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Town of Cedar Point
Regular Meeting
Tuesday, June 25, 2024

Board Members

Scott Hatsell, Mayor | Gary Bray, Mayor Pro Tem | Josh Reilly, Commissioner
Pam Castellano, Commissioner | John Nash, Commissioner | Frankie Winberry, Commissioner

I. Call to Order/Invocation/Pledge Mayor Scott Hatsell

Mike D'Andrea, Grace Church of Swansboro will provide the Invocation followed by the Pledge of Allegiance

Mayor's Remarks

II. Agenda and Consent Agenda

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and of little or no controversy. These items may be voted on as a single group without Board discussion or if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

Consent Items:

- a. October 24, 2023 Regular Meeting Minutes
- b. May 23, 2024 Agenda Work Session Meeting Minutes
- c. May 28, 2024 Regular Meeting Minutes

III. Public Hearing - Annexation Petition ANN-2024-01

A petition to annex the property located at 221 Hidden Bay Drive into the Town.

Action Needed:

1. Open the Public Hearing
2. Public Comment
3. Close the Public Hearing
4. Motion to Approve or Disapprove Annexation Petition ANN-2024-01

IV. Final Draft of the 2024-2025 Budget

Action Needed:

1. Motion to approve the 2024-2025 Budget as presented

V. Debris Management Contracts

Debris Monitoring, Phases I and II storm related debris management contracts for a 3-year cycle, 2024-2027.

Action Needed:

1. Motion to approve the Phase I and II Debris Removal Contracts and Debris Monitoring contracts for 2024-2027.

VI. Deputy & WCFD Reports

VII. Manager's Report/Comments

VIII. Town Clerk Report

IX. Public Comment

X. Board Comments

XI. Adjournment

The next regularly scheduled meeting will be held on Tuesday, July 23, 2024 at 6:30 PM.

Tab 2 Consent Agenda



Town of Cedar Point Board of Commissioners
Regular Meeting
October 24, 2023

The Town of Cedar Point Board of Commissioners held their regularly scheduled monthly meeting on Tuesday, October 24, 2023, at 6:30 PM at Town Hall. Mayor Hatsell determined a quorum to be present and opened the meeting.

PRESENT: Mayor Hatsell, Commissioners Reilly, Bray, Castellano, Nash, Winberry, Town Manager Rief, and Town Clerk Calhoun

Town Manager Rief provided the Invocation, followed by Mayor Hatsell leading the Pledge of Allegiance.

The Agenda and Consent Agenda, consisting of the August 24, 2023 Agenda Work Session Minutes, the August 29, 2023 Regular Meeting Minutes, the September 21, 2023 Agenda Work Session Minutes, the September 26, 2023 Regular Meeting Minutes, a Program Records Schedule Policy - NC Department of Cultural Resources and the Multi-Modal Planning Grant Agreement with NCDOT was presented for Board approval. Commissioner Reilly made a **Motion** to approve the Agenda and the Consent Agenda as presented. The Motion passed 5-0.

A Public Hearing to hear and discuss public comments concerning the Land Use Plan update was the first item on the agenda. Commissioner Winberry made a **Motion** to open the public hearing, which passed unanimously, 5-0. The floor was given to Bridget Caillea, of Benchmark Planning. Ms. Caillea presented a brief overview of the Land Use Plan update, noting no significant changes to the document since the last presentation. After tonight's hearing, the plan can be adopted at the Board's November 21, 2023 meeting.

Commissioner Bray made a **Motion** to close the public hearing. The Motion passed 5-0. There was no public comment or Board discussion.

An Annexation Petition (ANN-2023-09) at 218 White Oak Street, was the next agenda item. Mayor Hatsell directed Town Clerk Calhoun to investigate the sufficiency of the petition.

Mr. Rief presented his Manager's Report, beginning with a report on CedarFest 2023, which was a huge success.

40 He also wanted to recognize members of the Beta Club for their assistance in parking cars, and
41 the County Emergency Services for use of their radios. The County purchased 20 radios
42 specifically for municipalities to use at special events.

43
44 Boy Scout Troop 61 will be setting up camp at the park from Saturday afternoon at 12:00 pm
45 until 9:30 AM Sunday and will be sleeping in hammocks. The Board’s consensus was to allow
46 the Scouts to use the park.

47
48 The annual fall cleanup took two weeks to complete. There was more debris to pick up than in
49 the spring cleanup, and before the Town acquired the debris truck, utilized both of Emerald Isle’s
50 debris trucks. For future clean-up days, Mr. Rief proposed dividing the Town up into 4
51 quadrants, offering cleanup every other month. Beginning in January 2024, a specific quadrant
52 will be collected each week during the odd numbered months.

53
54 Mr. Rief presented a conceptual drawing of the park restroom. The Board was satisfied with the
55 design, with discussion concerning climate control, security, and lighting. The Board will
56 consider the proposed plans and take action on them at a later date.

57
58 Our street sweeping contractor Butler Trieu has advised Mr. Rief of their proposed rate increase,
59 based on the additional time required to adequately sweep Cedar Point Boulevard. Mr. Rief
60 suggested exploring other options. There is a brush system accessory for the Ventrac, which the
61 Public Works staff could utilize to blow dirt and debris onto the sidewalks and then use the brush
62 attachment to sweep the dust and debris away. The other option is to partner with Cape Carteret
63 to purchase a street sweeper, with the cost being approximately \$225,000.

64
65 Tyler Merkel has resigned from the Town Public Works and the position will be advertised soon.
66 Mr. Rief recommended hiring a Public Works Director at a higher salary.

67
68 There being no further business to discuss, the meeting was adjourned. Commissioner Reilly
69 made a **Motion** to adjourn the meeting. The Motion carried 5-0.

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71 The meeting Adjourned at 8:03 PM

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Scott Hatsell, Mayor

Jayne Calhoun, Town Clerk



Town of Cedar Point Board of Commissioners
Agenda Work Session
May 23, 2024

The Town of Cedar Point Board of Commissioners held an Agenda Work Session on Thursday, May 23, 2024, at 6:30 PM at Town Hall. Mayor Hatsell determined a quorum to be present and opened the meeting.

PRESENT: Mayor Hatsell, Commissioners Bray, Castellano, Nash, Winberry, Town Manager Rief, and Town Clerk Calhoun

ABSENT: Commissioner Reilly

The 2024-2025 Proposed Final Budget was presented for Board consideration. Mr. Rief provided a brief overview of the proposed budget, noting that 10 days must be allowed for public comment. Action can then be taken at the June 25, 2024 Regular Meeting.

Mr. Rief provided his Manager's Report, beginning with the resignation of Manny Colott, Public Works Director. This position will be advertised soon. Linda will be staying with us but will be gone for a month. Mr. Rief will be taking vacation time next week.

Bridge Point Townhomes Phase 3 and 4 consisting of 12 units is now under construction.

Cedar Point Villas last parcel may be developed soon as 3 additional condo units.

The new entrance relocation project at Bogue Sound RV Park will be beginning soon.

The last phase of Marsh Harbor will be up for Planning Board consideration at their June 4, 2024 meeting.

The Bike and Pedestrian Path Plan Open House will be on Tuesday, June 11th at 5:00 PM at Cape Carteret Town Hall.

The Hazard Mitigation Plan for Carteret, Craven, and Pamlico Counties is conducting its 5-year update. Each municipality must have 2 town staff members and 2 community members attend the meetings. The next meeting is scheduled for Wednesday, June 12, 2024.

40 The Board can expect a Budget Amendment at the Regular Meeting on Tuesday.
41
42 The kayak launch repairs are complete, and the launch is now open for the public to enjoy.
43
44 The Bridge Point Mini Park has been cleaned up and mowed. Mr. Rief would like to install a
45 picnic table, grill, pet waste station, signage, and landscaping.
46
47 The Town has added a static IP address to improve connectivity and Mr. Rief purchased a new
48 laptop that can accommodate the new ARCGIS maps software.
49
50 An Annexation Petition has been submitted to the Town and will be on Tuesday's agenda for
51 further action.
52
53 There being no further business to discuss, the meeting was adjourned. Commissioner Winberry
54 made a **Motion** to adjourn the meeting. The Motion carried 4-0.
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56 The meeting Adjourned at 7:02 PM

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Scott Hatsell, Mayor

Jayne Calhoun, Town Clerk



Town of Cedar Point Board of Commissioners
Regular Meeting
May 28, 2024

The Town of Cedar Point Board of Commissioners held their regularly scheduled monthly meeting on Tuesday, May 28, 2024, at 6:30 PM at Town Hall. Mayor Hatsell determined a quorum to be present and opened the meeting.

PRESENT: Mayor Hatsell, Commissioners Reilly, Bray, Nash, Winberry, and Town Clerk Calhoun, Mr. Rief attended remotely

ABSENT: Commissioner Castellano

A moment of silence was observed, followed by Mayor Hatsell leading the Pledge of Allegiance.

The Agenda and Consent Agenda, consisting of the April 5, 2024 Budget Work Session Minutes, the April 23, 2024 Regular Meeting Minutes, and Budget Amendment #2 was presented for Board approval. Commissioner Reilly made a **Motion** to approve the Agenda and the Consent Agenda as presented. The Motion passed 4-0.

A Public Hearing to hear and discuss public comments concerning the proposed final draft of the 2024-2025 Budget was the next agenda item. Commissioner Winberry made a **Motion** to open the public hearing, which passed unanimously, 4-0. Commissioner Bray made a **Motion** to close the public hearing. The Motion passed 4-0. There was no public comment or Board discussion. Action will be taken at the June 25, 2024 Regular Meeting.

An Annexation Petition (ANN-2024-01) at 221 Hidden Bay, was the next agenda item. Town Clerk Calhoun investigated the sufficiency of the petition and found it to be satisfactory. Commissioner Nash made a **Motion** to set the public hearing date for Tuesday, June 25, 2024. The Motion carried 4-0.

Commissioner Reilly announced his resignation due to personal reasons. This will be effective July 1, 2024.

38 Deputy Nakamura stated that attempting to pass in the center turn lane on Cedar Point Boulevard
39 is considered careless and reckless driving. Regulations for golf carts should be posted on
40 Facebook and website.

41
42 There being no further business to discuss, the meeting was adjourned. Commissioner Reilly
43 made a **Motion** to adjourn the meeting. The Motion carried 4-0.

44
45 The meeting Adjourned at 6:46 PM

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Scott Hatsell, Mayor

Jayne Calhoun, Town Clerk

Tab 3 Annexation Petition



**VOLUNTARY ANNEXATION PETITION
(Contiguous)**

Date: May 23 2024

Property Address: 221 Hidden Bay Drive

PIN Number: 5375-1682-8989000

Owners: Rachel P. Fitzpatrick (widowed)

I, Rachel P. Fitzpatrick, the undersigned property owner of the property listed above:

- 1) Respectfully request annexation of the property listed above into the Town of Cedar Point;
- 2) Submit to the town the following documentation in support of my petition:
 - a. A map showing the location of my property in relation to the existing Town limits
 - b. A copy of my deed demonstrating ownership of my property and bearing a legal description thereof.
- 3) Do not request recognition of any vested rights pursuant to N.C.G.S. 160A-31(h) because the property is currently located within the Town of Cedar Point ETJ and has not been granted development rights by any other local government.

