



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
January 4, 2016**

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

Roads

Tab 1 Reports and Presentations

- | | |
|--|---|
| a. Introduction of New Sampson County Cooperative Extension Staff | 1 |
| b. Introduction of New Convention and Visitors Bureau Executive Director | 2 |
| c. Recognition of Retirees | 3 |

Tab 2 Action Items

- | | |
|--|---------|
| a. Public Hearing – Consideration of Appropriations and Expenditures for Economic Activities Related to NOVI Digester I, LLC | 4 - 7 |
| b. Public Hearing – Consideration of Appropriations and Expenditures for Economic Activities Related to NOVI Digester II, LLC | 8 - 11 |
| c. Public Hearing – Consideration of Appropriations and Expenditures for Economic Activities Related to Prestage AgEnergy of NC, LLC | 12 - 16 |
| d. Public Hearing – Naming of Private Road | 17 - 19 |
| e. Budget Reduction Proposals | 20 - 29 |
| f. Scheduling of Annual Planning Sessions | 30 |
| g. Appointments | 31 - 34 |
| • Board of Health | |
| • 2015 NC Rural Fire District Board of Trustees | |

Tab 3 Consent Agenda

- | | |
|---|--------------------|
| a. Approve the minutes of the November 23, 2015; and December 7, 2015 meetings | 35 |
| b. Approve the Department of Aging’s submission of an application for 2016 Urgent Repair Program funds from the North Carolina Finance Agency | 36 - 47
48 - 67 |

Tab 3 Consent Agenda, continued

- c. Certify receipt of Sampson County School’s 2015-16 DPI Facility Needs Survey based upon projected enrollments through the 2020-21 school year (separate document provided) 68
- d. Approve tax refunds as submitted 69 - 75
- e. Approve budget amendments as submitted 76

Consideration of Business Personal Property Compliance Review Appeals (if appeal requests received)

County Manager’s Reports

Public Comment Period (See policies and procedures in agenda.) 77

Adjournment

OUR PUBLIC CHARGE

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

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1 (a)

Meeting Date: January 4, 2016

<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input checked="" type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Introduction of New Sampson County Cooperative Extension Staff

DEPARTMENT: Cooperative Extension Service

PUBLIC HEARING: No

CONTACT PERSON: Eileen Coite, Sampson County CES Director

PURPOSE: To introduce new staff members in the Cooperative Extension Office

ATTACHMENTS: None

BACKGROUND: CES Director will introduce the following new staff members:

Daniel Collins, Extension Agent, 4-H Youth Development (started April 2015)

Margaret Ross, Area Specialized Agent - Poultry (started November 2015) state funded position

Sydney Johnson, Extension Agent, Family & Consumer Sciences, Duplin & Sampson (started December 2015)

Brad Hardison, Extension Agent, Agriculture - Horticulture (Starts January 4, 2016)

RECOMMENDED ACTION OR MOTION: No action required

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1 (b)

Meeting Date: January 4, 2016

<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input checked="" type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Introduction of New Convention and Visitors Bureau Executive Director

DEPARTMENT: Convention and Visitors Bureau

PUBLIC HEARING: No

CONTACT PERSON: Ray Jordan, Exposition Center Director

PURPOSE: To introduce new CVB Director

ATTACHMENTS: None

BACKGROUND: The Convention and Visitors Bureau Board has selected Shelia Barefoot as their new Executive Director. Mr. Ray Jordan, who serves as the staff contact for the CVB, will introduce Ms. Barefoot, who officially begins on January 4, 2016.

RECOMMENDED ACTION OR MOTION: No action required.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1 (c)

Meeting Date: January 4, 2016	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Report/Presentation <input type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Recognition of Retirees

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Chairman Billy Lockamy

PURPOSE: To recognize County employees for their dedicated service

ATTACHMENTS: None

BACKGROUND: Retirees for December 2015:

Barbara Faison, Health Department	2/25/1985 - 12/31/2015
Daniel F. McCloud, EMS	10/9/2007 - 12/31/2015

RECOMMENDED ACTION OR MOTION: Present retirees with a County plaque in recognition of their years of service to the County

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (a)

Meeting Date: January 4, 2016

<input type="checkbox"/>	Information Only	<input checked="" 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: Public Hearing – Consideration of Appropriations and Expenditures for Economic Development Activities Related to **NOVI Digester I, LLC**

DEPARTMENT: Economic Development

PUBLIC HEARING: Yes

CONTACT PERSON: John Swope, Economic Developer
Joel Starling, County Attorney

PURPOSE: To receive public comment regarding intent of the County to enter into an agreement to provide performance based incentives for an economic development project

ATTACHMENTS: Resolution Approving Agreement with NOVI Digester I, LLC

BACKGROUND: The County has duly advertised a public hearing for the purpose of receiving public comment with regard to the County’s intention to enter into incentive agreements with NOVI Digester I, LLC. Any appropriations and expenditures would be made pursuant to such written agreement. Under the agreement, the County would provide performance-based business incentive payments to NOVI Carolina Digester I, LLC over a five-year period in the amount of \$522,348.50. The company would commit to make certain capital investments in the County and maintain certain levels of employment.

The potential public benefits anticipated to be derived from this agreement include a taxable investment of \$25,000,000, tax revenues of \$1,724,906 over a five-year period, and employment of 18 full-time jobs at an average annual salary of \$38,000.

The company proposes to develop and operate an anaerobic digester plant which digests organic agriculture waste into bio-methane which fuels the plant’s generators to produce 4.2 megawatts of renewable electricity.

The proposed site for the economic development activities of **NOVI Carolina Digester I, LLC** is: 41 +/- acres located within a larger tract of property located on the western side of Clive Jacobs Road, approximately 0.6 miles south of NC Highway 24.

Mr. Swope and Mr. Starling will review information pertinent to the proposed project and incentive agreement.

RECOMMENDED
ACTION(s) OR
MOTION(s):

Consider adoption of enclosed resolution approving incentives agreement



Resolution Approving Incentive Agreement with NOVI Carolina Digester I, LLC

WHEREAS, for the past several months, representatives of Sampson County and others have been working with representatives of **NOVI Carolina Digester I, LLC**, concerning the company's desire to locate an aerobic digester plant in the County.

The County and **NOVI Carolina Digester I, LLC** have agreed in principle that if Sampson County were selected as the location for said aerobic digester plant the County will make certain incentive payments to **NOVI Carolina Digester I, LLC** over a **five-year** period. In return, the Company will commit to make certain capital investments in the County, and to maintain certain levels of employment. The mutual obligations of the County and **NOVI Carolina Digester I, LLC** will be set forth in an Incentive Agreement, a draft of which has been presented at this meeting.

The County has held a public hearing earlier today concerning appropriations and expenditures for economic development activities pursuant to the Incentive Agreement. The Incentive Agreement is now presented to the Board of Commissioners for consideration.

BE IT RESOLVED by the Board of Commissioners of Sampson County, North Carolina, as follows:

1. The Board determines that the County will enter into the proposed Incentive Agreement. The Board approves the form of the Incentive Agreement presented to this meeting. The final version of the Incentive Agreement must be in substantially the same form presented, but may have such additional minor changes as may be acceptable to the Chairman, who is authorized and directed to execute the final form agreement. The final form of the agreement may not, however, in any material fashion increase the County's obligations or decrease the company's obligations from the obligations described in the draft agreement. The Chairman's execution and delivery of the final form agreement will be conclusive evidence of his approval.

2. By this resolution, the County agrees to provide performance based incentives as prescribed in the agreement requiring certification of jobs created, investment levels verified and documentation submitted by the Company.

3. By this resolution, the County confirms and accepts its agreement that the incentive payments payable to the Company will be paid in the following amounts, as specified by the incentive agreement:

Year 1.....\$ 112,296.00

Year 2.....\$ 107,948.00

Year 3.....\$ 104,469.50

Year 4.....\$ 100,991.50

Year 5.....\$ 96,643.50

4. All County officers and employees are authorized and directed to deliver all certificates, agreements and instruments and to take all such further actions as they may consider necessary or desirable in furtherance of the transactions contemplated by this resolution. All such prior actions of County officers and employees are ratified, approved and confirmed.

5. All other Board proceedings, or parts thereof, in conflict with this resolution are repealed, to the extent of the conflict. This resolution takes effect immediately.

Adopted this 4th day of January, 2016.

Chairman

ATTEST:

Clerk to the Board

Mr. Swope and Mr. Starling will review information pertinent to the proposed project and incentive agreement.

RECOMMENDED
ACTION(s) OR
MOTION(s):

Consider adoption of enclosed resolution approving incentives agreement



Resolution Approving Incentive Agreement with NOVI Carolina Digester II, LLC

WHEREAS, for the past several months, representatives of Sampson County and others have been working with representatives of **NOVI Carolina Digester II, LLC**, concerning the company's desire to locate an aerobic digester plant in the County.

The County and **NOVI Carolina Digester II, LLC** have agreed in principle that if Sampson County were selected as the location for said aerobic digester plant the County will make certain incentive payments to **NOVI Carolina Digester II, LLC** over a **five-year** period. In return, the Company will commit to make certain capital investments in the County, and to maintain certain levels of employment. The mutual obligations of the County and **NOVI Carolina Digester II, LLC** will be set forth in an Incentive Agreement, a draft of which has been presented at this meeting.

The County has held a public hearing earlier today concerning appropriations and expenditures for economic development activities pursuant to the Incentive Agreement. The Incentive Agreement is now presented to the Board of Commissioners for consideration.

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3. By this resolution, the County confirms and accepts its agreement that the incentive payments payable to the Company will be paid in the following amounts, as specified by the incentive agreement:

Year 1.....\$ 112,296.00

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Year 3.....\$ 104,469.50

Year 4.....\$ 100,991.50

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4. All County officers and employees are authorized and directed to deliver all certificates, agreements and instruments and to take all such further actions as they may consider necessary or desirable in furtherance of the transactions contemplated by this resolution. All such prior actions of County officers and employees are ratified, approved and confirmed.

5. All other Board proceedings, or parts thereof, in conflict with this resolution are repealed, to the extent of the conflict. This resolution takes effect immediately.

Adopted this 4th day of January, 2016.

Chairman

ATTEST:

Clerk to the Board

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (c)

Meeting Date: January 4, 2016	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/ Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Public Hearing – Consideration of Appropriations and Expenditures for Economic Development Activities Related to **Prestage AgEnergy of NC, LLC**

DEPARTMENT: Economic Development

PUBLIC HEARING: Yes

CONTACT PERSON: John Swope, Economic Developer
 Joel Starling, County Attorney

PURPOSE: To receive public comment regarding intent of the County to enter into an agreement to provide performance based incentives for an economic development project

ATTACHMENTS: Resolution Approving Agreement with Prestage AgEnergy of NC, LLC

BACKGROUND: The County has duly advertised a public hearing for the purpose of receiving public comment with regard to the County’s intention to enter into incentive agreements with Prestage AgEnergy of NC, LLC. Any appropriations and expenditures would be made pursuant to such written agreement. Under the agreement, the County would provide performance-based business incentive payments to Prestage AgEnergy of NC, LLC over a ten-year period ranging potentially from \$188,825 to \$358,228. The company would commit to make certain capital investments in the County. The potential public benefits anticipated to be derived from this agreement include a taxable investment of \$10,000,000, and tax revenues before incentives of \$716,456 over a ten-year period.

Prestage AgEnergy of NC, LLC is currently constructing a poultry litter fueled power plant at their Moltonville area feed mill. The company proposes to also construct, and seek incentives for, ancillary operations to include a poultry litter storage building, ash warehouse, ash granulation operation and truck wash.

The proposed site(s) for these economic development activities is 735 Moltonville Road, Clinton, NC.

Mr. Swope and Mr. Starling will review information pertinent to the proposed project and incentive agreement.

RECOMMENDED
ACTION(s) OR
MOTION(s):

Consider adoption of enclosed resolution approving incentives agreement



Resolution Approving Incentive Agreement with Prestage AgEnergy of NC, LLC

WHEREAS, for the past several months, representatives of Sampson County and others have been working with representatives of **Prestage AgEnergy of NC, LLC**, concerning the company's desire to construct a poultry litter storage building, ash warehouse, ash graduation operation and truck wash ancillary to a poultry litter fueled power plant currently being constructed at the Company's Moltonville feed mill.

The County and **Prestage AgEnergy of NC, LLC** have agreed in principle that if Sampson County were selected as the location for said aerobic digester plant the County will make certain incentive payments to **Prestage AgEnergy of NC, LLC** over a **ften-year** period. In return, the Company will commit to make certain capital investments in the County. The mutual obligations of the County and **Prestage AgEnergy of NC, LLC** will be set forth in an Incentive Agreement, a draft of which has been presented at this meeting.

