of all financial transactions associated with grant funding allocations described in Section 2 above. For end-of-year financial reporting purposes, this separate fund should be consolidated with the General Fund of the reporting entity.
 - f. RECIPIENT understands and acknowledges that total direct Grant program funding level available under this Agreement is \$1,000,000.

4. QUARTERLY PROGRESS REPORTS:

RECIPIENT agrees to provide Quarterly Progress Reports to be sent electronically from RECIPIENT to NCORR and shall at a minimum include:

- a. Period beginning balance of the Unspent Grant Amount
- b. Total expenditures incurred or disbursed (aggregate totals):
 - i. For each purpose set out in the grant application (payroll, vendor payments, engineering services contract for disaster recovery, etc.),
 - ii. For the period, year to date, and grant period, and
 - iii. Brief description of specific expenses funded with awarded grant funds for the quarter.
- c. Period ending Grant balance of RECIPIENT.

Quarterly Progress Reports shall be emailed to **ncorrgrants@ncdps.gov**. Reporting Deadlines are on April 7, July 7, October 7, and January 7 of each year of this agreement. ATTACHMENT A is a copy of the quarterly progress report template.

5. AGREEMENT ADMINISTRATORS:

All notices permitted or required to be given by one Party to the other and all questions about the Agreement from one Party to the other shall be addressed and delivered to the other Party's Agreement Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Agreement Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Agreement Administrator by giving timely written notice to the other Party.

For NCORR	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Mary Massey NCORR Budget Manager PO Box 110465 Durham, NC 27709	Mary Massey NCORR Budget Manager Mary.Massey@ncdps.gov

For RECIPIENT	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Dare County Robert L. Outten, County Manager 954 Marshall C. Collins Drive P.O. Box 1000 Manteo, NC 27954-1000	Dare County Robert L. Outten, County Manager 954 Marshall C. Collins Drive P.O. Box 1000 Manteo, NC 27954-1000 outten@darenc.com

6. MONITORING AND AUDITING:

RECIPIENT acknowledges and agrees that, from and after the date of execution of this Agreement and for three (3) year following its termination, the books, records, documents and facilities of RECIPIENT are subject to being audited, inspected and monitored at any time by NCORR upon its request (whether in writing or otherwise). RECIPIENT further agrees to provide NCORR staff and staff of the Office of State Auditor with access to financial and accounting records to support internal audit, financial reporting and related requirements.

RECIPIENT acknowledges and agrees that, with regard to the Grant funds, it will be subject to the audit and reporting requirements prescribed in N.C.G.S. 159-34, Local Government Budget and Fiscal Control Act – Annual Independent Audit, rules and regulations. Such audit and reporting requirements may vary depending upon the amount and source of Grant funding received by RECIPIENT and are subject to change.

7. SITUS:

This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement of this Agreement shall be filed in State court in Wake County, North Carolina.

8. COMPLIANCE WITH LAW:

RECIPIENT shall remain an independent RECIPIENT and as such shall be wholly responsible for the Grant terms and RECIPIENT responsibilities described in this Agreement. RECIPIENT shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of their Grant performance under this Agreement, including those of Federal, State, and local agencies having appropriate jurisdiction. Recipient is reminded that all funds are subject to the requirements of the Local Government Budget and Fiscal Control Act, including but not limited to all budgeting and pre-audit requirements.

9. CLAW-BACK:

NCORR reserves the right to de-obligate any remaining award funds after this Agreement's expiration date or before the expiration date of this Agreement, should RECIPIENT violate the terms of this Agreement or should it become apparent RECIPIENT will not be able to expend the funds prior to the expiration date of this Agreement.

10. TERMINATION OF AGREEMENT:

This Agreement may be terminated, if RECIPIENT repays the grant amount in full, prior to the term end date. Section 6 shall survive termination as explained in that section.

11. AMENDMENTS:

This Agreement may be amended in writing which documents approval of changes by both NCORR and RECIPIENT. If RECIPIENT requests a term extension or revision of Agreement terms, it shall provide to NCORR for their review and approval a detailed request that includes documented financial management reason(s) for amending the terms of this Agreement.

12. AGREEMENT CLOSE-OUT PROCESS:

RECIPIENT agrees to submit to NCORR a complete performance and expenditure status report (final report) within ninety (90) days after: (i) expiration of the Agreement term or (ii) October 12, 2023 whichever comes first.

13. AUTHORIZED SIGNATURE WARRANTY:

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Agreement.

In Witness Whereof, the RECIPIENT and NCORR have executed this Agreement and intend to be bound by its terms.

SIGNING ON BEHALF OF NCORR:

SIGNING ON BEHALF OF RECIPIENT:

Michael A. Sprayberry
Director, North Carolina Office of
Recovery & Resiliency

Robert L. Outten, County Manager
Dare County

Date

Date

APPROVED AS TO PROCEDURES BY:

Jonathan Doerr, Deputy General Counsel
Lead Counsel for NCORR

Tara Williams-Brown, Controller
Department of Public Safety

Date

North Carolina Office of Recovery & Resiliency

State Recovery Grants for Financially Distressed Local Governments/Tribal Governments Application

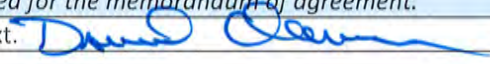
Fiscal Year 2020

Disaster Declaration	
<i>Please select the Presidential Disaster Declarations that apply to your county, incorporated municipality, or tribal government.</i>	
<input checked="" type="checkbox"/>	Hurricane Florence (DR-4393)
<input checked="" type="checkbox"/>	Hurricane Dorian (DR-4465)

1 CONTACTS

Enter requested information for all contacts listed below.

Applicant	Dare County
Grant point of contact	David Clawson, Deputy County Manager
EM program manager	Drew Pearson
Finance director	David Clawson

Finance director	
<i>The signature of the finance director of the agency is required for the memorandum of agreement.</i>	
Name	Click or tap here to enter text.  9/9/2020
Email	davec@darenc.com

Field help

Grant MOA signatory

2 STATE GRANTS FOR FINANCIALLY DISTRESSED LOCAL GOVERNMENTS – TOTAL PROPOSAL SHALL NOT EXCEED \$1,000,000

- A. Request for grant funds to cover non-disaster-related operating budget expenses, including:
- *General payroll obligations*
 - *Payments to vendors for goods and services **not related** to disaster response and recovery, where nonpayment would result in a negative financial outcome*
 - *Disaster Response and Recovery Expenses **denied** for federal reimbursement*
 - *Disaster-related repairs to facilities and infrastructure **denied** for federal reimbursement*
 - *Debt service payments*

North Carolina Office of Recovery & Resiliency

State Recovery Grants for Financially Distressed Local Governments/Tribal Governments Application

Fiscal Year 2020

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[Field help](#)

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 - *Disaster Response and Recovery Expenses **denied** for federal reimbursement*
 - *Disaster-related repairs to facilities and infrastructure **denied** for federal reimbursement*
 - *Debt service payments*

General information <i>Enter information describing the request for funds.</i>	
Proposed Expense Type	Disaster expenses denied for federal reimbursement – Hurricane Dorian
Description of need	Unreimbursed debris collection & disposal costs from Hurricane Dorian. These costs were the cost of debris collection, monitoring, and disposal by both Dare County self-collection and the County’s prepositioned debris contractor and monitor. The areas of Colington Island and Martins Point were deemed ineligible by FEMA beginning with Hurricane Irene. The County has appealed the denial with past storms making the argument that the County provides essential services in these areas including planning and zoning, trash collection, debris collection, police services, and EMS services. The amount also includes \$20,741 for commercial debris collection, which was abandoned in rights of way and was not collected by NCDOT, which was denied for federal reimbursement.
Expense Amount	\$166,456
Anticipated Expense Date	March 10, 2020
General information <i>Enter information describing the request for funds.</i>	
Proposed Expense Type	General payroll obligations
Description of need	Dare County maintains a Disaster Recovery Fund to track and maintain a fund balance for disaster recovery expenses. Hurricanes Dorian, Florence, Matthew, Sandy, and Irene have created a financial drain on the fund, especially from the above listed item for each storm. During FY2020 the County transferred \$413,437 from the General Fund to the Disaster Recovery Fund. The amount was set so that the County would have fund balance to cover costs of a storm that, for example, only affected Hatteras Island and failed to meet the threshold for a FEMA or State declared disaster (State declaration threshold = 1% of the General Fund budget). Replacement of general payroll obligations will provide relief to the General Fund.
Expense Amount	\$778,544
Anticipated Expense Date	During FY 2020
General information <i>Enter information describing the request for funds.</i>	
Proposed Expense Type	Click or tap here to enter text.
Description of need	
Expense Amount	Click or tap here to enter text.
Anticipated Expense Date	Click or tap here to enter text.
General information <i>Enter information describing the request for funds.</i>	
Proposed Expense Type	Click or tap here to enter text.
Description of need	
Expense Amount	Click or tap here to enter text.
Anticipated Expense Date	Click or tap here to enter text.
Subtotal Amount	
	\$945,000

[Field help](#)

Proposed Expense Type	The name of the expense to be covered. The field can be a maximum of 30 characters.
Description of need	A brief description of the expense need to be covered by grant funds.
Expense Amount	Total dollar amount of the expenses to be covered by the grant.
Anticipated Expense Date	Expected date of when the grant funds would be expensed.
Subtotal Amount	Cumulative sum of the <i>Expense Amounts</i> listed above.

