



**SAMPSON COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
November 2, 2015**

**7:00 pm Convene Regular Meeting (County Auditorium)**  
Invocation and Pledge of Allegiance  
Approve Agenda as Published

**Roads**

<b>Tab 1</b>	<b>Planning and Zoning Items</b>	<b>1 - 7</b>
	a. <u>RZ-10-15-1</u> - Request to Rezone 1 Acre Located at 451 Brewington Road from RA-Residential Agriculture to C-Commercial	<b>5 (map)</b>
	b. <u>RZ-10-15-2</u> - Request to Rezone 31.62 Acres off Clive Jacobs Road from RA-Residential Agriculture to I-Industrial	<b>6 (map)</b>
	c. <u>RZ-10-15-3</u> - Request to Rezone 20.09 Acres Located along Clive Jacobs Road from RA-Residential Agriculture to I-Industrial	<b>7 (map)</b>
	d. Adoption of Comprehensive Transportation Plan	<b>8 - 21</b>
<b>Tab 2</b>	<b>Action Items</b>	
	a. Acceptance of Offer to Purchase Parcel of Land (Parcel No. 18098508001, Ernest Tann Lane, Turkey)	<b>22 - 25</b>
	b. Presentation of Budget Reduction Proposals	<b>26 - 55</b>
	c. Appointments	<b>56 - 57</b>
	• Local Emergency Planning Committee (LEPC)	
	• Transportation Advisory Board	
<b>Tab 3</b>	<b>Consent Agenda</b>	<b>58</b>
	a. Approve the minutes of the October 5, 2015 meeting	<b>59 - 65</b>
	b. Adopt the banking resolution necessary for County issuance of credit cards to department heads	<b>66 - 68</b>
	c. Approve a request from the Sampson County Exposition Center to dispose of certain records pursuant to Records Retention and Disposition Schedule	<b>69</b>
	d. Approve the contracts for School Nursing Services between the Sampson County Health Department and Clinton City Schools and Sampson County Schools	<b>70 - 94</b>

**Tab 3 Consent Agenda, continued.**

- e. Approve the 2016 Holiday Schedule for Sampson County Local Government 95
- f. Approve the 2016 Sampson County Board of Commissioners Regular Meeting Schedule 96
- g. Approve tax refunds as submitted 97 - 100
- h. Approve budget amendments as submitted 101 - 103

**County Manager's Reports**

**Public Comment Period** (See policies and procedures in agenda.) 104

**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.*

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    1 (a-c)

Meeting Date: November 2, 2015	<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 (Rezoning Requests)

**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; Maps

**BACKGROUND:**

- a. **RZ-10-15-1** Planning staff will review a request to rezone approximately 1 acre located at 451 Brewington Road from RA-Residential Agriculture to C-Commercial. The Planning Board has heard certain findings of fact (as shown in attached documents) and determined that the request was consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to existing commercial development. Based upon these findings, the Planning Board unanimously recommended **approval** of the rezoning request and the adoption of a zoning consistency statement.
  
- b. **RZ-10-15-2** Planning staff will review a request to rezone approximately 31.62 acres located off Clive Jacobs Road from RA-Residential Agriculture to I-Industrial. The Planning Board has heard certain findings of fact (as shown in attached documents) and determined that the request was consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to other industrial zoning. Based upon these findings, the Planning Board unanimously recommended **approval** of the rezoning request and the adoption of a zoning consistency statement.
  
- c. **RZ-10-15-3** Planning staff will review a request to rezone approximately 20.09 acres located along Clive Jacobs Road from RA-Residential Agriculture to I-Industrial. The Planning Board has heard certain findings of fact (as shown in attached documents) and determined that the request was consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to other industrial zoning. Based upon these

findings, the Planning Board unanimously recommended **approval** of the rezoning request and the adoption of a zoning consistency statement.

RECOMMENDED  
ACTION OR  
MOTION:

- a. Motion to approve rezoning request RZ-10-15-1, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-10-15-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to existing commercial development.*
  
- b. Motion to approve rezoning request RZ-10-15-2, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-10-15-2 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to existing industrial zoning.*
  
- c. Motion to approve rezoning request RZ-10-15-3, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-10-15-3 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to existing industrial zoning.*



Clinton-Sampson Planning Department  
227 Lisbon Street  
Post Office Box 199  
Clinton, North Carolina 28329  
(910) 299-4904 (T) - (910) 592-4261 (F)



**To:** Ed Causey, County Manager  
**From:** Mary M. Rose, Planning Director  
**Subject:** October 22, 2015 Sampson County Planning and Zoning Board Meeting -  
County Board of Commissioners November 2, 2015 Agenda Items  
**Date:** October 22, 2015

The following requests were addressed by the Planning and Zoning Board at their October 22, 2015 meeting:

**RZ-10-15-1** - A rezoning request by Floyd Carter to rezone approximately 1 acre located at 451 Brewington Road from RA-Residential Agriculture to C-Commercial was unanimously recommended for approval with the following findings of fact and zoning consistency statement:

Findings of Fact:

1. Floyd Carter has signed the rezoning application as the applicant/owner of the proposed property.
2. This rezoning will include approximately 1acre as shown on the attached location map.
3. The property is currently split zoned. Half of the property is currently zoned C-Commercial and the other half is zoned RA-Residential Agriculture. (see attached site map)
4. This property is located at 451 Brewington Road. The properties to the north, south, east, and west are zoned RA-Residential Agriculture.
5. This property is located in the north western part of Sampson County. The Sampson County Land Use Plan encourages new commercial development in close proximity to existing commercial development.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Zoning Consistency Statement:

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance Amendment RZ-10-15-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to existing commercial development.

**RZ-10-15-2** - A rezoning request by Sampson County Economic Development to rezone approximately 31.62 acres located off Clive Jacobs Road from RA-Residential Agriculture to I-Industrial was unanimously recommended for approval with the following findings of fact and zoning consistency statement:

Findings of Fact:

1. John Swope has signed the rezoning application as the applicant and Sherwood Fryar has signed the application as the owner.
2. This rezoning will include approximately 31.62 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. The area of the property that is proposed to be rezoned is located off of Clive Jacobs Road.
5. Over 75% of the property is within the City of Clinton's jurisdiction and is currently zoned I-2 Heavy Industrial and RA-20 Residential Agriculture. The properties to the south, east, and west are zoned RA-Residential Agriculture.

6. This property is located in close proximity to NC 24. In Section 2 of the Sampson County Land Use Plan, the NC 24 corridor and properties in close proximity to NC 24 are prime for industrial growth due to the availability of public water, sewer and natural gas.
7. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Zoning Consistency Statement:

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance Amendment RZ-10-15-2 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to existing industrial zoning.

**RZ-10-15-3** - A rezoning request by Sampson County Economic Development to rezone approximately 20.09 acres located along Clive Jacobs Road from RA-Residential Agriculture to I-Industrial was unanimously recommended for approval with the following findings of fact and zoning consistency statement:

Findings of Fact:

1. John Swope has signed the rezoning application as the applicant and Clarence and Olen Robinson have signed the application as the owners.
2. This rezoning will include approximately 20.09 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. The properties to the north, south, east and west are zoned RA-Residential Agriculture.
5. The property is located along Clive Jacobs Road.
6. This property is located in close proximity to NC 24. In Section 2 of the Sampson County Land Use Plan, the NC 24 corridor and properties in close proximity to NC 24 are prime for industrial growth due to the availability of public water, sewer and natural gas.
7. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Zoning Consistency Statement:

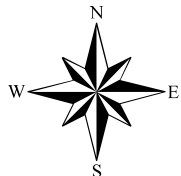
Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance Amendment RZ-10-15-3 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to existing industrial zoning.

Please contact my office with any additional questions or comments.

attachment

cc: Susan Holder, Assistant County Manager

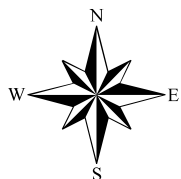
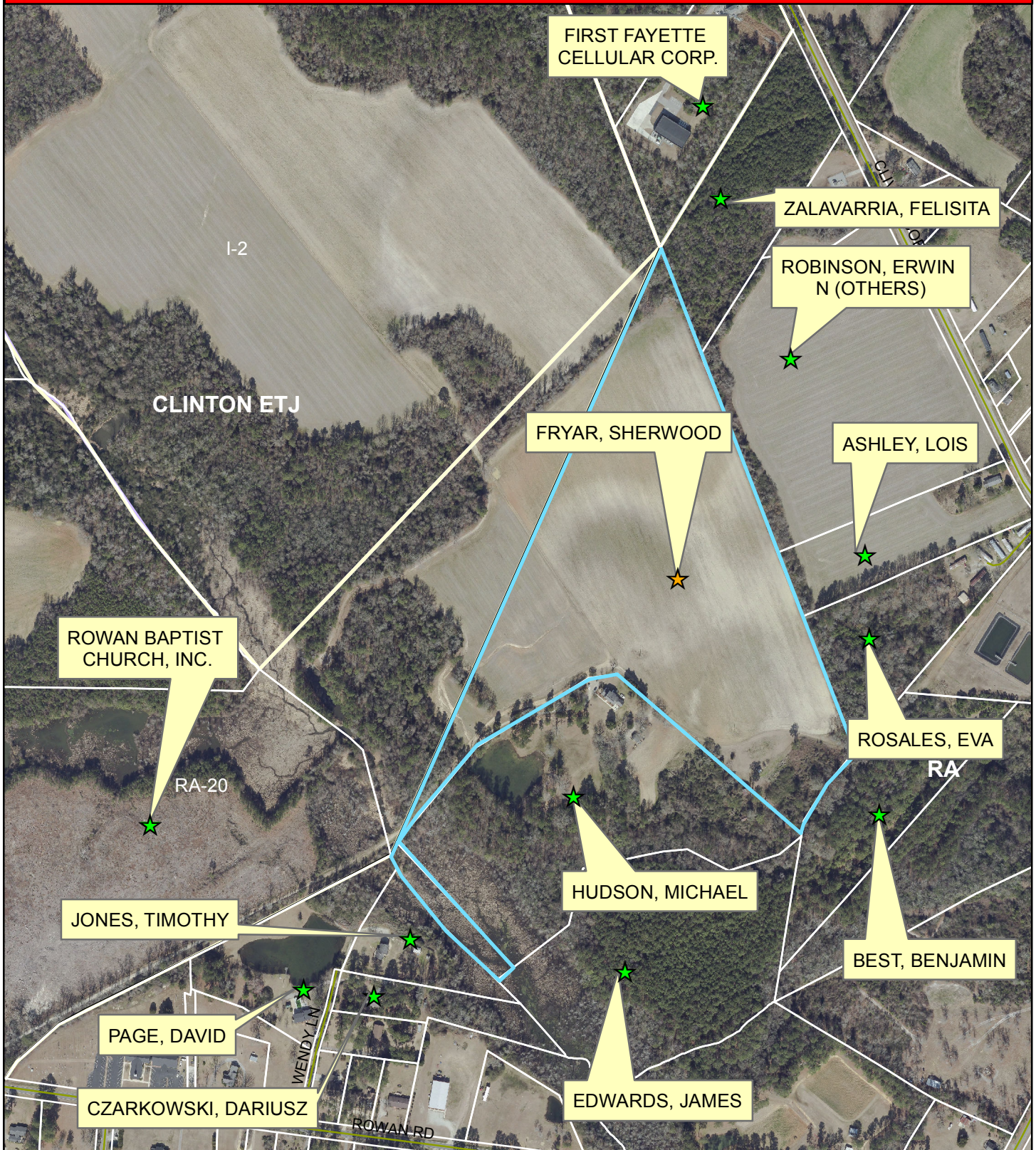
# RZ-10-15-1 Floyd Carter Brewington Road



1 inch = 300 feet

	Proposed Property
	Property Owners Within 100'

# RZ-10-15-2 Clive Jacobs Road Sampson County Economic Development

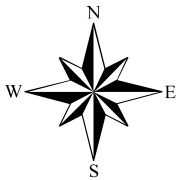


1 inch = 500 feet

	Proposed Property
	Property Owners Within 100'



# RZ-10-15-3 Clive Jacobs Road Sampson County Economic Development



1 inch = 500 feet

	Proposed Property
	Property Owners Within 100'

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     1 (d)

Meeting Date: November 2, 2015	<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 checked="" type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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**SUBJECT:** Planning – Adoption of Comprehensive Transportation Plan

**DEPARTMENT:** Clinton-Sampson Planning and Zoning

**PUBLIC HEARING:** No

**CONTACT PERSON:** Mary Rose, Planning Director

**PURPOSE:** To consider approval of Sampson County Comprehensive Transportation Plan

**ATTACHMENTS:** Planning Staff Memorandum; Resolution; Highway Map; Bicycle Map; Pedestrian Map; Public Transportation and Rail Map

**BACKGROUND:** The Planning staff and the NC DOT – Transportation Planning Branch have provided copies of the maps developed as the County’s guide for the development of the transportation system that will serve the present and anticipated volumes of traffic within its planning jurisdiction. You may recall that representatives of the NCDOT Transportation Planning Branch appeared before the Board in May to give an overview of the project, which has now been completed and is presented for adoption.

**RECOMMENDED ACTION OR MOTION:** Adopt the enclosed resolution evidencing the Board’s adoption of the portion of the Sampson County Comprehensive Transportation Plan dated August 27, 2015 that is within its planning jurisdiction and its endorsement the remainder of the plan.



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



To: Ed Causey, County Manager  
From: Mary M. Rose, Planning Director  
Re: Agenda Item - Sampson County Comprehensive Transportation Plan Adoption  
Date: October 22, 2015

Planning staff and NC DOT-Transportation Planning Branch staff respectfully request the attached resolution be placed upon the November 2, 2015 County Board of Commissioners agenda in order that the Board of Commissioners may consider adoption of the Sampson County Comprehensive Transportation Plan. Attached you will find a copy of the Sampson County Planning Area adoption sheet, Highway Map, Bicycle Map, Pedestrian Map, and Public Transportation and Rail Map as recommended for adoption by the Sampson County Comprehensive Plan Steering Committee.

We look forward to providing this information to the County Board of Commissioners and receiving any comments from them. Please contact my office with any questions or comments.

attachments

**RESOLUTION ADOPTING THE  
COMPREHENSIVE TRANSPORTATION PLAN  
FOR SAMPSON COUNTY, NORTH CAROLINA**

The following resolution was offered by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and, upon being put to a vote, was carried \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WHEREAS, the City of Clinton, Town of Autryville, Town of Garland, Town of Harrells, Town of Newton Grove, Town of Turkey, Town of Roseboro, Town of Salemburg, Sampson County, Mid-Carolina Rural Planning Organization, and Transportation Planning Branch of the North Carolina Department of Transportation have actively worked to develop a transportation plan for Sampson County; and

WHEREAS, Sampson County and the Department of Transportation are directed by North Carolina General Statutes 136-66.2 to reach agreement for a transportation system that will serve present and anticipated volumes of traffic in and around the City and Towns; and

WHEREAS, it is recognized that the proper movement of traffic within and through Sampson County is a highly desirable element of the comprehensive plan for the orderly growth and development of the County; and

WHEREAS, Sampson County is directed by North Carolina General Statutes 136-66.2 to have a qualifying land development plan that can be a policy statement that expresses a jurisdiction's vision for the development of land within that jurisdiction;

WHEREAS, it is recognized that the vision described in the 2001 Sampson County Land Use Plan is valid for the areas within Sampson County's planning jurisdiction, and will serve as a qualifying land development plan;

WHEREAS, after full study of the plan and the supporting documents presented, the Sampson County Commissioners feel it to be in the best interests of Sampson County to adopt a plan pursuant to General Statutes 136-66.2;

NOW THEREFORE, BE IT RESOLVED that the Sampson County Commissioners hereby adopt the portion of the Sampson County Comprehensive Transportation Plan dated August 27, 2015, that is within its planning jurisdiction and endorses the remainder of the plan. This plan should serve as a guide in the development of the transportation system in Sampson County and the same is hereby recommended to the North Carolina Department of Transportation for its subsequent adoption.

\_\_\_\_\_  
Billy C. Lockamy, Chairman

ATTEST:

\_\_\_\_\_  
Susan J. Holder, Clerk to the Board

I, Susan J. Holder, Clerk to the County of Sampson, North Carolina, hereby certify that the above is a true and correct copy of the excerpts from the minutes of the Commissioners Meeting of Sampson County. WITNESS my hand and the official seal of Sampson County this the \_\_\_\_ day of November, 2015.

**Bicycle Map**

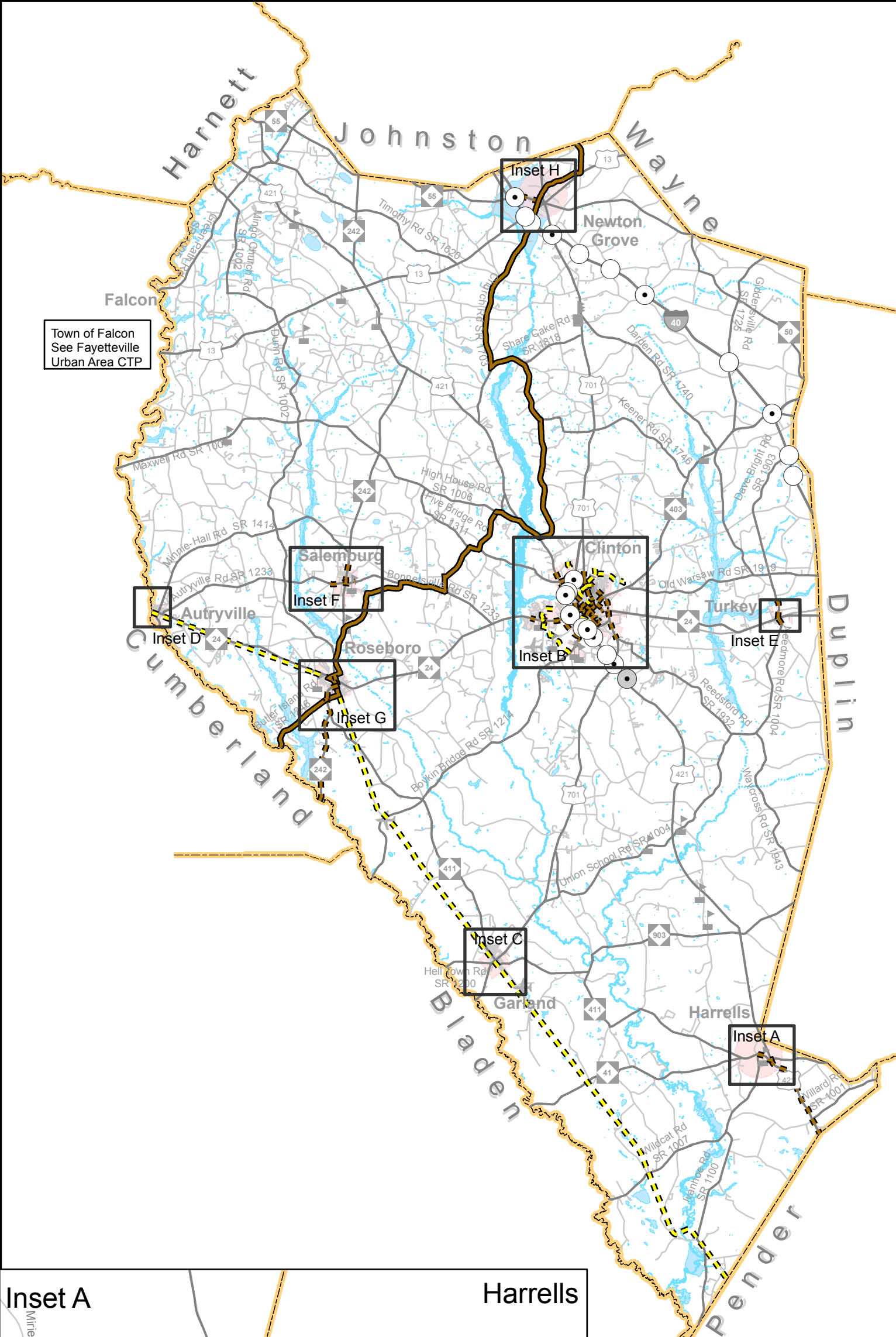


**Sampson County Planning Area**

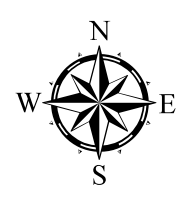
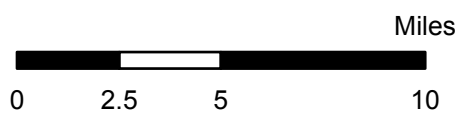
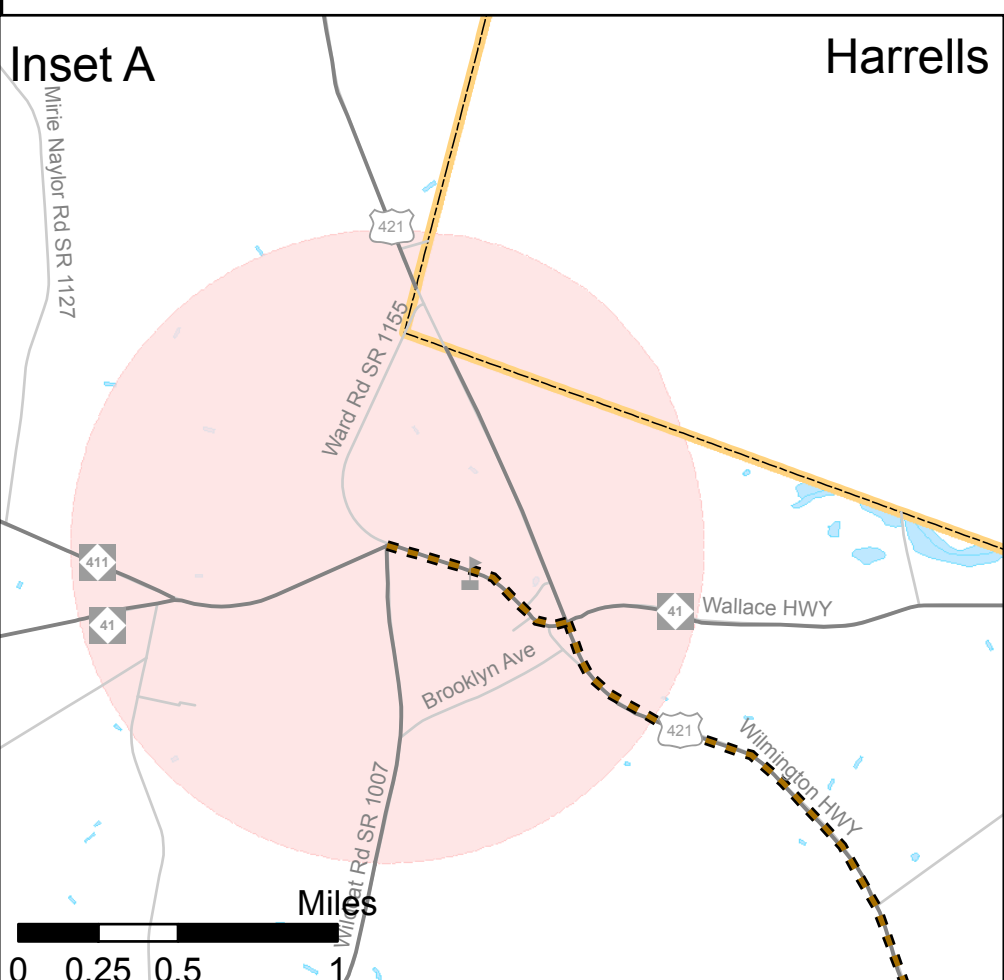
**Comprehensive Transportation Plan**

Plan date: 8/27/2015

**DRAFT**



- On-road**
- Existing: Solid brown line
- Needs Improvement: Dashed brown line
- Recommended: Dotted brown line
- Off-road**
- Existing: Solid green line
- Needs Improvement: Dashed green line
- Recommended: Dotted green line
- Multi-Use Paths**
- Existing: Solid yellow line
- Needs Improvement: Dashed yellow line
- Recommended: Dotted yellow line
- Existing Grade Separation: White circle with black outline
- Proposed Grade Separation: Grey circle with black outline
- Existing Interchange: White circle with black outline and dot
- Proposed Interchange: Grey circle with black outline and dot



**Figure 1**

Sheet 4 of 5

Base map date: 10/8/2013

Refer to CTP document for more details

**Bicycle Map  
Inset B (Clinton)**

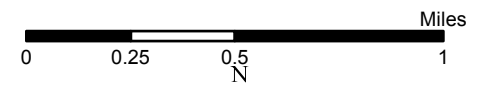


**Sampson County  
Planning Area  
Comprehensive  
Transportation Plan**

Plan date: 8/17/2015

**DRAFT**

- On-road**
  - Existing
  - Needs Improvement
  - Recommended
- Off-road**
  - Existing
  - Needs Improvement
  - Recommended
- Multi-Use Paths**
  - Existing
  - Needs Improvement
  - Recommended
- Existing Grade Separation
- Proposed Grade Separation
- Existing Interchange
- Proposed Interchange