The County has held a public hearing earlier today concerning appropriations and expenditures for economic development activities pursuant to the Incentive Agreement. The Incentive Agreement is now presented to the Board of Commissioners for consideration.

BE IT RESOLVED by the Board of Commissioners of Sampson County, North Carolina, as follows:

1. The Board determines that the County will enter into the proposed Incentive Agreement. The Board approves the form of the Incentive Agreement presented to this meeting. The final version of the Incentive Agreement must be in substantially the same form presented, but may have such additional minor changes as may be acceptable to the Chairman, who is authorized and directed to execute the final form agreement. The final form of the agreement may not, however, in any material fashion increase the County's obligations or decrease the company's obligations from the obligations described in the draft agreement. The Chairman's execution and delivery of the final form agreement will be conclusive evidence of his approval.

2. By this resolution, the County agrees to provide performance based incentives as prescribed in the agreement requiring certification of jobs created, investment levels verified and documentation submitted by the Company.

3. By this resolution, the County confirms and accepts its agreement that the incentive payments payable to the Company will be paid in amounts equal to one of the following alternatives, as specified by the incentive agreement:

ALTERNATIVE 1

Year 1.....\$40,006.00
Year 2.....\$38,761.00
Year 3.....\$37,765.00
Year 4.....\$36,769.00
Year 5.....\$35,524.00
Year 6.....\$ 0.00
Year 7.....\$ 0.00
Year 8.....\$ 0.00
Year 9.....\$ 0.00
Year 10.....\$ 0.00
Total\$188,825.00

ALTERNATIVE 2

Year 1.....\$40,006.00
Year 2.....\$38,761.00
Year 3.....\$37,765.00
Year 4.....\$36,769.00
Year 5.....\$35,524.00
Year 6.....\$17,513.00
Year 7.....\$17,638.00
Year 8.....\$17,015.00
Year 9.....\$16,642.00
Year 10.....\$15,895.00

Total\$273,527.00

ALTERNATIVE 3

Year 1.....\$40,006.00

Year 2.....\$38,761.00

Year 3.....\$37,765.00

Year 4.....\$36,769.00

Year 5.....\$35,524.00

Year 6.....\$35,026.00

Year 7.....\$35,275.00

Year 8.....\$34,030.00

Year 9.....\$33,283.00

Year 10.....\$31,789.00

Total\$358,228.00

4. All County officers and employees are authorized and directed to deliver all certificates, agreements and instruments and to take all such further actions as they may consider necessary or desirable in furtherance of the transactions contemplated by this resolution. All such prior actions of County officers and employees are ratified, approved and confirmed.

5. All other Board proceedings, or parts thereof, in conflict with this resolution are repealed, to the extent of the conflict. This resolution takes effect immediately.

Adopted this 4th day of January, 2016.

Chairman

ATTEST:

Clerk to the Board



MEMORANDUM:

TO: Ms. Susan Holder, Assistant County Manager

FROM: ^{RB} Ronald Bass, Emergency Management

DATE: December 2, 2015

SUBJECT: Private Road Name/Public Hearing Request

The Road Naming Committee members have reviewed road name suggestions for the following pending private road. The Committee's recommendation has been listed below:

PVT 1920 731

Prestage Mill Ln

This is being forwarded for your review and if you concur please place this on the Board's agenda for consideration at a public hearing.

Please review and advise.

NOTICE OF PUBLIC HEARING NAMING OF PRIVATE ROADS

The Sampson County Board of Commissioners will hold a public hearing at 7:00 p.m. on Monday, January 4, 2016 in the County Auditorium, Sampson County Complex, Building A to consider public input on the naming of the following private roads:

PVT ROAD CODE

PVT 1920 731

PROPOSED NAME

Prestage Mill Lane

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

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (e)

Meeting Date: January 4, 2016

<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: Budget Reduction Proposals

DEPARTMENT: Various

PUBLIC HEARING: No

CONTACT PERSON: Edwin W. Causey, County Manager

PURPOSE: To consider approval of various budget reduction proposals

ATTACHMENTS: Excel Spreadsheet; Budget Reduction Proposals from Public Works, Tax Office and Expo Center; County Manager Memo

BACKGROUND: The County Manager will review three additional proposals in our continuing budget reduction process. The responsible Department Heads will be in attendance to discuss their proposals or answer questions as the Board desires.

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

NORTH CAROLINA'S
SAMPSON COUNTY
 OFFICE of the COUNTY MANAGER

MEMORANDUM

TO: Board of Commissioners
FROM: Edwin W. Causey, County Manager
DATE: December 28, 2015
RE: Budget Reduction and Personnel Changes

Included in your agenda packages are budget reduction proposals from Public Works, the Tax Office and the Expo Center. After the reassignment and reclassifications of the positions in the Tax Office and Public Works proposals are accomplished, the total number of county employees decrease by one, and the total anticipated budget savings achieved is \$145,554, which is \$83,204.42 more than the reductions pledged for FY 2016-2017.

If you will recall, the Manager's budget message for the past two years and the adopted pay plan implementation strategy both addressed the need for the establishment of a Human Resources Department. Our pay plan implementation pledged to not only reduce the budget by \$1,193,391, but within these reductions to find the funds to pay for the hiring of a Human Resources Director without increasing the total number of county employees. We propose to utilize the additional reductions achieved by the Public Works and Tax Office proposals to accomplish this.

Total budget reductions pledged, FY 2016-17	\$ 345,497.00
Total budget reduction achieved to date for FY 2016-17 (through Dec 2015)	\$ 283,147.42
Total budget reductions remaining for pledged goal	<u>\$ 62,349.58</u>
Total savings achieved by Expo Center	\$ 720.00
Total savings achieved by Tax Office technology efficiencies	\$ 40,503.75
Total savings achieved by shift of Public Bldgs employees to Public Wrks	\$ 104,330.25
Total budget reductions achieved to date for FY 2016-17 (through Jan 2016)	<u>\$ 145,554.00</u>
Less budget reductions remaining for pledged goal	<u>- \$ 62,349.58</u>
Amount in excess of pledged goal for budget reductions	<u>\$ 83,204.42</u>
Anticipated costs, salary and benefits for Human Resources Director (based upon estimated salary of \$60,000)	\$ 82,791.00

COUNTY OF SAMPSON

DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Expo Center

Proposal Name: Share Costs of Postage Meter Lease Proposal Number: EXP 001

Executive Summary:

Currently, the cost for the Exposition Center’s postage meter lease is \$1,680 per year. It is proposed that the Convention and Visitors Bureau, Arts Council and Chamber of Commerce share the use and the cost of the postage meter lease. (The CVB has never had a postage meter, and the Arts Council and Chamber would terminate their existing leases to share use of the Expo Center equipment.) Each entity would be responsible for the actual cost of their postage used.

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

Exposition Center’s current lease rate per year	\$ 1,680.00
Lease fee revenue proposed from CVB	- 300.00
Lease fee revenue proposed from Arts Council	-240.00
Lease fee revenue proposed from Chamber	-180.00
Reduced cost total for Expo Center	\$ 960.00
(savings of 720.00 per year)	

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: Public Works/Public Buildings

Proposal Name: Transfer Employee Costs from Bldgs to Public Works Budget (Enterprise Fund) Proposal Number: PWK 001

Executive Summary:

For years, Public Buildings and Public Works have required staff to be cross-trained in the work of three divisions (Buildings, Water and Road Sign maintenance). Staff is daily tasked with work from each of these divisions. Two employees currently paid from the Public Buildings division are increasingly called upon for tasks within the Water division, and with current changes in water operations, this enterprise fund can now support the cost of the salaries of these two positions. As an enterprise fund, the cost of operations is borne by the fees associated with water operations, not the tax base. As such, transfer of the cost of these two employees (salaries and benefits) from Public Buildings to Public Works will result in permanent savings (on the tax base side) in excess of \$100,000.

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

The Public Buildings budget will be reduced by the cost of salaries and benefits for the following employees:

Utilities Maintenance Superintendent, Grade 72 (salary/benef avg. over pay implementation):	\$ 60,101.25
Facilities Maintenance Mechanic, Grade 64 (salary/benef. avg. over pay implementation):	\$ 44,229.00
Total savings:	\$104,330.25

Anticipated Staffing Impact:

None – the positions will simply be transferred to the Water division, where they majority of their work is performed currently.

Anticipated Impact to Other Departments/Agencies:

None

Anticipated Impact to Citizens/Customer Service:

None

Anticipated Technology Impact:

None

Salary and Fringes

Utilities Maintenance Superintendent, Grade 72	Fringe Rates	Fiscal Year			
		15-16	16-17	17-18	18-19
Salary		38,700.00	40,812.00	42,924.00	45,024.00
FICA	6.20%	2,399.00	2,530.00	2,661.00	2,791.00
Medicare	1.45%	561.00	591.00	622.00	652.00
Retirement (*)	6.75%	2,612.00	2,754.00	2,897.00	3,039.00
401(k) County	5%	1,935.00	2,040.00	2,146.00	2,251.00
Health insurance		10,788.00	10,008.00	9,408.00	8,808.00
Dental insurance(*)		363.00	363.00	363.00	363.00
		<u>57,358.00</u>	<u>59,098.00</u>	<u>61,021.00</u>	<u>62,928.00</u>
avg. salary		60,101.25			

Utilities Maintenance Mechanic, Grade 64	Fringe Rates	Fiscal Year			
		15-16	16-17	17-18	18-19
Salary		26,664.00	27,936.00	29,208.00	30,480.00
FICA	6.20%	1,653.00	1,732.00	1,810.00	1,889.00
Medicare	1.45%	386.00	405.00	423.00	441.00
Retirement (*)	6.75%	1,799.00	1,885.00	1,971.00	2,057.00
401(k) County	5%	1,333.00	1,396.00	1,460.00	1,524.00
Health insurance		10,788.00	10,008.00	9,408.00	8,808.00
Dental insurance(*)		363.00	363.00	363.00	363.00
		<u>42,986.00</u>	<u>43,725.00</u>	<u>44,643.00</u>	<u>45,562.00</u>
avg. salary		44,229.00			

Vacant Tax Office Assistant	Fringe Rates	Fiscal Year			
		15-16	16-17	17-18	18-19
Salary		23,400.00	24,768.00	26,136.00	27,504.00
FICA	6.20%	1,450.00	1,535.00	1,620.00	1,705.00
Medicare	1.45%	339.00	359.00	378.00	398.00
Retirement (*)	6.75%	1,579.00	1,671.00	1,764.00	1,856.00
401(k) County	5%	1,170.00	1,238.00	1,306.00	1,375.00
Health insurance		10,788.00	10,008.00	9,408.00	8,808.00
Dental insurance(*)		363.00	363.00	363.00	363.00
		<u>39,089.00</u>	<u>39,942.00</u>	<u>40,975.00</u>	<u>42,009.00</u>
avg. salary		40,503.75			

* subject to change each fiscal year

COUNTY OF SAMPSON

DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Tax Office

Proposal Name: Position Reclassification/Reduction due to Technology Enhancements

Proposal Number: TAX 001

Executive Summary:

Two positions have recently become open in the Tax Office due to attrition – one in Real Estate and one in Collection. Efficiencies achieved through changes in technology and internal processes will allow the department to function without filling the vacancies in those specific areas:

Real Estate: In 2013, the Board of Commissioners approved the purchase of Tyler Technologies iasWorld cama software for the appraisal and maintenance of all real estate records. The software has enabled the department to make land records available online, offering citizens – as well as banks, attorneys, appraisers – easier and more convenient access while dramatically reducing both call and face to face transactions.

Collections: A few years ago, the Tax Office purchased Remit Plus, an internal lockbox software solution which allows all tax payments to be processed in house. Checks no longer have to be routed to Charlotte, and no fees are incurred for bank processing. Moreover, the shift in motor vehicle tax collections from the county to the state has meant 5,000 – 6,000 motor vehicles each month that our department does not have to process. We have already seen a reduction of \$10,000 in the tax administration budget for temporary help in in the collections department that was previously used for assistance in the garnishment program.

Budget Impact:

Of the two positions vacant through attrition, one position has been reclassified to allow our department to advertise for a Tax Auditor position to assist with our newly implemented business personal property compliance program. Depending on the program's continued success and our potential transition to 100% in-house operations, another position may be needed in the future.

However, at this time one of the positions can be eliminated, resulting in the net savings of \$40,503.75 (averaged salary and benefits over the pay plan implementation period).

Anticipated Staffing Impact:

See above.

Anticipated Impact to Other Departments/Agencies:

None

Anticipated Impact to Citizens/Customer Service:

None. Productivity not impacted due to changes in technology and internal processes.

Anticipated Technology Impact:

Technology efficiencies provided the opportunity for the reclassification/elimination of the staff positions.