B. Request for grant funds to provide one-time capacity building for disaster recovery, including:

- *No more than two disaster recovery-related positions, including salary, benefits, and operating expenses for up to three years.*
- *Contracted services for disaster recovery or agreements with other local governments or the local Council of Government to support disaster recovery efforts for up to three years.*
- *One vehicle to support disaster recovery activities.*

Requested Funds for Position #1	
<i>Enter information describing the request for funds.</i>	
Proposed Position	Click or tap here to enter text.
Description of Disaster Recovery Support	
Annual Salary	Click or tap here to enter text.
Annual Benefits	Click or tap here to enter text.
Annual Operating Costs	Click or tap here to enter text.
Total Annual Cost for Position	Click or tap here to enter text.
Cumulative Cost over 3 years	Click or tap here to enter text.
Requested Funds for Position #2	
<i>Enter information describing the request for funds.</i>	
Proposed Position	Click or tap here to enter text.
Description of Disaster Recovery Support	
Annual Salary	Click or tap here to enter text.
Annual Benefits	Click or tap here to enter text.
Annual Operating Costs	Click or tap here to enter text.
Total Annual Cost for Position	Click or tap here to enter text.
Cumulative Cost over 3 years	Click or tap here to enter text.
Requested Funds for Contracted Services	
<i>Enter information describing the request for funds.</i>	
Proposed Contract(s) Type	Click or tap here to enter text.
Description of Disaster Recovery Support	
Annual Anticipated Expenses	Click or tap here to enter text.
Cumulative Cost over 3 years	Click or tap here to enter text.
Requested Funds for Agreements with other Local Governments or Council of Government	
<i>Enter information describing the request for funds.</i>	
Proposed Agreement Expense Type	Click or tap here to enter text.
Description of Disaster Recovery Support	
Annual Anticipated Expenses	Click or tap here to enter text.
Cumulative Cost over 3 years	Click or tap here to enter text.
Requested Funds for a Vehicle	
<i>Enter information describing the request for funds.</i>	
Proposed Vehicle	Emergency Management operations vehicle – Ford Expedition or equivalent

Description of Disaster Recovery Support	<p>An operations vehicle for the Emergency Management Director was requested for the FY2021 budget but was not approved in the budget solely due to economic reasons.</p> <p>The Emergency Management vehicle is needed to support county-wide efforts to establish pre and post disaster traffic control points by towing critical equipment from staging areas to locations where the equipment is needed to enforce entry restrictions established to protect public health and safety. The equipment includes variable message boards, light and surveillance camera towers, road barricades and other traffic control devices. It will also be used to move a mobile dock lift to areas that will be, or have been impacted by a disaster and require points of distribution to be established to deliver life sustaining commodities to disaster survivors or to facilitate mass dispensing operations in support of public health. With a 4-wheel drive, high profile emergency management vehicle, the department will be able to rapidly move equipment to areas where roads have become impassable by less capable vehicles. The vehicle will also be used to move disaster recovery personnel into areas affected by a disaster, to complete post storm damage assessments, and as an immediate response vehicle for the Emergency Management department. During planned events the vehicle will be used to support incident management activities as the department's mobile command post.</p>
Expenditure Amount	\$55,000 (State contract price)
Anticipated Expense Date	Fall 2021
Subtotal – Grant Request for one-time capacity building for disaster recovery (any Cumulative Cost over 3 years + any Expenditure Amount for a vehicle)	
Subtotal Amount	\$55,000

Field help

- Proposed Position** The name of the position to be funded. The field can be a maximum of 30 characters.
- Proposed Contract(s) Type** The name(s) of the proposed contracts to be funded. The field can be a maximum of 30 characters.
- Proposed Agreement Expense Type** The name(s) of the proposed agreements with outside organizations to be funded. The field can be a maximum of 30 characters.
- Proposed Vehicle** Ford Expedition or equivalent at State contract price.
- Description of Disaster Recovery Support** A brief description how this request will specifically support the local government's or tribal government's disaster recovery effort.
- Annual Salary** Annual direct salary or wage expenditures.

Annual Benefits	Annual fringe benefits cost for this position.
Annual Operating Costs	Annual operating costs for this position, including supplies, equipment, and travel expenditures.
Total Annual Cost for Position	Total of salary, benefits, and operating costs for one year.
Annual Anticipated Expenses	Total annual expense amount for the contract(s) or agreement(s).
Expenditure Amount	Anticipated purchase cost of the vehicle.
Cumulative Cost over 3 years	Total Annual Cost of Position summed over 3 years
Description of Disaster Recovery Support	Brief description of how the vehicle will support the local government's or tribal government's disaster recovery efforts.
Anticipated Expense Date	Expected date of when the grant funds would be expensed.
Subtotal	Sum of any proposed <i>Cumulative Cost over 3 years</i> and proposed <i>Expenditure Amount</i> for a vehicle.

C. Total Proposed Grant Amount – Not to exceed \$1,000,000

Total Proposed Grant from the Financially Distressed Local Government Program – Not to exceed \$1,000,000	
Subtotal Amount for <i>non-disaster-related operating budget expenses</i>	\$945,000
Subtotal Amount for <i>one-time capacity building for disaster recovery</i>	\$55,000
Grand Total – <i>not to exceed \$1,000,000</i>	\$1,000,000

Field help

Subtotal Amount for non-disaster-related operating budget expenses	Subtotal from Section 2.A. for non-disaster related operating budget expenses
Subtotal Amount for one-time capacity building for disaster recovery	Subtotal from Section 2.B. for one-time capacity building for disaster recovery
Grand Total	The sum of all of the amounts – not to exceed \$1,000,000

4 CERTIFICATION

Certification	
<i>Review each certification item and check where appropriate.</i>	
I certify that:	<input checked="" type="checkbox"/> This application includes complete and accurate information. <input checked="" type="checkbox"/> Submission of the grant proposal does not guarantee funding. <input checked="" type="checkbox"/> Grant proposals through the State Grants for Financially Distressed Local Governments do not include expenses that are federally reimbursable through federal disaster response, recovery, or resiliency programs.

5 APPENDICES

Add any information not accommodated by the application form here.

Information About Current Financial Standing

Please complete and submit the [“NCORR Application Unit Financial Information” Excel](#) Worksheet. Please be sure to complete all fields for the Interim Current Fiscal Year to Date.

Debt Service

Current Debt Service	
General Fund Debt Service – FY 2019-20	\$15,748,620
All non-General Fund Debt Service – FY 2019-20	\$10,299,562

Insufficient budget to cover Operating Expenses, such as payroll and vendor payments

General Description of the Budgetary Challenge
<i>Enter additional information in the space below.</i>

Diminishing tax or enterprise revenues due to outmigration of population or other disruptions to public services

General Description of the Budgetary Challenge <i>Enter additional information in the space below.</i>

Increased risk of not servicing debt payments

General Description of Debt Service Challenges <i>Enter additional information in the space below.</i>

Local Government or Tribal Government Approved Budget for FY 2019-20

Enter URL for the online published approved budget for FY 2019-20 www.darenc.com/departments/finance/annual-budgets
If your organization does not publish an online budget, please attach a pdf copy of your jurisdiction's approved budget.

Brief Position Descriptions for Requested Grant Funds

For local governments and tribal governments applying for a grant under the State Grants for Financially Distressed Local Governments program, please attach brief position descriptions for any disaster recovery positions proposed in your application package.

Federal Reimbursement Denial for Disaster Related Expenses

For local governments or tribal governments applying for a grant under the State Grants for Financially Distressed Local Governments program to cover "disaster response and recovery expenses" or "disaster-related repairs to facilities and infrastructure," please provide documentation of denial by a federal agency. FEMA appeal and denial is included.
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Consent Agenda

Description

1. Approval of Minutes - October 5, 2020
2. Schedule of Meeting Dates for 2021
3. Tax Collector's Report
4. Budget Amendment - Elections Dept. - Additional CARES Grant Funds - Election Day Expenses
5. Health & Human Services, Public Health - COVID-19 Infection Prevention Funding
6. Health & Human Services, Public Health - Budget Increase for Additional Vaccines
7. Water Department Fund Transfer

Board Action Requested

Approval

Item Presenter

Robert Outten, County Manager



Approval of Minutes

Description

The Board of Commissioners will review and approve their previous Minutes, which follow this page.

Board Action Requested

Approve Previous Minutes

Item Presenter

Robert Outten, County Manager



County of Dare

P.O. Box 1000 | Manteo, NC 27954

MINUTES

DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

9:00 a.m., October 5, 2020

Commissioners present: Chairman Robert Woodard, Sr., Vice Chairman Wally Overman
Rob Ross, Steve House, Jim Tobin, Danny Couch, Ervin Bateman

Commissioners absent: None

Others present: County Manager/Attorney, Robert Outten
Deputy County Manager/Finance Director, David Clawson
Master Public Information Officer, Dorothy Hester
Clerk to the Board, Cheryl C. Anby

A full and complete account of the entire Board of Commissioners meeting is archived on a video that is available for viewing on the Dare County website www.darenc.com.

