



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
September 12, 2016**

5:00 pm	Work Session – Well System Improvements (County Administration Bldg)	1
Tab 1	Work Session to be followed by dinner; then recess to reconvene in County Auditorium for regular meeting	(also separate document)
7:00 pm	Convene Regular Meeting (County Auditorium)	
	Invocation and Pledge of Allegiance	
	Approve Agenda as Published	
Tab 2	Reports and Presentations	
	a. Introduction of Animal Shelter Director	2
	b. Health Department – Zika Virus Update	3 - 10
	c. Emergency Management – Update on Convalescent Transportation Services	11 - 14
	d. Administration - Plan for Recruitment of Human Resources Director	15 - 17
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	a. <u>RZ-8-16-1</u> : Request to Rezone 5.37 Acres Located along Highway 421 (Spivey’s Corner Hwy) from RA-Residential Agriculture to C-Commercial	
	b. <u>RZ-8-16-2</u> : Request to Rezone 1.6 Acres Located along Plainview Highway from RA-Residential Agriculture to C-Commercial	
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a. Approve the minutes of the August 1, 2016 meeting	87 - 90
b. Proclaim September as National Recovery Month (see Eastpointe resolution)	91
c. Authorize execution of the URP16 (Urgent Repair Program) Funding Agreement, Assistance Policy and Procurement and Disbursement Policy	92 - 110
d. Adopt resolution indicating intent to accept offer for purchase of surplus property located on Whit Road, Newton Grove Township and direct advertisement for upset bid pursuant to GS 160-269	111 - 114
e. Declare .5-acre parcel on Ruffin Road (Parcel 09082806001) as surplus and authorize staff to accept bids pursuant to upset bid process (GS 160-269) (The Board may wish to set a minimum bid.)	115 - 117
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**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1

Meeting Date: September 12, 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: Work Session – Well System Improvements

DEPARTMENT: Public Works

PUBLIC HEARING: No

CONTACT PERSON: Matthew West, Dewberry Engineers
Lee Cannady, Public Works Director
Ed Causey, County Manager

PURPOSE: To hear a report on the preliminary engineering report on the treatment of iron and manganese in water system; to evaluate options for treatment and funding opportunities

ATTACHMENTS: PER – Task Order #25: Well Water Treatment Evaluation (separate document)

BACKGROUND: At a special work session on May 23, 2016, Public Works Director Lee Cannady and Dewberry engineer Matt West discussed water quality challenges due to the oxidized iron and manganese which occurs in our rural system due to long detention times in the water lines. In May 2016, Sampson County began injecting a liquid polyphosphate sequestering agent. The sequestering agent slows the oxidization of manganese, and improvements to the aesthetics of the water have been observed since dosing of the sequestering agent began. However, the sequestering agent has not eliminated these issues.

At the conclusion of the May 23, 2016 meeting, Dewberry Engineers Inc. (Dewberry) was authorized to proceed with Task Order #25 – Well Water Treatment Evaluation. The purpose of Task Order # 25 was to evaluate treatment options that will remove iron and manganese from the groundwater. Additionally, the evaluation considers relative capital and operating costs, ease of operation, integration into the existing system, and waste stream generation and disposal options. Mr. West and Mr. Cannady will review the findings of the engineering report and potential funding for the treatment options.

RECOMMENDED ACTION OR MOTION: Consider authorization of final plans and specifications and authorization for staff to submit applications for grant/loan funding

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (a)

Meeting Date: September 12, 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 Animal Shelter Director

DEPARTMENT: Animal Shelter

PUBLIC HEARING: No

CONTACT PERSON: Ed Causey, County Manager

PURPOSE: To introduce the newly selected Animal Shelter Director

ATTACHMENTS: None

BACKGROUND: Ms. Anna Ellis has been selected as the new Animal Shelter Director, replacing Alan Canady. Ms. Ellis is a graduate of Mount Olive College with a degree in Business Management. She is a resident of Sampson County, and has worked at the shelter for the past five years, including serving as Shelter Manager under the former department director and as Interim Director since May 7th.

There were 17 applicants for the position, and six were interviewed before Ms. Ellis was selected from this group.

RECOMMENDED ACTION OR MOTION: Report only; no action requested

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (b)

Meeting Date:	September 12, 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: Health Department - Zika Virus Update

DEPARTMENT: Health Department

PUBLIC HEARING: No

CONTACT PERSON: Wanda Robinson, Health Director

PURPOSE: To provide information on the Zika virus and an update on the cases in the United States and North Carolina

ATTACHMENTS: None

BACKGROUND: Health Director Wanda Robinson will offer information on the Zika virus and its spread to the United States and North Carolina. She will provide information on state monitoring and practical methods for mosquito control.

RECOMMENDED ACTION OR MOTION: Report only; no action requested


SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson
Health Director



360 County Complex Road, Suite 200
Clinton NC 28328

MEMORANDUM

TO: Ed Causey
FROM: Wanda Robinson 
SUBJECT: County Commissioners Board Agenda Item
DATE: August 25, 2016

The Sampson County Board of Health met on August 15, 2016 and a Zika Update was presented. I am asking that a Zika Update be added to the County Commissioners agenda as a presentation.

Zika Virus Update:

Zika Virus disease is caused by the Zika Virus that is spread to people primarily through the bite of an infected mosquito. The illness is usually mild with symptoms lasting up to a week, and many people do not have symptoms or will have only mild symptoms. However, Zika virus infection during pregnancy can cause a serious birth defect called microcephaly and other severe brain defects.

As of August 4, 2016 Zika has only been found in the Aedes Aegypti mosquito in the United States. Most current North Carolina Communicable Disease/Environmental Health surveillance as of August 3, 2016 indicates these mosquito are not currently present in North Carolina.

Multiple agencies are working together throughout North Carolina to monitor for the Aedes Aegypti mosquito. Vector surveillance have been set up in selected areas throughout the state. This monitoring process is expected to continue until Zika is no longer considered a major health threat to pregnant.

Zika Update
8/04/2016



Aedes aegypti



Aedes albopictus

What is Zika?

Zika virus disease is caused by the Zika virus, which is spread to people primarily through the bite of an infected mosquito (*Aedes aegypti* and *Aedes albopictus*). The illness is usually mild with symptoms lasting up to a week, and many people do not have symptoms or will have only mild symptoms. However, Zika virus infection during pregnancy can cause a serious birth defect called microcephaly and other severe brain defects.

As of August 4, 2016, Zika has only been found in the *Aedes Aegypti* mosquitos in the United States. Most current North Carolina Communicable Disease/Environmental Health surveillance as of August 3, 2016 indicates these mosquitos are NOT currently present in North Carolina.

How do people get infected with Zika?

Zika is spread to people primarily through the bite of an infected *Aedes* species mosquito (*Aedes aegypti* and *Aedes albopictus*). A pregnant woman can pass Zika to her fetus during pregnancy or around the time of birth. Also, people with Zika can pass it to their sex partners. People who have traveled to or live in places with Zika are encouraged to protect themselves by preventing mosquito bites and avoiding sexual transmission of Zika.

What health problems can result from getting Zika?

Many people infected with Zika will have no symptoms or mild symptoms that last several days to a week. However, Zika infection during pregnancy can cause a serious birth defect called microcephaly and other severe fetal brain defects. Guillain-Barre syndrome (GBS), an uncommon sickness of the nervous system, may also be triggered.

Once someone has been infected with Zika, it's very likely they'll be protected from future infections. There is no evidence that past Zika infection poses an increased risk of birth defects in future pregnancies.

What are the symptoms?

Many people infected with Zika virus won't have symptoms or will only have mild symptoms. The mild symptoms usually last for several days to a week. People usually don't get sick enough to go to the hospital, and they very rarely die of Zika. For this reason, many people might not realize they have

been infected. Symptoms of Zika are similar to other viruses spread through mosquito bites, like dengue and chikungunya. The most common symptoms of Zika are: Fever, Rash, Joint pain, Conjunctivitis (red eyes). Other symptoms include: Muscle pain, Headache.

Cases in US and NC as of 08/03/2016:

US travel associated cases: 1818

US locally acquired cases: 16 (Miami)

North Carolina Cases – All foreign-travel associated: 30

Countries throughout the Americas and the rest of the world are working together to monitor and detect the potential spread of Zika. Beginning July 26, 2016, Inovio Pharmaceutical Company and the US National Institutes of Health began human clinical Zika vaccine trials. It is expected to take six to eight months to determine if the vaccine is valid for use by the public.

Identified Miami Florida Zika Infection Location:



Countries with Known Zika Transmission 07/28/2016:



Americas

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • Anguilla • Antigua • Argentina • Aruba • Barbados • Barbuda • Belize • Bolivia • Bonaire • Brazil • Colombia • Commonwealth of Puerto Rico, US territory • Costa Rica • Cuba • Curacao | <ul style="list-style-type: none"> • Dominica • Dominican Republic • Ecuador • El Salvador • French Guiana • Grenada • Guadeloupe • Guatemala • Guyana • Haiti • Honduras • Jamaica • Martinique • Mexico • Nicaragua • Panama | <ul style="list-style-type: none"> • Paraguay • Peru • Saba • Saint Barthélemy • Saint Lucia • Saint Martin • Saint Vincent and the Grenadines • Sint Eustatius • Sint Maarten • Suriname • Trinidad and Tobago • Turks and Cacos • U.S. Virgin Islands • Venezuela |
|--|--|---|

Oceania/Pacific Islands

- | | |
|--|---|
| <ul style="list-style-type: none"> • American Samoa • Fiji • Kosrae, Federated States of Micronesia • Marshall Islands | <ul style="list-style-type: none"> • Papua New Guinea • Samoa • Tonga <p>Africa: Cape Verde</p> |
|--|---|

What is North Carolina Doing to Monitor for Mosquitos that Cause Zika?

Multiple agencies are working together throughout North Carolina to monitor for the Aedes aegypti mosquito. Vector surveillance areas have been set up in selected areas throughout the state. The surveillance consists of gathering mosquito eggs/larvae and hatching them to identify the mosquito species.

Both natural environmental areas and traps are used for collection. As of July 31, 2016, over 19,000 eggs/larvae had been collected for identification. As of August 3, 2016, Aedes aegypti has not been identified in North Carolina.

The monitoring process is expected to continue until Zika is no longer considered a major health threat to pregnant women.