Salary and Fringes

Utilities Maintenance Superintendent, Grade 72	Fringe Rates	Fiscal Year			
		15-16	16-17	17-18	18-19
Salary		38,700.00	40,812.00	42,924.00	45,024.00
FICA	6.20%	2,399.00	2,530.00	2,661.00	2,791.00
Medicare	1.45%	561.00	591.00	622.00	652.00
Retirement (*)	6.75%	2,612.00	2,754.00	2,897.00	3,039.00
401(k) County	5%	1,935.00	2,040.00	2,146.00	2,251.00
Health insurance		10,788.00	10,008.00	9,408.00	8,808.00
Dental insurance(*)		363.00	363.00	363.00	363.00
		<u>57,358.00</u>	<u>59,098.00</u>	<u>61,021.00</u>	<u>62,928.00</u>
avg. salary		60,101.25			

Utilities Maintenance Mechanic, Grade 64	Fringe Rates	Fiscal Year			
		15-16	16-17	17-18	18-19
Salary		26,664.00	27,936.00	29,208.00	30,480.00
FICA	6.20%	1,653.00	1,732.00	1,810.00	1,889.00
Medicare	1.45%	386.00	405.00	423.00	441.00
Retirement (*)	6.75%	1,799.00	1,885.00	1,971.00	2,057.00
401(k) County	5%	1,333.00	1,396.00	1,460.00	1,524.00
Health insurance		10,788.00	10,008.00	9,408.00	8,808.00
Dental insurance(*)		363.00	363.00	363.00	363.00
		<u>42,986.00</u>	<u>43,725.00</u>	<u>44,643.00</u>	<u>45,562.00</u>
avg. salary		44,229.00			

Vacant Tax Office Assistant	Fringe Rates	Fiscal Year			
		15-16	16-17	17-18	18-19
Salary		23,400.00	24,768.00	26,136.00	27,504.00
FICA	6.20%	1,450.00	1,535.00	1,620.00	1,705.00
Medicare	1.45%	339.00	359.00	378.00	398.00
Retirement (*)	6.75%	1,579.00	1,671.00	1,764.00	1,856.00
401(k) County	5%	1,170.00	1,238.00	1,306.00	1,375.00
Health insurance		10,788.00	10,008.00	9,408.00	8,808.00
Dental insurance(*)		363.00	363.00	363.00	363.00
		<u>39,089.00</u>	<u>39,942.00</u>	<u>40,975.00</u>	<u>42,009.00</u>
avg. salary		40,503.75			

* subject to change each fiscal year

		ANTICIPATED COST SAVINGS			
Department Proposal Number	Proposal Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
November-15					
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 from 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 Adjustments	\$ 50,107.18	\$ 31,531.97		
	November Totals:	\$ 247,219.42	\$ 47,934.84	\$ 15,392.29	\$ 6,069.91

		ANTICIPATED COST SAVINGS			
Department Proposal Number	Proposal Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
December-15					
EMS 008	Discontinue Clement Rescue RT Supplement	\$ 6,000.00			
EMS 009	Alternative Proposal Clinton-Sampson Rescue <i>* BOC voted \$3,600 to remain</i>	\$ 29,928.00			
AGE 002	Medicaid Contract		\$ 465,249.00		
December Totals		\$ 35,928.00	\$ 465,249.00	\$ -	\$ -

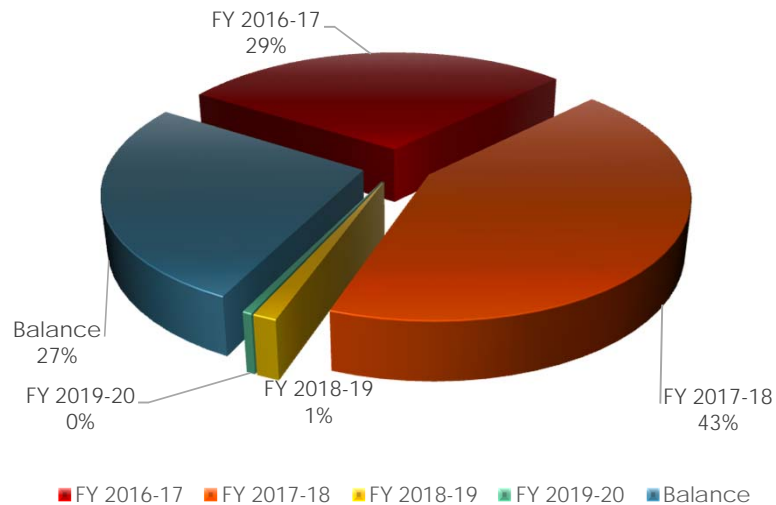
		ANTICIPATED COST SAVINGS			
Department Proposal Number	Proposal Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
January-16					
EXP 001	Shared Cost of Postage Meter Lease	\$ 720.00			
PWK 001	Transfer Employee Costs to Public Works Budget	\$ 104,330.25			
TAX 001	Position Reclassification/Reduction Due to Techonology Enhancements	\$ 40,503.75			
ADMINISTRATIVE	Add Costs for Human Resources Position	\$ (82,791.00)			
January Totals		\$ 62,763.00	\$ -	\$ -	\$ -

Summary

	Totals to date:			
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Total Mandated	\$ 345,497.00	\$ 423,947.00	\$ 423,947.00	-
Total Approved to Date	\$ 345,910.42	\$ 513,183.84	\$ 15,392.29	\$ 6,069.91
Reductions Yet to Achieve	\$ (413.42)	\$ (89,236.84)	\$ 408,554.71	

Due to additional savings of **\$89,236.84** achieved for FY 2017-18, the Reductions Yet to Achieve for FY 2018-19 is **\$334,710.16**

Total mandated Reductions	\$ 1,193,391.00
Total Approved to Date	\$ 874,486.55
Balance	\$ 318,904.45



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)

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (g)

Meeting Date: January 4, 2016	<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: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chairperson Sue Lee

PURPOSE: To consider appointments to various boards and commissions

Board of Health

There are three members of the Board of Health whose terms expired at the end of December. Dr. Elizabeth Bryan is completing her first term and is eligible and recommended for reappointment. Dr. Ted Thomas and Shannon Matthews are completing their third terms, and in accordance with General Statutes, are therefore not eligible for reappointment at this time. Recommended appointees are Dr. Jeffrey Bell and Linda Heath.

Board of Health appointments are governed by NC General Statutes and appointees represent certain vocational areas. The governing statutes are attached.

2015 NC Rural Fire District Board of Trustees

Each year the fire departments are required to update their NC Rural Fire District Board of Trustees Report. Two positions from each department are appointed by County commissioners. The fire departments have provided recommended names for appointment on the attached memo.

SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson
Health Director



360 County Complex Road, Suite 200
Clinton NC 28328

To: Ed Causey, County Manager
From: Wanda Robinson
Subject: Board of Health appointments
Date: December 22, 2015

This is written to request appointments for the Sampson County Board of Health by the County Commissioners.

Dr. Elizabeth Bryan's first term ends 12/2015. Shannon Matthews and Dr. Ted Thomas 3rd term expires 12/2015 and they cannot be reappointed. We do appreciate our board members who served diligently during their terms.

Recommendations for Board of Health members are Dr. Jeffrey Bell, Linda Heath and the reappointment for a second term for Dr. Bryan. These appointments are for a three year term.

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

Your assistance is appreciated and thanks for all that you do for the Sampson County Health Department.

§ 130A-35. County board of health; appointment; terms.

- (a) A county board of health shall be the policy-making, rule-making and adjudicatory body for a county health department.
- (b) The members of a county board of health shall be appointed by the county board of commissioners. The board shall be composed of 11 members. The composition of the board shall reasonably reflect the population makeup of the county and shall include: one physician licensed to practice medicine in this State, one licensed dentist, one licensed optometrist, one licensed veterinarian, one registered nurse, one licensed pharmacist, one county commissioner, one professional engineer, and three representatives of the general public. Except as otherwise provided in this section, all members shall be residents of the county. If there is not a licensed physician, a licensed dentist, a licensed veterinarian, a registered nurse, a licensed pharmacist, or a professional engineer available for appointment, an additional representative of the general public shall be appointed. If however, one of the designated professions has only one person residing in the county, the county commissioners shall have the option of appointing that person or a member of the general public. In the event a licensed optometrist who is a resident of the county is not available for appointment, then the county commissioners shall have the option of appointing either a licensed optometrist who is a resident of another county or a member of the general public.
- (c) Except as provided in this subsection, members of a county board of health shall serve three-year terms. No member may serve more than three consecutive three-year terms unless the member is the only person residing in the county who represents one of the professions designated in subsection (b) of this section. The county commissioner member shall serve only as long as the member is a county commissioner. When a representative of the general public is appointed due to the unavailability of a licensed physician, a licensed dentist, a resident licensed optometrist or a nonresident licensed optometrist as authorized by subsection (b) of this section, a licensed veterinarian, a registered nurse, a licensed pharmacist, or a professional engineer, that member shall serve only until a licensed physician, a licensed dentist, a licensed resident or nonresident optometrist, a licensed veterinarian, a registered nurse, a licensed pharmacist, or a professional engineer becomes available for appointment. In order to establish a uniform staggered term structure for the board, a member may be appointed for less than a three-year term.
- (d) Vacancies shall be filled for any unexpired portion of a term.
- (e) A chairperson shall be elected annually by a county board of health. The local health director shall serve as secretary to the board.
- (f) A majority of the members shall constitute a quorum.
- (g) A member may be removed from office by the county board of commissioners for:
- (1) Commission of a felony or other crime involving moral turpitude;
 - (2) Violation of a State law governing conflict of interest;
 - (3) Violation of a written policy adopted by the county board of commissioners;
 - (4) Habitual failure to attend meetings;
 - (5) Conduct that tends to bring the office into disrepute; or
 - (6) Failure to maintain qualifications for appointment required under subsection (b) of this section.
- A board member may be removed only after the member has been given written notice of the basis for removal and has had the opportunity to respond.
- (h) A member may receive a per diem in an amount established by the county board of commissioners. Reimbursement for subsistence and travel shall be in accordance with a policy set by the county board of commissioners.
- (i) The board shall meet at least quarterly. The chairperson or three of the members may call a special meeting. (1901, c. 245, s. 3; Rev., s. 4444; 1911, c. 62, s. 9; C.S., s. 7604; 1931, c. 149; 1941, c. 185; 1945, c. 99; c. 1030, s. 2; 1947, c. 474, s. 3; 1951, c. 92; 1957, c. 1357, s. 1; 1963, c. 359; 1967, c. 1224, s. 1; 1969, c. 719, s. 1; 1971, c. 175, s. 1; c. 940, s. 1; 1973, c. 137, s. 1; c. 1151; 1975, c. 272; 1979, c. 621; 1981, c. 104; 1983, c. 891, s. 2; 1985, c. 418, s. 1; 1987, c. 84, s. 1; 1989, c. 764, s. 2; 1995, c. 264, s. 1; 2009-447, s. 1.)



M E M O R A N D U M :

TO: Mr. Edwin W. Causey, County Manager

FROM: *RB* Ronald Bass, Emergency Management

DATE: December 16, 2015

SUBJECT: 2015 NC Rural Fire District Board of Trustees Report

Each year the fire departments are required to update the NC Rural Fire District Board of Trustees Report. Positions 3 and 4 are appointed by the County Commissioners. Please see below a listing denoting each fire department and the names they have recommended for these two positions.

Fire Department Name	Position 3	Position 4
Garland	Mr. A.J. Johnson	Mr. Coleman Norris
Salemburg	Mr. Joe Warren	Mr. Scott Owen
Herring	Mr. Norman Wayne Naylor	Mr. Ricky E. Naylor
Piney Grove	Mr. Josh Deaver	Mr. Jarman Sullivan
Halls	Mr. Rufus Honeycutt	Mr. Brian Royal
Plain View	Mr. Steve Elmore	Mr. Johnny Strickland
Vann Crossroads	Mr. Bernard Jones	Ms. Karen Tyler
Spivey's Corner	Mr. Ray Honeycutt	Mr. W.C. Martin
Turkey	Mr. Dural R. Wilson	Mr. Brandon Kimbro
Newton Grove	Mr. Harold Holland	Mr. Clifford Brown
Harrells	Mr. Robert M. Burley, Jr.	Mr. George McGill
Autryville	Mr. Andrew Hawkins	Mr. Alsa Faircloth
Taylor's Bridge	Mr. Jerry Pope	Mr. Mark Munoz
Clement	Mr. Ryan Lockamy	Mr. Gregory Tyndall

If you concur please place this on the Board of Commissioners agenda for consideration and approval. Should you have any question please do not hesitate to call.