At 9:01 a.m. Chairman Woodard called to order the regularly scheduled meeting with appropriate prior public notice having been given. He read the invocation provided by Rev. Tom Wilson and then he led the Pledge of Allegiance to the flag.

ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE

Following is a brief outline of the items mentioned by Chairman Woodard during his opening remarks, which can be viewed in their entirety in a video on the Dare County website:

- On September 28, 2020 the demolition began at the old middle school in Manteo. The contractor had saved some of the bricks for those who want one. The Board is excited to see the demolition begin and the construction of a new COA campus.
- October 4-10 would be recognized as Fire Prevention Week.
- The 5 on 5 Committee would meet on Tuesday, October 6, 2020, to be brought up-to-date on the preparations for schools to open under new Covid-19 guidelines.
- Extension of the State of Emergency had been issued into Phase 3 through October 23, as read by the County Manager. Commissioner Ross highlighted some changes would allow outdoor facilities with more than 10,000 seats to open at 7% capacity. Gaming establishments and hotel/motel conference sites could now open at a reduced capacity.
- The College of the Albemarle celebrated sixty years in Dare County and was recognized as the oldest community college in the state of North Carolina.
- The 2020 Census deadline had been extended until the end of October and he urged all citizens to take time to participate.

- He had received a letter of appreciation from Michael Regan, Secretary of the NCDEQ, for the Board's continued strong partnership with the organization in protection of the safety and health of all North Carolinians.
- Recently went to Hatteras to see the progress of Hwy. 12, which had been shut down for days following storm and flood damage. He thanked NCDOT for their tireless efforts in getting the road open and hoped to meet with them and Superintendent David Hallac to discuss some long-term resolutions.
- The College of the Albemarle would have a ribbon cutting on October 14, 2020 for the newly expanded welding space at the Dare campus.

He shared a video produced by the Emergency Manager and team to educate the public on response guidelines under the NC General Statute 166A, the Emergency Management Act.

ITEM 2 – PUBLIC COMMENTS

At 9:27 a.m. the Manager outlined the procedure for making public comments via email to the Board at dcboc@darenc.com. No one responded to the invitation to address the Board. The County Manager closed Public Comments at 9:28 a.m.

ITEM 3 – PRESENTATION OF COUNTY SERVICE PINS

County Manager Outten provided background achievements for the following October service pin recipients while their photographs were displayed:

Charles Budd and Michael Ferguson - 10 years, Angie Hooper - 15 years, Karen Patton - 20 years, Eric Pfeifer and Elisa "Sissy" Campbell – 25 years.

Drew Pearson, Director of EOC, provided the background of James Wooten, who had completed the process that led to his recognition as a Certified Emergency Manager (CEM) by the International Association of Emergency Managers. Chairman Woodard presented him with the plaque and congratulated him on his achievement.

ITEM 4 – DARE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES, PROCLAMATION – NATIONAL BREAST CANCER AWARENESS MONTH (Att. # 1)

In order to promote awareness to breast cancer, the Dare County Department of Health and Human Services presented a proclamation declaring the month of October as National Breast Cancer Awareness Month.

MOTION

Commissioner House motioned to adopt the Breast Cancer Awareness Month Proclamation
Commissioner Ross seconded the motion.

VOTE: AYES unanimous

ITEM 5 – REVISED TRAVEL TRAILER PARK ORDINANCE – REQUEST FOR A PUBLIC HEARING

Donna Creef, Planning Director, presented the Board with revisions to the Travel Trailer Park Ordinance. The Planning Board recommended the ordinance be retitled as the Travel Trailer Park and Campground Ordinance. The staff report outlined several new definitions and recommended the same site plan review procedures used for subdivisions be followed for

trailer parks and campgrounds. Standards for camping cabins and alternative camping units were also defined along with the recommendation to have the mix of travel trailer spaces and other camping units to follow a 50% mixture. Staff had initiated an amendment process since they had received various requests for the parks to have “eco tents”, which were alternative camping units. The ordinance as now written did not allow them. It was proposed there be a fifty percent limit on the number of camper cabins allowed with each unit limited to 600 square feet. The permanent units would not be offered for year-round occupancy. A public hearing would need to be scheduled to receive comment and adopt an amended ordinance. Vice-Chairman Overman asked about the units and Ms. Creef provided they would be stick built in accordance with North Carolina’s building code without separate septic requirements. They would be clustered within a campground and it was uncertain how they may evolve long term.

During the Board’s discussion, Mr. Outten proposed without a 50% limit on travel cabins, there would be an increasingly limited number of spaces for RVs to visit the area. Commissioner Ross clarified that a site with small homes across an entire park would have to meet the group housing development standards and not the guidelines of a travel park ordinance. Commissioner Tobin added he could see both sides of the discussion and offered he did not know why the County would have to ensure room for RVs. He also offered vacationing in these new permanent units was popular and better known as “glamping”.

MOTION

Commissioner Tobin motioned that the draft travel trailer park and campground ordinance and C-3 text amendment as recommended by the Planning Board be scheduled for public hearing on October 19, 2020. He further motioned that the option to delete the 50% cap on camping cabins be advertised.

Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 6 – CONSENT AGENDA

The Manager announced the items as they were visually displayed in the meeting room.

MOTION

Commissioner Tobin motioned to approve the Consent Agenda:

- 1) Approval of Minutes (09.21.20) **(Att. # 2)**
- 2) Dare County Wilkenson Building Lease
- 3) DHHS Social Services Division: COVID APS/CPS Essential Worker Funding Amendment

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

At 10:22 a.m., Vice-Chairman Overman left the Boardroom and was not present for the Consent Agenda vote.

ITEM 7– UPCOMING BOARD APPOINTMENTS

- 1) Upcoming Board Appointments

The upcoming Board appointments for November and December 2020 along with January, 2021 announced.

ITEM 8 – COMMISSIONERS’ BUSINESS & MANAGER’S/ATTORNEY’S BUSINESS

Commissioners and the County Manager frequently make extensive remarks, which can be viewed in their entirety in a video on the Dare County website. Following is a brief summary outline of the items mentioned by Commissioners during this segment:

Commissioner Tobin

- He was recently interviewed by James Elson Myers, Jr., who needed to know the duties of a commissioner and information on the waterways of North Carolina, as part of his work towards an Eagle Scout badge.
- After much time being spent reviewing the contract between EJE Dredging Services and Crowley Marine Services, a final construction supervision agreement should be executed today.
- The County sent the reports to the state to account for expenditures on the new dredge.
- He sent prayers and condolences to the family of Nate Cartright, who died October 1 and had worked as Superintendent of Water for the Kill Devil Hills North Reverse Osmosis Plant.

Commissioner Ross

- Expressed the importance of the vote by the Board of Education to reopen our Dare County schools towards the end of the month and noted it was the right decision.
- The Audit Committee would be meeting later today and he would provide an update.
- He offered best wishes and recovery to Cathy Davison, a former Albemarle Commission Board Executive Director.
- He wished happy anniversary to his wife, Charlotte.

Vice-Chairman Overman returned to the boardroom at 10:28 a.m.

Commissioner House

- He announced the NC Marine Fisheries would have a public comment web conference on October 21 and 26 at 6:00 p.m. for proposed rule amendments. Some concerns to be addressed would be shellfish leases, shellfish growing waters rule, and oyster sanctuary rule.
- The FDA has proposed a rule for traceability to include seafood with the exception of scallops. He urged everyone to participate in for public comment through January 21, 2021.
- The National Fire Prevention Week’s theme this year was for kitchen fires. He noted the first national fire day was recognized by President Woodrow Wilson in 1920 followed by President Calvin Coolidge who recognized it with a week in October, 1925. Fire Prevention Week is noted in October in recognition of the Great Chicago Fire of 1871 which took place in October and killed 300 people and left 100,000 residents homeless.

Vice-Chairman Overman

- He thanked the service pin recipients for their cumulative service of 105 years to the County. He also congratulated James Wooten on his CEM certification.

Commissioner Bateman

- He brought attention to the large area shown in the Emergency Management video viewed earlier in the meeting which included a view of the land towards the left of the Basnight Bridge with telephone poles and vegetation that reach over to the Sound side. Although studies and environmentalist oppose it, he recommended a land bridge in the area would make more sense than continually repairing the current road placement from storm damage.
- He thanked all firemen and volunteers for their service and noted eighty-two fireman had lost their lives in North Carolina last year.
- He remembered Ricky Scarborough, Sr., who had died recently. His boat company had been operational for over forty years and he had been a boat craftsman like no other. His sons would now carry on with the business.

Commissioner Couch

- He noted Hatteras Island was doing well economically with kite boarders down in force and the fish were abundant. A strong shoulder season was expected.
- He volunteered with the Cape Hatteras Methodist Men's group with their trailer raising project. Four trailers had been raised with expectation of six more raised with funds from a grant from the Outer Banks Community Foundation.
- He reported the childcare issues on Hatteras were improving. He reminded everyone the children had missed almost a full year of critical learning during Covid. A long-standing business had opened and would hopefully relieve some of the pressure and stress to residents with childcare needs.
- He also offered his sympathies for the loss of Capt. Scarborough. His family had come from a long line of boat builders with history back to the arrival on the Mayflower, which they had also built and owned.
- A review of the September collection report from the Register of Deeds had shown Dare was over 60% from this month last year and an overall 20% over year-to-date. He commented it had been quite a year in sales and vacation rentals.