Zika Virus and Vector Control Agencies:

NC Department of Public Health
NC Department of Agriculture
NC Department of Environmental Health Services
NC Communicable Disease Branch
NC Public Health Preparedness & Response

University Partners:

- Brian Byrd WCU
- Michael Reiskind NCSU
- Stephanie Richards ECU
- Michael Waldvogel NCSU

Survey Locations:

East Carolina Univ.	North Carolina State Univ.	Western Carolina Univ.
Albemarle Health District	Cumberland/Ft. Bragg	Buncombe
Brunswick	Edgecombe	Cabarrus
New Hanover	Forsyth	Haywood
Onslow/Camp Lejeune	Guilford	Henderson
Pitt	Wake	Mecklenburg
Seymour Johnson AFB		Transylvania

Sample of Natural Environmental Locations Identified Within the Monitored Counties:



Sample of Mosquito/Larvae Traps Set Up In the Identified Counties:



Ovitrap
("egg traps")



Aedes eggs
(magnified)

Information for Consumers:

Mosquito Control Information:

1. Use of EPA Recommended Repellants
2. Use of Proper Clothing
3. Tip & Toss/Community Spraying Campaigns

Consumer Information for Pregnancy:

What if you are pregnant or thinking of becoming pregnant?

1. Women who are pregnant or thinking about becoming pregnant should not travel to any area where Zika virus is spreading.
2. If you must travel to one of these areas, talk to your doctor or other healthcare provider first and strictly follow steps to prevent mosquito bites during your trip.

How do I protect myself from mosquito bites?

1. Wear long-sleeved shirts and long pants.
2. Stay in places with air conditioning and window and door screens to keep mosquitoes outside.
3. Use Environmental Protection Agency (EPA)-registered insect repellents, such as DEET. When used as directed, these insect repellents are proven safe and effective even for pregnant and breastfeeding women.
4. Remove or stay away from mosquito breeding sites, like containers with standing water.

What should I do if my partner and/or I have traveled to a Zika area?

1. Pregnant women who have recently traveled to an area with Zika should talk to a doctor or other healthcare provider about their travel even if they don't feel sick.
2. It is especially important that pregnant women see a doctor or other healthcare provider if they develop a fever, rash, joint pain, or red eyes during their trip or within 2 weeks after traveling to an area where Zika has been reported. They should tell the doctor or other healthcare provider where they traveled.
3. If their partner has recently traveled to an area with Zika a pregnant woman should talk to a doctor or other healthcare provider about the partner's travel even if they don't feel sick.
4. CDC has guidance to help doctors decide what tests are needed for pregnant women who may have been exposed to Zika.

Zika Website Information for Consumers & Providers:

CDC Zika Information for the Public:

www.cdc.gov/zika;

CDC Zika Toolkit for Public Health & Providers:

<http://www.cdc.gov/zika/comm-resources/toolkits.html>

NC Public Health Zika Information Consumer Website:

<http://epi.publichealth.nc.gov/zika/>

North Carolina Zika Toolkit for Public Health & Providers:

<http://epi.publichealth.nc.gov/zika/toolkit.html>

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (c)

Meeting Date:	September 12, 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: Emergency Management - Update on Convalescent Transportation Services

DEPARTMENT: Emergency Management

PUBLIC HEARING: No

CONTACT PERSON: Ronald Bass, EMS Director

PURPOSE: To provide an update on management of convalescent services in absence of franchisee Johnston Ambulance Services

ATTACHMENTS: Draft Memoranda of Understanding

BACKGROUND: As you may have heard, Johnston Ambulance Services (JAS) abruptly ceased providing services under their franchise with Sampson County as of September 1, 2016. Under their franchise, JAS provided between 300-350 non-emergency transports per month (such as the transportation of patients to and from the hospital and nursing home facilities, inter-hospital transports and transports of patients to doctors' appointments or dialysis). They could also provide back-up emergency transportation if necessary; however, they typically have been utilized in that capacity less than two dozen times per year.

After consultation with the County Attorney, it was determined that the abrupt cessation of services constituted an emergency situation under the County's franchise ordinance, and memoranda of agreement were drafted for temporary contract services by other providers. In addition, Emergency Management has worked with our volunteer rescue organizations to provide convalescent services in the interim. EMS Director Ronald Bass will update the Board on the efforts of his department to meet our temporary and future convalescent transportation needs.

**RECOMMENDED
ACTION OR MOTION:** Report only; no action requested

SAMPSON COUNTY

NORTH CAROLINA

TEMPORARY AMBULANCE SERVICES AGREEMENT

THIS TEMPORARY AMBULANCE SERVICES AGREEMENT (hereinafter, the “Agreement”) is made and entered into by and between Sampson County (hereinafter, the “County”) and _____ (hereinafter, the “Provider”) effective the 31st day of August, 2016. The County and the Provider may be referred to herein at times individually as a “Party” and collectively as the “Parties”:

RECITALS

WHEREAS, the County is a body corporate and politic and a political subdivision of the State of North Carolina;

WHEREAS, the County has adopted an Ordinance Regulating Emergency Medical Service and Granting of Franchises for Convalescent Transport Service (hereinafter, the “Ordinance”), as it is authorized to do pursuant to N.C. Gen. Stat. § (hereinafter, “G.S.”) 153A-250;

WHEREAS, the Provider is the current holder of a valid EMS Provider License pursuant to G.S. 131E-155.1;

WHEREAS, due to the sudden and unforeseen closure of one of the County’s franchisees, an emergency has arisen in which the ambulance services franchised by the County are insufficient or unable to provide adequate ambulance services throughout the County;

WHEREAS, the County and the Provider have agreed to enter into this Agreement in order to memorialize the mutual understanding of Parties with respect to the temporary provision of ambulance services to the County by the Provider in order to meet said emergency;

AGREEMENT

NOW, THEREFORE, for and in consideration of the mutual premises set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, agreeing to be legally bound, covenant and agree as follows:

1. The provision of ambulance services by the Provider is for the purpose of meeting an emergency that has arisen and rendered the ambulance services franchised by the County insufficient and unable to provide adequate ambulance services throughout the County. Nothing herein shall be interpreted as amending, repealing or otherwise modifying the requirement that the providers of ambulance services within the County receive a franchise pursuant to the Ordinance and G.S. 153A-250. This Agreement is temporary in nature and is terminable by the County without notice once the County has established an adequate level of franchised ambulance services in accordance with the Ordinance. If the Provider wishes to obtain a regular franchise, it must apply for said franchise pursuant to the Ordinance and comply with all requirements set forth in the Ordinance, state statute and any applicable rules or regulations dealing with the regulation of emergency medical services.

2. The Provider agrees that it has, prior to the execution of this Agreement, furnished to the County a copy of its current EMS Provider License, which is valid and in effect. The Provider further agrees that it will immediately notify the County of any change in the status of its EMS Provider License.

3. The Provider agrees that it will comply during the term of this Agreement with the minimum insurance requirements set forth in the Ordinance, namely: that the Provider has and will have at all times in force and effect either insurance coverage issued by an insurance company licensed to do business within the State of North Carolina, or a bond with personal and/or corporate surety for each and every ambulance owned and/or operated by or for the Provider which shall provide, at the minimum, liability for payment of damages in the following amounts:

a. In the minimum sum of \$500,000.00 for injury to or death of individuals in any incident or accident resulting from a cause for which the owner or operator of said vehicle may be held liable as a result of the liability imposed by law, regardless of whether the ambulance was being driven by the owner or the owner's agent;

b. In the minimum sum of \$100,000.00 for loss of or damage to the property of another, including but not limited to personal property, in any accident or incident for which the vehicle owner or agent may be liable, as by law provided;

c. The Provider shall further provide written evidence of the minimum insurance required to the County at all times during the term of this Agreement, together with a letter from any carrier agreeing to provide at least thirty (30) days prior written notification to the County before cancellation or amendment of any such liability insurance coverages.

4. The Provider agrees that it shall furnish ambulance services pursuant to this Agreement for the same amounts as the current schedule of rates and charges which it charges other customers.

5. The County may impose reasonable standards for the Provider's ambulance drivers and attendants, vehicles, and equipment, including but not limited to the Provider's communication equipment.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the date first written above.

SAMPSON COUNTY

By: _____
Edwin W. Causey,
County Manager

[INSERT CORPORATE NAME OF PROVIDER.]

By: _____
Print Name: _____
Title: _____

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (d)

		<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
Meeting Date:	September 12, 2016	<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: Plan of Recruitment of Human Resources Director

DEPARTMENT: Administration

PUBLIC HEARING: No

CONTACT PERSON: Ed Causey, County Manager

PURPOSE: To provide update on the establishment of a Human Resources Director position and plan for recruitment of candidates

ATTACHMENTS: Job Description

BACKGROUND: As a result of our budget reduction process, the Board approved the establishment of a Human Resources department and the hiring of a Human Resources Director. Staff have worked diligently on researching how such departments are structured in other local governments and the duties and responsibilities of their department directors. After much research, we have developed the enclosed job description for Human Resources Director. We have utilized the new SAFE® job evaluation system that was a product of our pay plan and classification study to evaluate the description and assign a pay/classification grade that remains consistent with our pay scales. This position has been assigned a grade 80, with a minimum salary of \$60,040, maximum salary of \$98,664.

After consultation with Human Resources directors in surrounding counties, it is recommended that successful recruitment of a candidate with specific experience in local government human resources would be assisted by being as flexible as possible on the County’s existing residency requirement for department heads. Given that county residency has been a requirement of the Board in previous circumstances, we are asking the Board’s concurrence on advertising this particular position without county residency. We plan to advertise the position promptly after the Board has had the opportunity to hear this update.

RECOMMENDED ACTION OR MOTION: Acknowledge concurrence with advertising the Human Resources Director position without a county residency requirement

Human Resources Director

Department: Human Resources

FLSA Status: Exempt

General Definition of Work

Performs highly responsible, complex professional work in planning, organizing and directing the county's human resources department, and related work as apparent or assigned. Responsibilities include developing, administering, interpreting and communicating the personnel programs and policies that govern county employees; overseeing the human resources operations of the county including recruitment, selection, hiring, classification, evaluating and training of employees; advising County Manager, management/supervisory staff and elected officials on personnel matters. Work is performed under the general direction of the County Manager. Moderate supervision is exercised over Human Resources Management Director, Senior Finance Technician (Payroll), and Accounting Technician III-P/R.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Advises County Manager, Department Heads, Supervisors, Board of Commissioners on a variety of personnel matters such as discipline/termination, interview questions, employee relations and pertinent laws; guides department heads and employees through disciplinary process, makes recommendations on disciplinary matters in consultation with department heads, County Manager and County Attorney

Prepares disciplinary action documents; represents County during proceedings related to wrongful discharge, unemployment appeals, just case/due process hearings (in consultation with County Attorney).

Develops and maintains personnel policies, compensation and benefits programs, communicates and interprets same to department heads and employees.

Implements and administers County benefits programs; works with insurance brokers/vendors to ensure adherence to contracts; recommends changes to existing benefits program or new programs to meet the needs of employees, and recruit and maintain employees while remaining fiscally conscious; prepares RFP for same as necessary.