RB/dhd

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3

Meeting Date: January 4, 2016

<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 November 23, 2015; and December 7, 2015 meetings
- b. Approve the Department of Aging's submission of an application for 2016 Urgent Repair Program funds from the North Carolina Finance Agency
- c. Certify receipt of Sampson County School's 2015-16 DPI Facility Needs Survey based upon projected enrollments through the 2020-21 school year (separate document provided)
- d. Approve tax refunds as submitted
- e. Approve budget amendments as submitted

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

The Sampson County Board of Commissioners re-convened at 5:00 p.m. on Monday, November 23, 2015 in the Conference Room of the Sampson County Administration Building, 406 County Complex Road in Clinton, North Carolina. Members present: Chairman Billy C. Lockamy, Vice Chairperson Sue Lee, and Commissioners Albert D. Kirby Jr., and Harry Parker and Clark Wooten.

Chairman Lockamy convened the meeting and called upon County Attorney Joel Starling who provided the Board with information from the General Statutes regarding hearing appeals of business personal property compliance audits and what can be done legally with regard to the penalties and interest associated with their findings.

Mr. Starling reviewed the limited circumstances under the Machinery Act for which the Board may grant a release or refund of taxes, penalties and interest. (He defined that refunds occur when monies have already been paid; releases occur before monies have been paid.) Mr. Starling noted that bills associated with the compliance audit have begun to be mailed, and these bills include a statement with regard to rights of appeal and that staff anticipated that some persons would avail themselves of those rights of appeal to the Board. He noted that these persons would be required to appear in person before the Board, and noted that that the appeal was not the forum to argue about the listing itself.

Mr. Starling stated that the General Statutes include essentially two circumstances under which a release or refund is justified: (1) if there is a clerical error by the Tax Department (not by the taxpayer), something so obvious that you can look at the face of the bill and tell there is a mistake; and (2) an illegal tax, for example a tax imposed on property whose situs is actually in another county and was double-listed. He stressed that the Board had the authority to determine if a release or refund was warranted, but that the Board would have to consider appeals on a case-by-case basis, or if not, the Board could be held personally liable for taxes if waived in violation of the Machinery Act.

Mr. Starling noted that staff had done some checking in other jurisdictions and were not aware of any others who have refunded penalties, the rationale being that such actions could create a precedent where taxpayers would question the point of listing and paying their taxes if in the future penalties/interest would be waived if they failed to do so. Tax Administrator Jim Johnson noted that the Tax Office had already billed 2500 discovery bills since July (boats, mobile homes, aircraft not listed). He expressed concern that if the penalties were waived and the general public became aware of this, all discoveries would request the same waiver.

Commissioner Wooten expressed concerns that when the business personal property compliance review program was approved, he did not understand that the statutes offered such limited circumstances for approving appeals, and this was not what had been conveyed to his constituents. The Board discussed that bills that were issued indicated that the taxpayer had rights of appeal and referenced applicable statutes, but the limited space on the bill did not allow for the full discussion of the limited grounds for release or refund. The Board discussed what any future bills/letters should include regarding appeals, noting the need to give complete information to taxpayers, but no specific direction on the matter was given to staff.

County Manager Ed Causey discussed how the first 20 businesses were selected by him for auditing (two were later dropped off the list). Chairman Lockamy stated his desire to offer some assistance to those who were first selected, and Commissioner Kirby asked about legal ramifications of doing so and the precedent it would set for those requesting the same treatment in the future. Tax Office staff discussed the precedent for companies who may file late in any given year who would expect waiver of penalties. County Attorney Starling reiterated that the Board should hear each appeal on a case-by-case basis and make their decisions based upon what they heard.

The County Manager discussed the discoveries made to date and the process for notification of taxpayers. Staff discussed efforts which had been made prior to the compliance program to educate businesses by public information sessions, advertising and mailings. They reported that another session will be held on January 5, 2016 from 6:00 – 8:00 p.m. Commissioner Wooten moved that postcards be sent out to all businesses accounts who received brochures prior to the first series of the public information session. Chairman Lockamy seconded the motion, but it failed on a vote of 2-3 (Commissioners Lee, Parker and Kirby voting nay).

The County Manager discussed possible changes in personnel in the Tax Office to enhance the in-house efforts regarding business personal property compliance. He reported that a job description for a Tax Auditor position had been prepared and graded. He stated that given the criteria for the position, however, he had some doubts that it could be filled at a salary the County could afford. He stated that there had been a retirement in the Tax Office in the past few months. Due to technology enhancements, the position would not be filled, but be reclassified to become the Tax Auditor position (so not to add an employee). Given the timing and need for training of the new employee, however, the services of CTSI would still be required for the coming year. If a position could not be found to meet the criteria, his backup plan was to revise the position to be someone who would support and facilitate the work of the contractors. Chairman Lockamy discussed his concerns about taxpayer information being released to people outside of Sampson County. Mr. Causey shared his goal was to complete 40 additional compliance audits next year, bringing a request to the Board in February to do 20 in this budget year and 20 additional in FY 2016-17; the discovery revenues would offset the cost. Ideally, all accounts could be audited in a five-year period. Chairman

Lockamy voiced his opposition to continuing to use a consulting firm rather than in-house staff to do 40 more accounts.

There being no further business for discussion, Commissioner Kirby moved that the Board adjourn. Commissioner Wooten seconded the motion, and it passed unanimously.

Billy C. Lockamy, Chairman

Susan J. Holder, Clerk to the Board

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

Chairman Lockamy convened the meeting and called upon Assistant County Manager Susan Holder for the invocation. County Manager Ed Causey then led the Pledge Allegiance.

The Chairman recognized members of the Chamber of Commerce's Junior Leadership Program attending as part of their coursework.

Approval of Agenda

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

Item 1: Organization of the Board

County Manager Ed Causey conducted the election for Chairman. Commissioner Sue Lee nominated Commissioner Billy Lockamy. There were no other nominations, and the Board voted unanimously to elect Mr. Lockamy as Chairman. Chairman Lockamy then conducted the election for Vice Chairman. Chairman Lockamy nominated Sue Lee. There were no other nominations, and the Board voted unanimously to elect Ms. Lee as Vice Chairperson.

Roads

NC DOT Assistant District Engineer Keith Eason was present to address questions and concerns regarding roads. Mr. Eason reported that DOT had completed the shoulder work necessary to complete the Raleigh Road resurfacing project; with that, their resurfacing for the calendar year was complete. Chairman Lockamy reported water standing in the front yard at 1771 Old Raleigh Road, and Commissioner Parker commended the Department for their work on Hairr Lane.

Item 2: Reports and Recognitions

Recognition of Sampson County Cooperative Extension as Recipient of John L. Smith Plastic Pesticide Container Recycling Award CES Director Eileen Coite and Extension Agent Della King were present to receive commendation from the Board for

their department's receipt of the John L. Smith Plastic Pesticide Container Recycling Award.

Item 3: Action Items

Public Hearing - FY 2017 Community Transportation Program (CTP) Grant Funding Application The Chairman opened the hearing and called upon Department of Aging Director Lorie Sutton, who reviewed the application for grant funding, explaining the two areas of requested funding: administrative (\$192,924; local share \$28,939) and capital (\$137,148; local share \$13,716). The floor was opened for comments, and the following were received:

Ann Knowles: Wanted to speak on behalf of the good job they do and people they serve, especially on behalf of veterans. Thank you for keeping the vans rolling and funds coming.

There being no further comments, the Chairman closed the hearing. Upon a motion made by Chairman Lockamy and seconded by Commissioner Wooten, the Board voted unanimously to adopt the grant resolution authorizing the submission of the grant and making assurances and certifications regarding compliance with federal and state requirements. (Copy filed in Inc. Minute Book _____, Page ____.)

Presentation of Budget Reduction Proposals County Manager Ed Causey reviewed three additional proposals for budget reductions: EMS 008 (Discontinue Clement Rescue RT Supplement); EMS 009 (Discontinue Contract w/Clinton-Sampson Rescue); and AGE 002 (County Assumption of Medicaid Transportation Contract). Mr. Causey noted that the Board had also received via email an alternate proposal from Clinton-Sampson Rescue requesting to continue their contract with a reduced contract amount of \$3,600 per year and with the transfer of a surplus ambulance to the squad. (Copy filed in Inc. Minute Book _____, Page _____. Provided at the meeting was an acknowledgement by the EMS Director of his agreement to the alternate proposal. With regard to the proposal that the County assume the Medicaid Transportation contract, Mr. Causey noted that such action would not take place until the conclusion of the existing contract (July 2017).

The Board recognized Clinton-Sampson Rescue Squad Captain Jerry Bradshaw who explained that the call volume for the volunteer squad dropped with the addition of paid services years ago. He noted, however, that there were still opportunities for the volunteers to serve and requested that the contract not be terminated so that the squad would not lose its membership in the state rescue association which funds benefits for its members. EMS Director Ronald Bass noted that shortages of volunteers would face most volunteer organizations in years to come, and it was not the goal of Sampson EMS to put any volunteer organization out of business. He noted that the \$3,600 requested in the alternative proposal was less than a fire medic unit would be paid, and stated his

office would be ready to assist Mr. Bradshaw and his squad if his alternate proposal was approved. Upon a motion made by Commissioner Parker and seconded by Commissioner Kirby, the Board voted unanimously to accept the EMS 009 proposal (Clinton-Sampson Rescue's alternative proposal) as amended. (Savings for FY 2016-17 of \$29,928)

EMS Director Ronald Bass clarified that the Clement Rescue Captain concurred with discontinuing the duplicate RT services. Commissioner Lee moved that EMS 008 proposal be approved; the motion was seconded by Commissioner Parker and passed unanimously. (Savings for FY 2016-17 of \$6,000)

With regard to the proposal for Aging to assume the contract for Medicaid Transportation services, Commissioner Kirby noted that there were previous concerns that assumption of the contract would mean additional personnel/benefits. Finance Officer David Clack and Aging Director Lorie Sutton reviewed their calculations, explaining that the revenues generated would offset the cost of added personnel and benefits and result in net savings of \$465,249 as well as augment the County's existing transportation services and ability to serve a greater population. Upon a motion made by Commissioner Wooten and seconded by Commissioner Parker, the Board voted unanimously to approve proposal AGE 002. (Savings for FY 2017-18 of \$465,249)

Approval of Tax-Exempt Loan (First Citizens Bank) to Salemburg Fire Department for Purchase of Fire Truck Salemburg Fire Chief David Hairr explained that the department was seeking approval of the tax-exempt financing they were obtaining from First Citizens Bank for the purchase of a fire truck which would replace an older 1981 model engine (which would be sold). Upon a motion made by Commissioner Parker and seconded by Vice Chairperson Lee, the Board voted unanimously to adopt the resolution approving the tax-exempt financing. (Copy filed in Inc. Minute Book _____, Page _____.)

Renewal of the Scrap Tire Contract Purchasing and Contracting Officer Juanita Brewington reported on additional staff research to determine if there were any other companies who would collect, purchase and haul the County's scrap tires. She explained that she had contacted NCDENR, who had advised that the County could still receive the tax credit funding if the tires were sold and that they knew of no agencies who would purchase the tire. Ms. Brewington explained that she had contacted three companies referred by NCDENR, and none were interested in purchasing the tires. She explained that she had also contacted Goodyear Tire & Rubber, and they were also not interested and they were not aware of any companies in close proximity to North Carolina that purchased scrap tires for recycling, reuse or retreading (they paid for disposal as well). She noted that the Assistant County Manager and the Environmental Health Director had contacted other scrap tire recycling vendors who serve North Carolina and had determined that the proposed contract rate (which has remained the same for a number of years) was the lowest

available. Commissioner Kirby questioned if the service had been bid, and Ms. Holder explained that quotes had been solicited from the only companies whom it had been determined would pick up tires in Sampson County (per NCDENR, who maintains records of certified scrap tire vendors). To allay Commissioner Kirby's concerns, Ms. Holder noted that the contract could have a termination clause should a vendor become available at a lower cost, and County Attorney Joel Starling reviewed recommendations for contract revisions regarding termination clauses. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Wooten, the Board voted 4-1 (with Commissioner Kirby voting nay) to approve the contract for scrap tire recycling with Central Carolina Holdings as amended by the County Attorney. (Copy filed in Inc. Minute Book _____, Page _____.)

Scheduling of Work Session Regarding Water System Opportunities The County Manager requested the Board schedule a meeting with the County's engineering firm to discuss opportunities for enhancement of the County's water system. The Board determined it would recessed the meeting to reconvene on December 15th at 10:00 a.m. in the County Administration Building.

Appointments - Parks and Recreation Advisory Board Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted unanimously to reappoint Tara McPhail Williams, Allen Cannon, Amanda Bradshaw, and Clark Honeycutt and to appoint James Grimes to the Parks and Recreation Advisory Board.

