



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
February 3, 2014**

- 4:30 pm Recessed Meeting (County Administration Bldg Conference Room)**
a. Courthouse Security
- 7:00 pm Convene Regular Meeting (County Auditorium)**
Invocation and Pledge of Allegiance
Approve Agenda as Published
- Tab 1 Roads**
- Tab 2 Planning & Zoning** **1**
a. TA-1-14-1 Request to Amend the Sampson County Zoning Ordinance to **2 - 3**
Include Section 9.7 Business and Industrial Directional Signs (off premises)
b. Planning Board Appointments **4 - 5**
- Tab 3 Reports and Presentations**
a. Presentation - Sampson County Farm Bureau **6**
b. Staff Report - Update on the Wellhead Completion Project **7 - 9**
c. Staff Report - Feasibility of Planning Position Co-located at **10 - 14**
Inspections/Environmental Health
- Tab 4 Action Items**
a. Public Hearing (continued from December 18, 2013) - Consideration of **15**
Appropriations and Expenditures for NOVI Carolina Digester III, LLC (site 2)
b. Public Hearing - Naming of Private Roads **16 - 17**
c. Tax Administration **18 - 20**
 - Report of Unpaid Taxes Which Are Liens on Real Property
 - Scheduling of 2014 Board of Equalization and Review Hearings
d. Request to Board of Elections to Conduct Alcohol Beverage Referendum **21 - 30**
e. Award of Bid for Comprehensive Review of Job Classification, **31 - 49**
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f. Scheduling of Work Sessions and Special Meetings **50**
g. Appointments **51 - 52**
 - Workforce Development Board
 - Adult Care Home CAC
 - Airport Authority
 - BOC Committee Assignment Review

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	Adjournment	

OUR PUBLIC CHARGE

The Board of Commissioners pledges to the citizens of Sampson County its respect. The Board asks its citizens to likewise conduct themselves in a respectful, courteous manner, both with Board members and fellow citizens. At any time should any member of the Board or any citizen fail to observe this public charge, the Chair (or presiding officer) will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair (or presiding officer) will recess the meeting until such time that a genuine commitment to this public charge is observed. All electronic devices such as cell phones, pagers, and computers should please be turned off or set to silent/vibrate.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (a-b)

Meeting Date: February 3, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input checked="" type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Planning Issues

DEPARTMENT: Clinton-Sampson Planning and Zoning

PUBLIC HEARING: Yes

CONTACT PERSON: Mary Rose, Planning Director

PURPOSE: To consider actions on planning and zoning items as recommended by Planning Board

ATTACHMENTS: Planning Staff Memorandum; Planning Board Minutes; Maps

BACKGROUND:


- a. TA-1-14-1 Planning staff will review a request to amend the Sampson County Zoning Ordinance to include Section 9.7 Business and Industrial Signs (off premises). The proposed language for the section is found in the attached memorandum. The Planning Board has unanimously recommended the text amendment.
- b. Planning Board Appointments Planning staff have recommended the reappointment of Gary Mac Herring and the appointment of Gary Henry to the Clinton-Sampson Planning Board.

RECOMMENDED ACTION OR MOTION:

- a. Motion to approve the request to amend the Sampson County Zoning Ordinance to include Section 9.7 Business and Industrial Signs (off premises) as recommended by the Planning Board
- b. Motion to reappoint Gary Mac Herring and to appoint Gary Henry to the Clinton-Sampson Planning Board

MEMORANDUM

CLINTON - SAMPSON PLANNING AND DEVELOPMENT
227 LISBON STREET
CLINTON, NC 28328

To: Ed Causey, County Manager
From: Mary M. Rose, Planning Director 
Subject: January 21, 2014 Sampson County Planning and Zoning Board Meeting -
County Board of Commissioners February 3, 2014 Agenda Item
Date: January 22, 2014

The following request was addressed by the Planning and Zoning Board at their January 21, 2014 meeting:

TA-1-14-1 – A zoning amendment request by George Hi Plantation to amend the Sampson County Zoning Ordinance by including Section 9.7 Business and Industrial Directional Signs (off premises) was unanimously recommended by the Sampson County Planning Board as follows:

Proposed:

9.7 BUSINESS AND INDUSTRIAL DIRECTIONAL SIGNS (off premises)

- A. Off premise directional signs shall only be used for directional purposes, containing only the name, distance, and direction to the referenced commercial location.
- B. Directional signs shall be limited to a maximum of 12 (twelve) square feet of sign surface area and shall not exceed 8 (eight) feet in height.
- C. Directional signs may be double sided.
- D. Directional signs shall not be illuminated.
- E. If the directional sign and property upon which the sign is to be located are not in the same ownership, a deeded easement must be obtained from the property owner upon whose property the directional sign is to be located.
- F. There may be only one directional sign per parcel of land.
- G. All directional signs shall be set back 10 (ten) feet from the road right of way and 10 (ten) feet from any adjoining property lines.

Please contact my office with any questions or comments.

cc: Susan Holder, Assistant County Manager

attachment

MINUTES OF THE SAMPSON COUNTY
PLANNING AND ZONING BOARD

Meeting Date
January 21, 2014

Members Present
Billy Cottle
Sherri Smith
Debra Bass
Gary Mac Herring
Angela Marco
Clayton Hollingsworth

Members Absent
Scott Brown

Minutes Approved

Upon a motion by Billy Cottle and seconded by Clayton Hollingsworth, the minutes of the December 16, 2013 meeting were unanimously approved as presented.

TA-1-14-1

A zoning amendment request by George Hi Plantation to amend the Sampson County Zoning Ordinance by including Section 9.7 Business and Industrial Directional Signs (off premises) as follows:

Proposed:

9.7 BUSINESS AND INDUSTRIAL DIRECTIONAL SIGNS (off premises)

- A. Off premise directional signs shall only be used for directional purposes, containing only the name, distance, and direction to the referenced commercial location.
- B. Directional signs shall be limited to a maximum of 12 (twelve) square feet of sign surface area and shall not exceed 4 (four) feet in height.
- C. Directional signs may be double sided.
- D. Directional signs shall not be illuminated.
- E. If the directional sign and property upon which the sign is to be located are not in the same ownership, a deeded easement must be obtained from the property owner upon whose property the directional sign is to be located.
- F. There may be only one directional sign per parcel of land.
- G. All directional signs shall be set back 10 (ten) feet from the road right of way and 10 (ten) feet from any adjoining property lines.

Mrs. Rose informed the Board the applicant had expressed a need to provide directional signage in order for their business to be found by patrons. The applicant had informed staff the state road sign upon Ebenezer Forest Road was continually being stolen each time it was replaced by NCDOT.

The Board members discussed changing the maximum height of the proposed directional signs to 8 (eight) feet due to the fact a smaller sign may at times not be seen due to overgrowth of grass or other vegetation.

DECISION. After discussion, Billy Cottle made a motion to recommend Section 9 of the Sampson County Zoning Ordinance be amended to include Section 9.7 as presented with the maximum height being recommended as 8 (eight) feet instead of 4 (four) feet as initially proposed, seconded by Sherri Smith, and unanimously recommended by the Board.

Ayes: Unanimous

There being no further business, the meeting was adjourned at 7:00 p.m.

Chairman

Secretary



Clinton-Sampson
Planning and Development
227 Lisbon Street
Post Office Box 199
Clinton, North Carolina 28329



To: Ed Causey, County Manager
From: Mary M. Rose, Planning Director *m rose*
Subject: Agenda Item – Sampson County Planning Board Appointment
Date: January 21, 2014

At this time Planning staff respectfully requests consideration of appointment of Mr. Gary Mac Herring to a second term as a Sampson County Planning Board member. Mr. Herring resides at 301 Clinton Street, Newton Grove, NC. Additionally, Mr. Herring was initially appointed to the Planning Board in March 2010 and has been an exemplary Planning Board member with a high record of attendance.

Thank you for your consideration of Mr. Herring's appointment, please contact my office with any questions or comments.

cc: Susan Holder, Assistant County Manager



Clinton-Sampson
Planning and Development
227 Lisbon Street
Post Office Box 199
Clinton, North Carolina 28329



To: Ed Causey, County Manager
From: Mary M. Rose, Planning Director *m rose*
Subject: Agenda Item – Sampson County Planning Board Appointment
Date: January 15, 2014

At this time Planning staff respectfully requests consideration of an appointment to the Sampson County Planning Board. Please consider Mr. Gary Henry to be appointed to the expired Board seat currently held by Mr. Clayton Hollingsworth. Mr. Henry resides at 53 Henry Lane, Ivanhoe, NC and has been recommended by Commissioner Harry Parker for appointment.

Mr. Henry is married to Marion Henry who is currently employed as a teacher assistant at Union Middle School. Mr. and Mrs. Henry have one son, Devin who is a student at Union High School. Mr. Henry is employed by Godwin & Son in Wilmington, NC as a truck driver and attends Snow Hill Missionary Baptist Church in Ivanhoe, NC.

Please contact my office with any questions or comments.

cc: Susan Holder, Assistant County Manager

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

3 (a)

Meeting Date: February 3, 2014	<input type="checkbox"/> Information Only	<input type="checkbox"/> Public Comment
	<input checked="" type="checkbox"/> Report/Presentation	<input type="checkbox"/> Closed Session
	<input type="checkbox"/> Action Item	<input type="checkbox"/> Planning/ Zoning
	<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Water District Issue

SUBJECT: Presentation by Sampson County Farm Bureau

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Tate Pope, President of the Sampson County Farm Bureau Board of Directors
Eloise Register, Chairperson of the Sampson County Farm Bureau Women

PURPOSE: To recognize the Board of Commissioners for their service to the community

ATTACHMENTS: None

BACKGROUND: Representatives of the Sampson County Farm Bureau have requested the opportunity to make a presentation to the Board in recognition of your service to the community.

RECOMMENDED ACTION OR MOTION: Accept the recognition as presented

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

3 (b)

Meeting Date: February 3, 2014	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input checked="" type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/ Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue
	<input type="checkbox"/>			

SUBJECT: Update on the Wellhead Completion Project

DEPARTMENT: Public Works

PUBLIC HEARING: No

CONTACT PERSON: Lee Cannady, Public Works Director
Matthew West, Dewberry

PURPOSE: To hear an update on the wellhead completion project

ATTACHMENTS: Excerpt of the March 21, 2013 minutes

BACKGROUND: On March 21, 2013, the Board awarded the bid for the wellhead completion project to Herring-Rivenbark in the amount of \$1,312,058. This project is nearing completion, and Public Works Director Lee Cannady will provide an update on its progress and discuss the use of project contingency funds for the construction of additional supply lines.

RECOMMENDED ACTION OR MOTION: Receive update

Award of Bids for Well Project

Mr. Cannady reported that four bids for the Sampson County wellhead completion project had been received and publicly opened on February 28; the bids had been reviewed by the engineers who recommended the award of the bid Herring-Rivenbark with noted changes. Mr. Cannady explained that deductions were recommended for the lowest base bid of \$1,632,784 as follows:

Base Bid	<u>\$1,632,784</u>
Delete Beaman well site (deduct)	(\$319,476)
Add permanent generators	\$107,600
Add PRV at Old Warsaw site	\$15,200
Substitute SDR 21 PVC in lieu of C900 (deduct)	(\$41,800)
Delete 3500 LF of line work (deduct)	(\$82,250)
Estimated Contract Total	<u>\$1,312,058</u>

Mr. Cannady explained that these deductions removed the development of Beaman well site in order to get the project within budget; however this could be added back in later. He added that the bid included the addition of a pressure reducing valve to be able to send water to the southern portion of the County. Also, he stated, 3500 feet of line work was being deleted; however this can be added back after negotiations with the contractor if there are contingency monies remaining. Commissioner Kirby asked how this project played into the overall development of wells in the County's water independence. Mr. Cannady explained that when the County first started in the water business, it was cheaper to purchase water. However, he explained, we are at the point now that the costs from all of our water suppliers was higher than we could produce water ourselves; we can put the wells online and pay the debt service at a lower cost than we can purchase water. County manager Ed Causey clarified that typically you can bid one package for all the wells; however the conservative approach had been used to make sure we could get the wells in, determine the availability of water, then put the water pumps in to match the wellheads to the amount of water available. For instance, if we had not found adequate water, this would have saved the County a significant amount of money. Commissioner Kirby asked how many wells similar to this it would take to totally eliminate the need to obtain water from Harnett County and the City of Clinton and to be self-sufficient in water, and Mr. Cannady replied that other parts of his presentation would discuss the uniqueness of the County system and its interconnections, but in an ideal situation, two more rounds of projects would satisfy the need. Currently the system's consumption was 1,036,000 gallons per day, and the proposed wells will produce approximately 800,000 gallons per day. Commissioner Kirby asked once the wells were online, to what degree will it reduce the need for purchase of water from Harnett County and the City of Clinton. Mr. Cannady stated

that with this first round, we should be able to reduce our purchases by 50%; however there are operational issues that come into play which will be discussed later in the presentation.

Upon a motion made by Commissioner Strickland and seconded by Commissioner Lockamy, the Board voted unanimously to award the bid for the wellhead project to the lowest bidder, Herring -Rivenbark, in the amount of \$1,312,058, subject to USDA approval. (Bid tabulation attached.)

The Board briefly discussed the need for regulatory ordinances with regards to other municipalities purchasing property in Sampson County for the purpose of siting wells. The County Attorney will research further.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

3 (c)

Meeting Date: February 3, 2014	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Report/Presentation <input type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/ Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Staff Report - Feasibility of Planning Position Co-Located at Inspections/Environmental Health

DEPARTMENT: Administration

PUBLIC HEARING: No

CONTACT PERSON: Ed Causey, County Manager

PURPOSE: To provide information requested by the Board regarding the feasibility of co-locating a planning position with Inspections/Environmental Health

ATTACHMENTS: Emails from Planning and Inspections

BACKGROUND: As a follow up to budget sessions in December and January, staff has investigated the feasibility of co-locating a planning staff person in the offices of Inspections (and adjacent to Environmental Health). The County Manager will review the information received from Mary Rose, Planning Director and Myron Cashwell, Inspections Director.

RECOMMENDED ACTION OR MOTION: Receive report

Susan Holder

Subject: FW: Planning functions

From: Ed Causey
Sent: Thursday, January 23, 2014 9:34 AM
To: 'Shawn Purvis'; Mary Rose
Cc: Myron Cashwell; Wanda Robinson; Perry Solice; Chris Rayner; Susan Holder
Subject: Planning functions

Good morning Shawn,

I am following up per your phone call and the BOC budget meeting on Tuesday. Please note that I was not present for the discussion on planning follow up. However, the board gave no indication of being interested in creating an independent function. They did express a great deal of interest in having a planner located with our staff. No formal action was taken. They requested the manager report back to them at the February the potential feasibility of this idea. (space, electronic capability, staff availability). I do understand Ms. Rose has diligently followed up and has had discussions with Mr. Cashwell.

With that in mind, I will offer the following to coordinate the response;

1. It would be helpful if Ms. Rose would send a short e-mail summarizing her thoughts, discussions, and recommendations to date. I believe as we consider advancing this operational procedure, that same be done on a trial basis and we all participate in evaluating the effort over a number of months thereafter.
2. I will ask Mr. Cashwell to document available space or recommendations on the proposed location of this person.
3. I will ask Mr. Rayner to comment on any challenges relative to equipment.

Please note that I will be providing a report on possibilities to date. I do not perceive that I need to be finalizing anything at this point. However, if anyone has strong concerns at this point I do want to be prepared to reference same in my discussion.

Any documentation that I can receive by the end of the day on Friday can be included in the agenda that will go out on Monday. Please accept my regrets for any inconvenience this short notice presents.

Thanks in advance.

Edwin W. Causey
County Manager
Sampson County
406 County Complex Road, Bldg C
Clinton, North Carolina 28328
Telephone: 910 592-6308 ext. 2270
www.sampsonnc.com

Susan Holder

Subject: FW: Planning functions
Attachments: MX-2600N_20140123_163504.pdf

From: Mary Rose [<mailto:mmr@cityofclintonnc.us>]
Sent: Thursday, January 23, 2014 4:04 PM
To: Ed Causey
Cc: Shawn Purvis
Subject: RE: Planning functions

Mr. Causey,

Thank you for providing me the opportunity to provide my thoughts and recommendations regarding location of a planning staff person in the same building as Building Inspections and Environmental Health. Attached you will find a chart which briefly outlines recommended goals, action steps, timeline, expected outcomes and other specifications to accomplish this project, some of which I am appreciative you included in your below email.

The meeting held with Myron Cashwell, Perry Solice and Connie Thornton on Wednesday, January 8th was very beneficial. I am appreciative of Myron communicating with you concerning our meeting and look forward to the benefits these monthly meetings will have with regard to enabling staff from each department to work together for the betterment of permitting in Sampson County.

As identified in the attached project chart, our staff would have office space and equipment needs which I look forward to working with both Myron and Chris concerning. I am hopeful Chris could join our next monthly meeting on Wednesday, February 12th at 8:00 am in the conference room in the Building Inspections and Environmental Health building. In addition, I am sure this group would welcome any other staff you feel may be necessary for this project.

Another recommendation addressed in the attached chart would be timing. Planning staff has just completed interviewing 3 applicants for our open Planner I position. With a few months of training and supervision, any one of these applicants could become familiar with the permitting process and be able to assist on a rotation with our two existing staff which are currently issuing zoning permits (Lyle Moore, Senior, and Jimmy Fannin, Code Enforcement/GIS Technician). The months of March through June 2014 would be used for training, organization, budgeting and preparation of office space and equipment needs. This would enable us to begin this trial period at the beginning of the FY 2014-2015 budget year and we would hopefully be able to incorporate additional equipment and associated costs in the FY 2014-2015 budget. Due to the fact we will be rotating employees to the Rowan campus, we would need to maintain computers and office space at our current location so these employees can continue work on other projects when they are not at the Rowan campus. The proposed rotation will offer several employees with varying levels of experience available to the citizens of Sampson County. All Planning Board agendas, meetings, map review, manufactured home park administration, and detailed project work and consultation will continue to be accomplished at the current Planning Department location. As Planning Director, I would adjust my schedule so as to be able to visit the Rowan campus as frequently as is necessary to evaluate this process during this trial period.

Please contact my office with any questions, comments, or further direction concerning this project.

Mary M. Rose, Planning Director
Clinton-Sampson Planning Department

PROJECT: Establish a plan for locating a Planning staff person in the same building as Building Inspections and Environmental Health to accomplish a central location for permitting

Goal 1: Establish an office with necessary equipment and supplies to allow for efficiency and accuracy in zoning permit issuance					
Key Action Steps	Timeline	Expected Outcome	Specifications	Person/Area Responsible	Comments
Myron Cashwell to document available office space and make recommendation on proposed office		Office to be provided in Building Inspections and Environmental Health Building	Office large enough to accommodate one employee, one desk, one filing cabinet and two chairs in office for customers. Customer waiting area near proposed office.	Myron Cashwell and County Manager	Myron Cashwell, Perry Solice, Mary Rose to continue monthly joint meetings on 2 nd Wednesday of each month. Other staff to be included per direction of County Manager.
Chris Rayner to comment on challenges relative to equipment and make recommendations on how to provide equipment needs.		Computer, Arc GIS License, telephone, printer	Computer capable of operating Arc GIS software with internet access and access to Planning Server. Telephone with voice mail. Color printer for color mapping needs.	Chris Rayner	Meeting to be scheduled with Chris Rayner and Planning staff to discuss equipment needs and recommendations.
Goal 2: Provide adequate staffing of proposed Planning office to accomplish zoning permit issuance in timely and accurate manner.					
Key Action Steps	Timeline	Expected Outcome	Specifications	Person/Area Responsible	Comments
Mary Rose to organize a schedule which will provide a planning staff person at Rowan Road location Mon-Thurs. from 8:30 am to 5:00 pm. Out to lunch from 12:00 pm to 1:00 pm.	Zoning permits to begin issuance from Rowan Road location on July 1, 2014 or as soon thereafter as office space and equipment can be provided.	Zoning permits to be issued during established hours in a timely and accurate manner.	Zoning permits will be issued on same day of application provided all information received from the applicant is accurate and no site visit or further evaluation is needed. All site visits will be scheduled at the earliest time possible.	Mary Rose and Planning staff	Operations to be evaluated by staff and County Manager for a specified period of time as recommended by County Manager.
Mary Rose and existing planning staff to train new Planner to perform permitting function.	Planner I to be hired by February 28, 2014 Training to be accomplished March –June 2014.	Planner I, Senior Planner and Code Enf./GIS Tech issuing permits on a rotating basis as of July 1, 2014.		Mary Rose and Planning staff	

Susan Holder

Subject: FW: Planning functions

From: Myron Cashwell

Sent: Thursday, January 23, 2014 9:35 PM

To: Ed Causey

Subject: RE: Planning functions

Mr. Causey,

My intentions are to let them use the office space that is currently being occupied for plan reviews for the zoning position. I will look for another space to use for the plan reviews. My office is looking forward to this joint venture as we serve the citizens of our county. Please let me know if I can be of any further assistance.