Owner Name: Rachel P. Fitzpatrick

Owner Signature: *Rachel Fitzpatrick*

STATE OF NORTH CAROLINA

COUNTY OF CARTERET

I certify that the following person personally appeared before me this day, acknowledging to me that she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Rachel P. Fitzpatrick.

Witness my hand and official seal, this 23rd day of May, 2024.

Signature: *Jayne A Calhoun*

Printed Name: Jayne A. Calhoun

Notary Public




My Commission Expires: 11/13/26





ANNEXATION MAP
FOR
221 HIDDEN BAY DRIVE
PIN: 5375-1682-8989000
Owner: Rachel P. Fitzpatrick

Legend

-  Cedar Point
-  Cedar Point ETJ
-  221 Hidden Bay Drive



CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Cedar Point, North Carolina:

I, Jayne Calhoun, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town of Cedar Point primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.

The address of the property is: 221 Hidden Bay Drive PIN 5375-1682-8989000

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Cedar Point, this 28th day of May, 2024.




Jayne Calhoun, Town Clerk

Tab 4 Budget Final Draft

*TOWN OF CEDAR POINT
NORTH CAROLINA
FISCAL YEAR 2024-2025
OPERATING BUDGET*

*CEDAR POINT BOARD OF COMMISSIONERS PUBLIC HEARING
MAY 23, 2024*



*Scott Hatsell, Mayor
Gary Bray, Mayor Pro-Tem
Frankie Winberry, Commissioner
Pam Castellano, Commissioner
John Nash, Commissioner
Josh Reilly, Commissioner*

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TOWN OF CEDAR POINT

Mayor
Scott Hatsell

Mayor Pro-Tem
Gary Bray

Board of Commissioners
Frankie Winberry
Pam Castellano
John Nash
Josh Reilly



Town Manager
David M. Rief

Mailing Address
427 Sherwood Avenue
Swansboro, NC 28584
Phone: 252-393-7898

www.cedarpointnc.org

Thursday, May 23, 2024

Dear Honorable Mayor Hatsell; Board of Commissioners; and citizens of Cedar Point:

I am pleased to present the Fiscal Year 2024-2025 Recommended Budget for your review and consideration. The total Recommended Budget is \$1,337,000, showing a \$65,250 decrease from the initial Fiscal Year 2023-2024 Operating Budget of \$1,402,250 and a \$101,250 decrease from the amended Fiscal Year 2023-2024 Operating Budget. This marks the second year in a row that the Town has experienced a decreased annual budget. The Fiscal Year 2024-2025 Recommended Budget seeks to ensure the Town continues its solid financial position while maintaining a high standard of Town services and programs.

The Recommended Budget is balanced with a property tax rate of \$0.1475 per \$100 of assessed value. There is no proposed change in the property tax rate. The only changes to the Town's fee schedule are additional line items for the provision of trash collection services to mobile home parks and the sale of town license plates and CedarFest merchandise. The proposed budget does not require the usage of any unassigned fund balance.

The greatest impact to the Town's budget this year is due to salary increases. Over the last few years, the Town has not kept pace with other Towns in the provision of salaries for Town Staff. The impact of inflation over the last few years has had a huge impact on the cost of basic necessities such as food, shelter, and clothing. Five of the Town's six full-time staff now work a second job of some sort just to make up the shortfall from the inflationary impact. While this situation impacts the general population somewhat universally, the Town is unique in that our competitors for labor, nearby towns, have been paying higher wages for a while. Historically, Town staff have been willing to take a smaller salary in exchange for working for a smaller town with a closeknit working relationship, but as the financial pressures increase, so does the likelihood of losing staff to a similar role in a nearby town. While the proposed increases will still result in the Town paying below average wages, it will go a long way toward bridging the pay gap and reducing the likelihood of employees leaving for marginally higher wages. Fortunately, increased growth of new development in the town means that no tax rate increase is needed to fund these wage increases.

I believe that this Fiscal Year 2024-2025 Recommended Budget represents a responsible revenue and expenditure plan that considers both the present and future of Cedar Point. We have consistently strived to develop and adhere to a structurally sound budget in an effort to stabilize tax rates over the long-term and have also put forth a significant effort to prepare for future needs and identify potential challenges.

FISCAL YEAR 2024-2025 RECOMMENDED **BUDGET REVENUES**

PROPERTY TAX

Property tax revenues are expected to increase slightly from those collected during the 2023-2024 Fiscal Year. Property Tax, historically, is a very stable source of revenue and constitutes \$675,000, 50.49% of the total expected revenues for Fiscal Year 2024-2025.

SALES AND USE TAX

The second largest source of revenue for the Town is Sales and Use Tax revenues. Sales tax is basically a tax on the retail sale or lease of tangible personal property. Use tax is an excise tax on the right to use or consume property in North Carolina or elsewhere. The Town is not expecting to see an increase in this line item. Although sales are still rising, albeit a bit slower than the last few years, increased tax rates by the County and other municipalities last year means the Town of Cedar Point will receive a smaller percentage of the collected funds. We estimate Sales and Use Tax revenue will remain at \$330,000, 24.68% of the total expected revenues for Fiscal Year 2024-2025.

FRANCHISE TAXES

This category includes Electricity Sales Tax, Piped Natural Gas Sales Tax, Telecommunication Sales Tax, and Video Programming Sales Tax. These taxes are collected by the State and are distributed to the Town on either a quarterly or semi-annual basis. The individual amounts vary based on factors such as the weather and consumer preferences for entertainment. Together these taxes are estimated to generate approximately \$106,500 in revenue for the Town in Fiscal Year 2024-2025, equaling 7.97% of the proposed budget.

PERMITTING FEES

Permitting fees include Planning and Zoning Fees as well as Itinerant Merchant Permit Fees. Planning and Zoning Fees are an inconsistent source of revenue for the Town due to its reliance on the economic progress of this area. We have seen some significant increases in the economic progress within Cedar Point and anticipate continued growth through the next fiscal year. However, with much of the anticipated development now in the construction phase, it is anticipated that the number of new permits will decrease this next fiscal year. We estimate receiving \$12,000 in Planning and Zoning Fees.

Itinerant Merchant Fees continue to hold steady. Demand to operate an itinerant type business in Cedar Point remains strong and is expected to generate approximately \$10,000 in revenue in Fiscal Year 2024-2025. Together, permitting fees are approximately 1.65% of the total budget.

BEER AND WINE TAXES

Municipalities share in the beer and wine tax revenues based on their population. This is an inconsistent source of revenue for the Town because it is often used by the State during difficult economic times. We estimate \$7,000 in revenue constituting 0.52% of the total expected revenues for Fiscal Year 2024-2025.

GARBAGE COLLECTION FEE

A garbage collection fee will not be charged for Fiscal Year 2024-2025 for permanent residences paying ad valorem taxes on their homes in the fiscal year. However, the Town will continue to charge for a second or third garbage/recycle can or for newly constructed or annexed homes. Additionally, the Town will allow

mobile home parks access to trash collection services for a per unit annual fee. The estimated revenue is \$3,500, 0.26%.

POWELL BILL

North Carolina levies motor fuel taxes pursuant to a formula that increases taxes when the wholesale price of motor fuels increases. North Carolina General Statute 136-41.1 appropriates from this revenue an amount equal to the proceeds of \$.0175 per gallon taxed, plus an additional 6.5% of the net proceeds of the North Carolina Highway Trust Fund and distributes that amount among the state's municipalities. The legislation that first established this distribution is known as the Powell Bill (after its principal sponsor in the North Carolina Senate), and the monies distributed to the cities are often called Powell Bill funds.

Municipalities may use motor fuel tax revenue only for maintaining, repairing, and constructing streets or thoroughfares, including bridges, drainage, curbs and gutters, sidewalks, and other necessary appurtenances to streets, including sidewalks. Street maintenance includes street cleaning and snow removal. Permitted construction expenditures include all phases of construction: right-of-way acquisitions, legal and engineering expenses, salaries, wages, and fringe benefits, materials for construction, payments to contractors, and so forth. Municipalities may also use motor fuel tax money for traffic control devices and signs, debt service on street bonds, and the municipality's share of special assessments for street improvements.

Based on the latest State Budget Office estimates of highway revenues, the Town is expecting the distributed amount of Powell Bill funds to be comparable to that received in Fiscal Year 2023-2024 and has estimated receiving \$55,000 from this revenue source. Powell Bill funds would constitute 4.11% of the total expected revenues for Fiscal Year 2024-2025.

OTHER REVENUES

Other revenue sources for the Town as part of its budget are the Lease Tax, Solid Waste Disposal Tax, and Interest Income.

The Lease Tax is estimated to be \$2,600, 0.19% of the total expected revenues.

Solid Waste Disposal Tax also has minimal impact on the operating Budget. We estimate receiving \$1,300, 0.10% of the total expected revenues from this source. Please keep in mind that the revenues from this source are used specifically for the operation of the Environmental Protection Department.

The rise in interest rates over the past year has resulted in a significant increase in interest revenue for the Town. Provided rates continue to remain high, the budget anticipates interest income of about \$55,000.

FUND BALANCE

As expressed in previous budget presentations, interest income and unassigned fund balance are essentially savings accounts for the Town. Historically, the Town has strived to maintain enough in its "savings account" to meet necessary State requirements, offset potential tax increases, and provide sufficient funding options for the Town during disastrous situations. The Town has a Fund Balance Policy (approved January 26, 2012) requiring the reservation of 45% of the unassigned fund balance to be held in an account for use in emergency situations. The Town continues to meet its Fund Balance Policy. No usage of the fund balance is anticipated this coming fiscal year.

PARK PROJECT BUDGET

The Park Project Budget was initially funded by a \$140,000 anonymous donation for the reconstruction of a pier at Boathouse Creek Park. Additional grant funds have been added to the fund to support development of the Park. The Town has used some of the funds to construct a kayak launch and an accessible parking lot and walkway. The current balance in the fund is approximately \$27,000. The Town anticipates receipts

from a CAMA Access Grant in the amount of \$60,000 for the kayak and parking lot project which will be added back into the Park Project Budget.

APPROPRIATED FUND BALANCE

The Town has a current appropriated fund balance of approximately \$250,000. The appropriated funds are designated primarily for development of recreational opportunities and were funded through fee-in-lieu contributions through the development of residential subdivisions. A portion of the proceeds were provided for future installation of a multiuse path in front of the Extra Space Storage Parcel once the Old Hwy 58 realignment project occurs.

ARPA GRANT PROJECT FUNDS

This project fund was closed out last year and will not be listed on future budgets. The remaining proceeds had been used to partially reimburse the Town for salary expenses.

FISCAL YEAR 2024-2025 RECOMMENDED BUDGET EXPENDITURES

The Town has separated its expenses into eight (8) categories: Governing Board, Administration Department, Planning and Inspections Department, Environmental Protection Department, Transportation/Public Works Department, Parks and Recreation Department, Public Safety, and Debt Service.

