

BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
February 15, 2021
6:00 PM

I. Call to Order

II. Invocation/Pledge of Allegiance

III. Adjustments/Approval of Agenda

IV. Public Comments

V. Approval of Consent Agenda

1. Administration - Surplus Property Offers for Upset Bid Process
Request that the Board of Commissioners accept, subject to the upset bid process, offers that have been submitted for surplus parcels that meet the value parameters previously established by the Board.
2. Board Appointment - Brunswick Senior Resources, Inc.
Request that the Board of Commissioners appoint Mr. Dan Bruneau to the Brunswick Senior Resources, Inc. Board to fill the unexpired term, expiring June 30, 2021, representing District 5.
3. Board Appointment - Substance Use and Addiction Commission
Request that the Board of Commissioners appoint Ms. Jennifer Lucas to the unexpired seat representing the Brunswick County School Board on the Brunswick County Substance Use and Addiction Commissioner with a term expiring June 30, 2023.
4. Clerk to the Board - Meeting Minutes
Request that the Board of Commissioners approve the draft minutes from the February 1, 2021 Regular meeting and the February 1-2, 2021 Workshop.
5. Finance - Fiscal Items
Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature on the consent agenda.

-Insurance Proceeds Emergency Services Budget Amendment
Appropriate insurance proceeds for the replacement of a total loss Stryker power pro stretcher.

-Financial Statements for January 2021 (unaudited)
Included are Summary Information for General and Enterprise Funds, key indicators of Revenues and Expenditures and Cash and Investments. All reports provided at <http://brunswickcountync.gov/finance/reports>
6. Finance - Property & Fixed Asset Policy Amendment
Request that the Board of Commissioners approve amendments to the Fixed Asset Policy.
7. Health and Human Services - Health Services - AA-543 ELC Enhanced Detection Activities (Revision 1)
Request that the Board of Commissioners approve the Agreement Addendum for 543 ELC Enhancing Detection Activities (Revision 1), and authorize the Health Director's executing signature on the agreement form.
8. Health and Human Services - Health Services - AA-716 - CDC COVID-19

Vaccination Program

Request that the Board of Commissioners approve the Agreement Addendum for activity 716 - CDC COVID-19 Vaccination Program, and authorize the Health Director's executing signature on addendum form.

9. Health and Human Services - Public Housing: Request to Schedule a Public Hearing

Request that the Board of Commissioners schedule a public hearing on April 19, 2021 to hear any comments or suggestions on the Public Housing Agency goals, objectives and policies.

10. Health and Human Services - Social Services - Southeastern Community and Family Services, Inc. Community Service Block Grant Application FY 2021 - 2022

Request that the Board of Commissioners review the provided information on Southeastern's Community Service Block Grant refunding application for FY 2021-2022, and authorize the clerk to sign the provided documentation form.

11. Tax Administration - Annual Tax Advertisement Order for 2020 Unpaid Tax Liens

Request that the Board of Commissioners approve the advertisement of 2020 unpaid tax liens on real property.

12. Tax Administration - February 2021 Releases

Request that the Board of Commissioners approve the February 2021 releases.

13. Utilities - Northeast Brunswick Regional WWTP Emergency Biosolids Disposal

Request that the Board of Commissioners approve a temporary contract price adjustment submitted by Bio-Green Services Inc., for emergency hauling of biosolids from the Northeast Brunswick Regional WWTP. The temporary adjustment will allow Bio-Green Services to haul 400,000 gallons of biosolids at a cost not to exceed \$34,000 from the Northeast Brunswick Regional WWTF to Lewis Farms and Liquid Waste Inc. The temporary adjustment will increase the previously approved contracted price from (.045/gallon) to (.095/gallon).

14. Utilities - West Brunswick Regional WWTP Emergency Biosolids Proposal

Request that the Board of Commissioners approve the proposal and subsequent contract submitted by EMA Resources Inc., for emergency dewatering and hauling of biosolids in the amount of \$123,000 from the West Brunswick Regional WWTF to the McGill Composting facility and authorize the County Manager to sign a purchase order for the associated tipping fee for disposal at the McGill Compost facility in the amount of \$25,600.

VI. Presentation

1. Administration - BTS Community Connectivity Plan

Request that the Board of Commissioners receive a presentation on the recently completed Community Connectivity Plan from Yvonne Hatcher, Executive Director of Brunswick Transit Service, Inc.

2. Administration - Introduction of Interim Cooperative Extension Director

Request that the Board of Commissioners hear a statement of introduction from Interim Cooperative Extension Director Dalton Dockery, Ph.D.

VII. Public Hearing

1. Planning - Z-800 (Kirstie Dixon, Planning Director)

Request that, after the Public Hearing, the Board of Commissioners consider amending the Brunswick County Unified Development Ordinance Map from C-LD (Commercial Low Density) to C-I (Commercial Intensive).

VIII. Other Business/Informal Discussion

IX. Adjournment



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # V. - 1.

Administration - Surplus Property Offers for Upset Bid Process

From:

Steve Stone, Deputy County Manager

Issue/Action Requested:

Request that the Board of Commissioners accept, subject to the upset bid process, offers that have been submitted for surplus parcels that meet the value parameters previously established by the Board.

Background/Purpose of Request:

Parcel	Location	Size	Tax Value	Acquired	Cost	Bid
142HA056	Robin Rd, BSL	.73 acre	\$8,800.00	4-1-2014	\$3,300.00	\$3,300.00
142HA057	Robin Rd, BSL	.36 acre	\$4,400.00	4-1-2014	\$1,670.00	\$1,680.00

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

No

Advisory Board Recommendation:

Not Applicable

County Manager's Recommendation:

Recommend the Board of Commissioners accept, subject to the upset bid process, offers that have been submitted for surplus parcels that meet the value parameters previously established by the Board.

ATTACHMENTS:

Description

- ☐ Bid 142HA056
- ☐ Bid 142HA057

From: [Surplus Land Bid](#)
To: [Steve Stone](#)
Subject: Surplus Land Bid: Parcel # 142ha056
Date: Sunday, January 31, 2021 2:15:39 PM

CAUTION: This email originated from outside of Brunswick County Government. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Michael westmorland
(910) 638-1887
chevyhighroller@gmail.com
949 seven lakes north, West end, Nc, 27376, United States
Parcel # 142ha056
Bid Amount: \$3300
Optional Additional Comments:

Thank you. Michael

From: [Surplus Land Bid](#)
To: [Steve Stone](#)
Subject: Surplus Land Bid: Parcel # 142ha057
Date: Wednesday, February 3, 2021 3:59:09 PM

CAUTION: This email originated from outside of Brunswick County Government. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Michael westmorland
(910) 638-1887
chevyhighroller@gmail.com
949 seven lakes north, West end, Nc, 27376, United States
Parcel # 142ha057
Bid Amount: \$1680
Optional Additional Comments:

Thanks



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # V. - 2.

From: Board Appointment - Brunswick Senior Resources, Inc.
Andrea White

Issue/Action Requested:

Request that the Board of Commissioners appoint Mr. Dan Bruneau to the Brunswick Senior Resources, Inc. Board to fill the unexpired term, expiring June 30, 2021, representing District 5.

Background/Purpose of Request:

Ms. Patricia Sacchetti resigned via email dated 1/12/2021, thereby creating an unexpired vacancy in the District 5 seat, carrying a term expiration date of 6/30/2021.

BSRI, Inc. has recommended that Mr. Dan Bruneau be considered to fill this unexpired term.

Fiscal Impact:

Not Applicable

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners appoint Mr. Dan Bruneau to the Brunswick Senior Resources, Inc. Board to fill the unexpired term, expiring June 30, 2021, representing District 5.

ATTACHMENTS:

Description

- ☐ Resignation - Patricia Sacchetti
- ☐ BSRI Roster

January 12, 2021

Andrea G. White, NCCCC
Clerk to the Board
Brunswick County Board of Commissioners
P. O. Box 249
Bolivia, NC 28422

Re: Board Appointment – BSRI

Dear Ms. White,

It is with great disappointment that I must inform the Brunswick County Board of Commissioners that I am unable to fulfill my appointment to serve on the Brunswick Senior Resources, Inc. (BSRI) Board due to medical reasons. My resignation is effective immediately.

It has been an honor to serve on the Board; however, I believe it is in the best interests of BSRI to have a member that can fully participate in the months to come, which I will be unable to fulfill due to medical treatments.

Thank you for allowing me to represent District 5 these past two years.

Respectfully submitted,

Patricia A. Sacchetti

Brunswick Senior Resources, Inc.

Name	District	Appointment Date	Term	Expiration Date	Serving Since
John Ingraham	1	6/1/2020	1	6/30/2021	2017
Joyce Lowrimore	2	6/1/2020	1	6/30/2021	2011
Joyce Casteen	3	6/1/2020	1	6/30/2021	2017
Jane Marston	4	6/1/2020	1	6/30/2021	2019
VACANT (unexp)	5	6/1/2020	1	6/30/2021	2018

Mission

To promote the well-being and enhance the quality of life for all senior adults of Brunswick County.

Membership

Members serve 1-year terms.

- ~ Five members appointed by the Board of Commissioners, one from each district
- ~ Five additional members are elected by the Board of Directors, with the goal of ensuring geographical representation
- ~ Four trustees are appointed by the Governor of North Carolina
- ~ Five members are elected by the Board of Directors based on knowledge and expertise needed by the Board

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Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # V. - 3.

From:

Andrea White

Board Appointment - Substance Use and Addiction Commission

Issue/Action Requested:

Request that the Board of Commissioners appoint Ms. Jennifer Lucas to the unexpired seat representing the Brunswick County School Board on the Brunswick County Substance Use and Addiction Commissioner with a term expiring June 30, 2023.

Background/Purpose of Request:

Mrs. Cooke's term on the School Board has ended, thereby creating a vacancy on the BCSUAC. The School Board has recommend the appointment of Ms. Jennifer Lucas as their representative. This seat carries a term expiration of June 30, 2023.

Staff recommends that the Board consider appointing Ms. Lucas to fill the unexpired term as stated.

Fiscal Impact:

Not Applicable

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners appoint Ms. Jennifer Lucas to the unexpired seat representing the Brunswick County School Board on the Brunswick County Substance Use and Addiction Commissioner with a term expiring June 30, 2023.

ATTACHMENTS:

Description

- ▣ Substance Use & Addiction Commission Roster

Substance Use & Addiction Commission

Name	District	Appointment Date	Term	Expiration Date	Serving Since
Kathleen Gomes	1	6/1/2020	4	6/30/2024	2018
Joshua Torbich	2	6/1/2020	4	6/30/2024	2018
William Eberle (unexp)	3	10/15/2018	3	6/30/2021	2018
Heather Strickland (unexp)	4	6/17/2019	3	6/30/2021	2018
William Hickman (unexp)	5	10/15/2018	4	6/30/2022	2018
Cynthia Cheatham (unexp)	At-Large	8/19/2019	4	6/30/2023	2019
Catherine Cooke (unexp)	At-Large	1/19/2021	4	6/30/2023	2021
Jon Oliver (unexp)	Sheriff	6/15/2020	4	6/30/2022	2020
Eric Gushue (unexp)	Chief Judge	10/15/2018	3	6/30/2021	2018
Vacant (unexp)	Board of Ed.	6/17/2019	4	6/30/2023	2018

Mission

Serves in an advisory capacity to make recommendations regarding the substance use and addiction program needs of Brunswick County.

Membership

Initial terms are described in By-Laws, all subsequent are 4-year terms

~ 7 members, appointed by the Board of Commissioners

~ 1 member, designated by the Sheriff and appointed by Commissioners

~ 1 member, designated by the Chief Superior Court Judge and appointed by Commissioners

~ 1 member, designated by the Board of Education and appointed by Commissioners



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # V. - 4.

Clerk to the Board - Meeting Minutes

From:

Andrea White

Issue/Action Requested:

Request that the Board of Commissioners approve the draft minutes from the February 1, 2021 Regular meeting and the February 1-2, 2021 Workshop.

Background/Purpose of Request:

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners approve the draft minutes from the February 1, 2021 Regular meeting and the February 1-2, 2021 Workshop.

ATTACHMENTS:

Description

- ☐ Draft Minutes 2021-02-01 Regular Meeting
- ☐ Draft Minutes - 2021-02-01 Countywide Goals Workshop
- ☐ Draft Minutes - 2021-02-02 Countywide Goals Workshop

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
FEBRUARY 1, 2021
3:00 P.M.**

The Brunswick County Board of Commissioners met in Regular Session on the above date at 3:00 p.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.

PRESENT: Commissioner Randy Thompson, Chairman
Commissioner Mike Forte, Vice-Chairman
Commissioner Pat Sykes
Commissioner Frank Williams

ABSENT: Commissioner J. Martin Cooke

STAFF: Randell Woodruff, County Manager
Bob Shaver, County Attorney
Steve Stone, Deputy County Manager
Julie Miller, Finance Director
Andrea White, Clerk to the Board
Jared Galloway, Deputy Clerk to the Board
Neal Galloway, MIS
Meagan Kasczak, Communications Director
Cpt. Lamar Siler, Sheriff's Office

Board Action, containing all items in this set of minutes, is filed within the Clerk to the Board's office.

I. CALL TO ORDER

Chairman Thompson called the meeting to order at 3:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Chairman Thompson gave the Invocation and led the Pledge of Allegiance.

III. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Thompson asked for adjustments to the agenda. No adjustments were requested.

Commissioner Sykes moved to approve the agenda as presented. The motion was seconded by Commissioner Williams and passed unanimously (4 to 0 Commissioner Cooke being absent).

IV. PUBLIC COMMENTS

There were no public comments.

V. APPROVAL OF CONSENT AGENDA

Vice-Chairman Forte moved to approve the Consent Agenda as presented. The motion was seconded by Commissioner Sykes and passed unanimously (4 to 0 Commissioner Cooke being absent). The following items were approved:

1. **Board of Elections - Grant Funds Appropriation**
Accepted and appropriated 2020 CARES Act Supplemental Funds and Center for Tech and Civic Life Grant Funds to provide additional funding for COVID-related expenses for election day, supplemental pay for election day poll workers, and a daily bonus for one-stop workers.
2. **Clerk to the Board - Meeting Minutes**
Approved the draft minutes from the January 19, 2021 Regular Meeting.
3. **County Attorney - Artesa Village Apts. Deed of Dedication**
Accepted the Deed of Dedication for water and sewer infrastructure for Artesa Village Apartments.

4. **County Attorney - Landmark at Lighthouse Cove Deed of Dedication**
Accepted the Deed of Dedication for water and sewer infrastructure in Landmark at Lighthouse Cove.
5. **County Attorney - Southwest Library Easement Agreement**
Approved an easement agreement regarding the movement of the Southwest Library entrance and authorized the Manager to execute upon final approval of the County Attorney.
6. **Emergency Services - LUCAS Chest Compression Device**
Approved the purchase of 8 LUCAS Chest Compression Devices using the CARES Act funding received by Emergency Medical Services and authorized the Chairman and the Clerk to the Board to execute the contract, subject to review and approval by the County Attorney.
7. **Emergency Services - McGrath Laryngoscope Purchase Approval**
Approved the purchase of 25 McGrath Laryngoscopes using CARES Act Funding received by Emergency Medical Services and authorized the Chairman and the Clerk to the Board to execute the contract, subject to review and approval by the County Attorney.
8. **Finance - Fiscal Items**
Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature on the consent agenda.
 - **Sheriff's Office Concealed Handgun Permit Budget Amendment**
Appropriated \$80,000 of concealed weapons permits revenue estimated through June 30, 2021 for payment of the NC Bureau of Investigation Concealed Handgun Permit Fees.
 - **Child Health Special Projects Budget Amendment**
Health Services received \$1,000 of funds donated as part of Early College High School Key Club student project to purchase car seats for parents that are unable to afford this necessary item. The Health Services car seat coordinator plans to purchase as many car seats and related supplies as possible before 2020-2021 FY end and distribute on a first come, first serve basis once client needs have been verified.
 - **Health Services Additional State Revenues Budget Amendment**
Appropriated \$3,726 of additional State funding for the Breast-Feeding Peer Counselor FY20-21 agreement addendum. Appropriated \$500 of additional State funding for Patient Navigation Services to assist breast and cervical cancer program patients with cancer diagnosis less than 90 days old in applying for Medicaid.
9. **Human Resources - Temporary Pay Authorization for Nursing Staff**
Temporarily authorized straight time pay for every hour worked in a workweek for exempt nursing staff that are involved in the COVID-19 vaccination distribution. This temporary authorization will be evaluated on a monthly basis but shall not extend beyond May 2, 2021 without Board approval.
10. **Register of Deeds - Preservation of Record Books**
Authorized the removal of records from the Register of Deed's office to the Kofile Technologies facility for a period of no more than 90 days from the approval of said Board for the purpose of repairing, restoring, or rebinding.
11. **Utilities - Direct Drive Conversion West Brunswick WWTP**
Approved a contract amendment and associated budget amendment in the amount of \$13,640.14 for purchase of additional parts and materials associated with the installation of the Veolia-Kruger direct drive aeration system for Oxidation Ditches #3 & #4 at the West Brunswick Regional Wastewater Treatment Plant (WWTP). This adjusts the total contract amount from \$807,714.36 to \$821,354.50.
12. **Utilities - Sewer Cleaning - Sweeping Corp.**
Approved the proposal submitted by Sweeping Corporation of America, Inc., for the sewer, cleaning and camera inspection, and manhole inspection of the County's gravity sewer system and authorized the Chairman and Clerk to the Board to approve the multi-year contract, subject to review and approval by the County Attorney.
13. **Utilities - West Brunswick Regional WRF Capacity Study - McKim & Creed**
Approved and authorized the Chairman and Clerk to the Board to execute the contract with McKim & Creed in an amount of \$110,000 for engineering services associated with a capacity study of the West Brunswick Regional Wastewater System Water Reclamation Facility (WBR-WRF), subject to review and approval by the County Attorney.

VI. PRESENTATION

1. **Engineering - Courthouse Addition & Renovation Project Update (Wm. L. Pinnix, P.E.)**
Request that the Board of Commissioners receive a courthouse addition and renovation project update from John Sawyer, AIA, of Sawyer Sherwood & Associate Architecture.

Chairman Thompson recognized Mr. Pinnix for the introduction of Mr. John Sawyer.

Mr. Sawyer provided an update on the Brunswick County Courthouse Addition and Renovations Project. Construction on the project began in April 2020 and is expected to be completed in April 2022. The project is currently in Phase I which is expected to be completed by April 2021.

No action was taken.

VII. OTHER BUSINESS/INFORMAL DISCUSSION

No other business was brought forth.

VIII. ADJOURNMENT

Commissioner Williams moved to adjourn the meeting at 3:19 p.m. The motion was seconded by Vice-Chairman Forte and passed unanimously (4 to 0 Commissioner Cooke being absent).

Randy Thompson, Chairman
Brunswick County Board of Commissioners

Attest:

Andrea White, NCCCC
Clerk to the Board

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
COUNTYWIDE GOALS WORKSHOP
FEBRUARY 1, 2021
9:00 A.M.**

The Brunswick County Board of Commissioners held a Workshop on the above date at 9:00 a.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.

PRESENT: Commissioner Randy Thompson, Chairman
Commissioner, Mike Forte Vice-Chairman
Commissioner Pat Sykes
Commissioner Frank Williams

ABSENT: Commissioner J. Martin Cooke

STAFF: Randell Woodruff, County Manager
Steve Stone, Deputy County Manager
Bob Shaver, County Attorney
Julie Miller, Finance Director
Andrea White, Clerk to the Board
Jared Galloway, Deputy Clerk to the Board
Meagan Kascsak, Communications Director
Neal Galloway, MIS

Board Action, containing all items in this set of minutes, is filed within the Clerk to the Board's office.

I. CALL TO ORDER

Chairman Thompson called the meeting to order at 9:00 a.m.

II. ORDER OF BUSINESS

Chairman Thompson gave the Invocation and led the Pledge of Allegiance.

County Manager Randell Woodruff provided opening remarks.

Chairman Thompson asked for any adjustments to the agenda. No adjustments were requested.

Commissioner Williams moved to approve the agenda as presented. The motion was seconded by Commissioner Sykes and passed unanimously (4 to 0 Commissioner Cooke being absent).

The following items were presented and discussed:

- **Current Budget Performance Highlights and Fiscal Year 2021-2022 Preliminary Budget Review (Randell Woodruff, County Manager)**

Received a presentation on the current budget highlights and a review of the preliminary budget for FY 2021-2022. No action was taken.

- **Preliminary General Government Capital Improvement Plan (Stephanie Lewis, Operation Services Director; Aaron Perkins, Parks & Recreation Director; William Pinnix, County Engineer; Steve Stone, Deputy County Manager)**

Received information on the Preliminary General Government Capital Improvement Plan as follows:

Stephanie Lewis provided a priority listing of projects, as well as updates on the C&D Pilot Program, the C&D Landfill Closure and the Landfill Transfer Station.

Aaron Perkins provided an update on the current Smithville Park project and the future Cedar Grove Park Playground, Shallotte Park Asphalt/Lighting and Shallotte park Gazebo Repair projects.

Bill Pinnix provided an update on the Courthouse Addition and Renovation Project, the Ash Waccamaw Multiuse Building Project, and the County Complex Site and Building Master Plan Study.

Steve Stone provided information on a proposal from the Army Corps of Engineers for an annual dredging plan for the Lockwood Folly Inlet. The plan proposes to dredge the inlet with a side-cast dredge roughly every nine weeks, with each project lasting approximately 10 days, at a cost of just under \$1 million per year. The County currently pays half the local share of one-third of the project (the towns of Holden Beach and Oak Island split the remaining half), and the State pays two-thirds. If this pay arrangement continues, the County's portion would be approximately \$170,000.00 per year, well within the \$200,000.00 set aside each year in a reserve for Lockwood Folly Inlet and any storm damage reduction projects that may occur. The project would be funded once at the start of the year and the Lockwood Folly dredging project would take place each time the Corps dredges the Carolina Beach Inlet. Mr. Stone noted that the Coast Guard indicated that if the County signs off on an annual plan, they would coordinate with the Corps of Engineers to place the buoys after each cycle.

It was the consensus of the Board to consider this matter this during the budget process.

No action was taken following the presentation.

Chairman Thompson recessed the meeting at 10:01 a.m. for break.

Chairman Thompson called the meeting back to order at 10:19 a.m.

- **Preliminary Enterprise Fund Capital Improvement Project (John Nichols, Public Utilities Director)**

Mr. Nichols provided information on current and future water and wastewater projects included in the Capital Improvement Plan. No action was taken.

Mr. Woodruff gave an introduction to the goals and objectives. The information provided will be included in the County's formal budget document to be submitted to the Government Finance Officer of America (GFOA).

The following items were presented and discussed:

- **Utilities - FY 21/22 Goals & Objectives (John Nichols, Public Utilities Director)**

No action was taken following the presentation.

- **Operation Services - FY 21/22 Goals & Objectives (Stephanie Lewis, Operation Services Director)**

The presentation included goals for Operation Services, Solid Waste, and Fleet Services. In addition to the goals presented by Ms. Lewis, the Board heard briefly from Mr. Jeff Brown, Vector Control Supervisor, with regard to aerial larvicide treatment.

Ms. Lewis shared that the Army Corps of Engineers renewed the contract for treating the Wilmington Harbor area (Eagle Island), however, they recently notified the County that they will not renew the contract for mosquito control activities along the Intracoastal Waterway. In response to that decision, a letter was drafted for Congressman Rouzer and a meeting has been tentatively scheduled with someone from his office for assistance. The Board recommended that staff send the letter to the US Senator offices as well.

No action was taken following the presentation.

- **Engineering - FY 21/22 Goals & Objectives (Bill Pinnix, County Engineer))**

No action was taken following the presentation.

- **Parks & Recreation - FY 21/22 Goals & Objectives (Aaron Perkins, Parks & Recreation Director)**

No action was taken following the presentation.

Chairman Thompson recessed the meeting at 11:56 a.m. for lunch.

Chairman Thompson called the meeting back to order at 12:47 p.m.

- **Commissioners' Goals and Major Focus Areas - Proposed Mission, Vision, Values Statements (Randell Woodruff, County Manager)**

Mr. Woodruff reviewed the proposed Mission, Vision, and Values Statements, followed by the Focus Areas/Goals.

The Board provided input and directed staff to incorporate the discussed changes. Mr. Woodruff stated that the proposed Mission, Vision, Values Statements, and Focus Areas/Goals would be presented to the Board for approval before the adoption of the budget.

No action was taken following the presentation.

- **Library - FY 21/22 Goals & Objectives (Reecie Tate, Library Director)**

No action was taken following the presentation.

- **Board of Elections - FY 21/22 Goals & Objectives (Sara Knotts, Board of Elections Director)**

No action was taken following the presentation.

- **Code Administration - FY 21/22 Goals & Objectives (Michael Slate, Code Administration Director)**

No action was taken following the presentation.

The Board requested to hear from MIS prior to the Planning presentation.

- **MIS - FY 21/22 Goals & Objectives (Steve Randone, MIS Director)**

In addition to the goals presented by Mr. Randone, the Board heard briefly from Mr. Mike Reed, Deputy Director - Programming, and Mr. Andy Byron, Deputy Director - Server and Communications Team regarding programming and security needs.

No action was taken following the presentation.

- **Planning & Community Enforcement - FY 21/22 Goals & Objectives (Kirstie Dixon, Planning Director)**

No action was taken following the presentation.

Commissioner Forte stepped out of the meeting at 2:27 p.m. and returned at 2:30 p.m.

- **Soil & Water - FY 21/22 Goals & Objectives (Elliot Swain, Soil & Water Director)**

No action was taken following the presentation.

- **Closing Remarks**

There were no remarks.

III. **ADJOURNMENT**

Without objection, the meeting was adjourned at 2:45 p.m.

Randy Thompson, Chairman
Brunswick County Board of Commissioners

Attest:

Andrea White, NCCCC
Clerk to the Board

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
COUNTYWIDE GOALS WORKSHOP
FEBRUARY 2, 2021
9:00 A.M.**

The Brunswick County Board of Commissioners held a Workshop on the above date at 9:00 a.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.

PRESENT: Commissioner Randy Thompson, Chairman
Commissioner Mike Forte, Vice-Chairman
Commissioner Pat Sykes
Commissioner Frank Williams

ABSENT: Commissioner J. Martin Cooke

STAFF: Randell Woodruff, County Manager
Steve Stone, Deputy County Manager
Bob Shaver, County Attorney
Julie Miller, Finance Director
Andrea White, Clerk to the Board
Jared Galloway, Deputy Clerk to the Board
Meagan Kascsak, Communications Director
Neal Galloway, MIS

Board Action, containing all items in this set of minutes, is filed within the Clerk to the Board's office.

I. CALL TO ORDER

Chairman Thompson called the meeting to order at 9:00 a.m.

II. ORDER OF BUSINESS

Commissioner Williams gave the Invocation and led the Pledge of Allegiance.

Chairman Thompson asked for any adjustments to the agenda. No adjustments were requested.

Commissioner Williams moved to approve the agenda as presented. The motion was seconded by Vice-Chairman Forte and passed unanimously (4 to 0 Commissioner Cooke being absent).

County Manager Randell Woodruff provided opening remarks.

The following items were presented and discussed:

- **Legal - FY 21/22 Goals & Objectives (Bob Shaver, County Attorney)**

No action was taken following the presentation.

- **Human Resources - FY 21/22 Goals & Objectives and Employee Benefits (Melanie Turrise, HR Director)**

Melanie Turrise presented information on the Estimated Market and Merit Analysis, and the LGERS Contribution in addition to the goals for the department.

A brief discussion was held regarding the health plan. Preliminary renewal discussions indicated no increase based on current plan design. Negotiations are currently underway for the dental plan and information will be provided at a later time. Staff requested direction on the health plan renewal in order that the County Manager might execute plan documents and open enrollment may be scheduled.

Commissioner Sykes moved to approve the renewal for the health plan. The motion was seconded by Commissioner Williams and passed unanimously (4 to 0 Commissioner Cooke being absent).

- **Tax - FY 21/22 Goals & Objectives (Jeff Niebauer, Tax Administrator)**

Anthony Thomas, GIS Administrator, presented the goals on behalf of Jeff Niebauer.

No action was taken following the presentation.

- **Register of Deeds - FY 21/22 Goals & Objectives (Brenda Clemmons, Register of Deeds)**

No action was taken following the presentation.

- **Sheriff's Office - FY 21/22 Goals & Objectives (John Ingram, Sheriff)**

The presentation included goals for the Sheriff's Office, Detention Center, 911 Center, and Animal Protective Services. No action was taken following the presentation.

- **Emergency Services - FY 21/22 Goals & Objectives (Ed Conrow, Emergency Services Director)**

No action was taken following the presentation.

Vice-Chairman Forte stepped out of the meeting at 10:13 a.m. and returned at 10:15 a.m.

Chairman Thompson recessed the meeting at 10:35 a.m. for a break.

Chairman Thompson called the meeting back to order at 10:52 a.m.

- **Health Services - FY 21/22 Goals & Objectives (Cris Harrelson, Health Director)**

In addition to the Health Services goals presentation, the Board heard from Cathy Lytch, Social Services Director, with regard to Medicaid Transformation. It was the consensus of the Board to receive a more in-depth Medicaid Transformation presentation at a future meeting focusing on how this will impact the citizens, the County, and steps the County can take to get ahead of the curve with regard to public information and education.

No action was taken following the presentation.

- **Social Services - FY 21/22 Goals & Objectives (Cathy Lytch, Social Services Director)**

No action was taken following the presentation.

- **Public Housing - FY 21/22 Goals & Objectives (Cathy Lytch, Social Services Director)**

Following a discussion on the VASH Voucher Program (Veteran housing), the Board suggested highlighting programs such as this on social media to educate the public.

No action was taken following the presentation.

- **Veteran Services - FY 21/22 Goals & Objectives (Anita Hartsell, Senior Veteran Services Officer)**

No action was taken following the presentation.

- **BSRI - FY 21/22 Goals & Objectives (Jim Fish, Executive Director)**

No action was taken following the presentation.

Commissioner Sykes requested that the Animal Shelter be added to the County Complex Site and Building Master Plan Study.

Chairman Thompson recessed the meeting at 12:09 p.m. for lunch.

Chairman Thompson called the meeting back to order at 1:00 p.m.

- **Brunswick County Schools (Dr. Jerry Oates, Superintendent)**

Dr. Oates presented information on the 2016 Bond Phase 2 Update.

No action was taken following the presentation.

- **Brunswick Community College (Dr. Gene Smith, President)**

Following the presentation, the Board directed the County Manager to schedule a meeting between the college and Emergency Services to address the ongoing paramedic training needs and concerns. The Board also encouraged other departments that may be looking for training to contact the college to see what it has to offer.

No action was taken following the presentation.

- **Closing Remarks**

It was the consensus of the Board to keep the tax rate the same or lower, focus on service delivery, and consider rewarding departments who find ways to do things more efficiently by reallocating, within the department, the funds that were saved.

III. ADJOURNMENT

Commissioner Williams moved to adjourn. The motion was seconded by Vice-Chairman Forte and passed unanimously (4 to 0 Commissioner Cooke being absent).

Randy Thompson, Chairman
Brunswick County Board of Commissioners

Attest:

Andrea White, NCCCC
Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # V. - 5.

Finance - Fiscal Items

From:

Julie A. Miller

Issue/Action Requested:

Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature on the consent agenda.

-Insurance Proceeds Emergency Services Budget Amendment

Appropriate insurance proceeds for the replacement of a total loss Stryker power pro stretcher.

-Financial Statements for January 2021 (unaudited)

Included are Summary Information for General and Enterprise Funds, key indicators of Revenues and Expenditures and Cash and Investments. All reports provided at <http://brunswickcountync.gov/finance/reports>

Background/Purpose of Request:

Fiscal Impact:

Budget Amendment Required, Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners approve Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature on the consent agenda.

ATTACHMENTS:

Description

- ❑ 20210215 Budget Amendment Insurance Proceeds Stretcher
- ❑ January Monthly Financial Statements.pdf

Request Info	
Type	Budget Amendment
Description	Insurance Proceeds Stretcher
Justification	Board Meeting 02/15/2021-Appropriate insurance proceeds for the replacement of a total loss stryker power pro stretcher.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
104332	383913	Emergency Medical Services	Insurance Refund	17179	Increase	Credit
104332	455000	Emergency Medical Services	Cap Outlay-Equipment	17179	Increase	Debit

Total	
Grand Total:	34358

COUNTY OF BRUNSWICK NORTH CAROLINA

***MONTHLY FINANCIAL STATEMENTS
(UNAUDITED)***

FOR THE PERIOD ENDED JANUARY 31, 2021



COUNTY OF BRUNSWICK, NORTH CAROLINA
Monthly Financial Statements

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COUNTY OF BRUNSWICK, NORTH CAROLINA
Monthly Financial Statements

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Summary Information for General and Enterprise Funds as of January 31, 2021:

General Fund:

- Total revenues for the General Fund are \$181.7 million for an increase of \$7.2 million or 4.1% over the same period in the prior year. The main reason for this is a \$5.3 million increase in Ad Valorem collections, a \$2.2 million increase in sales tax and a \$1.8 million increase in deed excise tax due to growth in the County and is partially offset by \$4.9 million in FEMA disaster assistance received in the prior year. Total revenues collected are 85.6% of the amended budget for the fiscal year.
- Total expenditures for the General Fund are \$121.4 million and are 55.9% of the current budget. Total expenditures are more than the expenditures of the same period in the prior year by \$5.2 million or 4.5%. This is due to a \$0.9 million increase in health for the COVID 19 Assistance Grant to municipalities, a \$0.6 million increase in elections, a \$2.0 million increase in education and other increases due to growth in the county such as in the Register of Deeds and Solid Waste. This is partially offset by prior year additional \$1.3 million in accumulated interest expense related to the Schools GO Bond Phase I.
- Net transfers to county capital projects of \$11.2 million were comparable to transfers of \$11.4 million in the same period of the prior year. The County also transferred \$0.3 million to the grant projects fund for a local match requirement.
- Revenues are greater than expenditures and net transfers by \$48.8 million for the current period end compared to greater than by \$49.2 million at the end of the same period of the prior year.

Water Fund:

- Total revenues for the Water Fund decreased \$1.0 million under the same period in the prior year to \$17.9 million. This is a result of irrigation sales decrease of 20.5% or \$0.6 million and \$0.6 million decrease in restricted intergovernmental due to FEMA related events under the same period in the prior year. Total revenues are 73.8% of the amended budget for the fiscal year.
- Total expenditures for the Water Fund are \$11.8 million and are 47.9% of current budget. Expenditures decreased 12.0% or \$1.6 million mainly due to a \$0.5 million or 29.7% decrease in repair and maintenance and decreases in one-time capital outlay purchase of \$1.2 million.
- There were no transfers to or from water capital projects compared to transfers of \$2.8 million to water capital projects in the same period of the prior year mainly due to the decrease in Pay Go spending of projects.
- Revenues are more than expenditures and net transfers by \$6.1 million compared to more than by \$2.7 million in the same period of the prior year.

Wastewater Fund:

- Total revenues for the Wastewater Fund increased \$3.1 million over the same period in prior year to \$18.2 million. This is a result of \$1.3 million increase in participant reimbursement for new debt and retail wastewater sales increase of \$0.6 million or 9.1% partially due to approximately 650 new customers related to the acquisition of the City of Northwest and Navassa Wastewater System. Capital recovery also increased \$0.7 million or 35.1%, and wholesale revenues increased by \$0.2 million or 2.0%, over the same period in the prior year. Total revenues are 66.7% of the amended budget for the fiscal year.
- Total expenditures for the Wastewater Fund are \$10.0 million and are 30.6% of the current budget. Expenditures decreased 15.9% or \$1.9 million under the same period in the prior year mainly due to \$2.3 million decrease in one-time capital outlay purchases in the same period in the prior year.
- Net transfers from wastewater capital projects of \$0.4 million increased compared to net transfers to wastewater capital projects of \$1.0 million in the same period of the prior year.
- Revenues are more than expenditures and net transfers by \$8.6 million compared to more than by \$2.3 million in the same period of the prior year.

COUNTY OF BRUNSWICK, NORTH CAROLINA

BALANCE SHEET - GOVERNMENTAL FUNDS

JANUARY 31, 2021

	Major Funds			Non Major	Total
	General	County Capital Project	Education Capital Project	Governmental Funds	Governmental Funds
Assets:					
Cash and cash equivalents/investments	\$148,135,530	\$ 33,624,460	\$ 8,333,876	\$ 2,517,167	\$192,611,033
Restricted cash and investments	1,585,047	-	48,572,847	-	50,157,894
Interest receivable	4,948	1,550	611	111	7,220
Taxes receivable - net	30,044,119	-	-	-	30,044,119
Receivables - net	1,821,182	-	-	-	1,821,182
Other governmental agencies	334,393	90,915	107,284	-	532,592
Due from other funds	40,887	-	-	-	40,887
Prepaid expenditures	64,000	-	-	-	64,000
Total assets	<u>\$182,030,106</u>	<u>\$ 33,716,925</u>	<u>\$ 57,014,618</u>	<u>\$ 2,517,278</u>	<u>\$275,278,927</u>
Liabilities:					
Accounts payable and other liabilities	\$ 5,771,266	\$ -	\$ -	\$ 4,569	\$ 5,775,835
Due to other funds	-	-	-	40,887	40,887
Total liabilities	<u>5,771,266</u>	<u>-</u>	<u>-</u>	<u>45,456</u>	<u>5,816,722</u>
Deferred Inflows of Resources:	<u>30,399,690</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,399,690</u>
Fund Balances:					
Nonspendable	64,000	-	-	-	64,000
Restricted:					
Stabilization by State Statute	13,814,469	-	-	111	13,814,580
Restricted - other	4,408,797	-	48,572,847	2,512,598	55,494,242
Committed	214,566	33,716,925	8,441,771	-	42,373,262
Assigned	2,346,999	-	-	-	2,346,999
Unassigned	125,010,319	-	-	(40,887)	124,969,432
Total fund balances	<u>145,859,150</u>	<u>33,716,925</u>	<u>57,014,618</u>	<u>2,471,822</u>	<u>239,062,515</u>
Total liabilities, deferred inflow of resources and fund balances	<u>\$182,030,106</u>	<u>\$ 33,716,925</u>	<u>\$ 57,014,618</u>	<u>\$ 2,517,278</u>	<u>\$275,278,927</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCES - GOVERNMENTAL FUNDS
FOR THE PERIOD ENDED JANUARY 31, 2021

	Major Funds			Non Major	Total
	General	County Capital Project	Education Capital Project	Governmental Funds	Governmental Funds
Revenues:					
Ad valorem taxes	\$137,903,361	\$ -	\$ -	\$ -	\$137,903,361
Local option sales taxes	15,203,659	-	-	-	15,203,659
Other taxes and licenses	5,766,984	-	-	-	5,766,984
Unrestricted intergovernmental revenues	270,415	-	-	-	270,415
Restricted intergovernmental revenues	10,026,352	777,119	-	1,232,905	12,036,376
Permits and fees	3,477,625	-	-	159,105	3,636,730
Sales and services	8,345,490	-	-	8,625	8,354,115
Investment earnings	45,090	18,289	17,455	1,430	82,264
Other	646,225	-	-	-	646,225
Total revenues	<u>181,685,201</u>	<u>795,408</u>	<u>17,455</u>	<u>1,402,065</u>	<u>183,900,129</u>
Expenditures:					
Current:					
General government	9,079,600	5,909,130	-	255,872	15,244,602
Public safety	27,994,703	-	-	265,288	28,259,991
Central services	10,801,282	-	-	-	10,801,282
Human services	17,059,382	-	-	-	17,059,382
Transportation	103,875	621,786	-	-	725,661
Environmental protection	11,492,592	92,765	-	-	11,585,357
Culture and recreation	2,404,210	113,824	-	-	2,518,034
Economic and physical development	4,252,054	-	-	1,000,000	5,252,054
Education	30,152,769	-	14,367,998	-	44,520,767
Debt Service:					
Principal retirement	5,430,000	-	-	-	5,430,000
Interest and fiscal charges	2,614,817	-	-	-	2,614,817
Total expenditures	<u>121,385,284</u>	<u>6,737,505</u>	<u>14,367,998</u>	<u>1,521,160</u>	<u>144,011,947</u>
Revenues over (under) expenditures	<u>60,299,917</u>	<u>(5,942,097)</u>	<u>(14,350,543)</u>	<u>(119,095)</u>	<u>39,888,182</u>
Other Financing Sources (Uses):					
Transfers from other funds	-	10,000,000	1,167,766	300,000	11,467,766
Transfers to other funds	(11,467,766)	-	-	-	(11,467,766)
Premiums on bonds issued	-	-	5,754,033	-	5,754,033
Issuance of long-term debt	-	-	41,795,000	-	41,795,000
Total other financing sources (uses)	<u>(11,467,766)</u>	<u>10,000,000</u>	<u>48,716,799</u>	<u>300,000</u>	<u>47,549,033</u>
Net change in fund balance	48,832,151	4,057,903	34,366,256	180,905	87,437,215
Fund balance, beginning of year	97,026,999	29,659,022	22,648,362	2,290,917	151,625,300
Fund balance, end of year	<u>\$145,859,150</u>	<u>\$ 33,716,925</u>	<u>\$ 57,014,618</u>	<u>\$ 2,471,822</u>	<u>\$239,062,515</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE PERIOD ENDED JANUARY 31, 2021

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
Ad valorem taxes	\$144,312,368	\$144,312,368	\$137,903,361	\$ (6,409,007)
Local option sales taxes	21,430,183	21,997,392	15,203,659	(6,793,733)
Other taxes and licenses	4,235,000	7,045,000	5,766,984	(1,278,016)
Unrestricted intergovernmental revenues	1,698,000	1,698,000	270,415	(1,427,585)
Restricted intergovernmental revenues	15,712,567	18,236,106	10,026,352	(8,209,754)
Permits and fees	4,493,860	4,673,337	3,477,625	(1,195,712)
Sales and services	12,191,561	12,491,716	8,345,490	(4,146,226)
Investment earnings	500,650	500,650	45,090	(455,560)
Other	1,029,168	1,342,822	646,225	(696,597)
Total revenues	<u>205,603,357</u>	<u>212,297,391</u>	<u>181,685,201</u>	<u>(30,612,190)</u>
Expenditures:				
Current:				
General government	13,580,465	15,997,284	9,079,600	6,917,684
Central services	17,866,183	18,615,995	10,801,282	7,814,713
Public safety	49,187,468	51,304,135	27,994,703	23,309,432
Transportation	138,500	138,500	103,875	34,625
Environmental protection	18,347,433	19,881,725	11,492,592	8,389,133
Economic and physical development	7,584,003	9,681,799	4,252,054	5,429,745
Human services	27,542,339	29,585,293	17,059,382	12,525,911
Education	51,697,695	51,697,695	30,152,769	21,544,926
Culture and recreation	4,582,335	4,770,960	2,404,210	2,366,750
Debt Service:				
Principal retirement	12,305,001	12,305,001	5,430,000	6,875,001
Interest and fiscal charges	3,245,907	3,245,907	2,614,817	631,090
Total expenditures	<u>206,077,329</u>	<u>217,224,294</u>	<u>121,385,284</u>	<u>95,839,010</u>
Revenues over (under) expenditures	<u>(473,972)</u>	<u>(4,926,903)</u>	<u>60,299,917</u>	<u>65,226,820</u>
Other Financing Sources (Uses):				
Transfers to other funds	(3,774,548)	(14,074,548)	(11,467,766)	2,606,782
Appropriated fund balance	4,248,520	19,001,451	-	(19,001,451)
Total other financing sources (uses)	<u>473,972</u>	<u>4,926,903</u>	<u>(11,467,766)</u>	<u>(16,394,669)</u>
Net change in fund balances	<u>\$ -</u>	<u>\$ -</u>	48,832,151	<u>\$ 48,832,151</u>
Fund balance, beginning of year			97,026,999	
Fund balance, end of year			<u>\$145,859,150</u>	

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR

	Original Budget	Current Budget	January 31, 2021	Variance Positive (Negative)	% of Budget	June 30, 2020	January 31, 2020
Revenues:							
Ad Valorem Taxes:							
Current year taxes	\$141,412,368	\$141,412,368	\$135,834,466	\$ (5,577,902)	96%	\$ 138,972,892	\$130,486,692
Prior year taxes	2,200,000	2,200,000	1,642,660	(557,340)	75%	2,653,422	1,694,744
Penalties and interest	700,000	700,000	426,235	(273,765)	61%	946,057	469,492
	<u>144,312,368</u>	<u>144,312,368</u>	<u>137,903,361</u>	<u>(6,409,007)</u>	96%	<u>142,572,371</u>	<u>132,650,928</u>
Local Option Sales Taxes:							
Article 39 (1%)	8,737,236	9,304,445	6,777,166	(2,527,279)	73%	11,776,406	5,641,834
Article 40 (1/2%)	6,595,205	6,595,205	4,044,706	(2,550,499)	61%	8,456,612	3,633,603
Article 42 (1/2%)	6,097,742	6,097,742	4,381,787	(1,715,955)	72%	8,087,784	3,725,479
	<u>21,430,183</u>	<u>21,997,392</u>	<u>15,203,659</u>	<u>(6,793,733)</u>	69%	<u>28,320,802</u>	<u>13,000,916</u>
Other Taxes and Licenses:							
Scrap tire disposal fee	180,000	180,000	52,428	(127,572)	29%	190,436	56,013
Deed stamp excise tax	2,850,000	4,850,000	4,369,302	(480,698)	90%	4,363,659	2,573,379
Solid waste tax	55,000	55,000	16,589	(38,411)	30%	66,412	16,801
White goods disposal tax	50,000	50,000	20,569	(29,431)	41%	62,110	16,114
1% Occupancy Tax	1,100,000	1,910,000	1,308,096	(601,904)	68%	1,668,261	1,054,350
	<u>4,235,000</u>	<u>7,045,000</u>	<u>5,766,984</u>	<u>(1,278,016)</u>	82%	<u>6,350,878</u>	<u>3,716,657</u>
Unrestricted Intergovernmental:							
Medicaid hold harmless	1,000,000	1,000,000	-	(1,000,000)	0%	4,560,730	-
Beer and wine tax	248,000	248,000	-	(248,000)	0%	300,885	-
Jail fees	450,000	450,000	270,415	(179,585)	60%	569,844	304,389
	<u>1,698,000</u>	<u>1,698,000</u>	<u>270,415</u>	<u>(1,427,585)</u>	16%	<u>5,431,459</u>	<u>304,389</u>
Restricted Intergovernmental:							
State and federal grant	15,436,067	17,959,606	9,857,002	(8,102,604)	55%	26,731,313	12,092,795
State Aid to Libraries	145,000	145,000	87,729	(57,271)	61%	148,239	85,579
ARRA federal grant	-	-	-	-	na	1,533	765
Court facility fees	120,000	120,000	59,719	(60,281)	50%	114,354	63,961
Payments in lieu of taxes	-	-	-	-	na	4,362	100
ABC education requirement	-	-	-	-	na	7,500	-
ABC law enforcement services	4,000	4,000	13,043	9,043	326%	12,099	12,099
State drug tax	7,500	7,500	8,859	1,359	118%	32,947	21,179
	<u>15,712,567</u>	<u>18,236,106</u>	<u>10,026,352</u>	<u>(8,209,754)</u>	55%	<u>27,052,347</u>	<u>12,276,478</u>
Permits and Fees:							
Blding inspections and permits	2,505,000	2,604,477	1,945,265	(659,212)	75%	2,829,396	1,690,131
Recording fees	772,000	772,000	740,293	(31,707)	96%	919,861	524,682
Fire inspection fees	200,000	200,000	108,106	(91,894)	54%	216,153	122,798
Concealed handgun permit	180,000	260,000	202,119	(57,881)	78%	210,700	90,725
Other permit and fees	836,860	836,860	481,842	(355,018)	58%	940,546	550,824
	<u>4,493,860</u>	<u>4,673,337</u>	<u>3,477,625</u>	<u>(1,195,712)</u>	74%	<u>5,116,656</u>	<u>2,979,160</u>
Sales and Services:							
Solid waste fees	2,600,000	2,600,000	1,798,317	(801,683)	69%	3,358,572	1,792,796
School resource officer reimb.	1,506,261	1,570,071	1,522,213	(47,858)	97%	1,476,726	738,368
Rents	13,930	13,930	8,126	(5,804)	58%	16,399	10,595
EMS Charges	4,896,320	4,896,320	2,601,340	(2,294,980)	53%	5,109,900	2,878,507
Public health user fees	845,050	845,050	670,284	(174,766)	79%	945,678	536,124
Sheriff animal prot. serv. fees	103,500	103,500	55,532	(47,968)	54%	90,833	58,443
Social services fees	81,000	81,000	35,818	(45,182)	44%	63,582	36,105
Public housing fees	23,900	23,900	2,529	(21,371)	11%	16,979	14,276
Tax collection fees	250,000	250,000	266,997	16,997	107%	293,402	269,107
Other sales and services	1,187,000	1,423,345	1,110,153	(313,192)	78%	1,307,072	721,846
Register of deeds	325,950	325,950	241,834	(84,116)	74%	350,547	216,681