Administers the workers compensation risk program, maintains records related to injuries; files reports and manages workers compensation claims; facilitates work of Safety and Wellness Committee to ensure best practices are incorporated within county policies and departmental procedures to minimize risk and exposure, assists with compilation and management of safety manuals and procedures to ensure OSHA compliance.

Oversees the processing of personnel transactions, including records and files related to appointment, transfer, promotions, separations, pay adjustments; reviews personnel actions for adherence to policy prior to signature by County Manager.

Maintains personnel records database in accordance with local, state and federal laws; maintains and protects validity of personnel files and releases personnel information in accordance with Public Records Law and in consultation with County Attorney.

Facilitates employee recruitment process; assists with hiring/selection process including preparation/review/posting of job announcements, screening of applications for compatibility with job descriptions, preparation of offers of employment; conducts position specific pre-employment screenings; negotiates salary in conjunction with department heads and County Manager.

Oversees employee on-boarding and off-boarding (orientation, exit interviewing).

Monitors existing personnel policies, compensation plans for effect, compliance, competitiveness and cost containment; keeps abreast of employment laws through meetings, workshops and training seminars; formulates personnel policy recommendations for presentation to County Manager and governing body.

Human Resources Director

Counsels employees on variety of work/life issues, including referral to EAP, benefits and retirement enrollment; receives and responds to employee inquiries, concerns and complaints.

Oversees/manages work of HR staff; prepares and administers budget for HR department.

Creates and maintains comprehensive performance appraisal system to ensure departmental adherence to requirements for timely completion of probationary/annual evaluations which utilize objective ratings.

Administers classification/compensation system; completes classifications of new position via SAFE system, analyzes departmental needs and makes recommendations for upgrades, reclassifications, additions to staff.

Ensures compliance in the administration of EEOC, ADA, COBRA, HIPPA, FMLA and other related laws by producing timely administrative reports.

Develops, coordinates and conducts training for staff in such areas not limited to compliance based training (OSHA, safety, ethics, diversity, sexual harassment), supervision/management, etc.

Promotes employee morale through appreciation, wellness programs and/or related programs/events which foster communication of employer sponsored benefits, programs; develops content for HR section of the county website and employee portal/intranet to communicate information to employees and solicit employee feedback.

Knowledge, Skills and Abilities

Extensive knowledge of the principles, practices, and techniques of efficient administration of human resources and risk management; extensive knowledge of personnel and administrative principles and practices as they relate to recruitment and retention planning, classification/compensation and design, training, policy administration, benefits administration and employee relations; extensive knowledge of pertinent employment federal, state and local laws and ordinances; considerable knowledge of the principles of behavioral science, human relations, business administration, and general management as they relate to administering comprehensive human resources programs; ability to plan and develop new and improved human resources programs; to promote human resources practice, manage processes and process improvement; ability to use discretion and independent judgement in advising department heads and supervisory staff on appropriate legal personnel and disciplinary actions to be taken; ability to analyze facts, present facts and make detailed recommendations both orally and in writing; ability to establish and maintain effective relationships with the general public, employees, department heads and government officials.

Education and Experience

Bachelor's degree from an accredited college or university in human resources management, public administration or business administration or related field supplemented by six or more years of relevant experience; or equivalent combination of education and experience. Supervisory experience and previous government experience preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

SPHR, PHR or IPMA-CP Certifications upon hire.

Valid driver's license in the State of North Carolina.

Must respond in accordance with pre-identified emergency response assignment in the event of an emergency declaration by County Emergency Management/Administration.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3 (a-b)

Meeting Date: September 12, 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 checked="" type="checkbox"/> Planning/Zoning
	<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Water District Issue

SUBJECT: Planning Issues

DEPARTMENT: Clinton-Sampson Planning and Zoning

PUBLIC HEARING: Yes

CONTACT PERSON: Mary Rose, Planning Director

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

ATTACHMENTS: Planning Staff Memorandum; Maps

BACKGROUND:

- a. **RZ-8-16-1** Planning staff will review a request to rezone approximately 5.37 acres located along Highway 421 (Spivey’s Corner Highway) from RA-Residential Agriculture to C-Commercial. The Planning Board has heard certain findings of fact (as shown in attached documents) and determined that the request was consistent with the goals and objectives of the Sampson County Land Use Plan for commercial growth due to the fact this area is located along NC Highway 421, a major thoroughfare designated as a Commercial Growth Area in Section 1 of the Sampson County Land Use Plan. Based upon these findings, the Planning Board unanimously recommended **approval** of the rezoning request and the adoption of a zoning consistency statement.

- b. **RZ-8-16-2** Planning staff will review a request to rezone approximately 1.6 acres located along Plainview Highway from RA-Residential Agriculture to C-Commercial. The Planning Board has heard certain findings of fact (as shown in attached documents) and determined that the request was consistent with the goals and objectives of the Sampson County Land Use Plan for commercial growth due to the fact this area is located along NC Highway 421, a major thoroughfare designated as a Commercial Growth Area in Section 1 of the Sampson County Land Use Plan. Based upon these findings, the Planning Board unanimously recommended **approval** of the rezoning request and the adoption of a zoning consistency statement.

RECOMMENDED
ACTION OR
MOTION:

- a. Motion to approve rezoning request RZ-8-16-1, accepting the presented findings of fact and making the following zoning consistency statement:
Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-8-16-1 is consistent with the goals and objectives of the Sampson County Land Use Plan for commercial growth due to the fact this area is located along NC Highway 421, a major thoroughfare designated as a Commercial Growth Area in Section 1 of the Sampson County Land Use Plan.

- b. Motion to approve rezoning request RZ-8-16-2, accepting the presented findings of fact and making the following zoning consistency statement:
Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-8-16-2 is consistent with the goals and objectives of the Sampson County Land Use Plan for commercial growth due to the fact this area is located along NC Highway 421, a major thoroughfare designated as a Commercial Growth Area in Section 1 of the Sampson County Land Use Plan.



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



To: Ed Causey, County Manager
From: Mary M. Rose, Planning Director
Subject: August 15, 2016 Sampson County Planning and Zoning Board Meeting -
County Board of Commissioners September 12, 2016 Agenda Item
Date: August 23, 2016

The following request was addressed by the Planning and Zoning Board at their August 15, 2016 meeting:

RZ-8-16-1 - A rezoning request by Edwards Enterprises of Dunn, LLC, to rezone approximately 5.37 acres located along US Highway 421 - Spiveys Corner Highway from RA-Residential Agriculture to C-Commercial was unanimously recommended for approval with the following findings of fact and zoning consistency statement:

1. Ann Naylor has signed the rezoning application as the owner.
2. This rezoning will include approximately 5.37 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. The property is located along NC 421, Spiveys Corner Highway.
5. The properties to the north, south, east, and west are zoned RA-Residential Agriculture.
6. There is existing commercially zoned property within 100 feet of the proposed property.
7. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Zoning Consistency Statement:

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment RZ-8-16-1 is consistent with the goals and objectives of the Sampson County Land Use Plan for commercial growth due to the fact this area is located along NC Highway 421, a major thoroughfare designated as a Commercial Growth Area in Section 1 of the Sampson County Land Use Plan.

RZ-8-16-2 - A rezoning request by Richard Ogilvie to rezone approximately 1.6 acres located along Plainview Highway from RA-Residential Agriculture to C-Commercial was unanimously recommended for approval with the following findings of fact and zoning consistency statement:

1. Richard Ogilvie has signed the rezoning application as the applicant.
2. This rezoning will include approximately 1.6 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. The property is located along NC 421, Plainview Highway.
5. The properties to the north, east, and west are zoned RA-Residential Agriculture. The property to the south is zoned C-Commercial.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Zoning Consistency Statement:

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment RZ-8-16-2 is consistent with the goals and objectives of the Sampson County Land Use Plan for commercial growth due to the fact this area is located along NC Highway 421, a major thoroughfare designated as a Commercial Growth Area in Section 1 of the Sampson County Land Use Plan.

Please contact my office with any additional questions or comments.

attachments

cc: Susan Holder, Assistant County Manager

MINUTES OF THE SAMPSON COUNTY
PLANNING AND ZONING BOARD

Meeting Date

August 15, 2016

Members Present

Ann Naylor
Sherri Smith
Debra Bass
Gary Mac Herring
Gary Henry
Steve Parker
Nancy Blackman

Members Absent

RZ-8-16-1

A rezoning request by Edwards Enterprises of Dunn, LLC, to rezone approximately 5.37 acres located along US Highway 421 - Spiveys Corner Highway from RA-Residential Agriculture to C-Commercial.

Prior to discussion, Ann Naylor requested she be recused, due to being part owner of the 5.37 acres proposed to be rezoned. Steve Parker moved to permit recusal of Ann Naylor from this request, the motion was seconded by Gary Henry and unanimously approved by the board.

Staff prepared the following findings of fact for consideration by the Planning Board:

1. Ann Naylor has signed the rezoning application as the owner.
2. This rezoning will include approximately 5.37 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. The property is located along NC 421, Spiveys Corner Highway.
5. The properties to the north, south, east, and west are zoned RA-Residential Agriculture.
6. There is existing commercially zoned property within 100 feet of the proposed property.
7. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Zoning Consistency Statement:

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment RZ-8-16-1 is consistent with the goals and objectives of the Sampson County Land Use Plan for commercial growth due to the fact this area is located along NC Highway 421, a major thoroughfare designated as a Commercial Growth Area in Section 1 of the Sampson County Land Use Plan.

DECISION. After Board discussion, Sherri Smith moved to recommend approval of this rezoning request as presented with the above referenced zoning consistency statement, the motion was seconded by Nancy Blackman and unanimously recommended for approval by the Board.

Ayes: Unanimous

RZ-8-16-2

A rezoning request by Richard Ogilvie to rezone approximately 1.6 acres located along Plainview Highway from RA-Residential Agriculture to C-Commercial.

Staff prepared the following findings of fact for consideration by the Planning Board:

1. Richard Ogilvie has signed the rezoning application as the applicant.
2. This rezoning will include approximately 1.6 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. The property is located along NC 421, Plainview Highway.
5. The properties to the north, east, and west are zoned RA-Residential Agriculture. The property to the south is zoned C-Commercial.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Zoning Consistency Statement:

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment RZ-8-16-2 is consistent with the goals and objectives of the Sampson County Land Use Plan for commercial growth due to the fact this area is located along NC Highway 421, a major thoroughfare designated as a Commercial Growth Area in Section 1 of the Sampson County Land Use Plan.

DECISION. After Board discussion, Ann Naylor moved to recommend approval of this rezoning request as presented with the above referenced zoning consistency statement, the motion was seconded by Steve Parker and unanimously recommended for approval by the Board.

