

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, NOVEMBER 18, 2024
8:30 AM**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

- 1. CRAVEN COUNTY BOARD OF EDUCATION REQUEST: OPPORTUNITY TO PURCHASE 902 AND 907 NORTH B ST., BRIDGETON: Stacy Lee, Chief Officer of Systems and Operations**
- 2. HOPE MISSION PRESENTATION: Pastor Gene McLendon, Executive Director**
- 3. CONSENT AGENDA**
 - A. Minutes of November 4, 2024 Regular Session; Minutes of October 29, 2024 Reconvened Session and Minutes of October 31, 2024 Reconvened Session**
 - B. Tax Releases and Refunds**
 - C. Health – University of NC at Chapel Hill (UNC-CH) Nurse Practitioner Residency Program – Budget Amendment**

DEPARTMENTAL MATTERS:

- 4. HEALTH: Scott Harrelson, Health Director and Margareta Slagle, Environmental Health Supervisor**
 - A. New Fees and Existing Fee Modifications**
 - B. Retail Program Standards Coordinator Position**
- 5. WATER: Dail Booth, Water Superintendent and Dwayne Alligood, County Engineer**
 - A. Meter Data Support Specialist Position – Budget Amendment**
 - B. NCDOT Right-of-Way Acquisitions for Project R-5777C along US HWY 70**

6. **INFORMATION TECHNOLOGY: ADDITIONAL FUNDING FOR TYLER ENTERPRISE RESOURCE PLANNING (ERP) PROJECT – BUDGET AMENDMENT: Steve Bennett, IT Director**
7. **HUMAN RESOURCES: REQUEST FOR PERSONNEL RESOLUTION AMENDMENT: RECRUITMENT AND RETENTION BONUS: Amber Parker, Human Resources Director**
8. **FINANCE: Craig Warren, Finance Director**
 - A. **Craven Pamlico Regional Library – Budget Amendment**
 - B. **Compensatory Time Balance Pay-Out – Budget Amendment**
9. **ADMINISTRATION: COMPLETING ACCESS TO BROADBAND (CAB) 2.0 SUPPLEMENTAL FUNDING: Shane Digan, Assistant to the County Manager**
10. **APPOINTMENTS**
11. **COUNTY ATTORNEY’S REPORT: Arey Grady**
12. **COUNTY MANAGER’S REPORT: Jack Veit**
13. **COMMISSIONERS’ REPORT**
14. **CLOSED SESSION**

1. CRAVEN COUNTY BOARD OF EDUCATION REQUEST: OPPORTUNITY TO PURCHASE 902 AND 907 NORTH B ST., BRIDGETON: Stacy Lee

Attached is a resolution adopted by the Craven County Board of Education providing the Craven County Board of Commissioners with the opportunity to purchase the property located at 902 and 907 North B Street Bridgeton, Craven County, North Carolina 28519 at a fair market value, as provided in N.C.G.S. 115C-518. If the Board of County Commissioners declines the opportunity to purchase the property, the Board of Education will proceed to sell the property in accordance with North Carolina General Statutes 160A Article 12.

If the Board of County Commissioners desires to purchase the property at fair market value, they should notify the Board of Education in writing. If the Board of County Commissioners wishes to decline this opportunity to purchase the property located at 902 and 907 North B Street Bridgeton, Craven County, North Carolina 28519, they should also reply in writing and the Craven County Board of Education will proceed to sell the property in accordance with the General Statutes.

Also provided is the Real Estate Appraisal Report of School Board Land.

Board Action: Approve or deny the purchase opportunity.

I move to adopt the following Resolution:

WHEREAS, the Craven County Board of Education is the owner of the real property located at 902 and 907 North B Street, Bridgeton, Craven County, North Carolina, and being known as the former Bridgeton Elementary School, tax identification numbers 2-002-001 and 2-002-031, and

WHEREAS, North Carolina General Statute 115C-518 provides "When in the opinion of any local board of education the use of any building site or other real property or personal property owned or held by the board is unnecessary or undesirable for public school purposes, the local board of education may dispose of such according to the procedures prescribed in General Statutes, Chapter 160A, Article 12, or any successor provisions thereto."

WHEREAS, the real property owned in Bridgeton and described above has not been used for public school purposes for many years;

THEREFORE, BE IT RESOLVED that the Craven County Board of Education hereby declares and resolves as follows:

That the Craven County Board of Education property known as 902 and 907 North B Street, tax identification numbers 2-002-001 and 2-002-031, is hereby declared surplus and unnecessary or undesirable for public school purposes; and

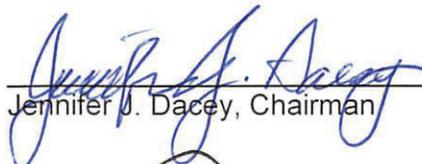
That the Craven County Board of Commissioners be offered the opportunity to purchase 902 and 907 North B Street, tax identification numbers 2-002-001 and 2-002-031 at fair market value; and

If the Craven County Board of Commissioners decline to purchase the property at 902 and 907 North B Street, tax identification numbers 2-002-001 and 2-002-031 at fair market value, that the property at 902 and 907 North B Street, tax identification numbers 2-002-001 and 2-002-031 be disposed of by any method authorized by Article 12, North Carolina General Statutes Chapter 160A, including but not limited to, the negotiated sale and upset bid process; and

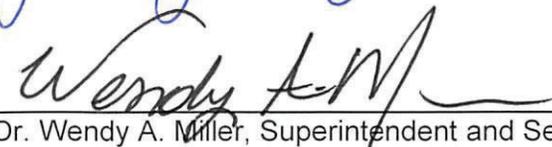
That the Superintendent of the Craven County Schools is hereby delegated all necessary or convenient authority to effectuate the purposes of this resolution.

Adopted and passed this the 10th day of October 2024.

CRAVEN COUNTY BOARD OF EDUCATION


Jennifer J. Dacey, Chairman

ATTEST:


Dr. Wendy A. Miller, Superintendent and Secretary
to the Board of Education

Real Estate Appraisal Report

Of
School Board Land



Subject Waterfront Land

Located at
902 and 907 North B Street
Bridgeton, Craven County, North Carolina 28519

As of

Prepared for
Stacy Lee
Chief Officer of Systems and Operations
Craven County Schools Board of Education
3600 Trent Road
New Bern, North Carolina 28562

Prepared by
R. Eric Williams, MA, MAI
Shackelford & Associates
3750 S. Evans Street, Suite A
Greenville, North Carolina 27834

September 23, 2024

Stacy Lee
Chief Officer of Systems and Operations
Craven County Schools Board of Education
3600 Trent Road
New Bern, North Carolina 28562

Re: Appraisal Report
School Board Land
902 and 907 North B Street
Bridgeton, Craven County, North Carolina 28519

Dear Stacy:

At your request, I have prepared an appraisal of the above-referenced property for the purpose of estimating the market value of the subject property as of the date of value. Valuation of the subject property was accomplished via a standard appraisal process and communicated in the attached Appraisal Report. This report has been prepared in conformity with the reporting requirements set forth under Standards Rule 2-2 of USPAP and the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

Please reference page 6 of this report for important information regarding the scope of research and analysis for this appraisal, including property identification, inspection, highest and best use analysis, and valuation methodology.

I certify that I have no present or contemplated future interest in the property beyond this estimate of value. I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the agreement to perform this assignment.

Your attention is directed to the Limiting Conditions and Assumptions section of this report (page 86). Acceptance of this report constitutes an agreement with these conditions and assumptions.

There are no hypothetical conditions associated with this appraisal report.

The waterfront site is a former school that has been demolished, and I specifically assume the site is free from any environmental contamination. During my research several realtors mentioned that the public sewer in Bridgeton is at capacity, and the appraisal specifically assumes that no unusual/additional development costs will be necessary and that both sites have full access to municipal water & sewer.

September 23, 2024

Page 2

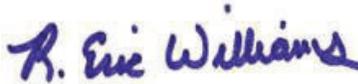
All value opinions are affected by all the information, extraordinary assumptions, hypothetical conditions, limiting conditions, facts, descriptions, and disclosures stated in the attached appraisal report. If the pertinent information is altered in any way, the subject's value may be affected, and this report may be unreliable.

Based on the appraisal described in the accompanying report, subject to the limiting conditions and assumptions, extraordinary assumptions and hypothetical conditions (if any), I have made the following value conclusion(s):

Value Conclusion Summary			
Value Premise	Interest Appraised	Effective Date	Reconciled Value
As Is-Waterfront Site	Fee Simple	September 19, 2024	\$500,000
As Is-Non Waterfront Site	Fee Simple	September 19, 2024	\$70,000

It has been a pleasure working with you on this assignment. If you have any questions concerning my analysis, or if I can be of further service, please do not hesitate to call.

Respectfully submitted,




R. Eric Williams, MA, MAI
Certified General Real Estate Appraiser
North Carolina License No. A9346
Phone: (252) 215-2250, Ext 706
Email: eric@shackelfordre.com

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Summary of Salient Facts and Conclusions

Property Name	School Board Land
Address	902 and 907 North B Street Bridgeton, Craven County, North Carolina 28519
Property Type	Land & Waterfront Land
Owner of Record	Craven County Board of Education
Tax Identification	2-002 -001-waterfront parcel; and 2-002 -031-non waterfront parcel
Land Area	4.15 acres or 180,556 square feet-waterfront parcel 0.69 acres or 30,056 square feet-non waterfront parcel
Highest and Best Use As though Vacant	Multi-family residential use for the waterfront site and residential development for the non-waterfront site.
Effective Date of Appraisal	September 19, 2024
Report Date	September 23, 2024
Property Interest Appraised	Fee simple

Market Value Indications

Value Indications	
Approach	Value Indication
Non waterfront land	\$70,000
Waterfront Land	\$500,000

General Information

Identification of Subject

The subject has been identified by its postal address, legal description, and assessor’s parcel number(s). This information is presented in the following table.

Property Identification	
Property Name	School Board Land
Address	902 and 907 North B Street Bridgeton, Craven County, North Carolina 28519
Tax Identification	2-002 -001-waterfront parcel; and 2-002 -031-non waterfront parcel

The subject’s legal descriptions, taken from the Deeds of the Craven County Registry, are presented below.

BEGINNING at the northeastern corner of the intersection of B and Hickory Streets in the Town of Bridgeton and running thence northwestwardly with the eastern line of B Street 100 feet; thence southeastwardly and parallel with B Street 100 feet to Hickory Street; thence southwestwardly with Hickory Street 100 feet to B Street, the place of beginning, and being Lot Nos. One and Two in Block C as shown on the Map of Blades' Addition to the Town of Bridgeton registered in the Office of the Register of Deeds of Craven County in Map Book One at Page 25.

This being the same property conveyed by deed to R.L. Pritchard and wife, Margaret B. Pritchard from C.W. Gaskins, Jr. and wife Hilda W. Gaskins, dated September 12, 1978 and recorded in the Office of the Register of Deeds of Craven County in Book 920 at Page 594.

forever, all that certain tract of land lying situate and being in No. 2 township, said county, and bounded as follows, viz, beginning at the southwestern intersection of Academy and A streets as shown on the map of Blades' Addition to the Town of Bridgeton made by R. R. Eagle, C. E., in February, 1916, and registered in the office of the Register of Deeds of said county in Map Book 1, at page 25, and running thence south 33 degrees 10 minutes east with the western line of A street 250 feet; thence south 56 degrees 50 minutes west 377 feet, more or less, to Neuse River; thence up said river 254 feet, more or less, to the southern line of Academy street extended; thence north 56 degrees 50 minutes east with the southern line of Academy street extended and with Academy street 383 feet, more or less, to A street, the place of beginning; saving and excepting from this conveyance Lot No. Seven in Block P as shown on said map, which said Lot No. Seven was conveyed to said Board of Education by S. B. Williams and wife 25 March, 1933, by deed registered in said office in book 303, page 381.

Property History

Sale History

The subject has not been transferred within the past three years, according to public records.

Current Listings / Pending Transactions

Research of the applicable public records, private data services, and an interview of the current owner, revealed that the subject property is not under current agreement or option and is not offered for sale on the open market.

Assignment Parameters

Purpose of Appraisal

The purpose of the appraisal is to develop an opinion of the market value of the fee simple interest in the subject properties as of the effective date of the appraisal.

Intended Use and Intended User(s)

The intended use of this appraisal is as a basis for financial decision making with relation to possible disposition of the site(s). The intended user is the client and client assigns. This appraisal is not intended for any other use or user. No party or parties other than the client and client assigns may use or rely on the information, opinions, and conclusions contained in this report.

Property Rights Appraised

My analysis is based on the fee simple interest of the subject property. Fee simple estate is defined as:

Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.¹

Definition of Market Value

The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- (1) Buyer and seller are typically motivated;
- (2) Both parties are well informed or well advised, and acting in what they consider their own best interests;
- (3) A reasonable time is allowed for exposure in the open market;
- (4) Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- (5) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.²

Hypothetical Conditions and Extraordinary Assumptions

A hypothetical condition is defined as “a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.”³ The value conclusions are based on the following hypothetical conditions that may affect the assignment results.

- There are no hypothetical conditions associated with this appraisal report.

An extraordinary assumption is defined as “uncertain information that is accepted as fact. If the assumption is found to be false as of the effective date of the appraisal, the conclusions of value provided within this appraisal report may become invalid.”⁴ The value conclusions are subject to the following extraordinary assumptions that may affect the assignment results.

- The waterfront site is a former school that has been demolished, and I specifically assume the site is free from any environmental contamination. During my research several realtors mentioned that the public sewer in Bridgeton is at capacity, and the appraisal specifically assumes that no unusual/additional development costs will be necessary and that both sites have full access to municipal water & sewer.

¹ Source: Appraisal Institute, *The Dictionary of Real Estate Appraisal*, 7th ed. (Chicago: Appraisal Institute, 2022)

² Source: 12 C.F.R. Part 34.42(g); 55 *Federal Register* 34696, August 24, 1990, as amended at 57 *Federal Register* 12202, April 9, 1992; 59 *Federal Register* 29499, June 7, 1994

³ Source: The Appraisal Foundation, *Uniform Standards of Professional Appraisal Practice*, 2020-2021 ed. (Washington DC: The Appraisal Foundation, 2020)

⁴ Source: The Appraisal Foundation, *Uniform Standards of Professional Appraisal Practice*, 2020-2021 ed. (Washington DC: The Appraisal Foundation, 2020)

Prior Services

I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the agreement to perform this assignment.

Scope of Work

The scope of work is the type and extent of research and analysis in an assignment. Scope of work includes the extent to which the property is identified, the extent to which tangible property is inspected, the type and extent of data research, and the type and extent of analysis applied to arrive at credible opinions or conclusions. The specific scope of work for this assignment is summarized below with additional detail provided throughout this report.

Report Format

This is an Appraisal Report as defined by the Uniform Standards of Professional Appraisal Practice (USPAP) under Standards Rule 2-2(a).

Inspection

A complete inspection of the sites was made and photographs taken of both sites.

Valuation Methodology

Appraisers usually consider the use of three approaches to value when developing a market value opinion for real property. These are the cost approach, sales comparison approach, and income capitalization approach. Use of the approaches in this assignment is summarized as follows:

Approaches to Value		
Approach	Applicability to the Subject	Use in Assignment
Cost Approach	Not applicable	Not utilized
Sales Comparison Approach	Applicable	Utilized
Income Capitalization Approach	Not applicable	Not utilized

A cost approach was not applied as the subject is vacant land.

A sales approach was developed as there is adequate data to develop this approach and this approach reflects market behavior.

An income approach was considered, but not applied as only the subject's land value is being developed. Market participants typically don't make decisions based on the income potential of properties similar to the subject.

Significant Real Property Appraisal Assistance

No one provided significant real property appraisal assistance to the person(s) signing this certification.

Property Description

The following description is based on my property inspection, assessment records, property deeds, survey, and information provided by the owner.

Site Description

Location	902 and 907 North B Street
Current Use of the Property	Vacant land
Land Area	4.15 acres or 180,556 square feet-waterfront site 0.69 acres or 30,056 square feet-non waterfront site
Shape	Irregular for the waterfront site and rectangular for the non-waterfront site
Frontage/Access	The subject property has frontage & access via Academy Street, North B Street and Hickory Street.
Visibility	Good
Topography	Generally level at street grade for both sites
Drainage	Appears adequate for both sites
Soil Conditions	A soil report was not provided and is not considered necessary because prior improvements were located on the sites years ago with no signs of unusual settling or erosion. No history of movement was reported. Based on observation of the sites and development on nearby sites, there are no apparent ground stability problems. Appraisers are not experts in soil analysis, and the subject's soil-bearing capacity is assumed to be sufficient to support the existing improvements.
Utilities	All public utilities are available to the site. Water, sewer, and gas lines leading to and located on the property are buried underground. Electricity is provided by overhead lines. The subject's utilities are typical of the market area and sufficient to support the site to its highest and best use. I have assumed the sewer has adequate capacity.
Flood Zone	The subject is located in an area mapped by the Federal Emergency Management Agency (FEMA). Flood hazard information for the subject is presented below.

FEMA map number: 3720559000K
 FEMA map date: June 19, 2020
 Flood zone: AE, VE and X
 Description: The waterfront parcel lies in zones AE and VE, which is similar to all of the waterfront land in Bridgeton. The non-waterfront parcel is mostly in zone AE with a small portion in zone X. Again, this is common in the area for parcels within 1 block of the river.

Environmental Hazards An environmental assessment report was not provided for review, and during my inspection, I did not observe any obvious signs of contamination on or near the subject. However, environmental issues are beyond my scope of expertise. It is assumed that the property is not adversely affected by environmental hazards.

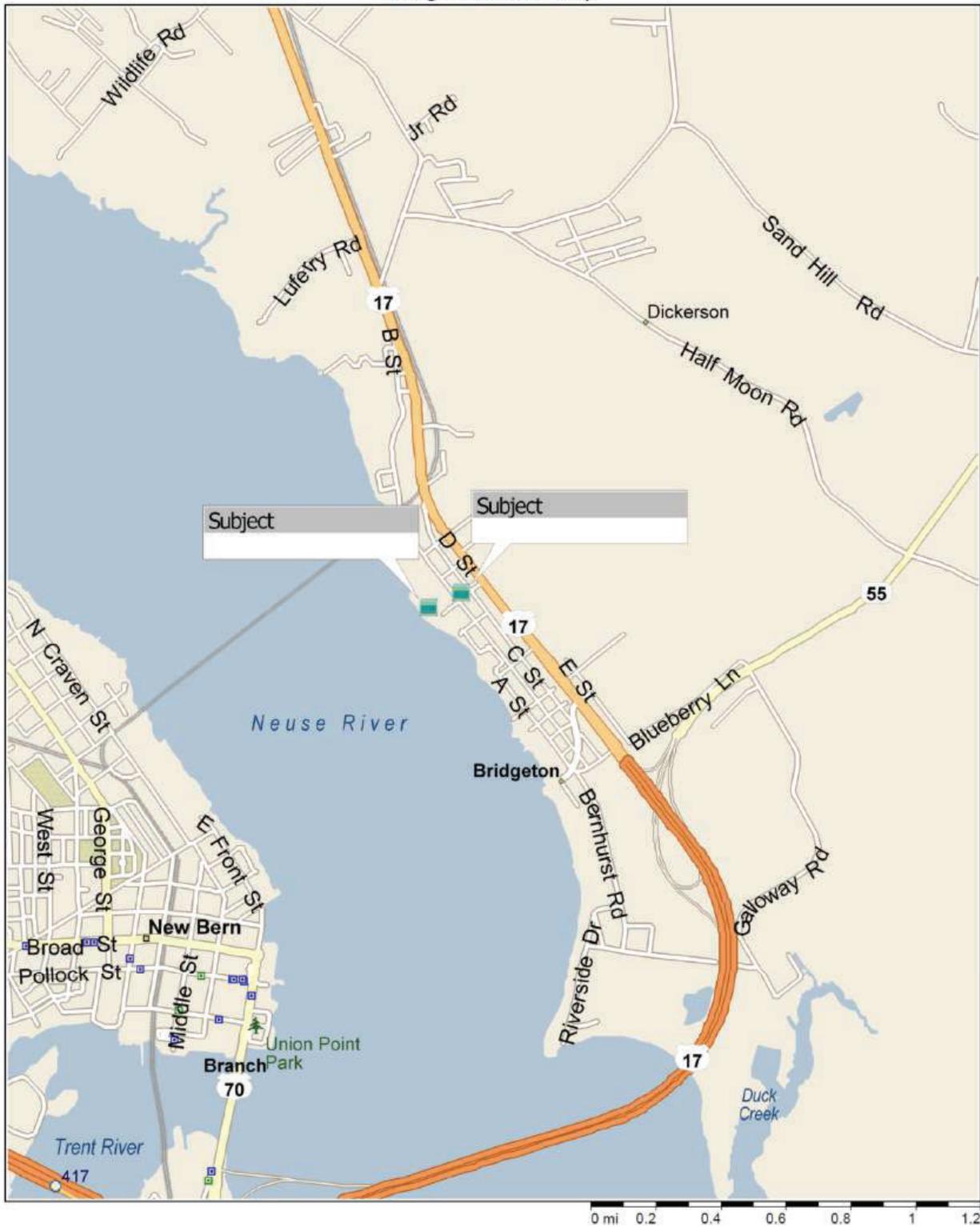
Encumbrance / Easements A current title report was not available for review. I am not aware of any easements, encroachments, or restrictions that would adversely affect value. My valuation assumes no adverse impacts from easements, encroachments, or restrictions, and further assumes that the subject has clear and marketable title.

Surrounding Land Uses There is a city of Bridgeton Park on the river adjacent to the north/west side of the waterfront parcel, with single family and a marina beyond that to the northwest. North and east are primarily single-family developments, with single family south and southeast. Further southeast is another marina, with some special purpose uses mixed in.

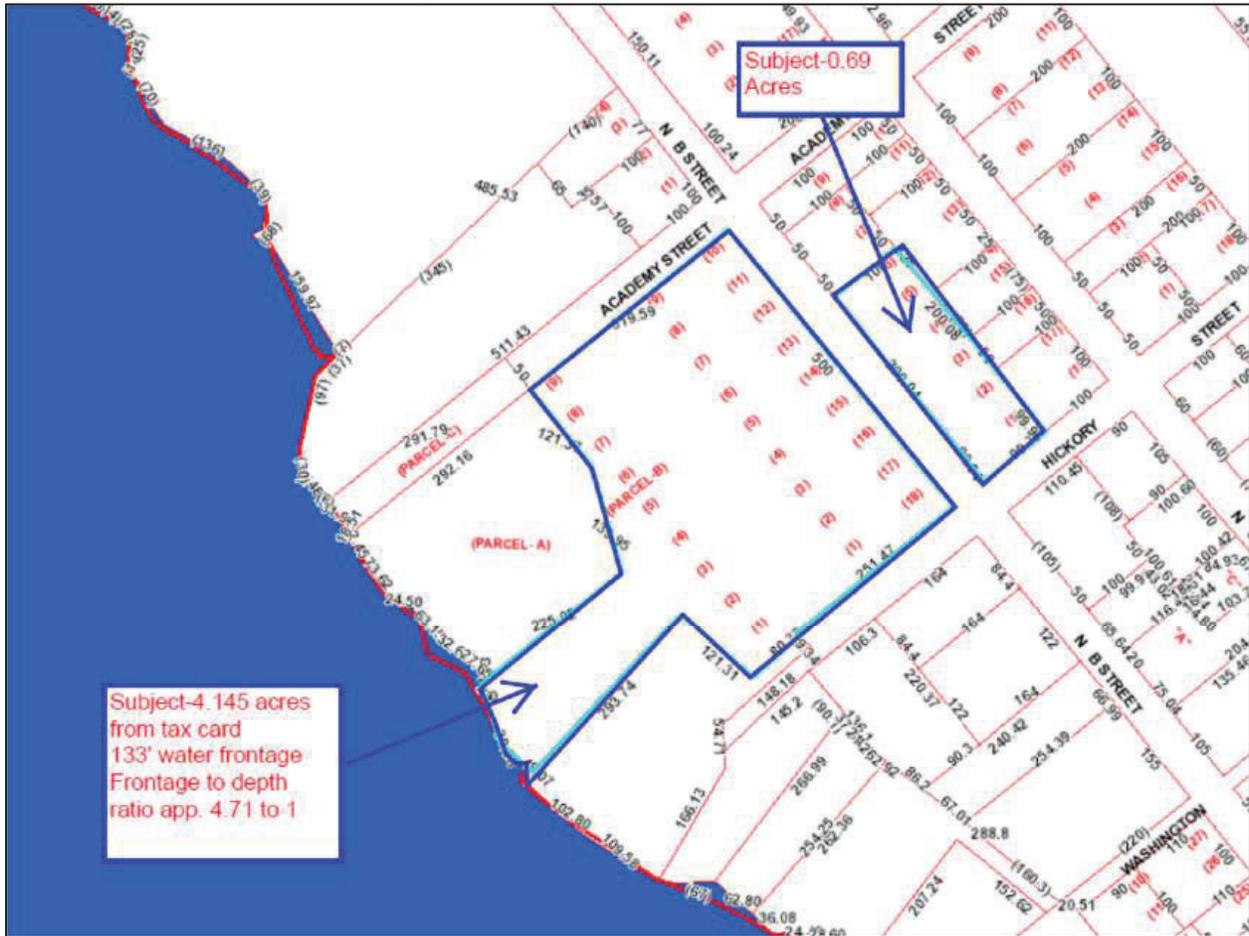
Site Comments The sites are located in Bridgeton, with water frontage and water views, respectively. There are no apparent issues that would affect potential development.

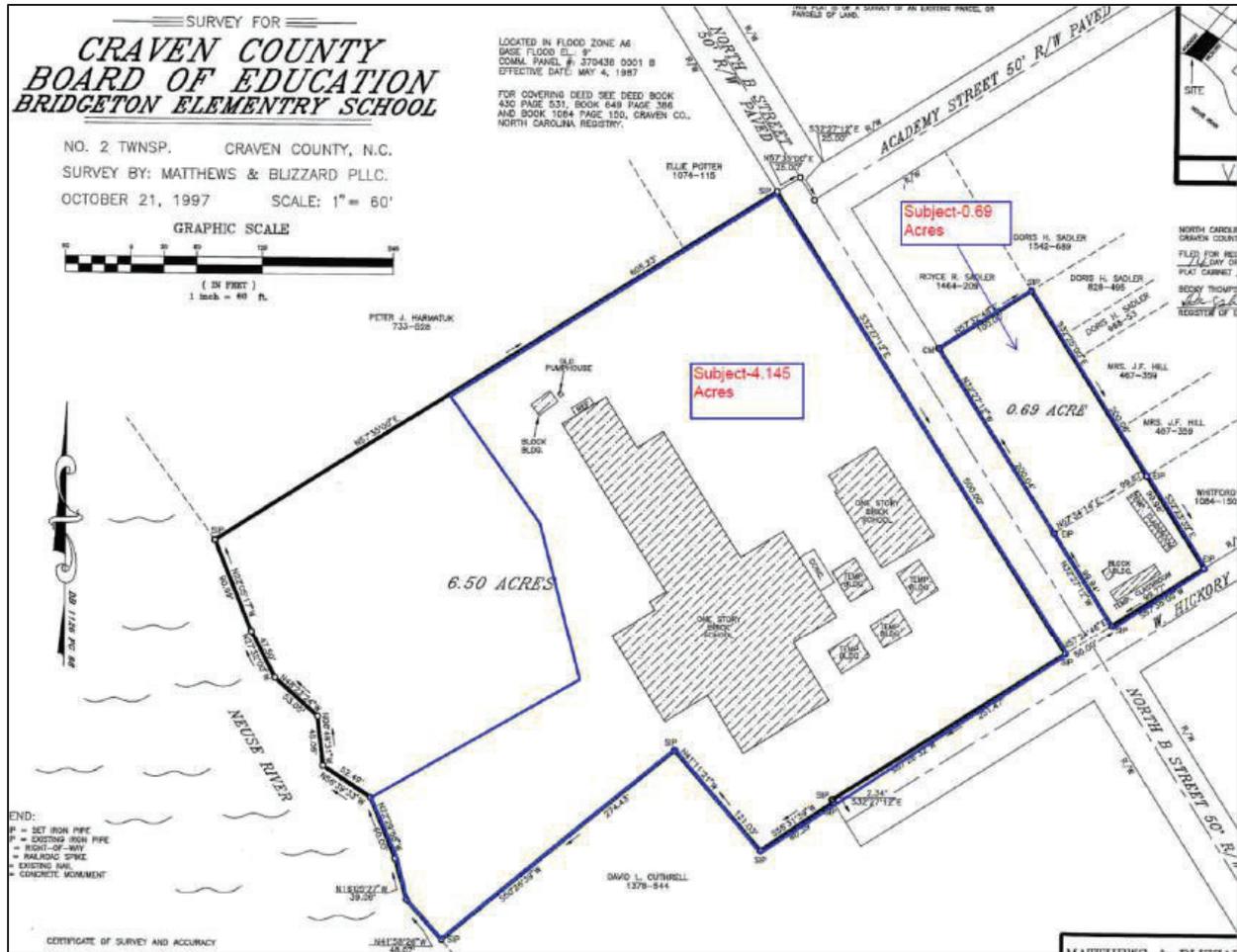
Neighborhood Map

Neighborhood Map



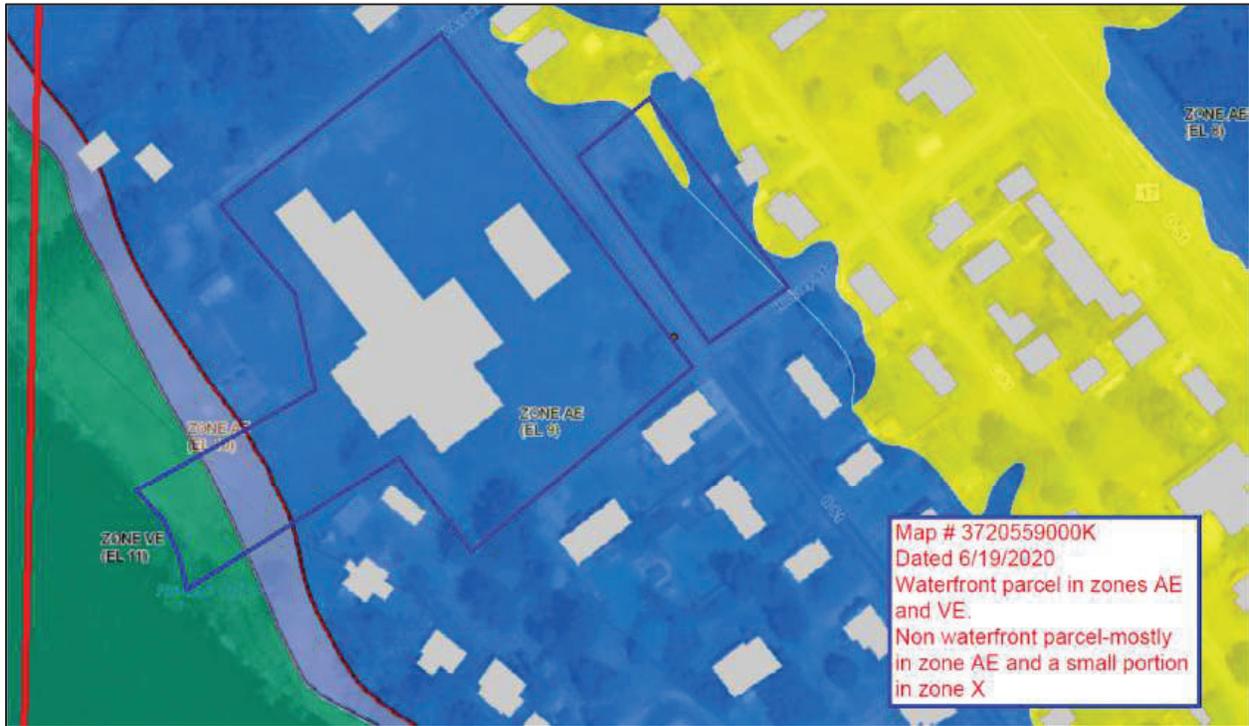
Site Plan/Tax Map/Plat Map/Survey







Flood Map



Subject Photographs



Street Scene-Subject on Left & Right



Street Scene-Subject on Left & Right



Subject Waterfront Land



Subject Waterfront Land



Subject Non-Waterfront Land



Adj Land Use-NW Side of Non Water Subject



Adj Land Use-SE Side of Waterfront Subject



Park Adjacent to NW Side of Waterfront Land



View From Non-Waterfront Subject Looking SW



River View From Waterfront Subject

Assessment and Taxes

Real estate taxes in North Carolina are determined by the respective local governments. Assessed value is required by state law to be 100% of market value as of the date of valuation. Every county is required to assess all property for tax purposes at least every eight years but counties may elect to revalue more frequently. Revaluations are effective January 1 of the revaluation year.

Real Estate Assessment and Taxes	
Taxing Authority/County	Craven
Assessment Year	2024
Next Revaluation Year	2028

Assessed Values

The subject’s assessed values are summarized in the table below.

Tax ID	Land	Improvements	Other	Total
2-002 -001 (Waterfront)	\$518,750	\$0	\$0	\$518,750
2-002 -031 (Non Waterfront)	\$17,250	\$0	\$0	\$17,250
Total	\$536,000	\$0	\$0	\$536,000

Tax Rates

The tax rates applicable to the subject are summarized below.

Jurisdiction	Tax Rate
City	0.9823
County	0.4448
Other	0.0375
Total	1.4646

Current Taxes

The subject’s real estate taxes and any assessments are summarized in the following table.

Waterfront Parcel		
Total Assessed Value:		\$536,000
Tax Rate:	x	1.4646
Real Estate Taxes:		\$7,850
Assessments:	+	\$72
Total:		\$7,922 *

Non-Waterfront Parcel		
Total Assessed Value:		\$17,250
Tax Rate:	x	1.4646
Real Estate Taxes:		\$253
Assessments:	+	\$72
Total:		\$325 *

* Subject properties tax exempt. These are potential taxes if sold to a third party

Conclusion/Comments

The subject’s current assessments and tax burden are consistent with comparable properties in the market area. The subject sites are tax exempt.

Zoning

Zoning & Land Use	
Zoning Authority	Town of Bridgeton
Zoning Code	W-R and R-5
Zoning Code Description	Waterfront Residential and Residential
Zoning Description	Both districts have similar allowable land uses and setbacks, etc.
Front Setback	15' for both designations
Side Setback	5' for both designations
Rear Setback	20' for both designations
Minimum Lot Size	9,000 SF for W-r & 5,000 SF for R-5
Minimum Lot Width	50' for both designations
Maximum Density	Per site plan approval for both designations
Maximum Building Height	60' for W-R and 30' for R-5
Parking Requirements	2 spaces per residential unit
Permitted Uses	Church, child care, single family, park, public utility, school, townhomes
Zoning Compliance	N/A for vacant land

Future Land Use	Waterfront residential and residential
Potential Zoning Change	There is no indication a zoning change is being sought or considered.
Zoning Comments	The subject sites are waterfront (zoned W-R) and water view (zoned R-5) parcels, respectively, and based on the location and allowable land uses per the zoning would likely be developed with residential development.

Market Area Analysis

Location and Boundaries

The market area is shown in the figure below. The three delineated areas represent distances from the subject property of 1, 3, and 5 miles.



Demographics

The following tables show demographic data from the market area. The data was taken from the US Bureau of the Census and ERSI.



S&A Executive Summary (Esri 2024)

907 N B St, New Bern, North Carolina, 28560
Rings: 1, 3, 5 mile radii

Prepared by Esri
Latitude: 35.12457
Longitude: -77.02414

	1 mile	3 miles	5 miles
Population			
2000 Population	530	13,669	31,102
2010 Population	622	13,973	35,261
2024 Population	549	12,179	34,463
2029 Population	538	12,063	34,511
2000-2010 Annual Rate			
2010-2021 Annual Rate			
2023-2028 Annual Rate	-0.40%	-0.19%	0.03%
2024 Male Population	49.2%	48.0%	47.9%
2024 Female Population	50.8%	52.0%	52.1%
2024 Median Age	45.7	45.9	45.7

In the identified area, the current year population is 549. In 2010, the Census count in the area was 622. The rate of change since 2010 was 538 annually. The five-year projection for the population in the area is -0.40% representing a change of 49.2% annually from 2024 to 2029. Currently, the population is 50.8% male and female.

Median Age

The median age in this area is 45.7, compared to U.S. median age of 38.5.

	1 mile	3 miles	5 miles
Households			
2024 Wealth Index	60	75	91
2000 Households	211	5,790	13,237
2010 Households	242	5,837	15,133
2024 Total Households	216	5,386	15,340
2029 Total Households	214	5,441	15,633
2000-2010 Annual Rate			
2010-2021 Annual Rate			
2023-2028 Annual Rate	-0.19%	0.20%	0.38%
2024 Average Household Size	2.54	2.22	2.21

The household count in this area has changed from 242 in 2010 to 216 in the current year, a change of 214 annually. The five-year projection of households is -0.19%, a change of 2.54 annually from the current year total. Average household size is currently 2.57, compared to 143 in the year 2010. The number of families in the current year is in the specified area.



S&A Executive Summary (Esri 2024)

907 N B St, New Bern, North Carolina, 28560
Rings: 1, 3, 5 mile radii

Prepared by Esri
Latitude: 35.12457
Longitude: -77.02414

	1 mile	3 miles	5 miles
Mortgage Income			
2024 Percent of Income for Mortgage	23.4%	24.2%	22.4%
Median Household Income			
2024 Median Household Income	\$56,369	\$50,209	\$62,792
2029 Median Household Income	\$69,128	\$59,178	\$75,903
2023-2028 Annual Rate	4.17%	3.34%	3.87%
Average Household Income			
2024 Average Household Income	\$76,439	\$81,101	\$92,710
2029 Average Household Income	\$94,709	\$97,085	\$108,173
2023-2028 Annual Rate	4.38%	3.66%	3.13%
Per Capita Income			
2024 Per Capita Income	\$32,398	\$36,143	\$41,210
2029 Per Capita Income	\$40,564	\$44,154	\$48,951
2023-2028 Annual Rate	4.60%	4.09%	3.50%

Households by Income

Current median household income is \$56,369 in the area, compared to \$64,730 for all U.S. households. Median household income is projected to be \$69,128 in five years, compared to \$72,932 for all U.S. households

Current average household income is \$76,439 in this area, compared to \$90,054 for all U.S. households. Average household income is projected to be \$94,709 in five years, compared to \$103,679 for all U.S. households

Current per capita income is \$32,398 in the area, compared to the U.S. per capita income of \$34,136. The per capita income is projected to be \$40,564 in five years, compared to \$39,378 for all U.S. households

Housing			
2024 Housing Affordability Index	108	104	113
2000 Total Housing Units	286	6,644	14,709
2000 Owner Occupied Housing Units	141	3,130	8,428
2000 Renter Occupied Housing Units	70	2,660	4,809
2000 Vacant Housing Units	75	854	1,472
2010 Total Housing Units	308	6,860	17,173
2010 Owner Occupied Housing Units	151	3,030	9,022
2010 Renter Occupied Housing Units	90	2,807	6,111
2010 Vacant Housing Units	66	1,023	2,040
2024 Total Housing Units	305	6,664	17,686
2024 Owner Occupied Housing Units	154	3,226	9,732
2024 Renter Occupied Housing Units	62	2,160	5,608
2024 Vacant Housing Units	89	1,278	2,346
2029 Total Housing Units	306	6,739	17,966
2029 Owner Occupied Housing Units	161	3,428	10,303
2029 Renter Occupied Housing Units	53	2,013	5,331
2029 Vacant Housing Units	92	1,298	2,333

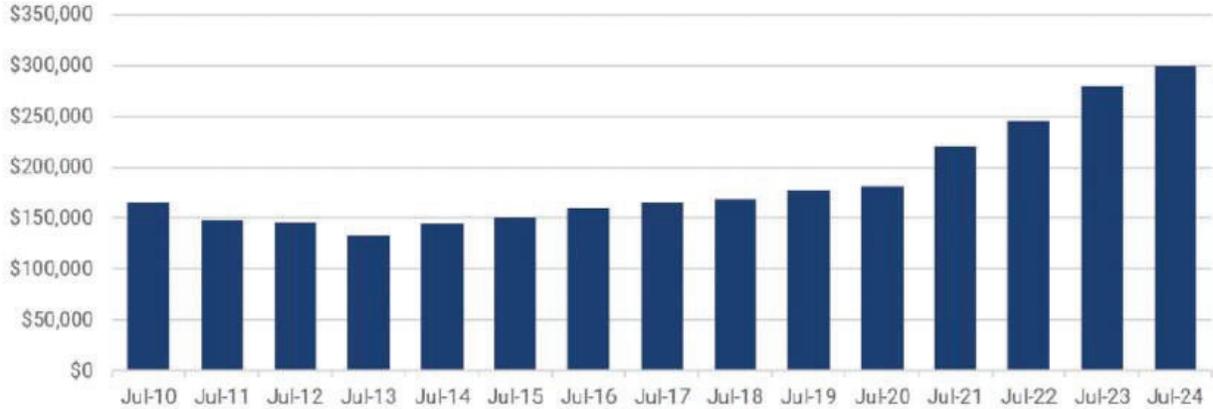
Currently, 50.5% of the 305 housing units in the area are owner occupied; 20.3%, renter occupied; and 29.2% are vacant. Currently, in the U.S., 57.3% of the housing units in the area are owner occupied; 31.2% are renter occupied; and 11.5% are vacant. In 2010, there were 308 housing units in the area - 49.0% owner occupied, 29.2% renter occupied, and 21.4% vacant. The annual rate of change in housing units since 2010 is -0.43%. Median home value in the area is \$210,526, compared to a median home value of \$264,021 for the U.S. In five years, median value is projected to change by 8.98% annually to \$323,585.

Sale Prices

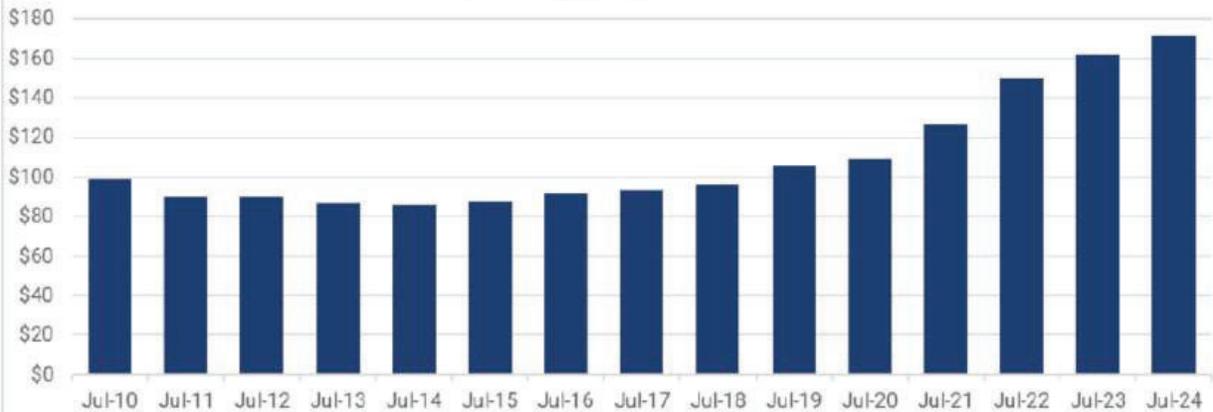
		Jul-24	Jun-24	% Chg	Jul-23	% Chg
Existing Homes	Median Sale Price					
	Monthly	\$299,500	\$300,000	-0.2%	\$264,000	13.4%
	Trailing 3 Months	\$299,999	\$295,000	1.7%	\$280,000	7.1%
	Trailing 12 Months	\$284,700	\$280,000	1.7%	\$265,000	7.4%
	Median Sale Price PSF					
	Monthly	\$173.89	\$166.72	4.3%	\$163.30	6.5%
	Trailing 12 Months	\$167.48	\$166.12	0.8%	\$155.07	8.0%
New Construction	Median Sale Price					
	Monthly	\$325,945	\$351,080	-7.2%	\$352,990	-7.7%
	Trailing 3 Months	\$338,000	\$333,400	1.4%	\$337,000	0.3%
	Trailing 12 Months	\$332,000	\$336,850	-1.4%	\$326,995	1.5%
	Median Sale Price PSF					
	Monthly	\$169.19	\$166.18	1.8%	\$172.82	-2.1%
	Trailing 12 Months	\$169.46	\$169.51	0.0%	\$150.54	12.6%
All Homes	Median Sale Price					
	Monthly	\$313,525	\$310,000	1.1%	\$275,000	14.0%
	Trailing 3 Months	\$313,025	\$310,000	1.0%	\$299,000	4.7%
	Trailing 12 Months	\$300,000	\$299,990	0.0%	\$285,000	5.3%
	Median Sale Price PSF					
	Monthly	\$172.27	\$166.72	3.3%	\$163.73	5.2%
	Trailing 12 Months	\$168.11	\$167.18	0.6%	\$154.42	8.9%

Sale Prices

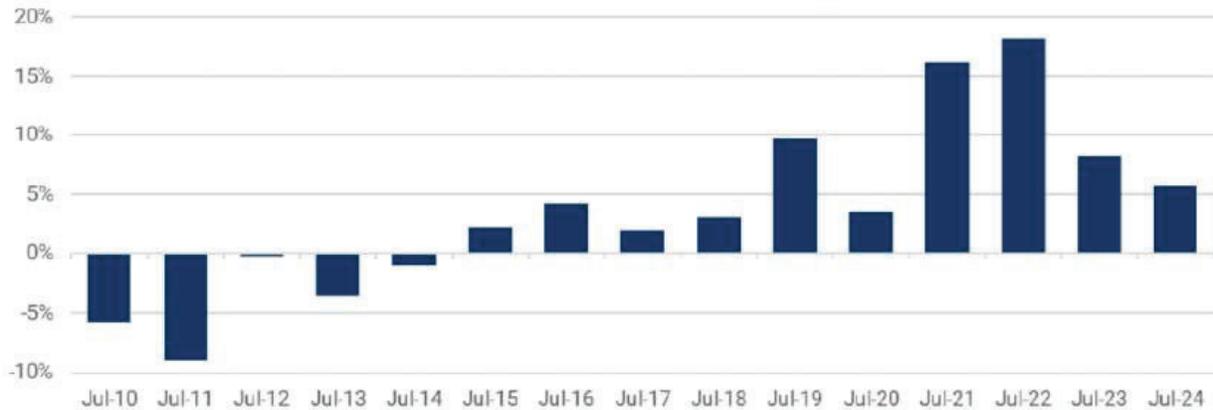
Median Sale Price | T3 - YOY | Existing Homes



Median Sale Price PSF | T3 - YOY | Existing Homes

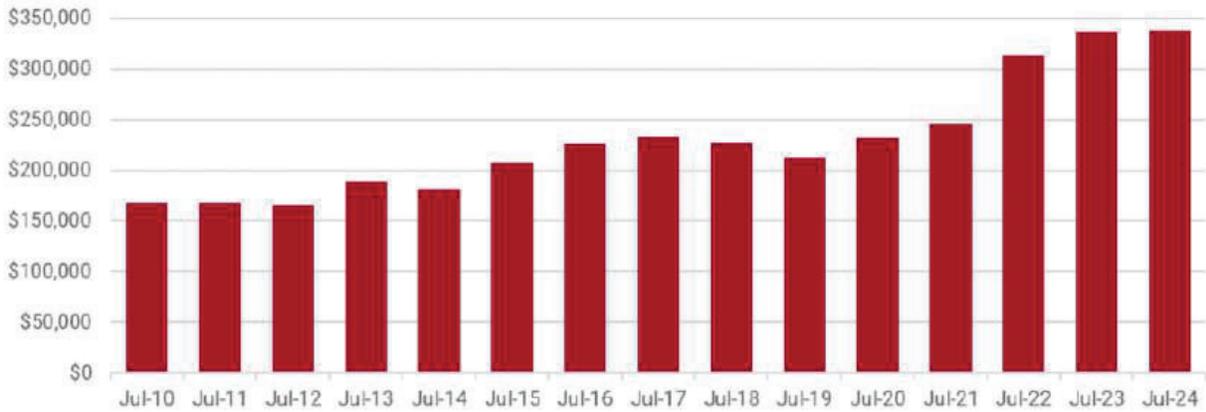


Median Sale Price PSF Pct. Change | T3 - YOY | Existing Homes

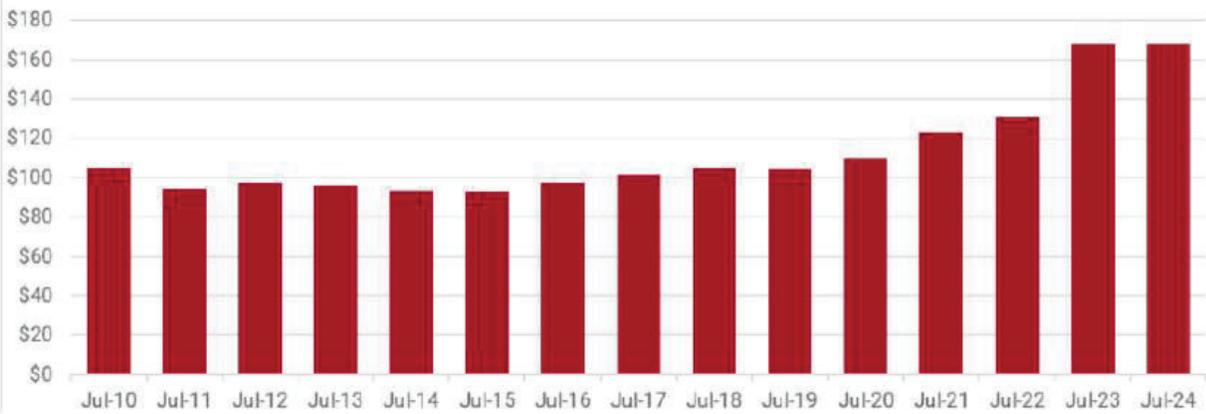


Sale Prices

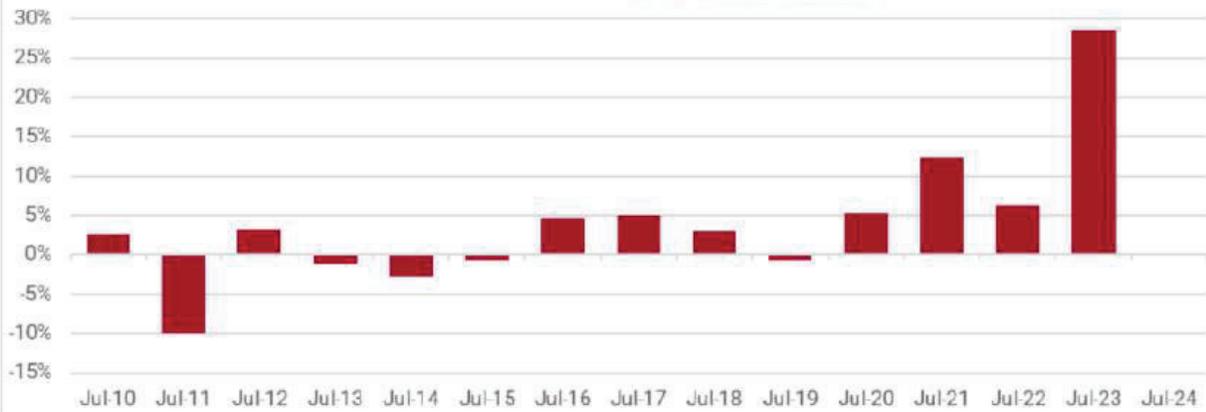
Median Sale Price | T3 - YOY | New Construction



Median Sale Price PSF | T3 - YOY | New Construction

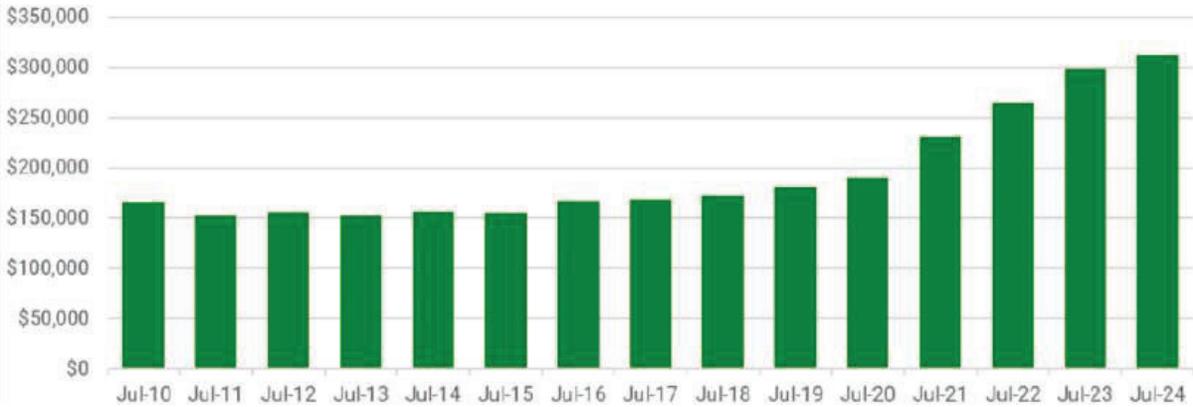


Median Sale Price PSF Pct. Change | T3 - YOY | New Construction

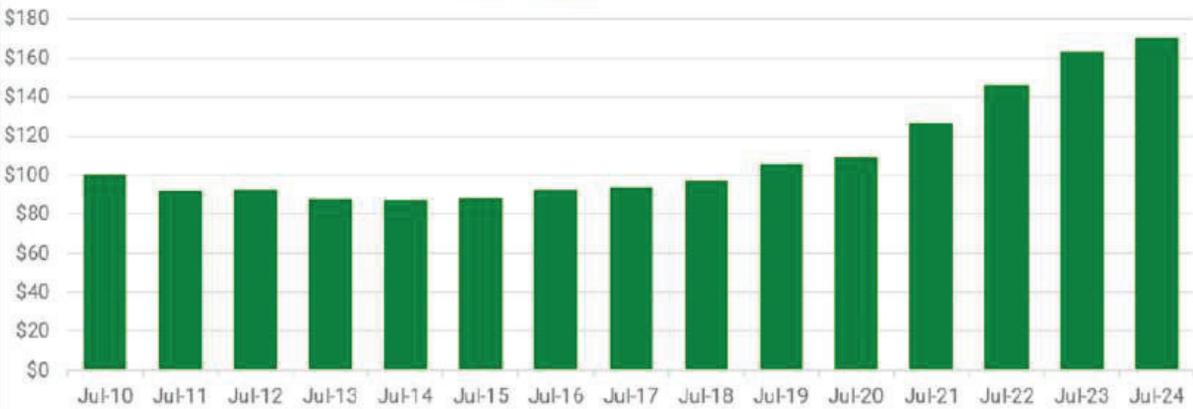


Sale Prices

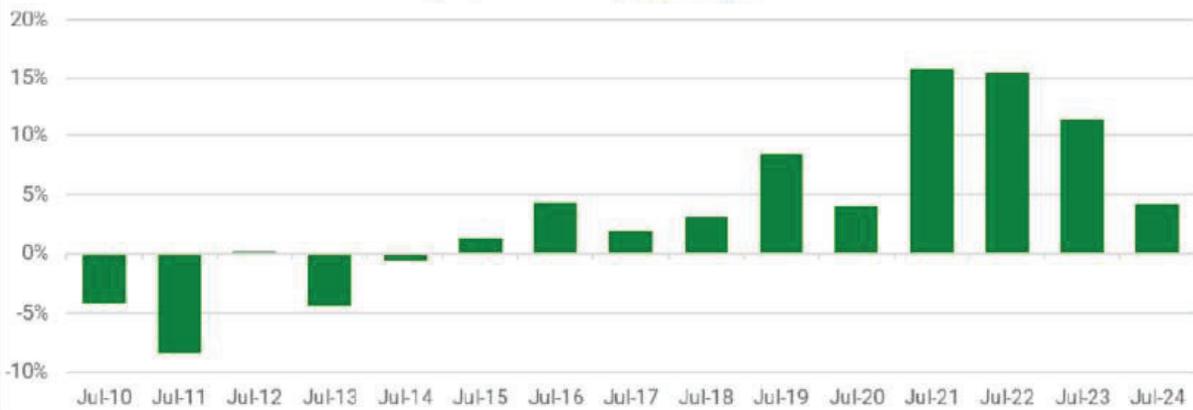
Median Sale Price | T3 - YOY | All Homes