GOVERNING BOARD EXPENSES

The Governing Board Department serves as the nucleus of the Town operations. Staffing for this department are the elected Mayor and Board of Commissioners. This department oversees all the Town operations and some of the annual expenses of the Town including Audit Fees and Contributions. This department also controls the Legal Services and Accounting/Bookkeeping services.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department have increased \$8,500 from what was adopted for Fiscal Year 2023-2024. The bulk of the increase is in the legal fees line item.
- This Budget maintains the Governing Board Compensation at \$11,400. That amount will be distributed as follows:
 - Mayor: \$2,400 Annually (\$200 per month)
 - Mayor Pro-Tem: \$1,800 Annually (\$150/month)
 - Commissioners: \$1,800 Annually (\$150/month)

ADMINISTRATION DEPARTMENT EXPENSES

The Administration Department manages the day-to-day operations of the Town. Staffing for this department includes the Town Manager/Planning Director/Finance Officer, the Town Clerk, and the Finance Technician/Administrative Assistant. Expenses under this department include Town insurances, technology expenses, tax collection, and special projects.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department have increased \$44,000 from what was initially adopted for Fiscal Year 2023-2024.
- Technology expenses nearly tripled this year due to the expiration of a previous 3 year prepaid grant funded arrangement and the need to replace the Town's website to comply with federal regulations. This accounts for nearly half of the departmental increase.
- An increase in salaries based upon comparative rates for similar positions in nearby towns as well as resulting increases in payroll related expenses.
- Provision of a 5% 401K contribution to Town staff.

PLANNING & ZONING DEPARTMENT EXPENSES

The Planning & Zoning Department manages the land development within the Town's jurisdiction. Staffing for this department includes the Planning Director and Code Enforcement/Zoning Officer. The Town Manager currently serves as the Town's Planning Director, so his salary remains in the Administration Department, but the position manages the day-to-day operations of this department.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department have increased \$9,000 from what was adopted for Fiscal Year 2023-2024.
- An increase in salaries based upon comparative rates for similar positions in nearby towns as well as resulting increases in payroll related expenses.

ENVIRONMENTAL PROTECTION DEPARTMENT EXPENSES

The Environmental Protection Department currently manages the refuse and recycle collection and disposal for only residential structures within the Town's corporate limits along with yard debris collection every other month.

There is no staffing allocated for this department because the refuse and recycle collections are contracted out to Green for Life, Inc (GFL). GFL provides the Town residents a weekly curbside refuse collection on Wednesdays along with biweekly curbside recycle pick-up also on Wednesdays.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department are not expected to increase from what was adopted for Fiscal Year 2023-2024.

TRANSPORTATION/PUBLIC WORKS DEPARTMENT EXPENSES

The Transportation/Public Works Department manages the various construction and maintenance duties of the Town. Staffing for this department includes the Public Works Lead Technician and two Town Services Technicians. Expenses under this department include streets and sidewalk maintenance, capital outlay projects, and building repairs and maintenance.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department have decreased \$164,500 from what was initially adopted for Fiscal Year 2023-2024.
- The overwhelming majority of the reduction is the result of not pursuing any major capital purchases this coming fiscal year.

- An increase in salaries based upon comparative rates for similar positions in nearby towns as well as resulting increases in payroll related expenses.

PARKS AND RECREATION DEPARTMENT EXPENSES

The Parks and Recreation Department manages the development and maintenance of recreational facilities and programs in the Town.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department have increased \$7,000 from what was adopted for Fiscal Year 2023-2024.
- CedarFest is the largest budget item within the department (\$25,000). However, sponsorships and other revenue from the event are anticipated to equal or exceed the planned expense.
- Maintaining the utilities and overhead of the gym is budgeted at \$7,000 in Fiscal Year 2024-2025.

PUBLIC SAFETY

The Public Safety Department includes the contract services of providing a full-time deputy to patrol the Town (Carteret County Sheriff's Dept) as well as a pro-rata share of the costs of the School Resource Officer at White Oak Elementary School (WOES).

Some of the highlights of the expected expenses for this department are as follows:

- An increase of \$3,500 due to increased cost of provision of services from the Sheriff's Dept.
- Under the contract with the Sheriff's Department, the Town covers 90% of the deputy's salary and operational expenses.
- Cedar Point, along with Carteret County, Emerald Isle, Cape Carteret, Bogue, and Peletier pay 70% of the cost of the SRO with each share based on the number of students attending from each jurisdiction. Salary increases for the SRO officer as well as a higher percentage of students attending WOES, resulted in an increase of \$1,500 for Fiscal Year 2024-2025

DEBT SERVICE

The debt service category accounts for the principal and interest payments owed by the Town for any outstanding debts.

Some of the highlights of the expected expenses for this department are as follows:

- This category includes debt service for the Boathouse Creek Park and for 135 Sherwood Avenue.
- Estimated debt service is decreased by \$6,250 from Fiscal Year 2023-2024.
- The decrease is primarily due to the declining payment amount on the park.

TRANSFERS OUT

The budget anticipated a transfer out to the Park Project Budget for Fiscal Year 2024-2025.

OVERALL SUMMARIES

As previously stated, this Recommended Budget is \$1,337,000. This Recommended Budget proposes the following overall departmental increases and decreases over Fiscal Year 2023-2024 initial budget:

- **Governing Board Expenses: a \$8,500 increase**
- **Administration Expenses: a \$34,000 increase**
- **Planning & Inspections Expenses: a \$9,000 increase**
- **Environmental Protection Expenses: No Change**
- **Transportation/Public Works Expenses: a \$164,500 decrease**
- **Parks and Recreation Expenses: a \$7,000 increase**
- **Public Safety Expense: a \$5,000 increase**
- **Debt Service Expenses: a \$6,250 decrease**
- **Transfers Out to Other Funds: a \$ 42,000 increase**

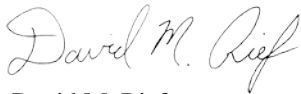
LOOKING AHEAD

Looking ahead over the next 5-10 years, the Town should anticipate less new growth and more redevelopment, in both residential and commercial properties. This type of growth while still contributing to the Town's tax base is slower growth than has been seen in recent years and is expected in Fiscal Year 2024-2025. This proposed budget seeks to set the Town up for anticipated years of slower growth by replacing worn vehicles and equipment now rather than deferring to potentially tighter economic times. I look forward to this coming fiscal year and all it brings with it.

CLOSING

I believe the Fiscal Year 2024-2025 Recommended Budget reflects a genuine effort to achieve the Mayor and Commissioners' budget and service goals and I hope that the Town Board and public find these recommendations acceptable. As you know, the Town's Budget should accurately reflect the Town Board's collective priorities for the Town, and I encourage them to adjust the Fiscal Year 2024-2025 Recommended Budget in any way that more clearly reflects their priorities and visions for the Town.

Respectfully Yours,



David M. Rief
Town Manager

FY 2024-2025 OPERATING BUDGET - "Quick Summary"

	<u>Rate:</u>	<u>Effective Tax:</u>	<u>Average Real Property Valuation:</u>
General Fund Tax Rate:	\$0.1475		FY 2023 Average \$289,575 FY 2024 Average <u>\$294,610</u> Increase \$ 5,035
Average Tax Value of \$294,610*		\$434.55	
Monthly Cost (Average Annual / 12 months)		\$36.21	
			*Average Valuation based on Real Value Scroll from Carteret County Tax Office divided by 1,417 parcels in Cedar Point
			* Increase in "average" bill is due to development of new residential and commercial structures. Total valuation, and average is expected to increase in future years as the new development occurs.
Fiscal Year 2023-2024 Average Tax Bill		\$427.12	
Fiscal Year 2024-2025 Average Tax Bill		<u>\$434.55</u>	
Average Increase		\$7.43	

ESTIMATED TAX BILL - PROPERTY TAX RATE

		Property Value \$	Property Value	Property Value	AVERAGE Property Value	Property Value	Property Value	Property Value
<u>Rates</u>		<u>100,000</u>	<u>\$ 200,000</u>	<u>\$ 250,000</u>	<u>\$ 289,575</u>	<u>\$ 300,000</u>	<u>\$ 350,000</u>	<u>\$ 400,000</u>
Property Tax - General Fund	\$ 0.1475	\$ 147.50	\$ 295.00	\$ 368.75	\$ 427.12	\$442.50	\$516.25	\$ 590.00
		Property Value \$	Property Value	Property Value	Property Value	Property Value	Property Value	Property Value
<u>Rates</u>		<u>450,000</u>	<u>\$ 500,000</u>	<u>\$ 600,000</u>	<u>\$ 700,000</u>	<u>\$ 800,000</u>	<u>\$ 900,000</u>	<u>\$ 1,000,000</u>
Property Tax - General Fund	\$ 0.1475	\$ 663.75	\$ 737.50	\$ 885.00	\$ 1,032.50	\$ 1,180.00	\$ 1,327.50	\$ 1,475.00

PROPERTY TAX RATE BREAKDOWN AND “AVERAGE” ITEMIZED BILL

How much do Town Services Really Cost You?

Average Assessed Property Value:	\$294,610
Proposed Property Tax Rate Per \$100 Assessed:	\$0.1475
 Total Property Tax Due:	 \$434.55

TOWN DEPARTMENT	ANNUAL AVERAGE COST	MONTHLY AVERAGE COST
GOVERNING BOARD	\$17.78	\$1.48
ADMINISTRATION DEPT	\$117.45	\$9.79
PLANNING & ZONING DEPT	\$29.19	\$2.43
ENVIRONMENTAL PROTECTION DEPT	\$59.39	\$4.95
TRANSPORTATION/PUBLIC WORKS DEPT	\$107.04	\$8.92
PARKS AND RECREATION DEPT	\$15.77	\$1.31
PUBLIC SAFETY	\$27.85	\$2.32
DEBT SERVICE	\$60.07	\$5.01
TOTAL	\$434.55	\$35.59