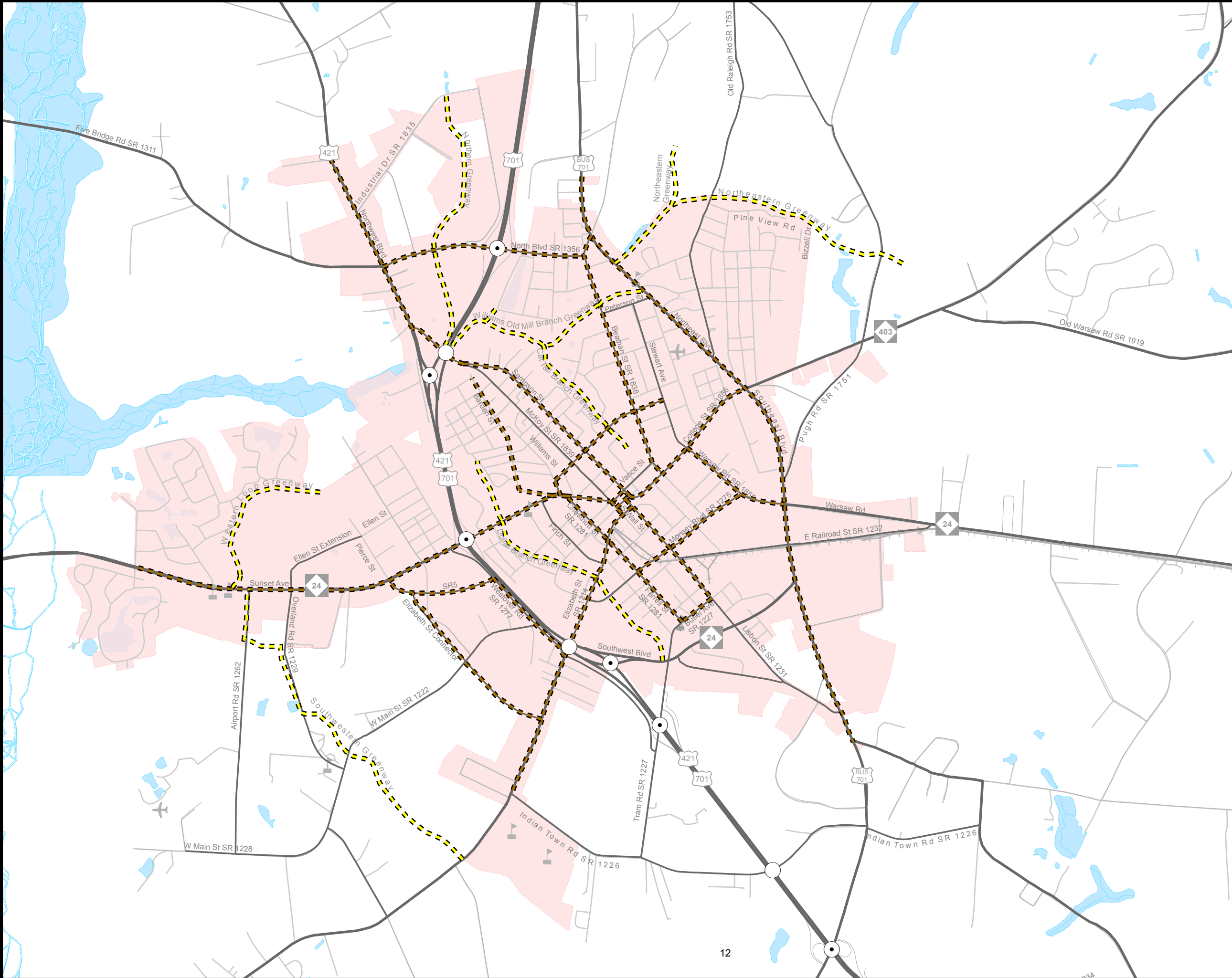


**Figure 1**

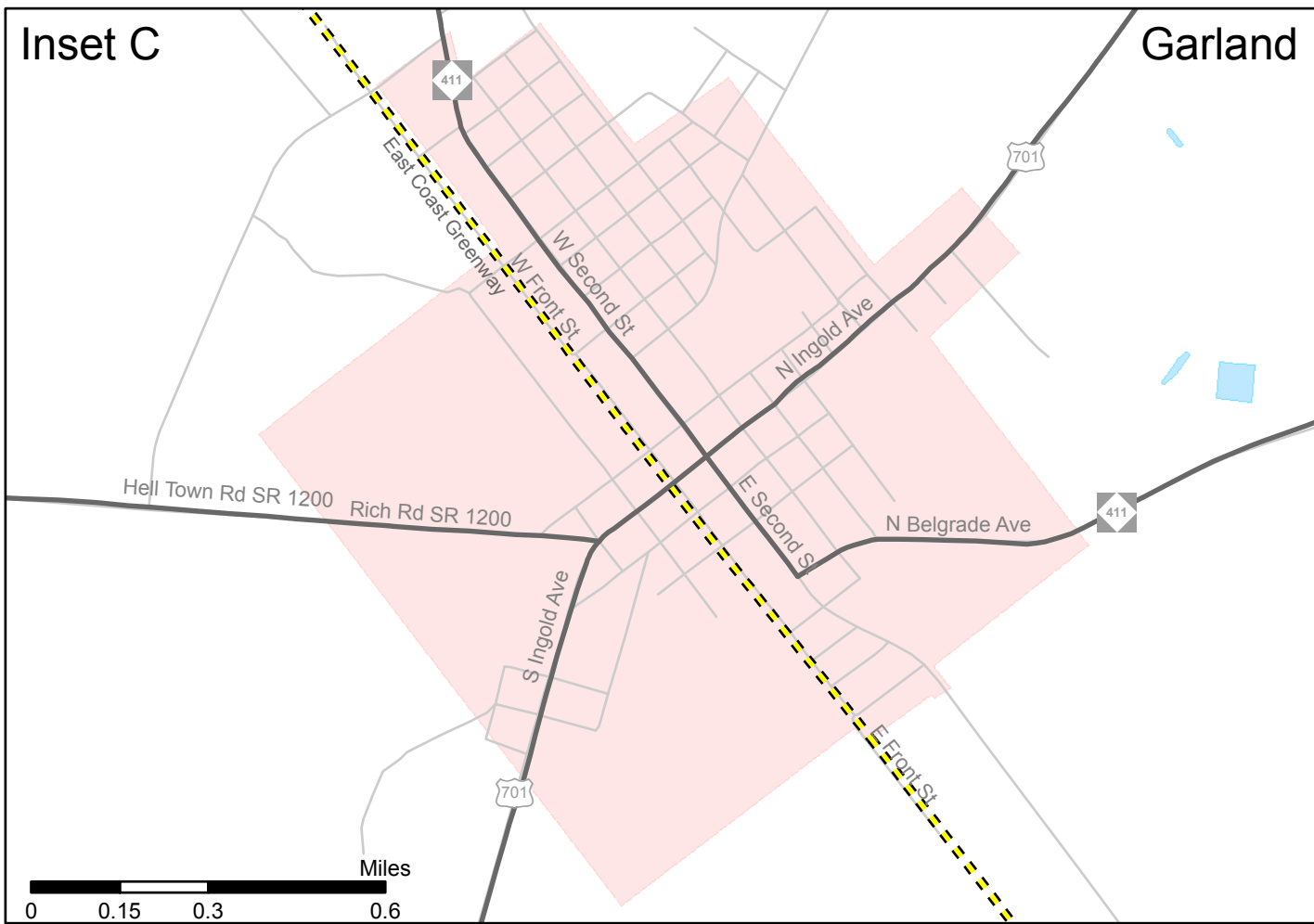
Sheet 4A of 5

Base map date: 10/8/2013

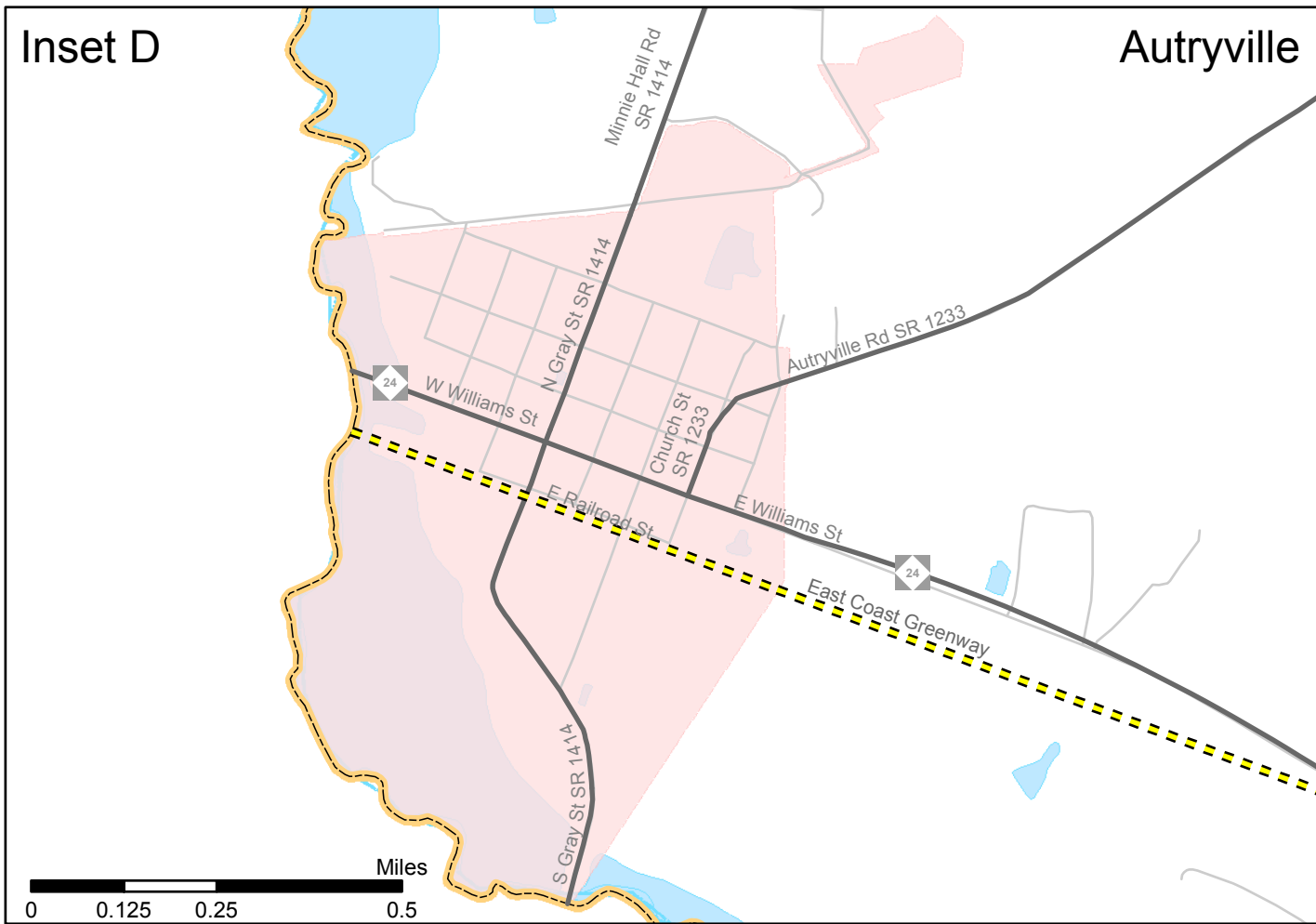
Refer to CTP document for more details



Inset C



Inset D



Inset E



**Bicycle Map  
Insets**



**Sampson County  
Planning Area**

**Comprehensive  
Transportation Plan**

Plan date: 8/27/2015

**DRAFT**

On-road

- Existing
- Needs Improvement
- Recommended

Off-road

- Existing
- Needs Improvement
- Recommended

Multi-Use Paths

- Existing
- Needs Improvement
- Recommended

- Existing Grade Separation
- Proposed Grade Separation
- Existing Interchange
- Proposed Interchange

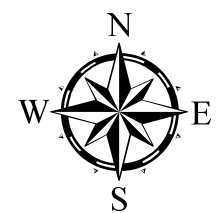


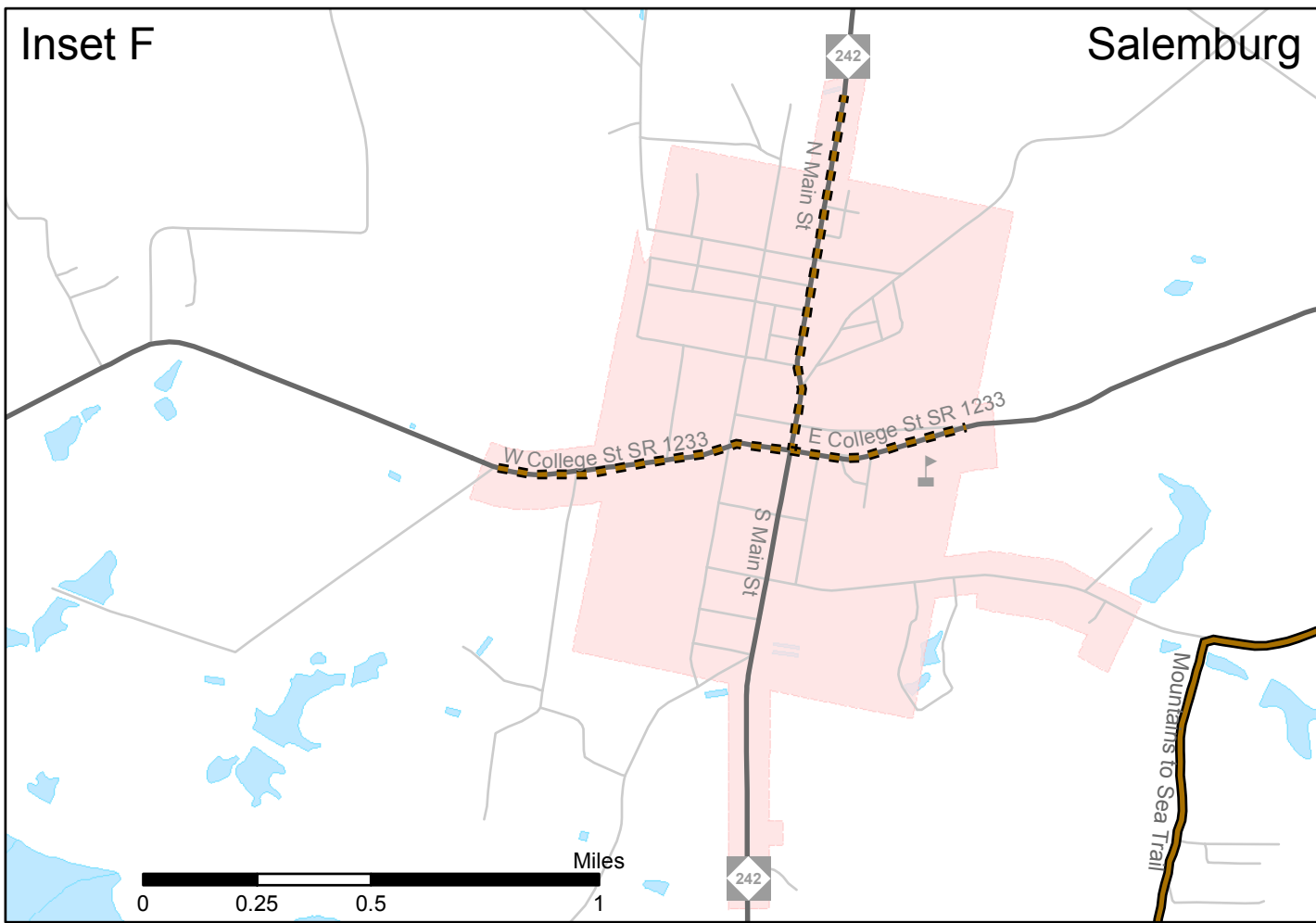
Figure 1  
Sheet 4B of 5

Base map date: 10/8/2013

Refer to CTP document for more details

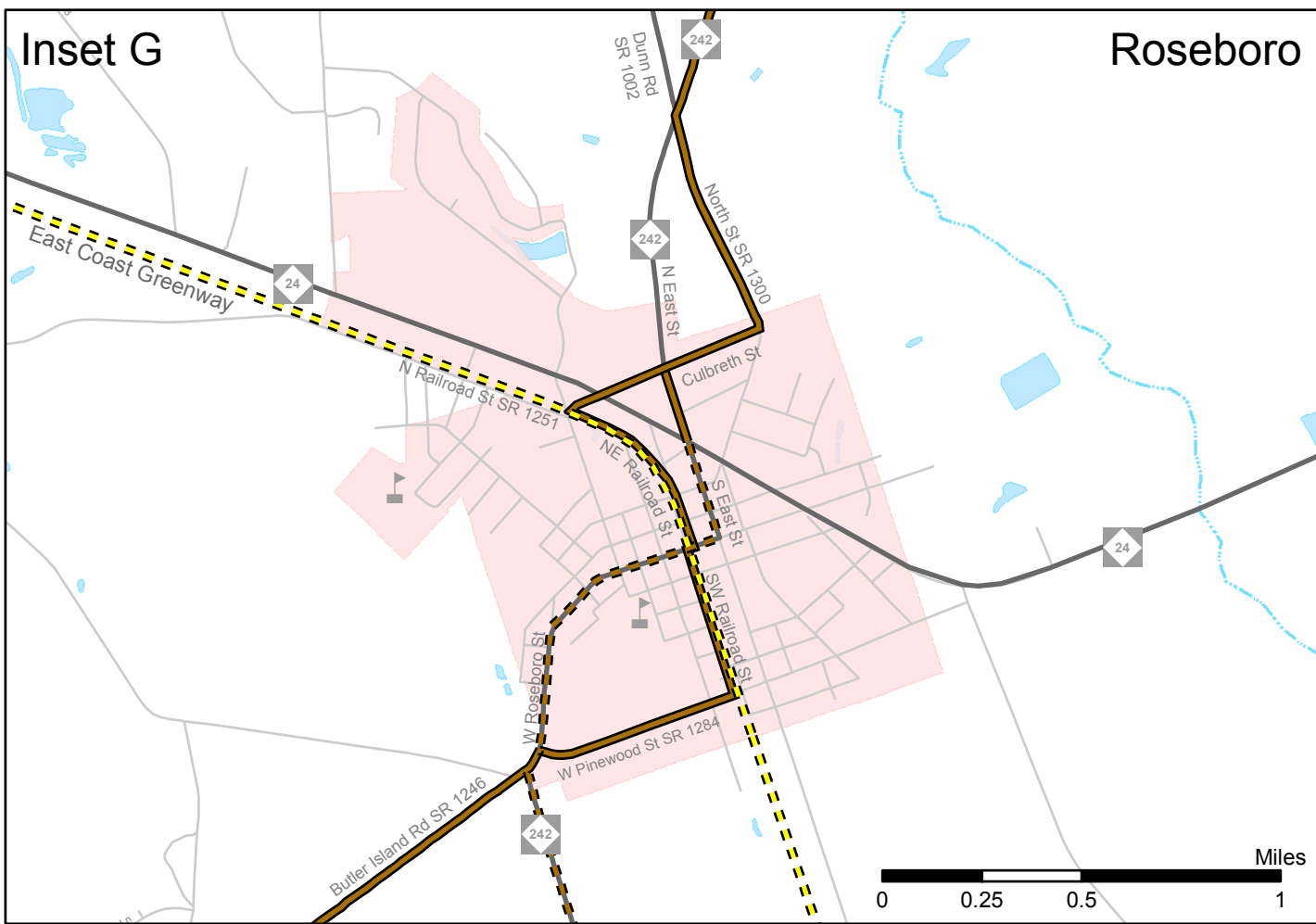
Inset F

Salemburg



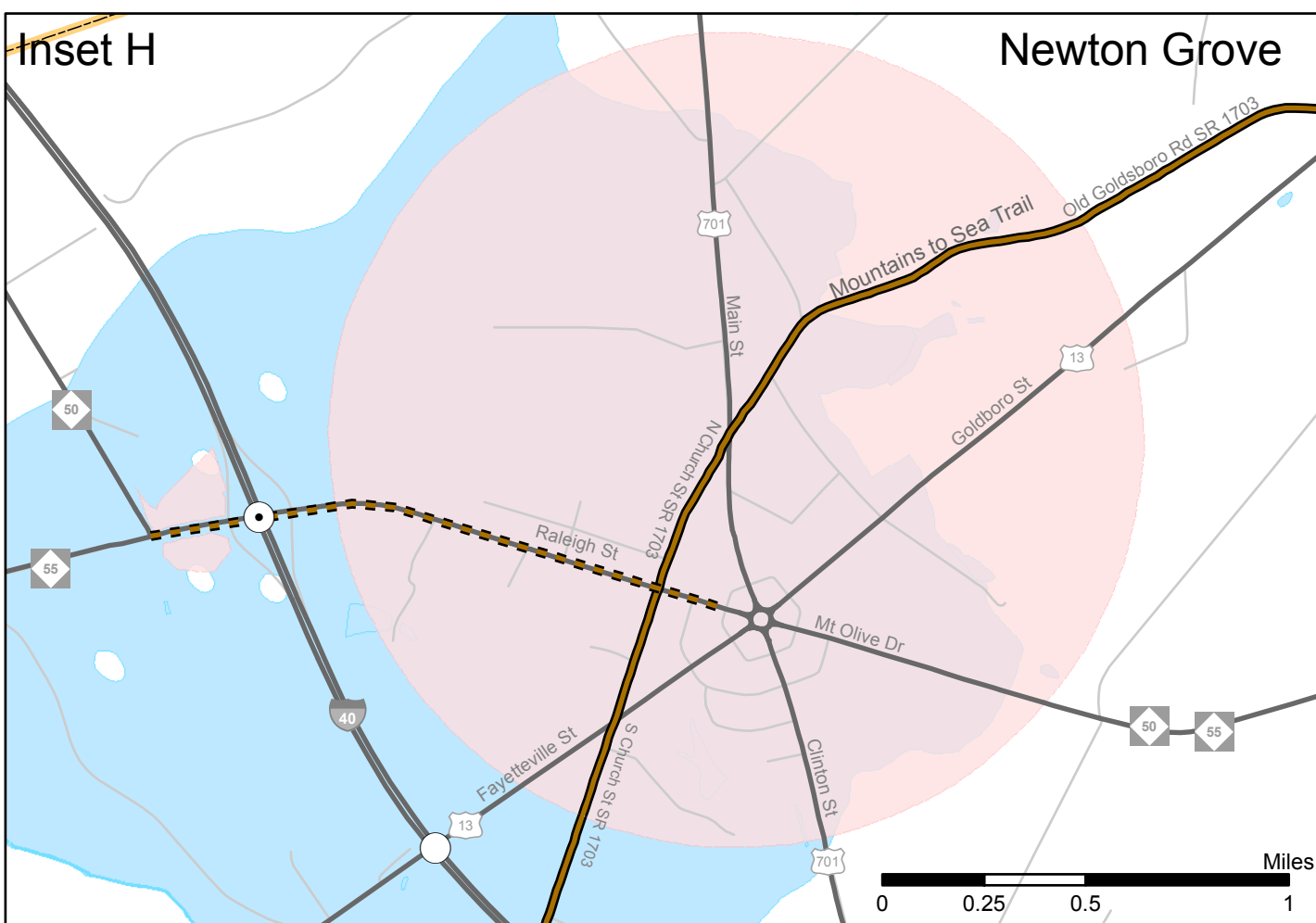
Inset G

Roseboro



Inset H

Newton Grove



# Bicycle Map Insets



## Sampson County Planning Area

### Comprehensive Transportation Plan

Plan date: 8/27/2015

**DRAFT**

#### On-road

- Existing
- Needs Improvement
- Recommended

#### Off-road

- Existing
- Needs Improvement
- Recommended

#### Multi-Use Paths

- Existing
- Needs Improvement
- Recommended

- Existing Grade Separation
- Proposed Grade Separation
- Existing Interchange
- Proposed Interchange

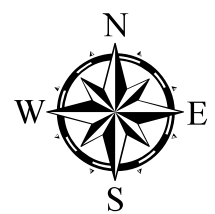


Figure 1  
Sheet 4C of 5

Base map date: 10/8/2013

Refer to CTP document for more details



# Highway Map



## Sampson County Planning Area

### Comprehensive Transportation Plan

Plan date: 8/27/2015

- Freeways**
  - Existing
  - Needs Improvement
  - Recommended
- Expressways**
  - Existing
  - Needs Improvement
  - Recommended
- Boulevards**
  - Existing
  - Needs Improvement
  - Recommended
- Other Major Thoroughfares**
  - Existing
  - Needs Improvement
  - Recommended
- Minor Thoroughfares**
  - Existing
  - Needs Improvement
  - Recommended
- Interchanges**
  - Existing Interchange
  - Proposed Interchange
  - Interchange Needs Improvement
  - Existing Grade Separation
  - Proposed Grade Separation

**DRAFT**

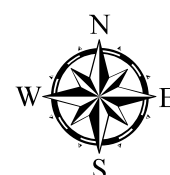
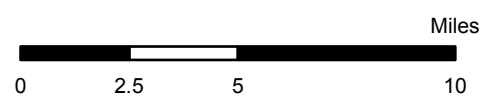