Median Sale Price PSF | T3 - YOY | All Homes

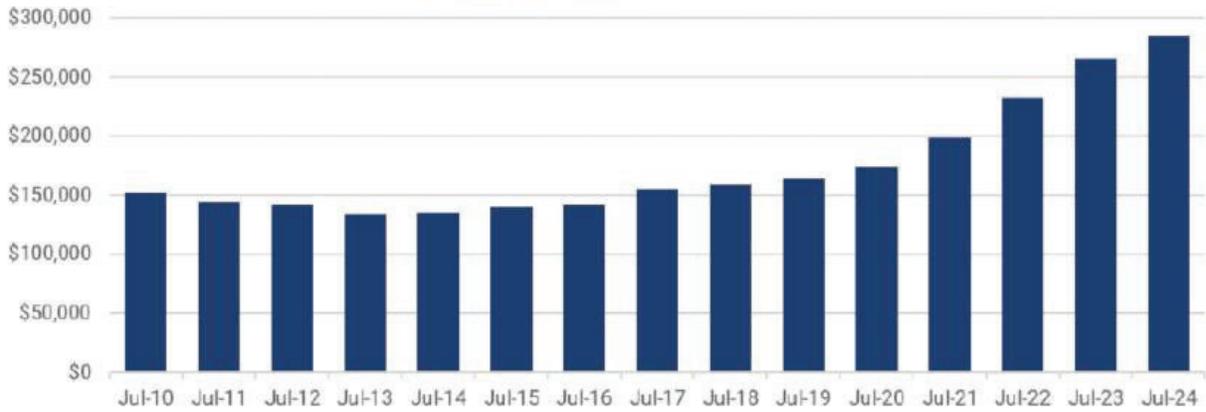


Median Sale Price PSF Pct. Change | T3 - YOY | All Homes

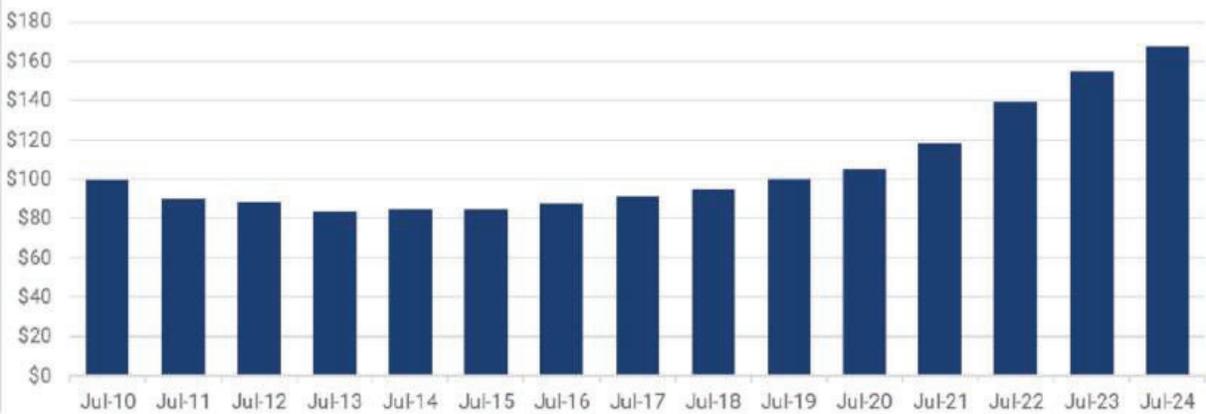


Sale Prices

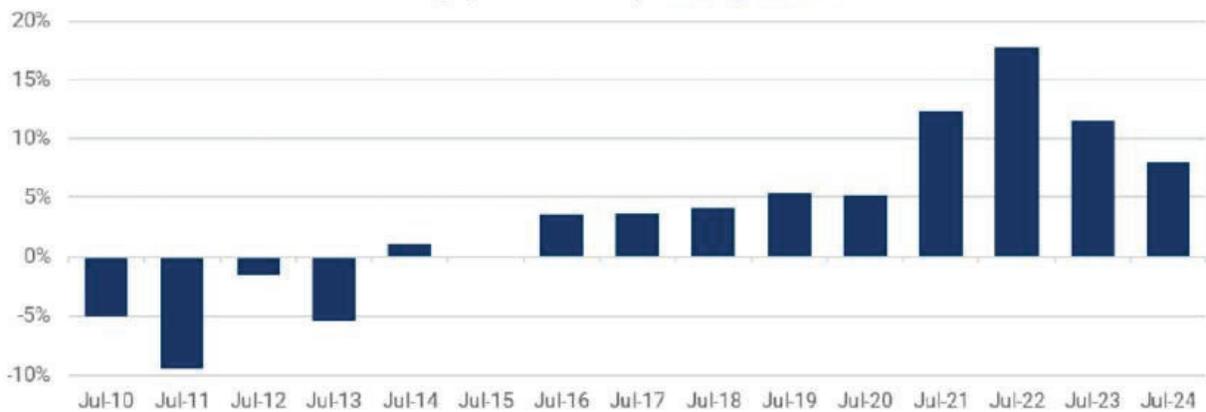
Median Sale Price | T12 - YOY | Existing Homes



Median Sale Price PSF | T12 - YOY | Existing Homes

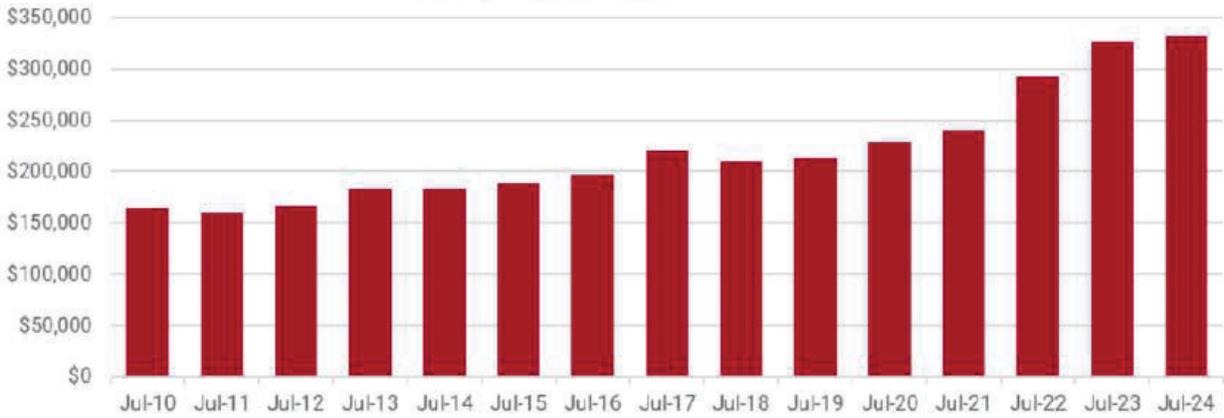


Median Sale Price PSF Pct. Change | T12 - YOY | Existing Homes

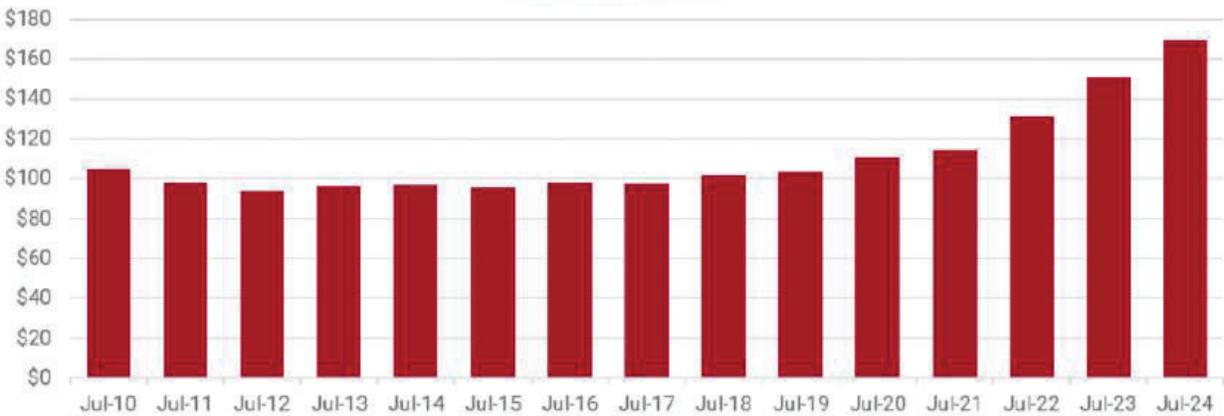


Sale Prices

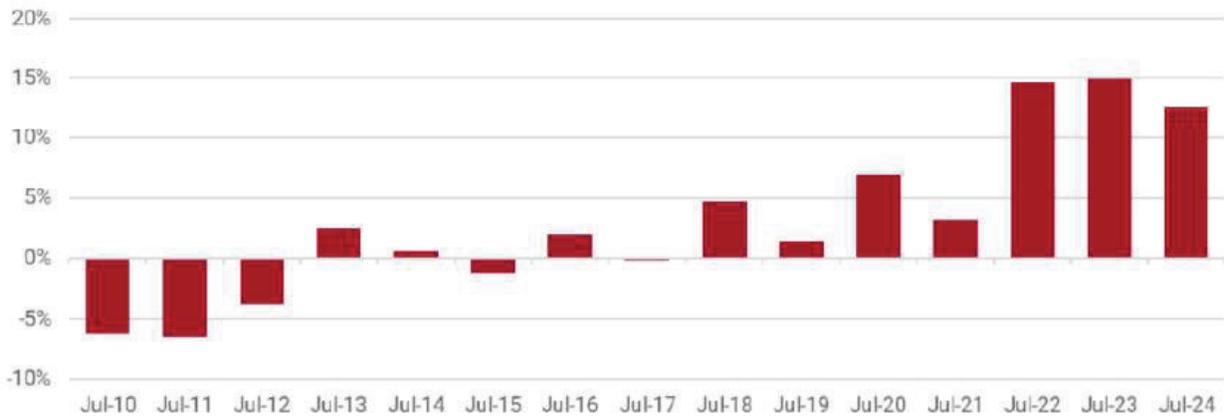
Median Sale Price | T12 - YOY | New Construction



Median Sale Price PSF | T12 - YOY | New Construction

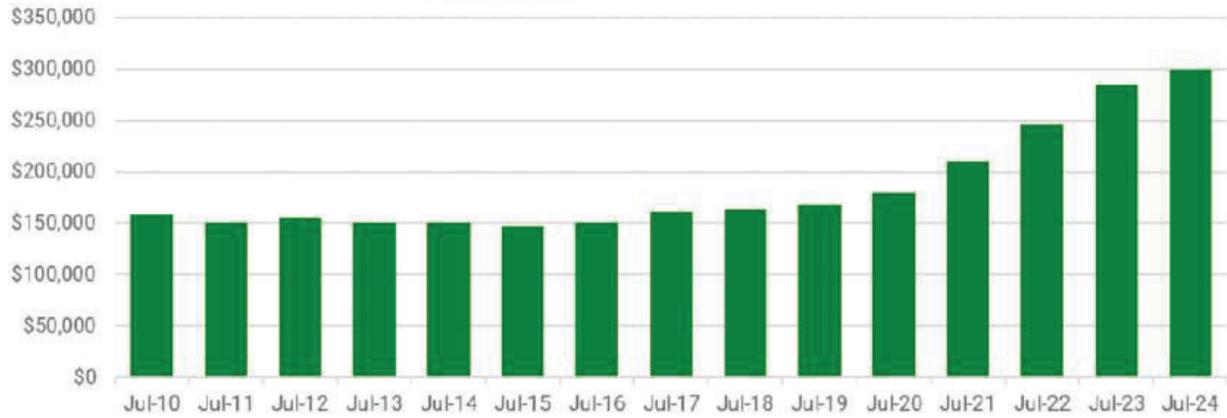


Median Sale Price PSF Pct. Change | T12 - YOY | New Construction



Sale Prices

Median Sale Price | T12 - YOY | All Homes



Median Sale Price PSF | T12 - YOY | All Homes



Median Sale Price PSF Pct. Change | T12 - YOY | All Homes



Sale Prices

Median Sale Price PSF | Existing Homes



Median Sale Price PSF | New Construction

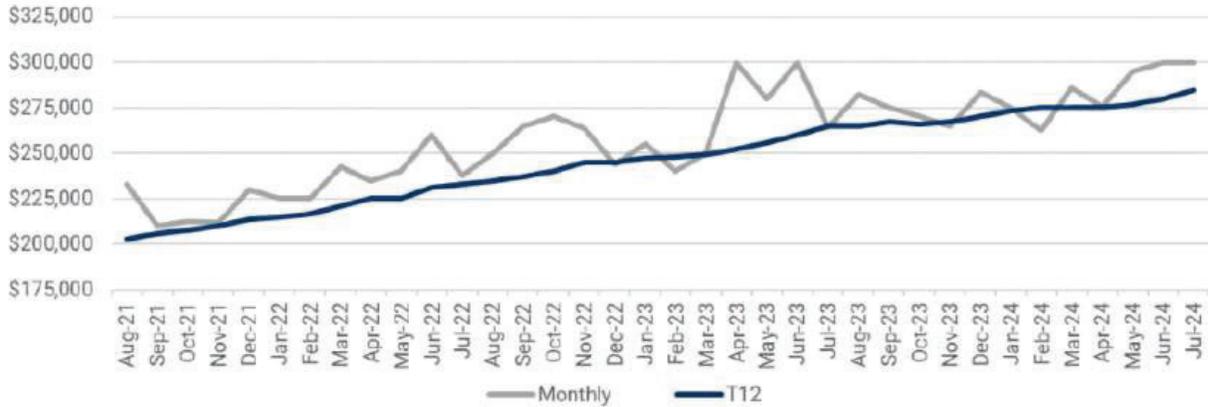


Median Sale Price PSF | All Homes

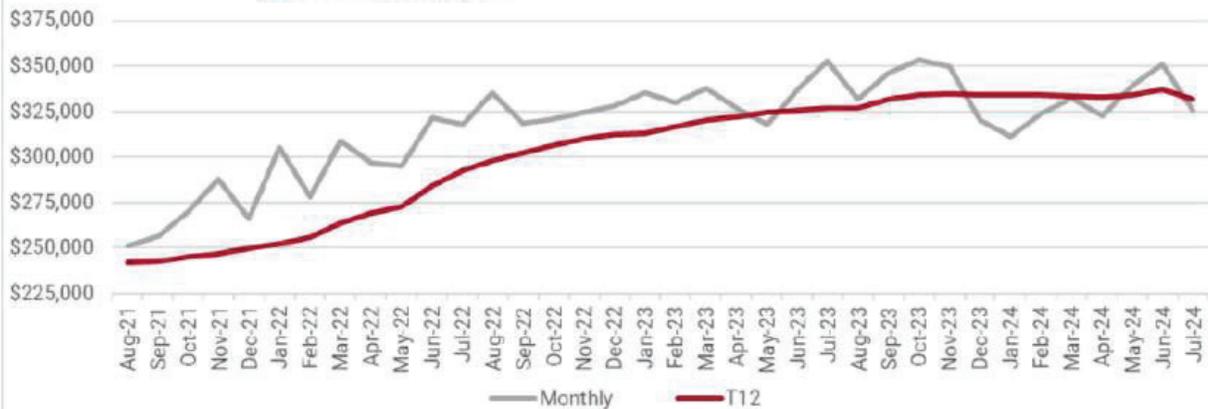


Sale Prices

Median Sale Price | Existing Homes



Median Sale Price | New Construction

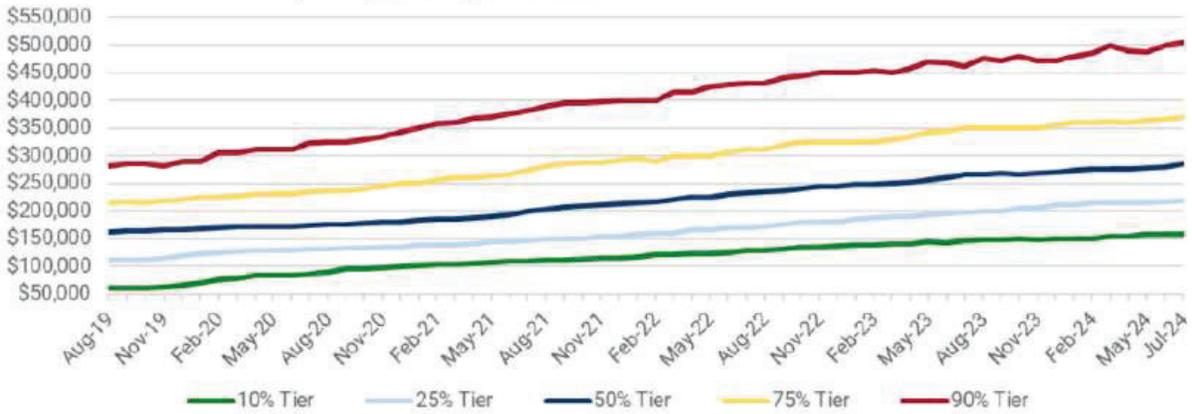


Median Sale Price | All Homes

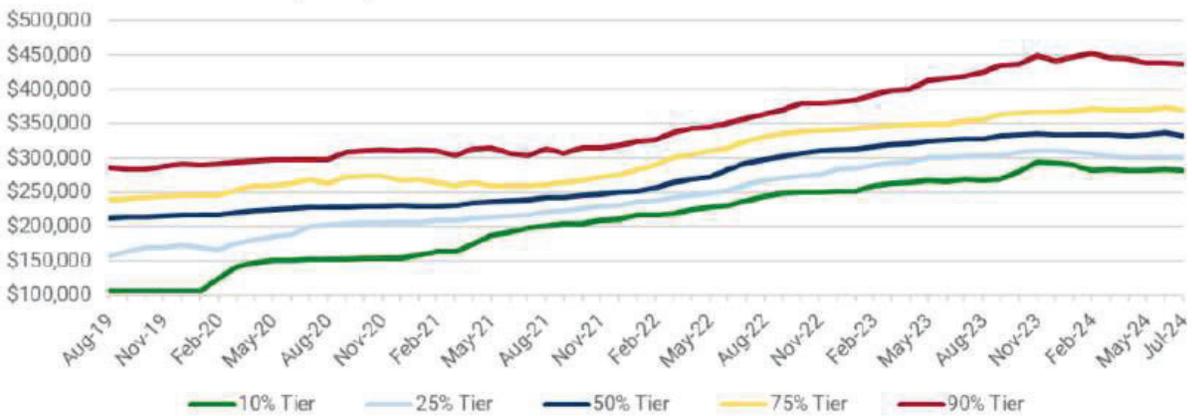


Sale Prices

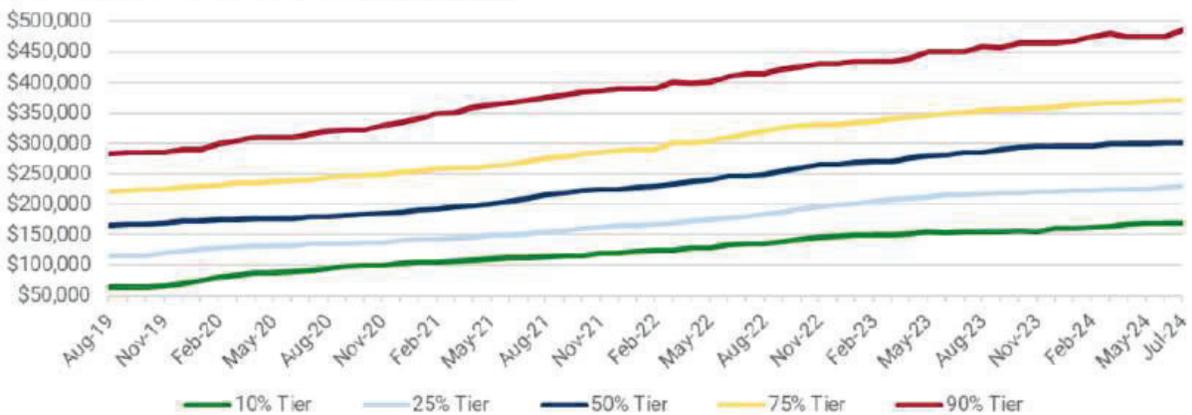
Sale Price Percentiles | T12 | Existing Homes



Sale Price Percentiles | T12 | New Construction

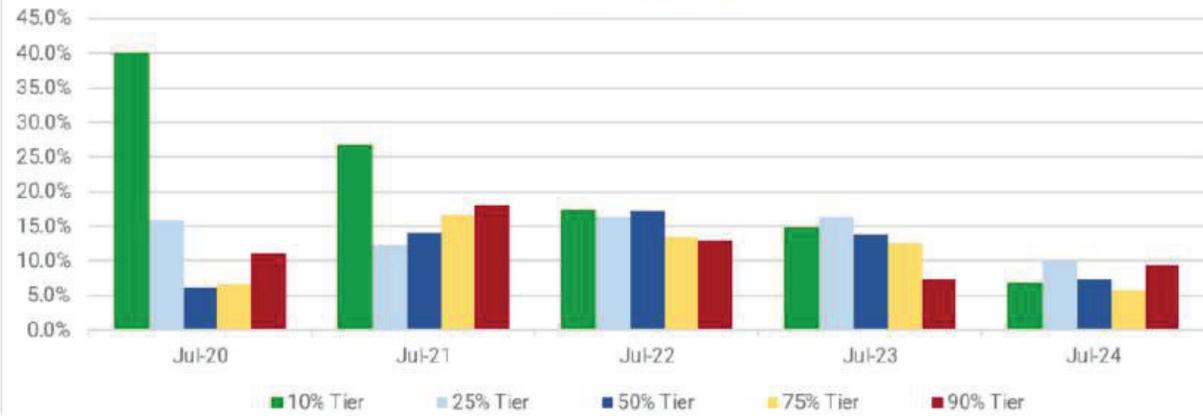


Sale Price Percentiles | T12 | All Homes

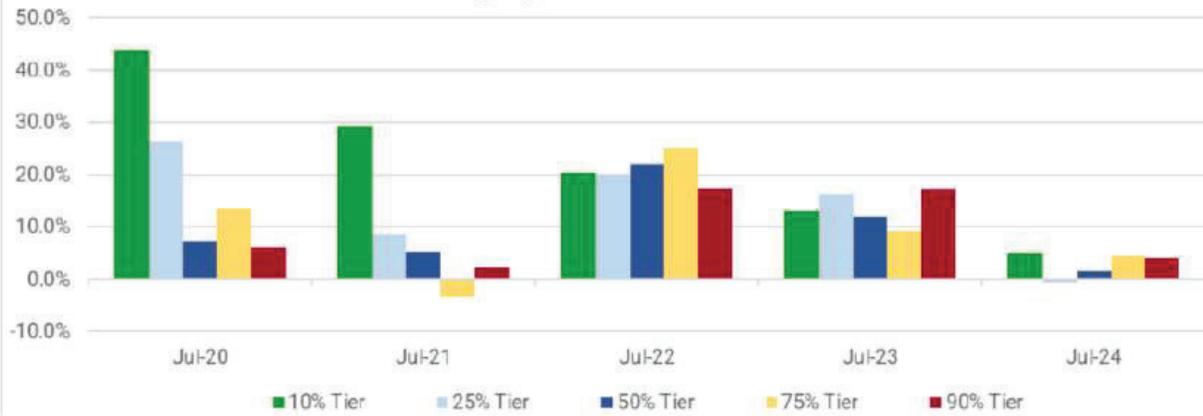


Sale Prices

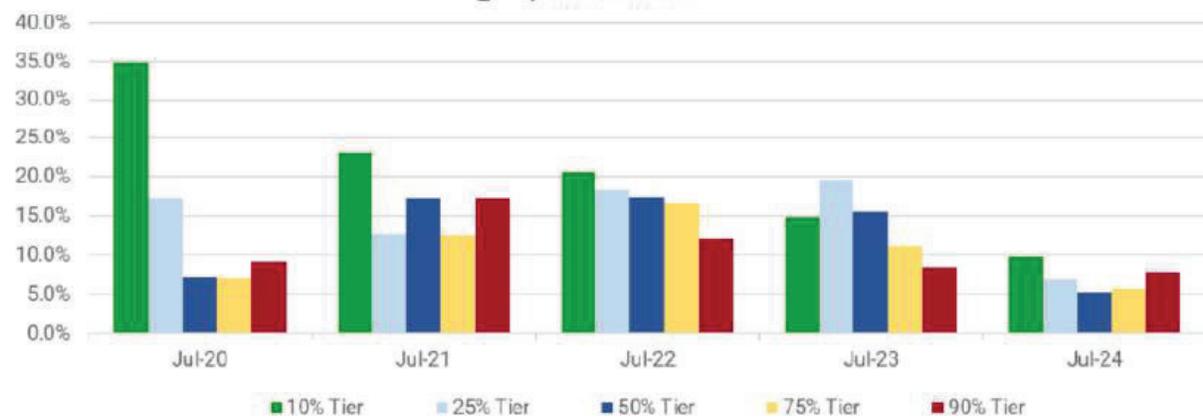
T12 Sale Price Percentiles Pct. Changes | Existing Homes



T12 Sale Price Percentiles Pct. Changes | New Construction



T12 Sale Price Percentiles Pct. Changes | All Homes

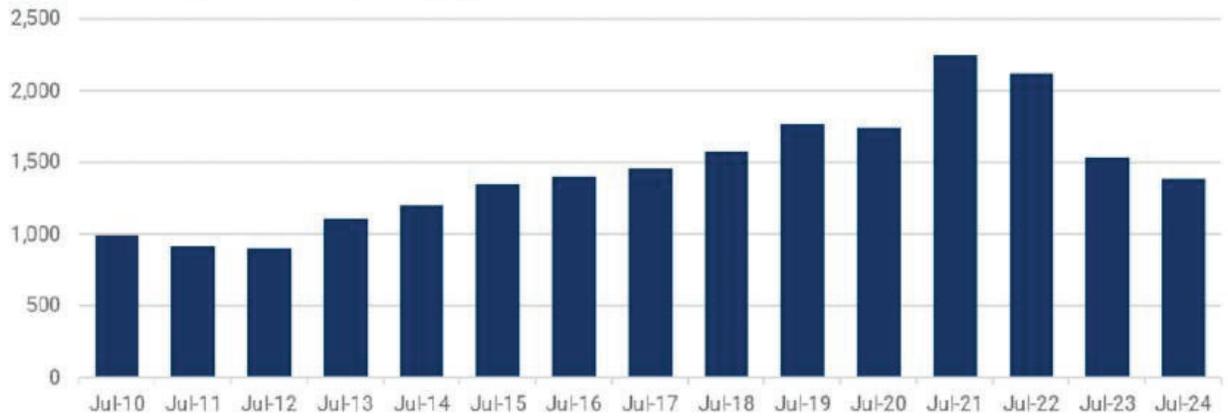


Supply & Demand

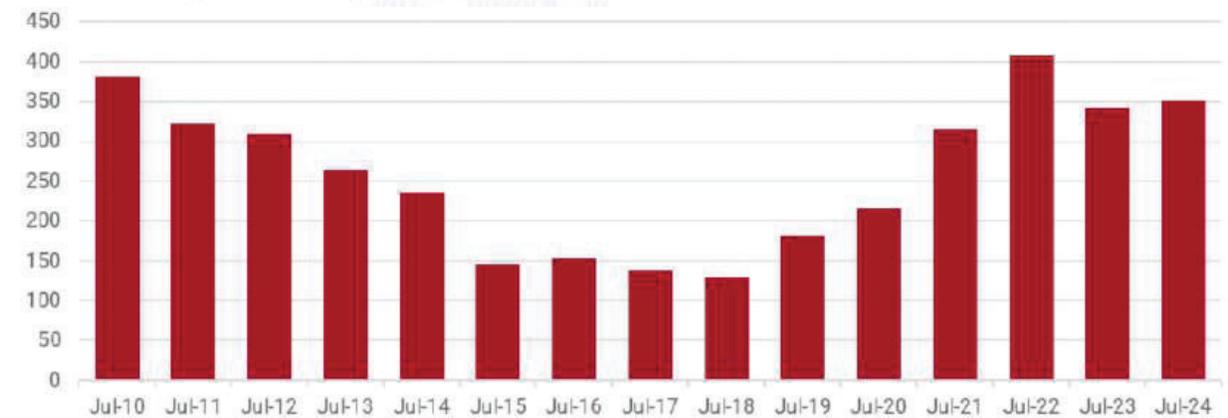
	Jul-24	Jun-24	% Chg	Jul-23	% Chg	
Existing Homes	Sales Volume					
	Monthly	130	145	-10.3%	126	3.2%
	Trailing 12 Months	1,388	1,384	0.3%	1,532	-9.4%
	Active Listings	217	224	-3.1%	128	69.5%
	Pending Sales	171	164	4.3%	171	0.0%
	Months of Inventory	1.9	1.9	-3.4%	1.0	87.1%
	Median Days on Market	20	17	17.6%	10	100.0%
Median SP-to-OLP Ratio	97.8%	98.0%	-0.2%	100.0%	-2.2%	
New Construction	Sales Volume					
	Monthly	36	22	63.6%	17	111.8%
	Trailing 12 Months	352	333	5.7%	342	2.9%
	Active Listings	107	111	-3.6%	148	-27.7%
	Pending Sales	115	114	0.9%	95	21.1%
Months of Inventory	3.6	4.0	-8.8%	5.2	-29.8%	
All Homes	Sales Volume					
	Monthly	166	167	-0.6%	143	16.1%
	Trailing 12 Months	1,740	1,717	1.3%	1,874	-7.2%
	Active Listings	324	335	-3.3%	276	17.4%
	Pending Sales	286	278	2.9%	266	7.5%
Months of Inventory	2.2	2.3	-4.6%	1.8	26.4%	

Supply & Demand

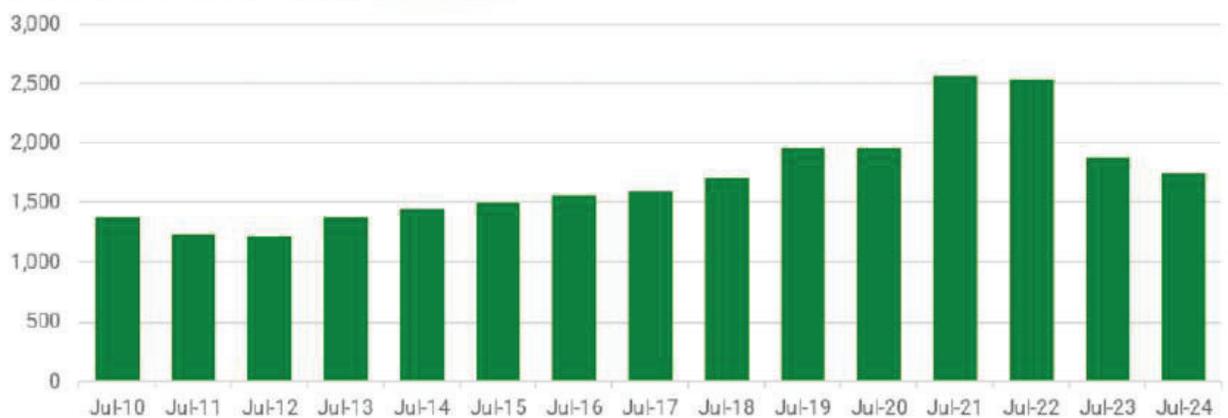
Sales Volume | T12 - YOY | Existing Homes



Sales Volume | T12 - YOY | New Construction



Sales Volume | T12 - YOY | All Homes



Supply & Demand

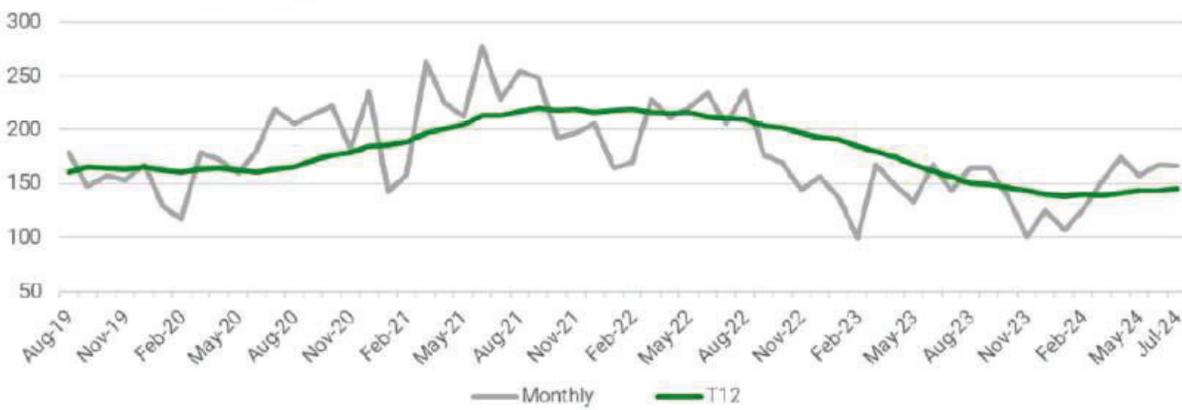
Sales Volume | Existing Homes



Sales Volume | New Construction

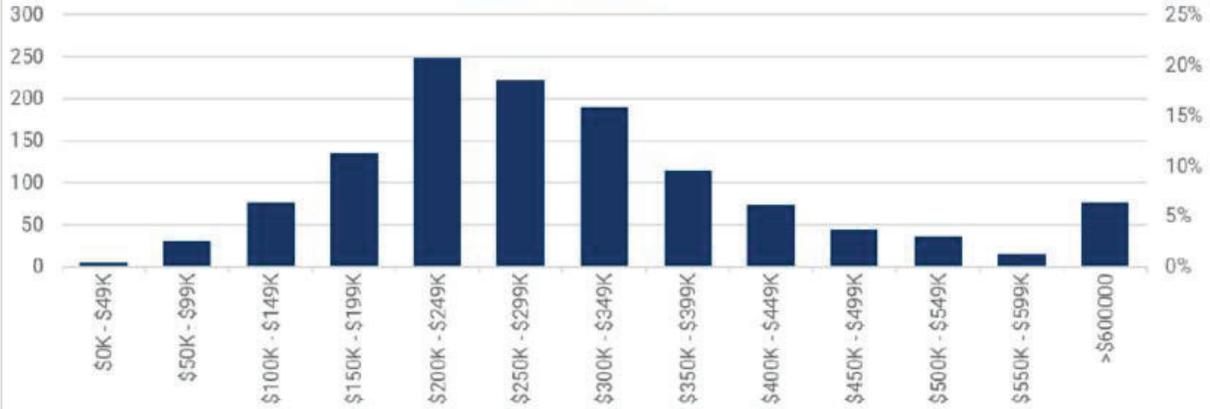


Sales Volume | All Homes

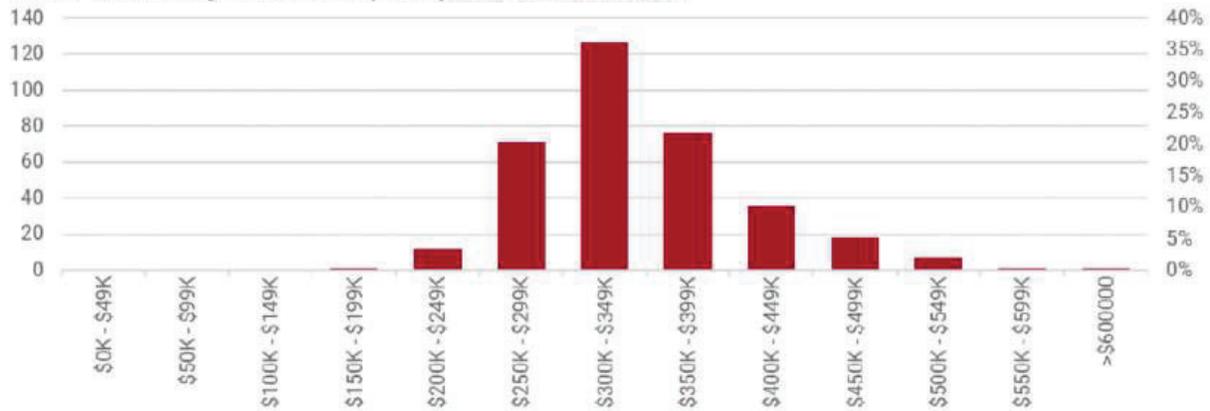


Supply & Demand

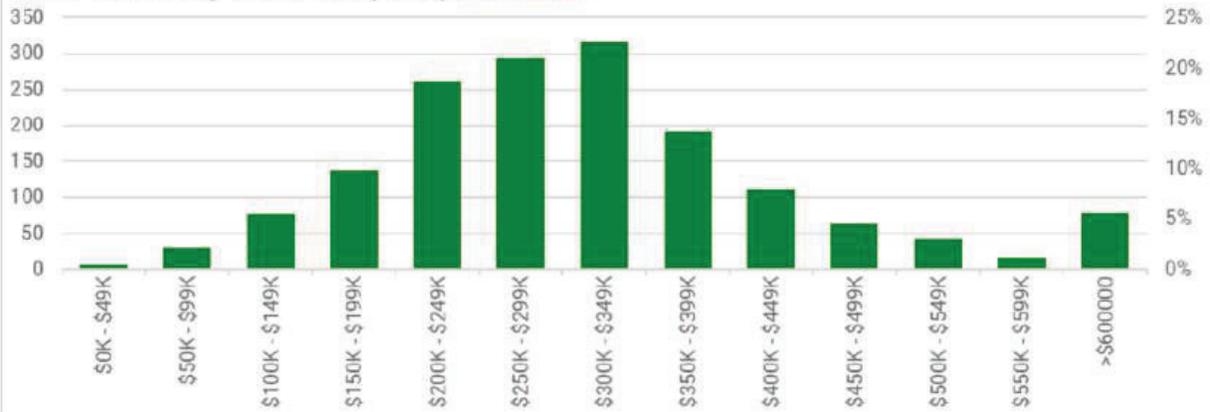
Sales Volume by Price Tier | T12 | Existing Homes



Sales Volume by Price Tier | T12 | New Construction

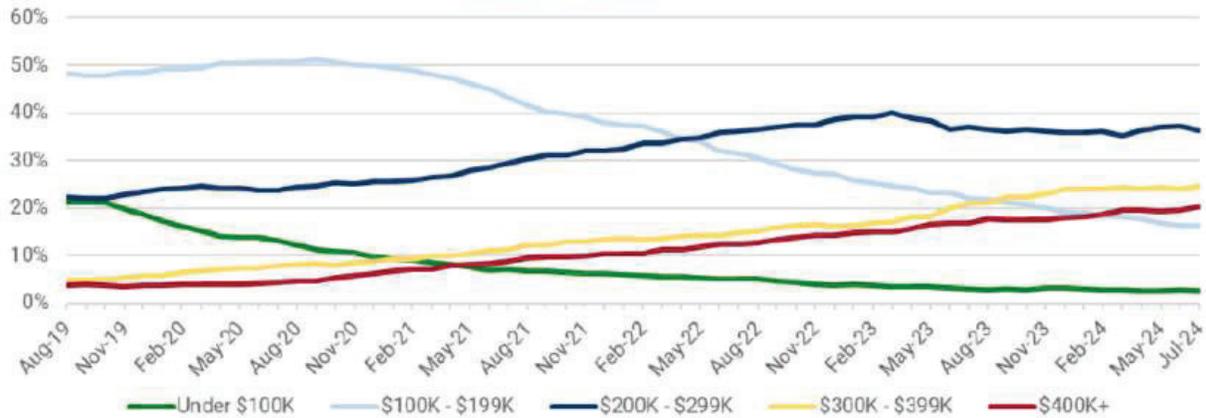


Sales Volume by Price Tier | T12 | All Homes

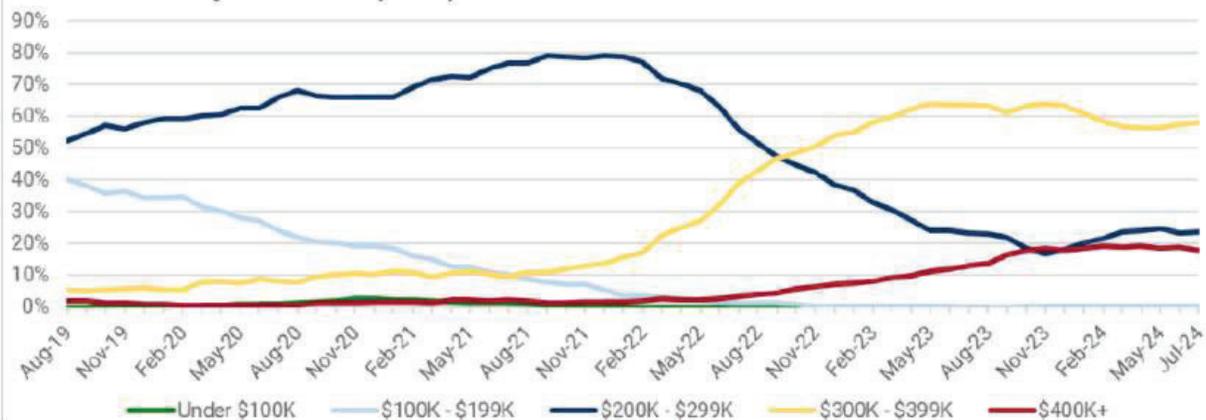


Supply & Demand

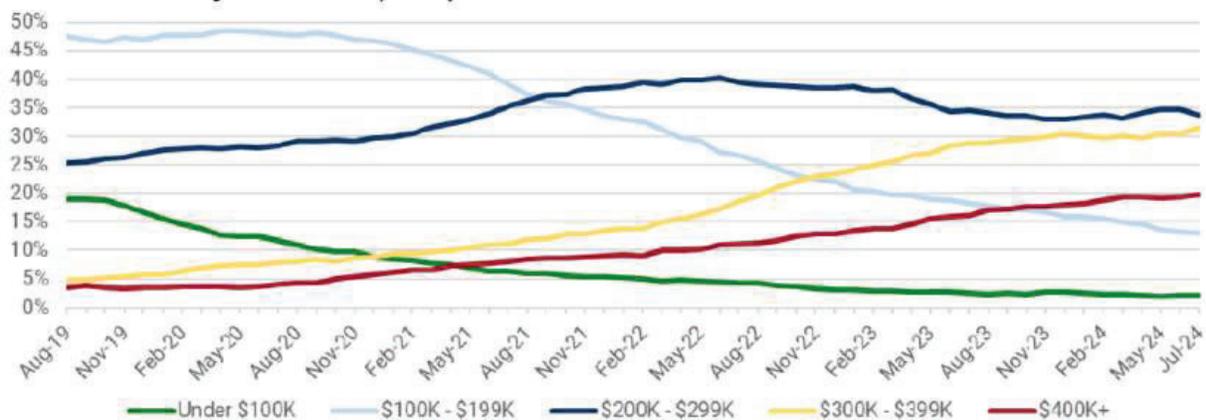
Sales Volume by Price Tier | T12 | Existing Homes



Sales Volume by Price Tier | T12 | New Construction

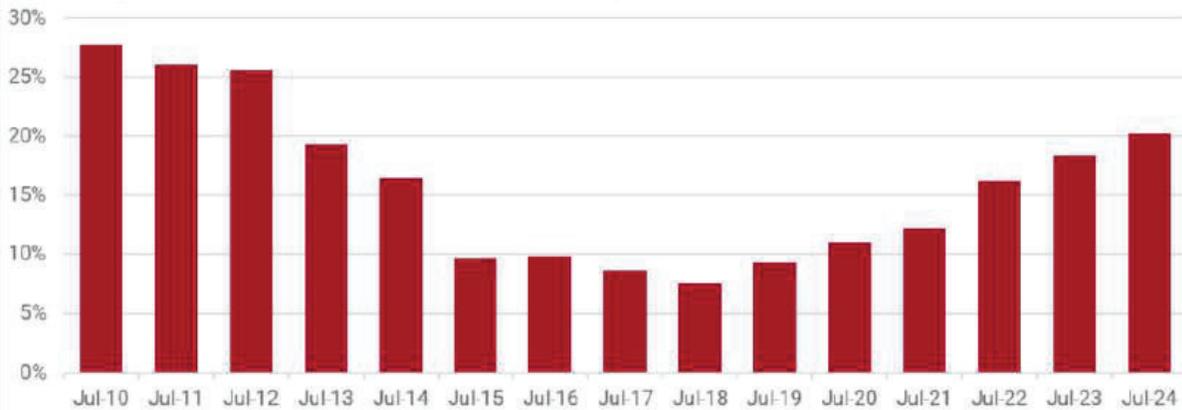


Sales Volume by Price Tier | T12 | All Homes



Supply & Demand

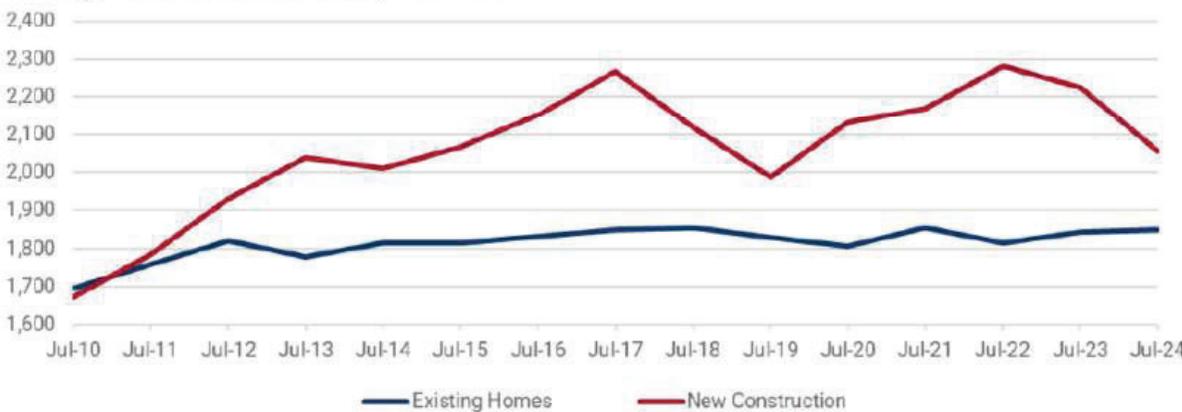
Percentage of Sales that are **New Construction** | T12 - YOY



Percentage of Sales that are **New Construction**

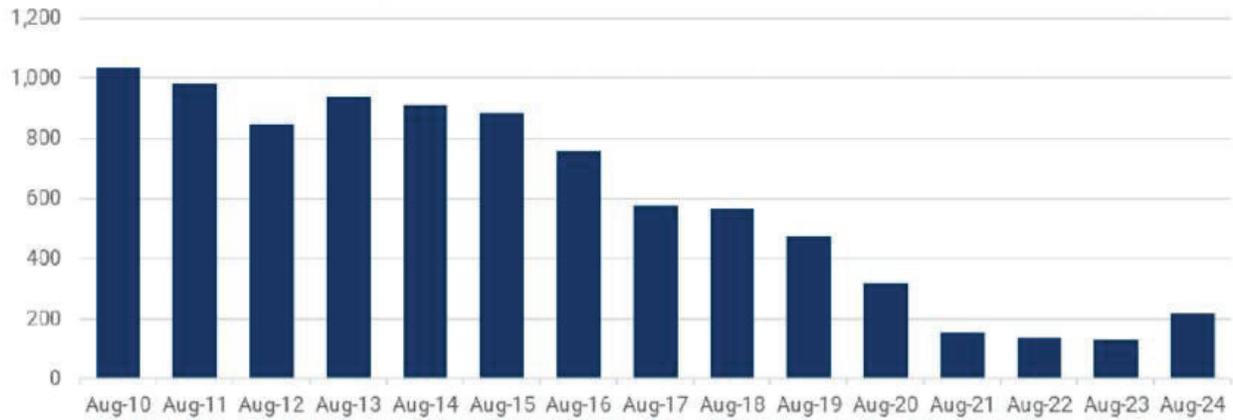


Average Size of Homes Sold | T12 - YOY

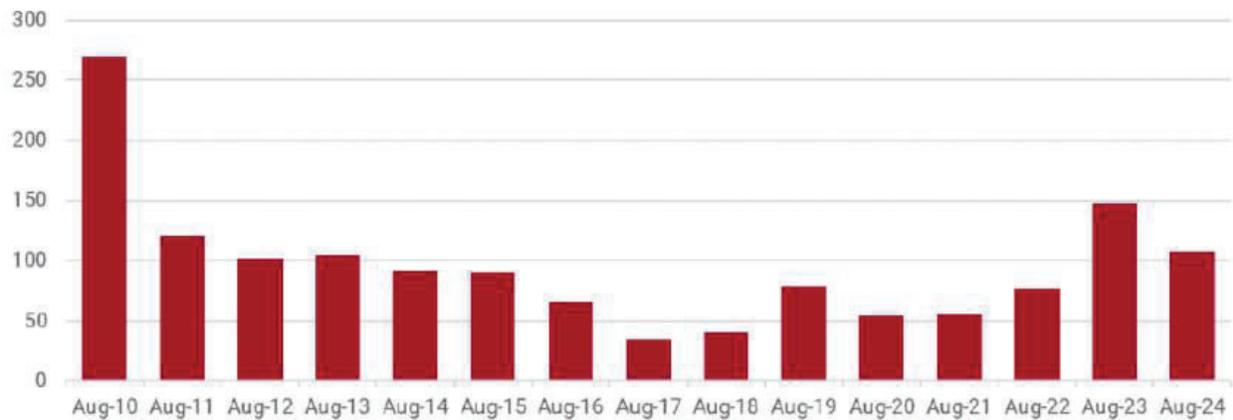


Supply & Demand

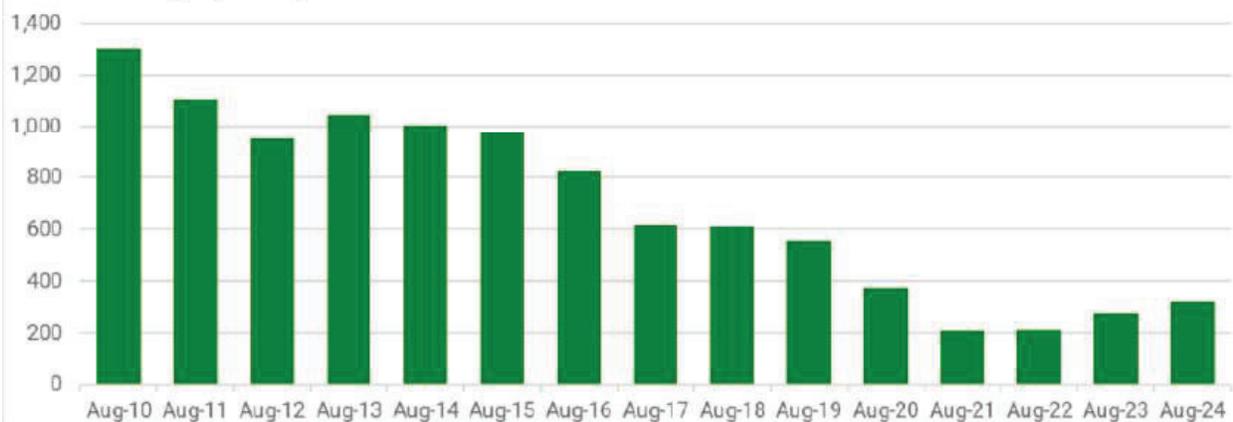
Active Listings | YOY | Existing Homes



Active Listings | YOY | New Construction



Active Listings | YOY | All Homes



Supply & Demand

Active Listings | Existing Homes



Active Listings | New Construction

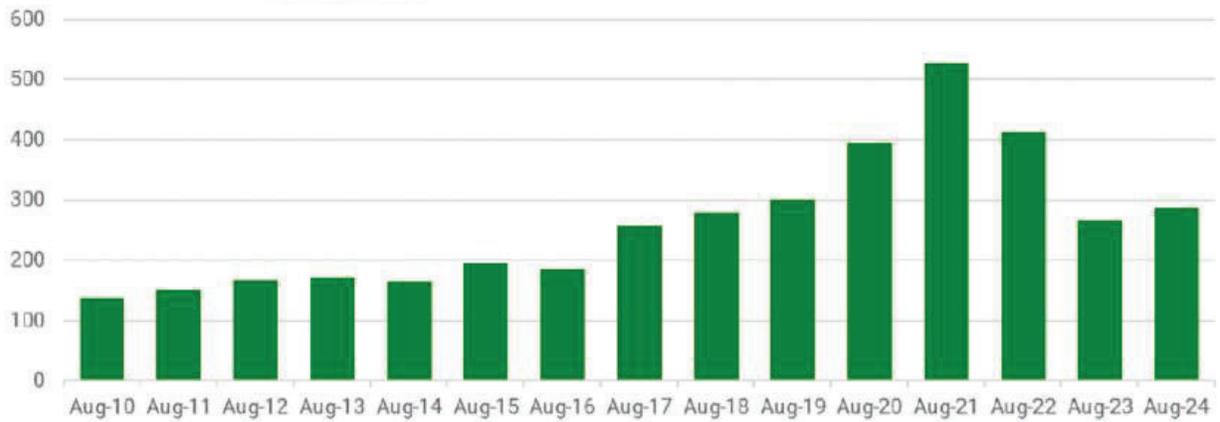


Active Listings | All Homes



Supply & Demand

Pending Sales | YOY | All Homes



Pending Sales | All Homes

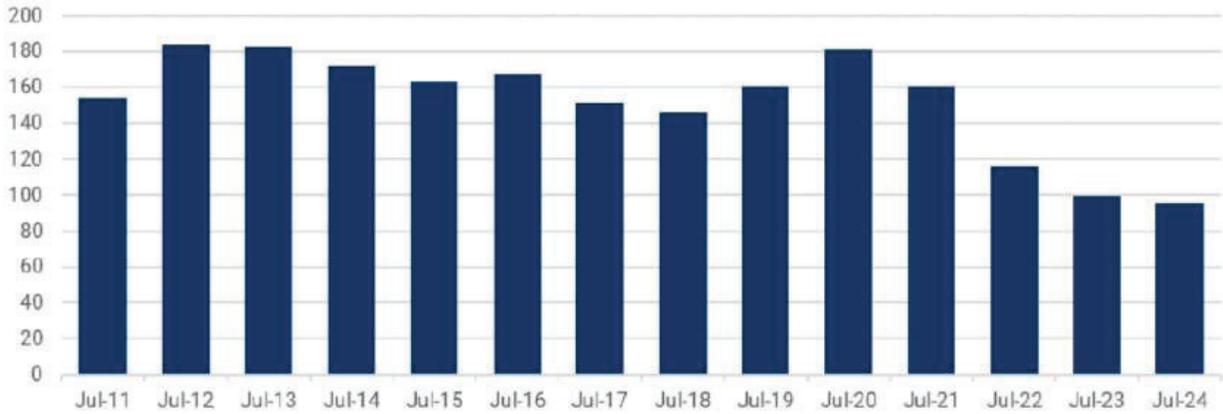


Affordability

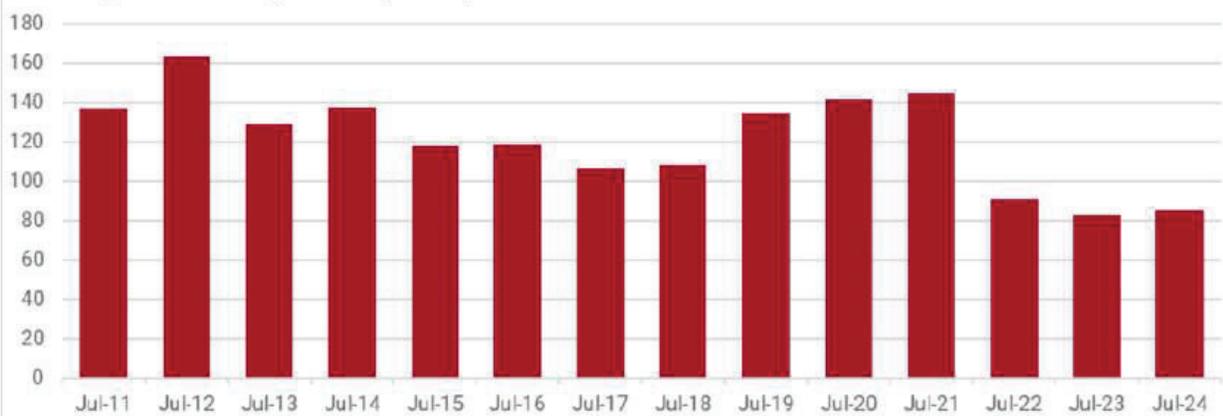
	Jul-24	Jun-24	% Chg	Jul-23	% Chg	
Existing Homes	Housing Affordability Index	95.5	-0.8%	100.2	-4.7%	
	Housing Expense for MSP	\$2,252	1.0%	\$2,099	7.3%	
	Housing Expense Ratio	29.3%	0.9%	28.1%	4.2%	
	Affordable Market Share	45.1%	-3.3%	49.7%	-9.4%	
New Construction	Housing Affordability Index	84.8	-0.5%	82.7	2.5%	
	Housing Expense for MSP	\$2,537	0.7%	\$2,527	0.4%	
	Housing Expense Ratio	33.0%	0.5%	33.9%	-2.4%	
	Affordable Market Share	9.5%	17.2%	3.9%	141.6%	
All Homes	Housing Affordability Index	91.5	-0.1%	93.2	-1.8%	
	Housing Expense for MSP	\$2,349	0.3%	\$2,242	4.8%	
	Housing Expense Ratio	30.6%	0.1%	30.0%	1.8%	
	Affordable Market Share	38.2%	-2.0%	44.5%	-14.2%	
	30-Year Fixed-Rate Mortgage	6.85%	6.92%	-1.0%	6.84%	0.1%

Affordability

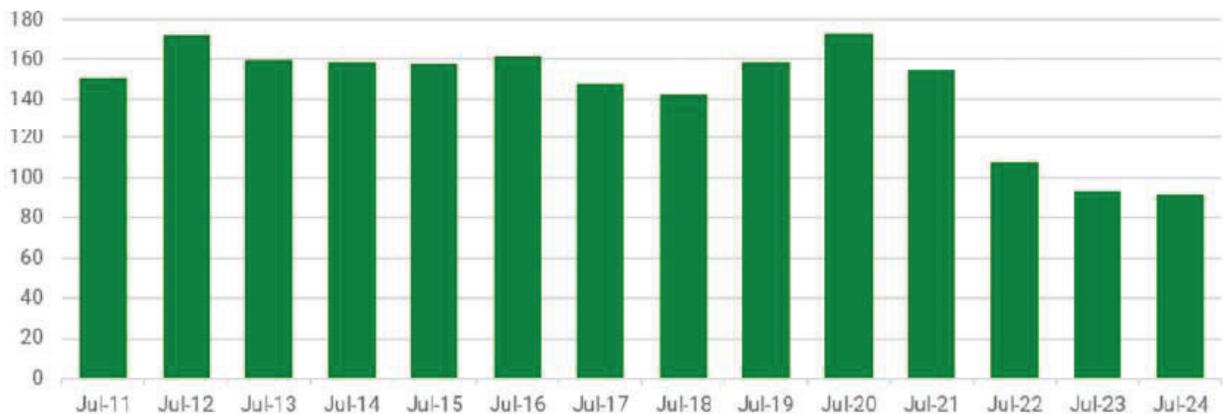
Housing Affordability Index | YOY | Existing Homes



Housing Affordability Index | YOY | New Construction



Housing Affordability Index | YOY | All Homes

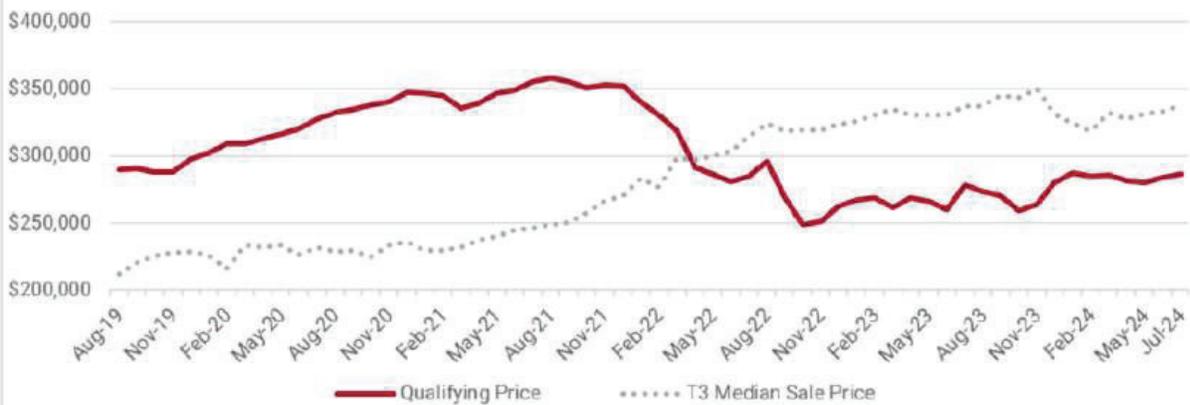


Affordability

Qualifying Price for Median Family Income | Existing Homes



Qualifying Price for Median Family Income | New Construction



Qualifying Price for Median Family Income | All Homes



Conclusion

The subject sites are located in an area with slightly declining population in a 1- and 3-mile radius, with the population in a 5-mile radius expected to increase slightly. The subject sites benefit from their water frontage and water views, respectively. The average household income in the area ranges from about \$76,000 in a 1-mile radius to \$93,000 in a 5-mile radius, and is expected to increase 4.4% in a 1-mile radius, 3.7% in a 3-mile radius and 3.1% in a 5-mile radius. Overall, the area has average demographic characteristics and above average locational characteristics with water frontage and water views, respectively.