Chairman Woodard asked him the estimated cost of raising each trailer. Commissioner Couch advised the average cost was \$20,000.00 for each unit since the work was being done at cost. Commissioner Couch thanked and acknowledged the Outer Banks Community Foundation for their generosity.

MANAGER'S/ATTORNEY'S BUSINESS, (Att. #4)

Mr. Outten advised Dominion Power had requested the County convey an easement for the benefit of the Animal Shelter Project. The easement would run from Airport Road along the boundary between the animal shelter and the EOC and would be approximately five hundred feet in length.

MOTION

Vice-Chairman Overman motioned to approve an easement to Dominion Power for the benefit of the new Animal Shelter Project and authorize the County Manager to sign the final easement agreement.

Commissioners Bateman and House seconded the motion.

VOTE: AYES unanimous

The Board had approved the sale of the triangular parcel near the new COA campus site. With all statutory advertising complete and no upset bids received, it was appropriate for the Board to approve the acceptance of the \$15,000 bid from Brix, LLC and authorize the County Attorney to finalize the sale and sign the deed to convey the property.

MOTION

Commissioner Couch motioned to approve the \$15,000 sales price of the parcel and to authorize the County Attorney to sign the deed to convey.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous.

The Board had approved the sale of the portion of the parcel of land located at the point at Buxton Harbor to C. Daniel Burrus (Portion of Parcel #026511000) for \$20,000. Advertising was complete with no upset bids received. It was now appropriate for the Board to approve and accept the \$20,000.00 bid offered by Mr. Burrus and to authorize the County Attorney to finalize the sale and sign the deed to convey the property.

MOTION

Vice-Chairman Overman motioned to approve the \$20,000.00 sale of the parcel at Buxton Harbor, Portion of Parcel No. 026511000 to C. Daniel Burrus and to authorize the County Attorney to sign the deed to convey

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

The County had been approached by John Redden, who owned a parcel in the Mirlo Beach area where his home had been washed out by the ocean. He wanted to donate the remnant piece to the County for beach access. The County Manager had been to the property and noted the private, pot-holed, unimproved road provided no parking. If the County acquired the property and invited access to the beach, there would be no available parking. The oceanfront remnant was right up to the remaining houses. He did not recommend the County accept the parcel and after short discussion the Board concurred.

Dave Clawson and Dorothy Hester indicated they had no new business to add to the meeting.

At the conclusion of the meeting, Chairman Woodard asked for a motion to adjourn.

MOTION

Commissioner House motioned to adjourn the meeting.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

At 10:50 a.m., the Board of Commissioners adjourned until 5:00 p.m., October 19, 2020.

Respectfully submitted,

[SEAL]

By: _____
Cheryl C. Anby, Clerk to the Board

APPROVED: By: _____
Robert Woodard, Sr., Chairman
Dare County Board of Commissioners

Note: Copies of attachments (Att.), ordinances, resolutions, contracts, presentations, and supporting material considered by the Board of Commissioners at this meeting are on file in the office of the Clerk to the Board.



Schedule of Meeting Dates for 2021

Description

The Board of Commissioners will consider the attached schedule of 2021 meeting dates.

Board Action Requested

Approval

Item Presenter

Robert Outten, County Manager

Dare County Board of Commissioners

2021 – Meeting Schedule

January	04	9:00 a.m.
	19 (Tuesday)	5:00 p.m.
February	01	9:00 a.m.
	16 (Tuesday)	5:00 p.m.
March	01	9:00 a.m.
	15	5:00 p.m.
April	05	9:00 a.m.
	19	5:00 p.m.
May	03	9:00 a.m.
	17	5:00 p.m.
June	07	9:00 a.m.
	21	5:00 p.m.
July	19	5:00 p.m.
August	02	9:00 a.m.
	16	5:00 p.m.
September	07 (Tuesday)	9:00 a.m.
	20	5:00 p.m.
October	04	9:00 a.m.
	18	5:00 p.m.
November	01	9:00 a.m.
	15	5:00 p.m.
December	06	9:00 a.m.
	20	5:00 p.m.



Tax Collector's Report

Description

September 2020 Discoveries over \$100
September 2020 Releases over \$100
September 2020 Refunds over \$100
September 2020 NCVTS Refunds over \$100

Board Action Requested

Approved

Item Presenter

Becky Huff, Tax Collector

Discovery Report for REAL ESTATE and PERSONAL PROPERTY

(Discoveries over \$100.00)

MONTH: **September** **DATE RANGE:** **9/1/2020 - 9/30/2020** **SUBMITTED BY:** **Becky Huff**

Taxpayer Name	Parcel	Reason	Value Discovered	Tax Discovered
WOO CASA KITCHEN	977859000	LISTING FORM RETURNED LATE	61,347.00	270.26
KELLOGG SUPPLY CO	970663000	CORRECTED LISTING ERROR	86,631.00	455.43
BLUE PELICAN GALLERY	983678000	LISTING FORM RETURNED LATE	20,227.00	138.41
A S AUSTIN COMPANY	983982000	LISTING FORM RETURNED LATE	37,520.00	256.76
JENKINS, ROBERT H	000136000	UNLISTED AIRPLANE	50,440.00	363.42
SLATTBERG, KURT A	960957000	PERSONAL PROPERTY SEPARATED FROM REAL PROPERTY	45,590.00	275.18
			301,755.00	1,759.46

Release Report for REAL ESTATE and PERSONAL PROPERTY

(Releases over (\$100.00))

MONTH: September

DATE RANGE: 9/1/2020 - 9/30/2020

SUBMITTED BY:

Becky Huff

Taxpayer Name	Parcel#	Bill Year	Reason	Value Released	Tax Released
SWAIN, DONNA T	014998000	2020	DISABLED VETERAN-PART EXEMPT	-35,926.00	-196.01
BRYANT, LISA BERRY	025341000	2020	REVISE TO OAE EXEMPT	-77,800.00	-410.04
HUGHES, CAROLYN K	020038000	2020	PERSONAL PROP BELONGS TO PREV OWNER	-72,397.00	-436.98
KEANY, JULIE L.	963163000	2020	BOAT SOLD IN 2019	-13,873.00	-113.84
DAVIS, JAMES	937999000	2020	SITUS NOT IN DARE COUNTY	-165,000.00	-954.15
TYLER, ANDREW CLAYTON	831234539	2020	PLANE SOLD IN 2019	-91,180.00	-527.28
EZZO, MICHAEL JAMES	831234280	2020	UNREGISTERED VEHICLE SOLD IN 2019	-15,011.00	-120.16
PEREZ, MANUEL JR.	962777000	2020	BOATS SOLD IN 2019	-22,052.00	-174.78
CONOLEY, JAMES M	024333003	2020	BOAT SOLD IN 2019	-58,308.00	-337.17
COLONY DRIVE LLC	012973000	2020	NOT A RENTAL	-17,468.00	-113.65
TRENHOLM, WILLIAM S II	019985000	2020	BOAT BELONGS TO PREVIOUS OWNER	-21,970.00	-145.89
MCCONNELL, DOUGLAS W	025694335	2020	BOAT SOLD IN 2019	-43,650.00	-325.63
DUCKINE LLC	983887000	2020	BUSINESS CLOSED	-18,515.00	-110.51
WALL HANGER SPORTFISHING LLC	977675000	2020	BOAT SOLD IN 2019	-1,346,193.00	-11,046.86
ESCAPE CHARTERS	984678000	2020	SITUS NOT IN DARE COUNTY	-181,622.00	-1,094.42
MAXIM CRANE WORKS LP	977579000	2020	LISTING ERROR	-136,260.00	-746.43
GELCO CORPORATION	984254000	2020	SITUS NOT IN DARE COUNTY	-15,256.00	-157.14
MCKINNEY, MITCHELL DARRELL	937356000	2020	SITUS NOT IN DARE COUNTY	-15,518.00	-123.00

Release Report for REAL ESTATE and PERSONAL PROPERTY

(Releases over (\$100.00))

MONTH: September

DATE RANGE: 9/1/2020 - 9/30/2020

SUBMITTED BY:

Becky Huff

Taxpayer Name	Parcel#	Bill Year	Reason	Value Released	Tax Released
BARRY, WILLIAM	936532000	2020	TAGGED THROUGH NCDMV	-19,400.00	-116.91
DANIELS, DAVID A	027559000	2020	RENTAL RELEASE VALUE	-11,320.00	-108.73
HARRIS, JACK N	029672021	2020	RENTAL RELEASE VALUE	-15,024.00	-109.15
WISIACKAS, JOHN	025818014	2020	DUPLICATE LISTING	-33,320.00	-248.57
BROWN, PATRICK A	020494000	2020	PERSONAL PROPERTY BELONGS TO PREV OWNE	-38,954.00	-258.63
RUTTER, CATHERINE E	020904039	2020	TAGGED THROUGH NCDMV	-104,245.00	-629.22
COPLAN, CHRISTINE F	029137000	2020	PERSONAL PROPERTY BELONGS TO PREV OWNE	-18,876.00	-112.56
GASKINS, KRISTEN L.	936695000	2020	SITUS NOT IN DARE COUNTY	-16,265.00	-104.27
OWEN, JAMES R	027350000	2020	PERSONAL PROPERTY BELONGS TO PREV OWNE	-39,435.00	-238.03
OCEAN CAROLINA LLC	008667000	2020	RENTAL RELEASE VALUE	-333,308.00	-1,334.90
NEWBERRY, CHARLES F. JR.	814234296	2020	SITUS NOT IN DARE COUNTY	-353,543.00	-2,108.18
KELLEY, BRENDA HARPER	936568000	2020	TAGGED THROUGH NCDMV	-33,950.00	-237.82
NEWSOME, KENT T	000380105	2020	BRD OF E&R DECISION	-30,500.00	-122.15
FIN SEEKER SPORT FISHING CHAR	984791000	2020	SITUS NOT IN DARE COUNTY	-29,100.00	-181.03
DOLPHIN REALTY INC	973960000	2020	INCORRECT LISTING FORM RECEIVED	-131,635.00	-818.91
TOYOTA INDUSTRIES COMMERCIAL	976909000	2020	INCORRECT LISTING FORM RECEIVED	-112,414.00	-590.96
TOYOTA INDUSTRIES COMMERCIAL	977913000	2020	DUPLICATE LISTING	-19,294.00	-105.68
BOEHME, FRED	006775000	2020	BRD OF E&R DECISION	-103,200.00	-413.32

Release Report for REAL ESTATE and PERSONAL PROPERTY

(Releases over (\$100.00))

MONTH: September

DATE RANGE: 9/1/2020 - 9/30/2020

SUBMITTED BY:

Becky Huff

Taxpayer Name	Parcel#	Bill Year	Reason	Value Released	Tax Released
RICHMOND, SHARON S	020024000	2020	PERSONAL PROPERTY BELONGS TO PREV OWNE	-16,740.00	-101.04
ZEMBORAIN, MARIANO J	012053001	2020	BRD OF E&R DECISION	-84,400.00	-460.49
HUDGINS, RODNEY C	027014000	2020	BRD OF E&R DECISION	-27,700.00	-199.58
STRUDER, KENNETH LEE	026405000	2020	BRD OF E&R DECISION	-33,100.00	-132.57
LAGRATTA, JOANNE	012425000	2020	BRD OF E&R DECISION	-30,100.00	-120.55
HOLLOMON, JAMES N	030463000	2020	BRD OF E&R DECISION	-30,200.00	-120.95
WADDELL OBX PROPERTIES, LLC	006853000	2020	BRD OF E&R DECISION	-35,700.00	-142.98
EL-BADRY, AMR MORRY	012569000	2020	BRD OF E&R DECISION	-136,900.00	-809.62
PIRATES LAIR, LLC	031018011	2020	BRD OF E&R DECISION	-41,900.00	-233.67
CUTBIRTH, DAVID B	006715000	2020	BRD OF E&R DECISION	-36,600.00	-146.58
GURGANUS, ALLEN MARK	008958000	2020	BRD OF E&R DECISION	-48,700.00	-195.04
SMITH, MARY JO	012443000	2020	BRD OF E&R DECISION	-41,300.00	-165.41
PAPPY LANE, LLC	012471002	2020	BRD OF E&R DECISION	-48,600.00	-287.42
GRGURICH, JOSEPH JR	025460000	2020	BRD OF E&R DECISION	-35,800.00	-188.20
KING, STEPHEN P	012192001	2020	BRD OF E&R DECISION	-47,200.00	-189.04
HAWCO, GEORGE B	010070011	2020	BRD OF E&R DECISION	-17,900.00	-106.84
GARICK, JASON A	010075000	2020	BRD OF E&R DECISION	-71,800.00	-428.57
ZEGER, ANDREA M	008075046	2020	BRD OF E&R DECISION	-21,400.00	-154.18

Release Report for REAL ESTATE and PERSONAL PROPERTY

(Releases over (\$100.00))

MONTH: September

DATE RANGE: 9/1/2020 - 9/30/2020

SUBMITTED BY:

Becky Huff

Taxpayer Name	Parcel#	Bill Year	Reason	Value Released	Tax Released
BEASLEY, GARY G SR	960268000	2020	BOATS SOLD IN 2019	-17,834.00	-118.42
CLARK, MURRAY	962118000	2018	DUPLICATE LISTING	-14,550.00	-110.19
VIEW, LLC	004037017	2020	BRD OF E&R DECISION	-19,000.00	-182.50
VIEW, LLC	004037018	2020	BRD OF E&R DECISION	-19,000.00	-182.50
VIEW, LLC	004037021	2020	BRD OF E&R DECISION	-19,000.00	-182.50
VIEW, LLC	004037022	2020	BRD OF E&R DECISION	-19,000.00	-182.50
VIEW, LLC	004037034	2020	BRD OF E&R DECISION	-20,800.00	-199.78
VIEW, LLC	004037035	2020	BRD OF E&R DECISION	-20,700.00	-198.82
VIEW, LLC	004037004	2020	BRD OF E&R DECISION	-20,800.00	-199.79
VIEW, LLC	004037005	2020	BRD OF E&R DECISION	-20,800.00	-199.79
VIEW, LLC	004037019	2020	BRD OF E&R DECISION	-19,000.00	-182.49
VIEW, LLC	004037020	2020	BRD OF E&R DECISION	-19,000.00	-182.49
LEE INVESTMENTS & PROPERTIES	027443000	2020	BRD OF E&R DECISION	-311,700.00	-1,248.36
VIEW, LLC	004037023	2020	BRD OF E&R DECISION	-20,800.00	-199.79
VIEW, LLC	004037033	2020	BRD OF E&R DECISION	-21,600.00	-207.46
VIEW, LLC	004037037	2020	BRD OF E&R DECISION	-21,600.00	-207.46
VIEW, LLC	004037007	2020	BRD OF E&R DECISION	-18,200.00	-174.81
VIEW, LLC	004037008	2020	BRD OF E&R DECISION	-18,500.00	-177.69

Release Report for REAL ESTATE and PERSONAL PROPERTY

(Releases over (\$100.00))

MONTH: September

DATE RANGE: 9/1/2020 - 9/30/2020

SUBMITTED BY:

Becky Huff

Taxpayer Name	Parcel#	Bill Year	Reason	Value Released	Tax Released
VIEW, LLC	004037009	2020	BRD OF E&R DECISION	-18,500.00	-177.69
VIEW, LLC	004037010	2020	BRD OF E&R DECISION	-25,500.00	-244.93
VIEW, LLC	004037011	2020	BRD OF E&R DECISION	-25,500.00	-244.93
VIEW, LLC	004037012	2020	BRD OF E&R DECISION	-25,500.00	-244.93
VIEW, LLC	004037013	2020	BRD OF E&R DECISION	-25,500.00	-244.92
VIEW, LLC	004037014	2020	BRD OF E&R DECISION	-25,500.00	-244.92
VIEW, LLC	004037025	2020	BRD OF E&R DECISION	-18,600.00	-178.65
VIEW, LLC	004037028	2020	BRD OF E&R DECISION	-20,800.00	-199.79
VIEW, LLC	004037029	2020	BRD OF E&R DECISION	-20,800.00	-199.79
VIEW, LLC	004037031	2020	BRD OF E&R DECISION	-20,800.00	-199.79
VIEW, LLC	004037030	2020	BRD OF E&R DECISION	-20,800.00	-199.79
VIEW, LLC	004037006	2020	BRD OF E&R DECISION	-18,500.00	-177.70
VIEW, LLC	004037015	2020	BRD OF E&R DECISION	-26,100.00	-250.69
VIEW, LLC	004037024	2020	BRD OF E&R DECISION	-19,200.00	-184.41
VIEW, LLC	004037026	2020	BRD OF E&R DECISION	-27,600.00	-265.10
VIEW, LLC	004037027	2020	BRD OF E&R DECISION	-20,200.00	-194.02
VIEW, LLC	004037032	2020	BRD OF E&R DECISION	-18,900.00	-181.53
VIEW, LLC	004037038	2020	BRD OF E&R DECISION	-19,700.00	-189.22

Release Report for REAL ESTATE and PERSONAL PROPERTY

(Releases over (\$100.00))

MONTH: September

DATE RANGE: 9/1/2020 - 9/30/2020

SUBMITTED BY:

Becky Huff

Taxpayer Name	Parcel#	Bill Year	Reason	Value Released	Tax Released
MEYER, THOMAS	962354000	2020	DUPLICATE LISTING	-15,754.00	-107.36
ATKINS, STEVEN B	008143003	2020	BRD OF E&R DECISION	-36,400.00	-262.26
SLATTBERG, KURT A	019933001	2020	SEPARATE PERSONAL PROP FROM REAL PROP	-49,964.00	-301.58
SNOW, DAVID HASTON	937618000	2020	DUPLICATE LISTING	-18,797.00	-135.43
BUCHANAN, DAIVD	029119000	2020	BUILDING VALUE CHANGE	-360,800.00	-2,151.44
SOUTH, GEORGE F III	015685001	2020	CLERICAL ERROR DURING REVAL	-58,300.00	-362.69
Total Released:				-6,177,721.00	-40,636.59