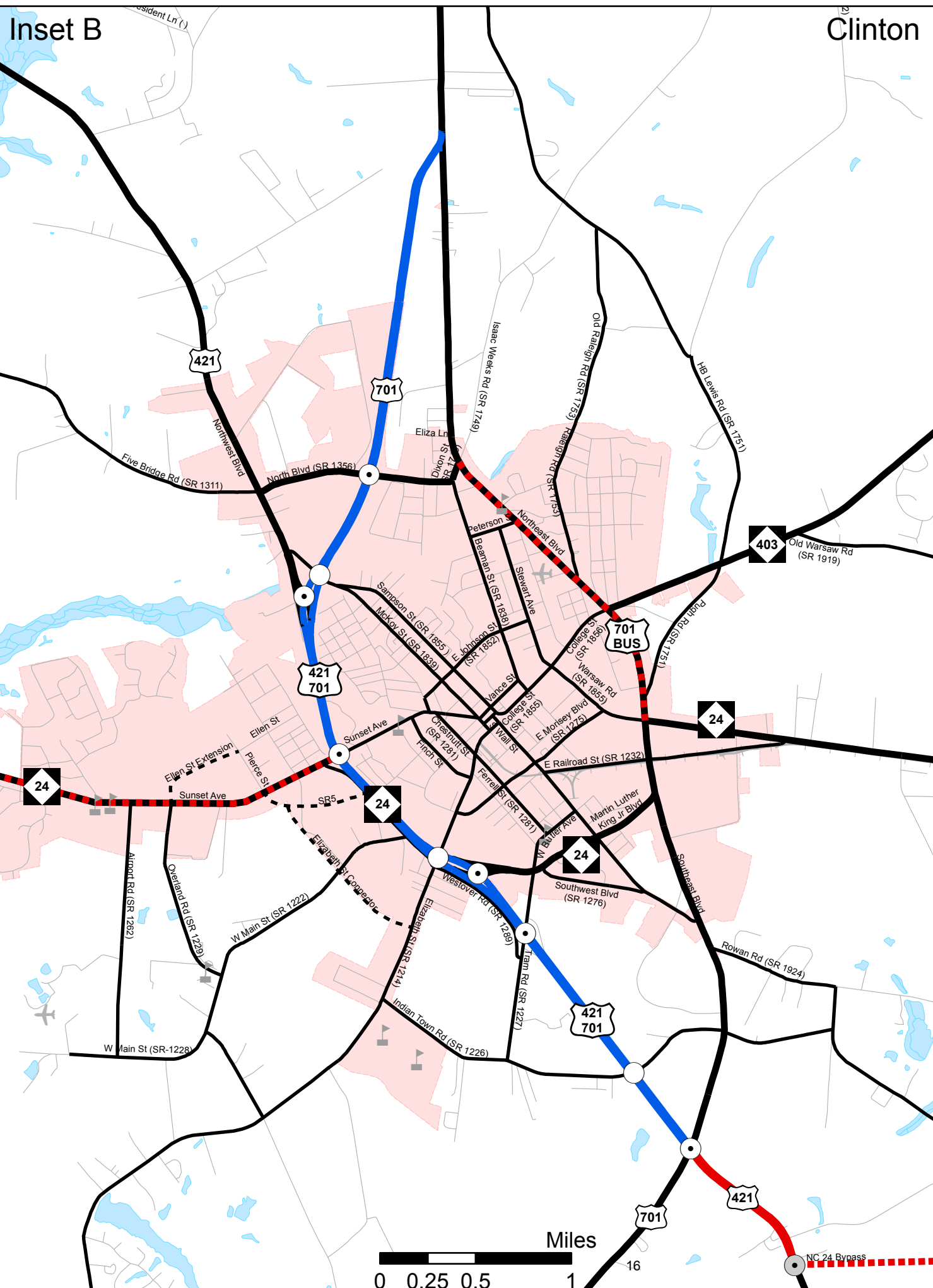
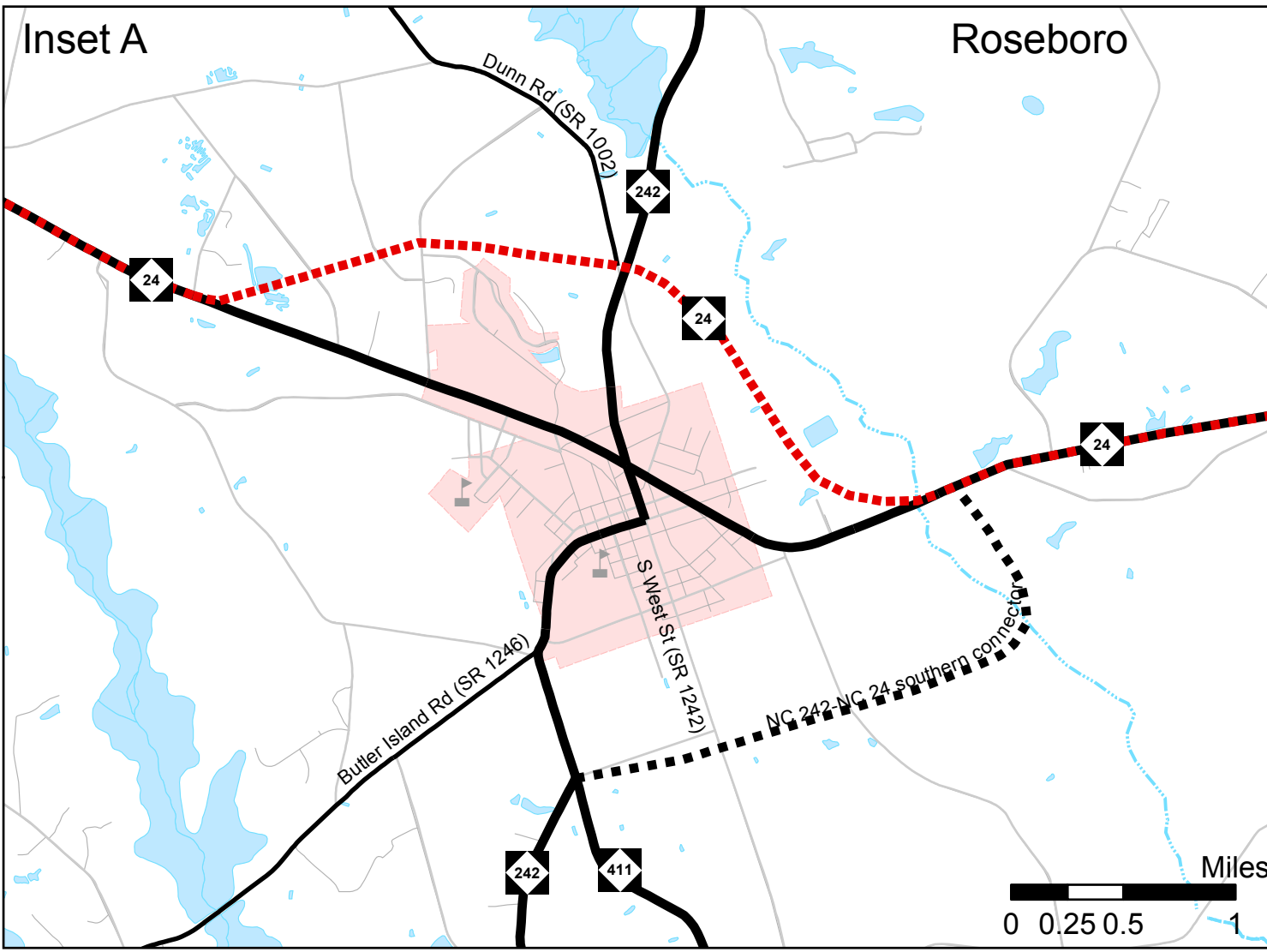
Figure 1

Sheet 2 of 5

Base map date: 10/8/2013

Refer to CTP document for more details

Town of Falcon  
See Fayetteville  
Urban Area CTP



# Highway Map Insets



## Sampson County Planning Area Comprehensive Transportation Plan

Plan date: 8/27/2015

**DRAFT**

- Freeways**
  - Existing
  - Needs Improvement
  - Recommended
- Expressways**
  - Existing
  - Needs Improvement
  - Recommended
- Boulevards**
  - Existing
  - Needs Improvement
  - Recommended
- Other Major Thoroughfares**
  - Existing
  - Needs Improvement
  - Recommended
- Minor Thoroughfares**
  - Existing
  - Needs Improvement
  - Recommended
- Existing Interchange
- Proposed Interchange
- ◐ Interchange Needs Improvement
- Existing Grade Separation
- ◐ Proposed Grade Separation

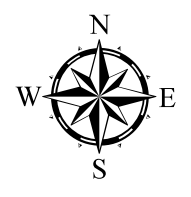


Figure 1  
Sheet 2A of 5

Base map date: 10/8/2013

Refer to CTP document for more details

# Pedestrian Map



## Sampson County Planning Area

### Comprehensive Transportation Plan

Plan date: 8/27/2015

**DRAFT**

#### Sidewalks

- Existing
- Needs Improvement
- Recommended

#### Off-road

- Existing
- Needs Improvement
- Recommended

#### Multi-Use Paths

- Existing
- Needs Improvement
- Recommended

- Existing Grade Separation
- Proposed Grade Separation
- Existing Interchange
- Proposed Interchange

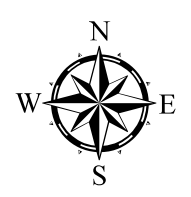
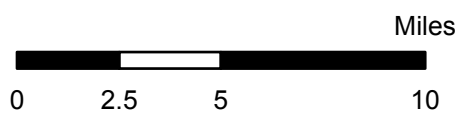
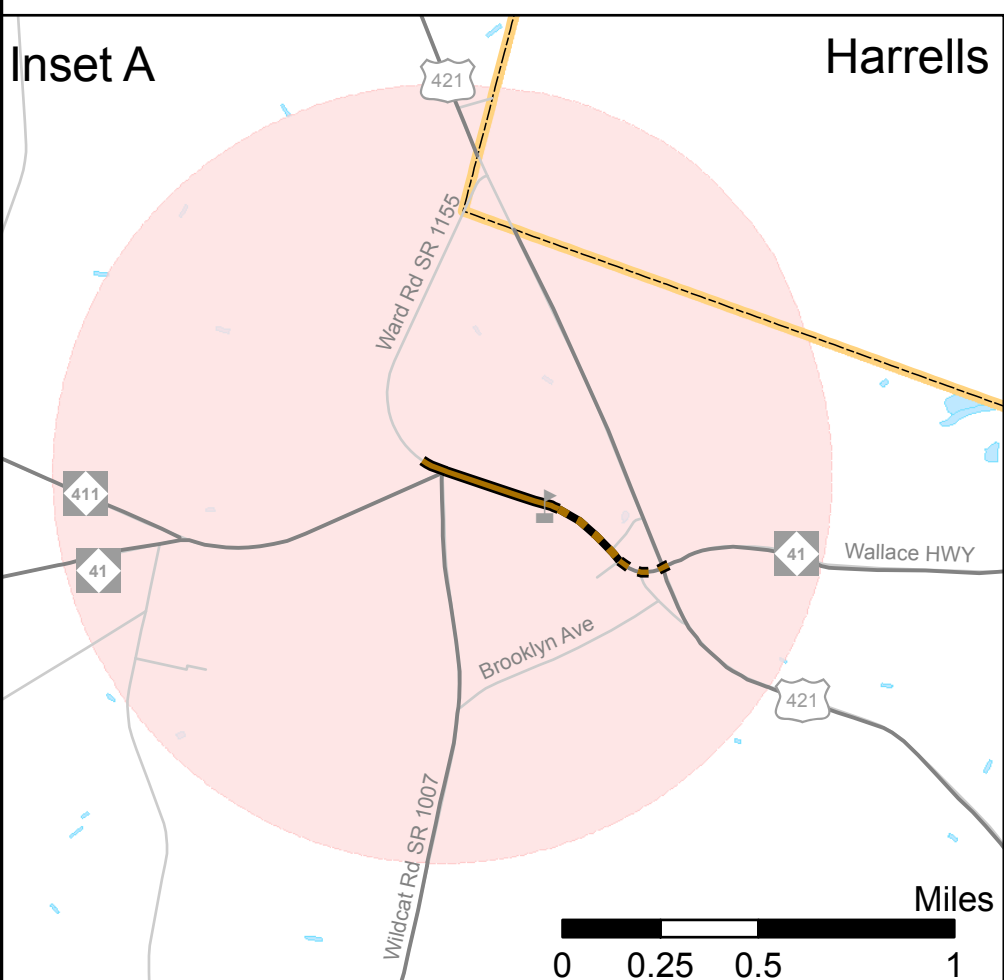
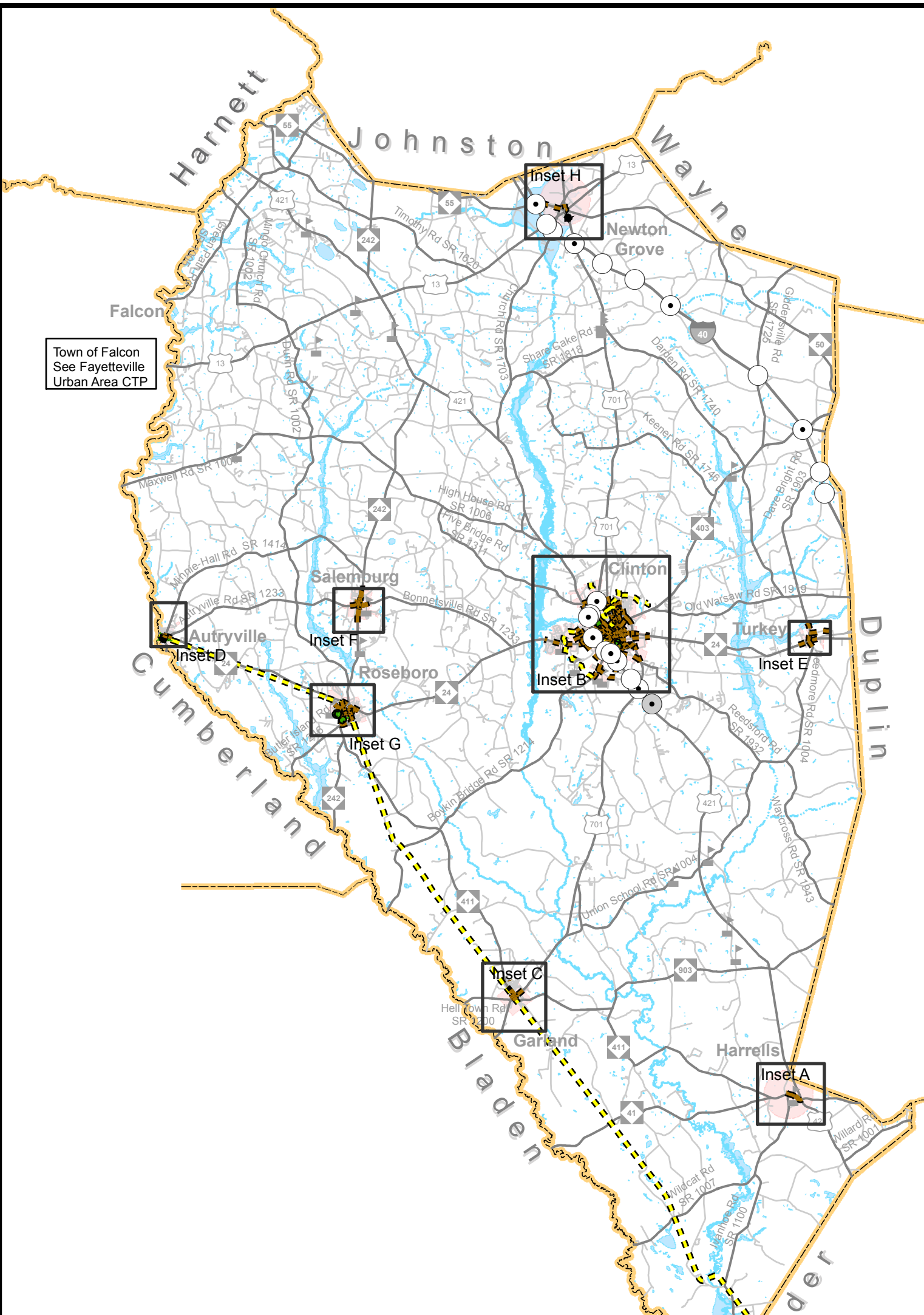


Figure 1

Sheet 5 of 5

Base map date: 10/8/2013

Refer to CTP document for more details

**Pedestrian Map  
Inset B (Clinton)**



**Sampson County  
Planning Area**

**Comprehensive  
Transportation Plan**

Plan date: 8/27/2015

**DRAFT**

- Sidewalks**
  - Existing
  - Needs Improvement
  - Recommended
- Off-road**
  - Existing
  - Needs Improvement
  - Recommended
- Multi-Use Paths**
  - Existing
  - Needs Improvement
  - Recommended
- Existing Grade Separation
- Proposed Grade Separation
- Existing Interchange
- Proposed Interchange