Housing prices are up 13.4% in Craven County overall, with existing homes and new construction both showing increases. Supply and demand seem roughly in balance throughout the county, with well located sites showing demand for new construction; particularly waterfront properties.

Highest and Best Use

Highest and best use is defined in the 7th edition of *The Dictionary of Real Estate Appraisal* (Appraisal Institute) as follows:

the reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity.

Highest and best use analysis is a three-step process

1. Determine the highest and best use as vacant. Four steps to determine highest and best use are:
 - **Legally Permissible** - What uses are permitted by zoning and other legal restrictions?
 - **Physically Possible Use** - To what use is the site physically adaptable?
 - **Financially Feasible Use** - Which possible and permissible use will produce any net return to the owner of the site?
 - **Maximally Productive** - Among the feasible uses which use will produce the highest net return, (i.e., the highest present worth)?
2. If the conclusion is to improve the site, the second step is to determine the ideal improvement.
3. Compare the existing improvement with the ideal improvement. There are three options for an improved property:
 - Retain the improvements
 - Modify the improvements in some way, such as conversion, renovation, or alteration
 - Demolish the improvements and redevelop the land

Highest and Best Use as Though Vacant/As Is

Legally Permissible

To apply the test of legal permissibility, an appraiser determines which uses are permitted by current zoning, which uses could be permitted if a zoning change were reasonably probable, and which uses are precluded by private restrictions on the site.

The subject site is zoned **W-R and R-5, Waterfront Residential and Residential**. This district allows for: Church, child care, single family, park, public utility, school, townhomes. Specific zoning setbacks and requirements were previously outlined in the preceding zoning section. The site is consistent with others in the area, and there is no indication that a zoning change is being sought or considered. There are no other known private or public deed restrictions affecting the property.

The potential uses that meet the requirements of legally permissible include single-family and multifamily residential, religious facilities, child care, and parks and recreational facilities.

Physically Possible

The physical possibilities of vacant land can be constrained by factors such as site size, shape, frontage, availability of utilities, topography, soil composition, and other site conditions and environmental factors.

The subject's sizes allow adequate space for a building, supporting parking, and landscaped areas for each of the legally permissible uses. Their shapes do not have a significant impact on the utility, access, or potential development costs. The properties have adequate access and visibility for each of the legally permissible uses. The sites are located in FEMA Flood Zone AE, VE and X, mostly inside the 500-year floodplain, however, there are no apparent drainage issues. The site's soils are assumed to have adequate bearing capacity based on previous improvements having no history of movement. The public utilities available are sufficient to service the site for each of the legally permissible uses (assumed). There are no physical limitations that would prevent development of the subject sites with any of the legally permissible uses.

Financially Feasible

Financial feasibility is the capability of a physically possible and legal use of a property to produce a positive return to the land after considering risk and all costs to create and maintain use.

Single-family and multifamily residential uses are in high demand, and each would be financially feasible. Based on the location of the sites, their physical characteristics, and current market data, the uses that are financially feasible are limited to multifamily and single-family residential.

Maximally Productive

The maximally productive use is the use that produces the highest residual land value consistent with the market's acceptance of risk and with the rate of return warranted by the market for that use. The waterfront parcel could be divided into a premium waterfront lot and the excess land with water views could be sold as either single or multifamily; which would be maximally productive in my opinion. The non-waterfront parcel could be developed either with single family or multifamily development, which would be maximally productive.

Valuation Methodology

Three approaches to value are typically considered as part of the valuation process. These include the cost approach, sales comparison approach, and income capitalization approach. The approaches employed depend on the type of property, the intended use of the appraisal, and the quality and quantity of data available for analysis.

Cost Approach

In the cost approach, an estimated reproduction or replacement cost of the building and site improvements as of the date of appraisal is developed (including an estimate of entrepreneurial profit or incentive), and an estimate of the losses in value (which is known as depreciation) that have taken place due to wear and tear, design and plan deficiencies, or external influences is subtracted. An estimate of the value of the land is then added to this depreciated building cost estimate. The total represents the value indicated by the cost approach.

Sales Comparison Approach

In the sales comparison approach, properties similar to the subject property that have been sold recently or for which listing prices or offers are known are compared to the subject property. Data from generally comparable properties is used, and comparisons are made to demonstrate a probable price at which the subject property would sell if offered on the market.

Income Capitalization Approach

In the income capitalization approach, the potential income of the property is calculated, and deductions are made for vacancy and collection loss and for expenses. The prospective net operating income of the property is then estimated. To support this estimate, operating statements for the subject property in previous years and for comparable properties are reviewed. An applicable capitalization method and appropriate capitalization rates are developed and used in calculations that lead to an indication of value.

Final Reconciliation

The final analytical step in the valuation process is the reconciliation of the value indications derived into a value conclusion. The nature of reconciliation depends on the appraisal problem, the approaches that have been used, and the reliability and adequacy of the data used.

Analyses Applied

A cost approach was not applied as the subject is vacant land.

A sales approach was developed as there is adequate data to develop this approach and this approach reflects market behavior.

An income approach was considered, but not applied as only the subject's land value is being developed. Market participants typically don't make decisions based on the income potential of properties similar to the subject.

Sales Comparison Approach

Sales Comparison Approach – Waterfront Land Valuation

The sales comparison approach is based on the premise that a buyer would pay no more for a specific property than the cost of obtaining a property with the same quality, utility, and perceived benefits of ownership. It is based on the principles of supply and demand, balance, substitution and externalities. The following steps describe the applied process of the sales comparison approach.

- The market in which the subject property competes is investigated; comparable sales, contracts for sale and current offerings are reviewed.
- The most pertinent data is further analyzed and the quality of the transaction is determined.
- The most meaningful unit of value for the subject property is determined.
- Each comparable sale is analyzed and where appropriate, adjusted to equate with the subject property.
- The value indication of each comparable sale is analyzed and the data reconciled for a final indication of value via the Sales Comparison Approach.

Land Comparables

My search for sale comparables is summarized below. Please note I valued the waterfront parcel in the first section and the non-waterfront parcel following.

Sources Searched:

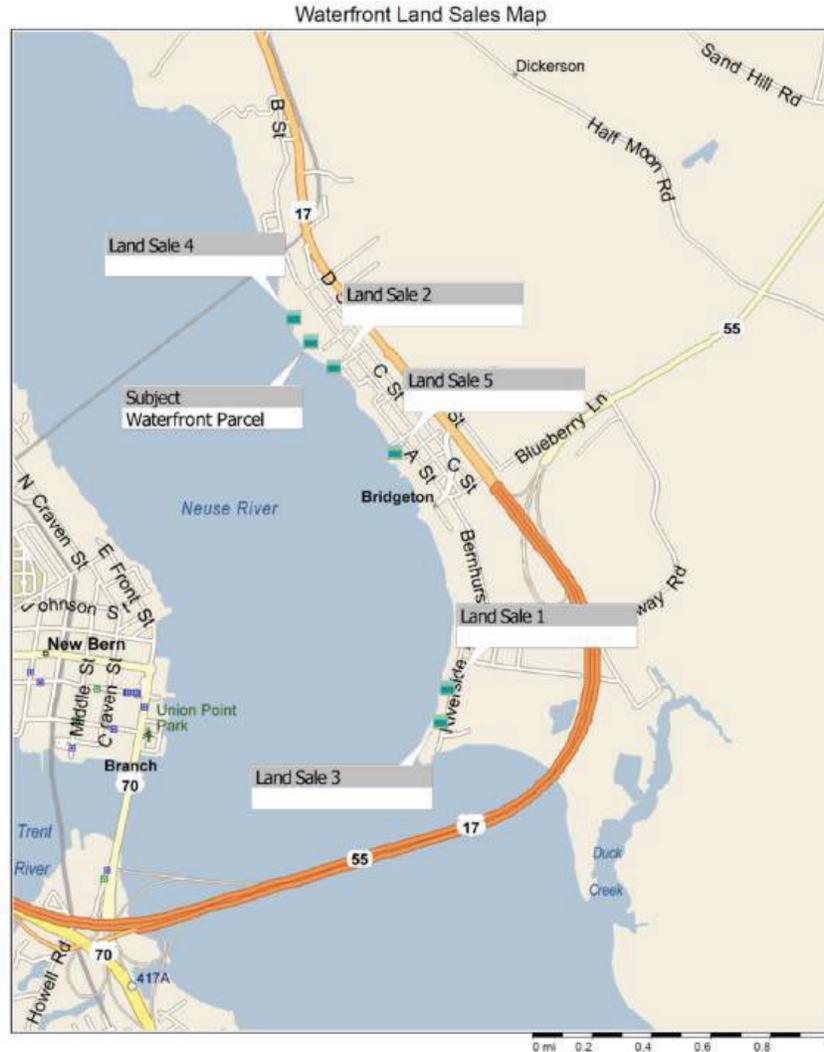
- CoStar
- CompStak
- CREXI
- Local MLS
- County tax records
- Our firm's database

Search Parameters:

- Property type: Vacant land or improved properties with highest and best use of waterfront residential
- Location: Bridgeton area
- Size: No limits
- Transaction date: Past 6 years (lack of sales activity forcefully to go back further than I would normally)

Emphasis was placed on water frontage when selecting the most appropriate sale comparables. I have chosen 5 comparables for this analysis; these are documented on the following pages followed by a location map and analysis grid. All sales have been researched through numerous sources and verified by a party to the transaction when possible. Additional consideration was given to active listings, pending sales, and recently expired listings as indicators of an upper limit to value. The search also included active listings, recently expired listings, and pending sales.

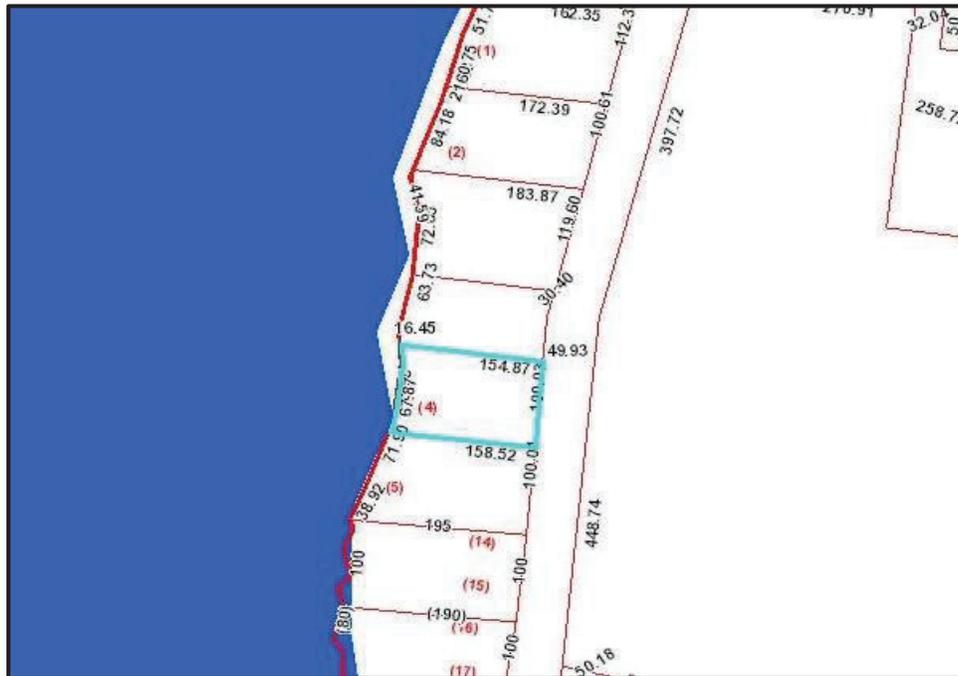
The waterfront site could be subdivided into a direct waterfront lot with 0.65 acres, and a larger water view portion with approximately 3.5 acres. The following map and table summarize the comparable data used in the valuation of the waterfront lot. A detailed description of each transaction is included on the following pages.



Summary of Comparable Land Sales-Waterfront Sites

No.	Address	Date of Sale	Acres	SF	Sale Price	Price/Acre	Price/SF
1	409 Riverside Drive	7/30/2021	0.35	15,333	\$155,000	\$440,341	\$10.11
2	105 West Washington Street	7/30/2024	0.58	25,265	\$265,000	\$456,897	\$10.49
3	437 Riverside Drive	6/14/2024	0.49	21,344	\$275,000	\$561,224	\$12.88
4	200 Academy Street	8/1/2018	1.59	69,348	\$232,500	\$146,043	\$3.35
5	205 North A Street	8/11/2023	0.60	26,136	\$210,000	\$350,000	\$8.03

Land Sale No. 1



Property Identification

Property Type	Waterfront Land
Property Name	Riverside Land
Address	409 Riverside Drive
County	Craven
City, State Zip	Bridgeton, North Carolina 28519
Tax ID	2-036-1 -004

Sale Data

Seller	John & Mary Connelly
Buyer	Gilbert Fletcher
Sale Date	07-30-2021
Deed Reference	Book 3682 Page 1660
Days on Market	Unknown
Verification	Public records

Sale Price	\$155,000
Adjusted Price	\$155,000

Land Data

Site Size	0.35 acres or 15,333 SF
-----------	-------------------------

Topography	Generally level at street grade
Front Footage	106.00 on Riverside Drive
Depth (Feet)	309.00
Access	curb cut
Utilities	All Available
Shape	Roughly rectangular
Flood Zone	AE & VE
Zoning Code	R-10 Residential

Indicators

Sale Price/Acre	\$440,341
Sale Price/SF	\$10.11

Sale Remarks	This property was for sale by owner (FSBO) and not in the MLS. The site is well shaped with a frontage to depth ratio of 1.56 to1
--------------	---

Comp ID No. 12202

Land Sale No. 2



Property Identification

Property Type	Waterfront Land
Property Name	Washington Street Land
Address	105 West Washington Street
County	Craven
City, State Zip	Bridgeton, North Carolina 28519
Tax ID	2-002 -12000

Sale Data

Seller	Andre & Lashawn Kelley
Buyer	William Pumphrey
Sale Date	07-30-2024
Deed Reference	Book 3517 Page 638
Days on Market	1 day
Verification	Linda Holland

Sale Price	\$265,000
Adjusted Price	\$265,000

Land Data

Site Size	0.58 acres or 25,265 SF
-----------	-------------------------

Topography	Generally level at street grade
Front Footage	130.00 on Washington Street
Depth (Feet)	195.00
Access	curb cut
Utilities	All Available
Shape	Roughly rectangular
Flood Zone	AE & VE
Zoning Code	W-R Waterfront Residential

Indicators

Sale Price/Acre	\$456,897
Sale Price/SF	\$10.49

Sale Comments This property was sold based on an appraisal. The site is well shaped with a frontage to depth ratio of 1.5 to 1

Comp ID No. 12200

Topography	Generally level at street grade
Front Footage	90.00 on Riverside Drive
Depth (Feet)	309.00
Access	curb cut
Utilities	All Available
Shape	Roughly rectangular
Flood Zone	AE & VE
Zoning Code	R-10 Residential

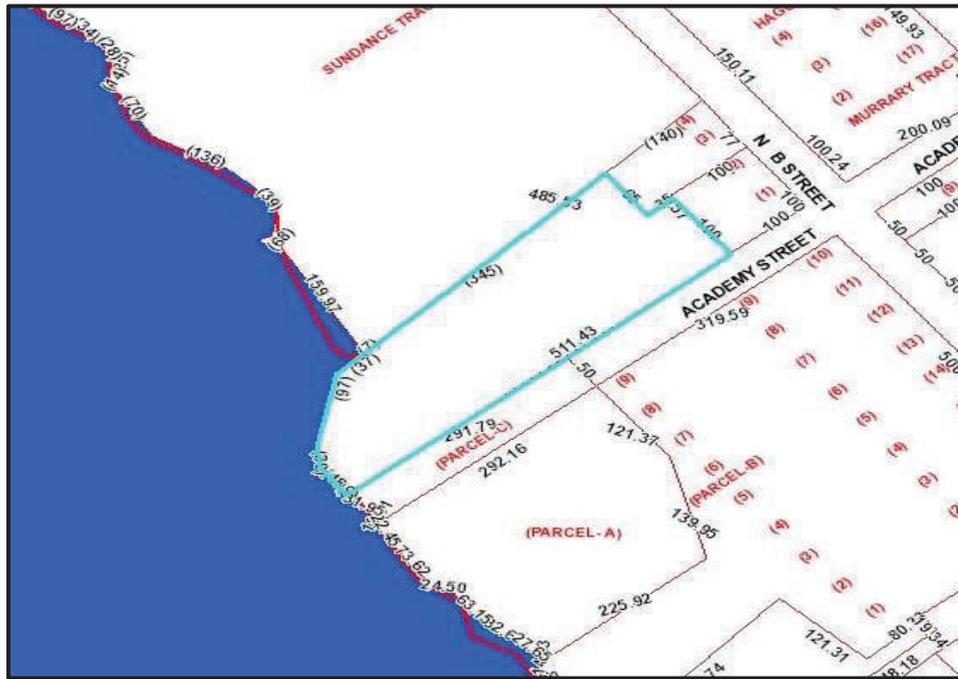
Indicators

Sale Price/Acre	\$561,224
Sale Price/SF	\$12.88

Sale Comments This property was for sale by owner (FSBO) and not in the MLS. The site is long and narrow with a frontage to depth ratio of 3.43 to1

Comp ID No. 12199

Land Sale No. 4



Property Identification

Property Type	Waterfront Land
Property Name	Academy Street Land
Address	200 Academy Street
County	Craven
City, State Zip	Bridgeton, North Carolina 28519
Tax ID	2-001 -014-A

Sale Data

Seller	Harborside Mortgage Lender, LLC
Buyer	David & Ginger Oliver
Sale Date	08-01-2018
Deed Reference	Book 3453 Page 1579
Days on Market	120 days
Verification	Pamela Johnson

Sale Price	\$232,500
Adjusted Price	\$232,500

Land Data

Site Size	1.59 acres or 69,348 SF
-----------	-------------------------

Topography	Generally level at street grade
Front Footage	212.00 on Academy Street
Depth (Feet)	511.00
Access	curb cut
Utilities	All Available
Shape	Roughly rectangular
Flood Zone	AE & VE
Zoning Code	W-R Waterfront Residential

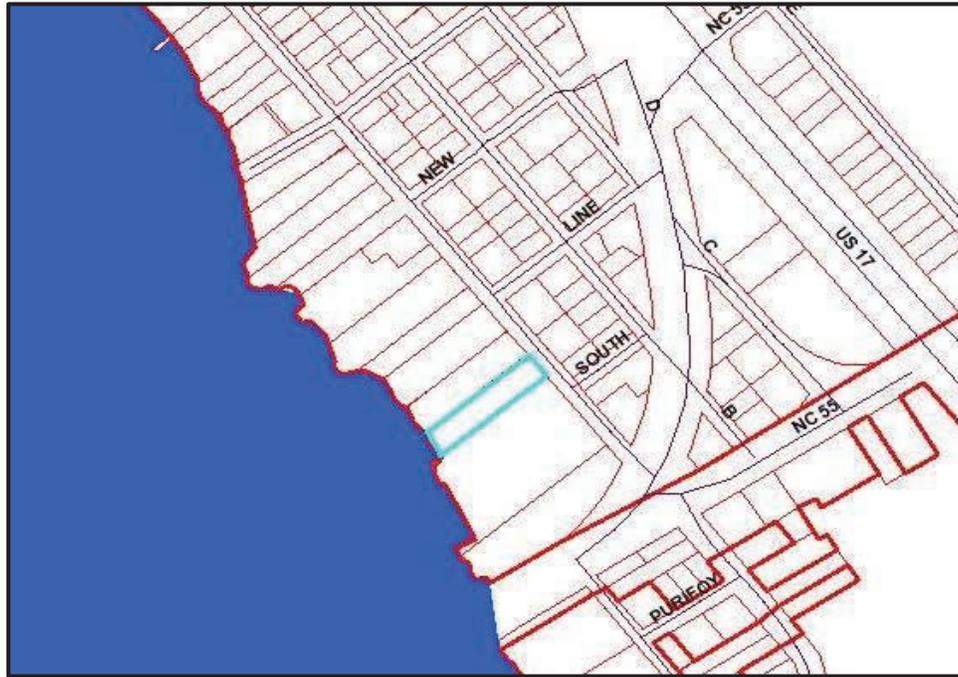
Indicators

Sale Price/Acre	\$146,043
Sale Price/SF	\$3.35

Sale Remarks	This property is located adjacent to the north side of the marina off Academy. The site is long and narrow with a frontage to depth ratio of 3.17 to 1
--------------	--

Comp ID No. 12201

Land Sale No. 5



Property Identification

Property Type	Waterfront Land
Property Name	A Street Land
Address	205 North A Street
County	Craven
City, State Zip	Bridgeton, North Carolina 28519
Tax ID	2-004 -109

Sale Data

Seller	Cornell & Ribin Allen
Buyer	Bryan & Katie Scott
Sale Date	08-11-2023
Deed Reference	Book 3773 Page 194-196
Days on Market	76 days
Verification	Tammy Ferebee

Sale Price	\$210,000
Adjusted Price	\$210,000

Land Data

Site Size	0.60 acres or 26,136 SF
-----------	-------------------------

Topography	Generally level at street grade
Front Footage	76.00 on North A Street
Depth (Feet)	353.00
Access	curb cut
Utilities	All Available
Shape	Rectangular
Flood Zone	AE & VE
Zoning Code	W-R Waterfront Residential

Indicators

Sale Price/Acre	\$350,000
Sale Price/SF	\$8.03

Sale Remarks	This property sold for \$190,000 and the buyer had to spend approximately \$20k for a new bulkhead and some fill dirt. The site is long and narrow with a frontage to depth ratio of 4.64 to1
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Comp ID No. 12198

Analysis Grid

The previously discussed sales have been analyzed and compared with the subject property. I have considered adjustments in the areas of:

- Property Rights Sold
- Financing
- Conditions of Sale
- Market Trends
- Location
- Physical Characteristics

On the following page is a sales comparison grid displaying the subject property, the comparables and the adjustments applied.

Land Sales Comparison Grid-Waterfront Sites						
	Subject	Comp 1	Comp 2	Comp 3	Comp 4	Comp 5
Property Name	School Board Land	Riverside Land	Washington Street Land	Riverside Land	Academy Street Land	A Street Land
Location	902 and 907 North B Street	409 Riverside Drive	105 West Washington Street	437 Riverside Drive	200 Academy Street	205 North A Street
City	Bridgeton	Bridgeton	Bridgeton	Bridgeton	Bridgeton	Bridgeton
County	Craven	Craven	Craven	Craven	Craven	Craven
Date of Sale	N/A	7/30/21	7/30/24	6/14/24	8/1/18	8/11/23
Sale Price	N/A	\$155,000	\$265,000	\$275,000	\$232,500	\$210,000
Land Area (Acres)	0.65	0.35	0.58	0.49	1.59	0.60
Unadjusted Price/Acre	N/A	\$440,341	\$456,897	\$561,224	\$146,043	\$350,000
Adjustments						
Property Rights						
Enter % Adjustment		0.0%	0.0%	0.0%	0.0%	0.0%
Financing Terms						
Enter % Adjustment		Cash Equiv.	Cash Equiv.	Cash Equiv.	Cash Equiv.	Cash Equiv.
Enter % Adjustment		0.0%	0.0%	0.0%	0.0%	0.0%
Conditions of Sale						
Enter % Adjustment		0.0%	0.0%	0.0%	0.0%	0.0%
Market Conditions						
Enter % Adjustment	Current	Jul-21	Jul-24	Jun-24	Aug-18	Aug-23
Enter % Adjustment		30.0%	0.0%	0.0%	60.0%	10.0%
Adjusted Sales Price per Acre		\$572,443	\$456,897	\$561,224	\$233,668	\$385,000
Location						
Enter % Adjustment		Superior	Similar	Superior	Similar	Similar
Enter % Adjustment		-20.0%	0.0%	-20.0%	0.0%	0.0%
Land Size (Acres)						
Enter % Adjustment	0.650	0.35	0.58	0.49	1.59	0.60
Enter % Adjustment		-15.0%	0.0%	-10.0%	30.0%	0.0%
Primary Frontage (Feet)						
Enter % Adjustment	133.00	106.00	130.00	90.00	212.00	76.00
Frontage to Depth Ratio						
Enter % Adjustment	2.11 to 1	1.56 to 1	1.5 to 1	3.43 to 1	3.17 to 1	4.64 to 1
Enter % Adjustment		-10.0%	-10.0%	15.0%	15.0%	25.0%
Flood Zone						
Enter % Adjustment	AE & VE	AE & VE	AE & VE	AE & VE	AE & VE	AE & VE
Enter % Adjustment		0.0%	0.0%	0.0%	0.0%	0.0%
Zoning						
Enter % Adjustment	W-R	R-10	W-R	R-10	W-R	W-R
Enter % Adjustment		0.0%	0.0%	0.0%	0.0%	0.0%
Adjusted Sales Price per Acre		\$314,844	\$411,207	\$477,041	\$338,819	\$481,250
Adjustments to Time Adjusted Price per Unit						
Net % Adjustments		-45.0%	-10.0%	-15.0%	45.0%	25.0%
Net \$ Adjustments		-\$90,675.00	-\$26,500.00	-\$41,250.00	\$167,400.00	\$57,750.00
Total % Adjustments		45.0%	10.0%	45.0%	45.0%	25.0%
Total \$ Adjustments		\$90,675.00	\$26,500.00	\$123,750.00	\$167,400.00	\$57,750.00
Total Adjustments						
Net % Adjustments		-28.5%	-10.0%	-15.0%	132.0%	37.5%
Net \$ Adjustments		-\$125,497.25	-\$45,690.10	-\$84,183.18	\$192,776.10	\$131,250.00
Total % Adjustments		50.6%	5.8%	22.1%	174.6%	26.5%
Total \$ Adjustments		\$222,777	\$26,500	\$123,750	\$255,026	\$92,750
Adjusted Price/Acre		\$314,844	\$411,207	\$477,041	\$338,819	\$481,250

Summary of Adjustments

An analysis of the comparables and reasoning behind the adjustments is discussed in the following paragraphs.

All of the comparables were fee simple transactions, sold at arm's length with cash equivalency, and no adjustments were required. A market conditions/time adjustment was applied at approximately 10% per year to account for growing prices over the timeframe represented by the sales.

Two of the waterfront sales presented were located on Riverside Drive, which is a quieter street with generally nicer houses compared to other portions of Bridgeton, and downward location adjustments were necessary. The remaining comparables were similar enough that no adjustment was necessary.

For the size adjustments we applied downward adjustments to sales smaller than the subject, since smaller properties tend to sell for more per acre, all other factors being equal. Upward adjustments were made to the sales larger than the subject.

We applied an adjustment for frontage to depth ratio, as waterfront sites are more desirable with more water frontage versus depth. Three of the sales had inferior frontage to depth ratios compared to the subject, warranting upward adjustments. The other two sales had inferior ratios, warranting upward adjustments.

All of the waterfront sites are located in the same flood category as the subject, and the zoning categories all allow for single and multi-family residential use, which is comparable to the subject and requires no adjustment.

Land Value Conclusion

A summary of the adjusted sale prices is presented below.

No.	Date of Sale	Unadjusted Price/Acre	Adjusted Price/Acre
1	Jul-21	\$440,341	\$314,844
2	Jul-24	\$456,897	\$411,207
3	Jun-24	\$561,224	\$477,041
4	Aug-18	\$146,043	\$338,819
5	Aug-23	\$350,000	\$481,250
Low		\$146,043	\$314,844
High		\$561,224	\$481,250
Average		\$390,901	\$404,632
Median		\$440,341	\$411,207
Standard Deviation		\$156,076	\$76,730

As can be seen there was a significant spread in the adjusted sale prices, ranging from \$314,844/acre to \$481,250/acre. Sale one had a sale price significantly lower compared to the other sales, and while

speaking with Linda Holland (who represented some of the other land sales) she informed me that this sale was somewhat distressed as the seller was extremely anxious. We were unable to get good confirmation on this, so we recognize this fact rather than specifically adjusting for it. I have concluded close to the mean as shown below for the waterfront lot.

Land Value Conclusion-Waterfront Lot	
Indicated Value per Acre	\$400,000
Subject Size (Acres)	x 0.65
Indicated Value	\$260,000
Rounded to	\$260,000

I also examined the pricing for non-waterfront sites in the area to estimate what the non-waterfront portion would be worth if the waterfront portion was separated. Based on the non-waterfront land sales presented later and considering the size and location of the 3.5 acres that would remain, it might be feasible to market the property at \$75,000/acre to \$90,000/acre given the water views.

Along with the sales in Bridgeton presented later in the analysis I have researched other water view sales throughout Craven County. There is a 4.29-acre parcel in Havelock that sold in June 2023 for approximately \$73,500/ acre, which would warrant an upward location adjustment to compare with the subject property in Bridgeton. There is a 3.5-acre parcel on Hall Road in New Bern that sold for approximately \$123,000/acre, and would warrant a significant downward size adjustment between new Bern and Bridgeton. There is a 2.14-acre site on waterway drive in Havelock that is currently for sale at approximately \$82,000/acre, and a small upward adjustment would be necessary for location and a small downward adjustment would be necessary for size.

Based on the Bridgeton sales shown in the next section and the water view data shown above I have estimated the value of the 3.5 acres of water view land at \$85,000/acre. One other factor to consider would be a possible bulk discount if the waterfront lots and the non-waterfront excess land was sold to the same purchaser. Since this could be a possibility, I have applied a discount for a bulk sale at 10%. Thus, the estimated value of the waterfront lot and the water view excess land is shown as follows.

Land Value Conclusion-Total Waterfront Site	
Indicated Value-Waterfront Lot @	\$85,000
Subject Size (Acres)	x 3.50
Indicated Value	\$297,500
Rounded to	\$300,000
Add: Value of Waterfront Lot @	\$260,000
Water View plus waterfront value	\$560,000
Less: Discount for bulk sale @ 10%	(\$56,000)
Indicated value 4.15 acre parcel	\$504,000
Rounded	\$500,000

Sales Comparison Approach – Non-Waterfront Site

Land Comparables

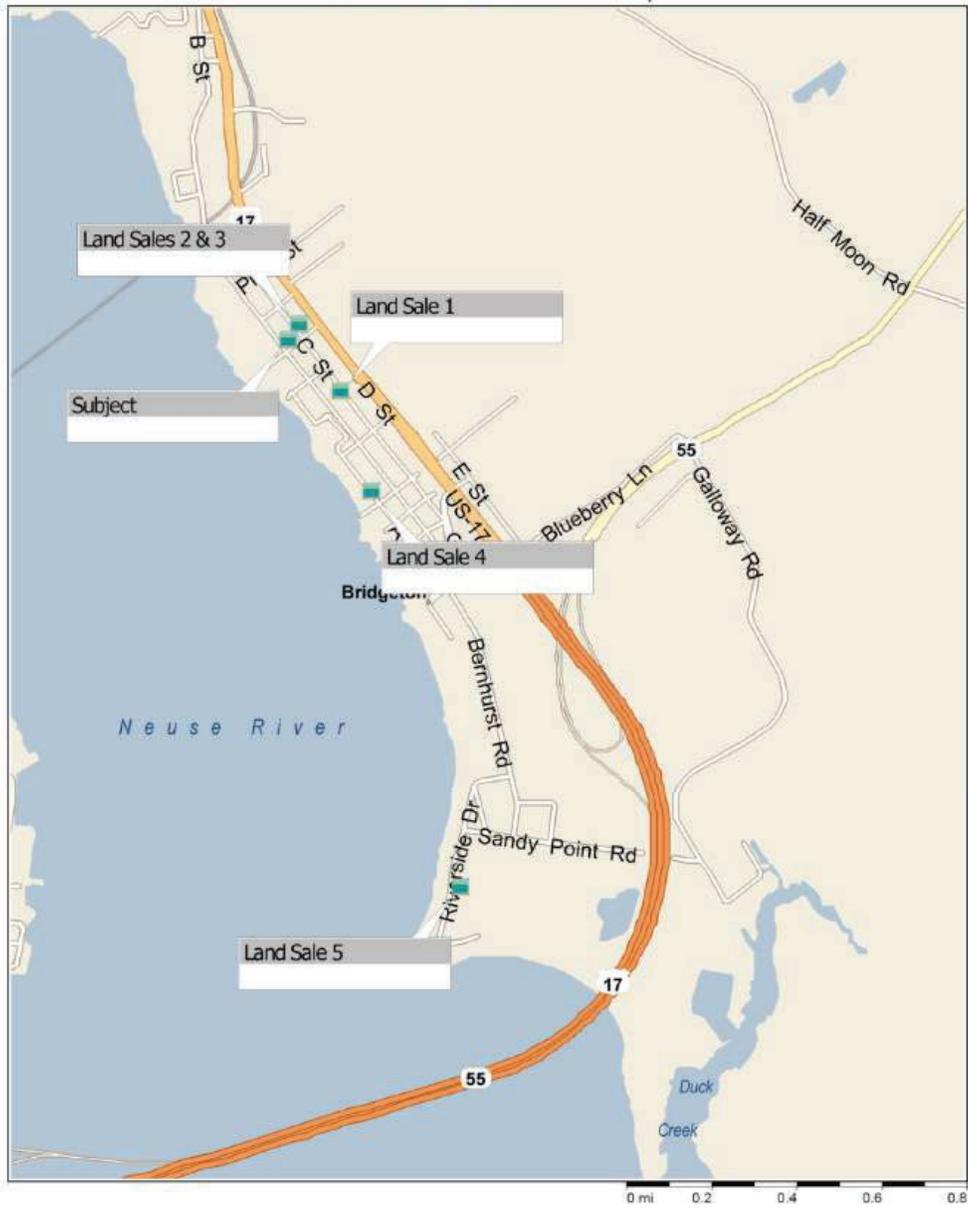
Search Parameters:

- Property type: Vacant land or improved properties with highest and best use of redevelopment
- Location: Bridgeton area
- Size: Up to 2 acres
- Transaction date: Past 4 years

Emphasis was placed on non-water frontage when selecting the most appropriate sale comparables. I have chosen 5 comparables for this analysis; these are documented on the following pages followed by a location map and analysis grid. All sales have been researched through numerous sources and verified by a party to the transaction when possible. Additional consideration was given to active listings, pending sales, and recently expired listings as indicators of an upper limit to value. Our search also included active listings, recently expired listings, and pending sales.

The following map and table summarize the comparable data used in the valuation of the subject. A detailed description of each transaction is included on the following pages.

Non Waterfront Land Sales Map



Land Sale No. 1



Property Identification

Property Type	Residential (Single-Family) Land
Property Name	North C Street Land
Address	709 North C Street
County	Craven
City, State Zip	Bridgeton, North Carolina 28519
Tax ID	2-003-031

Sale Data

Seller	Rose Reason
Buyer	Doug Jarman Construction, Inc.
Sale Date	08-27-2024
Deed Reference	Book 3809 Page 1838
Days on Market	23
Verification	MLS # 100453564

Sale Price	\$39,000
Adjusted Price	\$39,000

Land Data

Site Size	0.23 acres or 10,019 SF
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Topography	Generally level at street grade
Front Footage	100.00 on North C Street
Depth (Feet)	100.00
Access	curb cut
Utilities	All Available
Shape	Square
Flood Zone	AE
Zoning Code	R-5 Residential

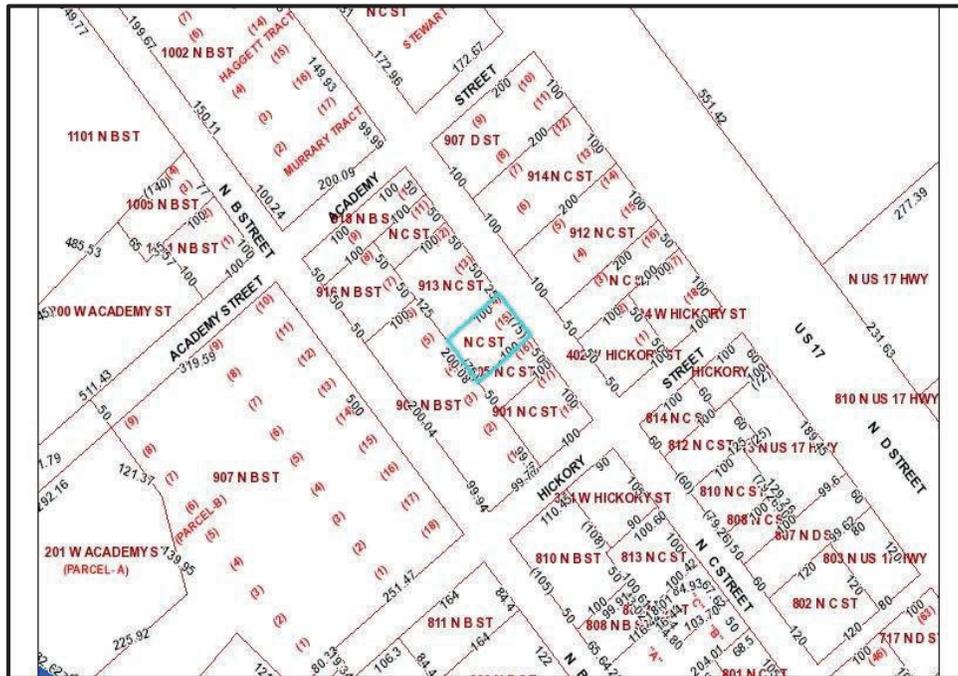
Indicators

Sale Price/Acre	\$169,565
Sale Price/SF	\$3.89

Sale Remarks	This property is located on North C Street, just south/east of Washington Street.
--------------	---

Comp ID No. 12203

Land Sale No. 2



Property Identification

Property Type	Residential (Single-Family) Land
Property Name	North C Street Land
Address	909 North C Street
County	Craven
City, State Zip	Bridgeton, North Carolina 28519
Tax ID	2-002-071

Sale Data

Seller	Mark & Linda Plueger
Buyer	Joseph & Sandra Diggs
Sale Date	06-28-2021
Deed Reference	Book 3640 Page 1938
Verification	Jessica Sanderson

Sale Price	\$27,500
Adjusted Price	\$27,500

Land Data

Site Size	0.17 acres or 7,405 SF
Topography	Generally level at street grade

Front Footage	75.00 on North C Street
Depth (Feet)	100.00
Access	curb cut
Utilities	All Available
Shape	Rectangular
Flood Zone	AE
Zoning Code	R-5 Residential

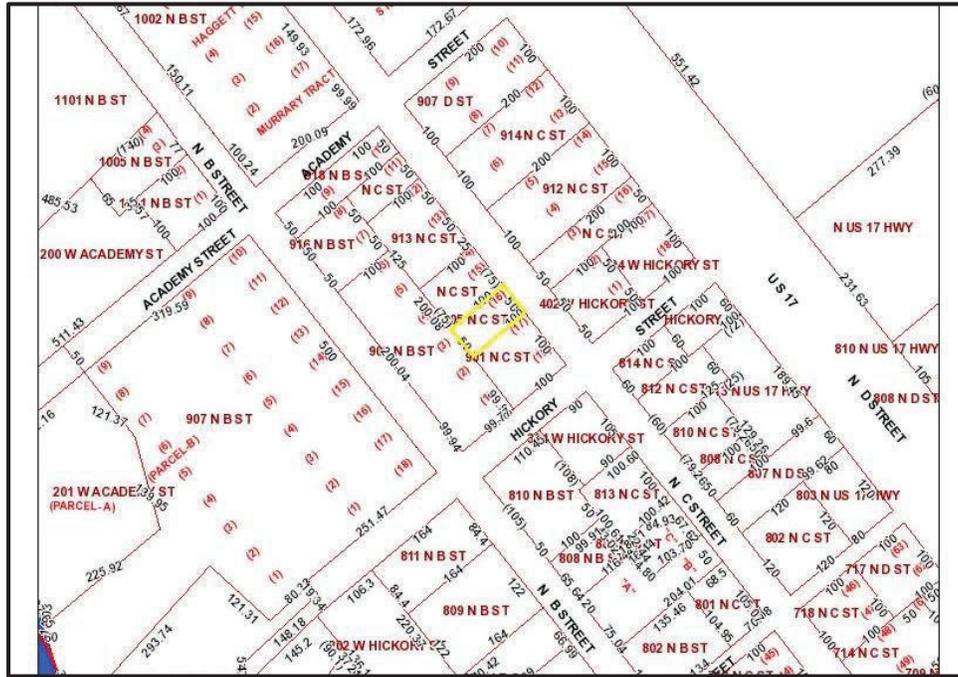
Indicators

Sale Price/Acre	\$161,765
Sale Price/SF	\$3.71

Sale Remarks	This property is located on the south side of North C Street, adjacent to the non-waterfront subject property.
--------------	--

Comp ID No. 12205

Land Sale No. 3



Property Identification

Property Type	Residential (Single-Family) Land
Property Name	North C Street Land
Address	907 North C Street
County	Craven
City, State Zip	Bridgeton, North Carolina 28519
Tax ID	2-002-040

Sale Data

Seller	Janice Fruchey
Buyer	Crystal Norris
Sale Date	11-19-2020
Deed Reference	Book 3573 Page 166
Verification	Pamela Johnson

Sale Price	\$18,000
Adjusted Price	\$18,000

Land Data

Site Size	0.11 acres or 4,792 SF
Topography	Generally level at street grade

Front Footage	50.00 on North C Street
Depth (Feet)	100.00
Access	curb cut
Utilities	All Available
Shape	Rectangular
Flood Zone	AE
Zoning Code	R-5 Residential

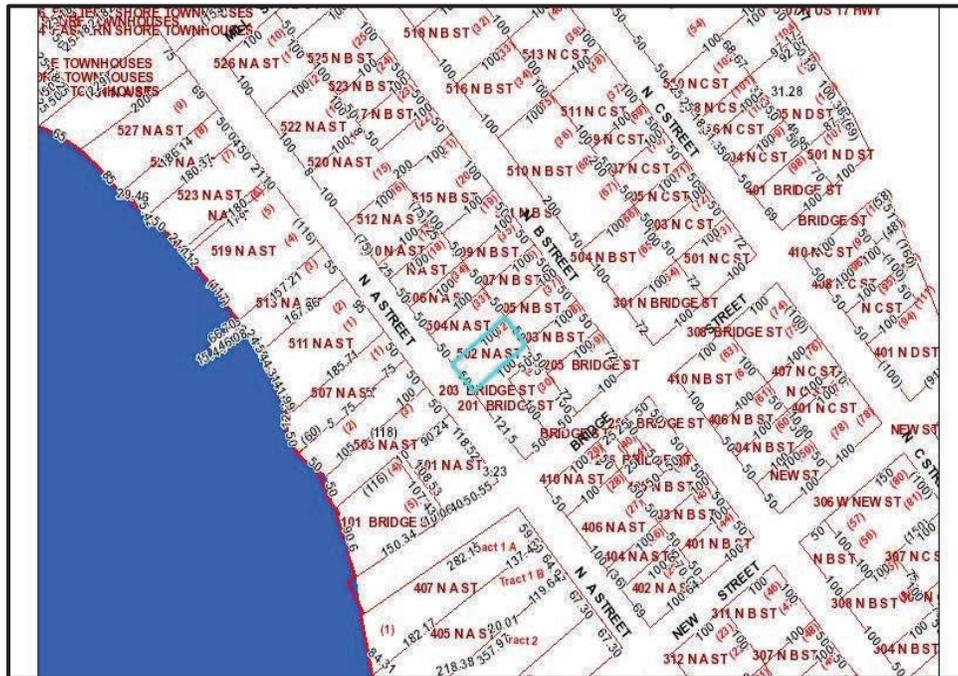
Indicators

Sale Price/Acre	\$163,636
Sale Price/SF	\$3.76

Sale Remarks	This property is located on the south side of North C Street, adjacent to the non-waterfront subject property.
--------------	--

Comp ID No. 12206

Land Sale No. 4



Property Identification

Property Type	Residential (Single-Family) Land
Property Name	North A Street Land
Address	502 North A Street
County	Craven
City, State Zip	Bridgeton, North Carolina 28519
Tax ID	2-003 -126

Sale Data

Seller	Charles Benton
Buyer	Lynn Ambers
Sale Date	03-20-2020
Deed Reference	Book 2485 Page 735
Verification	MLS # 100194348

Sale Price	\$15,000
Adjusted Price	\$15,000

Land Data

Site Size	0.12 acres or 5,227 SF
Topography	Generally level at street grade

Front Footage	50.00 on North A Street
Depth (Feet)	100.00
Access	curb cut
Utilities	All Available
Shape	Rectangular
Flood Zone	AE
Zoning Code	R-5 Residential

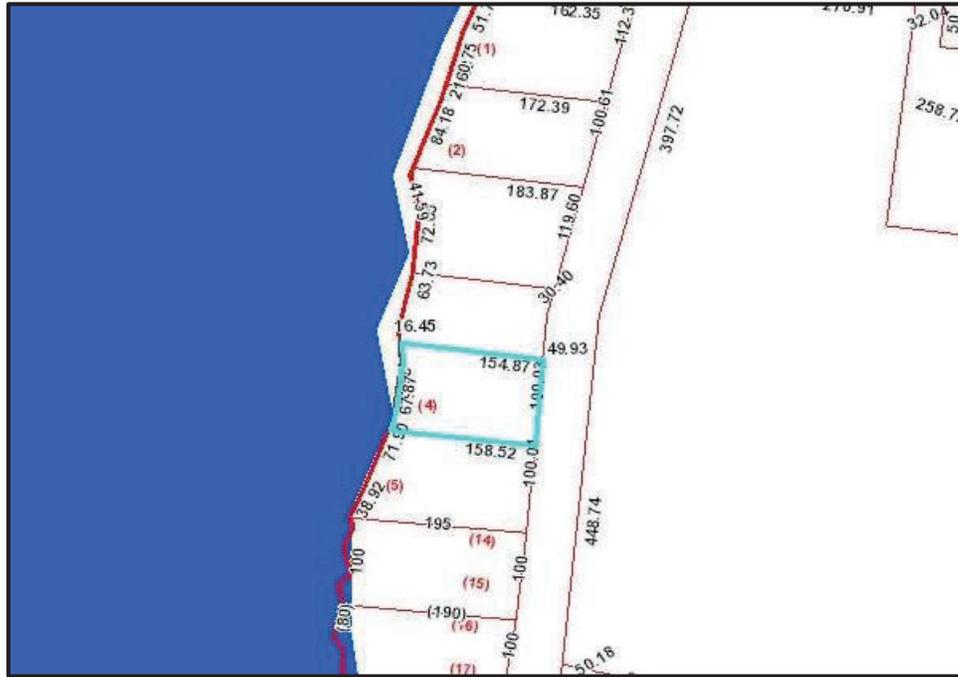
Indicators

Sale Price/Acre	\$125,000
Sale Price/SF	\$2.87

Sale Remarks	This property is located on the north side of North A Street, just north of Bridge Street.
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Comp ID No. 12207

Land Sale No. 5



Property Identification

Property Type	Residential (Single-Family) Land
Property Name	Lot 47 Riverside Drive Land
Address	418 Riverside Drive
County	Craven
City, State Zip	New Bern, North Carolina 28519
Tax ID	2-036-2-047

Sale Data

Seller	FMF Holdings, LLC
Buyer	Janes Busted
Sale Date	07-25-2024
Deed Reference	Book 3806 Page 215
Verification	Pamela Johnson

Sale Price	\$46,000
Adjusted Price	\$46,000

Land Data

Site Size	0.32 acres or 13,939 SF
Topography	Generally level at street grade

Front Footage	70.00 on Riverside Drive
Depth (Feet)	200.00
Access	curb cut
Utilities	All Available
Shape	Rectangular
Flood Zone	AE
Zoning Code	R-10 Residential

Indicators

Sale Price/Acre	\$143,750
Sale Price/SF	\$3.30

Sale Remarks This property is located on the west side of Riverside Drive with a very nice water view of the river. This sale was for sale by owner; however, the parcel also sold in June 2022 for \$40,500, which is approx. 6.8% increase in 2 years.

Comp ID No. 12204

Analysis Grid

The previously discussed sales have been analyzed and compared with the subject property. I have considered adjustments in the areas of:

- Property Rights Sold
- Financing
- Conditions of Sale
- Market Trends
- Location
- Physical Characteristics

On the following page is a sales comparison grid displaying the subject property, the comparables and the adjustments applied.