Item 4: Consent Agenda

Upon a motion made by Commissioner Kirby and seconded by Chairman Lockamy, the Board voted unanimously to approve the Consent Agenda items as follows:

- a. Approved the minutes of the September 28, 2015; and November 2, 2015 meetings
- b. Adopted a resolution supporting the Sampson County Sexual Assault Response Team (SCSART) efforts to eliminate the rate of sexual assault in Sampson County (Copy filed in Inc. Minute Book _____, Page _____.)
- c. Approved the Department of Aging's submission of an application for United Way funding for construction of wheelchair ramps (Copy filed in Inc. Minute Book _____, Page _____.)
- d. Adopted a resolution authorizing the lease of agricultural tracts adjacent to the Detention Center for the period January 1, 2016 - December 31, 2016 to Kenneth Mac Sutton for farming purposes (Copy filed in Inc. Minute Book _____, Page _____.)
- e. Approved Health Department fee revisions as requested by the Sampson County Board of Health (Copy filed in Inc. Minute Book _____, Page _____.)

- f. Awarded the bid for replacement of copiers (as current leases expire) to Office Value for a period of five (5) years with approximate annual cost of \$53,500
- g. Approved the contract between Sampson County Social Services and The Magnolia Adult Care Home for Medicaid transportation services for their residents (Copy filed in Inc. Minute Book _____, Page _____.)
- h. Approved the revised Registration and Lending Policy; Fines, Fees, and Replacement Policy; and Inter-Library Loan Policy for the Sampson-Clinton Public Library system (Copies filed in Inc. Minute Book _____, Page _____.)
- i. Certified receipt of Clinton City School’s 2015-16 DPI Facility Needs Survey based upon projected enrollments through the 2020-21 school year (Copy filed in Inc. Minute Book _____, Page _____.)

j. Approved the following tax refunds:

#7169	Urbina, Manuel Garcia	\$ 847.97
#7179	Canady, Tonya Marietta	\$ 186.16
#7188	Peak, Minnie D.; Gore, Doris; Starling, Annell	\$ 541.30
#7199	Nance, Donald Ray	\$ 186.17
#7214	Lamb, Patrick Ervin; Wilson, Melanie Denise	\$ 107.79

k. Approved the following budget amendments:

<u>EXPENDITURE</u>		<u>Cooperative Extension - 4H Juntos</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
04449500	526200	Departmental Supplies	250.00

<u>REVENUE</u>		<u>Source of Revenue</u>	
<u>Code Number</u>			
04034950	403601	4H Juntos Program Revenue	250.00

<u>EXPENDITURE</u>		<u>Social Services</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
13553100	531100	Travel	6,712.02
13553200	568400	Child Day Care	229,660.00
13553310	544000	Adult Day Care Contracted Services	183.00
13553320	544000	In Home Contracted Services	1,554.00
13554710	536030	Special Children Adoption Fund	3056.02
13554810	568413	CIP	5,706.00

REVENUE					
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u>	<u>Decrease</u>
13535310	403354	CPS State			67.00
13535310	403362	IV-E CPS			157.00
13535310	403363	Adult Home Specialist		1,995.00	
13535310	403366	TANF CPS & Foster Care			271.00
13535310	403367	CCDF Administration		5,589.00	
13535310	403372	SSBG			2,677.00
13535310	403376	Energy Administration			539.00
13535320	403307	State Day Care Subsidy		229,660.00	
13535330	403305	State In Home		1,360.00	
13535330	403306	State Adult Day Care		160.00	
13535480	403313	CIP		5,706.00	

EXPENDITURE					
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u>	<u>Decrease</u>
23243410	581025	Garland Fire Department		27,191.00	

REVENUE					
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u>	<u>Decrease</u>
23043425	499900	Garland FD Fund Balance Approp		27,191.00	

EXPENDITURE					
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u>	<u>Decrease</u>
04449500	526230	Departmental Supplies		3,000.00	
04449500	531130	Travel		3,000.00	
04449500	529930	Miscellaneous Expenses		500.00	

REVENUE					
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u>	<u>Decrease</u>
04034950	403602	United Way Revenue Account		6,500.00	

EXPENDITURE					
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u>	<u>Decrease</u>
11558200	544000	Contracted Services		1,796.00	

REVENUE					
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u>	<u>Decrease</u>
11039999	409800	Fund Balance Approp Encumbrances		1,796.00	

EXPENDITURE					
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u>	<u>Decrease</u>
67981700	558100	Contracted Services		275,000.00	

REVENUE					
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u>	<u>Decrease</u>
67038170	403613	DOC Economic Development		500.00	
67038170	403614	Grant NC Dept of Commerce		274,500.00	

<u>EXPENDITURE</u>		<u>Health/Communicable Disease</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u> <u>Decrease</u>
12551250	526200	Department Supplies	2,000.00

<u>REVENUE</u>			<u>Increase</u> <u>Decrease</u>
<u>Code Number</u>		<u>Source of Revenue</u>	
12535125	404003	State Assistance STD	2,000.00

<u>EXPENDITURE</u>		<u>Soil Conservation</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u> <u>Decrease</u>
28349610	526200	Department Supplies	391.00

<u>REVENUE</u>			<u>Increase</u> <u>Decrease</u>
<u>Code Number</u>		<u>Source of Revenue</u>	
28334961	409909	Fund Balance Approp State	391.00

<u>EXPENDITURE</u>		<u>CES Lagoon Management & Ag Programs</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u> <u>Decrease</u>
04449560	526200	Department Supplies	2,000.00

<u>REVENUE</u>			<u>Increase</u> <u>Decrease</u>
<u>Code Number</u>		<u>Source of Revenue</u>	
04034956	404010	Lagoon Mgmt & Ag Programs	2,000.00

- Approved Clinton City School Budget Amendment No. 1 (Special Revenue); No. 1 (Federal); No. 1 (Local); No.1 (State); No. 1 (Capital Outlay) as submitted.
- Approved Sampson County Schools Budget Amendment No. 3 (Capital Outlay, Special Projects) as submitted.

Item 5: Board Information

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

- a. Announcement of Martin Luther King, Jr. Banquet January 18, 2015

Consideration of Tax Appeals

County Attorney Joel Starling noted that the Board had previously approved the establishment of a business personal property compliance audit program and to date eighteen accounts had been selected for audit. Certain accounts were found to have delinquent listings and tax bills had been sent with regard to the taxes and penalties due as provided by law from these discoveries. Mr. Starling noted that three requests for appeal of these taxes and penalties had been received and reiterated information regarding the limited grounds for which the Board should release or refund taxes (including penalties and interest). The Board heard the following appeals (copies of written appeals filed in the Tax Office):

Michael Landon Autry (Tax \$11,453.74; Late List Penalty \$3,613.50 = \$15,067.24)
Mr. Michael Autry requested a waiver of a portion of the penalties. He noted that it was confusing as farming equipment is tax exempt, and because it had been a bad farming year. Upon a motion made by Commissioner Wooten and seconded by Vice Chairperson Lee, the Board voted 3-2 (with Commissioners Kirby and Parker voting nay) to grant a release of 50% of the penalties due.

David Godwin Farms (Tax \$6,767.20; Late List Penalty \$2,297.97 = \$9,065.17)
Linda Stewart of Danny B. West, CPA requested a waiver of the penalty assessed on David G. Godwin Farms, Inc. as Mr. Godwin was unable to appear due to failing health. She noted that Mr. Godwin had for 30 years listed and paid his personal property taxes on time. The audit discovered that in 2008 and in 1999 he had inadvertently failed to list certain equipment. Due to his excellent record of listing and paying taxes and failing health, a waiver of the penalty was requested. Upon a motion made by Commissioner Wooten and seconded by Vice Chairperson Lee, the Board voted 3-2 (with Commissioners Kirby and Parker voting nay) to grant a release of 50% of the penalties due.

Sandy's Hauling and Backhoe Services (Tax \$48,906.19; Late List Penalty \$12,830.25 = \$61,736.44) No one was present to make the request; thus the Board considered the written request which had been submitted by the taxpayer. Upon a motion made by Commissioner Wooten and seconded by Vice Chairperson Lee, the Board voted 3-2 (with Commissioners Kirby and Parker voting nay) to grant a release of 50% of the penalties due.

County Manager Reports

County Manager Ed Causey reported that County Offices would be closed December 23-25 in observance of the Christmas holidays. He requested that the Board consider dates for a two-day planning session in February; one day in each of two consecutive weeks. Mr. Causey stated that in this introductory year of business personal property compliance audits, he had been front and center and tried to assist the Tax Office, which did a very good job, as well as having been very involved with the constituents and a resource for the Board. He stated he thought it had been a very smooth process. In visiting with those who had concerns, he took the packet of information that was used in the educational sessions, and typically, with that, he could answer most questions. He stated that many had suggested it would be helpful to have another training session, and one had been scheduled for January 5th from 6:00 – 8:00 p.m. He and the County Attorney will discuss how he might address citizen questions as to how future appeals would be handled.

Commissioner Parker asked for feedback on concerns raised by some as to the possibility of coal ash being deposited at the landfill. Staff indicated no known coal ash, but offered to follow-up on the information.

Public Comments

The floor was opened for comments, and the following were received:

Delbridge Peterson: I think this tax situation, the general public don't understand everything. Everybody got one of those slips stating what you need to list, and the way I read something in there, I am self-employed and anything I use to make income, I was to list. Is that correct, or am I supposed to list by wheelbarrow, and my bush axe and all these other things that I don't use for income? I went and listed, and they asked me what did I pay for these items, and I told them I've had them for 40 years and I don't remember. So we put a price on those few items and so when the \$400 items that I listed down, when I got my taxes they had it at \$1300 and some. I'm not complaining and I'm not going to go argue with them. But, I think the problem is that the public don't understand what we're supposed to list. Are we supposed to list our bed and our house, our dishes and everything? I think that is the biggest problem. The tax situation – like Mr. Parker brought out – about the landfill. I remember people were against the landfill, and they said that the landfill would bring enough money in eventually that property tax would be done away with. Nobody remembers that.

Closed Session

Upon a motion made by Chairman Lockamy and seconded by Commissioner Kirby, the Board unanimously to go into Closed Session pursuant to GS 143-318.11(a)(4) to discussion industrial recruitment. In Closed Session, the Board met with Economic Developer John Swope who reviewed information on potential industrial prospects. The Board returned to the Auditorium. Upon a motion made by Commissioner Parker and seconded by Commissioner Kirby, the Board voted unanimously to come out of Closed Session. Commissioner moved that the Board hold public hearings on proposed economic development prospects at their January 4, 2016 meeting.

Recess to Reconvene

Upon a motion made by Commissioner Kirby and seconded by Vice Chairperson Lee, the Board voted unanimously to recess to reconvene on December 15, 2015 at 10:00 a.m. in the County Administration Building.

Billy C. Lockamy, Chairman

Susan J. Holder, Clerk to the Board

Sampson County Department of Aging

Lorie Sutton
Director

Services

CAP/DA Program

Family Caregiver

Nutrition Program

In-Home Aide Services

Information & Referral

Adult Day Health Care

Transportation

Home Repairs


Garland Senior Center

Butler Court Senior Center

405 County Complex Rd.
Suite 140
Clinton, NC 28328
910-592-4653
Fax 910-590-2142

lbsutton@sampsonnc.com
www.sampsonnc.com

Memorandum:

TO: Ed Causey, County Manager
FROM:  Lorie Sutton, Aging Director Services
DATE: December 17, 2015
RE: 2016 Urgent Repair Program Funding - Request

We are requesting approval from the Board of Commissioners to allow Sampson County Department of Aging to apply for the 2016 Urgent Repair Program funds from the North Carolina Finance Agency.

These funds will allow us to provide Urgent Home Repairs that will: 1) alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners with special needs; and 2) to provide accessibility modifications and other repairs necessary to prevent the imminent displacement of very low-income homeowners with special accessibility needs, such as frail elderly and person disabilities.

We will be applying for \$100,000 and no additional county funding will be required. We will partner with our Home and Community Block Grant Program-Home Repairs Program for matching funds. The program doesn't require matching funds, but it helps with the competitive nature of the program.

If we receive funding, this will be our fifth funding cycle. The program is extremely vital to those citizens we are able to help.

Please let me know if you have any questions.

Thanks you.