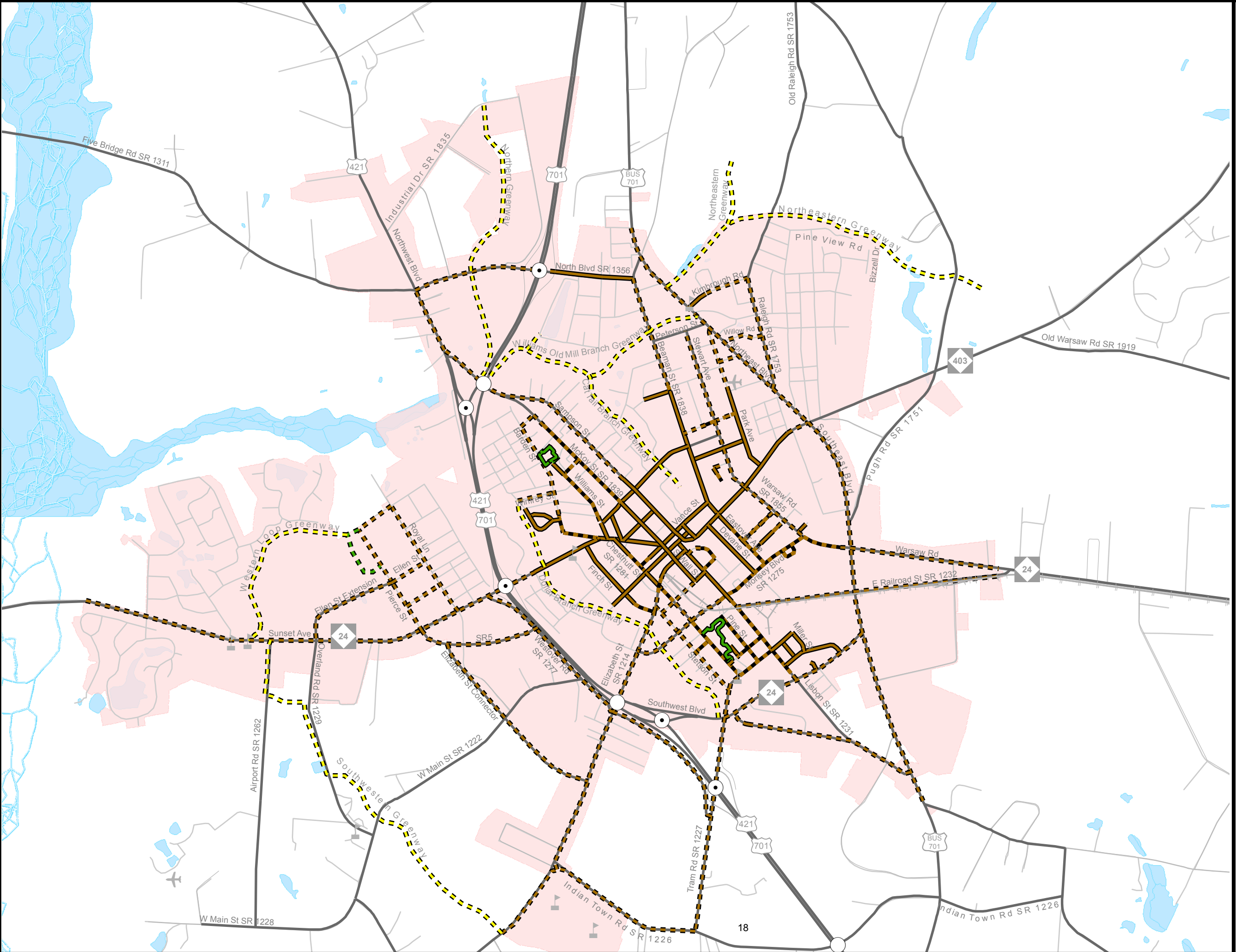


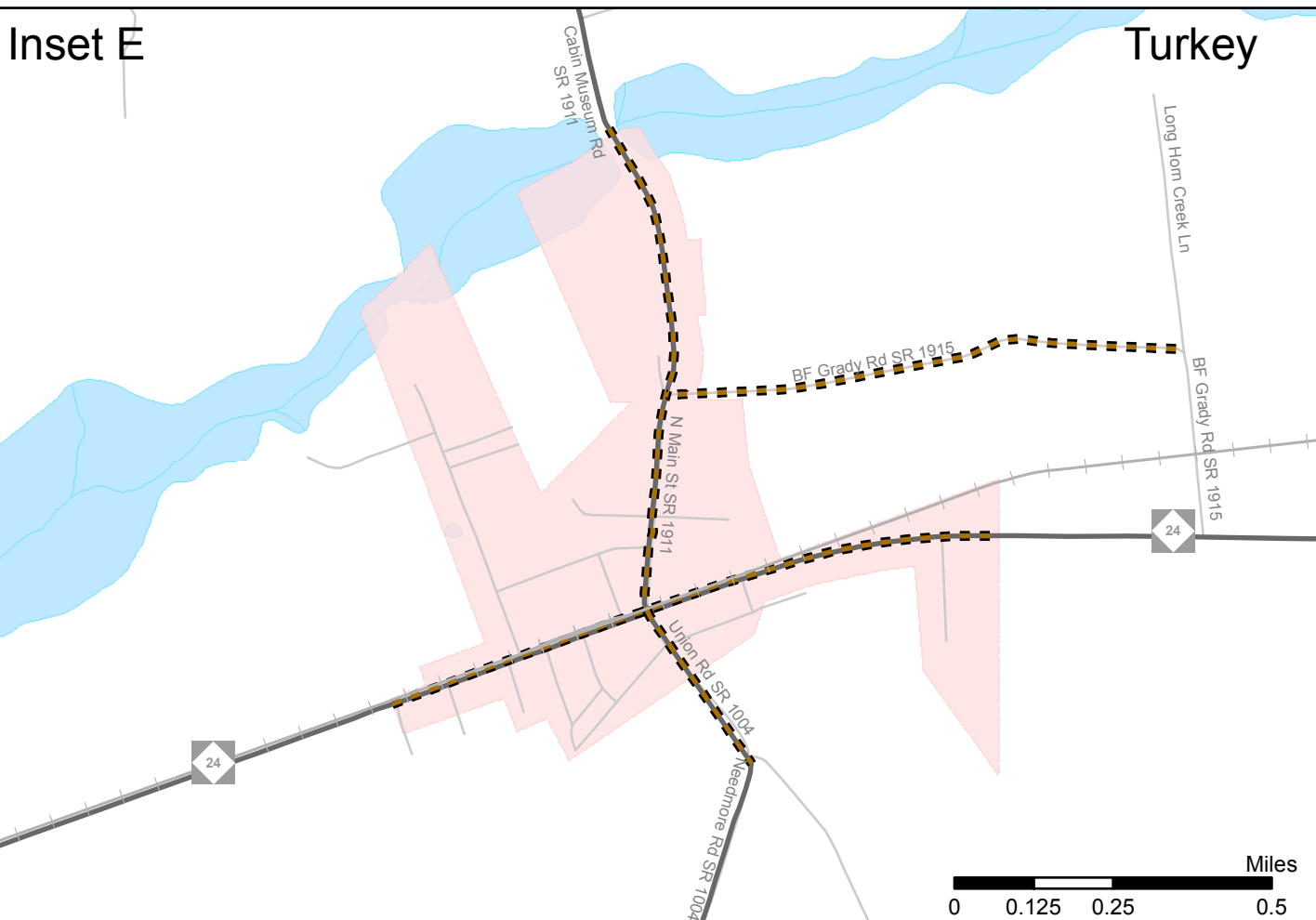
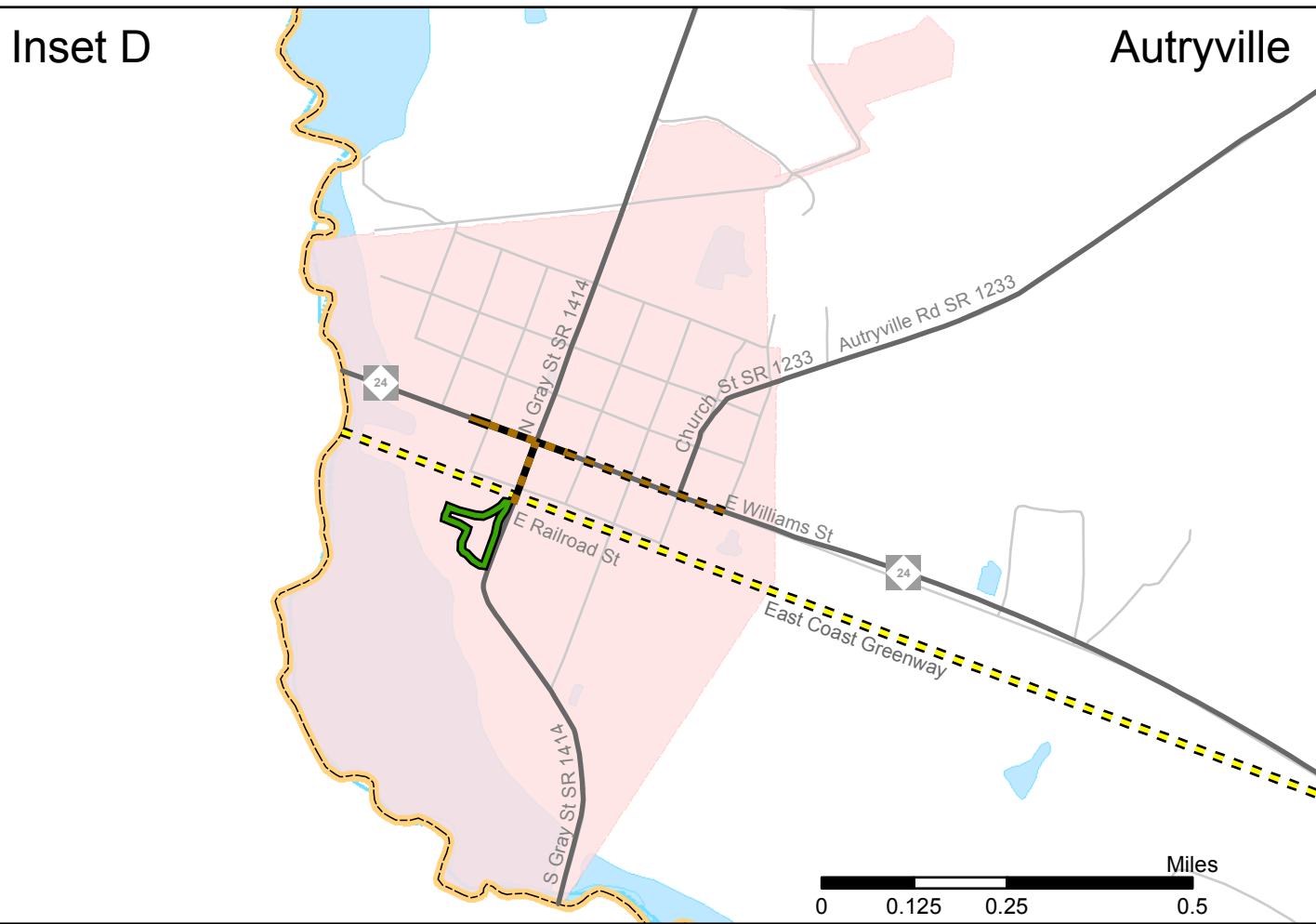
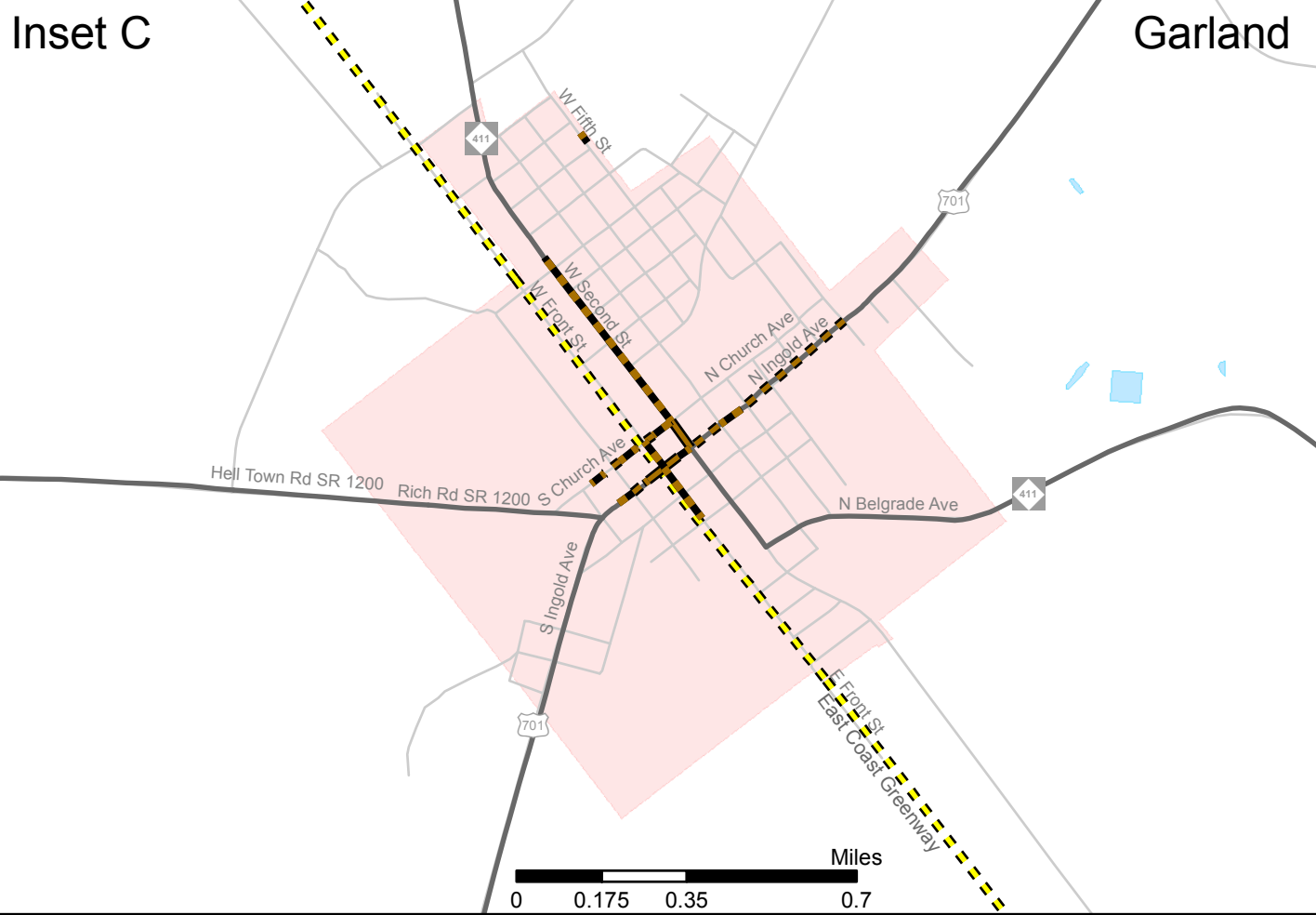
**Figure 1**

Sheet 5A of 5

Base map date: 10/8/2013

Refer to CTP document for more details





**Pedestrian Map  
Insets**



**Sampson County  
Planning Area**

**Comprehensive  
Transportation Plan**

Plan date: 8/27/2015

**DRAFT**

- Sidewalks**
  - Existing
  - Needs Improvement
  - Recommended
- Off-road**
  - Existing
  - Needs Improvement
  - Recommended
- Multi-Use Paths**
  - Existing
  - Needs Improvement
  - Recommended
- Existing Grade Separation
- Proposed Grade Separation
- Existing Interchange
- Proposed Interchange



**Figure 1**  
Sheet 5B of 5

Base map date: 10/8/2013  
Refer to CTP document for more details

Inset F

Salemburg



Pedestrian Map Insets



Sampson County Planning Area

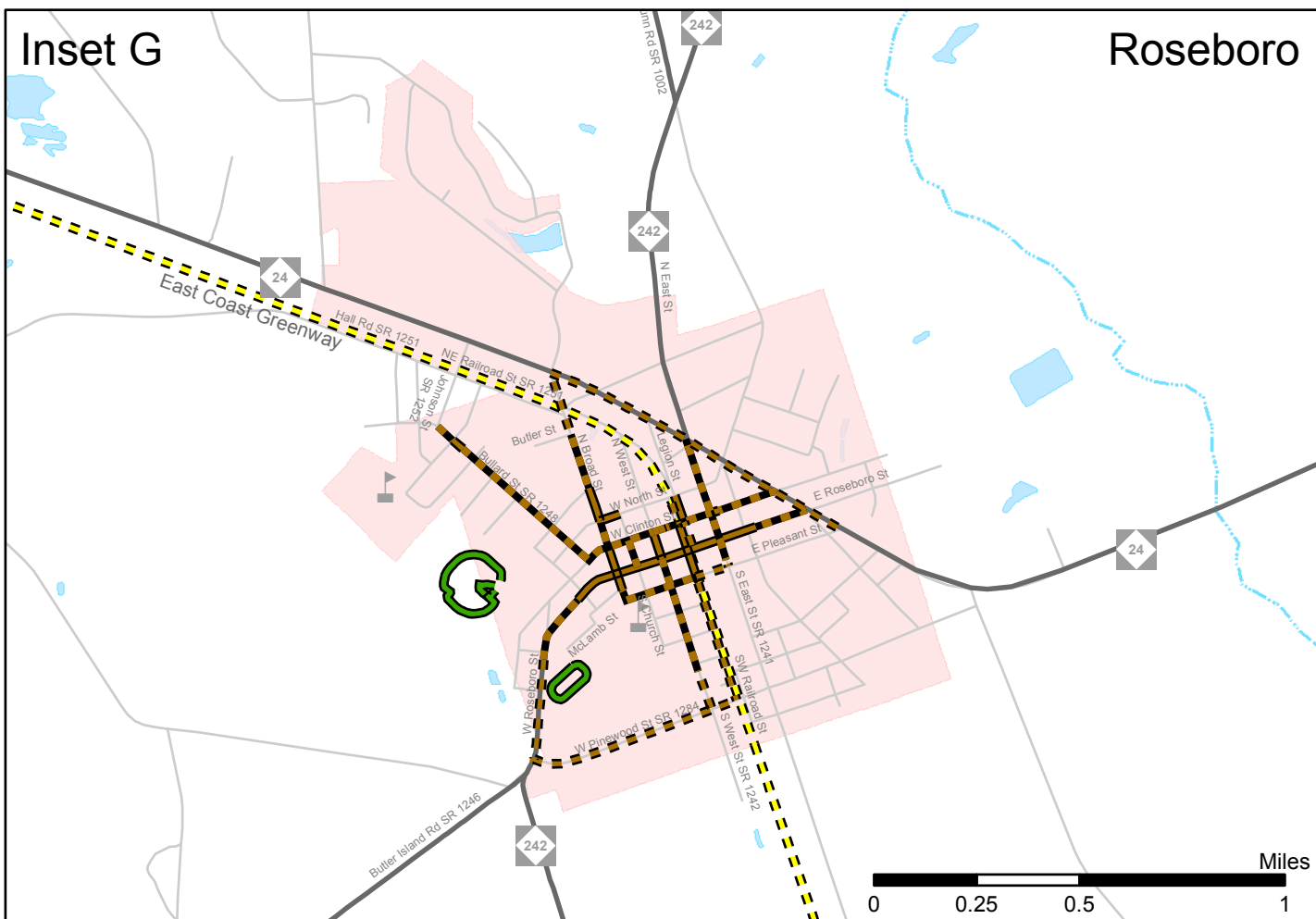
Comprehensive Transportation Plan

Plan date: 8/27/2015

**DRAFT**

Inset G

Roseboro



Sidewalks

- Existing
- Needs Improvement
- Recommended

Off-road

- Existing
- Needs Improvement
- Recommended

Multi-Use Paths

- Existing
- Needs Improvement
- Recommended

- Existing Grade Separation
- Proposed Grade Separation
- Existing Interchange
- Proposed Interchange

Inset H

Newton Grove

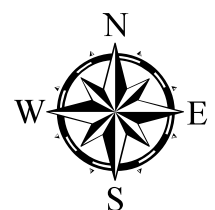
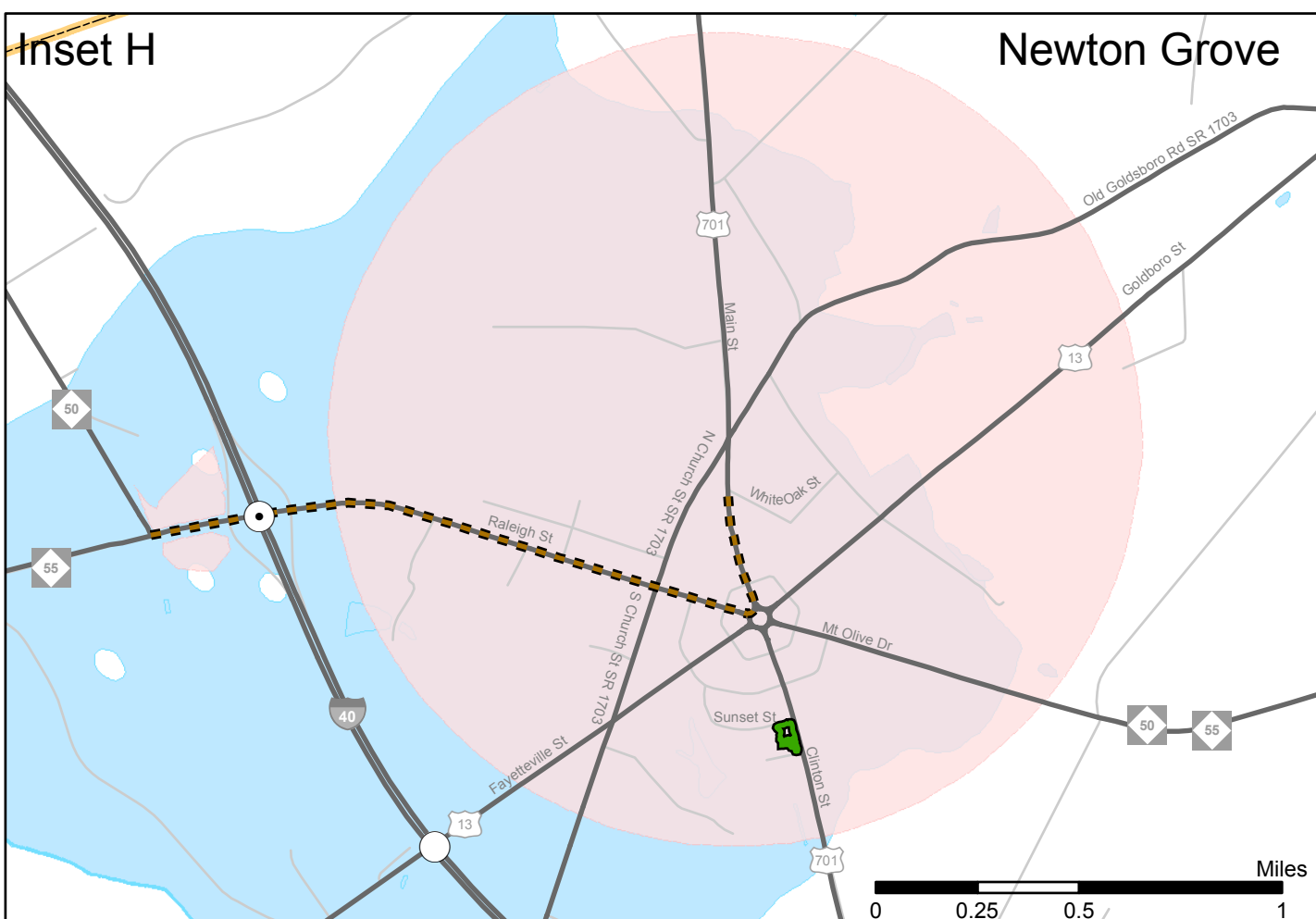


Figure 1  
Sheet 5C of 5

Base map date: 10/8/2013  
Refer to CTP document for more details

# Public Transportation and Rail Map



## Sampson County Planning Area

### Comprehensive Transportation Plan

Plan date: 8/27/2015

Town of Falcon  
See Fayetteville  
Urban Area CTP

- Bus Routes**
  - Existing
  - Needs Improvement
  - Recommended
- Fixed Guideway**
  - Existing
  - Needs Improvement
  - Recommended
- Operational Strategies**
  - Existing
  - Needs Improvement
  - Recommended
- Rail Corridor**
  - Active
  - Inactive
  - Recommended
- High Speed Rail Corridor**
  - Existing
  - Recommended
- Rail Stops**
  - Existing
  - Recommended
- Intermodal Connector**
  - Existing
  - Recommended
- Park and Ride Lot**
  - Existing
  - Recommended

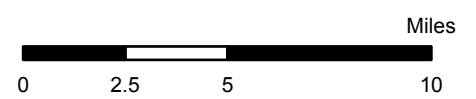


Figure 1

Sheet 3 of 5

Base map date: 10/8/2013

Refer to CTP document for more details

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    2 (a)

Meeting Date: November 2, 2015	<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:** Acceptance of Offer to Purchase Parcel of Land (Parcel No. 18098508001, Ernest Tann Lane, Turkey)

**DEPARTMENT:** Finance

**PUBLIC HEARING:** No

**CONTACT PERSON:** David Clack, Finance Officer

**PURPOSE:** To consider acceptance of offer to purchase parcel of surplus County property

**ATTACHMENTS:** Finance Officer memo; Advertisement; Resolution

**BACKGROUND:** At the October meeting, the Board declared as surplus a .25 acre tract of land located off Ernest Tann Road in Turkey and directed staff to accept bids for its disposition through the upset bid process, with a minimum bid of \$4,700. The County received one qualifying bid, which was duly advertised on October 18, 2015. As of the date of agenda publication, no upset bids had been received. A resolution has been enclosed and will be presented for adoption should no upset bids be received by the deadline of October 28, 2015. (If a higher bid should be received, the upset bid process will continue and the agenda item tabled.)

**RECOMMENDED ACTION OR MOTION:** If no other bids have been received as of October 28, adopt the enclosed resolution accepting an offer by Tonia Faison to purchase that parcel of land designated as Parcel Identification Number 18098508001 for the amount of \$4,700.



NORTH CAROLINA'S  
**SAMPSON COUNTY**

FINANCE DEPARTMENT

*David K. Clack, Finance Officer*

**TO:** Board of Commissioners

**FROM:** David K. Clack, Finance Officer

**DATE:** October 26, 2015

**SUBJECT:** Surplus Property

The Board at their September 2, 2015 agreed to surplus parcel number 18098508001 and set a minimum bid of \$4,700. This parcel is located on Ernest Tann Lane off Dave Bright Road near Turkey.

The one acre parcel was acquired by Sampson County through foreclosure at a cost of \$2,277.95. This was the amount of taxes, fees and penalties owed at the time. The current value of the property on the tax abstract is \$4,743.00.

We received a bid of \$4,700 from Ms. Tonia Faison along with the required 5% deposit. As of the date of this memo this is the only bid we have received.

As required by General Statute 160A-269 we advertised the bid amount on October 18, 2015. The Statute allows ten (10) days for anyone to upset the bid. We have attached a resolution accepting Ms. Faison's offer to be adopted if no other bids are received by October 28, 2015.

If a higher bid is received, then we 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.

OBITUARIES/NEWS

The Sampson Independent

bridge group at San Jose Oakland Chapel, 2201 Greenville.

The funeral will be held at 3 p.m. Saturday, Oct. 17, at St. Lewis Baptist Church in Chinquapin.

Burial will follow at Hallsville Church Cemetery, Beulaville.

Visitation was held from 2 to 3 p.m. Saturday, Oct. 17, at the church.

BOYKIN

BROOKLYN, N.Y. — Mrs. Daphne R. Boykin, 58, of 396 E. 16th St., formerly of Elizabethtown, died Thursday, Oct. 15, 2015.

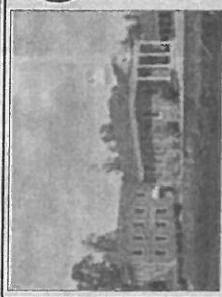
Funeral arrangements are incomplete and will be announced by Summer-ville-Boykin Mortuary, Garland, N.C.

There's a lot of people going through and they have the opportunity to get exposed to

college-bound women to attend. After graduation, Wallace would like to become a high school teachers. Smith

stop location to meet with representatives from all over the state. He also applauded the collaborative efforts of

Reach Chase Jordan at 910-249-4617. Follow us on Twitter at @SampsonInd and like us on Facebook.



Clement Baptist Church

“Come Worship With Us!”

Dr. James E. Dees, Jr., Pastor

Sunday: 10:00 AM Sunday School • 11:00 AM Worship • Wednesday: 7:30 PM Evening Service • Children & Youth Programs

www.clementbaptist.org 910-567-6777 6020 Maxwell Rd. (Located in Clement Community)

NOTICE OF UPSET BID

Pursuant to North Carolina General Statute 160A-269, Sampson County is accepting upset bids on certain real property. Subject is a parcel of land owned by Sampson County (Sampson County Parcel Identification Number 18098508001), situated in Turkey Township and being more particularly described as property adjoining Lila Faison and the dirt road, about 4 miles West of Faison, NC., and consisting of approximately .25 acres as described in Deed Book 1208, Page 837.

Sampson County has been offered a bid of \$4,700 for this parcel. Any person may raise this bid by not less than 10% of the first \$1,000 and 5% of the remainder. Bids must be submitted in writing to the Purchasing and Contracting Officer and must be accompanied by a deposit equal to 5% of the increased bid, no later than 5:00pm on Wednesday, October 28, 2015. Deposits must be made in the form of cash or good check. This process shall continue until no further qualifying bids are received.

The Board may at any time reject any and all offers. For further information, please contact:

Juanita Brewington, Purchasing and Contracting Officer - Sampson County Finance Department 406 County Complex Road, Suite 120, Clinton, NC 28328 • (910) 592-7181, ext. 2256

municipalities there are now contested races with the outcomes determining who will make decisions in Sampson's towns. That makes voting

**RESOLUTION OF THE SAMPSON COUNTY BOARD OF COMMISSIONERS  
ACCEPTING AN OFFER TO PURCHASE CERTAIN REAL ESTATE  
PURSUANT TO GS 160A-269**

**WHEREAS**, at its regular meeting held on September 1, 2015, the Board of Commissioners agreed to surplus and authorized the sale of that parcel of land owned by Sampson County consisting of approximately  $\frac{1}{4}$  (one-fourth) of an acre, situated in Turkey Township, Sampson County, North Carolina and identified as Sampson County Parcel Identification Number 18098508001, subject to the upset bid procedure of GS 160A-269; and

**WHEREAS**, the Finance Officer reports that a qualifying bid in the amount of \$4,700 was received from Tonia Faison.

**WHEREAS**, the Finance Officer reports that this action was duly advertised with notice that any person may raise the bid by not less than 10% of the first \$1,000 and 5% of the remainder, and that this process was continued until no further qualifying bids were received; and

**WHEREAS**, the Finance Officer reports that the final qualifying bid received was a bid for \$4,700 by Tonia Faison.

**NOW THEREFORE BE IT RESOLVED** that the Sampson County Board of Commissioners accepts the offer of Tonia Faison to purchase that parcel of land designated as Sampson County Parcel Identification Number 18098508001 situated in Turkey Township, Sampson County, particularly described in Deed Book 1208, Page 838 Sampson County Registry as follows: *Adjoining Lila Faison and the dirt road, about 4 miles west of Faison, N.C., containing  $\frac{1}{4}$  (one-fourth) of an acre, for \$4,700 cash.*

**BE IT FURTHER RESOLVED** that the Chairman of the Board is authorized to execute a warranty deed and any such other documents necessary for the transfer of said property.

**ADOPTED** at a regular meeting on November 2, 2015.

\_\_\_\_\_  
Chairman, Sampson County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Susan J. Holder, Clerk to the Board

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     2 (b)

Meeting Date: November 2, 2015	<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:** Presentation of Budget Reduction Proposals

**DEPARTMENT:** Various

**PUBLIC HEARING:** No

**CONTACT PERSON:** Edwin W. Causey, County Manager  
Various Department Heads

**PURPOSE:** To consider approval of various budget reduction proposals

**ATTACHMENTS:** Excel Spreadsheet; Budget Reduction Proposals from Administration, Aging/Recreation, Elections, EMS, Finance and Library

**BACKGROUND:** With the adoption of the FY 2015-2016 budget and its pay plan implementation, staff pledged to reduce the County's budget over the period of the implementation by approximately \$1.1 million, beginning with the reduction of approximately \$345,000 for the upcoming FY 2016-2017 budget. Department heads have been working diligently to review their budgets and create efficiencies in their operations to produce the promised savings, and the enclosed proposals are the first for your review and consideration.

**RECOMMENDED ACTION OR MOTION:** Approve the budget reduction proposals as presented by staff

Department Proposal Number	Proposal Description	Anticipated Cost Savings			
		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
ADM 001	Eliminate Dues; Special Com. Funding	1,175.00			
AGE/REC 001	Shared Receptionist	12,242.00			
ELC 001	Utilization of Co. EE as Election Clerks	7,452.00			
EMS 001	Building Cleaning	9,000.00			
EMS 002	Eliminate SFD Aerial Plat. Supplement	3,600.00			
EMS 003	Office Efficiencies	898.24			
EMS 004	Discontinue TFD Fire Medic	5,280.00			
EMS 005	Cease PV EMS/Lease Space frm PFD	16,339.00			
EMS 006	Eliminate Fax Maint. Contracts	3,625.00			
EMS 007	Eliminate Hepatitis B shot	2,300.00			
FIN 001	Workers Compensation Premiums	105,000.00			
FIN 002	Copier Lease/Cost Per Copy	30,201.00	16,402.87	15,392.29	6,069.91
LIB 001	Staff Reorganizations/Prog Adjustmts	50,107.18	31,531.97		
	Totals to date:	<b>247,219.42</b>	47,934.84	15,392.29	6,069.91

**Abbreviation Key:**

ADM (Administration); AGE (Aging); AIR (Airport); ANS (Animal Shelter); BOE (Boards of Education); CES (Cooperative Extension)  
 DET (Detention Center); DSS (Social Services); EDC (Economic Development); ELC (Elections); EMS (Emergency Services);  
 EXP (Exposition Center); FIN (Finance); GOV (Governing Body); HLT (Health); INS (Inspections); ITS (Information Technology)  
 LEG (Legal); LIB (Library); NRC (NRCS); PLZ (Planning & Zoning); PWK (Public Works); REC (Recreation); RES (Rescue)  
 ROD (Register of Deeds); SCC (Community College); SHO (Sheriff's Office); SLW (Solid Waste); SPC (Special Appropriations)  
 TAX (Tax Office); VET (Veterans Office); VFD (Volunteer Fire)

Nov-15

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Administration

Proposal Name: Elimination of Dues/Special Committee Funding      Proposal Number: ADM 001

**Executive Summary:**

Expenses in two line items are recommended for elimination:

1. Administration currently budgets for staff membership in ICMA (International City/County Managers Association). We propose that such national membership be eliminated as both the Manager and Assistant Manager can receive ample education/conference benefit from their current membership in their state association (NCCCMA).
  