Land Sales Comparison Grid-Non Waterfront Sites						
	Subject	Comp 1	Comp 2	Comp 3	Comp 4	Comp 5
Property Name	School Board Land	North C Street Land	North C Street Land	North C Street Land	North A Street Land	Lot 47 Riverside Drive Land
Location	902 and 907 North B Street	709 North C Street	909 North C Street	907 North C Street	502 North A Street	418 Riverside Drive
City	Bridgeton	Bridgeton	Bridgeton	Bridgeton	Bridgeton	New Bern
County	Craven	Craven	Craven	Craven	Craven	Craven
Date of Sale	N/A	8/27/24	6/28/21	11/19/20	3/20/20	7/25/24
Sale Price	N/A	\$39,000	\$27,500	\$18,000	\$15,000	\$46,000
Land Area (Acres)	0.69	0.23	0.17	0.11	0.12	0.32
Unadjusted Price/Acre	N/A	\$169,565	\$161,765	\$163,636	\$125,000	\$143,750
Adjustments						
Property Rights						
Enter % Adjustment		0.0%	0.0%	0.0%	0.0%	0.0%
Financing Terms						
Enter % Adjustment		Cash Equiv.				
Enter % Adjustment		0.0%	0.0%	0.0%	0.0%	0.0%
Conditions of Sale						
Enter % Adjustment		0.0%	0.0%	0.0%	0.0%	0.0%
Market Conditions						
Enter % Adjustment	Current	Aug-24	Jun-21	Nov-20	Mar-20	Jul-24
Enter % Adjustment		0.0%	9.0%	12.0%	13.0%	0.0%
Adjusted Sales Price per Acre		\$169,565	\$176,324	\$183,273	\$141,250	\$143,750
Location						
Enter % Adjustment		Similar	Similar	Similar	Similar	Superior
Enter % Adjustment		0.0%	0.0%	0.0%	0.0%	-20.0%
Land Size (Acres)						
Enter % Adjustment	0.69	0.23	0.17	0.11	0.12	0.32
Enter % Adjustment		-35.0%	-35.0%	-40.0%	-40.0%	-30.0%
Flood Zone						
Enter % Adjustment	AE and X	AE	AE	AE	AE	AE
Enter % Adjustment		0.0%	0.0%	0.0%	0.0%	0.0%
Zoning						
Enter % Adjustment	R-5	R-5	R-5	R-5	R-5	R-10
Enter % Adjustment		0.0%	0.0%	0.0%	0.0%	0.0%
Adjusted Sales Price per Acre		\$110,217	\$114,610	\$109,964	\$84,750	\$71,875

Summary of Adjustments

An analysis of the comparables and reasoning behind the adjustments is discussed in the following paragraphs.

All of the comparables were fee simple transactions, sold at arm’s length with cash equivalency, and no adjustments were required. We not applied market conditions/time adjustments as the market has changed significantly during the time period represented by the sales.

Four of the sales had similar locations compared to the subject, while sale five was located on Riverside Drive which is considered superior.

Non-waterfront sites do not sell for a premium based on frontage to depth, and thus no adjustments were made. All of the sales were smaller compared to the subject, and we applied downward adjustments of

various degrees because smaller sites tend to sell for more per acre, all other factors being equal. Four of the sales were zoned the same as the subject property, while sale five was zoned R-10 which allows similar uses compared to the subject zoning, and thus no adjustments were applied.

Land Value Conclusion

A summary of the adjusted sale prices is presented below.

Non-Waterfront Sites			
No.	Date of Sale	Unadjusted Price/Acre	Adjusted Price/Acre
1	Aug-24	\$169,565	\$110,217
2	Jun-21	\$161,765	\$136,691
3	Nov-20	\$163,636	\$137,455
4	Mar-20	\$125,000	\$105,000
5	Jul-24	\$143,750	\$71,875
Low		\$125,000	\$71,875
High		\$169,565	\$137,455
Average		\$152,743	\$112,248
Median		\$161,765	\$110,217
Standard Deviation		\$18,259	\$27,016

The indicated range after adjustments was approximately \$72,000/acre up to about \$138,000/acre, and we have concluded slightly below the average as seen below.

Land Value Conclusion	
Indicated Value per Acre	\$100,000
Subject Size (Acres)	x 0.69
Indicated Value	\$69,000
Rounded to	\$70,000

Exposure & Marketing Time

Exposure time is defined as “an opinion, based on supporting market data, of the length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.”⁵

Based on the market data available, I have estimated an exposure time for the subject of 12 months.

Marketing time is defined as “an opinion of the amount of time to sell a property interest at the concluded market value or at a benchmark price during the period immediately after the effective date of an appraisal. Marketing time differs from exposure time, which precedes the effective date of an appraisal.”⁶

Overall, market conditions are expected to remain fairly stable. Therefore, I have estimated a marketing time equal to the exposure time of 12 months.

⁵ Source: The Appraisal Foundation, *Uniform Standards of Professional Appraisal Practice*, 2020-2021 ed. (Washington DC: The Appraisal Foundation, 2020)

⁶ Source: Appraisal Institute, *The Dictionary of Real Estate Appraisal*, 7th ed. (Chicago: Appraisal Institute, 2022)

Certification Statement

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the agreement to perform this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I have made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the person(s) signing this certification.
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report, I have completed the continuing education program for Designated Members of the Appraisal Institute.

R. Eric Williams



R. Eric Williams, MA, MAI,
Certified General Real Estate Appraiser
North Carolina License No. A9346

Limiting Conditions and Assumptions

Acceptance of and/or use of this report constitutes acceptance of the following limiting conditions and assumptions; these can only be modified by written documents executed by both parties.

This appraisal is to be used only for the purpose stated herein. While distribution of this appraisal in its entirety is at the discretion of the client, individual sections shall not be distributed; this report is intended to be used in whole and not in part.

No part of this appraisal, its value estimates or the identity of the firm or the appraiser(s) may be communicated to the public through advertising, public relations, media sales, or other media.

All files, work papers and documents developed in connection with this assignment are the property of Shackelford & Associates. Information, estimates and opinions are verified where possible, but cannot be guaranteed. Plans provided are intended to assist the client in visualizing the property; no other use of these plans is intended or permitted.

No hidden or unapparent conditions of the property, subsoil or structure, which would make the property more or less valuable, were discovered by the appraiser(s) or made known to the appraiser(s). No responsibility is assumed for such conditions or engineering necessary to discover them. Unless otherwise stated, this appraisal assumes there is no existence of hazardous materials or conditions, in any form, on or near the subject property.

Unless otherwise stated in this report, the existence of hazardous substances, including without limitation asbestos, polychlorinated biphenyl, petroleum leakage, or agricultural chemicals, which may or may not be present on the property, was not called to the attention of the appraiser nor did the appraiser become aware of such during the appraiser's inspection. The appraiser has no knowledge of the existence of such materials on or in the property unless otherwise stated. The appraiser, however, is not qualified to test for such substances. The presence of such hazardous substances may affect the value of the property. The value opinion developed herein is predicated on the assumption that no such hazardous substances exist on or in the property or in such proximity thereto, which would cause a loss in value. No responsibility is assumed for any such hazardous substances, nor for any expertise or knowledge required to discover them.

Unless stated herein, the property is assumed to be outside of areas where flood hazard insurance is mandatory. Maps used by public and private agencies to determine these areas are limited with respect to accuracy. Due diligence has been exercised in interpreting these maps, but no responsibility is assumed for misinterpretation.

Good title, free of liens, encumbrances and special assessments is assumed. No responsibility is assumed for matters of a legal nature.

Necessary licenses, permits, consents, legislative or administrative authority from any local, state or Federal government or private entity are assumed to be in place or reasonably obtainable.

It is assumed there are no zoning violations, encroachments, easements or other restrictions which would affect the subject property, unless otherwise stated.

The appraiser(s) are not required to give testimony in Court in connection with this appraisal. If the appraisers are subpoenaed pursuant to a court order, the client agrees to pay the appraiser(s) Shackelford & Associates' regular per diem rate plus expenses.

Appraisals are based on the data available at the time the assignment is completed. Amendments/modifications to appraisals based on new information made available after the appraisal was completed will be made, as soon as reasonably possible, for an additional fee.

Americans with Disabilities Act (ADA) of 1990

A civil rights act passed by Congress guaranteeing individuals with disabilities equal opportunity in public accommodations, employment, transportation, government services, and telecommunications. Statutory deadlines become effective on various dates between 1990 and 1997. Shackelford & Associates has not made a determination regarding the subject's ADA compliance or non-compliance. **Non-compliance could have a negative impact on value; however, this has not been considered or analyzed in this appraisal.**

Addenda

Tax Card

Craven County Geographic Information System



Craven County does NOT warrant the information shown on this page and should be used ONLY for tax assessments purposes. Page generated on 9/13/2024 at 10:23:41 AM

PARCEL ID : 2-002 -001

Owner :	CRAVEN COUNTY BOARD OF EDUCATION		
Mailing Address :	3600 TRENT RD NEW BERN, NC 28562		
Address of Property :	907 N B ST		
Subdivision :			
Property Description :	BRIDGETON SCHOOL & PARCEL B BOUNDARY AGREEMENT FOR CRAVEN		
Assessed Acreage :	4.15		
Deed Book Page :	0430 0531	Deed Recording Date :	7 19 1949
Land Value :	\$518,750	Recorded Survey :	G - 42 - E
Total Improvement(s) Value :	\$0	Life Estate Deed :	
Total Assessed Value :	\$518,750	Estate File Year-E-Folder :	
Number of Improvements:	0	Tax Exempt :	Yes
City Name :	BRIDGETON	Fire Tax District :	
Drainage District :		Lot Dimension :	
Special District :		Land Use :	VACANT - VACANT TRACTS CURRENTLY EXEMPT

Sales where not found for this parcel.

Buildings or improvements where not found on this parcel.

Craven County Geographic Information System



Craven County does NOT warrant the information shown on this page and should be used ONLY for tax assessments purposes. Page generated on 9/13/2024 at 10:34:48 AM

PARCEL ID : 2-002 -031

Owner :	CRAVEN COUNTY BOARD OF EDUCATION		
Mailing Address :	3600 TRENT RD NEW BERN, NC 28562		
Address of Property :	902 N B ST		
Subdivision :			
Property Description :	1 & 2 BLK C B ST & 4 BLK P A ST		
Assessed Acreage :	0.69		
Deed Book Page :	1558 0463	Deed Recording Date :	3 25 1997
Land Value :	\$17,250	Recorded Survey :	G - 42 - E
Total Improvement(s) Value :	\$0	Life Estate Deed :	
Total Assessed Value :	\$17,250	Estate File Year-E-Folder :	
Number of Improvements:	0	Tax Exempt :	Yes
City Name :	BRIDGETON	Fire Tax District :	
Drainage District :		Lot Dimension :	
Special District :		Land Use :	SERVICE - SCHOOL, GOVERNMENT OWNED - EXEMPT

Recent Sales Information

Sale Date Deed	Seller Name	Buyer Name	Type of Sale	Sale Price
3/25/1997 1558-0463	LANGDON, CAROL GWIN	CRAVEN COUNTY BOARD OF EDUCATION	STRAIGHT TRANSFER	\$10,000
5/8/1985 1084-0150	LANGDON, LACY & CAROL G	LANGDON, CAROL GWIN	STRAIGHT TRANSFER	\$0

Buildings or improvements where not found on this parcel.

Deed

bk 1558 pg 463

2002 03 /
whole

NORTH CAROLINA
CRAVEN COUNTY

WARRANTY DEED

THIS DEED, made and entered into this the 25th day of March, 1997, by and between CAROL LANGDON (unmarried), of Craven County, North Carolina, hereinafter referred to as Grantor and CRAVEN COUNTY BOARD OF EDUCATION, of Craven County, North Carolina, whose address is 3600 Trent Road, New Bern, NC 28562, hereinafter referred to as Grantee;

05-25-97
\$20.00
Real Estate
Excise Tax



WITNESSETH:

CRAVEN COUNTY
6612

STATE OF
NORTH
CAROLINA

HENDERSON, BAXTER & ALFORD, P. A.

That the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee, its heirs and assigns, in fee simple, all that certain lot or parcel of land situated in Number Two Township, Craven County, North Carolina and more particularly described as follows:

BEGINNING at the northeastern corner of the intersection of B and Hickory Streets in the Town of Bridgeton and running thence northwestwardly with the eastern line of B Street 100 feet; thence southeastwardly and parallel with B Street 100 feet to Hickory Street; thence southwestwardly with Hickory Street 100 feet to B Street, the place of beginning, and being Lot Nos. One and Two in Block C as shown on the Map of Blades' Addition to the Town of Bridgeton registered in the Office of the Register of Deeds of Craven County in Map Book One at Page 25.

This being the same property conveyed by deed to R.L. Pritchard and wife, Margaret B. Pritchard from C.W. Gaskins, Jr. and wife Hilda W. Gaskins, dated September 12, 1978 and recorded in the Office of the Register of Deeds of Craven County in Book 920 at Page 594.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee

20976

HENDERSON, BAXTER & ALFORD, P. A., ATTORNEYS AT LAW, P. O. DRAWER U NEW BERN, NC 28563

in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, except all encumbrances or restrictions mentioned above, and that Grantor will warrant and defend the title against the lawful claims of all persons whatsoever.

The designation Grantor and Grantee as used herein shall include all parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

IN WITNESS WHEREOF, the Grantor has hereunto set her hand and adopted as her seal the typewritten word "SEAL" appearing after her signature hereinbelow this the day and year first above written.

Carol D. Langdon (SEAL)
CAROL LANGDON

NORTH CAROLINA
CRAVEN COUNTY

I, Yvonne E. Shockey, a Notary Public of the County and State aforesaid, certify that CAROL LANGDON (unmarried) personally appeared before me this day and acknowledged the due execution of the foregoing document.

WITNESS my hand and notarial seal, this the 25th day of March, 1997.

Yvonne E. Shockey
Notary Public

My Commission Expires:
4-30-2000

!0976

State of North Carolina,
County of Craven.

BOOK 430 PAGE 531

This deed of gift, made this 12th day of July, 1949, between J. Vernon Blades, of New Bern, said county, of the first part, and The Board of Education of Craven County, Inc., and The Town of Bridgeton, a municipal corporation organized and existing under the laws of said State, of the second part, witnesseth:

That the said J. Vernon Blades, for and in consideration of one dollar to him in hand paid by said parties of the second part, the receipt of which is hereby acknowledged, and for the purpose of promoting the welfare of said Town of Bridgeton, by these presents doth give, grant, alien, enfeoff, convey and confirm unto the said Board of Education and said Town of Bridgeton, their successors and assigns, forever, all that certain tract of land lying situate and being in No. 2 township, said county, and bounded as follows, viz, beginning at the southwestern intersection of Academy and A streets as shown on the map of Blades' Addition to the Town of Bridgeton made by R. R. Eagle, C. E., in February, 1916, and registered in the office of the Register of Deeds of said county in Map Book 1, at page 25, and running thence south 33 degrees 10 minutes east with the western line of A street 250 feet; thence south 56 degrees 50 minutes west 377 feet, more or less, to Neuse River; thence up said river 254 feet, more or less, to the southern line of Academy street extended; thence north 56 degrees 50 minutes east with the southern line of Academy street extended and with Academy street 383 feet, more or less, to A street, the place of beginning; saving and excepting from this conveyance Lot No. Seven in Block P as shown on said map, which said Lot No. Seven was conveyed to said Board of Education by S. B. Williams and wife 25 March, 1933, by deed registered in said office in book 303, page 331.

To have and to hold all and singular the above-granted premises, with the appurtenances, unto the said Board of Education, its successors and assigns, for the use of the public schools of said Town of Bridgeton so long as said property is used for public school purposes; and if same is abandoned for school purposes then to said Town of Bridgeton, its successors and assigns, for public park purposes, forever.

Engagement Letter



Raleigh Office
6512 Six Forks Rd, Suite 502-B
Raleigh, NC 27615
(919) 998-9997

Greenville Office
3750 S Evans St, Suite A
Greenville, NC 27834
(252) 215-2250

AGREEMENT FOR PROFESSIONAL VALUATION SERVICES

DATE OF AGREEMENT

September 5, 2024

PARTIES TO AGREEMENT

Client:

Craven County Schools Board of Education
3600 Trent Road
New Bern, NC 28562

Appraisers:

Shackelford & Associates
3750 S Evans Street, Suite A
Greenville, NC 27834

Client hereby engages Shackelford & Associates to complete an appraisal assignment as follows:

PROPERTY IDENTIFICATION

907 N B St	6375 US Highway 70 E
New Bern, NC 28560	New Bern, NC 28562
<i>PIN: 2-002-001, 2-002-031</i>	<i>PIN: 6-011-001</i>

PROPERTY TYPES

Vacant Land

INTEREST VALUED

Fee Simple

INTENDED USERS

Craven County School Board of Education
C/O Stacy Lee
Chief Officer of Systems and Operations
3600 Trent Road
New Bern, NC 28562
stacy.lee@cravenk12.org
(252)514-6391

INTENDED USE

To Determine Value with Preparation of Listing

TYPE OF VALUE

As is Current Market Value

DATE OF VALUE

Date of Inspection

HYPOTHETICAL CONDITIONS, EXTRAORDINARY ASSUMPTIONS

None anticipated

APPLICABLE REQUIREMENTS OTHER THAN THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)

The Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute

ANTICIPATED SCOPE OF WORK

Site visit

Full interior and exterior inspection

Valuation approaches

Sales comparison approach

APPRAISAL REPORT

Report option

Appraisal Report as defined by USPAP

Form or format:

Narrative - Unimproved

CONTACT FOR PROPERTY ACCESS, IF APPLICABLE

Stacy Lee
stacy.lee@cravenk12.org
(252)514-6391

DELIVERY DATE

Two Weeks from Date of Engagement

DELIVERY METHOD

U.S. mail and/or e-mail

NUMBER OF COPIES

Determined by client

PAYMENT TO SHACKELFORD & ASSOCIATES

\$5,000

PAYMENT DUE DATE

30 days from Date of Engagement

PROPERTIES UNDER CONTRACT FOR SALE

If the property appraised is currently under contract for sale, Client shall provide to Shackelford & Associates a copy of said contract including all addenda.

CONFIDENTIALITY

Shackelford & Associates shall not provide a copy of the written Appraisal Report to, or disclose the results of the appraisal prepared in accordance with this Agreement with, any party other than Client, unless Client authorizes, except as stipulated in the Confidentiality Section of the ETHICS RULE of the Uniform Standards of Professional Appraisal Practice (USPAP).

CHANGES TO AGREEMENT

Any changes to the assignment as outlined in this Agreement shall necessitate a new Agreement. The identity of the client, intended users, or intended use; the date of value; type of value; or property appraised cannot be changed without a new Agreement.

CANCELLATION

Client may cancel this Agreement at any time prior to Shackelford & Associates's delivery of the Appraisal Report upon written notification to the Shackelford & Associates. Client shall pay Shackelford & Associates for work completed on assignment prior to Shackelford & Associates's receipt of written cancellation notice, unless otherwise agreed upon by Shackelford & Associates and Client in writing.

NO THIRD-PARTY BENEFICIARIES

Nothing in this Agreement shall create a contractual relationship between Shackelford & Associates or the Client and any third party, or any cause of action in favor of any third party. This Agreement shall not be construed to render any person or entity a third-party beneficiary of this Agreement, including, but not limited to, any third parties identified herein.

USE OF EMPLOYEES OR INDEPENDENT CONTRACTORS

Shackelford & Associates may use employees or independent contractors at Shackelford & Associates's discretion to complete the assignment, unless otherwise agreed by the parties. Notwithstanding, Shackelford & Associates shall sign the written Appraisal Report and take full responsibility for the services provided as a result of this Agreement.

TESTIMONY AT COURT OR OTHER PROCEEDINGS

Unless otherwise stated in this Agreement, Client agrees that Appraiser's assignment pursuant to this Agreement shall not include the Appraiser's participation in or preparation for, whether voluntarily or pursuant to subpoena, any oral or written discovery, sworn testimony in a judicial, arbitration or administrative proceeding, or attendance at any judicial, arbitration, or administrative proceeding relating to this assignment.

APPRAISER INDEPENDENCE

Appraiser cannot agree to provide a value opinion that is contingent on a predetermined amount. Appraiser cannot guarantee the outcome of the assignment in advance. Appraiser cannot ensure that the opinion of value developed as a result of this Assignment will serve to facilitate any specific objective by

Client or others or advance any particular cause. Appraiser's opinion of value will be developed competently and with independence, impartiality, and objectivity.

EXPIRATION OF AGREEMENT

This Agreement is valid only if signed by both Shackelford & Associates and Client within seven days of the Date of Agreement specified.

GOVERNING LAW & JURISDICTION

The interpretation and enforcement of this Agreement shall be governed by the laws of the state in which Shackelford & Associates's principal place of business is located, exclusive of any choice of law rules.

As Agent for Shackelford & Associates:

R. Eric Williams

(Signature)

R. Eric Williams

(Printed Name)

9/5/24

(Date)

By Client:

Stacy C Lee

(Signature)

STACY C LEE

(Printed Name)

9/5/2024

(Date)

Appraiser Qualifications

JERRY D. SHACKELFORD II, MAI, SRA

EDUCATION

1996	<i>BS Business Administration</i>	Greenville, NC
	East Carolina University	

ACCREDITATIONS

2003 - Licensed North Carolina Real Estate Broker #203469
 2005 - Certified General Real Estate Appraiser #A5812
 2007 – FHA Certified Real Estate Appraiser #NCA5812
 2009 - North Carolina Department of Revenue Certified Real Property Appraiser

MEMBERSHIPS

MAI, Appraisal Institute
 SRA, Appraisal Institute
 National Association of Realtors
 North Carolina Association of Realtors

SUMMARY OF QUALIFICATIONS

March 2001 - June 1, 2005 Raspberry & Associates, Inc.
Associate Real Estate Appraiser

June 1, 2005 - Present Shackelford & Associates
President/Certified General Real Estate Appraiser/Broker

- Perform appraisals for a broad range of commercial and residential properties, as well as conservation easements, condemnation, estates, and consultations.
- Perform countywide revaluations.
- Testified as expert witness in divorce and condemnation cases in multiple jurisdictions.
- Completed Appraisal Institute’s Litigation Professional Development Program.
- Completed Appraisal Institute’s Valuation of Conservation Easements Professional Development Program.

Appraisal experience includes apartment complexes, automobile dealerships, bank branches, churches, conservation easements, convenience stores, farms, hotels, industrial properties, medical offices, marinas, mini-storage facilities, mobile home parks, nursing homes, offices, restaurants, retail properties, schools, shopping centers, and single-family residences, among others.

APPRAISAL COURSES COMPLETED

Real Estate Finance, Value, and Investment Performance – Appraisal Institute
 Advanced Spreadsheet Modeling for Valuation – Appraisal Institute
 The UAD – Brightpath
 Litigation Appraising: Specialized Topics and Applications – Appraisal Institute
 The Appraiser as an Expert Witness: Preparation & Testimony – Appraisal Institute
 General Demonstration Appraisal Report Writing Seminar – Appraisal Institute
 Residential Report Writing and Case Studies – Appraisal Institute
 Condemnation Appraising: Principles & Applications – Appraisal Institute
 Forum on Appraisal Issues from the Reviewer’s Perspective – Appraisal Institute
 Introduction to FHA Appraising – Appraisal Institute
 The Yellow Book Seminar – Appraisal Institute
 General Market Analysis and Highest & Best Use – Appraisal Institute
 Advanced Applications – Appraisal Institute
 Advanced Sales Confirmation and Analysis – ASFMRA
 General Demonstration Appraisal Report Writing – Appraisal Institute
 Valuation of Conservation Easements – Appraisal Institute
 Report Writing and Valuation Analysis – Appraisal Institute
 Advanced Sales Comparison & Cost Approaches – Appraisal Institute
 Changes In FHA – Hignite Training Services
 What Clients Want Their Appraisers to Know – Appraisal Institute
 Advanced Income Capitalization – Appraisal Institute
 The Yellow Book Seminar – Appraisal Institute
 Subdivision Valuation – Appraisal Institute
 Professional’s Guide to URAR – Appraisal Institute
 Business Practice & Ethics – Appraisal Institute
 Fundamentals of Separating Real Property, Personal Property, and Intangible Business Assets
 Principles & Techniques for Determining Market Adjustments – LCC
 15 Hour USPAP Course – Appraisal Institute
 Conservation Easements and Case Studies – ASFMRA
 Income Capitalization A – LCC
 Income Capitalization B – LCC

Pre-Licensing Courses (2000)
 Introduction to Real Estate Appraisal (R-1)
 Valuation Principles and Procedures (R-2)
 Applied Residential Property Valuation (R-3)
 Introduction to Income Property Appraisal (G-1)
 Advanced Income Capitalization Procedures (G-2)
 Applied Income Property Valuation (G-3)

Other
 Completed various other courses including all required USPAP updates, all required Appraisal Institute continuing education, and all required continuing education requirements of both the North Carolina Appraisal Board and the North Carolina Real Estate Commission.

R. ERIC WILLIAMS, MA, MAI

Phone: (903) 714-1606 Email: Eric@ShackelfordRE.COM

North Carolina Certified General Appraiser #A9346
 Texas State Certified General Appraiser #TX-1334961-G
 Florida State Certified General Appraiser # RZ 0002196.
 Member of the Appraisal Institute (MAI), 1997-Certificate # 11302

EDUCATION: 1983-1987 U.S. Military Academy at West Point. B.S. in Human Resources Management; concentration in Business Administration.
 1999-2004 Dallas Theological Seminary, M.A. in Biblical Studies.
 1991-Present 700+ Hours of Appraisal Continuing Education

HONORS: Distinguished Graduate-Jungle Warfare School, Panama.
 Honor Graduate-Nuclear, Biological & Chemical Warfare School.
 Top Producing Appraiser, Cushman & Wakefield, 1992-1995.
 Top Appraiser, Tropical Realty, 1996-2005. Order of the Spur from the 3rd Cavalry. Best Dad in the World Award (From my daughters).

June 2024-Present: **STAFF APPRAISER, SHACKELFORD & ASSOCIATES**

Appraised a wide variety of property, including vacant land, agricultural buildings, residential subdivisions, special purpose properties, schools, etc.

Dec 05- June 2024: **OWNER, ABEL APPRAISAL SERVICES, TYLER, TEXAS**

Responsible for all aspects of the company, including marketing, client relations, research, market studies, property inspections, etc. Proficient with Total, Microsoft Excel and Word, Argus, Dyna and various other mapping/research software.

- * **Appraise both residential and commercial real estate.**
- * **Specialize in subdivisions, multi family, retail and office.**

Dec 91-Oct 05: **SENIOR APPRAISER, CUSHMAN & WAKEFIELD/TR REALTY**

Similar responsibilities in both firms (Tampa, FL). Appraised a wide variety of property, including vacant land, service station pad sites, residential subdivisions, apartment complexes, mini warehouses, retail centers, office/service centers, and industrial warehouses. Started the appraisal training program for new trainees at Tropical Realty.

- * **Top producer in the office (Average \$300,000+ in Production).**
- * **Implemented and managed the office's appraisal trainee program.**
- * **Specialized in multi family (LIHTC, bonded, FNMA and student housing).**

Nov 87-Nov 91: **PLATOON LEADER/EXECUTIVE OFFICER, FORT BLISS, TEXAS**

Second in command of a company sized unit with 140 personnel and \$20 million in Stinger missiles and support equipment. Supervised 4 junior lieutenants in their daily management duties.

- * **Mine was the only unit to score a 100% rating in military education.**
- * **Singularly planned my unit's participation in the world's largest training exercise.**

REFERENCES: Available upon request.

Appraiser License



2. HOPE MISSION PRESENTATION: Gene McLendon

Executive Director of Hope Mission, Pastor Gene McLendon, will provide an update to the Board on the activities of Hope Mission pursuant to the Craven County contract.

Board Action: Receive information.

3. CONSENT AGENDA

A. Minutes of November 4, 2024 Regular Session, Minutes of October 29, 2024 Reconvened Session and Minutes of October 31, 2024 Reconvened Session

The Board will be requested to approve the minutes of November 4, 2024 regular session, October 29, 2024 reconvened session and October 31, 2024 reconvened session, as provided in the following documents.

B. Tax Releases and Refunds

The Board will be requested to approve the tax releases and refunds provided in the following document.

C. Health: University of NC at Chapel Hill (UNC-CH) Nurse Practitioner Residency Program – Budget Amendment

The Craven County Health Department (CCHD) has engaged with the University of North Carolina at Chapel Hill (UNC-CH) School of Nursing to mentor a newly graduated Primary Care Nurse Practitioner in a rural community-based setting through a focused 12-month Nurse Practitioner Residency program. CCHD hired Kerry Burden (Position#: 11048) on 8/7/24 through the UNC-CH program. Per the agreement with UNC-CH, CCHD will be reimbursed up to 50% of Ms. Burden's salary and benefits and include a stipend for the preceptor/mentor, Beverly "Dawn" McCabe. The total will not exceed \$70,050. The position is currently in the FY25 budget; therefore, the funds awarded from UNC-CH will offset/reduce a portion of 1st Party, 3rd Party and Medicaid budgeted revenues. The only funds requested are to pay the stipend to Ms. McCabe, which was not originally in the FY25 budget. Supporting documentation has been provided below.

The Board will be requested to approve a budget amendment, as provided in the following document, in the amount of \$7,500.00.

Board Action: A roll call vote is needed to approve the consent agenda items. A roll call vote is needed.

1 **THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN**
2 **REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN**
3 **COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN,**
4 **NORTH CAROLINA, ON MONDAY, NOVEMBER 4, 2024. THE MEETING**
5 **CONVENED AT 6:00 PM.**

6
7 **MEMBERS PRESENT:**

8 Chairman Jason R. Jones
9 Vice-Chairman Denny Bucher
10 Commissioner Chadwick Howard
11 Commissioner Sherry Hunt
12 Commissioner Thomas F. Mark
13 Commissioner E. T. Mitchell
14 Commissioner Beatrice R. Smith

15
16 **STAFF PRESENT:**

17 Jack B. Veit, III, County Manager
18 Gene Hodges, Assistant County Manager
19 Craig Warren, Finance Director
20 Amber Parker, Human Resources Director
21 Arey Grady, County Attorney
22 Abigail G. Wilson, Clerk to the Board

23
24 County Attorney, Arey Grady, recited the following invocation, followed by the Pledge of
25 Allegiance.

26
27 *Heavenly Father, I pray your protection for this assembled body. May the*
28 *brightness of your countenance shine upon them. Keep them in your hand*
29 *and give them the assurance of your walk with them as they go about the*
30 *business of deliberating the affairs of our beloved County.*
31 *May they find in you the strength to withstand those who criticize, give*
32 *them the humility to accept aid when offered, and the courage to do the*
33 *right thing.*

34 *Holy Father, make them aware of your presence as they take part in that*
35 *divinely appointed experiment we call human government. Then at the*
36 *end of the day let them know, all that is required of you is to "Love mercy,*
37 *do justly, and to walk humbly with their God." In His holy name we pray.*

38 *Amen.*

39 *Based upon the invocation given by Reverend Aubry L. Wallace at the*
40 *02/02/2005 session of the US House of Representatives.*

41
42

43 Commissioner Mark motioned to approve the agenda, as presented, seconded by Commissioner
44 Mitchell and unanimously carried.

45
46 **PETITIONS OF CITIZENS**

47
48 There were no citizens from the public that signed up to speak.

49
50 **CONSENT AGENDA**

51
52 Commissioner Mark motioned to approve the Consent Agenda, inclusive of the Minutes of
53 October 21, 2024 Regular Session; Minutes of October 24, 2024 Reconvened Session; Tax
54 Releases and Refunds (*Credits = \$8,806.55; Refunds = \$533.10*); Sheriff – Donation Checks –
55 Budget Amendment and Economic Development – Request for Public Hearing (Project
56 Emerald). His motion was seconded by Commissioner Howard and approved in a 7-0 roll call
57 vote.

58
59 *Sheriff’s Office*

60	61	62	63	64
	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
65	1014310-38301	\$12,500.00	1014310-43222	\$12,500.00
66	Misc. Donations		Supplies – Donations	
67	TOTAL	\$12,500.00	TOTAL	\$12,500.00

68 **Justification:** The Sheriff’s Office received a donation check in the amount of \$2,500.00 and a
69 donation check in the amount of \$10,000.00. The donations will be used towards purchasing
70 office needs and Animal Protective Service’s needs.

71
72 **DEPARTMENTAL MATTERS: PLANNING**
73 **NO WAKE ZONE – REQUEST FOR PUBLIC HEARING**

74
75 Planning Director, Chad Strawn, presented to the Board a request for a Public Hearing to be set
76 for Monday, December 2, 2024, at 6:00 PM to receive public comment regarding the proposed
77 No Wake Zone located along Brices’ Creek near Merchants Fueling Station and boat ramp. Mr.
78 Strawn directed the Board’s attention to the map showing the proposed No Wake Zone of 450
79 yards and its proximity to the boat ramp and fueling station. Mr. Strawn added that a resolution
80 would need to be approved after the Public Hearing in order to move forward with the No Wake
81 Zone and presented that information for their review.

82
83 Vice Chairman Bucher shared that upon being contacted by the new owner of Merchants
84 Grocery, who asked for his support of the No Wake Zone, he and others recently visited that area
85 taking note of the newly renovated boat ramp and believed it to be a wise decision. Mr. Bucher
86 also shared remarks from a local resident in support due to the high speed on the water in that
87 area being so excessive.

88

89 In response to Chairman Jones' inquiry on how the No Wake Zone would be publicized, Mr.
90 Strawn shared that publication will be made in the local newspaper, as well as direct
91 communication with the residents in that area.

92
93 A motion was made by Commissioner Mitchell to set a Public Hearing for December 2, 2024 to
94 receive public comment regarding the proposed No Wake Zone in Brices' Creek, as requested.
95 Her motion was seconded by Commissioner Smith and carried unanimously.

96
97 **DEPARTMENTAL MATTERS: OPIOID EPIDEMIC RESPONSE**
98 **REGIONAL OPIOID ASSET MAPPING PROPOSAL**
99

100 Program Manager, Katelyn Godley, presented for the Board's consideration, the Regional Opioid
101 Asset Mapping Proposal, Resolution to Direct Expenditures of the Opioid Settlement Funds and
102 Budget Amendment of \$9,500.00, which is Craven County's shared cost among the nine counties
103 involved. The total cost being \$60,000.00. Ms. Godley shared that deaths, hospitalizations, and
104 emergency department visits related to substance use and overdose have become a growing
105 public health concern nationally as well as in communities and county governments and play a
106 vital role in how the opioid overdose crisis is addressed. She stated one of the most important
107 steps in being able to address these concerns and effect sustainable change lies in accurately
108 identifying the gaps and needs that exist not just within our own county, but within our region.
109 Ms. Godley presented the proposed regional agreement with the Eastern Carolina Council for the
110 development of a comprehensive assessment across the continuum of care for adult substance
111 use disorders for the nine-county region, including Carteret, Craven, Duplin, Greene, Jones,
112 Lenoir, Pamlico, Onslow, and Wayne Counties. She relayed the primary goal of this agreement is
113 the creation of a complete asset map of the region to be used to identify gaps that can be
114 addressed through regional collaboration and partnership. This map will support the development
115 of a regional strategic plan that can inform the best and highest use of effective strategies to
116 maximize the positive impact of Opioid Settlement Funds and other initiatives within the
117 communities.

118
119 She commented that in partnership with JG Research and Evaluation, Recovery Alliance
120 Initiative (RAI) will utilize the Calculating an Adequate System Tool (CAST) software to
121 complete the delivery of the comprehensive assessment. She indicated the primary data
122 collection will be completed by RAI to include prevention, recovery supports (housing,
123 providers, treatment centers, etc.), and other recovery organizations selected within the region. In
124 addition to the inventory of assets, CAST will be used to estimate whether the capacity of current
125 systems can meet the current and expected demands for services over the next 3-5 years. The
126 anticipated timeline for completion of this project is 12 months from the date of the initial
127 contract to delivery of the final report and presentation.

128
129 Upon receiving questions from Board Members and supportive comments regarding the critical
130 nature of supporting this effort and collaborating with neighboring counties, Mrs. Godley
131 addressed that upon the Map's completion, the action plan would be to look at the priority needs
132 and to collaborate with the other counties to close the identified gaps, and that updates would be
133 provided to the Board.

134

135 A motion was made by Commissioner Mitchell to approve the Mapping proposal, the Opioid
136 Settlement Fund Spending Authorization Resolution and the budget amendment in the amount of
137 \$9,500.00. Her motion was seconded by Commissioner Hunt and carried in a 7-0 roll call vote.
138

139 Upon invitation by the Chairman, Ms. Godley shared an overview of her history of work in this
140 field.
141

142 **A RESOLUTION BY THE COUNTY OF CRAVEN**
143 **TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS**
144

145 **WHEREAS** Craven County has joined national settlement agreements with companies
146 engaged in the manufacturing, distribution, and dispensing of opioids;
147

148 **WHEREAS** the allocation, use, and reporting of funds stemming from these national
149 settlement agreements and bankruptcy resolutions (“Opioid Settlement Funds”) are governed by
150 the Memorandum of Agreement Between the State of North Carolina and Local Governments on
151 Proceeds Relating to the Settlement of Opioid Litigation (“MOA”) and the Supplemental
152 Agreement for Additional Funds from Additional Settlements of Opioid Litigation (“SAAF”);
153

154 **WHEREAS** Craven County has received Opioid Settlement Funds pursuant to these
155 national settlement agreements and deposited the Opioid Settlement Funds in a separate special
156 revenue fund as required by section D of the MOA;
157

158 **WHEREAS** section E.6 of the MOA states before spending Opioid Settlement Funds, the
159 local government’s governing body must adopt a resolution that:

- 160 (i) indicates that it is an authorization for expenditure of opioid settlement funds; and,
161 (ii) states the specific strategy or strategies the county or municipality intends to fund
162 pursuant to Option A or Option B, using the item letter and/or number in Exhibit
163 A or Exhibit B to identify each funded strategy; and,
164 (iii) states the amount dedicated to each strategy for a specific period of time.
165

166 **NOW, THEREFORE BE IT RESOLVED**, in alignment with the NC MOA and SAAF, Craven
167 County authorizes the expenditure of Opioid Settlement Funds as follows:
168

169 1. First authorized strategy

- 170 a. Name of strategy: Collaborative Strategic Planning
171 b. Strategy is included in Exhibit A
172 c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Exhibit A, 1
173 d. Amounted authorized for this strategy: \$122,414
174 e. Period of time during which expenditure may take place:
175 Start date July 1, 2024 through End date June 30, 2025
176 f. Description of the program, project, or activity: Opioid Program Manager position
177 salary, benefits and department/position support costs to include telephone, postage,
178 travel, training, office supplies, program supplies, technology requirements
179 membership dues and subscriptions. This position will lead Craven County’s efforts
180 required by the NCMOA. In partnership with the Neuse River Council of

181 Government (D/B/A Eastern Carolina Council, ECC), \$9,500 of this funding will be
182 used for the purpose of regional opioid resource asset mapping, which will consist of
183 a comprehensive regional assessment and the creation of a regional asset map. The
184 regional asset map will be used to identify gaps in the adult substance use disorder
185 continuum of care across ECC's nine-county region which can be addressed through
186 regional collaboration.

- 187 g. Provider: Craven County Opioid Epidemic Response, Neuse River Council of
188 Government (D/B/A Eastern Carolina Council, or ECC)
189

190 2. Second authorized strategy

- 191 a. Name of strategy: Recovery Support Services
192 b. Strategy is included in Exhibit A
193 c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Exhibit A, 3.
194 d. Amounted authorized for this strategy: \$50,000
195 e. Period of time during which expenditure may take place:
196 Start date July 1, 2024 through End date June 30, 2025
197 f. Description of the program, project, or activity: Funding for a peer support
198 specialist/care navigator to be based in the Craven County Opioid Epidemic Response
199 office to facilitate connection with, and transportation to/from, recovery support
200 services, treatment, and other related services needed to improve their health or well-
201 being.
202 g. Provider: Integrated Care of Greater Hickory
203

204 3. Third authorized strategy

- 205 a. Name of strategy: Post-overdose Response Team
206 b. Strategy is included in Exhibit A
207 c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Exhibit A, 8
208 d. Amounted authorized for this strategy: \$200,000
209 e. Period of time during which expenditure may take place:
210 Start date July 1, 2024 through End date June 30, 2025
211 f. Description of the program, project, or activity: Countywide post-overdose response
212 team.
213 g. Provider: CarolinaEast Foundation
214

215 4. Fourth authorized strategy

- 216 a. Name of strategy: Recovery Housing Support
217 b. Strategy is included in Exhibit A
218 c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Exhibit A, 4
219 d. Amounted authorized for this strategy: \$263,500
220 e. Period of time during which expenditure may take place:
221 Start date July 1, 2024 through End date June 30, 2025
222 f. Description of the program, project, or activity: Provide recovery housing support to
223 people in recovery.
224 g. Provider: Including, but not limited to, Integrated Care of Greater Hickory, Hope
225 Mission, and The Healing Place of New Hanover County
226

227 The total dollar amount of Opioid Settlement Funds appropriated across the above named and
228 authorized strategies is \$635,914.

229
230 Adopted this the 1st day of July, 2024

231
232 Revised and amended this the 4th day of November, 2024.

233 ***Opioid Epidemic Response***

234	235	236	237	238	239
	REVENUES	AMOUNT	EXPENDITURES	AMOUNT	
237	2550000-38218	9,500.00	2550000-44000	\$9,500.00	
238	Opioid Settlement Proceeds		Contract Services		
240	TOTAL	\$9,500.00	TOTAL	\$9,500.00	

241

242 **DEPARTMENTAL MATTERS: EMERGENCY SERVICES**

243 **DEPARTMENTAL OF INSURANCE FIRE DEPARTMENT GRANT MATCHES –**

244 **BUDGET AMENDMENT**

245

246 Emergency Services Director, Stanley Kite, reported that local volunteer fire departments have
247 been awarded a NC Department of Insurance (NCDOI) Grant to assist fire departments in
248 purchasing equipment and making capital expenditures. He stated fire departments shall match
249 the grant on a dollar-for-dollar basis.

250
251 He conveyed the following fire departments were awarded an NCDOI Grant for FY 2024-2025.

- 252
- 253 ○ Cove City \$29,250.00
 - 254 ○ Ft. Barnwell \$40,000.00
 - 255 ○ No. 9 Township \$40,000.00
 - 256 ○ Rhems \$40,000.00
 - 257 ○ Dover \$32,743.00
 - 258 ○ Vanceboro \$14,829.00
- 259

260 Mr. Kite requested approval of a budget amendment in the amount of \$393,644.00 to budget the
261 County’s 50% matching portion of the NCDOI Grants awarded to volunteer fire departments.

262
263 He highlighted that Rhems Volunteer Fire Department is a first-time awardee, and that the
264 equipment the Departments are requesting came from a pre-selected list by the DOI with an
265 analysis of funds to determine eligibility.

266
267 Mr. Veit clarified for Commissioner Mitchell that the budget amendment total reflects an
268 accounting measure the County must enact to accurately transfer funds to the account for the
269 County’s match.

270
271 Commissioner Howard shared how he supports matching grants as it shows multiple funding
272 sources to support the effort.

273
 274 A motion was made by Commissioner Mitchell to approve the budget amendment in the amount
 275 of \$393,644.00 for the County grant match. Her motion was seconded by Commissioner Howard
 276 and carried in a 7-0 roll call vote.

277
 278 ***Fire Department – (Multiple)***

279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297
REVENUES	AMOUNT		EXPENDITURES		AMOUNT													
2000000-39801	\$40,000.00		2004340-49699		\$40,000.00													
Transfer to General Fund			Grant Match – Rhems															
2010000-39801	\$14,829.00		2014340-49699		\$14,829.00													
Transfer to General Fund			Grant Match – Vanceboro															
2040000-39801	\$29,250.00		2044341-49699		\$29,250.00													
Transfer to General Fund			Grant Match – Cove City															
2040000-39801	\$32,743.00		2044342-49699		\$32,743.00													
Transfer to General Fund			Grant Match – Dover															
2040000-39801	\$40,000.00		2044343-49699		\$40,000.00													
Transfer to General Fund			Grant Match – Ft. Barnwell															
2090000-39801	\$40,000.00		2094340-49699		\$40,000.00													
Transfer to General Fund			Grant Match – No. 9 TWP															
1010000-39901	\$196,822.00		1019800-49783		\$196,822.00													
TOTAL	\$393,644.00		TOTAL		\$393,644.00													

298
 299 **APPOINTMENTS**

300
 301 *Pending*

302
 303 Chairman Jones reviewed the following pending appointments:

- 304
- 305 ➤ Coastal Regional Solid Waste Management Authority
- 306 ➤ Community Child Protection Team (Law Enforcement)
- 307 ➤ Craven Aging Planning Board
- 308 ➤ Craven County Planning Board
- 309 ➤ Emergency Medical Services (Medical Society Member)
- 310 ➤ Highway 70 Corridor Committee
- 311 ➤ Juvenile Crime Prevention Council
- 312 ➤ New Bern/Craven County Library
- 313 ➤ Vanceboro/Craven County Library
- 314 ➤ Volunteer Agricultural District (District 1 and 6)

315
 316
 317

318 *Current*

319

320 *Craven County Clean Sweep*

321

322 Commissioner Mark nominated Mark Seymour for appointment. Commissioner Mitchell
323 nominated Debbie Titus for appointment. There being no additional nominations, Mr. Seymour
324 and Ms. Titus were appointed by acclamation. Ms. Palmer's request to vacate her appointment
325 of October 21, 2024 was approved. Her seat was moved to pending appointments.

326

327 *Craven County Planning Board*

328

329 Commissioner Bucher nominated Danny Hill Jr. for reappointment. There being no additional
330 nominations, Mr. Hill was reappointed by acclamation.

331

332 *Fire Tax Commissioners*

333

334 Chairman Jones nominated Rodney Russell for reappointment. There being no additional
335 nominations, Mr. Russell was reappointed by acclamation.

336

337 *New Bern-Craven County Library Board*

338

339 Commissioner Mitchell nominated Karen Segal for appointment. There being no additional
340 nominations, Ms. Segal was appointed by acclamation.

341

342 *NCACC Legislative Goals Voting Delegate*

343

344 It was noted that Commissioner Hunt will be the only attendee at the 2024 NCACC Legislative
345 Goals Conference scheduled for November 14-15, 2024. Chairman Jones nominated
346 Commissioner Hunt as the voting delegate. Mrs. Hunt was appointed by acclamation.

347

348 *Upcoming*

349

350 Chairman Jones reviewed upcoming appointments to boards and committees.

351

352

COUNTY ATTORNEY'S REPORT

353

354 *Initial Offer to Purchase Real Property – 323 Liberty Street (City of New Bern) – Parcel Number*
355 *8-009-070*

356

357 County Attorney, Arey Grady, reported that Craven County has received an offer in the amount of
358 \$1,380,00 for this real property, which was acquired jointly with the City of New Bern through a
359 tax foreclosure, with past due taxes and costs of foreclosure totaling \$3,055.86. The tax value of
360 this property is \$2,760.00.

361

362 He noted that this property is jointly owned with the City of New Bern, which has already approved
363 this initial offer.

364
365 Mr. Grady stated should the Board of Commissioners approve this transaction, the proposed
366 resolution should be adopted, which will in turn authorize advertisement for upset bids. Once the
367 upset bid process is concluded, this transaction will be brought back before the Board of
368 Commissioners for final approval.

369
370 Commissioner Mitchell motioned to adopt the following resolution approving the transaction and
371 authorizing the upset bid process, seconded by Commissioner Smith and approved unanimously.

372
373 **CRAVEN COUNTY**
374 **RESOLUTION ACCEPTING OFFER TO PURCHASE**
375 **SUBJECT TO UPSET BIDS**

376
377 WHEREAS, Craven County and the City of New Bern own certain real property
378 identified as Tax Parcel Number 8-009-070 (hereinafter “the Real Property”), the Real
379 Property having been acquired by Craven County and the City of New Bern in deed recorded
380 in Book 3347, Page 438 in the Office of the Register of Deeds of Craven County; and,

381
382 WHEREAS, Craven County and the City of New Bern have received an Offer to
383 Purchase the Real Property, a copy of said offer being attached hereto and incorporated
384 herein by reference; and,

385
386 WHEREAS, the City of New Bern has previously approved said offer; and,

387
388 WHEREAS, the Craven County Board of Commissioners is authorized to sell Craven
389 County’s interest in real property pursuant to North Carolina General Statute §160A-269.

390
391 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
392 CRAVEN COUNTY THAT:

393 1. The Craven County Board of Commissioners hereby authorizes the initiation
394 of the upset bid process for the Real Property by advertising notice of the offer to purchase
395 in accordance with the provisions of North Carolina General Statute §160A-269.

396 2. The County Manager, the Assistant County Manager, the Clerk to the Board of
397 Commissioners and/or County Attorney are authorized to take all actions necessary to
398 accomplish the transactions contemplated by this Resolution.

399
400 ADOPTED THIS 4th DAY OF NOVEMBER, 2024.

401
402 *Initial Offer to Purchase Real Property – 1120 Church Street (City of New Bern) – Parcel*
403 *Number 8-011-299*

404
405 Attorney Grady reported that Craven County has received an offer in the amount of \$3,375.00 for
406 this real property, which was acquired jointly with the City of New Bern through a tax foreclosure,

407 with past due taxes and costs of foreclosure totaling \$4,626.29. The tax value of this property is
408 \$6,750.00.

409
410 He noted that this property is jointly owned with the City of New Bern, which has already approved
411 this initial offer.

412
413 He indicated should the Board of Commissioners approve this transaction, the proposed resolution
414 should be adopted, which will in turn authorize advertisement for upset bids. Once the upset bid
415 process is concluded, this transaction will be brought back before the Board of Commissioners for
416 final approval.

417
418 Commissioner Mark motioned to adopt the following resolution approving the transaction and
419 authorizing the upset bid process, seconded by Commissioner Mitchell and approved
420 unanimously.

421

422 **CRAVEN COUNTY**
423 **RESOLUTION ACCEPTING OFFER TO PURCHASE**
424 **SUBJECT TO UPSET BIDS**

425

426 WHEREAS, Craven County and the City of New Bern own certain real property
427 identified as Tax Parcel Number 8-011-299 (hereinafter “the Real Property”), the Real
428 Property having been acquired by Craven County and the City of New Bern in deed recorded
429 in Book 3323, Page 698 in the Office of the Register of Deeds of Craven County; and,

430

431 WHEREAS, Craven County and the City of New Bern have received an Offer to
432 Purchase the Real Property, a copy of said offer being attached hereto and incorporated
433 herein by reference; and,

434

435 WHEREAS, the City of New Bern has previously approved said offer; and,

436

437 WHEREAS, the Craven County Board of Commissioners is authorized to sell Craven
438 County’s interest in real property pursuant to North Carolina General Statute §160A-269.

439

440 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
441 CRAVEN COUNTY THAT:

442 1. The Craven County Board of Commissioners hereby authorizes the initiation
443 of the upset bid process for the Real Property by advertising notice of the offer to purchase
444 in accordance with the provisions of North Carolina General Statute §160A-269.

445 2. The County Manager, the Assistant County Manager, the Clerk to the Board of
446 Commissioners and/or County Attorney are authorized to take all actions necessary to
447 accomplish the transactions contemplated by this Resolution.

448

449 ADOPTED THIS 4th DAY OF NOVEMBER, 2024.

450

451 *Initial Offer to Purchase Real Property – 1125-A Queen Street (City of New Bern) – Parcel*
452 *Number 8-011-301*

453
454 Attorney Grady reported that Craven County has received an offer in the amount of \$1,350.00 for
455 this real property, which was acquired jointly with the City of New Bern through a tax foreclosure,
456 with past due taxes and costs of foreclosure totaling \$5,173.02. The tax value of this property is
457 \$2,700.00.

458
459 He noted that this property is jointly owned with the City of New Bern, which has already approved
460 this initial offer.

461
462 Mr. Grady stated should the Board of Commissioners approve this transaction, the proposed
463 resolution should be adopted, which will in turn authorize advertisement for upset bids. Once the
464 upset bid process is concluded, this transaction will be brought back before the Board of
465 Commissioners for final approval.

466
467 Commissioner Smith motioned to adopt the following resolution approving the transaction and
468 authorizing the upset bid process, seconded by Commissioner Mitchell and approved unanimously.

469

470

CRAVEN COUNTY
RESOLUTION ACCEPTING OFFER TO PURCHASE
SUBJECT TO UPSET BIDS

471

472

473

474 WHEREAS, Craven County and the City of New Bern own certain real property
475 identified as Tax Parcel Number 8-011-301 (hereinafter “the Real Property”), the Real
476 Property having been acquired by Craven County and the City of New Bern in deed recorded
477 in Book 3323, Page 438 in the Office of the Register of Deeds of Craven County; and,

478

479 WHEREAS, Craven County and the City of New Bern have received an Offer to
480 Purchase the Real Property, a copy of said offer being attached hereto and incorporated
481 herein by reference; and,

482

483 WHEREAS, the City of New Bern has previously approved said offer; and,

484

485 WHEREAS, the Craven County Board of Commissioners is authorized to sell Craven
486 County’s interest in real property pursuant to North Carolina General Statute §160A-269.

487

488 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
489 CRAVEN COUNTY THAT:

490 1. The Craven County Board of Commissioners hereby authorizes the initiation
491 of the upset bid process for the Real Property by advertising notice of the offer to purchase
492 in accordance with the provisions of North Carolina General Statute §160A-269.

493 2. The County Manager, the Assistant County Manager, the Clerk to the Board of
494 Commissioners and/or County Attorney are authorized to take all actions necessary to
495 accomplish the transactions contemplated by this Resolution.

496 ADOPTED THIS 4th DAY OF NOVEMBER, 2024.

497

498 *Approval of Conveyance after Expiration of Upset Bid Period – 503 West Street (City of New*
499 *Bern) – Parcel Number 8-008-066*

500

501 Attorney Grady reported that Craven County previously received and approved an offer to
502 purchase this real property, in the amount of \$4,000.00, subject to the completion of the upset bid
503 process. The offer was advertised, and an upset bid was received in the amount of \$4,500.00, which
504 became the final bid. The upset bid period has now expired, and Mr. Grady has recommended
505 approval of the conveyance at the purchase price of \$4,500.00. He indicated that the County and
506 the City of New Bern originally acquired this property through a tax foreclosure, with past due
507 taxes and costs of foreclosure totaling \$11,995.39, and a tax value of \$8,000.00.

508

509 He noted that this property is jointly owned with the City of New Bern, which has already granted
510 final approval of this offer.

511

512 Mr. Grady stated should the Board of Commissioners authorize this transaction, the resolution
513 should be adopted, which in turn will authorize the execution and delivery of the necessary
514 documents.

515

516 Commissioner Mitchell motioned to adopt the following resolution approving conveyance after
517 expiration of the upset bid period, seconded by Commissioner Hunt and approved unanimously.

518

519

CRAVEN COUNTY
RESOLUTION AUTHORIZING CONVEYANCE
AFTER EXPIRATION OF UPSET BID PERIOD

520

521 WHEREAS, Craven County owns certain real property identified as Tax Parcel 8-008-066
522 (hereinafter “the Real Property”), the Real Property having been acquired by Craven County in
523 deed recorded in Book 3793, Page 531 in the Office of the Register of Deeds of Craven County;
524 and,
525 and,
526 and,

527

528 WHEREAS, Craven County previously received and approved an Offer to Purchase the Real
529 Property, and Craven County subsequently advertised said offer for upset bids as required by
530 North Carolina General Statute §160A-269; and,
531

532

533 WHEREAS, the upset bid period required under North Carolina General Statute §160A-269
534 has expired; and,
535

536

537 WHEREAS, the Craven County Board of Commissioners deems it advisable and in the
538 best interest of the County to sell its interest in the Real Property to the successful bidder
539 and to convey its interest in said property by quitclaim deed.