Ayes: Unanimous

There being no further business, the meeting was adjourned at 6:50 p.m.

Chairman

Secretary

RZ-8-16-1

Edwards Enterprises of Dunn, LLC
US Highway 421 - Spiveys Corner Highway



C Commercial



Proposed Property



Property Owners Within 100'

RZ-8-16-2 Richard Ogilvie Plainview Highway



C Commercial



Proposed Property



Property Owners Within 100'

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (a)

Meeting Date: September 12, 2016 Information Only Public Comment
 Report/Presentation Closed Session
 Action Item Planning/Zoning
 Consent Agenda Water District Issue

SUBJECT: Sampson County Schools – Capital Outlay Request

DEPARTMENT: Sampson County Schools

PUBLIC HEARING: No

CONTACT PERSON: Dr. Eric Bracey, Superintendent
 Dewain Sinclair, Sampson County Board of Education Member
 Phil Matthews, Interim Director of Plant Operations

PURPOSE: To hear request for funding for track and field facility at Hobpton High School

ATTACHMENTS: Funding Request; Draft Budget Amendment

BACKGROUND: We have received a request from the Sampson County Board of Education for funding in the amount of \$150,000 to partially fund the development of track and field facilities at Hobpton High School. County school officials will be present to review the funding request.

RECOMMENDED
ACTION OR MOTION: Consider funding request

**Sampson County
Board of Education**
Dewain Sinclair, Board Chairperson
Sonya Powell, Vice Chairperson
Faye Gay
Mary Brown
Kim Schmidlin
Telfair Simpson
Glenn Tart



P. O. Box 439
Clinton, North Carolina 28329
Telephone: 910-592-1401
Fax : 910-590-2445
www.sampson.k12.nc.us

Dr. Eric Bracy
Superintendent

June 29, 2016

Edwin W. Causey
Sampson County Manager
406 County Complex Road
Building C, Suite 110
Clinton, North Carolina 28328

Dear Mr. Causey:

Thank you for your support of Sampson County Schools. Superintendent Dr. Eric Bracy and our board members appreciate all that you do as our partner for staff and students.

As a life-long citizen and taxpayer in this county, I applaud your recent efforts to pass a budget that contains no tax increases for our citizens. The \$45 funding increase per pupil will help our school system as our educators work tirelessly to prepare our students for college and careers. This increase in operating funds is greatly needed and appreciated. As you are aware, the board of education faces rising costs each year and inflation, as well as upkeep and repairs on aging buildings.

The three newest additions to our campuses: Union High, Midway High, and Roseboro Elementary are beautiful facilities with excellent teaching and learning potential. These schools are facilities that all citizens can point to with pride. Along with these newer schools, we also have 15 other schools and campuses that require quite a bit of upkeep and repair just to remain functional. Some of these schools are approaching 60 years old and older. While we are replacing carpet, flooring, classroom furniture, adding security features, replacing and repairing mobile units, and adding technology enhancements, we are left with the quandary of trying to meet the needs of the students and the faculty at these older facilities. At the end of the day, there is just no money left from capital outlay to fund larger projects.

One of these larger efforts is a project that was introduced to county management and the board of commissioners a year ago by concerned parents and citizens of the Hobbton community. Hobbton High School is the oldest high school in our system and may be the oldest school in the county. It is also the only high school in the county with no track and field facility.

Coach Jeff Klaves has brought much energy and excitement to the track and field program at Hobbton High. The student athletes, parents, faculty, and the community have embraced the program. The number of participants in the program is at an all-time high. Coach Klaves has had numerous student athletes compete at the state level, and his teams have had three individuals who won state championship trophies. All of this has been accomplished without a track and field facility. His teams are forced to travel to Midway and Lakewood to practice each day. His teams have never experienced the excitement of a "home game" at their school. Our school leaders and our board of education feel this is unfair to these student athletes and to the Hobbton community.

Some progress has been made within the past year. Our board has hired a team of engineers to study the best possible location for a track and to determine if the site is suitable environmentally to support this facility. Jordan-Tew & Associates of Dunn have worked on elevation drawings as well as storm and water run-off studies. Once complete, these plans will be submitted to the N. C. Department of Public Instruction for approval. When DPI signs off on the project, the board can proceed with the bid process.

Based upon the cost of the track and field facility that was built at Lakewood High five to six years ago, along with some preliminary conversations with firms that specialize in this area, we feel this project will be within the range of \$300,000 to \$325,000. Several years back, the school board voted to set aside \$100,000 for each district to be used on special projects like this one – projects that did not fall into a category that capital outlay money could accommodate.

Based on these figures, our board respectfully asks that our county commissioners consider allocating approval to partially fund the track and field project at Hobbton High School. We are seeking your support of \$150,000 to help make this dream a reality. Our proposal is to first spend the \$100,000 set aside funds, currently held in reserve, and to submit bills and invoices to the county, not to exceed \$150,000 to pay for the remainder of this project. It is our belief that this total would bring us to within \$50,000 to \$75,000 of completion of the track and field project. The remaining funding would be realized through community fundraising, donations, and possible additional capital outlay funding in upcoming years at the discretion of our board.

If any one of our county's high school campuses did not have a football field, basketball gymnasium, or a baseball diamond, there would be an uproar of community disapproval. We feel it is within this same sentiment that the Track and Field Project at Hobbton High School deserves to be undertaken.

We appreciate all of the support you have given us in the past, and we sincerely hope this request falls on understanding and supportive ears so that this project becomes a reality for so many deserving students. Thank you.

Sincerely,



Dewain Sinclair
Sampson County Board of Education
Chairman

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

September 2, 2016

MEMO:


FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2016-2017

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

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11659140-555030	Category 1	150,000.00	
19959140-582096	Transfer to general fund	150,000.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11035914-409612	Trans frm 1/2 cent sales tax reserve	150,000.00	
19932320-409900	Fund balance approp	150,000.00	

2. Reason(s) for the above request is/are as follows:
 To allocate funds for the construction of a track for Hobbton High School.



 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. _____, 2016

 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. _____, 20____

 (County Manager & Budget Officer)

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

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (b)

Meeting Date:	September 12, 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: Approval of RFP for Revaluation Services

DEPARTMENT: Tax

PUBLIC HEARING: No

CONTACT PERSON: Jim Johnson, Tax Administrator

PURPOSE: To approve RFP from registered firms for services for the 2019 revaluation

ATTACHMENTS: Draft RFP

BACKGROUND: North Carolina law requires all counties to reappraise real property every eight years. Sampson County's last reappraisal took effect on January 1, 2011, so our next reappraisal will become effective January 1, 2019. Over time, property values in the county change at different rates. Since property taxes are based on property values, unequal changes in values means some property owners pay more than their share, while others pay less. The purpose of the reappraisal is to reset all property values back to market value, so that the property tax burden is spread fairly across all taxpayers.

Sampson County contracts with an outside firm registered with the NC Dept. of Revenue to conduct our reappraisals of real property. These appraisers are required to visit each parcel to collect basic characteristics such as building dimensions, total square footage, type and quality of construction, type of heating and cooling, plumbing, age, condition, desirability, usefulness, etc. After our last revaluation, the Board asked that they be given an opportunity to review the next revaluation RFP before it was issued. Typically, the revaluation process takes two years, so it is desirable to solicit proposals, award the contract and have the work begin in January 2017.

RECOMMENDED ACTION OR MOTION: Approve RFP document

Request for Proposal
2019 Revaluation

Sampson County is soliciting and will receive sealed bids for the Tax Department's 2019 Revaluation from qualified Reappraisal Firms. Firms must be licensed in the State of North Carolina. **Said bids must be received at the Sampson County Finance Office, 406 County Complex Road, Suite 120, Clinton, NC 28328 no later than 2:00pm on Monday, October 17, 2016. Bids should be clearly marked "RFP for 2019 Revaluation".**

Any addenda to these bidding documents shall be issued in writing; no oral comments, explanations or commitments by whosoever made shall be of any effect unless incorporated in the addenda.

The bidder shall review the bidding documents. Any inquiries or clarifications regarding the specifications for this service shall be directed to Jim Johnson, Tax Administrator, 126 W. Elizabeth St., Clinton, NC 28328 or call (910) 592-8146, ext. 227 or email to jjohnson@sampsonnc.com. Specifications enclosed herein are intended to obtain competitive bids.

No proposal will be considered unless the Contractor offering it shall furnish therewith evidence satisfactory to the County that said Contractor has the necessary experience, ability, facilities, and pecuniary resources to fill all conditions and requirements as set forth in the specifications.

The bid opening will be held in the Board Room of the Administration Building, located at 406 County Complex Road, Building C, Clinton, NC on Monday, October 17, 2016 at 2:00pm.

It is the County's policy to furnish bid tabulation to all bidders upon request. All bidders are welcome to attend the bid opening.

After opening, the bids will be reviewed and submitted to appropriate County Officials for action. The contract is expected to be awarded no later than November 8, 2016.

Bids returned and submitted for consideration must include the following documents in the sealed packet:

- Proof of Insurance (Page 4, D.1.)
- Bid Bond no less than five percent (5%) of the bid proposal
- Signed Certification – Iran Divestment Act of 2015
- Bid Proposal Form

Sampson County Board of Commissioners reserves the right to accept or reject any part (all or none) of any bid or bids and to award contracts in part or complete. Sampson County Board of Commissioners reserves the right to split the award among multiple contractors as necessary.

**SAMPSON COUNTY
TAX DEPARTMENT**

2019 REVALUATION

CONTRACT
&
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SPECIFICATIONS
FOR
COMPUTER ASSISTED REVALUATION OF REAL PROPERTY,
PREPARATION OF ASSESSOR'S MANUAL AND PROPERTY
RECORD CARDS FOR SAMPSON COUNTY, NORTH CAROLINA
EFFECTIVE DATE: JANUARY 1, 2019

I. SCOPE OF CONTRACT SPECIFICATIONS

These specifications cover the furnishing of plant, labor, materials, supplies, and all of the computer programs, as well as the performance of all work required for the completion and delivery of a computerized revaluation of all real property within Sampson County ("the County"), for the furnishing of property record cards, assistance to the Sampson County Tax Assessor and staff and to the Boards of County Commissioners and Equalization and Review as specified herein and as directed by the County through its duly authorized agent, the Tax Assessor. These specifications do not intend to limit the contractor, in any way, to providing additional detail as it relates to how they would propose to complete the project.