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>January 31, 2021</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2020</u>	<u>January 31, 2020</u>
Sales and Services (continued):							
Marriage licenses	51,300	51,300	32,716	(18,584)	64%	42,444	26,952
Recreation services	307,350	307,350	(369)	(307,719)	0%	158,049	152,461
	<u>12,191,561</u>	<u>12,491,716</u>	<u>8,345,490</u>	<u>(4,146,226)</u>	67%	<u>13,230,183</u>	<u>7,452,261</u>
Investment earnings	<u>500,650</u>	<u>500,650</u>	<u>45,090</u>	<u>(455,560)</u>	9%	<u>1,003,025</u>	<u>677,886</u>
Other:							
Tax refunds - sales and gas tax	1,000	1,000	-	(1,000)	0%	-	-
ABC bottles taxes	45,000	45,000	43,617	(1,383)	97%	75,432	37,788
Cnty Brd of Alcohol Control	24,000	24,000	15,000	(9,000)	63%	22,500	15,000
Contributions	9,000	53,200	98,304	45,104	185%	142,252	43,350
Other revenues	950,168	1,219,622	489,304	(730,318)	40%	2,314,758	1,307,107
	<u>1,029,168</u>	<u>1,342,822</u>	<u>646,225</u>	<u>(696,597)</u>	48%	<u>2,554,942</u>	<u>1,403,245</u>
Total revenues	<u>205,603,357</u>	<u>212,297,391</u>	<u>181,685,201</u>	<u>(30,612,190)</u>	86%	<u>231,632,663</u>	<u>174,461,920</u>
Expenditures:							
General Government:							
Governing Body:							
Salaries	187,635	187,635	115,659	71,976	62%	181,380	110,857
Fringe benefits	74,441	74,441	32,712	41,729	44%	44,976	26,671
Operating costs	69,350	69,350	23,928	45,422	35%	51,402	41,320
	<u>331,426</u>	<u>331,426</u>	<u>172,299</u>	<u>159,127</u>	52%	<u>277,758</u>	<u>178,848</u>
County Administration:							
Salaries	651,269	703,019	408,932	294,087	58%	673,694	430,339
Fringe benefits	202,449	220,051	118,106	101,945	54%	187,399	114,062
Operating costs	49,191	60,391	25,670	34,721	43%	28,340	13,854
	<u>902,909</u>	<u>983,461</u>	<u>552,708</u>	<u>430,753</u>	56%	<u>889,433</u>	<u>558,255</u>
Human Resources:							
Salaries	337,190	337,190	208,992	128,198	62%	326,743	200,064
Fringe benefits	121,116	121,116	72,446	48,670	60%	112,928	67,886
Operating costs	11,650	11,650	3,294	8,356	28%	6,455	4,038
	<u>469,956</u>	<u>469,956</u>	<u>284,732</u>	<u>185,224</u>	61%	<u>446,126</u>	<u>271,988</u>
Finance:							
Salaries	893,082	893,082	549,047	344,035	61%	864,271	526,228
Fringe benefits	310,080	310,080	182,855	127,225	59%	287,913	172,077
Operating costs	464,300	478,972	372,158	106,814	78%	420,555	333,265
	<u>1,667,462</u>	<u>1,682,134</u>	<u>1,104,060</u>	<u>578,074</u>	66%	<u>1,572,739</u>	<u>1,031,570</u>
Tax Administration:							
Salaries	2,600,885	2,600,885	1,521,506	1,079,379	58%	2,427,417	1,493,952
Fringe benefits	1,021,277	1,021,277	586,978	434,299	57%	933,146	559,573
Operating costs	1,018,926	1,018,926	471,796	547,130	46%	862,550	512,679
	<u>4,641,088</u>	<u>4,641,088</u>	<u>2,580,280</u>	<u>2,060,808</u>	56%	<u>4,223,113</u>	<u>2,566,204</u>
County Attorney:							
Salaries	408,877	408,877	256,580	152,297	63%	394,724	245,503
Fringe benefits	129,129	129,129	76,761	52,368	59%	118,033	71,506
Operating costs	149,950	149,950	23,918	126,032	16%	49,493	28,767
	<u>687,956</u>	<u>687,956</u>	<u>357,259</u>	<u>330,697</u>	52%	<u>562,250</u>	<u>345,776</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>January 31, 2021</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2020</u>	<u>January 31, 2020</u>
Court Facilities:							
Operating costs	244,033	244,033	95,543	148,490	39%	179,887	83,297
Board of Elections:							
Salaries	606,064	699,774	733,722	(33,948)	105%	577,197	263,277
Fringe benefits	148,280	148,280	98,180	50,100	66%	120,559	72,388
Operating costs	217,315	445,200	294,219	150,981	66%	430,868	289,779
Capital outlay	35,250	35,250	-	35,250	0%	305,103	305,103
	<u>1,006,909</u>	<u>1,328,504</u>	<u>1,126,121</u>	<u>202,383</u>	<u>85%</u>	<u>1,433,727</u>	<u>930,547</u>
Register of Deeds:							
Salaries	743,755	743,755	418,739	325,016	56%	685,283	419,779
Fringe benefits	326,066	326,066	180,082	145,984	55%	295,472	174,483
Operating costs	1,826,905	3,826,905	2,178,322	1,648,583	57%	2,527,339	1,338,272
Capital outlay	32,000	32,000	29,455	2,545	92%	-	-
	<u>2,928,726</u>	<u>4,928,726</u>	<u>2,806,598</u>	<u>2,122,128</u>	<u>57%</u>	<u>3,508,094</u>	<u>1,932,534</u>
Contingency:							
Operating Costs	700,000	700,000	-	700,000	0%	-	-
Total general government	<u>13,580,465</u>	<u>15,997,284</u>	<u>9,079,600</u>	<u>6,917,684</u>	<u>57%</u>	<u>13,093,127</u>	<u>7,899,019</u>
Central Services:							
Management Information Systems:							
Salaries	1,193,136	1,193,136	721,119	472,017	60%	1,122,310	690,840
Fringe benefits	413,991	413,991	242,873	171,118	59%	373,427	225,638
Operating costs	1,098,300	1,358,582	398,879	959,703	29%	1,384,291	635,419
Capital outlay	108,000	108,000	96,271	11,729	89%	37,747	-
	<u>2,813,427</u>	<u>3,073,709</u>	<u>1,459,142</u>	<u>1,614,567</u>	<u>47%</u>	<u>2,917,775</u>	<u>1,551,897</u>
Fleet Services:							
Salaries	690,618	690,618	423,318	267,300	61%	620,559	368,459
Fringe benefits	280,272	280,272	165,371	114,901	59%	241,201	140,992
Operating costs	321,971	326,571	92,852	233,719	28%	341,104	50,978
Capital outlay	82,402	441,595	69,521	372,074	16%	29,590	29,590
	<u>1,375,263</u>	<u>1,739,056</u>	<u>751,062</u>	<u>987,994</u>	<u>43%</u>	<u>1,232,454</u>	<u>590,019</u>
Engineering:							
Salaries	462,445	462,445	286,251	176,194	62%	436,153	265,194
Fringe benefits	158,731	158,731	95,164	63,567	60%	142,157	83,942
Operating costs	131,800	201,466	30,896	170,570	15%	22,788	17,024
	<u>752,976</u>	<u>822,642</u>	<u>412,311</u>	<u>410,331</u>	<u>50%</u>	<u>601,098</u>	<u>366,160</u>
Operation Services:							
Salaries	2,349,633	2,349,633	1,430,665	918,968	61%	2,282,080	1,467,160
Fringe benefits	1,024,405	1,024,405	591,689	432,716	58%	931,616	577,505
Operating costs	3,036,090	3,099,661	1,698,635	1,401,026	55%	3,453,252	1,807,370
Capital outlay	237,000	229,500	218,459	11,041	95%	478,054	471,529
	<u>6,647,128</u>	<u>6,703,199</u>	<u>3,939,448</u>	<u>2,763,751</u>	<u>59%</u>	<u>7,145,002</u>	<u>4,323,564</u>
Non-departmental:							
Fringe benefits	5,748,322	5,748,322	3,713,056	2,035,266	65%	5,476,889	3,525,060
Operating costs	529,067	529,067	526,263	2,804	99%	356,886	372,936
Capital outlay	-	-	-	-	na	36,475	36,475
	<u>6,277,389</u>	<u>6,277,389</u>	<u>4,239,319</u>	<u>2,038,070</u>	<u>68%</u>	<u>5,870,250</u>	<u>3,934,471</u>
Total central services	<u>17,866,183</u>	<u>18,615,995</u>	<u>10,801,282</u>	<u>7,814,713</u>	<u>58%</u>	<u>17,766,579</u>	<u>10,766,111</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>January 31, 2021</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2020</u>	<u>January 31, 2020</u>
Public Safety:							
District Attorney:							
Operating costs	48,000	48,000	2,686	45,314	6%	30,951	4,419
Sheriff:							
Salaries	10,829,121	10,829,121	6,703,722	4,125,399	62%	10,810,258	6,717,828
Fringe benefits	4,017,019	4,017,019	2,361,809	1,655,210	59%	3,779,568	2,266,256
Operating costs	2,854,767	3,273,890	1,376,029	1,897,861	42%	2,911,596	1,701,491
Capital outlay	822,980	1,266,246	525,099	741,147	41%	941,545	538,213
	<u>18,523,887</u>	<u>19,386,276</u>	<u>10,966,659</u>	<u>8,419,617</u>	<u>57%</u>	<u>18,442,967</u>	<u>11,223,788</u>
Detention Center:							
Salaries	5,158,523	5,260,760	2,945,283	2,315,477	56%	4,751,389	3,005,956
Fringe benefits	2,047,997	2,098,760	1,118,174	980,586	53%	1,754,460	1,069,049
Operating costs	3,194,957	3,169,573	1,525,477	1,644,096	48%	2,662,445	1,640,198
Capital outlay	15,500	151,715	107,353	44,362	71%	645,387	261,283
	<u>10,416,977</u>	<u>10,680,808</u>	<u>5,696,287</u>	<u>4,984,521</u>	<u>53%</u>	<u>9,813,681</u>	<u>5,976,486</u>
Emergency Medical:							
Salaries	6,212,012	6,212,012	3,979,070	2,232,942	64%	6,263,213	3,929,023
Fringe benefits	2,255,391	2,255,391	1,349,534	905,857	60%	2,065,937	1,249,512
Operating costs	1,987,622	2,222,654	1,037,331	1,185,323	47%	1,914,800	1,014,991
Capital outlay	700,000	726,333	91,449	634,884	13%	1,785,485	1,297,540
	<u>11,155,025</u>	<u>11,416,390</u>	<u>6,457,384</u>	<u>4,959,006</u>	<u>57%</u>	<u>12,029,435</u>	<u>7,491,066</u>
Emergency Management:							
Salaries	261,388	261,388	167,286	94,102	64%	264,171	168,042
Fringe benefits	86,348	86,348	48,354	37,994	56%	74,259	46,172
Operating costs	432,525	570,060	300,067	269,993	53%	413,327	190,766
Capital outlay	10,800	16,223	5,334	10,889	33%	54,132	17,254
	<u>791,061</u>	<u>934,019</u>	<u>521,041</u>	<u>412,978</u>	<u>56%</u>	<u>805,889</u>	<u>422,234</u>
Other Agencies:							
Fire districts	60,000	60,000	30,000	30,000	50%	60,000	30,000
Rescue Squads	331,800	331,800	157,825	173,975	48%	331,800	91,275
	<u>391,800</u>	<u>391,800</u>	<u>187,825</u>	<u>203,975</u>	<u>48%</u>	<u>391,800</u>	<u>121,275</u>
Building Inspections and Central Permitting							
Salaries	1,754,794	1,795,766	1,050,347	745,419	58%	1,623,490	974,748
Fringe benefits	626,910	645,000	362,706	282,294	56%	566,298	336,266
Operating costs	149,230	454,030	60,990	393,040	13%	123,265	66,420
Capital outlay	-	60,003	59,991	12	100%	55,917	52,439
	<u>2,530,934</u>	<u>2,954,799</u>	<u>1,534,034</u>	<u>1,420,765</u>	<u>52%</u>	<u>2,368,970</u>	<u>1,429,873</u>
Fire Inspections							
Salaries	346,051	346,051	224,384	121,667	65%	337,442	195,404
Fringe benefits	123,088	123,088	69,124	53,964	56%	99,310	56,056
Operating costs	74,849	74,849	42,839	32,010	57%	48,631	31,688
Capital outlay	37,000	37,000	36,267	733	98%	61,168	57,893
	<u>580,988</u>	<u>580,988</u>	<u>372,614</u>	<u>208,374</u>	<u>64%</u>	<u>546,551</u>	<u>341,041</u>
Central Communications:							
Salaries	1,974,107	1,974,107	1,085,849	888,258	55%	1,706,295	1,045,037
Fringe benefits	762,210	746,268	412,731	333,537	55%	635,319	373,639
Operating costs	621,155	619,070	96,386	522,684	16%	224,299	144,863
Capital outlay	214,300	335,360	29,338	306,022	9%	66,296	31,652
	<u>3,571,772</u>	<u>3,674,805</u>	<u>1,624,304</u>	<u>2,050,501</u>	<u>44%</u>	<u>2,632,209</u>	<u>1,595,191</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>January 31, 2021</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2020</u>	<u>January 31, 2020</u>
Animal Protective Services:							
Salaries	606,195	606,195	362,884	243,311	60%	595,236	373,138
Fringe benefits	241,571	241,571	141,245	100,326	58%	231,408	141,141
Operating costs	294,258	353,484	127,740	225,744	36%	282,620	182,218
Capital outlay	35,000	35,000	-	35,000	0%	33,684	32,697
	<u>1,177,024</u>	<u>1,236,250</u>	<u>631,869</u>	<u>604,381</u>	51%	<u>1,142,948</u>	<u>729,194</u>
Total public safety	<u>49,187,468</u>	<u>51,304,135</u>	<u>27,994,703</u>	<u>23,309,432</u>	55%	<u>48,205,401</u>	<u>29,334,567</u>
Transportation:							
Cape Fear Regional Jetport	111,000	111,000	83,250	27,750	75%	111,000	83,250
Odell Williamson Mun. Air.	27,500	27,500	20,625	6,875	75%	27,500	20,625
Cape Fear Transp. Authority	-	-	-	-	na	32,072	32,072
Brunswick Transit System	-	-	-	-	na	270,448	-
Total transportation	<u>138,500</u>	<u>138,500</u>	<u>103,875</u>	<u>34,625</u>	75%	<u>441,020</u>	<u>135,947</u>
Environmental Protection:							
Solid Waste:							
Salaries	372,565	372,565	228,615	143,950	61%	361,656	223,049
Fringe benefits	154,977	154,977	90,940	64,037	59%	142,070	83,785
Operating costs	17,333,804	18,852,205	10,840,453	8,011,752	58%	16,848,084	9,617,143
Capital outlay	229,000	229,000	216,860	12,140	95%	626,147	302,500
	<u>18,090,346</u>	<u>19,608,747</u>	<u>11,376,868</u>	<u>8,231,879</u>	58%	<u>17,977,957</u>	<u>10,226,477</u>
Other:							
Forestry services	257,087	272,978	115,724	157,254	42%	194,267	103,971
Total environmental protection	<u>18,347,433</u>	<u>19,881,725</u>	<u>11,492,592</u>	<u>8,389,133</u>	58%	<u>18,172,224</u>	<u>10,330,448</u>
Economic Development:							
Community Enforcement:							
Salaries	176,916	176,916	77,533	99,383	44%	123,746	83,749
Fringe benefits	75,377	75,377	30,225	45,152	40%	49,417	32,423
Operating costs	16,040	17,340	8,841	8,499	51%	6,971	4,508
Capital outlay	-	-	-	-	na	23,717	23,717
	<u>268,333</u>	<u>269,633</u>	<u>116,599</u>	<u>153,034</u>	43%	<u>203,851</u>	<u>144,397</u>
Planning:							
Salaries	480,726	480,726	300,660	180,066	63%	472,414	289,317
Fringe benefits	180,145	180,145	107,952	72,193	60%	159,495	95,124
Operating costs	206,200	434,900	196,030	238,870	45%	114,559	69,795
	<u>867,071</u>	<u>1,095,771</u>	<u>604,642</u>	<u>491,129</u>	55%	<u>746,468</u>	<u>454,236</u>
Cooperative Extension:							
Salaries	327,535	368,373	151,489	216,884	41%	261,161	115,256
Fringe benefits	161,268	164,392	68,162	96,230	41%	92,617	39,114
Operating costs	139,195	169,333	74,178	95,155	44%	98,023	62,519
Capital outlay	-	8,100	-	8,100	0%	5,350	5,350
	<u>627,998</u>	<u>710,198</u>	<u>293,829</u>	<u>416,369</u>	41%	<u>457,151</u>	<u>222,239</u>
Soil and Water Conservation:							
Salaries	172,706	172,706	122,469	50,237	71%	167,077	103,924
Fringe benefits	65,794	65,794	42,318	23,476	64%	61,762	37,384
Operating costs	17,950	17,950	4,216	13,734	23%	12,009	6,705
	<u>256,450</u>	<u>256,450</u>	<u>169,003</u>	<u>87,447</u>	66%	<u>240,848</u>	<u>148,013</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>January 31, 2021</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2020</u>	<u>January 31, 2020</u>
Public Housing Section 8:							
Salaries	178,936	178,936	86,027	92,909	48%	118,163	77,373
Fringe benefits	76,362	76,362	33,140	43,222	43%	48,821	31,988
Operating costs	2,213,813	2,314,784	1,163,120	1,151,664	50%	1,918,935	1,112,630
	<u>2,469,111</u>	<u>2,570,082</u>	<u>1,282,287</u>	<u>1,287,795</u>	50%	<u>2,085,919</u>	<u>1,221,991</u>
1% Occupancy Tax:							
Operating costs	<u>1,100,000</u>	<u>1,910,000</u>	<u>1,308,096</u>	<u>601,904</u>	68%	<u>1,668,261</u>	<u>1,054,350</u>
Other Economic Development:							
Holden Beach Special Obligation Bond	1,370,040	1,370,040	-	1,370,040	0%	-	-
Lockwood Folly & Shallotte Dredging	-	158,848	158,848	-	100%	405,757	149,903
Reserve for shoreline Brunswick Busines & Industry Development	200,000	515,777	-	515,777	0%	-	-
	425,000	425,000	318,750	106,250	75%	425,000	318,750
Access Road Ec. Dev. Proj.	-	400,000	-	400,000	0%	-	-
	<u>1,995,040</u>	<u>2,869,665</u>	<u>477,598</u>	<u>2,392,067</u>	17%	<u>830,757</u>	<u>468,653</u>
Total economic development	<u>7,584,003</u>	<u>9,681,799</u>	<u>4,252,054</u>	<u>5,429,745</u>	44%	<u>6,233,255</u>	<u>3,713,879</u>
Human Services:							
Health:							
Administration:							
Salaries	2,484,996	2,484,996	1,534,838	950,158	62%	2,346,649	1,497,689
Fringe benefits	1,346,562	1,346,562	800,654	545,908	59%	1,239,013	763,015
Operating costs	268,750	351,955	145,835	206,120	41%	197,669	120,158
Capital outlay	26,000	101,000	25,527	75,473	25%	85,068	85,068
	<u>4,126,308</u>	<u>4,284,513</u>	<u>2,506,854</u>	<u>1,777,659</u>	59%	<u>3,868,399</u>	<u>2,465,930</u>
Communicable Diseases:							
Operating costs	<u>412,225</u>	<u>425,449</u>	<u>293,636</u>	<u>131,813</u>	69%	<u>340,391</u>	<u>266,033</u>
Adult Health Maintenance:							
Operating costs	<u>229,855</u>	<u>1,143,641</u>	<u>975,201</u>	<u>168,440</u>	85%	<u>1,012,361</u>	<u>89,854</u>
Senior Health							
Salaries	39,969	39,969	18,269	21,700	46%	40,611	42,940
Fringe benefits	19,364	19,364	6,333	13,031	33%	13,838	14,314
Operating costs	3,835	3,835	1,016	2,819	26%	1,972	1,817
	<u>63,168</u>	<u>63,168</u>	<u>25,618</u>	<u>37,550</u>	41%	<u>56,421</u>	<u>59,071</u>
Maternal and Child Health:							
Salaries	360,313	360,313	208,677	151,636	58%	294,091	185,443
Fringe benefits	160,848	160,848	88,563	72,285	55%	128,497	79,481
Operating costs	592,274	676,033	275,972	400,061	41%	455,512	277,355
	<u>1,113,435</u>	<u>1,197,194</u>	<u>573,212</u>	<u>623,982</u>	48%	<u>878,100</u>	<u>542,279</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>January 31, 2021</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2020</u>	<u>January 31, 2020</u>
Environmental Health:							
Salaries	1,254,102	1,254,102	773,647	480,455	62%	1,156,005	713,439
Fringe benefits	462,478	462,478	272,777	189,701	59%	403,912	245,022
Operating costs	147,050	661,560	317,195	344,365	48%	283,365	99,414
Capital outlay	78,600	78,600	47,891	30,709	61%	26,063	26,063
	<u>1,942,230</u>	<u>2,456,740</u>	<u>1,411,510</u>	<u>1,045,230</u>	57%	<u>1,869,345</u>	<u>1,083,938</u>
Total health	<u>7,887,221</u>	<u>9,570,705</u>	<u>5,786,031</u>	<u>3,784,674</u>	60%	<u>8,025,017</u>	<u>4,507,105</u>
Veterans' Services:							
Salaries	144,196	144,196	82,723	61,473	57%	132,797	82,468
Fringe benefits	58,636	58,636	33,624	25,012	57%	52,767	32,637
Operating costs	17,807	17,807	8,383	9,424	47%	10,462	7,804
Total veterans' services	<u>220,639</u>	<u>220,639</u>	<u>124,730</u>	<u>95,909</u>	57%	<u>196,026</u>	<u>122,909</u>
Social Services:							
Administration:							
Salaries	7,643,082	7,643,082	4,446,112	3,196,970	58%	7,064,534	4,351,933
Fringe benefits	3,742,053	3,742,053	2,090,592	1,651,461	56%	3,341,257	1,989,181
Operating costs	3,032,941	3,150,029	1,767,532	1,382,497	56%	2,317,819	1,240,002
Capital outlay	100,000	100,000	83,343	16,657	83%	-	-
	<u>14,518,076</u>	<u>14,635,164</u>	<u>8,387,579</u>	<u>6,247,585</u>	57%	<u>12,723,610</u>	<u>7,581,116</u>
Other Operating Costs:							
Medical assistance	20,000	20,000	2,323	17,677	12%	2,793	907
Aid to the blind	4,100	4,100	4,100	-	100%	8,153	8,153
Adoption assistance	270,000	270,000	98,807	171,193	37%	219,705	127,479
Special assistance	460,000	460,000	161,113	298,887	35%	291,508	159,774
Foster care	750,000	750,000	257,111	492,889	34%	557,267	270,178
State foster home	400,000	400,000	360,371	39,629	90%	572,449	219,893
Special assistance	25,121	25,121	7,247	17,874	29%	25,121	16,200
Day care	23,000	23,000	4,207	18,793	18%	-	-
Special child adopt. assistance	-	62,896	3,273	59,623	5%	19,787	14,263
	<u>1,952,221</u>	<u>2,015,117</u>	<u>898,552</u>	<u>1,116,565</u>	45%	<u>1,696,783</u>	<u>816,847</u>
Total social services	<u>16,470,297</u>	<u>16,650,281</u>	<u>9,286,131</u>	<u>7,364,150</u>	56%	<u>14,420,393</u>	<u>8,397,963</u>
Other Human Services:							
Trillium Health Resources	250,443	250,443	187,832	62,611	75%	250,443	125,222
Brunswick Senior Resources	2,713,739	2,713,739	1,583,017	1,130,722	58%	2,589,319	1,510,438
Other human services	-	179,486	91,641	87,845	51%	158,077	77,394
	<u>2,964,182</u>	<u>3,143,668</u>	<u>1,862,490</u>	<u>1,281,178</u>	59%	<u>2,997,839</u>	<u>1,713,054</u>
Total human services	<u>27,542,339</u>	<u>29,585,293</u>	<u>17,059,382</u>	<u>12,525,911</u>	58%	<u>25,639,275</u>	<u>14,741,031</u>
Education:							
Public schools	46,096,535	46,096,535	26,889,646	19,206,889	58%	42,840,126	24,990,077
Public schools - capital outlay	967,060	967,060	564,116	402,944	58%	898,744	524,265
Community college	4,338,757	4,338,757	2,526,723	1,812,034	58%	4,166,804	2,422,850
Community college - cap. out.	295,343	295,343	172,284	123,059	58%	323,000	188,419
Total education	<u>51,697,695</u>	<u>51,697,695</u>	<u>30,152,769</u>	<u>21,544,926</u>	58%	<u>48,228,674</u>	<u>28,125,611</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>January 31, 2021</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2020</u>	<u>January 31, 2020</u>
Culture and Recreation:							
Parks and Recreation:							
Administration:							
Salaries	715,246	715,246	352,994	362,252	49%	639,744	414,116
Fringe benefits	212,248	212,248	116,038	96,210	55%	194,964	119,154
Operating costs	663,769	666,663	163,346	503,317	25%	486,470	296,675
Capital outlay	-	185,731	164,052	21,679	88%	28,649	28,649
	<u>1,591,263</u>	<u>1,779,888</u>	<u>796,430</u>	<u>983,458</u>	<u>45%</u>	<u>1,349,827</u>	<u>858,594</u>
Maintenance:							
Salaries	785,208	785,208	416,366	368,842	53%	720,837	482,699
Fringe benefits	327,225	327,225	171,196	156,029	52%	293,721	185,569
Operating costs	419,800	419,800	163,356	256,444	39%	429,663	242,622
Capital outlay	82,000	82,000	66,054	15,946	81%	138,081	105,880
	<u>1,614,233</u>	<u>1,614,233</u>	<u>816,972</u>	<u>797,261</u>	<u>51%</u>	<u>1,582,302</u>	<u>1,016,770</u>
Total Parks and Recreation	<u>3,205,496</u>	<u>3,394,121</u>	<u>1,613,402</u>	<u>1,780,719</u>	<u>48%</u>	<u>2,932,129</u>	<u>1,875,364</u>
Brunswick County Library:							
Salaries	792,995	792,995	486,672	306,323	61%	733,339	465,739
Fringe benefits	338,444	338,444	197,251	141,193	58%	302,215	183,753
Operating costs	245,400	245,400	106,885	138,515	44%	199,874	104,541
	<u>1,376,839</u>	<u>1,376,839</u>	<u>790,808</u>	<u>586,031</u>	<u>57%</u>	<u>1,235,428</u>	<u>754,033</u>
Total culture and recreation	<u>4,582,335</u>	<u>4,770,960</u>	<u>2,404,210</u>	<u>2,366,750</u>	<u>50%</u>	<u>4,167,557</u>	<u>2,629,397</u>
Debt Service:							
Principal retirement	12,305,001	12,305,001	5,430,000	6,875,001	44%	13,623,305	4,328,304
Interest and fees	3,245,907	3,245,907	2,614,817	631,090	81%	4,975,026	4,186,594
Total debt service	<u>15,550,908</u>	<u>15,550,908</u>	<u>8,044,817</u>	<u>7,506,091</u>	<u>52%</u>	<u>18,598,331</u>	<u>8,514,898</u>
Total expenditures	<u>206,077,329</u>	<u>217,224,294</u>	<u>121,385,284</u>	<u>95,839,010</u>	<u>56%</u>	<u>200,545,443</u>	<u>116,190,908</u>
Revenues over (under) expenditures	<u>(473,972)</u>	<u>(4,926,903)</u>	<u>60,299,917</u>	<u>65,226,820</u>		<u>31,087,220</u>	<u>58,271,012</u>
Transfers From Other Funds:							
Transfer from county capital project fund	-	-	-	-	na	2,304,445	2,304,445
Transfer from workers comp. internal service fund	-	-	-	-	na	1,479,553	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>na</u>	<u>3,783,998</u>	<u>2,304,445</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>January 31, 2021</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2020</u>	<u>January 31, 2020</u>
Transfers To Other Funds:							
Transfer to county capital projects fund	-	(10,000,000)	(10,000,000)	-	100%	(9,575,021)	(8,425,021)
Transfer to grant projects funds	-	(300,000)	(300,000)	-	100%	-	-
Transfer to school capital projects fund	<u>(3,774,548)</u>	<u>(3,774,548)</u>	<u>(1,167,766)</u>	<u>2,606,782</u>	31%	<u>(9,021,922)</u>	<u>(2,947,188)</u>
	<u>(3,774,548)</u>	<u>(14,074,548)</u>	<u>(11,467,766)</u>	<u>2,606,782</u>	81%	<u>(18,596,943)</u>	<u>(11,372,209)</u>
Budgetary Financing Sources (Uses):							
Appropriated fund balance	<u>4,248,520</u>	<u>19,001,451</u>	<u>-</u>	<u>(19,001,451)</u>	0%	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>473,972</u>	<u>4,926,903</u>	<u>(11,467,766)</u>	<u>(16,394,669)</u>		<u>(14,812,945)</u>	<u>(9,067,764)</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>48,832,151</u>	<u>\$ 48,832,151</u>		<u>16,274,275</u>	<u>49,203,248</u>
Fund balance, beginning of year			<u>97,026,999</u>			<u>80,752,724</u>	<u>80,752,724</u>
Fund balance, end of year			<u>\$145,859,150</u>			<u>\$ 97,026,999</u>	<u>\$129,955,972</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES
 BUDGET TO ACTUAL - COUNTY CAPITAL PROJECTS FUND
 FROM INCEPTION AND FOR THE PERIOD ENDED JANUARY 31, 2021

		Actual		
	Project Budget	Prior Years	Current Year	Total to Date
Revenues:				
Restricted intergovernmental-NC Dept. of Transportation	\$ 26,364,366	\$ 25,420,906	\$ 777,119	\$ 26,198,025
Restricted intergovernmental-NC Parks & Rec. Trust Fund	750,500	300,000	-	300,000
Investment earnings	841,170	826,579	18,289	844,868
Performance bonds	290,876	290,876	-	290,876
Other	554,563	553,803	-	553,803
Total revenues	<u>28,801,475</u>	<u>27,392,164</u>	<u>795,408</u>	<u>28,187,572</u>
Expenditures:				
General Government:				
Court House Renovation	13,671,860	1,921,038	5,909,130	7,830,168
Future Capital Projects	<u>10,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>23,671,860</u>	<u>1,921,038</u>	<u>5,909,130</u>	<u>7,830,168</u>
Environmental protection:				
Landfill Transfer Station	337,000	189,259	92,765	282,024
Future Capital Projects	<u>15,303,994</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>15,640,994</u>	<u>189,259</u>	<u>92,765</u>	<u>282,024</u>
Economic Development:				
Springlake at Maritime Shores	<u>274,585</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cultural and recreation:				
OIB Park Improvements	5,805,569	5,763,018	42,550	5,805,568
Smithville Park Improvements	6,189,666	5,967,164	846	5,968,010
Brunswick Waterway Park Improvements	644,083	201,121	-	201,121
Waccamaw Multiuse Building	<u>316,800</u>	<u>28,705</u>	<u>70,428</u>	<u>99,133</u>
	<u>12,956,118</u>	<u>11,960,008</u>	<u>113,824</u>	<u>12,073,832</u>
Transportation:				
Airport Improvements	<u>27,598,875</u>	<u>26,678,238</u>	<u>621,786</u>	<u>27,300,024</u>
Other:				
Future Capital Projects	<u>1,655,580</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>81,798,012</u>	<u>40,748,543</u>	<u>6,737,505</u>	<u>47,486,048</u>
Revenues over (under) expenditures	(52,996,537)	(13,356,379)	(5,942,097)	(19,298,476)
Other Financing Sources (Uses):				
Appropriated fund balance	4,805,618	-	-	-
Transfer from general fund	52,484,803	42,484,807	10,000,000	52,484,807
Transfer to general fund	<u>(4,293,884)</u>	<u>(4,293,884)</u>	<u>-</u>	<u>(4,293,884)</u>
Total other financing sources (uses)	<u>52,996,537</u>	<u>38,190,923</u>	<u>10,000,000</u>	<u>48,190,923</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ 24,834,544</u>	4,057,903	<u>\$ 28,892,447</u>
Fund balance, beginning of year			29,659,022	
Fund balance, end of year			<u>\$ 33,716,925</u>	

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL - EDUCATION CAPITAL PROJECTS FUND
FROM INCEPTION AND FOR THE PERIOD ENDED JANUARY 31, 2021

		Actual		
	Project Budget	Prior Years	Current Year	Total to Date
Revenues:				
NC Public Education Lottery	\$ 7,082,039	\$ 7,092,797	\$ -	\$ 7,092,797
Investment earnings	-	397,430	9,830	407,260
Investment earnings-debt proceeds	-	1,286,080	7,625	1,293,705
Total revenues	<u>7,082,039</u>	<u>8,776,307</u>	<u>17,455</u>	<u>8,793,762</u>
Expenditures:				
Brunswick County Schools	182,387,941	110,409,773	14,367,998	124,777,771
Brunswick Community College	2,304,445	2,004,940	-	2,004,940
Total expenditures	<u>184,692,386</u>	<u>112,414,713</u>	<u>14,367,998</u>	<u>126,782,711</u>
Revenues over (under) expenditures	(177,610,347)	(103,638,406)	(14,350,543)	(117,988,949)
Other Financing Sources (Uses):				
Transfer from general fund	70,872,731	67,098,182	1,167,766	68,265,948
Transfer to general fund	(314,013)	(314,013)	-	(314,013)
Premium on bonds issued	8,749,216	2,995,184	5,754,033	8,749,217
Debt financing issued	91,750,000	49,955,000	41,795,000	91,750,000
Appropriated fund balance	6,552,413	-	-	-
Total other financing sources (uses)	<u>177,610,347</u>	<u>119,734,353</u>	<u>48,716,799</u>	<u>168,451,152</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ 16,095,947</u>	34,366,256	<u>\$ 50,462,203</u>
Fund balance, beginning of year			<u>22,648,362</u>	
Fund balance, end of year			<u>\$ 57,014,618</u>	

COUNTY OF BRUNSWICK, NORTH CAROLINA

COMBINING BALANCE SHEET - NON MAJOR SPECIAL REVENUE GOVERNMENTAL FUNDS
FOR THE PERIOD ENDED JANUARY 31, 2021

	Emergency Telephone System Fund	Grant Project	ROD- Technology Enhancement Fund	Total
Assets:				
Cash and cash equivalents/investments	\$ 1,526,344	\$ -	\$ 990,823	\$ 2,517,167
Interest receivable	67	-	44	111
Total assets	<u>1,526,411</u>	<u>-</u>	<u>990,867</u>	<u>2,517,278</u>
Liabilities:				
Accounts payable and other liabilities	3,180	-	1,389	4,569
Due to other funds	-	40,887	-	40,887
Total liabilities	<u>3,180</u>	<u>40,887</u>	<u>1,389</u>	<u>45,456</u>
Fund Balance:				
Stabilization by State Statute	67	-	44	111
Restricted - other	1,523,164	-	989,434	2,512,598
Unassigned	-	(40,887)	-	(40,887)
Total fund balances	<u>1,523,231</u>	<u>(40,887)</u>	<u>989,478</u>	<u>2,471,822</u>
Total liabilities, deferred inflow of resources and fund balances	<u>\$ 1,526,411</u>	<u>\$ -</u>	<u>\$ 990,867</u>	<u>\$ 2,517,278</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
NON MAJOR SPECIAL REVENUE GOVERNMENTAL FUNDS
FOR THE PERIOD ENDED JANUARY 31, 2021

	Emergency Telephone System Fund	Grant Project	ROD- Technology Enhancement Fund	Total
Revenues:				
Restricted intergovernmental	\$ 399,646	\$ 833,259	\$ -	\$ 1,232,905
Permits and fees	-	-	159,105	159,105
Other sales and services	-	8,625	-	8,625
Investment earnings	867	-	563	1,430
Total revenues	<u>400,513</u>	<u>841,884</u>	<u>159,668</u>	<u>1,402,065</u>
Expenditures:				
General government	-	182,771	73,101	255,872
Public safety	265,288	-	-	265,288
Economic and physical development	-	1,000,000	-	1,000,000
Total expenditures	<u>265,288</u>	<u>1,182,771</u>	<u>73,101</u>	<u>1,521,160</u>
Revenues over (under) expenditures	135,225	(340,887)	86,567	(119,095)
Other Financing Sources:				
Transfers from general fund	<u>-</u>	<u>300,000</u>	<u>-</u>	<u>300,000</u>
Net change in fund balances	135,225	(40,887)	86,567	180,905
Fund balance, beginning of year	<u>1,388,006</u>	<u>-</u>	<u>902,911</u>	<u>2,290,917</u>
Fund balance, end of year	<u>\$ 1,523,231</u>	<u>\$ (40,887)</u>	<u>\$ 989,478</u>	<u>\$ 2,471,822</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
 ACTUAL AND CHANGES IN FUND BALANCE - EMERGENCY TELEPHONE SYSTEM FUND
 FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020

	Budget	January 31, 2021	Variance Positive (Negative)	June 30, 2020	January 31, 2020
Revenues:					
Restricted intergovernmental	\$ 799,291	\$ 399,646	\$ (399,645)	\$ 757,913	\$ 378,956
Investment earnings	-	867	867	11,292	8,749
Total revenues	<u>799,291</u>	<u>400,513</u>	<u>(398,778)</u>	<u>769,205</u>	<u>387,705</u>
Expenditures:					
Operating costs	831,527	254,879	576,648	426,304	250,796
Capital outlay	<u>366,320</u>	<u>10,409</u>	<u>355,911</u>	-	-
Total expenditures	<u>1,197,847</u>	<u>265,288</u>	<u>932,559</u>	<u>426,304</u>	<u>250,796</u>
Revenues over (under) expenditures	(398,556)	135,225	533,781	342,901	136,909
Other Financing Sources (Uses):					
Appropriated fund balance	<u>398,556</u>	-	<u>(398,556)</u>	-	-
Net change in fund balance	<u>\$ -</u>	135,225	<u>\$ 135,225</u>	342,901	136,909
Fund balance, beginning of year		<u>1,388,006</u>		<u>1,045,105</u>	<u>1,045,105</u>
Fund balance, end of year		<u>\$ 1,523,231</u>		<u>\$ 1,388,006</u>	<u>\$ 1,182,014</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET TO
ACTUAL - GRANT PROJECT FUND
FROM INCEPTION AND FOR THE PERIOD ENDED JANUARY 31, 2021**

		Actual		
	Project Authorization	Prior Years	Current Year	Total to Date
Revenues:				
Restricted intergovernmental	\$ 4,509,118	\$ 810,243	\$ 833,259	\$ 1,643,502
Other sales and services	-	-	8,625	8,625
Total revenues	<u>4,509,118</u>	<u>810,243</u>	<u>841,884</u>	<u>1,652,127</u>
Expenditures:				
SAMHSA Expansion Grant FY 19-24	1,200,000	343,336	176,759	520,095
SAMHSA	1,380,527	466,907	6,012	472,919
Pacon Manufacturing Incentive and Reuse	1,300,000	-	1,000,000	1,000,000
Watershed Grant Round 1	498,919	-	-	-
Watershed Grant Round 2	381,072	-	-	-
Watershed Grant Round 3	<u>48,600</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>4,809,118</u>	<u>810,243</u>	<u>1,182,771</u>	<u>1,993,014</u>
Revenues over (under) expenditures	(300,000)	-	(340,887)	(340,887)
Other Financing Sources (Uses):				
Transfers from general fund	<u>300,000</u>	<u>-</u>	<u>300,000</u>	<u>300,000</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	(40,887)	<u>\$ (40,887)</u>
Fund balance, beginning of year			<u>-</u>	
Fund balance, end of year			<u><u>\$ (40,887)</u></u>	

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
 ACTUAL AND CHANGES IN FUND BALANCE -
 REGISTER OF DEEDS TECHNOLOGY ENHANCEMENT FUND
 FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020

	Budget	January 31, 2021	Variance Positive (Negative)	June 30, 2020	January 31, 2020
Revenues:					
Permits and fees	\$ 181,000	\$ 159,105	\$ (21,895)	\$ 189,658	\$ 106,585
Investment earnings	9,000	563	(8,437)	8,901	7,065
Total revenues	<u>190,000</u>	<u>159,668</u>	<u>(30,332)</u>	<u>198,559</u>	<u>113,650</u>
Expenditures:					
General government	<u>209,463</u>	<u>73,101</u>	<u>136,362</u>	<u>150,010</u>	<u>71,170</u>
Revenues over (under) expenditures	(19,463)	86,567	106,030	48,549	42,480
Other Financing Sources (Uses):					
Appropriated fund balance	<u>19,463</u>	<u>-</u>	<u>(19,463)</u>	<u>-</u>	<u>-</u>
Net change in fund balance	<u>\$ -</u>	<u>86,567</u>	<u>\$ 86,567</u>	<u>48,549</u>	<u>42,480</u>
Fund balance, beginning of year		<u>902,911</u>		<u>854,362</u>	<u>854,362</u>
Fund balance, end of year		<u>\$ 989,478</u>		<u>\$ 902,911</u>	<u>\$ 896,842</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

COMBINING BALANCE SHEET - WATER FUND (NON-GAAP)
JANUARY 31, 2021

	Water Fund	Water Capital Projects	Total
Current Assets:			
Cash, cash equivalents and investments	\$ 38,547,548	\$ 559,749	\$ 39,107,297
Restricted cash	3,191,991	152,668,872	155,860,863
Interest receivable	1,696	152	1,848
Receivables and special assessments, net	3,271,359	-	3,271,359
Due from other governmental agencies	461,390	67,624	529,014
Due from other funds	-	-	-
Inventories	1,716,404	-	1,716,404
Total current assets	<u>47,190,388</u>	<u>153,296,397</u>	<u>200,486,785</u>
Current Liabilities:			
Accounts payable and other liabilities	337,765	-	337,765
Customer deposits	2,109,469	-	2,109,469
Interest payable	236,472	-	236,472
Current portion of debt	<u>1,544,059</u>	<u>-</u>	<u>1,544,059</u>
Total current liabilities	<u>4,227,765</u>	<u>-</u>	<u>4,227,765</u>
Expendable net position	42,962,623	153,296,397	196,259,020
Noncurrent Items:			
Non-depreciable capital assets	21,767,867	-	21,767,867
Depreciable capital assets, net	151,371,045	-	151,371,045
Deferred outflow	1,966,660	-	1,966,660
Net pension liability	(1,672,796)	-	(1,672,796)
Compensated absences	(477,710)	-	(477,710)
Total other post-employment liability	(11,637,039)	-	(11,637,039)
Non-current portion of debt	(214,743,089)	-	(214,743,089)
Deferred inflow	<u>(1,605,303)</u>	<u>-</u>	<u>(1,605,303)</u>
Total net position	<u>\$ (12,067,742)</u>	<u>\$ 153,296,397</u>	<u>\$ 141,228,655</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL - WATER SYSTEM
 OPERATING FUND (NON-GAAP)
 FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020
 WITH COMPARATIVE ACTUAL AMOUNTS FOR THE PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>January 31, 2021</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2020</u>	<u>January 31, 2020</u>
Revenues:							
User charges	\$ 23,293,405	\$ 23,293,405	\$ 17,581,476	\$ (5,711,929)	75%	\$ 26,938,083	\$ 17,570,873
Restricted intergovernmental	-	-	-	-	na	2,647,094	714,195
Investment earnings	255,000	255,000	23,204	(231,796)	9%	319,835	254,647
Other	664,358	664,358	273,017	(391,341)	41%	895,434	345,598
Total revenues	<u>24,212,763</u>	<u>24,212,763</u>	<u>17,877,697</u>	<u>(6,335,066)</u>	74%	<u>30,800,446</u>	<u>18,885,313</u>
Expenditures:							
Salaries	5,687,569	5,687,569	3,205,333	2,482,236	56%	4,980,849	3,145,889
Fringe benefits	2,642,851	2,642,851	1,518,563	1,124,288	57%	2,292,685	1,433,882
Operating expenditures	7,912,534	8,583,529	4,418,040	4,165,489	51%	7,694,860	4,369,161
Repairs and maintenance	3,002,100	3,243,920	1,244,265	1,999,655	38%	2,605,060	1,769,218
Capital outlay	1,003,500	2,240,985	717,635	1,523,350	32%	3,970,616	1,912,663
Debt Service:							
Principal	1,324,464	1,324,464	190,000	1,134,464	14%	1,278,275	245,972
Interest	892,351	892,351	497,450	394,901	56%	952,138	530,510
Total expenditures	<u>22,465,369</u>	<u>24,615,669</u>	<u>11,791,286</u>	<u>12,824,383</u>	48%	<u>23,774,483</u>	<u>13,407,295</u>
Revenues over (under) expenditures	1,747,394	(402,906)	6,086,411	6,489,317	-1511%	7,025,963	5,478,018
Other Financing Sources (Uses):							
Long-term debt issued	-	-	-	-	na	714,000	714,000
Premiums on debt issued	-	-	-	-	na	69,924	69,924
Payments to escrow agent for refunded bonds	-	-	-	-	na	(778,023)	(778,658)
Transfer to water capital project fund	(1,747,394)	(1,747,394)	-	1,747,394	0%	(2,780,000)	(2,780,000)
Transfer from workers comp. internal service fund	-	-	-	-	na	246,850	-
Appropriated net position	-	2,150,300	-	(2,150,300)	0%	-	-
Total other fin. sources (uses)	<u>(1,747,394)</u>	<u>402,906</u>	<u>-</u>	<u>(402,906)</u>	0%	<u>(2,527,249)</u>	<u>(2,774,734)</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,086,411</u>	<u>\$ 6,086,411</u>		<u>\$ 4,498,714</u>	<u>\$ 2,703,284</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET TO ACTUAL -
WATER CAPITAL PROJECT FUNDS (NON-GAAP)
FROM INCEPTION AND FOR THE PERIOD ENDED JANUARY 31, 2021**

		Actual		
	Project Budget	Prior Year	Current Year	Total to Date
Revenues:				
Investment earnings	\$ 120,276	\$ 170,378	\$ 5,936	\$ 176,314
Investment earnings-debt proceeds	-	233,056	23,239	256,295
Assessments	52,724	39,495	-	39,495
Penalties and interest assessments	-	13,229	-	13,229
Total revenues	<u>173,000</u>	<u>456,158</u>	<u>29,175</u>	<u>485,333</u>
Expenditures:				
Southeast Water Tank	50,550	50,550	-	50,550
FY16 Water Mains Top 7 and Apollo	1,773,285	1,731,758	-	1,731,758
Raw Water Mains Project	28,683,127	8,855,441	7,007,880	15,863,321
Shallotte Transmission Main	5,892,000	260,311	147,759	408,070
NW Plant Treatment Expansion 12MGD	167,345,190	11,613,124	23,541,996	35,155,120
74-76 Industrial Park Water Main	1,727,715	160,304	92,243	252,547
74-76 Mintz Dr. to Old Maco	85,000	67,999	-	67,999
Total expenditures	<u>205,556,867</u>	<u>22,739,487</u>	<u>30,789,878</u>	<u>53,529,365</u>
Revenues over (under) expenditures	(205,383,867)	(22,283,329)	(30,760,703)	(53,044,032)
Other Financing Sources (Uses):				
Long term debt issued	178,600,000	178,600,000	-	178,600,000
Bond premium	17,428,317	17,428,317	-	17,428,317
Transfers from water fund	9,510,390	9,510,402	-	9,510,402
Transfers to water fund	(985,770)	(985,770)	-	(985,770)
Future capital projects	(952,567)	-	-	-
Appropriated fund balance	1,783,497	-	-	-
Total other financing sources (uses)	<u>205,383,867</u>	<u>204,552,949</u>	<u>-</u>	<u>204,552,949</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	<u>\$182,269,620</u>	<u>\$ (30,760,703)</u>	<u>\$151,508,917</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

COMBINING BALANCE SHEET - WASTEWATER FUND (NON-GAAP)
JANUARY 31, 2021

	Wastewater Fund	Wastewater Capital Projects	Total
Current Assets:			
Cash and cash equivalents/investments	\$ 31,807,806	\$ -	\$ 31,807,806
Restricted cash	7,092,106	26,325,898	33,418,004
Interest receivable	1,266	20	1,286
Receivables and special assessments, net	4,194,773	-	4,194,773
Due from other governmental agencies	361,524	201,315	562,839
Inventories	491,722	-	491,722
Total current assets	<u>43,949,197</u>	<u>26,527,233</u>	<u>70,476,430</u>
Current Liabilities:			
Accounts payable and other liabilities	201,130	-	201,130
Interest payable	1,124,988	-	1,124,988
Prepaid fees	259,422	-	259,422
Current portion of debt	<u>13,543,463</u>	<u>-</u>	<u>13,543,463</u>
Total current liabilities	<u>15,129,003</u>	<u>-</u>	<u>15,129,003</u>
Expendable net position	28,820,194	26,527,233	55,347,427
Noncurrent Items:			
Non-depreciable capital assets	20,319,683	-	20,319,683
Depreciable capital assets, net	217,503,489	-	217,503,489
Deferred outflow	2,164,577	-	2,164,577
Net pension liability	(908,181)	-	(908,181)
Compensated absences	(211,099)	-	(211,099)
Total other post-employment liability	(6,737,820)	-	(6,737,820)
Non-current portion of debt	(116,646,131)	-	(116,646,131)
Deferred inflow	(956,069)	-	(956,069)
Total net position	<u>\$ 143,348,643</u>	<u>\$ 26,527,233</u>	<u>\$ 169,875,876</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL - WASTEWATER FUND (NON-GAAP)
FOR THE PERIOD ENDED JANUARY 31, 2021 AND THE YEAR ENDED JUNE 30, 2020
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>January 31, 2021</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2020</u>	<u>January 31, 2020</u>
Revenues:							
User charges	\$ 26,786,837	\$ 26,786,837	\$ 17,968,358	\$ (8,818,479)	67%	\$ 29,958,550	\$ 14,735,146
ARRA interest subsidy	-	-	-	-	na	31,775	31,775
Investment earnings	125,000	125,000	15,583	(109,417)	12%	293,843	233,759
Restricted intergovernmental	-	-	-	-	na	702,748	(103,668)
Other	<u>309,000</u>	<u>342,176</u>	<u>190,070</u>	<u>(152,106)</u>	56%	<u>706,090</u>	<u>223,505</u>
Total revenues	<u>27,220,837</u>	<u>27,254,013</u>	<u>18,174,011</u>	<u>(9,080,002)</u>	67%	<u>31,693,006</u>	<u>15,120,517</u>
Expenditures:							
Salaries	3,040,169	3,076,863	1,805,834	1,271,029	59%	2,883,904	1,741,140
Fringe benefits	1,419,905	1,434,594	813,816	620,778	57%	1,271,696	759,566
Operating expenditures	4,309,033	5,082,486	2,281,518	2,800,968	45%	4,195,006	2,564,057
Repairs and maintenance	1,857,000	2,059,137	1,186,601	872,536	58%	1,901,835	1,084,894
Capital outlay	3,602,000	3,982,460	957,846	3,024,614	24%	4,919,454	3,290,080
Debt Service:							
Principal	12,396,931	12,391,788	662,650	11,729,138	5%	10,499,224	792,929
Interest	<u>4,618,884</u>	<u>4,624,027</u>	<u>2,298,705</u>	<u>2,325,322</u>	50%	<u>3,889,717</u>	<u>1,660,448</u>
Total expenditures	<u>31,243,922</u>	<u>32,651,355</u>	<u>10,006,970</u>	<u>22,644,385</u>	31%	<u>29,560,836</u>	<u>11,893,114</u>
Revenues over (under) expenditures	(4,023,085)	(5,397,342)	8,167,041	13,564,383	-151%	2,132,170	3,227,403
Other Financing Sources (Uses):							
Issuance of long-term debt	-	-	-	-	na	15,336,000	15,336,000
Premiums on bonds issued	-	-	-	-	na	163,155	163,155
Payments to escrow agent for refunded bonds	-	-	-	-	na	(15,382,482)	(15,382,482)
Transfer to wastewater capital project	-	(618,809)	(618,809)	-	100%	(1,239,512)	(1,220,687)
Transfer from wastewater capital project	1,128,000	1,128,000	1,021,380	(106,620)	91%	300,346	185,820
Transfer from workers comp. internal service fund	-	-	-	-	na	91,951	-
Appropriated net position	<u>2,895,085</u>	<u>4,888,151</u>	<u>-</u>	<u>(4,888,151)</u>	0%	<u>-</u>	<u>-</u>
Total other fin. sources (uses)	<u>4,023,085</u>	<u>5,397,342</u>	<u>402,571</u>	<u>(4,994,771)</u>	7%	<u>(730,542)</u>	<u>(918,194)</u>
Revenues and other financing sources over (under) expenditures and other financing uses							
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,569,612</u>	<u>\$ 8,569,612</u>		<u>\$ 1,401,628</u>	<u>\$ 2,309,209</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
WASTEWATER CAPITAL PROJECT FUNDS (NON-GAAP)
FROM INCEPTION AND FOR THE PERIOD ENDED JANUARY 31, 2021**

	Project Budget	Actual		
		Prior Years	Current Year	Total to Date
Revenues:				
Assessments	\$ 557,053	\$ 557,052	\$ -	\$ 557,052
SAD interest and penalties	99,017	102,512	-	102,512
Investment earnings	169,630	169,373	348	169,721
Investment earnings-debt proceeds	-	450,884	(33,327)	417,557
West Brunswick Regional WWTP Southport Contribution	2,630,000	-	-	-
Total revenues	<u>3,455,700</u>	<u>1,279,821</u>	<u>(32,979)</u>	<u>1,246,842</u>
Expenditures:				
WBRWWTF Expansion Southport	2,630,000	1,037,975	121,500	1,159,475
NEBRWWTP Expansion	45,714,971	12,998,628	10,202,946	23,201,574
NEBRWWTP East Transmission Main	3,616,997	1,909,552	211,898	2,121,450
NEBRWWTP West Transmission Main	2,891,839	2,231,350	261,885	2,493,235
Ocean Ridge Reclaimed Water Main	115,800	-	261,885	261,885
Total expenditures	<u>54,969,607</u>	<u>18,177,505</u>	<u>10,798,229</u>	<u>28,975,734</u>
Revenues over (under) expenditures	(51,513,907)	(16,897,684)	(10,831,208)	(27,728,892)
Other Financing Sources (Uses):				
Long term debt issued	44,980,000	44,980,000	-	44,980,000
Bond premium	7,243,807	7,243,806	-	7,243,806
Transfer from wastewater fund	6,067,642	5,448,837	618,809	6,067,646
Transfer to wastewater fund	(8,668,274)	(7,540,274)	(1,021,380)	(8,561,654)
Future capital projects	(2,289,864)	-	-	-
Appropriated fund balance	4,180,596	-	-	-
Total other financing sources (uses)	<u>51,513,907</u>	<u>50,132,369</u>	<u>(402,571)</u>	<u>49,729,798</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	<u>\$ 33,234,685</u>	<u>\$ (11,233,779)</u>	<u>\$ 22,000,906</u>

Cash and Investments

A Summary of Cash and Investments is presented on the Brunswick County Government website as of January 31, 2021. It reports that the County had \$272.8 million of unrestricted cash and investments in all funds including those accruing for outside agencies that the county performs collections plus \$223.8 million of capital project restricted cash from debt proceeds. All cash and investments are earning an average yield of 0.04%.

BRUNSWICK COUNTY
SUMMARY OF CASH AND INVESTMENTS
AS OF JANUARY 31, 2021

	Purchase Date	Maturity Date	Book Value	Total Book Value	% of Portfolio	Yield
Unrestricted Cash and Investments						
Checking & Petty Cash						
Petty Cash			\$ 6,200			0.00%
BB&T			64,908,703			0.00%
Total Checking & Petty Cash				\$ 64,914,903	13%	
Money Markets / Savings						
BB&T Money Rate Savings			117,937,233			0.10%
SunTrust Money Market			5,063,241			0.01%
Total Money Markets / Savings				\$ 123,000,474	25%	
Certificates of Deposit / CDARS						
First Bank	9/28/20	3/28/21	21,208,114			0.15%
Total Certificates of Deposit / CDARS				\$ 21,208,114	4%	
NC Capital Management Trust - Government Portfolio				\$ 63,633,306	13%	0.01%
Total Unrestricted Cash and Investments				\$ 272,756,796		
Restricted Cash and Investments						
Bond Proceeds & Debt Reserve Fund						
NC Capital Management Trust-Government Portfolio			\$ 222,251,132		45%	0.01%
BB&T General Fund Restricted						
Restricted for Revaluation			214,566		0%	0.00%
Restricted for Holden Beach Debt			1,370,040		0%	0.00%
Total Restricted Cash and Investments				\$ 223,835,738		
Grand Total All Cash and Investments				\$ 496,592,534	100%	0.04%

Cash Balances:

General Fund	\$ 148,173,310
County Capital Reserve Fund	27,099,089
School Capital Projects Fund	11,555,527
Water Fund	40,657,024
Water Capital Reserve Fund	995,580
Wastewater Fund	31,807,804
Wastewater Capital Reserve Fund	2,745,784

Key Indicators of Revenues and Expenditures

Presented on the Brunswick County Government website are charts with actual history, current month actual and annual budget information for major revenues and expenditures in both the enterprise and general funds.