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NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY THAT:

Section 1. The last and highest bid of Mary J. Peterkin in the sum of \$4,500.00 for the Real Property is hereby accepted, and the Offer to Purchase previously executed by Craven County subject to the provisions of North Carolina General Statute §160A-269 is hereby ratified and confirmed in its entirety.

Section 2. Upon payment of the full purchase price, the Chairman, the County Manager, the Assistant County Manager, the Clerk to the Board of Commissioners and/or County Attorney are authorized to take all actions necessary to accomplish the transactions contemplated by this Resolution, including but not limited to the execution and delivery of the quitclaim deed attached hereto and incorporated herein by reference.

ADOPTED THIS 4TH DAY OF NOVEMBER, 2024.

PETITIONS OF CITIZENS – GENERAL TOPICS

The following citizens signed up to speak:

1. *Ray Griffin, 1981 Streets Ferry Road, Vanceboro, NC 28586*

COUNTY MANAGER’S REPORT

Mr. Veit reminded the Board of the Resolution to support Operation Greenlight that they adopted on October 21; it starts today and goes through November 11, 2024. In recognition of Veterans who serve our Country, the County will have green lights displayed onto its facilities and he encouraged citizens to do the same.

Mr. Veit concluded by announcing that Election Day is tomorrow, and that Early Voting has ended, with record numbers being reported. He reminded citizens that they can vote at their assigned polling location on Election Day. He thanked the Elections Staff for their hard work and efforts during Early Voting and expressed to keep Election Day workers in our thoughts. Chairman Jones’ inquired how many voted in Craven County during Early Voting, and Commissioner Hunted reported 44,505.

COMMISSIONERS’ REPORTS

Commissioner Howard shared for Commissioner Hunt’s awareness as she prepares to attend the NCACC Legislative Goals Conference, that when he served on the Education Committee for the NCACC, they removed classroom size restrictions, which he did not support. He added that upon visiting polling sites for a period of time over three days, observed there to be a large number of voters and great enthusiasm. He gave kudos to the election poll workers and extended blessings to them.

582 *Commissioner Mitchell* asked citizens who have not yet voted to please participate and vote, as it
583 is an honor and privilege to be able to do so.

584

585 *Commissioner Mark* had nothing to report.

586 *Commissioner Hunt* reported on the successful Havelock Chili Festival event that was recently
587 held and thanked everyone that participated. All monies raised will stay in the County and go
588 towards local non-profits.

589

590 *Commissioner Smith* had nothing to report.

591

592 *Commissioner Bucher* reported that he recently visited the James City area with County Manager
593 Veit and others and observed where progress has been made since their last visit. He stated he
594 was pleased overall but indicated there is still more to be done. He relayed approximately 50
595 properties have been cleaned up and several vacant buildings have been torn down over four
596 years. Individuals with derelict properties have not been responsive to the County's
597 communication and a determination needs to be made for the next steps.

598

599 *Chairman Jones* welcomed Sheriff Hughes to provide any updates to the Board. Sheriff Hughes
600 stated there has been a collaborative effort in enforcement, education and services that has led to
601 the drastic decrease in overdoses and overdose deaths, which is a result of the teamwork and
602 investment the County has made. This year through October, there have been 46 overdose cases,
603 which is substantially less than this time last year of 107. There have been three deaths this year,
604 whereas last year there were 15. He expressed confidence in the progress that's been made and
605 encouraged the County's continued support. Mr. Veit indicated the County is seeing big
606 improvements. A September report showed Craven County is not part of any category relating to
607 overdose, hospitalizations, etc. which is good, and expressed that he would like to see Craven
608 County in the top 10. This correlates with the Sheriff's data and what they're doing, along with
609 Ms. Godley and the Opioid Epidemic Response that makes the difference.

610

611 In regard to questions received from various Commissioners, Sheriff Hughes reported that the
612 fentanyl overdoses have been among those ranging in age between 18 to 45 years. Concerning
613 the inquiry into the Canine Unit's impact on the effort, the Sheriff stated that they are focusing
614 on the hotspots, which helps lower numbers in the short-term, allowing them to work on long-
615 term results.

616

617 Supportive remarks were shared on the work that his Office is doing to get the drugs off the
618 street. Sheriff Hughes credited the Officers, the Jail Navigator on staff and their collaborative
619 efforts, as well as Jasmine Canady and her education on resources.

620

621

CLOSED SESSION

622

623 Chairman Jones requested to go into Closed Session pursuant to NCGS 143-318.11 (a)(3) to
624 discuss matters related to attorney/client privilege.

625

626 A motion was made by Commissioner Mitchell to enter Closed Session. Her motion was
627 seconded by Commissioner Hunt and carried unanimously. A five-minute recess was taken at
628 6:43 PM.

629
630 At 7:14 PM Commissioner Mitchell motioned to return to Open Session. Her motion was
631 seconded by Commissioner Smith and approved unanimously.

632
633 County Attorney, Arey Grady, stated that the Board did take action to finalize and resolve a legal
634 matter and will be disclosed upon the Minutes being released.

635
636 At 7:15 PM Commissioner Mitchell motioned to adjourn the meeting. Her motion was seconded
637 by Commissioner Smith and approved unanimously.

1 **THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY RECONVENED ITS**
2 **RECESSED SESSION OF THURSDAY, OCTOBER 24, 2024 ON TUESDAY, OCTOBER**
3 **29, 2024 AT 3:15 PM IN THE COMMISSIONERS ROOM OF THE CRAVEN COUNTY**
4 **ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH**
5 **CAROLINA.**

6
7 **MEMBERS PRESENT:**

8 Chairman Jason R. Jones
9 Vice-Chairman Denny Bucher
10 Commissioner Sherry Hunt
11 Commissioner Thomas F. Mark
12 Commissioner E. T. Mitchell
13 Commissioner Beatrice R. Smith
14

15 **MEMBERS ABSENT:**

16 Commissioner Chadwick Howard
17

18 **STAFF PRESENT:**

19 Jack B. Veit, III, County Manager
20 Gene Hodges, Assistant County Manager
21 Arey Grady, County Attorney
22 Craig Warren, Finance Director
23 Amber Parker, Human Resources Director
24 Shane Digan, Assistant to the County Manager
25 Abigail G. Wilson, Clerk to the Board
26

27 Chairman Jones stated the purpose of the reconvened meeting was for holding Closed Session
28 pursuant to 143-318.11(a)(3) to protect the attorney-client privilege.
29

30 Prior to a motion to enter Closed Session, Chairman Jones requested an update on the number of
31 individuals that have voted during Early Voting.
32

33 Mr. Hodges reported that as of Saturday, November 26, there have been 28,000 registered voters
34 that have voted during Early Voting out of approximately 80,000 registered voters in the County.
35

36 Mr. Veit updated that since their last meeting, Mr. Hodges has arranged for a porta-john to be
37 placed at every voting site in the County for Election Day. He expressed his desire to be prepared
38 and to help where possible.
39

40 **CLOSED SESSION**

41 A motion was made at 3:15 PM by Commissioner Mitchell to enter into Closed Session pursuant
42 to NCGS 143-318.11(a)(3) Attorney Client Privilege. Her motion was seconded by
43 Commissioner Hunt and carried unanimously.
44

45 At 3:52 PM the Board returned to regular session. Mr. Grady reported that the Board did take
46 formal action directing legal counsel on a pending matter to be disclosed at a future date when
47 minutes are released upon the matter being resolved.

48

49 A motion was made by Commissioner Howard at 3:52 PM to recess to reconvene on Thursday,
50 October 31, 2024 at 3:00 PM in the Administration Conference Room. His motion was seconded
51 by Commissioner Mark and carried unanimously.

1 **THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY RECONVENED ITS**
2 **RECESSED SESSION OF TUESDAY, OCTOBER 29, 2024 ON THURSDAY, OCTOBER**
3 **31, 2024 AT 3:00 PM IN THE COMMISSIONERS' BOARD ROOM OF THE CRAVEN**
4 **COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN,**
5 **NORTH CAROLINA.**

6
7 **MEMBERS PRESENT:**

8 Chairman Jason R. Jones
9 Vice-Chairman Denny Bucher
10 Commissioner Sherry Hunt
11 Commissioner Thomas F. Mark
12 Commissioner Beatrice R. Smith
13 Commissioner Chadwick Howard

14
15 **MEMBERS ABSENT:**

16 Commissioner E.T. Mitchell

17
18 **STAFF PRESENT:**

19 Jack B. Veit, III, County Manager
20 Gene Hodges, Assistant County Manager
21 Arey Grady, County Attorney
22 Amber Parker, Human Resources Director
23 Shane Digan, Assistant to the County Manager
24 Abigail G. Wilson, Clerk to the Board

25
26 Chairman Jones stated the purpose of the reconvened meeting was for holding Closed Session
27 pursuant to 143-318.11(a)(3) to protect the attorney-client privilege.

28
29 Prior to a motion to enter Closed Session, Chairman Jones requested any stats that were available
30 on Early Voting.

31
32 County Manager, Jack Veit, stated that as of the close of business on October 30, 2024, it was
33 reported that 35,591 voters participated in Early Voting. The following breakdown was provided:

34
35 Cove City: 3,998
36 Havelock: 7,385
37 Administration: 10,726
38 Vanceboro: 4,809
39 West New Bern: 8,673

40
41 Further comments were made regarding the anticipated growth of those numbers through
42 Saturday.

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CLOSED SESSION

A motion was made at 3:04 PM by Commissioner Hunt to enter Closed Session pursuant to NCGS 143-318.11(a)(3) Attorney Client Privilege. Her motion was seconded by Commissioner Mark and carried unanimously.

At 4:13 PM the Board returned to Regular Session. Mr. Grady reported that the Board did take formal action directing legal counsel on a pending matter to be disclosed at a future date when minutes are released upon the matter being resolved.

A motion was made by Commissioner Mark at 4:13 PM to adjourn. His motion was seconded by Chairman Jones and carried unanimously.

Craven County

RELEASES SUBJECT TO BOARD APPROVAL ON 11/18/2024

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
ADAMS, KENNETH D RECYCLE FEE CORRECTION	27900	2024	65349	72.00
BERRY, JOHN FORECLOSURE-LIEN EXTINGUISHED	42508	2014	4653	51.43
BERRY, JOHN FORECLOSURE-LIEN EXTINGUISHED	42508	2016	4622	243.45
BERRY, JOHN FORECLOSURE-LIEN EXTINGUISHED	42508	2017	4676	71.79
BERRY, JOHN FORECLOSURE-LIEN EXTINGUISHED	42508	2018	4652	67.83
BERRY, JOHN FORECLOSURE-LIEN EXTINGUISHED	42508	2019	22139	65.72
BERRY, JOHN FORECLOSURE-LIEN EXTINGUISHED	42508	2020	22139	309.52
BERRY, JOHN FORECLOSURE-LIEN EXTINGUISHED	42508	2021	22139	58.05
BERRY, JOHN FORECLOSURE-LIEN EXTINGUISHED	42508	2022	22139	53.92
BERRY, JOHN FORECLOSURE-LIEN EXTINGUISHED	42508	2023	22139	52.89
BERRY, JOHN FORECLOSURE-LIEN EXTINGUISHED	42508	2015	4576	49.25
BERRY, JOHN E FORECLOSURE-LIEN EXTINGUISHED	46952	2015	4577	283.38
BERRY, JOHN E FORECLOSURE-LIEN EXTINGUISHED	46952	2016	4623	282.93
BERRY, JOHN E FORECLOSURE-LIEN EXTINGUISHED	46952	2017	4677	268.05
BERRY, JOHN E FORECLOSURE-LIEN EXTINGUISHED	46952	2018	4653	253.17
BERRY, JOHN E FORECLOSURE-LIEN EXTINGUISHED	46952	2019	22138	278.90
BERRY, JOHN E FORECLOSURE-LIEN EXTINGUISHED	46952	2020	22138	756.20
BERRY, JOHN E FORECLOSURE-LIEN EXTINGUISHED	46952	2021	22138	245.86
BERRY, JOHN E FORECLOSURE-LIEN EXTINGUISHED	46952	2022	22138	1,653.93
BERRY, JOHN E FORECLOSURE-LIEN EXTINGUISHED	46952	2023	22138	256.82
BERRY, JOHN E FORECLOSURE-LIEN EXTINGUISHED	46952	2014	4654	297.54
BERRY, JOHN E HRS FORECLOSURE-LIEN EXTINGUISHED	137973	2024	22138	246.14
BERRY, JOHN E HRS FORECLOSURE-LIEN EXTINGUISHED	137973	2024	22139	45.08
COASTAL SURGICAL SPECIALISTS PA BILLING ERROR	1373875	2024	413065	1,475.68
DUNN, JIMMIE TAYLOR III BILLING ERROR	120154	2024	35632	633.74
GUTZEIT, HOWARD BARRY & FESPERMAN, INCORRECT SITUS/ REBILL	115220	2024	209710	294.32

Craven County

RELEASES SUBJECT TO BOARD APPROVAL ON 11/18/2024

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
HUKINS, MARY HRS RECYCLE FEE CORRECTION	3611055	2024	10138	72.00
INGLE, SCOTT TYLER LATE LISTING CHARGED IN ERROR	141860	2024	412836	19.82
INGLE, SCOTT TYLER & ASHLEY WATSON DID NOT OWN JANUARY 1	98780	2024	221317	150.25
J B VANDIFORD ELECTRIC CO INC BILLING ERROR	65343	2024	412789	34.72
J B VANDIFORD ELECTRIC CO INC BILLING ERROR	65343	2024	412787	92.01
J B VANDIFORD ELECTRICALCOMPANY INC BILLING ERROR	202490929200	2024	909292	152.53
JOHNSON, KRISTOPHER CORRECTED DISCOVERED PROPERTY VALUE	141507	2024	412601	29.39
KIMBEL, JEFFERY S NOT TAXABLE TO CRAVEN COUNTY	70991	2024	204030	161.42
LAROWE, REX DEAN NOT TAXABLE TO CRAVEN COUNTY	141887	2024	412879	88.65
MUNGUIA, CARLOS DAVID BANEGAS & DID NOT OWN JANUARY 1	139235	2024	412869	116.39
NEWCOMBE, ROBERT JOSEPH DID NOT OWN JANUARY 1	202190374100	2021	903741	15.90
SAND MINE LLC BILLING ERROR	113801	2024	10185	665.04
SPENCE, ANTHONY SCOTT NOT TAXABLE TO CRAVEN COUNTY	56163	2020	405903	204.31
SPENCE, ANTHONY SCOTT NOT TAXABLE TO CRAVEN COUNTY	56163	2021	216470	176.54
SPENCE, ANTHONY SCOTT NOT TAXABLE TO CRAVEN COUNTY	56163	2022	216470	154.94
SPENCE, ANTHONY SCOTT NOT TAXABLE TO CRAVEN COUNTY	56163	2023	216470	107.00
SPENCE, ANTHONY SCOTT NOT TAXABLE TO CRAVEN COUNTY	56163	2024	216470	93.40
SPRAGUE, APRIL BILLING ERROR	125946	2023	212712	150.27
STALLINGS, JAMES ROBERT NOT TAXABLE TO CRAVEN COUNTY	92279	2023	220552	57.17
STALLINGS, JAMES ROBERT NOT TAXABLE TO CRAVEN COUNTY	92279	2024	220552	49.81

46 RELEASES SUBJECT TO BOARD APPROVAL ON 11/18/2024: **10,959.15**

Craven County

REFUNDS SUBJECT TO BOARD APPROVAL ON 11/18/2024

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
ATLANTIC BAY MORTGAGE GROUP LLC PROPERTY VALUE CORRECTION	135058	2024	221582	9.13
HENDERSON-MITCHELL, AQUAQUENETTA D'VORE RECYCLE FEE CORRECTION	135052	2024	30275	72.00
2 REFUNDS SUBJECT TO BOARD APPROVAL ON 11/18/2024:				81.13



June 15, 2024

Victoria Soltis-Jarrett, PhD, PMHNP-BC, FAANP Carol
Morde Ross Distinguished Professor
The University of North Carolina at Chapel Hill (UNC-CH)
School of Nursing
5109 Carrington Hall
Chapel Hill, North Carolina, 27599-7460 Office
phone 919-843-8587

Reference:

HRSA Advanced Nursing Education Practitioner Residency (ANE-NPR) Grant
Number T14HP33207 (NPR: BHI-Rural PC/TANDEM3-PC)

Dear Dr. Soltis-Jarrett:

This letter confirms that the appropriate program and administrative personnel at Craven County Government have reviewed the above referenced funding (for the HRSA NP Residency Program) for the grant year (2024-2025). We are committed to entering into this subcontract with The University of North Carolina at Chapel Hill (UNC-CH) for the performance period of 07/01/2024 to 06/30/2025. Craven County Government's budget, budget justification and scope of work are provided as separate enclosures to this letter.

As part of this subcontract, we agree that:

- The work described is to be performed by Craven County Government and does not include animal subject or human research subjects.
- Craven County Government maintains an active and enforced conflict of interest policy meeting the requirements of 42 CFR Part 50, Subpart F.
- Craven County Government point of contact will be Jennifer Blackmon
- The estimated cost of the proposed subcontract budget for the grant year (2024-2025) is **\$70,050**. This includes the appropriate direct and 0% indirect costs and would place a maximum number of 1 Primary Care NP resident which would include up to 50% of the cost of the salary and benefits per NP Resident (at 39% Fringe Benefit Rate) and additional support for the mentor for the residents.
- The Carolina Nurse Practitioner Residency program working with Craven County Government will work to recruit 1 Primary Care Nurse Practitioner Resident to be placed at the organization.

Therefore, based on this information, we agree that:

- There is currently **1 Primary Care NP Resident** being placed within Craven County Government for this performance period (2024-2025).

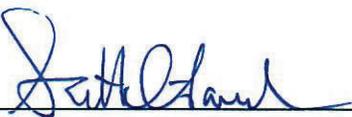
Based on this information, we also understand:

- This requires that the NP resident start on or before 8/7/2024 and must complete a full 12-month program, ending on 8/7/2025.
- Should the resident not start on this date:
 - UNC-CH SON will need to **first** request prior approval from HRSA to ensure this is acceptable and the suggested start date is approved.
 - If approved by HRSA the resident's salary and benefits provided by HRSA will be prorated.

Furthermore, by submission of this commitment letter Craven County Government certify (1) that the information submitted within the application is true, complete and accurate to the best of Craven County Government's knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject Craven County Government to criminal, civil, or administrative penalties; and (3) that Craven County Government agrees to accept responsibility for assisting with the scientific conduct of the project and data collected as required by HRSA for progress reports submitted by UNC-Chapel Hill School of Nursing.

If you have any questions, please contact Scott Harrelson at Craven County Government, sharrelson@cravencountync.gov

Sincerely,



Scott Harrelson
Health Director/CEO

Scope of Work

Subcontractor: Craven County Government

Program: HRSA-19-001 --Advanced Nursing Education, Nurse Practitioner Residency Program

Project Title: Nurse Practitioner Residency: Behavioral Health Integration in Rural Primary Care using the TANDEM3-PC Model (NPR: BHI-Rural PC/TANDEM3-PC) Grant Number T14HP33207

Project Period: 7/1/2024-6/30/2025

Craven County Government is committed to engaging with the University of North Carolina at Chapel Hill (UNC-CH) School of Nursing (SON) on the above referenced HRSA funded Carolina Nurse Practitioner Residency Program, which seeks to mentor new nurse practitioners in primary care in rural community-based settings through a focused 12-month Nurse Practitioner Residency (NPR) program. A combination of clinical and didactic programming will be offered to the NP Residents and if requested, to workforce staff and providers at Craven County Government over the 12 months of the program. Education and training will include UNC- Chapel Hill faculty from the Schools of Nursing and Medicine and from subject matter experts nationally.

Craven County Government is committed to the following **five objectives** associated with the NP Residency Program:

OBJECTIVE 1:

Craven County Government will provide project-appropriate collaboration and direction (from the Craven County Government administration and mentors) with UNC-Chapel Hill Residency Director (Victoria Soltis- Jarrett, PhD, PMHNP-BC, FAANP) and team members on all aspects of the project.

- The Residency Director and Craven County Government staff will meet regularly to ensure that the program conducted at Craven County Government is functional and can achieve program/project goals over the grant period.

OBJECTIVE 2:

Craven County Government will employ and onboard one recently graduated and board-certified Primary Care Nurse Practitioner (N=1) starting 8/7/2024.

- Craven County Government understands that the NP Resident will complete this program at the end of the 12 months.
- Craven County Government understands that project activities occurring during NP Residency and at a Craven County Government facility include:
 - Clinical and didactic preparation/mentoring for behavioral health care with a focus on whole health and substance use disorders across the lifespan.
 - The NP Resident will be offered the opportunity to become further trained to implement Medications for Opioid Use Disorder (MOUD) at the direction and discretion of Craven County Government Leadership.
 - MOUD mentoring will be offered from UNC-CH and various national experts

OBJECTIVE 3:

Craven County Government will promote professional development of designated NP mentors, providers and appropriate staff using the TANDEM3-PC model during grant Year 5.

OBJECTIVE 4:

Craven County Government will work with the UNC-CH project team to facilitate data collection from Craven County Government NP Residents and staff to be used in ongoing evaluation of the program, as required by HRSA.

- Craven County Government understands that this data will include data from the resident's billing/reimbursement (REVENUE) for their services while employed by Craven County Government (called program income reported on the FFR to HRSA).
- Craven County Government understands that HRSA requires this information be reported.

OBJECTIVE 5:

Craven County Government will participate in the identification and support of preceptors (Craven County Government Staff) to serve as mentors to the NP resident.

Craven County Government Budget and Budget Justification

The budget for Craven County Government is not to exceed **\$70,050**. As a partnership between the University of North Carolina Chapel Hill School of Nursing and Craven County Government, both parties have agreed to pay half salary and benefits for one Primary Care Nurse Practitioner Resident to be placed at this organization. UNC-CH SON will also include a small honorarium for the mentor of this resident. This budget includes percentage time of the Craven County Government Mentor, Beverly “Dawn” McCabe to assist the grant team, Craven County Government staff and NP resident during this initial year of the residency program at Craven County Government. This budget includes 0% indirect.

Invoices from Craven County Government will be made on a quarterly basis.

NPR Preceptor/Mentors Honorarium (\$7,500): Mentors at the residents’ sites will work with our project to provide support and mentorship to the current NPs that are at Craven County Government, this will require a minimum of 2 hours per week of the mentor’s time to meet with the resident.

NP RESIDENTS (50% salary (\$45,000) and benefits 39% fringe benefits: (\$62,550) This includes up to 50% salary and benefits not to exceed a total of one resident. The NP residents will be working in Craven County Government clinics and mentored by Craven County Government providers at their sites along with receiving additional education from the UNC-CH faculty.

Budget for Craven County Government

Half Salary for NP Resident at \$90,000 (1)	\$45,000
Half Benefits for NP Resident \$35,100 (1)	\$17,550
Stipend for Mentor (for 1 resident)	\$7,500
Maximum Budget 2024-2025: Craven County Government	\$70,050

DEPARTMENTAL MATTERS:

4. Health: Scott Harrelson

A. New Fees and Existing Modifications

The Craven County Health Department has three new procedure codes for patients receiving the Respiratory Syncytial Virus (RSV) vaccine for infants younger than eight months, adults over 60 years old, and maternal patients during 32 through 36 weeks of pregnancy. There is also a test that measures the amount of albumin and creatinine in a urine sample that can be sent to LabCorp which will check the health of the patient's kidneys. Having this contracted lab will allow the Health Department to provide the correct treatment for patients. The Health Department is requesting these fees to be effective November 1, 2024.

The department is also requesting to update the existing fee for COVID-19 testing. This test was previously free of charge during the pandemic. Now that the pandemic is over, a fee needs to be established for COVID-19 testing. It is requested that this fee be retroactive to March 1, 2024 in order to capture any potential loss of revenues.

Board Action: Approval of new and existing fee modifications.



Craven County Fee Request Form FY 2024 - 2025

DEPARTMENT INFORMATION	
Department Name: Health	Department # / Division #: Immunizations / 5052
Department Head Signature: <i>Jennifer Blackman</i>	Phone: 252-636-4920

NEW FEE EXISTING FEE MODIFICATION DISCONTINUE FEE

CURRENT FEE DESCRIPTION:

Procedure Code/Description: CPT 90380 Beyfortus/RSV Vaccine: Respiratory syncytial virus, monoclonal antibody, seasonal dose. 0.5mL intramuscular, for infants younger than 8 months, weighing less than 5 kilograms.

Current Fee: n/a
Medicaid Reimbursement Rate:\$535.34
Current cost of vaccine: \$2,546.78/five doses, \$509.36/dose
Proposed Rate: \$536.00

Reason: Beyfortus is a vaccine designed to protect infants and toddlers from severe disease caused by respiratory syncytial virus (RSV). Our state Vaccines for Children's Program (VFC) offers this free for those who may not have been able to afford the vaccine. In order to offer the same services to our private insurance payers, we need to establish this fee.

Effective Date: 11/1/24

BUDGETARY IMPACT:

***IF THE FEE REQUEST IS REQUIRED BY GENERAL STATUTE, PLEASE INCLUDE THAT IN YOUR JUSTIFICATION.**



CRAVEN COUNTY FEE REQUEST FORM FY 2024 - 2025

DEPARTMENT INFORMATION	
Department Name: Health	Department # / Division #: Immunizations / 5052
Department Head Signature: <i>Jennifer Blackmon</i>	Phone: 252-636-4920

NEW FEE EXISTING FEE MODIFICATION DISCONTINUE FEE

CURRENT FEE DESCRIPTION:

Procedure Code/Description: CPT 90381 Beyfortus/RSV Vaccine: Respiratory syncytial virus, monoclonal antibody, seasonal dose. 1.0mL intramuscular, for infants younger than 8 months, weighing 5 kilograms or more.

Current Fee: n/a
Medicaid Reimbursement Rate:\$535.34
Current cost of vaccine: \$2,546.78/five doses, \$509.36/dose
Proposed Rate: \$536.00

Reason: Beyfortus is a vaccine designed to protect infants and toddlers from severe disease caused by respiratory syncytial virus (RSV). Our state Vaccines for Children's Program (VFC) offers this free for those who may not have been able to afford the vaccine. In order to offer the same services to our private insurance payers, we need to establish this fee.

Effective Date: 11/1/24

BUDGETARY IMPACT:

***IF THE FEE REQUEST IS REQUIRED BY GENERAL STATUTE, PLEASE INCLUDE THAT IN YOUR JUSTIFICATION.**



**CRAVEN COUNTY FEE REQUEST FORM
FY 2024 - 2025**

DEPARTMENT INFORMATION	
Department Name: Health	Department # / Division #: Comm Disease / 5070
Department Head Signature: <i>Jimmy Blackburn</i>	Phone: 252-636-4920

NEW FEE EXISTING FEE MODIFICATION DISCONTINUE FEE

CURRENT FEE DESCRIPTION:

Procedure Code/Description: CPT 90678 Abrysvo/Pfizer/RSV Vaccine: Bivalent, preF, subunit respiratory syncytial virus (RSV) that is administered intramuscularly. This product can we used for adults age 60 years of age and older. Also, pregnant women should get a single dose of the maternal RSV vaccine during weeks 32 through 36 of pregnancy.

Current Fee: n/a
 Medicaid Reimbursement Rate: \$303.85
 Current cost of vaccine: \$2,655.00/10 box or \$265.50/per dose
 Proposed Rate: \$304.00

Reason: Abrysvo is a vaccine designed to protect adults and pregnant women from severe disease caused by respiratory syncytial virus (RSV). State Maternal Health guidelines recommend we offer this vaccine to women in our maternity clinics.

Effective Date: 11/1/24

BUDGETARY IMPACT:

***IF THE FEE REQUEST IS REQUIRED BY GENERAL STATUTE, PLEASE INCLUDE THAT IN YOUR JUSTIFICATION.**



CRAVEN COUNTY FEE REQUEST FORM FY 2024 - 2025

DEPARTMENT INFORMATION	
Department Name: Health	Department # / Division #: Lab/CD 5020/5070
Department Head Signature: <i>Jennifer Blakeman</i>	Phone: 252-636-4920

NEW FEE EXISTING FEE MODIFICATION DISCONTINUE FEE

CURRENT FEE DESCRIPTION:

Procedure Code/Description: 82043 Urine (Eg, Microalbumin), 82570 Creatinine Other Source

Current Fee: n/a
 LabCorp Contracted Rate: \$10.80
 Medicaid Reimbursement Rate: CPT 82043- \$7.36, CPT 82570-\$6.58
 Proposed Rate: CPT 82043 - \$8.00 and CPT 82570 - \$7.00

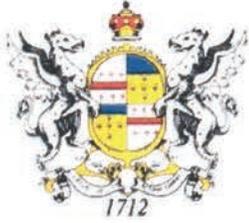
Reason: This test measures the amount of albumin and creatinine in a urine sample. This test can help screen for conditions like diabetes and high blood pressure that can damage the kidneys. It can also assess kidney damage early on and manage chronic kidney disease (CKD). Treatment depends on this lab result.

We researched the cost of performing this test in house and discovered that we would need to purchase expensive equipment. It is more cost effective for us to utilize this contracted rate with Labcorp.

Effective Date: 11/1/24 +

BUDGETARY IMPACT:

***IF THE FEE REQUEST IS REQUIRED BY GENERAL STATUTE, PLEASE INCLUDE THAT IN YOUR JUSTIFICATION.**



Craven County Fee Request Form FY 2024 - 2025

DEPARTMENT INFORMATION	
Department Name: Health	Department # / Division #: Lab/CD 5020/5070
Department Head Signature: <i>James Blakeman</i>	Phone: 252-636-4920

NEW FEE EXISTING FEE MODIFICATION DISCONTINUE FEE

CURRENT FEE DESCRIPTION:

Procedure Code/Description: CPT 87811 Infectious Agent Antigen Detection/COVID 19 testing

Current Fee: \$0
 Medicaid Reimbursement Rate: \$41.38
 Proposed Rate: \$42.00

Reason: During the time of the COVID 19 pandemic we received funding for COVID 19 testing and free COVID 19 home,self test kits. We did not charge our patients. The pandemic is now over, funding is no longer available, and we need to establish this testing fee. We would like to make this retroactive to 3/1/2024 to capture any potential loss of revenues.

BUDGETARY IMPACT:

***IF THE FEE REQUEST IS REQUIRED BY GENERAL STATUTE, PLEASE INCLUDE THAT IN YOUR JUSTIFICATION.**

DEPARTMENTAL MATTERS:

4. Health: Margareta Slagle

B. Retail Program Standards Coordinator Position Grant

Environmental Health Supervisor, Margareta Slagle, will request approval to apply for a highly competitive grant to fund a Retail Program Standards (RPS) Coordinator position over the next 3 years. This position is crucial for advancing a mission to promote public health and environmental safety in the community. The team has made significant strides in organizational goals. The department has successfully completed Self-Assessment Period 3 for all nine standards as well as the Comprehensive Strategic Improvement Plan. The department has achieved compliance with Standards 1 through 8 and are on track to submit Standard 9 by late December 2024 to early January 2025. The proposed Grant Funded RPS Coordinator position will focus on capacity building and working towards bridging the gaps that were identified in the most recent risk factor study, developing health education programs, community outreach. This role will not only enhance the capacity to respond to environmental health concerns but also ensure compliance with state and federal regulations, ultimately safeguarding the well-being of the community.

Documents supporting Ms. Slagle's request are provided below.

Board Action: Approval to apply for a \$300,000 grant to fund the Retail Program Standards Coordinator Position.

Craven County



Retail Program Standards Coordinator Position

Margareta Slagle, Environmental Health Supervisor
Department of Environmental Health
November 18, 2024



Agenda

1. CY 2025 Grant Program Details
2. Track 3 Maintenance and Advancement Base Grant
3. Mentorship Optional Add-on Funding
4. Training Optional Add-on Funding
5. Capacity Building Optional Add-on Grant
6. Retail Program Standards Coordinator Grant Funded Position
7. Total funding request

Craven County



Item # 1

CY 2025 Grant Program Details

Goal: Continuous improvement

Grant Program Details

- Central Feature
 - Retail food safety
- Barriers
 - Committing time and resources
- Financial Support
 - NEHA and FDA partnered together
- Craven County
 - 2022
 - 2024

Grant Program Goals

- Support strategies that reduce the occurrence of foodborne illness risk factors
- Promote uniformity and a national Integrated Food Safety System (IFSS)
- Leverage SLTT retail protection agencies



Craven County



Basics of the NEHA-FDA RFFM Grant Program

Track 3: Maintenance and Advancement Base Grant

Track 3 Maintenance and Advancement Base Grant

- Three- year award
- Meet eligibility requirement
- Purpose
 - Continuous improvement
 - Meet and Audit at least one new standard
 - Work towards meeting or maintaining Standard 9

Required Outcomes

- Continuous Improvement
- Meeting or maintaining Standard 9



Craven County



Item # 3

Optional Add-On

Mentorship Optional Add-On

Mentorship Optional Add-On



- 2024
 - 5 mentees
- 2025
 - 5 mentees
- Complete site visits with mentees
- Attend end of year Mentorship Conference

Craven County



Item # 4

Optional Add-On

Training Optional Add-On

Training Optional Add-On

- Support for SLTT employees
 - To attend Retail Food Safety Trainings, Workshops, and conferences
- 2024
 - 2 REHS attended the AFDO conference
 - 2 REHS attended the NEHA conference
- 2025
 - AFDO: Dallas, TX
 - NEHA: Phoenix, AZ
 - International Association for Food Protection
 - National Association of County and City Health Officials
 - Preparedness Summit
 - 360 Annual Educational Conference
 - Food Safety Summit
 - Conference for Food Protection
 - Retail Program Standards Symposium
 - FDA Retail Food Safety Seminars

Craven County



Item # 5

Optional Add-On

Capacity Building Optional Add-On

Capacity Building Optional Add-On

- Highly competitive
- Purpose
 - Supporting personnel costs
- Retail Program Standards Coordinator
- Expand conformance beyond Craven County
- Sustainability Plan



Craven County



Retail Program Standards Coordinator Position

Capacity Building Optional Add-On

Retail Program Standards Coordinator Position

- Assist Craven County maintain conformance.
- Maintain standards already met.
- Meet and audit a minimum of two standards, in addition to one new standard under track 3 requirements.
- Develop a sustainability plan
 - NEHA provided template after awards
- Begin working with other jurisdictions

Retail Program Standards Coordinator Position

- Intervention strategies
 - Forum
 - Educational visits
- Standards Maintenance



Retail Program Standards Coordinator Position

MET	NO.	STANDARD TITLE	PROGRESS	STANDARD ELEMENTS*
YES	1	REGULATORY FOUNDATION	SA Met 03/18/24	1a 1b 1c 2a 2b 3a 4a
YES	2	TRAINED REGULATORY STAFF	SA Met 09/25/24	1a 1b 2a 2b 3a 3b 4a 4b 5a
YES	3	INSPECTION PROGRAM BASED ON HACCP PRINCIPLES	SA Met 03/18/24	1a 1b 1c 2a 3a 4a 4b 4c 5a 6a
YES	4	UNIFORM INSPECTION PROGRAM	SA Met 08/19/24	1a 1b 1c 2 2i 2ii 2iii 2iv 2v 2vi 2vii 2viii 2ix 2x- 2xi 2xii 2xiii 2xiv 2xv 2xvi 2xvii 2xviii 2xix 2xx 3a 3b
YES	5	FOODBORNE ILLNESS AND FOOD DEFENSE PREPAREDNESS AND RESPONSE	SA Met 10/08/24	1a 1b 1c 1d 1e 1f 1g 1h 1i 2a 2b 3a 3b 4a 5a 5b 5c 6a 7a 7b1 7b2 7b3 7b4 7b5 7b6 7b7 7b8 7b9 7c
YES	6	COMPLIANCE AND ENFORCEMENT	SA Met 05/16/24	1a 1b 2a 2b
YES	7	INDUSTRY AND COMMUNITY RELATIONS	SA Met 03/18/24	1a 1b
YES	8	PROGRAM SUPPORT AND RESOURCES	SA Met 07/24/24	1a 2a 2b 3a 3b 4a 4b 4c 4d 4e 4f 4g 4h
NO	9	PROGRAM ASSESSMENT	42.9% met	1a 1b 1c 2a 2b 3a 3b

Retail Program Standards Coordinator



Capacity Building Add-On

\$300,000 (\$100,000/year)

With room for any COLA raises

REHS registration and exam



Using develop base grant funding

Computer

Other equipment



Available Funding

- Development Base Grant
 - \$30,000 (\$10,000/year)
- Mentorship (Mentor) Add-On
 - 5 mentees
 - \$24,000
- Travel/ Training Add-On
 - \$7,500
- Capacity Building Add-On
 - \$300,000 (\$100,000/year)
 - Retail Program Standards Coordinator
- Total \$361,500

Crauen County



New EH Position starting 7/1/25 (FY26)

Environmental Health Specialist

FY27 & FY28

ANNUAL COST (using FY25 figures)

<u>SALARY/BENEFITS</u>	<u>GRADE</u>	<u>STEP</u>	<u>ANNUAL</u>
Env Hlth Spec	67	1	\$ 56,622
FICA	7.65%		\$ 4,332
Retirement	13.64%		\$ 7,723
401K	5.00%		\$ 2,831
W/C Code 9410	3.48%		\$ 1,970
Health	\$845 per month	12	\$ 10,140
Dental	\$63 per month	12	\$ 756
Life	\$1.90 per month	12	\$ 23
Disability	\$2.90 per month	12	\$ 35
Total			\$ 84,432

EQUIPMENT/OTHER

	<u>ANNUAL</u>
Travel/Training	
Telephone/Service	
Computer	
Desk/Furniture	
Supplies	
Dues/Memberships	
Total	\$ 84,432

Total For 1 APP III

Environmental Health Specialist

FY26

EFFECTIVE 6/18/25- 12/31/25 13 Pay Periods

<u>SALARY/BENEFITS</u>	<u>GRADE</u>	<u>STEP</u>	<u>13 Pay Periods</u>
APP III	67	1	\$ 28,311
FICA	7.65%		\$ 2,166
Retirement	13.64%		\$ 3,862
401K	5.00%		\$ 1,416
W/C Code 9410	3.48%		\$ 985
Health	\$845 per month	6	\$ 5,070
Dental	\$63 per month	6	\$ 378
Life	\$1.90 per month	6	\$ 11
Disability	\$2.90 per month	6	\$ 17
Total			\$ 42,216

EQUIPMENT/OTHER

	<u>ANNUAL</u>
Travel/Training	
Telephone/Service	
Computer	
Desk/Furniture	
Supplies	
Dues/Memberships	
Total	\$ 42,216

Total For 1 APP III



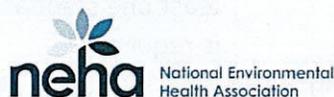
Calendar Year 2025 Grant Guidance

*Advancing conformance with the FDA
Voluntary National Retail Food Regulatory Program Standards*

V. Updated 09.30.2024

Application Period: October 1 – November 20, 2024

www.neha.org/retail-grants



Calendar Year (CY) 2025 Base Grant Types

Details	Track 1 Development Base Grant (1-year award)	Track 2 Development Base Grant (1-year award)	Track 3 Maintenance and Advancement Base Grant
Open to new Applicants for CY 2025?	YES	YES	YES
Duration	One-Year Award (January thru December 2025)	One-Year Award (January thru December 2025)	Three-Year Award (January 2025 thru December 2027)
Eligibility Requirements	Enrolled in the Retail Program Standards	(1) Enrolled in the Retail Program Standards (2) Current Self-Assessment of All 9 Standards (August 1, 2019 or later) (3) A complete Comprehensive Strategic Improvement Plan (CSIP) covering long-term plans for all 9 Standards	(1) Enrolled in the Retail Program Standards (2) Current Self-Assessment of All 9 Standards (August 2019 or later) (3) A complete Comprehensive Strategic Improvement Plan (CSIP) covering long-term plans for all 9 Standards (4) You must have Met and Verified at least three different Standards within the past five years (each dated August 1, 2019 or later).
Purpose	Required Outcomes: (1) Completion of a Self-Assessment of All 9 Standards (SA9) (2) Completion of a Comprehensive Strategic Improvement Plan (CSIP) covering long term plans, 9 standards	Required Outcome: (1) Continuous improvement with one or more of Standards 1-8 (progress on at least one standard is required)	Required Outcomes: (1) Continuous improvement with one or more of Standards 1-8 during each year of the 3-year grant period (2) Meet and Audit at least one new standard by the end of the 3-year grant period

	Track 1 Continued	Track 2 Continued	Track 3 Continued
		<p>Optional Outcome:</p> <p>(1) Work toward meeting or maintaining Standard 9</p>	<p>(3) Work toward meeting or maintaining Standard 9 during each year of the 3-year grant period</p>
<p>Optional Add-Ons available within the Base Grant</p>	<p>(1) Mentee Optional Add-On</p> <p>(2) Training Optional Add-On (for in-person Self-Assessment and Verification Audit Workshops, attendance at FDA Retail Food Protection Seminars, and/or attendance at the Conference for Food Protection (CFP))</p>	<p>(1) Mentee Optional Add-On</p> <p>(2) Training Optional Add-On (for Retail Food Safety Trainings, Workshops, and Conferences)</p> <p>(3) Updated Self-Assessment of All 9 Standards (within 12 months of 5-year renewal)</p>	<p>(1) Mentee Optional Add-On</p> <p>(2) Training Optional Add-On (for Retail Food Safety Trainings, Workshops, and Conferences)</p> <p>(3) Capacity Building. Optional Add-On</p> <p>4) Updated Self-Assessment of All 9 Standards (within 12 months of 5-year renewal)</p>
<p>Funding Available</p>	<p>From \$5,000 to \$22,500 for one year (if all options are requested and awarded)</p>	<p>From \$5,000 to \$35,500 for one year (if all options are requested and awarded at the highest amounts)</p>	<p>From \$45,000 to \$380,500 for three years (if all options are requested and awarded at the highest amounts)</p>
<p>Total Applications Required</p>	<p>1</p>	<p>1</p>	<p>1</p>

CY 2025 Optional Add-On Grants

Details	Mentorship / Mentor Optional Add-On Grant	Special Projects Optional Add-On Grant
Who Can Apply for CY 2025?	Track 2 and Track 3 base grant applicants (instead of requesting funds through the Mentee Optional Add-On in the Base application)	Track 2 and Track 3 base grant applicants
Purpose	To enable Mentors and Mentees to work together to pursue Retail Program Standards goals, complete site visits, and attend the year-end Mentorship Meeting.	Offers SLTT jurisdictions in Tracks 2 and 3 the opportunity to propose projects that advance the Retail Program Standards
Funding Available	\$12,000 to \$24,000 for 1 to 5 Mentees	Up to \$20,000
Total Applications Required	1 (in addition to the Base Grant application)	1 (in addition to the Base Grant application)

Maximum Number of Applications Per Applicant in Each Funding Track

Details	Track 1	Track 2	Track 3
Maximum Number of CY 2025 Applications	<p>1 application:</p> <p>(1) Track 1 Development Base Grant, including Mentee and Training Optional Add-Ons</p>	<p>Up to 3 applications:</p> <p>(1) Track 2 Development Base Grant, including Mentee and Training Optional Add-Ons</p> <p>(2) Mentorship / Mentor Optional Add-On Grant – in lieu of the Mentee Optional Add-On in the Base Grant</p> <p>(3) Special Projects Optional Add-On Grant</p>	<p>Up to 3 applications:</p> <p>(1) Track 3 Maintenance and Advancement Base Grant, including, Mentee, Training, and Capacity Building Optional Add-Ons</p> <p>2) Mentorship / Mentor Optional Add-On Grant <u>instead</u> of the Mentee Optional Add-On in the Base Grant</p> <p>(3) Special Projects Optional Add-On Grant</p>

Track 3 Maintenance and Advancement Base Grant (3-Year Award) Required and Optional Outcomes, Funding Available

The Track 3 Maintenance and Advancement Base Grant offers SLTT jurisdictions the opportunity to choose up to six funding options through a single application

Required Outcome: Continuous Improvement with at least one of Standards 1-8 (progress on at least one standard is required in each of the three project years AND at least one new standard must be met and audited by the end of the 3-year grant period) - \$30,000 (\$10,000 per year) *Fixed Funding based on deliverables met*

Required Outcome: Work toward meeting or maintaining Standard 9 during each of the three project years - \$15,000 or \$30,000 (\$5,000 or \$10,000 per year) *Fixed Funding based on deliverables met, depending on the Risk Factor Study approach used*

Risk Factor Study approaches include:

- A **Level 1 Risk Factor Study** uses the “**File Study**” approach which uses routine inspection data from inspections that have already been completed, to retroactively assess the occurrence of risk factors. *Fixed Funding of \$5,000 per year*
- A **Level 2 FDA Risk Factor Study** uses the “**Data Collection**” approach to estimate the occurrence of risk factors using observational visits to randomly selected retail food establishments. A “Data Collection” visit has, as its sole focus, observation of food safety behaviors tied to risk factors and is completed separately from the regulatory inspection. *Fixed Funding of \$10,000 per year*
- A third approach, also considered a **Level 2 Risk Factor Study**, is the “**Hybrid Approach**” which combines elements of the first two, by combining the data collection visit with a routine inspection. It is suggested that the data collection work occur after the routine inspection has been performed. *Fixed Funding of \$10,000 per year*

The work required to meet Standard 9 is completed over multiple years (often a 5-year cycle) and commonly includes each of the following steps:

- Year 1 – Design new (or update ongoing) Risk Factor Study, prepare materials, train staff
- Year 2 - Collect risk factor data for new (baseline) or ongoing Risk Factor Study
- Year 3 - Collect risk factor data for new (baseline) or ongoing Risk Factor Study
- Year 4 - Analyze risk factor data
Complete data analysis report and determine interventions needed
- Year 5 - Implement interventions based on results of data analysis
Meet and Audit Standard 9

(Track 3 continued)

Optional Outcome - Updated Self-Assessment of All 9 Standards within 12 months of 5-year renewal (if applicable): *Fixed Funding of \$3,000 based on deliverable met*

Mentee Optional Add-On: Request to be a Mentee (one-year award with the opportunity to reapply annually), *\$10,000 fixed funding based on deliverables met* (see section II. E of this guidance for specific deliverables and payments) (CY 2025 only)

Training Optional Add-On: Support for SLTT employees to attend Retail Food Safety Trainings, Workshops, and Conferences (one year award with the opportunity to reapply annually) – *Traditional Funding up to \$7,500 (CY 2025 only)*

Capacity Building Optional Add-On: Traditional Funding up to \$300,000 over three years (maximum of \$100,000 per year)

- **Capacity Building Purpose:** Capacity Building projects are focused on supporting personnel costs through a new hire, support of an existing position, or support of multiple positions (not to exceed 1.0 FTE), or for other mechanisms that lead to measurable improvement in Retail Program Standards conformance
- **Project examples** include support for a Retail Program Standards Coordinator position, a Network Coordinator or other position that supports multi-jurisdictional RPS conformance, a staff person (or persons) supporting both Retail Program Standards and network coordination goals, or other projects that lead to measurable improvement in Retail Program Standards conformance
- Over time, as a jurisdiction increases in experience and moves closer to meeting all nine Standards, funded personnel are encouraged to take on the role of a Network Coordinator or otherwise support activities that will enable multiple jurisdictions to increase conformance with the Retail Program Standards
- Projects that plan to expand conformance with the Retail Program Standards beyond their own jurisdictions, through support of Retail Program Standards Networks, the NEHA-FDA Mentorship Program, or by other means are likely to score well during the application review.
- Funded jurisdictions must develop a Sustainability Plan as part of their three-year project, for maintaining RPS gains after staff turnover and if future FTE funding is limited
- Capacity Building funding is expected to be highly competitive; priority will be given to applications that best demonstrate Retail Program Standards growth
- Applicants should be sure to clearly outline long-term jurisdictional plans to conform with most or all of the 9 Retail Program Standards

(Track 3 continued)

- Note that for this option under a Track 3 Maintenance and Advancement Base Grant, a detailed budget will be required at the time of application, and receipts/proof of expenditures will be required with each Interim Reimbursement Request (as needed) or Annual and Final Progress Reports

Eligibility: Enrollment in the Program Standards, a current SA9 (August 2019 or later), an up-to-date Comprehensive Strategic Improvement Plan (CSIP) covering long-term plans for all 9 Standards, and having successfully Met and Audited three different Standards within the past five years (to be confirmed according to FDA data)

Duration: Three years (CY 2025, CY 2026, CY2027)

Best For: Jurisdictions with recent experience meeting and auditing Standards (minimum of three in the last 5 years), and with plans for continued progress conforming with, and/or supporting other jurisdictions who are working to conform with, the Retail Program Standards.

Optional Add-On Grants: CY 2025 Track 3 Maintenance and Advancement Base Grant applicants are eligible to apply for a Mentorship Optional Add-On Grant (to apply to be a Mentor instead of choosing the Mentee option in the base grant), and/or a Special Projects Optional Add-On Grant.

Funding Available: Total Track 3 funding available for CY 2025 applicants: \$45,000 to \$380,500 over three years, depending on the options selected

Mentorship / Mentor Optional Add-On Grant (1-Year Award)

Permissible Outcomes and Funding Available

The Mentorship / Mentor Optional Add-On Grant offers SLTT jurisdictions in Track 2 or Track 3 the opportunity to apply to be a Mentor instead of choosing the Mentee option in their base grant. Awarded jurisdictions will serve as Mentors for 1-5 Mentee jurisdictions in the NEHA-FDA RFFM Mentorship Program (managed in partnership with NACCHO). Please see the latest version of the NEHA-FDA RFFM Grant Guidance for specific Mentor deliverables and payments.

Note for Mentor applicants who are also applying for a Capacity Building Optional Add-On in their Track 3 base grant: *For applicants who are awarded Capacity Building funds, Mentor applications will be considered alongside the approved Capacity Building outcomes. Funding for the Mentor application will only be considered if the Capacity Building outcomes are different and distinct from the Mentor outcomes (focused on different jurisdictions, distinct outcomes, etc.).*

Depending on the number and quality of applications received, consideration may also be given to the total number of Capacity Building and Mentor applications received from a single state (or a single geographic area). We encourage jurisdictions in the same state or geographic area to collaborate during the application phase. This will ensure that all Capacity Building and Mentor applications submitted are the strongest possible, demonstrating both growing partnerships and significant Retail Program Standards growth.

Required Outcomes: Serve as a Retail Program Standards Mentor for 1-5 Mentees, with *Fixed Funding from \$12,000 to \$24,000 based on the number of Mentees (see section II. E of this guidance for specific deliverables and payments)*

Eligibility: Must be a CY 2025 Track 2 Development Base Grant or a Track 3 Maintenance and Advancement Base Grant applicant, and must have declined to apply for the Mentee Optional Add-On in your Base Grant

Duration: One year (CY 2025), with the opportunity to reapply annually

Best For: Jurisdictions with experience in the Retail Program Standards who are willing to help other jurisdictions make progress in conforming with the Standards

Funding Available: \$12,000 to \$24,000 *Fixed Funding based on deliverables met for CY 2025, depending on the number of Mentees*

D. Capacity Building Optional Add-On / Additional Details

For the CY 2025-2027 funding cycle, Capacity Building funds are once again being offered to allow jurisdictions to request substantial funding - up to \$300,000 (a maximum of \$100,000 per year) - for projects that will further the goals of the Retail Program Standards. For this round of funding, Capacity Building funds are being offered as optional add-on funds within the Track 3 Maintenance and Advancement Base Grant. This will ensure that jurisdictions requesting this significant investment have plans to fully integrate their Capacity Building activities with other funded Retail Program Standards activities. It will also ensure that Capacity Building awardees have base grant support in place for the entire 3-year period for this funding, without having to reapply each year.

The intent of Capacity Building Optional Add-On funding for CY 2025-2027 is to support personnel that have primary responsibility for increasing conformance with the Retail Program Standards, through a new hire, support for an existing position, or support for multiple positions (not to exceed 1.0 FTE), or for other mechanisms that lead to measurable improvement in Retail Program Standards conformance.

Over time, as a jurisdiction increases in experience and moves closer to meeting a majority of the 9 Standards, funded personnel are encouraged to take on the role of a Network Coordinator or otherwise support activities that will enable multiple jurisdictions to increase conformance with the RPS.

Capacity Building funding is expected to be highly competitive, and priority will be given to applications that best demonstrate Retail Program Standards growth. Applicants should be sure to clearly outline long-term jurisdictional plans to conform with most or all of the 9 Retail Program Standards in the Comprehensive Strategic Improvement Plan (CSIP) that must be attached to the Track 3 application. Additionally, projects that plan to expand conformance with the Retail Program Standards beyond a single jurisdiction, through support of Retail Program Standards Networks, the NEHA-FDA Mentorship Program, or by other means, are likely to score well during the application review.

Due to funding limitations, total Capacity Building funds awarded to a single state (or in a single geographic area) may need to be limited, based on the number and quality of applications received. We encourage jurisdictions in the same state or geographic area to collaborate during the application phase. This will ensure that all Capacity Building applications submitted are the strongest possible, demonstrating significant Retail Program Standards growth.

As part of a three-year project, Capacity Building applicants are asked to focus their project on one of four distinct purposes, with corresponding outcomes that must be met for each selected purpose.

Following are the allowable purposes and required outcomes for each of the four Capacity Building

options:

1. **Support for a Retail Program Standards (RPS) Coordinator position**, with the primary purpose of assisting the funded jurisdiction in making significant Retail Program Standards progress.

By the end of the three-year project period, jurisdictions that intend to use the Capacity Building Optional Add-On to support an RPS Coordinator must:

- Maintain any Standards already met (a minimum of three Standards, a requirement for all Track 3 grantees) *;
- Meet and audit a minimum of two new Standards, in addition to the one new Standard met requirement for all track 3 Grantees ** (a total of three new Standards met and audited); and
- **Be maintaining a minimum of six (6) Standards.** (Be sure to indicate which three new Standards you plan to meet and audit by the end of the grant period, and three or more Standards you have already met and plan to maintain, in the “Required Outcome for a Track 3 Base Grant” section of the application.)
- Funded jurisdictions must develop a **Sustainability Plan** as part of their three-year project, for maintaining RPS gains after staff turnover and if future FTE funding is limited. NEHA will provide a template, guidance, and assistance with this requirement, shortly after awards are made.

Applicants that meet all nine Standards in year one or two of the three-year project period are encouraged to begin working to help other jurisdictions increase RPS conformance through networking activities, the NEHA-FDA RFFM Mentorship Program (which will require a separate, annual application), or through other means. If this scenario applies to your jurisdiction, be sure to provide details in the “Capacity Building Other Outcomes” section of the application.

** If any Standards that have been previously met become unattainable due to regulatory changes or other reasons, a detailed explanation and an action plan must be included in the relevant annual report.*

*** If your jurisdiction has already met all 9 Standards, or all that are attainable according to your jurisdiction’s current legal framework, please explain in your application.*

2. **Support for a Network Coordinator position**, with the primary purpose of leading or supporting a Retail Program Standards Network that enables multiple jurisdictions to make measurable Retail Program Standards progress.