Refund Report for REAL ESTATE and PERSONAL PROPERTY

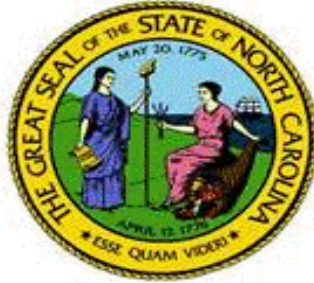
(Refunds over \$100.00)

MONTH: September

DATE RANGE: 9/1/2020 - 9/30/2020

SUBMITTED BY: Becky Huff

<u>Taxpayer Name</u>	<u>Parcel</u>	<u>Reason</u>	<u>Refund Amount</u>
MIDGETTE, JODY E	009270015	Overpayment	-14,446.24



North Carolina Vehicle Tax System

NCVTS Pending Refund report

September 2020

Payee Name	Address 1	Address 3	Refund Reason	Tax Jurisdiction	Change	Interest Change	Total Change
MEARS, THOMAS WAYNE JR	PO BOX 1875	KITTY HAWK, NC 27949	Tag Surrender	C99	(\$82.72)	\$0.00	(\$82.72)
				F50	(\$24.48)	\$0.00	(\$24.48)
				S99	(\$18.12)	\$0.00	(\$18.12)
				Refund			
ROBERSON, ALICIA GRAHAM	5037 HORNBEAM PL	KITTY HAWK, NC 27949	Tag Surrender	C99	(\$58.83)	\$0.00	(\$58.83)
				T08	(\$37.56)	\$0.00	(\$37.56)
				T08BN	(\$5.00)	\$0.00	(\$5.00)
				Refund			
VEST, CHRISTOPHER TODD	38 PATTON DR	NEWPORT NEWS, VA 23606	Tag Surrender	C99	(\$75.55)	\$0.00	(\$75.55)
				T07	(\$64.29)	\$0.00	(\$64.29)
				Refund			
WILSON, HOSEA ELBERT III	4720 S COBIA WAY	NAGS HEAD, NC 27959	Tag Surrender	C99	(\$87.62)	\$0.00	(\$87.62)
				T14	(\$59.09)	\$0.00	(\$59.09)
				Refund			
Refund Total							\$513.26

Tax Jurisd	District Type	Net Change
C99	COUNTY	(\$304.72)
T07	CITY	(\$64.29)
T08	CITY	(\$37.56)
T08BN	CITY	(\$5.00)
T14	CITY	(\$59.09)
F50	FIRE	(\$24.48)
S99	SPECIAL	(\$18.12)
Total		(\$513.26)



Budget Amendment - Elections Department - Additional CARES Grant Funds - Election Day Expenses

Description

The State of North Carolina has notified the County that the County's Elections Department has been awarded \$24,000 in additional CARES Act funds to be used by Elections for expenses which are incurred for Election Day voting to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle, in addition to providing supplemental pay to pollworkers working on the November 3, 2020 election. These additional grant funds bring the total awarded to the Elections Department to \$100,351.

Board Action Requested

Approve the Budget Amendment

Item Presenter

Robert Outten, County Manager

DARE COUNTY

BUDGET AMENDMENT

F/Y 2020/2021

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department: Elections</u>					
<u>Revenues:</u>					
CARES Act Funds - Elections	143025	422215		24,000	
<u>Expenditures:</u>					
Election Day Voting/Poll Workers	144430	513400		24,000	

Explanation:

The State of North Carolina has notified the County that it has been awarded \$24,000 in additional CARES Act funds to be used by the Elections department for expenses to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle which are incurred for Election Day voting, in addition to providing supplemental pay to pollworkers working on the November 3, 2020 election. These additional grant funds bring the total awarded to the Elections department to \$100,351.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

(sign in red)

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____

NOTICE OF SUBGRANT -2020 CARES Act Supplemental Funds

Subgrantee:	<i>Dare County Board of Elections</i>
Subgrantee Address:	<i>954 Marshall Collins Drive Manteo, NC 27954</i>
Agreement Number:	Budget Period: 7/1/2020 – 12/31/2020

Funds Description

This obligation of funds constitutes the Subgrantee’s share, as authorized under Session Law 2020-97, of grant funds awarded under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, P.L. 116-136 for the 2020-2021 fiscal year to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle.

Funding Information

Description	Permissible Uses	Amount
Election Day Voting COVID Costs S.L. 2020-97 Sec. 3.3 (104)(a)	Expenditures incurred to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle which are incurred for Election Day voting.	\$10,000.00
Pollworker Bonus S.L. 2020-97 Sec. 3.3 (104)(b)	Provide \$100.00 supplemental pay to each of 140 pollworkers working on November 3, 2020. This amount is calculated based on your county’s response to an SBE survey. If your count increases, you can submit a request for additional funds by providing an updated total count to SBE.	\$14,000.00
Total		\$24,000.00

Grant Administration

Grant Administration Award recipients and sub-recipients must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200).

Reporting Requirements

Counties must send monthly reports accounting for the county’s use of funds to the State Board of Elections by the following deadlines:

- a. November 16, 2020
- b. December 16, 2020
- c. January 15, 2021
- d. February 16, 2021

Reports must include a list of the names of pollworkers receiving the \$100.00 supplemental pay provided for in this subgrant.



Health & Human Services, Public Health - COVID-19 Infection Prevention Funding

Description

The Public Health Division has received an Agreement Addendum from the NC Division of Public Health, Communicable Disease Branch for COVID-19 Infection Prevention. The purpose of this funding enhances the Local Health Department's ability to support infection prevention during the COVID-19 pandemic. These funds may be used for any identified need to support infection prevention through any public health program.

Board Action Requested

Approve Budget Amendment

Item Presenter

N/A

DARE COUNTY

BUDGET AMENDMENT

F/Y 2020-2021

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department:					
Human Services-Public Health					
<u>Revenues:</u>					
State/Federal-COVID-19	103027	424206	45120	\$60,376	
<u>Expenses:</u>					
Salaries-COVID-19	104600	500200	45120	\$35,000	
FICA-COVID-19	104600	500300	45120	\$2,678	
Retirement-COVID-19	104600	500400	45120	\$3,577	
Health Insurance-COVID-19	104600	500500	45120	\$11,121	
Miscellaneous Equipment	104600	513325	45120	\$8,000	

Explanation:

Funds to be used to purchase a generator for the Nags Head clinic and for salary/benefits of current staff working directly with COVID response.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

(sign in red)

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____

Division of Public Health Agreement Addendum FY 20-21

Dare County Department of Health & Human
Services-Public Health Division

Local Health Department Legal Name

Administrative, Local, and Community Support /
Local Technical Assistance and Training (LTAT)

DPH Section / Branch Name

115 COVID-19 Infection Prevention Support

Activity Number and Description

Susan Little, 919-215-4471
susan.little@dhhs.nc.gov

DPH Program Contact
(name, phone number, and email)

07/01/2020 – 12/30/2020

Service Period

n/a

DPH Program Signature **Date**
(only required for a negotiable agreement addendum)

09/01/2020 – 01/31/2021

Payment Period

- Original Agreement Addendum**
 Agreement Addendum Revision # _____

I. Background:

The North Carolina General Assembly passed Session Law 2020-4 (H1043) to fulfill their constitutional duty to appropriate all funds, including federal CARES Act funds appropriated or otherwise made available under the COVID-19 Recovery Legislation, and to direct the use of those funds in a manner that is consistent with the authorizing federal legislation and that responsibly provides for the public health and economic well-being of North Carolina. Through this legislation, the Coronavirus Relief Fund (CRF) was established.

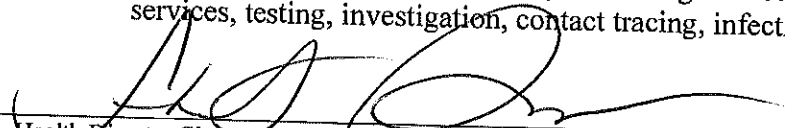
The primary purpose of the CRF is to provide necessary and appropriate relief and assistance from the effects of COVID-19. These funds were provided to the Department of Health and Human Services to provide flexible funds for local health departments to support infection-prevention related activities.

II. Purpose:

This Agreement Addendum enhances the Local Health Department's ability to support infection prevention during the COVID-19 pandemic.

III. Scope of Work and Deliverables:

- These funds may be used by the Local Health Department (LHD) to support any locally identified need to support **COVID-19 infection prevention**, through any public health program. Examples of infection-related expenditures may include, but are not limited to, staffing support related to infection control services or programs, environmental health services related to infection prevention and control (e.g., site assessments), technological needs including those for providing telehealth services, testing, investigation, contact tracing, infection-control training, disinfection of public areas


Health Director Signature (use blue ink)

09/16/2020
Date

Local Health Department to complete: (If follow-up information is needed by DPH)	LHD program contact name: <u>Debbie Dutton</u>	Phone number with area code: <u>252-475-9366</u>
	Email address: <u>debbie.dutton@darenc.com</u>	

Signature on this page signifies you have read and accepted all pages of this document.

and facilities, purchase of personal protective equipment, COVID-19 infection control related medical expenses including clinical care, and infection prevention capital improvements directly related to the COVID-19 public health emergency.