County of Brunswick
Ad Valorem and Motor Vehicle Tax Revenues

PRIOR YEARS AD VALOREM TAX REVENUE									
Month	ACTUAL 2015-16	ACTUAL 2016-17	ACTUAL 2017-18	ACTUAL 2018-19	ACTUAL 2019-20	ANNUAL BUDGET 2020-21	ACTUAL 2020-21	CY Actual % Change of Same PY Month	% of ANNUAL BUDGET
July	546,345	305,329	377,089	414,438	297,635		401,391	35%	
Aug	438,769	324,296	420,293	345,102	270,439		176,083	-35%	
Sept	870,663	262,164	419,816	269,452	205,209		197,004	-4%	
Oct	267,307	208,607	207,830	315,241	168,570		168,939	0%	
Nov	204,432	207,774	235,025	244,032	268,715		198,542	-26%	
Dec	391,210	46,595	203,220	412,058	190,359		287,344	51%	
Jan	381,705	305,760	189,817	214,920	293,817		213,357	-27%	
Feb	301,199	427,181	337,199	258,244	317,056				
Mar	362,693	370,146	378,028	288,344	194,186				
Apr	278,448	296,216	307,480	155,194	168,582				
May	248,619	260,659	218,586	135,962	122,872				
June	207,251	490,189	257,695	167,843	155,982				
Total	4,498,641	3,504,916	3,552,078	3,220,830	2,653,422	2,200,000	1,642,660		75%

CURRENT YEAR AD VALOREM TAX REVENUE									
Month	ACTUAL 2015-16	ACTUAL 2016-17	ACTUAL 2017-18	ACTUAL 2018-19	ACTUAL 2019-20	ANNUAL BUDGET 2020-21	ACTUAL 2020-21	CY Actual % Change of Same PY Month	% of ANNUAL BUDGET
July	102,981	141,121	5,141,356	7,655,126	8,464,387		11,426,822	35%	
Aug	12,440,150	15,853,299	14,003,220	13,213,303	15,145,908		14,811,590	-2%	
Sept	7,799,492	6,433,818	6,763,894	5,259,838	7,225,241		9,666,084	34%	
Oct	9,641,217	9,896,672	17,631,294	10,487,256	12,078,923		6,344,889	-47%	
Nov	21,420,290	23,944,507	17,678,530	28,069,669	30,675,338		37,436,947	22%	
Dec	33,684,730	24,416,021	20,728,131	19,916,780	28,966,741		28,595,685	-1%	
Jan	15,517,607	23,377,586	26,045,100	26,931,609	23,866,807		22,854,561	-4%	
Feb	1,937,509	2,086,134	2,100,604	2,490,412	2,522,834				
Mar	811,691	957,399	928,997	1,078,484	795,566				
Apr	496,119	466,309	533,520	572,320	440,218				
May	326,905	341,102	588,170	331,238	377,697				
June	278,132	560,206	396,426	261,232	387,011				
Total	104,456,823	108,474,174	112,539,242	116,267,267	130,946,671	133,894,868	131,136,578		98%

CURRENT YEAR MOTOR VEHICLE TAX REVENUE									
Month	ACTUAL 2015-16	ACTUAL 2016-17	ACTUAL 2017-18	ACTUAL 2018-19	ACTUAL 2019-20	ANNUAL BUDGET 2020-21	ACTUAL 2020-21	CY Actual % Change of Same PY Month	% of ANNUAL BUDGET
July	504,379	603,858	611,857	671,914	735,512		865,948	18%	
Aug	486,317	657,269	652,753	723,623	697,838		792,070	14%	
Sept	464,133	579,331	542,846	448,121	540,459		837,937	55%	
Oct	543,146	507,568	544,226	666,358	707,908		822,381	16%	
Nov	383,693	471,246	499,198	576,498	706,266		633,461	-10%	
Dec	452,656	464,226	501,030	543,041	675,364		746,091	10%	
Jan	477,267	523,460	557,142	685,653	729,042				
Feb	465,452	485,610	572,728	600,556	632,979				
Mar	560,194	654,797	631,825	665,643	668,762				
Apr	575,935	550,623	624,293	676,850	600,272				
May	547,365	595,819	634,860	709,996	640,499				
June	570,403	627,536	651,911	709,693	691,320				
Total	6,030,941	6,721,343	7,024,669	7,677,946	8,026,221	7,517,500	4,697,888		62%

County of Brunswick
Local Option Sales Tax Revenues

ARTICLE 39 SALES TAX REVENUE 1% (POINT OF DELIVERY) (100000-323100)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	969,548	986,394	1,049,718	1,252,130	1,373,725		1,553,767	13%	
Aug	1,093,465	1,224,865	1,289,737	1,329,792	1,425,459		1,612,392	13%	
Sept	938,050	952,042	978,445	938,675	1,173,168		1,328,479	13%	
Oct	596,241	752,088	864,937	680,715	734,132		1,191,688	62%	
Nov	604,948	635,873	767,798	871,829	935,348		1,090,992	17%	
Dec	561,448	626,293	698,356	576,321	790,721				
Jan	585,079	436,031	558,342	775,353	820,652				
Feb	497,550	613,865	613,581	755,861	773,827				
Mar	603,870	588,222	547,868	746,104	759,800				
Apr	742,268	815,552	800,559	917,784	910,261				
May	756,471	837,814	794,102	966,306	892,802				
June	778,076	833,600	910,785	1,041,564	1,186,228				
Total	8,727,014	9,302,639	9,874,229	10,852,434	11,776,122	9,304,445	6,777,318		73%
ARTICLE 40 SALES TAX REVENUE 1/2% (PER CAPITA) 30% RESTRICTED FOR SCHOOL CAPITAL OUTLAY OR DEBT SERVICE (100000-323201,323202)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	564,929	594,375	631,075	703,995	750,371		858,173	14%	
Aug	541,745	517,985	596,047	601,502	712,368		808,739	14%	
Sept	502,456	577,305	597,606	646,891	734,652		767,789	5%	
Oct	514,691	551,928	614,008	639,392	704,618		813,391	15%	
Nov	481,606	544,444	562,350	635,351	731,594		796,614	9%	
Dec	509,491	583,254	636,108	692,311	725,423				
Jan	619,735	667,322	699,734	736,094	769,355				
Feb	444,943	477,316	527,845	561,192	627,025				
Mar	466,949	512,277	512,954	577,546	636,198				
Apr	564,837	625,842	658,044	749,898	721,696				
May	560,378	588,735	607,640	697,346	625,357				
June	547,458	550,848	660,846	722,096	717,955				
Total	6,319,219	6,791,631	7,304,257	7,963,614	8,456,612	6,595,205	4,044,706		61%
ARTICLE 42 SALES TAX REVENUE 1/2% (POINT OF DELIVERY) (APPROXIMATELY 60% RESTRICTED FOR SCHOOL CAPITAL OUTLAY OR DEBT SERVICE) (100000-323301, 323302)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	609,693	631,292	673,530	789,002	860,370		977,927	14%	
Aug	657,139	711,398	766,949	788,633	868,474		986,372	14%	
Sept	576,690	610,962	631,968	632,656	767,824		851,555	11%	
Oct	430,066	514,766	588,455	517,955	565,888		808,230	43%	
Nov	423,295	464,016	527,365	599,197	662,923		757,703	14%	
Dec	412,136	471,285	522,056	488,465	597,475				
Jan	459,158	415,344	482,885	591,453	625,627				
Feb	363,409	430,959	448,839	522,450	556,763				
Mar	417,515	430,745	414,149	525,003	553,242				
Apr	512,728	569,042	575,072	658,475	650,981				
May	515,232	566,462	554,566	661,360	608,865				
June	519,548	551,091	622,799	701,865	769,351				
Total	5,896,609	6,367,362	6,808,632	7,476,514	8,087,784	6,097,742	4,381,787		72%

Note: Sales Taxes are 2 months behind in reporting.

**County of Brunswick
Occupancy Tax Revenues**

Occupancy Tax County and Municipal (104930-327000 and -327001)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL BUDGET
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		
July	358,430	427,339	354,812	458,624	431,392		294,802	-32%	
Aug	338,197	281,756	302,684	78,606	242,265		468,661	93%	
Sept	124,409	52,634	206,775	335,404	215,488		261,168	21%	
Oct	52,475	105,459	41,724	71,490	71,643		117,150	64%	
Nov	42,872	35,359	49,419	37,420	52,189		124,681	139%	
Dec	19,105	29,523	25,730	52,499	40,899		41,634	2%	
Jan	21,360	23,088	29,151	33,004	36,395				
Feb	20,704	21,918	31,404	36,711	40,439				
Mar	40,456	33,329	41,682	48,766	24,387				
Apr	39,274	75,775	80,581	60,920	19,599				
May	81,914	99,108	110,150	138,430	74,613				
June	275,292	273,477	320,356	376,807	418,691				
Total	1,414,489	1,458,765	1,594,467	1,728,681	1,667,999	1,910,000	1,308,096		68%

**County of Brunswick
Water Fund Revenues**

WATER RETAIL SALES REVENUE (617110-371316)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	467,682	474,405	469,373	505,818	591,725		523,514	-12%	
Aug	533,018	585,205	598,346	550,056	600,391		670,354	12%	
Sept	506,507	552,130	509,091	483,455	557,746		602,195	8%	
Oct	419,248	455,542	436,731	468,436	505,182		545,696	8%	
Nov	353,122	356,558	400,272	395,448	547,927		473,672	-14%	
Dec	357,715	358,875	401,470	360,250	412,440		448,165	9%	
Jan	289,804	326,617	330,727	345,037	396,758		392,757	-1%	
Feb	318,297	322,884	424,539	344,991	383,230				
Mar	307,249	318,405	338,275	368,390	330,184				
Apr	302,211	317,943	323,228	295,003	349,132				
May	379,472	407,205	404,362	397,617	405,038				
June	448,286	481,962	458,544	576,215	457,978				
Total	4,682,610	4,957,731	5,094,958	5,090,716	5,537,731	5,200,000	3,656,353		70%

IRRIGATION REVENUE (617110-371319)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	242,180	274,655	303,891	272,157	499,622		377,696	-24%	
Aug	328,242	391,161	364,814	318,911	553,720		382,832	-31%	
Sept	378,978	402,057	341,474	241,677	540,455		472,949	-12%	
Oct	281,554	312,823	245,944	316,475	468,263		425,114	-9%	
Nov	159,040	170,875	230,786	171,308	480,292		318,977	-34%	
Dec	92,834	79,215	194,433	137,776	288,809		236,541	-18%	
Jan	30,866	53,423	75,964	44,935	54,445		78,562	44%	
Feb	17,443	17,281	42,193	12,900	21,440				
Mar	10,977	23,304	26,984	10,834	15,547				
Apr	20,209	33,613	25,042	20,209	25,833				
May	91,362	111,147	80,405	91,368	136,556				
June	255,276	294,456	171,484	547,092	179,548				
Total	1,908,962	2,164,010	2,103,414	2,185,642	3,264,530	2,900,000	2,292,671		79%

WATER WHOLESALE REVENUE (617110-371317)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	571,447	549,891	502,369	648,595	706,223		680,405	-4%	
Aug	726,527	662,991	739,238	657,834	829,608		788,526	-5%	
Sept	571,125	593,390	580,350	714,447	714,837		656,650	-8%	
Oct	419,668	467,518	439,291	391,422	624,590		614,944	-2%	
Nov	372,683	315,869	468,542	452,905	597,115		547,120	-8%	
Dec	278,846	329,525	415,210	401,300	420,180		437,859	4%	
Jan	271,780	271,848	461,637	300,896	378,791		378,543	0%	
Feb	243,372	293,671	254,055	329,861	346,753				
Mar	258,696	257,119	297,083	304,562	320,726				
Apr	298,786	315,449	374,571	356,824	391,888				
May	347,571	381,741	399,036	442,050	463,838				
June	423,069	723,529	625,328	794,773	582,778				
Total	4,783,570	5,162,541	5,556,710	5,795,469	6,377,327	5,000,000	4,104,047		82%

**County of Brunswick
Water Fund Revenues**

WATER INDUSTRIAL REVENUE (617110-371318)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	206,044	193,363	171,810	220,490	189,253		182,261	-4%	
Aug	198,496	176,628	242,014	216,454	206,096		203,154	-1%	
Sept	223,590	177,912	227,218	234,523	206,417		175,903	-15%	
Oct	183,414	141,672	208,907	112,229	184,682		196,762	7%	
Nov	153,158	153,071	213,605	190,551	215,263		196,202	-9%	
Dec	126,460	140,427	181,314	194,601	133,730		183,074	37%	
Jan	199,431	156,917	209,780	129,208	75,047		195,035	160%	
Feb	177,624	144,230	145,744	169,457	330,804				
Mar	194,456	163,680	162,151	160,850	125,412				
Apr	179,557	153,967	200,376	138,655	203,438				
May	173,827	125,676	182,242	171,195	187,763				
June	173,052	126,581	250,422	166,681	187,056				
Total	2,189,109	1,854,124	2,395,583	2,104,894	2,244,961	1,900,000	1,332,391		70%
WATER BASE SERVICE CHARGE REVENUE (617110-371308)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	451,901	470,153	487,562	504,765	525,317		546,494	4%	
Aug	451,462	475,932	489,608	507,711	524,696		459,642	-12%	
Sept	453,419	476,892	490,840	508,083	526,261		640,453	22%	
Oct	454,580	476,516	493,066	512,632	528,995		553,211	5%	
Nov	455,559	475,832	494,282	512,064	526,349		554,711	5%	
Dec	464,316	477,375	495,252	513,738	529,100		553,984	5%	
Jan	463,597	480,043	496,679	514,422	529,586		557,207	5%	
Feb	465,506	481,021	498,450	515,996	525,462				
Mar	468,084	483,538	501,888	517,084	540,691				
Apr	469,366	482,955	500,982	518,320	536,522				
May	469,402	485,236	505,223	521,211	541,995				
June	490,097	506,112	522,511	542,329	565,179				
Total	5,557,289	5,771,605	5,976,343	6,188,355	6,400,153	6,500,000	3,865,702		59%
WATER TAPS AND CONNECTION REVENUE (617180-371305)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	88,015	79,919	83,631	98,990	92,524		104,217	13%	
Aug	63,122	73,809	104,621	97,268	83,810		136,856	63%	
Sept	79,297	69,412	81,193	43,844	82,803		115,699	40%	
Oct	60,271	60,061	91,599	86,568	94,890		112,961	19%	
Nov	57,337	77,525	99,482	73,282	73,114		119,892	64%	
Dec	50,315	59,843	54,196	61,096	83,464		95,350	14%	
Jan	68,391	63,308	74,470	88,359	75,364		162,630	116%	
Feb	58,684	88,268	65,659	111,682	140,452				
Mar	61,178	89,333	143,953	103,540	89,886				
Apr	88,286	76,900	79,001	120,681	55,484				
May	62,668	86,057	97,222	105,635	64,074				
June	89,289	88,308	88,973	106,785	64,804				
Prior Year's Adj					(160,000)				
Total	826,853	912,743	1,064,000	1,097,730	1,000,669	450,000	847,605		188%

**County of Brunswick
Water Fund Revenues**

WATER CAPITAL RECOVERY REVENUE (619100-371404)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	175,282	82,430	82,749	167,036	121,501		137,818	13%	
Aug	107,350	87,643	120,522	155,663	85,320		103,863	22%	
Sept	80,372	137,586	114,051	45,363	85,192		119,232	40%	
Oct	100,031	53,152	83,126	89,233	187,338		100,884	-46%	
Nov	80,907	89,642	128,155	84,568	81,404		125,863	55%	
Dec	67,996	49,323	40,491	65,826	98,693		141,178	43%	
Jan	68,194	53,168	70,156	80,237	212,681		195,284	-8%	
Feb	83,303	80,368	43,033	108,298	126,263				
Mar	55,590	83,957	142,979	126,088	144,952				
Apr	103,546	191,678	78,156	136,336	54,925				
May	72,757	110,980	93,189	108,079	53,432				
June	131,407	89,349	111,500	112,809	173,356				
Total	1,126,735	1,109,276	1,108,107	1,279,536	1,425,057	688,000	924,122		134%

WATER TRANSMISSION LINE REVENUE (619800-371309)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	42,850	29,279	34,402	55,946	39,806		51,532	29%	
Aug	35,126	24,946	42,390	39,850	31,354		39,432	26%	
Sept	27,267	31,882	42,063	18,567	31,475		44,492	41%	
Oct	24,152	26,858	33,713	35,876	65,131		38,196	-41%	
Nov	26,653	37,187	52,512	32,990	29,678		46,531	57%	
Dec	22,399	25,429	23,427	25,114	36,150		47,704	32%	
Jan	28,002	25,978	28,493	36,370	77,458		64,031	-17%	
Feb	25,571	35,550	24,480	44,692	58,888				
Mar	21,952	36,122	53,897	41,813	54,147				
Apr	34,849	28,496	33,669	50,545	23,926				
May	21,459	30,911	35,926	38,462	23,723				
June	48,349	29,625	40,209	40,830	63,536				
Total	358,629	362,263	445,181	461,055	535,272	232,000	331,918		143%

**County of Brunswick
Wastewater Fund Revenues**

WASTEWATER RETAIL SALES REVENUE (627210-371405)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	735,074	791,640	805,054	872,549	1,033,355		1,178,919	14%	
Aug	779,627	874,819	933,343	918,675	1,063,547		1,153,679	8%	
Sept	772,094	837,178	835,710	889,327	1,038,172		1,143,466	10%	
Oct	706,281	773,191	813,375	848,410	1,016,846		1,105,444	9%	
Nov	686,159	735,391	792,739	834,354	1,120,192		1,062,364	-5%	
Dec	724,587	753,597	801,946	827,199	839,603		1,067,872	27%	
Jan	700,776	739,484	778,549	823,964	982,576		1,028,993	5%	
Feb	705,035	740,280	835,392	825,743	957,436				
Mar	712,260	747,301	776,766	823,196	939,142				
Apr	708,854	744,239	786,370	825,562	963,854				
May	737,235	765,249	826,002	940,447	968,081				
June	868,150	834,436	905,605	1,157,941	1,126,957				
Total	8,836,132	9,336,805	9,890,851	10,587,367	12,049,761	11,500,000	7,740,737		67%

WASTEWATER TAPS & CONNECTIONS REVENUE (627220-371402)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	114,000	76,350	108,000	216,000	227,406		262,361	15%	
Aug	97,000	152,000	133,000	202,100	158,000		199,361	26%	
Sept	73,000	84,450	95,750	80,000	133,000		187,027	41%	
Oct	57,000	95,775	185,275	156,000	221,000		151,600	-31%	
Nov	104,000	136,000	210,480	92,000	104,575		214,583	105%	
Dec	80,000	109,000	84,000	131,900	252,000		267,888	6%	
Jan	108,400	117,775	113,840	209,000	163,712		317,301	94%	
Feb	119,375	164,450	97,250	121,000	236,980				
Mar	100,000	103,050	276,486	205,000	144,478				
Apr	134,320	104,000	168,614	156,000	195,285				
May	69,000	110,545	140,000	218,658	163,993				
June	82,625	189,500	132,000	224,000	109,800				
Total	1,138,720	1,442,895	1,744,695	2,011,658	2,110,229	-	1,600,121		#DIV/0!

WASTEWATER CAPITAL RECOVERY REVENUE (629100-371404)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		BUDGET
July	454,950	185,127	219,750	452,432	262,301		403,076	54%	
Aug	240,374	131,836	402,208	287,165	242,580		324,206	34%	
Sept	132,623	183,719	337,302	120,331	206,331		365,057	77%	
Oct	156,607	205,927	268,123	269,318	548,140		294,779	-46%	
Nov	125,525	270,061	392,249	125,062	226,861		398,706	76%	
Dec	94,524	154,451	186,084	173,249	261,012		363,938	39%	
Jan	172,304	196,396	218,124	289,652	230,092		522,147	127%	
Feb	150,635	214,802	134,813	320,135	405,333				
Mar	139,552	233,802	411,900	296,269	414,943				
Apr	218,469	210,136	271,541	355,535	158,173				
May	246,595	205,427	313,000	274,019	139,759				
June	337,635	214,635	259,250	276,101	168,900				
Total	2,469,793	2,406,319	3,414,344	3,239,268	3,264,425	600,000	2,671,909		445%

County of Brunswick
Wastewater Fund Revenues

WASTEWATER TRANSMISSION LINE FEES (629800-371309)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	CY Actual % Change of Same PY Month	% of ANNUAL BUDGET
Month	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2020-21		
July	106,434	60,709	69,520	149,044	86,684		130,012	50%	
Aug	74,794	44,611	104,289	90,413	73,566		101,360	38%	
Sept	50,210	59,236	107,773	39,518	64,381		120,738	88%	
Oct	50,872	66,644	75,363	86,302	180,566		94,263	-48%	
Nov	44,845	83,049	122,632	39,649	74,453		130,869	76%	
Dec	31,511	47,819	52,692	54,696	91,528		119,197	30%	
Jan	54,659	67,463	68,707	95,136	75,597		174,506	131%	
Feb	44,213	68,932	49,027	104,837	199,392				
Mar	44,521	77,931	133,296	97,992	138,568				
Apr	70,828	61,376	83,511	121,059	51,437				
May	49,882	61,474	98,665	91,916	46,534				
June	109,443	68,211	78,581	88,282	60,775				
Total	732,212	767,455	1,044,056	1,058,844	1,143,481	200,000	870,945		435%

County of Brunswick
Water and Wastewater Number of Customers

NUMBER OF WATER RETAIL CUSTOMERS							
Month	ACTUAL 2015-16	ACTUAL 2016-17	ACTUAL 2017-18	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	Change
July	37,165	38,912	40,199	41,676	42,979	44,682	99
Aug	37,303	39,036	40,345	41,855	43,169	45,244	562
Sept	37,398	39,155	40,518	41,896	43,258	45,380	136
Oct	37,418	39,238	40,581	41,973	43,338	45,517	137
Nov	38,133	39,338	40,758	42,186	43,460	45,726	209
Dec	38,209	39,466	40,908	42,291	43,632	45,914	188
Jan	38,318	39,573	40,982	42,379	43,703		
Feb	38,415	39,690	41,094	42,466	44,122		
Mar	38,448	39,736	41,248	42,481	44,248		
Apr	38,587	39,894	41,365	42,647	44,345		
May	38,704	39,998	41,402	42,725	44,443		
June	38,760	40,101	41,557	42,934	44,583		
Average	38,072	39,511	40,913	42,292	43,773	45,411	1,331

NUMBER OF WASTEWATER RETAIL CUSTOMERS							
Month	ACTUAL 2015-16	ACTUAL 2016-17	ACTUAL 2017-18	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	Change
July	14,556	15,862	16,695	17,861	18,822	19,904	79
Aug	14,632	15,878	16,758	17,925	18,930	20,383	479
Sept	14,682	15,940	16,908	18,011	19,004	20,475	92
Oct	14,708	16,014	17,017	18,023	19,040	20,569	94
Nov	15,269	16,070	17,026	18,083	19,157	20,648	79
Dec	15,357	16,157	17,193	18,145	19,215	20,758	110
Jan	15,382	16,235	17,241	18,206	19,242		
Feb	15,460	16,295	17,300	18,331	19,551		
Mar	15,498	16,371	17,471	18,449	19,647		
Apr	15,593	16,506	17,549	18,681	19,721		
May	15,651	16,537	17,675	18,741	19,785		
June	15,847	16,579	17,719	18,816	19,825		
Average	15,220	16,204	17,213	18,273	19,328	20,456	933



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # V. - 6.

From:

Julie Miller

Finance - Property & Fixed Asset Policy Amendment

Issue/Action Requested:

Request that the Board of Commissioners approve amendments to the Fixed Asset Policy.

Background/Purpose of Request:

The Fixed Asset Policy is being renamed Property & Fixed Asset Policy and sections updated for current accounting policies.

Eliminated the information under the section for Disposal of Surplus Property to make reference to this section in the Brunswick County Contract and Purchasing Policy and to follow the Finance Departments procedures for transfer and disposal.

Added under section 5. Property (Under \$5,000 Fixed Asset Capitalization Threshold): An inventory of property with a purchase price greater than \$500 but not meeting the capitalization threshold of \$5,000 must be maintained by the department. This inventory must be current and accurate and updated as changes occur, or at a minimum, semiannually.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners approve amendments to the Fixed Asset Policy.

ATTACHMENTS:

Description

- ❑ Property and Fixed Asset Policy Draft w- Markup.pdf
- ❑ Property and Fixed Asset Policy Proposed.pdf



BRUNSWICK COUNTY

Property & Fixed Asset Policy

Adopted by the Board of Commissioners: February 15, 2021

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1. Introduction 1

2. Accounting Policies 1

3. Estimated Useful Lives 1

4. Disposal of Surplus Property..... 2

5. Physical Inventory Procedure 2

1. INTRODUCTION

The purpose of the Fixed Asset Account system ~~of~~ is to record and report monetary amounts associated with fixed asset transactions. A fixed asset policy is a system of procedures that address the acquisition, use, control, protection, maintenance and disposal of assets.

2. ACCOUNTING POLICIES

A Fixed Asset (Capital Outlay Item) is any tangible or intangible asset of significant value having a useful life that extends beyond one year. It shall be the policy of the County of Brunswick for tangible Fixed Assets, which includes land, land improvements, buildings, building improvements, water tanks, water distribution lines, wastewater collection lines, water and wastewater operating plants, equipment and vehicles that a significant value is set at \$5,000 or more net costs, not including trade-ins or any taxes, licenses, etc. and are to be capitalized at a threshold of \$5,000. It shall be the policy that the intangible Fixed Assets of water and sewer easements and rights are to be capitalized as a component cost of the associated water or sewer capital project. It shall be the policy of the County of Brunswick for the intangible Fixed Asset computer software meeting the GASB 51 requirements that is either internally developed or purchased and has a significant value set at \$100,000 is to be capitalized at a threshold of \$100,000.

Fixed assets of the County will be recorded at original costs at the time of acquisition. Certain items acquired prior to July 1, 1970 will be recorded at an estimated original cost. Certain items acquired prior to July 1, 2006 will be depreciated at the estimated useful life established at the time of acquisition. Donated assets received prior to June 30, 2015 are will be recorded at their estimated fair value at the date of donation. Donated capital assets, donated works or art and similar assets, and capital assets received in a service concession arrangement after June 20, 2015 should be reported at acquisition value rather than fair value.

The policy elected by Brunswick County is not to capitalize interest costs incurred during the construction period of capital assets used in governmental funds. Any interest incurred during the construction phase of business type (enterprise fund water and wastewater) assets is to be included in the capitalized value of the asset constructed.

The policy elected by Brunswick County is not to capitalize major repairs, such as the replacement of roofs and heating and cooling units as they do not extend the useful life of the underlying asset but rather insure that the asset achieves the original useful life.

It shall be the policy of Brunswick County to depreciate fixed assets using the straight-line method over the assets' estimated useful lives. These capital assets will be reported in the County's basic financial statements net of accumulated depreciation.

3. ESTIMATED USEFUL LIVES

The estimated useful lives for the County's fixed assets are as follows:

Land Improvements	20 years
Building Improvements	20 years
Buildings	40 years
Water Tanks	60 years

Water Distribution Systems	50 years
Wastewater Collection Systems	50 years
Water and Wastewater Operating Plants	40 years
Office Equipment	5 years
Office Furniture	10 years
Computer Software \$100,000 or greater	5 years
Equipment less than \$10,000	5 years
Heavy Equipment \$10,001 to less than \$25,000	10 years
Heavy Equipment \$25,000 or greater	15 years
Vehicles	5 years

4. DISPOSAL OF SURPLUS PROPERTY

Refer to the Brunswick County Contract and Purchasing Policy for the section “Disposition of Surplus Property”.

Follow the Finance Department’s procedures for transfer and disposal. Complete the Property & Fixed Asset Transfer/Disposal Form.

Disposal amounts for personal property to be advertised on GovDeals.com for auction:

- ~~\$5,000.00 or less must be approved by the Assistant County Manager, County Manager, or Director of Finance~~
- ~~\$5,000.00 or more must first be declared surplus by action of the Board of Commissioners prior to disposal or sale.~~
- ~~Personal computer equipment with a value of less than \$15 per item may be donated to the “Computers for Kids” project coordinated by the Brunswick County Volunteer Center upon approval by the MIS Director.~~

Listing of Vehicles:

- ~~Prior to any vehicle and/or heavy equipment being listed for on GovDeals.com, the title must be identified and pulled by the Finance Department who will in turn submit a copy of the declaration to the Risk Manager. The Risk Manager will satisfy the requirements necessary to cease coverage of said disposals.~~

Identified Buyer:

- ~~Notification will be sent to the attention of the Finance Fixed Asset Specialist when the bids are closed, and a buyer has been identified. Operation Services will arrange pickup information and will act as liaison between the buyer and the County.~~
- ~~Only certified checks, money orders or cash will be accepted in the Finance Department.~~

Procedures for Disposal of Property that is unsold after posting on GovDeals.com for auction:

- ~~Property that remains unsold after posting on GovDeals.com for auction for a minimum of 14 days may be donated to a non-profit 501C3 organization or other government within Brunswick County with the approval of the Assistant County Manager, County Manager, or Director of Finance. A listing of unsold items will be provided to the Volunteer Center Coordinator who will coordinate disposal of the items thru donation to a government or 501c3 non-profit located in Brunswick County.~~
- ~~If the Volunteer Center Coordinator is unable to place a donation after 30 days the item will be disposed of in the landfill with the approval of the Assistant County Manager, County Manager, or Director of Finance.~~

5. PHYSICAL INVENTORY PROCEDURE

Inventorying is necessary for accountability and control. Inventorying establishes a direct relationship between actual and recorded fixed assets. An inventory ensures that property and fixed asset transactions have been and are being recorded properly. An inventory also ensures that asset policies and procedures are being followed correctly.

Property (Under \$5,000 Fixed Asset Capitalization Threshold):

- An inventory of property with a purchase price greater than \$500 but not meeting the capitalization threshold of \$5,000 must be maintained by the department. This inventory must be current and accurate and updated as changes occur, or at a minimum, semiannually.

Fixed Assets:

- —Annually, a complete fixed asset inventory listing will be furnished to each department's asset custodian. A comprehensive inventory should be conducted in a timely manner for the inventory to be returned to the Fixed Asset Specialist in Finance. After the annual inventory has been conducted, the asset custodian will reconcile differences, resolve discrepancies, and return the signed inventory listing to the Fixed Asset Specialist. The Fixed Asset Specialist will update the fixed asset system for the changes submitted by the asset custodian. The new asset inventory listing will be used to establish the new fiscal year inventory.
- —
- —
- It will be the responsibility of the Fixed Asset Specialist to audit each location every 2 years on a cyclical basis. This means that all locations do not have to be audited at the same time. ~~The cyclical audit will require a cutoff date when the results are analyzed, and any interdepartmental transfers that occurred over the audit period can be reconciled.~~ It is the responsibility of the asset custodian to have the inventory properly identified prior to the physical audit.

Adopted this ~~19th~~^{15th} day of ~~February~~, February 2021

Randy Thompson, Chairman
Brunswick County Board of Commissioners

Attest:

Andrea White
Clerk to the Board of County Commissioners



BRUNSWICK COUNTY

Property & Fixed Asset Policy

Adopted by the Board of Commissioners: February 15, 2021

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- It will be the responsibility of the Fixed Asset Specialist to audit each location every 2 years on a cyclical basis. This means that all locations do not have to be audited at the same time. It is the responsibility of the asset custodian to have the inventory properly identified prior to the physical audit.

Adopted this 15th day of February 2021

Randy Thompson, Chairman
Brunswick County Board of Commissioners

Attest:

Andrea White
Clerk to the Board of County Commissioners



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # V. - 7.

From: Health and Human Services - Health Services - AA-543 ELC
David Stanley, HHS Executive Director Enhanced Detection Activities (Revision 1)

Issue/Action Requested:

Request that the Board of Commissioners approve the Agreement Addendum for 543 ELC Enhancing Detection Activities (Revision 1), and authorize the Health Director's executing signature on the agreement form.

Background/Purpose of Request:

This Activity is for the Local Health Department to work to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19) by carrying out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

Total funding allocation to Brunswick County under this addendum is \$57,619.00. The original agreement addendum allocated \$235,164.00 to the County, and was approved by BOCC on the 9/21/20 agenda. The total allocation for this activity after this revision will be \$292,783.00.

Staff recommends approval of the addendum.

Fiscal Impact:

Budget Amendment Required, Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations
Budget amendment appropriates \$57,619 in Federal Revenues for COVID-19 preparedness

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners approve the Agreement Addendum for 543 ELC Enhancing Detection Activities (Revision 1), and authorize the Health Director's executing signature on the agreement form.

ATTACHMENTS:

Description

- ❑ AA-543-R1 FY21
- ❑ 20210215 Budget Amendment AA-543 Detection Act Revision 1.pdf

Division of Public Health

Agreement Addendum

FY 20-21

Page 1 of 2

Brunswick County Health and Human Services

Local Health Department Legal Name

543 ELC Enhancing Detection Activities

Activity Number and Description

01/20/2020 – 05/31/2021

Service Period

07/01/2020 – 06/30/2021

Payment Period



Original Agreement Addendum



Agreement Addendum Revision # 1

Epidemiology / Communicable Disease Branch

DPH Section / Branch Name

Vanessa M. Greene 919-546-1658

vanessa.greene@dhhs.nc.gov

DPH Program Contact

(name, phone number, and email)

DPH Program Signature

Date

(only required for a negotiable agreement addendum)

I. Background:

No change.

II. Purpose:

This Agreement Addendum Revision #1 makes funding originally allocated to State Fiscal Year (SFY)22 available in SFY21 to further enhance the Local Health Department's ability to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19) by carrying out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities. Funding guidelines are updated to include additional allowable services.

III. Scope of Work and Deliverables:

No change.

IV. Performance Measures/Reporting Requirements:

No change.

V. Performance Monitoring and Quality Assurance:

No change.

Health Director Signature

(use blue ink)

Date

Local Health Department to complete:

(If follow-up information is needed by DPH)

LHD program contact name: _____

Phone number with area code: _____

Email address: _____

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

July 2019

VI. Funding Guidelines or Restrictions:

As of January 1, 2021, Paragraphs F and G are added with the following:

- F. Understand that the LHD can provide lodging and wrap-around services as described below for individuals while under state or federal quarantine and isolation orders.
 - 1. Costs associated with testing and monitoring of isolated individuals as well as facilitating isolation to prevent spread of COVID-19. May include wrap around services as necessary including lodging, meals, etc. Support for clinical care is not allowable.
 - 2. Support for social services that will facilitate compliance with isolation and quarantine is allowed.
- G. If gift cards are purchased by the Local Health Department with the intent of providing them to affected individuals/families to cover these costs, they must be treated like cash with a formal chain of custody system in place. Custody of each card, by “serial” number, must begin when the cards are received by the LHD and be tracked by signature and continue each time a card changes hands until it is received by the client. These records will be subject to audit.

Supplement reason: ☒ In AA+BE or AA+BE Rev –OR– ☐ –

CFDA #: 93.323 Federal awd date: 05/19/20 Is award R&D? no FAIN: NU50CK000530 Total amount of fed awd: \$ 188951581

CFDA Epidemiology and Laboratory Capacity for Infectious name: Diseases (ELC)	Fed award project description: CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) – Enhancing Detection	Fed awarding agency: DHHS, Centers for Disease Control and Prevention		Federal award indirect cost rate: n/a		% %	

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	195,385	461,821	Jackson	019728518	19,062	155,457
Albemarle	130537822	204,049	1,094,621	Johnston	097599104	260,369	561,906
Alexander	030495105	18,629	149,184	Jones	095116935	10,831	111,626
Anson	847163029	30,759	147,534	Lee	067439703	223,111	377,568
Appalachian	780131541	45,922	417,667	Lenoir	042789748	100,942	251,141
Beaufort	091567776	17,762	158,028	Lincoln	086869336	43,756	223,490
Bladen	084171628	66,284	192,882	Macon	070626825	51,987	180,211
Brunswick	091571349	57,619	292,783	Madison	831052873	1,300	114,976
Buncombe	879203560	168,525	534,940	MTW	087204173	48,954	360,964
Burke	883321205	233,942	420,718	Mecklenburg	074498353	2,321,222	3,563,564
Cabarrus	143408289	247,372	558,819	Montgomery	025384603	67,150	186,395
Caldwell	948113402	84,912	263,100	Moore	050988146	109,606	304,840
Carteret	058735804	16,896	181,749	Nash	050425677	98,775	289,707
Caswell	077846053	41,590	156,661	New Hanover	040029563	109,173	445,077
Catawba	083677138	123,036	380,837	Northampton	097594477	67,150	178,980
Chatham	131356607	311,922	480,553	Onslow	172663270	52,420	352,845
Cherokee	130705072	9,098	130,094	Orange	139209659	168,091	412,224
Clay	145058231	2,166	104,509	Pamlico	097600456	4,332	108,476
Cleveland	879924850	48,954	243,923	Pender	100955413	44,622	200,445
Columbus	040040016	156,394	306,136	Person	091563718	24,694	157,266
Craven	091564294	96,609	296,294	Pitt	080889694	165,492	444,424
Cumberland	123914376	332,717	773,988	Polk	079067930	20,362	133,163
Dare	082358631	8,665	137,837	Randolph	027873132	337,483	580,040
Davidson	077839744	218,779	486,755	Richmond	070621339	78,847	216,704
Davie	076526651	49,821	185,324	Robeson	082367871	372,141	601,479
Duplin	095124798	422,828	576,114	Rockingham	077847143	48,954	236,094
Durham	088564075	877,282	1,296,740	Rowan	074494014	318,421	558,561
Edgecombe	093125375	95,743	241,567	Sampson	825573975	247,372	405,227
Foothills	782359004	125,202	426,748	Scotland	091564146	41,156	169,002
Forsyth	105316439	745,581	1,234,016	Stanly	131060829	49,821	206,873
Franklin	084168632	80,147	242,158	Stokes	085442705	35,958	175,162
Gaston	071062186	150,329	474,330	Surry	077821858	118,271	285,809
Graham	020952383	1,733	100,930	Swain	146437553	10,831	116,122
Granville-Vance	063347626	357,844	650,568	Toe River	113345201	16,463	341,240
Greene	091564591	39,857	152,117	Transylvania	030494215	6,932	134,112
Guilford	071563613	681,464	1,337,228	Union	079051637	245,639	581,772
Halifax	014305957	86,645	231,228	Wake	019625961	933,601	2,156,723
Harnett	091565986	142,964	373,966	Warren	030239953	38,557	149,803
Haywood	070620232	25,560	182,094	Wayne	040036170	549,330	771,365
Henderson	085021470	159,427	373,155	Wilkes	067439950	219,645	383,669
Hoke	091563643	117,404	264,571	Wilson	075585695	184,554	361,321
Hyde	832526243	866	96,370	Yadkin	089910624	93,142	223,483
Iredell	074504507	140,798	420,037				

DPH-Aid-To-Counties

For Fiscal Year: 20/21

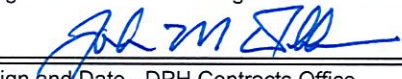
Budgetary Estimate Number : 2

Activity 543	AA	1175 878A HH	Proposed Total	New Total
Service Period		01/20-05/31		
Payment Period		02/20-06/30		
01 Alamance	* 1	195,385	195,385	461,821
D1 Albemarle	* 1	204,049	204,049	1,094,621
02 Alexander	* 1	18,629	18,629	149,184
04 Anson	* 1	30,759	30,759	147,534
D2 Appalachian	* 1	45,922	45,922	417,667
07 Beaufort	* 1	17,762	17,762	158,028
09 Bladen	* 1	66,284	66,284	192,882
10 Brunswick	* 1	57,619	57,619	292,783
11 Buncombe	* 1	168,525	168,525	534,940
12 Burke	* 1	233,942	233,942	420,718
13 Cabarrus	* 1	247,372	247,372	558,819
14 Caldwell	* 1	84,912	84,912	263,100
16 Carteret	* 1	16,896	16,896	181,749
17 Caswell	* 1	41,590	41,590	156,661
18 Catawba	* 1	123,036	123,036	380,837
19 Chatham	* 1	311,922	311,922	480,553
20 Cherokee	* 1	9,098	9,098	130,094
22 Clay	* 1	2,166	2,166	104,509
23 Cleveland	* 1	48,954	48,954	243,923
24 Columbus	* 1	156,394	156,394	306,136
25 Craven	* 1	96,609	96,609	296,294
26 Cumberland	* 1	332,717	332,717	773,988
28 Dare	* 1	8,665	8,665	137,837
29 Davidson	* 1	218,779	218,779	486,755
30 Davie	* 1	49,821	49,821	185,324
31 Duplin	* 1	422,828	422,828	576,114
32 Durham	* 1	877,282	877,282	1,296,740
33 Edgecombe	* 1	95,743	95,743	241,567
D7 Foothills	* 1	125,202	125,202	426,748
34 Forsyth	* 1	745,581	745,581	1,234,016
35 Franklin	* 1	80,147	80,147	242,158

36 Gaston	*	1	150,329	150,329	474,330
38 Graham	*	1	1,733	1,733	100,930
D3 Gran-Vance	*	1	357,844	357,844	650,568
40 Greene	*	1	39,857	39,857	152,117
41 Guilford	*	1	681,464	681,464	1,337,228
42 Halifax	*	1	86,645	86,645	231,228
43 Harnett	*	1	142,964	142,964	373,966
44 Haywood	*	1	25,560	25,560	182,094
45 Henderson	*	1	159,427	159,427	373,155
46 Hertford			0	0	0
47 Hoke	*	1	117,404	117,404	264,571
48 Hyde	*	1	866	866	96,370
49 Iredell	*	1	140,798	140,798	420,037
50 Jackson	*	1	19,062	19,062	155,457
51 Johnston	*	1	260,369	260,369	561,906
52 Jones	*	1	10,831	10,831	111,626
53 Lee	*	1	223,111	223,111	377,568
54 Lenoir	*	1	100,942	100,942	251,141
55 Lincoln	*	1	43,756	43,756	223,490
56 Macon	*	1	51,987	51,987	180,211
57 Madison	*	1	1,300	1,300	114,976
D4 M-T-W	*	1	48,954	48,954	360,964
60 Mecklenburg	*	1	2,321,222	2,321,222	3,563,564
62 Montgomery	*	1	67,150	67,150	186,395
63 Moore	*	1	109,606	109,606	304,840
64 Nash	*	1	98,775	98,775	289,707
65 New Hanover	*	1	109,173	109,173	445,077
66 Northampton	*	1	67,150	67,150	178,980
67 Onslow	*	1	52,420	52,420	352,845
68 Orange	*	1	168,091	168,091	412,224
69 Pamlico	*	1	4,332	4,332	108,476
71 Pender	*	1	44,622	44,622	200,445
73 Person	*	1	24,694	24,694	157,266
74 Pitt	*	1	165,492	165,492	444,424
75 Polk	*	1	20,362	20,362	133,163
76 Randolph	*	1	337,483	337,483	580,040
77 Richmond	*	1	78,847	78,847	216,704
78 Robeson	*	1	372,141	372,141	601,479
79 Rockingham	*	1	48,954	48,954	236,094

80 Rowan	*	1	318,421	318,421	558,561
D5 R-P-M			0	0	0
82 Sampson	*	1	247,372	247,372	405,227
83 Scotland	*	1	41,156	41,156	169,002
84 Stanly	*	1	49,821	49,821	206,873
85 Stokes	*	1	35,958	35,958	175,162
86 Surry	*	1	118,271	118,271	285,809
87 Swain	*	1	10,831	10,831	116,122
D6 Toe River	*	1	16,463	16,463	341,240
88 Transylvania	*	1	6,932	6,932	134,112
90 Union	*	1	245,639	245,639	581,772
92 Wake	*	1	933,601	933,601	2,156,723
93 Warren	*	1	38,557	38,557	149,803
96 Wayne	*	1	549,330	549,330	771,365
97 Wilkes	*	1	219,645	219,645	383,669
98 Wilson	*	1	184,554	184,554	361,321
99 Yadkin	*	1	93,142	93,142	223,483
Totals			15,000,000	15,000,000	35,000,000

Sign and Date - DPH Program Administrator

 1/4/21

Sign and Date - DPH Section Chief

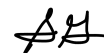
 1-4-21

Sign and Date - DPH Contracts Office

 1/4/2021

Sign and Date - DPH Budget Officer

 1/4/2021

 01/04/2021

Request Info	
Type	Budget Amendment
Description	AA-543 Detection Act Rev 1
Justification	Board Meeting 02/15/2021-Appropriate \$57,619 for the Agreement Addendum for 543 ELC Enhancing Detection Activities (Revision 1). The original agreement addendum allocated \$235,164.00 to the County, and was approved by BOCC on the 9/21/20 agenda. The total allocation for this activity after this revision will be \$292,783.00.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
135186	331000	Bioterrorism Preparedness	Federal Revenues	57619	Increase	Credit
135186	465510	Bioterrorism Preparedness	Grant Subsidy-COVID-19	57619	Increase	Debit

Total	
Grand Total:	115238



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # V. - 8.

From: Health and Human Services - Health Services - AA-716 - CDC
David Stanley, HHS Executive Director COVID-19 Vaccination Program

Issue/Action Requested:

Request that the Board of Commissioners approve the Agreement Addendum for activity 716 - CDC COVID-19 Vaccination Program, and authorize the Health Director's executing signature on addendum form.

Background/Purpose of Request:

This Agreement Addendum provides funding to the Local Health Department (LHD) to help support activities associated with COVID-19 mass vaccination planning and implementation. Planning and response require close collaboration among public and private sector partners, public health emergency response and emergency management, and healthcare organizations and industry groups within the community. This funding may be used for associated costs for COVID-19 vaccine storage and handling, vaccine planning, COVID-19 vaccination services in open and closed point-of-dispensing (POD) locations, including staffing to serve as vaccinators in PODs, contract needs for vaccination services, and other infection control supplies to support safe vaccine administration within the community. This effort will occur in phases with a focus on targeted populations following CDC and North Carolina guidelines.

Total funding allocation to Brunswick County under this addendum is \$55,227.

Staff recommends approval of the addendum.

Fiscal Impact:

Budget Amendment Required, Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations
Budget amendments appropriates Federal Revenues for the COVID-19 vaccination program

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners approve the Agreement Addendum for activity 716 - CDC COVID-19 Vaccination Program, and authorize the Health Director's executing signature on addendum form.

ATTACHMENTS:

Description

- ▣ AA-716 FY21
- ▣ 20210215 Budget Amendment AA-716 CDC COVID-19 Vaccination Program.pdf

Division of Public Health

Agreement Addendum

FY 20-21

Page 1 of 6

Brunswick County Health And Human Services

Local Health Department Legal Name

716 CDC COVID-19 Vaccination Program

Activity Number and Description

01/01/2021 – 05/31/2021

Service Period

02/01/2021 – 06/30/2021

Payment Period

☒ **Original Agreement Addendum**

☐ **Agreement Addendum Revision #** _____

Women's and Children's Health Section /
Immunization Branch

DPH Section / Branch Name

Misheema Morrissey, 919-707-5556
misheema.morrissey@dhhs.nc.gov

DPH Program Contact

(name, phone number, and email)

DPH Program Signature

Date

(only required for a negotiable agreement addendum)

I. **Background:**

As part of the "Paycheck Protection Program and Health Care Enhancements Act," North Carolina received funding to assist with local health departments COVID-19 vaccination planning and implementation of mass COVID-19 vaccination. Because the supply of COVID-19 vaccine in the United States is limited at first, the Centers for Disease Control and Prevention (CDC) is providing recommendations to federal, state, and local governments about who should be vaccinated first. CDC's recommendations are based on recommendations from the Advisory Committee on Immunization Practices (ACIP), an independent panel of medical and public health experts. The recommendations were made with these goals in mind:

- Decrease death and serious disease as much as possible.
- Preserve functioning of society.
- Reduce the extra burden COVID-19 is having on people already facing disparities.

Funding will be awarded to local health departments to support these goals in the planning and implementation of on-site, satellite, temporary or off-site COVID-19 vaccination clinics.

II. **Purpose:**

This Agreement Addendum provides funding to the Local Health Department (LHD) to help support activities associated with COVID-19 mass vaccination planning and implementation. Planning and response require close collaboration among public and private sector partners, public health emergency response and emergency management, and healthcare organizations and industry groups within the community. This funding may be used for associated costs for COVID-19 vaccine storage and handling, vaccine planning, COVID-19 vaccination services in open and closed point-of-dispensing (POD)

Health Director Signature

(use blue ink)

Date

Local Health Department to complete:

(If follow-up information is needed by DPH)

LHD program contact name: _____

Phone number with area code: _____

Email address: _____

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

Revised July 2019

locations, including staffing to serve as vaccinators in PODs, contract needs for vaccination services, and other infection control supplies to support safe vaccine administration within the community. This effort will occur in phases with a focus on targeted populations following CDC and North Carolina guidelines.

III. **Scope of Work and Deliverables:**

The LHD shall:

1. Vaccinate prioritized populations according to the CDC COVID-19 Vaccination Program Provider Agreement and following the state's COVID-19 Vaccine Phases 1a, 1b, 2, 3, and 4, at no cost to the vaccine recipient. Vaccines will be provided by the federal government through the CDC.
2. Train staff on COVID-19 vaccine administration, management, inventory, and reporting requirements as required by Immunization Branch and the CDC.
3. Identify community vaccination providers (e.g., pharmacies, occupational health settings, doctors' offices) to combine efforts to implement strategies to vaccinate groups and subgroups within the prioritized tiers.
4. Conduct clinics that are open to the public and clinics that are for targeted populations only (i.e., critical workforce personnel and/or higher risk prioritized groups). These clinics may be provisionally located at walk-through sites (churches, community centers, outdoor tents) or other settings such as mobile, curbside, or drive-through sites.
5. Ensure safe implementation of on-site, satellite, temporary, or off-site vaccination clinics. Planning for vaccination clinics includes clinical considerations such as social distancing, responding to medical emergencies, vaccine storage, handling, administration, and documentation. Large-scale clinics, such as those held in arenas or stadiums will likely require added logistical and technical considerations. Partners will need to be engaged to accomplish aspects of the local plan, such as National Guard, local law enforcement, local emergency management, local hospitals, and pharmacies.
6. Maintain flexibility in its planning to accommodate a variety of scenarios due to changing vaccine supply levels at various points during the COVID-19 vaccine supply roll-out. It is anticipated that vaccine supply will be limited initially. The vaccine supply is projected to increase quickly, allowing vaccination efforts to be expanded to include additional critical populations and the general public.
7. Promote COVID-19 education to the public on vaccination and disseminate information within the LHD's county or district. Enhance existing community partnerships to assist in vaccination promotion. These partnerships could include a variety of community and faith-based organizations to reach at-risk populations, such as churches, barber shops, community health centers, refugee serving organizations, homeless shelters, jails/prisons, meat processing plants, and migrant farms.
8. Determine the need for additional personnel and based on that determination, hire, or reassign staff for COVID-19 vaccine administration.
9. Procure supplies for the vaccination clinics, as needed. Examples of supplies to obtain include those items necessary to protect both staff and patients from COVID-19, such as:
 - a) hand sanitizer with at least 60% alcohol for hand hygiene
 - b) cleaning tools to allow for frequent cleaning of the clinic area
 - c) hand soap
 - d) face coverings for patients who arrive without one
 - e) signage, tape, ropes, and cones to encourage physical distancing and provide one-way flow through the clinic

- f) personal protective equipment (PPE) for staff. Gloves, masks, gowns, and other indicated PPE must be worn by anyone administering vaccine. Eye protection may be appropriate depending on the level of community transmission
 - g) thermometers for checking each patient's temperature before entering the clinic
 - h) PPE for patients, masks, tissues etc.
- 10. Know that CDC will provide a standard ancillary supplies kit. Kits will be included with the vaccine orders in amounts to match the vaccine orders. Each vaccine standard ancillary supplies kit contains:
 - a) 105 needles
 - b) 105 syringes
 - c) 210 alcohol prep pads
 - d) 4 surgical masks
 - e) 2 face shields for vaccinators, and
 - f) 100 COVID-19 vaccination record cards for vaccine recipients.
- 11. Provide appropriate vaccine storage and handling equipment, including refrigerators, freezers, portable storage units and temperature monitors to ensure appropriate vaccine storage and handling procedures are established and followed. Prepare COVID-19 vaccines for proper transport from the LHD to off-site clinics as required by CDC. COVID-19 vaccine products are temperature-sensitive and must be stored and handled correctly to ensure efficacy and maximize shelf life. Proper storage and handling practices are critical to minimize vaccine loss and limit the risk of administering COVID-19 vaccine with reduced effectiveness.
- 12. Follow manufacturer cold chain storage and handling requirements for COVID-19 vaccine products which will vary. Different temperature storage requirements for approved or authorized COVID-19 vaccines may affect which vaccine will be easily accessible to the LHD in the future. Furthermore, many COVID-19 vaccines with varying levels of refrigeration requirements are currently in Phase 3 trials.
- 13. Complete Attachments A and B with the signed Agreement Addendum.
 - a. Attachment A is the Budget Statement. It should list the expected expenses by category, including the dollar amount and a brief justification.
 - b. Attachment B is the Services Statement. It should:
 - 1) Explain, in detail, how this funding will be used to develop and implement local solutions to plan and implement on-site, satellite, temporary, or off-site vaccination COVID-19 vaccination clinics.
 - 2) Include information on how the LHD will implement its COVID-19 mass immunization services within the community.
 - 3) State how the COVID-19 vaccination services are adapted both to include those populations at an increased risk of complications from COVID-19. Examples include:
 - a) Mobile vaccine clinics that travel to hard-to-reach communities to provide vaccines
 - b) Drive-through or curbside vaccination clinics
 - c) Pop-up flu clinics at various community settings, such as COVID-19 testing sites, school nutrition sites, construction sites, migrant farm worksites, processing plants, churches, parking lots
 - d) Immunization clinics to reach jails, homeless shelters, or other community organizations.

- 4) Include a description of enhanced outreach activities vaccinate priority populations, hard-to-reach, and marginalized populations, and how community partners are to be included in the outreach.

IV. Performance Measures/Reporting Requirements:

1. Report vaccine administration data on all vaccine recipients.
2. Track and report COVID-19 vaccine transfers and vaccine wastage/spoilage occurrences to the Immunization Branch when they occur.
3. Train staff on COVID-19 vaccine administration, management, inventory, and reporting requirements as required by Immunization Branch and the CDC.

V. Performance Monitoring and Quality Assurance:

1. The Immunization Branch will monitor this activity through reporting data, tracking the number of doses administered, and handling of the vaccine inventory are the key monitoring metrics. If issues are noted with performance (i.e., delays in vaccination, failure to adhere to storage and handling requirements), a consultation via telephone or on-site follow-up from the Program Monitor shall occur.
2. The LHD is required to track non-compliance issues by corrective action plans. The Program Monitor shall make every effort to work with the LHD on strategies to resolve the issue and corrective action plans. If the plan is not followed and the LHD remains out of compliance after intervention and resources from DPH, vaccine shipments may be suspended until the LHD can be brought back into compliance.

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 Local Health Department 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 (AAs) 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 Local Health Department 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 Local Health Department 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. The LHD must submit its planned expenditures by completing Attachment A, which is to include the dollar amount and a budget justification statement for each budget category.

Attachment A**Budget Statement — FY 2020-2021 Planned Use of Federal COVID-19 Vaccination Funds**

Provide this Budget Statement to assist with preparing anticipated expenditures for reporting that follow federal grants policies and CDC award requirements based on allowable expenditures. Return this completed Attachment A with the signed Agreement Addendum.

Instructions: Include list of expected expenses related to enhance influenza coverage activities, including the dollar amount and a brief justification.

Object Class Category / Expenses Funding Codes COVID-19 Vaccination Program: 1331-629B-4Q	Amount	Budget Item Justification Statement
Personnel (Salary / Wages)		
Fringe		
Travel		
Equipment		
Supplies		
Other / Miscellaneous		

Provide this Services Statement to assist with preparing anticipated expenditures for reporting that follow federal grants policies and CDC award requirements based on allowable expenditures. Return this completed Attachment B with the signed Agreement Addendum. Use additional pages as needed.

- i. Explain, in detail, how this funding will be used to implement mass COVID-19 vaccinations clinics by ACIP recommended priority groups during the COVID-19 pandemic.
- ii. Include information on how the LHD will implement mass COVID-19 vaccinations clinical services within the community.
- iii. State how the mass clinic services are adapted include COVID-19 safety measures, along with efforts to vaccine prioritized populations and limit barriers to getting the COVID-19 vaccine.
- iv. Include a description of outreach activities to reach the priority populations, with a focus on those of the highest risk populations, and how community partners are to be included in the outreach.