By the end of the three-year project period, jurisdictions that intend to use the Capacity Building Optional Add-On to support a Network Coordinator must:

- Maintain any Standards already met (a minimum of three Standards, a requirement for all Track 3 grantees);
- Meet and audit a minimum of one new Standard (the requirement for all Track 3 grantees);

- Work to support a minimum of four enrolled (or newly enrolled) jurisdictions as part of an RPS Network (be sure to indicate specific goals for a minimum of four network jurisdictions you plan to recruit and/or support, in the “Network Outcomes” section below); and
- **Be maintaining a minimum of four (4) Standards.** (Be sure to indicate which new Standard you plan to meet and audit by the end of the grant period, and three or more Standards you have already met and plan to maintain, in the “Required Outcome for a Track 3 Base Grant” section of the application.)
- Funded jurisdictions must develop a **Sustainability Plan** as part of their three-year project, for maintaining RPS gains after staff turnover and if future FTE funding is limited. NEHA will provide a template, guidance, and assistance with this requirement, shortly after awards are made.

3. **Support for a combined RPS and Network Coordinator position**, with a focus on achieving and supporting both internal and external Retail Program Standards progress.

By the end of the three-year project period, jurisdictions that intend to use the Capacity Building Optional Add-On to support a Combined RPS and Network Coordinator must:

- Maintain any Standards already met (a minimum of three Standards, a requirement for all Track 3 grantees);
- Meet and audit a minimum of one new Standard, in addition to the one new Standard met requirement for all track 3 grantees (a total of two new Standards met and audited);
- Work to support a minimum of two enrolled (or newly enrolled) jurisdictions as part of an RPS Network (be sure to indicate specific goals for a minimum of two network jurisdictions you plan to recruit and/or support, in the “Network Outcomes” section below); and
- **Be maintaining a minimum of five (5) Standards.** (Be sure to indicate which two new Standards you plan to meet and audit by the end of the grant period, and three or more Standards you have already met and plan to maintain, in the “Required Outcome for a Track 3 Base Grant” section of the application.)
- Funded jurisdictions must develop a **Sustainability Plan** as part of their three-year project, for maintaining RPS gains after staff turnover and if future FTE funding is limited. NEHA will provide a template, guidance, and assistance with this requirement, shortly after awards are made.

4. **Other Retail Program Standards (RPS) Conformance Projects**

- Other RPS Conformance Projects must clearly state the value proposition for their funding request, which must increase RPS conformance, ideally beyond a single jurisdiction.
- The Project Improvement Plan within the Track 3 base grant application must clearly describe one or more measurable project outcomes that will lead to increased RPS conformance, ideally beyond a single jurisdiction.

- Funded jurisdictions must develop a **Sustainability Plan** as part of their three-year project, for maintaining RPS gains after staff turnover and if future FTE funding is limited. NEHA will provide a template, guidance, and assistance with this requirement, shortly after awards are made.

The Capacity Building Optional Add-On is offered as Traditional Reimbursement funding, requiring a detailed budget and budget justification in the application, and expense details provided / receipts submitted for all annual expenditures with each Annual Progress Report. Permissible uses of funding for a Capacity Building Optional Add-On include FTE funding (up to 1.0 FTE), other costs needed to support a funded position during the three-year duration of the project, or costs that support an "Other RPS Conformance Project."

E. Payments for CY 2025 Grants

As in CY 2024, with the goal of significantly reducing the administrative burden for jurisdictions, several grant types will continue to utilize deliverables-based payments (Fixed Funding) in CY 2025. **Grant types and options that will utilize Fixed Funding based on deliverables include:**

- Track 1 Development Base Grants (Base funding, Mentee Optional Add-On funding)
- Track 2 Development Base Grants (Base funding, Optional funding for work toward meeting or maintaining Standard 9, funding to update the Self-Assessment of All 9 Standards, Mentee Optional Add-On funding)
- Track 3 Maintenance and Advancement Base Grants (Base funding, Standard 9 funding, funding to update the Self-Assessment of All 9 Standards, Mentee Optional Add-On funding)
- Mentorship Optional Add-On Grants (Mentor funding)

F. Payments for Fixed Funding Options and Grants

To receive payment for the Fixed Funding grants or options, specified deliverables must be met for each grant type and option. Payment will be based on deliverables achieved during the project period. Expense documentation WILL NOT be required for payment of Fixed Funding outcomes and options, and your actual spending DOES NOT need to conform to the deliverables-based payment amounts. You are free to expend funds as determined by your unique needs, with the only requirement for payment being confirmation that each selected deliverable has been met. *For audit purposes, however, keep in mind that your spending must always adhere to all applicable federal subaward grant funding rules.* Although the default payment method is fixed payments and reimbursement once the project is complete, grantees may also request Interim Reimbursement Requests or Advance Payments as needed.

Following are the deliverables that will be required for payment of both **Fixed Funding and Traditional Reimbursement options**, listed by grant type.

Track 1 Development Base Grant Deliverables (including Mentee and Training Optional Add-Ons)

- **Required Outcomes: Completion of a Self-Assessment of all 9 Standards (SA9)** with required paperwork submitted to your FDA Retail Food Specialist; **AND completion of a Comprehensive Strategic Improvement Plan** covering all nine Standards, submitted to NEHA: *Fixed Funding of \$5,000 **
- **Mentee Optional Add-On**
 - Achievement of the Retail Program Standards goals from your application: *Fixed Funding of \$4,000 **
 - Completion of at least one site visit with your Mentor (either in your jurisdiction or theirs): *Fixed Funding of \$3,000 **
 - Attendance by one or two staff members at the required year-end Mentorship Conference: *Fixed Funding of \$3,000 **
- **Traditional Reimbursement for the Training Optional Add-On** requires a detailed budget in the application, and details provided / receipts submitted for all travel costs with the Final Progress Report. Allowable Track 1 travel includes:
 - Funding for up to two staff members to attend in-person Self-Assessment and Verification Audit Workshop(s)
 - Attendance at the CY 2025 FDA Retail Food Protection Seminars
 - Attendance at the CY 2025 Conference for Food Protection (CFP)
 - *Traditional Reimbursement of up to a maximum of \$7,500*
- **Total Track 1 funding available for CY 2025:** \$5,000 to \$22,500 for one year, depending on the options selected

Track 2 Development Base Grant Deliverables (including Mentee and Training Optional Add-Ons)

- **Required Outcome - Continuous Improvement with at least one of Standards 1-8:** Fixed Funding of \$5,000
- **Optional Outcome - Work toward meeting or maintaining Standard 9:** *Fixed Funding of \$5,000 or \$10,000 **, depending on the Risk Factor Study approach used:
 - **Level 1 Risk Factor Study** uses the “**File Study**” approach which uses routine inspection data from inspections that have already been completed, to retroactively assess the occurrence of risk factors. *Fixed Funding of \$5,000 **
 - **Level 2 FDA Risk Factor Study** uses the “**Data Collection**” approach to estimate the occurrence of risk factors using observational visits to randomly selected retail food establishments. A “Data Collection” visit has, as its sole focus, observation of food safety

behaviors tied to risk factors and is completed separately from the regulatory inspection.
Fixed Funding of \$10,000

- **A third approach, also considered a Level 2 Risk Factor Study**, is the “**Hybrid Approach**” which combines elements of the first two, by combining the data collection with a routine inspection. It is suggested that the data collection work occurs after the routine inspection has been performed. *Fixed Funding of \$10,000 **
- **Optional Outcome - Updated Self-Assessment of All 9 Standards** within 12 months of 5-year renewal: *Fixed Funding of \$3,000 **
- **Mentee Optional Add-On**
 - Achievement of the Retail Program Standards goals from your application: *Fixed Funding of \$4,000 **
 - Completion of at least one site visit with your Mentor (either in your jurisdiction or theirs): *Fixed Funding of \$3,000 **
 - Attendance by one or two staff members at the required year-end Mentorship Conference: *Fixed Funding of \$3,000 **
- **Traditional Reimbursement for the Training Optional Add-On** requires a detailed budget in the application, and details provided / receipts submitted for all travel costs with the Interim Reimbursement or Annual / Final Progress Report.
 - Allowable training includes Retail Food Safety Training, Workshops, and Conferences offered during Calendar Year 2025.
 - *Up to a maximum of \$7,500*
- **Total Track 2 funding available for CY 2025:** \$5,000 to \$35,500 for one year, depending on the options selected

Track 3 Maintenance and Advancement Base Grant Deliverables (with Mentee and Training Optional Add-Ons)

- **Required Outcome - Continuous Improvement with at least one of Standards 1-8** (each year of the three-year grant period): *Fixed Funding of \$30,000 (\$10,000 per year) **
- **Required Outcome - Work toward meeting or maintaining Standard 9:** *Fixed Funding of \$15,000 or \$30,000 * (\$5,000 or \$10,000 per year)* depending on the Risk Factor Study approach used:
 - **Level 1 Risk Factor Study** uses the “**File Study**” approach which uses routine inspection data from inspections that have already been completed, to retroactively assess the occurrence of risk factors. *Fixed Funding of \$15,000 (\$5,000 per year) **
 - **Level 2 FDA Risk Factor Study** uses the “**Data Collection**” approach to estimate the occurrence of risk factors using observational visits to randomly selected retail food establishments. A “Data Collection” visit has, as its sole focus, observation of food safety

behaviors tied to risk factors and is completed separately from the regulatory inspection.
*Fixed Funding of \$10,000 **

- **A third approach, also considered a Level 2 Risk Factor Study, is the “Hybrid Approach”** which combines elements of the first two, by combining the data collection with a routine inspection. It is suggested that the data collection work occur after the routine inspection has been performed. *Fixed Funding of \$30,000 (\$10,000 per year) **
- **Optional Outcome - Updated Self-Assessment of All 9 Standards** within 12 months of 5-year renewal: *Fixed Funding of \$3,000 **
- **Mentee Optional Add-On**
 - Achievement of the Retail Program Standards goals from your application: *Fixed Funding of \$4,000 **
 - Completion of at least one site visit with your Mentor (either in your jurisdiction or theirs): *Fixed Funding of \$3,000 **
 - Attendance by one or two staff members at the required year-end Mentorship Conference: *Fixed Funding of \$3,000 **
 - Funding is for CY 2025 only, with competitive opportunities to apply again for Mentee funding in CY 2026 and CY 2027
- **Traditional Reimbursement for a Training Optional Add-On** requires a detailed budget in the application, and details provided / receipts submitted for all travel costs with the Final Progress Report.
 - Allowable training includes Retail Food Safety Training, Workshops, and Conferences offered during Calendar Year 2025.
 - *Traditional funding for one year, up to a maximum of \$7,500*
 - Funding is for CY 2025 only, with competitive opportunities to apply again for Training funding in CY 2026 and CY 2027
- **Traditional Reimbursement for a Capacity Building Optional Add-On** requires a detailed budget in the application, and details provided / receipts submitted for all expenditures.
 - Allowable costs are those that enable significant progress in conforming with the Retail Program Standards. Examples include personnel support through a new hire, support of an existing position, or support of multiple positions (not to exceed 1.0 FTE), or costs that support an “Other RPS Conformance Project.”
 - Over time, as a jurisdiction increases in experience and moves closer to meeting all nine Standards, funded personnel are encouraged to take on the role of a Network Coordinator or otherwise support activities that will enable multiple jurisdictions to increase conformance with the Retail Program Standards.
 - Note that for this option, under a Track 3 Maintenance and Advancement Base Grant, a detailed budget will be required at the time of application, and receipts/proof of expenditures

will be required with each Interim Reimbursement Request (as needed) or Annual and Final Progress Reports.

- Traditional Funding up to \$300,000 over three years (maximum of \$100,000 per year).
- **Total Track 3 funding available for CY 2025 - 2027:** \$45,000 to \$380,500 over three years, depending on the options selected

Mentorship / Mentor Optional Add-On Grants (available for Track 2 and Track 3 Applicants)

- Deliverables for Mentorship / Mentor Grants (available for Track 2 or Track 3 applicants, instead of selecting the Mentee Option in the Base Grant application)
 - 1 Mentee: \$6,000 base for mentee support + \$3,000 for successful completion of the program by mentee + \$3,000 for attendance at the year-end meeting = *Fixed Funding of \$12,000 **
 - 2 Mentees: \$6,000 base for mentee support + \$6,000 for successful completion of the program by mentees + \$3,000 for attendance at the year-end meeting = *Fixed Funding of \$15,000 **
 - 3 Mentees: \$6,000 base for mentee support + \$9,000 for successful completion of the program by mentees + \$3,000 for attendance at the year-end meeting = *Fixed Funding of \$18,000 **
 - 4 Mentees: \$6,000 base for mentee support + \$12,000 for successful completion of the program by mentees + \$3,000 for attendance at the year-end meeting = *Fixed Funding of \$21,000 **
 - 5 Mentees: \$6,000 base for mentee support + \$15,000 for successful completion of the program by mentees + \$3,000 for attendance at the year-end meeting = *Fixed Funding of \$24,000 **

Special Projects Optional Add-On Grants (available for Track 2 and Track 3 Applicants)

- Deliverables for Special Projects Grants (available for Track 2 and Track 3 applicants) should be specified in your grant application, with a detailed budget and justification included.
- Expenditure details and receipts/proof of expenditures will be required with each Interim Reimbursement Request (as needed) and/or in the Final Progress Reports.
- Projects must focus on either advancement of the Retail Program Standards, support for Retail Program Standards Networks, or both.
- Traditional funding for one year, up to a maximum of \$20,000

* Expense documentation WILL NOT be required for payment of Fixed Funding outcomes and options, and your actual spending DOES NOT need to conform to the deliverables-based payments. You are free to expend funds as determined by your unique needs, with the only requirement for payment being confirmation that each selected deliverable has been met. *For audit purposes, however, keep in*

Standard 1: Regulatory Foundation
Program Self-Assessment and Verification Audit Tool
(January 2019)

Click the hyperlink below to open the online PDF version of Standard 1
<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372416.pdf>
 Click the hyperlink below to open the online PDF version with Instructions
<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372426.pdf>

PROGRAM SELF-ASSESSMENT (SA) SUMMARY

Printed Name of the Person who conducted the SA:	Margareta Slagle
Self-Assessor's Title:	Environmental Health Supervisor
Jurisdiction Name:	Craven County
Jurisdiction Address:	2818 Neuse Blvd, New Bern, NC 28562
Phone / Fax / E-mail:	(252)636-4936 margareta.slagle@cravencountync.gov
Date the Standard 1 Self-Assessment was Completed:	3/18/2024
SA indicates the Jurisdiction MEETS the Standard 1 criteria:	YES

VERIFICATION AUDIT (VA) SUMMARY

Printed Name of the Person who conducted the VA:	
Verification Auditor's Title:	
Auditor's Jurisdiction Name:	
Auditor's Jurisdiction Address:	
Phone / Fax / E-mail:	
Date the Verification Audit of Standard 1 was Completed:	
VA indicates the Jurisdiction MEETS the Standard 1 criteria:	

Table 2 - Program Self-Assessment and Verification Audit Table for Standard 1

Standard Sub-Elements Criteria	SA MET	Self-Assessor's Comments	VA MET	If NO, why criterion not met
1. Assessment of the Program's Regulatory Foundation				
a. The jurisdiction has documentation that it has performed a side-by-side comparison of its prevailing statutes, regulations, rules and other pertinent requirements against the current published edition of the <i>FDA Food Code</i> or one of the two most recent previous editions of the <i>FDA Food Code</i> .	YES			
b. The jurisdiction's side-by-side comparison includes an assessment of major Food Code Interventions and Risk Factors, Good Retail Practices, and Compliance/Enforcement Administrative requirements.	YES			
c. The regulatory foundation assessment clearly identifies the jurisdiction's corresponding requirement to the applicable <i>Code</i> section. The assessment provides a determination as to whether a specific provision in the jurisdiction's regulation meets the intent of the corresponding <i>FDA Food Code</i> section.	YES			
2. Food Code Interventions and Risk Factors				
a. The jurisdiction's initial Food Code assessment indicates that the agency's regulatory requirements contain at least 9 of the 11 <i>FDA Food Code</i> intervention and risk factor controls. By the third verification audit the jurisdiction's assessment indicated that the agency's regulatory requirements contain all 11 of the <i>FDA Food Code</i> intervention and risk factor controls. Part I – Self Assessment Worksheet Part I – Verification Audit Worksheet	YES			
b. The jurisdiction's Food Code assessment indicates that the agency has a corresponding requirement for ALL FDA Food Code provisions related to the interventions and risk factor controls. <i>NOTE: Auditor's random selection of Food Code Intervention and Risk Factor Control Sections confirms the jurisdiction's assessment that a corresponding requirement is contained in the agency's rules, regulations, ordinances, code, or statutes.</i>	YES			

3. Good Retail Practices				
<p>a. The jurisdiction's Food Code assessment indicates that regulatory requirements contain at least 95 percent of the FDA <i>Food Code</i> Good Retail Practices Sections.</p> <p><i>NOTE: Auditor's random selection of Good Retail Practices Code Sections confirms the jurisdiction's assessment that a corresponding requirement is contained in the agency's code or statutes.</i></p> <p><i>Documentation from:</i></p> <p>Part II – Self-Assessment Worksheet Part II – Verification Audit Worksheet</p>	YES			
4. Compliance and Enforcement				
<p>a. The jurisdiction's Food Code assessment indicates that regulatory requirements contain ALL the FDA <i>Food Code</i> Compliance and Enforcement Sections identified in the Standard.</p> <p><i>NOTE: Auditor's random selection of Compliance and Enforcement Code Sections confirms the jurisdiction's assessment that a corresponding requirement is contained in the agency's code or statutes.</i> <i>Documentation from:</i></p> <p>Part III – Self Assessment Worksheet Part III – Verification Audit Worksheet</p>	YES			
General Notes Pertaining to the Program Self-Assessment or the Verification Audit				

Standard 2: Trained Regulatory Staff
Program Self-Assessment and Verification Audit Tool
(January 2019)

Click the hyperlink below to open the online PDF version of Standard 2
<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372482.pdf>
 Click the hyperlink below to open the online PDF version with Instructions
<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372483.pdf>

PROGRAM SELF-ASSESSMENT (SA) SUMMARY

Printed Name of the Person who conducted the SA:	Margareta Slagle
Self-Assessor's Title:	Environmental Health Supervisor
Jurisdiction Name:	Craven County
Jurisdiction Address:	2818 Neuse Blvd PO Box 12610 New Bern NC 28562
Phone / Fax / E-mail:	2526364936/ margareta.slagle@cravencountync.gov
Date the Standard 2 Self-Assessment was Completed:	9/25/2024
SA indicates the Jurisdiction MEETS the Standard 2 criteria:	YES

VERIFICATION AUDIT (VA) SUMMARY

Printed Name of the Person who conducted the VA:	
Verification Auditor's Title:	
Auditor's Jurisdiction Name:	
Auditor's Jurisdiction Address:	
Phone / Fax / E-mail:	
Date the Verification Audit of Standard 2 was Completed:	
VA indicates the Jurisdiction MEETS the Standard 2 criteria:	

Table 3 - Program Self-Assessment and Verification Audit Table for Standard 2

Standard Sub-Elements Criteria	SA MET	Self-Assessor's Comments	VA MET	If NO, why criterion not met
1. Employee Training Records				
a. The jurisdiction maintains a written training record for each employee that includes the date of hire or assignment to the agency's retail food protection program.	YES			
b. The jurisdiction written training record provides documentation that each employee has completed the Standard #2 pre-requisite ("Pre") training curriculum PRIOR to conducting independent retail food or foodservice inspections.	YES			
2. Initial Field Training				
a. The jurisdiction maintains a written training record that provides confirmation that each employee completed a minimum of 25 joint field training inspections of retail food and/or foodservice establishments (if less than 25 joint field training inspections are performed, written documentation on file that FSIO has successfully demonstrated all required inspection competencies) PRIOR to conducting independent retail food or foodservice inspections	yes			
b. The jurisdiction maintains a written training record that provides confirmation that each employee successfully completed a field training process similar to that contain in the CFP Field Training Manual provided in Appendix B-2, Standard 2, PRIOR to conducting independent inspections of retail food and/or foodservice establishments.	yes			
3. Independent Inspections / Completion of ALL Curriculum Requirements				
a. The jurisdiction maintains a written training record that provides confirmation that each employee completed a minimum of 25 independent retail food and/or foodservice inspections PRIOR to field standardization.	YES			
b. The jurisdiction written training record provides documentation that each employee has completed ALL aspects of the Standard #2 training curriculum ("Pre") and ("Post") courses PRIOR to field standardization.	YES			
4. Field Standardization				

a. The jurisdiction maintains a written training record that provides documentation that each employee successfully completed a Standardization process similar to the <i>FDA Procedures for Standardization</i> within 18 months of hire or assignment to the retail food protection program.	YES			
b. The jurisdiction maintains a written training record that provides documentation that each standardized employee has maintained their standardization by performing a minimum of 4 joint inspections with a "training standard" every 3 years.	YES			

5. Continuing Education and Training

a. The jurisdiction maintains a written training record that provides documentation that each employee conducting retail food and/or foodservice inspections has accumulated 20 hours of continuing education every 36 months after the initial training (18) months is completed.	YES			
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General notes Pertaining to the Program Self-Assessment or the Verification Audit

Standard 3: Inspection Program Based On HACCP Principles
Program Self-Assessment and Verification Audit Tool
(January 2019)

Click the hyperlink below to open the online PDF version of Standard 3
<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372495.pdf>
 Click the hyperlink below to open the online PDF version with Instructions
<https://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372496.pdf>

PROGRAM SELF-ASSESSMENT (SA) SUMMARY

Printed Name of the Person who conducted the SA:	Margareta Slagle
Self-Assessor's Title:	Environmental Health Supervisor
Jurisdiction Name:	Craven County
Jurisdiction Address:	2818 Neuse Blvd, New Bern, NC 28562
Phone / Fax / E-mail:	(252) 636-4936 margareta.slagle@cravencountync.gov
Date the Standard 3 Self-Assessment was Completed:	3/18/2024
SA indicates the Jurisdiction MEETS the Standard 3 criteria:	YES

VERIFICATION AUDIT (VA) SUMMARY

Printed Name of the Person who conducted the VA:	
Verification Auditor's Title:	
Auditor's Jurisdiction Name:	
Auditor's Jurisdiction Address:	
Phone / Fax / E-mail:	
Date the Verification Audit of Standard 3 was Completed:	
VA indicates the Jurisdiction MEETS the Standard 3 criteria:	

Table 4 - Program Self-Assessment and Verification Audit Table for Standard 3

Standard Sub-Elements Criteria	SA MET	Self-Assessor's Comments	VA MET	If NO, why criterion not met
1. Inspection Form Design				
a. The jurisdiction's inspection form identifies foodborne illness risk factors and Food Code interventions.	YES	Current inspection form separates critical violation risk factors from		
b. The jurisdiction's inspection form documents actual observations using the convention IN, OUT, NA, and NO.	YES	Current inspection form uses In, Out, NA and No		
c. The jurisdiction's inspection form documents compliance and enforcement activities.	YES	The present form facilitates accurate compliance documentation by		
2. Risk Assessment Categories				
a. A risk assessment is used to group food establishments into at least 3 categories based on their potential and inherent food safety risks.	YES	NC categorizes Food Establishments into Four Risk categories. Rules requiring risk categories		
3. Inspection Frequency				
a. The jurisdiction's inspection frequency is based on the assigned risk categories.	YES	Inspection frequency equates to the Risk Category. Risk Type 1 is 1 time/year, Risk 2 is 2 times/year, Risk 3 is 3 times/year and Risk 4 is 4 times/year. Link to rules indicating frequency of inspection		
4. Written and Implemented Corrective Action Policy				
a. The jurisdiction has a written and implemented policy that requires on-site corrective action for foodborne illness risk factors observed to be out of compliance.	YES			
b. The jurisdiction has a written and implemented policy that requires discussion for long-term control of foodborne illness risk factors.	YES			
c. The jurisdiction has a written and implemented policy that requires follow-up activities on foodborne illness risk factor violations.	YES	Follow up visits are required for critical violations that cannot be corrected during the inspection.		
5. Variance Requests				
a. The jurisdiction has a written and implemented policy on variance requests related to foodborne illness risk factors and <i>Food Code</i> interventions.	YES	NC request for variance, NC position statement. HACCP/Variance verification and enforcement guide		
6. Verification and Validation of HACCP Plans				

a. The jurisdiction has a written and implemented policy for the verification and validation of HACCP plans when a HACCP plan is required by the Code.	YES	NC marking Instructions		
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General notes Pertaining to the Program Self-Assessment or the Verification Audit

Standard 4: Uniform Inspection Program
Program Self-Assessment and Verification Audit Tool
(January 2019)

Click the hyperlink below to open the online PDF version of Standard 4

<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372499.pdf>

Click the hyperlink below to open the online PDF version with Instructions

<https://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372500.pdf>

PROGRAM SELF-ASSESSMENT (SA) SUMMARY

Printed Name of the Person who conducted the SA:	Margareta Slagle
Self-Assessor's Title:	Environmental Health Supervisor
Jurisdiction Name:	Craven County
Jurisdiction Address:	2818 Neuse Blvd PO Box 12610 New Bern NC 28562
Phone / Fax / E-mail:	2526364936/ margareta.slagle@cravencountync.gov
Date the Standard 4 Self-Assessment was Completed:	8/19/2024
SA indicates the Jurisdiction MEETS the Standard 4 criteria:	Yes

VERIFICATION AUDIT (VA) SUMMARY

Printed Name of the Person who conducted the VA:	
Verification Auditor's Title:	
Auditor's Jurisdiction Name:	
Auditor's Jurisdiction Address:	
Phone / Fax / E-mail:	
Date the Verification Audit of Standard 4 was Completed:	
VA indicates the Jurisdiction MEETS the Standard 4 criteria:	

Table 5 - Program Self-Assessment and Verification Audit Table for Standard 4

Standard Sub-Elements Criteria	SA MET	Self-Assessor's Comments	VA MET	If NO, why criterion not met
1. Written Quality Assurance Program Document				
a. The jurisdiction has a written quality assurance program that covers all regulatory staff that conducts retail food and/or foodservice inspections.	YES	QA program, QA Documents; SOP's		
b. The jurisdiction periodically conducts an analysis of the results of the quality assurance program to identify quality or consistency problems among the staff in the twenty quality elements.	YES	A review of all inspections, permit actions, request for services and complaints. SOP's		
c. The jurisdiction's written quality assurance program describes corrective actions to address an individual retail food program inspector's performance quality or consistency issues when they are identified.	YES	QA Assessment conducted on staff. Program Specialist, Supervisor provides feedback to staff. QA Documents		
2. Twenty Quality Assurance Program Elements				
The jurisdictions quality assurance program provides a method to review or monitor, either individually or programmatically, the concepts in the twenty quality elements. The twenty elements follow in I. through XX.	yes			
I. The jurisdiction's quality assurance program assures that each inspector has the required equipment and forms to conduct the inspection.	YES	Inspection Form; Marking Instructions are available digitally as well as hard copies. Each member is given the required equipment on first day of the job.		
II. The jurisdiction's quality assurance program assures that each inspector reviews the contents of the establishment file, including the previous inspection report, reported complaints on file, and, if applicable, required HACCP Plans or documents supporting the issuance of a variance.	YES	Staff have the historical inspections available to them at the inspection. During review process, the program specialist and or supervisor reviews the violations to ensure that the staff member has appropriately marked repeat violations. This process is formalized in a written procedure available to staff. QA Program assesses this benchmark during field observations. CDP-IMS = THird party software to collect inspection reports and print in field with operator signature. Hard copies maintained in the office.		

<p>III. The jurisdiction's quality assurance program assures that each inspector verifies that the establishment is in the proper risk category and that the required inspection frequency is being met, Informs the supervisor when the establishment is not in the proper risk category or when frequency is not met.</p>	<p>YES</p>	<p>Yes. The inspection sheet lists risk category and inspection frequency. During the QA assment the asser confirms inspector confirms that these items are still accurate. Any changes are then refered to the program specialist. Program specialist communicates with staff members as needed. During the Monthly staff Rule interpretation meeting , interpretations of regulations, policies, and procedures are discussed.</p>		
<p>IV. The jurisdiction's quality assurance program assures that each inspector provides identification as a regulatory official to the person in charge and states the purpose of the visit.</p>	<p>YES</p>	<p>Yes, during the field observation the program specialist who conducts the QA confirms if the inspector properly introduces themselves to the PIC. Yes. The inspection sheet lists the rule refernce for each violation. However, the NC Food Code Regulations is not modled after the current FDA Food Code.</p>		
<p>V. The jurisdiction's quality assurance program assures that each inspector interprets and applies the jurisdiction's laws, rules, policies, procedures, and regulations required for conducting retail food inspections.</p>	<p>YES</p>	<p>Yes, during the field observation the program specialist who conducts the QA confirms if the inspector applies the rules, policies, procedures and regulations appropriately</p>		
<p>VI. The jurisdiction's quality assurance program assures that each inspector uses a risk-based inspection methodology to conduct the inspection.</p>	<p>YES</p>	<p>Yes, during the field observation the program specialist who conducts the QA confirms if the inspector conducts</p>		
<p>VII. The jurisdiction's quality assurance program assures that each inspector accurately determines the compliance status of each risk factor and Food Code intervention (i.e., IN compliance, OUT of compliance, Not Observed, or Not Applicable).</p>	<p>YES</p>	<p>During field observation and file review the program specialist confirms the inspector accurately marks each risk factor</p>		
<p>VIII. The jurisdiction's quality assurance program assures that each inspector obtains corrective action for out-of-compliance risk factors and Food Code interventions in accordance with the jurisdictions policies.</p>	<p>YES</p>	<p>During field observation and file review the program specialist confirms the inspector appropriately handles out of compliamance risk factors</p>		

<p>IX. The jurisdiction's quality assurance program assures that each inspector discusses options for the long-term control of risk factors with establishment managers when the same out-of-control risk factor occurs on consecutive inspections, in accordance with the jurisdiction's policies. Options may include, but are not limited to, risk control plans, standard operating procedures, equipment and/or facility modification, menu modification, buyer specifications, remedial training, or HACCP Plans.</p>	<p>YES</p>	<p>During field observation and file review the program specialist confirms the inspector appropriately handles out of compliance risk factors that are repeat offences from previous inspections</p>		
<p>X. The jurisdiction's quality assurance program assures that each inspector verifies correction of out-of-compliance observations identified during the previous inspection. In addition, follows through with compliance and enforcement in accordance with jurisdiction's policies.</p>	<p>YES</p>	<p>Our inspection forms have a verification required for each risk factor that can be selected if a risk factor is repeated. If a risk factor is marked as requiring verification the inspectors must make a visit for the risk factor(s) that were marked out and confirm that the item has been resolved according to the 2017 Food code. Also Inspectors have the historical inspections for each facility for them to review previous items marked in/out of compliance to confirm during the inspection if items have been resolved. Our electronic inspection form also flags repeat items to notify the inspector that that items should be assessed.</p>		
<p>XI. The jurisdiction's quality assurance program assures that each inspector conducts an exit interview that explains the out-of-compliance observations, corrective actions, and timeframes for correction, in accordance with the jurisdiction's policies.</p>	<p>Yes</p>	<p>Our digital and hard copy inspection forms require operator signature in order to be uploaded to the system. During field observations during QA exit interview is observed.</p>		
<p>XII. The jurisdiction's quality assurance program assures that each inspector provides the inspection report and, when necessary, cross-referenced documents, to the person in charge or permit holder, in accordance with the jurisdiction's policies.</p>	<p>YES</p>	<p>Our digital inspection forms are able to be printed in the field and or emailed to the PIC. Inspectors are provided with mobile printers.</p>		
<p>XIII. The jurisdiction's quality assurance program assures that each inspector demonstrates proper sanitary practices as expected from a food service employee.</p>	<p>YES</p>	<p>Program Specialist conduct field observation of inspector's inspections.</p>		

<p>XIV. The jurisdiction's quality assurance program assures that each inspector completed the inspection form per the jurisdiction's policies (i.e., observations, public health reasons, applicable code reference, compliance dates).</p>	<p>YES</p>	<p>Inspection form completed after the field observation is evaluated by the program specialist program specials to confirm report was written properly before the start of the exit interview with the PIC. Any changes that are need are immediately addressed and made. A file review of previous inspection reports is also conduct to asses previous errors in the inspection forms that need to be adressed with the inspector.</p>		
<p>XV. The jurisdiction's quality assurance program assures that each inspector document the status of each risk factor and intervention (IN, OUT, NA, NO).</p>	<p>YES</p>	<p>Proper marking of risk facotrs is completed during both the field observation portion of QA and during the file review process portion of QA</p>		
<p>XVI. The jurisdiction's quality assurance program assures that each inspector cites the proper code provisions for risk factors and Food Code interventions, in accordance with the jurisdiction's policies.</p>	<p>YES</p>	<p>Proper marking of risk facotrs is completed during both the field observation portion of QA and during</p>		
<p>XVII. The jurisdiction's quality assurance program assures that each inspector documents corrective action for out-of-compliance risk factors and Food Code interventions in accordance with the jurisdiction's policies.</p>	<p>YES</p>	<p>Proper marking of risk facotrs is completed during both the field observation portion of QA and during the file review process portion of QA</p>		
<p>XVIII. The jurisdiction's quality assurance program assures that each inspector documents that options for the long-term control of risk factors were discussed with establishment managers when the same out-of-control risk factor occurs on consecutive inspections. Options may include, but are not limited to, risk control plans, standard operating procedures, equipment and/or facility modification, menu modification, buyer specifications, remedial training, or HACCP Plans.</p>	<p>YES</p>	<p>During both the field observation portion of QA and during the file review process portion of QA the program specialist confirms the inspector has implement risk control plans were needed</p>		
<p>XIX. The jurisdiction's quality assurance program assures that each inspector accurately completes compliance or regulatory documents (i.e., exhibits, attachments, sample forms), appropriately cross-references them within the inspection report, and includes them with the inspection report, in accordance with the jurisdiction's policies.</p>	<p>YES</p>	<p>during both the field observation portion of QA the program special confirms that the inspector addresses this benchmark</p>		

XX. The jurisdiction's quality assurance program assures that each inspector files reports and other documentation in a timely manner, in accordance with the jurisdiction's policies.	YES	It is department policy to have all inspection uploaded to the reporting system CDP-IMS by the end of day or within 24hours.		
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3. Demonstration of Program Effectiveness Using the Statistical Method in Standard 4: Self-Assessment Worksheet

a. The program effectiveness measure documents that 3 self-assessment field reviews were conducted for each employee performing retail food and or foodservice inspection work during the five-year self-assessment period. [New staff who have not completed Steps 1 through 3 of Standard 2 are exempt from this field measurement.]	YES	We conduct QA twice a year on each inspector on staff.		
b. Based on the self-assessment field reviews using the statistical method described in Standard 4: Self-Assessment Worksheet, the jurisdiction's regulatory staff achieves a rate of 75% on each quality element for jurisdictions with 10 or more inspectors. For jurisdictions with less than 10 inspectors, the achievement rate meets or exceeds the Table 4-1 calculation.	yes			

General notes Pertaining to the Program Self-Assessment or the Verification Audit

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Standard 5: Foodborne Illness and Food Defense Preparedness and Response
Program Self-Assessment and Verification Audit Tool
(January 2019)

Click the hyperlink below to open the online PDF version of Standard 5

<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372504.pdf>

Click the hyperlink below to open the online PDF version with Instructions

<https://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372507.pdf>

PROGRAM SELF-ASSESSMENT (SA) SUMMARY

Printed Name of the Person who conducted the SA:	Margareta Slagle
Self-Assessor's Title:	Environmental Health Supervisor
Jurisdiction Name:	Craven County
Jurisdiction Address:	2818 Neuse Blvd, New Bern, NC 28562
Phone / Fax / E-mail:	(252)636-4936 margareta.slagle@cravencountync.gov
Date the Standard 5 Self-Assessment was Completed:	10/8/2024
SA indicates the Jurisdiction MEETS the Standard 5 criteria:	Yes

VERIFICATION AUDIT (VA) SUMMARY

Printed Name of the Person who conducted the VA:	
Verification Auditor's Title:	
Auditor's Jurisdiction Name:	
Auditor's Jurisdiction Address:	
Phone / Fax / E-mail:	
Date the Verification Audit of Standard 5 was Completed:	
VA indicates the Jurisdiction MEETS the Standard 5 criteria:	

Table 6 - Program Self-Assessment and Verification Audit Table for Standard 5

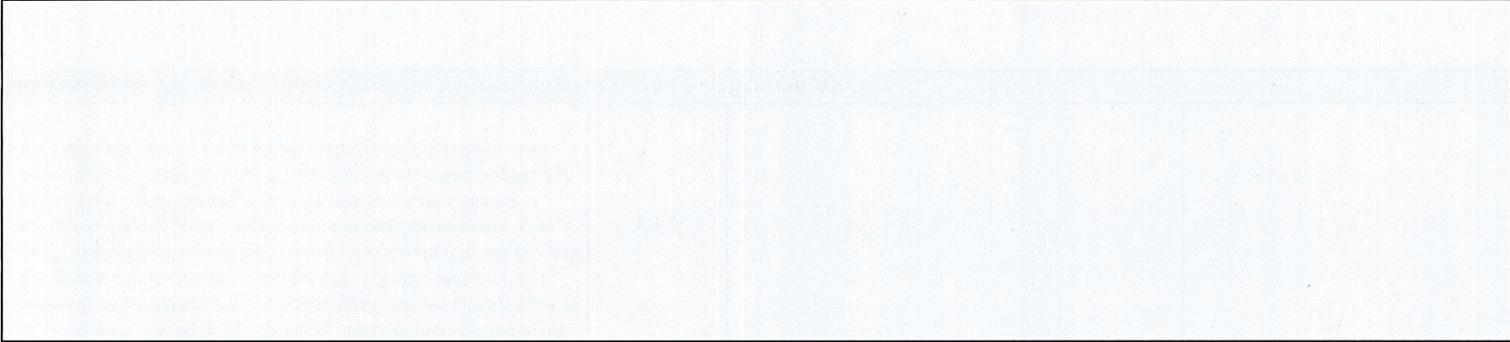
Standard Sub-Elements Criteria	SA MET	Self-Assessor's Comments	VA MET	If NO, why criterion not met
1. Investigation Procedures				
a. The program has written operating procedures for responding to and/or conducting investigations of foodborne illness and food-related injury that clearly identify the roles, duties, and responsibilities of program staff and how the program interacts with other relevant departments and agencies. (The procedures may be contained in a single source document or in multiple documents.)	YES			
b. The program maintains contact lists for individuals, departments, and agencies that may be involved in the investigation of foodborne illnesses, food-related injuries or contamination of food.	YES			
c. The program maintains a written operating procedure or a Memorandum of Understanding (MOU) with the appropriate epidemiological investigation program/department to conduct foodborne illness investigations and to report findings. The operating procedure or MOU clearly identifies the roles, duties, and responsibilities of each party.	YES			
d. The program maintains logs or databases for all complaint or referral reports from other sources alleging food-related illness, food-related injury, or intentional food contamination. The final disposition for each complaint is recorded in the log or database and is filed in, or linked to, the establishment record for retrieval purposes.	YES			
e. Program procedures describe the disposition, action, or follow-up, and reporting required for each type of complaint or referral report.	YES			
f. Program procedures require disposition, action or follow-up on each complaint or referral report alleging food-related illness or injury within 24 hours.	YES			
g. The program has established procedures and guidance for collecting information on the suspect foods' preparation, storage or handling during on-site illness, food-injury, or outbreak investigations.	YES			

h. Program procedures provide guidance for immediate notification of appropriate law enforcement agencies if at any time intentional food contamination is suspected.	YES			
i. Program procedures provide guidance for the notification of appropriate state and/or federal agencies when a complaint involves a product that originated outside the agency's jurisdiction or has been shipped interstate.	YES			
2. Reporting Procedures				
a. Possible contributing factors to the illness, food-related injury, or intentional food contamination are identified in each on-site investigation report.	YES	Yes, when the source is readily identified. Investigations, visits, and evaluations are performed at the establishment to determine possible factors in the outbreak.		
b. The program shares final reports of investigations with the state epidemiologist and reports of confirmed disease outbreaks with CDC.	YES	A document has been created to inform EH staff that foodborne illness investigation reports are to be shared with the state epidemiologist as well as the CDC in addition to EH directors, supervisors, EPI team, and regional staff.		
3. Laboratory Support Documentation				
a. The program has a letter of understanding, written procedures, contract or MOU acknowledging that a laboratory(s) is willing and able to provide analytical support to the jurisdiction's food program. The documentation describes the type of biological, chemical, radiological contaminants or other food adulterants that can be identified by the laboratory. The laboratory support available includes the ability to conduct environmental, food, and/or clinical sample analyses.	YES			

b. The program maintains a list of alternative laboratory contacts from which assistance could be sought in the event that a food-related emergency exceeds the capability of the primary support lab(s) listed in paragraph 3.a. This list should also identify potential sources of laboratory support such as FDA, USDA, CDC, or environmental laboratories for specific analysis that cannot be performed by the jurisdiction's primary laboratory(s).	YES			
4. Trace-back Procedures				
a. Program management has an established procedure to address the trace-back of foods implicated in an illness, outbreak or intentional food contamination. The trace-back procedure provides for the coordinated involvement of all appropriate agencies and identifies a coordinator to guide the investigation. Trace-back reports are shared with all agencies involved and with CDC.	YES			
5. Recalls				
a. Program management has an established procedure to address the recall of foods implicated in an illness, outbreak, or intentional food contamination.	YES			
b. When the jurisdiction has the responsibility to request or monitor a product recall, written procedures equivalent to 21 CFR Part 7 are followed.	YES			
c. Written policies and procedures exist for verifying the effectiveness of recall actions by firms (effectiveness checks) when requested by another agency.	YES			
6. Media Management				
a. The program has a written policy and procedure that defines a protocol for providing information to the public regarding a foodborne illness outbreak or food safety emergency. The protocol should address coordination and cooperation with other agencies involved in the investigation. A media person is designated in the protocol.	YES			
7. Data Review and Analysis				

a. At least once per year, the program conducts a review of the data in the complaint log or database and the illness and food-related injury investigations to identify trends and possible contributing factors that are most likely to cause illness or injury. These periodic reviews of multiple complaints and contributing factors may suggest a need for further investigations and may suggest steps for illness prevention.	YES	Routinely reviews the data.		
b. The review is conducted with prevention in mind and focuses on, but is not limited to, the following: 1) Multiple complaints on the same establishment;	YES	See monthly reports		
2) Multiple complaints on the same establishment type;	YES	See monthly reports		
3) Multiple complaints implicating the same food;	YES	See monthly reports		
4) Multiple complaints associated with similar food preparation processes;	YES	See monthly reports		
5) Number of confirmed foodborne disease outbreaks;	YES	See monthly reports		
6) Number of foodborne disease outbreaks and suspect foodborne disease outbreaks;	YES	See monthly reports		
7) Contributing factors most often identified;	YES	See monthly reports		
8) Number of complaints involving real and alleged threats of intentional food contamination; and	YES	See monthly reports		
9) Number of complaints involving the same agent and any complaints involving unusual agents when agents are identified.	YES	See monthly reports		
c. In the event that there have been no illness or food-related injury outbreak investigations conducted during the twelve months prior to the trend analysis, program management will plan and conduct a mock foodborne illness or food defense investigation to test program readiness. The mock investigation should simulate response to an actual illness outbreak and include on-site inspection, sample collection and analysis. A mock investigation must be completed at least once per year when no illness outbreak investigations occur.	YES			

General notes Pertaining to the Program Self-Assessment or the Verification Audit



Standard 6: Compliance and Enforcement
Program Self-Assessment and Verification Audit Tool
(January 2019)

Click the hyperlink below to open the online PDF version of Standard 6
<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372511.pdf>
 Click the hyperlink below to open the online PDF version with Instructions
<https://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372515.pdf>

PROGRAM SELF-ASSESSMENT (SA) SUMMARY

Printed Name of the Person who conducted the SA:	Margareta Slagle
Self-Assessor's Title:	Environmental Health Supervisor
Jurisdiction Name:	Craven County
Jurisdiction Address:	2818 Neuse Blvd, New Bern, NC 28562
Phone / Fax / E-mail:	(252)636-4936 margareta.slagle@cravencountync.gov
Date the Standard 6 Self-Assessment was Completed:	5/16/2024
SA indicates the Jurisdiction MEETS the Standard 6 criteria:	Yes

VERIFICATION AUDIT (VA) SUMMARY

Printed Name of the Person who conducted the VA:	
Verification Auditor's Title:	
Auditor's Jurisdiction Name:	
Auditor's Jurisdiction Address:	
Phone / Fax / E-mail:	
Date the Verification Audit of Standard 6 was Completed:	
VA indicates the Jurisdiction MEETS the Standard 6 criteria:	

Table 7 - Program Self-Assessment and Verification Audit Table for Standard 6

Standard Sub-Elements Criteria	SA MET	Self-Assessor's Comments	VA MET	If NO, why criterion not met
1. Compliance and Enforcement Procedure				
a. The jurisdiction's has a written step-by-step compliance and enforcement procedure that describes what actions and tools (i.e. forms/documents/interventions) are to be used to achieve compliance.	YES			
b. The jurisdiction's inspection form(s) record and quantify the compliance status of foodborne illness risk factors, <i>Food Code</i> interventions and other serious code violations.	YES	The jurisdiction used In, Out, NA & NO on inspection reports.		
2. Assessment of Effectiveness				
a. The jurisdiction has written documentation that verifies the review of the effectiveness of the staff's implementation of the program's compliance and enforcement procedure that includes a selection of establishment files for review in accordance with the Standard criteria.	YES			
b. The jurisdiction has written documentation verifying that at least 80 percent of the sampled files follow the agency's step-by-step compliance and enforcement procedures and actions were taken to resolve out-of-compliance risk factors recorded on the selected routine inspection in accordance with the Standard criteria.	YES	Staff uses CDI and verifications to achieve compliance with out-of-control risk factors and interventions documented on the routine inspection form.		
General notes Pertaining to the Program Self-Assessment or the Verification Audit				

Standard 7: Industry and Community Relations
Program Self-Assessment and Verification Audit Tool
(January 2019)

Click the hyperlink below to open the online PDF version of Standard 7

<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372523.pdf>

Click the hyperlink below to open the online PDF version with Instructions

<https://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372599.pdf>

PROGRAM SELF-ASSESSMENT (SA) SUMMARY

Printed Name of the Person who conducted the SA:	Margareta Slagle
Self-Assessor's Title:	Environmental Health Supervisor
Jurisdiction Name:	Craven County
Jurisdiction Address:	2818 Neuse Blvd, New Bern, NC 28562
Phone / Fax / E-mail:	(252) 636-4936 margareta.slagle@cravencountync.gov
Date the Standard 7 Self-Assessment was Completed:	3/18/2024
SA indicates the Jurisdiction MEETS the Standard 7 criteria:	Yes

VERIFICATION AUDIT (VA) SUMMARY

Printed Name of the Person who conducted the VA:	
Verification Auditor's Title:	
Auditor's Jurisdiction Name:	
Auditor's Jurisdiction Address:	
Phone / Fax / E-mail:	
Date the Verification Audit of Standard 7 was Completed:	
VA indicates the Jurisdiction MEETS the Standard 7 criteria:	

Table 8 - Program Self-Assessment and Verification Audit Table for Standard 7

Standard Sub-Elements Criteria	SA MET	Self-Assessor's Comments	VA MET	If NO, why criterion not met
1. Industry and Consumer Interaction				
a. The jurisdiction maintains written documentation confirming that the agency has sponsored or actively participated in at least one meeting/forum annually, such as food safety task forces, advisory boards / committees, customer surveys, web-based meetings or forums. Documentation confirms that offers of participation have been extended to industry and consumer representatives.	YES	Food Safety Advisory Council held first meeting in July 2022 with members of the community.		
2. Educational Outreach				
a. The jurisdiction maintains written documentation confirming that the agency has sponsored or coordinated at least one educational outreach activity annually directed at industry, consumer groups, the media, and/or elected officials. Educational outreach activities focus on increasing awareness of foodborne illness risk factors and control methods to prevent foodborne illness and may include industry recognition programs, web sites, newsletters, Fight BAC campaigns, food safety month activities, food worker training, and use of oral culture learner materials.	YES	Educational and outreach programs reach citizens and industry, using a variety of means, including the website, training sessions, school presentations, newsletters, etc.		
General notes Pertaining to the Program Self-Assessment or the Verification Audit				
Empty space for general notes				

Standard 8: Program Support and Resources
Program Self-Assessment and Verification Audit Tool
(January 2019)

Click the hyperlink below to open the online PDF version of Standard 8

<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372528.pdf>

Click the hyperlink below to open the online PDF version with Instructions

<https://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372529.pdf>

PROGRAM SELF-ASSESSMENT (SA) SUMMARY

Printed Name of the Person who conducted the SA:	Margareta Slagle
Self-Assessor's Title:	Environmental Health Supervisor
Jurisdiction Name:	Craven County
Jurisdiction Address:	2818 Neuse Blvd, New Bern, NC 28562
Phone / Fax / E-mail:	(252) 636-4936 margareta.slagle@cravencountync.gov
Date the Standard 8 Self-Assessment was Completed:	7/24/2024
SA indicates the Jurisdiction MEETS the Standard 8 criteria:	Yes

VERIFICATION AUDIT (VA) SUMMARY

Printed Name of the Person who conducted the VA:	
Verification Auditor's Title:	
Auditor's Jurisdiction Name:	
Auditor's Jurisdiction Address:	
Phone / Fax / E-mail:	
Date the Verification Audit of Standard 8 was Completed:	
VA indicates the Jurisdiction MEETS the Standard 8 criteria:	

Table 9 - Program Self-Assessment and Verification Audit Table for Standard 8

Standard Sub-Elements Criteria	SA MET	Self-Assessor's Comments	VA MET	If NO, why criterion not met
1. Staffing Level – FTEs per Inspections Performed				
a. The jurisdiction has written documentation, calculations, or a program resource assessment that demonstrates a staffing level of one FTE for every 280-320 retail food program inspections performed.	YES			
2. Inspection Equipment				
a. The jurisdiction can show through written records, equipment inventories, or actual observations that each retail food program inspector has a head cover, thermocouple, flashlight, sanitization test kit, heat sensitive tapes or maximum registering thermometer, and necessary forms and administrative materials.	YES	Actual observation of retail food program inspectors have all necessary equipment.		
b. The jurisdiction has a written procedure for obtaining the use of computers, cameras, black lights, pH meters, foodborne illness kits, sample collection kits, data loggers, and cell phones should this equipment not be part of the agency's general equipment inventory.	YES	Formalized documentation now exists. Craven County Government also utilizes a "new employee" process to request equipment, telephone access.		
3. Administrative Program Support				
a. The jurisdiction has written documentation, calculations, or a program resource assessment that demonstrates sufficient equipment is available to support the record keeping system utilized by the program.	YES	Written inventory checklist created.		
b. The jurisdiction has a system in place to collect, analyze, retain and report pertinent information required to manage and implement the program.	YES	CDP/IMS provides sufficient access to data to analyze retail food protection program		
4. Program Resource Assessment				
a. The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing and equipment necessary to meet Standard #1 – Regulatory Foundation.	YES			
b. The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing and equipment necessary to meet Standard #2 – Trained Regulatory Staff.	YES			
c. The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing and equipment necessary to meet Standard #3 – Inspection Program Based on HACCP Principles.	YES			

d. The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing and equipment necessary to meet Standard #4 – Uniform Inspection Program.	YES			
e. The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing and equipment necessary to meet Standard #5 – Foodborne Illness and Food Security Preparedness and Response..	YES			
f. The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing and equipment necessary to meet Standard #6 – Compliance and Enforcement.	YES			
g. The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing and equipment necessary to meet Standard #7 – Industry and Community Relations.	YES			
h. The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing and equipment necessary to meet Standard #9 – Program Assessment.	YES			

General notes Pertaining to the Program Self-Assessment or the Verification Audit

Standard 9: Program Assessment

Program Self-Assessment and Verification Audit Tool

(January 2019)

Click the hyperlink below to open the online PDF version of Standard 9

<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372531.pdf>

Click the hyperlink below to open the online PDF version with Instructions

<https://www.fda.gov/media/86885/download>

PROGRAM SELF-ASSESSMENT (SA) SUMMARY

Printed Name of the Person who conducted the SA:	Margareta Slagle
Self-Assessor's Title:	Environmental Health Supervisor
Jurisdiction Name:	Craven County
Jurisdiction Address:	2818 Neuse Blvd, New Bern, NC 28562
Phone / Fax / E-mail:	(252)636-4936 margareta.slagle@cravencountync.gov
Date the Standard 9 Self-Assessment was Completed:	4/21/2022
SA indicates the Jurisdiction MEETS the Standard 9 criteria:	NO

VERIFICATION AUDIT (VA) SUMMARY

Printed Name of the Person who conducted the VA:	
Verification Auditor's Title:	
Auditor's Jurisdiction Name:	
Auditor's Jurisdiction Address:	
Phone / Fax / E-mail:	
Date the Verification Audit of Standard 9 was Completed:	
VA indicates the Jurisdiction MEETS the Standard 9 criteria:	

Table 10 - Program Self-Assessment and Verification Audit Table for Standard 9

Standard Sub-Elements Criteria	SA MET	Self-Assessor's Comments	VA MET	If NO, why criterion not met
1. Risk Factor Study				
a. A study on the occurrence of foodborne illness risk factors has been completed and includes data for each facility type regulated by the jurisdiction collected over the study cycle.	Yes			
b. The data collection form includes items pertaining to the following Center for Disease Control and Prevention (CDC) identified contributing factors to foodborne illness. 1) Food from Unsafe Sources; 2) Improper Holding/Time and Temperature; 3) Inadequate Cooking; 4) Poor Personal Hygiene; and 5) Contaminated Equipment/Protection from Contamination.	Yes			
c. The data collection form provides for marking actual observations of food practices within an establishment (IN, OUT, NO, and NA).	YES	Inspection forms provide In, Out, NA, & NO		
2. Report of Analysis and Outcome				
a. A report is available that shows the results of the data collection from the jurisdiction's foodborne illness risk factor study	NO			
b. The report provides quantitative measurements upon which to assess the trends in the occurrence of foodborne illness risk factors over time.	NO			
3. Intervention Strategy				
a. A targeted intervention strategy designed to address the occurrence of the risk factor(s) identified in their RISK FACTOR STUDY is implemented and the effectiveness of such strategy is evaluated by subsequent RISK FACTOR STUDIES or other similar tools	NO			
b. Documentation is provided of performed interventions, action, or activities designed to improve control of foodborne illness risk factors.	NO			
General notes Pertaining to the Program Self-Assessment or the Verification Audit				

Voluntary National Retail Food Regulatory Program Standards (REV: 11/2020)

Self-Assessment / Audit Verification Summary & Gap Analysis Tool

<p>Jurisdiction Name: Craven County Report completed by: Margareta Slagle Date: 10/8/2024 Program Standards Version: 2022 Self-Assessment Period 3</p>

Table 1 - Summary Table of Progress Towards Meeting the Retail Program Standards

MET	NO.	STANDARD TITLE	PROGRESS	STANDARD ELEMENTS*
YES	1	REGULATORY FOUNDATION	SA Met 03/18/24	1a- 1b- 1c- 2a- 2b- 3a- 4a-
YES	2	TRAINED REGULATORY STAFF	SA Met 09/25/24	1a- 1b- 2a- 2b- 3a- 3b- 4a- 4b- 5a-
YES	3	INSPECTION PROGRAM BASED ON HACCP PRINCIPLES	SA Met 03/18/24	1a- 1b- 1c- 2a- 3a- 4a- 4b- 4c- 5a- 6a-
YES	4	UNIFORM INSPECTION PROGRAM	SA Met 08/19/24	1a- 1b- 1c- 2- 2i- 2ii- 2iii- 2iv- 2v- 2vi- 2vii- 2viii- 2ix- 2x- 2xi- 2xii- 2xiii- 2xiv- 2xv- 2xvi- 2xvii- 2xviii- 2xix- 2xx- 3a- 3b-
YES	5	FOODBORNE ILLNESS AND FOOD DEFENSE PREPAREDNESS AND RESPONSE	SA Met 10/08/24	1a- 1b- 1c- 1d- 1e- 1f- 1g- 1h- 1i- 2a- 2b- 3a- 3b- 4a- 5a- 5b- 5c- 6a- 7a- 7b1- 7b2- 7b3- 7b4- 7b5- 7b6- 7b7- 7b8- 7b9- 7c-
YES	6	COMPLIANCE AND ENFORCEMENT	SA Met 05/16/24	1a- 1b- 2a- 2b-
YES	7	INDUSTRY AND COMMUNITY RELATIONS	SA Met 03/18/24	1a- 1b-
YES	8	PROGRAM SUPPORT AND RESOURCES	SA Met 07/24/24	1a- 2a- 2b- 3a- 3b- 4a- 4b- 4c- 4d- 4e- 4f- 4g- 4h-
NO	9	PROGRAM ASSESSMENT	42.9% met	1a- 1b- 1c- 2a 2b 3a 3b

* Elements that are met are identified by strikethrough text.