Myron Cashwell

Sent from my U.S. Cellular® Smartphone

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

4 (a)

Meeting Date: February 3, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/ Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Public Hearing (continued from December 18, 2013) -
Consideration of Appropriations and Expenditures for NOVI
Digester III, LLC

DEPARTMENT: Economic Development

PUBLIC HEARING: Yes

CONTACT PERSON: John Swope, Economic Developer

PURPOSE: To open and continue (or reschedule) the public hearing regarding
the consideration of appropriations and expenditures for an
industry prospect

ATTACHMENTS: None

BACKGROUND: This hearing was originally scheduled as one of two public hearing
for December 18, 2013. This hearing was continued until this
February meeting. It is requested that this hearing be continued
again or rescheduled for a later date.

**RECOMMENDED
ACTION OR MOTION:** Continue or reschedule public hearing

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (b)

Meeting Date: February 3, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Public Hearing – Naming of Private Roads

DEPARTMENT: Emergency Management (Addressing)/ Administration

PUBLIC HEARING: Yes

CONTACT PERSON: Susan J. Holder, Assistant County Manager

PURPOSE: To receive public input on the naming of certain private roads

ATTACHMENTS: Memo, Public Hearing Ad

BACKGROUND: We have duly advertised this public hearing to receive comments on the recommendations of the Road Naming Committee with regard to the names of certain private roads:

PVT 1842 333 141 266	Valencia Drive
PVT 1842 333 141 400	Faith Lane
PVT 1842 333 141 266 51	Love Lane
PVT 1842 333 141 266 95	Hope Lane
PVT 1325 1561	Wolf Trail Lane

PRIOR BOARD ACTION: N/A

RECOMMENDED ACTION OR MOTION: Name private roads as recommended

NOTICE OF PUBLIC HEARING NAMING OF PRIVATE ROADS

The Sampson County Board of Commissioners will hold a public hearing at 7:00 p.m. on Monday, February 3, 2014 in the County Auditorium, Sampson County Complex, Building A to consider public input on the naming of the following private roads:

PVT ROAD CODE

PVT 1842 333 141 266

PVT 1842 333 141 400

PVT 1842 333 141 266 51

PVT 1842 333 141 266 95

PVT 1325 1561

PROPOSED NAME

Valencia Drive

Faith Ln

Love Ln

Hope Ln

Wolf Trail Ln

Only those roads listed will be considered at this time. Questions or comments may be directed to the Office of the Clerk to the Board, 406 County Complex Road, Clinton, NC 28328. (910/592-6308 ext 2222)

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

4 (c)

Meeting Date: February 3, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Tax Department

DEPARTMENT: Tax

PUBLIC HEARING: No

CONTACT PERSON: Jim Johnson, Tax Administrator

PURPOSE: To complete annual statutory activities related to tax collection

ATTACHMENTS: Memoranda from Tax Administrator

BACKGROUND: Report of Unpaid Taxes/Request to Advertise Pursuant to GS 105-369, Tax Administrator Jim Johnson will report to the Board the amount of unpaid taxes for last year which are liens on real property. Upon receipt of this information, the Board must set a date to advertise these delinquent taxes at least once between March 1 and June 30. Mr. Johnson has recommended an advertisement date of April 3, 2014.

Setting Dates for Board of Equalization and Review Hearings In accordance with GS 105-322, the first meeting of the Board of Equalization and Review shall not be held earlier than the first Monday in April and not later than the first Monday in May. The Board shall complete its duties on or before the third Monday following its first meeting or by July 1st. The meeting dates must be published at least three times and include the date on which the Board expects to adjourn. Mr. Johnson has recommended the Board convene from 1-6 pm on April 22, April 24, and April 29.

RECOMMENDED ACTION OR MOTION: (1) Motion to authorize advertisement of unpaid taxes which are liens on real property as recommended by Tax Administrator

(2) Motion to convene the Sampson County Board of Equalization and Review on (insert dates as determined by the Board)

Sampson County
Office of Tax Assessor
PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

MEMO:

TO: Ed Causey - County Manager

FROM: Jim Johnson - Tax Administrator

DATE: January 16, 2014

SUBJECT: Advertising Tax Liens on Real
Property

This needs to be on the Board of County Commissioners agenda for February 3, 2014. Pursuant to N.C.G.S. 105-369, on the first Monday in February it is the duty of the Tax Collector to report to the governing board the total amount of unpaid taxes for the current fiscal year that are liens on real property. Upon receipt of this information, the governing board must set a date or dates for the advertising. The law requires that they be advertised at least once between March 1, and June 30th. I would like to recommend that the Board set April 3, 2014 as the advertising date with the deadline for payment being March 28, 2014. Payment must be in the tax office by 5:00pm on this date.

Sampson County
Office of Tax Assessor
PO BOX 1082
Clinton, NC 28328

Phone 910-592-8146

Fax 910-592-4865

MEMO:

TO: Ed Causey - County Manager

FROM: Jim Johnson - Tax Administrator

SUBJECT: Board of Equalization & Review
Hearings.

DATE: January 16, 2014

I would like for the Board of Commissioners to consider setting dates for the 2014 Board of Equalization & Review Hearings. According to NCGS 105.322, the first meeting shall not be held earlier than the first Monday in April and not later than the first Monday in May. The Board of E&R shall complete it's duties on or before the third Monday following its first meeting unless, in its opinion, a longer period of time is necessary. All hearings should be complete by July 1. We are required to publish the dates at least three times, with the first publication to be at least 10 days prior to the first meeting. Also, the notice shall state the date on which the Board expects to adjourn. I make a recommendation of April 22, April 24, April 29, 2014 for the 2014 Board of Equalization and Review. I also recommend appointment times be set for 1:00 to 6:00pm on these dates.

**Please put on the Board of County Commissioners agenda for February 3, 2014.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

4 (d)

Meeting Date: February 3, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Request to Board of Elections to Conduct Alcohol Beverage Referendum

DEPARTMENT: Governing Body/Legal

PUBLIC HEARING: No

CONTACT PERSON: Joel Starling, County Attorney

PURPOSE: To consider adoption of a resolution requesting the Board of Elections to Conduct Alcohol Beverage Referendum

ATTACHMENTS: Attorney Memorandum; Proposed Resolution

BACKGROUND: At your Planning Session in 2012, and in subsequent discussions the Board has sought information regarding the requirements for conducting a referendum for consideration of the sale of beer and wine in Sampson County. Staff was directed in December 2012 to remind the Board of the requirement at a time near an eligible election.

County Attorney Joel Starling will review the attached memorandum, which supplements a prior memorandum submitted by his firm on November 21, 2012, and addresses the process for calling alcoholic beverage elections under Chapter 18B of the General Statutes. Mr. Starling has drafted a proposed resolution that would fulfil the statutory requirement for a "written request" to the Sampson County Board of Elections for an alcoholic beverage election. Such resolution must set forth which of the propositions enumerated in N.C. Gen. Stat. §§ 18B-602(a) and 18B-602(d) are to be placed on the ballot. These will be reviewed by Mr. Starling for the Board's consideration and inclusion in the resolution.

RECOMMENDED ACTION OR MOTION: Consider adoption of attached resolution, and submission of such resolution to the Board of Elections

MEMORANDUM

To: Sampson County Bd. of Commissioners; County Manager; Asst. County Manger
From: W. Joel Starling, Jr. of Daughtry, Woodard, Lawrence & Starling, County Attorney
Re: Alcoholic Beverage Elections pursuant to Chapter 18B, Article 6 of the General Statutes
Date: Friday, January 24, 2014

This memorandum is intended to supplement a prior memorandum submitted by our law firm on November 21, 2012 and will address the process for calling alcoholic beverage elections under Chapter 18B of the General Statutes. N.C. Gen. Stat. § 18B-600(a) allows for four different types of alcoholic beverage elections: (1) malt beverage; (2) unfortified wine; (3) ABC store; and (4) mixed beverage. More than one kind of alcoholic beverage election may be included in a single request or petition. N.C. Gen. Stat. § 18B-601(d).¹

It is my understanding based on prior discussions that the Board is primarily interested in considering the first two of these options. Accordingly, this memorandum will focus on malt beverage and unfortified wine elections. “Malt beverage” is defined as beer, ale or other brewed or fermented beverages containing between 0.5% and 15% alcohol by volume. N.C. Gen. Stat. § 18B-101. “Unfortified wine” is defined as wine produce only by natural fermentation or by the addition of sugar. *Id.* For a detailed discussion of the process for conducting ABC store and mixed beverages elections, the Board should consult Chapter 18B, Article 6 of the General Statutes.

A county-wide alcoholic beverage election may be called in one of two ways: (1) the County’s Board of Commissioners can submit a “written request” for an election to the County’s Board of Elections²; or (2) a petition requesting an alcoholic beverage election signed by at least 35% of the County’s registered voters (at the time the petition was initiated) may be submitted to the Board of Elections. N.C. Gen. Stat. § 18B-301(b). A County alcoholic beverage election cannot be held within three years of the certification of the results of a previous election on the same kind of alcoholic beverage. N.C. Gen. Stat. § 18B-604(a).

Written requests for malt beverage and unfortified wine elections must set forth which of the propositions enumerated in N.C. Gen. Stat. §§ 18B-602(a) and 18B-602(d) are to be placed on the ballot.³ Upon receipt of a written request for an alcoholic beverage election, the County Board of Elections conducts the election in generally the same manner as it would a referendum under Chapter 163 of the General Statutes, except as otherwise stated. N.C. Gen. Stat. § 18B-301(a).

¹ Counties cannot hold a mixed beverage election unless the County already operates at least one County ABC store or a County election on ABC stores will be held at the same time as the mixed beverage election. N.C. Gen. Stat. § 18B-600(b). Also note that if ABC stores are approved, sale of *fortified* and unfortified wine is also approved (both in ABC stores and other locations) even though the ballot need not mention this. N.C. Gen. Stat. § 18B-603(c)(2).

² The statute does not define “written request”, but for our purposes, I think it would be appropriate for the Board to adopt a resolution requesting that the Board of Elections conduct an alcoholic beverage election and listing the ballot items that the Board wishes to submit to the voters, assuming that this is what the Board ultimately decides to do.

³ With respect to these propositions, “on-premises” and “off-premises” refer to the location where the purchased alcoholic beverage may be consumed.

The Board of Elections is also instructed to conduct and set the date for the alcoholic beverage election in accordance with N.C. Gen. Stat. § 163-287, which governs the procedure for calling special elections.⁴ Accordingly, the Board of Elections must give legal notice of the alcoholic beverage election no less than 45 days prior to the special election, and the election may be held only at the same time as any other State, County or municipal general election or at the same time as the primary election in any even-numbered year. N.C. Gen. Stat. § 163-287.

Once the sale of malt beverages and/or unfortified wine is approved by the voters, the North Carolina ABC Commission may begin issuing permits to qualified persons and establishments in accordance with the provisions of N.C. Gen. Stat. § 18B-603.

⁴ Please note that this appears to modify a previous version of N.C. Gen. Stat. § 18B-601(f), which provided that alcoholic beverage elections could not be held sooner than 60 days or later than 120 days from the date the Board of Elections received the written request.

RESOLUTION OF THE
BOARD OF COMMISSIONERS OF THE
COUNTY OF SAMPSON

WHEREAS, N.C. Gen. Stat. § 18B-600(b) provides, in pertinent part, that any County may hold a malt beverage or unfortified wine election; and

WHEREAS, N.C. Gen. Stat. § 18B-601(b) provides, in pertinent part, that a County alcoholic beverage election shall be conducted by the County Board of Elections when the County is eligible to hold such an election under N.C. Gen. Stat. § 18B-600 and the County Board of Elections receives a written request for an election from the governing body of the County; and

WHEREAS, N.C. Gen. Stat. § 18B-601(d) provides, in pertinent part, that more than one kind of alcoholic beverage election may be included in a single written request for an election from the governing body of the County; and

WHEREAS, Sampson County is eligible to hold a malt beverage election and an unfortified wine election pursuant to the provisions of N.C. Gen. Stat. § 18B-600(a) and N.C. Gen. Stat. § 18B-604(a); and

WHEREAS, the governing body of Sampson County, which is eligible pursuant to N.C. Gen. Stat. § 18B-600(b) to hold a malt beverage election and an unfortified wine election, has determined that it desires to allow the voters of Sampson County to consider the propositions enumerated in N.C. Gen. Stat. § 18B-602(a) and N.C. Gen. Stat. § 18B-602(d) as they relate to the sale of malt beverages and unfortified wine in the unincorporated areas of the County.

NOW, THEREFORE, be it resolved that the Board of Commissioners of the County of Sampson does hereby request that the Board of Elections of Sampson County hold alcoholic beverage elections for malt beverages and unfortified wine in accordance with the provisions of Chapter 18 B, Article 6 of the North Carolina General Statutes and requests that the following propositions be placed on the ballot:

- a. As to the requested malt beverage election:

To permit the “on-premises” and “off-premises” sale of malt beverages.

FOR

AGAINST

To permit the “on-premises” sale only of malt beverages

FOR

AGAINST

To permit the “off-premises” sale only of malt beverages

FOR

AGAINST

To permit the “on-premises” sale of malt beverages by Class A hotels, motels, and restaurants only; and to permit “off-premises sales by other permittees.

FOR

AGAINST

b. As to the requested unfortified wine election:

To permit the “on-premises” and “off-premises” sale of unfortified wine

FOR

AGAINST

To permit the “on-premises” sale only of unfortified wine.

FOR

AGAINST

To permit the “off-premises” sale only of unfortified wine.

FOR

AGAINST

The Board further requests that the County Board of Elections conduct and set the date for the alcoholic beverage elections requested herein in accordance with N.C. Gen. Stat. § 163-287 and that the alcoholic beverage elections requested herein be held on the date of the 2014 primary election in North Carolina.

ADOPTED, this 3rd day of February, 2014.

JEFFERSON B. STRICKLAND, CHAIRMAN
Sampson County Board of Commissioners

ATTEST:

Susan J. Holder, Clerk to the Board

Article 6.
Elections.

§ 18B-600. Places eligible to hold alcoholic beverage elections.

- (a) Kinds of Elections. - The following kinds of alcoholic beverage elections shall be permitted:
- (1) Malt beverage;
 - (2) Unfortified wine;
 - (3) ABC store; and
 - (4) Mixed beverage.
- (b) County Elections. - Any county may hold a malt beverage, unfortified wine, or ABC store election. A county may hold a mixed beverage election only if the county already operates at least one county ABC store or a county election on ABC stores is to be held at the same time as the mixed beverage election.
- (c) City Malt Beverage and Unfortified Wine Elections. - A city may hold a malt beverage or unfortified wine election only if the county in which the city is located has already held such an election, the vote in the last county election was against the sale of that kind of alcoholic beverage, and:
- (1) The city has a population of 500 or more; or
 - (2) The city operates an ABC store.
- (d) City ABC Store Elections. - A city may hold an ABC store election only if:
- (1) The city has at least 1,000 registered voters; and
 - (2) The county in which the city is located does not operate ABC stores.
- (e) City Mixed Beverage Elections. - A city may hold a mixed beverage election if the city has at least 500 registered voters. Provided, that if a city that qualifies for an election under this subsection approves the sale of mixed beverages, mixed beverages permittees in the city may purchase liquor from the ABC store designated by the local ABC board that has been approved by the Commission for this purpose.
- (e1) Small City Mixed Beverage Elections. - A city may also hold a mixed beverage election if the city has at least 300 registered voters and is located in a county with at least one other city that has approved the sale of mixed beverages. Provided, that if a city that qualifies for an election under this subsection approves the sale of mixed beverages, mixed beverages permittees in the smaller city may purchase liquor from the ABC store designated by any local ABC board in any other city that has approved the sale of mixed beverages.
- This subsection shall not apply to Alamance, Avery, Burke, Caldwell, Carteret, Cleveland, Henderson, Onslow, Polk, Robeson, Rowan, Rutherford, and Wilkes Counties.
- (e2) Ski Resorts ABC Elections. - Notwithstanding any other provisions of this section, any city that provides governmental services to as many as 1,000 snow skiers weekly during the normal ski season from December 1 through March 15, may hold an election authorized by subdivision (a)(1), (2), or (4) of this section. If the sale of mixed beverages is approved, purchase-transportation permits shall be issued and the sales of liquor shall be made by any local board designated by the State ABC Commission.
- (e3) Small Town Mixed Beverage Elections. - A town may hold a mixed beverage election if the town has at least 200 registered voters and is located in a county bordering the Neuse River and Pamlico Sound that has not approved the sale of mixed beverages and that county has only one city that has approved the sale of mixed beverages. Provided, that if a town that qualifies for an election under this subsection approves the sale of mixed beverages, mixed beverages permittees in the town may purchase liquor from the ABC store designated by any local ABC board in any other city that has approved the sale of mixed beverages.
- (e4) Multicounty/City ABC Elections. - If a city is located in two or more counties, the following provisions shall apply:
- (1) The city may hold a malt beverage or unfortified wine election if any county in which a portion of the city is located has already held such an election, the vote in the last election of the particular type was against the sale of that type of alcoholic beverage, and the city has a population of 500 or more.
 - (2) The city may hold a mixed beverage election if the city has at least 500 registered voters and a county in which a portion of the city is located operates ABC stores, or a municipality in either county in which the city is located operates an ABC store.
 - (3) If an election is held by a city under this subsection, all of the city voters may vote in the election. If the vote is for approval, alcoholic beverages may be sold on the basis of that approval and under the provisions of this Chapter. If the sale of mixed beverages is approved, the mixed beverage permittees shall purchase their liquor from one or more ABC stores located within the city that have been designated by the local boards for those purchases. The remaining gross receipts shall be distributed in accordance with existing law applicable to those ABC stores, except that after the applicable distributions have been made pursuant to G.S. 18B-805(b), (c), and (d), the local share of the mixed beverages surcharge and the guest room cabinet surcharge required by G.S. 18B-804(b)(8) and (9) shall be distributed one-half to the general fund of the city where the mixed beverage permittees are located and one-half to the local ABC boards from whose stores liquor is purchased.
- (e5) Small Resort Town ABC Elections. - A town may hold a mixed beverage election if it:
- (1) Was incorporated after 1990 and prior to the effective date of this subsection;
 - (2) Has at least 100 residents;
 - (3) Is located in a county that borders another state and that has two other municipalities which have ABC stores; and
 - (4) At the time of the election, has corporate boundaries that border or include land in three counties.
- Provided, that if a town that qualifies for an election under this subsection approves the sale of mixed beverages, mixed beverages permittees in the town may purchase liquor from the ABC store designated by any local ABC board in any other city that has approved the sale of mixed beverages.
- (f) Township Elections. - An election may be called on any of the propositions listed in G.S. 18B-602 in any township located within:
- (1) A county where ABC stores have heretofore been established by petition pursuant to law.
 - (2) A county where ABC stores have been established pursuant to law, in which county according to data from the North Carolina Department of Commerce: (i) one-third or more of the employment is travel related, (ii) spending on travel exceeds four hundred million dollars (\$400,000,000) per year, and where the entirety of two townships consists of one island (and several smaller islands not making up more than one percent (1%) of the total land area of the two townships) where that island:
 - a. Has a population of 4,000 or over according to the most recent decennial federal census;
 - b. Is located with one side facing the ocean and another side facing a coastal sound.
 - (3) Repealed by Session Laws 2004-203, s. 24, effective August 17, 2004.