II. APPRAISALS

The contractor will aid and assist the Sampson County Tax Assessor and will advise, aid and assist the County Board of Commissioners and the Board of Equalization and Review in arriving at the true value in money of the property in Sampson County, in the appraisal and revaluation of the following:

A. Commercial Real Property

For the purposes of these specifications, "Commercial Real Property" shall be held to mean:

1. All land, buildings and structures there on used or constructed for commercial purposes;
2. All apartment houses of three or more units and other dwellings designed or redesigned for occupancy by more than two family units;
3. An obvious duplex on the property record card classified as commercial property;
4. Special purpose buildings, not classified as industrial;
5. Vacant lots or other parcels of real estate in areas zoned for commercial purposes or in predominantly commercial areas, or which are used in connection with commercial enterprises, or which are primarily suited for commercial development.

If all or part of such property shall be within the boundaries of any incorporated town or city, such fact shall be specified and the part within shall be defined, listed and appraised accordingly.

B. Industrial Real Property

All lands, plants, shops, processing establishments and other structures there on used in manufacture, processing or production of any type of material, substance or merchandise; all other property of this nature within Sampson County which by law must be appraised by the County.

C. Urban and Rural Property

The term “Urban and Rural Property” as used in these specifications is defined as all lots, parcels or tracts of land, dwelling houses, barns, outbuildings and other structures there on located in Sampson County which are not defined as “Commercial Real Property” or “Industrial Real Property” and which are required by law to be appraised by the County.

D. Agriculture, Horticulture and Forestland

For the purpose of these specifications, “Agriculture, Horticulture and Forestland” is defined as: All agriculture land containing ten acres or more, horticulture land containing five acres or more and all forestland containing twenty acres or more which may not qualify for present use value assessment under the provisions of G. S. 105-227.2, 105-277.3 and 105-277.4

E. Mobile Homes, Modular Homes and Doublewides

Mobile homes with additions located on the owner’s real estate will be appraised as real property. These mobile homes will be measured, listed and appraised in the same manner as residential property. Modular homes and doublewides shall be considered real property and properly measured, listed and appraised. Should house trailers or mobile homes appear on property its presence shall be noted on the property record card. If the owner of the mobile home should not be the same as the land owner it shall be so noted on the property record card and cross coded on map parcel number. A separate schedule of values shall be produced in appraising mobile homes considered to be real estate.

F. Exempt Property

It is specifically understood that real property wholly or partially excluded from taxation shall be appraised and valued by the Contractor, including all governmental units located within Sampson County. This shall be done in the same manner in which non-exempt property is appraised, including sketches, correct map numbers and special coding for retrieval by computers.

G. Improvements to Leased Land

These improvements will be appraised in the same manner as all other improvements are appraised; also, the Contractor will produce a property record card identifying the improvement value that is on the leased land, the owner of the land, a zero value for the land, cross coded with land parcel number and physical address if applicable.

H. All other Real Property

All other real property not covered by the preceding paragraphs, located there on, required by law to be appraised by the County shall be appraised.

I. Property of Public Service Companies

The Contractor will not appraise the property of public service companies that is appraised by the North Carolina Department of Revenue. However, the Contractor will appraise all real property of such companies situated in Sampson County that is not appraised by the North Carolina Department of Revenue.

J. Personal Property

These specifications do not provide for the appraisal of commercial furniture and fixtures, industrial machinery and equipment or other personal property by the Contractor but in the case of such buildings as swine houses, poultry houses, etc., the Contractor will spell out what components of these buildings are real and/or personal property. At this time, it is considered real property.

K. Discovered Property

When the Contractor finds improvements that are not currently on the property record card he shall document on the front of the property record card that these improvements were not listed for taxes as of the date of his visit and will furnish a list of the same to the Tax Assessor. This will be furnished on a monthly basis or as directed by the Tax Assessor.

III. GENERAL CONDITIONS

A. Direction of Reappraisal Program

All decisions as to procedure followed and forms used in the revaluation shall be made by the Tax Assessor of Sampson County. While final decision of values to be assigned to properties for tax purposes must by law be made by officials of Sampson County, the Contractor's responsibility under this contract is to advise the County as to the current market value of each item of property appraised as in Section B below. The entire procedure of the Revaluation Program is to be in accordance with all applicable statutes of North Carolina.

B. General Instructions

All property as herein defined, shall as far as practical, be valued at its true value in money as of January 1, 2019, in accordance with North Carolina General Statute 105-283. The intent and purpose of these specifications is to have all real property appraised at its true value in money. The term "true value" of property is defined as its market value, that is, the price estimate in terms of money at which the property would change hands between a willing and financially able buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all the uses to which the property is adapted and for which it is capable of being used.

In determining the true value of land in accordance with North Carolina General Statute 105-317(A)(1), the appraiser shall consider as to each tract, parcel or lot separately listed at least its advantages and disadvantages as to location; zoning; quality of soil; water power; water privileges; mineral; quarry or other valuable deposits; fertility; adaptability for agricultural;

timber producing; commercial; industrial or other uses; past income; probable future income and any other factors that may affect its value except for growing crops of a seasonal or annual nature.

Prior to the beginning of appraisal work (reviewing), the Contractor shall prepare and submit to the County for approval a schedule of land values, standards and rules which, when properly applied, will result in appraising all property in an equitable manner at its current market value.

In determining the true value of a building or other improvement the appraiser, in accordance with the General Statutes 105-317(A)(2), shall consider at least its location; type of construction; age; replacement cost; adaptability for residential, commercial, industrial or other uses; past income; probable future income and any other factors that may affect its value such as, but not limited to, zoning and neighborhood influence. Buildings under construction or partially completed improvements will be appraised at their value in degree of completion as of January 1, 2019. The percent of completion shall be coded for retrieval by computers.

C. Laws to be Observed

The Contractor is assumed to be familiar with all Federal, State and Local laws, codes, ordinances and regulations which in any manner affect those engaged or employed in the work or in any way affect the conduct of the work. No pleas, misunderstanding or ignorance on the part of the Contractor will any way serve to modify the provisions of the Contract.

The contractor will at all times observe and comply with all Federal, State and Local laws, ordinances and regulations in any manner affecting the conduct of work and the Contractor shall indemnify and save harmless the County, its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decrees, whether by the Contractor or its employees, or anyone acting on the Contractor's behalf.

D. Responsibility for Damage Claims

The Contractor and its insurance carrier shall indemnify and save harmless the County and all of its officers, agents and employees from all suits, actions or claims or any character, names and description brought for or on account of any actual or alleged injuries or damages received or sustained by any person, persons or property, by or from the Contractor or its employees.

1. Insurance

The Contractor will carry public liability insurance and workmen's compensation insurance which shall save harmless the County and its representatives from any claims, demands, actions and causes for actions arising from any act or the omission of any act by the Contractor, its agents, servants or employees. The public liability insurance shall be in an amount satisfactory to the County's representative but shall include not less than \$300,000/\$500,000 coverage against all damages to or claims by persons for death or bodily injury and not less than \$250,000 coverage against all damages to property.

E. Performance, Labor and Material Bonds

The Contractor shall furnish a performance surety bond in an amount equal to 100% of the Contract. It must be furnished by a corporate surety authorized to do such business in North Carolina. The bond must secure the faithful performance of the Contract in accordance with these specifications. It shall indemnify and save harmless the County from all costs and damages by reason of the Contractor's default or failure to faithfully perform the Contract. The Contractor shall also furnish a Labor and Material Payment Bond to secure payment to all persons who have furnished labor or materials for use in the prosecution of the work.

The bond shall also provide that all persons who have furnished labor or materials for use in the prosecution of the work under this Contract and these Specifications shall have direct right of action under the bond, subject to the County's priority. The bond shall be in effect until such time the performance of the Contractor shall deem to be completed as described in section F.

F. Performance of Work

The Contractor shall begin the work to be performed under the Contract within thirty (30) days upon its acceptance by the Sampson County Board of Commissioners and shall carry on the program of revaluation as set forth in specifications and work flow schedule and shall complete and deliver said work on or before September 1, 2018 with the exception of new structures completed between September 1, 2018 and December 31, 2018 and structures partially completed as of January 1, 2019, the appraisal of which shall be completed and delivered to the County Tax Assessor by the Contractor on or before March 1, 2019. It is specifically agreed and so declared, that time is of the essence in the performance of the Contract.

Within thirty (30) days following the acceptance of the contract by the Sampson County Board of Commissioners, the Contractor shall present to the Tax Assessor a schedule showing the estimated beginning and completion dates for each phase of work covered by the Contract, said schedule shall be broken down to show the beginning and completion dates according to:

1. Geographical area of the County by Townships
2. Neighborhood concept map
3. Types of property
4. Data collection by field listers
5. Office work
6. Review of work by a competent appraiser
7. Installation of the computerized appraisal system on the County's computer (Appraisal file conversion)

The Contractor in preparing such schedule shall consult with the Tax Assessor and the schedule shall be subject to the approval of the Tax Assessor. After approval of the schedule by the Tax Assessor, the schedule shall be used as the basis for performance of the work covered by the Contract.

Performance by the Contractor shall not be deemed to be completed until all hearings with the taxpayer and/or their representatives before the Tax Assessor and before the County Board of Equalization and Review concerning the revaluation program shall have been completed and until all appeals from the County Board of Equalization and Review to the Property Tax Commission and/or to the Courts in the case of complaints concerning the appraised valuation have been completed. It is fully understood and agreed that the Contractor shall assist the County Board of Equalization and Review and the County Board of Commissioners in the event any one or all of them are required to appear before the Property Tax Commission or the Courts in matters stemming from complaints concerning the assessed valuation of real property.

Of utmost importance in this Contract is the quality of work performed by the Contractor and to that end, this Contract shall be deemed acceptable provided the coefficient of dispersion about the median does not exceed 13 percent when 80 percent of the sales that culminated during fiscal 2017-2018 are included in the study.

G. Personnel

The Contractor will use competent employees of good character on the work and an adequate number to expeditiously prosecute the work. All employees must have sufficient skill and experience to perform properly the work assigned to them. Employees conducting appraisals or other skilled work shall not be less than twenty one (21) years of age and shall have sufficient education, training and experience in such work to perform it properly and satisfactorily in the manner prescribed in these specifications. Such employees must have not less than two (2) years of active practical and extensive experience appraising commercial, industrial, residential and farm properties and have successfully passed the examination administered to such persons by the Ad Valorem Tax Division of the North Carolina Department of Revenue. Ten (10) days prior to bringing any employee on the job, the Contractor must furnish in detail to the Tax Assessor with respect to each employee who will execute appraisals, an affidavit specifying his/her qualifications and experience and prior work location. **The Contractor must employ a sufficient number of qualified and experienced employees at all times to perform the work expeditiously in a timely and controlled manner.** Complete instruction and direction of all members of the personnel connected with the revaluation shall be supplied by the Contractor.

The Contractor will furnish the Tax Assessor a list of all persons to be employed for acceptance or rejection by the County. The County may require the Contractor to remove from the work any person the County considers to be incompetent or negligent in the performance of his/her duties, or who is guilty of misconduct, and such person shall not be employed again to work without the County's written consent. No employee of the Contractor is to be deemed an employee or agent of the County and is not entitled to any benefits from the County not specifically stated herein.