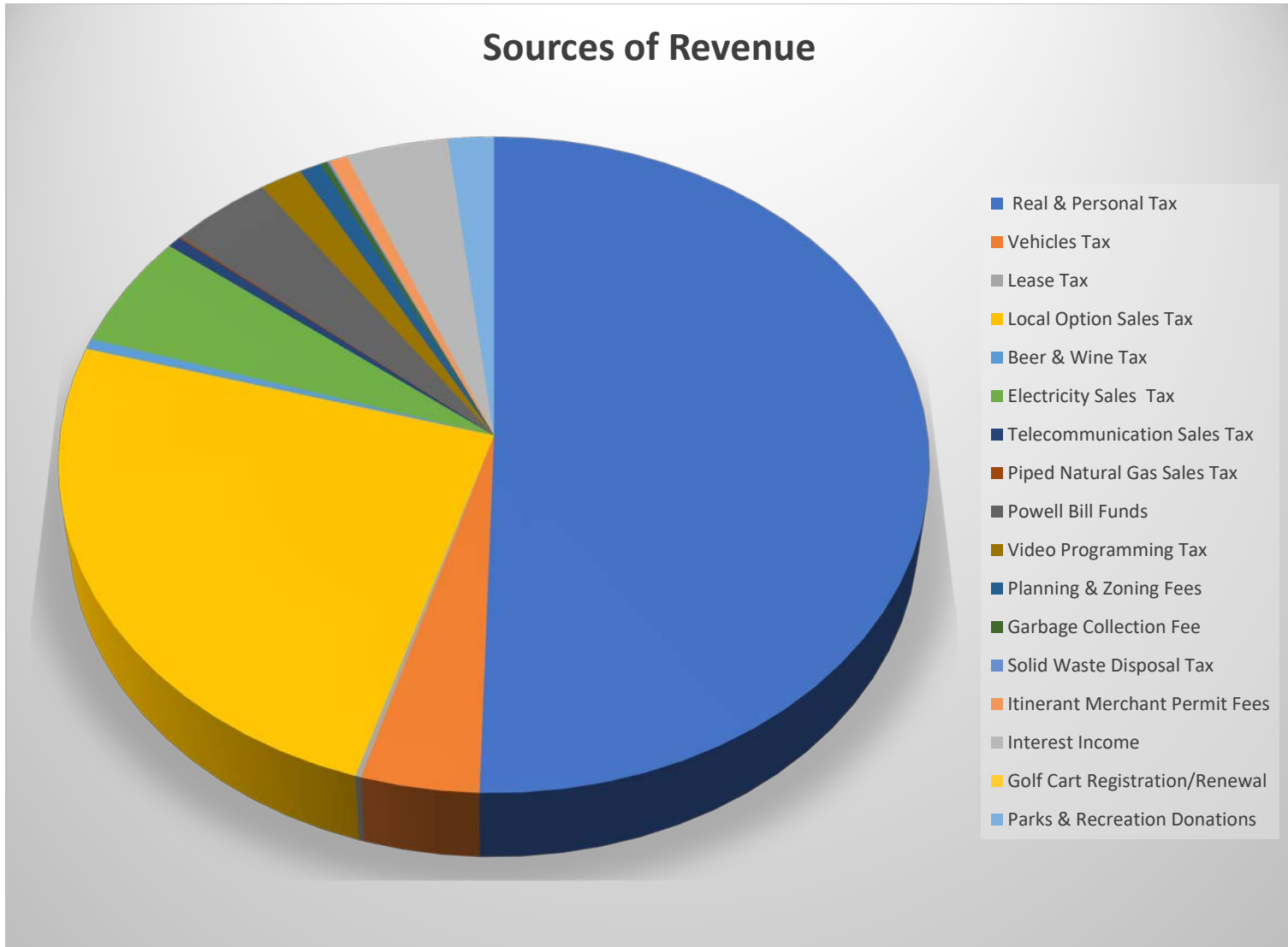
Revenues

	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
REAL & PERSONAL TAX	\$620,000	\$645,000	\$675,000
VEHICLES TAX	\$47,500	\$47,500	\$54,000
LEASE TAX	\$2,550	\$2,550	\$2,600
BEER & WINE TAX	\$7,000	\$7,000	\$7,000
PIPED NATURAL GAS SALES TAX	\$1,000	\$1,000	\$1,000
VIDEO PROGRAMMING TAX	\$23,000	\$23,000	\$23,000
REIMBURSEMENTS FROM A DECLARED DISASTER	\$0	\$0	
ELECTRICITY SALES TAX	\$70,000	\$70,000	\$75,000
TELECOMMUNICATION SALES TAX	\$9,000	\$9,000	\$7,500
GARBAGE COLLECTION FEE	\$3,500	\$3,500	\$3,500
SOLID WASTE DISPOSAL TAX	\$1,300	\$1,300	\$1,300
INTEREST INCOME	\$20,000	\$20,000	\$55,000
LOCAL OPTION SALES TAX	\$330,000	\$330,000	\$330,000
MISCELLANEOUS REVENUES	\$138,000	\$143,000	-----
GOLF CART REGISTRATION/INSPECTION	\$100	\$100	\$100
ITINERANT MERCHANT FEES	\$10,000	\$10,000	\$10,000
PLANNING & ZONING FEES	\$15,300	\$15,300	\$12,000
POWELL BILL FUNDS	\$80,000	\$80,000	\$55,000
UNASSIGNED FUND BALANCE	\$0	\$0	-----
PARKS & RECREATION DONATIONS	\$24,000	\$30,000	\$25,000
TOTAL REVENUES	\$1,402,250	\$1,438,250	\$1,337,000

Revenues

REAL & PERSONAL TAX	\$675,000	50.49%
LOCAL OPTION SALES TAX	\$330,000	24.68%
ELECTRICITY SALES TAX	\$75,000	5.61%
POWELL BILL FUNDS	\$55,000	4.11%
INTEREST INCOME	\$55,000	4.11%
VEHICLES TAX	\$54,000	4.04%
PARKS AND RECREATION DONATIONS	\$25,000	1.87%
VIDEO PROGRAMMING TAX	\$23,000	1.72%
PLANNING & ZONING FEES	\$12,000	0.90%
ITINERANT MERCHANT	\$10,000	0.75%
TELECOMMUNICATION SALES TAX	\$7,500	0.56%
BEER & WINE TAX	\$7,000	0.52%
GARBAGE COLLECTION FEE	\$3,500	0.26%
LEASE TAX	\$2,600	0.19%
SOLID WASTE DISPOSAL TAX	\$1,300	0.10%
PIPED NATURAL GAS SALES TAX	\$1,000	0.07%
GOLF CART REG/INSP	\$100	0.01%
UNASSIGNED FUND BALANCE	\$0	0%
TOTAL REVENUES	\$1,337,000	100%

Revenues



Governing Board

SERVICES PROVIDED

- * Mayor and 5-Member Board of Commissioners Serves Staggered 4-year terms
- * Accountable to the citizens and property owners of Cedar Point
- * Develop and Implement Vision for the future of the Town
- * Legislative and Policy-Making Body for the Town
- * Appoint Town Manager
- * Provide Direction to the Town Manager for overall management of the Town Operations
- * Adopt annual operating budget
- * Establish annual property tax rate and service fees

DEPARTMENT GOALS

- * Maintain quality Town services with a reasonable tax rate
- * Carefully scrutinize Town operations and expenses
- * Maintain existing employee benefit levels

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
GOVERNING BOARD COMPENSATION	\$11,400	\$11,400	\$11,400
DUES	\$3,750	\$3,750	\$4,250
EMPLOYEE BONUSES & APPRECIATION	\$6,000	\$6,000	\$6,750
AUDIT FEES	\$12,000	\$12,000	\$12,500
ACCOUNTING & BOOKKEEPING EXPENSES	\$250	\$250	\$250
CONTRIBUTIONS & MEMORIALS	\$1,500	\$1,500	\$1,500
LEGAL FEES	\$6,500	\$21,500	\$12,500
SALES TAX PAID ON MOTOR FUEL	\$1,750	\$1,750	\$2,250
BOARD OF COMMISSIONERS TRAVEL & TRAINING	\$1,000	\$1,000	\$1,000
SUBSCRIPTIONS	\$350	\$350	\$600
TOTAL GOVERNING BOARD EXPENSES	\$44,500	\$59,500	\$53,000

Administration Department

SERVICES PROVIDED

- * Overall management of Town operations
- * Direct supervision of all Town employees
- * Research issues for potential action by Board of Commissioners
- * Coordination of Board of Commissioners activities
- * Respond to citizen and property owner inquiries and complaints
- * Project leadership and implementation
- * Develop the recommended budget and monitor the approved budget
- * Manage Town Finances
- * Official custodian of Town records
- * Management of Town personnel system
- * Maintenance of Town website

DEPARTMENT GOALS

- * Maintain the quality and efficiency of Town services
- * Implement measures to better organize Town Regulations and other documents
- * Consider and analyze potential organizational structure changes
- * Improve internal controls
- * Implement the Comprehensive Plan for the Town
- * Implement the Strategic Budgeting Plan for the Town
- * Pursue future Grant Opportunities

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
SALARIES			
TOWN MANAGER/PLANNER/FINANCE OFFICER	\$100,170	\$100,170	\$118,200
TOWN CLERK	\$51,198	\$51,198	\$58,900
FINANCE TECHNICIAN/ADMINISTRATIVE ASSISTANT	\$15,000	\$15,000	\$15,000
PAYROLL EXPENSES	\$11,941	\$11,941	\$16,150
MEDICAL INSURANCE	\$14,190	\$14,190	\$14,200
RETIREMENT	\$19,451	\$19,451	\$24,100
SUPPLEMENTAL INSURANCE	\$1,200	\$1,200	\$1,200
401 K CONTRIBUTION	\$9,000	\$9,000	\$8,900
SALES TAX PAID	\$2,500	\$2,500	\$3,000
DUES	\$500	\$500	\$500
TRAVEL TRAINING	\$2,500	\$2,500	\$2,500

Administration Department

OFFICE EQUIPMENT	\$2,500	\$2,500	\$2,500
OFFICE SUPPLIES & POSTAGE	\$3,000	\$3,000	\$3,000
ADVERTISING	\$1,000	\$1,000	\$1,000
TAX COLLECTING FEES	\$14,500	\$14,500	\$14,600
BANK FEES	\$400	\$400	\$750
TECHNOLOGY EXPENSES	\$10,600	\$10,600	\$30,500
TELEPHONES	\$3,300	\$3,300	\$3,000
ELECTION EXPENSES	\$3,500	\$3,500	-----
INSURANCE - GENERAL	\$23,450	\$23,450	\$24,300
UTILITIES	\$8,600	\$8,600	\$7,700
SPECIAL PROJECTS (DREDGING & COMP PLAN UPDATE)	\$17,500	\$22,500	-----
TOTAL ADMINISTRATION EXPENSES	\$316,000	\$321,000	\$350,000

Planning & Zoning Department

SERVICES PROVIDED

- * Identification and coordination of long-term planning opportunities and challenges
- * Administration / enforcement of zoning and subdivision ordinance
- * Administration / enforcement of other development-related ordinances
- * Staff support to Planning Board and Board of Adjustment
- * Citizen and property owner assistance with development issues
- * Open communication between staff and citizenry

DEPARTMENT GOALS

- * Continue to improve GIS and mapping capabilities, develop new maps depicting Town infrastructure, service data, etc
- * Develop new applications and instructions for various permits and include on the Town's website
- * Develop policies and procedures manual for department operations

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
SALARIES			
ZONING OFFICER / BUILDING INSPECTOR	\$38,160	\$38,160	\$43,900
PAYROLL EXPENSES	\$3,100	\$3,100	\$3,500
RETIREMENT	\$4,905	\$4,905	\$6,000
HEALTH INSURANCE	\$8,735	\$8,735	\$10,150
SUPPLEMENTAL INSURANCE	\$600	\$600	\$600
TRAVEL/TRAINING	\$2,500	\$2,500	\$2,500
UNIFORM	\$0	\$0	\$350
TOOLS	\$0	\$0	\$0
OFFICE EQUIPMENT	\$0	\$0	\$0
CODE ENFORCEMENT ACTIONS	\$20,000	\$24,000	\$20,000
TOTAL PLANNING & ZONING EXPENSES	\$78,000	\$82,000	\$87,000

Environmental Protection Department

SERVICES PROVIDED

- * Residential trash and recycling collection and disposal - contract with Green for Life, Inc.
- * Yard Waste Collection provided every other month

DEPARTMENT GOALS

- * Maintain quality and timeliness of Solid Waste services
- * Monitor contract with Green for Life, Inc. to ensure excellent service
- * Improve recycling participation

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
GARBAGE COLLECTION			
COLLECTION	\$115,000	\$115,000	\$115,000
RECYCLE FEE	\$15,000	\$15,000	\$15,000
TIPS	\$35,000	\$35,000	\$35,000
FUEL ADJUSTMENT FEE	\$5,000	\$5,000	\$5,000
YARD DEBRIS SERVICE	\$7,000	\$7,000	\$7,000
TOTAL ENVIRONMENTAL PROTECTION	\$177,000	\$177,000	\$177,000