An election may be called on any of the propositions listed in G.S. 18B-602(a), (d), and (h) in any township located within a county where the population of all cities in the county that have previously approved the sale of any kind of alcoholic beverages comprises more than twenty percent (20%) of the total county population as of the most recent federal census. In the case of subdivision (2) of this section, an election may be called in the two townships voting together on the proposition contained in G.S. 18B-602(h).

The election shall be held by the county board of elections upon request of the county board of commissioners or upon petition of twenty-five percent (25%) of the registered voters of the township, or in the case of subdivision (2) of this section, of the two townships taken together. The election shall be conducted and the results determined in the same manner as county elections held under this Article. For purposes of this Article, townships holding any election under this subsection shall be treated on the same basis as counties, and municipalities located within those townships shall be treated on the same basis as cities. In the case of an election under subdivision (2) of this subsection, the votes of the two townships counted together shall determine the result of the election.

For purposes of this subsection, the name and boundary of a township is as it is shown on the Redistricting Census 2000 TIGER Files with modifications made by the Legislative Services Office on its computer database as of May 1, 2001.

In any township election held under this subsection, the area within any incorporated municipality is excluded, and no permits may be issued

under this subsection in any excluded area.

In order for an establishment to qualify for a permit under this subsection, the establishment's gross receipts from food and nonalcoholic beverages shall be greater than its gross receipts from alcoholic beverages.

(g) **Beautification District Elections.** - In a county where ABC stores have been approved by an election and a beautification district has been created after May, 1984, and prior to June 30, 1990, an election authorized by subsection (a) of this section may be called in the beautification district. The election shall be called in accordance with G.S. 18B-601(b), conducted, and the results determined in the same manner as county elections held under this Article. For purposes of this Article, beautification districts holding any election shall be treated on the same basis as counties, and municipalities located within those beautification districts shall be treated on the same basis as cities.

(h) **Railroad Passenger Terminus Location Elections.** - Notwithstanding any other provision of this section, any city or town that is the passenger terminus of a rail line that carries at least 60,000 passengers annually may hold an election authorized by subdivisions (a)(1) and (a)(2) of this section. Any election held under this subsection shall be for the on-premises sale of malt beverages and the on-premises sale of unfortified wine pursuant to G.S. 18B-602(a)(2) and G.S. 18B-602(d)(2). (1937, c. 49, ss. 25, 26; c. 431; 1947, c. 1084, ss. 1, 2, 4; 1951, c. 999, ss. 1, 2; 1957, c. 816; 1963, c. 265, ss. 1-3; 1965, c. 506; 1969, c. 647, s. 1; 1971, c. 872, s. 1; 1973, cc. 32, 33; 1977, c. 149, s. 1; c. 182, s. 2; 1977, 2nd Sess., c. 1138, s. 15; 1979, c. 140, ss. 2, 3; c. 609, s. 1; c. 683, s. 13; 1979, 2nd Sess., c. 1174; 1981, c. 412, s. 2; c. 747, s. 49; 1983, c. 113, s. 1; 1983, c. 457, s. 2; 1985 (Reg. Sess., 1986), c. 919, s. 1; 1987, c. 766; 1989, c. 77; c. 400, s. 6; 1991 (Reg. Sess., 1992), c. 976, s. 1; 1993, c. 193, s. 1; 1995, c. 148, s. 1; 2001-515, s. 4; 2003-218, s. 1; 2004-203, s. 24; 2005-336, s. 1; 2007-386, s. 1; 2010-122, ss. 7(b), 8.)

§ 18B-601. Election procedure.

(a) **Generally.** - Except as otherwise provided in this section, an alcoholic beverage election shall be conducted in the same manner and under the same rules as a referendum under Chapter 163.

(b) **How County Election Called.** - A county alcoholic beverage election shall be conducted by the county board of elections. When a county is eligible to hold an election under G.S. 18B-600, the county board of elections shall hold the election upon receiving either:

- (1) A written request for an election from the governing body of the county; or
- (2) A petition requesting an election signed by at least thirty-five percent (35%) of the voters registered in the county at the time the petition was initiated.

(c) **How City Election Called.** - A city alcoholic beverage election shall be conducted by the county board of elections or, in the case of a city authorized under Chapter 163 to conduct its own elections, by the city board of elections. When a city is eligible to hold an election under G.S. 18B-600, the board of elections shall hold the election upon receiving either:

- (1) A written request for an election from the city governing body; or
- (2) A petition requesting an election signed by at least thirty-five percent (35%) of the voters registered in the city at the time the petition was initiated.

(d) **Form of Request.** - A request or petition for a malt beverage election shall state which of the four propositions in G.S. 18B-602(a) are to be voted upon. A request or petition for an unfortified wine election shall state which of the three propositions in G.S. 18B-602(d) are to be voted upon. More than one kind of alcoholic beverage election may be included in a single request or petition.

(e) **Petitions.** - A petition for an election shall be on a form provided by the appropriate local board of elections and shall contain the signature, name, address and precinct of each voter who signs. A petition shall be considered initiated at the time the form is delivered by the board of elections to the person who requests it. Within 72 hours after the petition is initiated, the board of elections shall certify the number of registered voters in the city or county at the time it was initiated. The petition shall be returned to the board of elections within 90 days of the time it is initiated. Failure to return the petition within that time shall render it void. The board of elections shall determine the sufficiency of the petition within 30 days after it is returned.

(f) **Election Date.** - The board of elections shall conduct and set the date for the alcoholic beverage election in accordance with G.S. 163-287.

(g) **Registration.** - No separate registration shall be required to vote in an alcoholic beverage election. Registration shall be closed for an alcoholic beverage election in the same manner and under the same schedule as for any other election.

(h) **Notice.** - The board of elections shall give notice of an alcoholic beverage election and notice of the close of registration in the same manner and under the same schedule as for any other election.

(i) **Observers.** - The proponents and opponents for an alcoholic beverage election, as determined by the local board of elections, shall have the right to appoint two observers to attend each voting place. The persons authorized to appoint observers shall, three days before the election, submit in writing to the chief judge of each precinct a signed list of the observers appointed for that precinct. The persons appointed as observers shall be registered voters of the precinct for which appointed. The chief judge and judges for the precinct may for good cause reject any appointee and require that another be appointed. Observers shall do no electioneering at the voting place nor in any manner impede the voting process, interfere or communicate with or observe any voter in casting his ballot. Observers shall be permitted in the voting place to make such observation and to take such notes as they may desire. (1937, c. 49, ss. 25, 26; c. 431; 1947, c. 1084, ss. 1, 2, 4; 1951, c. 999, ss. 1, 2; 1957, c. 816; 1963, c. 265, ss. 1-3; 1965, c. 506; 1969, c. 647, s. 1; 1971, c. 872, s. 1; 1973, cc. 32, 33; 1977, c. 149, s. 1; c. 182, s. 2; 1977, 2nd Sess., c. 1138, s. 15; 1979, c. 140, ss. 2, 3; c. 609, s. 1; c. 683, s. 13; 1979, 2nd Sess., c. 1174; 1981, c. 412, s. 2; 1985, c. 705, ss. 1, 2.1; 1987, c. 14; 1993 (Reg. Sess., 1994), c. 762, s. 8; 2013-381, s. 10.3.)

§ 18B-602. Form of ballots.

(a) **Malt Beverage Elections.** - Any one or more of the propositions listed below may be placed on the ballot for a malt beverage election. Each voter may vote on each proposition on the ballot. The propositions to be used shall be chosen by the governing body or petitioner requesting the election. The propositions shall read as follows:

- (1) To permit the "on-premises" and "off-premises" sale of malt beverages.
 FOR
 AGAINST
- (2) To permit the "on-premises" sale only of malt beverages.
 FOR
 AGAINST
- (3) To permit the "off-premises" sale only of malt beverages.
 FOR
 AGAINST
- (4) To permit the "on-premises" sale of malt beverages by Class A hotels, motels, and restaurants only; and to permit "off-premises" sales by other permittees.
 FOR
 AGAINST

(b) **Determining Results of Malt Beverage Election.** - The kind of malt beverage sales described in each proposition that receives a majority of votes "FOR" shall be allowed. If propositions (2) and (4) are both on the ballot and (2) receives a majority of votes "FOR," then sales shall be permitted according to that proposition regardless of the vote on (4). If one of the propositions receiving a majority of votes "FOR" is proposition (1), then the kind of sales described in that proposition shall be allowed regardless of the vote on any other proposition at that election.

(c) **Subsequent Malt Beverage Elections.** - A subsequent election in which a majority votes "AGAINST" malt beverage proposition (1) shall not affect the legality of sales that have previously been approved under proposition (2), (3), or (4). A subsequent election in which a majority votes "AGAINST" malt beverage proposition (2) or (3) shall not affect the legality of sales that have previously been approved under proposition (4).

(d) Unfortified Wine Elections. - Any one or more of the propositions listed below may be placed on the ballot for an unfortified wine election. Each voter may vote on each proposition on the ballot. The propositions to be used shall be chosen by the governing body or petitioner requesting the election. The propositions shall read as follows:

- (1) To permit the "on-premises" and "off-premises" sale of unfortified wine.
 FOR
 AGAINST
- (2) To permit the "on-premises" sale only of unfortified wine.
 FOR
 AGAINST
- (3) To permit the "off-premises" sale only of unfortified wine.
 FOR
 AGAINST

(e) Determining Results of Unfortified Wine Election. - The kind of unfortified wine sales described in each proposition that receives a majority of votes "FOR" shall be allowed. If one of the propositions receiving a majority of votes "FOR" is proposition (1), then the kind of sales described in that proposition shall be allowed, regardless of the vote on any other proposition at that election.

(f) Subsequent Unfortified Wine Election. - A subsequent election in which a majority votes "AGAINST" unfortified wine proposition (1) shall not affect the legality of sales previously approved under proposition (2) or (3).

(g) ABC Store Elections. - The ballot for an ABC store election shall state the proposition as follows:
To permit the operation of ABC stores.

- FOR
 AGAINST

(h) Mixed Beverage Elections. - The ballot for a mixed beverage election shall state the proposition as follows:

To permit the sale of mixed beverages in hotels, restaurants, private clubs, community theatres, and convention centers.

- FOR
 AGAINST

(1947, c. 1084, ss. 1, 2, 4; 1951, c. 999, ss. 1, 2; 1957, c. 816; 1963, c. 265, ss. 1-3; 1965, c. 506; 1969, c. 647, s. 1; 1971, c. 872, s. 1; 1973, c. 33; 1977, c. 149, s. 1; c. 182, s. 2; 1979, c. 140, s. 3; c. 683, s. 13; 1981, c. 412, s. 2; 1981 (Reg. Sess., 1982), c. 1262, s. 9; 1983, c. 583, s. 6.)

§ 18B-603. Effect of alcoholic beverage elections on issuance of permits.

(a) Malt Beverage Elections. - If a malt beverage election is held under G.S. 18B-602(a) and the sale of malt beverages is approved, the Commission may issue permits to qualified persons and establishments in the jurisdiction that held the election as follows:

- (1) If on-premises sales are approved, the Commission may issue on-premises malt beverage permits.
- (2) If off-premises sales are approved, the Commission may issue off-premises malt beverage permits.
- (3) If both on-premises and off-premises sales are approved, the Commission may issue both on-premises and off-premises malt beverage permits.
- (4) If the kinds of sales described in G.S. 18B-602(a)(4) are approved, the Commission may issue on-premises malt beverage permits to restaurants and hotels only and off-premises malt beverage permits to other permittees.

(b) Unfortified Wine Elections. - If an unfortified wine election is held under G.S. 18B-602(d) and the sale of unfortified wine is approved, the Commission may issue permits to qualified persons and establishments in the jurisdiction that held the election as follows:

- (1) If on-premises sales are approved, the Commission may issue on-premises unfortified wine permits.
- (2) If off-premises sales are approved, the Commission may issue off-premises unfortified wine permits.
- (3) If both on-premises and off-premises sales are approved, the Commission may issue both on-premises and off-premises unfortified wine permits.

(c) ABC Store Elections. - If an ABC store election is held under G.S. 18B-602(g) and the establishment of ABC stores is approved, each of the following shall be authorized in the jurisdiction that held the election:

- (1) The jurisdiction that held the election may establish and operate ABC stores in the manner described in Articles 7 and 8.
- (2) The Commission may issue on-premises and off-premises fortified wine and unfortified wine permits to qualified persons and establishments in that jurisdiction, regardless of any unfortified wine election or any local act, except that neither on-premises nor off-premises unfortified wine permits may be issued in a jurisdiction if:
 - a. The jurisdiction approved ABC stores before January 1, 1982;
 - b. The jurisdiction held an unfortified wine election before January 1, 1982; and
 - c. In that unfortified wine election, the jurisdiction did not approve either on-premises or off-premises sales of unfortified wine.
- (3) The Commission may issue brown-bagging permits to restaurants, hotels, and community theatres in the county in which the election was held, whether the election was held by the county or by a city or other jurisdiction within the county. Brown-bagging permits may not be issued, however, for restaurants, hotels, or community theatres in any jurisdiction in which the sale of mixed beverages has been approved.

(d) Mixed Beverage Elections. - If a mixed beverage election is held under G.S. 18B-602(h) and the sale of mixed beverages is approved, the Commission may issue permits to qualified persons and establishments in the jurisdiction that held the election as follows:

- (1) The Commission may issue mixed beverage permits.
- (2) The Commission may issue on-premises malt beverage, unfortified wine, and fortified wine permits for establishments with mixed beverage permits, regardless of any other election or any local act concerning sales of those kinds of alcoholic beverages.
- (3) The Commission may issue off-premises malt beverage permits to any establishment that meets the requirements under G.S. 18B-1001(2) in any township or incorporated municipality which has voted to permit the sale of mixed beverages, regardless of any other local act concerning sales of those kinds of alcoholic beverages. The Commission may also issue off-premises unfortified wine permits to any establishment that meets the requirements under G.S. 18B-1001(4) in any township or incorporated municipality which has voted to permit the sale of mixed beverages, regardless of any other local act concerning sales of those kinds of alcoholic beverages.
- (4) The Commission may issue brown-bagging permits for private clubs and congressionally chartered veterans organizations but may no longer issue and may not renew brown-bagging permits for restaurants, hotels, and community theatres. A restaurant, hotel, or community theatre may not be issued a mixed beverage permit under subdivision (1) until it surrenders its brown-bagging permit.
- (5) The Commission may continue to issue culinary permits for establishments that do not have mixed beverage permits. An establishment may not be issued a mixed beverage permit under subdivision (1) until it surrenders its culinary permit.

(d1) In any county in which the sale of mixed beverages has been approved in elections in at least three cities that, combined, contain more than two-thirds the total county population as of the most recent federal census, the county board of commissioners may by resolution approve the sale of mixed beverages throughout the county, and the Commission may issue permits as if mixed beverages had been approved in a county election.

(d2) If a county or city holds a mixed beverage election and an ABC store election at the same time and the voters do not approve the establishment of an ABC store, the Commission may issue mixed beverages permits in that county or city. The mixed beverages purchase-transportation permit authorized by G.S. 18B-404(b) shall be issued by a local board operating a store located in the county.

(e) Mixed Beverages at Airports. - When the sale of mixed beverages has been approved in a city election, the Commission may also issue

permits under subsection (d) for qualified establishments outside the city but within the same county, if:

- (1) The establishment is on the property of an airport;
 - (2) The airport is operated by the city or by an airport authority in which the city participates; and
 - (3) The airport services planes which board at least 150,000 passengers annually.
- (f) Permits Not Dependent on Elections. - The Commission may issue the following kinds of permits without approval at an election:
- (1) Special occasion permits;
 - (2) Limited special occasion permits;
 - (3) Brown-bagging permits for private clubs and congressionally chartered veterans organizations;
 - (4) Culinary permits, except as restricted by subdivision (d)(5);
 - (5) Special one-time permits issued under G.S. 18B-1002;
 - (6) All permits listed in G.S. 18B-1100;
 - (7) The permits authorized by G.S. 18B-1001(1), (3), (5), and (10) for tourism ABC establishments;
 - (8) The permits authorized by G.S. 18B-1001(1), (3), (5), and (10) for tourism resorts;
 - (9) The permits authorized by G.S. 18B-1001(1), (3), (5), and (10) for historic ABC establishments.
- (f1) Reserved for future codification purposes.
- (f2) **(See note)** Permits for Special ABC Areas. - The Commission may issue the permits provided for in G.S. 18B-1001(1), G.S. 18B-1001(2), G.S. 18B-1001(3), G.S. 18B-1001(4), G.S. 18B-1001(5), G.S. 18B-1001(6), and G.S. 18B-1001(10) to qualified persons and establishments located within a Special ABC area as defined in G.S. 18B-101, provided that: (i) if such area is a municipal corporation, the area shall conduct an election authorized by subdivision (a)(4) of G.S. 18B-600, which election may be held regardless of the number of registered voters located within the municipal corporation; or (ii) if such area is unincorporated but has within such area a private association or club, the board of such private association or club shall call and conduct a special meeting at which meeting a majority of private association members, club members, lot and home owners, votes and approves the sale of mixed beverages, and the board certifies the results of such meeting to the Alcoholic Beverage Control Commission. The mixed beverages purchase-transportation permit authorized by G.S. 18B-404(b) shall be issued by a local board operating a store located in the same county as the Special ABC area.
- (g) Miscellaneous. - The definitions in G.S. 18B-1000 shall apply to this section.
- (h) Permits Based on Existing Permits. - In any county which borders on the Atlantic Ocean and where (i) the sale of malt beverage on and off premises, the sale of unfortified wine on and off premises, the sale of mixed beverages, and the operation of an ABC system has been allowed in at least six cities in the county, or in any county adjacent to that county in which an ABC system has been allowed, or (ii) the sale of malt beverage on and off premises, the sale of unfortified wine on and off premises, the sale of mixed beverages, and the operation of an ABC system has been allowed in at least eight cities in the county, the Commission may issue permits to sports clubs as defined in G.S. 18B-1000(8) throughout the county.

The Commission may issue the following permits:

- (1) On and Off Premises Malt Beverage;
- (2) On and Off Premises Unfortified Wine;
- (3) On and Off Premises Fortified Wine; or
- (4) Mixed Beverages.

The Commission may also issue on-premises malt beverage, unfortified wine, fortified wine and mixed beverages permits to a sports club located in a county adjacent to any county that has approved the sale of mixed beverages pursuant to G.S. 18B-603(d1), if the county in which the sports club is located borders another state and has at least one city that has approved the sale of mixed beverages. Sports clubs holding mixed beverages permits shall purchase their spirituous liquor at the nearest ABC system store that is located in the county.

The Commission may further issue on-premises malt beverage and on-premises unfortified wine permits to a sports club located in a county bordering on another state that is adjacent to any county in which permits were issued pursuant to this subsection prior to August 1, 1993. The sports clubs must be located in the unincorporated areas of a county, in which the sale of malt beverages and unfortified wine is not permitted, and where there are six or more municipalities in that county where the sale of malt beverages and unfortified wine is permitted. (1947, c. 1084, s. 3; 1969, c. 647, s. 2; 1971, c. 872, s. 1; 1981, c. 412, s. 2; c. 589; 1981 (Reg. Sess., 1982), c. 1240; 1983, c. 113, s. 2; 1985, c. 689, s. 7; 1987, c. 136, ss. 5, 6; c. 307, s. 2; c. 443, s. 2; 1989, c. 629, s. 2; 1991 (Reg. Sess., 1992), c. 920, ss. 11, 13; 1993, c. 415, ss. 7-9; 1995, c. 466, s. 5; 1999-456, s. 10; 1999-461, s. 2; 1999-462, ss. 3, 6, 7, 9; 2000-140, s. 2; 2004-199, s. 9; 2007-402, s. 1.)