The Project Supervisor or the Head of the Field Organization of the Contractor in charge of Sampson County's revaluation program and other key personnel shall not be transferred away from the County and the work to be performed under this Contract, or shifted or replaced, without the written consent of the County. The County has the option to approve or reject all personnel working on the project.

The Contractor will train any and all personnel designated by the Sampson County Tax Assessor in the appraisal techniques and procedures utilized by the Contractor in the appraisal of all real property in Sampson County. Instruction shall also be given in the use of the appraisal manual for all types of real property so that the County's appraisers may be prepared to do appraisal work for the County in the future.

All vehicles used by the personnel of the Contractor in the performance of duties herein described shall be identifiable by signs located **on all four (4) sides** of said vehicles which shall meet the following requirements:

1. Letters at least 2" high
2. Contain words "County Revaluation"
3. Variations only as directed by the Tax Assessor

All field personnel shall display a personal identification badge that shall include name, photograph, company name and employee's title and signature.

H. Office Space

Office space for the performance of the clerical work will be provided by Sampson County. All necessary tables, chairs and furniture for such office space will be supplied by the County. All machinery, equipment and supplies necessary to complete the work shall be supplied by the Contractor including: (computer equipment, data entry devices, printers and permanent filing cabinets). All permanent filing cabinets will remain with the County upon completion of the contract.

I. Use of Records and Maps

Subject to schedules and procedures approved by the County Tax Assessor, all maps, tax records, data and information in the possession of the County Tax Assessor pertaining to properties covered by these specifications will be made available to the Contractor. This is to cover the use of all information currently existing on the County's property record cards. The County's property record cards are not to be transported off County property. All information and sketches, if used by the Contractor, will be verified in the field and will be the Contractor's responsibility.

Conversion of the existing appraisal and legal file information will be the responsibility of the Contractor. The Contractor will coordinate the conversion with the County data processing specialist.

Transfer of all data on old property record cards, if available, including name of the present owner, map block and lot number, location description, sales price for the preceding two years, deed book and page number, plat book and page number, and old assessed value and sketches to the new property record cards will be the responsibility of the Contractor. If this information is incorrect, the Contractor will make the necessary corrections. The Contractor is to furnish and record correct zoning codes for all parcels of land on the property record cards and in the computer.

The Contractor will be responsible for updating all property record cards utilizing the Tyler Technologies iasWorld appraisal software in order to reflect any changes in values due to addition, improvements or any other factors affecting the value of the parcels.

A system approved by the Sampson County Tax Assessor shall be employed for keeping an accurate account of all maps and records that shall be taken by the Contractor from the County's files. Such maps, records and data will be carefully preserved and will be returned to the County as soon as use of same has been completed.

The County will furnish the Contractor with a set of tax maps of the County but cannot assure the accuracy of the same.

J. Support of Values

Upon the delivery of complete appraisal work, notices of the new assessments will be prepared for all real property owners by the Contractor, subject to approval by the Tax Assessor. Informal hearings will be scheduled by appointment and conducted by the Contractor in a meeting room furnished by the County. The Contractor shall provide the services of a sufficient number of qualified appraisers for as long as necessary after revaluation notices are mailed by the County to assist the Tax Assessor in explaining appraisals and the valuation methodology used. Once notices are mailed, all changes in appraisals are to be approved by the Tax Assessor or his designated representative and the property owner will be notified by mail of the change in value.

As previously stated, the Project Supervisor or the Responsible Head of the Field Organization of the Contractor in charge of the revaluation program shall not be transferred out of the County except by written consent of the Tax Assessor. He/She or an approved substitute will be present at all official meetings of the Board of Equalization and Review and all informal hearings following the completion of the work until all complaints are heard and disposed of to assist in the settlement of complaints and to defend the values placed upon the various properties. It is further agreed that qualified appraisers shall be provided by the Contractor to assist the County in the event of appeals from the Board of Equalization and Review to the Property Tax Commission and/or to the Courts. This service shall be provided at no additional cost to the County in the case of complaints as to the assessed valuation.

K. Termination of Contract

The Contract may be terminated by the County for the following reasons:

1. Failure of the Contractor to begin the work on the date specified.
2. Reasonable evidence that the progress being made by the Contractor is insufficient to complete the work within the specified time.
3. Failure on the part of the Contractor to comply with any of the provisions of the Contract.

Before the Contract can be terminated, the Contractor and its surety must be notified in writing by the County of the conditions which make termination of the Contract imminent. Ten (10) days after this notice is given, if a satisfactory effort has not been made by the Contractor or its surety to correct the conditions, the County may declare the Contract terminated, notify the Contractor and its surety accordingly and pursue any right and remedy under the Contract and bond.

In the event this contract is terminated, the County reserves the right to take possession of all completed work, work in progress, material or any other part of the work, to account for said work and material and to use the same to complete the project in accordance with the Contract specifications and the provisions and conditions of the two bonds attached hereto. When the work is thus finally completed, the total cost of the same will be computed. If the total cost is more than the Contract price, the difference shall be paid by the Contractor or his surety or sureties.

L. Arbitration

Any dispute or claim between the County and Contractor which the parties are unable to resolve after good faith negotiations shall be submitted to three arbitrators, one of whom shall be selected by the County and one by the Contractor; the two thus chosen shall select a third arbitrator and a decision of the majority of said arbitrators shall be binding upon the County and the Contractor. The expense of the arbitration shall be borne equally by the County and the Contractor.

M. Subletting and Assigning Contract

The Contractor shall not assign, transfer or sublet the Contract or any interest therein without first receiving written approval from the County and from the sureties on the bonds of the Contractor and the Contractor's liability carrier.

N. Liquidated Damages

In the event that the appraisal and revaluation of all property herein required to be appraised and revalued is not completed by the date set forth in the Contract, the sum of \$500 per day (Saturdays, Sundays and holidays excluded) shall be assessed against the Contractor for the first thirty (30) day period and \$700 per day thereafter, which said amounts shall be considered as liquidated damages for such delay in performance and shall be deducted from the final payment of the compensation herein provided.

IV. WORK TO BE PERFORMED

A. Assessor's Manual and Cost Schedule

The Contractor shall prepare and furnish the County (after approval of the same by the Board of Commissioners) with ten (10) typed or printed copies and one copy in electronic format of an assessment manual, cost schedules and land value schedules prior to finalizing any appraisals as set forth below:

1. Contents of Manual

- a. Introduction
- b. Outline of the principles and essentials of uniform property valuation and assessment
- c. Individual property record cards (explained use of land essential information to be furnished on property record cards)
- d. Valuation of lots and parcels of land
 - (1) Explanation of land value, classes and grades and method by which determined including neighborhood analysis
 - (2) Land value schedules, including maps, depth tables, and land rules
 - (a) For residential, commercial and industrial property
 - (b) For rural and un-subdivided land
 - (c) For agricultural, horticultural and forestland appraisals, the Contractor shall prepare two schedules, one that reflects market value and one that reflects land use value as required by GS 105-277.6(c). **The Contractor will utilize information from the NC Department of Revenue concerning land use values. The Contractor will assist the County in converting to a land use schedule using a soil type valuation method and Tyler Technologies iasWorld cama software and the County's GIS with the USDA soil layers.**
 - (3) Explanation of method of determining base land value
 - (a) Corner influence (Commercial Property)
 - (b) Rear and side alley influence (Commercial Property)
 - (4) Value of crop, if any exist, and effect of same on value of farmland.
 - (5) **Each parcel of unimproved land is to be carefully analyzed and reviewed and necessary adjustments should be made to tracts that have irregular size and shape characteristics.**

e. Valuation of Buildings

- (1) Specifications and detailed schedules of reproduction costs on all types of houses, commercial properties and special purpose buildings shall be in square foot increments. Reproduction costs of commercial, industrial and special purpose buildings, however, where story height makes it impractical to use square foot costs, will be in cubic feet.
- (2) Tables of base replacement cost for houses, commercial, industrial and special purpose buildings
 - (a) Three best grades of houses, having 400 square feet, of varying building height from one story to two and one half story, with pictures of each taken of representative houses in the County. A solid description of each grade will be part of the manual.
 - (b) Houses below these grades, containing 250 square feet to 2,500 square feet, of varying building height from one story to two and one half story, with pictures of each taken of representative houses in the County. A solid description of each grade will be part of the manual.
 - (c) Commercial, industrial and special purpose building costs varied by size, wall ratio and story height.
 - (d) Representative pictures of buildings taken in the County, of different type grades of commercial and industrial buildings, should be entered at this point in the manual.
 - (e) Explanations and instructions in determining grades of all types of buildings should be entered at this point in the manual and elsewhere if needed. These instructions should include the components of each grade of construction.
 - (f) If the Contractor does not employ the grading system as stated in 2 (a) and (b) above, an acceptable substitute shall be agreed upon By the County and the Contractor.
 - (g) It is specifically understood that pictures of representative buildings in the County be utilized, as explained in 2 (a) and (b) and (d) above, in whatever grading system is used or agreed upon
- (3) Tables of additions and deductions from base replacement costs to meet the requirements of the County as determined in consultation with the Tax Assessor.
- (4) Base replacement costs for one story additions, garages, attached Garages, fireplaces, porches and sun porches.

- f. Depreciation Tables
 - (1) Physical Depreciation
 - (a) Physical depreciation tables or age life tables on all classes of buildings including a consolidated rate percentage table.
 - (b) Examples of application of building depreciation tables.
 - (2) Functional and Economic Obsolescence
 - (a) Examples of application of functional and economic obsolescence on all classes of residential, farm, commercial and industrial buildings for over-improvement, under-improvement, location, out of business and lack of functional utility.
- g. Income Approach to Value
 - (1) Range of capitalization rates for Sampson County.
 - (2) Explanation of capitalization rates as applied in the County and how developed and applied.
 - (3) Market rents and expenses are developed for the commercial And industrial properties.
 - (4) Section 42 low-income housing property should be identified by Contractor and assessed using the income approach to value as required by GS 105-277.16. All income and expense data used along with the capitalization rates applied should be submitted to the Tax Assessor when all work is completed.
- h. Metal buildings (post frame and steel frame), grain bins, all types of swine buildings, chicken houses, turkey houses and all other buildings unique to the County. schedules for the aforementioned buildings should show cost variations and components for different construction types of similar buildings. Representative pictures should also be used.
- i. A separate schedule for appraising mobile homes as real estate shall be prepared and include, but not limited to, the following:
 - (1) Cost Tables
 - (2) Grading/Point System

(3) Depreciation Tables

Additional information may be added as agreed upon by the County and the Contractor.