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

CFDA #: 93.268	Federal awd date: NGA date	Is award R&D? no	FAIN: NH23IP922624	Total amount of fed awd: \$ 19,619,894
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CFDA name: 93.268 – Immunization Cooperative Agreements	Fed award project description: CDC-RFA-IP19-901 Immunization and Vaccines for Children	Fed awarding agency: DHHS, Centers for Disease Control and Prevention		Federal award indirect cost rate: n/a		%
						%

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	62815	62815	Jackson	019728518	31259	31259
Albemarle	130537822	201392	201392	Johnston	097599104	71333	71333
Alexander	030495105	29841	29841	Jones	095116935	22620	22620
Anson	847163029	26497	26497	Lee	067439703	35642	35642
Appalachian	780131541	84690	84690	Lenoir	042789748	34608	34608
Beaufort	091567776	32198	32198	Lincoln	086869336	41776	41776
Bladen	084171628	28881	28881	Macon	070626825	29276	29276
Brunswick	091571349	55227	55227	Madison	831052873	25745	25745
Buncombe	879203560	87077	87077	MTW	087204173	70194	70194
Burke	883321205	43484	43484	Mecklenburg	074498353	299635	299635
Cabarrus	143408289	73738	73738	Montgomery	025384603	27097	27097
Caldwell	948113402	41400	41400	Moore	050988146	45537	45537
Carteret	058735804	38164	38164	Nash	050425677	44493	44493
Caswell	077846053	26084	26084	New Hanover	040029563	79673	79673
Catawba	083677138	60720	60720	Northampton	097594477	25298	25298
Chatham	131356607	39081	39081	Onslow	172663270	71063	71063
Cherokee	130705072	27522	27522	Orange	139209659	57403	57403
Clay	145058231	22995	22995	Pamlico	097600456	23432	23432
Cleveland	879924850	45473	45473	Pender	100955413	35973	35973
Columbus	040040016	34497	34497	Person	091563718	30331	30331
Craven	091564294	46617	46617	Pitt	080889694	65848	65848
Cumberland	123914376	105242	105242	Polk	079067930	25533	25533
Dare	082358631	29506	29506	Randolph	027873132	57021	57021
Davidson	077839744	63189	63189	Richmond	070621339	31613	31613
Davie	076526651	31042	31042	Robeson	082367871	53813	53813
Duplin	095124798	35358	35358	Rockingham	077847143	43573	43573
Durham	088564075	99949	99949	Rowan	074494014	56434	56434
Edgecombe	093125375	33547	33547	Sampson	825573975	36466	36466
Foothills	782359004	69495	69495	Scotland	091564146	29184	29184
Forsyth	105316439	116687	116687	Stanly	131060829	36271	36271
Franklin	084168632	37475	37475	Stokes	085442705	31940	31940
Gaston	071062186	76784	76784	Surry	077821858	38816	38816
Graham	020952383	22232	22232	Swain	146437553	23711	23711
Granville-Vance	063347626	67354	67354	Toe River	113345201	73293	73293
Greene	091564591	25402	25402	Transylvania	030494215	29022	29022
Guilford	071563613	157293	157293	Union	079051637	79729	79729
Halifax	014305957	33246	33246	Wake	019625961	294972	294972
Harnett	091565986	54217	54217	Warren	030239953	25156	25156
Haywood	070620232	36146	36146	Wayne	040036170	52041	52041
Henderson	085021470	50025	50025	Wilkes	067439950	37963	37963
Hoke	091563643	33872	33872	Wilson	075585695	41056	41056
Hyde	832526243	21336	21336	Yadkin	089910624	29789	29789
Iredell	074504507	65922	65922				

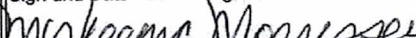
DPH-Aid-To-Counties For Fiscal Year: 20/21

Budgetary Estimate Number : 0

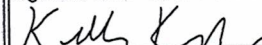
Activity 716	AA	1331 629B 4Q	Proposed Total	New Total
Service Period		01/01-05/31		
Payment Period		02/01-06/30		
01 Alamance	* 0	62,815	62,815	62,815
D1 Albemarle	* 0	201,392	201,392	201,392
02 Alexander	* 0	29,841	29,841	29,841
04 Anson	* 0	26,497	26,497	26,497
D2 Appalachian	* 0	84,690	84,690	84,690
07 Beaufort	* 0	32,198	32,198	32,198
09 Bladen	* 0	28,881	28,881	28,881
10 Brunswick	* 0	55,227	55,227	55,227
11 Buncombe	* 0	87,077	87,077	87,077
12 Burke	* 0	43,484	43,484	43,484
13 Cabarrus	* 0	73,738	73,738	73,738
14 Caldwell	* 0	41,400	41,400	41,400
16 Carteret	* 0	38,164	38,164	38,164
17 Caswell	* 0	26,084	26,084	26,084
18 Catawba	* 0	60,720	60,720	60,720
19 Chatham	* 0	39,081	39,081	39,081
20 Cherokee	* 0	27,522	27,522	27,522
22 Clay	* 0	22,995	22,995	22,995
23 Cleveland	* 0	45,473	45,473	45,473
24 Columbus	* 0	34,497	34,497	34,497
25 Craven	* 0	46,617	46,617	46,617
26 Cumberland	* 0	105,242	105,242	105,242
28 Dare	* 0	29,506	29,506	29,506
29 Davidson	* 0	63,189	63,189	63,189
30 Davie	* 0	31,042	31,042	31,042
31 Duplin	* 0	35,358	35,358	35,358
32 Durham	* 0	99,949	99,949	99,949
33 Edgecombe	* 0	33,547	33,547	33,547
D7 Foothills	* 0	69,495	69,495	69,495
34 Forsyth	* 0	116,687	116,687	116,687
35 Franklin	* 0	37,475	37,475	37,475
36 Gaston	* 0	76,784	76,784	76,784
38 Graham	* 0	22,232	22,232	22,232
D3 Gran-Vance	* 0	67,354	67,354	67,354
40 Greene	* 0	25,402	25,402	25,402
41 Guilford	* 0	157,293	157,293	157,293
42 Halifax	* 0	33,246	33,246	33,246
43 Harnett	* 0	54,217	54,217	54,217
44 Haywood	* 0	36,146	36,146	36,146
45 Henderson	* 0	50,025	50,025	50,025
46 Hertford		0	0	0
47 Hoke	* 0	33,872	33,872	33,872
48 Hyde	* 0	21,336	21,336	21,336
49 Iredell	* 0	65,922	65,922	65,922
50 Jackson	* 0	31,259	31,259	31,259

51 Johnston	* 0	71,333	71,333	71,333
52 Jones	* 0	22,620	22,620	22,620
53 Lee	* 0	35,642	35,642	35,642
54 Lenoir	* 0	34,608	34,608	34,608
55 Lincoln	* 0	41,776	41,776	41,776
56 Macon	* 0	29,276	29,276	29,276
57 Madison	* 0	25,745	25,745	25,745
D4 M-T-W	* 0	70,194	70,194	70,194
60 Mecklenburg	* 0	299,635	299,635	299,635
62 Montgomery	* 0	27,097	27,097	27,097
63 Moore	* 0	45,537	45,537	45,537
64 Nash	* 0	44,493	44,493	44,493
65 New Hanover	* 0	79,673	79,673	79,673
66 Northampton	* 0	25,298	25,298	25,298
67 Onslow	* 0	71,063	71,063	71,063
68 Orange	* 0	57,403	57,403	57,403
69 Pamlico	* 0	23,432	23,432	23,432
71 Pender	* 0	35,973	35,973	35,973
73 Person	* 0	30,331	30,331	30,331
74 Pitt	* 0	65,848	65,848	65,848
75 Polk	* 0	25,533	25,533	25,533
76 Randolph	* 0	57,021	57,021	57,021
77 Richmond	* 0	31,613	31,613	31,613
78 Robeson	* 0	53,813	53,813	53,813
79 Rockingham	* 0	43,573	43,573	43,573
80 Rowan	* 0	56,434	56,434	56,434
D5 R-P-M		0	0	0
82 Sampson	* 0	36,466	36,466	36,466
83 Scotland	* 0	29,184	29,184	29,184
84 Stanly	* 0	36,271	36,271	36,271
85 Stokes	* 0	31,940	31,940	31,940
86 Surry	* 0	38,816	38,816	38,816
87 Swain	* 0	23,711	23,711	23,711
D6 Toe River	* 0	73,293	73,293	73,293
88 Transylvania	* 0	29,022	29,022	29,022
90 Union	* 0	79,729	79,729	79,729
92 Wake	* 0	294,972	294,972	294,972
93 Warren	* 0	25,156	25,156	25,156
96 Wayne	* 0	52,041	52,041	52,041
97 Wilkes	* 0	37,963	37,963	37,963
98 Wilson	* 0	41,056	41,056	41,056
99 Yadkin	* 0	29,789	29,789	29,789
Totals		4,669,344	4,669,344	4,669,344

Sign and Date - DPH Program Administrator

 01-05-2021

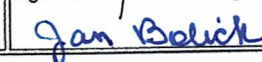
Sign and Date - DPH Section Chief

 1/5/2021

Sign and Date - DPH Contracts Office

 1/5/2021

Sign and Date - DPH Budget Officer

 1-5-2021 1/5/2021

Request Info	
Type	Budget Amendment
Description	Health AA-716 COVID Vaccine
Justification	Board Appropriate \$55,277 of Federal Revenues for Agreement Addendum for activity 716 - CDC COVID-19 Vaccination Program to help support activities associated with COVID-19 mass vaccination planning and implementation.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
135186	331000	Bioterrorism Preparedness	Federal Revenues	55227	Increase	Credit
135186	465510	Bioterrorism Preparedness	Grant Subsidy-COVID-19	55227	Increase	Debit

Total	
Grand Total:	110454



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

From:
Catherine Lytch

Action Item # V. - 9.

Health and Human Services - Public Housing: Request to
Schedule a Public Hearing

Issue/Action Requested:

Request that the Board of Commissioners schedule a public hearing on April 19, 2021 to hear any comments or suggestions on the Public Housing Agency goals, objectives and policies.

Background/Purpose of Request:

The Department of Housing and Urban Development (HUD) requires each Public Housing Agency (PHA) to annually hold a public hearing regarding the agency's goals, objectives and policies and invite the public to comment. HUD considers the annual public hearing essential to PHAs in determining whether changes to goals, objectives and policies are needed. Staff recommends that the Board of Commissioners set a public hearing on April 19, 2021 to receive feedback on the agencies goals, objectives and policies.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners schedule a public hearing on April 19, 2021 to hear any comments or suggestions on the Public Housing Agency goals, objectives and policies.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

From:
David Stanley

Action Item # V. - 10.

Health and Human Services - Social Services - Southeastern
Community and Family Services, Inc. Community Service Block
Grant Application FY 2021 - 2022

Issue/Action Requested:

Request that the Board of Commissioners review the provided information on Southeastern's Community Service Block Grant refunding application for FY 2021-2022, and authorize the clerk to sign the provided documentation form.

Background/Purpose of Request:

The objective of Southeastern, through this Community Service Block Grant (CSBG), is to assure that families engage in activities designed to help bring them to a state of self-sufficiency with income above the federal poverty level. The CSBG program will serve the counties of Bladen, Brunswick, Columbus, Hoke, Pender, Robeson, and Scotland.

The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG recipient submit its Community Anti-Poverty Plan (grant application) to each County Commissioner that it serves.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners review the provided information on Southeastern's Community Service Block Grant refunding application for FY 2021-2022, and authorize the clerk to sign the provided documentation form.

ATTACHMENTS:

Description

- ☐ Southeastern CSBG Application
- ☐ Southeastern CSBG Signature Page

**Community Services Block Grant Program
Fiscal Year 2021-22 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification				
1. Project Name:	Family Empowerment Self-Sufficiency (FESS)			
2. Mission Statement:	To improve and empower the lives of the people we serve.			
4. Objective Statement:	To assist 20 families, obtain self-sufficiency with income above the federal poverty guidelines by June 30, 2022			
5. Project Period:	July 1, 2021-June 30, 2021			
6. CSBG Funds Requested for this Project:	July 1, 2021	To	June 30, 2022	
7. Total Number Expected to Be Served:	250			
a. Expected Number of New Clients	151			
b. Expected Number of Carryover Clients	99			

**One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Five counties of the seven counties poverty rate in our service area is higher than the NC state average. Poverty continues to keep the fiercest grip on our communities and a growing number of people in our service area are living in neighborhoods of concentrated poverty which restricts access to jobs, education and other networks that can improve their financial standing.	To provide comprehensive services in fiscal year 2020-2021 to 250 low-income families designed to enable them to achieve self-sufficiency and informed of available resources in the community.	250 Families enrolled in the FESS program by June 30, 2022	4.1	Program Director CSBG Supervisor Case Manager II ROMA Compliance Officer (RCO) Case Managers Administrative Assistant
	To provide effective and efficient delivery of services by the following: Utilize NC Care 360 in service areas available • Collect and share data on current sources with staff for use with clients. Provide regular training (individual and group). • Prepare and issue PSAs announcing services. • Notify local service agencies to make referrals.	250 families enrolled in the FESS program by June 30, 2021	4.1	Program Director CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant

	• Participate in Community Service Block Grant (CSBG) advisory committee meetings to inform other agencies of services and remain abreast of other community services available to clients. • Distribute brochures to clients, faith-based organizations, human service organizations, businesses and community at large.			
Low wealth individuals face restrictions on information, resources, and networks that are available that can improve their financial standing.	To provide case management services to low wealth individuals to enable them to achieve self-sufficiency. Utilize NC Care 360 in participating counties s • Recruit eligible applicants • Assess each client • Prepare development plan. • Make referrals and advocate for needs • Follow up on referrals • Coordinate services • Re-assess needs on quarterly basis • Follow up on progress • Coach and mentor clients, offer informal life skills and problem solving skills. • Provide training • Facilitate group support • Maintain accurate records	To provide comprehensive case management services to 250 families by June 30, 2021	4.1	Program Director CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant
Primary barrier to individuals and families attaining self-sufficiency is the lack of jobs with a livable wage, job stability, and a need for job training.	To provide employment training and opportunities for low wealth participants to achieve self-sufficiency and assist with 70 families in securing employment and/or	50 participant families will obtain employment and 20 will obtain better employment by June 30, 2021	1.1 1.1 A 1.1 B	CSBG Supervisor Case Manager II/RCO Case Managers Resource Coordinator /Intake specialist Administrative Assistant

	better employment through Workforce Development, local businesses and industries, temporary services and military among others to include pre-employment training, conducting job development, providing job referrals, vocational education and training, internships, on-the-job training, job readiness training to develop soft skills, provide employment maintenance and support, and establish working relationships with local job placement providers.			
	To provide direct employment support to 70 participants by assisting with uniforms, work clothes, tools, childcare, transportation, and certifications	70 participant families will receive employment supports by June 30, 2021	1.2 (A-L) 1.3 2.1 A 2.1 B	CSBG Supervisor Case Manager II/RCO Case Managers Resource Coordinator/Intake specialist Administrative Assistant
The 15% to 31% range in our service area of the population having less than a high school diploma and those achieving degrees for higher education in our service area still indicate a pressing need for basic and continuing adult education in each county. Education/Training is needed	To provide educational services to participants to lead to self-sufficiency: • Basic skills • Residual education and literacy • General Educational Diploma program • High school options • Other vocational and educational training • Community College/University	20 participant families will complete education/training by June 30, 2021	1.2 C	CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant

	To provide direct educational support to 20 participants by assisting with tuition, books, childcare, transportation, uniforms, and supplies	20 participants will receive educational supports by June 30, 2021	1.2 (A-G)	CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant
Low incomes lead to substandard or unaffordable housing. Hurricanes Matthew and Florence's impact damaged or destroyed low-income housing/apartments. The lack of affordable housing has hindered relocation efforts for many. Affordable housing or better housing is needed	To assist 20 families in accessing standard, affordable housing through home ownership, home improvement, rental housing, and retirement/nursing homes, Veteran Affairs, private sector owners and builders, Habitat for Humanity, faith-based organizations, tribal grants, Section 8, and others. Utilize NC Care 360 in service area that are utilizing database	20 participant families will secure stand housing by June 30, 2021	1.2 H 3.2 C 6.4E	CSBG Supervisor Case Manager II/RCO Case Managers Administrative Assistant
Lower incomes impact all facets of life that creates a vicious circle for many families which creates a greater need for financial resources. Lower incomes impact all facets of life that creates a vicious circle for many families which creates a greater need for financial resources. (Unemployment, underemployment, medical bills due to lack of insurance, and lack of medical care or preventive medical contributes to poor nutrition)	To provide financial literacy workshops to support self-sufficiency. Training topics may include budgeting effectively, managing resources, couponing, managing a checking and savings account, etc. (Note: The number represents one workshop per county per quarter).	28 financial workshops will be conducted for family participants by June 30, 2021	1.3 (D-G)	CSBG Supervisor Case Manager II/RCO Case Managers Resource Coordinator Administrative Assistant
	To assist 286 families in analyzing finance and prepare a budget using	250 families will have a budget completed by	1.3	CSBG Supervisor Case Manager II/RCO Case Managers

	the Accountable Results for Community Action program (AR4CA) budget form	June 30, 2021		Administrative Assistant
Lack of health insurance has been shown to be associated with problems obtaining health care, and the unemployed are less likely to have health insurance than their employed counterparts. With no health insurance, individuals more likely delay or not receive needed prescriptions, eye exams, preventive medical visits, dental exams, etc. and eat poorly. Health (Mental and Physical), Wellness and Nutrition are needed.	To provide wellness and nutritional supportive services to 100 low wealth participants to enable them to achieve self-sufficiency and to strengthen families to include health care, medical care, eye exam, glasses, dental care, mental health, and supplemental food. Link client's healthcare.gov for affordable insurance	100 family participants will receive health, wellness, and/or nutritional services by June 30, 2021	1.2 G 6.3 6.4 D	
	To assist customers in accessing life skills classes to reduce stress such as conflict resolution, parenting and community relations through entities such as county cooperative extension offices and through in-house training.	20 family participants will receive life skill classes by June 30, 2021	4.1	

**One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
	To assist customers in accessing nutrition programs such as Women Infants & Children, Food stamps, US Department of Agriculture Commodities, and school breakfast/lunch programs, and others.	60 family participants will receive nutritional support and/or referrals by June 30, 2021	1.2 I 4.1 6.2 6.4 F	
In rural communities, public transportation is very limited. According to the case study "Resolving the Transportation Problem in a Rural Community", individuals with limited income struggles with acquiring reliable transportation to and from work as well as to medical appointments and to school to continue their education. Transportation accessibility or better transportation	To provide transportation assistance for employment support, education/training support, and medical support such as gas, bus tickets if available, and small car repairs.	50 family participants will transportation support by June 30, 2021	1.2F	
As stated in the brief by the NC Department of Justice, research shows elevated levels of crime, higher stress level, and more emotional problems. The communities also face problems with high	To provide 12 community awareness workshops/seminars/town hall meetings for family participants and the community at large on the prevention of crime/violence, child abuse , teenage	12 community awareness workshops/seminars will be conducted by June 30, 2021.	2.3 3.2	

child-abuse and neglect rates, drug abuse, and adolescent and teen pregnancies. Community Awareness on Prevention of Crime/Violence, Alcohol/Substance/Drug Abuse, available resources in the community for our youth ages 13-18 and Teenage Pregnancy is needed.	pregnancy, opioid crisis (Alcohol/Substance/Drug Abuse), and other topics as important to the specific community or county			
	To provide 4 youth leadership mini-weeklong enrichment camps in Bladen, Columbus, Robeson and Scotland counties on leadership, teenage pregnancy, nutrition and wellness, education, employment, financial management, crime prevention, social and cyber bullying, and social etiquette	100 family participants will complete the Youth Leadership Enrichment Camp	6.3	

**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111(b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Southeastern Community Action Partnership

County: Brunswick

Date of Application Submission: January 11, 2021

Clerk to the Board should initial all items below.

The agency submitted a complete grant application for Commissioner review.

The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Notary

Date



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

From:
Jeffery P Niebauer

Action Item # V. - 11.

Tax Administration - Annual Tax Advertisement Order for 2020
Unpaid Tax Liens

Issue/Action Requested:

Request that the Board of Commissioners approve the advertisement of 2020 unpaid tax liens on real property.

Background/Purpose of Request:

Advertisement of the 2020 unpaid tax liens on real property in the local newspaper as required by G.S. 105-369.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners approve the advertisement of 2020 unpaid tax liens on real property.

ATTACHMENTS:

Description

- ▣ 2021 Order to Advertise 2020 Unpaid Taxes



County of Brunswick
OFFICE OF THE TAX ADMINISTRATOR
PO Box 269, BOLIVIA, NC 28422
910-253-2829 TELEPHONE
910-253-2861 FAX
TAXADMIN@BRUNSWICKCOUNTYNC.GOV
WWW.BRUNSWICKCOUNTYNC.GOV

JEFFERY P NIEBAUER
TAX ADMINISTRATOR

TONY MASIERO
ASST. TAX ADMINISTRATOR

MELINDA ORE
DEPUTY TAX COLLECTOR

Order for Advertisement of 2020 Unpaid Tax Liens on Real Property

**As required by G.S. 105-369 ADVERTISEMENT OF UNPAID TAX LIENS ON REAL
PROPERTY**

It is hereby ordered that the Tax Collector will cause to have published once in the local newspaper all unpaid 2020 tax liens on real property during the period prescribed by law. The Advertisement will combine the liens of the County of Brunswick, Smithville Township, Sunset Beach, Caswell Beach, Village of Bald Head Island, Carolina Shores, Calabash, Boiling Spring Lakes, Southport, Shallotte, Bolivia, Navassa, Belville, Sandy Creek, Varnamtown, Northwest, St. James, Leland, Bald Head Island MSD Zone A & B, and the Fire District Fees thereon.

Date _____

Randy Thompson, Chairman
Brunswick County Board of Commissioners



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # V. - 12.

From:

Jeffery P Niebauer

Tax Administration - February 2021 Releases

Issue/Action Requested:

Request that the Board of Commissioners approve the February 2021 releases.

Background/Purpose of Request:

Approval of the tax releases for February 2021. A summary of the releases is listed below.

County real property release value \$74,590 (2 releases)

County VTS January 2021 release value \$361,981 (31 releases)

Smithville VTS January 2021 release value \$37,660 (4 releases)

Belville VTS January 2021 release value \$62,554 (3 releases)

Calabash VTS January 2021 release value \$6,820 (1 release)

Carolina Shores VTS January 2021 release value \$6,335 (1 release)

Leland VTS January 2021 release value \$139,756 (9 releases)

Oak Island VTS January 2021 release value \$16,320 (3 releases)

St James VTS January 2021 release value \$17,997 (2 releases)

Shallotte VTS January 2021 release value \$1,682 (1 release)

Southport VTS January 2021 release value \$21,340 (1 release)

Sunset Beach VTS January 2021 release value \$4,010 (1 release)

For information purposes only

Waccamaw fire district \$400 (4 releases)

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners approve the February 2021 releases.

ATTACHMENTS:

Description

- ☐ Tax Releases February 2021
- ☐ Motor Vehicle Releases (VTS) February 2021 Processed January 2021 (NCDMV Tax & Tag)
- ☐ Fire Fee Releases

Tax Releases for February 2021

REAL RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
047971	1/28/2021	CLEWIS WILLARD PAUL JR	025020 (2011)	70247850		1480001901A	WACCAMAW	\$195.72-C	\$44,230.00	Duplicate Listing
047972	1/28/2021	CLEWIS WILLARD PAUL JR	025386 (2010)	70247850		1480001901A	WACCAMAW	\$92.60-C	\$30,360.00	Duplicate Listing

Release Category Codes

Release Code Release Type

BHI	BALD HEAD ISLAND
BEL	BELVILLE
BSL	BOILING SPRING LAKES
BOL	BOLIVIA
CLF	C LIEN FEE
CALLL	CALABASH LATE LIST
CSLL	CAROLINA SHORES LATE LIST
CASLL	CASWELL BEACH LATE LIST
FF	FIRE FEE
HBLL	HOLDEN BEACH LATE LIST
LL	LATE LIST PENALTY
LEL	LELAND
LB	LONG BEACH
NAV	NAVASSA
NW	NORTHWEST
OI	OAK ISLAND
OIB	OCEAN ISLE BEACH
PL02	OFF PREMISES MALT

Release Code Release Type

BHILL	BALH HEAD ISLAND LATE LIST
BELL	BELVILLE LATE LIST
BSLLL	BOILING SPRING LAKES LATE LIST
BOLLL	BOLIVIA LATE LIST
CAL	CALABASH
CS	CAROLINA SHORES
CAS	CASWELL BEACH
C	COUNTY
HB	HOLDEN BEACH
INT	INTEREST
LSM	LATE LIST SMITHVILLE
LELLL	LELAND LATE LIST
LBLL	LONG BEACH LATE LIST
NAVLL	NAVASSA LATE LIST
NWLL	NORTHWEST LATE LIST
OILL	OAK ISLAND LATE LIST
OIBLL	OCEAN ISLE BEACH LATE LIST
PL04	OFF PREMISES WINE

Release Category Codes

Release Code	Release Type
--------------	--------------

PL01	ON PREMISES MALT
SAD24	SAD 24
SAD27	SAD 27
SC	SANDY CREEK
SBSD	SE BRUNSWICK SAN DIST
SHALL	SHALLOTTE LATE LIST
SP	SOUTHPORT
SAD	SPECIAL ASSESSMENT DISTRICT
SJLL	ST JAMES LATE LIST
SBLL	SUNSET BEACH LATE LIST
VAR	VARNAMTOWN
YP	YAUPON BEACH

Release Code	Release Type
--------------	--------------

PL03	ON PREMISES WINE
SAD25	SAD 25
SAD28	SAD 28
SCLL	SANDY CREEK LATE LIST
SHA	SHALLOTTE
SM	SMITHVILLE HOSPITAL
SPLL	SOUTHPORT LATE LIST
SJ	ST JAMES
SB	SUNSET BEACH
T	TOTAL TAX
VARLL	VARNAMTOWN LATE LIST
YPLLL	YAUPON BEACH LAST LIST

VTS RELEASES PROCESSED JANUARY 2021

<u>Adjustment #</u>	<u>Abstract #</u>	<u>Name-Last, First, Middle</u>	<u>Tag #</u>	<u>Year</u>	<u>Make</u>	<u>B-VAL</u>	<u>New Value</u>	<u>Diff.</u>	<u>City</u>	<u>Twp.</u>	<u>Override %</u>	<u>Override Value</u>	<u>Override Status</u>	<u>Acquisition Cost</u>	<u>Acquisition Year</u>	<u>Dep Sch</u>	<u>Exempt Type</u>	<u>Notes</u>	<u>Date</u>	<u>Code</u>	<u>Code Description</u>
998770	51772362	JELSTROM, PETER LINDSAY	8706H	2016	PORS	32,110	28,100	4,010	11			28,100						ADJ PER NADA W/ 121,132 MILES	01/06/21	20	Appealed value
999011	58504730	LEATHERMAN, GERY LEE	CM73261	2020	LOAD	12,970	945	12,025	14	3				995	2020	B20		OVERVALUED TRAILER/ BOS 2020=\$995-DEP	01/06/21	1	Adjusted per Purchase Price
999017	46017540	HOFFMAN, BONNIE MARIE	FLL9633	2018	AUDI	50,398	48,600	1,798	29			48,600						ADJ PER NADA VALUE	01/06/21	20	Appealed value
999029	47628483	GORE, CECELIA BRADLEY	FHR1820	2008	VOLV	5,670	2,256	3,414				2,256		2,500	2018	B20		ADJ PER BOS 2018=\$2500	01/06/21	1	Adjusted per Purchase Price
999352	58261443	MCDONALD, RUTH ELIZABETH	L960DV	2020	SUBA	21,340	-	21,340	21	3							DIS- VET	WHEELCHAIR LIFT	01/06/21	13	Exempt - Disabled Veterans - Service connected Disability
999726	14174508	ADKINS, STEVEN SHANE	HEDBANGN	1964	CHEV	21,300	-	21,300	31								MILITARY	HOR- AK	01/11/21	4	Military Exempt
1000900	52056633	SHAIKH, ZAIN SHAWN	HFP4154	2020	MERZ	38,090	-	38,090	31								MILITARY	HOR- VA	01/11/21	4	Military Exempt
1000900	52056633	SHAIKH, ZAIN SHAWN	HFP8999	2014	RAM	15,660	-	15,660	31								MILITARY	HOR- VA	01/11/21	4	Military Exempt
1000770	44601219	POILLON, CHARLES FREDERICK IV	TPP6324	2018	MERZ	69,049	52,850	16,199	29			52,850						ADJ PER NADA VALUE	01/11/21	20	Appealed value
1000966	58460234	PERICICH, LUKE ALAN	CM73258	2020	DIAC	12,970	5,200	7,770						5,200	2020			BOS 12/2020=\$5200	01/11/21	1	Adjusted per Purchase Price
1000986	40926032	DROBECKER, ADAM GARY	75S9DV	1979	FORD	6,300	3,332	2,968	31			3,332						AVG OF 3 COMPARISON SALES	01/11/21	20	Appealed value
1001278	51760987	KOHL, BAILEY PAIGE	CAW9011	2011	TOYT	6,690	4,817	1,873	31									NC INSPECTION 208,723 MILES	01/15/21	12	High Mileage/Condition
1002030	58701078	MARKHEIM, DAVID BRIAN	TEA6672	2019	FORD	29,440	23,105	6,335	18					23,105	2020			BOS 10/2020=\$23,105	01/15/21	1	Adjusted per Purchase Price
1003362	46187358	SIMPSON, MATTHEW DAVID	DLN7262	2018	FORD	27,690	-	27,690									MILITARY	HOR- PA	01/25/21	4	Military Exempt
1004992	35901261	YORASCHEK, RYAN R	DMH6310	2014	MAZ	15,578	-	15,578									MILITARY	HOR- FL	01/25/21	4	Military Exempt
1005023	58846009	KYSER, RANDALL THOMAS	PMR7485	2020	FORD	51,060	-	51,060	25								MILITARY	HOR0 NY	01/25/21	4	Military Exempt
1004880	58793880	MIHALOV, NICOLE RAE	FHA6992	2019	JEEP	23,510	22,625	885	31			22,625						ADJ PER NADA	01/25/21	20	Appealed value
1005158	58806378	OPPEMHEIMER, ERNEST RUDOL	7Z2176	2018	KYMC	3,160	2,370	790	14	3		2,370						ADJ PER NADA	01/25/21	20	Appealed value
1005155	58806435	OPPEMHEIMER, ERNEST RUDOL	7Z2177	2019	HOND	5,680	2,175	3,505	14	3		2,175						ADJ PER NADA	01/25/21	20	Appealed value
1005472	440811	PALMER, MATTHEW ERNEST	4X8645	2012	VCTY	12,478	5,580	6,898				5,580						ADJ PER NADA	01/27/21	20	Appealed value
1005430	58358518	MCKOY, TYRONE	CM73253	2018	FREE	9,320	2,500	6,820	19					2,500	2020			DEC 2020 NOTARIZED BOS=\$2500	01/27/21	1	Adjusted per Purchase Price
1005419	52006080	JAGODZINSKI, CLARK	PLL9481	2013	NISS	6,430	-	6,430	31								MILITARY	HOR- TX	01/27/21	4	Military Exempt
1005416	52004082	JAGODZINSKI, KASSEY DORA	PLL9482	2019	NISS	26,380	-	26,380	31								MILITARY	HOR- TX	01/27/21	4	Military Exempt
1006212	57340326	CARTER, LAUREN MICHELLE	EHF7040	2010	CHEV	7,210	6,150	1,060				6,150						ADJ PER NADA VALUE	01/29/21	20	Appealed value
1005974	58056352	WEBSTER-REED, MARY TOWANDA	CM73233	2018	FREE	9,320	3,168	6,152						3,600	2018	B20		OVERVALUED TRAILER/ BOS 2018=\$3600-DEP	01/29/21	1	Adjusted per Purchase Price
1006292	58888931	DUNLAP, CHARLES KING JR	CM63671	2019	CAON	10,860	514	10,346						584	2018	B20		OVERVALUED TRAILER/ BOS 2018=\$584-DEP	01/29/21	1	Adjusted per Purchase Price
1006627	58901874	LDI UTILITIES LLC	CM63675	2018	COWA	9,320	4,132	5,188	25					4,695	2018	B20		OVERVALUED TRAILER/ BOS 2018=\$4695-DEP	01/29/21	1	Adjusted per Purchase Price
1006631	58901998	LDI UTILITIES LLC	CM63676	2019	COWA	10,860	4,554	6,306	25					4,950	2019	B20		OVERVALUED TRAILER/ BOS 2019=\$4950-DEP	01/29/21	1	Adjusted per Purchase Price
1006778	58890014	NASH, JAMES MICHAEL	CM63672	2017	QUCA	8,010	1,751	6,259				1,751						OVERVALUED 6X10 ENCLOSED TRAILER	01/29/21	20	Appealed value
1006715	387706	JORDAN, JENNIFER GAIL LYLES	ACL8665	2012	CHEV	4,426	2,744	1,682	22									NC INSPECTION 215,534 MILES	01/29/21	12	High Mileage/Condition
1006784	58906947	THOMPSON, CHRISTOPHER WILLIAM	JBH2045	2019	TOYT	26,170	-	26,170	31								MILITARY	HOR-NY	01/29/21	4	Military Exempt

FEBRUARY 2021 FIRE FEE RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
047973	1/28/2021	CLEWIS WILLARD PAUL JR	025020 (2011)	70247850		1480001901A	WACCAMAW	\$100.00- WACF	\$0.00	Duplicate Listing
047974	1/28/2021	CLEWIS WILLARD PAUL JR	025386 (2010)	70247850		1480001901A	WACCAMAW	\$100.00- WACF	\$0.00	Duplicate Listing
047975	2/1/2021	LONG JESSICA	081680 (2013)	70614030		1310003502B	WACCAMAW	\$100.00- WACF		Improvement Removed from Property
047976	2/1/2021	LONG JESSICA	076396 (2012)	70614030		1310003502B	WACCAMAW	\$100.00- WACF		Improvement Removed from Property

Release Category Codes

Release Code Release Type

BHI	BALD HEAD ISLAND
BEL	BELVILLE
BSL	BOILING SPRING LAKES
BOL	BOLIVIA
CLF	C LIEN FEE
CALLL	CALABASH LATE LIST
CSLL	CAROLINA SHORES LATE LIST
CASLL	CASWELL BEACH LATE LIST
FF	FIRE FEE
HBLL	HOLDEN BEACH LATE LIST
LL	LATE LIST PENALTY
LEL	LELAND
LB	LONG BEACH
NAV	NAVASSA
NW	NORTHWEST
OI	OAK ISLAND
OIB	OCEAN ISLE BEACH
PL02	OFF PREMISES MALT

Release Code Release Type

BHILL	BALH HEAD ISLAND LATE LIST
BELLL	BELVILLE LATE LIST
BSLLL	BOILING SPRING LAKES LATE LIST
BOLLL	BOLIVIA LATE LIST
CAL	CALABASH
CS	CAROLINA SHORES
CAS	CASWELL BEACH
C	COUNTY
HB	HOLDEN BEACH
INT	INTEREST
LSM	LATE LIST SMITHVILLE
LELLL	LELAND LATE LIST
LBLL	LONG BEACH LATE LIST
NAVLL	NAVASSA LATE LIST
NWLL	NORTHWEST LATE LIST
OILL	OAK ISLAND LATE LIST
OIBLL	OCEAN ISLE BEACH LATE LIST
PL04	OFF PREMISES WINE

Release Category Codes

Release Code	Release Type
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PL01	ON PREMISES MALT
SAD24	SAD 24
SAD27	SAD 27
SC	SANDY CREEK
SBSD	SE BRUNSWICK SAN DIST
SHALL	SHALLOTTE LATE LIST
SP	SOUTHPORT
SAD	SPECIAL ASSESSMENT DISTRICT
SJLL	ST JAMES LATE LIST
SBLL	SUNSET BEACH LATE LIST
VAR	VARNAMTOWN
YP	YAUPON BEACH

Release Code	Release Type
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PL03	ON PREMISES WINE
SAD25	SAD 25
SAD28	SAD 28
SCLL	SANDY CREEK LATE LIST
SHA	SHALLOTTE
SM	SMITHVILLE HOSPITAL
SPLL	SOUTHPORT LATE LIST
SJ	ST JAMES
SB	SUNSET BEACH
T	TOTAL TAX
VARLL	VARNAMTOWN LATE LIST
YPLLL	YAUPON BEACH LAST LIST



Brunswick County Board of Commissioners

ACTION AGENDA ITEM

February 15, 2021

Action Item # V. - 13.

From:

Donald Dixon

Utilities - Northeast Brunswick Regional WWTP Emergency
Biosolids Disposal

Issue/Action Requested:

Request that the Board of Commissioners approve a temporary contract price adjustment submitted by Bio-Green Services Inc., for emergency hauling of biosolids from the Northeast Brunswick Regional WWTP. The temporary adjustment will allow Bio-Green Services to haul 400,000 gallons of biosolids at a cost not to exceed \$34,000 from the Northeast Brunswick Regional WWTF to Lewis Farms and Liquid Waste Inc. The temporary adjustment will increase the previously approved contracted price from (.045/gallon) to (.095/gallon).

Background/Purpose of Request:

In 2019 Brunswick County submitted a Request for Proposals to companies that have the capability to provide wastewater biosolids hauling and disposal. After receiving proposals, the Board of Commissioners awarded the contract to Bio-Green Services Inc., on August 19, 2019. The county generates approximately 8.2 million gallons of wastewater biosolids yearly. The county is permitted by the North Carolina Department of Environmental Quality (NC DEQ) for land application of the wastewater biosolids on local farmlands. The farmers utilize the biosolids as a supplemental source of fertilizer for their crops. Historically, biosolids application is affected by seasonal weather constraints and access to the previously permitted farmland.

During the 2020 calendar year disposal of these biosolids has been extremely challenging due to the inundation of rain and subsequent inability to access the permitted disposal sites. This has resulted in an excess of biosolids being stored within the Northeast Brunswick Regional WWTP. Both ATAD storage tanks are currently full. With the continued wet weather, application on our currently permitted sites has been severely limited.

Bio-Green Services Inc., was required, by contract, to provide a contingency plan for times when these issues arise. As part of their contingency planning they have contracted with Lewis Farms and Liquid Waste Inc., (Wesley Wooten) for application on their currently permitted sites in Pender County. As the biosolids at the Northeast Brunswick currently meet Class A requirements, a permit amendment is not needed from NCDEQ to access these sites. The transport and application rate for this emergency hauling is an additional \$.05/gallon bringing the total cost for the transfer to \$.095/gallon. This temporary increase is only to facilitate removal of 400,000 gallons from the ATAD storage tank. Once this transfer is completed, it is intended Bio-Green will resume normal operations with disposal on previously permitted by Brunswick County.

Public Utilities is also developing its own land application program for distribution of biosolids on county-owned land. We are in the final stages of completing a long term biosolids disposal study through Dewberry Engineers Inc. The completed study will include recommendations for dewatering and storage of biosolids so that emergency events such as this will not be needed in the future. Recommendations from this study will be included in the FY23 CIP.

County staff recommends the Board of Commissioners approve a temporary contract price adjustment for

transfer and disposal of 400,000 gallons at \$.095/gallon. This expenditure increases our current rate of \$.045/gallon to \$.095/gallon for a total increase of \$20,000 for the emergency transfer. Sufficient funds are available within Bio-Greens existing purchase order to cover the expenditure.

Fiscal Impact:

Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations
Funds available in the current budget

Approved By County Attorney:

Yes

Advisory Board Recommendation:

Not Applicable

County Manager's Recommendation:

Recommend the Board of Commissioners approve a temporary contract price adjustment submitted by Bio-Green Services Inc., for emergency hauling of biosolids from the Northeast Brunswick Regional WWTP.

ATTACHMENTS:

Description

- ▣ Utilities - Bio-Green Contingency Proposal - Attach 1
- ▣ Bio-Green Amendment

Bio-Green Services, Inc.
383 Potts Road
Advance, NC 27006

January 20, 2021

Tim Webb, UMC
Wastewater Superintendent
Brunswick County Public Utilities
235 Gray Water Road
Supply NC, 28462

Dear Tim,

We are in discussions with EMA and Wesley Wooten to find a solution to all the wet weather. We are proposing two different solutions. We believe the press will be the best option.

1. We will transfer and land apply to land in Pender County owned by Wesley Wooten. We can offer this solution for an additional 5 cents/gallon. Waiting final approval for the land.
2. EMA solution is to use the belt press and dewater.

EMA's polymer vendor has been working on finding a polymer that will work on the ATAD sludge. The ATAD characteristics along with the elevated zinc levels has been a real challenge.

It is going to take a combination of acid addition to lower pH and high dosage of polymer to get the sludge to floc for dewatering.

EMA Resources, Inc is proposing to mobilize their 1 meter 3DP belt press with complete polymer makeup system and self-contained conveyor.

We would mobilize a 21,000 gallon frac tank to be used for sludge feed.

The press will require 3 phase 460 volt 100 amps for power. Additionally, a 2 inch water supply with a minimum of 60GPM at 60PSI will be used for polymer makeup and belt wash (provided by Brunswick County).

We will mobilize two road tractors with end dump trailers for transportation to the disposal site.

We are anticipating dewatering 40-50 wet tons of sludge per day.
Based upon dewatering a minimum of 1MG at 3.5% solids equates to 146 dry tons. We are anticipating 14% solids plus or minus 2% for the dewatered cake.

This will generate approximately 1,042 wet tons of dewatering cake.

The cost model assumed hauling the dewatered cake to the McGill Compost Facility in Delway. Brunswick County will be responsible for the tip fee at McGill.

EMA Resources, Inc. will provide the above-mentioned services in accordance with the following pricing schedule:

Mobilization:	\$15,000.00 lump sum
Dewatering/Transportation	\$148.50 / wet ton

We are prepared to mobilize within a week of issuance of a purchase order.

Please note this proposal is based upon our equipment be available.

*Still waiting to get the Corbett Timber approved. We need the final decision.

Sincerely,

Ray Gambill
336-813-8063

AMENDMENT TO SERVICES AGREEMENT

This Amendment to Services Agreement (the “Amendment”) is made and entered into the 15th day of February, 2021, by and between Brunswick County (hereinafter referred to as “County”) and Bio-Green Services, Inc. (hereinafter referred to as “Provider”).

WITNESSETH:

WHEREAS, County and Provider entered into a Services Agreement (the “Agreement”) effective August 19, 2019; and

WHEREAS, County and Provider wish to amend the Agreement to allow for a temporary price adjustment for emergency hauling and land application of Class A biosolids from the Northeast Brunswick Regional Wastewater Treatment Plant.

NOW, THEREFORE, in consideration of the mutual covenants and agreements as set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Exhibit “A” under the Agreement shall be amended to add the following:

Provider shall provide temporary, emergency hauling of up to 400,000 gallons of Class A biosolids from the ATAD storage tank located at the County’s Northeast Brunswick Regional Wastewater Treatment Plant and subsequently land apply said biosolids to land in Pender County owned by Lewis Farms and Liquid Waste, Inc. (Wesley Wooten) under the terms of an existing arrangement between Provider and Lewis Farms and Liquid Waste, Inc. The transport and application rate for this emergency hauling is an additional \$.05/gallon, bringing the total cost of the transfer to \$.095/gallon. In no event shall the total cost to County for this temporary price increase exceed Thirty-Four Thousand and No/100 Dollars (\$34,000.00). This price increase is temporary only for the referenced Class A biosolids. Once said transfer is complete, Bio-Green will resume normal operations with disposal at the prices set forth in the Agreement.

2. Except as otherwise amended herein, all other terms of the Agreement shall remain in full force and effect.

3. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be considered one and the same. This Amendment may also be executed electronically. By signing electronically, the parties indicate their intent to comply with the Electronic Commerce in Government Act (N.C.G.S § 66-358.1 et seq.) and the Uniform Electronic Transactions Act (N.C.G.S § 66-311 et seq.). Delivery of an executed counterpart of this Amendment by either electronic means or by facsimile shall be as effective as a manually executed counterpart.

IN WITNESS WHEREOF, the parties hereto execute this Amendment by their duly authorized representatives.

ATTEST:

BRUNSWICK COUNTY

Clerk to the Board /
Deputy Clerk to the Board

By: _____
Chairman, Board of Commissioners

[SEAL]

BIO-GREEN SERVICES, INC.

DocuSigned by:
By: Sherrill Gambill
2489751C712347E...

Printed Name: Sherrill Gambill

Title: President

Date: 2/10/2021

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

DocuSigned by:
Julie A. Miller
1022997180D171B2
Julie A. Miller, Director of Fiscal Operations
Brunswick County, NC

APPROVED AS TO FORM

DocuSigned by:
Bryan W. Batton
D195D13D6E53473
Bryan W. Batton, Assistant County Attorney
Brunswick County, NC



Brunswick County Board of Commissioners

ACTION AGENDA ITEM

February 15, 2021

Action Item # V. - 14.

From:
Donald Dixon

Utilities - West Brunswick Regional WWTP Emergency
Biosolids Proposal

Issue/Action Requested:

Request that the Board of Commissioners approve the proposal and subsequent contract submitted by EMA Resources Inc., for emergency dewatering and hauling of biosolids in the amount of \$123,000 from the West Brunswick Regional WWTF to the McGill Composting facility and authorize the County Manager to sign a purchase order for the associated tipping fee for disposal at the McGill Compost facility in the amount of \$25,600.

Background/Purpose of Request:

In 2019 Brunswick County submitted a Request for Proposals to companies that have the capability to provide wastewater biosolids hauling and disposal. After receiving proposals, the Board of Commissioners awarded the contract to Bio-Green Services Inc., on August 19, 2019. The county generates approximately 8.2 million gallons of wastewater biosolids yearly. The county is permitted by the North Carolina Department of Environmental Quality (NC DEQ) for land application of the wastewater biosolids on local farmlands. The farmers utilize the biosolids as a supplemental source of fertilizer for their crops. Historically, biosolids application is affected by seasonal weather constraints and access to the previously permitted farmland.

During the 2020 calendar year disposal of these biosolids has been extremely challenging due to the inundation of rain and subsequent inability to access the permitted disposal sites. This has resulted in an excess of biosolids stored within the facility which has affected our processing equipment's ability to produce a Class A biosolid. Therefore, this accumulation of biosolids must be applied as Class B. As previously referenced Class B biosolids may only be applied to previously permitted sites, due to the inability to access these sites a contingency plan had to be instituted. Bio-Green Services Inc., was required, by contract, to provide a contingency plan for times when these issues arise. As part of their contingency planning they requested a proposal from EMA Resources Inc., for dewatering and transport of biosolids that do not meet the Class A requirements. Currently, the only available disposal site for these Class B biosolids is at the McGill Compost facility in Delway, N.C. EMA Resources Inc., proposal is to dewater and transport approximately 800 wet tons of biosolids to the McGill facility (\$123,000). Under terms of the proposal, Brunswick County would be responsible for the associated tipping fee at the McGill facility (\$25,600).

Once weather conditions improve, we will intend to resume normal operations with Bio-Green Services Inc., for disposal on previously permitted sites.

Public Utilities is also developing its own land application program for distribution of biosolids on county-owned land. We are in the final stages of completing a long term biosolids disposal study through Dewberry Engineers Inc. The completed study will include recommendations for dewatering and storage of biosolids so that emergency events such as this will not be needed in the future. Recommendations from this study will be included in the FY23 CIP.

County staff recommends the Board of Commissioners approve the proposal and subsequent contract to

EMA Resources Inc for emergency dewatering and transport of biosolids in the amount of \$123,000. In addition, we request approval and authorization by signature of the County Manager of a purchase order in the amount of \$25,600 to McGill for tipping fees. This expenditure increases our current rate by \$112,000 but will be offset by decreasing the total amount of hauling necessary to complete the fiscal year at the current rate, resulting in a net increase of \$76,000. Sufficient funds are available within the West Brunswick Regional Contracted Services line item to cover this expenditure.

Fiscal Impact:

Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations
Funds available in the current budget

Approved By County Attorney:

Yes

Advisory Board Recommendation:

Not Applicable

County Manager's Recommendation:

Recommend the Board of Commissioners approve the proposal and subsequent contract submitted by EMA Resources Inc., for emergency dewatering and hauling of biosolids in the amount of \$123,000 from the West Brunswick Regional WWTF to the McGill Composting facility and authorize the County Manager to sign a purchase order for the associated tipping fee for disposal at the McGill Compost facility in the amount of \$25,600.

ATTACHMENTS:

Description

- ▣ Services Agreement

NORTH CAROLINA

SERVICES AGREEMENT

BRUNSWICK COUNTY

THIS SERVICES AGREEMENT (hereinafter referred to as the “Agreement”) is made and entered into by and between Brunswick County, a body politic and corporate of the State of North Carolina, (hereinafter referred to as “County”), party of the first part, and EMA Resources, Inc., (hereinafter referred to as “Provider”), party of the second part.

WITNESSETH:

1. SERVICES; FEES

The services to be performed under this Agreement (hereinafter referred to collectively as “Services”) and the agreed upon fees for said Services are set forth on Exhibit “A” attached hereto.

Any exhibits or attachments referenced herein are hereby incorporated by reference and made a part of this Agreement. Any conflict between the language in an exhibit or attachment and the main body of this Agreement shall be resolved in favor of the main body of this Agreement.

2. TERM OF AGREEMENT AND TERMINATION

The term of this Agreement begins on 02/16/2021 (the “Effective Date”) and continues in effect until 05/16/2021, unless sooner terminated as provided herein. The County may terminate this Agreement at any time without cause by giving thirty (30) days’ written notice to Provider. As soon as practicable after receipt of a written notice of termination without cause, Provider shall submit a statement to County showing in detail the work performed under this Agreement through the effective date of termination. County may terminate this Agreement for cause by giving written notice of a breach of the Agreement. Provider shall have fifteen (15) days to cure the breach following receipt of the notification. Failure to cure the breach within the fifteen (15) days shall result in the immediate termination of the Agreement. Notwithstanding the foregoing, County may terminate this Agreement immediately and without notice to Provider if Provider becomes insolvent, makes or has made an assignment for the benefit of creditors, is the subject of proceedings in voluntary or involuntary bankruptcy instituted on behalf of or against Provider, or has a receiver or trustee appointed for substantially all of its property, or if Provider allows any final judgment to stand against it unsatisfied for a period of forty-eight (48) hours.

3. NONAPPROPRIATION

If the Board of County Commissioners does not appropriate the funding needed by the County to make payments under this Agreement for a given fiscal year, the County will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. In such event, the County will promptly notify the Provider of the non-appropriation and this Agreement will be terminated at the end of the last fiscal year for which funds were

appropriated. No act or omission by the County which is attributable to non-appropriation of funds shall constitute a breach of or default under this Agreement.

4. COMPENSATION

The County agrees to pay fees as specified in Exhibit "A" or as set out above for the Services satisfactorily performed in accordance with this Agreement. Unless otherwise specified, Provider shall submit monthly invoices to County and include detail of all Services delivered or performed under the terms of this Agreement. County shall pay all undisputed and properly completed invoices within thirty (30) days of receipt. Notwithstanding the foregoing, County will not pay late fees on any charges under this Agreement. If County disputes any portion of the charges on any invoice received from Provider, the County shall inform Provider in writing of the disputed charges. Once the dispute has been resolved, Provider shall re-invoice County for the previously disputed charges, and, per any resolution between County and Provider, the County shall pay those charges in full at that time. No advance payment shall be made for the Services to be performed by Provider under this Agreement.

5. INDEPENDENT CONTRACTOR

Both County and Provider agree that Provider shall act as an independent contractor and shall not represent itself as an agent or employee of the County for any purpose in the performance of its duties under this Agreement. Provider represents that it has or will secure, at its own expense, all personnel required in performing the Services under this Agreement. Accordingly, Provider shall be responsible for payment of all federal, state and local taxes arising out of its activities in accordance with this Agreement, including, without limitation, federal and state income tax, social security tax, unemployment insurance taxes and any other taxes or business license fees as required. Provider shall not be entitled to participate in any plans, arrangements or distributions by the County pertaining to or in connection with any pension, stock, bonus, profit sharing or other benefit extended to County employees.

In the event the Internal Revenue Service should determine that Provider is, according to Internal Revenue Service guidelines, an employee subject to withholding and social security contributions, then Provider hereby acknowledges that all payments hereunder are gross payments, and the Provider is responsible for all income taxes and social security payments thereon.

6. PROVIDER REPRESENTATIONS

- a. Provider is a duly organized entity or corporation qualified to do business and in good standing under the laws of the State of North Carolina;
- b. Provider has all requisite corporate power and authority to execute, deliver and perform its obligations under this Agreement;
- c. No approval, authorization or consent of any governmental or regulatory authority is required to be obtained or made by it in order for Provider to enter into and perform its obligations under this Agreement;

- d. In connection with Provider's obligations under this Agreement, it shall comply with all applicable federal, state and local laws and regulations and shall obtain all applicable permits and licenses;
- e. Provider shall not violate any agreement with any third party by entering into or performing the Services under this Agreement;
- f. Provider will perform all Services in conformity with the specifications and requirements of this Agreement;
- g. The Services provided by Provider under this Agreement will not violate, infringe or misappropriate any patent, copyright, trademark or trade secret rights of any third party, or any other third-party rights (including, without limitation, non-compete agreements);
- h. Provider shall exercise reasonable care and diligence when performing the Services hereunder and will ensure that it adheres to the highest generally accepted standards in the industry when performing said Services;
- i. Provider acknowledges that if any specific licenses, certifications or related credentials are required in its performance of the Services, it will ensure that such credentials remain current and active and not in a state of suspension or revocation; and
- j. Provider shall ensure that whenever its employees or agents are on County property, they will strictly abide by all instructions and directions issued by the County with respect to rules, regulations, policies and security procedures applicable to work on the County's premises. Such rules, regulations, policies and security procedures shall include, but not be limited to: (i) not possessing any controlled substances; (ii) smoking only in designated smoking areas, if any; and (iii) not possessing weapons, except for weapons possessed by law enforcement officials.

7. DAMAGE TO EQUIPMENT, FACILITIES, PROPERTY OR DATA

Provider shall be solely responsible for any damage to or loss of the County's equipment, facilities, property and/or data arising out of the negligent or willful act or omission of Provider or its subcontractors. In the event that Provider causes damage to the County's equipment or facilities, Provider shall, at its own expense, promptly repair or replace such damaged items to restore them to the same level of functionality that they possessed prior to such damage.