§ 18B-604. Timing and effect of subsequent elections.

(a) Time Limits. - No county alcoholic beverage election may be held within three years of the certification of the results of a previous election on the same kind of alcoholic beverages in that county. No city alcoholic beverage election may be held within three years of the certification of the results of a previous election on the same kind of alcoholic beverage in that city. Otherwise, alcoholic beverage elections may be held at any time, subject to the applicable provisions of this Chapter and Chapter 163.

(b) Effect of Favorable County Vote on City or Township. - If a majority of voters vote in favor of certain alcoholic beverage sales in a county election, sale of that kind of alcoholic beverage shall be lawful throughout the county, regardless of the vote in any city or township at that or any previous or subsequent election, and regardless of any local act making sales unlawful in that city or township, unless the local act was ratified before the effective date of Article II, Section 24(1)(j) of the Constitution of North Carolina. A county malt beverage or unfortified [wine] election in favor of a particular ballot proposition which is more restrictive than the form of sale already allowed in a city or township within that county shall not affect the legality of those previously authorized sales in the city or township.

(c) Effect of Negative County Vote on City or Township. - If a majority of voters vote against certain alcoholic beverage sales in a county election, sale of that kind of alcoholic beverage shall be unlawful throughout the county, except that sale of that alcoholic beverage shall remain lawful in any city or township in which sale is lawful because of a city or township election or a local act.

(d) Effect of City or Township Election on County. - A city or township alcoholic beverage election shall not affect the lawfulness of sale in any part of the county outside that city or township.

(e) Repealed by Session Laws 2003-218, s. 2, effective June 19, 2003.

(f) When Sales Stop. - When the sale of any alcoholic beverage that was previously lawful becomes unlawful because of an election, the sale of that alcoholic beverage shall cease 90 days after certification of the results of the election. (1937, c. 49, ss. 25, 26; c. 431; 1947, c. 1084, ss. 1, 2, 4; 1951, c. 999, ss. 1, 2; 1957, c. 816; 1963, c. 265, ss. 1-3; 1965, c. 506; 1969, c. 647, s. 1; 1971, c. 872, s. 1; 1973, cc. 32, 33; 1977, c. 149, s. 1; c. 182, s. 2; 1977, 2nd Sess., c. 1138, s. 15; 1979, c. 140, ss. 2, 3; c. 609, s. 1; c. 683, s. 13; 1979, 2nd Sess., c. 1174; 1981, c. 412, s. 2; 1993, c. 415, s. 29; 2003-218, s. 2.)

§ 18B-605. Local act elections.

If a jurisdiction has lawfully voted in favor of ABC stores or in favor of the sale of some kind of alcoholic beverage, and the jurisdiction would not be eligible to hold another election under the conditions set by G.S. 18B-600, then that jurisdiction may continue to hold elections as though qualified under G.S. 18B-600. Except for the authority to hold the election, however, the procedures of this Chapter shall apply to any subsequent election. (1981, c. 412, s. 2; 1983, c. 457, s. 4.)

§§ 18B-606 through 18B-699. Reserved for future codification purposes.

§ 163-287. Special elections; procedure for calling.

(a) Any county, municipality, or any special district shall have authority to call special elections as permitted by law. Prior to calling a special election, the governing body of the county, municipality, or special district shall adopt a resolution specifying the details of the election, and forthwith deliver the resolution to the local board of elections. The resolution shall call on the local board of elections to conduct the election described in the resolution and shall state the date on which the special election is to be conducted. The special election may be held only at the same time as any other State, county or municipal general election or at the same time as the primary election in any even-numbered year.

(b) Legal notice of the special election shall be published no less than 45 days prior to the special election. The local board of elections shall be responsible for publishing the legal notice. The notice shall state the date and time of the special election, the issue to be submitted to the voters, and the precincts in which the election will be held. This subsection shall not apply to bond elections.

(c) The last sentence of subsection (a) of this section shall not apply to any special election related to the public health or safety, including a vacancy in the office of sheriff or a bond referendum for financing of health and sanitation systems, if the governing body adopts a resolution stating the need for the special election at a time different from any other State, county, or municipal general election or the primary in any even-numbered year.

(d) The last sentence of subsection (a) of this section shall not apply to municipal incorporation or recall elections pursuant to local act of the General Assembly.

(e) The last sentence of subsection (a) of this section shall not apply to municipal elections to fill vacancies in office pursuant to local act of the General Assembly where more than six months remain in the term of office, and if less than six months remain in the office, the governing board may fill the vacancy for the remainder of the unexpired term notwithstanding any provision of a local act of the General Assembly.

(f) This section shall not impact the authority of the courts or the State Board to order a new election at a time set by the courts or State Board under this Chapter. (1971, c. 835, s. 1; 1973, c. 793, s. 86; 1993 (Reg. Sess., 1994), c. 762, s. 65; 2011-31, s. 7; 2013-381, s. 10.1.)

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

4 (e)

Meeting Date: February 3, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Award of Bid for Comprehensive Review of Job Classification , Compensation and Benefits Programs

DEPARTMENT: Administration

PUBLIC HEARING: No

CONTACT PERSON: Ed Causey, County Manager

PURPOSE: To consider award of bids for completion of a review of the County’s job classification, compensation and benefit programs

ATTACHMENTS: Statement of Qualifications and Request for Proposals; Grading Sheet Sample

BACKGROUND: As the Board is aware, a Request for Proposals for a pay, classification and benefits study was advertised and distributed to prospective vendors in late November, with a deadline of December 30, 2013. (The RFP is attached for review.) Six proposals were received and were evaluated by a management team consisting of the County Manager, Assistant County Manager, Finance Officer, Deputy Finance Office and the Human Resources Management Director. (A sample grading sheet is attached which outlines the criteria used to evaluate the proposals.) The scores for each evaluator were combined and averaged, and the proposals were ranked in the following order (1 being best):

1. Springstead Incorporated (through a contract with the NCACC). Bid price: \$41,778, plus project expenses not to exceed \$4,800
2. Evergreen Solutions, LLC. Bid price: \$84,000
3. The Waters Consulting Group, Inc. Bid price: \$94,900
4. The Maps Group. Bid price: \$36,000
5. Condrey & Associates, Inc. Bid price: \$55,000
6. The Mercer Group. Bid price: \$47,750

The evaluation team recommends that the bid be awarded to Springstead Incorporated (working through a contract with the NC Association of County Commissioners)

RECOMMENDED ACTION OR MOTION: Award bid as recommended if the Board is prepared to implement the consultant’s recommendations over a period not to exceed four years



Statement of Qualifications and Request for Proposals

Comprehensive Review of the County of Sampson's Job
Classification, Total Compensation and Benefits Programs

November 20, 2013

IMPORTANT NOTICE TO ALL BIDDERS / PROPOSERS: Sampson County (County of Sampson) reserves the right to disqualify incomplete proposals, waive minor defects, as it deems applicable, in the written proposals, to request additional information from any respondent, change or modify the scope of the project at any time, without any penalty, negotiate terms with one or more of the respondents, reject any or all proposals, without a penalty, and take any steps necessary to act in the County's best interest. Bids / proposals will not be considered for award if received by Sampson County after the official closing date and time.

I. INTRODUCTION AND PURPOSE

The County of Sampson (the County) is seeking the services of a qualified and experienced consulting firm (Consultant) to conduct a comprehensive review and analysis of the County's pay classification, and total compensation and benefits programs.

II. GOALS AND OBJECTIVES

The desired objective is to implement an equitable, consistent, competitive and legally defensible classification system that allows the County to attract, reward and retain qualified individuals to provide the highest level of service at the lowest possible cost to the citizens of the County.

The desired product should:

- Update our current classification system and salary ranges to establish or re-establish the County's position in the labor market in relation to other employers and allow the County remain competitive in the job market for quality employees.
- Reassess internal salary relationships and establish internal equity between classes.
- Build greater career progression opportunities for employees. In support of this, provide more consistency in job titling to better clarify career ladders and levels.
- Identify pay strategies and the accompanying policies that will enable ease of ongoing administration by County staff and enable the County to maintain an equitable, competitive pay plan.
- Ensure that job descriptions comply with applicable laws and regulations and include essential and marginal job functions.
- Assess the competitiveness in the labor market of the County's employee benefits and identify recommendations for future actions.

III. CONTRACTING ENTITY

The County of Sampson is the sole contracting entity for all consulting contracts. This initiative is being led by a Project Team of the County Manager, Assistant County Manager, Chief Financial Officer, Deputy Finance Officer and Human Resources Management Director. The primary contact is Connie Fann, Human Resources Management Director. Her contact information is:

County of Sampson

Att: Connie Fann, Human Resources Management Director

Post Office Box 257 (zip 28329) or 406 County Complex Road, Building C

Clinton, North Carolina 28328

Phone: (910) 592-7181

Fax: (910) 592-1945

E-mail: connief@sampsonnc.com

Inquiries regarding this RFP, its subject content, the Scope of Services, or submission of proposals must be submitted in writing pursuant to instructions found in Section VIII: Submission of Consultant’s Proposal, Inquiries.

IV. BACKGROUND

Sampson County is located in Eastern North Carolina and has a population of approximately 64,000 residents served by 535 permanent county positions. In recent years, budget constraints have often necessitated the utilization of temporary and contracted services rather than the addition of permanent employees.

The county is governed by five (5) elected county commissioners, each who serve a four (4) year term. Terms are staggered, and elections are held every two (2) years. The commissioners have delegated authority to the County Manager to administer the personnel program as set forth in the North Carolina General Statutes.

Officials and employees exempt from the county manager’s delegation by separate appointing authority are: Elected Officials (Register of Deeds and Sheriff); County Manager, Appointed Officials (Finance Officer, Tax Administrator, Clerk to the Board, the Elections Director) and the Soil and Water Conservation District Conservationist.

In addition, employees in the Health and Social Services Departments are considered competitive service employees and are subject to the State Personnel Act. Cooperative Extension Services employees are governed by the North Carolina State University System. Planning and Zoning services are currently provided through a contractual agreement for a joint Clinton City/Sampson County department, where the positions are city employees. However, the positions should be considered in this proposal for future use.

The County currently has 101 class titles distributed among 20 departments, including the competitive service positions. County Departments include:

- | | |
|----------------------------|---|
| Administration | Library |
| Aging and In Home Services | Parks and Recreation |
| Economic Development | Planning & Zoning (*) |
| Elections, Board of (*) | Public Buildings/Public Works |
| Emergency Management | Register of Deeds (*) |
| Services/911/Rescue | |
| Exposition Center | Sheriff’s Department/Detention Center (*) |
| Finance | Social Services (*) |
| Health (*) | Soil Conservation/NRCS (*) |
| Information Technology | Tax Administration (*) |
| Inspections | Veterans Services |

V. EXISTING PAY PLAN OVERVIEW

Sampson County currently has one salary schedule and job classification system that encompasses all County positions (See Exhibit 6, Sampson County Personnel Resolution, specifically Article II: Classification Plan, and Article III: Pay Plan). It utilizes a hiring rate, minimum, mid-point, and maximum for each pay grade. There are no steps in grade, and the concept of midpoint is not formally used. A study was conducted in the late 80's by David M. Griffith & Associates, and a subsequent study was performed by Management and Personnel Services (the MAPS Group) in 2003. The plan was partially implemented in May 2003, offering each employee a minimum 3% increase, and capping the maximum increase to 10%. The 3% increase was effective as of July 1, 2003, all increases above 3% were effective one half on July 1, the second half on January 1, 2004. Due to lack of sufficient funds to fully implement this study, compression issues have persisted. See Exhibit 5 for a historical listing of Pay Plan adjustments, cost of living adjustments, and merit increases.

Career path and grade advancement options are currently implemented only in limited departments. A plan for career path adjustments has been utilized for law enforcement officers and Detention Center staff in the Sheriff's Department since 2006. (See Exhibit 4, Compensation Supplements.) Building Inspectors are subject to automatic reclassification upon attainment of certifications which allow for inspection of additional trades; such reclassifications typically result in a 5% increase in pay or advancement to minimum salary of the next grade (whichever is higher). The Personnel Resolution, when revised and adopted in June 2012, included provisions for Career Path adjustments (Exhibit 6, Personnel Resolution, Article III, Section 3) which could be applicable to all employees, subject to the availability of funding and the annual approval by the Board of Commissioners. This provision has not been utilized (funded) since its inception.

The Pay Plan also allows for pay above the minimum rate to reward employees for meritorious services. Eligibility of employees to receive merit pay adjustments would be based upon the recommendation of Department Heads utilizing recent performance appraisals. Currently all employees should be evaluated annually. Non-supervisory employees are evaluated by first-line supervisors. Supervisory employees are evaluated by Department Head, and Department Heads subject to oversight by the County Manager are evaluated by the County Manager. (See Exhibit 6, Personnel Resolution, Article VIII and Appendix F.) Recommendations for merit pay must have the concurrence of the County Manager and are subject to funding approval by the Board of Commissioners. Allocations for merit pay have not been made since 2003.

Applicability of other available pay adjustments, including on-call compensation, shift differential pay, bilingual pay premiums, travel allowances, and supplements are outlined in Exhibit 4.

Sampson County does not have a separate Human Resources Department. The County Manager is designated as the Personnel Officer. Payroll, personnel and benefits administration

are accomplished by the Finance Office, primarily by a Human Resources Management Director and one Payroll Technician.

VI. EXISTING EMPLOYEE BENEFITS OVERVIEW

The County provides a full range of employee benefit programs including health and dental insurance, life insurance, 401(k) contributions, paid leave, retirement, and longevity incentives. The County is self-insured for medical, dental, and workers' compensation programs. (See Exhibit 2.) The County contracts with third party vendors for administering claims processing along with some utilization analysis and reporting. Optional insurance programs and flexible benefit accounts are available through a third party broker. Benefits management has focused heavily on program design and offering the highest level and maximum benefits to all employees. However, legal / regulated changes in the design and administration of benefit programs, as well as the impact benefits has on the competitive labor market and potential for future legal changes, necessitate a review of the structure, options, and administration of all benefits programs. This review would also provide recommended and preferred options as they relate to retention, elimination, or expansion of programs, funding requirements to maintain them, as well as best practices recommendations for administering these programs internally along with systems improvements or through third party Administrative Service Provider (ASP).

VII. SCOPE OF WORK

A. Position Classification Portion

1. *Orientation meetings.* The Consultant (with the participation of the Project Team) will meet with Department Heads and employees to discuss the study objectives, to explain the study plan and methodology, labor market survey and to discuss the work components of the study. This will include requesting completed position description questionnaires from about 400 employees. (Not required for elected officials or competitive service departments such as Social Services and Health Department.) Multiple sessions will be needed on several different days and at different times.
2. *Position descriptions, salary schedule, organization charts, existing class specifications, and other job-related information.* HR will coordinate requesting and receiving a position description questionnaire completed by each permanent employee. (Such questionnaire to be developed and provided to the County by the Consultant in written and electronic format.) HR will provide these descriptions to the Consultant for use in reviewing the duties and responsibilities of positions.

In addition to the position descriptions, HR will provide the Consultant with a copy of the County salary schedule, organization charts, existing class specifications, and other job related information.

3. *Desk Audits/Interviews.* The Consultant will conduct desk audits/interviews with representative employees in each class and supervisors to review, clarify, and understand duties and responsibilities. In order to assure good information gathering, a smooth process, and acceptance by employees, a high percentage of interviews is expected (at least 50 percent, and preferably more). If there are several positions assigned to a class, the Consultant may choose to conduct a group interview or interview a representative number of employees. However, at least one interview will be conducted for each recommended class of positions. Interviews should be completed face-to-face, in person, and not electronically.

The Consultant will conduct a conference with each department head to review and verify information presented on the position description questionnaires and in the interviews and to receive the department head's input on any position classification and pay issues in that department.

4. *Classification Recommendations and Class specifications.* Following the review and field audit of existing positions, the Consultant will identify class groupings and tentative allocations and review these with HR. The Consultant then will draft class specifications for any recommended new classes and will update existing class specifications for any classes where the information on the existing class specification has changed. The Consultant will deliver class specifications as a draft, review these with HR and department head, and incorporate any necessary changes.

B. Pay Portion

1. *Labor Market Survey.* The Consultant will conduct a market salary survey by gathering comparable salary information from surrounding counties and municipalities as well as other counties and municipalities with similar population, number of employees and within a reasonable proximity to Sampson County. The Consultant will propose a process by which comparable private sector salary data, to the extent it may be available, may be examined for various positions for which the County must also compete with the private sector.

The survey will include benchmark classes and in addition should incorporate a variety of specialized positions as determined in conjunction with the Project Team and department head. Salary survey data collected must include salary range hiring rates, minimums and maximums, actual salaries paid, and the number of positions, so that weighted averages may be determined.

2. *Analysis of findings and recommendations.* The Consultant will evaluate the salary grade assignment for each class based on the review of duties and responsibilities and salary survey. From this analysis, the Consultant will recommend a classification and salary grade assignment for each position in the existing or recommended County salary

schedule. The Consultant also will recommend a salary implementation plan for the study results along with estimated costs.

3. *Pay Policy Recommendations.* The Consultant will identify and recommend pay strategies and the accompanying policies that will enable the County to maintain an equitable, competitive pay plan on an on-going basis, including addressing salary compression issues.

C. Benefits Portion

1. *Labor Market Survey.* In the labor market study conducted in the pay portion of the study, the Consultant will include an employee benefits survey covering economic and non-economic benefits. For this purpose, economic benefits may include retirement, supplemental retirement, health insurance (including retiree health), dental insurance, life insurance, disability income insurance, Longevity Pay, Tuition Refund, or other categories. Non-Economic benefits may include Leaves (Vacation, Sick, Others), Holidays, or other categories. The Consultant will indicate whether or not benefits surveyed in each jurisdiction are part of a “cafeteria-style” benefit plan.
2. *Employment Categories.* In the labor market study portion covering benefits, the Consultant also will identify the employment categories used by each employer surveyed such as permanent or temporary, the definitions for these categories, and approximate number of employees in each. If any employee category other than permanent employment receives employee benefits, the Consultant will specify the category and benefits received.
3. *Special Recruitment.* Also in the benefits study, the Consultant will identify any special pay or benefits used for recruitment such as additional leave, bonus payments, or other.

D. Communications – Classification and Pay Results

1. *Preliminary results to HR Director and Department Heads.* The Consultant will present preliminary findings and recommendations to Project Team. The Consultant will meet with HR Director, the Manager, and department heads to explain findings and present recommendations. Before information is distributed to employees, the department heads will review class specifications and pay recommendations and suggest any changes needed. The Consultant must be available for individual meetings with department heads to discuss questions or issues related to recommendations, as needed. The Consultant will consider and respond to any feedback or issues arising from the department head reviews and provide HR with any updating to preliminary results following the department head reviews.
2. *Preliminary Results to Employees.* The department head and HR Director will carry out most of the communication with employees. A limited number of telephone calls or

meetings may be required by the Consultant to explain recommendations. General information to employees and explanation to employees of decisions are considered a part of the basic project.

3. *Final results and recommendations to Project Team.* The Consultant will advise Project Team of final results and recommendations. The Consultant and HR Director will inform department heads of final study results.
4. *Final Results to Employees.* HR Director and department heads will inform employees (after the initial presentation to the Board of Commissioners). Again at this stage a limited number of telephone calls or meetings may be required by the Consultant to explain recommendations and address initial employee appeals. Again, general information to employees and explanation to employees of decisions are considered a part of the basic project.

E. Presentation to Board of County Commissioners

The Consultant and Project Team will present the classification and pay study results and recommendations to the Board of County Commissioners. A preliminary and follow-up presentations may be necessary.