2. Funding is currently set aside for the potential activities of the employee committee. In the past, this committee has overseen employee incentive initiatives, United Way and Relay for Life campaigns, etc. Such activities can be funded, as necessary, from various individual departmental budgets.

**Budget Impact:** show implementation years and anticipated savings each year in excel format

The resulting cost savings total \$1,175:

1. Elimination of ICMA membership dues: \$675.00
2. Elimination of Special Committee funding: \$500.00

**Anticipated Staffing Impact:**

None

**Anticipated Impact to Other Departments/Agencies:**

None

**Anticipated Impact to Citizens/Customer Service:**

None

**Anticipated Technology Impact:**

None

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

Department: **Parks & Recreation /Department of Aging**

Proposal Name: **Shared Receptionist**

Proposal Number: **AGE/REC 001**

### Executive Summary:

The Department of Aging currently contracts with Ambassador for a receptionist for twenty hours per week. The remaining hours are covered by program managers, who take turns sitting at the front desk. Parks and Recreation has a full-time Administrative Support Specialist II who, as part of her duties, is the receptionist for Parks and Recreation. The offices of these two reception areas are across from one another with a lobby area in between. The proposal is to terminate the contract with Ambassador for the temporary part-time receptionist in the Aging office and share the Administrative Support Specialist II with both offices. This person would be moved to the lobby area and receive visitors and calls for both departments eliminating the need for the part-time contract person in the Aging Office. We are proposing to make this change as of January 1, 2016.

**Budget Impact:** show implementation years and anticipated savings each year in excel format

If started as of January 1, 2016; \$6,220.00 will be saved for FY 15-16. Thereafter, \$12,242.00 will be saved annually. This cost savings is for the elimination of the contract with the temp agency, for the part-time person in the Aging budget.

### Anticipated Staffing Impact:

Parks and Recreation Administrative Support Specialist II is shared between the two departments, nothing else would change in regards to pay or benefits. The extra responsibility for answering calls and directing incoming visitors will not hinder employee with current job duties.

An addition advantage for the Aging staff would be freeing up the program manager's from 'working the front desk' and allow them additional time to focus on work with their clients.

### Anticipated Impact to Other Departments/Agencies:

This impacts only Department of Aging and Parks & Recreation.

### Anticipated Impact to Citizens/Customer Service:

The value to customer service would be that an employee would be sitting in the main lobby area of the building, so that they can be easily spotted when coming into the building. That person will be able to direct citizens to all the departments within this building, which includes Inspections and Environmental Health, as well as Parks and Recreation and Aging Services.

No negative impact is identified at this time.

### Anticipated Technology Impact:

No additional equipment would be needed. The computer/telephone would need to be moved to the lobby area, but this cost should be minimal. The cost for the any new telephone equipment has already been covered; Chris Rayner is already working on upgrading our phone system.

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

**Department:** Elections

**Proposal Name:** Utilization of EEs as Elections Clerks      **Proposal Number:** ELC 001

**Executive Summary:**

To offset a portion of election expenses, we propose that Sampson County employees be offered the opportunity to serve as clerks on Election Day. We would request all departments, as they are able, give their employees the opportunity to serve as an election official on Election Day if they are interested. Those interested would complete an application, which would be approved by their Department Head and County Manager, and then come to the Elections Board for formal appointment (per statute). (We would suggest that employees of the Register of Deeds Office and the Sheriff's Department be ineligible to serve in those elections where the Register of Deeds and Sheriff's seats are in contention.)

**Budget Impact:** show implementation years and anticipated savings each year in excel format

County employees would be paid their normal salary, which is absorbed by their respective departments, and be awarded compensation time for any hours worked in excess of 40 hours a week. Assuming the assignment of one employee per precinct initially would result in an initial reduction our Elections Expense line item of \$3,105 per election. (Averaged over a period of four years, the anticipated savings each of those years would be \$7,452.) The attached chart illustrates the potential cost savings over the next four years, based upon the varied election types in a particular year. The savings are calculated on the minimum anticipated use of County employees. Of course, if the proposal is approved and implemented successfully, the number of employees serving as clerks could increase, as would the savings. The cost savings would be would continue as long as there were adequate personnel available from various departments to use on Election Day.

**Anticipated Staffing Impact:**

In addition to the cost savings generated by this proposal, we believe that Sampson County employees would benefit by having a change in from the normal daily routine while learning new skills and knowledge of the Election process. The Board of Elections Office will also benefit from the proposal, as our staff will have more time to prepare for Elections as they will not be spending so much time trying to find citizens willing to work. The efficiencies of using knowledgeable County employees will free elections staff for other duties during elections days.

**Anticipated Impact to Other Departments/Agencies:**

County employees who serve as election Clerks would only miss one to two days of work per election: one full day on Election Day, and one to two half days for training, depending on the election type. The Board of Elections would be willing to conduct mandatory training during the scheduled work day over a span of two to three days to allow the employees to attend the training during normal business hours.

**Anticipated Impact to Citizens/Customer Service:**

The Elections Board anticipates that the use of County employees will enhance customer service and add value to the service that all Sampson County citizens receive on Election Day. It will demonstrate that County personnel are very personable people, who love to serve their County. Also, by using County personnel, we feel that we will be utilizing people with a demonstrated skill set. Generally, these employees are also civic minded and accustomed to the general public and possess a poised and professional appearance and attitude. The application used to consider interested employees will include specific questions pertaining to the knowledge and ease of use with computers and other related technology to ensure that those chosen have the skills necessary to complete the needed tasks.



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**Anticipated Technology Impact:**

The application used to consider interested employees will include specific questions pertaining to the knowledge and ease of use with computers and other related technology to ensure that those chosen have the skills necessary to complete the needed tasks. No technology impact.

## SAMPSON COUNTY BOARD OF ELECTIONS

335 County Complex Road, Suite 110

CLINTON N.C. 28328

PHONE (910) 592-5796

FAX (910) 590-2818

Ashley P. Tew, Director

Horace Bass, Member

John Daniel Jackson, Chairman

Quincy Edgerton, Secretary

Election Assistants (Clerks) are workers who assist the Elections Judges on Election Day. They are appointed for an election and reappointed as needed; there is no set term. On Election Day, they are assigned tasks by the Chief Judge. They may check in voters, hand out ballots, review photo ID, greet voters, or assist voters as needed. Currently, each political party has one or two Election Assistants per precinct (23 precincts) for each election. They are put in place by the respective Party Chair, the Director of Elections, or the Board of Elections. (See GS 163-42, enclosed.)

There is a lot of time and effort put into finding enough clerks for each Election, not only during working hours, but also after normal operating hours. Each clerk is paid \$115 for Election Day plus \$20 for every training session attended, resulting in costs of \$6,210 to \$12,420 depending on the size of the election. Because 2016 will usher in new laws and practices with Voter Photo ID, we are anticipating the need for more election staff for each election.

To offset a portion of these election expenses, we propose that Sampson County employees be offered the opportunity to serve as clerks on Election Day. We would request all departments, as they are able, give their employees the opportunity to serve as an election official on Election Day if they are interested. Those interested would complete an application, which would be approved by their Department Head and County Manager, and then come to the Elections Board for formal appointment (per statute). (We would suggest that employees of the Register of Deeds Office and the Sheriff's Department be ineligible to serve in those elections where the Register of Deeds and Sheriff's seats are in contention.) The Clerk appointments are strictly on an election to election basis; there is no set term for the appointment. Therefore, this is not something that is set for a specific period of time. Ultimately, it is the goal of the Board of Elections to remain fair to both political parties and accommodate them to the best of our ability in our selection and use of personnel. In the end, all statutes and regulations will be followed according to the elections law.

By offering current Sampson County personnel the opportunity to serve, the Elections budget would decrease. County employees would be paid their normal salary, which is absorbed by their respective departments, and be awarded compensation time for any hours worked in excess of eight/day. Assuming the assignment of one employee per precinct initially would result in an initial reduction our Elections Expense line item of \$3,105 per election. The attached chart illustrates the potential cost savings over the next four years, based upon the varied election types in a particular year. The savings are calculated on the minimum anticipated use of County employees. Of course, if the proposal is approved and implemented successfully, the number of employees serving as clerks could increase, as would the savings. The cost savings would be would continue as long as there were adequate personnel available from various departments to use on Election Day. The only time constraint noted by our department, would be the amount of time it will take to get the process under way. We do also suggest that the all aspects be reviewed by the County Attorney for compliance with applicable statutes.

County employees who serve as election Clerks would only miss one to two days of work per election: one full day on Election Day, and one to two half days for training, depending on the election type. The Board of Elections would be willing to conduct mandatory training during the scheduled work day over a span of two to three days to allow the employees to attend the training during normal business hours.

In addition to the cost savings generated by this proposal, we believe that Sampson County employees would benefit by having a change in from the normal daily routine while learning new skills and knowledge of the Election process. The Elections Board anticipates that the use of County employees will enhance customer service and add value to the service that all Sampson County citizens receive on Election Day. It will demonstrate that County personnel are very personable people, who love to serve their County. Also, by using County personnel, we feel that we will be utilizing people with a demonstrated skill set. Generally, these employees are also civic minded and accustomed to the general public and possess a poised and professional appearance and attitude. The application used to consider interested employees will include specific questions pertaining to the knowledge and ease of use with computers and other related technology to ensure that those chosen have the skills necessary to complete the needed tasks.

The Board of Elections Office will also benefit from the proposal, as our staff will have more time to prepare for Elections as they will not be spending so much time trying to find citizens willing to work. The efficiencies of using knowledgeable County employees will free elections staff for other duties during elections days.

The Board of Elections is positive that this proposal will offer both cost-savings and efficiencies and will benefit Sampson County Board of Elections, County employees, and Sampson County citizens as a whole.

Estimated Cost Savings Associated with the Proposal to Implement Sampson County Personnel as Election Day Assistants				
Fiscal Year	Election	Clerks Needed	Sampson County Personnel Assistants	Cost Saved per proposal
7/1/2016-6/30/2017	July (Federal)	46	23	\$3,105.00
	November (General/Presidential)	66	23	\$3,105.00
			<b>Total Saved for Fiscal Year</b>	<b>\$6,210.00</b>
7/1/2017-6/30/2018	November (Municipal)	46	23	\$3,105.00
	May (Primary)	66	23	\$3,105.00
	June (Second Primary)	46	23	\$3,105.00
			<b>Total Saved for Fiscal Year</b>	<b>\$9,315.00</b>
7/1/2018-6/30/2019	July (Federal)	46	23	\$3,105.00
	November (General)	46	23	\$3,105.00
			<b>Total Saved for Fiscal Year</b>	<b>\$6,210.00</b>
7/1/2019-6/30/2020	November (Municipal)	46	23	\$3,105.00
	May (Primary/Presidential)	66	23	\$3,105.00
	June (Second Primary)	66	23	\$3,105.00
			<b>Total Saved for Fiscal Year</b>	<b>\$9,315.00</b>
7/1/2020-6/30/2021	July (Federal)	46	23	\$3,105.00
	November (General/Presidential)	66	23	\$3,105.00
			<b>Total Saved for Fiscal Year</b>	<b>\$6,210.00</b>
Cost Saved per proposal- Includes \$115 base pay per Election Day worked as Election Assistant, plus \$20 base pay for attending one training session per Election Day worked. Mileage can not be estimated at this time.				
At any time after proposal is effective, pending success, the Board of Elections would be open to increasing the number of County Employees serving.				

§ 163-42. Assistants at polls; appointment; term of office; qualifications; oath of office.

(a) Each county board of elections is authorized, in its discretion, to appoint two or more assistants for each precinct to aid the chief judge and judges. Not more than two assistants shall be appointed in precincts having 500 or less registered voters. Assistants shall be qualified voters of the county in which the precinct is located. When the board of elections determines NC General Statutes – Chapter 163 Article 5 4 that assistants are needed in a precinct an equal number shall be appointed from different political parties, unless the requirement as to party affiliation cannot be met because of an insufficient number of voters of different political parties within the county.

In the discretion of the county board of elections, a precinct assistant may serve less than the full day prescribed for chief judges and judges in G.S. 163-47(a).

(b) The chairman of each political party in the county shall have the right to recommend from three to 10 registered voters in each precinct for appointment as precinct assistants in that precinct. If the recommendations are received by it no later than the thirtieth day prior to the primary or election, the board shall make appointments of the precinct assistants for each precinct from the names thus recommended. If the recommendations of the party chairs for precinct assistant in a precinct are insufficient, the county board of elections by unanimous vote of all of its members may name to serve as precinct assistant in that precinct registered voters in that precinct who were not recommended by the party chairs. If, after diligently seeking to fill the positions with registered voters of the precinct, the county board still has an insufficient number of precinct assistants for the precinct, the county board by unanimous vote of all of its members may appoint to the positions registered voters in other precincts in the same county who meet the qualifications other than residence to be precinct officials in the precinct. In making its appointments, the county board shall assure, wherever possible, that no precinct has precinct officials all of whom are registered with the same party. In no instance shall the county board appoint nonresidents of the precinct to a majority of the positions as precinct assistant in a precinct.

(c) In addition, a county board of elections by unanimous vote of all of its members may appoint any registered voter in the county as emergency election-day assistant, as long as that voter is otherwise qualified to be a precinct official. The State Board of Elections shall determine for each election the number of emergency election-day assistants each county may have, based on population, expected turnout, and complexity of election duties. The county board by unanimous vote of all of its members may assign emergency election-day assistants on the day of the election to any precinct in the county where the number of precinct officials is insufficient because of an emergency occurring within 48 hours of the opening of the polls that prevents an appointed precinct official from serving. A person appointed to serve as emergency election-day assistant shall be trained and paid like other precinct assistants in accordance with G.S. 163-46. A county board of elections shall apportion the appointments as emergency election-day assistant among registrants of each political party so as to make possible the staffing of each precinct with officials of more than one party, and the county board shall make assignments so that no precinct has precinct officials all of whom are registered with the same party.

(d) Before entering upon the duties of the office, each assistant shall take the oath prescribed in G.S. 163-41(a) to be administered by the chief judge of the precinct for which the assistant is appointed. Assistants serve for the particular primary or election for which they are appointed, unless the county board of elections appoints them for a term to expire on the date appointments are to be made pursuant to G.S. 163-41. (1929, c. 164, s. 35; 1933, c. 165, s. 24; 1953, c. 1191, s. 3; 1967, c. 775, s. 1; 1973, c. 793, s. 95; c. 1359, ss. 1-3; 1975, c. 19, s. 67; 1977, c. 95, ss. 1, 2; 1981, c. 954, s. 3; 1983, c. 617, s. 4; 1985, c. 563, ss. 8, 8.1; 1993 (Reg. Sess., 1994), c. 762, s. 17; 1995 (Reg. Sess., 1996), c. 554, s. 1; c. 734, s. 2; 2011-31, s. 19.)

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Emergency Management

Proposal Name: Building Cleaning Proposal Number: EMS 001

**Executive Summary:**

Because the majority of the employees in the Emergency Services building work 24-hour staff (with some occasional down time during these shifts) and because the department frequently utilizes community service workers, the department has the manpower to accomplish the cleaning of its building by its employees rather than a contracted service.

**Budget Impact:** show implementation years and anticipated savings each year in excel format

The County is currently paying approximately \$12,000 annual for the cleaning services of the EMS building. The projected cost for cleaning supplies is \$1,200 annually, resulting in a net anticipated savings of \$9,000 annually (not including the cost of waxing floors and cleaning carpets annually, with an estimated cost of \$1,800).

**Anticipated Staffing Impact:**

None.

**Anticipated Impact to Other Departments/Agencies:**

None.

**Anticipated Impact to Citizens/Customer Service:**

None

**Anticipated Technology Impact:**

None



## **M**EMORANDUM:

**TO:** Mr. Edwin W. Causey, County Manager

**FROM:** <sup>RB</sup> Ronald Bass, Emergency Management

**DATE:** August 20, 2015

**SUBJECT: Cleaning EM/911/EMS Building**

The County is currently paying approximately \$12,000.00 annually for cleaning service for the Emergency Services building, which includes the Communications Center, the Emergency Management Offices and the EMS Offices. Because the majority of our employees work 24-hour shifts (with some occasional down time during these shifts) and because our department frequently utilizes community service workers, our department has the manpower to accomplish this cleaning more so than some other departments. After much conversation with emergency services employees, everyone is in agreement that staff could be responsible for cleaning our own area.

The projected cost for cleaning supplies would be approximately \$1,200.00 annually, not inclusive of the cost of waxing the floors or cleaning the carpet annually; therefore dissolving the contract with the cleaning company that handles our building should conservatively result in a savings of approximately \$9,000.00 annually.

RB/dhd

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Emergency Management

Proposal Name: Eliminate SFD Aerial Platform Supplement Proposal Number: EMS 002

**Executive Summary:**

Previously a stipend of \$3,600 was paid annually to Salemburg Fire Department as they were the only department who had purchased and responded with an aerial platform (ladder) truck. There are now two other departments in the County – Halls and Clinton – who have also purchased and respond as needed with a ladder truck, and as such there is a decrease in the need for response by Salemburg (and thus less cost for use and maintenance). Since neither Halls nor Clinton receive a stipend, it is recommended that the stipend for Salemburg be eliminated.

**Budget Impact:** show implementation years and anticipated savings each year in excel format

The elimination of the stipend will result in a savings of \$3,600 annually.

**Anticipated Staffing Impact:**

None.

**Anticipated Impact to Other Departments/Agencies:**

The Salemburg Fire Department would bear the full cost for the use/maintenance of the ladder truck without County assistance.

**Anticipated Impact to Citizens/Customer Service:**

None

**Anticipated Technology Impact:**

None





## **M E M O R A N D U M :**

**TO:** Mr. Edwin W. Causey, County Manager

**FROM:** *RB*  
Ronald Bass, Emergency Management

**DATE:** August 21, 2015

**SUBJECT: Salemburg Aerial Platform Truck**

Several years ago Salemburg Fire Department purchased an aerial platform truck (ladder truck) that responded countywide in the event it was needed by other departments. The County pays a supplement of \$3,600.00 annually to the Salemburg Fire Department to assist with the maintenance of the truck with funds coming out of the volunteer fire department budget. At the time the stipend was established Salemburg Fire Department had the only ladder truck in the County; however during the last couple of years both Halls Fire Department and Clinton Fire Department have purchased ladder trucks, which results in a decrease in the need for response by the Salemburg aerial platform truck (and less cost for use and maintenance). Halls Fire Department and Clinton Fire Department do not receive the same supplement.

I would recommend that we eliminate the supplement to Salemburg Fire Department for the 2016-2017 budget. This would result in a savings of \$3,600.00 annually. I have not had any conversation with the Salemburg Fire Department reference eliminating the supplement, but would be glad to initiate the discussion as directed by you or the Board.

RB/dhd

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Emergency Management

Proposal Name: EMS Office Efficiencies Proposal Number: EMS 003

**Executive Summary:**

There are certain changes in office operations recommended to improve efficiency and reduce costs.

1. A mailbox will be erected to receive mail at the EM Office rather than sending an employee to travel to the Post Office to retrieve mail.
2. Reduce number of false alarm notifications from three to one. A letter explaining the false alarm procedures and appeal processes will only be mailed with the first false alarm. Moreover, the City of Clinton will be notified of those false alarms occurring within their jurisdiction and they will be responsible for sending letters to those in their jurisdiction.

**Budget Impact:** show implementation years and anticipated savings each year in excel format

1. Elimination of the post office box rental will result in savings of \$220 annually in addition to reducing the fuel use/mileage of a County vehicle and the efficiency of our office as an employee will not have stop their duties for a trip to the Post Office.
2. Reducing the number of false alarm letters mailed will result in office efficiencies and cost savings in the amount of \$678.24 annually.

**Anticipated Staffing Impact:**

Staff efficiency improvements noted above.

**Anticipated Impact to Other Departments/Agencies:**

None

**Anticipated Impact to Citizens/Customer Service:**

None

**Anticipated Technology Impact:**

None



## MEMORANDUM:

**TO:** Mr. Edwin W. Causey, County Manager

**FROM:** *RB*  
Ronald Bass, Emergency Management

**DATE:** August 20, 2015

**SUBJECT: Operational Efficiencies (Post Office Box Rental, False Alarm Fee Letters)**

### **Post Office Box Rental**

Over the past twenty plus years, the Emergency Services office has maintained a post office box at the Clinton Post Office at a cost that constantly rises. The current cost is \$220.00 annually. Maintaining the box at the post office requires an employee to stop their daily duties and travel approximately five miles daily to retrieve the mail. In an effort to cut down on postal expense and to improve office efficiencies, we have erected a mail box at the Emergency Services building, saving rental fee as well as the fuel used by the County vehicles for such travel.

### **False Alarm Letters**

Since the adoption of the County's False Alarm Ordinance in May 2001, it has been standard operating procedure for the EM office to notify citizens or businesses by mail that there has been a false alarm at their address. Letters have been mailed out with each of the first three occurrences, explaining that while there is no charge for the first three false alarms, a false alarm charge is imposed with the fourth occurrence in a calendar year. In 2014 there were a total of 1,413 letters mailed out for false alarms at a cost of \$678.24, including those in the County and the City of Clinton.

In the interest of cost-cutting and to improve the efficient use of staff resources, it is recommended that a letter be mailed only upon a first alarm. The letter would still advise that the location experienced a false alarm and would be charged after the fourth alarm in a calendar year. It would further detail the appeals process for false alarms prescribed by the False Alarm Ordinance. I would further recommend that we forward the City of Clinton a spreadsheet denoting the alarms that occurred inside their jurisdiction, allowing them (rather than our office) to send the letters to those property owners inside the city.

If you may have any questions please feel free to contact me.

RB/dhd

# COUNTY OF SAMPSON DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Emergency Management

Proposal Name: Discontinue Turkey FD Fire Medic Proposal Number: EMS 004

**Executive Summary:**

After 30 years of providing fire medic services to the citizens of Turkey Fire District, the Turkey Fire Department Board of Directors have elected to cease fire medic operations because of shortage of manpower and the difficulty of recruiting volunteers.

**Budget Impact:** show implementation years and anticipated savings each year in excel format

The cessation of fire medic operations will eliminate the \$5,280 stipend the Turkey FD was budgeted to receive for the FY 2015-2016.

**Anticipated Staffing Impact:**

None

**Anticipated Impact to Other Departments/Agencies:**

None

**Anticipated Impact to Citizens/Customer Service:**

This should have little to no impact on citizens as the district is served by the County's paid staff.

**Anticipated Technology Impact:**

None



## **M**EMORANDUM:

**TO:** Mr. Edwin W. Causey, County Manager

**FROM:** <sup>RB</sup> Ronald Bass, Emergency Management

**DATE:** August 20, 2015

**SUBJECT: Turkey FD Fire Medic Program**

After thirty years of providing fire medic service to the citizens of the Turkey Fire District, the Board of Directors of Turkey Fire Department have elected to cease operations. This was not an easy decision for them; however with the shortage of manpower and the ever increasing task of recruiting volunteers, they felt this was the only feasible option. At the request of the fire medics, the 911 center stopped dispatching them out to calls as of August 17, 2015.

Turkey Fire Department was budgeted to receive \$5,280.00 for the 2015-2016 budget year. By eliminating the fire medic program for Turkey Fire Department, \$5,280.00 could be removed from the Volunteer Fire Department budget. Dissolving this program would have very minimum effect on the citizens of the community as it is served by the County's paid staff.

The volunteers of the Turkey Fire Medic program should certainly be commended for their dedicated service over the years.

RB/dhd

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Emergency Management

Proposal Name: Cease Plain View EMS/Lease Space from PVFD      Proposal Number: EMS 005

**Executive Summary:**

In an effort to provide the best medical care to the citizens in the most economical manner, the membership and Board of Directors of Plain View EMS opted to cease volunteer EMS operations in the Plain View community. The County would lease the portion of the building that is currently utilized by the County's paid EMS staff from Plain View Fire Department. The County could also utilize the building for the future creation of a backup 911 center.

**Budget Impact:** show implementation years and anticipated savings each year in excel format

Instead of paying an annual supplement of \$27,139 to Plain View EMS, the County would pay \$900 per month in lease payments (total annual costs of \$10,800), resulting in savings of \$16,339.

**Anticipated Staffing Impact:**

None.

**Anticipated Impact to Other Departments/Agencies:**

Plain View Fire Department would benefit from the rental payment for space occupied by EMS paid staff. (This agreement has already been approved by the BOC.)