- j. Schedule by components of construction for commercial and industrial buildings.
- k. Emphasis on zoning should be considered and explained at this point in the manual. Zoning maps should be acquired from the County and all municipalities in the County and used when appraising properties with zoning restrictions. Correct zoning codes shall be recorded on the property cards and in the computer by the Contractor.
- l. Any other information, facts or factors which may be used in determining the true value in money of the real property to be appraised.
- m. Explanatory appraisals demonstrating use of the manual in appraising selected residences, farms, commercial and industrial buildings and mobile homes (single and doublewides considered as real estate), in the County.

2. Preparation of Tax Assessor's Manual and Cost Schedules

This manual shall contain the detailed data from realtors, lending institutions, revenue stamps (verified), etc., used in preparing the units of land value.

This manual shall also contain a breakdown in detail of all data used in making up all schedules, costs, etc., including prevailing wage rates and prevailing material cost, the source of this information, and analyzed cost for residential, farm, commercial and industrial building construction. A careful investigation of local construction costs shall be made and the manual must be tested for both new and existing construction. Prices of materials in various quantities and qualities shall be obtained from local material dealers. Current wage scales for various types of building construction shall be carefully investigated and labor efficiency for the several trades on the various classes of work shall be considered in the determining of building schedules.

From the foregoing information, unit construction costs shall be analyzed for all materials and fixed equipment entering into the construction of all types of buildings, which construction cost shall include architect's and engineer's fees, together with contractor's overhead and profit and shall reflect the average cost of materials in place for houses of cheap construction, houses of ordinary construction, and houses of high quality construction. Separate unit costs shall be developed in the same manner for all types of commercial, industrial, farm and special purpose buildings. After such costs are developed, they shall be applied to new construction of known cost to prove their accuracy. When such accuracy is determined or proven in a manner acceptable to the County, schedules shall be prepared for any and all variations from base, including the plumbing, fireplaces and stacks, air conditioning, interior finish, tiling, finished attics, multiple family houses, recreation rooms, basements, finished basements, insulation, lighting system, etc.

The square foot base price shall be established upon definite specifications for the three best grade houses, having 400 square feet to 6,000 square feet, and houses below these grades having 250 square feet to 2,500 square feet, and for various story heights.

Tables shall show additions or deductions from base prices shown in each residential, commercial, industrial, farm, and special purpose building schedule. Every change from base specifications shall be recorded in the pricing schedule and on the property record cards. Prices for various sizes and types of garages, fireplaces, sun porches, carports, patios, outbuildings, elevators, or any improvements which does not fall within the base rate table.

All of the foregoing data shall be set up in an easily comprehensive manner enabling the County to show the taxpayer how property valuations were determined. All data used to make up the manual and to substantiate sales must be turned over to the Sampson County Tax Assessor.

The design of the manual must be approved by the Sampson County Tax Assessor and personnel designated by the Tax Assessor are to be trained in the use of the manual during the revaluation period.

B. Property Appraisals

1. Commercial Property

a. Commercial Buildings

All commercial buildings shall be carefully visited and observed to ensure accuracy of information shown on the property record card, and the name of the occupant will be noted under "remarks". A careful inspection of each building shall be made of all construction and fixed building improvements noted on the property record card. Master production cost schedules which have been checked against recent costs of new construction in the County or in comparable communities will be applied to existing construction for the determination of accurate and consistent replacement values less any physical, functional or economic depreciation. In addition to appraisal at depreciated replacement cost, each commercial building shall be appraised by the market and income method, where applicable, as prescribed in the manual. The Contractor shall enter the replacement cost less depreciation on the property record card and in the computer. The income and market value method will be used in support of the replacement value and will also be entered in the computer for future retrieval.

All apartment houses of three or more dwelling units, duplexes, and other dwellings or redesigned for such occupancy, all groups of apartment buildings, are to be listed as apartment properties and appraised by the Contractor in the manner of commercial properties with a sketch and appraisal card for each building in the apartment complex. Also noted will be the number of units in each building and their breakdown as to the bedroom and bath count with the rents for each type. A report for apartments will follow, listing all apartments and their variable breakdowns. This listing will be used as an analytical report. The appraisal of apartment houses is to be complete

with analysis of income in the same manner as in the appraisal of other commercial property.

b. Commercial and Apartment Land

The Contractor shall make a study of both the central business districts and outlying business areas for all towns in Sampson County. Upon completion of this study, an outline block map is to be prepared by the Contractor listing front foot and land values for each side of each block of the specified business districts. Depth tables, and corner alley influence tables shall be developed by the Contractor for the pricing of commercial lots. These tables shall be in accordance with current sound practices of land valuations.

Upon determination of such final front foot values for commercial properties by the Contractor, the value of each individual parcel of land shall be computed on the permanent record card. Commercial land values in rural areas of Sampson County established usually on an acreage basis.

If all or part of such property shall be within the boundaries of any incorporated town or city, such fact shall be specified and the part within such town or city shall be defined and listed accordingly.

c. Review of Commercial Properties

Upon completion of the appraisal of individual parcels of commercial land, each commercial property shall be reviewed by experienced commercial appraisers of the Contractor for the careful consideration of the economic factors which enter into its valuation, such as location, design, surplus capacity or inadequacy, obsolescence and rent possibilities, both present and expected.

2. Industrial Properties

A complete appraisal of each individual plant in the County shall be prepared by the Contractor based upon the careful inspection of each such property and the name name of the occupant will be noted under "remarks".

a. Industrial Buildings

Plat plans of each building shall be drawn to scale, with buildings numbered and shown in their proper location and sizes. Buildings shall be described and priced by their component parts, with replacement values being determined by a unit cost appraisal less any depreciation. The market and income approaches to value shall be utilized where applicable. The Contractor shall enter the replacement cost less depreciation on the record card and in the computer. The income and market value method will be used in support of the replacement value and will also be entered in the computer for future retrieval.

b. Industrial Land Values

The Contractor shall make a study of each individual property and of the various industrial sections of the County. Upon completion of this study, the Contractor's

appraisers are to prepare an outline block map (or sketch) indicating front foot, acreage, or square foot land values for each parcel of industrial property. Upon the determination of final land values for industrial property the Contractor shall compute the value of each individual parcel of industrial land.

c. Reports

These shall be designed and provided by the Contractor: a complete separate report, summarized, typed and bound with sketches drawn to scale, and an appraisal for each and every building of an industrial plant. The total appraisal of each building shall be posted to the summary sheet of the report, listing buildings 1 of 2, etc. Also provided in this report will be a plat showing proximity of all buildings to main plant structure. Total values of industrial plants showing a summary of land and buildings shall be placed on property record cards for filing purposes.

d. Public Utilities

The Contractor shall appraise all properties of Public Utility companies located within the County and that are not required by law to be appraised by the North Carolina Department of Revenue, Local Government Division. The properties of all cable, water, truck and bus companies will be appraised locally by the Contractor. The Contractor will place a value on the non-system tracts.

3. Urban and Rural Property

a. Residences, Buildings and Structures

Every lot, parcel, tract, building, structure and improvement shall be visited and observed to ensure accuracy of information on the property record card. All outbuildings will be described as per size, major construction material, approximate age and type of use. In the case of changes, additions, suspected errors in the original recording or other discrepancies, such changes, additions and discrepancies shall be measured, listed and sketched and property record cards flagged for appraisal by a competent appraiser of the Contractor's staff.

The type of construction shall be recorded by component parts, such as exterior walls, roofing structure, roofing cover, interior walls, interior flooring, heating and fuel type, air conditioning, bedrooms, bathrooms, story height, style, fireplaces, quality of construction, year built, effective year built, economic obsolescence, functional obsolescence, whether the property is under construction, abnormal or physical depreciation and physical damage. For commercial properties and condominiums, it must also list any added features for air conditioning and heating, number of floors the building contains, the number of units or percent ownership, structural frame, the ceiling and wall quality, insulation, average number of rooms per floor, percent of common wall and non-standard wall height. Field property record cards shall be returned by the field appraisers to the office where they shall be checked, priced and completed from the schedules previously prepared and made ready for the final inspection and review. Each review of property shall be made by competent appraisers for the

careful consideration of location, design, surplus capacity, obsolescence, physical depreciation, etc.

It is specifically understood that competent appraisers of the Contractor's staff will review the grade of all buildings in the county. It is also specifically understood that competent appraisers of the Contractor's staff will be the ones who will grade all buildings in the county.

- b. Suburban and farm homes shall be visited and inspected in the manner as other residential buildings. All other farm buildings and structures shall be checked for accurate measurements and listed on the field property record card according to the use, type of construction, size, age, condition and amount of depreciation. These buildings shall be appraised at their true value. It is specifically understood that the Contractor will make sure that farm property is sufficiently reviewed to make sure that all buildings are properly listed.
- c. Upon inspection of real property that has a mobile home on the premises, the appraisal card will be marked with a special code identifier when the mobile home is listed as personal property. If it is listed as real property (doublewide mobile homes and singlewides, if applicable) it will be sketched and priced as a dwelling.
- d. It is specifically understood that all urban and rural property will be appraised by the replacement cost less depreciation and the market method. The Contractor shall enter the replacement cost less depreciation on the record card and in the computer. The market value method will be used in support of the replacement value and will also be entered in the computer for future retrieval.
- e. General Procedure for Appraisal Visits

An initial visit will be made to all County residences. If an adult of the household is at home, the field appraiser will question for information on the interior characteristics. If an at the door interview is not possible, the field appraiser will use visual inspection from outside and his professional knowledge to arrive at the best estimate of the interior characteristics. A door hanger, design to be approved by the Assessor, is to be left at all residential structures wherein physical information is needed. The card must state who was there and the purpose for the visit. The door hanger is to be designed to allow owner/tenant to make contact with the Contractor to assure accuracy of data to be gathered.

NOTE: In any event, the field appraiser will make a complete tour around the exterior of the residence such that all sides can be visually inspected. Measurements must be taken when there is a discrepancy with information on the current property record card.

The Contractor shall make a careful investigation of the true value of all classes of land, giving due consideration to all factors enumerated in these specifications. Sales data covering market sales shall be secured and this data will be analyzed, checked and recorded on cards. Owners, realtors, bankers and others shall be asked to provide full information relative to sales of property within the County. If all or part of such property shall be within the boundaries of any incorporated town or city, such fact shall be specified and the part within such town or city shall be defined and listed accordingly.

Buildings, structures and other improvements will be appraised and their true value recorded separately from the land on which they are located.