Transportation/Public Works Department

SERVICES PROVIDED

- * Facilities & Fleet maintenance
- * Public ROW litter removal
- * Public ROW mowing
- * Street maintenance
- * Street sign maintenance

DEPARTMENT GOALS

- * Maintain quality and efficiency of the Public Works Department
- * Address facility maintenance issues in a timely manner
- * Seek to improve fleet maintenance activities and reduce costs
- * Maintain clean and aesthetically pleasing NC 24 corridor and other town ROW

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
SALARIES			
PUBLIC WORKS SUPERVISOR	\$38,955	\$38,955	\$44,800
TOWN SERVICES TECHNICIANS (2.5)	\$71,232	\$71,232	\$112,000
PAYROLL EXPENSES	\$8,971	\$8,971	\$12,500
RETIREMENT	\$14,004	\$14,004	\$21,500
HEALTH INSURANCE	\$15,963	\$15,963	\$18,700
SUPPLEMENTAL HEALTH INSURANCE	\$1,800	\$1,800	\$1,800
UNIFORMS	\$1,400	\$1,400	\$2,000
CAPITAL OUTLAY - EQUIPMENT	\$195,600	\$195,600	-----
REPAIRS & MAINTENANCE (BUILDING & EQUIPMENT)	\$10,000	\$10,000	\$12,000
PEST CONTROL	\$875	\$875	\$575
PROFESSIONAL FEES - ENGINEER/ARCHITECT	\$5,000	\$5,000	\$5,000
SUPPLIES	\$1,200	\$1,200	\$1,375
TOOLS	\$2,000	\$2,000	\$3,000
STREET MAINTENANCE	\$80,000	\$80,000	\$45,000
STREET SWEEP	\$4,000	\$4,000	-----
STREET LIGHTS	\$25,000	\$25,000	\$28,000
CHRISTMAS LIGHTS	\$2,500	\$2,500	\$3,750
VEHICLE EXPENSES – FUEL & MAINTENANCE	\$5,000	\$5,000	\$7,000
TOTAL TRANSPORTATION/PUBLIC WORKS EXPENSES	\$483,500	\$483,500	\$319,000

Parks and Recreation Department

SERVICES PROVIDED

- * Provide Swimming Lesson vouchers for the children of Cedar Point
- * Coordinate Town Festivals and Celebrations including the Annual Easter Egg Hunt and CedarFest
- * Coordinate Recreational Activities provided by the Town
- *Park Maintenance
- *Gym Maintenance

DEPARTMENT GOALS

- * Increase Recreational opportunities for the citizens of the Town
- * Research and pursue other potential recreational services that the Town could provide

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
SWIMMING LESSONS	\$1,200	\$1,200	\$1,200
TOWN CELEBRATIONS			
CEDARFEST	\$24,000	\$24,000	\$25,000
EASTER EGG HUNT	\$3,000	\$3,000	\$3,000
LANDSCAPING	\$2,000	\$2,000	\$2,800
PARK MAINTENANCE & UTILITIES	\$7,000	\$18,000	\$7,000
GYM MAINTENANCE UTILITIES			\$8,000
TOTAL PARKS AND RECREATION	\$40,000	\$51,000	\$47,000

Public Safety Department

SERVICES PROVIDED

- *Provide limited law enforcement coverage
- *Promote the safety of students at White Oak Elementary

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
LAW ENFORCEMENT CONTRACT WITH SHERIFF DEPARTMENT	\$74,500	\$74,500	\$78,000
WHITE OAK STUDENT RESOURCE OFFICER (SRO)	\$3,500	\$4,500	\$5,000
TOTAL ADMINISTRATION EXPENSES	\$78,000	\$79,000	\$83,000

Debt Service

SERVICES PROVIDED

- *Ensures Town debt obligations are met
- *Remaining Balance for Gym on 7/1/24 - \$658,547.64
- *Remaining Balance for Park on 7/1/24 - \$159,375.00

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
DEBT SERVICE – PARK LOAN	\$121,400	\$121,400	\$115,000
DEBT SERVICE – 135 SHERWOOD AVE LOAN	\$63,850	\$63,850	\$64,000
TOTAL DEBT SERVICE	\$185,250	\$185,250	\$179,000

**BUDGET ORDINANCE
TOWN OF CEDAR POINT
FISCAL YEAR 2024-2025**

BE IT ORDAINED by the Town Board of Commissioners of Cedar Point, North Carolina;

Section 1: The following amounts are hereby appropriated for the operation of the Town Government and its activities for the Fiscal Year beginning July 1, 2024, and ending June 30, 2025 in the General Fund:

GOVERNING BOARD	\$ 53,000
ADMINISTRATION	\$ 350,000
PLANNING & ZONING	\$ 87,000
ENVIRONMENTAL PROTECTION	\$ 177,000
TRANSPORTATION/PUBLIC WORKS	\$ 319,000
PARKS AND RECREATION	\$ 47,000
PUBLIC SAFETY	\$ 83,000
DEBT SERVICE	\$ 179,000
TRANSFERS TO OTHER FUNDS	\$ 42,000
TOTAL APPROPRIATION	\$ 1,337,000

It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

AD VALOREM TAXES (REAL & PERSONAL)	\$ 675,000
VEHICLE TAXES	\$ 54,000
LEASE TAX	\$ 2,600
SALES & USE TAX	\$ 330,000
BEER & WINE TAX	\$ 7,000
ELECTRICITY SALES TAX	\$ 75,000
TELECOMMUNICATION SALES TAX	\$ 7,500
PIPED NATURAL GAS SALES TAX	\$ 1,000
POWELL BILL FUND	\$ 55,000
VIDEO PROGRAMMING TAX	\$ 23,000
PLANNING & ZONING FEES	\$ 12,000
GARBAGE COLLECTION FEES	\$ 3,500
SOLID WASTE DISPOSAL TAX	\$ 1,300
GOLF CART REGISTRATION	\$ 100
ITINERANT MERCHANT FEES	\$ 10,000
INTEREST INCOME	\$ 55,000
PARKS AND RECREATION REVENUE	\$ 25,000
TOTAL ESTIMATED REVENUES	\$ 1,337,000

Section 2: There is hereby levied a tax rate of fourteen and three-quarter cents (\$0.1475) per one hundred dollars (\$100.00) valuation of property listed for taxes as of January 1, 2024, for the purpose of raising the revenues listed as “Ad Valorem Taxes” in the General Fund in Section 1 of this Ordinance.

The rate of tax is based on an estimated local valuation of property for the purpose of taxation of \$ 466,585,561 and an estimated collection rate of 98.08%.

Section 3: The Town Manager, as Budget Officer, is hereby authorized to transfer appropriations within a department. The Town Manager, as Budget Officer, is not authorized to effect transfers between departmental appropriations or between funds.

Section 4: Copies of this Budget Ordinance shall be furnished to the Town Manager and Town Clerk for direction in the carrying out of their duties.

ADOPTED this the _____ day of June, 2024 by the following vote of _____yes, _____no, _____absent.

Scott Hatsell, Mayor
Town of Cedar Point

Pam Castellano, Finance Commissioner
Town of Cedar Point

ATTEST:

Jayne Calhoun, Town Clerk



FEE SCHEDULE FOR THE TOWN OF CEDAR POINT JULY 1, 2024

REZONING (MAP AMENDMENT)	\$400.00 FLAT FEE
TEXT AMENDMENT	\$300.00
COMMERCIAL/INDUSTRIAL SITE PLAN REVIEW (UNDER 10,000 SQ. FT.)	\$100.00 FLAT FEE PLUS \$100.00 FOR EVERY THOUSAND SQ.FT. OF RETAIL/OFFICE SPACE UNDER 10,000 SQ FT.
COMMERCIAL/INDUSTRIAL SITE PLAN REVIEW (OVER 10,000 SQ. FT.)	\$300.00 FLAT FEE PLUS \$150.00 FOR EVERY TEN THOUSAND SQ. FT. OF PROPOSED BUILDING SPACE OVER 10,000 SQ. FT.
SUBDIVISION REVIEW	\$300.00 FLAT FEE PLUS \$20.00 PER ACRE
MANUFACTURED HOUSING PARK REVIEW	\$300.00 FLAT FEE PLUS \$20.00 PER ACRE
RV PARK REVIEW	\$300.00 FLAT FEE PLUS \$20.00 PER ACRE
HUMAN SERVICE CAMPUS DISTRICT MASTER PLAN REVIEW	\$300.00 FLAT FEE PLUS \$20.00 PER ACRE
ZONING APPEAL	\$300.00
SPECIAL USE PERMIT	\$400.00 FLAT FEE
CONDITIONAL USE PERMIT	\$400.00 FLAT FEE
PLANNED UNIT DEVELOPMENT	\$100.00 FLAT FEE PLUS \$75.00 FOR EVERY 1,000 SQUARE FEET OF PROPOSED RESIDENTIAL DEVELOPMENT WITH COMMERCIAL REVIEW FEES ASSESSED IN ACCORDANCE WITH THE COMMERCIAL/INDUSTRIAL SITE PLAN REVIEWS
VARIANCE	\$300.00 FLAT FEE
ZONING PERMIT	\$50.00
ZONING APPROVAL FOR ABC PERMIT	\$50.00 FLAT FEE
ZONING CERTIFICATION LETTER	\$25.00 FLAT FEE
SIGN PERMIT	\$50.00 FLAT FEE

FLOODPLAIN PERMIT	\$100.00 FLAT FEE
TEMP/SPECIAL EVENTS DISPLAY SIGN PERMIT	\$5.00 FLAT FEE
COPIES:	8.5" X 11" \$.10 PER PAGE (color \$.25) 8.5" X 14" \$.25 PER PAGE
LICENSE PLATES	(1) - \$15.00 or (2) - \$25.00
CEDARFEST MERCHANDISE	AS DETERMINED BY THE CEDARFEST COMMITTEE
NOTARY SERVICES:	\$5.00 PER DOCUMENT
ROAD CLOSURE REQUESTS	\$1,000 FLAT FEE
CEDAR POINT COMPREHENSIVE PLAN	\$50.00 FLAT FEE (DIGITAL \$0.00)
RETURNED CHECK FEE	\$39.00 PER CHECK
DUPLICATE BUSINESS LICENSE	\$10.00 FLAT FEE
STREET SIGNS	\$125.00 PER SIGN (DEVELOPERS)
ADDITIONAL TRASH/RECYCLING CAN(S)	\$100.00 PER YEAR/\$50 SEMI-ANNUAL
MOBILE HOME PARK TRASH COLLECTION	\$200.00 PER YEAR/UNIT
GOLF CART REGISTRATION FEE	\$50.00 PER CART
GOLF CART RENEWAL FEE	\$25.00 PER CART
FOOD TRUCK PERMIT FEES	
ANNUAL	\$100.00
DAILY	\$25.00
PEDDLERS, ITINERANT MERCHANT, MOBILE FOOD CART, AND SOLICITORS PERMIT FEES	
ANNUAL	\$50.00
DAILY	\$10.00
CIVIL CITATION – FIRST	\$100.00 PER VIOLATION
CIVIL CITATION – SECOND	\$200.00 PER VIOLATION
CIVIL CITATION – THIRD	\$400.00 PER VIOLATION
AFTER HOURS/EMERGENCY	\$50.00 PER HOUR
<u>CODE VIOLATIONS</u>	\$100.00 PER VIOLATION + \$50/DAY/VIOLATION FOR EACH DAY VIOLATION CONTINUES, BEGINNING 10 DAYS FOLLOWING WRITTEN NOTIFICATION FROM THE TOWN
Includes failure to obtain proper permits and any other violation under any of the Town's Ordinances unless specified elsewhere	

ALL FEES ARE NON-REFUNDABLE

**** Unless indicated otherwise herein or by Ordinance, the fees applicable to permits are application fees and are due prior to application review.****

Tab 5 Debris Management Contracts

Debris Monitoring Contract

HOURLY RATE SCHEDULENAME OF BUSINESS: DebrisTech, LLCAUTHORIZED CONTACT PERSON: Debra McCormick, Business Manager

AUTHORIZED SIGNATURE: _____



The hourly rates shall include all costs including applicable overhead and profit, lodging, meals, transportation, rentals, safety gear, telephone costs, cameras, GPS devices, and other incidentals.