F. Products To Be Delivered

1. A written report (12 copies) that includes the following:
 - a. Description of study methodology
 - b. Summary of findings and recommendations, including position classifications, assignment of classes to salary grades, description of recommended salary implementation plan, and the like. All findings and recommendations must be substantiated and include supporting documentation.
 - c. Salary survey analysis worksheets, including raw salary data and data analyzed showing averages and weighted averages.
 - d. Recommended pay strategies and the accompanying policies that will enable the County to maintain an equitable, competitive pay plan. Recommended system changes must meet all legal requirements, be totally nondiscriminatory and provide for compliance with all pertinent federal, state and local regulations.
 - e. Benefits survey analysis worksheets, including raw benefits data and data analyzed along with recommendations.
 - f. Employment category analysis worksheets, showing employment categories used by employers surveyed and any benefits extended to any non-permanent employment category.

2. Lists of recommended classes and salary grade assignments (provided as hard copy and in electronic format in Microsoft Excel):
 - a. In alphabetical order by class
 - b. By occupational grouping
 - c. By salary grade
3. Updated and/or new class specification for each recommended class using Sampson County's present specification format or, if different, a format agreed on in advance with the HR Director. This should be provided as both hard copy and in electronic format in Microsoft Word.
4. An allocation list by department showing each employee by name, present classification, proposed classification, present salary grade, proposed salary grade, present salary, and proposed salary (under the recommended salary implementation plan). This should be provided as a hard copy and in electronic format in Microsoft Excel.
5. Estimated implementation costs under the recommended salary implementation plan, including recommendations for timetables for implementation based upon consultations with County.

All deliverables pursuant to any awarded contract are exclusive property of the County. The contractor shall not assert claim of copyright or property interest in such deliverables.

G. Expectations of Consultant

1. The selected Consultant must have knowledge of current position evaluation and pay methodologies.
2. The Consultant must have prior successful experience in completing classification and pay studies in public sector organizations.
3. The Consultant shall not subcontract any portion of this study without the expressed written agreement of the County.
4. The selected Consultant will begin their study with a preliminary meeting with the County Manager to discuss system challenges identified by staff and perceived inequities and concerns voiced periodically by employees. The Consultant shall involve the Project Team (certain times individually, other times collectively) in all phases of the study.
5. The Consultant will orient the Project Team to the job evaluation methodology that will be used.

6. Sampson County expects the Consultant's project manager to be a strong participant in the study so that he or she can answer detailed questions from management, human resources staff, department heads, and employees about the study results and recommendations.

VIII. SUBMISSION OF CONSULTANT'S PROPOSAL

A. General Requirements

Consultants are encouraged to provide concise and factual information in response to this Request for Proposal. In order to evaluate all proposals in an equitable manner, submitted proposals must address the specific items requested in this RFP. All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions and other documents as part a Consultant's response will be waived and have no effect either on this RFP or any contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a Consultant may be grounds for rejection of the Consultant's proposal. Consultant specifically agrees to the conditions set forth in this paragraph by the signature of its authorized representative on the "Execution of the Proposal" page contained herein.

Proposals will be received up to, but not later than 5:00 pm (EST) on Monday, December 30, 2013, at the delivery address noted in Section B below. Proposals received after the designated time and date will be declared non-responsive and returned to the submitter unopened. It is the Consultant's responsibility to ensure that all addenda, if any, have been reviewed, signed and returned.

B. Specific Requirements

Consultants must prepare and submit six (6) copies (one original and five copies) of their proposal in the manner and sequence in which the information is requested. Proposals may be hand delivered or mailed to the following address:

**County of Sampson
Att: Connie Fann, Human Resources Management Director
Post Office Box 257 (zip 28329)
406 County Complex Road, Building C
Clinton, North Carolina 28328**

Proposals should be:

1. Concisely prepared in standard letter format (8 ½" x 11") and bound to ensure portions of the submission do not become separated. A soft copy /digital of the proposal should also be provided either on a disc or memory stick as part of the submission.

2. Proposals submitted by facsimile or e-mail will not be accepted or considered in the selection process. Failure to include the requested information may result in the elimination of the Consultant from consideration.
3. All proposals must be submitted in a sealed envelope and clearly marked on the outside with the words "Sampson County Job Classification, Compensation and Benefits Program Study."
4. The use of promotional materials, etc, is not desired. Emphasis should be on completeness and clarity of content.

C. Components of Proposal

Proposals must include the following items, tabbed and included in the order noted below:

Tab 1 – Signed Forms

This Tab should include the Execution of Proposal Form. See Exhibit 7.

Tab 2 - Concise Letter of Interest

This document should include:

- a. The name and address of the Consultant and the state in which it is incorporated and chiefly located as well as the name, address, telephone, facsimile numbers, and email address of the designated contact for the Consultant;
- b. A brief description of the Consultant describing their interest in performing the required professional services;
- c. Identity of the prime contractor and any/all proposed sub-contractor relationships;
- d. A statement indicating any judgments against the firm within the last five (5) years or pending litigation related to professional conduct or services; and
- e. An acknowledgment of all addenda to RFP document (copies of addenda must also accompany the proposal).

Tab 3 - Statement of Understanding of the Scope of Work and Approach to the Project

This statement should include:

- a. A concise explanation of the Consultant's understanding of the project objectives, the tasks required to accomplish the project, the approach and methodology the Consultant

will use in identifying and evaluating information. Describe the process and submit any instruments used, or proposed for use, in the study. The scope of work described in the RFP generally indicates the work the County believes is necessary to be provided by the Consultant. The Consultant is encouraged to present modifications and enhancements to the Scope of Work if it believes to be important in executing the project.

- b. The statement shall also include a description of specific relationships between County and the Consultant, provisions for periodic progress reporting and the manner in which the project will be managed.
- c. The Consultant shall include a statement or chart showing an anticipated project schedule. The Consultant's estimate of the time needed to accomplish the individual phases and/or tasks will be part of the selection process. The tasks outlined in the Scope of Work and any other work the Consultant deems necessary or desirable should be included in the schedule as well as provisions for meetings and County staff review. The schedule should also indicate the timing and nature of interim progress reports as well as provision of achievements of designated milestones.
- d. The requirements the Consultant will need from the County in both time, resource (people, supplies if any, etc) and specific involvement to be successful should also be addressed.

Tab 4 - Organization and Staffing

This Tab should include a descriptive structure of the Consultant's firm and project team, the interrelationships and names of those persons assigned to the project, and their key areas of responsibility and specific tasks. Resumes for all managerial and key personnel should be provided in sufficient detail to be able to determine the nature and depth of each individual's relevant experience.

Tab 5 – Qualifications and Experience

Consultant should describe the firm's experience:

- a. Broad based working experience within public sector organizations, local or state government, non-profit agencies and/or service-oriented organizations;
- b. Comprehensive knowledge of contemporary compensation and classification systems and prior experience in conducting market surveys, management and organization studies within the public sector;
- c. Knowledge of applicable state and federal laws that will impact the studies;

- d. Demonstrated ability to communicate clearly and effectively with all levels of employees and management through individual interviews, group meetings, and formal presentations.

Tab 6 - Consultant References

The Consultant shall provide three (3) references to include the name, address, phone number and email of clients for which the Consultant has provided similar services in the past two (2) years, to include at least one City or County, in reasonable proximity to Sampson County, of similar size (i.e., population served) and scope (i.e., range and complexity of positions).

Tab 7 – Legal Disclaimers

The Consultant should provide certifications and assurances as to the following:

- a. Conflicts of Interest - For the purposes of this project, the County prohibits any current employee, commissioner, appointed board members or person who was been employed by the County during the previous two years, from participating or engaging in or being employed by the Consultant or any of the Consultant’s subcontractors in any manner or to have any interest, direct or indirect, in the Consultant’s business enterprise, contracts or the proceeds thereof. It is unlawful for a Consultant, contractor, subcontractor, or supplier to this RFP, who, with respect to the County, has a current contract, has performed under a contract within the past two years, or anticipates bidding on a future contract to make gifts or favors to any County official or employee. It is also unlawful for any County official to accept any such gift or favor.
- b. Required Qualifications - The Consultant must be compliant with all relevant State and Federal laws and regulations, privacy laws and County policies and procedures.
- c. Assignment Rights for Consultant’s Project Manager and Team - The County reserves the right to approve the Consultant’s recommendations as to initial assignment of the Consultant’s on-site project manager and project team members, as well as replacement project manager/team members that may be required throughout the course of the project as deemed necessary by the Consultant and/or the County.

Tab 8 – Rates, Fees and Charges

This Tab should include the proposed total cost for work to be performed, component pricing, Consultant’s out-of-pocket expenses, plus any rates applicable to potential out-of-scope requests.

Any costs incurred by the Consultant in preparing or submitting responses to this RFP are the Consultant’s sole responsibility. The County shall not reimburse any Consultant for any costs incurred to include costs associated with presentations, if requested by the County.

D. Inquiries

All questions concerning this RFP, the Scope of Services, or any other matters regarding this RFP or its subject contract must be submitted via email to connief@sampsonnc.com no later than 5:00 pm (EST) on December 20, 2013. Oral inquiries will not be accepted. Please ensure that the subject line of your email reads: **“Questions for RFP – Sampson County Job Classification, Compensation and Benefits Program Study”** so that your questions will be properly identified and not discarded as possible spam. It is the Consultant’s responsibility to assure that all addenda, if any, have been reviewed, signed and returned.

VIII. SELECTION PROCESS

The County’s professional services contracts are competitively negotiated. The County reserves the right to accept any proposal deemed to be in the best interest of County; to waive any irregularities in any proposal; to reject any or all proposals; and to re-advertise for new proposals. The County further reserves the right to negotiate with any vendor, service provider, consulting firm, or other source for the completion of this project.

A Project Team consisting of the County Manger, Assistant County Manager, Chief Financial Officer, Deputy Finance Officer and Human Resources Management Director will evaluate all proposals. All proposals properly submitted and received will be evaluated against the criteria outlined in this RFP. The absence of required information may result in exclusion of the proposal from further analysis or evaluation. The County, at its option, may request oral presentation or discussions with any or all Consultants for the purpose of clarification or to amplify the material presented in any part of the RFP response. However, Consultants are cautioned that the County is not required to request clarification; therefore, all responses should be complete and concise. The County shall not be bound by oral explanations or instructions given at any time during the process.

The Project Team will make a recommendation to the Sampson County Board of Commissioners on which Consultant, if any, should be awarded the contract. The selection process will include a combination of factors, but not necessarily limited to the following criteria:

1. Industry Leadership and Financial Strength
2. Performance Guarantees and Measurements
3. Account Management, including:
 - Individual qualifications and experience of the Consultant’s project manager and assigned project team/staff;
 - Broad experience by the Consultant working with various pay and benefits methodologies and approaches;
 - Consultant’s ability to meet a County’s timetable;

- Organization of the firm(s) comprising the Consultant and any subcontractors
- Demonstrable track record of executing similar projects for counties, municipalities and businesses comparable in size, scope and organizational complexity;
- Consultant’s expected date to commence work on this project and time to complete work (both in total and in components);
- Consultant’s availability during the project and availability of Consultant staff for up to six months following completion of the project;
- Consultant’s proposed planning, meeting and communications strategies before, during and post-implementation

4. References and Customer Experience

5. Information Services, to include such items as:

- Accessibility, clarity, relevance / usefulness of data / research
- Completeness, thoroughness, and quality of the proposal
- Evidence the Consultant understands the scope of work and project objectives
- Access to compensation and benefits data that is current, accurate and relevant to the County’s defined labor markets
- Current / relevant examples of compensation / benefit labor market surveys / research conducted and published by the Consultant
- Approach, effectiveness and practicality of systems, training and communications

6. Pricing (cost alone will not be the determining factor in selection of the Consultant)

IX. LISTING OF ATTACHED EXHIBITS

Exhibit 1 – Listing of Positions and Current Salary Structure

Exhibit 2 - Summary of Benefit Package for All Benefit Eligible Employees

Exhibit 3 – Salary Report by Position and Department

Exhibit 4 – Compensation Supplements

Exhibit 5 – Historical Summary of Pay Plan Adjustments, Cost of Living Adjustments, and Merit Allowances

Exhibit 6 – Sampson County Personnel Resolution w/Referenced Appendices

Exhibit 7 – Execution of Proposal Form

**COMPREHENSIVE REVIEW OF THE COUNTY OF SAMPSON'S JOB CLASSIFICATION, TOTAL
COMPENSATION AND BENEFITS PROGRAMS
REQUEST FOR PROPOSALS GRADING SHEET**

General Requirements

1. The deadline for submission of proposals was no later than 5:00 p.m. (EST) on Monday, December 30, 2013. Proposals received after this time should be declared non-responsive.

Was the proposal submitted by the deadline? Yes No

If the answer is No, the proposal should be considered **non-responsive**.

2. Consultants must specifically agree to the conditions set forth in Section VIII, Submission of Consultant's Proposal, by the signature of its authorized representative on the "Execution of the Proposal" page contained in the Request for Proposals.

Did the submitted proposal include a signed "Execution of the Proposal" page? Yes No

If the answer is No, the proposal should be considered **non-responsive**.

Specific Requirements

As noted in Section VIII of the RFP, in order for all proposals to be evaluated in an equitable manner, the submitted proposals must address the specific items requested in the RFP. The Project Team will evaluate each responsive proposal based upon how thoroughly it addresses the requested items and by the criteria set forth in Section VIII, Selection Process. Proposals will be graded in the five categories listed below, each with a maximum number of points available. The total maximum points for all five categories is 100.

1. Responsiveness to the RFP – Maximum Available Points: 15
2. Approach and Methodology – Maximum Available Points: 30
3. Experience of Company, References – Maximum Available Points: 25
4. Staff & Available Project Resources – Maximum Available Points: 20
5. Fee Structure – Maximum Available Points: 10

Consultant/Firm Name: _____

Total Points Awarded: _____

1. RESPONSIVENESS TO RFP (MAXIMUM AVAILABLE POINTS = 15)

Was information provided as requested?

- 8 ½ x 11 standard, bound and tabbed, in order specified
- 6 copies (five plus one original)
- Digital copy (disc or stick)
- Concisely, with no promotional materials

Was all requested information provided, including the following?

- Concise Letter of Interest which include name, address, state in which incorporated, telephone, fax, email, identification of any proposed sub-contractor relationships, statement as to any past or pending litigation
- Statement of Understanding of Scope of Work and Approach to Project
- Description of Firm and Project Team which outlines areas of responsibility and specific tasks, resumes for key personnel
- Minimum of three (3) references, including name, address, phone and email
- Legal Disclaimer, with requested certification and assurances
- Proposed total cost for work to be performed, including component pricing, out-of-pocket expenses and any potential out-of-scope requests

2. APPROACH AND METHODOLOGY (MAXIMUM AVAILABLE POINTS = 30)

Does proposal demonstrate consultant's understanding of project's scope and expectations of County?

- Includes effective and practical methodology for update of the current position classification system - to what extent does the proposal include sufficient orientation meetings, instruments for the collection and analysis of employee information, meet minimum RFP requirements for desk audits and interviews, and review of materials collected with appropriate entities)
- Includes effective and practical methodology for update of pay plan - to what extent does the proposal include plans for a thorough market survey that will result in pertinent and comparable data from counties and municipalities with similar population, number of employees and within reasonable proximity to Sampson County; to what extent does the approach allow for the assessment of internal salary relationships to establish internal equity; to what extent does the approach allow for the development of career progression opportunities, and a maintainable, equitable and competitive pay plan.
- Includes effective and practical methodology for the review and assessment of the competitiveness of the County's employee benefits – to what extent does the methodology include a thorough market study of employee benefits to allow for the development of recommendations for future actions

Does proposal include strategies for clear and effective communication with employees, department heads, Project Team and Board of Commissioners before, during and post-implementation?

Does proposal include statement or chart showing anticipated project timetable? To what extent does the proposal provide dates to commence and complete work and fully detail tasks, goals and measurement of progress?

3. EXPERIENCE OF COMPANY, REFERENCES (MAXIMUM AVAILABLE POINTS = 25)

- Does consultant have broad based working experience within public sector organizations, local or state government?
- Does consultant have comprehensive knowledge of contemporary compensation and classification systems, benefits methodologies and approaches, prior experience in conducting market surveys, management and organizations studies within the public section?
- Does consultant have knowledge of applicable state and federal laws that will impact studies?
- Does consultant have demonstrable track record of executing similar projects for counties, municipalities and business comparable in size, scope and organizational complexity?
- Were a minimum of three (3) references provided? Do these references reflect similar services in past two years? Were the services provided to counties reasonably comparable in proximity, size and scope to Sampson County?

4. STAFF & AVAILABLE PROJECT RESOURCES (MAXIMUM AVAILABLE POINTS = 20)

- Does proposal contain descriptive structure of project team, interrelationships and names of those persons assigned to the project, their key areas of responsibility and specific tasks?
- Do resumes for assigned staff reflect relevant qualifications and experience?
- Are enough staff assigned or available to ensure consultant can meet the proposed timetable? And, to what extent would work be expected by County staff?
- To what extent will consultant managerial and key personnel be accessible to County? How many onsite visits were included in base fee? To what extent will consultant will accessible post-implementation?

5. FEE STRUCTURE (MAXIMUM AVAILABLE POINTS = 10)

In addition to considering the amount of the proposed fee in comparison with other proposals (lower vs. higher), proposals should be evaluated as to following:

- Does the base proposal include any post-implementation services or instruments, i.e. assistance with post-implementation questions or plan maintenance, or special software?
- Does the proposal include additional fees for appeals, or requests for changes to preliminary results or recommendations based upon review by and/or presentations to Project Team, department heads or the Board of Commissioners?

_____ Responsiveness to RFP (Max = 15)
_____ Approach and Methodology (Max = 30)
_____ Experience of Company, References (Max = 25)
_____ Staff & Available Project Resources (Max = 20)
_____ Fee Structure (Max = 10)
_____ Total Score for Proposal (Max = 100)

Signature of Reviewer: _____ **Date:** _____

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

4 (f)

Meeting Date: February 3, 2014

Information Only
 Report/Presentation
 Action Item
 Consent Agenda

Public Comment
 Closed Session
 Planning/Zoning
 Water District Issue

SUBJECT: Scheduling of Work Sessions and Special Meetings

DEPARTMENT: Governing Body/ Administration

PUBLIC HEARING: No

CONTACT PERSON: Ed Causey, County Manager

PURPOSE: To consider dates for work sessions and special meetings to complete discussions on various items

ATTACHMENTS: None

BACKGROUND: There are a number of items for which the Board has indicated a desire to schedule a special work session and/or for which other agencies and departments have requested a special meeting.

The Board is asked to consider special sessions to consider the following matters:

1. Animal Control Ordinance
2. Budget Work Session with City and County School Systems (were not included in previously scheduled sessions)
3. Joint Meeting with Chamber of Commerce and History Museum Board of Trustees Regarding Succession Planning for Museum Operations

RECOMMENDED ACTION OR MOTION: Schedule dates for each of the above-referenced meetings

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (g)

Meeting Date: February 3, 2014	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chairman Jarvis McLamb

PURPOSE: To consider appointments to various boards and commissions

Workforce Development Commission There is one remaining vacancy for Sampson County appointees on the Workforce Development Commission, a private sector representative.

Adult Care Home Community Action Committee The terms of Helen Balance and Flora Bass expired in December, and neither appointee wished to continue their service on this committee. Member of this advisory board must be residents of Sampson County, must not have an immediate family member with a financial interest in an adult care home in Sampson County, must not be employed by or serving on a governing board of an adult care home in Sampson County (or have an immediate family member employed or so serving), and must not have an immediate family member who is currently a resident of an adult care home in Sampson County. General Statutes require that the adult care homes be asked for recommendations for appointees, and our regional ombudsman has solicited these recommendations. We have **three** recommendations for the **two** seats: Ms. Joann Parker (100 Johnson Street, Clinton), Mr. Thomas Sampson (733 Bunting Street, Clinton), and Mr. Winfred Ashford (2863 Isaac Weeks Road, Clinton). These persons have been made aware of the required initial and quarterly training and quarterly visitations and are willing to serve.