Click the hyperlink below for additional Program Standards guidance, instructions and PDF files located on the FDA Retail Food Protection website <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/ucm245409.htm>

Current Date: 11/08/2024

STATE OF NORTH CAROLINA
 OFFICE OF STATE PERSONNEL
 POSITION DESCRIPTION FORM (PD-102R-92)

Approved Classification:
 Effective Date:
 Analyst:

(This space for Personnel Dept. Use Only.)

1. Present Classification Title of Position	7. Pos No.
2. Usual Working Title of Position Retail Program Standards (RPS) Coordinator	8. Department, University, commission, or Agency Craven County Health Department
3. Requested Classification of Position	9. Institution & Division Division of Environmental Health
4. Name of Immediate Supervisor Margareta Slagle	10. Section and Unit Food, Lodging and Intuitions
5. Supervisor's Position Title & Position No. Environmental Health Supervisor I 10199	11. Street Address, City and County 2818 Neuse Boulevard, New Bern Craven
6. Name of Employee	12. Location of Workplace, Bldg. And Room No. Human Services Complex, Room 120

I. A. Primary Purpose of Organizational Unit:

This unit seeks to build upon the history of Public Health and to assist in maintaining an environment in which it is pleasant to live and work while responding to the dynamics of the growth of our county. This is accomplished through the enforcement of appropriate Environmental Health laws and rules from the State of North Carolina and the Craven County Board of Health.

B. Primary Purpose of Position:

This is advanced professional environmental health work in the promotion of public health through education, surveillance, consultation, inspection and enforcement of State, local, and Federal environmental health laws and regulations. Employee functions as an advanced specialist in the food, lodging and institutions program. The primary responsibility is to increase conformance with the FDA Voluntary National Retail Program Standards.

C. Work Schedule:

Scheduled work hours are 8 am to 5 pm Monday through Friday. Alternative scheduling of those work hours by the Environmental Health Supervisor may become necessary during periods of high activity where meetings, presentations, and or incidents of unusual climatic events result in this position being called upon to work extended or odd hours which would result in this position working in excess of the set maximum of 40 work hours per week.

D. Change in Responsibilities or Organizational Relationship:

Individual serves as an advanced specialist in food program.

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

Method Used (Check One)

Order of importance XX

Sequential order _____

Place an asterisk (*) next to each essential function. Please note percentage of time for each function.

<u>No.</u>	<u>%</u>	
*1	50%	The primary duties performed by this position are required to oversee the implementation and maintenance of FDA Retail Program Standards 1-9. Conduct regular audits and reviews to ensure ongoing compliance with all standards. Develop and execute a sustainability plan to maintain RPS compliance and manage staff turnover.
*2	20%	Position will support the activities of the Environmental Health Supervisor by providing guidance in the field related to assigned duties. Position performs a full range of tasks associated with FDA Voluntary National Retail Program Standards. Monitor and report on the progress of compliance efforts and identify areas for improvement to supervisor.
*3	4%	Provide continuous training and development for staff to ensure understanding and adherence to the standards. Establish comprehensive documentation and standardized processes to facilitate in staff training.
*4	3%	Position attends training classes and seminars to further expand knowledge and meet the criteria to maintain certification as a Registered Environmental Health Specialist in the State of North Carolina.
*5	10%	Position responds to general requests from management and the public for carrying out state guidelines and regulations. Position conducts educational and training sessions for food service personnel and personnel of other regulated facilities.
*6	3%	Position requires a broad and in-depth understanding and knowledge of the laws, rules, procedures, professional standards, technology, methodology, and concepts in assigned program areas, as well as a complete understanding of the methodologies and concepts of the broader environmental health disciplines. Work requires a general knowledge of a variety of natural and physical sciences as a basis for enforcement, consultation, and educational roles.
*7	2%	Position assists in the development of and presentation of educational programs and assists in educational interactions with the community. Collaborate with neighboring jurisdictions to share knowledge, conduct joint training sessions, and develop participate in the State network for best practices and resources.
8	5%	Use of a motor vehicle and associated travel is necessary in the performance of assigned duties.
9	3%	Other duties as assigned by management. In the event of a disaster, may be required to assist as needed.

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

Position performs the full range of tasks associated with the Food program. Position must properly interpret and communicate the needs of different programs so direction of resources and manpower can be directed to effectively accomplish the department's mission. This position must maintain a high degree of accuracy in the interpretation of results and the administration of the duties assigned which are relevant to the laws and rules governing the particular situation.

- 2. Consequence of Error:

Improper actions and decisions could result in the development of unhealthy environmental conditions that could cause poisoning or the spread of communicable disease. Since the most complex, controversial, or potentially environmentally devastating problems are referred to employees in this class for resolution, the effects of decisions on the public health or individual or group finances could be substantial.

-- 3. Instructions Provided to Employee:

Instructions are usually general in nature and are related to program objectives, progress, and unusual problems. Employee is generally allowed to develop his/her daily schedule to achieve completion of assigned tasks. Employee independently plans short-term schedules. In this advanced specialist role technical instruction and advice within the department may at times be lacking. The more complex problems are referred to employees in this class for resolution. As a result, standards, guidelines, and rules, at times, may be inapplicable or incomplete.

4. Guides, Regulations, Policies and References Used by Employee:

15A NCAC 18A Rules Governing the Sanitation of the following:
Restaurants and other food handling establishments
Meat markets

Also included are:

FDA Voluntary National Retail Program Standards 1-9
Craven County Rules Governing Seafood Establishments and Vehicles
County Safety Manual
Craven County Employee Handbook
Division of Environmental Health Standard Operating Procedures manual

5. Supervision Received by Employee:

Work receives limited technical review, which is usually accomplished after the work is completed. Administrative review is generally for the purpose of coordinating programs and ensuring that administrative policies and practices are being followed.

6. Variety and Purpose of Personal Contacts:

Employee has daily contact with the general public and frequent contact with local and State officials, property owners and managers of a variety of businesses, institutions and local interest groups. He/she must communicate the decisions that have been made and the reasoning behind those decisions. Often these decisions are unpopular and are met with opposition from property owners or managers.

7. Physical Effort:

On a daily basis this position must perform such physical acts as lifting and moving equipment; kneeling or stooping to look under shelves; reaching for objects in high storage areas; climbing ladders and stairs and any other activity needed to perform a complete inspection of a given facility. Duties may require extensive standing, walking, bending, reaching, stooping, grasping, lifting and the ability to carry equipment necessary for work. These are daily activities that are typical of most indoor and outdoor activities.

8. Work Environment and Conditions:

Working conditions are typical of those encountered in most indoor/outdoor activities with the additional considerations of exposure to inclement weather, difficult terrain, or filth. Employees may have contact with antagonistic and/or uncooperative members of the general public, and decisions rendered in some cases result in considerable emotional stress.

9. Machines, Tools, Instruments, Equipment and Materials Used:

Automobile, telephone, computer, maps, calculator, GPS & GIS equipment, and supplies for audiovisual preparation may be utilized in the completion of the job duties of this position.

10. Visual Attention, Mental Concentration and Manipulative Skills:

Employee must have the visual attention, mental concentration and the manipulative skills necessary to safely operate a motor vehicle. Employee must be able to comprehend potential health hazards as well as recognize rule violations. He/she must properly use and manipulate the aforementioned equipment and materials. Routine inspections may involve extended standing and other physical demands. This position must be able to stoop, bend, lift and carry items necessary to accomplish the requirements of this position.

11. Safety for Others:

Position must understand and safely follow the North Carolina traffic code while operating a county vehicle.

12. Dynamics of Work:

Each educational visit generally brings on a different situation that the employee must deal with. Rules and regulations are changed as new technology is developed or as the Commission for Health Services and/or legislators deal with changing situations or public opinions.

III. KNOWLEDGE, SKILLS & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS:

A. Knowledge, Skills, and Abilities:

Position requires considerable knowledge of environmental health laws, rules, and procedures, as well as an understanding of the concepts of public health law. Considerable knowledge of microbiology, biology, chemistry, food science, epidemiology, entomology, and basic engineering technology as applied to environmental health practices, as well as a general knowledge of the responsibilities of other agencies relating to environmental health and community resources is necessary. A general knowledge of the interrelationship between socio-economic factors and environmental health concerns is necessary. Considerable knowledge of the design of on-site wastewater treatment systems, protection of water supplies, communicable diseases, vector control solid waste management and institutional sanitation is desirable. An extensive knowledge in food sanitation, food borne diseases, childhood lead poisoning prevention and childhood asthma intervention are necessary. Other necessary skills and abilities include the ability to analyze and comprehend a wide variety of technical and administrative regulations, records, and reports; the ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and regulations; the ability to motivate and educate employees, business and property owners and the consuming public in matters related to protecting and promoting public health; ability to present formal environmental health training programs; ability to develop and express ideas and opinions concisely, comprehensively, and clearly in oral and written form. Position should possess the ability to independently plan and schedule work activities and perform assignments; the ability to apply environmental health knowledges and techniques in the investigation of environmental health problems; and the ability to work with others in solving the more complex environmental problems.

B. 1. Required Minimum Training:

Graduation from a four-year college or university with a degree in Environmental Health, Physical, or Biological Science.

2. Additional Training/Experience:

Employee should be a registered as an Environmental Health Specialist by the NC State Board of Environmental Health Specialist Examiners. Employee must obtain at least 15 hours of approved continuing education per year, with 15 hours in lead every three years to maintain registration. Employee must periodically attend update courses and pass a test to maintain certification.

3. Equivalent Training and Experience:

C. License or Certification Required by Statute or Regulation:

1. North Carolina Driver's License Class C or higher
2. Registration as a Registered Environmental Health Specialist GS 90A-52

IV. CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____

DEPARTMENTAL MATTERS:

5. Water: Dail Booth

A. Meter Data Support Specialist Position: Budget Amendment & CB-3

The Water Department is finishing up phases 1 and 2 of the Automated Metering Infrastructure (AMI) meter project. There are approximately 3,500 meters in the ground and transmitting at this time in the James City and Brice's Creek area. The water department now has the ability to remotely read a customer's meter on a nearly real-time basis. This represents a significant advancement over direct read. The installation of the new AMI has created the need for a dedicated role to maintain the comprehensive database of real-time information now available. This position will be critical in leveraging the full capabilities of AMI by generating insightful reports, managing extensive data, and making informed decisions regarding work orders, customer notifications, and regulatory compliance. The Meter Data Support Specialist will ensure that the County maximizes its investment in advanced metering technology by optimizing data utility and maintaining operational effectiveness.

The Board will be requested to approve a budget amendment, shown in the following document, in the amount of \$35,763.00. Also provided is a copy of the Permanent Full Time Position Classification Action Form (CB-3) for approval.

Board Action: Approve request for a Meter Data Support Specialist Position (CB-3) and approve the budget amendment in the amount of \$35,763.00. A roll call vote is needed.



Permanent Full Time Position Classification Action Form

Fiscal Year 2025

Department Number 7010

Department Name Water

Current Position Information

Current Position(s) Classification Title	Current Salary	Current Grade/Step	Current Position Number	Department Number (Transfer to)
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Requested Position Information

Requested Position(s) Classification Title	Requested Salary	Requested Grade/Step	Requested Effective Date
Meter Data Support Specialist	\$41,732.00	59/4	Dec 4, 2024

Additional Amount Required	County%	State%	*Other%	*Identify Source	New Position Number
\$22,472.00			100	Water Fund	TBD

Name of Proposed Employee _____

Name & Title of Immediate Supervisor Jessica Martinez Customer Service Supervisor

Explanation (State why position is needed)

The installation of new Automated Metering Infrastructure (AMI) has created the need for a dedicated role to maintain the comprehensive database of real-time information now available. This position will be critical in leveraging the full capabilities of AMI by generating insightful reports, managing extensive data, and making informed decisions regarding work orders, customer notifications, and regulatory compliance. The Meter Data Support Specialist will ensure that the county maximizes its investment in advanced metering technology by optimizing data utility and maintaining operational effectiveness.

Recommended By:

Date

Nov 12, 2024

Signature (Department Head)

Approved By:

Date

County Manager

(Continued on next page)

Description of Work

Describe fully and clearly the duties of the position. List the most important part of them first, then the next most important in a separate paragraph, and so on.

In this role, the Meter Data Support Specialist provides essential support to the Customer Service Supervisor and Utilities Superintendent by managing tasks related to Sensus Analytics, Xylem Data Lake, and automated metering data.

Primary Responsibilities include monitoring and resolving meter issues. The Meter Data Support Specialist tracks meters that are not responsive, diagnoses probable cause, and creates work orders for field staff. This position creates and manages reports through Xylem Data Lake. Using these reports this employee will identify anomalies in customer consumption in real time. This employee will then contact customers to alert them of their abnormal consumption.

This customer will process invoices, assist clerks with daily operational tasks, and handle incoming calls and emails. This employee is skilled at providing courteous and informed responses to public inquiries, directing callers to the appropriate personnel when necessary, and addressing digital and written correspondence promptly.

Key duties involve drafting and editing letters, reports, and documents, as well as maintaining accurate records and files. The employee also assists with routine requests for information and ensures adherence to established guidelines and procedures in all customer service activities. When covering for customer service clerks, the Specialist is entrusted with handling cash transactions, maintaining accountability, and following best practices for financial accuracy.

This position requires a balance of independence and teamwork, with direct supervision for routine tasks and referral to a supervisor for unique or complex situations. Performance is assessed based on the effectiveness of customer interactions, data management for metering and consumption, and overall contribution to customer service excellence.

Minimum Qualifications

Indicate the Minimum Qualifications which you think should be required in filling this position.

A. Minimum Education and Special Training.

Graduation from high school, and 2 years of experience in administrative work or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Experience in data management and utility operations preferred.

B. Minimum Experience

The ideal candidate for this role will have experience in data management and utility operations, a keen eye for detail, and a strong commitment to enhancing service delivery through data-driven strategies.

DEPARTMENTAL MATTERS:

5. Water: Dwayne Alligood

B. NCDOT Right-of-Way Acquisitions for Project R-5777C along US Hwy 70 West

The North Carolina Department of Transportation (NCDOT) project R-2577C upgrades US 70 to freeway standards from the Havelock Bypass to east of Thurman Road. Five parcels, which are currently a part of the Craven County Water System, are affected by the project. The impacts include acquisition of temporary construction easements, permanent easements, rights of way, and site improvements such as fencing. The parcels are well sites and a pumping station.

NCDOT has proposed a total offer of \$46,050 for these easements and related improvements. Documentation has been provided for a breakdown of each parcel.

Board Action: Approve the NCDOT offers for parcels and authorize the County Manager to execute necessary agreements.

Craven County



NCDOT Right-of-Way Acquisitions for Project R-5777C (Upgrade US 70 to freeway standards for approximately 7 miles from the Havelock Bypass to east of Thurman Road)

NCDOT project R-2577C upgrades US 70 to freeway standards from the Havelock Bypass to east of Thurman Road. Five parcels, which are currently a part of the Craven County Water System, are affected by the project. The impacts include acquisition of temporary construction easements, permanent easements, rights of way, and site improvements such as fencing. The parcels are well sites and a pumping station.

Site	Craven County Parcel ID	Water System Asset	Offer Amount	NCDOT Project Parcel Number
1	6-213-17004	Well - Stately Pines No. 2	\$825.00	005
2	6-213-17003	Well - Stately Pines No. 3	\$8,025.00	009
3	6-213-17001	Well - Flanners Beach No. 4	\$9,975.00	013
4	6-207-17000	Well - Flanners Beach No. 3	\$15,125.00	015
5	7-049-6001	Pump Station - River Bluffs	\$12,100.00	131
Total Offer Amount:			\$46,050.00	

Craven County



Site 1

Well - Stately Pines No. 2
PID # 6-213-17004
(R-5777C - Parcel 005)
112 Pioneer Trail, New Bern

**SUMMARY STATEMENT/CONTINGENT OFFER TO PURCHASE REAL PROPERTY
DUE TO THE ACQUISITION OF RIGHT OF WAY AND DAMAGES**

TO: Craven County, a body politic corporate of the State of N.C. DATE: August 22, 2024
406 Craven ST TO: Lessee, if Applicable
New Bern, NC 28560 N/A

TIP/PARCEL NO.: R-5777C 005
 COUNTY Craven WBS ELEMENT: 44648.2.4
 DESCRIPTION: U.S. 70 From the Havelock Bypass to East of S.R. 1116 (Thurman Road)

Dear Property Owner:

The following contingent offer of just compensation is based on the fair market value of the property and is not less than the approved appraised value for the appropriate legal compensable interest or interests. The approved value disregards any increase or decrease in the fair market value of the property acquired due to influence caused by public knowledge of this project. The contingent offer of just compensation is based on an analysis of market data, comparable land sales, and, if applicable, building costs in the area of your property. **Please retain this form as it contains pertinent income tax information.**

Value of Right of Way to be Acquired	\$	<u>0.00</u>
Value of Permanent Easements to be Acquired	\$	<u>675.00</u>
Value of Temporary Easement (Rental of Land) to be Acquired	\$	<u>150.00</u>
Value of Improvements to be Acquired	\$	<u>0.00</u>
Damages, if any, to Remainder	\$	<u>0.00</u>
Benefits, if any, to Remainder	minus \$	<u>0.00</u>
TOTAL CONTINGENT OFFER	\$	<u>825.00</u>

The total contingent offer includes all interests other than leases involving Federal Agencies and Tenant owned improvements.

(A) Description of the land and effects of the acquisition

Subject property described in Deed Book 3109, page 521, Craven County Registry, contains approximately 2.782 acres of which 0.000 acres is being acquired as right of way, leaving 2.782 acres remaining on the right with access to US 70 access road. Being acquired is a Permanent Utility Easement containing approximately 0.016 acres and Temporary Construction Easement containing approximately 0.011 acres.

(B) The TOTAL CONTINGENT OFFER includes payment for the improvements and appurtenances described below:
None

Provided there is sufficient time remaining in the project schedule, you may repurchase these improvements for a retention value, with the stipulation that you remove them from the acquisition area at no expense to the Department.

(C) Should you desire to sell the Department the portion of your property considered to be an uneconomic remnant or buildable lot, as explained to you by the Right of Way Agent, the total contingent offer would be: \$ N/A. Please note that any contingent offer to purchase a remnant/buildable lot is conditioned upon the remnant/buildable lot being environmentally clean prior to the conveyance to the Department. You may be required to provide the Department with a release from the appropriate environmental agency stating that all contaminants have been remediated and/or removed to their standards.

The original of this form was handed/**mailed**, if out of state owner, to Gene Hodges (Assistant County Manager)
mhodges@cravencountync.gov on August 22, 20 24. Owner was furnished a copy of the Right of Way Brochure/Owner's Letter.

I will be available at your convenience to discuss this matter further with you. My telephone number is 910-733-0412

Please be advised that the agent signing this form is only authorized to recommend settlement to the North Carolina Department of Transportation, and any recommended settlement is not a binding contract unless and until accepted by the North Carolina Department of Transportation by its formal execution of documents for conveyance of Right of Way, Easements, and/or other interests.

(Signed)



 Ritchie Smith - Right of Way Agent

North Carolina Department of Transportation-Right of Way Unit REVIEW CERTIFICATION

TIP/Parcel No.: R-5777C 005 WBS Element: 44648.2.4 County: Craven

Owner(s): Craven County FedAid Project: NA

I HEREBY CERTIFY THAT, to the best of my knowledge and belief the facts and data reported by me and used in the review process are true and correct.

I understand that this estimate of value is to be used in connection with a highway project and/or NCDOT Real Estate transaction.

The analyses, opinions, and conclusions in this **Review Report** are limited only by the critical assumptions and limiting conditions stated in this **Review Report** and are my personal, unbiased professional analyses, opinions, and conclusions.

I have no direct or indirect, present, or prospective interest in the subject property or in any benefit from the acquisition of the subject property and I have no personal interests or bias with respect to the parties involved.

I have , have not , performed an appraisal and / or other services as an appraiser or any other capacity, regarding the property that is the subject of this appraisal within the three-year period immediately preceding acceptance of this assignment.

My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this **Review Report**.

My estimate of the value of all items which are Compensable under State law but not eligible for Federal Aid reimbursement is \$ 0

I did , did not , personally inspect the subject parcel. I did , did not , personally inspect all sales/rentals considered to be comparable to the subject parcel.

My analyses, opinions, and conclusions were developed, and this **Review Report** was prepared in compliance with **NCDOT Real Estate Appraisal Standards and Legal Principles** and the **Uniform Standards of Professional Appraisal Practice**. The appraisals in this assignment are to be made in accordance with all the requirements set out in the **NCDOT Real Estate Appraisal Standards and Legal Principles** and the **Uniform Standards of Professional Appraisal Practice** and shall also comply with all applicable **Local, State, and Federal** laws, ordinances, regulations, restrictions and/or requirements; and any additions, revisions and/or supplements thereto. No one provided me with significant professional assistance with this **Review Report**.

The value opinion stated in the appraisal report is adequately supported as the estimate of just compensation. The difference indicated, if any, in the "**Market Value**" of the entire tract **Before the Acquisition** and the "**Market Value**" of the remaining property immediately **After the Acquisition** is \$ 825 as allocated:

	<u>Allocation</u>
Right of Way	\$ <u>0</u>
Permanent Easements	\$ <u>675</u>
Temporary Easements	\$ <u>150</u>
Total Value of Land Acquired	\$ <u>825</u>
Value of Improvements Acquired	\$ <u>0</u>
Damage to Remainder	\$ <u>0</u>
Benefits to Remainder	\$ <u>0</u>
DIFFERENCE	\$ <u>825</u>



Steven C. Saunders

August 13, 2024
DATE OF CERTIFICATION

REVIEW APPRAISER

Un-Economic Remnant to the Owner is a Factor Yes No
Area Amount \$

Steven C. Saunders

Administrative Approval Only

Steven C. Saunders

ADMINISTRATIVE APPROVAL BY:

August 13, 2024
DATE:

**North Carolina Department of Transportation-Right of Way Unit
Right of Way Transmittal Summary**

TIP/Parcel No. R-5777C 005 W S Element 44648.2.4 Co nt Craven

1. O ner s Craven County Fed Aid Pro ect N/A

Address 112 Pioneer Trail, New Bern, NC 28560

2. Plan Sheet No. 6 S r e Stations SS 30+63.00 to SS 31+05.00 SL RT of -SRY1C-

3. Land Area to e Ac ired and al es

Right of Way:		X \$	= \$
Temp Construction Easement (TCE):	<input checked="" type="checkbox"/> 0.011 AC	X \$ 45,000/AC X 30%	= \$ 150 (R)
Drainage Easement:	Temp <input type="checkbox"/>	X \$	= \$
	Perm <input type="checkbox"/>	X \$	= \$
Permanent Utility Easement (PUE):	0.016 AC	X \$ 45,000/AC X 95%	= \$ 675 (R)
Drainage/Utility Easement (DUE):		X \$	= \$
			Land \$

4. Impro ements to e Ac ired and al es

Estimated Value of each Improvement to be acquired:

(1)	\$	_____
(2)	\$	_____
(3)	\$	_____
(4)	\$	_____

Impro ements \$ _____

5. Cost to C re Dama e to Remainder **Cost to C re \$** _____

6. Allocation

Value of Land to be Acquired:	\$	<u>825</u>
Value of Improvements to be Acquired:	\$	<u>0</u>
Cost-to-Cure (Damage to Remainder):	\$	<u>0</u>

Ac isition Total \$ _____

7. Photo raph and S etch of Ac isition attached.

The property owner or owner's representative was contacted on June 5, 2024 and given the opportunity to accompany the **Appraiser** during the inspection of this parcel.

The parcel as inspected on June 12, 2024

Natalie F. Lathan *Natalie F. Lathan* August 12, 2024
Specified Appraiser **Signed** **Date**

ROW \$ 0 **Perm. Easements \$** 675 **Temp. Easements \$** 150

Steven C. Dauder **NCDOT Administrative Approval Only** August 13, 2024

Approved By: _____ Date: _____

Subject Property

The subject is a residential site improved with county well utilities and associated site improvements.

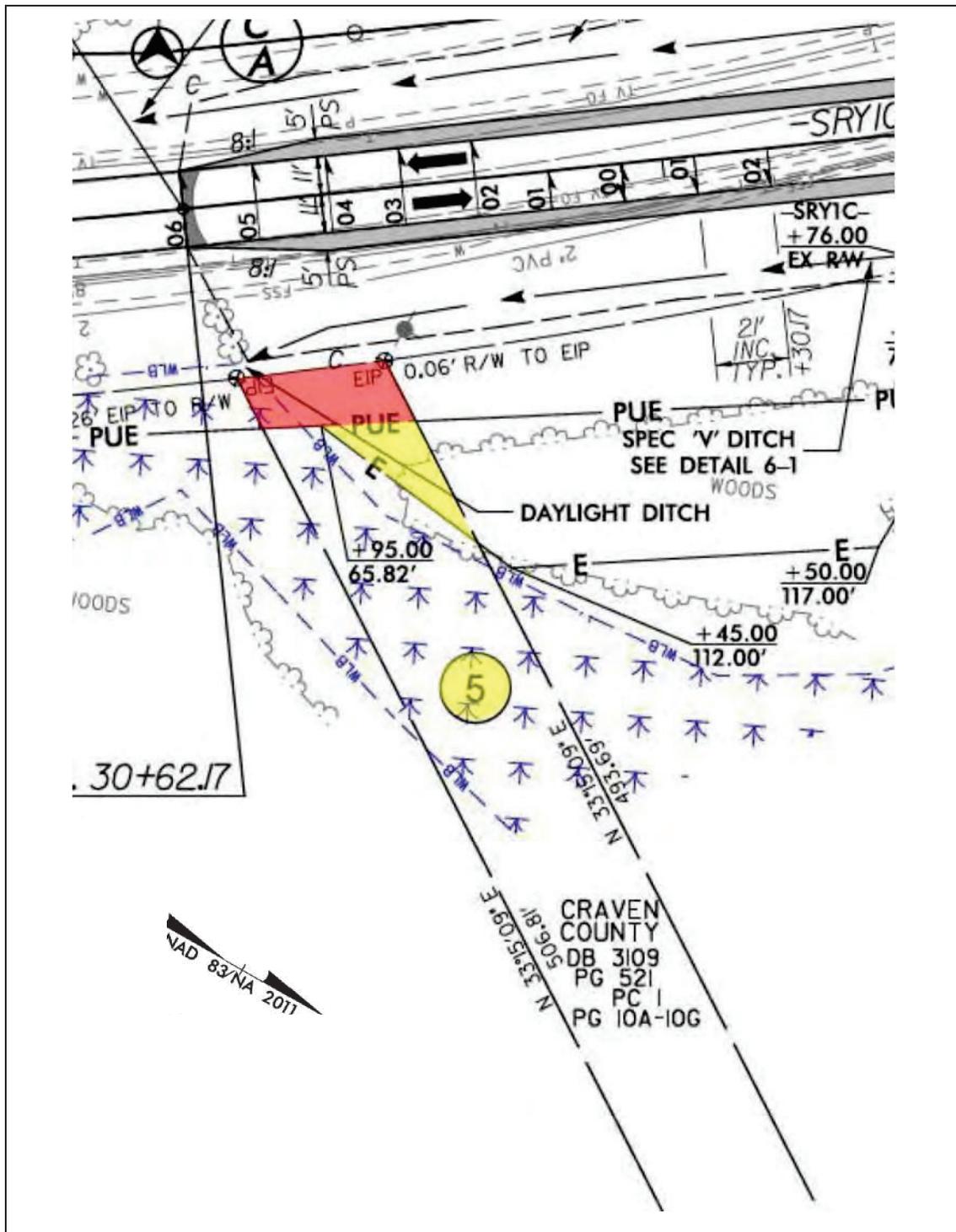


Subject Photograph



Subject Aerial Map

PLAN MAP – ENLARGED – SHEET 6



- *Red highlighting indicates PUE
- *Yellow highlighting indicates TCE

Craven County



Site

Well - Stately Pines No. 3

PID # 6-213-17003

(R-5777C - Parcel 009)

6730 E US Hwy 70, New Bern

**SUMMARY STATEMENT/CONTINGENT OFFER TO PURCHASE REAL PROPERTY
DUE TO THE ACQUISITION OF RIGHT OF WAY AND DAMAGES**

TO: Craven County, a body politic corporate of the State of N.C. DATE: September 9, 2024
406 Craven ST TO: Lessee, if Applicable
New Bern, NC 28560 N/A

TIP/PARCEL NO.: R-5777C 009
COUNTY Craven WBS ELEMENT: 44648.2.4
DESCRIPTION: U.S. 70 From the Havelock Bypass to East of S.R. 1116 (Thurman Road)

Dear Property Owner:

The following contingent offer of just compensation is based on the fair market value of the property and is not less than the approved appraised value for the appropriate legal compensable interest or interests. The approved value disregards any increase or decrease in the fair market value of the property acquired due to influence caused by public knowledge of this project. The contingent offer of just compensation is based on an analysis of market data, comparable land sales, and, if applicable, building costs in the area of your property. **Please retain this form as it contains pertinent income tax information.**

Value of Right of Way to be Acquired	\$	<u>0.00</u>
Value of Permanent Easements to be Acquired	\$	<u>0.00</u>
Value of Temporary Easement (Rental of Land) to be Acquired	\$	<u>5,875.00</u>
Value of Improvements to be Acquired	\$	<u>1625.00</u>
Damages, if any, to Remainder	\$	<u>525.00</u>
Benefits, if any, to Remainder	minus \$	<u>0.00</u>
TOTAL CONTINGENT OFFER	\$	<u>8,025.00</u>

The total contingent offer includes all interests other than leases involving Federal Agencies and Tenant owned improvements.

(A) Description of the land and effects of the acquisition

Subject property described in Deed Book 3109, page 521, Craven County Registry, contains approximately 1.262 acres of which 0.000 acres is being acquired as right of way, leaving 1.262 acres remaining on the right with access to SRY1C (US 70 access road). Being acquired is a Temporary Construction Easement containing approximately 0.224 acres.

(B) The TOTAL CONTINGENT OFFER includes payment for the improvements and appurtenances described below:
Fencing and Fence Gate.

Provided there is sufficient time remaining in the project schedule, you may repurchase these improvements for a retention value, with the stipulation that you remove them from the acquisition area at no expense to the Department.

(C) Should you desire to sell the Department the portion of your property considered to be an uneconomic remnant or buildable lot, as explained to you by the Right of Way Agent, the total contingent offer would be: \$ N/A. Please note that any contingent offer to purchase a remnant/buildable lot is conditioned upon the remnant/buildable lot being environmentally clean prior to the conveyance to the Department. You may be required to provide the Department with a release from the appropriate environmental agency stating that all contaminants have been remediated and/or removed to their standards.

The original of this form was handed/**mailed**, if out of state owner, to Gene Hodges (Assistant County Manager)
mhodges@cravencountync.gov on September 9, 20 24 . Owner was furnished a copy of the Right of Way Brochure/Owner's Letter.

I will be available at your convenience to discuss this matter further with you. My telephone number is 910-733-0412

Please be advised that the agent signing this form is only authorized to recommend settlement to the North Carolina Department of Transportation, and any recommended settlement is not a binding contract unless and until accepted by the North Carolina Department of Transportation by its formal execution of documents for conveyance of Right of Way, Easements, and/or other interests.

(Signed)


Ritchie Smith - Right of Way Agent

**North Carolina Department of Transportation-Right of Way Unit
Right of Way Transmittal Summary**

TIP/Parcel No.: R-5777C 009 WBS Element: 44648.2.4 County: Craven

1. Owner(s): Craven County FedAid Project: N/A

Address: 6730 E US 70 Hwy, New Bern, NC 28560

2. Plan Sheet No.: 7 Survey Stations: SS 44+00 to SS 46+05.00, SL RT of - L -

3. Land Area to be Acquired and Values:

Right of Way:		X \$	= \$
Temp Construction Easement (TCE):	<input checked="" type="checkbox"/> 0.224 AC	X \$ 75,000/AC X 35%	= \$ 5,875
Drainage Easement:	Temp <input type="checkbox"/>	X \$	= \$
	Perm <input type="checkbox"/>	X \$	= \$
Permanent Utility Easement (PUE):		X \$	= \$
Other: Drainage/Utility Easement (DUE):		X \$	= \$
			Land: \$ 5,875

4. Improvements to be Acquired and Values:

Estimated Value of each Improvement to be acquired:

(1) Fencing	\$ 425
(2) Fence Gates	\$ 1,200
(3)	\$
(4)	\$

Improvements: \$ 1,625
Cost to Cure: \$ 525

5. Cost to Cure (Damage to Remainder)

6. Allocation:

Value of Land to be Acquired:	\$ 5,875
Value of Improvements to be Acquired:	\$ 1,625
Cost-to-Cure (Damage to Remainder):	\$ 525

Acquisition Total: \$ 8,025

7. Photograph and Sketch of Acquisition attached.

The property owner or owner's representative was contacted on June 5, 2024 and given the opportunity to accompany the Appraiser during the inspection of this parcel.

The parcel was inspected on June 12, 2024

Natalie F. Lathan
Specified Appraiser

Natalie F. Lathan
Signed

August 9, 2024
Date

ROW \$ 0 Perm. Easements \$ 0 Temp. Easements \$ 5,875

R. Steve DeWalt
Approved By:

NCDOT Administrative Approval Only
9/3/2024
Date:

Subject Property

The subject is a residential site improved with county well utilities and associated site improvements.

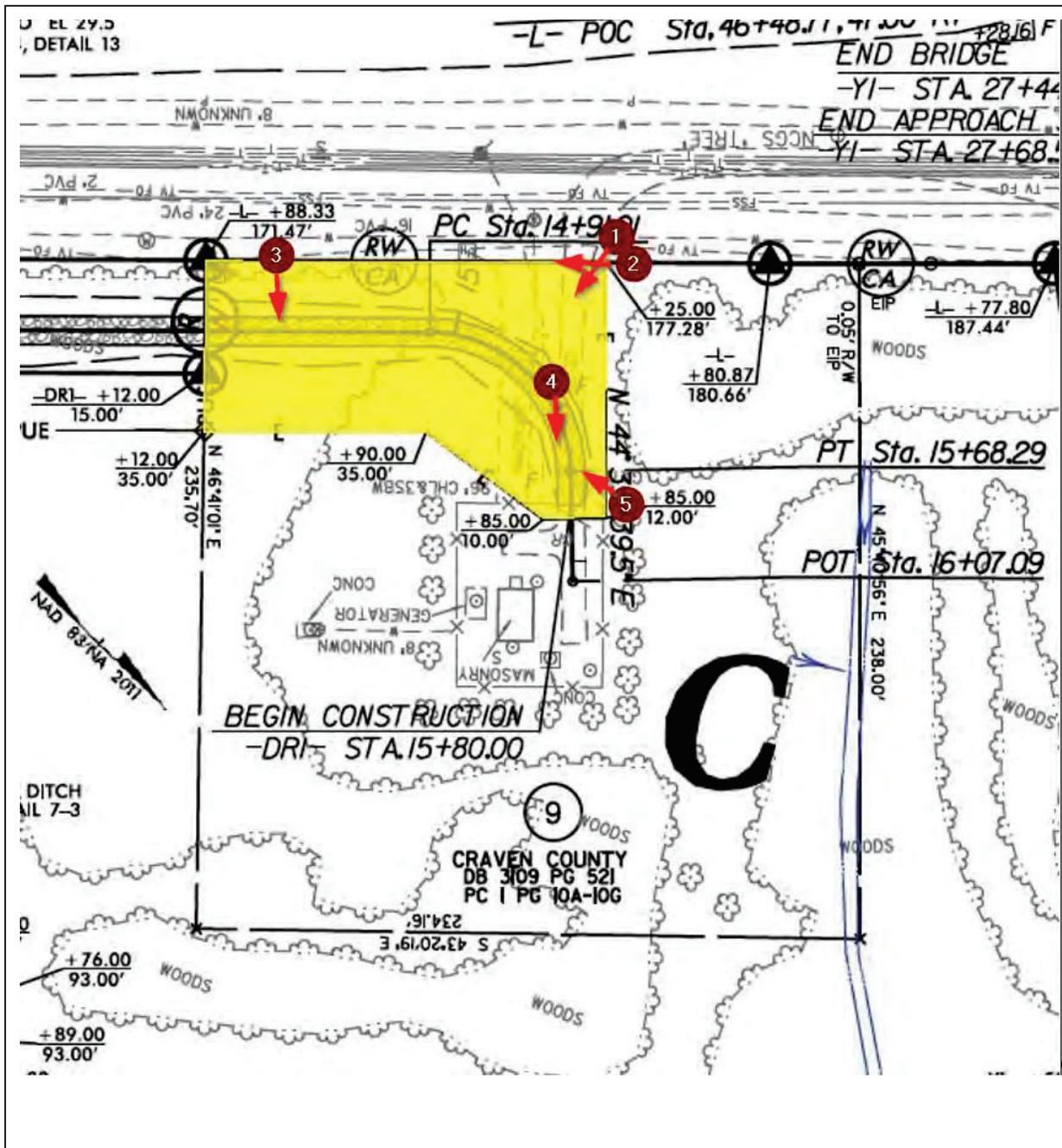


Subject Photograph



Subject Aerial Map

PHOTO MAP – ENLARGED – SHEET 7



*Yellow highlighting indicates proposed TCE area.

Craven County



Site

Well - Flanners Beach

No. 4

PID # 6-213-17001

(R-5777C - Parcel 013)

6620 E US Hwy 70, New Bern

**SUMMARY STATEMENT/CONTINGENT OFFER TO PURCHASE REAL PROPERTY
DUE TO THE ACQUISITION OF RIGHT OF WAY AND DAMAGES**

TO: Craven County, a body politic corporate of the State of N.C. DATE: September 9, 2024
406 Craven ST TO: Lessee, if Applicable
New Bern, NC 28560 N/A

TIP/PARCEL NO.: R-5777C 013
 COUNTY Craven WBS ELEMENT: 44648.2.4
 DESCRIPTION: U.S. 70 From the Havelock Bypass to East of S.R. 1116 (Thurman Road)

Dear Property Owner:

The following contingent offer of just compensation is based on the fair market value of the property and is not less than the approved appraised value for the appropriate legal compensable interest or interests. The approved value disregards any increase or decrease in the fair market value of the property acquired due to influence caused by public knowledge of this project. The contingent offer of just compensation is based on an analysis of market data, comparable land sales, and, if applicable, building costs in the area of your property. **Please retain this form as it contains pertinent income tax information.**

Value of Right of Way to be Acquired	\$	<u>0.00</u>
Value of Permanent Easements to be Acquired	\$	<u>0.00</u>
Value of Temporary Easement (Rental of Land) to be Acquired	\$	<u>5,500.00</u>
Value of Improvements to be Acquired	\$	<u>3,600.00</u>
Damages, if any, to Remainder	\$	<u>875.00</u>
Benefits, if any, to Remainder	minus \$	<u>0.00</u>
TOTAL CONTINGENT OFFER	\$	<u>, 5.00</u>

The total contingent offer includes all interests other than leases involving Federal Agencies and Tenant owned improvements.

(A) Description of the land and effects of the acquisition

Subject property described in Deed Book 3109, page 521, Craven County Registry, contains approximately 1.331 acres of which 0.000 acres is being acquired as right of way, leaving 1.331 acres remaining on the right with access to SRY1DY3C (US 70 access road). Being acquired is a Temporary Construction Easement containing approximately 0.244 acres.

(B) The TOTAL CONTINGENT OFFER includes payment for the improvements and appurtenances described below:
 Fencing and Trees.

Provided there is sufficient time remaining in the project schedule, you may repurchase these improvements for a retention value, with the stipulation that you remove them from the acquisition area at no expense to the Department.

(C) Should you desire to sell the Department the portion of your property considered to be an uneconomic remnant or buildable lot, as explained to you by the Right of Way Agent, the total contingent offer would be: \$ N/A. Please note that any contingent offer to purchase a remnant/buildable lot is conditioned upon the remnant/buildable lot being environmentally clean prior to the conveyance to the Department. You may be required to provide the Department with a release from the appropriate environmental agency stating that all contaminants have been remediated and/or removed to their standards.

The original of this form was handed/**mailed**, if out of state owner, to Gene Hodges (Assistant County Manager)
mhodges@cravencountync.gov on September 9, 20 24. Owner was furnished a copy of the Right of Way Brochure/Owner's Letter.

I will be available at your convenience to discuss this matter further with you. My telephone number is 910-733-0412

Please be advised that the agent signing this form is only authorized to recommend settlement to the North Carolina Department of Transportation, and any recommended settlement is not a binding contract unless and until accepted by the North Carolina Department of Transportation by its formal execution of documents for conveyance of Right of Way, Easements, and/or other interests.

(Signed)



 Ritchie Smith - Right of Way Agent

North Carolina Department of Transportation-Right of Way Unit REVIEW CERTIFICATION

TIP/Parcel No.: R-5777C 013

WBS Element: 44648.2.4

County: Craven

Owner(s): Craven County

FedAid Project: N/A

I HEREBY CERTIFY THAT, to the best of my knowledge and belief the facts and data reported by me and used in the review process are true and correct.

I understand that this estimate of value is to be used in connection with a highway project and/or NCDOT Real Estate transaction.

The analyses, opinions, and conclusions in this **Review Report** are limited only by the critical assumptions and limiting conditions stated in this **Review Report** and are my personal, unbiased professional analyses, opinions, and conclusions.

I have no direct or indirect, present or prospective interest in the subject property or in any benefit from the acquisition of the subject property and I have no personal interests or bias with respect to the parties involved.

I have , have not , performed an appraisal and / or other services as an appraiser or any other capacity, regarding the property that is the subject of this appraisal within the three-year period immediately preceding acceptance of this assignment.

My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this **Review Report**.

My estimate of the value of all items which are Compensable under State law but not eligible for Federal Aid reimbursement is \$ 0

I did , did not , personally inspect the subject parcel. I did , did not , personally inspect all sales/rentals considered to be comparable to the subject parcel. *If "did not", please explain in detail.*

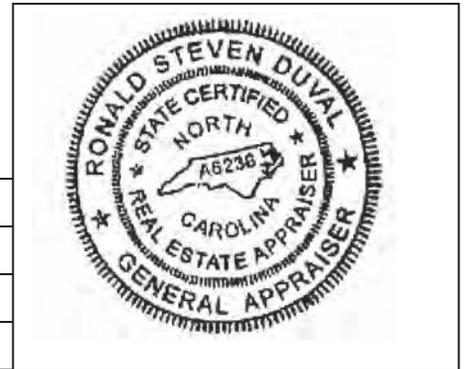
My analyses, opinions, and conclusions were developed and this **Review Report** was prepared in compliance with NCDOT Real Estate Appraisal Standards and Legal Principles and the Uniform Standards of Professional Appraisal Practice. The appraisals in this assignment are to be made in accordance with all of the requirements set out in the NCDOT Real Estate Appraisal Standards and Legal Principles and the Uniform Standards of Professional Appraisal Practice and shall also comply with all applicable Local, State, and Federal laws, ordinances, regulations, restrictions and/or requirements; and any additions, revisions and/or supplements thereto. No one provided me with significant professional assistance with this **Review Report**.

The value opinion stated in the appraisal report is adequately supported as the estimate of just compensation. The difference indicated, if any, in the "Market Value" of the entire tract **Before the Acquisition** and the "Market Value" of the remaining property immediately **After the Acquisition** is \$ 9,975 as allocated:

Allocation

Right Of Way	\$ <u>0</u>
Permanent Easements	\$ <u>0</u>
Temporary Easements	\$ <u>5,500</u>

Total Value of Land Acquired	\$ <u>5,500</u>
Value of Improvements Acquired	\$ <u>3,600</u>
Damage to Remainder	\$ <u>875</u>
Benefits to Remainder	\$ <u>0</u>
DIFFERENCE	\$ <u>9,975</u>

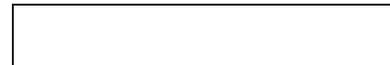


R. Steven Duval

08/29/2024
DATE OF CERTIFICATION

REVIEW APPRAISER

Un-Economic Remnant to the Owner is a Factor Yes No



Area	Amount	\$
------	--------	----

Administrative Approval Only

R. Steven Duval
ADMINISTRATIVE APPROVAL BY:

08/29/2024
DATE:

**North Carolina Department of Transportation-Right of Way Unit
Right of Way Transmittal Summary**

TIP/Parcel No.: R-5777C 013 WBS Element: 44648.2.4 County: Craven

1. Owner(s): Craven County FedAid Project: N/A

Address: 6620 US Highway 70 East, New Bern, NC 28560

2. Plan Sheet No.: 8 Survey Stations: SS 30+75 to SS 33+15.00, SL LT of -SRY1DY3C-

3. Land Area to be Acquired and Values:

Right of Way:		X \$	= \$
Temp Construction Easement (TCE):	<input checked="" type="checkbox"/> 0.244 AC	X \$ 75,000/AC X 30%	= \$ 5,500 (R)
Drainage Easement:	Temp <input type="checkbox"/>	X \$	= \$
	Perm <input type="checkbox"/>	X \$	= \$
Permanent Utility Easement (PUE):		X \$	= \$
Other: Drainage/Utility Easement (DUE):		X \$	= \$
			Land: \$ 5,500

4. Improvements to be Acquired and Values:

Estimated Value of each Improvement to be acquired:

(1) Fencing	\$ 2,600
(2) Trees	\$ 1,000
(3)	\$
(4)	\$

Improvements: \$ 3,600
Cost to Cure: \$ 875

5. Cost to Cure (Damage to Remainder)

6. Allocation:

Value of Land to be Acquired:	\$ 5,500
Value of Improvements to be Acquired:	\$ 3,600
Cost-to-Cure (Damage to Remainder):	\$ 875

Acquisition Total: \$ 9,975

7. Photograph and Sketch of Acquisition attached.

The property owner or owner's representative was contacted on June 5, 2024 and given the opportunity to accompany the Appraiser during the inspection of this parcel.

The parcel was inspected on June 12, 2024

Natalie F. Lathan Natalie F. Lathan August 24, 2024
Specified Appraiser Signed Date

ROW \$ 0 Perm. Easements \$ 0 Temp. Easements \$ 5,500

R. Steven A. V. L. NCDOT Administrative Approval Only 8/29/24
Approved By: Date:

Subject Property

The subject is a residential site improved with county well utilities and associated site improvements.



Subject Photograph



Subject Aerial Map

Craven County



Site

Well - Flanners Beach

No. 3

PID # 6-207-17000

(R-5777C - Parcel 015)

6440 E US Hwy 70, New Bern

**SUMMARY STATEMENT/CONTINGENT OFFER TO PURCHASE REAL PROPERTY
DUE TO THE ACQUISITION OF RIGHT OF WAY AND DAMAGES**

TO: Craven County, a body politic corporate of the State of N.C. DATE: July 22, 2024
406 Craven ST TO: Lessee, if Applicable
New Bern, NC 28560 N/A

TIP/PARCEL NO.: R-5777C 115
 COUNTY Craven WBS ELEMENT: 44648.2.4
 DESCRIPTION: U.S. 70 From the Havelock Bypass to East of S.R. 1116 (Thurman Road)

Dear Property Owner:

The following contingent offer of just compensation is based on the fair market value of the property and is not less than the approved appraised value for the appropriate legal compensable interest or interests. The approved value disregards any increase or decrease in the fair market value of the property acquired due to influence caused by public knowledge of this project. The contingent offer of just compensation is based on an analysis of market data, comparable land sales, and, if applicable, building costs in the area of your property. **Please retain this form as it contains pertinent income tax information.**

Value of Right of Way to be Acquired	\$	<u>0.00</u>
Value of Permanent Easements to be Acquired	\$	<u>15,025.00</u>
Value of Temporary Easement (Rental of Land) to be Acquired	\$	<u>0.00</u>
Value of Improvements to be Acquired	\$	<u>100.00</u>
Damages, if any, to Remainder	\$	<u>0.00</u>
Benefits, if any, to Remainder	minus \$	<u>0.00</u>
TOTAL CONTINGENT OFFER	\$	<u>5, 25.00</u>

The total contingent offer includes all interests other than leases involving Federal Agencies and Tenant owned improvements.

(A) Description of the land and effects of the acquisition

Subject property described in Deed Book 3109, page 521, Craven County Registry, contains approximately 1.892 acres of which 0.000 acres is being acquired as right of way, leaving 1.892 acres remaining on the right with access to SR 1156 (US 70 access road). Being acquired is a Drainage Utility Easement containing approximately 0.226 acres.

(B) The TOTAL CONTINGENT OFFER includes payment for the improvements and appurtenances described below:
Address Marker.

Provided there is sufficient time remaining in the project schedule, you may repurchase these improvements for a retention value, with the stipulation that you remove them from the acquisition area at no expense to the Department.

(C) Should you desire to sell the Department the portion of your property considered to be an uneconomic remnant or buildable lot, as explained to you by the Right of Way Agent, the total contingent offer would be: \$ N/A. Please note that any contingent offer to purchase a remnant/buildable lot is conditioned upon the remnant/buildable lot being environmentally clean prior to the conveyance to the Department. You may be required to provide the Department with a release from the appropriate environmental agency stating that all contaminants have been remediated and/or removed to their standards.

The original of this form was handed/**mailed**, if out of state owner, to Gene Hodges (Assistant County Manager)
mhodges@cravencountync.gov on July 22, 20 24. Owner was furnished a copy of the Right of Way Brochure/Owner's Letter.

I will be available at your convenience to discuss this matter further with you. My telephone number is 910-733-0412

Please be advised that the agent signing this form is only authorized to recommend settlement to the North Carolina Department of Transportation, and any recommended settlement is not a binding contract unless and until accepted by the North Carolina Department of Transportation by its formal execution of documents for conveyance of Right of Way, Easements, and/or other interests.

(Signed) _____
 Ritchie Smith - Right of Way Agent

North Carolina Department of Transportation-Right of Way Unit REVIEW CERTIFICATION

TIP/Parcel No.: R-5777C 015 WBS Element: 44648.2.4 County: Craven

Owner(s): Craven County FedAid Project: NA

I HEREBY CERTIFY THAT, to the best of my knowledge and belief the facts and data reported by me and used in the review process are true and correct.

I understand that this estimate of value is to be used in connection with a highway project and/or NCDOT Real Estate transaction.

The analyses, opinions, and conclusions in this **Review Report** are limited only by the critical assumptions and limiting conditions stated in this **Review Report** and are my personal, unbiased professional analyses, opinions, and conclusions.

I have no direct or indirect, present, or prospective interest in the subject property or in any benefit from the acquisition of the subject property and I have no personal interests or bias with respect to the parties involved.

I have , have not , performed an appraisal and / or other services as an appraiser or any other capacity, regarding the property that is the subject of this appraisal within the three-year period immediately preceding acceptance of this assignment.

My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this **Review Report**.

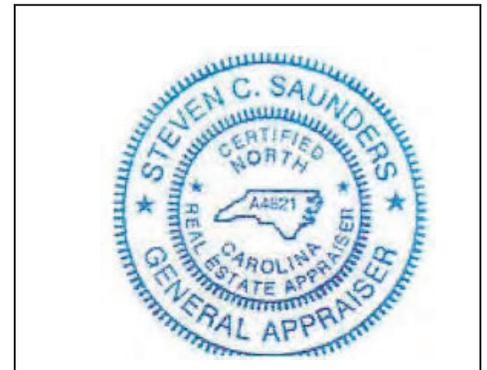
My estimate of the value of all items which are Compensable under State law but not eligible for Federal Aid reimbursement is \$ 0

I did , did not , personally inspect the subject parcel. I did , did not , personally inspect all sales/rentals considered to be comparable to the subject parcel.

My analyses, opinions, and conclusions were developed, and this **Review Report** was prepared in compliance with **NCDOT Real Estate Appraisal Standards and Legal Principles** and the **Uniform Standards of Professional Appraisal Practice**. The appraisals in this assignment are to be made in accordance with all of the requirements set out in the **NCDOT Real Estate Appraisal Standards and Legal Principles** and the **Uniform Standards of Professional Appraisal Practice** and shall also comply with all applicable **Local, State, and Federal** laws, ordinances, regulations, restrictions and/or requirements; and any additions, revisions and/or supplements thereto. No one provided me with significant professional assistance with this **Review Report**.

The value opinion stated in the appraisal report is adequately supported as the estimate of just compensation. The difference indicated, if any, in the “**Market Value**” of the entire tract **Before the Acquisition** and the “**Market Value**” of the remaining property immediately **After the Acquisition** is \$ 15,125 as allocated:

	<u>Allocation</u>
Right of Way	\$ <u>0</u>
Permanent Easements	\$ <u>15,025</u>
Temporary Easements	\$ <u>0</u>
Total Value of Land Acquired	\$ <u>15,025</u>
Value of Improvements Acquired	\$ <u>100</u>
Damage to Remainder	\$ <u>0</u>
Benefits to Remainder	\$ <u>0</u>
DIFFERENCE	\$ <u>15,125</u>



Steven C. Saunders

July 16, 2024
DATE OF CERTIFICATION

REVIEW APPRAISER

Un-Economic Remnant to the Owner is a Factor Yes No
Area Amount \$

Steven C. Saunders

Administrative Approval Only

Steven C. Saunders

ADMINISTRATIVE APPROVAL BY:

July 16, 2024
DATE:

**North Carolina Department of Transportation-Right of Way Unit
Right of Way Transmittal Summary**

TIP/Parcel No.: R-5777C 015 WBS Element: 44648.2.4 County: Craven

1. Owner(s): Craven County Fed Aid Project: N/A

Address: 6440 E US 70 Hwy, New Bern, NC 28560

2. Plan Sheet No.: 9 Survey Stations: SS 49+85.26 to SS 52+34.25, RT of -SRY1DY3C-

3. Land Area to be Acquired and Values:

Right of Way:		X	\$		=	\$
Temp Construction Easement (TCE):	<input type="checkbox"/>	X	\$		=	\$
Drainage Easement:	Temp <input type="checkbox"/>	X	\$		=	\$
	Perm <input type="checkbox"/>	X	\$		=	\$
Permanent Utility Easement (PUE):		X	\$		=	\$
Drainage/Utility Easement (DUE):	<u>0.226 AC</u>	X	\$	<u>70,000/AC X 95%</u>	=	\$ <u>15,025 (R)</u>
						Land: \$ <u>15,025</u>

4. Improvements to be Acquired and Values:

Estimated Value of each Improvement to be acquired:

(1) Address Marker	\$	<u>100</u>
(2)	\$	<u> </u>
(3)	\$	<u> </u>
(4)	\$	<u> </u>

Improvements: \$ 100

5. Cost to Cure (Damage to Remainder): **Cost to Cure: \$ 0**

6. Allocation:

Value of Land to be Acquired:	\$	<u>15,025</u>
Value of Improvements to be Acquired:	\$	<u>100</u>
Cost-to-Cure (Damage to Remainder):	\$	<u>0</u>

Acquisition Total: \$ 15,125

7. Photograph and Sketch of Acquisition attached.

The property owner or owner's representative was contacted on June 11, 2024 and given the opportunity to accompany the **Appraiser** during the inspection of this parcel.