<u>POSITIONS</u>	<u>HOURLY RATES*</u>	<u>HOURS**</u>	<u>TOTAL</u>
Project Manager	\$ 65.00	1	\$ 65.00
Data Manager	\$ 0.00	1	\$ 0.00
Cost Recovery Specialist	\$ 95.00	1	\$ 95.00
Field Supervisors	\$ 55.00	1	\$ 55.00
Fixed Site Monitors	\$ 36.00	1	\$ 36.00
Environmental Specialist	\$ 50.00	1	\$ 50.00
GIS Specialist	\$ 0.00	1	\$ 0.00
Supervising Monitors	\$ 45.00	1	\$ 45.00
Billing/Invoice Analysts	\$ 0.00	1	\$ 0.00
Administrative Assistants	\$ 0.00	1	\$ 0.00
Field Monitors	\$ 36.00	1	\$ 36.00
	TOTAL		\$ 382.00

* Any overtime will be billed at the Hourly Rate times 1.5. Overtime is not to be included in the rates above.

** These hours are not intended to represent the actual contract amount but are an estimated representation of a typical work week. The actual contract value will be negotiated with the successful proposing agency before issuing the notice to proceed for each event.

** Hours cannot be determined as 'typical' unless direct by the contractor or client.

DebrisTech's proprietary ADMS eliminates the need for many of the staffing positions normally utilized within a debris monitoring project. All positions and services billed at \$0.00 will be provided by DebrisTech's ADMS or absorbed into the overhead cost of DebrisTech, at no charge to Cedar Point.

PROFESSIONAL SERVICES AGREEMENT

STATE OF NORTH CAROLINA
COUNTY OF CARTERET

AGREEMENT BETWEEN

THE TOWN OF CEDAR POINT, NORTH CAROLINA

AND

DEBRISTECH, LLC

THIS AGREEMENT, made this ____ day of _____, 20____, by and between the TOWN OF CEDAR POINT, NORTH CAROLINA (hereinafter called "TOWN"), a municipal Corporation located in Carteret County, North Carolina; and DebrisTech, LLC, a limited liability corporation organized under the laws of the State of Mississippi, (hereinafter called "CONTRACTOR").

1. Purpose

The TOWN hereby employs the CONTRACTOR to furnish all labor, materials, and equipment to perform all work in manner and form as specified by the attached, DEBRIS MONITORING QUALIFICATIONS, containing specifications and documents consisting of, but not limited to: Scope of Services, Advertisements, Instructions to Bidders, General Conditions, Technical Specifications, Proposal and Affidavit, and Performance, which are incorporated as if fully set out, for the following:

CONTRACTOR will monitor loading of vegetative and C&D (Construction and Demolition) debris from the public beach, roads, right of ways, and designated Public Property within the incorporated limits of the Town to the appropriate designated landfill/reduction site(s) as directed.

STATEMENT OF AGREEMENT

In consideration of the mutual promises and covenants set out hereinafter, the parties agree as follows:

- 1) AVAILABILITY. Contractor agrees to make available for use within the Town of CEDAR POINT the equipment and manpower necessary to quickly and efficiently perform the Work following a storm event when directed to do so by the authorized officials of the Town of Cedar Point.
- 2) WORK. The work is described in the TOWN OF CEDAR POINT,– DEBRIS REMOVAL MONITORING CONTRACT Bid Documents under “Scope of Work.”
- 3) INCORPORATION OF BID DOCUMENTS. The instruction to bidders captioned “TOWN OF CEDAR POINT, DEBRIS REMOVAL MONITORING CONTRACT”
- 4) COMPENSATION. Contractor will be compensated at the unit price rates per hour as set out in– Form of Proposal of the TOWN OF CEDAR POINT DEBRIS MONITORING CONTRACT Bid Documents.
- 5) AUTHORITY. Contractor shall be entitled to act upon verbal instructions given by the Public Works Director, Town Administrator or Mayor of the Town of Cedar Point, and shall not be required to determine whether approval of the full Board of Commissioners has been given for any requested work under this contract.
- 6) TERM. This Contract shall be effective commencing July 1, 2024 and shall remain effective until June 30, 2027.
- 7) INDEMNITY. Contractor indemnifies and saves CEDAR POINT. It’s officers and employees, harmless from any claims, suits and judgments, including the cost of defending the same, arising out of or relating to Contractor’s performance under this agreement.
- 8) COMPLETE AGREEMENT. This agreement contains the complete understanding between the parties, and any amendment shall be in writing, and executed by the parties hereto.
- 9) NON-ASSIGNMENT. Contractor may not assign this Contract without the express written consent of the Town of Cedar Point.

IN WITNESS WHERE OF, the TOWN has caused this agreement to be duly executed in its name and behalf and the CONTRACTOR has caused this agreement to be duly executed in its name and behalf and its corporate seal to be hereunto affixed and attested to.

(SIGNATURE PAGES FOLLOW)

TOWN OF CEDAR POINT, NORTH CAROLINA

(TOWN SEAL)

BY: _____
SCOTT HATSELL, MAYOR

ATTEST:

JAYNE CALHOUN, TOWN CLERK

**FINANCE OFFICER'S
CERTIFICATION STATEMENT.**

APPROVED AS TO FORM:

This instrument has been pre-audited in
the manner required by the Local Government.

TOWN ATTORNEY

FINANCE OFFICER

**STATE OF NORTH CAROLINA
COUNTY OF CARTERET**

I, _____, a Notary Public of the State and County aforesaid, certify that Jayne Calhoun personally came before me this day and acknowledged that she is Town Clerk for the TOWN OF CEDAR POINT, a North Carolina Municipal Corporation and that by authority duly given and as the act of the TOWN of CEDAR POINT, the foregoing instrument was signed in its name by its Mayor, Scott Hatsell, sealed with its corporate seal and attested by herself as it's Clerk.

WITNESS my hand and notarial seal, this the ____ day of _____. 20__.

Notary Public

(SEAL)

My Commission Expires: _____

ATTEST:

BY:

President, Vice President, Assistant Vice President

Secretary, Assistant Secretary, Trust Officer

(CORPORATE SEAL)

STATE OF _____
COUNTY OF _____

I, _____, a Notary Public, certify that the corporation's Secretary, Assistant Secretary, or Trust Officer, Mr./Mrs./Ms. _____ personally came before me this day and acknowledged that he (she) is the _____ of _____; a corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its President, Vice President or Assistant Vice President, Mr./Mrs./Ms. _____, sealed with its Corporate Seal, and attested by himself herself) as its Secretary, Assistant Secretary, or Trust Officer.

WITNESS my hand and official seal the _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

(SEAL)

Phase I Debris Management Contract

TOWN OF CEDAR POINT
427 SHERWOOD AVENUE, CEDAR POINT, NC 28584
252-393-7898

TIME AND MATERIAL CONTRACT - PHASE I
“THE PUSH” FOR DEBRIS REMOVAL
FIRST 72 HOURS MAXIMUM

ARTICLE 1:
Agreement between Parties

This contract is made and entered into on this the ____ day of _____, 2024 by and between the **Town of Cedar Point**, hereinafter called the Entity and **Rick Bostic Construction** hereinafter called the Contractor.

ARTICLE 2:
Scope of Work

This contract is issued pursuant to the Time and Material Invitation to Bid and Scope of Services dated May 25, 2021 for the removal of debris caused by any sudden natural or man-made disaster during the period of **July 1, 2024 to June 30, 2027**. It is the intent of this contract to provide for equipment and manpower to removal all hazards to life and property in the affected community. Clean up, demolition, and removal of the street will be limited to: (1) that which is determined to be in the interest of public safety and (2) that which is considered essential to the economic recovery of the affected area.

The work shall consist for the provision of equipment and labor to clean up and remove debris as directed by the Entity.

ARTICLE 3:
Schedule of Work

Time is of the essence for this debris removal contract. Notice to proceed with work will commence immediately upon notification by David M. Rief, Town Manager, or the Mayor of the Town of Cedar Point. The equipment and manpower shall be used for a **maximum of 72 clock hours**, after the actual commencement of work. Based upon unit prices of equipment and labor, no minimum or maximum number of hours is guaranteed.

**TIME AND MATERIAL CONTRACT - PHASE I
“THE PUSH” FOR DEBRIS REMOVAL
FIRST 72 HOURS MAXIMUM**

**ARTICLE 4:
Contract Price**

The hourly rates for performing the work stipulated in the invitation to bid, scope of services and bid proposal documents, which have been approved from the lowest responsible bidder’s bid schedule are as follows:

<u>Equipment/Machine/Operator</u>	<u>Hourly rate</u>
1 full size backhoe, 2 chainsaws and operators (one crew)	\$ ___/per hour*
1 full size backhoe, 2 chainsaws and operators (two crews)	\$ ___/per hour*

*Hourly rate shall be given which includes labor, maintenance, fuel, overhead, profit, and any other costs associated with the equipment including protective clothing, fringe benefits, hand tools, supervision, transportation, and any other costs. Only actual invoice amounts will be paid.

Mobilization/Machine/Operator \$_____ round trip

**ARTICLE 5:
Payment**

The cost for mobilization and demobilization is included in the rates set out above; the Entity shall pay only for the time the equipment and manpower are actually used in accomplishing the work. The Entity shall have 10 calendar days to approve or disapprove the pay request. The Entity shall pay the Contractor for his performance under the contract within 15 days of verification and approval of pay request.

**ARTICLE 6:
Contractor’s Obligations**

The Contractor shall supervise accomplishment of the work effort as directed by the Entity, by providing labor and proper equipment for all tasks. Safety of the Contractor’s personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, personnel, taxes, insurance, and fees necessary to perform under the terms of the contract. Caution and care must be exercised by the Contractor not to cause any additional damage to sidewalks, roads, buildings, and other permanent fixtures. The Entity shall have no responsibility or liability for damage done to any equipment utilized by the Contractor in performing service under this contract. The Contractor, having carefully examined the Scope of Services Phase I for a Time and Material Contract known as “The Push” proposes to furnish all services as outlined in the document.

**TIME AND MATERIAL CONTRACT - PHASE I
"THE PUSH" FOR DEBRIS REMOVAL
72 HOURS MAXIMUM**

**ARTICLE 7:
Entity's Obligations**

The Entity's representative(s) shall furnish all information necessary for commencement of the work and work effort. Costs of construction permits, and authority approvals will be borne by the Entity. A representative will be designated by the Entity for inspecting the work and answering any on-site questions.