**Anticipated Impact to Citizens/Customer Service:**

None

**Anticipated Technology Impact:**

None



**M E M O R A N D U M :**

**TO:** Mr. Edwin W. Causey, County Manager

**FROM:** *RB*  
Ronald Bass, Emergency Management

**DATE:** August 21, 2015

**SUBJECT: Plain View EMS**

In an effort to provide the best medical care to the citizens in the county in the most economical matter, the membership and Board of Directors of Plain View EMS felt that it is in the best interest of the citizens to cease volunteer EMS operations in the Plain View community. If approved by the Board of Commissioners and the Plain View Board of Directors an agreement would be put into place to lease from Plain View Fire Department the portion of the building that is currently utilized by the county EMS paid staff as well as the volunteers.

Plain View Fire Department would receive from the county \$900.00 monthly. The county could also utilize the building for the future creation of a 911 back-up center. Once this lease agreement has been approved by all parties this would result in a savings of approximately \$16,000.00 annually.

It is my understanding that the county attorney is currently drafting up a lease agreement once that is complete and approved we will move forward with dissolving the volunteer squad.

Please feel free to contact me should you have any questions.

RB/dhd

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Emergency Management

Proposal Name: Eliminate Fax Maintenance Contracts Proposal Number: EMS 006

**Executive Summary:**

Over the past fifteen years, the County has provided fax machines and their associated maintenance contracts for volunteer fire and rescue; they were needed so that responders could receive their run reports. Changes in technology provides for these reports to be provided via email, so the machines and their maintenance contracts can be eliminated.

**Budget Impact:** show implementation years and anticipated savings each year in excel format

The elimination of the contract agreement for FY 2015-2016 would result in \$3,625 in savings. Ownership of the machines could be relinquished to the volunteer organizations, and they would then be responsible for any cost of upkeep.

**Anticipated Staffing Impact:**

None.

**Anticipated Impact to Other Departments/Agencies:**

The volunteer organizations would be responsible for the upkeep if they decide to keep the machine.

**Anticipated Impact to Citizens/Customer Service:**

None

**Anticipated Technology Impact:**

This proposal takes advantage of changes in existing technology.





**M E M O R A N D U M :**

**TO:** Mr. Edwin W. Causey, County Manager

**FROM:** <sup>RB</sup> Ronald Bass, Emergency Management

**DATE:** August 20, 2015

**SUBJECT: Fire and Rescue Fax Machines**

Over the past fifteen years the county has provided fax machines and maintained maintenance contracts for volunteer fire and rescue. The fax machines were needed in the past so responders could receive their run reports, however making the switch to Southern Software in the 911 center has allowed these reports to be transmitted via email.

The contract agreement for 2015-2016 is \$3,625.00, eliminating the contract would reduce the current Emergency Management budget by \$3,625.00 annually. Ownership of the machines could be relished to the volunteers; they would then be responsible for the upkeep.

I would recommend that we delete the contract for 2016-2017. If you may have any questions please feel free to contact me.

RB/dhd

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Emergency Management

Proposal Name: Hepatitis B Shots Proposal Number: EMS 007

**Executive Summary:**

The County has provided funding for any volunteer firefighter or volunteer EMS personnel who requested a Hepatitis B shot to receive it from the Sampson County Health Department at no charge, and funds have been budgeted annually in the fire department Medical Services line item. EMS currently receives only an average of 3 requests per year for such shots, and we currently have doses on hand for several years. Additional funding is therefore unnecessary.

**Budget Impact:** show implementation years and anticipated savings each year in excel format

The reduction to the Medical Services line item will be \$2,300 annually.

**Anticipated Staffing Impact:**

None

**Anticipated Impact to Other Departments/Agencies:**

None – enough vaccine is currently on hand.

**Anticipated Impact to Citizens/Customer Service:**

None

**Anticipated Technology Impact:**

None



**M E M O R A N D U M :**

**TO:** Mr. Edwin W. Causey, County Manager

**FROM:** *RB*  
Ronald Bass, Emergency Management

**DATE:** August 21, 2015

**SUBJECT: Hepatitis B Shots**

Over the past several years, the County has provided funding for any volunteer firefighter or volunteer EMS personnel who requested a hepatitis B shot to receive it from the Health Department at no cost to the member or the volunteer department. The funds in the amount of \$2,300.00 annually are included in the fire department budget under Medical Services.

The Emergency Services Office currently receives an average of three requests for the shots per year. We currently have ten doses at the Health Department which should last for several years. I would recommend that we consider eliminating this line item from the 2016-2017 budget due to the decreasing demand. We could re-evaluate the demand in a couple years. The amount of doses held at the Health Department would ensure we will continue to have these shots available to any fire and rescue emergency personnel as needed. Please feel free to contact me should you have any questions.

RB/dhd

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Finance

Proposal Name: Worker's Compensation Insurance Premium Proposal Number: FIN 001

### Executive Summary:

**Over the last several months the Safety Committee and our insurance agent have been working together to lower the County's worker's compensation insurance premium. In this current year we budgeted \$522,755 in premium costs.**

**We anticipate that we will lower that amount by approximately \$105,000 to \$417,755. This will be accomplished by emphasizing safety training and rewriting our safety manual. As our experience modification rate improves we can negotiate a lower premium.**

**Budget Impact:** show implementation years and anticipated savings each year in excel format

**We are anticipating saving \$105,000 in the budget for fiscal year 2016-2017.**

### Anticipated Staffing Impact:

1. Staff reductions? Retirements/demotions/transfers, etc. This could be "none". **None**

### Anticipated Impact to Other Departments/Agencies:

1. Other departments involved in proposal? Is this elimination of duplicative services, a proposal for shared services? Does it have the potential to increase traffic in another department or agency or municipal office? This could be "none". **This affects all of our departments. The savings will be recognized in each department's budgets.**

### Anticipated Impact to Citizens/Customer Service:

1. Does this enhance customer service/provide an efficiency or add value to a service? Will this have any negative impact on convenience to citizens? **This will have no effect on customer service.**

### Anticipated Technology Impact:

1. Will the proposal necessitate any technology improvements/changes? This could be "none". **None**

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

Department:

Finance

Proposal Name:

Cost Per Copy

Proposal Number:

FIN 002

Executive Summary:

Currently each department in the County has a separate lease for copiers from several vendors. In addition to copying some of these machines function as a scanner, printer, and fax machine. Countywide the cost to lease and maintain these machines has grown to \$104,063.80. When you consider the maintenance costs that number escalates to \$129,398.48. We determined through our analysis that we are spending an average of \$.046 cents for each copy and print that we make.

We are proposing that we stop leasing equipment and contract with a single vendor to provide the necessary equipment and charge us a fixed amount for each copy or print that we make. We requested and received quotes from all interested vendors. The result from the lowest bidder shows, that as our leases expire we can put new equipment in and reduce our cost per copy and print to an average of \$.0346 cents per copy and print in fiscal year 2016-2017. The average cost per copy and print goes down each fiscal year until it reaches \$.015 cents for each black and white copy and print and \$.049 cents for each color copy and print in fiscal year 2019-2020.

As equipment leases expire we would allow a single vendor to put in their own equipment and charge the County on a cost per copy and print basis. This contract would run for a 60 month period.

We have leases expiring this fiscal year. It would be most cost effective to award this contract as soon as possible.

**Budget Impact:** show implementation years and anticipated savings each year in excel format

No Buyout 5 Year Contract	Operating Cost by Fiscal Year				Total
	2016-2017	2017/2018	2018/2019	2019/2020	
Office Value (low bidder)					
Annual cost	91,196.96	74,794.09	59,401.80	53,331.89	278,724.74
Current cost to lease and maintain equipment	121,398.48	121,398.48	121,398.48	121,398.48	485,593.92
Annual savings	30,201.52	46,604.39	61,996.68	68,066.59	206,869.18
Year over year savings	30,201.52	16,402.87	15,392.29	6,069.91	68,066.59

Over the 4 year period shown above the County could anticipate paying \$485,593.92 in lease and maintenance payments to multiple vendors. Under the cost per copy model we would only pay \$278,724.74 over the same period with no change in service. The total savings over a four year period is \$206,869.18.

**Anticipated Staffing Impact:**

1. Staff reductions? Retirements/demotions/transfers, etc. This could be “none”. **None**

**Anticipated Impact to Other Departments/Agencies:**

1. Other departments involved in proposal? Is this elimination of duplicative services, a proposal for shared services? Does it have the potential to increase traffic in another department or agency or municipal office? This could be “none”. **This affects all of our departments. The savings will be recognized in each department’s budgets.**

**Anticipated Impact to Citizens/Customer Service:**

1. Does this enhance customer service/provide an efficiency or add value to a service? Will this have any negative impact on convenience to citizens? **This will have no effect on customer service.**

**Anticipated Technology Impact:**

1. Will the proposal necessitate any technology improvements/changes? This could be “none”. **None**

# COUNTY OF SAMPSON

## DEPARTMENTAL COST REDUCTION PROPOSAL

Department:

Proposal Name:  Proposal Number:

### Executive Summary:

In the period 2016-2020, the library will be able to reduce its full-time staff by three positions: the Reference Librarian, the Outreach Librarian, and the Technical Services Librarian. (All have indicated their retirement intentions.) The total savings will be realized through more efficient procedures, the reorganization of the staff positions, out-sourcing of most of our cataloging, eliminating Gale Courses online, and an increase in book leasing for the Outreach program.

### Budget Impact: show implementation years and anticipated savings each year in excel format

(SEE ATTACHED EXCEL SPREADSHEET AND ATTACHED MEMO) \$14,953.93 will be saved in FY 2016-17 by the elimination of Gale Courses and a decrease in part-time salaries (and corresponding taxes) equivalent to 995 hours. Due to staff changes, there will be an additional \$35,309.25 saved in lapsed salaries and benefits bring the actual savings this year to \$50,107.18. An additional \$31,531.97 will be saved in FY 2017-18 with position reorganizations due to retirement of Reference Librarian and the Technical Services Librarian and the outsourcing of cataloging. The savings from the full-time positions include their salaries and all other employment expenses from taxes, retirement, 401-K, insurance and cafeteria lines (see attached). The total savings to the county for FY 2016-2017 and FY 2017-2018 is **\$81,639.15.**

### Anticipated Staffing Impact:

As noted above.

### Anticipated Impact to Other Departments/Agencies:

No anticipated impact to other departments.

### Anticipated Impact to Citizens/Customer Service:

The outreach program itself will be reorganized so that the patrons are divided evenly among the branch managers who will select titles from their branches' collections.

### Anticipated Technology Impact:

None

## SAMPSON-CLINTON PUBLIC LIBRARY SYSTEM

217 Graham Street  
Clinton, North Carolina 28328  
910-592-4153

### Library Department Adjustments: 2016 – 2020

The library will be able to reduce its full-time staff by three positions: the Reference Librarian, the Outreach Librarian, and the Technical Services Librarian. (All have indicated their retirement intentions.) This will be possible through more efficient procedures, reorganization of the staff positions, out-sourcing of most of our cataloging, eliminating Gale Courses online, and changing to more book leasing for the Outreach program. The program is as follows:

- \$50,107.18 will be saved in FY 2016-17 by the elimination of Gale Courses, a decrease in part-time salaries (and corresponding taxes) equivalent to 995 hours, and the savings from the difference between lapsed salaries of the staff retirements and their replacements' pay:
  - In November of 2016, upon the retirement of the Reference Librarian at Clinton, the Newton Grove Branch Manager will be moved to Clinton and assume the position of Branch Manager there (a position which has in its description those same reference duties). The Branch Manager of Garland will be moved to Newton Grove, and the Outreach Librarian will become the Branch Manager of Garland. One part-time staff member will be hired to courier books for outreach program patrons. The outreach program itself will be reorganized so that the patrons are divided evenly among the branch managers who will select titles from their branches' collections.
  - In February of 2017, upon the retirement of the Technical Services Librarian, most of the library's cataloging will be outsourced to the originating vendor. A part-time Library Assistant I will assume the processing tasks (this is part of that job description).
- The rest of the savings from the changes in staffing above will be realized in the FY 2017-18 budget, totaling \$31,531.97.

Total savings for this plan through FY 2017-2018 will be \$81,639.15.

Not included are savings anticipated to occur in FY 2019-20 due to the retirement of the Branch Manager in Roseboro at the end of September 2019 and the hiring of a new person at minimum of salary. The anticipated difference in these salaries (\$8,018.01) is not calculated as permanent savings as the vacant position would simply being filled.



Library Cost Savings Proposal  
Savings by June 2020 : \$81,639.15

		Misc	Salary	Longevity	Taxes (7.65%)	Retirement (6.83%)	401k (5%)	Insurance	Dental (\$30.26/mth)	Yearly Saved	Yearly Spent	Total Saved
2016-17								(\$834/mth)				
Gale Courses	In Budget	(\$3,744.00)										(\$3,744.00)
Lib Asst I	In Budget	(995 hrs x \$10.32)	(\$10,268.40)		(\$785.53)							(\$11,053.93)
Ref Lib	Dec-Jun lapsed	(\$32,940 / yr)	(\$19,215.00)		(\$1,469.95)	(\$1,312.39)	(\$960.75)	(\$5,838.00)	(\$211.82)	(\$29,007.91)		
Tech Serv Lib	Mar-Jun lapsed	(\$30,936 / yr)	(\$10,312.00)		(\$788.87)	(\$704.31)	(\$515.60)	(\$3,336.00)	(\$121.04)	(\$15,777.82)		
Outreach	Jan-Jun lapsed	(\$28,704 / yr)	(\$14,352.00)		(\$1,097.93)	(\$980.25)	(\$717.60)	(\$5,004.00)	(\$181.56)	(\$22,333.34)		
Br Mngr	Jan-Jun spent	(Hiring \$30,780)	\$15,390.00		\$1,177.34	\$1,051.14	\$769.50	\$5,004.00	\$181.56		\$23,573.54	
Lib Asst I	Jan-Jun spent	(494 hrs x \$10.32)	\$5,098.08		\$392.77						\$5,490.85	
Lib Asst I	Apr-Jun spent	(247 hrs x \$10.32)	\$2,549.04		\$196.39						\$2,745.43	
<b>Totals 2016-17</b>										(\$67,119.07)	\$31,809.82	(\$35,309.25)
2017-18								(\$784/mth)				
Ref Lib	Jul-Nov saved		(\$13,725.00)		(\$1,049.97)	(\$937.42)	(\$686.25)	(\$3,920.00)	(\$151.30)	(\$20,469.94)		
Tech Serv Lib	Jul-Feb saved		(\$20,624.00)	(\$696.06)	(\$1,630.99)	(\$1,456.16)	(\$1,066.01)	(\$6,272.00)	(\$242.08)	(\$31,987.30)		
Outreach	Jul-Dec saved	(\$3,000.00)	(\$14,352.00)	(\$645.84)	(\$1,147.34)	(\$1,024.36)	(\$749.90)	(\$4,704.00)	(\$181.56)	(\$25,805.00)		
New Br Mngr	Jul-Nov spent	(Min \$35,544 / yr)	\$14,810.00	\$799.74	\$1,194.15	\$1,066.15	\$780.49	\$3,920.00	\$151.30		\$22,721.83	
Lib. Asst. I	Jul-Feb spent	(646 hrs x \$10.60)	\$6,847.60		\$523.85						\$7,371.45	
Lib. Asst. I	Jul-Dec spent	(494 hrs x \$10.60)	\$5,236.40		\$400.59						\$5,636.99	
Cataloging		\$11,000.00									\$11,000.00	
<b>Totals 2017-18</b>										(\$78,262.24)	\$46,730.27	(\$31,531.97)

**Total savings: (\$81,639.15)**

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 2 (c)

Meeting Date: November 2, 2015	<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 Chairperson Sue Lee

PURPOSE: To consider appointments to various boards and commissions

Local Emergency Planning Committee (LEPC)

The LEPC has requested that **Scott Phillips** be appointed to replace Adon Snyder; that **Eileen Coite** be appointed to replace Lynn Stillwell; and that Gary **Milewski** be appointed to replace Richard Munson.

Transportation Advisory Board

The Department of Aging has requested that **Raquel Rosario** be appointed to replace Youlanda Hoxie as a representative of the Aspire Program (Action Pathways) and that **Steve Maynor** be appointed to replace Greg Jacobs as the representative from Coharie Intra-Tribal. (The requests for changes came from their respective organizations.)

# **SAMPSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE**



## **MEMORANDUM:**

**TO:** Ms. Susan Holder, Assistant County Manager

**FROM:** J.W. Simmons, Chairman  
SC LEPC Committee

A handwritten signature in blue ink, appearing to be "JWS", written over the name "J.W. Simmons" in the "FROM" field.

**DATE:** October 20, 2015

**SUBJECT: LEPC Membership**

The Sampson County Local Emergency Planning Committee would like to request the following changes in membership for the Committee.

<b>Recommendation</b>	<b>Representative</b>	<b>Replacing</b>
Scott Phillips	Clinton Fire Department	Adon Snyder
Eileen Coite	Cooperative Extension Service	Lynn Stillwell
Gary Milewski	Sampson Regional Medical Center	Richard Munson

This is being submitted for your review and consideration.

JWS/dhd

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 3

Meeting Date: November 2, 2015	<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

---

SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple Departments

ITEM DESCRIPTIONS/ATTACHMENTS:

- a. Approve the minutes of the October 5, 2015 meeting
- b. Adopt the banking resolution necessary for County issuance of credit cards to department heads
- c. Approve a request from the Sampson County Exposition Center to dispose of certain records pursuant to Records Retention and Disposition Schedule
- d. Approve the contracts for School Nursing Services between the Sampson County Health Department and Clinton City Schools and Sampson County Schools
- e. Approve the 2016 Holiday Schedule for Sampson County Local Government
- f. Approve the 2016 Sampson County Board of Commissioners Regular Meeting Schedule
- g. Approve tax refunds as submitted
- h. Approve budget amendments as submitted

RECOMMENDED ACTION OR MOTION: Motion to approve Consent Agenda as presented

The Sampson County Board of Commissioners convened for their regular scheduled meeting at 7:00 p.m. on Monday, October 5, 2015 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Vice Chairperson Sue Lee, and Commissioners Albert D. Kirby Jr., and Harry Parker and Clark Wooten. Absent: Chairman Billy C. Lockamy.

Vice Chairperson Sue Lee convened the meeting and called upon Commissioner Parker for the invocation. Commissioner Wooten then led the Pledge Allegiance.

### **Approval of Agenda**

Upon a motion made by Commissioner Wooten and seconded by Commissioner Parker, the Board voted unanimously to approve the agenda as presented.

### **Roads**

NC DOT Assistant District Engineer Keith Eason was not present, and there were no questions or comments from the floor.

### **Item 1: Reports and Presentations**

Recognition of Retiree Vice Chairperson Lee presented Paramedic Kyle Cashwell with a plaque recognizing his years of service to the County. Mr. Cashwell was lauded for his example of spirit and motivation, given his recovery from a tragic accident.

### **Item 2: Planning and Zoning Items**

RZ-9-15-1 Vice Chairperson Lee called the hearing to order and recognized Planning Director Mary Rose who reviewed a request to rezone approximately 10.34 acres located at 1205 Old Warsaw Road from R-Residential to RA-Residential Agriculture. Ms. Rose explained that the request was made as the applicant wished to upgrade a mobile home located on the property. Commissioner Kirby asked if this action would create the situation where if there was a desire to install a mobile home park that it could be done legally. Ms. Rose stated that the Manufactured Home Park Ordinance requires that a road be developed in any new manufactured home park, built to NCDOT specifications. Prior to the current manufactured home ordinance, she explained, land could be subdivided and a dirt road put in for a manufactured home park; the addition of the road requirement has slowed the development of such parks. Ms. Rose stated that the applicant could develop a manufactured home park, but with only 10 acres she doubted it would be financially prudent given the requirements. Ms. Rose did point out that the applicant could use the road frontage to further subdivide

the property into a minor subdivision, which allows for four road-front lots; there is a provision in the ordinance for a five-lot minor subdivision, but in no case could they subdivide the property into more than five lots without a road built to NCDOT standards. She noted the manufactured home park would be a special use request, and all adjoining property owners would be notified of such proposal. There were no comments presented from the floor, so the hearing was closed. Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to approve rezoning request RZ-9-15-1, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-9-15-1 is consistent with the goals and objectives of the Sampson County Land Use Plan for residential growth due to the fact this area is located within a portion of the County designated as appropriate for rural single family residential growth in Section 2 of the Sampson County Land Use Plan (Future Land Use Map).*

ZA-9-15-1 Vice Chairperson Lee called the hearing to order and recognized Planning Director Mary Rose who reviewed a request to amend the Sampson County Zoning Ordinance Section 3.3.5 E (I-Industrial District) Use Table regarding dimensional requirements. Ms. Rose provided exhibits showing how the County's dimensional requirements compared to other surrounding counties. As other counties had smaller setback requirements, it was the Planning Board's recommendation to reduce the setbacks to allow Sampson County to be more competitive for economic development. She noted the additional buffering requirements. There were no comments from the floor, so the hearing was closed. Upon a motion made by Commissioner Wooten and seconded by Vice Chairperson Lee, the Board voted 3-1 (Commissioner Kirby voting nay) to approve ZA-9-15-1 as recommended by the Planning Board.

ZA-9-15-2 Vice Chairperson Lee called the hearing to order and recognized Planning Director Mary Rose who reviewed a request to amend the Sampson County Zoning Ordinance Section 3.3.10 C (I1-Light Industrial District) Use Table regarding dimensional requirements. As with the previous zoning amendment, Ms. Rose reviewed the dimensional requirement comparisons and additional buffering requirements. There were no comments from the floor, so the hearing was closed. Upon a motion made by Commissioner Wooten and seconded by Commissioner Parker, the Board voted 3-1 (Commissioner Kirby voting nay) to approve ZA-9-15-2 as recommended by the Planning Board.

ZA-9-15-3 Vice Chairperson Lee called the hearing to order and recognized Planning Director Mary Rose who reviewed a request to amend the Sampson County Zoning Ordinance Section 7 (Special Use Permits) regarding notice of public hearings. Ms. Rose noted that this text amendment and the following would bring the ordinance in line with changes by the General Assembly to the zoning statutes. She explained that a legal advertisement was no longer required for a special use request. All adjoining

property owner still must be notified, and the property must be posted. In the interest of saving money, the text amendments were recommended by the Planning Board. The following comments were offered:

Billie Jo King: When the adjoining property are notified by mail, what about the other properties in the neighborhood. The signs that are posted are about "this big." I think if there is a problem with cost, why not put it onto the person who is requiring the permit.

Ms. Rose explained that the cost is passed along to the applicant and that all adjoining property owners with 100 feet are notified; the signs have the details of the application attached with a zip-tie to the sign. Commissioner Kirby asked if the cost savings would then be to the individual, not the County, and Ms. Rose clarified that the costs were included in the fees, and the fee schedule would have to be amended. Commissioner Kirby voiced his concern if a property did not get notice and if they did not have the opportunity to present their view on something that would impact their property. Vice Chairperson Lee asked what the advertising fees were, and Ms. Rose explained that they can vary depending on their content but she had coded invoices that ranged from \$180-\$200, and the applicant fee was only \$200. There being no further comments, the hearing was closed. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted 3-1 (Commissioner Kirby voting nay) to approve ZA-9-15-3 as recommended by the Planning Board.

ZA-9-15-4 Vice Chairperson Lee called the hearing to order and recognized Planning Director Mary Rose who reviewed a request to amend the Sampson County Zoning Ordinance Section 11.2 D (Public Hearing Notices for Changes) regarding notice of notice procedures for text amendments or changes. Ms. Rose explained that the amendment would make our ordinance compliant with notice requirements for text amendments and rezonings. She noted that staff were already advertising, but the ordinance did not reflect what was already being done. There were no comments from the floor, so the hearing was closed. Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to approve ZA-9-15-4 as recommended by the Planning Board.

Planning Board Appointments Upon a motion made by Commissioner Wooten and seconded by Vice Chairperson Lee, the Board voted unanimously to allow Commissioner Wooten to abstain from voting on the Planning Board appointments. Upon a motion made by Commissioner Parker and seconded by Vice Chairperson Lee, the Board voted unanimously (with Commissioner Wooten abstaining) to reappoint Deborah Bass and Sherri Smith and to appoint Nancy Blackman to the Sampson County Planning Board.

### **Item 3: Action Items**

FY 2015-2016 Rural Operating Assistance Program (ROAP) Funding Application  
Vice Chairperson Lee recognized Transportation Supervisor Earle McNeill who reviewed the proposed uses for the grant funding, totaling \$165,307. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kirby, the Board voted unanimously to authorize the submission of the grant application for FY 2015-2016 and the execution of all associated documents, including the certification statement. (Copies filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Renewal of the Scrap Tire Contract Assistant County Manager Susan Holder reported that subsequent to the September meeting, Environmental Health staff had contacted other scrap tire recycling vendors who serve North Carolina and have determined that the proposed contract rate (which has remained the same for a number of years) was the lowest available and that renewal of the contract was recommended. The County Attorney had reviewed the proposed contract and recommended that Section 7 (b) be amended to read, "This contract may be terminated of the parties hereto with 30-days written notice." Commissioner Kirby questioned if there had been any inquiry as to whether or not any major corporation would actually purchase the tires. Ms. Holder nor the County Attorney knew if this were permissible, given that the County received monies from the state for scrap tire recycling. County Manager Ed Causey noted that this was a program that did not cost the County at this particular time, given the funds received from the state scrap tire tax. Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to table the item.