8. NON-ENDORSEMENT AND PUBLICITY

County is not endorsing Provider or its Services, and Provider is not permitted to reference this Agreement or County in any manner without the prior written consent of County. Notwithstanding the foregoing, the parties agree that Provider may list the County as a reference in response to requests for proposals and may identify County as a customer in presentations to potential customers.

9. NON-EXCLUSIVITY

Provider acknowledges that County is not obligated to contract solely with Provider for the Services covered under this Agreement.

10. DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL

Provider hereby certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. § 147-86.81.

11. DEBARMENT

Provider hereby certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this Agreement by any governmental department or agency. Provider must notify County within thirty (30) days if debarred by any governmental entity during this Agreement.

12. INDEMNIFICATION

Provider shall defend, indemnify and hold harmless County, its officers, officials, agents and employees from and against all actions, liability, claims, suits, damages, costs or expenses of any kind which may be brought or made against County or which County must pay and incur arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due in part or in the entirety of Provider, its employees or agents. Provider further agrees to investigate, handle, respond to, defend and dispose of same at its sole cost and expense. Provider shall be fully responsible to County for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by it. This Section shall survive any expiration or termination of this Agreement.

13. INSURANCE

Provider shall procure and maintain in full force and effect at all times and at its sole cost and expense Commercial General Liability, Commercial Automobile Liability, Professional Liability and Workers' Compensation insurance, if applicable, and any additional insurance as may be required by County with limits acceptable to County. All insurance policies (with the exception of Workers' Compensation, if applicable, and Professional Liability) shall be endorsed, specifically or generally, to include County as an additional insured and as a certificate holder. Provider shall furnish a Certificate of Insurance from a licensed insurance agent in North Carolina with a rating of A-VII or better by A.M. Best verifying the existence of any insurance coverage required by County. The Certificate will provide for thirty (30) days' advance notice in the event of termination or cancellation of coverage. Provider shall have no right of recovery or subrogation against County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the aforementioned insurance.

14. WORKERS' COMPENSATION

To the extent required by law, Provider shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. In the event Provider is excluded from the requirements of such Act and does not voluntarily carry workers' compensation coverage, Provider shall carry or cause its employees to carry adequate medical/accident insurance to cover any injuries sustained by its employees or agents while fulfilling Provider's obligations under this Agreement.

Provider agrees to furnish County proof of compliance with said Act or adequate medical/accident insurance coverage upon request.

15. REMEDIES

- a. **RIGHT TO COVER.** If Provider fails to meet any completion date or resolution time set forth, due to no fault of County, the County may take any of the following actions with or without terminating this Agreement, and in addition to, and without limiting, any other remedies it may have:
 - i. Employ such means as it may deem advisable and appropriate to perform itself or obtain the Services from a third party until the matter is resolved and Provider is again able to resume performance under this Agreement; and
 - ii. Deduct any and all expenses incurred by County in obtaining or performing the Services from any money then due or to become due Provider and, should the County's cost of obtaining or performing the Services exceed the amount due Provider, collect the amount due from Provider.
- b. **RIGHT TO WITHHOLD PAYMENT.** County reserves the right to withhold any portion, or all, of a scheduled payment if Provider fails to perform under this Agreement until such breach has been fully cured.
- c. **SETOFF.** Each party shall be entitled to set off and deduct from any amounts owed to the other party pursuant to this Agreement all damages and expenses incurred or reasonably anticipated as a result of the other party's breach of this Agreement.
- d. **OTHER REMEDIES.** Upon breach of this Agreement, each party may seek all legal and equitable remedies to which it is entitled. The remedies set forth herein shall be deemed cumulative and not exclusive and may be exercised successively or concurrently in addition to any other available remedy.
- e. **NO SUSPENSION.** In the event that County disputes in good faith an allegation of breach by Provider, notwithstanding anything to the contrary in this Agreement, Provider agrees that it will not terminate this Agreement or suspend or limit any Services or warranties, unless: (i) the parties agree in writing; or (ii) an order of a court

of competent jurisdiction determines otherwise; provided, however, this dispute period shall be limited to ninety (90) days.

16. TAXES

Provider shall be responsible for paying all taxes, fees, assessments and premiums of any kind payable on its employees and operations. Provider shall substantiate, on demand by the County, that all taxes and other charges are being properly paid.

17. HEALTH AND SAFETY

Provider shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with performing the Services. Provider shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees in connection with performing the Services and other persons who may be affected thereby.

18. NON-DISCRIMINATION IN EMPLOYMENT

Provider shall not discriminate against any employee or applicant for employment because of race, ethnicity, gender, gender identity, sexual orientation, age, religion, national origin, disability, color, ancestry, citizenship, genetic information, political affiliation or military/veteran status, or any other status protected by federal, state or local law or other unlawful form of discrimination. Provider shall take affirmative action to ensure that applicants are employed and that employees are treated fairly during employment. In the event Provider is determined by the final order of an appropriate agency or court of competent jurisdiction to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Agreement may be cancelled, terminated or suspended in whole or in part by County, and Provider may be declared ineligible for further County agreements.

19. COMPLIANCE WITH E-VERIFY PROGRAM

Pursuant to N.C.G.S. § 143-133.3, Provider understands that it is a requirement of this Agreement that Provider and its subcontractors must comply with the provisions of Article 2 of Chapter 64 of the North Carolina General Statutes. In doing so, Provider agrees that, unless it is exempt by law, it shall verify the work authorization of its employees utilizing the federal E-Verify program and standards as promulgated and operated by the United States Department of Homeland Security, and Provider shall require its subcontractors to do the same. Upon request, Provider agrees to provide County with an affidavit of compliance or exemption.

20. CONFIDENTIAL INFORMATION

For purposes of this Agreement, the party disclosing Confidential Information is the "Discloser," and the party receiving Confidential Information is the "Recipient." "Confidential Information" shall mean any nonpublic information concerning the parties' respective businesses including, but not limited to, all tangible, intangible, visual, electronic, present or future

information such as: (a) trade secrets; (b) financial information, including pricing; (c) technical information, including research, development, procedures, algorithms, data, designs and know-how; (d) business information, including operations, planning, marketing interests and products; and (e) the terms of any agreement between the parties and the discussions, negotiations and proposals related thereto. Confidential Information disclosed to the other party must be clearly identified. Written Confidential Information must be clearly marked in a conspicuous place with an appropriate legend identifying the information as “Confidential.” Confidential Information that is not written must be identified as confidential at the time of disclosure and confirmed in writing delivered to Recipient within fifteen (15) days of disclosure.

The restrictions regarding the use and disclosure of Confidential Information do not apply to information that is:

- a. in the public domain through no fault of the Recipient;
- b. within the legitimate possession of the Recipient, with no confidentiality obligations to a third party;
- c. lawfully received from a third party having rights in the information without restriction, and without notice of any restriction against its further disclosure;
- d. independently developed by the Recipient without breaching this Agreement or by parties who have not had, either directly or indirectly, access to or knowledge of the Confidential Information;
- e. disclosed with the prior written consent of the Discloser; or
- f. required to be disclosed by law, regulation or court or governmental order, specifically including requests pursuant to the Public Records Laws of North Carolina contained in Chapter 132 of the North Carolina General Statutes. In the event Recipient receives such a request, it shall notify Discloser and Discloser shall have the opportunity to defend against production of such records at Discloser’s sole expense.

21. OWNERSHIP OF WORK PRODUCT

Should Provider’s performance under this Agreement generate documents or other work product that are specific to the Services hereunder, such documents or work product shall become the property of County and may be used by County on other projects without additional compensation to Provider.

22. NO ASSIGNMENT WITHOUT CONSENT

Neither party shall assign this Agreement (or assign any right or delegate any obligation contained herein whether such assignment is of service, of payment or otherwise) without the prior written consent of the other party hereto. Any such assignment without the prior written consent

of the other party hereto shall be void. An assignee shall acquire no rights, and County shall not recognize any assignment in violation of this provision.

23. GOVERNING LAW AND VENUE

This Agreement shall be governed by applicable federal law and by the laws of the State of North Carolina without regard for its choice of law provisions. All actions relating in any way to this Agreement shall be brought in the General Court of Justice of the State of North Carolina in Brunswick County or in the Federal District Court for the Eastern District of North Carolina, Wilmington division.

24. DISPUTE RESOLUTION

Should a dispute arise as to the terms of this Agreement, both parties agree that neither may initiate binding arbitration. The parties may agree to non-binding mediation of any dispute prior to the bringing of any suit or action.

25. GOVERNMENTAL IMMUNITY

County, to the extent applicable, does not waive its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Agreement.

26. NON-WAIVER

Failure by County at any time to require the performance by Provider of any of the provisions of this Agreement shall in no way affect County's right hereunder to enforce the same, nor shall any waiver by County of any breach be held to be a waiver of any succeeding breach or a waiver of this Section.

27. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to the subject matter herein. There are no other representations, understandings or agreements between the parties with respect to such subject matter. This Agreement supersedes all prior agreements, negotiations, representations and proposals, written or oral.

28. HEADINGS

The headings in this Agreement are for convenience of reference only and shall not define or limit any of the terms or provisions hereof.

29. SEVERABILITY

The invalidity of one or more of the phrases, sentences, clauses or sections contained in this Agreement shall not affect the validity of the remaining portion of the Agreement so long as

the material purposes of this Agreement can be determined and effectuated. If a provision of this Agreement is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision, but only to the extent that such provision is unenforceable, and this Agreement shall be deemed amended by modifying such provision to the extent necessary to make it enforceable while preserving its intent.

30. AMENDMENTS

No amendments or changes to this Agreement, or additional Proposals or Statements of Work, shall be valid unless in writing and signed by authorized agents of both Provider and County.

31. NOTICES

- a. **DELIVERY OF NOTICES.** Any notice, consent or other communication required or contemplated by this Agreement shall be in writing, and shall be delivered in person, by U.S. mail, by overnight courier, by electronic mail or by facsimile to the intended recipient at the address set forth below.
- b. **EFFECTIVE DATE OF NOTICES.** Any notice shall be effective upon the date of receipt by the intended recipient; provided that any notice which is sent by facsimile or electronic mail shall also be simultaneously sent by mail deposited with the U.S. Postal Service or by overnight courier.
- c. **NOTICE ADDRESS.** Communications that relate to any breach, default, termination, delay in performance, prevention of performance, modification, extension, amendment or waiver of any provision of this Agreement shall be sent to:

- i. For the County: Brunswick County Manager
P.O. Box 249
Bolivia, NC 28422
Fax: 910-253-2022

- ii. For the Provider: EMA Resources, Inc.
755 Yadkinville Road
Mocksville, NC 27028

[SIGNATURES APPEAR ON FOLLOWING PAGE]

32. SIGNATURES

This Agreement, together with any amendments or modifications, may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be considered one and the same agreement. This Agreement may also be executed electronically. By signing electronically, the parties indicate their intent to comply with the Electronic Commerce in Government Act (N.C.G.S § 66-358.1 et seq.) and the Uniform Electronic Transactions Act (N.C.G.S § 66-311 et seq.). Delivery of an executed counterpart of this Agreement by either electronic means or by facsimile shall be as effective as a manually executed counterpart.

ATTEST:

BRUNSWICK COUNTY

 Clerk to the Board /
 Deputy Clerk to the Board

By: _____
 Chairman, Board of Commissioners

[SEAL]

EMA RESOURCES, INC.

DocuSigned by:
 By: Erik Blankenship
 AE2EB2ACDCA9488...

Printed Name: Erik Blankenship

Title: President

Date: 2/12/2021

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

DocuSigned by:
Julie A. Miller
 022987186D1A4B2...
 Julie A. Miller, Director of Fiscal Operations
 Brunswick County, North Carolina

APPROVED AS TO FORM

DocuSigned by:
Bryan W. Batton
 D195D43D6EE7473...
 Robert V. Shaver, Jr., County Attorney /
 Bryan W. Batton, Assistant County Attorney

EXHIBIT “A” PROPOSAL/FEES

Provider will provide emergency dewatering and hauling services for biosolids from County’s West Brunswick Regional Wastewater Treatment Facility.

Provider is proposing to mobilize its 1 meter 3DP belt press with complete polymer makeup system and self-contained conveyor.

Provider shall mobilize a 21,000 gallon frac tank to be used for sludge feed.

The press will require 3 phase 460 volt 100 amps for power. Additionally, a 2 inch water supply with a minimum of 60GPM at 60PSI will be used for polymer makeup and belt wash (provided by Brunswick County).

Provider shall mobilize two triaxle dump trucks for transportation to the disposal site. Provider is anticipating dewatering approximately 35 wet tons of sludge per day.

Provider is anticipating approximately 112 dry tons 14% solids plus or minus 2% for the dewatered cake.

This will generate approximately 800 wet tons of dewatered cake, and this proposal is based upon a guaranteed minimum of 800 wet tons.

The cost model assumed hauling the dewatered cake to the McGill Compost Facility in Delway, NC. Brunswick County will be responsible for the tip fee at McGill.

Provider will provide the above-mentioned services in accordance with the following pricing schedule:

Mobilization:	\$15,000.00 lump sum
Dewatering/Transportation	\$135.00 / wet ton
McGill Tip Fee (Paid directly by Brunswick County to McGill)	\$ 32.00 / wet ton

Provider shall mobilize within one week of issuance of a purchase order.

This proposal is based upon Provider’s equipment availability and the possibility of a backlog of sludge at many facilities.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # VI. - 1.

From: Administration - BTS Community Connectivity Plan
Steve Stone, Deputy County Manager

Issue/Action Requested:

Request that the Board of Commissioners receive a presentation on the recently completed Community Connectivity Plan from Yvonne Hatcher, Executive Director of Brunswick Transit Service, Inc.

Background/Purpose of Request:

The recently completed Community Connectivity Plan is a five to seven year blueprint for public transportation services in Brunswick County. Yvonne Hatcher, Executive Director of BTS, will present the highlights of the final report, a copy of which is attached. She will also briefly discuss possible future services and potential access of non-local funding streams that have not been used by BTS.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend the Board of Commissioners receive a presentation on the recently completed Community Connectivity Plan from Yvonne Hatcher, Executive Director of Brunswick Transit Service, Inc.

ATTACHMENTS:

Description

- ☐ Community Connectivity Plan Final Report
- ☐ Brunswick Transit CCP Presentation

Brunswick Transit System

Community Connectivity Plan

Prepared for Brunswick Transit System and NCDOT
by TransPro Consulting

FINAL REPORT

2-19-2020

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Plan Introduction

The purpose of this Community Connectivity Plan (CCP) is to describe the current performance and service area trends of the Brunswick Transit System (BTS), evaluate needs and opportunities to enhance mobility in Brunswick County, investigate opportunities for additional regional coordination, and recommend strategies for enhancing mobility over a 5-year planning horizon. As the entity providing grants management, planning support, and oversight duties for sub-recipients of federal funding in the state, the North Carolina Department of Transportation, Public Transportation Division (PTD) provides planning assistance for local sub-recipients, including guidance and funding to help complete five-year plans for the transit programs.

The CCP was developed over a 12-month period with the input of BTS staff and Board members, PTD staff, local elected officials, customers, general members of the community, and other key local stakeholders such as Senior Center and Brunswick Community College staff. In addition to considering the feedback of stakeholders, the CCP is a data-driven plan, leveraging system data provided by BTS, PTD, ITRE, and supplemented by Census data and other research.

The CCP is comprised of the following sections:

Current Performance and Service Area Trends – This section provides an overview of the system, comparison of key operating statistics to peer agencies over the past 5 years, and discussion of key demographic and economic trends that have a potential impact on transit needs and opportunities.

Public Input – This section provides an overview and results of the public participation process, including a summary of themes from stakeholder interviews and detailed results of a customer and community survey.

Service and Connectivity – This section provides a more detailed analysis of when and where there may be gaps or areas of unproductive service, key funding issues, and opportunities for enhancing the efficiency and effectiveness of the system through service-related changes.

Asset Enhancement – This section provides an evaluation of the system's existing assets and identifies potential needs for additional assets over the next five years.

Financial – This section provides the 5-year budget to support this plan.

Assessments and Strategies – This section provides strategies and recommendations for changes to the existing transit network over the next five years that will enhance mobility, regional connectivity, service quality, and operational efficiency.

Current Performance and Service Trends

Introduction

Task 1 provides trend and peer analyses of Brunswick Transit System (BTS) performance, as well as analysis of the demographic and economic characteristics, and major origins and destinations in Brunswick County. Drawing on existing sources of County, regional, and statewide data and documents, this analysis summarizes the key conditions that contribute to an effective transit network that meets the needs of the community it serves. It serves as the foundation for developing recommendations for changes to the existing transit network over the next five years that will enhance mobility, regional connectivity, service quality, and operational efficiency.

Overview of Brunswick County

According to the *Brunswick County Data Book* (Brunswick County Economic Development & Planning Department, 2017), Brunswick County was ranked 1st in percent population growth in North Carolina and 40th in the nation from 2010-2015, with a growth rate of 14.3%. With a population of 130,897 (Census population estimates, 2017), Brunswick County is comprised of urbanized, rural, and coastal communities. While there are no major metropolitan areas within Brunswick County, portions of the County are included in two neighboring metropolitan areas: Myrtle Beach, SC, and Wilmington, NC. Within Brunswick County, Leland is the municipality with the largest population at 19,936 (Census population estimates, 2017), followed by Oak Island at 7,789. Leland is also the municipality with the highest percentage growth, 33% between 2010-2015 and 825% between 2000-2015.

According to the most recent Locally Coordinated Plan (LCP), the region expects that as New Hanover County begins to run out of available land for development, the Leland area will continue to grow as Wilmington's primary suburb. The town projects another 20,000 housing units will be built in the town by 2030.

As described in the Locally Coordinated Plan, there are three major population areas for Brunswick County:

- **Leland area** (including Belville, Navassa, Northwest and Sandy Creek)
- **Southport-Oak Island area** (including Bald Head Island, Caswell Beach, St. James and Boiling Spring Lakes)
- **Shallotte-South Brunswick Islands area** (including Varnamtown, Holden Beach, Ocean Isle Beach, Sunset Beach, Calabash and Carolina Shores)

The central and northwestern portions of the county remain largely rural. The county seat and community college are centrally located near Bolivia and are roughly equidistant from the three population centers.

Transit Overview

The **Brunswick Transit System, Inc. (BTS)** is a non-membership, nonprofit public transit system that also coordinates transportation for human service agencies and the general public. The general public is served through Dial-a-Ride service that requires reservations 48 hours in advance and provides a two-hour pickup window.

BTS has a strategic plan that defines their Mission, Vision, Values, and Goals. This strategic plan provides direction about the priorities of the system, which can help inform where to target improvements and allocate resources. Overall, BTS has a strong strategic plan that includes challenging but achievable goals. Goals are clearly articulated and where possible, quantifiable.



Figure 1 BTS Vehicles

BTS' mission is to provide safe, reliable, efficient transportation services and information to the residents of Brunswick County. Its vision is to be the lead provider of transportation information and services in Brunswick County.

BTS has three strategic areas of focus:

1. Financial Management – How financial resources are managed.
2. Customer Satisfaction – How well customer service is delivered.
3. Employee Participation – How well employees are satisfied with their work.

Based on the strategic plan, Financial Management is the organization's highest priority. It currently has the most developed metrics and receives the highest weighting on BTS' performance scorecard.

Although not mentioned in the strategic plan, BTS demonstrates that it prioritizes safety in its Administrative & Operating Manuals – its policies and practices around safety suggest it is a core value of the organization.

Wave Transit (Cape Fear Transportation Authority) is the transit authority primarily serving Wilmington and New Hanover County. Northeastern Brunswick County is served by a fixed route bus line operated by Wave Transit. It leaves Wave Transit's Downtown Station on Second Street to serve various stops in Brunswick County before returning to Wilmington, as can be seen on the next page.

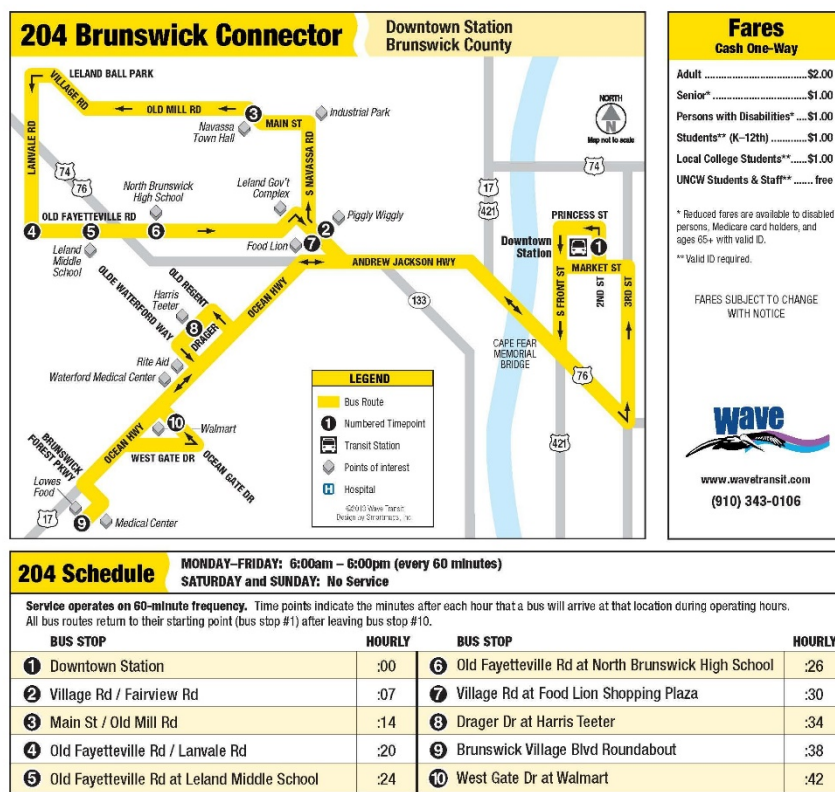


Figure 2 Brunswick Connector Map and Schedule

An efficiency analysis of Wave Transit's bus network was conducted by TransPro in 2018. According to this analysis, Route 204 (the Brunswick Connector) is one of Wave Transit's lowest productivity routes with only 5.9 customers per hour. However, due to the contribution of about \$90,000 from the Brunswick Consortium, the cost recovery for operating this route is comparatively very high at 39%. The tables below summarize its productivity statistics.¹

Table 1 Brunswick Connector Productivity Statistics

Weekday Performance					
Route	Daily Trips	Daily Boardings	Customers per Hour	Cost Recovery	Average Trip Score
204	12	71	5.9	39%	10

Route	Fare Revenue	Contract Revenue	Total Revenue	Incremental Cost	Cost Recovery
204	\$17,178	\$91,875	\$109,045	\$282,306	39%

¹ Near the completion of this plan, Wave Transit requested and was turned down for additional funding from Leland and Brunswick County. With uncertainty around the future of Wave Transit and the Brunswick Connector, additional options for serving the Leland area may arise that were not initially considered in the development of this plan.

NCDOT operates the [Southport/Fort Fisher Ferry](#), a ferry route connecting Southport in Brunswick County to Fort Fisher in New Hanover County. The ferry takes 35 minutes to travel across the Cape Fear River (about half the time it would take to drive). The fare is \$7 for most cars and trucks, \$14 for vehicles from 20-40 feet in length, \$28 for 40-65 feet in length, \$3 for motorcycles, scooters and golf carts, \$2 for bicycles and \$1 for pedestrians. The ferries run about every 45 minutes; schedules vary depending on the time of the year and day of the week.

Peer Group Analysis of Operating Data

BTS is categorized into Peer Group 4 by NCDOT and the Institute for Transportation Research and Education at North Carolina State University (ITRE). This consists of 24 systems mostly concentrated in the eastern portion of the state. ITRE supplied the data displayed in Table 2 based on each system's annual OPSTATS report. It is important to note that BTS' peer systems do include some that operate traditional fixed route service, but where possible, comparisons were made to peer systems' demand response data only.

Overall, BTS serves about half as many trips annually as the average of the peer group with more miles but fewer hours. This reflects the fact that BTS does not run any fixed route service and covers a wide geographic area.

BTS typically receives more federal funding than its peers, roughly the same or less state funding, and less local funding, though there have been some exceptions.

In terms of productivity statistics focusing just on demand response, Brunswick performs very well compared to its peers:

- Matches peer performance in trips per mile
- Although it has trended downward overall, BTS exceeds trips per hour compared to its peer group, which has also been trending downward on this metric
- BTS has lower cost per trip, cost per mile, and subsidy per trip than peers

Table 2 Peer Comparison – OPSTATS FY14-18

Operating Statistic	Agency	FY2014	FY2015	FY2016	FY2017	FY2018
Total Trips	BTS	50,303	49,363	49,954	53,357	55,733
	Peer Avg.	115,243	114,553	114,369	111,445	116,474
Total Miles	BTS	499,296	461,725	485,044	509,277	570,203
	Peer Avg.	447,688	433,778	441,115	438,750	467,240
Total Hours	BTS	15,706	14,658	15,918	16,809	18,581
	Peer Avg.	22,019	22,191	22,367	22,265	23,485
Total Funding	BTS	\$232,194 Fed \$243,057 State \$363,159 Local	\$209,507 Fed \$208,880 State \$301,907 Local	\$249,338 Fed \$20,334 State \$453,863 Local	\$256,740 Fed \$22,187 State \$557,348 Local	\$300,718 Fed \$153,713 State \$456,137 Local
	Peer Avg.	\$221,308 Fed \$234,172 State \$460,136 Local	\$219,810 Fed \$203,774 State \$412,709 Local	\$222,219 Fed \$180,325 State \$434,312 Local	\$212,132 Fed \$203,721 State \$443,593 Local	\$236,212 Fed \$205,841 State \$497,067 Local

Operating Statistic	Agency	FY2014	FY2015	FY2016	FY2017	FY2018
Trips Per Mile	BTS	0.10	0.11	0.10	0.10	0.10
	Peer Avg.	0.11	0.10	0.10	0.10	0.10
Trips Per Hour	BTS	3.20	3.37	3.14	3.17	3.00
	Peer Avg.	2.25	2.02	2.08	2.04	1.96
Cost Per Trip	BTS	\$14.24	\$12.60	\$15.08	\$13.11	\$13.19
	Peer Avg.	\$17.58	\$16.71	\$17.42	\$18.01	\$19.47
Subsidy Per Trip	BTS	\$7.30	\$6.68	\$3.68	\$3.15	\$5.51
	Peer Avg.	\$9.10	\$8.66	\$8.61	\$9.28	\$9.85
Cost Per Mile ²	BTS	\$1.33	\$1.35	\$1.55	\$1.37	\$1.29
	Peer Avg.	\$1.90	\$1.66	\$1.70	\$1.75	\$1.82
Cost Per Hour ²	BTS	\$42.21	\$42.42	\$47.32	\$41.61	\$39.57
	Peer Avg.	\$40.13	\$34.13	\$35.43	\$36.34	\$37.90

Transit Dependency Index

ITRE has developed a transit dependency index (TDI) by Census block group for Brunswick County and the rest of the state. Since the data in the TDI has not been updated since 2014, and Brunswick County is the fastest growing county in the state, this analysis also considers more updated data and trends. This data helps to shape a picture of the need for public transportation in Brunswick County during the five-year planning horizon.

The TDI is developed by census block group based on concentrations of no-vehicle households, older adults, youth, individuals with disabilities, and below-poverty individuals. The TDI is calculated across the entire state, with a theoretical range from 0-100, where higher values represent areas with a large presence of potentially transit-dependent individuals in an area with a high overall population density. Brunswick County has 90 block groups, with a minimum TDI value of 5, maximum of 51, and a mean of 14.

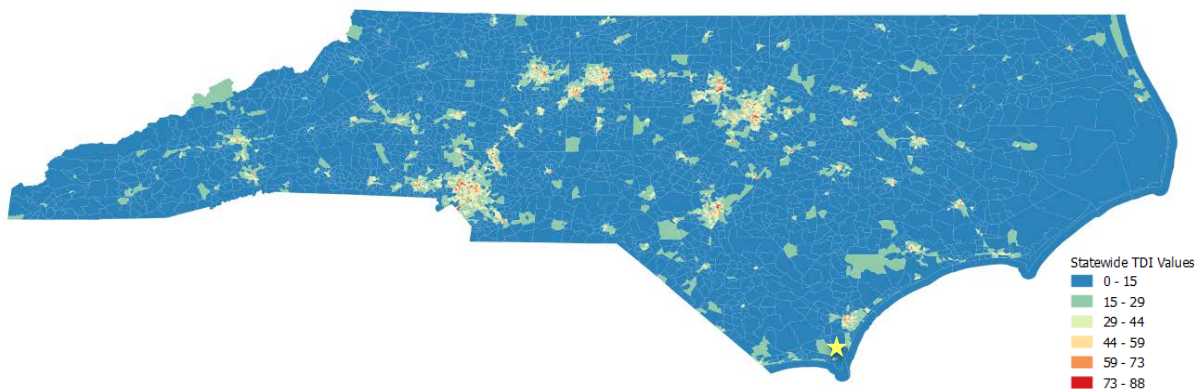


Figure 3 Statewide TDI Values

² These metrics are not included in ITRE's Peer Group Reports. TransPro calculated these using cost per trip data from the reports to estimate total system costs, then divided total costs by total reported miles and hours.

While the Wilmington area in neighboring New Hanover County has a fairly high TDI compared to the rest of the state, Brunswick County has generally low TDI values with a few exceptions along the coast, South Carolina border, and New Hanover County border. The low values in Brunswick County are largely driven by the low population density of each block group. The highest values in Brunswick County are driven by higher concentrations of older adults in areas of higher population density.

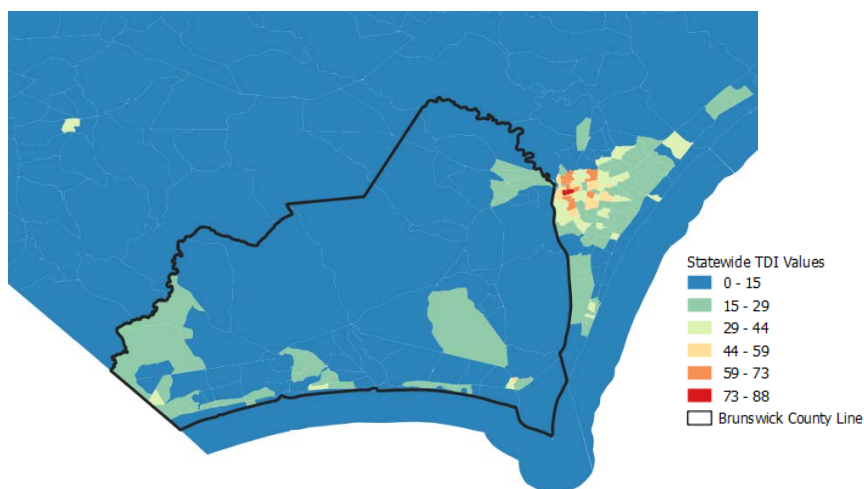


Figure 4 Brunswick County TDI

Key Demographics

Brunswick County has a relatively low concentration of younger adults (18-24 year olds) compared to those above 60 or 65 years old. As can be seen in Figure 5 Population Ages 18-24 (2017 ACS 5-Year Estimates) the highest concentrations of population within the young adult age bracket are in Bolivia (where Brunswick Community College (BCC) is located), Shallotte, and the Leland/Nevassa/Belville Area (more affordable residential areas within commuting distance of University of North Carolina – Wilmington and Cape Fear Community College in New Hanover County). BTS currently serves the Interagency Program at BCC for students with a range of physical and cognitive disabilities, providing transportation to roughly 90 students a few times per week to 5 days per week. Due to the relatively low number of young adults residing in the County and the distance between pockets of concentration, this market does not likely represent a significant opportunity for expansion. However, based on feedback received through the survey and in stakeholder interviews, there may be an opportunity to provide student transportation to internships or work locations.

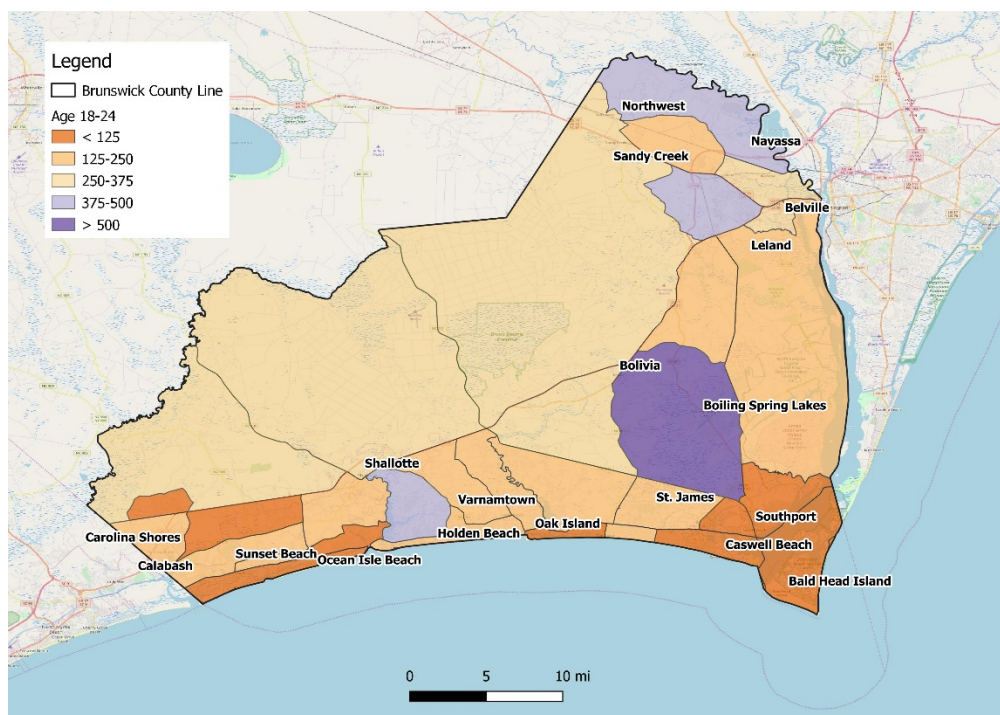


Figure 5 Population Ages 18-24 (2017 ACS 5-Year Estimates)

Brunswick County has a relatively high concentration of older adults (above 60 or 65) compared to those 18-24 years old. As a popular place to retire, Brunswick County's older adult population is growing quickly and expected to continue growing in the future. As an eligible recipient of 5310 funding to serve elderly and disabled populations³, transportation for seniors makes up a large proportion of BTS' current market. BTS currently operates routine trips to senior centers in the county, as well as other trips for medical or other purposes.

Based on community feedback from older adults, many view BTS as an option primarily for when they are no longer comfortable or able to drive themselves. In addition to serving this need, BTS may have an opportunity to tap into this population through education and marketing outreach that highlights other benefits of public transportation (for example, safer than driving alone and provides opportunity for socializing).



Figure 6 Senior Center served by BTS in Shallotte

As can be seen in Figure 7 and Figure 8, the St. James, Calabash, and Carolina Shores areas have the highest concentrations of people above 60 or 65. These maps also visually

³ BTS has not received 5310 funds for the past three years, but has applied for 5310 funds this year. BTS receives Elderly and Disabled funds through NCDOT's Rural Operating Assistance Program (ROAP).

demonstrate the large number of people currently between ages 60 and 65, and who represent a growing market for transit.

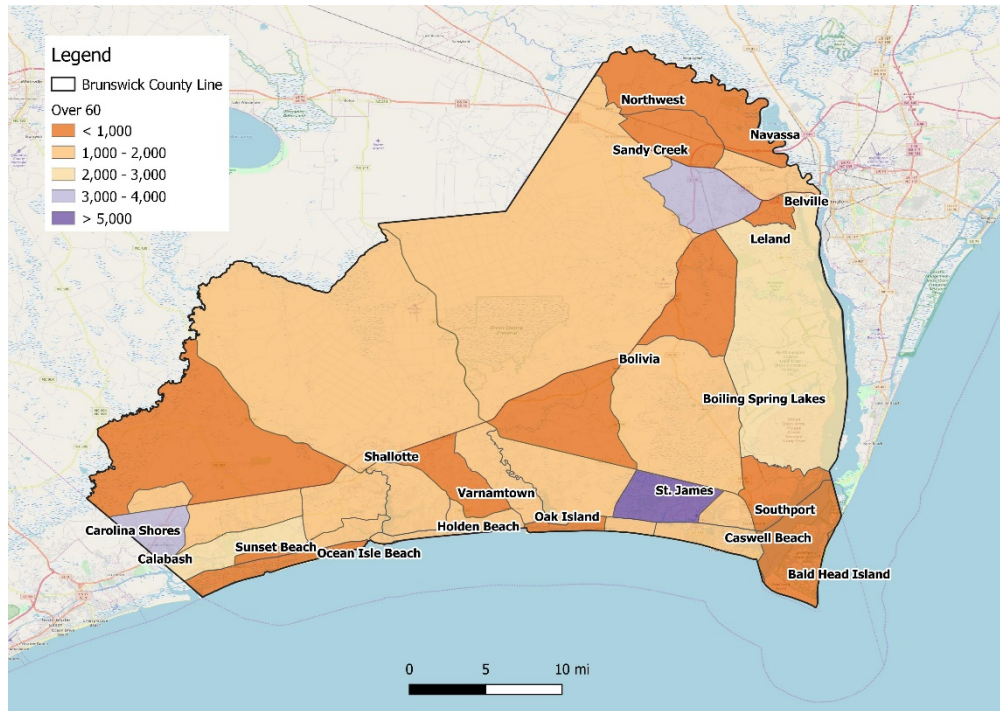


Figure 7 Population Over 60 (2017 ACS 5-Year Estimates)

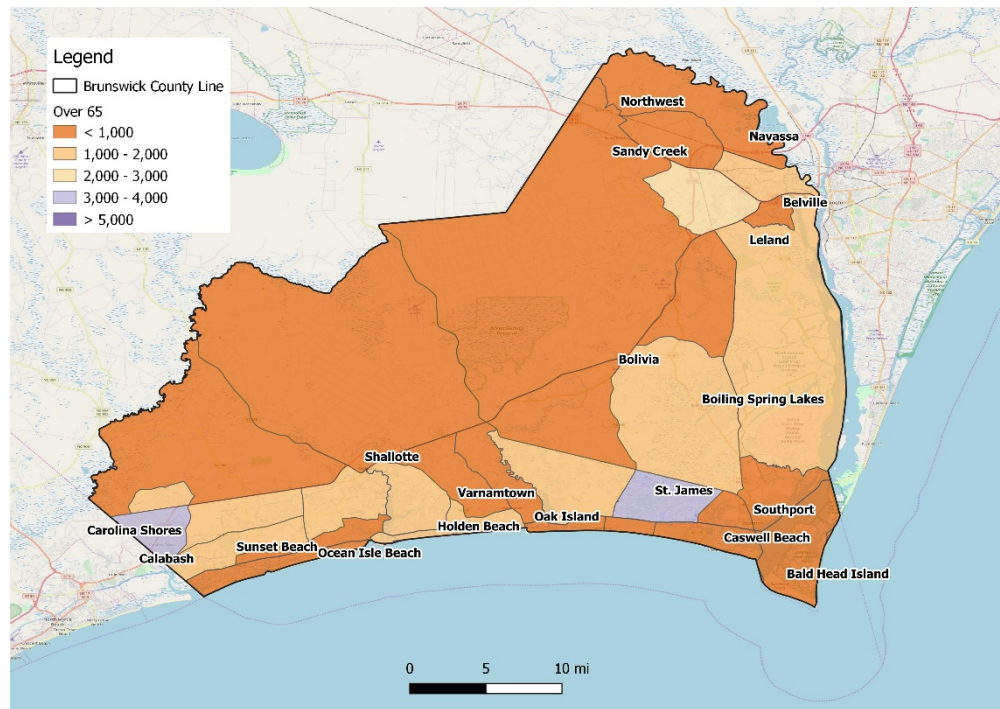


Figure 8 Population Over 65 (2017 ACS 5-Year Estimates)

As a percentage of the total population, Brunswick County has relatively high levels of families and individuals living below poverty, with several census tracts having over a quarter of residents living below poverty. These vulnerable populations have many critical, interdependent needs, ranging from employment, general and mental health services, transportation and others. For low-income families, transportation expenses related to owning and driving one or multiple cars can be burdensome. Difficulty maintaining and repairing a personal vehicle can also pose challenges to having a reliable source of transportation to work. Public transportation can be an affordable and generally more reliable source of transportation in these cases. Based on responses to the community survey and stakeholder interviews, there is community support for providing more mobility options to low-income families in Brunswick County. See Figure 9 below for the geographic concentration of low-income populations, with areas shaded purple having the highest rates of poverty.

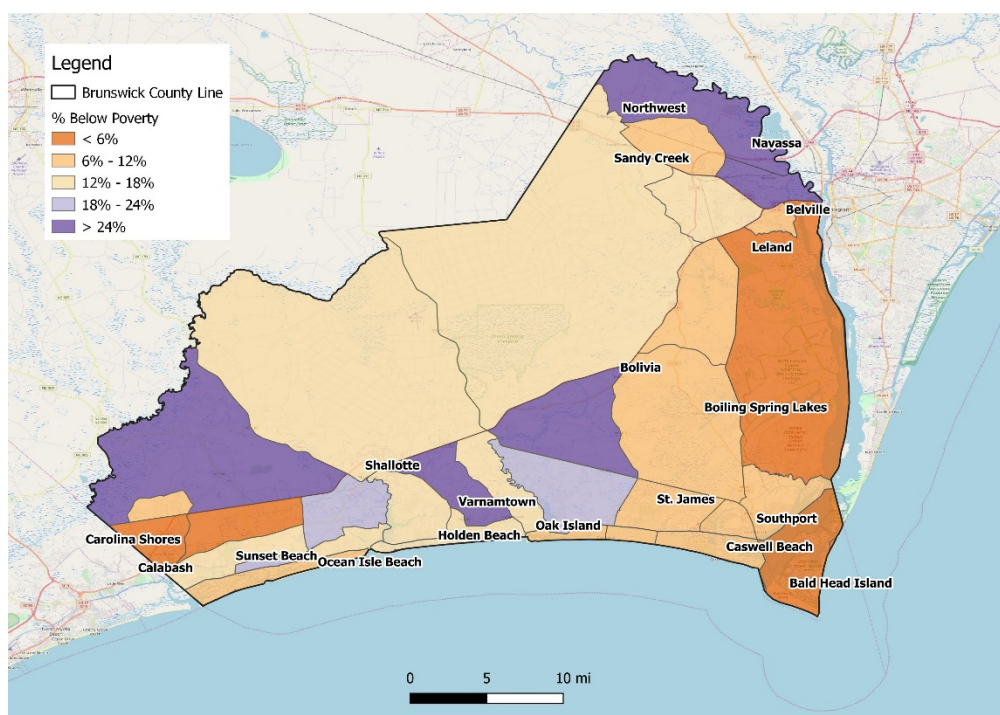


Figure 9 Families and Individuals Below Poverty (2017 ACS 5-Year Estimates)

Current rates of zero and one-car households are also an indication of potential transit need. As a mostly rural and suburban county that is highly auto-centric and lacks a complete network of sidewalks, bike lanes, safe pedestrian crossings, and robust transit options, it is unsurprising that the County has a relatively low number of households without any personal vehicles. The highest concentration is in the Leland area, where there are over 200 households without access to a personal vehicle. There are, however, a much larger number of households with just one vehicle available. These primarily correlate with the more densely populated areas in the County, although there is a high concentration both northwest and southeast of Bolivia.

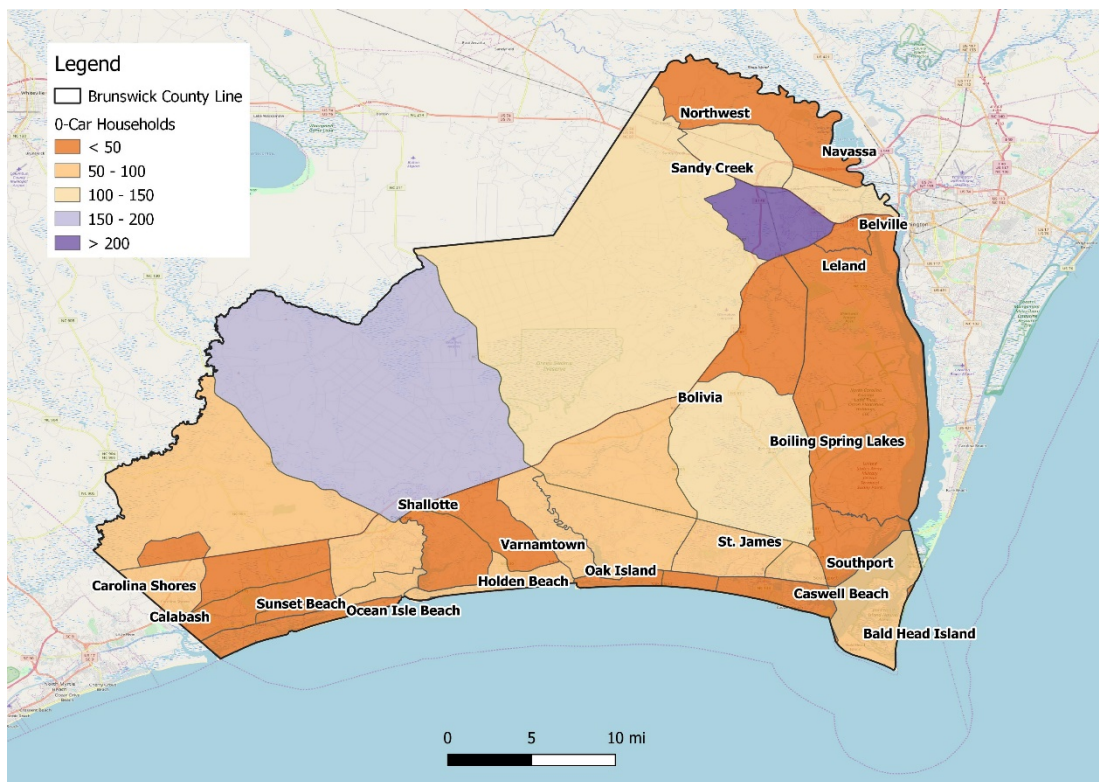


Figure 10 Zero-Car Households (2017 ACS 5-Year Estimates)

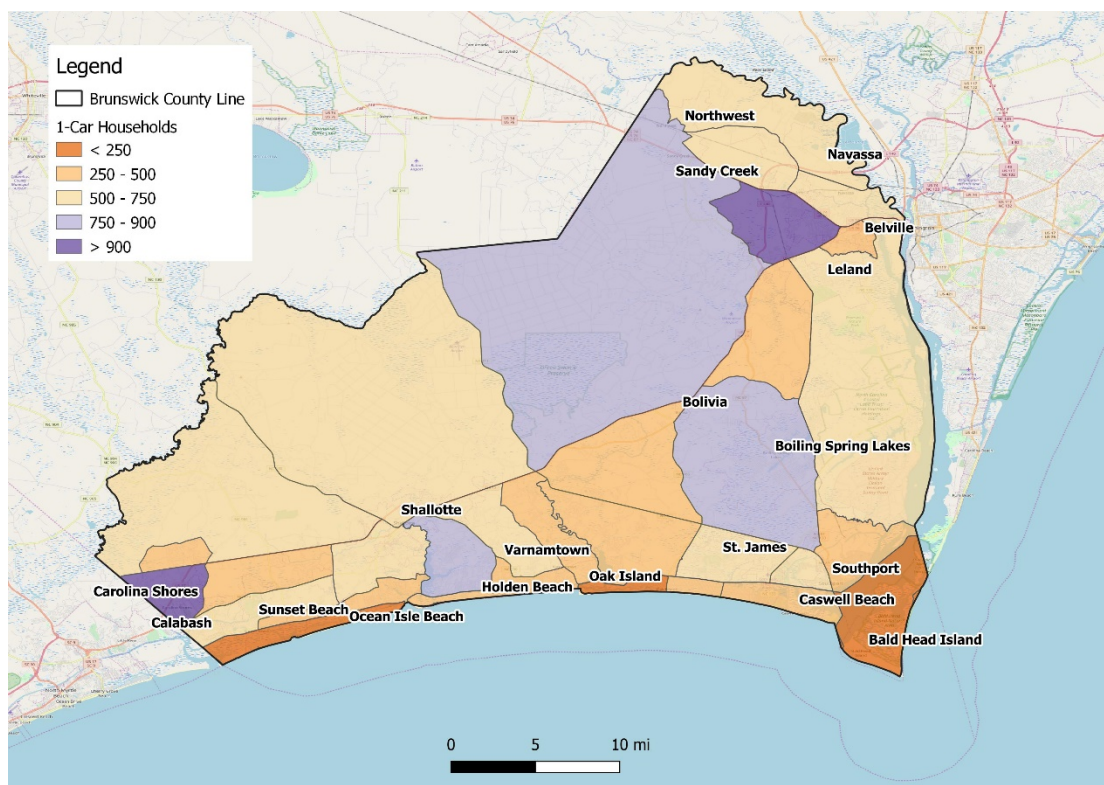


Figure 11 One-Car Households (2017 ACS 5-Year Estimates)

Origins and Destinations

BTS uses TripMaster by CTS Software for scheduling, dispatching, and reporting trips. BTS provided trip origin and destination points for all of 2018 so that a full year of data could be analyzed and mapped to facilitate comparison to locations of key points of interest (such as medical facilities, schools, major employers, major commercial centers, etc.) and demographic trends. In addition to data provided by BTS, this analysis also includes data obtained from ITRE and Brunswick County. This data is used to understand trip patterns, identify needs, and identify opportunities for regional coordination and/or consolidation. This will be further explored in the Service and Connectivity analysis.

In 2018, only 4 out of the top 10 locations served by BTS were non-residential addresses, with all of the top residential addresses residing in Leland. Table 3 lists the top non-residential locations served, which include Brunswick Community College, senior centers, grocery/shopping locations, medical facilities, and one restaurant located in Calabash (an employment destination for a frequent BTS customer). Table 4 lists trips by municipality. After Bolivia (where BCC is located), the top municipalities served are Leland, Shallotte, Supply, and Southport.

Table 3 Top Non-Residential Locations Served by BTS in 2018

Destination	Total Trips
Brunswick Community College (BCC-BIP)	14,963
Leland Senior Site	2,680
Shallotte Senior Site	1,751
Walmart of Leland	296
Hills Supermarket	230
Universal Health	210
Shallotte Dialysis Center	205
Piggly Wiggly	186
Boundary House Restaurant	168
Supply- Dialysis Center	146

Table 4 BTS Trips by Municipality in 2018

City	Total Trips
Ash	828
Boiling Spring Lakes	132
Bolivia	17,196
Calabash	1,279
Carolina Shores	10
Leland	12,089
Longwood	298
Northwest	96
Oak Island	629
Ocean Isle Beach	543
Riegelwood	130
Shallotte	6,755
Southport	2,927
Sunset Beach	697
Supply	4,605
Wilmington	302
Winnabow	1,136
Grand Total	49,652

Origins and destinations were mapped for two sample months (January and May 2018, to represent possible seasonal differences). The total trip count in January was 3,996, while the total trip count in May was 4,953. As can be seen in the maps on the following page, the distribution of trips was roughly consistent. BTS did not serve any trips in the largely rural central and northwestern portion of the County. The only intercounty trips that BTS serves are to neighboring Wilmington in New Hanover County, but these trips are limited.

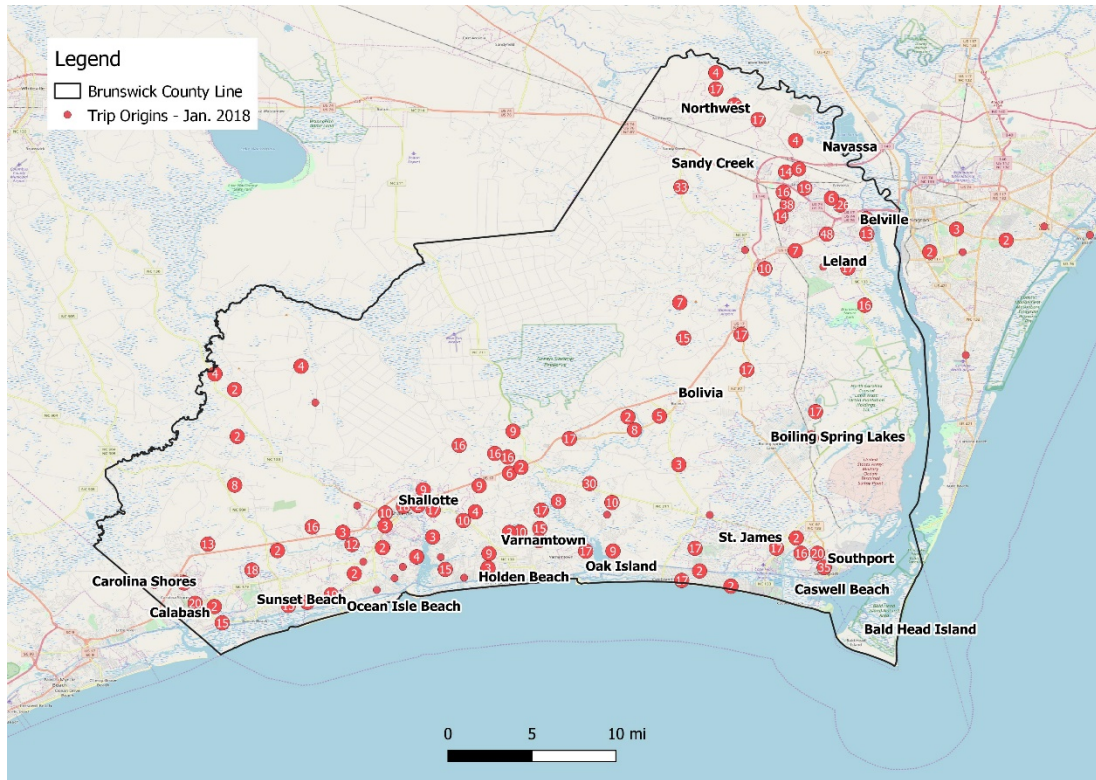


Figure 12 BTS Trips - January 2018.