The Entity shall designate the public and private property areas where the work is to be performed. Copies of complete "Right of Entry" forms, where they are required by State or local law for private property, shall be furnished to the Contractor by the Entity.

The Entity may terminate the contract for failure to perform or default by the Contractor.

**ARTICLE 8:
Insurance and Bonds**

The contractor shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage and Comprehensive, General Liability Insurance (Premises Operations, Personal Injury, etc.), as deemed necessary by the Entity in the Scope of Services documents.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

Scott Hatsell, Mayor
Town of Cedar Point (Entity)
427 Sherwood Avenue
Cedar Point, NC 28584

seal

(Date)

Signature of Contractor

Company Name: _____

Mailing Address: _____

Phone: _____

(Date)

Phase II Debris Management Contract

***Cedar Point – Proposal Reading and Tabulation
Phase II – Debris Removal***

DATE: May 28, 2024
TIME: 3:00 PM

Company Submitting Proposal	1) C&D Debris Removal (Roads, rights of ways, and Public Property) to CEP Tuscarora / Ton	2) Alt. C&D Debris Removal (Roads, rights of ways, and Public Property) to GRS Maysville / Ton	3) Veg Debris Removal (less than 15 mi) / CY	4) Veg Debris Removal (30><45) / CY
Custom Tree Care	\$89	\$72	\$6.48 CY	\$6.98
TFR Enterprises	\$175	\$160	\$7.50	\$8.50
Rick Bostic	\$125	\$100	\$95	\$100

TOWN OF CEDAR POINT
PHASE II – DEBRIS REMOVAL CONTRACT

STATE OF NORTH CAROLINA
COUNTY OF CARTERET

AGREEMENT BETWEEN

THE TOWN OF CEDAR POINT, NORTH CAROLINA

AND

CUSTOM TREE CARE DISASTER RESPONSE

This Agreement made this ____ day of _____, 2024, by and between the Town of Cedar Point (hereinafter called “Town”), a municipal Corporation located in Carteret County, North Carolina; and Custom Tree Care Disaster Response, a corporation organized under the laws of the State of Kansas, (hereinafter called “Contractor”).

PURPOSE

The Town hereby employs the Contractor to furnish all labor, materials and equipment to perform all work in manner and form as specified by the attached, Parts I - IV, Town of Cedar Point, Phase II – Debris Removal Contract, containing specifications and documents consisting of, but not limited to: Scope of Services, Advertisements, Instructions to Bidders, General Conditions, Technical Specifications, Proposal and Affidavit, and Performance, which are incorporated as if fully set out, for the following:

Contractor will gather, load, and haul vegetative and C&D (Construction and Demolition) debris from the public beach, roads, rights of way and designated Public Property within the incorporated limits of the Town to the appropriate designated landfill/reduction site(s).

STATEMENT OF AGREEMENT

In consideration of the mutual promises and covenants set out hereinafter, the parties agree as follows:

AVAILABILITY. Contractor agrees to make available for use within the Town of Cedar Point the equipment and manpower necessary to quickly and efficiently perform the work following a storm event when directed to do so by the authorized officials of the Town of Cedar Point.

WORK. The work is described in the Town of Cedar Point, Phase II – Debris Removal Contract Bid Documents under Part II “Scope of Work.”

INCORPORATION OF BID DOCUMENTS. The instruction to bidders captioned “Town of Cedar Point, Phase II - Debris Removal Contract” consisting of twenty-four pages dated April 25, 2024 and consisting of Part I – Instructions to Bidders, Part II – Scope of work, Part III – Form of Proposal, Part IV – Statement of Assurances and Compliance and Part V – Execution of Agreement, are incorporated herein as if set out in full as terms of this Contract.

COMPENSATION. Contractor will be compensated at the unit price rates per cubic yard as set out in Part III – Form of Proposal of the Town of Cedar Point Phase II – Debris Removal Contract Bid Documents, a signed copy of which is attached as part of this document.

AUTHORITY. Contractor shall be entitled to act upon verbal instructions given by the Public Works Director, Town Manager or Mayor of the Town of Cedar Point and shall not be required to determine whether approval of the full Board of Commissioners has been given for any requested work under this contract.

TERM. This Contract shall be effective commencing July 1, 2024 and shall remain effective until June 30, 2027.

INDEMNITY. Contractor indemnifies and saves Cedar Point, its officers and employees harmless from any claims, suits and judgments, including the cost of defending the same, arising out of or relating to Contractor’s performance under this agreement.

COMPLETE AGREEMENT. This agreement contains the complete understanding between the parties, and any amendment shall be in writing, and executed by the parties hereto.

NON-ASSIGNMENT. Contractor may not assign this Contract without the express written consent of the Town of Cedar Point.

IN WITNESS WHEREOF, the Town has caused this agreement to be duly executed in its name and behalf and the Contractor has caused this agreement to be duly executed in its name and behalf and its corporate seal to be hereunto affixed and attested to.

TOWN OF CEDAR POINT, NORTH CAROLINA

BY: _____

Scott Hatsell, Mayor

ATTEST:

Jayne Calhoun, Town Clerk

FINANCE OFFICER'S CERTIFICATION STATEMENT.

This instrument has been pre-audited in the manner required by the Local Government.

David M. Rief, Finance Officer

APPROVED AS TO FORM:

Town Attorney

STATE OF NORTH CAROLINA
COUNTY OF CARTERET

I, _____, a Notary Public of the State and County aforesaid, certify that Jayne Calhoun personally came before me this day and acknowledged that she is Town Clerk for the Town of Cedar Point, a North Carolina Municipal Corporation and that by authority duly given and as the act of the Town of Cedar Point, the foregoing instrument was signed in its name by its Mayor, _____, sealed with its corporate seal and attested by herself as its Clerk.

WITNESS my hand and notarial seal, this the ____ day of _____. 20__.

Notary Public

(SEAL)

My Commission Expires:

Name of Company: _____

ATTEST:

BY:

President, Vice President,
Assistant Vice President

Secretary, Assistant Secretary,
Trust Officer

(CORPORATE SEAL)

STATE OF _____
COUNTY OF _____

I, _____, a Notary Public, certify that the corporation's Secretary, Assistant Secretary, or Trust Officer, Mr./Mrs./Ms. _____ personally came before me this day and acknowledged that he (she) is the _____ of _____; a corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its President, Vice President or Assistant Vice President, Mr./Mrs./Ms. _____, sealed with its Corporate Seal, and attested by himself (herself) as its Secretary, Assistant Secretary or Trust Officer.

WITNESS my hand and official seal the _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

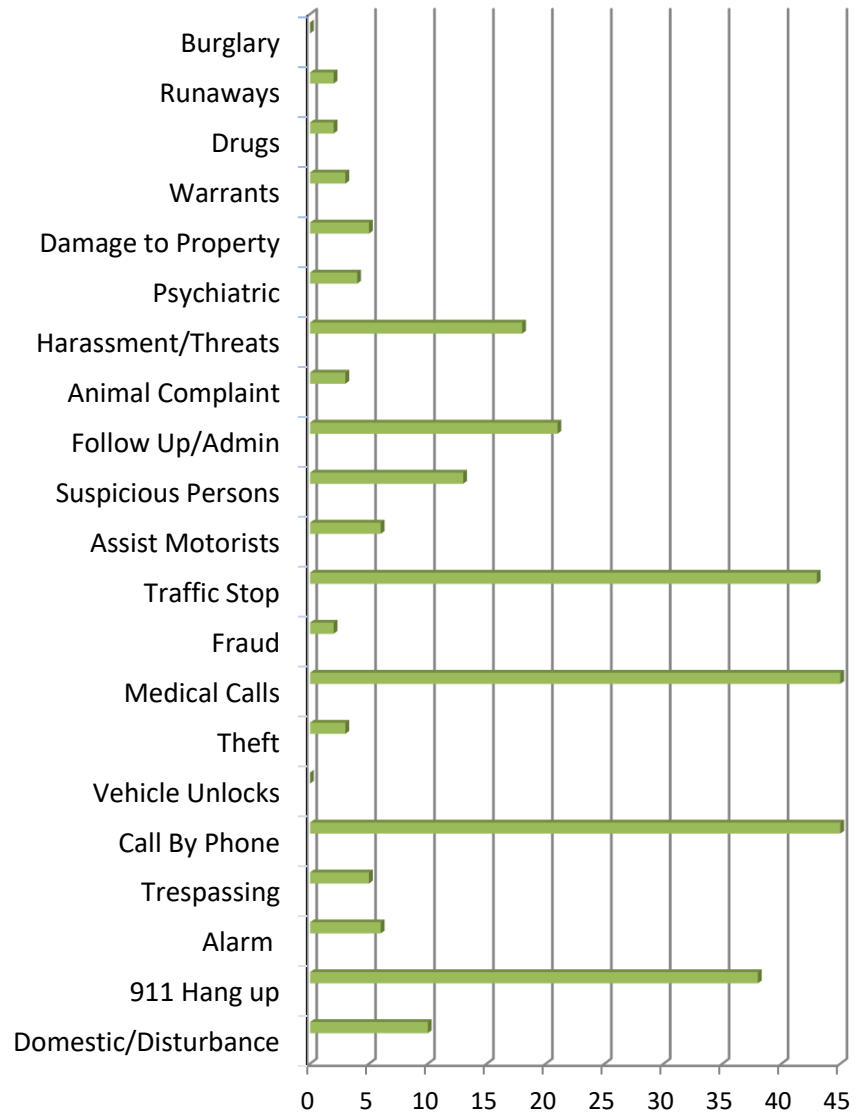
(SEAL)

Tab 6 Deputy & WCFD Reports

Cedar Point Reported Calls

May 14 - June 13, 2024

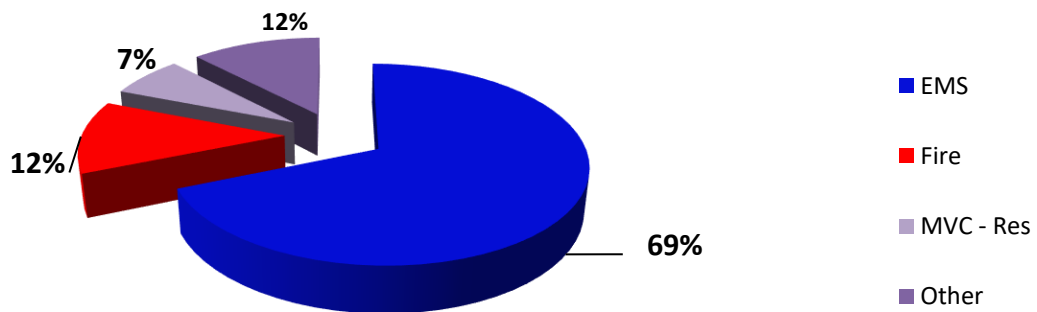
Nature of Call	Quantity
Domestic/Disturbance	10
911 Hang up	38
Alarm	6
Trespassing	5
Call By Phone	47
Vehicle Unlocks	0
Theft	3
Medical Calls	71
Fraud	2
Traffic Stop	43
Assist Motorists	6
Suspicious Persons	13
Follow Up/Admin	21
Animal Complaint	3
Harassment/Threats	18
Psychiatric	4
Damage to Property	5
Warrants	3
Drugs	2
Runaways	2
Burglary	0
Death	1
TOTAL:	303