2. Infection prevention and related activities must support standardized infection control basic principles as described in the NC DHHS COVID-19 Guidance found here: <https://covid19.ncdhhs.gov/guidance>

IV. Performance Measures/Reporting Requirements:

1. Performance Measure

100% of LHD funds expensed will be for the specific purpose of infection prevention and related support activities.

2. Reporting Requirements

The LHD shall provide Infection Prevention Reports for Activity 115 COVID-19 Infection Prevention Support which detail and justify how the funds were allocated to infection-prevention related activities. The LHD must provide monthly Infection Prevention Reports using the attached templates, C-1 and C-2 as mandated by the NC Pandemic Relief Office according to the following schedule:

<u>Report Period</u>	<u>Report Submission Deadline</u>
July 2020 – August 2020 (2 months)	September 15, 2020
September 2020	October 15, 2020
October 2020	November 16, 2020
November 2020	December 15, 2020
December 2020	January 15, 2021

Email reports to: Beth Murray beth.murray@dhhs.nc.gov and copy Jeneen Preciose jeneen.preciose@dhhs.nc.gov and Pat Ward pat.ward@dhhs.nc.gov.

V. Performance Monitoring and Quality Assurance:

Performance will be monitored by the LTAT Branch Head by a review of the Activity 115 Infection Prevention Reports. If additional information is required, a phone conference will be conducted.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the LHD receiving federally funded Agreement Addenda.
 - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda funded by more than one federal award will receive a disclosure Supplement for each federal award.
 - b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the LHD throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the LHD even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. Any infection prevention capital improvement directly related to the COVID-19 public health emergency **must receive preapproval** from DPH Program Contact, Susan Little, in writing prior to expending.
3. The following is a nonexclusive list of costs that would **not** be eligible expenditures:
 - a. Administrative costs. Neither indirect costs nor allocated overhead are allowable costs. All salary expenses for permanent employees must be direct expensed.
 - b. Lobbying. Federally funded lobbying, either directly or indirectly (i.e., “grassroots” lobbying), is prohibited by law.
 - c. Expenses for the State share of Medicaid.
 - d. Damages covered by insurance.
 - e. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 - f. Expenses that have been or will be reimbursed under any federal program.
 - g. Reimbursement to donors for donated items or services.
 - h. Workforce bonuses other than hazard pay or overtime.
 - i. Severance pay.
 - j. Legal settlements.
 - k. Elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death.
 - i. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.
 - ii. Furthermore, no government which receives payments from the Coronavirus Relief Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.
4. **The final drawdown of funds for services performed through December 30, 2020 request must be submitted in the Aid-to-Counties database no later than 01/15/2021.**

Attachment C-1 Covid-19 Grant Project Status Report

Before it will be possible to make any disbursement, you are required to provide to the Agency the status towards the specific purpose as stated in the grant contract. This report is to be completed by the grant recipient and each subrecipient. The grant recipient is to ensure all subrecipients' reports are to be included with cost reimbursement requests.

1. Organization

Organization Name	
Contract Agreement Number	
Date	

2. Financial Summary

Total Funding Authorized	Total Funding Received to Date	Balance

3. Performance: Recipient or Subrecipient shall detail below how the organization has spent the amount of funding allocated for the specific purpose as stated in the grant contract. The description should include activities and progress against the recipient's or subrecipient's scope of work and outcomes of that work. Attach additional documents as necessary.

Descriptive summary of how the funds were used, including specific deliverables achieved, and progress against objectives and outcomes expected to be achieved.

(cont.)

I certify that funds referenced in this document were used in accordance with applicable laws and regulations; and the terms and conditions as stated in any contracts, agreements, or use of allocated funds between the State of North Carolina.

Signature:

Name:

Title:

Phone:

Email:

ATTACHMENT C-2: NCPRO Coronavirus grant Monthly Reimbursement Request

Attachment C-1 must accompany this form.

PART A: Summary of Funding Received and Spent

NAME OF RECIPIENT ORGANIZATION:	Contract Agreement Number	Total Funding Authorized by HB 1043:	Advance	July Reimbursement Request (Details in Part B)	August Reimbursement Request (Details in Part B)	September Reimbursement Request (Details in Part B)
			N/A			

Point of Contact Name	Point of Contact Title	Point of Contact Email	Point of Contact Phone Number

PLEASE REMEMBER INDIRECT COST ALLOCATION AND PERCENTAGE OF ADMINISTRATION COST ARE UNALLOWED

PART B: Detailed Expense (In lieu of completing Part B manually, detailed information can be exported from your systems in

Recipient Name or Subrecipient Name	Date of Invoice, payroll, or service,	Employee Name or Vendor Name or Contractor	Employee ID Number or Invoice Number	Employee Title or Description of Item Purchased	Required Monthly Hours Worked or Total Invoice Amount	Actual Employee Hours Dedicated to COVID or Invoice Quantity or # of Patients Served

October Reimbursement Request (Details in Part B)	November Reimbursement Request (Details in Part B)	December Reimbursement Request (Details in Part B)	January Reimbursement Request for December Expenses (Details in Part B)	Total Received to Date
				\$ -

TABLE

Excel or CSV format, however, at minimum, the requested fields must be provided)

Employee Expenses (Payroll and benefits cost for employee that are dedicated to COVID-19)	Contracted Labor Expenses	Other Service Expenses (e.g. utilities, telephone, data, lease related expenses)	Subcontract Expenses (e.g. construction, maintenance)	Goods Expenses (e.g. Supplies, PPE)	Equipment Expenses	Other Expenses (e.g. related charges not assigned in columns H-M and described by recipient, such as, patient services)	TOTAL Expenditures
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -

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\$	-	\$	-	\$	-	\$	-	\$	-
\$	-	\$	-	\$	-	\$	-	\$	-

FY21 Activity: 115 COVID-19 Infection Prevention Support

Supplement 1

Supplement reason: In AA+BE or AA+BE Rev -OR- -

CFDA #: 21.019	Federal awd date: 03/27/20	is award R&D? no	FAIN: H.R. 748 -- 116 th Congress (2019-2020)	Total amount of fed awd: \$ 3,585,391,176
----------------	----------------------------	------------------	--	---

CFDA name: Coronavirus Relief Fund	Fed award project description: Coronavirus Aid, Relief, and Economic Security Act, Coronavirus Relief Funds (to States)
	Fed awarding agency: U.S. Treasury

Federal award NC DHHS limited to: 0%
indirect cost rate: Subawardee limited to: 0%

Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity
Alamance	965194483	201857	201857	Jackson	019728518	67821	67821
Albemarle	130537822	335813	335813	Johnston	097599104	238037	238037
Alexander	030495105	61801	61801	Jones	095116935	31127	31127
Anson	847163029	47598	47598	Lee	067439703	86438	86438
Appalachian	780131541	164871	164871	Lenoir	042789748	82049	82049
Beaufort	091567776	71811	71811	Lincoln	086869336	112491	112491
Bladen	084171628	57723	57723	Macon	070626825	59398	59398
Brunswick	091571349	169625	169625	Madison	831052873	44403	44403
Buncombe	879203560	304908	304908	MTW	087204173	103301	103301
Burke	883321205	119750	119750	Mecklenburg	074498353	1207750	1207750
Cabarrus	143408289	248252	248252	Montgomery	025384603	50144	50144
Caldwell	948113402	110898	110898	Moore	050988146	128467	128467
Carteret	058735804	97153	97153	Nash	050425677	124033	124033
Caswell	077846053	45842	45842	New Hanover	040029563	273459	273459
Catawba	083677138	192957	192957	Northampton	097594477	42501	42501
Chatham	131356607	101047	101047	Onslow	172663270	236891	236891
Cherokee	130705072	51949	51949	Orange	139209659	178869	178869
Clay	145058231	32723	32723	Pamlico	097600456	34579	34579
Cleveland	879924850	128195	128195	Pender	100955413	87846	87846
Columbus	040040016	81577	81577	Person	091563718	63880	63880
Craven	091564294	133055	133055	Pitt	080889694	214737	214737
Cumberland	123914376	382064	382064	Polk	079067930	43502	43502
Dare	082358631	60376	60376	Randolph	027873132	177244	177244
Davidson	077839744	203445	203445	Richmond	070621339	69327	69327
Davie	076526651	66901	66901	Robeson	082367871	163619	163619
Duplin	095124798	85231	85231	Rockingham	077847143	120125	120125
Durham	088564075	359582	359582	Rowan	074494014	174753	174753
Edgecombe	093125375	77539	77539	Sampson	825573975	89940	89940
Foothills	782359004	165280	165280	Scotland	091564146	59009	59009
Forsyth	105316439	430687	430687	Stanly	131060829	89112	89112
Franklin	084168632	94224	94224	Stokes	085442705	70716	70716
Gaston	071062186	603148	603148	Surry	077821858	99920	99920
Graham	020952383	29479	29479	Swain	146437553	35761	35761
Granville-Vance	063347626	156187	156187	Toe River	113345201	116460	116460
Greene	091564591	42944	42944	Transylvania	030494215	58322	58322
Guilford	071563613	603148	603148	Union	079051637	273696	273696
Halifax	014305957	76260	76260	Wake	019625961	1187939	1187939
Harnett	091565986	165335	165335	Warren	030239953	41899	41899
Haywood	070620232	88578	88578	Wayne	040036170	156092	156092
Henderson	085021470	147530	147530	Wilkes	067439950	96298	96298
Hoke	091563643	78923	78923	Wilson	075585695	109433	109433
Hyde	832526243	25673	25673	Yadkin	089910524	61580	61580
Iredell	074504507	215054	215054				