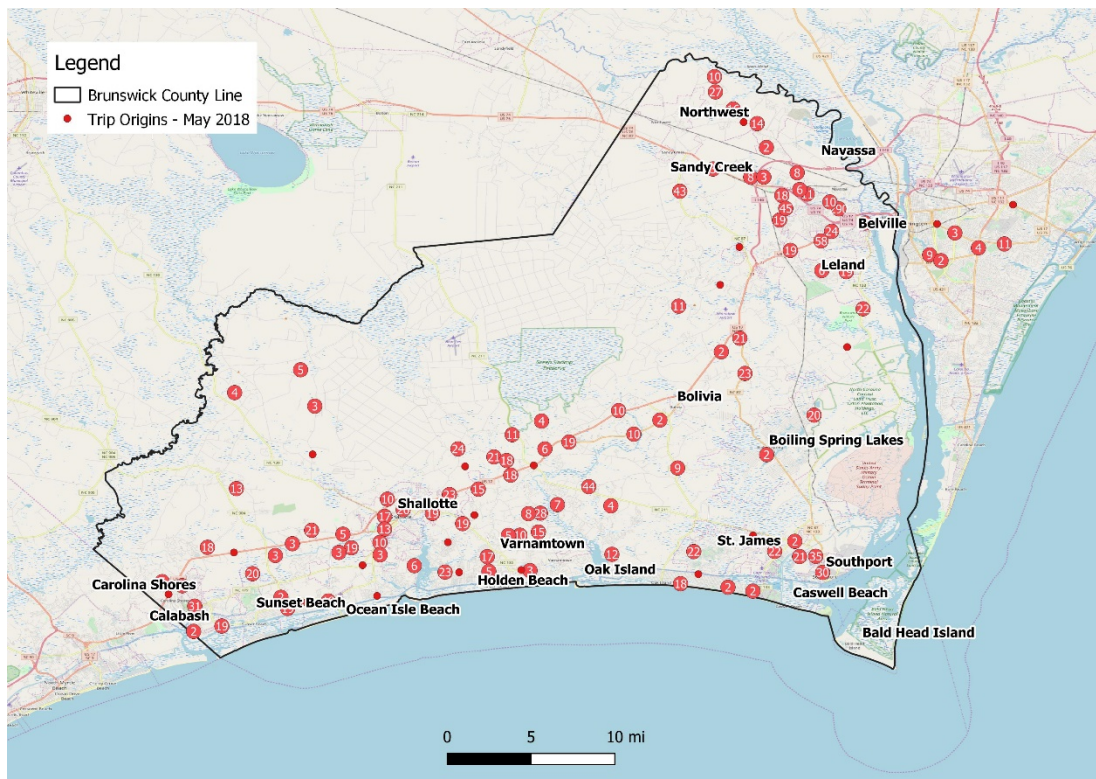


Figure 13 BTS Trips - May 2018.

BCC-BIP trips are not displayed on the map, but account for over 400 trips in May 2018, compared to only about 30 in January 2018.

Key Locations and Trends

A review of existing plans and data sources compiled for Brunswick County provides useful information for understanding key trends that may impact the demand for public transportation within the County as well as surrounding areas.

The Brunswick County Data Book provides information on a variety of topics, including employment, development, and tourism trends. According to the Data Book, as of 2015, 29,370 people were employed across 2,654 establishments. Only 28 of those establishments are classified as very large (100+ employees). See Table 5 for a list of the County's largest employers as compiled by ITRE. As seen in this table, Brunswick County Government and Board of Education account for the largest share of employment. Healthcare is also a major employer, with Brunswick Novant Medical Center, Liberty Healthcare Group, and Doshier Memorial Hospital all featuring prominently on the list.

While all building activity declined between 2006-2009, single-family residential and commercial building permits have been increasing steadily each year, suggesting continued population and employment growth, especially in construction and related services.

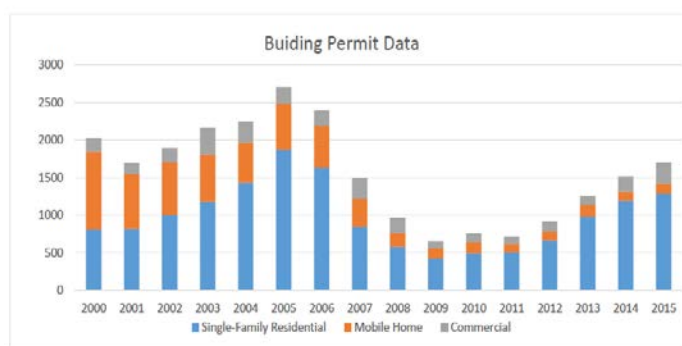


Figure 14 Building Permit Data (Brunswick County Data Book)

Employment Snapshot from Brunswick County's Locally Coordinated Plan

A large majority of Brunswick County residents (62.8%) work within the county limits; that figure is down from the 2000 rate of 66%. This is due mainly to an increase of commuters to Wilmington.

Commute times are lower than 30 minutes for 68.7% of workers, as most either commute short distances within the county or across the river from Leland to Wilmington.

Nearly 30% of workers now work outside of county limits, and 7% work out of state. Of all workers in the county over 16 years of age, 2.3% have no vehicle available.

The most frequent destination for Brunswick County workers who commute out of county is by far New Hanover County (10,507); one quarter of all commuters travel there. Horry County, SC, is a distant second with only one fifth of New Hanover's commuters (1,998), followed by Columbus County (770).

No other county has more than 500 commuters from Brunswick County working there, but the other counties account collectively for a total (2,226) larger than even Horry County's total.

Table 5 Top 25 Employers (Source: ITRE)

Rank	Company Name	Industry	Employment Range
1	Brunswick County Board of Education	Education & Health Services	1000+
2	County of Brunswick	Public Administration	1000+
3	Progress Energy Service Co	Trade, Transportation, & Utilities	1000+
4	Wal-Mart Associates Inc.	Trade, Transportation, & Utilities	500-999
5	Food Lion	Trade, Transportation, & Utilities	500-999
6	Brunswick Novant Medical Ctr.	Education & Health Services	500-999
7	Liberty Healthcare Group LLC	Education & Health Services	250-499
8	Brunswick Community College	Education & Health Services	250-499
9	Lowes Foods LLC	Trade, Transportation, & Utilities	250-499
10	Lowes Home Centers Inc	Trade, Transportation, & Utilities	250-499
11	Mcandersons Inc	Leisure & Hospitality	250-499
12	Dosher Memorial Hospital	Education & Health Services	250-499
13	Defense Ex Army Navy & Air Force	Public Administration	250-499
14	Sbh Wilmington LLC	Education & Health Services	250-499
15	Troon Golf LLC	Leisure & Hospitality	250-499
16	Charter Day School Inc	Education & Health Services	100-249
17	Novant Medical Group Inc	Education & Health Services	100-249
18	Carolinas Staffing Solutions	Professional & Business Services	100-249
19	US Postal Service	Trade, Transportation, & Utilities	100-249
20	Victaulic Co Of America	Manufacturing	100-249
21	Archer Daniels Midland Co (A Corp)	Manufacturing	100-249
22	Harris Teeter	Trade, Transportation, & Utilities	100-249
23	Bald Head Island Club	Leisure & Hospitality	100-249
24	Brunswick Cove Living Center LLC	Education & Health Services	100-249
25	Sloane Realty of Ocean Isle Beach	Financial Activities	100-249

The Brunswick County Data Book also includes a map of key locations, including parks, hospitals, senior centers, and schools. When compared to the map of current origins/destinations served by BTS, it is clear that most service is aligned with areas containing the most development. However, the map of origins/destinations shows that BTS also serves the more rural residences northwest of Shallotte.

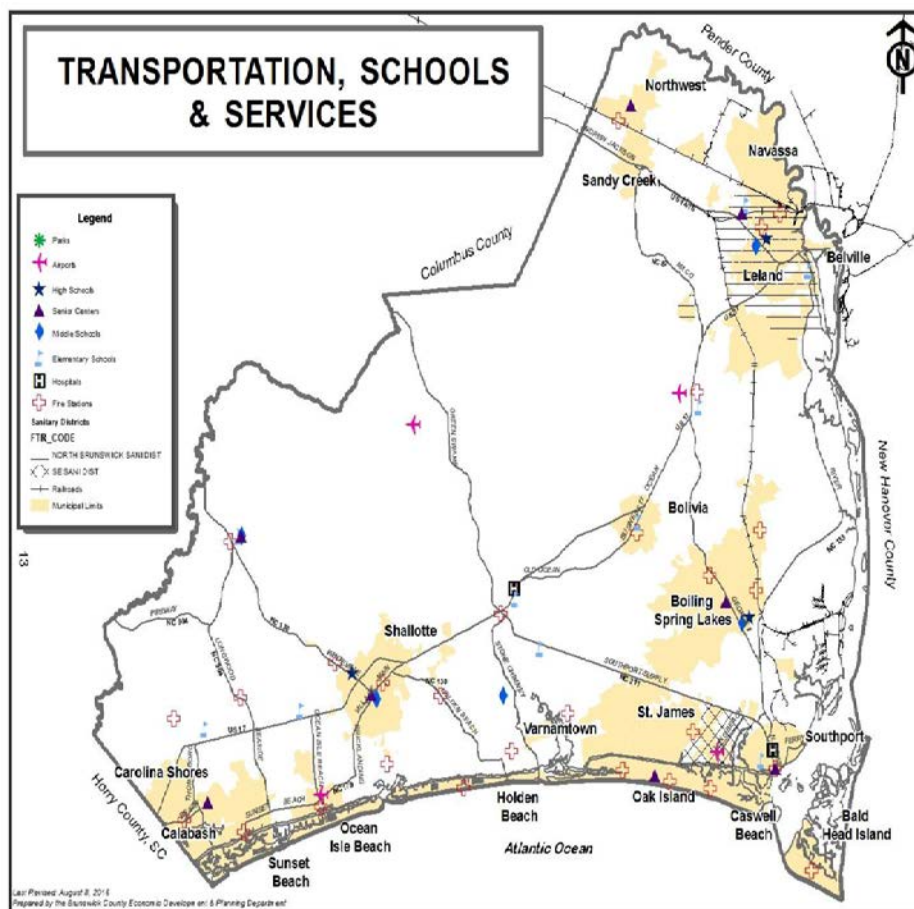


Figure 15 Source: Brunswick County Data Book

Development Snapshot from Brunswick County's Comprehensive Transportation Plan (CTP)

Residential land use in Brunswick County is anticipated to increase in the developed areas along the US 17, NC 87, and NC 211 corridors. Land suitability deterrents will encourage residential development in these three highway corridor areas. All of the municipalities participating in the CTP are expected to continue to be primarily residential communities.

Commercial land use in the county is expected to continue to be concentrated along the US 17, NC 87, and NC 211 corridors. Because of the large volume of year-round tourism, it is expected that the county's commercial development will continue to exceed what would normally be supported by the year round permanent population. In addition, the county's 36 golf courses generate year-round support for commercial development. It is anticipated that future industrial development will be primarily concentrated in the northern one-third of the county along the US 17 corridor, but may extend south with the development of the proposed NC International Terminal. Most industrial growth should be located in existing or future industrial parks. No significant industrial development is anticipated in any of the participating municipalities.

As discussed in the Brunswick County Data Book, tourism is an important part of the County's economy, contributing over \$450 million in 2013. After a brief decline in 2009, tourism revenues have steadily climbed. As of 2013, Brunswick County had the 10th highest tourism revenues in the state. During the peak season, population is estimated to be 2.6 times the total year-round population.



Figure 16 Sunset Beach

As a unique asset to Brunswick County, the presence of tourism may provide a potential untapped market, especially as the high-tourism areas are also areas with more supportive first/last mile conditions, such as sidewalks, bike lanes, and narrower, slower speed roads. This market may also be able to fill capacity during off-peak periods, with tourists generally having less time-sensitive needs. However, there can be challenges in garnering support for transit in beachfront communities, which often cater to residents or visitors renting property in the vicinity.



Figure 17 Ocean Isle Beach



Figure 18 Sunset Beach

Tourism Destinations

Resort beaches

- *Bald Head Island*
- *Caswell Beach*
- *Holden Beach*
- *Oak Island*
- *Ocean Isle Beach*
- *Sunset Beach*

Area attractions

- *Historic Southport*
- *Old Brunswick Town*
- *Bald Head and Oak Island Lighthouses*
- *Ingram Planetarium*
- *Museum of Coastal Carolina*
- *Silver Coast Winery*
- *Fort Caswell*
- *Calabash seafood*
- *Various parks and preserves, boat ramps/access sites, and over 30 golf courses scattered throughout Brunswick County.*

The current conditions and trends discussed in this section of the CCP, along with public feedback discussed in the next section, will be used to inform the Service and Connectivity Analysis to identify when and where the current demand for service is concentrated. The analysis of this information is important to help understand where additional future services may be needed. It will also be used to see if there are particular services that are not being well utilized.

Public Input

Overview

Community engagement in the transportation planning process is important in gaining diverse perspectives, developing a more comprehensive and nuanced understanding of trends seen in the data, and providing an opportunity to educate and cultivate support for the transit system's future plans. Initial outreach efforts for the CCP included a multi-pronged approach comprised of:

- BTS Board Member Outreach
- Stakeholder Interviews
- Public Event (Annual Health Expo Booth)
- Customer Surveys
- Community Surveys

While results have not been made available yet, a comprehensive Health Survey was conducted in Brunswick County during the CCP process. BTS was able to suggest several questions that address the role of transportation as it relates to community health. As results become available, we will incorporate these findings into the plan as appropriate.

We will also continue to engage with key stakeholders throughout the duration of the project, especially as it relates to feedback on potential recommendations.

Overall, feedback from surveys and interviews suggests support for public transportation and recognition of its value to the community, especially for those in the community with limited transportation options due to age, health, disabilities, or income. However, there was also widespread recognition that many destinations in the County are fairly distant from one another and that many people who are able to drive prefer to drive rather than use public transportation. A majority of the community, including existing customers, also have a preference for maintaining a basic level of coverage across the entire County rather than increasing availability in more populated areas. This suggests that over the next five years, BTS is likely better positioned to increase capacity of its demand response service rather than launching a fixed or deviated fixed route service.

Also notable is that while transit systems across the country often struggle to obtain the confidence and support of local officials, BTS appears to have strong support from the County. This support is critical to obtaining future funding (local match or filling gaps where federal or state funding is unavailable), educating the community on available transportation options, and championing future changes.

Information about the methodology, key themes, and results of public outreach are detailed on the following pages.

Stakeholder Outreach

The Brunswick Transit System is an active part of the community, regularly participating and inviting others to participate in discussions around key regional topics that intersect with transportation. As a result of this strong history of engagement, BTS has an active and committed Board consisting of representatives from:

- Cape Fear Area Rural Transportation Planning Organization (RPO) and Council of Governments (COG)
- Brunswick County, Manager and Deputy County Manager
- Brunswick County, Planning
- Brunswick County, Department of Social Services (DSS)
- Oak Island, Parks and Recreation
- Brunswick Senior Resources, Inc.
- Brunswick Community College, Interagency Program
- New Hope Clinic

BTS also provided access to a robust contact list of potential stakeholders that included:

- County Commissioners
- County Administration
- Cape Fear RPO/COG
- Wilmington MPO
- Grand Strand MPO
- Health Department (includes DSS/Public Housing)
- Brunswick Senior Resources
- Brunswick Family Assistance
- Employment Services
- Hospitals
- Brunswick County Chamber
- Municipal Leaders
- Veteran Services
- Brunswick County Wellness Coalition
- Homeless Coalitions
- Free Clinic
- Brunswick Community College
- Addiction and Recovery
- Emergency Management

Early in the project, our team attended a Board meeting to discuss the 5-year plan and obtain their feedback and insights on transportation needs in the community, knowledge of other complementary initiatives that may provide useful information for this project, and advice on

events or venues to obtain community feedback. The BTS Director has also continued to keep the Board updated and informed about the project.

Information regarding unmet transit needs and future opportunities was also discussed with several area stakeholders, including elected officials, workforce development, senior services, and community college representatives. Stakeholders also played a key role in participating in the community survey and distributing it to their networks.

Key Themes from Outreach

Theme	Description
Capacity Constraints – Higher Demand Than Capacity	- BTS is currently able to serve about 95 students with cognitive and physical disabilities in the Interagency Program at Brunswick Community College, but there continues to be a waitlist for transportation due to lack of capacity. - Some of these students also need transportation to work, but BTS is unable to meet all of these needs. - Capacity is a particular issue during peak times in the morning; some community stakeholders mentioned that BTS is not able to reliably meet needs for work trips.
Inter-state Travel Demand and Funding	- Brunswick County is included in the Myrtle Beach-Conway-North Myrtle Beach Metropolitan Statistical Area. There is demand for travel originating in Brunswick County with a destination across state lines in South Carolina, but BTS does not operate beyond state lines and the transit system in the Myrtle Beach area does not operate in NC. - Stakeholders are concerned that BTS has been unable to benefit from available 5307 funding through the Grand Strand MPO in SC, primarily due to BTS being ineligible to receive the funds as a nonprofit entity. - Solving the funding issue is a key priority of BTS, its Board, and NCDOT.
County Support	BTS is trusted and respected as a key provider of services in Brunswick County. The County Commission is supportive of BTS and has provided funding for expansion vehicles and other needs when state and federal funding is unavailable.
Expansion Opportunities/ Needs	- BTS Board Members are interested in considering fixed or deviated fixed route service; and understanding the conditions or benchmarks they can use to recognize when demand is sufficient to support fixed route service. - It was suggested that there may be an opportunity to provide service to accommodate summer beach traffic (Oak Island, Sunset Beach). - Possible need for transportation for employees working at the Leland Industrial Park.
Tiered Fares	- Suggested that there may be benefit to considering reduced rates during off-peak periods to encourage more trips during times when BTS has the capacity to handle them. - Also some interest in whether distance-based fares may be worthwhile to consider to better capture true cost of service, though it was mentioned that the administrative burden may not be worth it.
Increasing Awareness of BTS	Based on feedback heard at stakeholder meetings and at a community health event, BTS has greater visibility and awareness in the community as a result of their move to Main Street in Shallotte. The BTS sign and vehicles are now visible from the street in a well-trafficked area.

Customer Surveys

As part of our outreach strategy, we conducted a survey among BTS customers to gain an updated understanding of how well their public transportation needs are being met and what they may like to see in a future transportation network. By using the same survey instrument as a community survey, we were able to compare and contrast differences in need, perceptions, and priorities among those who use BTS and those in the broader community. Out of the 436 totally completed surveys, 75 (17%) were completed by BTS customers.

Methodology

The survey was administered using a variety of methods based on consultation with BTS staff to maximize participation:

- In-person (site-based) - TransPro visited key locations served by BTS and administered the survey in-person via paper and tablet. This included the Senior Centers in Leland and Shallotte, as well as the Brunswick County Community College Interagency Program. Some customers also took the survey at the Brunswick Health Expo.
- In-person (onboard) - BTS assisted with survey distribution onboard vehicles to obtain feedback from customers who may not use BTS regularly or use it primarily for other trip purposes.
- Online - BTS posted a link to the survey on social media (Facebook). A link was also distributed to a large stakeholder list for further distribution, which included both customers and non-customers. While most customers took the survey in-person, the number taking the survey online was higher than the number who took BTS' previous customer survey online.

Survey Design

The survey included questions in the following broad categories:

- Awareness and Usage of Transit in Brunswick County
- Multimodal Mobility
- Perceptions of Community Value and Needs
- Demographics

A copy of the full survey instrument can be found in Appendix 1.

Results

Full results are shown and discussed in more detail in Section 2.3 in order to allow for easier comparison between customer and non-customer responses to survey questions.

Community Surveys

In order to obtain important feedback from members of the community who do not currently use Brunswick Transit System, we distributed a community survey widely throughout the County. By using the same survey instrument as the customer survey, we were able to compare and contrast differences in need, perceptions, and priorities among those who use BTS and those in the broader community. Out of the 436 totally completed surveys, 357 (82%) were completed by members of the community who are not currently BTS customers.

Methodology

The survey was administered using a variety of methods based on consultation with BTS staff to maximize participation:

- In-person (site-based) - While visiting key locations served by BTS, TransPro also met with and administered the survey in-person via paper and tablet to community members at these locations who were not BTS customers. This included the Senior Centers in Leland and Shallotte, as well as the Brunswick County Community College Interagency Program. Some community members also took the survey at the Brunswick Health Expo.
- Online - A link to the online version of the survey was made available for distribution. The link was widely circulated by BTS staff and Board members, TransPro, and stakeholders who forwarded the link on to their networks.

Survey Design

The survey included questions in the following broad categories:

- Awareness and Usage of Transit in Brunswick County
- Multimodal Mobility
- Perceptions of Community Value and Needs
- Demographics

A copy of the full survey instrument can be found in Appendix 1.

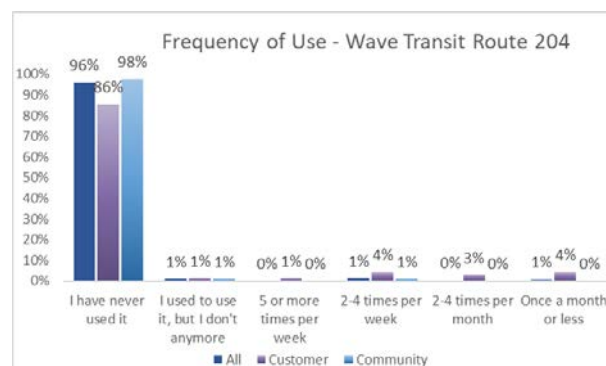
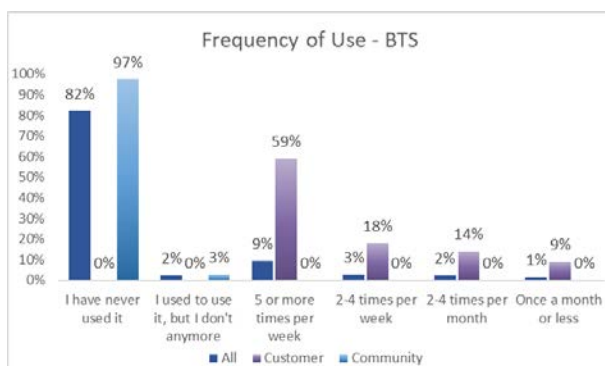
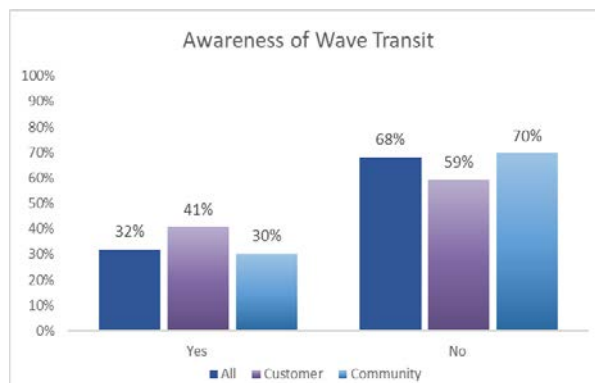
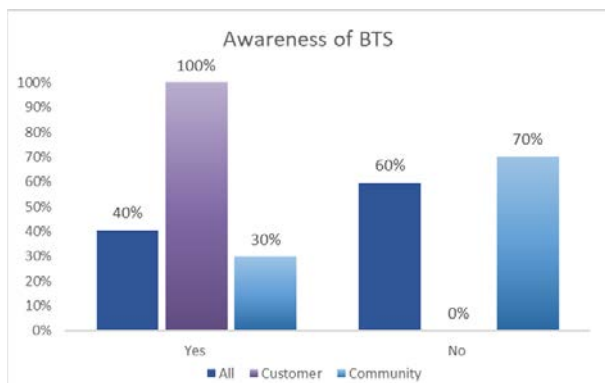
Results

Awareness and Usage

The first set of questions focused on assessing the level of awareness and usage of public transportation in Brunswick County. In an effort to gain a comprehensive understanding, questions were asked about BTS specifically, as well as the traditional fixed route bus service serving the northern portion of Brunswick County (Leland) operated by Wave Transit.

Highlights:

- 30% of the community was aware of BTS and Wave Transit
- Among BTS customers, 41% were familiar with Wave Transit
- BTS customers were more likely to use Wave Transit than non-BTS customers (14% vs. 2%, respectively)
- The most common reasons for not using public transportation in Brunswick County were: lack of awareness of options; access to personal transportation (i.e. car); lack of stops nearby and/or lack of convenience of bus routes



Reasons for Not Using Public Transportation	%
Not aware of public transportation options	60%
Other*	28%
There are not any stops near my home	10%
The bus route is not conveniently located to my home or places I want to go	7%
It's not convenient to pre-schedule trips	6%
It takes too long to complete a trip	5%
It does not operate on the days or at the times I need it to operate	3%
It's too unreliable (poor on-time performance)	1%
It's too expensive	1%
I don't feel safe while riding	1%
I don't feel safe from crime while waiting for the bus	1%

*Among those who selected "Other" and wrote in a response, the most common response mentioned having access to personal transportation (i.e. car), followed by general lack of need for public transportation, and not residing in Brunswick County full-time.

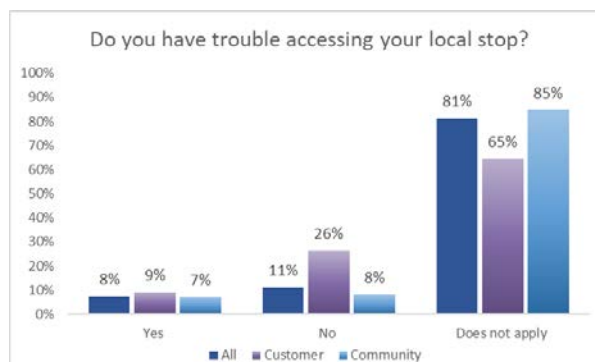
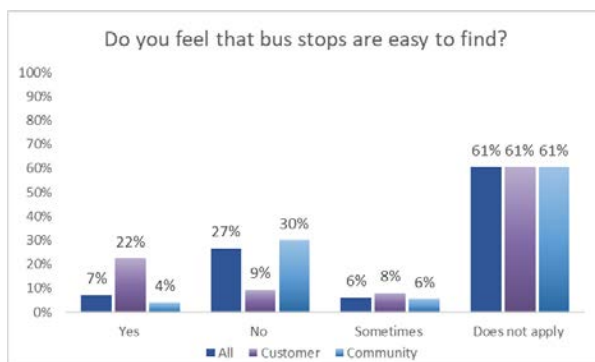
Multimodal Mobility

The next set of questions focused on multimodal mobility. The transit industry is increasingly aware of the key role of first/last-mile mobility in increasing the quality of experience and usage of public transportation. Safe and pleasant walking and bicycling conditions encourage more people to feel comfortable with travel options other than a personal vehicle. NCDOT has recently acknowledged this synergy by joining the Public Transportation and Bicycle and Pedestrian Transportation Divisions. As such, an understanding of baseline conditions and perceptions of bicycle and pedestrian mobility is an important element of the CCP.

While BTS currently provides door-to-door service that eliminates the first/last-mile gap of traditional fixed route transportation, bicycle and pedestrian connectivity still matters to BTS. For example, as more people are able to make local trips on foot or bike, they may be more likely to significantly reduce their use of private auto and instead come to rely on BTS for their longer trips. Walkable, bikeable communities also tend to concentrate a mix of land uses that can make traditional fixed route bus service more successful. While BTS is not expected to directly engage in bicycle and pedestrian planning, programs, or infrastructure investment, its role as a stakeholder in the community can influence transit-supportive policy and planning in Brunswick County.

Highlights:

- 14% of BTS customers and 16% of the community have used Uber or Lyft in Brunswick County, with most using the service once a month or less
- Significantly more BTS customers never bike compared to the community (81% vs. 44%, respectively)
- Age, health issues, and disabilities were among the most common written-in reasons for not bicycling as much, which likely speaks to the difference in bicycle usage among BTS customers and the community at large
- Distance, as well as the lack of sidewalks and bicycle lanes, was cited as the top reasons for not bicycling as much. Safety concerns were among the top written-in reasons



*The only bus stops in Brunswick County are served by Wave Transit (Brunswick Connector route connecting Wilmington in New Hanover County with Leland in Brunswick County). Some BTS customers may have considered their pick-up and drop-off locations as “stops” when answering this question.

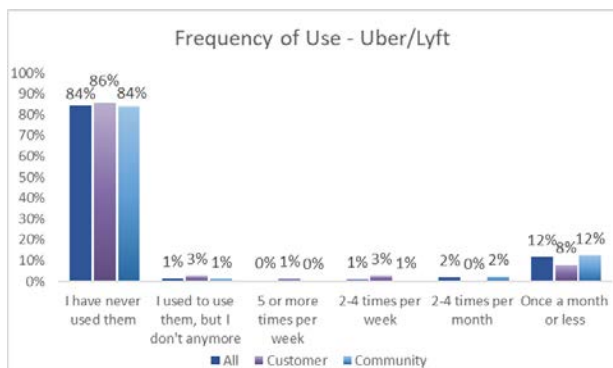
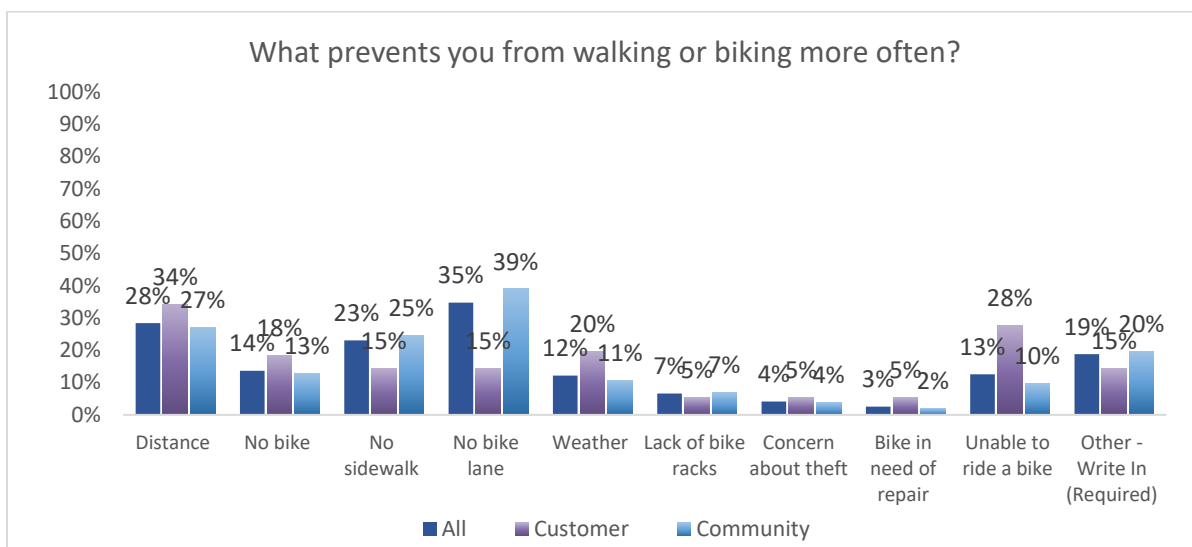
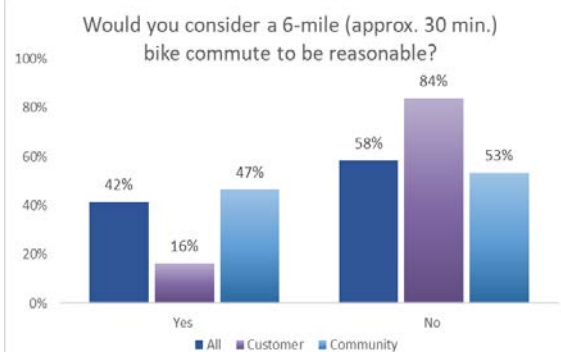
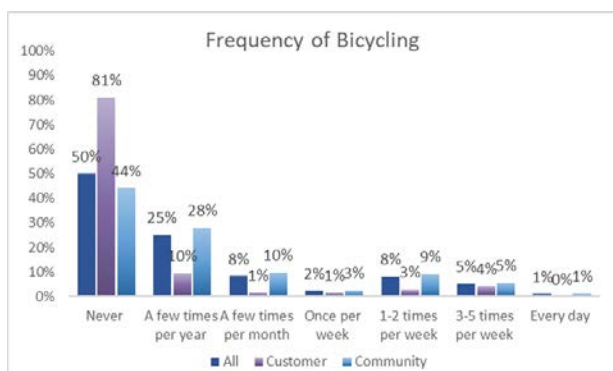


Figure 19 Signed Bike Lane in Sunset Beach



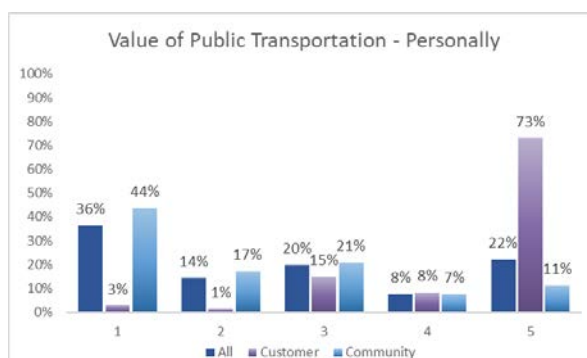
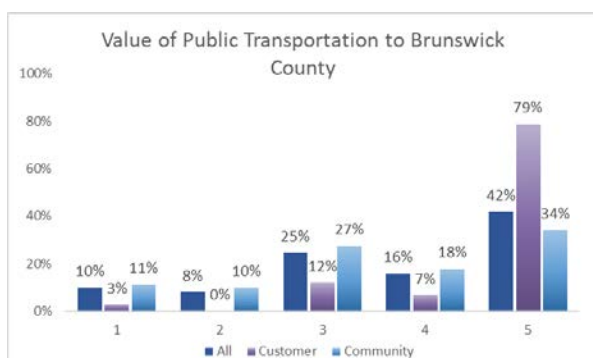
*Among those who selected "Other" and wrote in a response, the most common responses mentioned having a health issue or disability that prevents them from cycling, followed closely by safety concerns and lack of infrastructure. The Holden Beach Bridge was mentioned by a few respondents as being a barrier to bicycling to the mainland.

Perceptions of Community Value

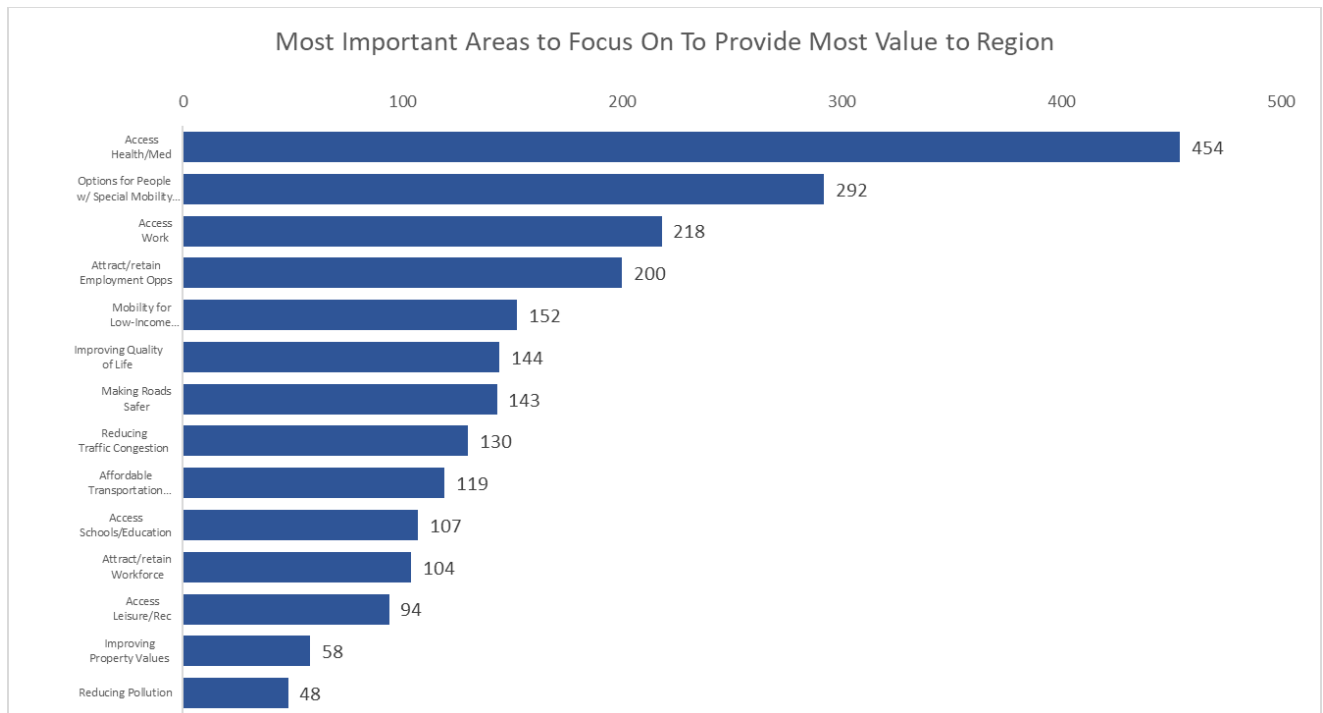
The next set of questions focused on perceptions of value of public transportation to the community. Understanding perceptions of value, among both customers and the community at large, can be a helpful gauge of whether the community would be supportive of more transportation options and/or more funding for existing options. Understanding where the community feels public transportation provides the most value can also help inform investment decisions and communications.

Highlights:

- 86% of BTS customers and 52% of the community feel that public transportation provides value to Brunswick County. Given the fact that only 30% of the community was even aware of existing public transportation options, this suggests potentially untapped support in the community
- 81% of BTS customers feel that public transportation provides value to them personally, while only 18% of the community felt this way. Given the limited options available and low usage of transit in Brunswick County, it makes sense that the community would feel less personal value from transit
- Access to health and medical facilities and providing options for people with special mobility needs were cited as the most important areas for BTS to focus on to deliver value to Brunswick County, which are already two major areas that BTS serves.
- Interestingly, the community also rates access to work and attraction/retention of employment opportunities as high priority areas they believe BTS can provide value. This would represent more of a growth/expansion opportunity for BTS.



*Respondents were asked to rate how valuable they felt public transportation was to the community/them personally on a 1-5 scale where "1" meant "Not at All Valuable" and "5" meant "Extremely Valuable".



*Respondents were asked to rank the top 3 areas they felt it was most important to focus on in Brunswick County to provide the most value. The graph above displays the weighted ranking of combined customer and community priorities, and the table below displays a comparison of the Top 5 Ranked Areas for customers and the community.

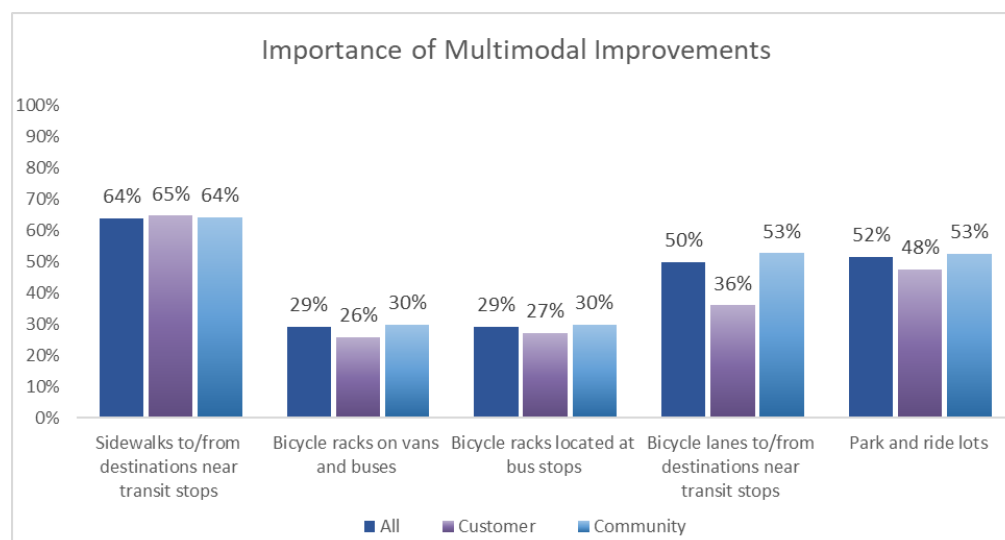
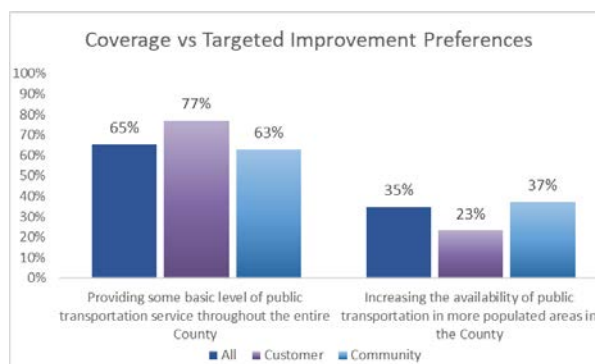
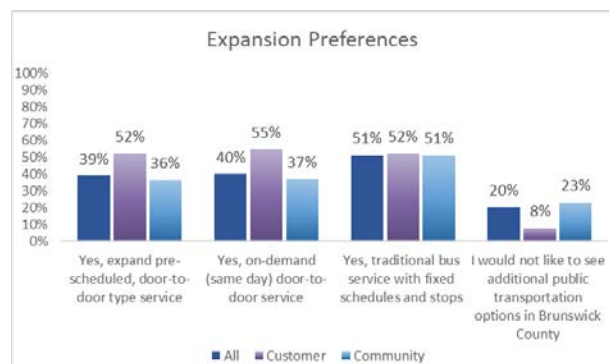
Top 5 Most Important Areas of Focus - All	Weighted Ranking Score	Top 5 Most Important Areas of Focus - Customers	Weighted Ranking Score	Top 5 Most Important Areas of Focus - Community	Weighted Ranking Score
Access to Health/Medical Facilities	454	Options for People w/ Special Mobility Needs	75	Access to Health/Medical Facilities	397
Options for People w/ Special Mobility Needs	292	Access to Health/Medical Facilities	57	Options for People w/ Special Mobility Needs	217
Access to Work	218	Access to School/ Education Facilities	36	Attract/Retain Employment Opps	195
Attract/Retain Employment Opps	200	Access to Work	33	Access to Work	185
Mobility for Low-Income Families	152	Improving Quality of Life	28	Making Roads Safer for All Users	140

Public Transportation Needs

Questions in this section asked for customers and community members to provide feedback on the type of investments and trade-offs that they would (or would not) like to see in regards to public transportation in Brunswick County. This information is especially helpful as BTS considers what to include in its 5-year plan.

Highlights:

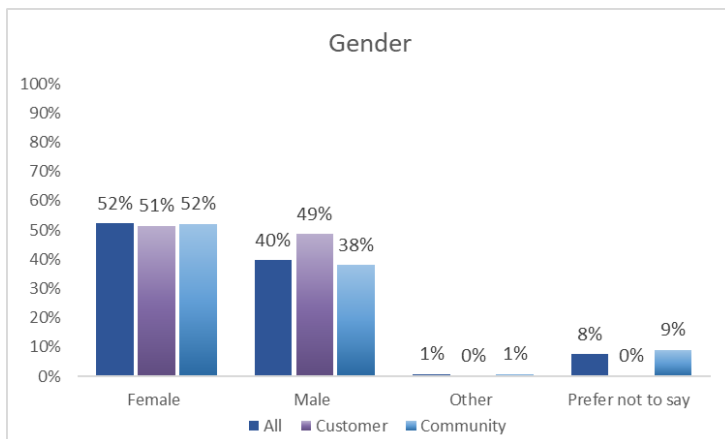
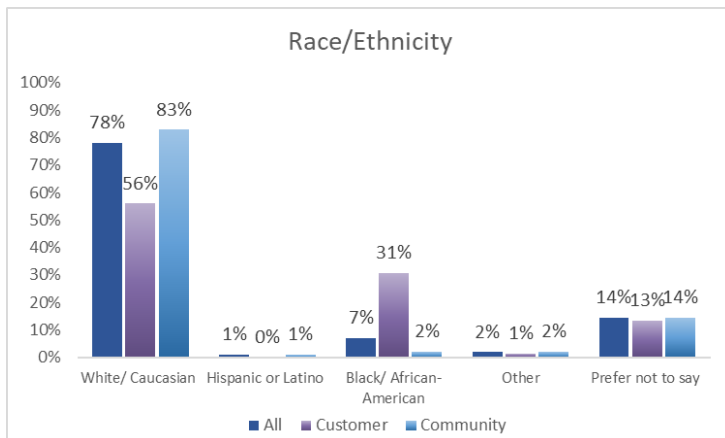
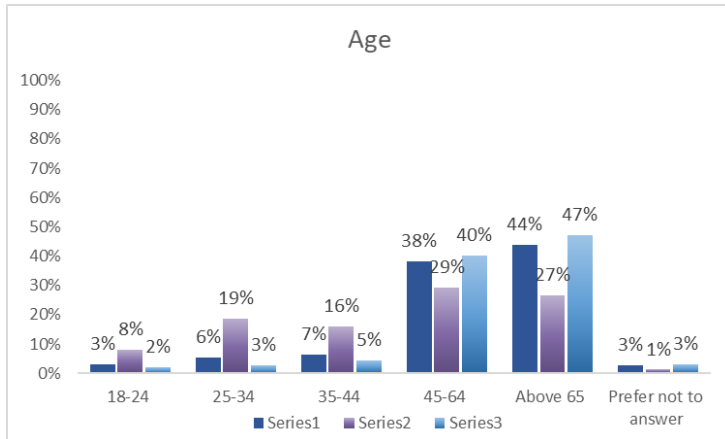
- A majority of respondents prefer to maintain a basic level of service throughout the entire County rather than increasing availability in more populated areas, though existing customers felt more strongly about maintaining coverage than community members (77% vs. 63%, respectively)
- While a larger percentage of community members than BTS customers did not want to see additional public transportation options in Brunswick County, about equal percentages (52% of customers and 51% of community members) were interested in investment in traditional bus service with fixed schedules and stops
- Among existing BTS customers, most support was for expansion of same-day service
- When asked to rate the level of importance of various multimodal improvements, customers and community members had similar priorities, with the top improvement being an increase in sidewalks to/from transit stops

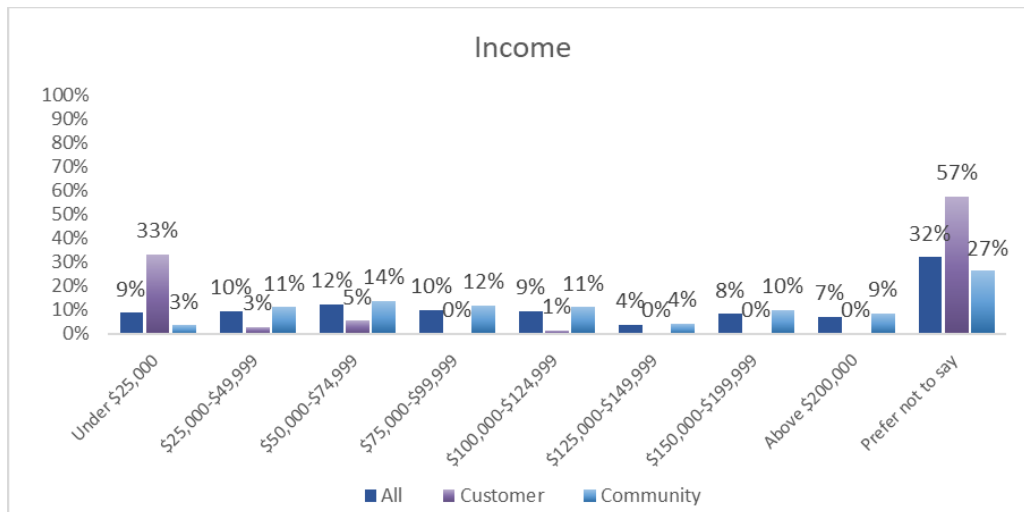


*Respondents were asked to rate how important various improvements were on a 1-5 scale where "1" meant "Not at All Important" and "5" meant "Very Important". The graph shows the percentages of customers who ranked the item 4 or 5.

Demographics

Respondents were asked to provide general demographic information. Most respondents were 45 years or older, white/Caucasian, female, and had annual household incomes of less than \$25,000 (although nearly a third of respondents preferred not to disclose their income range). These demographics largely reflect the demographics of the population in Brunswick County.





Service and Connectivity Plan

Introduction

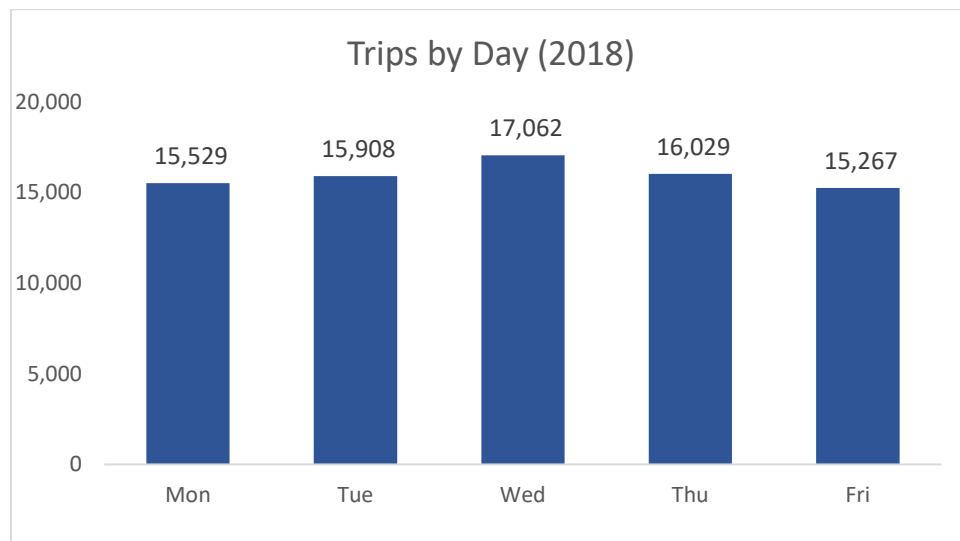
Task 3 builds on the trend and peer analysis in Task 1, as well as the customer and community feedback in Task 2, as a foundation for further analysis and recommendations for changes to the existing transit network over the next five years that will enhance mobility, regional connectivity, service quality, and operational efficiency. This analysis includes a deeper dive into when and where there may be gaps or areas of unproductive service, key funding issues, and opportunities for enhancing the efficiency and effectiveness of the system through service-related changes.

Primary Hours of Transit Need

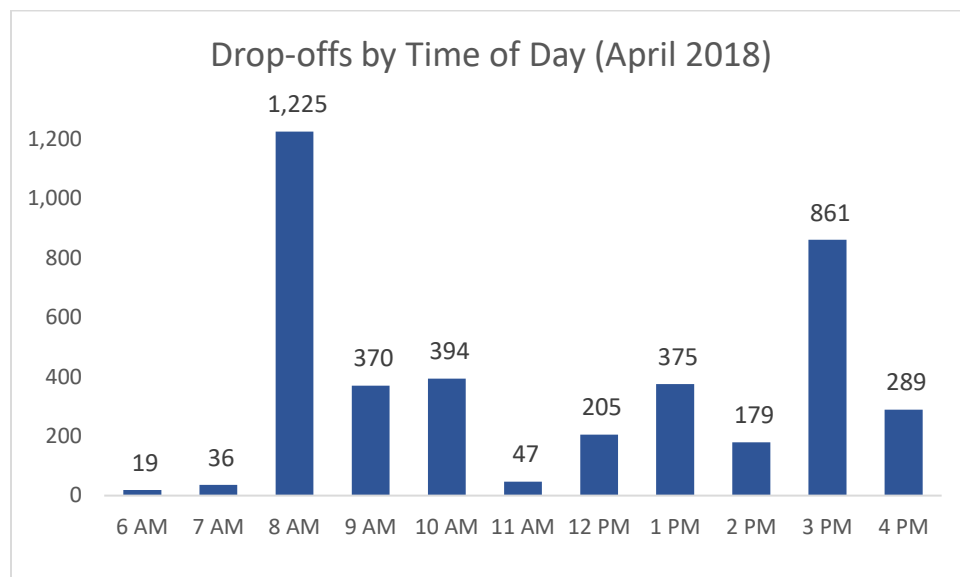
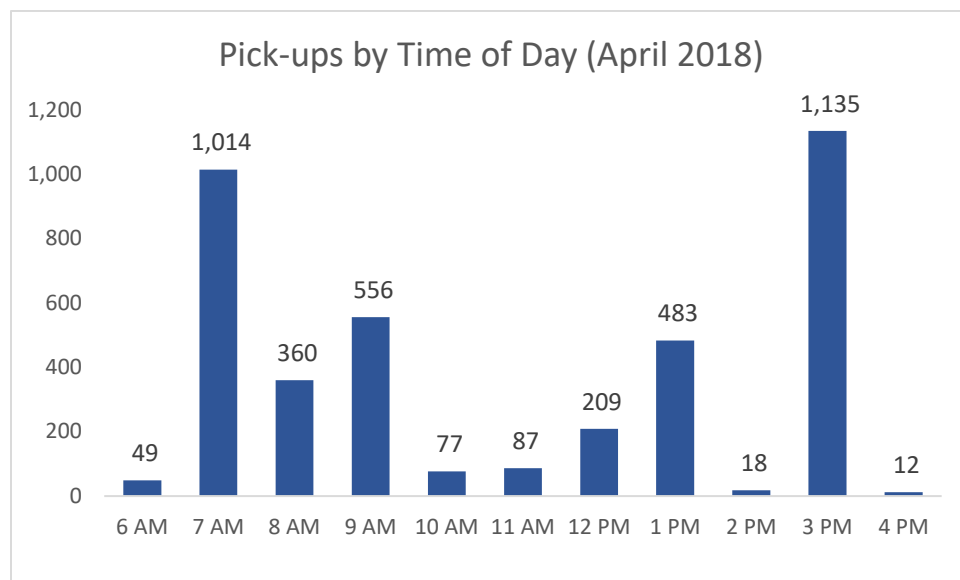
The focus of this first subtask is to identify when the current demand for service is concentrated. The analysis of this information is important to help understand where additional future services may be needed. It will also be used to see if there are particular services that are not being well utilized. For discussion of origins and destinations, refer to the Current Performance and Service Trends section of the plan.

BTS provides non-emergency transportation services to the general public through their Dial-a-Ride program and to human service agency clients through contract services. Although some funding comes with stipulations on what populations may be served (for example, urban vs. rural, elderly and disabled vs. general public), BTS provides transportation to any member of the general public residing in Brunswick County for any general purpose.