/ls

Attachments: Application for Funding

NORTH CAROLINA HOUSING FINANCE AGENCY

Application for Funding

**2016 Urgent Repair Program
(URP16)**

I. Program Applicant

A. Applicant Organization:

1. Legal Name	Sampson County		
2. Street Address	405 County Complex Road; Suite 140		
3. Mailing Address	405 County Complex Road; Suite 140		
4. City	Clinton	ZIP	28328
5. Fax Number	910-590-2142	6. Federal Tax ID	56-6000338
7. DUNS Number	040044067		
8. Website address	www.sampsonnc.com		

B. Chief Administrative Official:

1. Name	Edwin W. Causey	2. Title	County Manager
3. Phone Number	910-592-6308	4. Email	ecausey@sampsonnc.com

C. Contracted Administrator Information: (Consulting firm, COG, etc., if applicable)

1. Organization Name			
2. Mailing Address			
3. City		ZIP	
4. Fax Number			
5. Chief Operating Officer			

D. Project Contact Person: (Who should NCHFA contact for URP project details?)

1. Name	Lorie Sutton	2. Title	Director of Aging Services
3. Phone Number	910-592-4653	4. Email	lbsutton@sampsonnc.com

E. Type of Applicant:

1. Community Action Agency.	<input type="checkbox"/>	2. Other Nonprofit Corporation.	<input type="checkbox"/>
3. Public Housing Authority.	<input type="checkbox"/>	4. Other Public Agency.	<input type="checkbox"/>
5. Local Government.	<input checked="" type="checkbox"/>	6. Regional Council.	<input type="checkbox"/>

F. Brief Description of your Organization (Non Government Organizations ONLY)

G. Funding Requested:

1. Total amount of Program funds requested.	\$100,000
2. Total number of dwelling units targeted for Program assistance.	15

THIS SECTION FOR NCHFA USE ONLY

Date received	Ap. No.	Fee enclosed	No. copies	Thresh.	Score	Cap.

URP16 APPLICATION FOR FUNDING

II. Project Design

A. Service Area: In all cases, "service area" is defined as the geographic area or areas in which homeowners are equally eligible to apply for assistance. Recipients may choose to accept applications on a first-come, first-served basis from throughout the service area, while adhering to section 6 (Eligible households) of the Application Guidelines, or to allocate equitable portions of the grant to all eligible localities within the service area. Otherwise homeowners' applications must be rated and prioritized without regard to the applicant's specific locality within the service area.

1. Please define your service area in specific terms:

Our service area is Sampson County. We will accept applications on a first-come, first-serve basis throughout Sampson County for eligible recipients. Applications will be rated and prioritized according to URP guidelines.

2. Complete the following matrix to define your proposed service area by county, population, number of dwelling units targeted for assistance and amount of Program funds projected to be spent in each county. *If the service area comprises an entire county or city use the July 2014 population estimates from the North Carolina State Data Center available at*

https://ncosbm.s3.amazonaws.com/s3fs-public/demog/countygrowth_cert_2014.html

Use the July 2014 population column. Applications for grants exceeding \$100,000 must serve multiple counties in their entirety.

County(s) in which service area is located	Population of service area	Proposed	
		# of units	Program funds
a. Sampson County	64,398	15	\$100,000
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i. Totals =	64,398	15	\$100,000

3. If the service area contains other than an entire city or county, attach a map clearly delineating the proposed service area boundaries, and service area population. Label the map "Exhibit II A 2".

URP16 Application for Funding

II. Project Design *(continued)*

B. Beneficiary Targeting:

Do not submit your proposed project assistance policy with this application for funding. If your project is selected for funding, you will be requested to submit your assistance policy with the post approval documentation.

C. Client Relations:

Linking special needs households to services beyond housing is viewed as an integral part of the Urgent Repair Program. Explain in detail the system which will be used to screen and refer households for other needed services (list services) and describe the roles of those involved in the process. Be sure to explain the screening/referral roles of any URP project staff in detail. Please limit the narrative to one 8-1/2" x 11" attachment (min 11 font) labeled II. C in the upper right hand corner. Attachments should be attached in the order that they were requested, at the back of the application.

D. Proposed procurement and construction:

Indicate which of the following will be used to effect your URP-funded work.

	Yes	No
1. Private-sector construction contractors.	X	
2. Competitive sealed bids.		X
3. Competitive negotiation.		X
4. Telephone bid solicitation.	X	
5. Non-competitive negotiation.	X	
6. Work crews employed by the applicant organization.		X
7. Weatherization contractor procured under WAP guidelines.		X

E. Other resources to be used with URP funds for Hard Costs only:

	Yes	No	Value/Amt.
1. Weatherization Assistance Program (WAP) funds.		X	
2. Heating Appliance Repair & Replacement Program (HARRP) funds.		X	
3. Independent Living Center funds.		X	
4. Council on Aging funds.	X		\$10,000
5. USDA-Rural Development Section 504 loans.		X	
6. Volunteer labor*.		X	
7. Donated materials*.		X	
8. Matching local funds*.		X	
9. 			

**Attach documentation of matching contributions listed on lines 6, 7 and/or 8, above. Label as Exhibit II.E. Matching contributions on those lines must be used for eligible URP Hard Costs only. Other resources may be used for program support, but those contributions will provide no competitive advantage in URP application rankings.*

URP16 Application for Funding

II. Project Design *(continued)*

F. Project Schedule:

Assuming a maximum of 18 months from funding agreement until close-out and a hypothetical starting date of July 1, 2016, please indicate below your projected project progress, in terms of dwelling units repaired or modified with Program assistance during each calendar quarter. (Note: All Program funds must be obligated within 18 months. Recipient will have an additional forty-five (45) days to complete all units and submit closeout documentation). Please complete a proposed schedule for your project.

Quarter	Unit Completions	Quarter	Unit Completions
1. 7/1/16 - 9/30/16.....	2	4. 4/1/17 - 6/30/17.....	3
2. 10/1/16 - 12/31/16.....	3	5. 7/1/17 - 9/30/17.....	2
3. 1/1/17 - 3/31/17.....	3	6. 10/1/17 - 12/31/17.....	2
Total =			15

III. Applicant Capacity

A. Rehabilitation/Repair Program Experience and Status:

For each home repair, urgent repair or comprehensive housing rehabilitation grant received by the applicant since July 1, 2011, provide the information indicated below. If more than six separate grants were received during this 5-year period, copy page 6 and attach as page 6 A. Funding sources to list here include Community Development Block Grant ("CDBG"), HOME Investment Partnership Program ("HOME") allocations from a local government or consortium, Single-Family Rehabilitation Program (SFR) grants, USDA-Rural Development Housing Preservation Grant Program ("HPG") funds, Weatherization Assistance Program ("WAP") funds, Urgent Repair Program grants, minor home repair project, local emergency repair programs, etc. ***Please list the oldest grant first.***

B. We prefer that the following tables be used to record the applicants rehab/repair experience and current status of funding related to units which may be targeted for rehabilitation. However, for some applicants it may be more appropriate to provide a narrative which speaks to the capacity of the applicant to carry out comprehensive rehabilitation of owner-occupied units. If so, please limit the narrative to one 8-1/2" x 11" attachment (min 11 font) labeled III. B in the upper right hand corner. Attachments should be attached in the order that they were requested, at the back of the application. The narrative should detail the applicants housing rehabilitation experience including the number of units comprehensively rehabilitated in the past five years, (broken out by year), the average amount of funding per unit (including volunteer labor, materials and donated materials) and any other information relevant to documenting the applicants capacity to affectively perform comprehensive housing rehabilitation.

URP16 Application for Funding

III. Applicant Capacity *(continued)*

A. Rehabilitation/Repair Program Experience and Status: *(continued)*

1. Program name (use standard abbreviations as shown above).....	HCCBG
a. Funding cycle (2011, 2012, etc.).....	2011-2012
b. Date of award or project commencement date.....	07/01/11
c. Grant/Funding Agreement number.....	N/A
d. Project close-out date or deadline.....	06/30/12
e. Total grant allocation amount.....	\$90,762
f. Matching funds/local contribution.....	\$9,076
g. Program rehabilitation/repair budget (hard costs only).....	\$41,274
h. Number of dwelling units targeted for rehabilitation/repairs.....	60
i. Number of dwelling units completed to date.....	76
j. Number of rehabilitation/repair jobs under contract at present.....	0
k. Average hard cost per unit completed (all sources).....	\$543
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/> or Active. . <input type="checkbox"/>
2. Program name (use standard abbreviations as shown above).....	URP
a. Funding cycle (2011, 2012, etc.).....	2011
b. Date of award or project commencement date.....	10/03/11
c. Grant/Funding Agreement number.....	URP1123
d. Project close-out date or deadline.....	03/16/13
e. Total grant allocation amount.....	\$85,000
f. Matching funds/local contribution.....	\$10,000
g. Program rehabilitation/repair budget (hard costs only).....	\$63,584
h. Number of dwelling units targeted for rehabilitation/repairs.....	20
i. Number of dwelling units completed to date.....	21
j. Number of rehabilitation/repair jobs under contract at present.....	0
k. Average hard cost per unit completed (all sources).....	\$3,976
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/> or Active. . <input type="checkbox"/>
3. Program name (use standard abbreviations as shown above).....	HCCBG
a. Funding cycle (2011, 2012, etc.).....	2012-2013
b. Date of award or project commencement date.....	07/01/12
c. Grant/Funding Agreement number.....	N/A
d. Project close-out date or deadline.....	06/30/13
e. Total grant allocation amount.....	\$102,222
f. Matching funds/local contribution.....	\$10,222
g. Program rehabilitation/repair budget (hard costs only).....	\$67,862
h. Number of dwelling units targeted for rehabilitation/repairs.....	70
i. Number of dwelling units completed to date.....	82
j. Number of rehabilitation/repair jobs under contract at present.....	0
k. Average hard cost per unit completed (all sources).....	\$868
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/> or Active. . <input type="checkbox"/>

URP16 Application for Funding

III. Applicant Capacity *(continued)*

A. Rehabilitation/Repair Program Experience and Status: *(continued)*

4. Program name (use standard abbreviations as shown above).....	URP	
a. Funding cycle (2011, 2012, etc.).....	2013	
b. Date of award or project commencement date.....	06/25/13	
c. Grant/Funding Agreement number.....	URP1335	
d. Project close-out date or deadline.....	12/31/14	
e. Total grant allocation amount.....	\$88,001	
f. Matching funds/local contribution.....	\$13,000	
g. Program rehabilitation/repair budget (hard costs only).....	\$65,709	
h. Number of dwelling units targeted for rehabilitation/repairs.....	20	
i. Number of dwelling units completed to date.....	20	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$3,285	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
5. Program name (use standard abbreviations as shown above).....	SFR14	
a. Funding cycle (2011, 2012, etc.).....	2014	
b. Date of award or project commencement date.....	04/14/14	
c. Grant/Funding Agreement number.....	SFRLP1426	
d. Project close-out date or deadline.....	06/30/17	
e. Total grant allocation amount.....	\$170,000	
f. Matching funds/local contribution.....	\$0	
g. Program rehabilitation/repair budget (hard costs only).....	\$45,000	
h. Number of dwelling units targeted for rehabilitation/repairs.....	3	
i. Number of dwelling units completed to date.....	3	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$43,991	
l. Current status of grant.....Closed-out.	<input type="checkbox"/>	or Active. . <input checked="" type="checkbox"/>
6. Program name (use standard abbreviations as shown above).....	HCCBG	
a. Funding cycle (2011, 2012, etc.).....	2013-2014	
b. Date of award or project commencement date.....	07/01/13	
c. Grant/Funding Agreement number.....	N/A	
d. Project close-out date or deadline.....	06/30/14	
e. Total grant allocation amount.....	\$102,222	
f. Matching funds/local contribution.....	\$10,222	
g. Program rehabilitation/repair budget (hard costs only).....	\$59,899	
h. Number of dwelling units targeted for rehabilitation/repairs.....	70	
i. Number of dwelling units completed to date.....	70	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$856	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>

URP16 Application for Funding

III. Applicant Capacity *(continued)*

A. Rehabilitation/Repair Program Experience and Status: *(continued)*

4. Program name (use standard abbreviations as shown above).....	URP	
a. Funding cycle (2011, 2012, etc.).....	2013	
b. Date of award or project commencement date.....	06/25/13	
c. Grant/Funding Agreement number.....	URP1335	
d. Project close-out date or deadline.....	12/31/14	
e. Total grant allocation amount.....	\$88,001	
f. Matching funds/local contribution.....	\$13,000	
g. Program rehabilitation/repair budget (hard costs only).....	\$65,709	
h. Number of dwelling units targeted for rehabilitation/repairs.....	20	
i. Number of dwelling units completed to date.....	20	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$3,285	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
5. Program name (use standard abbreviations as shown above).....	HCCBG	
a. Funding cycle (2011, 2012, etc.).....	2014-2015	
b. Date of award or project commencement date.....	07/01/14	
c. Grant/Funding Agreement number.....	N/A	
d. Project close-out date or deadline.....	06/30/15	
e. Total grant allocation amount.....	\$102,222	
f. Matching funds/local contribution.....	\$10,222	
g. Program rehabilitation/repair budget (hard costs only).....	\$71,467	
h. Number of dwelling units targeted for rehabilitation/repairs.....	70	
i. Number of dwelling units completed to date.....	91	
j. Number of rehabilitation/repair jobs under contract at present.....	0	
k. Average hard cost per unit completed (all sources).....	\$785	
l. Current status of grant.....Closed-out.	<input checked="" type="checkbox"/>	or Active. . <input type="checkbox"/>
6. Program name (use standard abbreviations as shown above).....	HCCBG	
a. Funding cycle (2011, 2012, etc.).....	2015-2016	
b. Date of award or project commencement date.....	07/01/15	
c. Grant/Funding Agreement number.....	N/A	
d. Project close-out date or deadline.....	06/30/17	
e. Total grant allocation amount.....	\$102,222	
f. Matching funds/local contribution.....	\$10,222	
g. Program rehabilitation/repair budget (hard costs only).....	\$0	
h. Number of dwelling units targeted for rehabilitation/repairs.....	70	
i. Number of dwelling units completed to date.....	27	
j. Number of rehabilitation/repair jobs under contract at present.....	10	
k. Average hard cost per unit completed (all sources).....	\$0	
l. Current status of grant.....Closed-out.	<input type="checkbox"/>	or Active. . <input checked="" type="checkbox"/>

URP16 Application for Funding

III. Applicant Capacity *(continued)*

C. Staff Qualifications and Experience:

Identify key personnel below according to their roles in implementing the URP project. Attach a current resume for each individual listed. Label resumes as "Exhibit III C". It is especially important that the resumes of technical staff - those responsible for the urgent repair management, work write-ups, etc. - list all relevant training workshops and seminars along with technical credentials such as building inspector certifications, contractor licenses, lead paint certification, etc.