Amendment to the Electronic Waste Contract Ms. Holder noted that at the Board's last meeting, staff requested Board approval of a contract amendment with the County's current electronic waste vendor (ERI) to preserve its electronic waste services until staff could determine if a lower cost was available. She reported that an informal request for proposal was circulated to electronic waste vendors identified by the State as interested in providing such service in North Carolina. One additional proposal was received on October 2, 2015 but the current vendor, Electronic Recyclers International, Inc. (ERI) remained the lowest price given the historical/anticipated amount of received waste. Staff therefore recommended that the contract amendment with ERI be maintained. Commissioner Kirby questioned why only seven vendors were contacted for quotes, and staff explained that these were the e-steward vendors identified by the State as operating in North Carolina and interested in providing such services in the state. It was noted that the approved contract amendment was for the period ending March 1, 2016, the County and vendor both have the right to terminate the contract without cause at any time with 30 days' notice, so the Board took no action.

Public Hearing- Naming of Private Roads The Vice Chairperson opened the hearing and called upon Assistant County Manager Susan Holder. Ms. Holder



presented the Board with recommendations of the Road Naming Committee. The floor was opened for public comments, and no comments were received. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kirby, the Board voted unanimously to name the roads as recommended:

PVT 1818 876	Case Farm Lane
PVT 1203 1384	Fat Cat Lane

Appointments - Adult Care Home Community Action Committee Upon a motion made by Vice Chairperson Lee and seconded by Kirby, the Board voted unanimously to appoint Larry Sutton to the Adult Care Home Community Action Committee.

**Item 4: Consent Agenda**

With regard to item d (surplus and disposal of a parcel of land), the Board set a minimum bid of \$4,700. Upon a motion made by Commissioner Kirby and seconded by Commissioner Wooten, the Board voted unanimously to approve the Consent Agenda items as follows:

- a. Approved the minutes of the September 8, 2015 meeting
- b. Adopted a resolution proclaiming October as Breast Cancer Awareness Month (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- c. Approved a request from Sampson-Clinton Public Library System to dispose of certain withdrawn materials pursuant to Library’s Material Section Policy (List maintained in the Finance Office.)
- d. Declared parcel number 18098508001 (Ernest Tann Lane, Turkey) acquired through foreclosure as surplus and authorized its sale pursuant to the upset bid procedures of GS 16A-269, with a minimum bid of \$4,700.
- e. Approved a late disabled veteran tax exclusion application for William C. Dickey
- f. Approved the following tax refunds:

#7094	Sinclair, David Lynn	\$ 164.58
#7102	Player, James Richard	\$ 171.49
#7093	Strickland, Donald Ray	\$ 175.59
#7106	Shoemaker, Boyce Keith	\$ 214.10
#7104	Price, Eddis Clayton and Azilene	\$ 494.83
#7100	Brinson, Rupert	\$ 554.88

- g. Approved the following budget amendments:

<b><u>EXPENDITURE</u></b>		<u>Department of Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02549580	512600	Part Time Salaries	831.00	
02549580	518100	FICA	13.00	
02549580	518120	Medicare FICA	52.00	
02549580	526200	Departmental Supplies	250.00	
02549580	526201	Dept Supplies Equipment	1,100.00	
02549580	529900	Miscellaneous Expenses	400.00	
02549580	531100	Travel	600.00	

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02034958	404088	Rural Health - SR	3,246.00	

<b><u>EXPENDITURE</u></b>		<u>Social Services</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
13553100	519903	Service Fees	3,500.00	
13553100	526201	Department Supplies - Equipment		1,190.00

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
13535310	403382	IV-D Administration	2,310.00	

<b><u>EXPENDITURE</u></b>		<u>Cooperation Extension - EDF/AG INPUTS MGMT</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
04434955	404012	Revenue Account		14,870.00
04434955	409900	Fund Balance Appropriated	14,870.00	

<b><u>EXPENDITURE</u></b>		<u>Cooperation Extension - EDF/AG INPUTS MGMT</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
04549550	554000	Capital Outlay		23,800.00

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
04434955	409900	Fund Balance Appropriated		23,800.00

<b><u>EXPENDITURE</u></b>		<u>Recreation</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11761201	526215	Sports Program	3,750.00	

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11036120	408401	Uniform/Equipment	3,750.00	

**Item 5: Board Information**

The following items were provided to the Board for information only:

- a. Sampson Soil and Water Conservation District Annual Report
- b. Atlantic Coast Pipeline Project Update, September 2015

### **County Manager Reports**

There was no County Manager report.

### **Public Comments**

The floor was opened for comments, and none were received.

### **Closed Session**

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted to go into Closed Session pursuant to GS 1434-318.11(a)(4) for discussions with the Economic Developer. In Closed Session, the Economic Developer John Swope briefed the Board on potential projects. No action was taken in Closed Session, and the Board returned to the Auditorium. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted unanimously to come out of Closed Session.

### **Adjournment**

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kirby, the Board voted unanimously to adjourn.

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Sue Lee, Vice Chairperson (Presiding)

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Susan J. Holder, Clerk to the Board



*Sampson County Finance Department*  
*David K. Clack, Finance Officer*

*MEMORANDUM*

**TO:** Board of Commissioners

**FROM:** David K. Clack, Finance Officer

**DATE:** October 23, 2015

**SUBJECT:** Credit Card Banking Resolution

The Board previously agreed to allow our department heads to be issued credit cards. We have been working with BB&T to start the process. The attached resolution is required to allow the County to apply for the credit cards.

The Finance Department will be responsible for monitoring the use of the cards and will act as manager of the program. We have developed forms and will provide training to all users regarding their responsibilities related to the use of a County credit card.

**CERTIFIED COPY OF RESOLUTIONS  
UNINCORPORATED ASSOCIATION**

**Authorizing Loans**

**COUNTY OF SAMPSON**

NAME OF ASSOCIATION

I, the undersigned, hereby certify to Branch Banking and Trust Company ("Bank") Clinton, North Carolina

that I am the **Clerk to the Board** of the **County of Sampson**, an unincorporated association having chief executive offices at **406 County Complex Road, Clinton, North Carolina** (the "Association"); that the taxpayer identification number, if any, is **56-6000338**; that the following is a true copy of resolutions duly adopted by the **Board of Commissioners** of said Association at a meeting duly held on the **2<sup>nd</sup>** day of **November** at which a quorum was present; and that such resolutions are in full force and effect and have not been amended or rescinded:

1. RESOLVED, that the following officers of this Association,  
**Billy C. Lockamy, Chairman of the Board of Commissioners**  
**Edwin W. Causey, County Manager**  
**Susan J. Holder, Assistant County Manager, Clerk to the Board**  
**David K. Clack Finance Officer**

or any one or more of them unless otherwise provided below, are hereby authorized to borrow on account of this Association to borrow from, incur liabilities, and otherwise procure loans from Bank, under BB&T Business Cards issued under the terms and conditions contained in the BB&T Commercial Card Plan Agreement, upon such terms as they may deem desirable; and to make, execute and deliver any promissory notes, drafts, acceptances, agreements, applications or obligations of this Association therefor and for any and all obligations, of this Association to Bank, now or hereafter existing; to pledge or assign and deliver upon such terms as they may deem desirable, any securities, bills receivable, accounts, merchandise, bills-of-lading, warehouse receipts, deeds of trust, mortgages, insurance policies, certificates, negotiable paper, and any other property held by or belonging to this Association, with full authority to endorse, assign and guarantee the same on behalf of this Association; to enter into and execute on behalf of the Association foreign exchange transactions and wire transfers to and from accounts of the Association with Bank in accordance with Bank procedures and requirements; to discount any bills receivable or any paper held or owned by this Association, with full power to endorse the same in the name of this Association; and to execute and deliver all instruments required by Bank in connection with any of the foregoing; and,

2. FURTHER RESOLVED, that Bank is hereby authorized to honor, receive, certify, or pay all instruments signed in accordance with the foregoing resolution even though drawn or endorsed to the order of any officer or employee signing the same or tendered by him for cashing, or in payment of the individual obligation of such officer or employee, or for deposit to his personal account, and Bank shall not be required or be under any obligation to inquire as to the circumstances of the issuance or use of any instrument signed in accordance with the foregoing resolution, or the application or disposition of such instrument or the proceeds thereof; and,

3. FURTHER RESOLVED, that the Clerk to the Board of this Association shall certify to Bank the names of the persons who are at present authorized to act on behalf of this Association under the foregoing resolutions and shall from time to time hereafter, as changes in the personnel of said officers and employees are made, immediately certify such changes to Bank and Bank shall be fully protected in relying on such certifications of the Clerk to the Board and shall be indemnified and held harmless from any claims, demands, expenses, loss or damage resulting from, or growing out of, honoring the signature of any officer or employee so certified, or refusing to honor any signature not so certified; and,

ACCOUNT# / NOTE#

4. FURTHER RESOLVED, that the foregoing resolutions shall remain in full force and effect until written notice of their amendment or rescission shall have been received by Bank, and that receipt of such notice shall not affect any action taken by Bank prior thereto; and,

5. FURTHER RESOLVED, that all transactions by any of the officers or employees of this Association on its behalf, and in its name, with Bank prior to the delivery to Bank of a certified copy of the foregoing resolutions are in all respects, hereby ratified, confirmed, approved and adopted; and,

6. FURTHER RESOLVED, that the following limitations to the above apply, if any:

7. FURTHER RESOLVED, that the Secretary or Assistant Secretary be, and be hereby is, authorized and directed to certify these resolutions to Bank and that the provisions thereof are in conformity with the Charter and By-Laws of this Association.

I further certify that the following are the names, specimen signatures, and titles of the present officers of this Association:

NAME	SIGNATURE	TITLE
Billy C. Lockamy	_____	Chairman
Edwin W. Causey	_____	County Manager
Susan J. Holder	_____	Asst. County Manager
David K. Clack	_____	Finance Officer

IN WITNESS WHEREOF, I have hereunto subscribed my name on behalf of the Association, this 2<sup>nd</sup> day of November, 2015.

**COUNTY OF SAMPSON** (SEAL)  
ASSOCIATION

By: \_\_\_\_\_  
Clerk to the Board

SAMPSON COUNTY  
AGRI-EXPOSITION  
C E N T E R

30 September 2015

TO: Sampson County Board of Commissioners  
Ed Causey, County Manager  
Susan Holder, Assistant County Manager  
David Clack, Chief Financial Officer

FROM: Ray Jordan, Executive Director 

SUBJECT: Destroying Old Files

Please accept this request for approval to destroy the following old files.

- A. Rental Contracts/Lease Agreements with Clients for the following years:  
2008-2009 and 2009-2010
- B. Paid Invoice Files for the following years: 2008-2009 and 2009-2010
- C. Sampson CenterStage Invoices and Documents: 2008-2009 and 2009-2010

The exception to what would be destroyed includes records concerning the following information: Fire Marshall Inspections, Fire Alarm Inspections, HVAC-Maintenance Records and information relating to the history of the facility and of the Sampson CenterStage Performing Arts Series. This would leave the following files on hand: 2010-2011 to our current year or five years of past fiscal years as well as our current year. (Please note that Lease Agreements for the years beginning 2003 are stored on computer and will not be destroyed.)

**Contract for School Nursing Services**  
**Between the**  
**County of Sampson and Sampson County Schools**  
 August 1, 2015 – May 31, 2016

This agreement between the Sampson County Health Department, hereinafter referred to as the “Department” and the Sampson County Schools hereinafter referred to as the “School” or “Hospital” is entered into for the purpose of providing school nursing services to the students of the Sampson County School System.

Whereas both the Department and the School mutually agree that the purpose of providing school nursing services is to promote the optimal health and well-being of all students in Sampson County Schools, and

Whereas both the Department and the School mutually agree that the long-term purpose of these funds is to provide full-time nursing services to each school in the system, and

Whereas both the Department and the School mutually agree that the School Nurse Funding Initiative (SNFI) enacted by the General Assembly is a useful step toward the goal of having a nurse to student ratio that meets the nation and state recommendation of 1:750, and

Whereas both the Department and the School mutually agree to continue providing school nursing services as specified in the annually developed “Memorandum of Agreement between Sampson County Health Department and Sampson County Schools;”

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the Department and Schools agree as follows:

**The Department agrees:**

1. To provide funds not to exceed \$250,000.00 to the sub-contractor for the purpose of supporting nationally certified school nurse(s) or registered nurse(s) working toward certification to provide school nursing services for the 2015-2016 school year.
2. That the funds will be paid monthly upon submission of an invoice that specifies personnel and other allowable costs and that the Department shall pay the sub-contractor within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.
3. That the funds may be used only for personnel costs (salary and fringe) and continuing education costs up to \$750 per SNFI position.

**The Sub-Contractor agrees:**

1. To provide a detailed budget (Attachment III) to the Department by August 31, 2015.
2. To utilize funds not to exceed \$250,000.00 for the purpose of supporting (one or more) (10, 11 or 12)- month nationally certified school nurse(s) or registered nurse(s) working toward certification, to provide school nursing services for the 2015-2016 school year.
3. To comply with assurances in Attachment I.



4. The nurse(s) will provide direct nursing services to students within one or more schools following the scope of service in Attachment II.
5. To submit an invoice to the Department monthly that specifies personnel and other allowable costs for the period.
4. To provide adequate space, computer equipment and supplies for the designated position through other funds at a level comparable to the support provided to all school nurses supported by the Department or the Sub-Contractor.
5. To inform the Department of the employment of the nurses, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action.
6. To maintain documentation that each nurse employed under this contract is and remains current in his/her licensure as a Registered Nurse in good standing with the North Carolina Board of Nursing.
7. To provide supervision within the Sub-Contractor consistent with the annual Memorandum of Agreement.
8. To assume the full responsibility for negligence of its employees that provide nursing services under the terms of this contract for the contract positions and for all nurses employed directly by the Sub-Contractor but functioning under the direction of the annual Memorandum of Agreement.

This contract shall be in effect for the period August 1, 2015 through May 31, 2016 and is renewable annually thereafter. Either party may terminate this contract with or without cause upon (60) days written notice.

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF

Wanda Robinson  
Wanda Robinson ( Health Director)

Eric Bracey  
Dr. Eric Bracey ( Superintendent)  
Bracey

Date: 8/21/2015

Date: 08-27-15

(This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act)

David Clack  
David Clack (Sampson County Finance Officer)

W. Dale Milham  
(Sampson County Schools Finance Officer)

Date: \_\_\_\_\_

Date: 8.27.15

FOR AND ON BEHALF OF THE COUNTY OF SAMPSON

\_\_\_\_\_  
(CHAIR COUNTY COMMISSIONERS)

Date: \_\_\_\_\_

**Attachment I**

**ASSURANCES**

(To be initialed by Superintendent of Local Education Agency or other Sub-Contractor CEO)

Initials

Assure that these contracted funds will not be used to supplant existing federal, State, or local funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses. EB

Assure that school nurses will be allowed to participate in required trainings. EB

## Attachment II

### Scope of Work

#### II. Purpose:

The purpose of the contract is to improve the school nurse to student ratio in the school district in order to have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local capacity to provide basic health services to students.

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

**The Contractor shall, for approximately 8,586 students:**

1. Employ five (5) nationally certified school nurse(s) or registered nurse(s) working toward national certification, to work full time.

School Nurse Assignment	# SNFI Nurses
Sampson County Schools as assigned - Attachment C	5

2. Submit, annually, a written work plan from each school nurse, no later than one month from hire.
  - A. The plan shall address delivery of basic health services, including activities, strategies and goals, within, but not limited to, the following areas:
    - a) Preventing and responding to communicable disease outbreaks;
    - b) Developing and implementing plans for emergency medical assistance for students and staff;
    - c) Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
    - d) Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service;
    - e) Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals; and
    - f) Assuring that mandated health related activities are completed, i.e. Kindergarten Health Assessments, Immunization Status

Report, blood-borne pathogen control plan (OSHA) requirements, etc.

AND, as required by HB 200 SL 2011-145 Section 10.22 (b)-- School nurses funded by SNFI do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all of the following with respect to school health programs:

- g) Serve as coordinator of the health services program and provide nursing care;
- h) Provide health education to students, staff, and parents;
- i) Identify health and safety concerns in the school environment and promote a nurturing school environment;
- j) Support healthy food services programs;
- k) Promote healthy physical education, sports policies, and practices;
- l) Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies;
- m) Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee;
- n) Provide health education and counseling and promote healthy activities and a healthy environment for school staff;
- o) Be available to assist the county health department during a public health emergency.

B. The plan shall also outline the steps the nurse(s) will take toward meeting degree and certification requirements, if not already certified, no later than the date of completion of three years of employment as a school nurse in North Carolina.

3. Submit a mid-year review of progress toward achieving goals in the annual plan, scheduled by Jan. 31 (if hired at start of school year) or by a date to be determined with DPH regional school nurse consultant, if hired at a date different from start of school year.
4. Submit an annual report that addresses the overall progress toward meeting the work plan outcomes, related, but not limited to, the health service areas listed above. Any information regarding strengths, challenges and the accomplishments of the position will also be reviewed. The report form for the annual report will be provided to the contractor in September of each school year. The report is due no later than a week after the end of the school year; prior to resignation if not working the full school year; or upon a date to be determined with the DPH regional school nurse consultant.

**As a result of this contract, the following outputs shall be attained:**

Five (5) nationally certified school nurse(s) or registered nurse(s) to work full time to serve approximately 8,586 students.

An annual Work Plan to provide basic health services.

**IV. Performance Measures/Reporting Requirements:**

The contractor shall:

1. Submit to the Contract Administrator within 30 days a recruitment plan for any position that is vacant at the time this contract is executed.
2. Notify the Contract Administrator in the Division of Public Health within four (4) working days after initial hire or replacement hire for this position, on a form that is supplied by the Contract Administrator upon execution of the contract or agreement addendum. This notification must include all items listed on the form, including information about nursing education and certification.
3. Notify the Contract Administrator within 4 working days in the event that the position becomes vacant, on a form supplied by the Division. The plan must include the procedure to recruit for this position.
4. Assure that registered nurse hired into this position is duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
5. Submit an annual report as outlined above, on a form supplied by the Division, by the specified date.
6. Provide data to the Local Education Agency for inclusion in the North Carolina Annual Survey of Public School Health Services. The data must be provided to the LEA in time for its submission of the report to the Regional School Nurse Consultant prior to the conclusion of the academic year.
7. Assure that the newly hired School Nurse Funding Initiative school nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Assure that up to \$750 will be budgeted for participation in other professional development workshop(s) or conference(s), if funds are available. The school nurse must participate in School Nursing: Roles and Responsibilities, an Orientation Workshop, unless previously attended. If funds are available and if the nurse has previously attended that workshop, assure that the school nurse will be allowed to participate in a School Nurse Certification review course; Pediatric Physical Assessment for School Nurses Workshop, School Nurse Role in Emergency Care Workshop, and/or ~~28<sup>th</sup>~~ <sup>33<sup>rd</sup></sup> Annual School Nurse Conference.
8. Collaborate with the School Nurse Consultant on DPH initiatives in an effort to help implement these at the local level (e.g., school nurse case management project, immunization initiatives, etc.)
9. Assure that school nurse(s) employed through this contract will be supported at the same level as other school nurse(s) in the LEA, providing adequate space, computer equipment, supplies, in-district travel expenses, etc.
10. For any school nurse who is not certified at the time of hire, submit a plan that would result in certification, including timelines for achieving education and certification goals. The plan should be submitted to the regional school nurse

consultant within 30 days of hire. This plan must be updated at least twice annually until the nurse is certified.

11. Assure that the LEA/LHD Memorandum of Agreement that exists between all health districts and local education agencies clearly states that emergency/disaster service by SNFI nurses is an allowable use of their time.
12. Assure that the priority of the allocation during a full year will support salary and fringe for the school nurse(s). However, where the allocation exceeds the amount needed to fully fund the school nurse(s) salary and fringe, lapsed salary and fringe may be used to support training as described above in number 7.  
**Note: No other expenditures are allowable using this allocation.**
13. Assure that if salaries and fringe exceed the state allocation, local funds will be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualifies one nurse for more than \$50,000 and another for less than \$50,000.
14. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI school nurse, contract program administrator, and contract fiscal officer.
15. Provide advance notification to the regional school nurse consultant should a change in local school nurse position number or assignment be expected to affect the level of student service provided by the SNFI nurse.
16. If SNFI funds are sub-contracted, provide a copy of the sub-contract and attachments to the NC Division of Public Health upon execution.

**The short-term and/or interim outcomes of this contract are:**

- A. Reduce the nurse to student ratio in Sampson County Schools from 1/2744 approximately to 1/1029 approximately.
- B. Improve access to basic health services for 100% of students served.

**V. Performance Monitoring and Quality Assurance:**

**A. The Contractor shall adhere to the following service quality measures for this contract:**

1. Service is provided by a nationally certified school nurse. If the nurse hired with these funds is not nationally certified, service is provided by a registered nurse working towards certification. This requirement shall be completed no later than the date of completion of three years of employment as a school nurse in North Carolina.
2. Services are provided in accordance with standards established by the NC Nurse Practice Act and the NC Board of Nursing.
3. Services are provided in a culturally sensitive manner.

**B. This contract will be monitored according to the following plan:**

1. Contract Administrator and central office program staff will review budgets and expenditures to assure that funds are spent according to agreed upon budgets.
2. Contract Administrator will monitor vacancies, recruitment and hiring.
3. Program staff will maintain regular contact (email, phone, on-site) with the Contractor to review progress on contract deliverables.
4. Upon completion of the annual work plan regional school nurse consultants will review assurance of deliverables as outlined in this contract. At midyear, and more often if necessary, regional school nurse consultants will review progress on contract deliverables and provide a sub-recipient monitoring report to the Contract Administrator. The report will demonstrate assurance that program goals are being addressed and that all deliverables are on target to be met. If the report indicates failure to adhere to deliverables in this contract, the contractor will work with the regional consultant and the Contract Administrator to develop a corrective action plan. If the corrective action plan does not meet contract requirements, the Division may take action resulting in cessation of funding.
5. Results of monitoring activities will be provided to the DHHS Program Monitoring System.

#### **VI. Funding Guidelines or Restrictions:**

The contractor shall only use funds for salary, fringe and to support continuing education and required school nurse training.

The contractor shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.

If the SNFI nurse is hired by the local Health Department for 12 months, funds in the amount of 1/12 of the annual allocation shall be drawn down each month to support the SNFI nurse salary, fringe, and continuing education. If SNFI funds are contracted with other employers (LEA, hospital) the draw down may be no more than is billed monthly by the contractor without prior approval of the DPH contract administrator.

**SNFI Contract Budget - Sampson County Schools 2015/2016**

**I. SALARIES**

Position Title	Name *	Annual Salary	Type Position	Amount Paid by Local Agency	Amount Paid by State Contract
1. Nurse 1	Beverly Bradshaw	47,850	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month		47,850
2. Nurse 2	Marcie Faircloth	44,000	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month		44,000
3. Nurse 3	Cary Booyer	44,000	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month		44,000
4. Nurse 4	Jennifer Danks	44,000	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month		44,000
5. Nurse 5	Vaughn Michelle Williams	40,150	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month		40,150
<b>TOTAL SALARY PAID BY CONTRACT</b>					<b>\$220,000</b>

\* List VACANT if position not filled at the time of this report.



**II. FRINGE**

Position Title	Name *	Type and Rate	Amount Paid by Local Agency	Amount Paid by the State Contract
1. Nurse 1	Beverly Bradshaw	■ Retirement	Rate : 15.21%	7278
		■ FICA	Rate: 7.65%	3661
		■ Medical	Rate/Amount: \$5,378	5378
		■ Other:	Rate:	
2. Nurse 2	Marcie Faircloth	■ Retirement	Rate: 15.21%	6692
		■ FICA	Rate: 7.65%	3366
		■ Medical	Rate/Amount: \$5,378	5378
		■ Other:	Rate:	
3. Nurse 3	Cary Booyer	■ Retirement	Rate : 15.21%	6692
		■ FICA	Rate: 7.65%	2311
		■ Medical	Rate/Amount: \$5,378	5378
		■ Other:	Rate:	
4. Nurse 4	Jennifer Danks	■ Retirement	Rate : 15.21%	6692
		■ FICA	Rate: 7.65%	1055
		■ Medical	Rate/Amount: \$5,378	5378
		■ Other:	Rate:	
5. Nurse 5	Vaughn Michelle Williams	■ Retirement	Rate : 15.21%	6107
		■ FICA	Rate: 7.65%	3071
		■ Medical	Rate/Amount: \$5,378	5378
		■ Other:	Rate:	
<b>TOTAL FRINGE PAID BY CONTRACT</b>			<b>\$47,181</b>	<b>\$30,000</b>

\*Fringe benefit amounts may change due to longevity, etc. that the employee may be eligible for during the school year.

**Justification:** As outlined as permissible in the Scope of Work portion of the SNFI contract, Sampson County Schools chooses to use other funding sources to satisfy all other continuing education requirements as necessary to maintain certification. In addition we agree to absorb the expense for the required workshop "New School Nurse Training" due to the fact that our current salary expenditures are over the contract amount for the five positions.