BTS primarily operates Monday through Friday. As can be seen in the graph below, BTS has fairly consistent ridership across all weekdays, with slightly higher ridership on Wednesdays and Thursdays, and the lowest ridership on Fridays.



BTS office hours are 8:00am to 5:00pm, although most pick-ups are scheduled in the 7:00am and 3:00pm hours, and most drop-offs occur in the 8:00am and 3:00pm hours. The pick-up and drop-off patterns illustrated in the charts below for the month of April 2018 are indicative of a typical service day.



The Vehicle Utilization Data (VUD) tabulated by ITRE confirms that BTS operates at peak capacity in the morning and in the early afternoon. In both the April and August reports (the months that these reports are tabulated statewide), the highest utilization per vehicle was between about 7am-9:30am and 3-4pm. The figure on the following page is illustrative of vehicle utilization on a typical weekday.

Date: 4/11/2018 Day: Wednesday

Veh ID	Cap	Miles	Hours	Pass	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
1	BT0901	12	151	4:55	22																	
2	BT1007	10	215	6:00	16																	
3	BT1108	12	144	4:34	10																	
4	BT1310	14	236	8:38	23																	
5	BT1311	12	111	3:36	4																	
6	BT1412	13	178	6:52	19																	
7	BT1413	13	190	6:02	17																	
8	BT1514	14	188	6:45	24																	
9	BT1515	8	156	6:05	20																	
10	BT1602	8	114	4:30	13																	
11	BT1716	9	146	4:54	12																	
12	BT1717	14	200	6:55	25																	
13	BT1818	14	175	7:22	38																	
16	Revenue Vehicles	2,204	77.1	243	Daily Totals				☒ Active (Vehicle in Service) ☐ Inactive (Vehicle NOT in Service)													

As these series of charts demonstrate, BTS may offer a sufficient span of service, but in practice, there is not necessarily reliable transportation for everyone in the County between these hours due to capacity and availability constraints making it more difficult to serve demand at certain times of day. For example, some community members mentioned difficulty obtaining transportation in the morning (AM Peak). This is largely due to the high demand for transportation for the Brunswick Interagency Program (BIP) at Brunswick Community College. Transportation for this program also has a waitlist each year.

BTS does take proactive steps to mitigate this capacity constraint by working with both those seeking transportation and the providers of key services in the community to identify times that BTS could provide the service. BTS is also always learning more about community offerings, locations, and hours so that they can advise customers. For example, BTS mentioned cases where a customer was traveling farther to access a resource because they weren't aware of a closer option. After learning about the closer option from the BTS Dispatcher and switching locations, this has allowed both the customer and BTS to save time. These types of efforts should be continued and expanded upon over the next five years to continue increasing access to key services and helping to increase the efficiency of BTS.

Success Story: Increasing Access to Free Health Services

A great example of BTS and community partners working together to ensure greater access to key services is the collaboration with New Hope Clinic, a free health clinic adjacent to the Oak Island Southport Interchurch Fellowship Food Pantry in Boiling Spring Lakes, the largest food pantry in the County. When it first opened, appointments at the clinic were first-come, first-served. This led to many requests for early morning trips – the most difficult time of day for BTS to serve. Since becoming aware of this challenge, New Hope Clinic now accepts appointments. This makes pick-up and drop-off times more predictable for BTS, while also shifting some travel demand to off-peak times. New Hope has also added a mobile health clinic that operates 2 days per month in Shallotte, which is a more central location easier for BTS to serve. BTS is able to offer this as an alternative to customers who are flexible.

Another challenge for community members seeking transportation for work or other time-sensitive commitments is the up to 2-hour pick-up window, which can vary depending on the number of customers, roadway, or weather conditions. A 2-hour window is common among service providers like BTS, and this window provides flexibility for the provider to schedule trips more efficiently. However, based on an analysis of the deviation between the scheduled and actual pick-up and drop-off times as captured in BTS' scheduling software, it appears that BTS usually does better than the 2-hour window, with 70-75% of trips being served within 30 minutes of the scheduled time. This ratio holds true even when removing the BIP trips from the analysis. While officially reducing the window would not likely impact capacity (BTS already aims to schedule as efficiently as possible), BTS may want to consider a reduction in the window to 90 minutes and communicate that over 70% of trips are served within 30 minutes of scheduled time as strategies for increasing willingness to utilize the service.

Unproductive Service

As discussed in the Peer Group Analysis in the Current Performance and Service Trends section, BTS performs well compared to peers on a variety of productivity metrics. BTS demonstrates a commitment to increasing access to key services to meet the needs of the community while also taking steps to provide service more efficiently. Given the largely rural character of the County and long distances between the more developed areas, BTS' current performance is commendable.

Geographic and Physical Barriers

During the course of this project, site visits and discussions with NCDOT and BTS staff revealed that one of the major challenge areas to more efficient and expanded service are the geographic/physical barriers present in the County. This includes land uses, topography, water features, and road design/condition. These barriers may exacerbate transit need for riders whose residence is in an area with poor access to services.

Driveway Access – Many residences in the County have narrow and/or unpaved driveways, many of which are also prone to flooding. In the worst cases, the driveway becomes so flooded that BTS cannot responsibly drive all the way to the front door to pick up or drop off their customer. If a family member or neighbor is unable to escort the customer to or from the end of the driveway or street, then the trip either needs to be cancelled, or in some cases BTS has had to keep the customer onboard until arrangements can be made.

Another common condition is a narrow driveway built over a drainage ditch. This design suits normal cars, minivans, and small trucks, but can be difficult to navigate for BTS' typical vans – even in good weather. In addition to the extra time required to carefully navigate, these driveways can also pose safety risks for BTS drivers backing onto high-speed rural roads.



Narrow unpaved driveways over drainage ditches can pose a challenge to serving rural residences.

BTS currently captures notes about addresses that are difficult to access so that they can proactively manage trips on days where severe weather is expected. However, these notes are not easily tracked or reported on to gain a quantitative understanding of how many addresses pose this challenge. Given how widespread this condition is, it may be worthwhile for BTS to investigate options with their scheduling/dispatching software to capture this in a separate field that would allow for better tracking and reporting.

Sidewalks/Right-of-Way – Brunswick County is still largely rural and comprised of high-speed roads with no sidewalks and little, if any, right-of-way. Even in the more developed areas of the County, development is more auto-centric and safe infrastructure for pedestrians and bicyclists is lacking (although more sidewalks, marked pedestrian crossings, and pedestrian signals are being added to many communities in Brunswick County). According to NCDOT data on pedestrian and bicycle crashes, 82% and 96% of crashes occurred on roadways of 30 miles per hour or greater, respectively. Most bicycle crashes occurred in rural areas, although Oak Island had a high incidence of crashes between 2012-2016. Pedestrian crashes were spread among the more urbanized areas of Shallotte, Southport, Sunset Beach, Leland, and Oak Island. While outside the scope of BTS, consideration of the pedestrian and bicycle environment is important when considering future transit options, as safe access to bus stops is an important component of fixed route transit feasibility.

Few Major Roads – Regional coordination with neighboring counties is more difficult due to lack of major roads between the counties. BTS mentioned attempts to coordinate trips with neighboring counties, but this often required long, inefficient routes. At this time, opportunities for significant growth in intercounty travel seem limited, especially with less demand among Brunswick County residents for trips outside of Brunswick County. Brunswick County has benefitted from an increase in medical facilities, shopping options, and other key destinations locating within the County.

Green Swamp Preserve – This 17,424-acre National Landmark serves as a natural barrier. As can be seen in the maps of origins and destinations in the Current Performance and Service Trends section, BTS does not currently serve most of the areas north and west of the Green

Swamp, because these areas are sparsely populated. The areas surrounding the Green Swamp are very rural, with many of the roads being unpaved.

Barrier Islands – Several of the more heavily populated and growing communities in Brunswick County are located on barrier islands. These include Sunset Beach, Ocean Isle Beach, Holden Beach, Oak Island, and Caswell Beach. While there have been improvements to access some of these communities over the years, the need to access communities by bridge can provide a bottleneck that increases travel times and decreases reliability due to potential traffic congestion. The only proposed new construction are both unfunded: the Skyway Bridge between Brunswick and New Hanover Counties and a replacement of the Cape Fear Memorial Bridge.

Unmet Demand

As discussed in the Current Performance and Service Trends section, current origins and destinations served by BTS are aligned with population centers and the locations of key services, such as medical, educational, and other social services. Additionally, BTS currently provides service beyond these areas in the more rural, northwest portion of the County. Currently, a significant amount of BTS' capacity is filled by serving the Brunswick Interagency Program at Brunswick Community College. With continued population and commercial growth anticipated, as well as continued popularity as a retirement community, demand for transit service will likely grow. Options for BTS to add capacity and expand service that will be explored further in this plan include strategies for accessing additional 5307 funding to support expanded service in the southern portion of the County; supplementing traditional service with emerging on-demand mobility options (either through partnerships or in-house models leveraging new software tools); and increasing the utilization of off-peak service in order to support further expansion of fleet and overall capacity.⁴

⁴ Near the completion of this plan, Wave Transit requested and was turned down for additional funding from Leland and Brunswick County. With uncertainty around the future of Wave Transit and the Brunswick Connector, additional options for serving the Leland area may arise that were not initially considered in the development of this plan. The possibility of Brunswick County applying for its portion of Wilmington, NC UZA 5307 funds is referenced in the Assessments & Strategies portion of this plan.

Considerations for Addressing Gaps and Enhancing Service

Overall, population and employment density in Brunswick County is low and destinations are dispersed, making it challenging to provide more efficient service or expanded service. National standards suggest that there are very few areas that could support fixed-route transit service, especially given the long distances between major centers of activity. Brunswick County is an automobile-oriented community with low density residential communities, strip mall retail, and campus-style developments. Although changing, Brunswick County still has very limited pedestrian infrastructure, and very little transit-supportive land use or right-of-way along the major County thoroughfare (US-17). The lack of sidewalks and crosswalks makes walking uncomfortable and potentially unsafe. These factors ultimately undermine the potential for fixed-route transit, which would require people to walk to and from bus stops.

It is recommended that BTS take an incremental approach consisting of small steps that address the highest needs and introduce the community to responsive, cost-effective services that serve the highest need residents. Continued success in providing this demand responsive service, combined with other efforts to improve driveway and road infrastructure (such as through a change to development practices or engagement of volunteers to address existing deficiencies), and the creation of more pedestrian friendly infrastructure, could lead to a more extensive transit network in the future.

It is unlikely that Brunswick County will have the required density metrics or other conditions for deviated fixed route or fixed route services during the 5-year planning horizon of this CCP. However, it is possible that the need for additional services could be present on a 10-year planning horizon. Further discussion of some of the key indicators for enhanced transit service are included in the next section. These indicators can be tracked by the County going forward, and also provide direction for the types of infrastructure and land use developments that the County may wish to pursue if it desires to invest in more transit-friendly communities.

Service Type Considerations

As Brunswick County continues to grow and urbanize, the question of if and what type of transit service might be appropriate for the local community beyond demand response must be answered. In particular, BTS and stakeholders are interested in understanding how to recognize when their County may be ready, if ever, for deviated fixed route/flex bus, circulator/shuttle, or traditional local bus service.

While there is no one-size-fits-all formula for assessing transit feasibility, various academic and practical studies have provided helpful criteria and guidelines that can be consulted before conducting a more comprehensive, site-specific study. The checklist below provides a tool that Brunswick Transit System can use going forward. Additionally, this plan includes case studies and discussion of emerging, nontraditional mobility options for enhancing service. Many communities are experimenting with these new service models and partnerships, with new information and lessons learned being published with increasing frequency.

Table 6 Transit Suitability Checklist

Criteria	Target Value or Condition	Importance
Population/ Employment Density Threshold Reached or Anticipated	See Table 2 for thresholds for different levels of service	High
Higher concentrations of populations in following groups: poverty, elderly, people with disabilities, and households with no vehicle available	Areas with higher than average presence of these target populations, which typically have higher need and propensity to use transit.	High
Origins and Destinations Along or Connected by Corridor	Transit that operates in a straight line is typically more efficient and offers better travel times for customers. Condition A: Longer-distance, express-type service is appropriate if there is a concentration of origins in one part of the County and a concentration of destinations in another part of the County Condition B: Local service is appropriate if there are several pockets of origins and destinations within a more confined area (about 3-15 miles)	Medium
Mix of Uses	Having a variety of origins and destinations (residential, work, school, health, grocery, dining, retail, etc.) is associated with higher transit usage and efficiency, as there is a greater chance that transit will be useful to more people and usage will be more spread throughout the day.	Medium
Transit-Supportive Land Use Plans	If transit is planned in places expected to become more transit-supportive over time, this presents the most opportunity for transit to become more efficient and productive. Transit-supportive development and policies include things like: • Smaller lot sizes • Mixed use • Multi-family housing • Reduced parking minimums, paid parking • Pedestrian and bicycle infrastructure	Medium
Congestion Level	Areas with higher levels of congestion (if aligned with criteria listed above) are indicative of potential transit markets. Transit would not be expected to reduce congestion, but could be expected to add capacity to these corridors.	Medium
Presence of Sidewalks	Continuous sidewalks between potential bus stops and most origins/destinations within $\frac{1}{4}$ - $\frac{1}{2}$ mile of the stop *More important on highly-trafficked and/or high-speed streets	Medium
Presence of Bicycle Lanes	Continuous bike lanes between potential bus stops and most origins/destination within $\frac{1}{2}$ - 2 miles of the stop *More important on highly-trafficked and/or high-speed streets	Low

Population and Employment Density

Population and employment densities are the primary factors that lead to productive transit service. Public transportation services are typically more successful in areas with higher

population and employment densities, as transit becomes more efficient in markets where there are greater numbers of people traveling between work and home. The transportation planning firm Nelson Nygaard established a transit-supportive density index to indicate the densities required to support various levels of transit service. For comparative purposes, the table below summarizes how Brunswick County and nearby communities perform against this index, as well as the types of transit each community currently supports. As can be seen in the table, the actual services in each community tend to support the thresholds established in the index and indicate that Brunswick County does not currently possess the densities necessary to support fixed transit service.

Table 7 Transit-Supportive Density Index (Source: Nelson Nygaard (standards))

Index			Benchmark Community Comparisons		
			<<< Least Transit Service	Most Transit Service >>>	
Transit Service Level	Pop./ Acre	Jobs/ Acre	Brunswick County	Carteret County	New Hanover County
Flex Bus	0.5		- Half of census tracts have pop/acre under 0.5 - BTS only provides demand response service today	Only 1/4th of Census tracts have pop/acre under 0.5	Only 1/10th of Census tracts have pop/acre under 0.5
Community Circulator	2		- Census tract with highest pop/acre is 1.85, just shy of Circulator density - Leland has a pop/acre of 1.57 - Served by loop route to Wilmington operated by Wave Transit (lowest productivity route operated by Wave)	- Census tract with highest pop/acre is 3.7 4 tracts are above 2 - Has one fixed route bus loop	32 tracts are above 2
Local Bus					
60-minute frequency	8-16	4-8			- Census tract with highest pop/acre is 8.3 - Has a fixed route system with 60-min. frequencies
30-minute frequency	16-31	8-16			
15-minute frequency	31-47	16-24			
10-minute frequency	47-92	24-48			

Emerging Mobility

Technology and changing customer expectations have enabled a shift in how mobility is provided in communities across the country. While much attention is given to large and mid-size cities, who have largely been the early adopters and experimenters in these new service models and partnerships, there is increasing interest and activity among small urban and rural communities. Data and long-term success outcomes are still limited, but the case studies on the next page demonstrate potential considerations as BTS seeks innovative ways to serve Brunswick County.

Table 8: Selected Emerging Mobility Case Studies

Case Study	Application for Brunswick County
Northern Kentucky Area Development District (NKADD) Elderly/Disabled Transportation Mobility Program Description: Pilot program utilizing Lyft to expand on-demand ridesharing service for seniors. Key Highlights: • Leverage corporate Lyft account, which enables them to act as the scheduler on behalf of the seniors being served • Started small as a pilot with 10 seniors who do not use wheelchairs or scooters • Introducing concept of “Transportation Navigators,” a volunteer or paid staff role to provide seniors with additional assistance • Earned a NADO Excellence in Regional Transportation Award	> Offers a potential solution to the technology/mobile app barrier among BTS customers > Starting with a small, targeted pilot is lower-risk way to test alternative models like this > Use of Uber/Lyft is growing in Brunswick County and is highly responsive to demand. Partnership and co-marketing could increase supply of drivers.
York County, PA Rabbit Transit Stop Hopper  Description: On-Demand Shuttle Service operated in-house but leveraging TransLoc technology platform. Key Highlights: • \$2.00 per ride within designated zones • Customers can request a ride via mobile app, desktop computer, by calling the Call Center, or specific walk-up locations • On-demand service that provides estimated pick-up time and tracks rides in real-time 	> Builds on current Dial-a-Ride model to offer enhanced service in more heavily populated area (i.e. on-demand, real-time info) > Allows BTS to control quality of service and operators – it just introduces a new technology platform > Can be more efficient and effective than a fixed route service in areas where the population and key destinations are dispersed and density is fairly low > Also offers a solution to technology/mobile app barrier among BTS customers
Pinellas Suncoast Transit Authority Direct Connect Description: Partnership with Uber, United Taxi, and Wheelchair Transport to provide on-demand service to/from key locations throughout the County. Key Highlights: • If trip begins/ends within 800 feet of one of 26 locations throughout the County, the customer receives a \$5 discount off the normal fare (\$25 discount for Wheelchair Transport) • On-demand service for all, but customers who select Uber option have real-time information via the Uber app. Customers also have option of calling for a pick up	> Example of leveraging partnerships, which may help BTS expand capacity at key times of day without major capital or operating investments

Funding Sources

While identifying reliable and sustainable sources of funding to meet projected needs of the next five years is critical to any planning process, the most important funding question addressed in this plan is how to leverage Federal Transit Administration 5307 funding that is available as a result of the continuing urbanization of the southern portion of the County, but that has not been able to be utilized due to a lack of an eligible recipient. As a nonprofit, BTS is ineligible to be a direct recipient of the funding. This has caused BTS and the County to become interested in evaluating the options available for gaining access to this funding source, including potential organizational restructuring of BTS. In discussions with NCDOT and BTS leadership and Board, it was determined that an objective assessment of the pros and cons of the options available would be the most ideal next step for addressing this issue.

The options for leveraging 5307 funding were evaluated based on the following criteria as summarized in the table on the following page:

- **Autonomy** – To what extent would BTS/Brunswick County retain the ability to make decisions about the use of the funding?
- **Time/Complexity** – How much time and complexity would be required to implement this option?
- **Funding** – What level of funding would this option make available to serve the target populations?
- **Customer & Community Value** – To what degree would this option allow BTS/Brunswick County to be responsive to the needs and priorities of the customers and communities served?
- **Sustainability** – Will this option likely meet the County's long-term needs?

A higher number of “green” ratings does not necessarily correspond with the best option for the County; rather, the options provided in the table represent some of the key trade-offs that BTS and Brunswick County stakeholders should consider and discuss in order to make a decision in the short-term.

Table 9: Funding and Organizational Structure Options⁵

Option	Autonomy	Time/ Complexity	Funding	Customer & Community Value	Sustainability
No Change/ Status Quo <i>BTS remains a nonprofit, Brunswick County lacks ability to use 5307 funding</i>	High BTS retains full autonomy	Low Requires no action	Low No access to major funding source	Medium Lack funding to expand service significantly	Medium Can continue indefinitely, but likely at slower growth rate
County Department <i>BTS becomes a County Department, which would allow the County to receive the funding</i>	Medium Some risk that decisions become politicized; more levels of approval	Medium Requires transition of staff, assets, records to County; coordination	Medium Funds spent slightly less efficiently due to additional bureaucracy	High Access to resources to expand services; representative of the populations to be served	Medium If Brunswick County continues to urbanize and transit system grows significantly, may have desire to become independent from County
County Contract <i>The County receives the funding and handles administration, but contracts with BTS to provide service</i>	High BTS largely operates as usual	Medium May require time to establish new County contract oversight/ administration position	High County involvement is minimal, most funding passes directly to BTS to provide service	High Access to resources to expand services; representative of the populations to be served	Medium County could decide to pursue alternate service operators/ providers, leaving BTS with less funding
Authority <i>BTS becomes an Authority, which would allow them to receive the funding directly</i>	High BTS retains full autonomy	High Requires state legislative action	High Maximizes funding available to directly serve targeted populations	High Access to resources to expand services; representative of the populations to be served	High Sustainable for the long-term and would accommodate growth

⁵ Wave Transit was explored as an option during the course of this project, but ultimately determined not to be a viable option for inclusion in the Final Plan.

Other Funding Considerations

Consolidation and Coordination of Public Transportation Systems (ConCPT) Program

As one of the newest grant opportunities in North Carolina, particular attention was given to the potential of BTS to take advantage of this funding source. The goals of these funds are to consolidate or coordinate with other public transportation systems to maximize resources, gain efficiencies, and increase access to public transportation. These funds are available for two purposes:

1. To encourage transit systems to consolidate into single-agencies to reduce the number of grantees for which the Department has oversight.
2. To encourage coordination between providers for longer-distance trips spanning multiple transit system service areas.

At this time, there does not seem to be strong regional transit demand or infrastructure to support substantial regional coordination or consolidation efforts among Brunswick County and its neighboring counties. In particular, the opening and expansion of medical facilities within Brunswick County has lessened the demand for out-of-county trips. BTS has also cited challenges to efficient coordination of out-of-county trips based on limited intercounty roads.

FTA Integrated Mobility Innovation Demonstration Program/Mobility on Demand

The primary purpose of this program is to fund projects that demonstrate innovative, effective approaches, practices, partnerships, and technologies to enhance public transportation effectiveness, increase efficiency, expand quality, promote safety, and improve the traveler's experience. While this national program has been highly competitive (only 11 projects were selected in the initial round, and in FY19 the funding was maintained at a total of \$8 million), it underscores the Federal Government's continued investment in alternative service models and will likely lead to changes in funding for mobility projects in the future.

FTA Access and Mobility Partnership Grants

Access and Mobility Partnership Grants seek to improve access to public transportation by building partnerships among health, transportation and other service providers. This program provides competitive funding to support innovative projects for the transportation disadvantaged that will improve the coordination of transportation services and non-emergency medical transportation services. Similar to the Mobility on Demand program, this is a competitive national program. In FY19, 37 projects totaling \$9.6 million were selected. In general, grantees of this program are more mixed, with multiple rural recipients and projects as small as \$17,295 receiving funding. Given the expanding healthcare facilities in Brunswick County, and BTS' expanding relationships with healthcare providers, this funding stream may provide an ideal opportunity to pilot or launch an innovative, on-demand service that focuses on trips to healthcare facilities like Novant and/or Doshier.

Traditional Funding Sources

As described in the Locally Coordinated Plan (LCP), Federal rural transit funding is incorporated into following programs: the NC Community Transportation Program (CTP), the Rural Operating Assistance Program (ROAP), the Rural Planning Program, Regional and Intercity Program, the Rural Transit Assistance Program (RTAP) and the Elderly and Disabled Individuals Transportation Program (FTA Section 5310).

The Community Transportation Program (CTP) provides the majority of rural public transportation funding in North Carolina, combining federal and state funds. The following programs are covered by an application for CTP funds:

1. Formula Grants for Other than Urbanized Areas Program (FTA Section 5311): Provides up to 80% federal funding for capital programs and up to 50% for operations projects for rural areas under 50,000 in population.
2. Rural Capital Program: Provides up to 90% of capital costs through federal and/or state participation.
3. Human Service Transportation Management Program: Provides up to 85% of administrative costs of human service transportation in nonurbanized areas and urbanized counties without a consolidated urban/rural transportation system.

The Rural Operating Assistance Program (ROAP) consists of the three programs funded by the state and covered by a single ROAP application:

1. Elderly and Disabled Transportation Assistance Program (EDTAP): Provides up to 100% of the cost of service to transport the state's elderly and disabled citizens.
2. Rural General Public Program: Funds community transportation systems in rural areas for the use of the general public. Up to 90% of the cost of service is provided.
3. Employment Transportation Assistance Program: Funds transportation to employment for low-income people. Supports N.C. Rural Vanpool Program. Provides up to 100% funding for cost of service.

The Rural Planning Program provides up to 100% of regional feasibility study costs with state and federal money, and 90% of implementation plan and local planning study costs. The Rural Transit Assistance Program provides up to 100% of federal funds for training, technical assistance and research costs. The Regional and Intercity Program provides federal and state funds to expand intercity bus service into underserved areas and also provides bus tickets for homeless, stranded and indigent travelers through the Travelers' Aid program. Up to 50% of net operating costs are provided through the program.

Sixty percent of 5310 program funds are set aside by a population-based formula to large urban areas, 20% are set aside for small urban areas and 20% are set aside for rural areas.

BTS was recently awarded 5310 funding, which it was not previously receiving. Projections for funding within these traditional funding streams will be included in the Financial Plan section of the CCP.

Fundraising Opportunities

As a nonprofit, BTS has an opportunity to leverage nonprofit fundraising tactics not typically available to transit agencies or local governments, such as through hosting of a signature event. These events can be an administrative challenge, requiring upfront time and logistics planning for an activity that takes staff away from the day-to-day operational and administrative needs of the organization. However, a successful fundraising program can not only add a more flexible funding stream, but can also be an effective method for building community awareness and support. There may also be opportunities to leverage the retirement community for volunteer assistance with such an effort.

One potential opportunity area for BTS to consider in the next five years is a charitable golf event, as Brunswick County is home to 30 championship courses. Many resources now exist to help make planning a charitable golf event easier – such as golfstatus.org, which provides an event-planning platform that is free to qualified nonprofits. Resources also exist to provide guidelines on how to project attendance based on your existing network and sponsors, how to set prices that reflect the income levels prevalent in your market, and how to maximize the financial success of the event by incorporating raffles and other activities.

Other creative fundraising ideas make use of an asset already owned by BTS – vehicles. The Community Transportation Network, Inc., is a transportation provider that relies entirely on donations and customer fares to support its operations. One of their signature events is a “Hop On, Hop Off” style tour of local breweries. This idea can be borrowed and applied to destinations that would resonate more with Brunswick County residents.

Asset Enhancement Plan

The purpose of the Asset Enhancement Plan is to ensure that Brunswick Transit System has a strategy to keep its fleet and equipment in a state of good repair by planning for the routine replacement of vehicles and equipment as they age. In addition, the Asset Enhancement Plan will incorporate any vehicle, equipment or facility expansions that may be needed to support the CCP.

Review of Annual Transportation Asset Management Plan

BTS has an Asset Management Plan (Fleet/Capital Replacement Plan) in compliance with the North Carolina Department of Transportation Capital Replacement Schedule (see Table 1 below). Additionally, BTS has standard operating procedures for keeping and updating records for all fixed assets. BTS conducts an annual physical inventory each June. The standard operating procedures also include preventive maintenance, stating that all BTS drivers are required to inspect their assigned vehicle thoroughly at the beginning of each driving shift as detailed in the Vehicle Preventive Maintenance Plan.

Table 10: Brunswick Transit System Fleet/Capital Replacement Plan

CATEGORY CAPITAL ITEMS	MINIMUM REQUIREMENTS	MINIMUM DOCUMENTATION REPLACEMENT CONSIDERATION
OFFICE FURNITURE	12 Years	
▪ Desk ▪ Bookcase ▪ File Cabinet ▪ Chairs ▪ Conference Table ▪ Safe (Fireproof) (25 yrs.)		○ 1 retail estimate ○ Description of need for replacement
OFFICE EQUIPMENT	5 Years	
▪ Fax Machine ▪ Copier ▪ Calculator ▪ Etc.		○ 1 retail estimate ○ Description of need for replacement
AUDIO VISUAL EQUIPMENT	10 Years	
▪ VCR/DV D ▪ TV ▪ Camcorder ▪ Etc.		○ 1 retail estimate ○ Description of need for replacement
BASELINE TECHNOLOGY	5 Years	
▪ Computer ▪ Printer ▪ Laptop (Includes Projector)* ▪ Server ▪ Scanner (6 yrs.)		○ 1 retail estimate ○ Description of need for replacement in item project description * Will be considered if needed for presentations

CATEGORY CAPITAL ITEMS	MINIMUM REQUIREMENTS	MINIMUM DOCUMENTATION REPLACEMENT CONSIDERATION
SECURITY & SURVEILLIANCE	7 Years	
▪ Video (facility and vehicles) ▪ Cameras ▪ Wireless unit ▪ DVR ▪ Antenna		○ 1 retail estimate ○ Description of need for replacement
COMMUNICATIONS EQUIPMENT	6 Years	
▪ Radio units ▪ Antenna ▪ Base Station ▪ Repeater ▪ Cell phones		○ 1 retail estimate ○ Description of need for replacement in item #14 of project description
REVENUE VEHICLES		
Vans		
▪ Center Aisle Van (2010 or older) ▪ Mini-Van ▪ Conversion Van or Lift Van	115,000 miles	○ Updated PTMS ○ Current VUD ○ Once required fleet size has been determined through the capital assessment process, vehicles may be designated for disposition and not be eligible for replacement.
Buses		
Light Transit Vehicle (LTV) 20-28 ft. - body on cut-a-way chassis	145,000 miles	
Medium (Medium duty chassis) Over 28 ft. - body on truck chassis	7 Years or 200,000 miles	
Medium (Heavy Duty Chassis) 30-35 ft.	10 Years or 350,000 miles	
Large (Heavy Duty Chassis) 35-40 ft.	12 years or 500,000 miles	

BTS operates out of a County-owned building on Main Street in Shallotte. BTS moved to this building from the County government complex – a location that was more space-constrained for BTS staff and less visible to the general public. Since moving, awareness of BTS appears to have increased as BTS signage and vehicles are visible from the street. This facility is currently serving BTS well, and is also currently undergoing interior renovations that will result in a facility that further suits BTS' needs. This location is expected to serve BTS over at least the next five years.

Transit vehicles are BTS' main asset. As of June 2019, BTS had 19 vehicles, with 4 scheduled for replacement in FY20 (see highlighted vehicles in Table 2). This represents a growth of 2 vehicles, which provides BTS with more capacity to meet growing County needs. The 4 vehicles

to be replaced each exceed the 145,000-mile minimum threshold for disposition, with one of the vehicles exceeding the threshold by over 100,000 miles.

Table 11: Brunswick Transit System Current Fleet Composition

Fleet ID	Year	Make	Type	Max	WC	Replacement Year	6/30/19 Mileage
BT0432	2004	Dodge	MINIVAN	6	0		109130
BT1310	2013	Ford	22-FOOT LTV W/LIFT	14/10	2	FY20	263628
BT1412	2014	Ford	20-FT LTV	13	0	FY20	160199
BT1413	2014	Ford	20-FT LTV	13	0	FY20	176746
BT1514	2015	Champion	20-FOOT LTV W/LIFT	14/10	2	FY20	175253
BT1515	2015	Champion	22-FOOT LTV W/LIFT	8/6	2		124377
BT1602	2016	Champion	20-FT LTV W/LIFT	8/6	2		104386
BT1609	2016	Champion	20-FT LTV W/LIFT	8/6	2		103820
BT1716	2017	Ford	CONVERSION/LIFT	9/7	2		84210
BT1717	2017	Ford	CONVERSION	13	0		90355
BT1721	2018	Ford	CONVERSION	13	0		13115
BT1722	2017	Ford	CONVERSION/LIFT	9/7	2		15323
BT1818	2018	Ford	CONVERSION	13	0		45772
BT1819	2018	Ford	20-FT LTV W/LIFT	8/6	2		27681
BT1820	2018	Ford	20-FT LTV	13	0		29028
BT1923	2019	STSL	20-FT LTV W/LIFT	8/6	2		4632
BT1924	2019	STSL	20-FT LTV W/LIFT	8/6	2		6246
BT1925	2019	Ford	CONVERSION/LIFT	8/6	2		3411
BT1926	2019	Ford	CONVERSION	13	0		1088

Brunswick County currently provides vehicle maintenance for the BTS fleet, an arrangement that is assumed to continue over the next five years.

Summary of Asset Enhancements

In order to gauge future vehicle replacement needs based on current usage, the average monthly miles driven was applied to each vehicle to identify approximately when it would reach the minimum threshold for replacement, as well as when it would reach a more realistic threshold based on actual disposition records. According to data in the FY18 OpStats report, the average monthly miles driven were 47,517, for an average monthly miles per vehicle of 2,500. Table 3 indicates the expected date of retirement based on these assumptions. Based on this projection, most of the current BTS fleet will need to be replaced within the next five years. In order to spread out the capital costs more evenly over the five years, there may be an opportunity to delay some FY21 and FY22 dispositions so that more can be retired in FY23.

Table 12: Expected Fleet Replacement Needs

Fleet ID	Year	Type	Est. Replacement Year	6/30/19 Mileage	Minimum Threshold	Expected Threshold	Date Min. Reached	Date of Expected Retirement
BT0432	2004	MINIVAN	FY21	109,130	115,000	135,000	Sep-19	May-20
BT1310	2013	22-FOOT LTV W/LIFT	FY20	263,628	145,000			
BT1412	2014	20-FT LTV	FY20	160,199	145,000			
BT1413	2014	20-FT LTV	FY20	176,746	145,000			
BT1514	2015	20-FOOT LTV W/LIFT	FY20	175,253	145,000			
BT1515	2015	22-FOOT LTV W/LIFT	FY21	124,377	145,000	170,000	Mar-20	Jan-21
BT1602	2016	20-FT LTV W/LIFT	FY22	104,386	145,000	170,000	Nov-20	Sep-21
BT1609	2016	20-FT LTV W/LIFT	FY22	103,820	145,000	170,000	Nov-20	Sep-21
BT1716	2017	CONVERSION/LIFT	FY21	84,210	115,000	135,000	Jul-20	Mar-21
BT1717	2017	CONVERSION	FY21	90,355	115,000	135,000	Apr-20	Dec-20
BT1721	2018	CONVERSION	FY24	13,115	115,000	135,000	Nov-22	Jul-23
BT1722	2017	CONVERSION/LIFT	FY23	15,323	115,000	135,000	Oct-22	Jun-23
BT1818	2018	CONVERSION	FY22	45,772	115,000	135,000	Oct-21	Jun-22
BT1819	2018	20-FT LTV W/LIFT	FY24	27,681	145,000	170,000	May-23	Mar-24
BT1820	2018	20-FT LTV	FY24	29,028	145,000	170,000	May-23	Mar-24
BT1923	2019	20-FT LTV W/LIFT	FY25	4,632	145,000	170,000	Mar-24	Jan-25
BT1924	2019	20-FT LTV W/LIFT	FY25	6,246	145,000	170,000	Feb-24	Dec-24
BT1925	2019	CONVERSION/LIFT	FY24	3,411	115,000	135,000	Mar-23	Nov-23
BT1926	2019	CONVERSION	FY24	1,088	115,000	135,000	Apr-23	Nov-23

While the future is not certain regarding 5307 funding for the southern portion of the County, it is highly likely that BTS and the County will select some option that allows BTS to utilize this funding to expand service in the near term. While BTS has expanded its fleet by 2 vehicles in the past year using local funding, it is generally moving towards smaller, lower-capacity vehicles. Therefore, it is likely that BTS would require at least an additional vehicle to support expanded service in the southern portion of the County. Based on expected County growth, there may also be a need towards the end of the five-year plan to add an additional vehicle to the fleet.

Based on options presented in the Draft Service and Connectivity Analysis, BTS may wish to plan for an investment in a new software platform to more dynamically schedule and route trips for truly on-demand service, supported by a customer-facing application. For example, based on publicly available information, the City of Wilson, NC, paid TransLoc \$25,000 to run an on-demand pilot system and tests and will pay a \$500 licensing fee per vehicle each month to continue to use the platform. In this case, it is expected to replace fixed route transit, while in the case of BTS, it may make more sense than pursuing fixed route transit in the first place.

Financial Plan

The Financial Plan documents the administrative, operations, and capital budget projected for the next five years. In the case of BTS, there is some degree of uncertainty regarding the exact timing of additional grant revenues and associated spending as it relates to 5307 funding. As discussed earlier in the report, part of this planning process involved evaluation of options for Brunswick County to gain access to 5307 funding, which BTS is not currently eligible to receive based on their being organized as a nonprofit. Of the options available (see Table 9: Funding and Organizational Structure Options), the preferred option is for Brunswick County to become the subrecipient of the funds and to contract with BTS to provide service to the eligible areas of the County. The County has not been a recipient of FTA funds since the transit system separated from the County to become a nonprofit, so it is not yet clear how long the transition process will take. For this reason, it is recommended that this plan afford some degree of flexibility for adjustments in timeline.

According to FTA Circular 9030.1E, Section 5307 funds are available for obligation during the federal fiscal year for which they were apportioned plus five additional years. For example, funds appropriated in fiscal year 2013 are available until September 30, 2018. Any funds remaining unobligated at the end of the period of availability are added to the next year's program apportionment and are reapportioned among all UZAs together with funds made available for the next fiscal year. Brunswick County has not obligated its FY13 and FY14 apportionments, and as such, these funds will have already been reapportioned. This plan assumes that the FY15 apportionment will also remain unobligated.

The basis for the 5-year budget was PTD's budget template and BTS' prior spends. As a small system that still serves a largely rural county, year-to-year budget changes are typically modest. Besides the opportunity to leverage previously untapped 5307 funding, this plan does not call for major budgetary increases or reallocations of BTS' current spending. Recommendations discussed in the Assessments and Strategies section of this report favor small-scale incremental changes and pilots over major new investments. The plan also describes triggering conditions and emerging technologies that may be appropriate to consider beyond this five-year planning horizon.

The 5-year budget can be found as a separate Excel workbook in order to allow for adjustments over time.

Assessment and Strategies Plan

The Assessment and Strategies Plan builds on the identified needs and opportunities discussed earlier in this report to recommend specific strategies and action steps based on anticipated funding levels, as well as feedback from BTS and PTD. This provides a high-level road map for implementing the preferred alternatives discussed in this plan. As discussed throughout the plan, one of the most critical areas to address was the recommended path for gaining access to the FTA 5307 funding available to Brunswick County based on its inclusion in the Myrtle Beach-Socastee SC/NC Urbanized Area (UZA). After consideration of the pros and cons outlined in Table 9 (Funding and Organizational Structure Options), the County Contract option was identified as the preferred option at this time. This option is also appealing as it could serve as an interim step should BTS determine at a later date to pursue either the County Department or Independent Authority options. While a representative of FTA has not yet endorsed this plan, there is precedent within North Carolina (Western Carolina Community Action is Henderson County's third-party contractor for fixed route and paratransit services).

While the scope of this plan does not allow for a detailed transition plan, it does provide recommended next steps and a high-level description of the requirements and expectations around becoming a 5307 subrecipient. Special discussion of this topic is included below. A summary table containing a broader list of strategies, actions, and timeline for BTS begins on page 56.

FTA 5307: What to Expect

Under the preferred option, Brunswick County would assume responsibility as a steward of the funding and as such, would be expected to provide oversight duties that ensure funds are spent in compliance with *FTA Circular 9030.1E – Urbanized Area Formula Program: Program Guidance and Application Instructions*.⁶ In particular, the County would be required to participate every three years in the FTA Triennial Review, which involves an on-site review to ensure compliance with regulations and also provide a forward-looking assessment of each agency's risk in the management and implementation of FTA grant programs. The FTA publishes a *Comprehensive Review Guide for Triennial and State Management Reviews* detailing the categories for review, the specific items reviewed, and questions that will be asked during the review. It also describes indicators of compliance and corrective actions for a variety of potential deficiencies.⁷ NCDOT's Public Transportation Division also provides ongoing resources and technical assistance, and can provide support and guidance as it does for Brunswick Transit System today for other grant programs.

⁶ The full circular can be found on the FTA website here: <https://www.transit.dot.gov/regulations-and-guidance/fta-circular-90301e-urbanized-area-formula-program-program-guidance-and>

⁷ The Comprehensive Review Guide can be found on the FTA website here: <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/oversight-policy-areas/56711/fy2019-comprehensive-review-guide.pdf>

It is anticipated that in contracting with BTS, BTS would continue to maintain the necessary records and practices for complying with FTA rules and regulations, and would be highly involved in the Triennial Review process.

The Triennial Review currently involves an examination of 21 areas listed below, many of which are areas that BTS already maintains strict records and compliance with, and some of which will either not apply or require minimal effort given the nature of transit service delivered in Brunswick County at this time. For example, there are several questions pertaining to fixed route service that would be inapplicable to BTS. It is highly encouraged to attend one of FTA's annual Triennial Review workshops, which it holds in a variety of locations every year.⁸

Triennial Review Categories

1. Legal
2. Financial Management and Capacity
3. Technical Capacity – Award Management
4. Technical Capacity – Program Management
5. Technical Capacity – Project Management
6. Transit Asset Management
7. Satisfactory and Continuing Control
8. Maintenance
9. Procurement
10. Disadvantaged Business Enterprise (DBE)
11. Title VI
12. Americans with Disabilities Act (ADA) – General
13. Americans with Disabilities Act (ADA) – Complementary Paratransit
14. Equal Employment Opportunity
15. School Bus
16. Charter Bus
17. Drug-Free Workplace Act
18. Drug and Alcohol Program
19. Section 5307 Program Requirements
20. Section 5310 Program Requirements
21. Section 5311 Program Requirements

⁸ Upcoming Triennial Review Workshops can be found on the FTA website here:
<https://www.transit.dot.gov/regulations-and-guidance/program-oversight/grantee-oversight-workshops>

The following table summarizes recommended strategies and action steps pertaining to 5307 funding and other areas discussed throughout this plan:

Table 13: Assessment and Strategies

Strategy	Actions	Gap Addressed	Estimated Fiscal Year	Estimated Cost	Potential Funding Sources
5307 Funding					
Transition of Brunswick County to FTA 5307 subrecipient (Myrtle Beach-Socastee SC/NC UZA) *Recent discussions around future of Brunswick Connector indicate an opportunity for Brunswick County to also consider becoming the subrecipient of FTA 5307 for its portion of Wilmington, NC UZA funds	• Meet with County to identify who will take on grant administration and oversight duties • Align on plan and specific timeline to complete transition and apply for 5307 funding through GSATS (and possibly Wilmington MPO) • Meet with PTD and FTA Regional Office to confirm and align on requirements and develop more detailed plan	Eligibility to use 5307 funding	FY21-23	N/A	N/A
Bid on Brunswick County contract to provide transit service	• According to FTA Circular 9030.1E, Brunswick County will need to conduct a competitive procurement in compliance with procurement laws and regulations to contract transit service • BTS to prepare bid response to provide service to eligible areas	Eligibility to use 5307 funding	FY22-23	N/A	N/A
Urbanized Area Service Expansion					
Expand service levels in urbanized areas in the southern portion of the County	• Hold meetings and conduct targeted marketing in portion of County included in Myrtle Beach-Socastee SC/NC urbanized area to raise awareness and interest in service • Grow ridership to level that requires at least 1-2 dedicated vehicles to serve this market	Capacity to increase service in urbanized area	FY22-24	\$80,000-\$160,000 (annually)	5307 (Myrtle Beach-Socastee SC/NC UZA), 5311, Local (County)
Expand fleet (1 vehicle) to provide capacity for expanded service in urbanized areas in the southern portion of the County	• Procure vehicle	Capacity to serve peak trips	FY22-23	\$60,000	5307 (Myrtle Beach-Socastee SC/NC UZA), 5311, Local (County)

Strategy	Actions	Gap Addressed	Estimated Fiscal Year	Estimated Cost	Potential Funding Sources
Expanded Demand Response Service Opportunities					
Monitor need for targeted transportation service to the Leland Industrial Park	• Work with Workforce Development to obtain data (through employers or survey) on employee origins and hours of need • If Wave Transit continues to provide service using Brunswick County's 5307 apportionment, advocate for service to this location if warranted by travel patterns and need - Or, if County transitions to become subrecipient of Wilmington, NC UZA 5307 funds, develop plan to serve this location	Work trips	FY21-24	N/A	If further study reveals need: 5307 (Wilmington NC UZA), Industrial Park Employers
Work with BCC to coordinate student transportation to internships/ work sites	• Meet with BCC to investigate opportunities for internships to be located in same area and work hours to help make scheduling transportation easier and more efficient	Work trips	FY21-24	N/A	5311, Local (BCC)
Pilot discounted off-peak fares to assess impact on shifting demand more evenly throughout the day	• Conduct 6-month pilot offering discounted fares for travel between 10am-2pm • Advertise and generate awareness of the pilot • Evaluate program and determine whether to implement, extend pilot to allow more time to assess impacts, or end. Evaluation to include: - Increase in off-peak travel - Net effect on budget (is reduced fare per customer offset by efficiency gains in serving more customers in off-peak)	Available off-peak capacity	FY21	N/A	N/A
Fixed Route					
Monitor trigger conditions for deviated fixed route/flex-type services as County continues to grow (This plan does not anticipate the need to launch new service in 5-year planning horizon unless Brunswick County becomes subrecipient of Wilmington, NC UZA 5307 funds and replaces or modifies Brunswick Connector)	• See Transit Suitability Checklist in Service and Connectivity section of the CCP	Not currently demonstrated demand	N/A	N/A	N/A

Strategy	Actions	Gap Addressed	Estimated Fiscal Year	Estimated Cost	Potential Funding Sources
Emerging Technology Options					
Pilot Corporate Account Uber and/or Lyft on-demand ride program	• Conduct 6-month pilot in targeted area (such as Leland), perhaps with limited group of customers interested in this type of service • Create Corporate accounts with Uber and/or Lyft • Train Dispatchers on scheduling trips through Corporate Uber/Lyft account • Determine whether customer will pay full amount of trip or their usual amount (with BTS subsidizing the balance), and whether to establish pre-paid "account" for customers involved in the pilot or bill after trip is taken	Capacity constraints, on-demand service	FY21-22	Variable depending on desired subsidy, if any	Local
Consider on-demand pilot with TransLoc or other similar provider	• Set up meeting with TransLoc and other similar providers to learn more about options and application in Brunswick County • Determine whether to move forward with a pilot, potentially as alternative to deviated fixed route/flex service in urbanized area(s)	Capacity constraints, on-demand service	FY21-22 meeting/research FY23-24 potential pilot	\$25,000 (based on Wilson, NC pilot cost)	Local

Appendix A: Customer and Community Survey Instrument

Thank you for sharing your feedback about public transportation in Brunswick County!

1. What is the zip code of your primary residence? _____

Awareness and Usage

2. Are you aware of the Brunswick Transit System (BTS), the public transportation system that operates door-to-door service within all of Brunswick County?
- ☐ Yes
☐ No
3. Are you aware of Wave Transit, the public transportation system based in New Hanover County that provides bus service between Leland and Wilmington?
- ☐ Yes
☐ No
4. On average, how often do you use BTS?
- ☐ I have never used it
☐ I used to use it, but I don't anymore
☐ 5 or more times per week
☐ 2-4 times per week
☐ 2-4 times per month
☐ Once a month or less
5. On average, how often do you use Wave Transit (Route 204- Brunswick Connector)?
- ☐ I have never used it
☐ I used to use it, but I don't anymore
☐ 5 or more times per week
☐ 2-4 times per week
☐ 2-4 times per month
☐ Once a month or less
6. If you haven't used public transportation in Brunswick County or have stopped, what are the main reasons you do not use public transportation? ***[Select as many as apply.]***
- ☐ Not aware of public transportation options
☐ It takes too long to complete a trip
☐ It's too unreliable (poor on-time performance)
☐ It's not convenient to pre-schedule trips
☐ There are not any stops near my home
☐ The bus route is not conveniently located to my home or places I want to go
☐ It does not operate on the days or at the times I need it to operate
☐ It's too expensive
☐ I don't feel safe while riding
☐ I don't feel safe from crime while waiting for the bus
☐ Other (specify) _____
7. On average, how often do you use services like Uber or Lyft within Brunswick County?
- ☐ I have never used them
☐ I used to use them, but I don't anymore
☐ 5 or more times per week
☐ 2-4 times per week
☐ 2-4 times per month
☐ Once a month or less

Multimodal Mobility

8. Do you feel that bus stops are easy to find?
- ☐ Yes
- ☐ No
- ☐ Sometimes: _____
- ☐ Does not apply
9. Do you have trouble accessing your local bus stop?
- ☐ Yes
- ☐ No
- ☐ Does not apply
10. If yes, why? _____
11. How often do you bike?
- ☐ Every day
- ☐ 3-5 times per week
- ☐ 1-2 times per week
- ☐ Once per week
- ☐ A few times per month
- ☐ A few times per year
- ☐ Never
12. What prevents you from riding or walking more often? Select all that apply.
- ☐ Distance
- ☐ No bike
- ☐ No sidewalk
- ☐ No bike Lane
- ☐ Weather
- ☐ Lack of bike racks
- ☐ Concern about theft
- ☐ Bike in need of repair
- ☐ Unable to ride a bike
- ☐ Other: _____
13. Would you consider a 6-mile (approx. 30 minute) bicycle commute to be reasonable?
- ☐ Yes
- ☐ No

Value

14. On a scale from 1-5, with 1 meaning "Not at all Valuable" and 5 meaning "Extremely Valuable," how valuable do you feel public transportation is to Brunswick County? Please circle your answer below:

Not at all Valuable 1 2 3 4 5 Extremely Valuable

15. How valuable do you feel public transportation is to you personally?

Not at all Valuable 1 2 3 4 5 Extremely Valuable

16. From the options below, what are the top three most important areas that you believe Brunswick County should focus on to provide the most value the region?

Please select your most important, second most, and third most important. **Place only one X in each column.**

Statement	Most Important	2nd Most	3rd Most
Providing access to work places			
Providing access to health and medical facilities			
Providing access to schools and educational facilities			
Providing access to places of leisure and recreation			
Attracting and retaining more employment opportunities in the region			
Attracting and retaining a qualified workforce			
Providing affordable transportation options			
Providing transportation options to people with special mobility needs, such as the elderly, disabled, and people who are unable to drive			
Providing mobility to low-income families and individuals who cannot afford the costs of owning a car			
Reducing traffic congestion			
Making roads safer for all users			
Reducing pollution/carbon footprint			
Improving property values			
Improving quality of life			

17. Would you like to see expanded public transportation options in Brunswick County? (Select all the apply)

- ☐ Yes, expand pre-scheduled, door-to-door type service
- ☐ Yes, on-demand (same day) door-to-door service
- ☐ Yes, traditional bus service with a fixed schedule and stops
- ☐ I would not like to see additional public transportation options in Brunswick County

18. If you were to use public transportation in Brunswick County, what types of trips would you most like to use public transportation for?

- ☐ Work
- ☐ School
- ☐ Leisure/Recreation – Beach
- ☐ Leisure/Recreation – Trails
- ☐ Leisure/Recreation – Other
- ☐ Shopping/Errands/Groceries
- ☐ Medical Appointments
- ☐ Church or Religious Activities
- ☐ Other (write in) _____
- ☐ N/A – does not apply

19. Please select only one option. Would you rather that the County invest in...

- ☐ Providing some basic level of public transportation service throughout the entire County
- OR
- ☐ Increasing the availability of public transportation in more populated areas in the County

20. If there were additional public transportation options in Brunswick County, please rank how important the following options would be on a scale of 1-5 where "1" means "Not at All Important" and "5" means "Very Important". Please circle your answer below:

Sidewalks to/from destinations near transit stops	1	2	3	4	5
Bicycle racks on vans and buses	1	2	3	4	5
Bicycle racks located at bus stops	1	2	3	4	5
Bicycle lanes to/from destinations near transit stops	1	2	3	4	5
Park and ride lots	1	2	3	4	5

Demographic

21. Please select the range that includes your age:

- ☐ Under 18
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-64
- ☐ Above 65
- ☐ Prefer not to answer

22. Please select the range that includes your annual household income:

- ☐ Under \$25,000
- ☐ \$25,000 - \$49,999
- ☐ \$50,000 - \$74,999
- ☐ \$75,000 - \$99,999
- ☐ \$100,000 - \$124,999
- ☐ \$125,000 - \$149,999
- ☐ \$150,000 - \$199,999
- ☐ Above \$200,000
- ☐ Prefer not to answer

23. What is your race/ethnicity? (Select all that apply)

- ☐ White/Caucasian
- ☐ Hispanic or Latino
- ☐ Black or African American
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Native Hawaiian or Pacific Islander
- ☐ Other (specify) _____
- ☐ Prefer not to answer

24. What is your gender?

- ☐ Male
- ☐ Female
- ☐ Other
- ☐ Prefer not to answer

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic feel.

Brunswick Transit Community Connectivity Plan

Prepared for Brunswick Transit System and NCDOT by TransPro Consulting

Background

- ▶ The North Carolina Department of Transportation, Public Transportation Division (PTD) provides grants management, planning support, and oversight duties for sub-recipients of Federal Section 5311 rural transit funds. An important component of this role is providing planning assistance including guidance and funding to help complete Community Connectivity Plans (CCPs) for transit programs.
- ▶ The purpose of the plan is to describe the current performance and service trends of Brunswick Transit System (BTS), evaluate needs and opportunities in for BTS in Brunswick County and recommend strategies for enhancing mobility throughout Brunswick County over a 5-year planning period.
- ▶ The CCP was developed over a 12-month period with the input of BTS staff, Board members, PTD staff, local elected officials, customers, general members of the community, and other key local stakeholders as well as data provided by BTS, NCDOT-PTD, Census data and other research.

Current Performance and Service Trends

Transit Overview

Brunswick Transit System, Inc. (BTS) is a nonprofit public transit system that also coordinates transportation for human service agencies and the general public.

The mission is to provide safe, reliable, efficient transportation services and information to the residents of Brunswick County.

Strong financial management is the organization's foundation while prioritizing safety is the core value.

All services provided by BTS are on-demand. Currently there are no fixed route services available.

Prior to completion of the CCP, WAVE Transit operated a fixed route service in the Leland urbanized area. That service has since been discontinued.

Current Performance and Service Trends

Key Demographics

High concentration of older adults (above 60 years of age)

Relatively high level of families and individuals living below poverty, with several census tracts having over a quarter of residents living below poverty

Many zero or one car households, mostly in the rural areas

Current Performance and Service Trends

Common Origins and Destinations

This data is used to understand trip patterns, identify needs, and identify opportunities.

In 2018, only 4 out of the top 10 locations served by BTS were non-residential addresses. The following lists the top non-residential locations served.

<u>Destination</u>	<u>Total Trips</u>
Brunswick Community College (BCC-BIP)	14,963
Leland Senior Site	2,680
Shallotte Senior Site	1,751
Walmart of Leland	296
Hills Supermarket	230
Universal Health - Bolivia	210
Shallotte Dialysis Center	205
Piggly Wiggly	186
Boundary House Restaurant (employment)	168

Current Performance and Service Trends

Common Origins and Destinations

The following Table lists trips by municipality (2018).