Project Role	Name/Position Title	
1. URP project administration.	Name	Lorie Sutton
	Title	Director of Aging & In Home Svcs
2. Financial management.	Name	Sarah Rich
	Title	Administrative Office Specialist
3. Construction oversight.	Name	Steven Wilson
	Title	Home Improvements Coordinator
4. Work write-ups/cost estimates.	Name	Steven Wilson
	Title	Home Improvements Coordinator
5. Interim inspections of work.	Name	Steven Wilson
	Title	Home Improvements Coordinator
6. Final inspections of work.	Name	Steven Wilson
	Title	Home Improvements Coordinator
7. Applicant intake/eligibility.	Name	Angela Faircloth
	Title	Information & Options Counselor
8. Client counseling/referrals.	Name	Angela Faircloth
	Title	Information & Options Counselor
9. Legal services, recording, etc.	Name	Joel Starling
	Title	County Attorney

Applicants proposing to act as general contractor and use member-employed work crews and/or volunteers to facilitate the related rehabilitation work must demonstrate satisfactory capacity to fulfill this role. To do this applicants must, in part, have capable construction supervisory personnel on the job site. If applicable, please identify key construction supervisory personnel below according to their roles. Attach a current resume, including a list of all relevant training, workshops, seminars, and technical credentials, for each individual listed below.

9. Construction Supervisor.	Name	
	Title	
10. Job Site Volunteer Foreman.	Name	
	Title	

URP16 Application for Funding

IV. Certifications

The applicant hereby certifies that:

- A.** The information in this application is complete and accurate and the applicant possesses the legal authority to apply for and receive the Program funds and the person signing the application has the proper authority to do so; and,
- B.** The applicant agrees that the Agency may conduct its own independent review of the information herein and the attachments, and may verify information from any source; and,
- C.** The applicant understands that the North Carolina Housing Finance Agency will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the Agency; and,
- D.** The applicant is under no administrative restrictions from federal, state or local sources to receive funding; and,
- E.** The applicant, if funded, will comply with the applicable provisions of General Statute 143-6.1 related to conflicts of interest.

_____ Attest (signature)
_____ Typed Name
_____ Title
_____ Date

_____ Chief Administrative Official (Signature)
Edwin W. Causey _____ Typed Name
County Manager _____ Title
_____ Date

Applications must be received by the North Carolina Housing Finance Agency by 5:00 pm, January 25, 2016.
Mail or deliver to:

The Strategic Investment Group
North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, NC 27609-7509

Submit one original signature version and one copy of your application. All applications must be accompanied by an application fee (\$50.00). Make checks payable to the N.C. Housing Finance Agency.

APPLICATION GUIDELINES

For the 2016 cycle of the

URGENT REPAIR PROGRAM (URP16)

NORTH CAROLINA HOUSING FINANCE AGENCY

POST OFFICE BOX 28066

RALEIGH, NORTH CAROLINA 27611-8066

(919) 877-5700

November 2015

Application Guidelines

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APPLICATION GUIDELINES

For the Urgent Repair Program

1. Introduction

The North Carolina Housing Finance Agency announces the availability of funds under the Urgent Repair Program ("URP").

A total of \$3.5 million will be made available under the 2016 cycle of the Urgent Repair Program (URP16) to nonprofit organizations, local governments and regional councils statewide who may apply for funding through a competitive application process. Applicant eligibility and ranking criteria are described under sections 5 and 9, respectively.

Last year's URP funding cycle ("URP15"), was very competitive, with 40 applicants requesting a total of nearly \$5.4 million. With \$3.5 million available, but also with the increase of the maximum amount of funding per project, only 33 projects in 51 counties were able to be funded. We expect 28 to 33 of the applicants for URP16 to receive awards.

The goals of the Urgent Repair Program are: 1) to alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners with special needs; and 2) to provide accessibility modifications and other repairs necessary to prevent the imminent displacement of very low-income homeowners with special accessibility needs, such as frail elderly and persons with disabilities.

The Urgent Repair Program objectives are:

- 1) To assist very low-income and low-income owner-occupant households with one or more fulltime household members with special needs (elderly ≥ 62 years of age, handicapped or disabled, single-parent, large households (five or more), or households with children who have elevated blood lead levels (between $10\mu\text{g}/\text{dl}$ and $19\mu\text{g}/\text{dl}$), in all areas of the state;
- 2) To serve households with urgent repair needs which cannot be met through other state- or federally-funded housing assistance programs; and,
- 3) To enable frail elderly homeowners, and others with physical disabilities, to remain in their homes by providing essential accessibility modifications.

Under URP16, recipients of funds will be expected to develop and adhere to fair, open and competitive procedures for the procurement of goods and services and for the selection of Program beneficiaries. These Application Guidelines provide a brief overview of the Program. Additional information on Program and application requirements is contained in the accompanying Application for Funding.

2. Background

In 1994 the North Carolina Housing Finance Agency (the Agency) initiated the Urgent Repair Program ("URP94") as a one-year demonstration program with funds from the North Carolina Housing Trust Fund. The program was approved by the North Carolina Housing Partnership in response to the frequently expressed need for repair funding to respond to emergency situations and prevent displacement without being required to bring a whole house up to code.

A total of \$1 million of URP94 funds was allocated to sub-contractors under the U.S. Department of Energy's Weatherization Assistance Program through a non-competitive application process. An additional \$250,000 was available to other non-profit organizations, non-entitlement local governments, public agencies, and regional councils through a competitive application process. A total of 47 organizations received URP94 funding which enabled them to assist more than 650 households.

A comprehensive study of the 1994 demonstration cycle indicated that it had filled a vital niche, and that there was strong, broad-based support for continuing the program. At the same time, the study elicited some thoughtful suggestions which led to numerous improvements in the design of the Urgent Repair Program. After many additional program adjustments over the past 21 years, URP is now a very popular tried and true product, filling a vital service niche. Close to \$46.8 million in URP funding has been committed to date to assist over 12,600 households with repairs and accessibility modifications.

From May of 2002, until February of 2004 a portion of recaptured URP funds (from recipients that were unable to use their entire allocation within the allotted time) was dedicated to a special Displacement Prevention Partnership Program fund ("DPP"). Under DPP, very-low income homeowners are referred to the Agency by the Independent Living Rehabilitation Program at the Division of Vocational Rehabilitation Services) if they face imminent displacement due to mobility limitations requiring home modifications. Since 2004, over \$14.5 million has been set aside for DPP. To date, modifications have been completed on over 3,600 households, all through local offices of Independent Living Services.

Those with experience under the recent cycles of URP have found some significant changes in the guidelines. The significant changes included raising the maximum eligible hard costs, revising program support expense allowances, changing the form of assistance from grants to loans, and reducing the percentage of assisted households that must fall below 30% of the area median income. This year continues that trend. To avoid confusing one cycle with another, we will often refer to the current cycle as URP16.

3. Funding

The total amount of funding available under URP16 is \$3.5 million. Support for URP16 comes from the State appropriated North Carolina Housing Trust Fund.

Under this program cycle, funding limitations will apply to only the large entitlement cities. These five units of local government that receive CDBG funds directly from HUD may apply for a maximum of \$50,000. These "Large Entitlements" are the cities of Charlotte, Durham, Greensboro, Raleigh and Winston-Salem.

The maximum allocation to an organization or government agency proposing to serve a multi-county service area (two or more counties in their entirety) is \$200,000. The maximum allocation to an organization or government entity proposing to serve an area of less than two entire counties is \$100,000. Only applicants proposing to serve areas with populations of 5,000 or more are eligible. The minimum allocation is \$50,000. **Eligible applicants may submit only one application.** Funding provided to recipient organizations will be in the form of conditional grants.

URP16 assistance provided by Recipients to eligible households **cannot exceed \$8,000 in hard and soft costs** per dwelling unit. There is no minimum amount of Program funds that can be spent on any assisted dwelling unit.

A share of each Recipient's URP16 allocation may be used for program support expenses, but must be accounted for and claimed on a unit-by-unit basis. Eligible program support expenses are those necessary and reasonable costs directly associated with the delivery of program assistance, such as: (1) salaries and benefits for technical staff, or fees to consultants for work write-ups, cost estimates, inspections, etc.; or (2) office supplies and materials consumed in carrying out repairs. The maximum amount available varies with the amount of the hard costs. All URP assisted units may receive base program support of \$200. Units with hard costs exceeding \$500 may receive additional soft costs up to 10% of the hard cost for eligible program support expenses, so long as the total soft cost for the unit does not exceed \$800, as indicated by the table below.

URP16 Hard Costs	Maximum Program Support
From \$501 to \$8,000	\$200 + 10% of the Hard Cost (not to exceed \$800)
Up to \$500	\$200

For instance, if the hard costs associated with the repair or modification of a given unit is \$3,250 the Recipient may claim up to \$525 for program support expenses (\$200 + \$325).

4. Schedule

Applications for Program funding must be received at NCHFA by **5:00 pm, January 25, 2016**. Applications will be rated according to the criteria described below. Program awards will be announced by the end of April, 2016. After the implementation workshop in June 2016 for program administrators and technical staff, Funding Agreements will be executed. Successful applicants will be given a maximum of 18 months to complete their URP projects, and must report program progress quarterly.

5. Eligible applicants

Eligible applicants for URP16 funds include: 1) nonprofit organizations; 2) units of local government; and, 3) regional councils. Applicants for Program funding are directly responsible for the administration of projects being funded, even when contracting with third parties for administration.

6. Eligible households

Only households with special needs as defined in Section 1 (Introduction), paragraph 5 are eligible for assistance under URP. A minimum of 50% of the households assisted under a Recipient's URP16 allocation must have incomes that fall below 30% of the area median income. No URP funds may benefit households with incomes exceeding 50% of the area median. Only owner-occupied housing is eligible for assistance under the Urgent Repair Program. Income limits will be defined using the most recent HUD income estimates, as provided by the Agency (see URP income limits at our web site www.nchfa.com under the Urgent Repair Program section).

7. Eligible activities

URP16 funds may be used exclusively to alleviate housing conditions which pose an imminent threat to the life or safety of very low-income households with special needs, or to their ability to remain in their homes independent of institutional confinement. Upon completion, housing units repaired/modified under URP do not have to meet any housing codes or habitability standards, but the work performed under the Program must meet North Carolina State Residential Building Code standards and be performed in accordance with all state and local permitting, inspections, licensing and insurance requirements.

8. Eligible forms of assistance

Assistance provided to owner-occupants by Recipient organizations under URP16 shall be in the form of a loan covering the hard and soft costs (program support) of the URP funds associated with the repair/modification of the unit. Homeowners will receive an

unsecured deferred, interest-free loan, forgiven at the rate of \$1,000 per year, until the principal balance is reduced to zero. Recipients must use the loan documents provided by the Agency. Recipients will be expected to have adequate project procedures to ensure that Program documents are properly processed.

9. Application review and ranking process

Applications for Program funds will be reviewed and ranked on applicant capacity to operate the project, past performance under Agency Programs, if applicable, and the project location (whether they are serving an underserved county). A four-step review process will be used: threshold review, competitive ranking, Agency board approval, and execution of Funding Agreements.