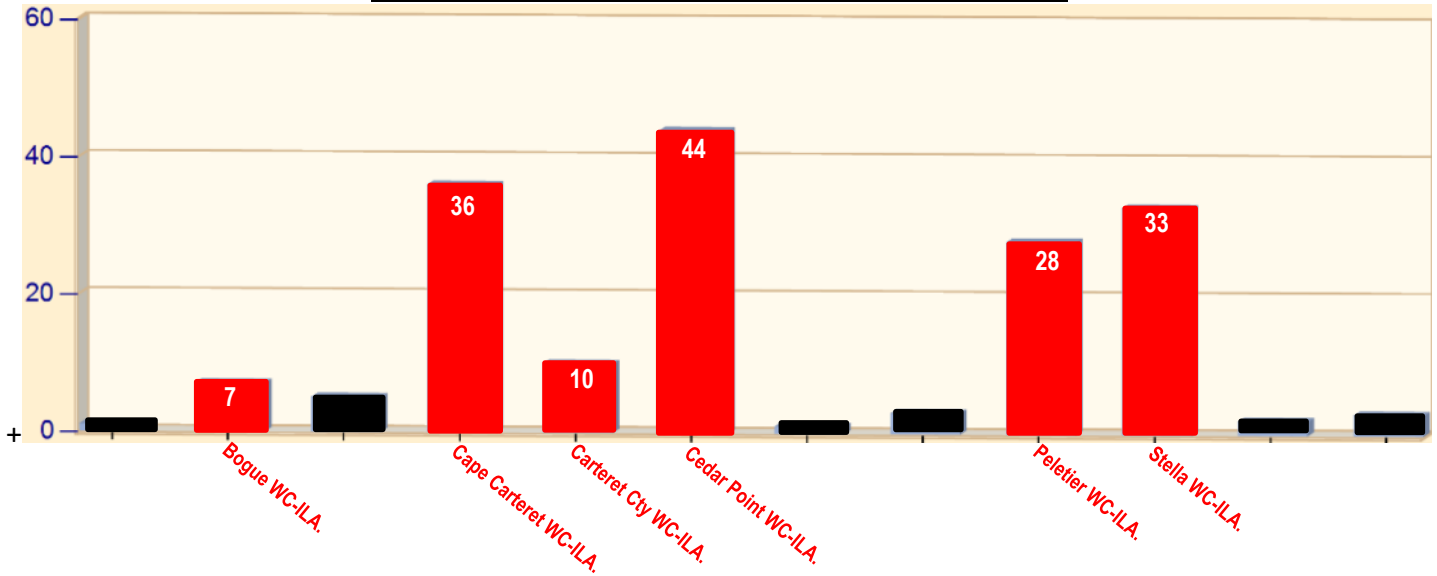
Western Carteret Fire & EMS Department/Interlocal Agency
 Call Volume Report for **5/1/2024** through **5/31/2024**.

<u>Community</u>	<u>EMS</u>	<u>Fire</u>	<u>MVC-Resc</u>	<u>Other</u>	<u>TOTAL</u>
1 Bear Creek (Onslow)	0	1	0	0	1
2 Bogue	4	1	1	1	7
3 Broad & Gales	-	1	1	3	5
4 Cape Carteret	25	1	4	6	36
5 Carteret Co. (uninc.)	9	-	-	1	10
6 Cedar Point	32	6	2	4	44
7 Emerald Isle	1	-	-	-	1
8 Hubert (Onslow)	1	2	-	-	3
9 Jones County	-	-	-	-	-
10 Onslow County	-	-	-	-	-
11 Peletier	21	3	1	3	28
12 Stella Sta. 2, District #2	23	4	3	3	33
14 Swansboro (Onslow)	2	-	-	-	2
15 Morehead City	-	-	-	-	-
16 Newport	1	2	-	-	3
17 Ons. Cty EMS Stand Bys	-	-	-	-	-
19 Salter Path Indian Bch.	-	-	-	-	-
20 Maysville (Jones)	-	-	-	-	-
TOTAL:	119	21	12	21	173
<i>If we were 2 separate depts. =</i>	152	54			

WCFD May 2024 Incident Call/Volume Percentages



Western Carteret Fire & EMS Department/Interlocal Agency
Call Volume Report for 5/1/2024 through 5/31/2024.



The month of **May 2024** call volume was **173** total. This is slightly above average over the last five to six years and above **last May 2023 total of 147**. We continue at a pace that will keep us close to or above 2100 calls for the year.

NOTES: As indicated in the charts; of these total calls:

- **119** were EMS,
- **12** required the services of both fire and EMS units such as Motor Vehicle Crashes or Rescue type calls.
- **21** were fire, possible fire, or potential fire related calls. There were **3** structure or building type fires, One outside our ILA district and two within our district.
- **21** were classified as “other”.

Other may cover:

- False alarm or false calls (*could be fire or EMS or both*)
- Dispatched and cancelled en-route (*could be fire or EMS or both*)
- Public service and public assistance (*could be fire or EMS or both*)
- Service Call, other (*could be fire or EMS or both*)
- No incident found on arrival at dispatch address (*usually fire related*)
- Special type of incident not clarified (*could be fire or EMS or both*)

In many or most cases all “other” listed calls are “potential” emergencies. Many of the “public service”, “public assistance” and “service” calls are directly related to assisting our citizen/customers who have medical conditions and must be assisted in getting from a car into a residence, or vice-versa when going to or from medical appointments, etc. Also, many are lift assists for the disabled or elderly.

- In **May** – **15** calls or approximately **8.6 %** of the responses were mutual aid or auto aid calls **to** our neighboring communities, this does **NOT** include EMS Stand-bys to Onslow County.
- EMS Stand-bys to Onslow County were **0**. We were called to Onslow for actual EMS calls **1** time in **May**.
- **See the following chart on page 3 for comparison month by month to the previous year.**

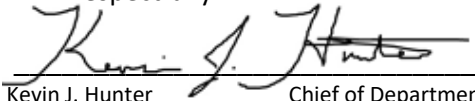
Western Carteret Fire & EMS Department/Interlocal Agency
Call Volume Report for 5/1/2024 through 5/31/2024.

2024	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
EMS	111	126	131	96	119								583
Fire	21	19	25	28	21								114
MVC-Res	8	4	10	14	12								48
Other	23	18	19	26	21								107
Total	163	167	185	164	173								852

Numbers at the end of each year are often adjusted to reflect adjustments found in actual call types.

2023	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
EMS	105	100	96	93	101	129	164	120	132	106	110	112	1368
Fire	14	17	8	19	19	20	36	27	25	22	26	8	241
MVC-Res	2	2	7	18	11	8	11	4	9	7	12	8	99
Other	21	8	21	28	16	16	17	16	20	20	26	30	239
Total	142	127	132	158	147	173	228	167	186	155	174	158	1947

Respectfully


 Kevin J. Hunter Chief of Department

**WESTERN CARTERET FIRE EMS
FIRE MARSHAL MONTHLY REPORT**

2024 FIRE MARSHAL MONTHLY REPORT - Bob Penrod	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
INSPECTIONS													
Inspections in Bogue	5	4	2	2	9								22
Inspections in Cape Carteret	2	8	16	4	10								40
Inspections in Cedar Point	30	10	16	16	10								82
Inspections in Peletier	2	11	5	4	6								28
TOTAL INSPECTIONS COMPLETED	39	33	39	26	35	0	0	0	0	0	0	0	172
Notice of Violation issued	2	5	3	6	8								24
Number of Failed Inspections	2	5	3	4	8								22
Number of Inspection not complaint after reinspections	1	1	1	2	2								7
SMOKE DETECTORS													
A total number of smoke detectors were installed.	6	2	9	6	2								25
A total number of smoke detectors were issued.	4	0	9	6	2								21
A total number of smoke detectors were checked.	8	2	14	0	3								27
Total number of smoke detectors found not working.	4	0	6	0	0								10
Total number of CO Detectors installed	0	1	1	2	0								4
TOTAL	22	5	39	14	7	0	0	0	0	0	0	0	87
PLAN REVIEW													
Total number of plans reviews for new construction	1	1	1	1	1								5
Total number of plan reviews for renovations	1	1	2	0	0								4
Total number of plan reviews for new development	0	2	0	1	1								4
TOTAL	2	4	3	2	2	0	0	0	0	0	0	0	13
KNOX BOX													
Total number of Knox Box installations	1	4	1	0	3								9
Total number of Knox Box information sheets provided	2	1	3	1	1								8
The total number of Knox Box contents was updated.	6	3	12	4	6								31
TOTAL	9	8	16	5	10	0	0	0	0	0	0	0	48
FIRE PREVENTION – NUMBER IN ATTENDANCE													
Pre K through 12 th Grade	0	0	0	0	0								0
Adults	0	0	125	6	0								131
Children under 17	0	6	300	22	0								328
Static Display	0	0	1	0	0								1
Safe Kids/FLSE Programs	0	1	1	0	0								2
Total number of times the Fire Safety House was used	0	1	1	0	0								2
TOTAL	0	8	428	28	0	0	0	0	0	0	0	0	464

FIRE MARSHAL BOB PENROD

**WESTERN CARTERET FIRE EMS
FIRE MARSHAL MONTHLY REPORT**

COMPLAINTS/CONCERNS													
Bogue	0	2	0	1	0								3
Cape Carteret	1	3	1	2	0								7
Cedar Point	0	0	0	0	0								0
Peletier	1	2	1	2	0								6
Stella/Carteret County	0	0	0	1	0								1
TOTAL	2	7	2	6	0	0	0	0	0	0	0	0	17
INVESTIGATIONS													
	0	1	0	0	2								
FIRE PROTECTION SYSTEMS CHECKOUT													
Fire Alarm System(s)/Plan Review	2	1	0	1	0								4
Sprinkler System(s)/Plan Review	0	0	0	1	0								1
Hood System(s)	1	0	0	0	1								
TOTAL	3	1	0	2	1								7
Non-Compliant Fire Alarm System	0	4	0	1	2								7
Non-Compliant Sprinkler System	0	2	0	0	1								3
Non-Compliant Hood System	0	6	0	2	1								10
TOTAL	0	12	0	3	4	0	0	0	0	0	0	0	19
TRAINING HOURS													
Total number of training hours for Code Enforcement	12	6	4	2	3								27
Total number of Fire Investigator hours	12	11	2	2	0								27
Total number of general training hours	20	8	8	6	10								54
TOTAL	44	25	14	10	13	0	0	0	0	0	0	0	106
MISC MEETINGS													
Meetings (BOC, Planning Board, Fireworks, Fire Marshal, Etc.)	3	1	3	3	2								12
CONFERENCE													
NC Fire Chiefs Association	2	0	0	0	0	0	0	0	0	0	0	0	2
Other Fire Service Events	0	0	1	3	0								4
RESEARCH (HOURS)													
NC Fire Code - NFPA - Ordinances - Etc.	8	6	2	14	2								32

Jan 9-30 Received my NC Fire Marshal 101 Certification.

Jan 31-Feb 2 Attended the NC Association of Fire Chief Conference (Concord, NC).

FIRE MARSHAL BOB PENROD