Airport Authority The terms of Ted Thomas and Teddy St. Pierre expired at the end of October, but were overlooked for inclusion on a Board agenda for consideration.

BOC Committee/Advisory Board Assignments

The Chairman directed staff to provide a listing of the assigned committee/advisory board memberships for commissioners for review and discussion. A listing is attached.

BOC Appointments

Chairman Appointment (by virtue of position/bylaws of entity)

Clinton-Sampson Airport Authority (Vice Chairman)

Agri Exposition Center Board

Economic Development Commission

Advisory Board of Older Adults

Commissioner Strickland

NCACC District Director

Mid Carolina Board of Directors

Transportation Advocacy Group

NCDOT Comprehensive Transportation Plan Steering Committee (project should conclude soon)

Commissioner Lockamy

Transportation Advocacy Group

Fire Commissioner

Vice Chairman McLamb

Board of Health (Community Assessment Team also)

Appointments Commissioner

Commissioner Kirby

Mental Health LME

Ft. Bragg Regional Alliance (formerly BRAC)

CCAP Board of Directors

Juvenile Justice Partnership Board

Mid Carolina RPO

Commissioner Parker

Workforce/WIA Board

Southeastern Economic Development Commission

Child Fatality Prevention/Community Child Protection Team

Updated December 2013

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 5

Meeting Date: February 3, 2014	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue
	<input type="checkbox"/>		<input type="checkbox"/>	

SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple Departments

ITEM DESCRIPTIONS/ATTACHMENTS:

- a. Declare parcel number 11001748001 (509 Whit Road, Newton Grove) acquired through foreclosure as surplus and authorize sale pursuant to the upset bid procedures of GS 16A-269
- b. Declare Sheriff's Office Ford Expedition 4X4 as surplus and authorize transfer to Roseboro Rescue
- c. Approve late applications for disabled veterans tax exclusion for Raybon Reardon and Marilyn Register (Widow)
- d. Approve tax refunds
- e. Approve budget amendments

RECOMMENDED

ACTION OR MOTION: Motion to approve Consent Agenda as presented

NORTH CAROLINA'S
SAMPSON COUNTY

FINANCE DEPARTMENT
David K. Clack, Finance Officer

TO: Board of Commissioners
FROM: David K. Clack, Finance Officer
DATE: January 27, 2014
SUBJECT: Surplus Property

We recently received an inquiry to purchase parcel number 11001748001. This parcel is adjacent to 509 Whit Road, Newton Grove.

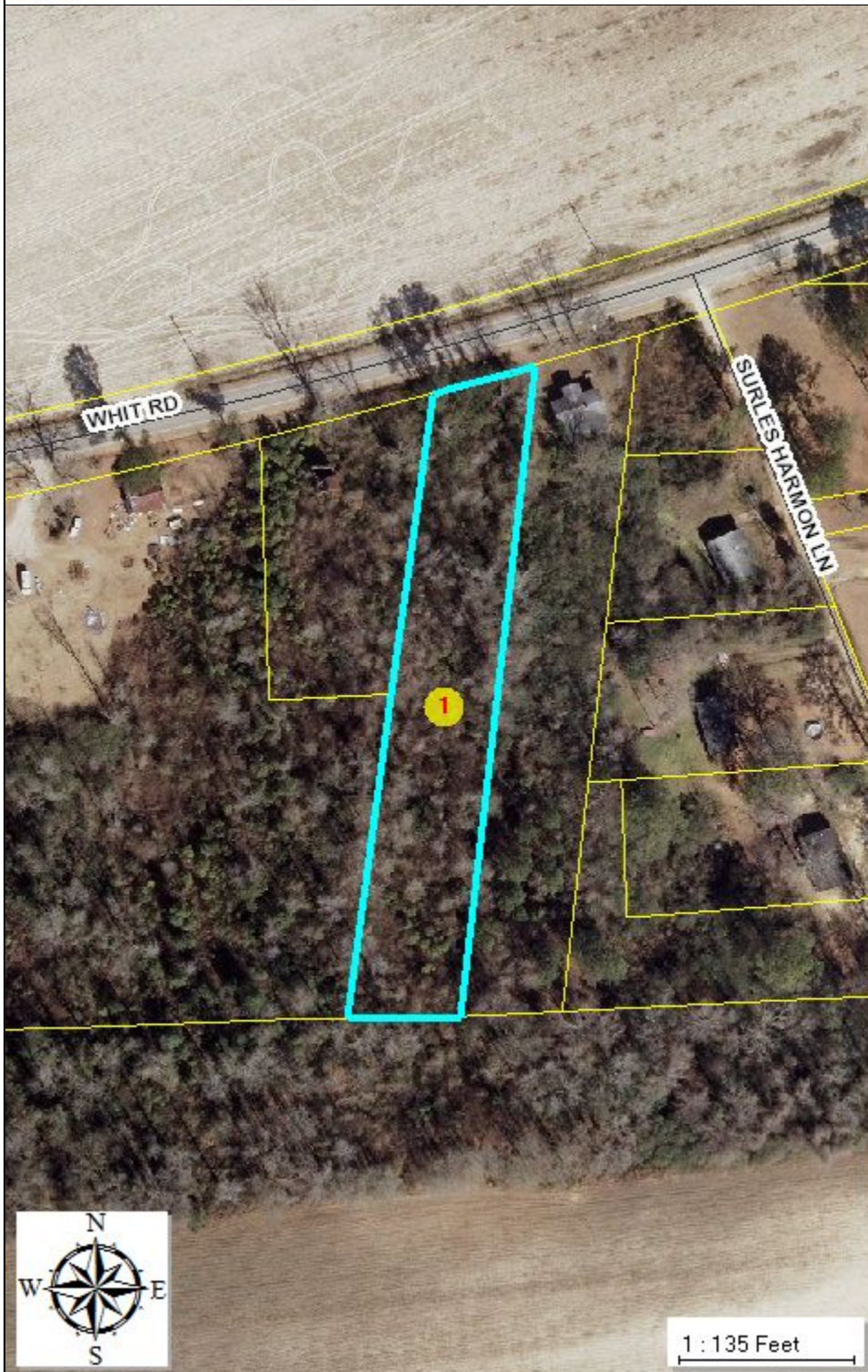
The one acre parcel was acquired by Sampson County through foreclosure. The amount of taxes, fees and penalties owed at the time was \$1,720.00. The current value of the property on the tax abstract is \$7,820.

A map and the tax assessment are attached for your information. We respectfully request that the Board of Commissioners declare the property surplus and direct staff to accept bids on the property.

Pursuant to GS 16A-269, when an offer is made and the Board proposes to accept it, the Board shall require the bidder to deposit five percent (5%) of the bid with the Clerk, who shall publish a notice of the offer. If within 10 days no one has increased the bid amount by not less than ten percent (10%) of the first one thousand dollars and five percent (5%) of the remainder the bid will presented to the Board for their acceptance. Any bidder shall be required to deposit five percent (5%) of the bid. If a higher bid is received, the clerk will then advertise the new bid. This process will continue until no further qualifying bids are received, at which time the Board may accept the offer and sell the property to the highest bidder. The Board may at any time reject any and all offers.



Sampson2
Printed January 27, 2014
See Below for Disclaimer



- Parcels (Yellow) 
- Centerlines 
- Sampson County 
- NC Counties 
- Primary Roads 
-  US
-  NC
- Municipal Limits 

We are continually editing our maps to improve accuracy of position and information. This information should not be relied upon by anyone as a determination of the location, ownership, or market value of property. Always refer to the recorded deed for all legal purposes. Use of this web site indicates your acceptance of these terms.

Real Estate

Assessment

Owner SAMPSON COUNTY
Parcel ID 11001748001
Bill Year 2013

Assessment Values

Gross Assessment

Land \$7,820.00
Building \$0.00
Total \$7,820.00

	Class	Description	Area	Deferments	Net Assessment
LAND	4	WOODLAND	1.000 Acres	\$0.00	\$7,820.00
		Total			\$7,820.00

2014 Tyler Technologies, Inc. [Help/Feedback](#)

NORTH CAROLINA'S
SAMPSON COUNTY

FINANCE DEPARTMENT
David K. Clack, Finance Officer

TO: Board of Commissioners

FROM: David K. Clack, Finance Officer

DATE: January 27, 2014

SUBJECT: Transfer of Surplus Vehicle to Roseboro Rescue

The Sheriff's Department has recently replaced a Ford Expedition 4x4 and Roseboro Rescue has indicated their desire to obtain this vehicle from the County. The attached memorandum details their request and how they intend to use the vehicle.

We respectfully recommend that the Board declare the property surplus and authorize staff to transfer this vehicle to Roseboro Rescue and E.M.S..



Roseboro Rescue and E.M.S. Inc.

PO Box 891 Roseboro N.C., 28382
Phone: 910 525-4817 Fax: 910 525-4522
www.rosebororescue.com



Chief
Joel L. Faircloth, Jr.

President: Board Of Directors
Richard A. Walters, Jr.

Assistant Chief
L. Travis Pope

EMS Division
Captain: Kenneth Lee Coleman, Jr.

Rescue Division
Captain: Kevin W. Hall

Dive Division
Captain: Kenneth A. Cannady

TO: Jimmy Thornton, Sheriff
Sampson County Sheriff's Office

FROM: Richard Walters, President-Board of Directors
Joel Faircloth, Chief
Kenneth Cannady, Captain *Kee*
Roseboro Rescue and EMS, Inc

DATE: 11-15-2013

MEMO: Surplus Vehicle Acquisition

The Board of Directors of Roseboro Rescue and EMS, Inc. are requesting a surplus vehicle from Sampson County Sheriff's Office. A Ford Expedition 4x4 would greatly benefit the department as it is continually expanding its services to the citizens of Sampson County. The multiple uses these vehicles could assist the department with are immeasurable. As economic times are dire funds are currently unavailable to purchase two new vehicles to meet the needs of the department. The use of said vehicles would enable Roseboro Rescue and EMS, Inc. to more effectively respond to Dive Team incidents as well as Search incidents as called upon by the Sampson County E-911 center. These requested vehicles would be multi-use within Roseboro Rescue and EMS, Inc. and would be a much needed addition to our fleet.

Currently, Roseboro Rescue and EMS, Inc. has no vehicle within its fleet capable of transporting the boats for the Dive Team. If the Dive Team is activated, the membership is required to transport the boats to the incident location with their personal vehicles. Obtaining these vehicles would eliminate a potential insurance liability if an accident occurred while a member is responding to an incident using their personal vehicle. Furthermore, the volume of personnel needed to provide adequate DIVE team services during an incident also presents issues of membership responding to the scene with their personal vehicles. The current Dive team apparatus that is in our fleet will only carry 5 personnel as it responds to an incident and its objective is to transport the equipment trailer needed for the incident. The addition of the requested vehicle would double the number of personnel being transported to the scene and would greatly reduce the liability issues of members responding in their personal vehicles. As other vehicles are available from Sampson County Sheriff's Office the request for the 4x4 unit is for its off-road capabilities when deploying the Dive Team boats in environments where a 2x4 vehicle would become immobile as well as search and rescue incidents.

The Search responsibilities of Roseboro Rescue and EMS, Inc. are sometimes overlooked, as the number of requests for assistance in a Search incident is limited throughout the year. However, in recent incidents members have responded in other apparatus in our fleet, committing a vehicle that's purpose is not that of a Search operation. As with the Dive Team, adequate personnel numbers for an effective Search requires members respond to the incident in their personal vehicles. The vehicle(s) would be used to transport personnel and equipment needed for the Search thereby relieving the liability of members responding to the scene in their personal vehicles and freeing other vehicles in the fleet of that response burden. The environments in which most Search incidents are located are not conducive to the use of 2x4 vehicles. The off-road capabilities of the 4x4 vehicles will ensure that personnel and equipment arrive safely and securely to the location of the incident.

This vehicle would also be used during our fundraisers which we hold throughout the year. It would be used to pick up supplies as well as assist in delivering the large number of barbeque plates we sell each year to supplement our budget. We would also use this vehicle to provide transportation for our members to attend training in and outside of the county.

Ideally it would be preferable to have a unit completely dedicated for each purpose; however, to dedicate these vehicles for a sole purpose would be detrimental to the responsibilities of Roseboro Rescue and EMS, Inc. as it cannot guarantee the vehicles would remain solely for the Dive Team or solely for Search incidents. Expecting that preparations for every scenario be considered would not be conducive to the responsibilities of the department. However, Roseboro Rescue and EMS, Inc. does attempt to prepare for as many scenarios as possible; thereby, the addition of these vehicles to the fleet will assist the department in executing the responsibilities and obligations to its membership and to the citizens of Sampson County.

Sampson County
Office of Tax Assessor
PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

To: Ed Causey, County Manager
From: Jim Johnson, Tax Administrator
Date: January 15, 2014
Subject: Disabled Veteran Exclusion
(GS 105-277.1c)

The attached disabled veteran exclusion application was received after June 1, 2013. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Raybon F Reardon

A letter is submitted requesting approval of the late application.

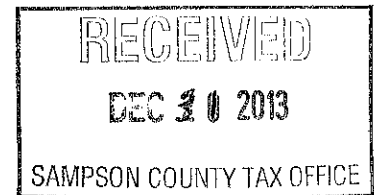
The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed.

Please put on the next Board of Commissioners consent agenda for their action.

The application was received on December 31, 2013

December 20, 2013

Sampson County Board of Commissioners
Rowan Road
Clinton, North Carolina 28328



RE: Raybon F. Reardon

Dear Commissioners:

I am a Honorably Discharged Veteran that served in Vietnam. I am 100% Service Connected for disabilities that were incurred in service by the Department of Veterans Affairs. I just found out about the application for the Property Tax Exclusion for Disabled Veteran's through the County Veterans Office in Clinton. She has submitted an application to the Regional Office in Winston-Salem, NC. I am requesting you to please accept this application and grant me the Tax Exclusion on my County Property Tax.

I am truly sorry for the late date and ask for your favor on my Tax Exclusion.

Thank you for your consideration and I wait anxiously for your decision.

Sincerely,

Raybon F. Reardon
188 Springwoods Dr.
Rose Hill, NC 28458

60692
17-0174700-66

NCDVA-9
(Rev. 08-09)

For best delivery to USDVA, filling this form with your local veteran's service office is recommended.

SAMPSON COUNTY PROPERTY OFFICE	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	Sampson COUNTY
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SECTION 1 TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED

Raybon F Reardon <small>NAME (Print or Type)</small>	Raybon F Reardon <small>DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)</small>
188 Springswood Dr <small>STREET ADDRESS OR P.O. BOX NUMBER</small>	 <small>SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)</small>
Rose Hill NC 28457 <small>CITY STATE ZIP CODE</small>	 <small>(If Applicable)</small>
	 <small>U.S. DEPT. OF VETERANS AFFAIRS</small>
	 <small>VETERAN'S SOCIAL SECURITY NUMBER</small>

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request USOVA complete this certification in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.

SECTION 2 Disabled Veteran's Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.

Raybon F Reardon
DISABLED VETERAN'S SIGNATURE 12-20-2013
DATE

SECTION 3 Surviving Spouse's (who has not remarried) Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.

SURVIVING SPOUSE'S SIGNATURE
DATE (If Applicable)

SECTION 4 To be completed by the U.S. Department of Veterans Affairs

Please check all that apply:

A. Veteran does not meet either B, C, D, or E of the below criteria.

B. Veteran has a service-connected permanent and total disability that existed as of 8/16/97

C. Veteran received benefits on _____ from U.S. Department of Veterans Affairs for special adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.

D. Veteran died on _____ and had a service-connected permanent and total disability at death.

E. Veteran died on _____ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DD-274) Honorable Under Other than Honorable Conditions Under Honorable Conditions

SIGNATURE OF USDVA CERTIFYING OFFICIAL: *[Signature]* DATE: 12/31/13

PRINTED NAME OF USDVA CERTIFYING OFFICIAL: Service Center Manager
TITLE OF USDVA CERTIFYING OFFICIAL: _____

NOTE: Stamped Signature by USDVA Official on this form has been authenticated by Director, VA Regional Office.

NC Division of Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed, including my spouse's disability or death.

Sampson County
Office of Tax Assessor

PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

To: Ed Causey, County Manager
From: Jim Johnson, Tax Administrator
Date: January 15, 2014
Subject: Disabled Veteran Exclusion
(GS 105-277.1c)

The attached disabled veteran exclusion application was received after June 1, 2013. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Marilyn N Register (Widow)

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed.

Please put on the next Board of Commissioners consent agenda for their action.

The application was received on December 31, 2013

December 20, 2013

Sampson County Board of Commissioners
Rowan Road
Clinton, North Carolina 28328



RE: Register, Marilyn Norris (Widow)

Dear Commissioners:

I am the widow of a Honorably Discharged Veteran that served in Vietnam. I am receiving Widow's DIC from the Department of Veterans Affairs. I just found out about the application for the Property Tax Exclusion for Disabled Veteran's and Widow's through the County Veterans Office in Clinton. She has submitted an application to the Regional Office in Winston-Salem, NC. I am requesting you to please accept this application and grant me the Tax Exclusion on my County Property Tax.

I am truly sorry for the late date and ask for your favor on my Tax Exclusion.

Thank you for your consideration and I wait anxiously for your decision.

Sincerely,

Marilyn Norris Register
1310 Cartertown Road
Clinton, North Carolina 28328

NCDVA-9 (Rev. 08-09)

For best delivery to USDVA, filing this form with your local veteran's service office is recommended.

184917
15-084945-02

	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	<i>Sam</i> COUNTY
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SECTION 1	TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED
------------------	---

Marilyn A Register
NAME (Print or Type)

1310 Cartertown Road
STREET ADDRESS OR P.O. BOX NUMBER

Clinton NC 28328
CITY STATE ZIP CODE

DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)

Marilyn N. Register
SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)
(If Applicable)

VETERAN'S SOCIAL SECURITY NUMBER

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of separation was honorable or under honorable conditions and who had a permanent and total service-connected disability as a result of a service-connected condition. I request USDVA complete this certification in support of my application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.

SECTION 2	Disabled Veteran's Signature
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I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.

DISABLED VETERAN'S SIGNATURE DATE

SECTION 3	Surviving Spouse's (who has not remarried) Signature
------------------	---

I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.

Marilyn N. Register
SURVIVING SPOUSE'S SIGNATURE

12-20-2013
DATE

SECTION 4	To be completed by the U.S. Department of Veterans Affairs
------------------	---

Please check all that apply:

A. Veteran does not meet either B, C, D, or E of the below criteria.

B. Veteran has a service-connected permanent and total disability that existed as of _____

C. Veteran received benefits on _____ from U.S. Department of Veterans Affairs for adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.

D. Veteran died on 6/12/83 and had a service-connected permanent and total disability.

E. Veteran died on _____ and the death was either (1) the result of a service-connected disability or (2) death occurred while on active duty in the line of duty and not due to service member's own will.

Character of Disabled Veteran's Service at Separation: (DD-214) **Honorable** Under Other than Honorable Conditions

[Signature] 12/31/13
SIGNATURE OF USDVA CERTIFYING OFFICIAL DATE

PRINTED NAME OF USDVA CERTIFYING OFFICIAL NOTE:
Service Center Manager Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.

TITLE OF USDVA CERTIFYING OFFICIAL

NC Division of Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed.

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5994

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Homer Gary Baggett Jr. in Herring Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ <u>103.75</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>103.75</u>

These taxes were assessed through clerical error as follows.

137943
2011 Chev Tik
Surrendered Tg # XW7172

602 County Tax 93.61
School Tax _____
F15 Fire Tax 10.64
City Tax _____
TOTAL \$ 103.75

Yours very truly

X [Signature]
Taxpayer

X Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

Mailing address.
Homer Gary Baggett Jr.
X 1095 FEED MILL RD
ROSEBORO NC 28382

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5993

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Concord Farms in Sampson County Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ <u>361.65</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>361.65</u>

These taxes were assessed through clerical error as follows.

#95250

Wrong price was wrote down
& keyed in.