9.1 Threshold review

Applications that do not include an attached resume for each person listed on table III C on page 7 will be considered incomplete. The threshold review will eliminate any applications which are incomplete, were not received by the deadline, are from ineligible entities, or are not accompanied by the required application fee or a copy of the original application. The threshold review is also meant to eliminate applicants lacking minimal capacity to operate the project. The following factors will be considered:

- 1) The experience of the applicant in undertaking similar projects;
- 2) The past performance of the applicant, if applicable, under housing rehabilitation programs;
- 3) The capacity of the organization, including staffing support, to complete the project. (*Special attention will be given to the availability of qualified technical staff to diagnose repair or modification needs and implement the appropriate measures to address the needs, professionally and efficiently.*)

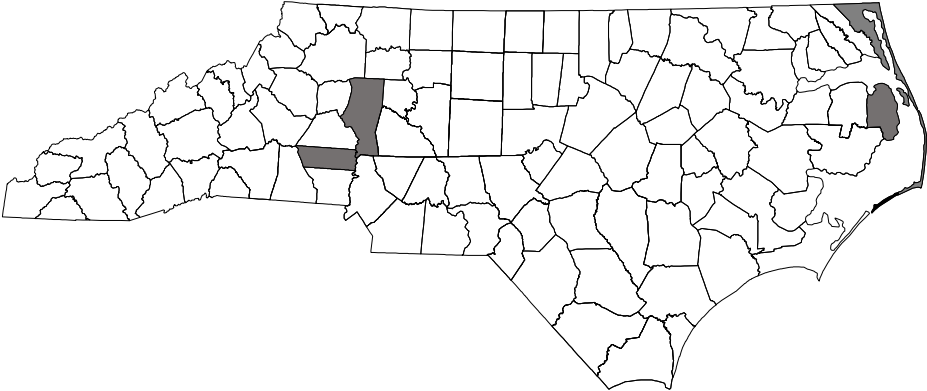
The capacity of units of local government or others proposing to administer the project through a third party will be rated based on that party's qualifications, experience and past performance under Agency programs, if applicable.

9.2 Competitive ranking

The next phase of the selection process will be to rate and rank applications based on a number of factors related to applicant capacity as determined by (1) staff qualifications and experience, (2) performance under past cycles of the Urgent Repair Program (including the percentage of targeted units completed under active grants and timeliness of grant completion), if applicable, or recent performance under other repair initiatives; and, (3) the accuracy and completeness of the URP16 application. A comprehensive and effective system for referring clients to

services other than housing will also be a positive rating factor. Points will be awarded for matching local funds (for hard costs only) as well as for proposing to serve counties underserved by the URP funds since the Program's inception (see below). Projects proposing to serve households with urgent repair needs which can be met through other state- or federally-funded housing assistance programs are discouraged and will be at a competitive disadvantage. (URP is designed to be used as funding of the last resort.) Points will also be awarded to organizations that applied for last year's URP cycle but were not recommended for funding. The Agency will not fund two applications with overlapping service areas.

Counties Underserved with the Urgent Repair Program



Counties Underserved with the Urgent Repair Program

Currituck Dare Lincoln Iredell

9.3 Agency Board approval

After completion of the application review and ranking process, the final funding decision will be made by the Agency's board of directors. It is the goal of Agency staff to take their recommendations to the board in April 2016.

9.4 Post-Approval Documentation and Funding Agreements

Following board approval of the final ranking of applications, Applicants approved by the Agency board will receive conditional award letters and requests for additional documentation (Post Approval Documentation). Funding Agreements will be forwarded to Recipients following receipt by the Agency of

all information requested in the post approval documentation packet and attendance at the mandatory URP16 Implementation Workshop. Recipients will be given 45 days to execute and return the Funding Agreements to the Agency. Post approval documentation will include the following:

- 1) A copy of the Recipient's Procurement Policy;
- 2) Bonding/Honesty and Fidelity Insurance documentation. All Recipients must submit evidence that honesty and fidelity insurance coverage is available in an amount not less than 50% of their URP16 funding allocation;
- 3) Organizational Documents. Recipients which are not units of government may be asked to supply copies of their organizational documents, including articles of incorporation, by-laws and a listing of all directors, officers and staff;
- 4) Conflict of Interest Policy (for private-nonprofit organizations); and,
- 5) The Applicant's proposed URP16 Assistance Policy.

9.5 Funding award

Upon receipt and approval by the Agency of the Post Approval Documentation packet, the Agency will forward the Funding Agreement to the Recipient. Once the executed Funding Agreement is returned to the Agency, an initial disbursement of 50% of the award amount will be sent to the Recipient organization. Project activities may commence upon receipt of the fully executed Funding Agreement. *Note: If all necessary documentation is not received by the Agency within 45 days of the date of the conditional award letter, the award may be canceled and the funds de-obligated.*

10. SPECIAL INSTRUCTIONS TO THE APPLICATION

10.1 Requests for Application forms

Program Application forms may be downloaded from the Agency website www.nchfa.com, or requested from the Agency by calling Amy Batel at (919) 877-5689, or by writing to the address shown below (see section 10.4).

10.2 Application deadline

An original application and one copy per grant request must be **received** by the Agency by **5:00 p.m. on January 25, 2016.**

10.3 Application fee

The application must be **accompanied** by a **non-refundable application fee**. The application fee must be paid by a check made payable to the North Carolina Housing Finance Agency. The **application fee is \$50**.

10.4 Address

All applications must be mailed or delivered to:

The Strategic Investment Group
North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, North Carolina 27609-7509

10.5 Special Instructions

- 1) Automated application forms created in MS Excel are available at the Agency's website (www.nchfa.com) or via e-mail. It is highly recommended that applicants use the automated version to take advantage of multiple automated calculations and general ease of use. The Excel version is designed such that the applicant tabs through the form, landing only where information is to be entered (the light yellow cells). All totals are automatically calculated (in the bright yellow cells). If you do not use the Excel version, please ensure that your application is typed or printed legibly in ink. Dollar amounts should be rounded to the nearest dollar. All applications should be signed and dated in ink on the "Certification" page by the applicant's chief administrative official as listed on the application under I.B.1. No applications will be accepted electronically or by Fax.
- 2) All applications should be submitted on the form provided. Except for requested attachments, please confine your responses to the provided space.
- 3) It is preferred that applications be fastened at the upper left corner by a single staple or binder clip. Covers, ring binders, and folders are discouraged, as are attachments or exhibits which are not specifically requested.
- 4) All attachments should be clearly marked in the upper right hand corner according to the instructions in the application. The attachments should be attached in the order that they were requested, at the back of the application following the last page.



Administrative Unit: Sampson County Schools (Unit 820)

I. Certification of Board of Education

The Sampson County Schools Board of Education hereby submits its Facility Needs Survey dated 12/22/2015 listing all improvements and additional facilities needed to accommodate projected enrollments through the 2020-21 school year and improvements to existing facilities to provide safe, comfortable environments that support the educational programs.

We do hereby certify that the needs identified herein are a true representation of our situation. Alternatives were considered and this plan provides the best balance between cost and benefit to our students. We understand that costs have been standardized to statewide averages to provide uniform comparisons.

<u>Dewain Sinclair</u>	, Chairman	<u>12-15-15</u>	Date
<u>[Signature]</u>	, Secretary, Ex-officio	<u>12-15-15</u>	Date

2. Certification of Board of County Commissioners

The Sampson County Board of Commissioners has received and reviewed a copy of this survey prior to submission to the State Board of Education. This does not necessarily constitute endorsement of or commitment to fund the Facility Needs Survey.

_____	, Chairman	_____	Date
_____	, County Manager or Clerk	_____	Date

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7163

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 Citifinancial Servicing, LLC in Franklin Township, Sampson County, for the year(s) and in the amount(s) of: 03010181603

YEAR	
<u>2015</u>	\$ <u>887.75</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>887.75</u>

These taxes were assessed through clerical error as follows.

In deed bk 1896/901 we should have split out .27 acre vacant lot but we done a straight transfer for 3.07 acres + all buildings. 2.8 acres and all buildings will be rebilled to Frederick + Alice Hayes on parcel # 03010181604.

County Tax	\$ <u>809.71</u>
School Tax	_____
Fire Tax	\$ <u>78.04</u>
City Tax	_____
TOTAL \$	\$ <u>887.75</u>

Yours very truly

William (Citi Financial)
Taxpayer

Mailing Address.

605 Munn Road.

Fort Mill, SC 29715

912-655-5890.

✓ Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7216

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 Willie Lee Murphy in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2014	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>126.17</u>

These taxes were assessed through clerical error as follows.

BMY 2068 / turned in
2010 Buick / sold
#18824833

602 County Tax 112.60
 School Tax _____
 F16 Fire Tax 13.57
 City Tax _____
 TOTAL \$ 126.17

Yours very truly

x Willie Lee Murphy
Taxpayer

k' Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Mailing Address.

Willie Lee Murphy
PO Box 297
Salisbury, NC 28385

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7222

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 Jacqueline Wilcox & Linwood Ray Baykin in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2014	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>125.15</u>

These taxes were assessed through clerical error as follows.

#188 21804
3AL5075 / turned in
2013 Ford Taurus / total loss

Gov	County Tax	<u>112.30</u>
	School Tax	_____
Fire	Fire Tax	<u>12.85</u>
	City Tax	_____
	TOTAL \$	<u>125.15</u>

Yours very truly

Linwood Ray Baykin
Taxpayer

Mailing Address.

Jacqueline Wilcox
Linwood Ray Baykin
160 Henry Lee Ln.
Clinton, NC 28328

x 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

7213

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 Thomas, James Luther & Lilly in SeethRider Township, Sampson County, for the year(s) and in the amount(s) of: 16-1008800-01

YEAR	
<u>2014</u>	\$ <u>31.94</u>
<u>2013</u>	\$ <u>30.39</u>
<u>2012</u>	\$ <u>29.79</u>
<u>2011</u>	\$ <u>30.39</u>
	\$ _____

TOTAL REFUND \$ 122.51

These taxes were assessed through clerical error as follows.

Double listed to 16100880002 per DB 1325/719.

.25 Acres

County Tax 108.82
 School Tax _____
 Fire Tax 13.69
 City Tax _____
 TOTAL \$ 122.51

Yours very truly

James Luther Thomas
Taxpayer

Mailing Address.

P.O. Box 172
Garland NC 28441

✓ 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

7218

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 Prestige Farms Inc in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2014	\$ 395.73
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 395.73

Tag # XT 7413
V # 410

These taxes were assessed through clerical error as follows.

Bill # 0016464578
2014 Kenworth
vehicle sold, Tag Turned In

Gov County Tax	364.95
School Tax	
F23 Fire Tax	30.78
City Tax	
TOTAL \$	395.73

Yours very truly

Prestige Farms Inc
Taxpayer

Mailing Address.

AX ID #
Social Security #

Immunex Innovation Corporation PO Box 438
Clinton, NC
28329

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7231

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 Sylvia Wrench Jackson
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
2014	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>115.85</u>

These taxes were assessed through clerical error as follows.

X24 1151 / turned in
2012 Honda / sold
#188 26224

Gov County Tax 104.52
 School Tax _____
 F20 Fire Tax 11.33
 City Tax _____
 TOTAL \$ 115.85

Yours very truly

* Sylvia Wrench Jackson
Taxpayer

* Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Mailing Address.

Sylvia Wrench Jackson
228 Charles Newland Rd.
Godwin, NC 28344-8662

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7220

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 Spencer Smith Worris in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR <u>2015</u>	\$	<u>499.32</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL REFUND	\$	<u>499.32</u>

These taxes were assessed through clerical error as follows.

DLC 4187
:0028563188
Handwritten Refund due to could not
Process Refund on Farragut Tag showed
Temp (3 months) would not process correct
Refund amount - Vehicle was titled
incorrectly by Dealership tag surrendered
new tag issued -

602 County Tax	<u>298.39</u>
S01 School Tax	<u>52.13</u>
CO2 ^{Tag Fee} Fire Tax	<u>5.00</u>
CO2 City Tax	<u>143.80</u>
TOTAL \$	<u>499.32</u>

Yours very truly

HENRY JAY NORRIS / SPENCER SMITH WORRIS

Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Spencer Smith Worris
Mailing Address.

Spencer Smith Worris
106 Summit Ridge Rd.
Clinton NC 28328

Spencer J Norris
Henry J Norris

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

December 14, 2015

Date

FROM: Lorie Sutton, Director of Aging

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 Aging Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558810-526200	Departmental Supplies	\$ 2,000.00	
02558810-544005	Contract Supplies	\$ 2,200.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035881-408401	FCG - Donations	\$ 4,200.00	

2. Reason(s) for the above request is/are as follows:
To budget donations received from Shaggin' for Santa to date.

Lorie B Sutton
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/28, 2015
David H. [Signature]
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

(County Manager & Budget Officer)

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

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.