<u>Municipality</u>	<u>Total One-Way Trips</u>
Ash	828
Boiling Spring Lakes	132
Bolivia	17,196
Calabash	1,279
Carolina Shores	10
Leland	12,089
Longwood	298
Northwest	96
Oak Island	629
Ocean Isle Beach	543
Riegelwood*	130
Shallotte	6,755
Southport	2,927
Sunset Beach	697
Supply*	4,605
Wilmington	302
Winnabow	1,136
Grand Total	49,652

Public Input

Community engagement in the planning process is important in gaining diverse perspectives, developing a more comprehensive understanding of trends and providing an opportunity to educate and cultivate support for the transit system's future plans.

Initial outreach efforts for the CCP included a multi faceted approach comprised of:

- BTS Board Member Outreach
- Stakeholder Interviews
- Public Events
- Customer Surveys
- Community Surveys

Overall, feedback from surveys and interviews suggests support for public transportation and recognition of its value to the community, especially for those in the community with limited transportation options due to age, health, disabilities, or income.

Public Input

Highlights from outreach, interviews and surveys:

- 30% of those surveyed were aware of services offered by BTS
- Among BTS customers, 41% were familiar with Wave Transit
- The most common reasons for not using public transportation were:
 - lack of awareness of options
 - already have access to personal transportation (i.e. car)
 - lack of availability and/or lack of convenience
- 14% of BTS customers and 16% of the community have used Uber or Lyft
- 86% of BTS customers and 52% of the community feel that public transportation provides value to Brunswick County
- 81% of BTS customers feel that public transportation provides value to them personally, while 18% of non-BTS users felt this way

Continued...

Public Input

Highlights from outreach, interviews and surveys:

- Access to health and medical facilities, providing options for people with special mobility needs, and access to work and employment opportunities were cited as the three most important areas for BTS to focus on to deliver value to Brunswick County.
- A majority of respondents (77%) prefer to maintain or expand a basic level of service throughout the entire County rather than just increasing availability in more populated areas.
- Among existing BTS customers, most support was for expansion of same-day service.

Service Trends

Barriers, Challenges and Opportunities

- BTS primarily only operates Monday through Friday with fairly consistent ridership across all weekdays.
- Peak times of service in the early morning and late afternoon limit access to services. Additions to the BTS fleet have improved capacity since 2018.
- Geography and physical barriers limit transportation accessibility. Barriers include driveway access, geographical distances between desired locations, road design/condition, easy accessibility from destinations.
- Demand response services require 48 hours advance notice, which can create a barrier for service.
- Federal guidelines limit funding opportunities for non-profit systems.

Assessment and Strategies

- Monitor triggers for new or expanded services including deviated fixed route, fixed route or shuttle services.
- Expand Demand Response services to meet needs
 - Promote off-peak services
 - Coordinate peak services with community partners
 - Explore possible partnerships with microtransit providers (Uber, Lyft, etc.)
- Seek Federal funding as a 5307 recipient
 - May require change of system status
 - Carries largest opportunity for impacting services
 - Most time and resource intensive challenge
- Explore service needs in urbanized areas through urban funding opportunities
 - Northern Brunswick County - Wilmington MPO
 - Southern Brunswick County – GSATS MPO

Next Steps

- Share plan with stakeholders and community
- Discuss organizational changes that may be needed to allow the system to be more responsive to community needs
- Increase community awareness and garner public support
- Continue to gather and monitor data, trends, usage, needs
- Explore and provide options for meeting transportation needs in the northern (MPO) urbanized area of Brunswick County
- Begin research and discussions concerning Federal 5307 funding
- Develop projects that meet community needs and are suited for available urban funding

Thank You



Questions/Comments:
Brunswick Transit System, Inc.
Yvonne Hatcher
253-7800
yhatcher@brunswicktransit.org



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # VI. - 2.

From:

Steve Stone, Deputy County Manager

Administration - Introduction of Interim Cooperative Extension
Director

Issue/Action Requested:

Request that the Board of Commissioners hear a statement of introduction from Interim Cooperative Extension Director Dalton Dockery, Ph.D.

Background/Purpose of Request:

As you probably know, Mark Blevins has resigned as our Cooperative Extension Director. Mark is now the Assistant Director for Agriculture and Natural Resources at NCA&T University Cooperative Extension.

Mr. Dockery is the Extension Director for Columbus County, and will serve as our Interim Director until the new Director is appointed.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

County Manager's Recommendation:

Recommend the Board of Commissioners hear a statement of introduction from Interim Cooperative Extension Director Dalton Dockery, Ph.D.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
February 15, 2021

Action Item # VII. - 1.

From:

Kirstie Dixon, Planning Director

Planning - Z-800 (Kirstie Dixon, Planning Director)

Issue/Action Requested:

Request that, after the Public Hearing, the Board of Commissioners consider amending the Brunswick County Unified Development Ordinance Map from C-LD (Commercial Low Density) to C-I (Commercial Intensive).

Background/Purpose of Request:

The Brunswick County Board of Commissioners, sitting in regular session January 19, 2021, continued the proposed rezoning to the February 15, 2021 Regular meeting.

This proposed rezoning will rezone Tax Parcels 20400048, 20400014, 20400013, 20400012, 20400011, 20400010, and 20400009 from C-LD (Commercial Low Density) to C-I (Commercial Intensive) to allow for more intensive commercial uses.

At the Planning Board Meeting held on November 9, 2020, the Planning Board held a public hearing and considered the rezoning request.

- * The applicant, Mr. Dan Weeks, addressed the Board representing the property owner. He stated that the property was rezoned to C-LD in March 2015 and approved for a planned development (Mirasol Planned Development). The planned development approval expired in June 2020 due to inactivity on the site. He stated that the property owner feels C-I zoning would be the most appropriate zoning designation for the property at this time. There were many people in opposition to the rezoning.

- * During the public hearing, several people from the Town of St. James (Mayor Jean Toner, Dan Kingsbury, Stephen Dragos, Jerry Iverson, Don McGuire, Pauline Haran, Taylor Ryan, and Edward Dickie) spoke in opposition to the zoning change. The concerns shared included current and past mining activities, public safety concerns, the need for more local shopping, the ability to attract new businesses to the area, the ability to keep a qualified workforce, the need for affordable housing in the County, incompatible uses, and potential negative impacts to the surrounding area due to the allowed uses in the C-I Zoning District such as emissions from hazardous materials and hazardous spills.

- * Planning Staff committed to looking into the mining activities. *The mining research task is on-going.*

- * Mr. Weeks re-addresses the board and agreed with the necessity for affordable housing along with a balance for commercial and industrial uses to sustain a viable workforce area.

Following the public hearing, the Planning Board **DENIED** the rezoning noting within the Consistency Statement that “*There is a potential negative impact to the immediate area, there is no major corridor nearby and the proposed zoning change is not compatible with the surrounding development*” with a vote of 6 to 1 with Mr. Dunham voting no.

The applicant APPEALED the Planning Board's decision to the Brunswick County Board of

Commissioners, in compliance with the rezoning appeal option within the Brunswick County Unified Development Ordinance.

At the Brunswick County Board of Commissioners Regular Meeting on January 19, 2021, in regular session, the Board of Commissioners by request from the applicant continued the proposed rezoning to the February 15, 2021 Meeting.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

Advisory Board Recommendation:

At their meeting on 09-Nov-20, the Planning Board denied the rezoning 6 to 1 with Mr. Dunham voting no.

Members Present: Eric Dunham, Joy Easley, Richard Leary, William Clark, William Bittenbender, Brett Riggs, and Ron Medlin

Members Absent: Eileene Shake

County Manager's Recommendation:

Recommend after the Public Hearing, the Board of Commissioners consider amending the Brunswick County Unified Development Ordinance Map from C-LD (Commercial Low Density) to C-I (Commercial Intensive).

ATTACHMENTS:

Description

- ☐ Reconsideration Request - Zoning Case No. Z-800
- ☐ Current Use Update
- ☐ Continuance Letter #Z-800
- ☐ Appeal Letter
- ☐ Staff Report
- ☐ Rezoning Map
- ☐ Land Use Plan Map
- ☐ Application
- ☐ Photos
- ☐ Board of Commissioners Consistency Statement
- ☐ Minutes

**LAW OFFICE OF
MATTHEW A. NICHOLS**

3205 Randall Parkway, Suite 104
Wilmington, NC 28403

Ph: (910) 508-7476
Email: matt@mattnicholslaw.com

February 2, 2021

VIA E-MAIL: helen.bunch@brunswickcountync.gov

Helen Bunch, Brunswick County Zoning Administrator
Brunswick County Planning Department
P.O. Box 249
Bolivia, NC 28422

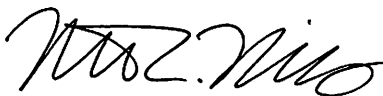
RE: REQUEST FOR REMAND PURSUANT TO UDO § 3.8.9.D
Brunswick County Rezoning Case No. Z-800, Request to rezone Tax Parcel Nos.
20400048, 20400014, 20400013, 20400012, 20400011, 20400010 and 20400009
from CLD (Commercial Low Density) to C-I (Commercial Intensive)

Dear Ms. Bunch:

I represent the Property Owner/Applicant, Jones Holdings NC, LLC, in the above-referenced general rezoning case, which is currently scheduled to be heard at the February 15, 2021, Brunswick County Board of Commissioners Meeting. Pursuant to Brunswick County Unified Development Ordinance (UDO) § 3.8.9.D, please accept this letter as a request by my client for the Board of Commissioners to send this item back to you as the Zoning Administrator for purposes of allowing my client to amend the application from a general rezoning request to a conditional rezoning request.

Please let me know if you require any additional information regarding this request for remand at this time. Thank you.

Respectfully submitted,



Matthew A. Nichols

Helen Bunch, Brunswick County Zoning Administrator
February 2, 2021
Page 2

MN/nc

cc: Bryan Batton, Assistant County Attorney
(via email: bryan.batton@brunswickcountync.gov)

Marc A. Pagès, Brunswick County Senior Planner
(via email: marc.pages@brunswickcountync.gov)

Daniel H. Weeks, RLA
(via email: dweeks@h-wdesign.com)



BRUNSWICK COUNTY PLANNING DEPARTMENT

75 Government Drive, Building I • P.O. Box 249 • Bolivia, NC 28422

www.brunswickcountync.gov/planning • (910)253-2200

February 10, 2021

TO: Rezoning Z-800 File

FROM: Helen Evans Bunch, CZO
Zoning Administrator

RE: **Planning Investigation of Soil Removal/Mining Activity**

This memo is in response to multiple inquiries related to soil removal/mining activities taking place along Southport-Supply Rd (NC 211) and related Tax Parcels 20400009, 20400010, 20400011, 20400012, 20400013, 20400014, and 20400048 that are part of Brunswick County Rezoning Case Z-800. The Brunswick County Planning Department completed an investigation into the "soil removal" activities. **Planning Staff determined that the soil removal/mining activities taking place within the rezoning site area comply with the Brunswick County Unified Development Ordinance, and other local and state regulations as shown below:**

- The Brunswick County Unified Development Ordinance (UDO) regulates mining operations and classifies mining operations as an industrial use and under Resource Extraction as Mining Operations Class 1 and Mining Operations Class 2. Mining Operations for Class 1 and Class 2 are only allowed in specific zoning districts requires a Special Use Permit (excluding the RU-I Zoning District) to be issued by the Board of Adjustment before engaging in mining operations. *There has not been any approvals for Mining Operations Class 1 or Mining Operations Class 2 submitted or approved within the rezoning site area.*

Below outlines Mining Operations for Class 1 and Class 2:

- The UDO provides Definitions for Mining Operations for Class 1 and Class 2:

Mining Operations, Class I: A place where soil or other unconsolidated material (i.e. sand, marl, rock, fossil deposits, peat, fill or topsoil) is removed to be used off-site, without further on-site processing (i.e. use of conveyor systems; screening machines; crushing; or other mechanical equipment). It does not involve the use of explosives and has an affected land area of no greater than 20 acres.

Mining Operations, Class II: A place where soil or other unconsolidated material (i.e. sand, marl, rock, fossil deposits, peat, fill or topsoil) is removed to be used off-site with or without further on-site processing (i.e. use of conveyor systems; screening machines; crushing; or other mechanical equipment). It does not involve the use of explosives and has an affected land area greater than one acre.

- **Mining Operations Class 1** – These mines are permitted by Special Use Permit within RR, CI, and IG Zoning Districts and by Limited Use in RU-I and must comply with limited use standards in Section 5.3.7.G of the UDO. Limited Standards limits dewatering, limits on-site processing, does not allow the use of explosives, and restricts the mining operation to 20 acres.
- **Mining Operations Class 2** – These mines are permitted by Special Use Permit within CI and IG Zoning Districts and by Limited Use in RU-I and must comply with limited use standards in Section 5.3.7.H of the UDO. The Limited Standards limits dewatering, allows on-site processing, does not allow the use of explosives, and do not limit the size. These mines are intended to be located away from residential and are likely to be larger.
- The North Carolina Department of Environment Quality - Division of Energy, Mineral, and Land Resources has regulatory and oversight authority over "soil removals" and mining activities in NC and facilitates the NC Mining Program. This program provides the process for reviewing and approving of certificates/permits related to soil removal/mining in NC, oversees existing permits, oversees reclamation of sites, ensures



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compliance with the NC Mining Act of 1971 and related NCGS, and investigates/enforce soil removal violations. Criteria for permits are listed below:

- Permits are required if mining activities disturb 1 acre or more of land.
 - Specific rules related to location, allowed activities, blasting, reclamation, and size.
 - Exemptions include the following:
 - On-Site Construction.
 - Farming.
 - Single source borrow pits/mines. *[Note: A North Carolina's NPDES General Stormwater Permits and Sedimentation & Erosion Control Permit must be issued]*
 - North Carolina Department of Transportation (NCDOT) related projects in connection with the construction, repair, and maintenance of the public road systems within North Carolina.
 - Local governments are notified about mining permits and local zoning regulations do apply.
 - North Carolina General Stormwater Permits and Sedimentation/Erosion Control Permits are not required for mines approved through the NC Mining Program.
- Single source borrow pits are required to obtain approval under North Carolina's Department of Environment Quality (General Stormwater Permit & Sedimentation/Erosion Control Permits).
 - Staff Reached out to Trent James with the NC Mining Program. Tripp's Construction was granted a Stormwater Certificate of Coverage (COC) #NCC202623 on June 23, 2020, for a 5 acres single source borrow pit within the rezoning area (see the attached permit and associated map). This was issued in response to the Notice of Intent Application submitted on 6/23/2020 for a single source borrow pit for the Brunswick Nuclear Plant Stabilization Pond. Mr. James agreed to make a site visit and complete inquiries to ascertain if the requirements have been followed. As of 2/10/2021, that information has not been provided. Mr. James indicated that the following rules and conditions must be followed.
 - Permits are limited to a period of one (1) year.
 - The site area is limited to five (5) acres. *[Note: Anything greater than 5 acres would be considered mining.]*
 - Materials cannot be "blasted".
 - The applicant is limited to hauling the materials to the one (1) designated site listed in the approved application, which is the Brunswick Nuclear Plan Stabilization Pond.
 - Local zoning requirements must be met. *[Note: In this instance, the use is considered a stormwater pond/erosion control method by the State, and as such the local zoning requirements do not apply to the current project.]*

/heb



BRUNSWICK COUNTY PLANNING DEPARTMENT

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ATTACHMENTS:

Certificate of Coverage

STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF ENERGY, MINERAL, AND LAND RESOURCES

GENERAL PERMIT NO. NCG010000

NC Reference No. NCG01-2020-2623
Certificate of Coverage No. NCC202623

STORMWATER DISCHARGES

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

In compliance with the provision of North Carolina General Statute 143-215.1, other lawful standards and regulations promulgated and adopted by the North Carolina Environmental Management Commission, and the Federal Water Pollution Control Act, as amended,

Tripps Construction, LLC

is hereby authorized to discharge stormwater associated with CONSTRUCTION ACTIVITIES to surface waters of North Carolina from a site located at:

Single Source Borrow Pit for BNP Stabilization Pond
NC 211
Smithfield
Brunswick County

In accordance with the effluent limitations, monitoring requirements, and other conditions set forth in N.C. General Permit No. NCG010000.

This Certificate of Coverage is affiliated with E&SC Plan Project No. BRUNS-2020-080

This Certificate of Coverage shall become effective 1/23/2020.

This Certificate of Coverage shall remain in effect until rescinded or expired.

This Certificate of Coverage will expire on the anniversary of its effective date unless it is renewed by payment of the annual administration and compliance fee.

for Brian Wrenn
Acting Director, Division of Energy, Mineral, and Land Resources
By the Authority of the Environmental Management Commission





January 18, 2021

Marc A. Pagès
Brunswick County Senior Planner
Brunswick County Government Complex
30 Government Center Drive NE
Bolivia, NC 28422

Re: Continuance request of rezoning case # Z-800

Dear Marc,

On behalf of the Owner, Jones Holdings NC LLC, we are formally requesting a continuance of one month regarding **Case number Z-800**. We feel given the complexities of this parcel, our team needs to work with Brunswick County concerning some critical issues that relate to the proposed use, zoning, approval process and long-term plans for this site.

Based upon our understanding, this request would be heard by the Brunswick County Commissioners at the regularly scheduled February, 2021 hearing date. Should you have any questions or comments please contact me at 910-470-9383.

Sincerely,

A handwritten signature in blue ink, reading 'Daniel H. Weeks', is written over a light blue horizontal line.

Daniel H. Weeks, RLA



November 16, 2020

Mr. Randell Woodruff
Brunswick County Manager
Brunswick County Government Complex
30 Government Center Drive NE
Bolivia, NC 28422

Re: Formal appeal of rezoning case # Z-800

Dear Mr. Woodruff,

On behalf of the Owner, Jones Holdings NC LLC, we are formally requesting to appeal the decision of the Planning Board on November 9, 2020 to deny the rezoning request of the subject parcel (135 acres) from CLD to CI.

Based upon our understanding of the process, this appeal request would be heard by the Brunswick County Commissioners. Should you have any questions or comments please contact me at 910-470-9383.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Daniel H. Weeks', is written over a light blue horizontal line.

Daniel H. Weeks, RLA

REZONING STAFF REPORT

Prepared by Marc Pages, Senior Planner

Rezoning Case#: Z-800

November 9, 2020



APPLICATION SUMMARY

The applicant, Dan Weeks, requests to rezone Tax Parcels 20400048, 20400014, 20400013, 20400012, 20400011, 20400010 and 20400009 from CLD (Commercial Low Density) to C-I (Commercial Intensive). This rezoning request is conventional therefore, no conditions or site plans are proposed. All owners and adjacent owners have been notified via first class mail.

Location

3940, 3950, and 3954 Southport-Supply Road SE (NC 211)

Tax Parcels

20400048, 20400014, 20400013, 20400012, 20400011, 20400010 and 20400009

Current Zoning

CLD (Commercial Low Density)

Proposed Zoning

C-I (Commercial Intensive)

Surrounding Zoning

CLD, C-I and OK-CLD (Oak Island Jurisdiction)

Current Use

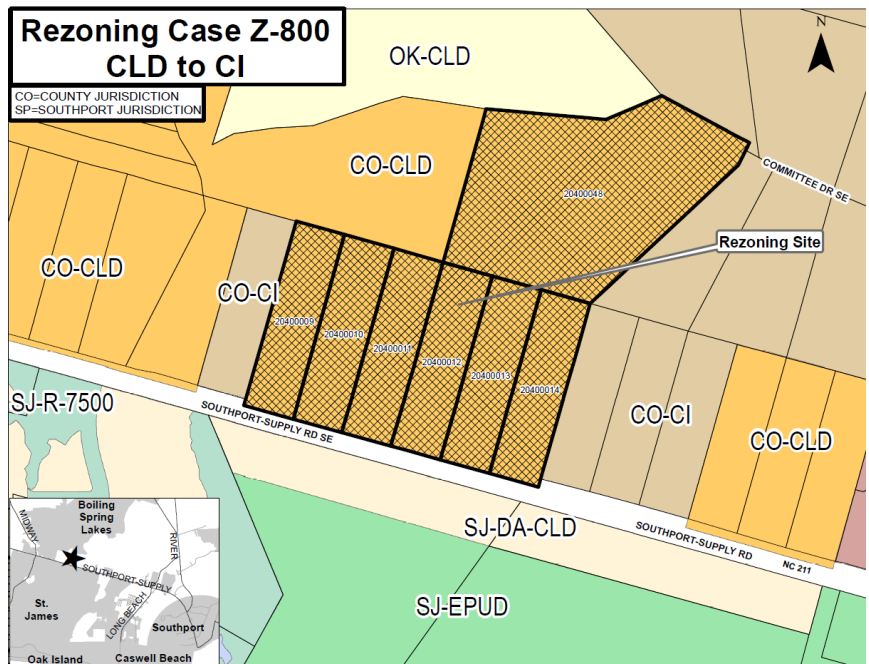
Vacant, Sand Mine

Surrounding Land Uses

Vacant Land

Size

135.7 Acres



SITE CONSIDERATIONS

Zoning History: These parcels were rezoned in March 2015 from C-I to CLD as part of Rezoning Case Z-728. These parcels are also the site of the previously approved Mirasol Planned Development which was approved on June 8, 2015 and consisted of 200 single-family lots, 415 multifamily units and 28.33 acres of commercial space. That preliminary plan expired on June 8, 2020.

Buffers: If rezoned to C-LD, all non-residential uses will require a 0.2 (vacant) or 0.4 (developed) opacity buffer to CLD areas. A buffer is not required for adjacent non-residential uses zoned C-I unless there is existing residential then a 0.4 opacity buffer will be required.

Traffic: There are capacity deficiencies for this section of Southport -Supply Road (NC 211) however the road is scheduled to be widened in the near future. The developer shall be responsible for obtaining an NCDOT driveway permit prior to construction.

Utilities: Water and Sewer is available from Brunswick County Utilities along Southport -Supply Road (NC 211). It is the developer's responsibility to coordinate with Brunswick County Utilities to connect to the water and sewer system.

Schools: Southport Elementary School, South Brunswick Middle School and South Brunswick High School have adequate capacity.

CIP Projects in Area: NC 211 R-5021 NCDOT Utility Relocation (FY 2020), New Early College High School (FY 2022)

NCDOT Road Improvements in Area: Widen NC 211 from Midway Road (NC 906) to NC 87 (Project R-5021) – Pre-Construction Phase (Anticipated Construction 2019 - 2021). Convert US 17 & NC 211 intersection to interchange (Project U-5932) – Design Phase (Anticipated Construction 2024).

Environmental Impacts: Biodiversity & Wildlife Habitat Assessment Score: Portions of the rezoning site score a 9 out of 10 due to wetlands on site.

ANALYSIS

" The C-I District is intended for uses which require close access to major highways. Anticipated uses include those which are necessary to service more intensive commercial and industrial districts, such as warehousing, storage, moving, service and repair, distribution, wholesaling, marketing of specialty goods and light manufacturing plants."

CAMA Land Use Plan Classification: Commercial

- Proposed Zoning is consistent with CAMA Land Use Plan.

Applicable CAMA Land Use Policies:

- P.16 states that Brunswick County strongly supports commercial nodes, including town or village centers, and the prohibition of strip commercialization.
- P.49 states that Brunswick County supports directing more intensive land uses to areas that have existing or planned infrastructure.

STAFF RECOMMENDATION SUMMARY

Staff recommends APPROVAL TO C-I FOR TAX PARCELS 20400048, 20400014, 20400013, 20400012, 20400011, 20400010 AND 20400009 based upon information provided, surrounding area, current uses, the Brunswick County CAMA CORE Land Use Plan, and other adopted Brunswick County plans and policies.

Rezoning Case Z-800

CLD to CI

CO=COUNTY JURISDICTION
SP=SOUTHPORT JURISDICTION

N



OK-CLD

CO-CLD

20400048

COMMITTEE DR SE

Rezoning Site

CO-CLD

CO-CI

20400009

20400010

20400011

20400012

20400013

20400014

SOUTHPORT-SUPPLY RD SE

CO-CI

CO-CLD

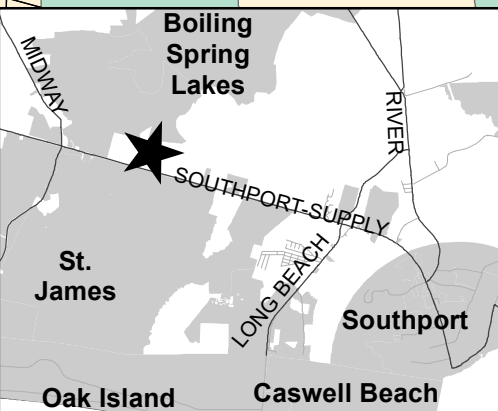
SJ-DA-CLD

SOUTHPORT-SUPPLY RD

NC 211

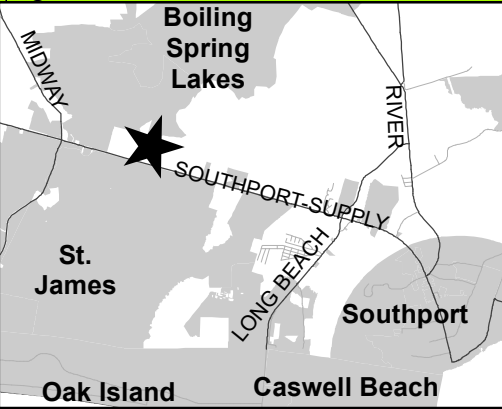
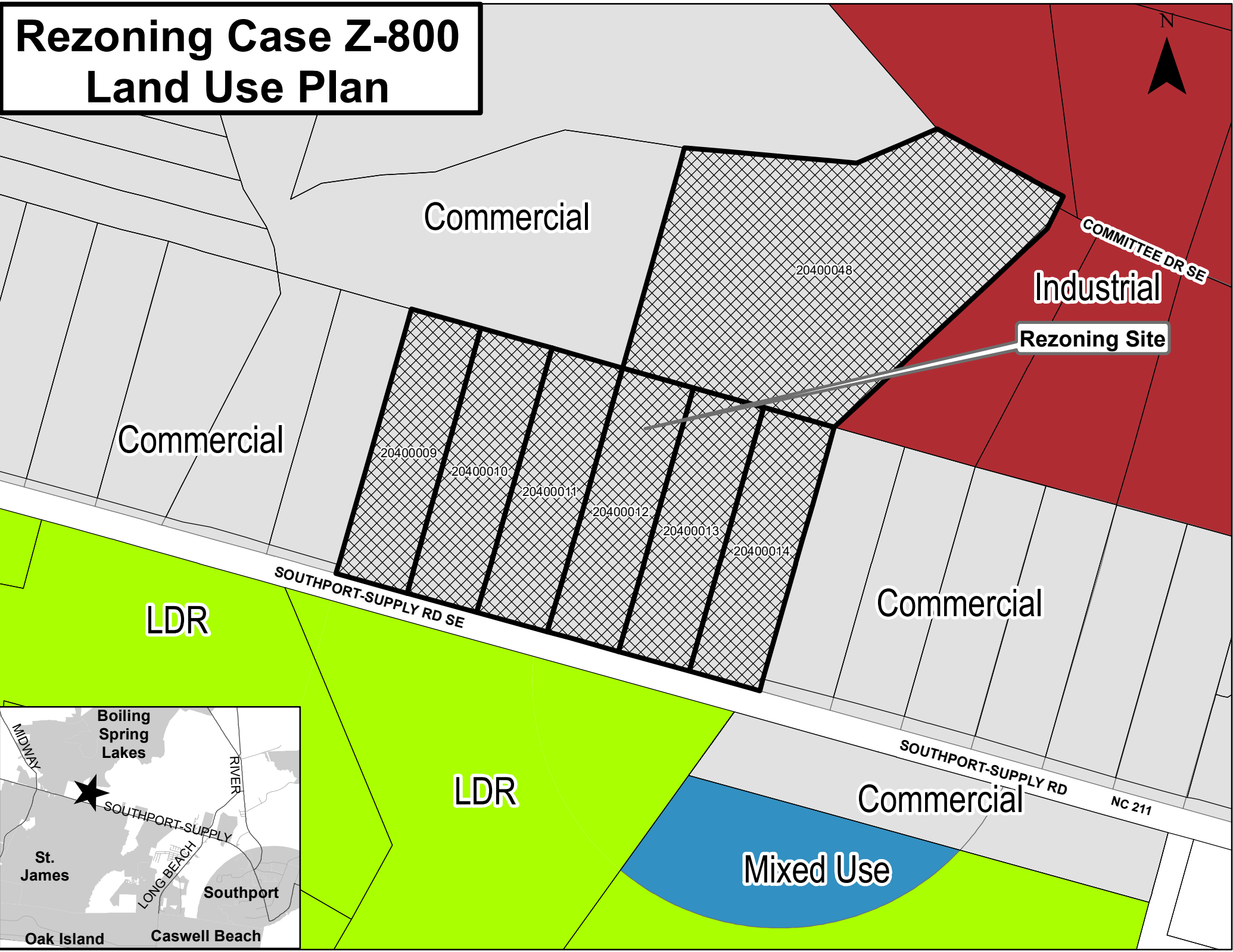
SJ-EPUD

SJ-R-7500



Rezoning Case Z-800

Land Use Plan





REZONING APPLICATION

For Office Use Only

Rezoning Case Z- _____ Invoice # _____

Date Received _____

Northwest Jurisdiction ☐ YES ☐ NO

Brunswick County Planning • PO Box 249, Bolivia, NC 28422 • Phone: (910) 253-2025/1-800-621-0609 • Fax: (910) 754-2740

Complete the following application. This form must be completely filled out. Incomplete applications will result in a delay of this application and slow down the rezoning process.

APPLICANT INFORMATION (This person will be the contact person and will receive all mailings)

Applicant Name(s): **DAN WEEKS**
H + W DESIGN

Mailing Address: **2512 INDEPENDENCE BLVD. STE 200**
WILMINGTON, NC 28412

Phone: **910 470 9383** Email: **DWEEKS@H-WDESIGN.COM**

PROPERTY OWNER INFORMATION (If different from above)

Owner Name(s): **JONES HOLDINGS NC LLC**
MALCOLM JONES

Mailing Address: **150 SANTIAGO DRIVE**
JUPITER, FL 33458

Phone: **561 248 3505** Email: **MJONES@ULTIMATECOMMUNITES.COM**

PROPERTY INFORMATION

Property Address and/or Description of Location:

Parcel Tax ID #(s): **20400048, 20400014**
20400013, 20400012, 20400011
20400010, 20400009

Total Site Acreage: **175.70**

Current Zoning District(s): **CLD**

Proposed Zoning District(s): **C-1**

Conditional Zoning Request ☐ YES ☒ NO

Conditional Zoning have additional submittal requirements such as Conceptual Site Plan, Proposed Conditions, Proposed Uses, and the holding of a neighborhood meeting. Please include the additional information as an attachment to this application.

NOTE: If multiple parcels are being proposed for rezoning then write "see attached" and attach the list of the parcels. Make sure to include the Tax Parcel ID #, owner name(s)/address, and acreage information.

STATEMENT OF REASONABLENESS

Please explain why the proposed zoning is reasonable for the area. Possible reasons could be the rezoning is consistent with the character of the area, the rezoning will match the surrounding zoning, or the rezoning is consistent with the Land Use Plan:

ADJACENT PROPERTY TO THE EAST IS ZONED C-1. SITE HAS SUFFICIENT INFRASTRUCTURE, DIRECT FRONTAGE ON HWY 211. ALL SURROUNDING LAND USES ARE ZONED CUD and C-1 and ARE BUFFERED TO RESIDENTIAL USES. THE C-1 ZONING IS A TRANSITIONAL ZONING TO THE CUD.

LAND USE COMPATIBILITY

Future Land Use Map Classification: COMMERCIAL - INDUSTRIAL

Is the proposed rezoning consistent with the Land Use Plan? ☒ YES ☐ NO

If not consistent, please explain the change in conditions of the community which justify amending the Land Use Plan Map:

①

NOTE: The future Land Use Map Classification comes from the Brunswick Co. CAMA CORE Land Use Plan. If a rezoning request is not consistent then an amendment is required. Planning Staff can assist with this determination.

APPLICANT/OWNER SIGNATURE

In signing of this Rezoning Application, I certify that I have understand the application guidelines and that incomplete applications will delay my application and my rezoning. I ALSO UNDERSTAND THAT MY REZONING REQUEST MUST BE CONSISTENT WITH THE LAND USE PLAN. I further certify that I am authorized to submit this application and that all the information presented in this application is accurate to the best of my knowledge, information, and belief.

Applicant Signature: [Signature]

Date: 9/25/2020

Owner Signature: [Signature]

Date: 9/25/2020

Owner Signature: _____

Date: _____

NOTE: If there are multiple owners that need to sign have them sign under the owner signature or attached additional sheets.

Brunswick County Jurisdiction Fees

- | | | |
|--|---|---|
| ☐ <1.0 acres (\$350) | ☐ 1.0 to <5 acres (\$400) | ☐ 5.0 to <25 acres (\$450) |
| ☐ 25 to <50 acres (\$600) | ☒ 50+ acres (\$1,200) | ☐ Conditional Zoning (Add \$200) |

City of Northwest Jurisdiction Fees

- | | | |
|--|--|---|
| ☐ <1.0 acres (\$1,650) | ☐ 1.0 to <5 acres (\$1,760) | ☐ 5.0 to <25 acres (\$1,870) |
| ☐ 25 to <50 acres (\$2,090) | ☐ 50+ acres (\$2,200) | ☐ Conditional Zoning (Add \$550) |

Please note that any continuance request after initial advertising will incur an additional \$500 fee for Brunswick County Jurisdiction and \$550 for City of Northwest Jurisdiction.

Site Images



View of Rezoning Site



View of opposite side of
Southport-Supply Road

Site Images



View of Southport-Supply Road
Facing East



View of Southport-Supply Road
Facing West

CONSISTENCY STATEMENT

FOR BRUNSWICK COUNTY BOARD OF COMMISSIONERS



ZONING AMENDMENT DESCRIPTION: Z-800 (C-LD to C-I)

THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS HEREBY ORDER, on the basis of all the foregoing, that the UNIFIED DEVELOPMENT ORDINANCE ZONING AMENDMENT be

☐ **APPROVED – CONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment *is consistent with the CAMA Land Use Plan (Comprehensive Plan)* for the following reasons: _____

PLANNING BOARD RECOMMENDATION: _____

- The Board of Commissioners further finds that the proposed zoning amendment *is reasonable and in the public's interest* for the following reasons: _____

PLANNING BOARD RECOMMENDATION: _____

☐ **APPROVED – NOT CONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment *is NOT consistent* with the CAMA Land Use Plan (Comprehensive Plan) for the following reasons: _____
- The Board of Commissioners further finds that the approval of the proposed zoning amendment will amend the CAMA Land Use Plan (Comprehensive Plan) and the following changes have been considered to meet the needs of the community: _____

PLANNING BOARD RECOMMENDATION: _____

- The Board of Commissioners further finds that the proposed zoning amendment *is reasonable and in the public interests* for the following reasons: _____

PLANNING BOARD RECOMMENDATION: _____

☒ **DENIED – INCONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment ☒ **is** ☐ **is not** consistent with the CAMA Land Use Plan (Comprehensive Plan) and ☐ **is** ☒ **is not** in the public interests for the following reasons: _____

PLANNING BOARD RECOMMENDATION: There is a potential negative impact to the immediate area, there is no major corridor nearby and the proposed zoning change is not compatible with the surrounding development.

☐ **TABLED**

- The Board of Commissioners TABLES the proposed zoning amendment to ☐ **Next Board of Commissioners Meeting** ☐ **A Future Board of Commissioners' Meeting** in _____ months.

MINUTES
PLANNING BOARD
BRUNSWICK COUNTY, NC

6:00 P.M. Monday
November 9, 2020

Commissioners Chambers
David R. Sandifer Administration Bldg.
County Government Center
Old U.S 17 East

MEMBERS PRESENT

Eric Dunham, Chair
Joy Easley, Vice Chair
Richard Leary
William Clark
William Bittenbender
Brett Riggs, Alternate
Ron Medlin

MEMBERS ABSENT

Eileene Shake

STAFF PRESENT

Kirstie Dixon, Director
Marc Pages, Senior Planner
Connie Marlowe, Admin. Asst. II
Justin Brantley, Project Planner
Bryan Batton, Asst. County Attorney

OTHERS PRESENT

John Hankins
Scott Stewart
Rodney Conlogue
Pauline Haran
Don McGuire
Stephen Dragos
Jean Toner, Mayor of St. James
James McGarry

Joseph Bland, Norris & Tunstall Engineering
Dan Weeks
Patricia McGarry
Taylor Ryan
Jerry Iverson
Dan Kingsbury
Edward Dickie

I. CALL TO ORDER.

Mr. Dunham called the meeting to order at 6:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE.

Mr. Dunham said a prayer. The Chair asked everyone to stand and face the U.S. Flag to say the Pledge of Allegiance.

III. ROLL CALL.

Ms. Eileene Shake was absent.

IV. CONSIDERATION OF MINUTES OF THE 12-OCT-20 MEETING.

Mr. Leary made a motion to approve the minutes as presented and the motion was unanimously carried.

V. AGENDA AMENDMENTS.

There were none.

VI. PUBLIC COMMENT.

There were none.

VII. PUBLIC HEARING.

A. Planned Development – PD-34

Name:	Hickmans Branch Cove Planned Development
Applicant:	J. Phillip Norris, Norris and Tunstall Engineering
Tax Parcels:	22500136 and portions of 22500132 and 2250013208
Location:	993 Calabash Road NW (SR 1300)
Description:	Hickmans Branch Cove is a proposed planned development consisting of 65 single-family units on a gross site of 16.84 acres creating an overall density of 3.86 units per acre.

Mr. Pages addressed the Board. He read the Staff Report (attached). Mr. Pages identified the subject property and surrounding properties on a visual map. He further stated that there is a cemetery on the site with an existing access road from Calabash Road NW (SR 1300) that will be preserved.

Mr. Pages said staff recommends approval based on the following conditions:

- That the development shall proceed in conformity with all plans and design features submitted as part of the Planned Development application and kept on file by the Brunswick County Planning Department; and

- That the development of the parcel(s) shall comply with all regulations as specified in the Brunswick County Unified Development Ordinance

Mr. Dunham asked staff if the proposed development will be impacted by S.C. 31 route through Brunswick County? Mr. Pages said there are no definitive locations for S.C. 31 at this time, but 1 of the routes could potentially impact this area.

Ms. Easley made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. Joseph Bland, representative for Norris and Tunstall Engineering, addressed the Board. He stated that they will meet the minimum requirements of the Brunswick County Unified Development Ordinance (UDO) and they will continue to work with the North Carolina Department of Transportation (NCDOT) regarding minimum access requirements. He further stated that they will comply with all State and local minimum requirements for stormwater and erosion control. Mr. Bland concluded that they will, also, continue to work with Brunswick County regarding the utility connections.

Mr. Dunham asked Mr. Bland if they have explored whether or not the routing of S.C. 31 through Brunswick County will impact this project? Mr. Bland said they have notified the developer that the plan may have to be modified if the project is impacted by the location of S.C. 31 through Brunswick County.

Ms. Patricia McGarry, property owner in Meadowlands, addressed the Board. She clarified that the old Brunswick County Library is not at the end of Calabash Road NW (SR 1300); rather; it was off McLamb Road NW (SR 1301).

Mr. Rodney Conlogue, owner of Tax Parcel 22500135, addressed the Board. Mr. Conlogue expressed concern regarding potential stormwater runoff that will be generated from this development. Mr. Dunham said the County's Stormwater Engineer, Brigit Flora, will address stormwater issues prior to approval of development on the site. Mr. Conlogue was also concerned with potential safety issues associated with the additional traffic generated from this development. Mr. Dunham said NCDOT will address traffic concerns. Mr. Conlogue asked the type of housing that will be in the area? Mr. Dunham said the applicant is proposing single family units. Mr. Bland reiterated that they will comply with State and local minimum requirements regarding stormwater.

With no further comments, Mr. Bittenbender made a motion to close the Public Hearing and the motion was unanimously carried

Ms. Easley made a motion to approve PD-34 (Hickmans Branch Cove Planned Development) with the noted conditions presented in the Staff Report and the motion was unanimously carried.

B. Planned Development – PD-35

Name:	Demarest Park Planned Development
Applicant:	Scott D. Stewart
Tax Parcels:	0570006539
Location:	On Maco Road NE (NC 87) near the intersection of I-140 and Ocean Hwy E (US 17)

Description: Demarest Park is a proposed planned development consisting of 90 townhome lots on a gross site of 38.11 acres creating an overall density of 2.36 units per acre.

Mr. Pages addressed the Board. He read the Staff Report (attached). Mr. Pages identified the subject property and surrounding properties on a visual map.

Mr. Pages said staff recommends approval based on the following conditions:

- That the development shall proceed in conformity with all plans and design features submitted as part of the Planned Development application and kept on file by the Brunswick County Planning Department; and
- That the development of the parcel(s) shall comply with all regulations as specified in the Brunswick County Unified Development Ordinance

Ms. Easley made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. Scott Stewart addressed the Board. Mr. Stewart stated that he previously appeared before the Board for a zoning change to C-LD for this property. Mr. Stewart provided a site layout (attached) of the property including the potential neighborhood features and existing site conditions. Mr. Stewart said he is seeking approval for 90 units that will be a mixture of townhomes and/or single-family units. He further stated that he intends to preserve as many heritage trees as possible.

With no further comments, Ms. Easley made a motion to close the Public Hearing and the motion was unanimously carried

Mr. Leary made a motion to approve PD-35 (Demarest Park Planned Development) with the noted conditions presented in the Staff Report and the motion was unanimously carried.

C. Rezoning Z-800 – Dan Weeks.

Request rezoning of approximately 135.70 acres located at 3940, 3950 and 3954 Southport-Supply Road SE (NC 211) from C-LD (Commercial Low Density) to C-I (Commercial Intensive) for Tax Parcels 20400048, 20400014, 20400013, 20400012, 20400011, 20400010 and 20400009.

Mr. Pages addressed the Board. Mr. Pages read the Staff Report (attached). He identified the subject property and surrounding properties on a visual map.

Mr. Pages said staff recommends approval from C-LD (Commercial Low Density) to C-I (Commercial Intensive) for Tax Parcels 20400048, 20400014, 20400013, 20400012, 20400011, 20400010 and 20400009.

Mr. Bittenbender asked staff if the mining activity on Tax Parcel 20400048 is permissible in the current zoning district? Mr. Pages said that mining activity was an NCDOT project that was exempt from zoning requirements. Mr. Bittenbender asked staff if the current mining operation is part of an NCDOT project? Mr. Pages said Helen Bunch, Zoning Administrator, said the mining operation was part of an NCDOT project. Ms. Dixon interjected that staff is not sure if NCDOT is still conducting the mining activities on the site because they are not required to notify the Planning Department.

Ms. Easley made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. Dan Weeks addressed the Board. Mr. Weeks stated that the property was rezoned to C-LD in March 2015 and approved in June 2015 for a planned development (Mirasol Planned Development) that expired June 2020. He stated that the property owner feels C-I zoning is the most appropriate zoning designation at this time.

Ms. Jean Toner, Mayor of the Town of St. James, addressed the Board in opposition to the zoning change and provided the Board with a copy (attached) of her concerns regarding public safety and the potential negative impact to the surrounding area should the property be rezoned to C-I.

Mr. Dan Kingsbury, Broker for St. James Properties, addressed the Board. Mr. Kingsbury said there is a need for more housing in the area. He felt that C-I zoning is not appropriate for this area.

Mr. Stephen Dragos, resident of the Town of St. James, addressed the Board. He provided the Board with a map (attached) of the Town of St. James and Pine Forest development indicating the demographics for both areas. Mr. Dragos said there is a market for commercial development along the roadway, but C-I zoning is not appropriate for this area. He further stated that the subject property is being used by 18 wheelers entering and exiting the property on a 2-lane road, which is not conducive to the residential area. Mr. Dragos said C-I zoning is intended for uses which require close access to major highways and Southport-Supply Road SE (NC 211) is not a major highway.

Mr. Jerry Iverson, President of the Property Owners Association (POA) in St. James Plantation, addressed the Board. Mr. Iverson said the POA is responsible for the infrastructure, amenities, parks, roads, common areas, wetlands, ponds, security and stormwater system. He felt potential industrial substances would be will be harmful to St. James Plantation's ponds, creeks, Carolina Bays and the residential community as a whole. He provided the Board with statistical information regarding the existing and proposed homes in St. James Plantation. Mr. Iverson was opposed to the zoning change.

Mr. Don McGuire, President of the Board of Directors of St. James Fire Department, addressed the Board. Mr. McGuire stated that there have been several traffic incidents in the area and he provided statistics of accidents (145) in this area (intersection of Midway Road to St. James Plantation main gate and to the Regency gate) from 2017 to the present. Mr. McGuire was concerned with hazardous spills that cannot be contained and the potential emissions from the hazardous materials in their residential neighborhood. He further stated that the Military Ocean Terminal – Sunny Point (MOTSU) normally assists with hazardous spills. However, if MOTSU cannot respond, they contact a hazardous team from Wilmington, which could be detrimental if response time is delayed. Mr. McGuire concluded that C-I zoning is not the right fit for this area.

Ms. Pauline Haran addressed the Board. Ms. Haran expressed concerns with the need for local shopping, the ability to attract new businesses to the area, the ability to keep a qualified workforce and affordable housing. Ms. Haran said that sales tax dollars will leave the County if qualified workforce is not available. She felt that industry is needed in the County, but the proposed zoning is not appropriate for this area.

Mr. Taylor Ryan addressed the Board. Mr. Ryan read a statement (attached) of his concerns regarding the living shoreline along the St. James Intracoastal Waterway (ICW). Mr. Ryan said the proposed zoning change is in close proximity to a residential, tourist area with several ponds

that could be polluted should industrial activity be permitted on the subject property. Mr. Ryan reiterated opposition to the zoning change.

Mr. Edward Dickie, resident of St. James Plantation and Town Manager of St. James, addressed the Board. Mr. Dickie concurred with the previous comments. He, too, was opposed to the proposed zoning change.

Mr. Dunham asked staff if the proposed zoning district is commercial intensive and Mr. Pages replied, yes. Mr. Pages proceeded to read some of the commercial and light industrial uses allowed in the C-I zoning district. Mr. Dunham asked staff the minimum buffer requirement along NC 211? Mr. Pages said the minimum buffer is, typically, a 20' landscaped buffer, but the minimum setbacks are 50' for the front yard.

Ms. Easley asked staff if residential uses are allowed in the C-I zoning district and Mr. Pages replied, yes.

Mr. Leary clarified that there are currently 4 C-I zoned parcels (3 to the east and 1 to the west) abutting the subject property off Southport-Supply Road SE (NC 211) and Mr. Pages concurred.

Ms. Easley asked staff if the current use of Tax Parcel 20400048 is exempted from zoning because it is an NCDOT project and Mr. Pages, replied yes. Ms. Easley asked if the property remained C-LD, would the current mining operation be allowed if NCDOT was not involved? Mr. Pages replied, no. Ms. Easley asked if mining operations are allowed in the C-I zoning district? Mr. Pages said mining operations are permissible by Board of Adjustment approval in the C-I zoning district.

Mr. Bittenbender asked staff if the fill material extracted from Tax Parcel 20400048 was for an NCDOT project? Mr. Pages reiterated that the County's Zoning Administrator said the mining operation was for an NCDOT project. Ms. Dixon interjected that the fill material was used for the Long Beach Road connection. Mr. Bittenbender said there has been activity on the site post the Long Beach Road connection opening. Ms. Dixon said the Long Beach Road connection was the initial site the fill material was used for, but staff is uncertain of any other NCDOT projects that fill material would be needed from this particular site.

Mr. Dunham asked Mr. Weeks how the property is being used at the current time? Mr. Weeks said Tax Parcel 20400048 is a borrow pit that NCDOT used for the widening on NC 133. Mr. Dunham asked if there is any activity occurring on the site at the current time? Mr. Weeks said there is a smaller borrow pit on Tax Parcel 20400012 that the owner received a permit to mine.

Mr. Weeks addressed concerns previously expressed. He stated that a private company (Land Management) toured the site and determined that there are no wetlands on the property. Mr. Weeks said there is a need for industry in this area to mesh with the existing light commercial use(s) to serve the needs of the community. He, too, felt the necessity for the affordable housing along with a balance for commercial and industrial uses to sustain a viable workforce area. Mr. Weeks said the developer has no plans to develop the property in the immediate future.

Mayor Toner readdressed the Board. Mayor Toner said there are several uses that are allowed in the C-I zoning district other than those read by staff. She proceeded to read more intensive uses allowed in the C-I zoning district. She reminded the Board that any permitted use in C-I zoning can be placed on the subject property. Mr. Pages clarified that Mayor Toner read items permitted in the Industrial General zoning district rather than Commercial Intensive zoning district. Ms.

Dixon added that C-I uses were previously added to planned developments for those citizens that like to live where they work.

With no further comments, Ms. Easley made a motion to close the Public Hearing and the motion was unanimously carried.

Mr. Bittenbender made a motion to deny the zoning change and the motion carried 6 to 1 with Mr. Dunham voting no.

☒ DENIED – INCONSISTENT WITH COMPREHENSIVE PLAN

- The Planning Board finds that the proposed zoning amendment is consistent with the CAMA Land Use Plan (Comprehensive Plan) and is not in the public's interest for the following reasons:

There is a potential negative impact to the immediate area, there is no major corridor nearby and the proposed zoning change is not compatible with the surrounding development.

The Chairman stated that any person with standing may appeal the decision of the Planning Board. If an appeal is received in the allotted time, the case will move forward to the Brunswick County Board of Commissioners for a Public Hearing and their consideration. He further stated that if notice of the appeal is not provided in writing within 15 days, then the decision of the Planning Board shall be final.

D. Rezoning Z-801 – Henry Bennett.

Request rezoning of approximately 24.21 acres located at 341 Shingletree Road NW (SR 1302) from Undesignated to R-7500 (Medium Density Residential) for Tax Parcel 2250003911.

LAND USE PLAN MAP AMENDMENT LUM-801:

Request to amend Tax Parcel 2250003911 located at 341 Shingletree Road NW (SR 1302) from Undesignated to LDR (Low Density Residential).

Mr. Pages addressed the Board. Mr. Pages read the Staff Report (attached). He stated that the property owner supports the R-7500 (Medium Density Residential) zoning designation for the subject property. He identified the subject property and surrounding properties on a visual map.

Mr. Pages said staff recommends approval from Undesignated to R-7500 (Medium Density Residential) for Tax Parcel 2250003911 in conjunction with an amendment to the Official Brunswick County CAMA Land Use Plan Map to LDR (Low Density Residential) for Tax Parcel 2250003911.

Ms. Easley made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. James McGarry, property owner in Meadowlands, addressed the Board. He asked what advertisements were sent to notify property owners in the area of the proposed zoning change? Mr. Pages said abutting property owners are notified via US Mail, a sign is posted on the property and the zoning change is advertised in the local newspaper. He provided Mr. McGarry with a copy of the adjacent property owners that were notified. Mr. Pages further stated that property owners in Meadowlands would not have received a letter regarding the proposed zoning change

because they are not directly adjacent to the subject property. Mr. McGarry asked the difference in the R-7500 (Medium Density Residential) and LDR (Low Density Residential)? Mr. Pages said R-7500 is the zoning designation and LDR is the CAMA Land Use Plan classification that is proposed for the subject property so the property will be consistent with the CAMA Land Use Plan. Mr. Pages also explained the maximum dwelling units allowed in the R-7500 zoning district. Mr. McGarry was concerned with a ditch in the area and the potential of flooding when the subject property is developed. Mr. Dunham said stormwater will be addressed by the County's Stormwater Engineer when a project is submitted for approval.

Ms. Patricia McGarry addressed the Board. Ms. McGarry said there is a lot of development in the area. She, too, was concerned with potential flooding in the area. Mr. Dunham said a stormwater permit will be required from the County and State prior to developing the property. Ms. McGarry asked staff to clarify whether or not minimum buffers will be required? Mr. Pages said conventional development will not require buffers, but a planned development will require a 30' buffer.

With no further comments, Mr. Leary made a motion to close the Public Hearing and the motion was unanimously carried.

Mr. Leary made a motion to approve Tax Parcel 2250003911 from Undesignated to R-7500 (Medium Density Residential) in conjunction with an amendment to the Official Brunswick County CAMA Land Use Plan Map to LDR (Low Density Residential) and the motion was unanimously carried.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for REZONING be

☒ **APPROVED – NOT CONSISTENT WITH COMPREHENSIVE PLAN**

- The Planning Board finds that the proposed zoning amendment is not consistent with the CAMA Land Use Plan (Comprehensive Plan) for the following reasons:

The property is currently undesignated as the property was in the Town of Carolina Shores planning and zoning jurisdiction. However, a CAMA Land Use Plan amendment has been requested to LDR (Low Density Residential).

- The Planning Board further finds that the approval of the proposed zoning amendment will amend the CAMA Land Use Plan (Comprehensive Land Use Plan) and the following changes have been considered to meet the needs of the community:

The property will become consistent with the surrounding area(s).

- The Planning Board further finds that the proposed zoning amendment is reasonable and in the public's interests for the following reasons:

The property is undesignated and it is being proposed to be designated to LDR (Low Density Residential).

The Chairman stated that any person with standing may appeal the decision of the Planning Board. If an appeal is received in the allotted time, the case will move forward to the Brunswick County Board of Commissioners for a Public Hearing and their consideration. He further stated

that if notice of the appeal is not provided in writing within 15 days, then the decision of the Planning Board shall be final.

VIII. OTHER BUSINESS.

- Planning Board Cases Update

Mr. Pages addressed the Board. He stated that Z-797, Z-798 and Z-799 were approved at the Planning Board's 12-Oct-20 meeting and no rezoning appeals were received so the Planning Board's decision stands.

- Blueprint Brunswick Project Update.

Mr. Pages addressed the Board. He stated that Blueprint Brunswick Project is in the early stages and he provided the Board with a flyer (attached) of the Focus Group meeting dates. He encouraged participation from the Board members.

IX. ADJOURNMENT.

With no further business, Mr. Bittenbender made a motion to adjourn and the motion was unanimously carried.