The parcel was inspected on June 12, 2024

<u>Natalie F. Lathan</u>	<u><i>Natalie F. Lathan</i></u>	<u>July 9, 2024</u>
Specified Appraiser	Signed	Date

ROW \$ 0 Perm. Easements \$ 15,025 Temp. Easements \$ 0

NCDOT Administrative Approval Only

<u><i>Stuart L. Davidson</i></u>	<u>July 16, 2024</u>
Approved By:	Date:

Subject Property

The subject is a residential site improved with county well utilities and associated site improvements.

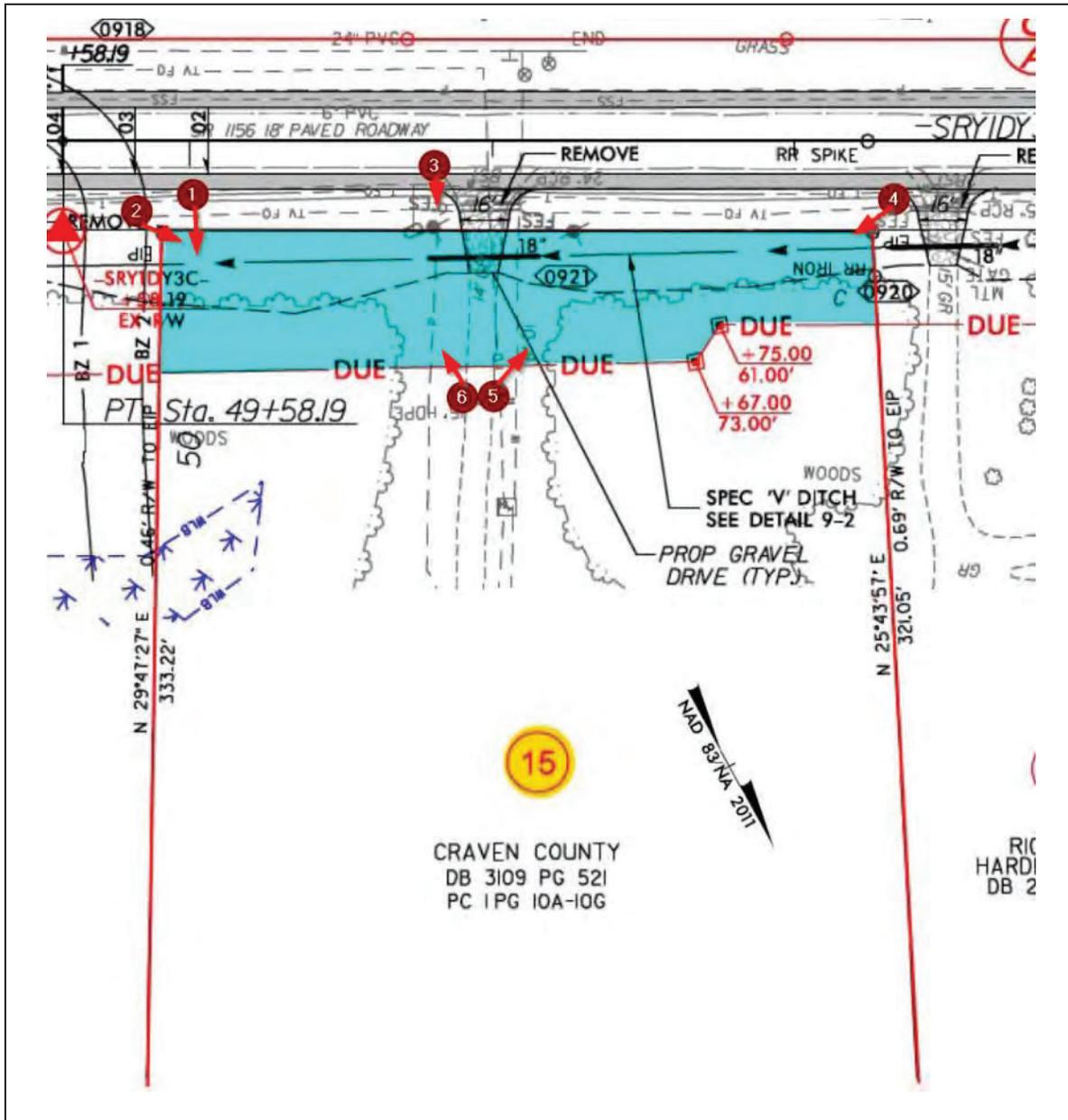


Subject Photograph



Subject Aerial Map

PHOTO MAP – ENLARGED – SHEET 9



*Blue highlighting indicates proposed DUE area.

Craven County



Site

Pump Station - River Bluffs

PID # 7-049-6001

(R-5777C - Parcel 131)

5100 E US Hwy 70, New Bern

**SUMMARY STATEMENT/CONTINGENT OFFER TO PURCHASE REAL PROPERTY
DUE TO THE ACQUISITION OF RIGHT OF WAY AND DAMAGES**

TO: Craven County, a body politic corporate of the State of N.C. DATE: July 16, 2024
406 Craven ST TO: Lessee, if Applicable
New Bern, NC 28560 N/A

TIP/PARCEL NO.: R-5777C 131
COUNTY Craven WBS ELEMENT: 44648.2.4
DESCRIPTION: U.S. 70 From the Havelock Bypass to East of S.R. 1116 (Thurman Road)

Dear Property Owner:

The following contingent offer of just compensation is based on the fair market value of the property and is not less than the approved appraised value for the appropriate legal compensable interest or interests. The approved value disregards any increase or decrease in the fair market value of the property acquired due to influence caused by public knowledge of this project. The contingent offer of just compensation is based on an analysis of market data, comparable land sales, and, if applicable, building costs in the area of your property. **Please retain this form as it contains pertinent income tax information.**

Value of Right of Way to be Acquired	\$	<u>12,025.00</u>
Value of Permanent Easements to be Acquired	\$	<u>0.00</u>
Value of Temporary Easement (Rental of Land) to be Acquired	\$	<u>0.00</u>
Value of Improvements to be Acquired	\$	<u>75.00</u>
Damages, if any, to Remainder	\$	<u>0.00</u>
Benefits, if any, to Remainder	minus \$	<u>0.00</u>
TOTAL CONTINGENT OFFER	\$	<u>2, 00.00</u>

The total contingent offer includes all interests other than leases involving Federal Agencies and Tenant owned improvements.

(A) Description of the land and effects of the acquisition

Subject property described in Deed Book 3409, page 299, Craven County Registry, contains approximately 0.229 acres of which 0.064 acres is being acquired as right of way, leaving 0.165 acres remaining on the right with access to SR 1159 (US 70 access road).

(B) The TOTAL CONTINGENT OFFER includes payment for the improvements and appurtenances described below:
Gravel.

Provided there is sufficient time remaining in the project schedule, you may repurchase these improvements for a retention value, with the stipulation that you remove them from the acquisition area at no expense to the Department.

(C) Should you desire to sell the Department the portion of your property considered to be an uneconomic remnant or buildable lot, as explained to you by the Right of Way Agent, the total contingent offer would be: \$ N/A. Please note that any contingent offer to purchase a remnant/buildable lot is conditioned upon the remnant/buildable lot being environmentally clean prior to the conveyance to the Department. You may be required to provide the Department with a release from the appropriate environmental agency stating that all contaminants have been remediated and/or removed to their standards.

The original of this form was handed/**mailed**, if out of state owner, to Gene Hodges (Assistant County Manager) mhodges@cravencountync.gov on July 16, 20 24. Owner was furnished a copy of the Right of Way Brochure/Owner's Letter.

I will be available at your convenience to discuss this matter further with you. My telephone number is 910-733-0412

Please be advised that the agent signing this form is only authorized to recommend settlement to the North Carolina Department of Transportation, and any recommended settlement is not a binding contract unless and until accepted by the North Carolina Department of Transportation by its formal execution of documents for conveyance of Right of Way, Easements, and/or other interests.

(Signed)


Ritchie Smith - Right of Way Agent

**North Carolina Department of Transportation-Right of Way Unit
Right of Way Transmittal Summary**

TIP/Parcel No.: R-5777C 131 WBS Element: 44648.2.4 County: Craven

1. Owner(s): Craven County Fed Aid Project: N/A

Address: 5100 E US 70 Highway, New Bern, NC 28560

2. Plan Sheet No.: 18 Survey Stations: SS 49+95.00 to SS 50+95.00 SL RT of -SRY3DY4C-

3. Land Area to be Acquired and Values:

Right of Way:	<u>0.064 AC</u>	X	\$ <u>187,773/AC</u>	= \$ <u>12,025 (R)</u>
Temp Construction Easement (TCE):	<input type="checkbox"/>	X	\$ _____	= \$ _____
Drainage Easement:	Temp <input type="checkbox"/>	X	\$ _____	= \$ _____
	Perm <input type="checkbox"/>	X	\$ _____	= \$ _____
Permanent Utility Easement (PUE):		X	\$ _____	= \$ _____
Drainage/Utility Easement (DUE):		X	\$ _____	= \$ _____
			Land:	\$ <u>12,025</u>

4. Improvements to be Acquired and Values:

Estimated Value of each Improvement to be acquired:

(1) Gravel	\$ <u>75</u>
(2)	\$ _____
(3)	\$ _____
(4)	\$ _____

Improvements: \$ 75

5. Cost to Cure (Damage to Remainder): **Cost to Cure:** \$ 0

6. Allocation:

Value of Land to be Acquired:	\$ <u>12,025</u>
Value of Improvements to be Acquired:	\$ <u>75</u>
Cost-to-Cure (Damage to Remainder):	\$ <u>0</u>

Acquisition Total: \$ 12,100

7. Photograph and Sketch of Acquisition attached.

The property owner or owner's representative was contacted on June 10, 2024 and given the opportunity to accompany the **Appraiser** during the inspection of this parcel.

The parcel was inspected on June 12, 2024

<u>Natalie F. Lathan</u>	<u><i>Natalie F. Lathan</i></u>	<u>June 28, 2024</u>
Specified Appraiser	Signed	Date

ROW \$ 12,025 **Perm. Easements** \$ 0 **Temp. Easements** \$ 0

Stuart L. Darden

NCDOT Administrative Approval Only

July 1, 2024

Approved By:

Date:

DEPARTMENTAL MATTERS:

6. Information Technology: Additional Funding for Tyler Enterprise Resource Planning (ERP) Project - Budget Amendment: Steve Bennett

The Tyler Enterprise Resource Planning (ERP) project was initiated back in April of 2017. The project was broken down into several phases which centered around areas of county business, Finance, Payroll, Human Resources, Water Utility Billing and Planning and Inspections. Hurricane Florence had a significant impact to the project and delayed the Utility Billing and Planning and Inspection portions until recently. Since the project's initial conception, several changes have occurred that require additional funds to the original project budget.

Complications from importing historical data from the former ERP software and changes in business procedures required additional funding for each of the modules to allow for additional developer implementation and staff training hours. However, the two most significant impacts to the project budget were having to restart the planning and inspections project after a seven-year pause. The software had undergone too many upgrades for the original work to be used; a new storm water division was created; and several key staff were no longer here from the beginning of the project. It was necessary to restart this portion of the project to account for these changes. The next impact on the budget was the additional staff over the last several years and changes to how Tyler accounts for licensing. Licensing costs make up almost half of the project increase.

The Board will be requested to approve a budget amendment in the amount of \$168,166.00 and a Project Ordinance Amendment, as shown in the following documents.

Board Action: Approve budget amendment in the amount of \$168,166.00 and Project Ordinance Amendment. A roll call vote is needed.



ERP Software Replacement Project

Fund 413

Update 2

This ordinance is hereby approved in the following amount for expenditure in the ERP Software Replacement Project

Phase I Expenditures (Financials, Payroll, Permitting, Utilities)

Software and Implementation Services	\$	1,199,309
Computer Equipment and Hardware	\$	119,637
Contingency	\$	77,494

Phase II Expenditures (Tax Software)

Software and Implementation Services	\$	497,600
Computer Equipment and Hardware	\$	127,132
Contingency	\$	35,000

TOTAL \$ 2,056,172

The following revenues are hereby estimated the ERP Software Replacement Project

Revenues:

From Capital Reserve Fund	\$	1,592,816
From Water Reserve	\$	193,356
From General Fund	\$	270,000

TOTAL \$ 2,056,172

This ordinance is hereby approved this 18th day of November, 2024.

Jason R Jones, Chairman
Craven County Board of Commissioners

Attest:

Abigail G Wilson, Clerk to the Board
Craven County Board of Commissioners

DEPARTMENTAL MATTERS:

7. Human Resources: Request for Personnel Resolution Amendment: Recruitment and Retention Bonus: Amber Parker

In 2021, the Craven County Board of Commissioners adopted a Recruitment and Retention Bonus policy to attract and retain skilled employees in hard-to-fill positions. The policy established employees hired in eligible positions will receive a recruitment bonus payment after successfully completing their probationary period, or six months of employment, and a retention bonus payment after successfully completing one year of employment.

The policy set bonus rates for each of the two payments at \$750 for eligible full-time positions and \$250 for eligible part-time positions equating to an overall recruitment and retention bonus of \$1,500 for eligible full-time positions and \$500 for eligible part-time positions.

While recruitment and retention in some classifications has improved, there are some where we continue to see a high number of vacancies and turnover such as detention officers and part-time drivers.

An amendment to the Recruitment and Retention Bonus policy, provided below, is requested to establish a bonus payment range of up to \$1,500 for eligible full-time positions and up to \$500 for eligible part-time positions. This amendment would allow the county manager to set the bonus rate within these limits based upon current recruitment and retention challenges. Under the revised policy, eligible full-time positions could receive a total recruitment and retention bonus of up to \$3,000 while eligible part-time positions could receive up to \$1,000.

Board Action: Approval of recommended personnel resolution amendment.

Craven County, North Carolina Local Government Employees Personnel Resolution

Article IV. The Pay Plan, Section 18. Recruitment and Retention Bonus

The purpose of a recruitment and retention bonus is to attract and retain highly qualified employees in positions deemed hard to fill. A hard to fill position is a position identified as a recruitment challenge based upon factors including, but not limited to:

- a) the number of similar vacant positions within Craven County, the local job market, or other comparable governmental agencies where competition exists for the same pool of qualified applicants,
- b) the length of the position vacancy,
- c) an urgent need to fill a vacancy, or
- d) the lack of receipt of qualified applications for the vacant position.

For the purpose of this policy, a “recruitment bonus” is a payment made in exchange for accepting an offer of employment to be paid out the pay period after the successful completion of an employee’s probationary period. A “retention bonus” is a payment made in exchange for an employee’s continued tenure of employment to be paid out the pay period following one year of continued employment.

The recruitment and retention bonus policy will be applied according to the following procedure:

- a) Craven County may offer recruitment and retention bonuses to full-time or part-time positions deemed by the County Manager, or his designee, to be hard to fill.
- b) Hard to fill positions will be identified on an individual position basis.
- c) The application of a recruitment and retention bonus to a position vacancy must be requested by departments to Human Resources for each position to be considered.
- d) Each recruitment and retention bonus request must be approved by the ~~1) Human Resources Director, 2) Finance Director, 3) County Manager~~ and the bonus value will be set in accordance with established bonus value ranges.
- e) An employee is eligible to receive no more than one recruitment and one retention bonus from Craven County. This rule applies even if the employee transfers positions or separates from employment and is later rehired into a position where a recruitment and retention bonus is offered.
- f) If an employee begins employment in one position or department and receives a recruitment bonus and within their first year of employment transfers to another position or department within Craven County they forfeit their retention bonus unless their transfer to another position or department is considered to be within the same job family.
- g) Bonus values ranges are:
 - 1) Recruitment bonuses ~~in the amount of \$750~~ in an amount of up to \$1,500 for a full-time position and ~~up to \$500~~ \$250 for a part-time position will be paid to a newly hired employee in the pay period after successful completion of the probationary period or after the completion of six months of employment for employees not subject to a probationary period such as part-time positions.
 - 2) Retention bonuses in ~~the amount of \$750~~ in an amount of up to \$1,500 for a full-time position and ~~\$250~~ up to \$500 for a part-time position will be paid in the pay period following completion of one year of employment as long as the employee is currently employed in good standing with Craven County.
- h) Recruitment and retention bonus payments will be made through payroll and are subject to all applicable taxes and deductions.

The recruitment and retention bonus policy is subject to the availability of funds.

DEPARTMENTAL MATTERS:

8. Finance: Craig Warren

A. Craven Pamlico Regional Library: Budget Amendment

At the July 29, 2022 work session, Commissioners approved \$165,000 from State Capital Infrastructure Grant funds (SCIF) appropriated to the County in the FY22 State Budget to be set aside and made available for Regional Library technology needs. The Board approved using these funds for operating expenses related to technology and technology-related capital upgrades. The Library System has submitted an invoice requesting the release of these funds. A budget amendment in the amount of \$165,000, provided in the following document, is needed in order to distribute these funds to them.

Board Action: Approve budget amendment in the amount of \$165,000. A roll call vote is needed.

DEPARTMENTAL MATTERS:

8. Finance: Craig Warren

B. Compensatory Time Balance Pay-Out: Budget Amendment

Increased workloads, position vacancies, and assisting with Hurricane Helene response efforts in western North Carolina have increased compensatory time (comp time) balances across multiple departments, especially in the Sheriff's Office, Jail, and Social Services. Comp time balances have risen to a level where Management feels it is in its best interest to liquidate this liability, which could grow over time and hinder department operations if employees were to take time off. As of October 29, 2024 pay date, the total liability for comp time, including benefits, is \$388,292. Management requests approval of a budget amendment, provided below, to pay this time earned by employees on November 26, 2024 pay date.

Board Action: Approve budget amendment in the amount of \$388,292. A roll call vote is needed.

DEPARTMENTAL MATTERS:

9. Administration: Completing Access to Broadband (CAB) 2.0 Supplemental Funding: Shane Digan

The State informed counties in late August 2024 that county-match requirements for Completing Access to Broadband (CAB) projects would be covered by the "Stop-Gap Solutions Program." Under this program, the State was prepared to commit \$500,000 to CAB projects in Craven County, along with \$500,000 through the Stop-Gap Program for the County match. Coupled with a provider match of roughly \$429,000 this results in a total program expenditure of \$1.428 million.

As service providers prepared to submit proposals to the State, the County was contacted by a local firm to discuss our needs related to broadband availability. The County provided this firm with areas of interest beyond what they were proposing - areas throughout mostly rural areas in Craven County. These are shown in the attached documents.

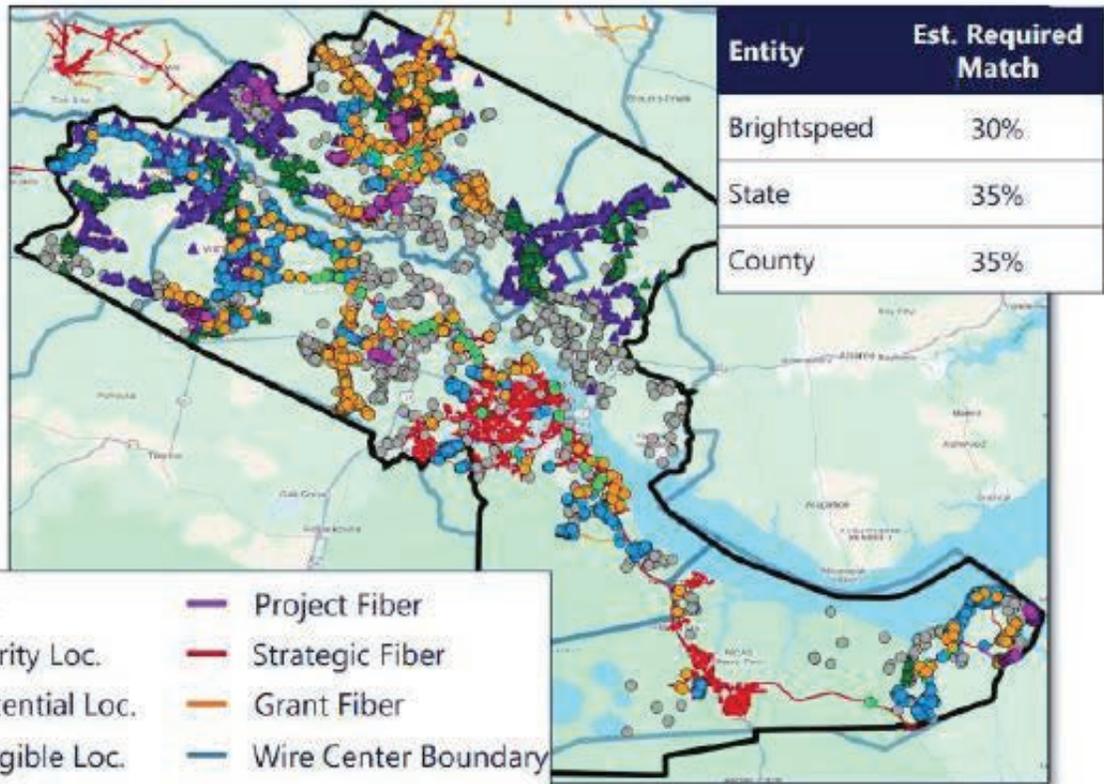
To meet the request for additional coverage areas, the firm informed the County that it would need to commit an extra \$300,000 above the \$500,000 provided through the Stop-Gap program. This additional funding will bring the Craven County closer to complete broadband coverage and will help ensure some of the most rural areas of the County have access to this service. The additional funding will be leveraged with an increased state and provider match, bringing the total program expenditure to \$2.28 million to expand broadband access in Craven County.

House Bill 10 of the NC General Assembly, adopted in September 2024, removes the County match requirement completely. However, this has been vetoed by the Governor but is slated for a potential override vote on November 19. If this veto is overridden, an additional \$300,000 would not be required and the total project cost would increase to \$2.85 - \$3.57 million.

Action is needed now; however, project scopes of work are to be released the week of November 19.

Board Acton: Authorize the County Manager to commit up to \$300,000 to the State of North Carolina and to execute any necessary agreements.

Craven County Proposed Build



- Project Loc.
- County Priority Loc.
- Planned Potential Loc.
- Excluded Eligible Loc.
- Brightspeed GREAT
- ▲ Spectrum CAB
- ▲ Spectrum RDOF
- Project Fiber
- Strategic Fiber
- Grant Fiber
- Wire Center Boundary
- County Boundary

Notes: Financials are preliminary.
 Meeting Date: November 18, 2024
 Sources: Altman Solon Research & Analysis

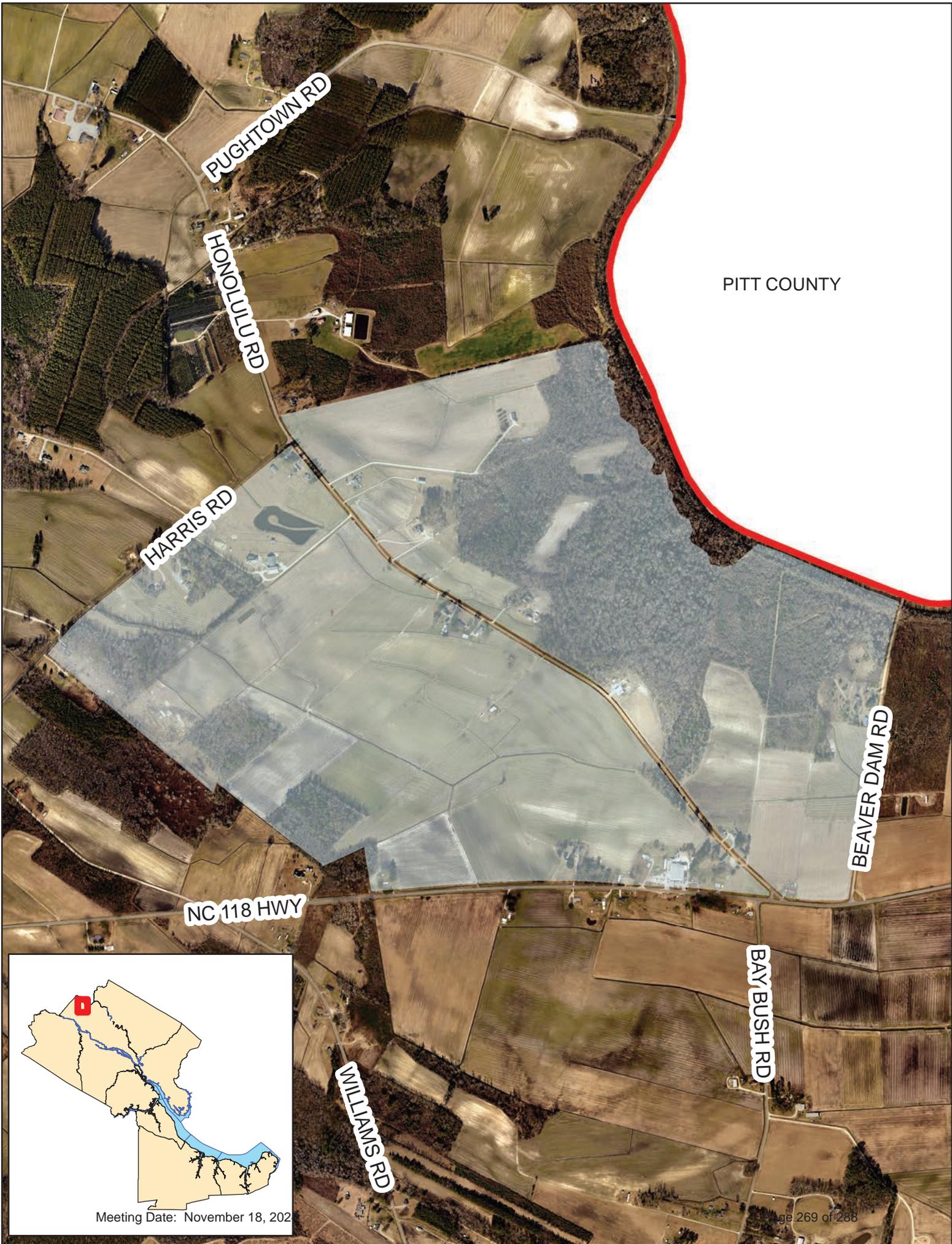


WARD FIELD RD

BEAR HOLE RD



Meeting Date: November 18, 202



PITT COUNTY

PUGHTOWN RD

HONOLULU RD

HARRIS RD

NC 118 HWY

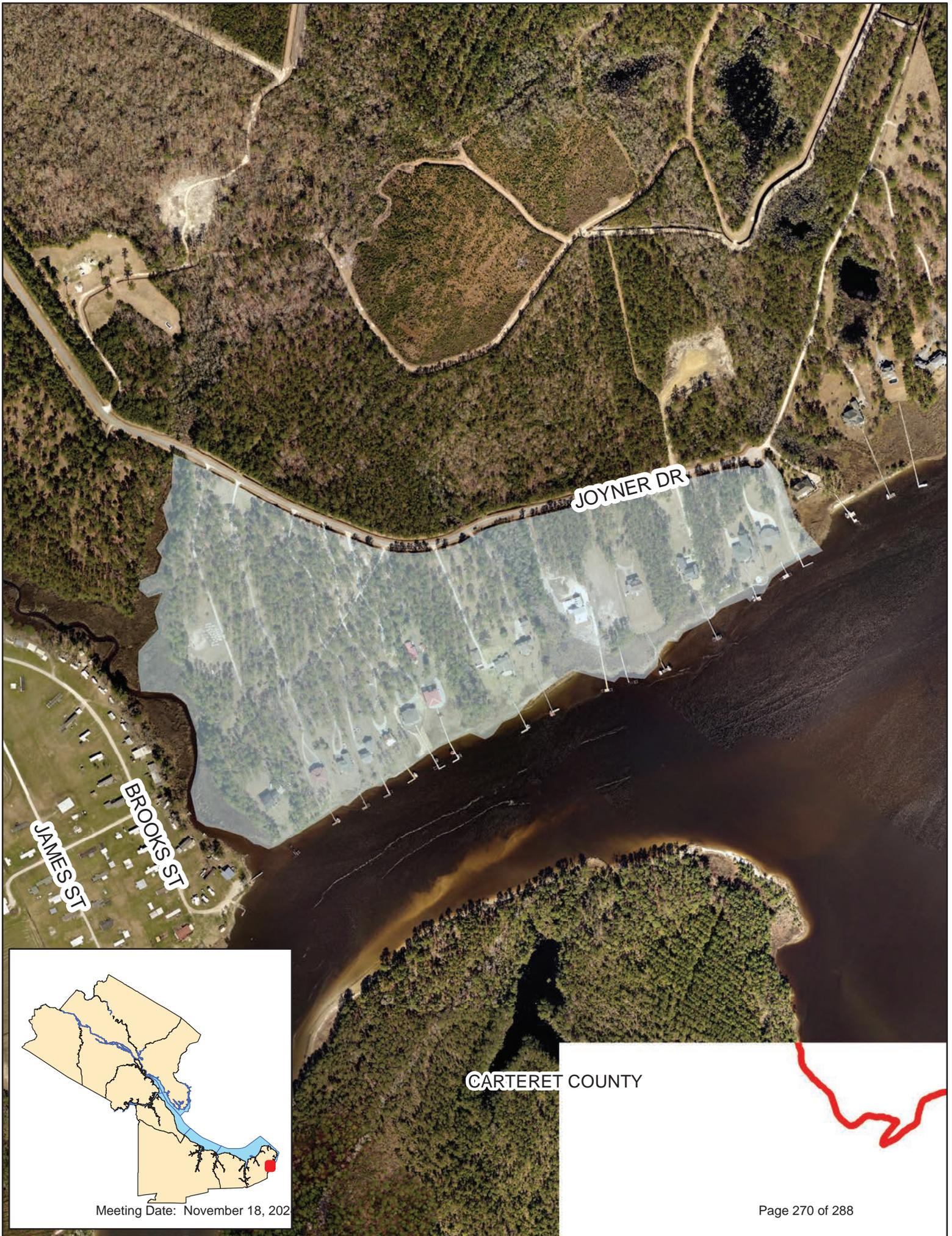
WILLIAMS RD

BAY BUSH RD

BEAVER DAM RD



Meeting Date: November 18, 202



JOYNER DR

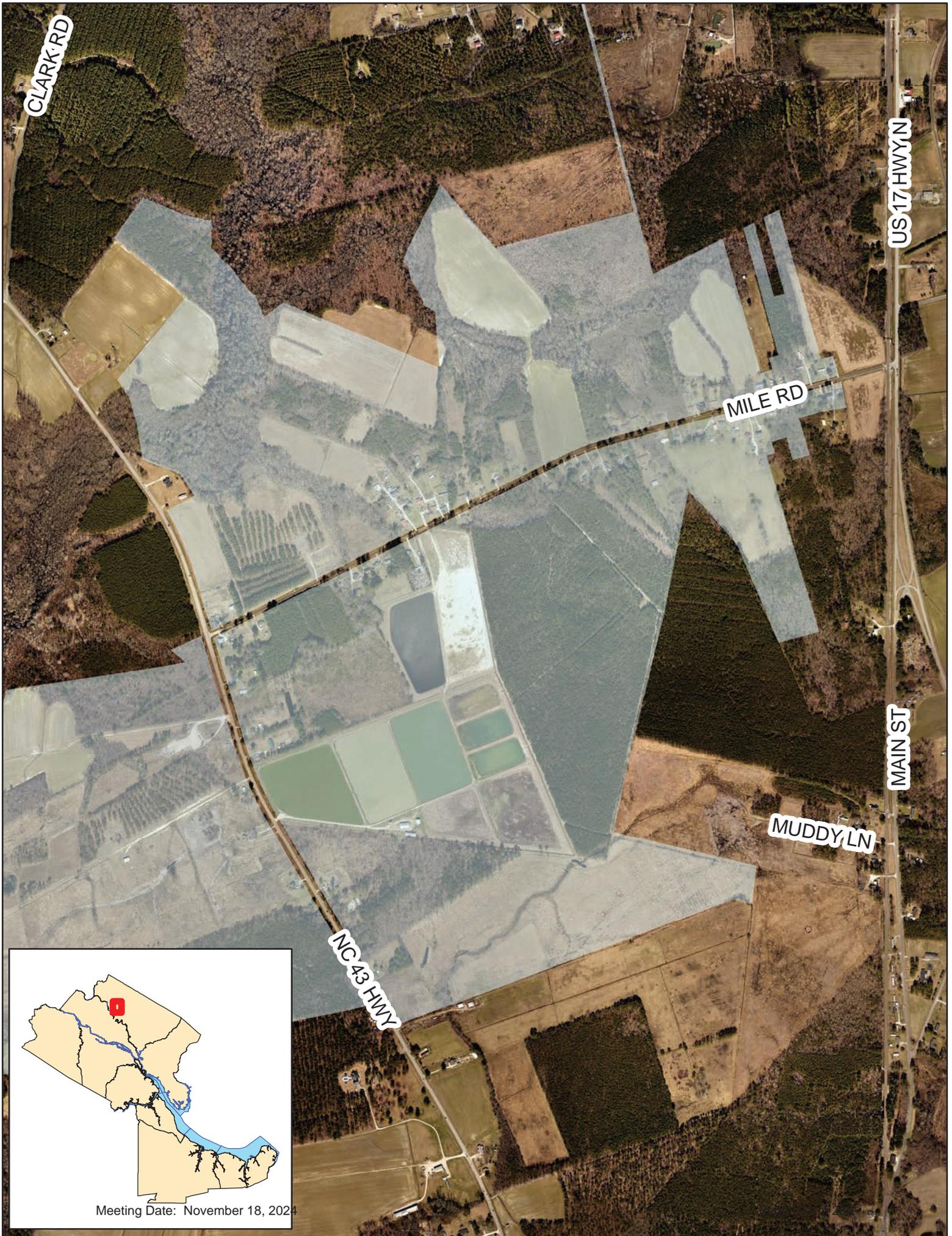
JAMES ST

BROOKS ST

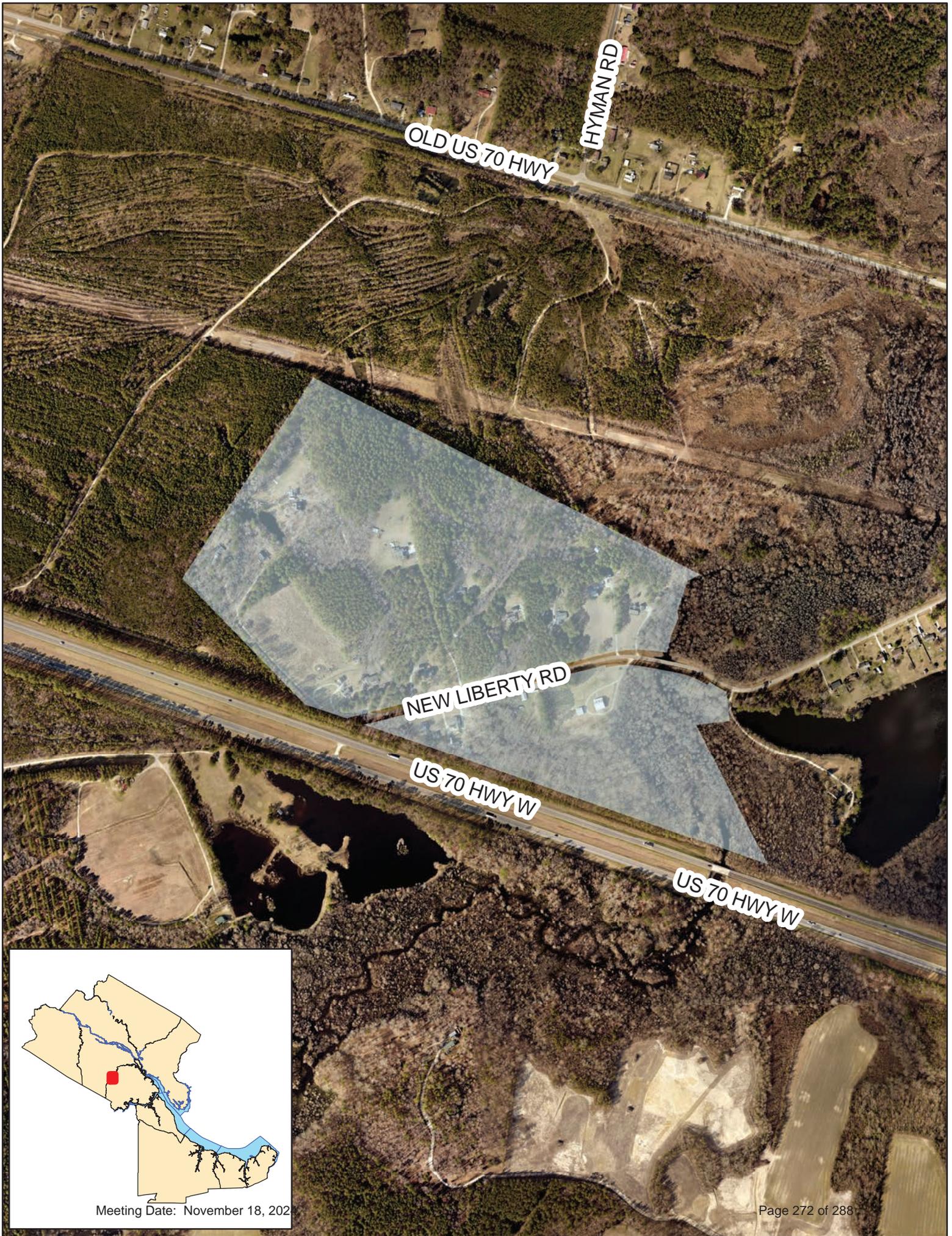
CARTERET COUNTY



Meeting Date: November 18, 202



Meeting Date: November 18, 2024



OLD US 70 HWY

HYMAN RD

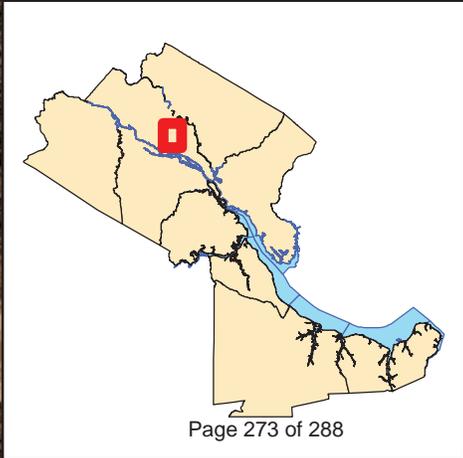
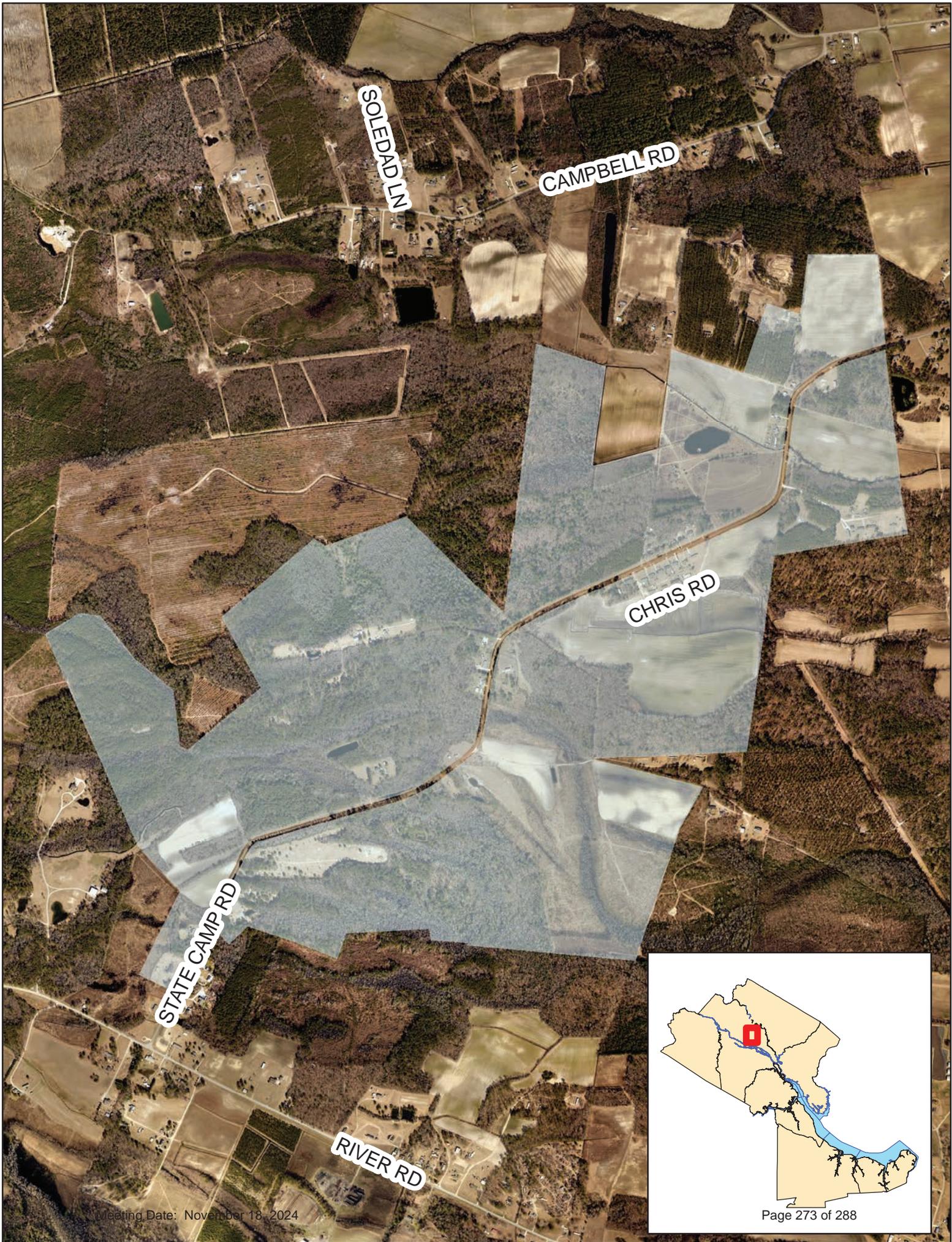
NEW LIBERTY RD

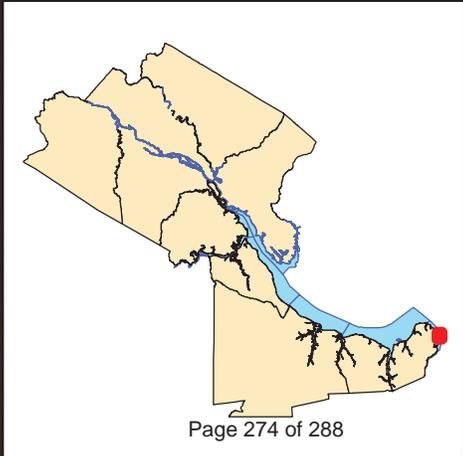
US 70 HWY W

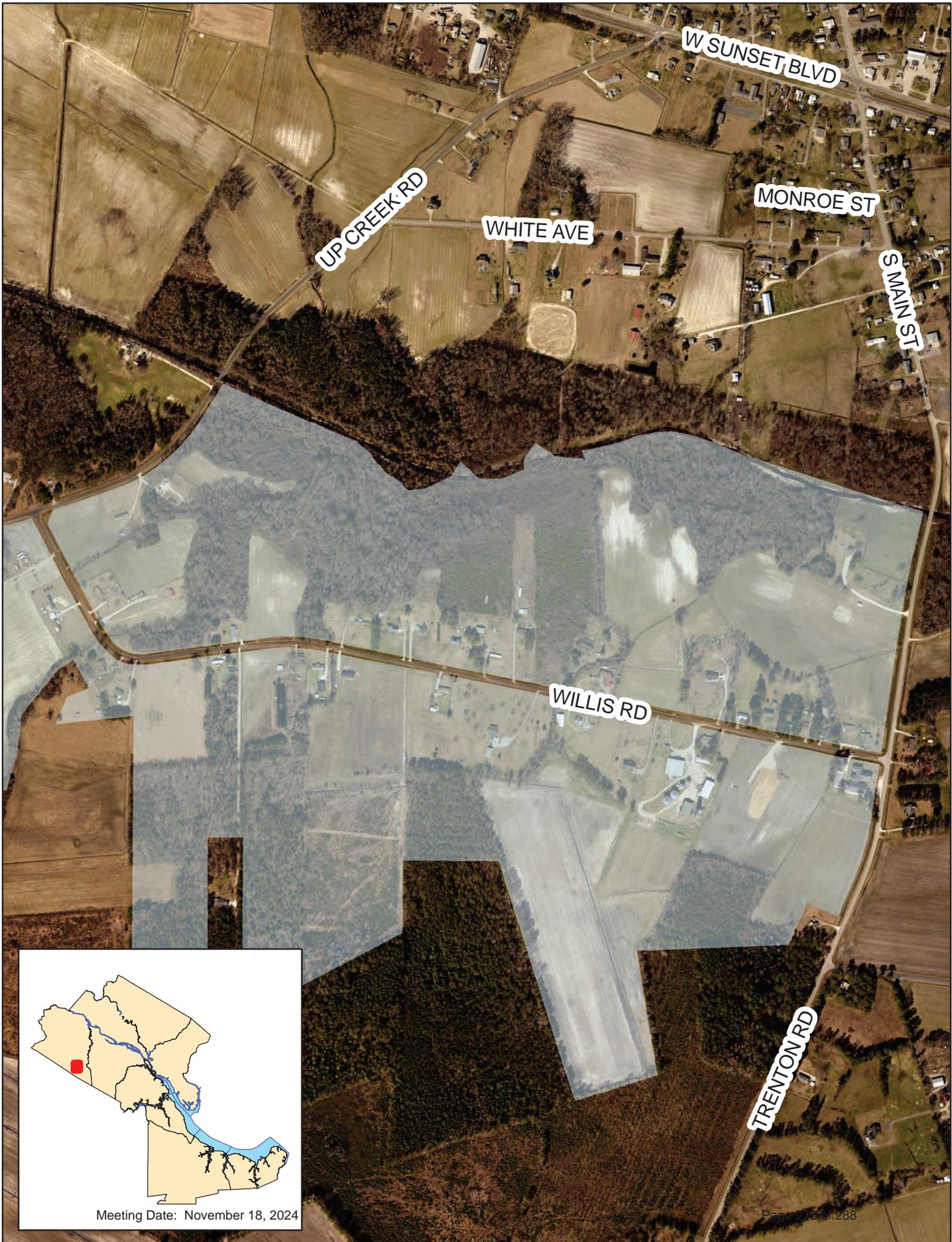
US 70 HWY W



Meeting Date: November 18, 202







Meeting Date: November 18, 2024

11/18/24 APPOINTMENTS

A. Pending:

Community Child Protection Team (Law Enforcement)
Craven Aging Planning Board
Craven County Clean Sweep Committee
Craven County Planning Board (District 1)
Emergency Medical Services (Medical Society Member)
Highway 70 Corridor Committee
Juvenile Crime Prevention Council
Vanceboro/Craven County Library
Volunteer Agricultural District (District 1 and 6)

B. Current:

Coastal Regional Solid Waste Management Authority
➤ Steven Aster seeks to fill the vacant seat
(Application enclosed)

Craven County Health Board

- Dr. Julia Sheffield seeks to fill Dr. Natalie Shelton's seat (Veterinarian) **(Application enclosed)**

Craven/Pamlico Regional Library Board

- E.T. Mitchell seeks reappointment
- Denise Smith seeks reappointment

Craven County Planning Board

- Curt Stegemann seeks reappointment

Craven Count Recreation Advisory Board

- Carolyn Squires seeks reappointment

Fireman's Relief Fund Board

- Justin Goodrich seeks to fill the vacant seat of Aaron McLawhorn (TWP 8 (WNB II Rhems Fire)) **(Application enclosed)**

Fire Tax Commissioners Board

- Justin Goodrich seeks to fill the vacant seat of Aaron McLawhorn (TWP 8 (WNB II Rhems Fire)) **(Application enclosed)**

River Bend Planning Board (ETJ)

- Bernard Bush seeks to fill the vacant seat **(List enclosed)**

C. UPCOMING:

Craven County Health Board

- Keola Perry

Fireman's Relief Fund Board

- Stuart Blount
- Roy McCoy

Steven Aster

Craven County | Generated 11/6/2024 @ 9:05 am by OnBoardGOV - Powered by ClerkBase

Status

Name Steven Aster
Application Date 10/29/2024
Expiration Date 10/29/2026
Board Member [Steven Aster](#)
Status Validated

Board	Vacancies	Status
Coastal Regional Solid Waste Management Authority (CRSWMA)	1	Pending

Basic Information

Name
Steven Aster
Please list any other Boards or Commissions on which you currently serve?
Clean Sweep Committee

What is your gender?

Male

What is your ethnic origin?

White

What is your Commissioner's District?

7

Highest Education Level

Bachelors Degree or higher

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Contact Information

Address
3245 Austin Avenue
New Bern, NC 28562
Email
saster@cravencountnc.gov
Cell Phone
[252-658-7179](tel:252-658-7179)

Occupation

Employer
Craven County Government
Job Title
Solid Waste Director

Volunteer Board Information and Interest Sheet

Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

Craven County Board of Health

Name: Julia Sheffield Home Phone: (252) 723-0800
 Home Address: 103 Harvest Boulevard
 City: Havelock Zip Code: 28532
 Township: _____ City Limits: Yes No
 Occupation: Veterinarian Business Phone: (252) 637-7128
 Place of Employment: Neuse Veterinary Clinic Fax Number: (252) 635-2118
 E-Mail Address: neusevet@gmail.com
 (Please indicate your preferred contact number.)

Education

Bachelor's Degree in Animal Science, NC State University
Doctorate of Veterinary medicine, NC State College of Veterinary medicine

Business and Civic Experience

I have been a practicing veterinarian for 2+ years.

Areas of Expertise, Interest, Skills

My area of expertise is in veterinary medicine, particularly emergency veterinary medicine.

Why do you want to serve?

I want to serve on this board as a way to continue supporting the community I was raised in.

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

n/a

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 10/22/2024 Julia Sheffield, D.V.M.
Signature

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail (gbryan@cravencountync.gov) or fax: (252) 637-0526.

This form will remain active until two years after date received.

For Internal Use Only

Date Received: _____

Form is active until: _____ (two years after date received)

Received by: _____ (initials)

Reviewed by the following Commissioners. Please initial and add "PA" if you are personally acquainted with the individual.



Rhems Volunteer Fire and Rescue Dept.

PO Box 13010

New Bern, NC 28561

October 31, 2024

To: Craven County Emergency Services

Re: Nominee for vacant Fire Tax Commissioner and Relief Board Member

Rhems Volunteer Fire Department would like to nominate the following person serve in both positions referenced above effective immediately.

Justin Lee Goodrich

2935 Tuscarora Rhems Road

New Bern, NC 28562

Mr. JUSTIN LEE GOODRICH

Craven County | Generated 11/6/2024 @ 8:18 am by OnBoardGOV - Powered by ClerkBase

Status

Name Mr. JUSTIN LEE GOODRICH
Application Date 11/5/2024
Expiration Date 11/5/2026
Board Member **JUSTIN LEE GOODRICH**
Status Validated

Board (Rank)	Vacancies	Status
Fire Tax Commissioners Board (0)	1	Pending
Fireman's Relief Fund Board of Trustees (1)	1	Pending

Basic Information

Name
Mr. JUSTIN LEE GOODRICH

Please tell us about yourself and why you are interested in serving on a board or commission?
I was nominated by the Rhems Board of Directors. I want to better serve the fire department and community.

Business and/or Civic Experience/Involvement
Member of Rhems Volunteer Fire Dept.

What is your gender?
Male

What is your ethnic origin?
White

What is your Commissioner's District?
2

Highest Education Level
Other

Contact Information

Address
2935 Tuscarora Rhems Rd.
New Bern, NC 28562

Email
goodrichj07@gmail.com

Cell Phone
2522299541

Occupation

Employer
Overhead Door Company of New Bern

Occupation
Garage Door Technician

Job Title
Technician

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Mr. JUSTIN LEE GOODRICH

Craven County | Generated 11/6/2024 @ 8:17 am by OnBoardGOV - Powered by ClerkBase

Status

Name Mr. JUSTIN LEE GOODRICH
Application Date 11/5/2024
Expiration Date 11/5/2026
Board Member **JUSTIN LEE GOODRICH**
Status Validated

Board (Rank)	Vacancies	Status
Fire Tax Commissioners Board (0)	1	Pending
Fireman's Relief Fund Board of Trustees (1)	1	Pending

Basic Information

Name
Mr. JUSTIN LEE GOODRICH

Please tell us about yourself and why you are interested in serving on a board or commission?
I was nominated by the Rhems Board of Directors. I want to better serve the fire department and community.

Business and/or Civic Experience/Involvement
Member of Rhems Volunteer Fire Dept.

What is your gender?
Male

What is your ethnic origin?
White

What is your Commissioner's District?
2

Highest Education Level
Other

Contact Information

Address
2935 Tuscarora Rhems Rd.
New Bern, NC 28562

Email
goodrichj07@gmail.com

Cell Phone
2522299541

Occupation

Employer
Overhead Door Company of New Bern

Occupation
Garage Door Technician

Job Title
Technician

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Bernard D Bush

Craven County | Generated 11/13/2024 @ 3:16 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Bernard D Bush

Application Date 11/13/2024

Expiration Date 11/13/2026

Board Member **Bernard D Bush**

Status Validated

Board	Vacancies	Status
River Bend Planning Board	1	Pending

Basic Information

Name
Bernard D Bush

Please list any other Boards or Commissions on which you currently serve?

Advisor to Craven County Department of Social Services Board

Please tell us about yourself and why you are interested in serving on a board or commission?

I've lived in River Bend for 25 years, and I'm interested in giving back to the community.

Business and/or Civic Experience/Involvement

Worked at Pamlico Sound Legal Services from 1994 until 2000. Participated in some productions at New Bern Civic Theater

Contact Information

Address
506 Old Pollocksville Road
New Bern, NC 28562

Email
bernard.bush@cravencountync.gov

Phone
[2526364941](tel:2526364941)

Cell Phone
[2523491586](tel:2523491586)

Occupation

Employer
Craven County Department of Social Services

Occupation
Attorney

Job Title
Attorney I

Professional Licenses
Meeting Date: November 18, 2024

Law License

What is your gender?

Male

What is your ethnic origin?

Black or African American

What is your Commissioner's District?

I don't know

Highest Education Level

Bachelors Degree or higher

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11. COUNTY ATTORNEY'S REPORT: Arey Grady

12. COUNTY MANAGER'S REPORT: Jack Veit

13. COMMISSIONERS' REPORTS

14. CLOSED SESSION

The Board will be requested to enter Closed Session pursuant to NCGS 143-381.11 (a)(6) to address personnel matters.