DPH-Aid-To-Counties


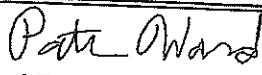
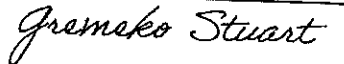
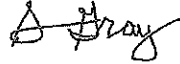
For Fiscal Year: 20/21

Budgetary Estimate Number : 0

Activity 115		1175 4026 HN		
Service Period	AA	07/01-12/30	Proposed Total	New Total
Payment Period		08/01-01/31		
01 Alamance	* 0	201,857	201,857	201,857
D1 Albemarle	* 0	335,813	335,813	335,813
02 Alexander	* 0	61,801	61,801	61,801
04 Anson	* 0	47,598	47,598	47,598
D2 Appalachian	* 0	164,871	164,871	164,871
07 Beaufort	* 0	71,811	71,811	71,811
09 Bladen	* 0	57,723	57,723	57,723
10 Brunswick	* 0	169,625	169,625	169,625
11 Buncombe	* 0	304,908	304,908	304,908
12 Burke	* 0	119,750	119,750	119,750
13 Cabarrus	* 0	248,252	248,252	248,252
14 Caldwell	* 0	110,898	110,898	110,898
16 Carteret	* 0	97,153	97,153	97,153
17 Caswell	* 0	45,842	45,842	45,842
18 Catawba	* 0	192,957	192,957	192,957
19 Chatham	* 0	101,047	101,047	101,047
20 Cherokee	* 0	51,949	51,949	51,949
22 Clay	* 0	32,723	32,723	32,723
23 Cleveland	* 0	128,195	128,195	128,195
24 Columbus	* 0	81,577	81,577	81,577
25 Craven	* 0	133,055	133,055	133,055
26 Cumberland	* 0	382,064	382,064	382,064
28 Dare	* 0	60,376	60,376	60,376
29 Davidson	* 0	203,445	203,445	203,445
30 Davie	* 0	66,901	66,901	66,901
31 Duplin	* 0	85,231	85,231	85,231
32 Durham	* 0	359,582	359,582	359,582
33 Edgecombe	* 0	77,539	77,539	77,539

D7 Foothills	* 0	165,280	165,280	165,280
34 Forsyth	* 0	430,678	430,678	430,678
35 Franklin	* 0	94,224	94,224	94,224
36 Gaston	* 0	261,191	261,191	261,191
38 Graham	* 0	29,479	29,479	29,479
D3 Gran-Vance	* 0	156,187	156,187	156,187
40 Greene	* 0	42,944	42,944	42,944
41 Guilford	* 0	603,148	603,148	603,148
42 Halifax	* 0	76,260	76,260	76,260
43 Harnett	* 0	165,335	165,335	165,335
44 Haywood	* 0	88,578	88,578	88,578
45 Henderson	* 0	147,530	147,530	147,530
46 Hertford	* 0	0	0	0
47 Hoke	* 0	78,923	78,923	78,923
48 Hyde	* 0	25,673	25,673	25,673
49 Iredell	* 0	215,054	215,054	215,054
50 Jackson	* 0	67,821	67,821	67,821
51 Johnston	* 0	238,037	238,037	238,037
52 Jones	* 0	31,127	31,127	31,127
53 Lee	* 0	86,438	86,438	86,438
54 Lenoir	* 0	82,049	82,049	82,049
55 Lincoln	* 0	112,491	112,491	112,491
56 Macon	* 0	59,398	59,398	59,398
57 Madison	* 0	44,403	44,403	44,403
D4 M-I-W	* 0	103,301	103,301	103,301
60 Mecklenburg	* 0	1,207,755	1,207,755	1,207,755
62 Montgomery	* 0	50,144	50,144	50,144
63 Moore	* 0	128,467	128,467	128,467
64 Nash	* 0	124,033	124,033	124,033
65 New Hanover	* 0	273,459	273,459	273,459
66 Northampton	* 0	42,501	42,501	42,501
67 Onslow	* 0	236,891	236,891	236,891
68 Orange	* 0	178,869	178,869	178,869
69 Pamlico	* 0	34,579	34,579	34,579
71 Pender	* 0	87,846	87,846	87,846

73 Person	* 0	63,880	63,880	63,880
74 Pitt	* 0	214,737	214,737	214,737
75 Polk	* 0	43,502	43,502	43,502
76 Randolph	* 0	177,244	177,244	177,244
77 Richmond	* 0	69,327	69,327	69,327
78 Robeson	* 0	163,619	163,619	163,619
79 Rockingham	* 0	120,125	120,125	120,125
80 Rowan	* 0	174,753	174,753	174,753
D5 R-P-M	* 0	0	0	0
82 Sampson	* 0	89,940	89,940	89,940
83 Scotland	* 0	59,009	59,009	59,009
84 Stanly	* 0	89,112	89,112	89,112
85 Stokes	* 0	70,716	70,716	70,716
86 Surry	* 0	99,920	99,920	99,920
87 Swain	* 0	35,761	35,761	35,761
D6 Toe River	* 0	116,460	116,460	116,460
88 Transylvania	* 0	58,322	58,322	58,322
90 Union	* 0	273,696	273,696	273,696
92 Wake	* 0	1,187,939	1,187,939	1,187,939
93 Warren	* 0	41,899	41,899	41,899
96 Wayne	* 0	156,092	156,092	156,092
97 Wilkes	* 0	96,298	96,298	96,298
98 Wilson	* 0	109,433	109,433	109,433
99 Yadkin	* 0	61,580	61,580	61,580
Totals		13,338,000	13,338,000	13,338,000

 09/04/2020 Sign and Date - DPH Program Administrator	 09/04/2020 Sign and Date - DPH Section Chief
 9/4/2020 Sign and Date - DPH Contracts Office	 09/04/2020 Sign and Date - DPH Budget Officer

SH 9/4/2020



Health & Human Services, Public Health - Budget Increase for Additional Vaccines

Description

The Public Health Division requests to increase revenue and expense line items for the purchase and billing of the additional vaccines listed below: (expired vaccines can be returned to the manufacturer for a refund)
-HPV vaccine. Due to an increase in the number of parents asking about HPV vaccines, which is a 2-3 dose schedule, depending on the age, we will need to make sure we can meet the demand for the add'l doses.
-We are seeing an increased demand for MenB (Meningococcal B) vaccine - parents are seeing TV commercials and posters at our clinic and are asking for it for college age students. Some colleges require or strongly recommend the vaccine.
-Meningococcal vaccine. We are still continuing with 7th grade and 12th grade students appointments to meet the mandated school requirements. -Seeing an increase demand for the Shinrix (Shingles) vaccine

Board Action Requested

Approve Budget Amendment

Item Presenter

N/A

DARE COUNTY

BUDGET AMENDMENT

F/Y 2020-2021

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department:					
Human Services-Public Health					
<u>Revenues:</u>					
Insurance-Adult Health	103052	464376	41200	\$6,000	
Insurance-Child Health	103052	464376	53510	\$10,000	
<u>Expenses:</u>					
Supplies-Vaccines-Adult Health	104600	513306	41200	\$6,000	
Supplies-Vaccines-Child Health	104600	513306	53510	\$10,000	

Explanation:

To purchase and bill for additional HPV, Meningococcal & MenB and Shrinrix Vaccines

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

(sign in red)

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



Water Department Fund Transfer

Description

To move funds from multiple Water Department accounts to purchase membranes for Stumpy Point Wastewater Plant

Board Action Requested

Approval of fund transfer

Item Presenter

Pat Irwin

DARE COUNTY

BUDGET TRANSFER**F/Y 2020/2021**

	G/L Account Number			INCREASE	DECREASE
	Org	Object	Project		
Department:					
Line item descriptions:					
Maintenance and Repair Equip.	364811	511501	36005		10,000
Professional Services	364811	510900	36005		2,000
Professional Services	364812	510900			2,000
Maintenance and Repair Equip.	364813	511501			4,000
Capital Outlay	364813	537400			5,000
Capital Outlay	364814	537400			4,860
Maintenance and Repair Equip.	364819	511501		27,860	

Explanation:

Funds moved to purchase new wastewater membranes, current membranes were fouled unexpectedly.

Prepared by:Name: William Nash**Approved by:**County Manager: _____
(sign in red)

Date: _____

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



Commissioners' Business & Manager's/Attorney's Business

Description

Remarks and items to be presented by Commissioners and the County Manager.

Board Action Requested

Consider items presented

Item Presenter

Robert Outten, County Manager