**III. Other**

<b>STAFF TRAVEL</b>						
<b>In-State</b>		Total miles	Cost per mile		Total Cost	
In-state Mileage					\$	-
		Number of nights	Cost per night		Total Cost	
In-state Lodging					\$	-
		# of breakfasts	# of dinners		Total Cost (State rate)	
State funded Meals, Instate					\$	-
Conference Registration						0.00

**TRAINING PAID BY CONTRACT (If no funds available after covering salary and fringe for these positions, leave at 0.00. If funds available, amount is limited to a total of \$750 per position. See Scope of Work for Allowable Costs)**

**0.00**

**CONTRACT TOTAL AMOUNT**

**\$250,000**

**SNFI Contract Budget - Sampson County Schools with Raise Adj. 2015/2016 – Oct. 1 2015**  
**I. SALARIES**

Position Title	Name *	Annual Salary	Type Position	Amount Paid by Local Agency	Amount Paid by State Contract
1. Nurse 1	Beverly Bradshaw	51,150	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month		51,150
2. Nurse 2	Marcie Faircloth	47,850	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month		47,850
3. Nurse 3	Cary Booyer	44,000	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month		44,000
4. Nurse 4	Jennifer Danks	44,000	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month		44,000
5. Nurse 5	Vaughn Michelle Williams	44,000	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month		44,000
<b>TOTAL SALARY PAID BY CONTRACT</b>					<b>\$231,000</b>

\* List VACANT if position not filled at the time of this report.

**II. FRINGE**

Position Title	Name *	Type and Rate	Amount Paid by Local Agency	Amount Paid by the State Contract
1. Nurse 1	Beverly Bradshaw	■ Retirement	Rate : 15.32%	7836
		■ FICA	Rate: 7.65%	3913
		■ Medical	Rate/Amount: \$5,471	5471
		■ Other:	Rate:	
2. Nurse 2	Marcie Faircloth	■ Retirement	Rate: 15.32%	80
		■ FICA	Rate: 7.65%	3661
		■ Medical	Rate/Amount: \$5,471	5471
		■ Other:	Rate:	
3. Nurse 3	Cary Booyer	■ Retirement	Rate : 15.32%	6740
		■ FICA	Rate: 7.65%	3361
		■ Medical	Rate/Amount: \$5,471	5471
		■ Other:	Rate:	
4. Nurse 4	Jennifer Danks	■ Retirement	Rate : 15.32%	6740
		■ FICA	Rate: 7.65%	3361
		■ Medical	Rate/Amount: \$5,471	5471
		■ Other:	Rate:	
5. Nurse 5	Vaughn Michelle Williams	■ Retirement	Rate : 15.32%	6740
		■ FICA	Rate: 7.65%	3361
		■ Medical	Rate/Amount: \$5,471	5471
		■ Other:	Rate:	
<b>TOTAL FRINGE PAID BY CONTRACT</b>			<b>\$61,399</b>	<b>\$19,000</b>

\*Fringe benefit amounts may change due to longevity, etc. that the employee may be eligible for during the school year.

**Justification:** As outlined as permissible in the Scope of Work portion of the SNFI contract, Sampson County Schools chooses to use other funding sources to satisfy all other continuing education requirements as necessary to maintain certification. In addition we agree to absorb the expense for the required workshop “New School Nurse Training” due to the fact that our current salary expenditures are over the contract amount for the five positions.

**III. Other**

<b>STAFF TRAVEL</b>				
In-State	Total miles	Cost per mile	Total Cost	
In-state Mileage			\$	-
	Number of nights	Cost per night	\$	Total Cost
In-state Lodging			\$	-
	# of breakfasts	# of lunches	# of dinners	Total Cost (State rate)
State funded Meals, Instate			\$	-
Conference Registration				0.00

**TRAINING PAID BY CONTRACT (If no funds available after covering salary and fringe for these positions, leave at 0.00. If funds available, amount is limited to a total of \$750 per position. See Scope of Work for Allowable Costs)** **0.00**

**CONTRACT TOTAL AMOUNT**

**\$250,000**

**Contract for School Nursing Services  
Between the  
County of Sampson and Clinton City Schools**

August 1, 2015 – May 31, 2016

This agreement between the Sampson County Health Department, hereinafter referred to as the “Department” and the Clinton City Schools hereinafter referred to as the “School” is entered into for the purpose of providing school nursing services to the students of the Clinton City School System.

Whereas both the Department and the School mutually agree that the purpose of providing school nursing services is to promote the optimal health and well-being of all students in Clinton City Schools, and

Whereas both the Department and the School mutually agree that the long-term purpose of these funds is to provide full-time nursing services to each school in the system, and

Whereas both the Department and the School mutually agree that the School Nurse Funding Initiative (SNFI) enacted by the General Assembly is a useful step toward the goal of having a nurse to student ratio that meets the nation and state recommendation of 1:750, and

Whereas both the Department and the School mutually agree to continue providing school nursing services as specified in the annually developed “Memorandum of Agreement between Sampson County Health Department and Clinton City Schools;”

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the Department and Schools agree as follows:

**The Department agrees:**

1. To provide funds not to exceed \$150,000.00 to the sub-contractor for the purpose of supporting three 10 month nationally certified school nurse(s) or registered nurse(s) working toward certification to provide school nursing services for the 2015-2016 school year.
2. That the funds will be paid monthly upon submission of an invoice that specifies personnel and other allowable costs and that the Department shall pay the sub-contractor within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.
3. That the funds may be used only for personnel costs (salary and fringe) and continuing education costs up to \$750 per SNFI position.

**The Sub-Contractor agrees:**

1. To provide a detailed budget (Attachment III) to the Department by August 30, 2014.
2. To utilize funds not to exceed \$150,000.00 for the purpose of supporting three 10 month nationally certified school nurse(s) or registered nurse(s) working toward certification, to provide school nursing services for the 2015-2016 school year.
3. To comply with assurances in Attachment I.

4. The nurse(s) will provide direct nursing services to students within one or more schools following the scope of service in Attachment II.
5. To submit an invoice to the Department monthly that specifies personnel and other allowable costs for the period.
4. To provide adequate space, computer equipment and supplies for the designated position through other funds at a level comparable to the support provided to all school nurses supported by the Department or the Sub-Contractor.
5. To inform the Department of the employment of the nurses, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action.
6. To maintain documentation that each nurse employed under this contract is and remains current in his/her licensure as a Registered Nurse in good standing with the North Carolina Board of Nursing.
7. To provide supervision within the Sub-Contractor consistent with the annual Memorandum of Agreement.
8. To assume the full responsibility for negligence of its employees that provide nursing services under the terms of this contract for the contract positions and for all nurses employed directly by the Sub-Contractor but functioning under the direction of the annual Memorandum of Agreement.

This contract shall be in effect for the period August 1, 2015 through May 31, 2016 and is renewable annually thereafter. Either party may terminate this contract with or without cause upon (60) days written notice.

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF

Wanda Robinson  
Wanda Robinson (Health Director)

Dr. Stuart Blount  
Dr. Stuart Blount (Superintendent)

Date: 8/21/2015

Date: 8-31-2015

(This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act)

David Clack  
David Clack  
Sampson County Finance Officer

Clyde Locklear Jr.  
Clyde Locklear  
Clinton City Schools Finance Officer

Date: \_\_\_\_\_

Date: 9/1/15

FOR AND ON BEHALF OF THE COUNTY OF SAMPSON

\_\_\_\_\_  
(CHAIR COUNTY COMMISSIONERS)

Date: \_\_\_\_\_

**Attachment I**  
**ASSURANCES**

(To be initialed by Superintendent of Local Education Agency or other Sub-Contractor CEO)

Initials

Assure that these contracted funds will not be used to supplant existing federal, \_\_\_\_\_  
State, or local funds supporting school nurse positions. Communities will maintain current level  
of effort and funding for school nurses.

Assure that school nurses will be allowed to participate in required trainings. \_\_\_\_\_



## Attachment II

### Scope of Work

#### II. Purpose:

The purpose of the contract is to improve the school nurse to student ratio in the school district in order to have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local capacity to provide basic health services to students.

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

**The Contractor shall, for approximately 3,100 students:**

1. Employ 3 nationally certified school nurse(s) or registered nurse(s) working toward national certification, to work full time.

School Nurse Assignment	# SNFI Nurses
Clinton City Schools	3

2. Submit, annually, a written work plan from each school nurse, no later than one month from hire.

A. The plan shall address delivery of basic health services, including activities, strategies and goals, within, but not limited to, the following areas:

- a) Preventing and responding to communicable disease outbreaks;
- b) Developing and implementing plans for emergency medical assistance for students and staff;
- c) Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
- d) Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service;
- e) Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals; and
- f) Assuring that mandated health related activities are completed, i.e. Kindergarten Health Assessments, Immunization Status

Report, blood-borne pathogen control plan (OSHA) requirements, etc.

AND, as required by HB 200 SL 2011-145 Section 10.22 (b)-- School nurses funded by SNFI do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all of the following with respect to school health programs:

- g) Serve as coordinator of the health services program and provide nursing care;
- h) Provide health education to students, staff, and parents;
- i) Identify health and safety concerns in the school environment and promote a nurturing school environment;
- j) Support healthy food services programs;
- k) Promote healthy physical education, sports policies, and practices;
- l) Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies;
- m) Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee;
- n) Provide health education and counseling and promote healthy activities and a healthy environment for school staff;
- o) Be available to assist the county health department during a public health emergency.

B. The plan shall also outline the steps the nurse(s) will take toward meeting degree and certification requirements, if not already certified, no later than the date of completion of three years of employment as a school nurse in North Carolina.

3. Submit a mid-year review of progress toward achieving goals in the annual plan, scheduled by Jan. 31 (if hired at start of school year) or by a date to be determined with DPH regional school nurse consultant, if hired at a date different from start of school year.
4. Submit an annual report that addresses the overall progress toward meeting the work plan outcomes, related, but not limited to, the health service areas listed above. Any information regarding strengths, challenges and the accomplishments of the position will also be reviewed. The report form for the annual report will be provided to the contractor in September of each school year. The report is due no later than a week after the end of the school year; prior to resignation if not working the full school year; or upon a date to be determined with the DPH regional school nurse consultant.

**As a result of this contract, the following outputs shall be attained:**

- 3 nationally certified school nurse(s) or registered nurse(s) to work full time to serve 3,100 students.
- An annual Work Plan to provide basic health services.

**IV. Performance Measures/Reporting Requirements:**

The contractor shall:

1. Submit to the Contract Administrator within 30 days a recruitment plan for any position that is vacant at the time this contract is executed.
2. Notify the Contract Administrator in the Division of Public Health within four (4) working days after initial hire or replacement hire for this position, on a form that is supplied by the Contract Administrator upon execution of the contract or agreement addendum. This notification must include all items listed on the form, including information about nursing education and certification.
3. Notify the Contract Administrator within 4 working days in the event that the position becomes vacant, on a form supplied by the Division. The plan must include the procedure to recruit for this position.
4. Assure that registered nurse hired into this position is duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
5. Submit an annual report as outlined above, on a form supplied by the Division, by the specified date.
6. Provide data to the Local Education Agency for inclusion in the North Carolina Annual Survey of Public School Health Services. The data must be provided to the LEA in time for its submission of the report to the Regional School Nurse Consultant prior to the conclusion of the academic year.
7. Assure that the newly hired School Nurse Funding Initiative school nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Assure that up to \$750 will be budgeted for participation in other professional development workshop(s) or conference(s), if funds are available. The school nurse must participate in School Nursing: Roles and Responsibilities, an Orientation Workshop, unless previously attended. If funds are available and if the nurse has previously attended that workshop, assure that the school nurse will be allowed to participate in a School Nurse Certification review course; Pediatric Physical Assessment for School Nurses Workshop, School Nurse Role in Emergency Care Workshop, and/or The Annual School Nurse Conference.
8. Collaborate with the School Nurse Consultant on DPH initiatives in an effort to help implement these at the local level (e.g., school nurse case management project, immunization initiatives, etc.)
9. Assure that school nurse(s) employed through this contract will be supported at the same level as other school nurse(s) in the LEA, providing adequate space, computer equipment, supplies, in-district travel expenses, etc.
10. For any school nurse who is not certified at the time of hire, submit a plan that would result in certification, including timelines for achieving education and certification goals. The plan should be submitted to the regional school nurse

consultant within 30 days of hire. This plan must be updated at least twice annually until the nurse is certified.

11. Assure that the LEA/LHD Memorandum of Agreement that exists between all health districts and local education agencies clearly states that emergency/disaster service by SNFI nurses is an allowable use of their time.
12. Assure that the priority of the allocation during a full year will support salary and fringe for the school nurse(s). However, where the allocation exceeds the amount needed to fully fund the school nurse(s) salary and fringe, lapsed salary and fringe may be used to support training as described above in number 7.  
**Note: No other expenditures are allowable using this allocation.**
13. Assure that if salaries and fringe exceed the state allocation, local funds will be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualifies one nurse for more than \$50,000 and another for less than \$50,000.
14. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI school nurse, contract program administrator, and contract fiscal officer.
15. Provide advance notification to the regional school nurse consultant should a change in local school nurse position number or assignment be expected to affect the level of student service provided by the SNFI nurse.
16. If SNFI funds are sub-contracted, provide a copy of the sub-contract and attachments to the NC Division of Public Health upon execution.

**The short-term and/or interim outcomes of this contract are:**

- A. Reduce the nurse to student ratio in County Schools from 1/775 to 1/750.
- B. Improve access to basic health services for 100% of students served.

**V. Performance Monitoring and Quality Assurance:**

**A. The Contractor shall adhere to the following service quality measures for this contract:**

1. Service is provided by a nationally certified school nurse. If the nurse hired with these funds is not nationally certified, service is provided by a registered nurse working towards certification. This requirement shall be completed no later than the date of completion of three years of employment as a school nurse in North Carolina.
2. Services are provided in accordance with standards established by the NC Nurse Practice Act and the NC Board of Nursing.
3. Services are provided in a culturally sensitive manner.

**B. This contract will be monitored according to the following plan:**

1. Contract Administrator and central office program staff will review budgets and expenditures to assure that funds are spent according to agreed upon budgets.

2. Contract Administrator will monitor vacancies, recruitment and hiring.
3. Program staff will maintain regular contact (email, phone, on-site) with the Contractor to review progress on contract deliverables.
4. Upon completion of the annual work plan regional school nurse consultants will review assurance of deliverables as outlined in this contract. At midyear, and more often if necessary, regional school nurse consultants will review progress on contract deliverables and provide a sub-recipient monitoring report to the Contract Administrator. The report will demonstrate assurance that program goals are being addressed and that all deliverables are on target to be met. If the report indicates failure to adhere to deliverables in this contract, the contractor will work with the regional consultant and the Contract Administrator to develop a corrective action plan. If the corrective action plan does not meet contract requirements, the Division may take action resulting in cessation of funding.
5. Results of monitoring activities will be provided to the DHHS Program Monitoring System.

#### **VI. Funding Guidelines or Restrictions:**

The contractor shall only use funds for salary, fringe and to support continuing education and required school nurse training.

The contractor shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.

If the SNFI nurse is hired by the local Health Department for 12 months, funds in the amount of 1/12 of the annual allocation shall be drawn down each month to support the SNFI nurse salary, fringe, and continuing education. If SNFI funds are contracted with other employers (LEA, hospital) the draw down may be no more than is billed monthly by the contractor without prior approval of the DPH contract administrator.

**Attachment III**

**BUDGET**

**SNFI Contract Budget**

**I. SALARIES**

Position Title	Name *	Annual Salary	Type Position	Amount Paid by Local Agency	Amount Paid by State Contract
1. Nurse 1	Name Jeanna Hairr-Ray	\$ 29,040	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month	\$	\$29,040.00
2. Nurse 2	Name Laura Kunzman	\$29,040	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month	\$	\$29,040.00
3. Nurse 3	Name Jana Hobson	\$47,850	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month	\$	\$47,850.00
<b>TOTAL SALARY PAID BY CONTRACT</b>					<b>\$105,930.00</b>

\* List VACANT if position not filled at the time of this report.

## II. FRINGE

Position Title	Name *	Type and Rate	Amount Paid by Local Agency	Amount Paid by the State Contract
1. Nurse 1	Name: Jeanna Hairr-Ray	<input type="checkbox"/> Retirement Rate 15.21%	\$	\$4,417.00
		<input type="checkbox"/> FICA Rate: 7.65%	\$	\$2,222.00
		<input type="checkbox"/> Medical Rate/Amount: \$ 5,378.00	\$	\$5,378.00
		<input type="checkbox"/> Other: Rate:		
2. Nurse 2	Name : Laura Kunzman	<input type="checkbox"/> Retirement Rate: 15.21 %	\$	\$4,417.00
		<input type="checkbox"/> FICA Rate: 7.65 %	\$	\$2,222.00
		<input type="checkbox"/> Medical Rate/Amount: \$ 5,378	\$	\$5,378.00
		<input type="checkbox"/> Other: Rate:		
3. Nurse 3	Name: Jana Hobson	<input type="checkbox"/> Retirement Rate : 15.21 %	\$	\$7,278.00
		<input type="checkbox"/> FICA Rate: 7.65 %	\$	\$3,661.00
		<input type="checkbox"/> Medical Rate/Amount: \$ 5,378	\$	\$5,378.00
		<input type="checkbox"/> Other: Rate:		
<b>TOTAL FRINGE PAID BY CONTRACT</b>				<b>\$40,351.00</b>

\*Fringe benefit amounts may change due to longevity, etc. that the employee may be eligible for during the school year.

**Justification:** Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local school district's capacity to provide basic health services to students.

## III. Other

<b>STAFF TRAVEL</b>				
In-State		Total miles	Cost per mile	Total Cost
In-state Mileage		563	\$ .575	\$ 144.00
		Number of nights	Cost per night	Total Cost
In-state Lodging		15	\$75.86	\$1,138.00
	# of breakfasts	# of lunches	# of dinners	Total Cost (State rate)
State funded Meals, Instate	15	15	15	\$ 560.00
Conference Registration				408.00

<b>TRAINING PAID BY CONTRACT (If no funds available after covering salary and fringe for these positions, leave at 0.00. If funds available, amount is limited to a total of \$750 per position. See Scope of Work for Allowable Costs)</b>	<b>2,250.00</b>
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<b>CONTRACT TOTAL AMOUNT</b>	<b>\$148,531.00</b>
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**Sampson County Local Government  
2016 Holiday Schedule**

New Year's Day	Friday, January 1, 2016
Martin Luther King Birthday	Monday, January 18, 2016
Good Friday	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Veterans Day	Friday, November 11, 2016
Thanksgiving	Thursday & Friday, November 24-25, 2016
Christmas	Friday, Monday and Tuesday December 23, 26, and 27, 2016



**Sampson County Board of Commissioners  
Regular Meeting Schedule - 2016**

**Monday, January 4, 2016**

**Monday, February 1, 2016**

**Monday, March 7, 2016**

**Monday, April 4, 2016**

**Monday May 2, 2016**

**Monday, June 6, 2016**

**Monday, July 11, 2016**

**(County Offices closed on July 4<sup>th</sup> in observance of Independence Day)**

**Monday, August 1, 2016**

**Monday, September 12, 2016**

**(County Offices closed on September 5<sup>th</sup> in observance of Labor Day)**

**Monday, October 3, 2016**

**Monday, November 7, 2016**

**Monday December 5, 2016**

**All regular meetings will be held at 7:00 p.m. in the Sampson County Auditorium,  
435 Rowan Road in Clinton, NC unless otherwise announced.**

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

7096

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Carl Boone  
Honeycutt in Honeycutt Township, Sampson County, for the year(s) and in the amount(s) of: 06-0965850-01

YEAR	
<u>2015</u>	\$ <u>49.10</u>
<u>2014</u>	\$ <u>49.10</u>
<u>2013</u>	\$ <u>46.44</u>
<u>2012</u>	\$ <u>46.44</u>
<u>2011</u>	\$ <u>46.44</u>
<u>2010</u>	<u>39.99</u>
TOTAL REFUND	\$ <u>277.51</u>

These taxes were assessed through clerical error as follows.

This parcel - (06-0965850-01) was supposed to be combined with 06-0972363-01 per mb 53/95 was d/L to 06-0972363-01

601 County Tax \$ 277.51  
 School Tax 0  
 Fire Tax 0  
 City Tax 0  
 TOTAL \$ 277.51

Yours very truly Henise Marshall  
Gasper & Peggy Boone  
Taxpayer William Boone

Mailing Address.

204 Greenwood Dr  
Clinton NC 28328

Social Security # \_\_\_\_\_  
RECOMMEND APPROVAL: \_\_\_\_\_  
Jim Johnson  
Sampson County Tax Administrator

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

7117

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Jerry W. Lucas in Little Coharie Township, Sampson County, for the year(s) and in the amount(s) of: 08-0989440-02

YEAR <u>2015</u>	\$	<u>378.10</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL REFUND	\$	<u>378.10</u>

These taxes were assessed through clerical error as follows.

Property Tax Commission  
settlement, Property Value  
Adjusted from \$84,331  
to \$42,091.

601	County Tax	<u>342.98</u>
	School Tax	_____
F14	Fire Tax	<u>35.12</u>
	City Tax	_____
	TOTAL \$	<u>378.10</u>

Yours very truly

\* Jerry W. Lucas  
Taxpayer

\* Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Mailing Address.

2519 Autry Hwy  
Roseboro, NC 28382



**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

7168

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Keith Shipp in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR <u>2014</u>	\$ <u>101.02</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>101.02</u>

2009 Dodge  
#0024611938  
DBY9568  
Vehicle Sold, Tag Turned In

These taxes were assessed through clerical error as follows.

<u>602</u> County Tax	<u>60.98</u>
<u>801</u> School Tax	<u>10.05</u>
Fire Tax	_____
<u>002</u> City Tax	<u>29.39</u>
TOTAL \$	<u>101.02</u>

Yours very truly

Robert Keith Shipp  
Taxpayer

Mailing Address.

Robert Keith Shipp  
200 Stewart Ave.  
Clinton NC 28328

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

October 6, 2015

Date

FROM: JOHN SWOPE

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

1. It is requested that the budget for the ECONOMIC DEVELOPMENT COMMISSION Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11449200-519100	PROFESSIONAL SERVICES	25,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034920-408402	INDUSTRY RECRUITMENT	25,000.00	

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

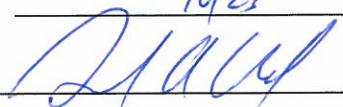
TO BUDGET FUNDS RECEIVED FROM DONATION TO USE/PAY FOR SITE ANALYSIS/DEVELOPMENT.

  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. (D)

10/27, 2015

  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. (D)

\_\_\_\_\_, 20\_\_\_\_

  
(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

October 23, 2015

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2015-2016

1. It is requested that the budget for the County Schools Capital Outlay be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11659140-555030	Category 1 capital outlay	617,000.00	
11659140-555031	Category 2 capital outlay	70,000.00	
11659140-550000	Unallocated capital outlay		687,000.00

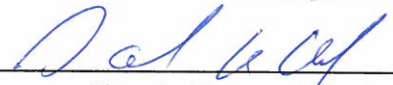
<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
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2. Reason(s) for the above request is/are as follows:  
 To allocate funds for County Schools capital outlay for FY 15-16.

  
 \_\_\_\_\_  
 (Signature of Department Head)

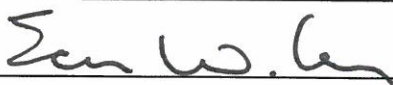
**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 2015  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

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



#1  
**BUDGET AMENDMENT**  
**SAMPSON COUNTY BOARD EDUCATION**  
**Capital Outlay**  
**Special Projects**

The Sampson County Board of Education at a meeting on the 28th of September passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

**From:**

4.9100.077.529.320.002.000	Clement-Multi-Purpose Converted	5,323.00
4.9100.077.529.348.002.000	HHS-Kitchen Upgrades/Repairs	1,188.00
4.9100.077.461.349.009.000	LHS-Bathroom ADA Compliance	3,302.93
4.9100.077.529.364.000.000	PVES-Classroom/Hallway Painting	5,363.00
4.9100.077.532.372.006.000	RSMS-Install Gutters/Canopies	1,811.91
4.9100.077.529.372.004.000	RSMS-Improve O/S Drainage	1,535.00
4.9100.077.529.384.001.000	UES-Painting Doors Halls	527.00
4.9100.077.529.384.003.000	UES-Parking Lot Painting	8,685.00
4.9100.077.461.388.004.000	UHS-Softball Field Booth	361.66
4.9100.077.529.385.000.000	UIS-Gym Ceiling Improvements	5,000.00
4.9100.077.461.370.000.000	UMS-Intercom Replacement	2,106.52
4.9100.077.461.388.006.000	UHS-Replace Waste Water Panel	<u>6,050.00</u>
	<b>Total</b>	<b>\$ 41,254.02</b>

**To:**

4.9100.077.529.005.000.000	District Wide Campus Improvements	16,065.59
4.9100.077.541.000.000.000	District Wide Fire Systems	9,253.43
4.9100.077.541.001.000.000	District Wide Security System	8,685.00
4.9100.077.529.385.003.000	UIS-Additional Paving-Court	1,200.00
4.9100.077.529.000.004.000	District Wide Potable Water	<u>6,050.00</u>
	<b>Total</b>	<b>\$ 41,254.02</b>

Passed by the majority vote of the Board of Education of Sampson County on the 28th day of September 2015.

*Dewain Sinclair*  
 Chairman, Board of Education

*[Signature]*  
 Secretary, Board of Education

We, the Board of County Commissioner of Sampson County hereby approve the changes in the County School Budget as indicated above and have made entry of these changes on the minutes of said Board, this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 County Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

## 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.