Business Personal, Keying Error
(Signature)

County Tax	<u>322.61</u>
School Tax	_____
Fire Tax	<u>39.04</u>
City Tax	_____
TOTAL \$	<u>361.65</u>

Yours very truly

William Chadwick Pope
Taxpayer

Social Security # _____

RECOMMEND APPROVAL

(Signature)
Sampson County Tax Administrator

Mailing address
Concord Farms
154 Concord School Rd
Clinton, NC 28328

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPILL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5988

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Belvia Boone Jones in Little Coharie Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR		
<u>2012</u>	\$	<u>173.24</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL REFUND	\$	<u>173.24</u>

These taxes were assessed through clerical error as follows.

Vehicle - sold

Tag surrendered # VNJ1929

G02	County Tax	<u>92.20</u>
	School Tax	_____
	Fire Tax	_____
C07	City Tax	<u>81.04</u>
TOTAL	\$	<u>173.24</u>

Yours very truly

Belvia B Jones, Biogate Henry executor
Taxpayer

Mailing address.
PO Box 1610
Roseboro NC 28382

Social Security .. 13E329
RECOMMEND APPROVAL:
[Signature]
Sampson County Tax Administrator

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5986

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Robert Joseph Werner in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR		\$	
<u>2013</u>		\$	<u>323.86</u>
_____		\$	_____
_____		\$	_____
_____		\$	_____
_____		\$	_____
TOTAL REFUND		\$	<u>323.86</u>

These taxes were assessed through clerical error as follows.

Surrendered Tg # PPC 7356
Traded 2011 GMC veh

G02	County Tax	<u>191.15</u>
S01	School Tax	<u>35.31</u>
	Fire Tax	_____
T02	City Tax	<u>97.40</u>
	TOTAL \$	<u>323.86</u>

Yours very truly

[Signature]
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

Mailing address.

RT WERNER
X PO Box 68
Clinton, NC
28329

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5985

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Jason Michael Faircloth in _____ Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR		\$	110.92
<u>2013</u>	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
TOTAL REFUND		\$	110.92

These taxes were assessed through clerical error as follows.

97966
Sold 2007 Humm
Surrendered to # PNT 7243

Co2	County Tax	78.99
	School Tax	_____
SFB	Fire Tax	1.75
TO8	City Tax	30.18
	TOTAL \$	110.92

Yours very truly

Jason M. Faircloth
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Glenn Spell
Sampson County Tax Administrator

Mailing address.

Jason Michael Faircloth
x P.O. Box 302
Salemburg, NC 28385

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5969

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by William Leroy Sutton in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ <u>107.02</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>107.02</u>

These taxes were assessed through clerical error as follows.

#21731

SOLD 2007 Topt TK

Surrendered Tg # SXFB836

Co 2	County Tax	<u>61.45</u>
SO1	School Tax	<u>11.35</u>
SF2	Fire Tax	<u>2.91</u>
TO2	City Tax	<u>31.31</u>
	TOTAL \$	<u>107.02</u>

Yours very truly

[Signature]
Taxpayer

X Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

Mailing address.

William Leroy Sutton
X 10 P DEER TRACK TRAIL
CLINTON NC 28328

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

5998

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Honda lease Trust in LC Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR		
<u>2013</u>	\$	<u>123.44</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL REFUND	\$	<u>123.44</u>

These taxes were assessed through clerical error as follows.

Vehicle sold / Tags turned in
acct # 55212
Vin # 1HGCP2F73CA132744
Tag # AMX3703
2012 Honda

County Tax	<u>109.52</u>
School Tax	_____
Fire Tax	<u>13.92</u>
City Tax	_____
TOTAL \$	<u>123.44</u>

Yours very truly

[Signature]
Taxpayer
HONDA LEASE TRUST
Fed ID # _____
Social Security # _____

Mailing address: Honda Lease Trust
Honda Financial Services
13856 Ballantyne Corp PI
Charlotte NC 28277

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL
Tax Administrator

Telephone 910/592-8146
910/592-8147

6006

SAMPSON COUNTY BOARD OF COMMISSIONERS
EAST ROWAN ROAD
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Upton Tyson & Helen P. Tyson in Dismal Township, Sampson County, for the year(s) and in the amount(s) of. 02-0158431-43

YEAR	
<u>2011</u>	\$ <u>774.90</u>
<u>2012</u>	\$ <u>774.90</u>
<u>2013</u>	\$ <u>774.90</u>
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>2324.70</u>

These taxes were assessed through clerical error as follows.

In 2003 The Upton's deeded 10.44 Acres to The Wombaugh's. Due to a mapping error in the tax office the Revaluation team for 2011 added the Wombaugh's DW, storage building and a hookup for their singlewide to the Upton's land. The Wombaugh's were also paying on their Doublewide. The Upton's also were being billed for a home site.
Yours very truly Dw also billed under 02-0028858-01.

County Tax \$ 2085.60
School Tax _____
Fire Tax (F20) \$ 239.10
City Tax _____
TOTAL \$ 2324.70

Upton Tyson
Taxpayer

Social Security # _____

RECOMMEND APPROVAL: _____

Glenn Spell
Sampson County Tax Administrator

Mailing address.
Upton Tyson
5029 NC Hwy 87 South
Fayetteville, NC 28306

January 9, 2014

Dear Mr. Upton,

It has come to our attention that there was an error in the billing of your account the last three years. During the revaluation period the revaluation team added a doublewide and other buildings to your parcel that shouldn't have been added. We have corrected that error and are sending you a refund slip to fill out and return. Please return the whole slip signed with your appropriate information on it as soon as possible. It will then go before the commissioners to be approved before you can get your refund.

If you have any questions please don't hesitate to give me a call at 910-592-8146 ext. 242.

Sincerely

Denise Marshall
Tax Assistant

PAR ID: 02015843143	Map #: C 8 0 33A	JURIS CD: 02 DISM AL G01 SAMPSON COUNTY	F20 CLEMENT FIRE DISTRICT	Route #: 89100 <i>Refund</i>
----------------------------	-------------------------	--	----------------------------------	--

PIN #: 1428-#200	SAMPSON CO, NC - Property Card	Printed: 01/08/14	Card: 1 of 1	Appraiser: BG
-------------------------	---------------------------------------	--------------------------	---------------------	----------------------

Ownership: 158431	SITUS:	
TYSON, UPTON TYSON, HELEN P 5029 NC HWY 87 SOUTH FAYETTEVILLE NC 28306	ERIC LN	
Subd:	Deeded Acres: 26.61 Legal Description: Eric Ln	

Parcel: F fair	Sale Dt	I S	Price	Db/Pg	Valid. Code
Fronting:	05/31/05			MB36/33	
Location:	No Valid Sale				
Parking:					
Utility: Eelectric; W water					
Zoning:					

Sketch Vectors

Vector

A 00CR75U27L75D27 A 01R39CD4R4U4L4 A 02U27R16CU4R4D4L4

Add storage Bldg and Hookup to 02-0028858-01

Improvement Description: AG double wide moho						Assessment: 2014	
Story: 1	FP Stacks:	Bsmt:	Phys Cond: A	% Complete:		Land: \$39,735	Excluded:
Class: single family	Openings:	BSMT Gar:	CDU: AV	Grade: C-1	C&D Fact:	BLDG: \$77,060	Ag Use:
Ext Wall: alum/vlny/steel	Prefab FP:	Attic: no attic/unfink	Over Depr Tb:	C&D Desc:	TV/SF 57.68	Market: \$116,795	SWF:
Yr Bt: 2005	Rooms:	Baths: 2	Funct Dep %:	Econ Dep %: 0.00	SP/SF 42.95	Deferred: \$0	Exempt: \$0
Eff Year:	Bedrooms:	Half:	Funct Desc:	Econ Desc:	RCN/SF 37.36	Taxable: \$116,795	
Heating: heat pump	Unfin Area:	Extra Fixt:	N-Fact:				
Fuel:	Fin Bsmt Area:	Misc 1:					
System: heat and a/c	Rec Room Area:	Misc 2:					

D W E L L A D D I T I O N S	L#	Low	1st	2nd	3rd	Description	Area	Value(RCN)	Yr Bt	EFYr Bt	Grd	CDU	%Gd	Table	% Cmp	RCNLD	Entrances							
	0						Double Wide Moho	2,025	85,752	2005		C-1	AV		87		74,604	Revisit:						
1		WD				Wood Deck	16	609	2005		C-1	AV		87		530	Reason:							
2		WD				Wood Deck	16	609	2005		C-1	AV		87		530	Appr Date	Code	Rev2					
<i>Refund Mr TYSON for 3 yrs</i>																								
Building Permit																								
<table border="1"> <thead> <tr> <th>Date</th> <th>Permit #</th> <th>Permit \$</th> <th>CO Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>																	Date	Permit #	Permit \$	CO Date				
Date	Permit #	Permit \$	CO Date																					
HSF:		2,025		TSF:		2,057		86,970		Total:		75,664												

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO: _____ Date 1/21/2014

FROM: SHERIFF JIMMY THORNTON

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer


SUBJECT: Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the SHERIFF/DETENTION Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100 -521300	UNIFORMS	\$22,375.48 ⁶⁰⁰	
11243200 - 539901	JUVENILE DETENTION		\$7,000.00

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-402602	UDDOJ-BPV Grant	\$15,375.48 ⁶⁰⁰	

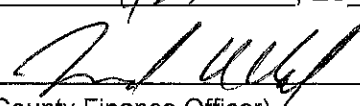
2. Reason(s) for the above request is/are as follows:
NECESSARY TO REPLACE OUTDATED BODY ARMOR IN ACCORDANCE WITH THE USDOJ BULLET
PROOF VEST PARTNERSHIP GRANT.



(Signature of Department Head)

ENDORSEMENT


1. Forwarded, recommending approval/disapproval.

 , 2014


(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____


(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

COUNTY OF SAMPSON

BUDGET AMENDMENT

13 January 2014

MEMO

TO: Sampson County Board of Commissioners

FROM: Ray Jordan, Executive Director, Exposition Center

VIA: County Manager and Finance Officer

SUBJECT: Budget Amendment for Fiscal Year: 2013-2014

It is requested that the budget for the Sampson County Exposition Center be amended as follows:

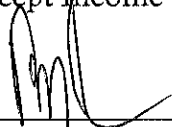
EXPENDITURE

<u>Code Number (ORG-OBJ)</u>	<u>Description</u>	<u>INCREASE</u>	<u>DECREASE</u>
62998610-522102	Beer & Wine	\$7, 500.00	
62998610-522101	Liquor	\$2, 500.00	
62998610-529901	ABC Misc.	\$10, 000.00	
62998610-526201	Dept. Supp. Equip.	\$8, 000.00	

REVENUE

<u>Code Number (ORG-OBJ)</u>	<u>Description</u>	<u>INCREASE</u>	<u>DECREASE</u>
62939861-404010	Bar Sales	\$28, 000.00	

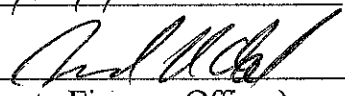
1. Reason(s) for the above request is/are as follows: To Increase line items to accept Income & Expense beyond original budget.



 Signature of Department Head

ENDORSEMENT

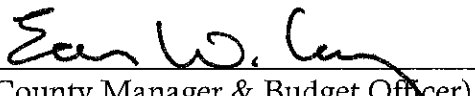
1. Forwarded, recommending approval/disapproval. Date: 1/22/14



 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. Date: _____



 (County Manager & Budget Officer)

(Date of approval/disapproval by B. O. C)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO: 21-Jan-2014
 FROM: COOPERATIVE EXTENSION SERVICE Date
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the COOPERATIVE EXT. SEMINARS (HEALTH & WELLNESS) Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04449570-526200	DEPARTMENTAL SUPPLIES	800.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04034957-409900	FUND APPROPRIATED BALANCE	400.00	
04034957-404012	REVENUE	400.00	

2. Reason(s) for the above request is/are as follows:

Purchase items in the Departmental Supplies expenditure account designated for Coop. Ext. Seminars (Hlth & Well)

Alan A. Cote

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

D

1/27, 2014

[Signature]

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

[Signature]

(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

January 22, 2014

FROM: Sarah W. Bradshaw

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the Social Services Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13554310-568401	State Foster Care	223,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13535430-403309	State Foster Care	133,000.00	
13535310-403377	Medicaid Admin	90,000.00	

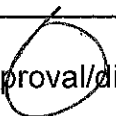
2. Reason(s) for the above request is/are as follows: To increase State Foster Care budget to cover remainder of fiscal year expenses by using State Foster Care reimbursement (50%) and additional Medicaid Admin reimbursement (from 50% to 75%).



(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.



1/22, 2014

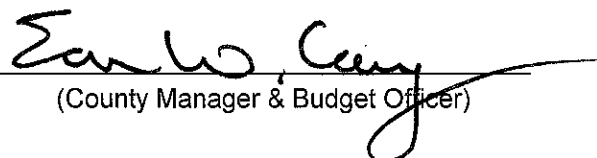


(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____



(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

January 22, 2014

FROM: Sarah W. Bradshaw

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

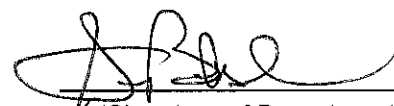
SUBJECT: Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the Social Services Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13554310-568401	State Foster Care	43,000.00	
13553100-526201	Departmental Supplies-Equipment	18,195.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13535310-404010	Medicaid Fraud Collections	61,195.00	

2. Reason(s) for the above request is/are as follows: To reallocate funds from a liability account for Collections-Medicaid Overpay to the current year budget. Funds will be used to cover shortfall in State Foster Care and to purchase equipment needed to continue NC FAST implementation.

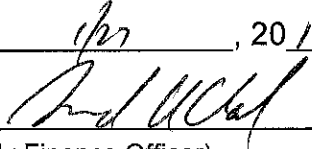


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.



_____, 2014


(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____


(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO: 21-Jan-14
 FROM: COOPERATIVE EXTENSION SERVICE Date
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the 4-H JUNTOS PROGRAM Department
 be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
0-531100	TRAVEL	\$1,000.00	
0-526200	DEPARTMENTAL SUPPLIES	\$2,780.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
0-404010	4-H JUNTOS PROGRAM REVENUE (NCSU GRANT)	\$3,780.00	

2. Reason(s) for the above request is/are as follows:

TO PURCHASE DEPT SUPPLIES & PAY TRAVEL EXPENSES FOR THE 4-H JUNTOS PROGRAM

E. A. Cote
 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

1/27, 2014
[Signature]
 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____
[Signature]
 (County Manager & Budget Officer)

 Date of approval/disapproval by B.O.C.

**NORTH CAROLINA STATE UNIVERSITY
CONTRACT**

THIS AGREEMENT ("Agreement"), made and entered into this 1st day of February 2014, by and between Sampson County Cooperative Extension ("Contractor") 55 Agriculture Place Clinton, NC 28328, and the North Carolina State University, c/o Diana Urieta, Campus Box 7606, Raleigh, North Carolina 27695 ("NC State").

WITNESSETH

THAT WHEREAS, the Contractor has submitted to the NC State a proposal for the performance of certain services; and,

WHEREAS, the NC State desires to enter into a contract with Contractor for the performance of these services; and,

WHEREAS, the parties hereto desire to reduce the terms of this agreement to writing;

NOW, THEREFORE, for and in consideration of the mutual promises to each other, as hereinafter set forth, the parties hereto do mutually agree as follows:

1. Contractor agrees to supply North Carolina State University with the following professional services:
To perform all duties required of the Sampson County 4-H Juntos Program which include: Co-supervising and managing the Juntos Coordinator who holds the responsibilities of reaching and recruiting youth grades 6th-12th to join the Sampson County 4-H Juntos Clubs, recruiting adult and high school mentors to be matched with youth who are part of the Sampson County 4-H Juntos Clubs, and to ensure the success of Family Night Out Activities. NC State University will hold the responsibility of contracting with the Juntos Coordinator and ensuring that this person receives payment on monthly-bases. Invoices are to be submitted to Juntos Director at NCSU between the 1st and 5th of every month. Sampson County 4-H will also manage budget for travel (\$1,000.16), break service and food supply cost (\$780.00), youth participation activity fees (\$780.00), and 4-H family night and activity meals (\$1220.70). Duties of the Sampson County 4-H program will include:

- Promote the program via introductory meetings at schools, and networking with community partners
- Ensure Juntos Coordinator maintains program task logs, sign-in sheets, meeting agendas, meeting minutes, and related activities
- Ensure the recruitment, screening, and training of mentors and volunteers
- Ensure Juntos Coordinator attends monthly 4-H Staff meetings and regular Sampson County Cooperative Extension Staff meetings as scheduled
- Welcome Juntos Coordinator to participate in Sampson County Cooperative Extension events and functions as requested by immediate supervisor

- Ensure the annual collection and maintains of 4-H enrollment forms for each youth, volunteer and mentor involved in the program
- Manage the annual supply and travel budget for Sampson 4-H Juntos Program
- Perform other duties as assigned

Contractor will also manage and supervise the spending of program supplies, needed contracted services (such as youth activities, catering for meals, contracting school liaison, etc...), and transportation.

2. In cases of conflict between specific provisions of the Contractor's proposal and this Agreement, this Agreement shall control.

3. Payment shall be made for professional services as outlined in the above statement of work. NC State shall pay the Contractor \$3,780.86 for these services from February 1, 2014 until January 31, 2015. An invoice from Sampson County Cooperative Extension will need to be submitted to the Juntos program at North Carolina State University on the 15th of every month via email. This invoice should include a copy of all necessary supplemental documentation such as:

- Receipts for any expenses incurred for programming efforts
- A copy of mileage reimbursement form
- Any other documentation deemed fit and incurred in monthly transactions

Once submitted, the County of Sampson will be reimbursed for expenses no later than 3 to 4 weeks after the 15th of each month by North Carolina State University. This account is subject to an annual audit as provided by the County of Sampson annually. All findings will be public record and available to view upon request from the Sampson County Finance Office.

Budget revisions, if applicable, shall be prepared by the Contractor in accordance to the guidelines provided by the Sampson County Finance Office and with pre-approval of NC State and Diana Urieta.

4. The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the NC State's Contract Administrator. The Contractor's individual(s) designated as key personnel for the purposes of this contract is/are Diana Urieta. Diana Urieta, with North Carolina State University, is designated the Project Coordinator for NC State.

5. Contractor shall not subcontract this Agreement without prior written approval of the NC State's Contract Administrator.

6. The services of the Contractor are to commence on the 4th day of February, 2014, and shall be completed by the 31st day of January, 2015 (the "Term").

7. North Carolina State University may terminate this agreement at any time by providing thirty (30) days written notice to the Contractor. In addition, if Contractor shall fail to fulfill in timely and proper manner the obligations under this agreement for any reason, including the voluntary or involuntary declaration of bankruptcy, NC State shall have the right to terminate this contract by giving written notice to the Contractor and termination will be

effective upon receipt. Contractor shall cease performance immediately upon receipt of such notice.

In the event of early termination, Contractor shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to NC State. Notwithstanding the foregoing, in no event will the total amount due to Contractor exceed the total amount due Contractor under this Agreement. The Contractor shall not be relieved of liability to NC State for damages sustained by NC State by virtue of any breach of this agreement, and NC State may withhold any payment due to the Contractor for the purpose of setoff until such time as NC State can determine the exact amount of damages due NC State because of the breach.

Payment of compensation specified in this agreement, its continuation or any renewal thereof, is dependent upon and subject to the allocation or appropriation of funds to NC State for the purpose set forth in this agreement.

8. Any information, data, instruments, documents, studies, reports or deliverables given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential proprietary information of NC State and not divulged or made available to any individual or organization without the prior written approval of NC State. Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of NC State and not the Contractor.

9. All intellectual property, including but not limited to, patentable inventions, patentable plants, novel plant varieties, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created or discovered in performance of this contract shall be the property of NC State.

Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Contractor's performance of this project shall vest in NC State. Works of authorship and contributions to works of authorship created by the Contractor's performance of this project are hereby agreed to be "works made for hire" within the meaning of 17 U.S.C. 201. However, if NC State is not able to obtain copyright ownership under the statutory provisions for "works made for hire", then Contractor hereby assigns to NC State all right, title, and interest in such works and contributions.

Contractor further agrees to provide NC State with any and all reasonable assistance which NC State may require to file patent applications, to obtain copyright registrations, or to perfect its title in any such inventions or works, including the execution of any documents submitted by the NC State.

10. Contractor shall not assign or transfer any interest in this agreement. However, upon written request approved by NC State, NC State may:

- a. Forward the Contractor's payment check directly to any person or entity designated by the Contractor; or,
- b. Include any person or entity designated by Contractor as joint payee on the

Contractor's payment.

In no event shall such approval and action obligate NC State to anyone other than the Contractor and the Contractor shall remain responsible for all contractual obligations.

11. The place of this Agreement, its situs and forum, shall be Wake County, North Carolina, and in said County and of said State such matters, whether sounding in contract or tort relating to the validity, construction, interpretation, and enforcement of this Agreement, shall be determined in accordance with the laws of the State of North Carolina, without regard to the State's conflicts of laws provisions.

12. The Contractor shall be responsible for the proper custody and care of any property furnished him for use in connection with the performance of this Agreement, or purchased for this Agreement, and will reimburse NC State for its loss or damage.

13. The Contractor shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.

14. Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign action, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

15. The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

16. The Contractor shall be considered to be an Independent Contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such employees shall not be employees of or have any individual contractual relationship with NC State.

17. The Contractor shall hold and save NC State, its Trustees, officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Contractor in the performance of this Agreement. This representation and warranty shall survive the termination or expiration of this contract.

18. This Agreement and any documents incorporated specifically by reference represent the entire agreement between the parties and suspend all prior oral or written statements or agreement.

19. This Agreement may be amended only by written agreement of the parties executed by their authorized representatives.

20. The State or NC State auditor shall have access to persons and records as a result of all Agreements entered into by the NC State in accordance with North Carolina General Statute §147-64.7 and Session Law 2010-194, Section 21.

21. All notices shall be hand delivered, sent by private overnight mail service, or sent by registered or certified U.S. mail and addressed to the party to receive such notice at the address given below, or such other address as may hereafter be designated by notice in writing:

If to NC State: Director of Materials Management
North Carolina State University
Campus Box 7212 Raleigh, NC 27695-7212

If to the Contractor: _____

22. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitations.

23. If NC State provides the Contractor with personal identifiers as listed in N.C.G.S. §132- 1.10 and in N.C.G.S. §14-133.20(b) or any other legally confidential information, Contractor hereby certifies that collection of this information from NC State is necessary for the performance of Contractor’s duties and responsibilities on behalf of NC State under this Contract. Contractor further certifies that it shall maintain the confidential and exempt status of any social security number information, as required by N.C.G.S. §132-1.10(c)(1), and that it shall not re-disclose personally identifiable information as directed by State and Federal laws. Failure to abide by legally applicable security measures and disclosure restrictions may result in the interruption, suspension and/or termination of the relationship with Contractor for a period of at least five (5) years from date of violation. If Contractor experiences a security breach, as defined in N.C.G.S. §75.61(14), relating to this information, in addition to the Contractor’s responsibilities under the NC Identity Theft Protection Act, Contractor shall immediately notify NC State with the information listed in N.C.G.S. §75-65(d)(1-4) and shall fully cooperate with NC State. Contractor shall indemnify NC State for any breach of confidentiality or failure of its responsibilities to protect confidential information. Specifically, these costs may include, but are not limited to, the cost of notification of affected persons as a result of its unauthorized release of NC State data provided to Contractor pursuant to the Contract.

24. NC State has determined that Contractor is a school official with a legitimate educational interest under the Family Educational Rights and Privacy Act (“FERPA”). If NC State provides the Contractor with “personally identifiable information” from a student’s education record as defined by FERPA, 34 CFR §99.3, Contractor hereby certifies that

collection of this information from NC State is necessary for the performance of Contractor's duties and responsibilities on behalf of NC State under this Contract. Contractor further certifies that it shall maintain the confidential status of education records in their custody, and that it shall not re-disclose personally identifiable information as directed by FERPA. Failure to abide by legally applicable security measures and disclosure restrictions may result in the interruption, suspension and/or termination of the relationship with Contractor for a period of at least five (5) years from date of violation. If Contractor experiences a security breach relating to this information or if Contractor re-discloses the information, Contractor shall immediately notify NC State. Contractor shall indemnify NC State for any breach of confidentiality or failure of its responsibilities to protect the personally identifiable information. Specifically, these costs may include, but are not limited to, the cost of notification of affected persons as a result of its unauthorized release of NC State data provided to Contractor pursuant to the Contract.

IN WITNESS THEREOF, the parties have executed this Agreement in duplicate originals, one of which is retained by each of the parties, effective the day and year first written above.

NORTH CAROLINA STATE UNIVERSITY CONTRACTOR

c/o _____

Recommended by:
Andrew Behnke



Principle Investigator
Date: 2/01/14

Name: Edwin Causey
Title: Sampson County Manager

Authorized by:

NCSU Director of Materials Management

Date: _____

Feb. 1, 2014 - Jan. 31, 2015 Budget
 Sampson County 4-H Juntos Program
 Contract Between Sampson County Cooperative Extension and NCSU

Budget Line Item	Budget Line Item Description	Computation	Amount
Travel	Bus, Monthly Mileage and Van Usage for NCYFP events	(\$0.56//mile x 1,786 miles)	\$1,000.16
Departmental Supplies	Break Services and food supply	(\$1 x 10 activities x 78 participants)	\$780.00
Departmental Supplies	Youth Participation Activity Fees	(\$10.00 x 78 participants)	\$780.00
Departmental Supplies	4-H Family Night and Activity Meals	(\$3.13 x 5 family nights x 78 participants)	\$1,220.70
Total			\$3,780.86

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 6

Meeting Date: February 3, 2014	<input checked="" type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

INFORMATION ONLY

For all Board Information items, please contact the County Manager's Office if you wish to have additional information on any of the following.

- a. Annual Reports for the Adult Care Home and Nursing Home Community Advisory Committees
- b. Order by Judge Parsons Regarding Courthouse Security
- c. NCDOT Memo Regarding Changes to Secondary County Construction Program
- d. Announcement of Chamber of Commerce Annual Banquet

**ANNUAL REPORT FOR
ADULT CARE HOME & NURSING HOME COMMUNITY ADVISORY COMMITTEES**

County Sampson Reporting Year 2013

Chairperson Helen Ballance

Members Helen Ballance _____
Lera Bass _____
Vicki Bass _____

Members	Current	<u>3</u>
	Vacancies	<u>3</u>
	Total Needed	<u>3</u>

Total facility visits made by committee 4

1. Were all the homes in the county served by the committee? If not, why?

Yes

2. Describe educational efforts by the committee.

Work Shops

3. Describe community involvement by the committee.

4. Describe problems encountered by the committee.

None

5. Was the committee involved in grievance resolution during the year?

no

6. Summarize the strengths and weaknesses of the facilities in the county.

Facilities in Sampson County are strong.

7. Other comments:

Sampson County facilities are well equipped and take good care of their residents

The Regional Ombudsman will distribute this report to the county commissioners, the county department of social services, and the Division of Aging and Adult Services.

Prepared by: Aileen Ballance

Date prepared: 1-8-2014

**ANNUAL REPORT FOR
ADULT CARE HOME & NURSING HOME COMMUNITY ADVISORY COMMITTEES**

County Sampson

Reporting Year 2013

Chairperson _____

Members Christal Freeman _____
Denise Harman _____

Members Current 2
Vacancies 1
Total Needed 1

Total facility visits made by committee 4

1. Were all the homes in the county served by the committee? If not, why?

yes

2. Describe educational efforts by the committee.

As a committee we try to inform residents of the adult care homes of their rights and privileges, and keep them updated on new information concerning all changes as they occur.

3. Describe community involvement by the committee.

All of the homes visited by this team have a very good community involved environment that includes inside/ outside and off sight activities. The residents appear to be pleased with visitors coming in spending valuable time with them.

4. Describe problems encountered by the committee.

There were no major problems to date, most concerns was about the food, and one incident of cleaning supplies left out.

5. Was the committee involved in grievance resolution during the year?

x10

6. Summarize the strengths and weaknesses of the facilities in the county.

Strength outweighed weaknesses at most of the facilities. At a couple of the facilities staffing was low and at Green Acres there was improvement about the 2nd and 3rd visit in appearance of the facility and trained staff was more seen than previous visit.

7. Other comments:

The Regional Ombudsman will distribute this report to the county commissioners, the county department of social services, and the Division of Aging and Adult Services.

Prepared by: Denise Harmon

Date prepared: 12/16/13

**ANNUAL REPORT FOR
ADULT CARE HOME & NURSING HOME COMMUNITY ADVISORY COMMITTEES**

County Sampson

Reporting Year June-Dec 31, 2013

Chairperson Joan Carr

Members Mary B. Brown _____
Clementine Mason _____
Linda Coombs _____
Sandra Raynor _____

Members Current Five
 Vacancies 0
 Total Needed _____

Total facility visits made by committee Four

1. Were all the homes in the county served by the committee? If not, why?

Mary GRAN Nsg Home Four visits
Southwood Nsg Home four visits
Skilled Nsg Unit of Sampson Regional Med. Ctr
Received two visits; it has now become part of
the swing bed system and not required by our team

2. Describe educational efforts by the committee.

The committee participates in all required Trainings
by the ombudsman and takes advantage of
additional trainings offered within the Cumberland
Harnett and Sampson Counties.

3. Describe community involvement by the committee.

The committee members are retired healthcare
professionals who are active in their individual
churches, and other organizations; The community college,
Domestic Violence, hospital and college volunteers.

4. Describe problems encountered by the committee.

Minimum standards are met by these home; however, the committee feels that the quality of care could be improved. This concern is directly related to the minimum staffing patterns.

5. Was the committee involved in grievance resolution during the year?

No

6. Summarize the strengths and weaknesses of the facilities in the county.

The long term care facilities are staffed by very caring employees who live within the communities. The workloads are heavy and the work is tedious and demanding but most clients feel they are cared for in a homelike atmosphere.

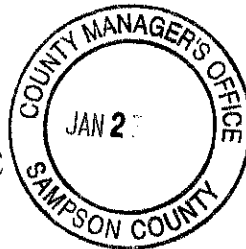
7. Other comments:

The trainings help us remember our purpose and objectives of our membership. The clients who are alert and oriented seem to appreciate the extra interest in their well-being.

The Regional Ombudsman will distribute this report to the county commissioners, the county department of social services, and the Division of Aging and Adult Services.

Prepared by: Mary B. Brown

Date prepared: Dec 21, 2013



STATE OF NORTH CAROLINA IN THE GENERAL COURT OF JUSTICE
SAMPSON COUNTY SUPERIOR COURT DIVISION

FILED
2014 JAN 22 P 1:11

ORDER

IN RE: SAMPSON COUNTY COURTROOM SECURITY

This cause comes on to be heard and is being heard by the undersigned Senior Resident Superior Court Judge, Judicial District 4A *sua sponte*, in chambers. After having extensively reviewed courtroom security in Sampson County, the Court makes the following:

Findings of Fact

1. That this court has jurisdiction of this matter pursuant to N.C.G.S. 15A-1034, N.C.G.S. 7A-41.1 and the inherent power of this court.
2. That Sampson County is contained within Judicial District 4A.
3. That Sampson County operates three courtrooms in three separate facilities, those being: The Sampson County Courthouse, the Sampson County Courthouse Extension and the Sampson County Courthouse Annex.
4. That individuals entering each of the three courtrooms in the above named facilities enter without being scanned by any type of metal detector, without any type of weapons check or any search to determine if an individual is entering any of the three courtrooms with a weapon.
5. That the inadequacy of courtroom security in each of the three functioning courtrooms have been brought to the attention of the appropriate authorities and individuals in positions to facilitate proper security for approximately four years.
6. That numerous incidences of courtroom security lapses have been brought to the attention of the appropriate parties and authorities within the last two years.
7. That the panic buttons attached to each judge's bench in each of the three courtrooms in the Sampson County Courthouse, Sampson County Courthouse Extension and the Sampson County Courthouse Annex are nonfunctional.
8. That as of December 6, 2013, the courtrooms security inadequacies have not been addressed and acted upon.

Based upon the foregoing findings of fact, the Court makes the following:

Conclusions of Law

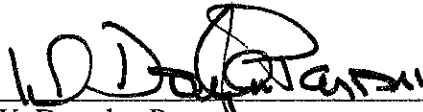
1. That courtroom security in each of the three courtrooms in the Sampson County Courthouse, Sampson County Courthouse Extension and the Sampson County Courthouse Annex is totally lacking and inadequate, thereby potentially endangering all individuals in each courtroom.

IT IS THEREFORE ORDERED:

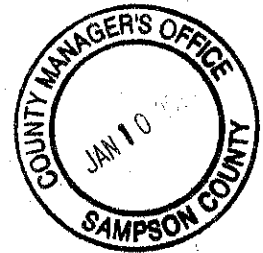
1. That functioning and manned metal detectors shall be used to screen each individual entering each of the three courtrooms at the Sampson County Courthouse, the Sampson County Courthouse Extension and the Sampson County Courthouse Annex prior to any individual entering each of the three courtrooms by April 1, 2014.
2. That functioning panic buttons will be installed in the appropriate location of each judge's bench in each courtroom in the Sampson Courthouse, the Sampson County Courthouse Extension and the Sampson County Courthouse Annex, by June 1, 2014.

Entered on the record and in open court during the January 21, 2014 Session of the Sampson County Criminal Superior Court.

This the 22 day of January, 2014.



W. Douglas Parsons
Senior Resident Superior Court Judge
Judicial District 4A



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

January 8, 2014

ANTHONY J. TATA
SECRETARY

Sampson County Board of Commissioners
313 East Rowan Street
Clinton, North Carolina 28328

Subject: Changes to Secondary County Construction Program

This letter is to advise the County Commissioners of recent legislation that has changed the priority of building and paving of unpaved roads. HB 817 now requires the NCDOT to prioritize all unpaved roads on a statewide level as compared to the former county level system. All unpaved roads will be reviewed and given a point value as in the past on a statewide level. HB 817 will be the source of funding for these projects.

The department is now required to send the county a package showing how the Highway Fund is being programmed. At that time, the County Commissioners will be given time to review, approve or make recommended changes to the program.

Please see the attached proposed 2014 Secondary County Construction Program for review. Please advise of any concerns you may have by the first week of February. I plan to forward this program to the Board of Transportation for their March meeting.

Sincerely,

L.E. Reynolds, PE
District Engineer

LER:ler

cc: K.E. Fussell, PE, DE
David L. Thomas, PE, DME
Delbert Roddenberry, PE
Keith Eason, PE, CME

FY

2013-2014

Allocation: Highway Fund \$281,993

Roads for Grade, Drain, Base, and Pave

SR 1940 – Balance Road – HF – 3C.082051
From SR 1147 to Dead End
Length 0.6 Miles
Priority Hold List
(Increase Funding \$52,000 – Project completed) \$52,000

SR 1648 – Darden Road – HF – 3C.082054
From US 13 to Dead End
Length 0.50 Miles
Priority 8F
(Increase Funding \$52,000 – Project completed) \$52,000

SR 1148-Jasper Road – HF – 3C.082055
From US 701 to SR 1141
Length 0.6 Miles
Priority 9F
(Increase Funding \$12,000 – Project completed) \$12,000

SR 1637 – Fleet Naylor Rd. – HF – 3C.082062
From SR 1637 to Dead End
Length 0.5 Miles
Priority Hold List
(Increase Funding \$45,000 – Project completed) \$45,000

Paved Road Improvements

Mill & Full Depth Patch & Short Overlays – HF 3C.082066
Various SR's
(Increase Funding \$1000 – Project completed) \$1000

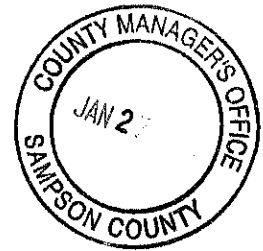
Widen SR 1414 – Minnie Hall Rd - HF
From NC 242 to SR 1002
Length 3.7 Miles
(Partially Funded - \$115,000) \$115,000

Fire Department, Rescue Squads, Etc. \$4993

Balance 0

CLINTON
CHAMBER of COMMERCE
SAMPSON

"Working Together for Total Community Development"



January 23, 2014

Dear Chamber Member:

You are cordially invited to the 44th Annual Banquet of the Clinton-Sampson Chamber of Commerce on **Tuesday, February 25, 2014**. Doors will open at 6:00 p.m., and we will begin serving dinner at 6:30 p.m. in Prestage Hall of the Sampson County Exposition Center. The program will begin at 7:00 p.m., at which time we will announce and honor the winners of our Annual Awards.

You may purchase individual reservations to the Annual Banquet by returning the enclosed reservation request form with your payment of \$15.00/each for Chamber Members, \$25.00/each for non-Chamber members. Please note that all reservations must be purchased by **Tuesday, February 18, 2014**. **Tickets for this event will not be sold at the door and tickets will not be mailed out.** Purchased tickets will be listed on the reservation list at the registration desk on the night of the banquet.

We will also offer **Diamond and Emerald Corporate Tables** for any interested business. Businesses that purchase a corporate table will be recognized as Annual Banquet Patrons and will receive recognition at the banquet. The Diamond tables offer reserved seating for eight people for \$250.00. Emerald tables offer reserved seating for four people for \$125.00 (½ of an eight seat table).

If you have any questions please do not hesitate to call the Chamber office (910) 592-6177.

We look forward to seeing each of you on **Tuesday, February 25, 2014**.

Sincerely,

Annual Banquet Meeting Committee
Clinton-Sampson Chamber of Commerce

Please see enclosed Small Business Awards ballot.

POLICIES AND PROCEDURES REGARDING PUBLIC COMMENT

A period reserved for comments from the public on topics not otherwise included on that evening's agenda will be included as an item of business on all agendas of regularly-scheduled Board of Commissioners meetings and shall be deemed the "Public Comment" segment of the agenda. The Public Comment segment of the agenda will be placed at the end of the agenda, following the conclusion of all other open session business.

As with Public Hearings, the Chair (or presiding officer) will determine and announce limits on speakers at the start of the Public Comment period. Generally, each speaker will be allocated five (5) minutes. **Speakers may not allocate their time to another speaker.** The Chairman (or presiding officer) may, at his discretion, decrease this time allocation, if the number of persons wishing to speak would unduly prolong the meeting.

The Public Comment period shall not exceed a total of thirty (30) minutes unless the Board entertains a successful majority vote to extend this period.

An individual wishing to address the Board during the Public Comment period shall register with the Clerk to the Board prior to the opening of the meeting by signing his or her name, address and a short description of his or her topic on a sign-up sheet stationed in the lobby of the County Auditorium.

If time allows, those who fail to register before the meeting may speak during the Public Comment period. These individuals will speak following those who registered in advance. At this time in the agenda, an individual should raise his or her hand and ask to be recognized by the Board Chair (or presiding officer); and then state his or her name, address and introduce the topic to be addressed.

Items of discussion during the Public Comment segment of the meeting will be only those appropriate to Open Meetings. Closed Meeting topics include, but are not limited to, such subjects as personnel, acquisition of real property, and information protected by the client-attorney privilege. Closed Meeting subjects will not be entertained.

Because subjects of Special and Emergency Meetings are often regulated by General Statutes, there will be no Public Comments segment reserved on agendas of these meetings; however, Special and Emergency Meetings are open for public attendance.

The Public Comments segment of the agenda is intended to provide a forum for the Board of Community to listen to citizens; **there shall be no expectation that the Board will answer impromptu questions.** However, Board members, through the presiding officer, may ask the speaker questions for clarification purposes. The Board will not take action on an item brought up during the Public Comments segment of the agenda and, when appropriate, items will be referred to the Manager or the proper Department Head.