The Contractor will furnish "land value maps" which will reflect the neighborhood concept. The maps will indicate the appraised values per parcel or per block. These values will be stated in terms of the units in which the land is normally sold. In addition, current sales data will be recorded on these maps. Sales data will be indicated from revenue stamps, noted on the property record cards and confirmed in sufficient number to ensure compliance with these specifications. The Contractor shall furnish the County for its information, use and future reference the detailed data which was used to arrive at the units of land value and serve to substantiate these values, bound in a suitable folder, which shall become the property of the County.

a. Agricultural, Horticultural and Forestland

Agricultural, Horticultural and Forestland will be appraised at its true value as required by G. S. 105-317(b)(1). The Contractor will assist the Tax Assessor with the development of present use value schedules that are required by G. S. 105-317(b)(1). The Contractor will utilize information from the N C Department of Revenue concerning land use values. **The Contractor will assist the County in converting to a present use value schedule using a soil type valuation method and Tyler Technologies iasWorld cama software and the County's GIS with USDA soil layers.** The Tax Assessor will determine eligibility for present use value and will be responsible for applying the present use value schedules to qualifying parcels.

b. Small Acreage Tracts

A pricing schedule applicable to small acreage tracts, especially those of twenty five (25) acres or less, which have potential other than farm usage, shall be prepared by the Contractor. Size of the tracts have direct bearing on the value. The schedule must be flexible to appraise at market value all acreage tracts, regardless of size.

c. Agricultural Stabilization and Conservation Service/Soil Conservation Service Maps

The Contractor shall utilize the maps these departments have available in determining the amount of cleared acres and soil types when appraising property.

5. Other Property

a. Bulk Barns and Grain Bins

For the purpose of this revaluation, bulk barns, grain bins and fixed elevator systems are to be appraised as real property and so valued. It is imperative that ownership of each bulk barn and grain bin be determined, and if different from the land owner, a property record card is to be prepared for the rightful owner with a cross reference between the owner of the improvements and the owner of the land.

b. Mobile Homes/Modular Homes

These homes are to be considered as real property and are to be so valued if the following conditions are met:

1. Is a mobile home, doublewide or modular home.
2. Has a permanent foundation or additions/improvements in excess of \$1,000 in value.
3. Other similar conditions that appear to give it a look of permanency.
4. Located on land owned by the individual.

Modular homes will be appraised from the same set of schedules as site built homes but must be identified on the property record card as a modular home. All doublewide mobile homes and singlewide mobile homes which meet the requirements as real property will be appraised from the mobile home schedule.

- c. All other real property not covered under this section, required by law to be appraised by the County, will be appraised at true value using acceptable appraisal standards.

6. Digital Photography & Field Operations

The Contractor shall take digital photographic images of all residential, commercial and industrial properties and significant other structures for any parcels that do not have such or have considerable changes from current photographs. All images shall be uploaded on the parcels in the Tyler Technology iasWorld cama system.

Field operations will involve actual onsite inspections of all real property with the supervision, verification and inspection of property record cards, making appraisals of individual properties to include the following:

- a. examination, analysis and verification of the land classification data and entries of the classification, zoning, use and other important characteristics for land valuation on the property record cards.

- b. continuous supervision of personnel engaged by the Contractor to record data on type, construction and other important elements and conditions of each building being appraised.
- c. examination, verification or correction of the exterior measurements of the building dimensions. Careful interior inspection of each building shall be made from basement to attic where it is possible to gain access and all construction data carefully noted on the property record cards.
- d. examination, analysis and verification of the important building characteristics, conditions and the building classifications on each property record card.
- e. field review examinations to verify the accuracy of data entered on the property record cards, reviewing correctness of lot and building descriptions and conditions as to depreciation and obsolescence allowed, also comparison with like property values.
- f. income approach on all commercial and income producing properties, utilizing the best practices of appraisal methods.
- g. sales ratio study covering all arms' length sales during the years 2018, 2017 and 2016. Each sale shall indicate by what means it was verified.

7. Office Operations

The office operations will include the analysis of individual real property record cards and the extension of applicable unit values to each lot and building, the addition or deduction of other than standard conditions and the addition of building and land values, where applicable, to determine total valuations. For each individual property, this phase includes the following:

- a. examination, analysis and verification of land classifications and calculating land values on the basis of unit: front foot, square foot, unit cost or acreage.
- b. examination, verification or correction of information on property record cards, calculating and noting square foot or cubic foot content of different classes of residential, commercial, industrial and all other buildings on each property record card.
- c. examination, verification and establishment of base unit costs with additions or deductions, depreciation allowances and special obsolescence for applicable building classifications.
- d. extending unit costs and computing building valuations and verifying same on the basis of replacement costs less depreciation and related appraisal approaches, such as the income capitalization and the comparative sales approaches.
- e. verifying all data that is entered in the County's computer system. NOTE: The Tax Assessor will conduct data audits to insure correct information is being inputted properly.

8. Final Review

The final review will include:

- a. A final field inspection and review by qualified appraisal personnel of the Contractor for the purpose of discovering errors and to certify accuracy of the reasonableness of resulting values, taking all factors, especially location and shape of parcels, into consideration, all in accordance with the applicable requirements of the Machinery Act.
- b. Reviewing with the Tax Assessor for his acceptance and approval the procedure, standards, schedules and records used in making the property appraisals: training assessment personnel in order that the assessing office may apply the same to new and altered properties after the original appraisal. A comparison sheet as specified by the Tax Assessor shall be prepared by the Contractor for certain types of property requested by the Tax Assessor.

9. Quality Control

The County reserves the right to implement whatever quality control system necessary in order to ensure all residences in the County are being inspected by the Contractor in accordance with the criteria outlined above. The Contractor agrees to correct any errors discovered by the County.

10. Record Cards

Suitable record cards shall be designed to meet the requirements of the County and shall be submitted to the Sampson County Tax Assessor for his approval before being used. They shall include all items of information in connection with the construction; age; condition; depreciation; outline sketch and pricing data of each building together with the owner's name, address, road name and house numbers, available lot, block, map numbers, etc. and shall be used to record all pertinent information relative to the land, buildings and total valuation of each. The record cards will be furnished at the expense of the Contractor.

All cards will be filed according to a method determined by the Assessor (alphabetical or geographical order).

The Contractor will provide at its own expense all supplies, cards and field record sheets needed in performing the work and all reports and manuals to be delivered to the County as set forth in this contract. All filing cabinets of permanent nature will be provided by the Contractor and will remain with the County upon completion of the contract.

The Contractor will, upon completion and acceptance of the work, deliver to the Sampson County Tax Assessor all field notes, cards and worksheets on all kinds and classes of properties valued in the appraisal, identified as to parcel number and owner and also the detailed data developed and used to determine the unit land values and which serve to substantiate the 2019 values. The submission of this data shall be in electronic format (pdf, jpeg, tiff) identified by parcel number.

11. Public Relations

At all times during the contract and the work on the revaluation program, the Contractor and his employees will endeavor to promote friendly relations with the taxpayers and the general public. Press releases or other publicity proposed by the Contractor shall be presented to the Tax Assessor and receive approval before being released. The Contractor will, at the request of the Tax Assessor, make available qualified speakers to acquaint groups of people with any phase of the revaluation program.

The Contractor will not release any proposed values, appraisals, data or any other information either acquired or in the possession of the Contractor to any person, firm or association unless approved in advance by the Tax Assessor.

V. COMPENSATION AND TERMS

A. Progress Reports and Payments

On the first work day of each month, on forms approved by the Tax Assessor, the Contractor will make a progress report under the negotiated schedule to the Tax Assessor. The report will show the percent of completion of each phase of the work performed under terms of the negotiated work schedule. On the basis of each progress report, the County shall make progress payments as follows:

On or about the tenth day of each month, the County shall pay to the Contractor ninety percent (90%) of the value, based on the contract price, of the work performed by the Contractor up to the 25th day of the previous month as estimated by the County from progress reports and monthly invoices submitted by the Contractor, less the aggregate of previous payments. The estimates shall be approximate only and all partial payments and monthly estimates and payments shall be subject to correction in the estimate rendered following discovery of an error in any previous estimate. The schedule of payment contemplates the County's withholding payment of 10 percent (10%) of the value of all completed work until such time that the County is satisfied that all such work conforms to the requirements of these specifications.

Should any defective work be discovered, or should a reasonable doubt arise as to the integrity of any part of the work completed prior to the final acceptance and payment, it will be deducted from the first estimate rendered after the discovery, an amount equal in value to the defective or questioned work, and this work will not be included in a subsequent estimate until the defects have been remedied or the cause of doubt removed.

B. Acceptance and Final Payment

When the work has been completed and delivered to the County by the Contractor, the County shall within sixty (60) days thereafter examine and review the same to determine whether the work has been completed in strict accordance with the specifications, conditions and stipulations in this contract.

If upon such examination and review, the County finds that the work has been completed and delivered in accordance with the specifications, then the work shall be accepted and remaining balance on said contract price shall become due and payable as follows:

1. The difference between the amount already paid and ninety percent (90%) of the total Contract price will be paid to the Contractor at this point.
2. One half of the unpaid balance (5%) of the Contract price shall be paid to the Contractor upon the completion of the 2018 New Construction Appraisals and the completion of the 2019 informal hearings.
3. One fourth of the unpaid balance (2.5%) shall be paid to the Contractor at the conclusion of all appeals to the Board of Equalization and Review.
4. The remaining one fourth of the unpaid balance (2.5%) shall be paid at the conclusion of any appeals to the Property Tax Commission or to the Courts.

APPENDIX A

Greetings,

Sampson County is scheduled for an eight year reappraisal of real property effective January 1, 2019. Enclosed in this document are the specifications to guide appraisal firms in preparation of their proposals.

Sampson County will have available aerial photography to assist the Contractor with the project. The maps were flown in early 2013.

Sampson County expects the Contractor to visit each property twice and to use all available data to assess properties at a fair and equitable value. The field appraiser will conduct a complete tour around the exterior of all structures such that all sides may be visually inspected and measured or re-measured if necessary. Digital photos of residences and commercial properties are to be taken and uploaded into the County's CAMA system on properties that contain no photos or have significant changes to current County property record cards. Commercial and industrial properties shall be carefully reviewed for data accuracy. Sampson County has attempted to address all leasehold property record cards. The Contractor is expected to match the leasehold card with the land card to reduce the number of structures being double listed. The tax office staff will work closely with the Contractor to ensure that these goals are met.

Sampson County utilizes the Tyler Technologies iasWorld CAMA software package. The property record card shows an itemized breakdown of land and improvements. A sample of a residential and commercial property record card is enclosed with this package. The Contractor is expected to input all data for the 2019 tax year.

In summary, it is the goal of the County to ensure that the Contractor values all real property in a fair and acceptable manner and that the Contractor exerts every effort to justify these values to the taxpayers of Sampson County.

Please submit your bid based on 50,000 parcels. Actual parcel count will be determined at the end of the project.

Sincerely,

Jim Johnson
Sampson County Tax Administrator

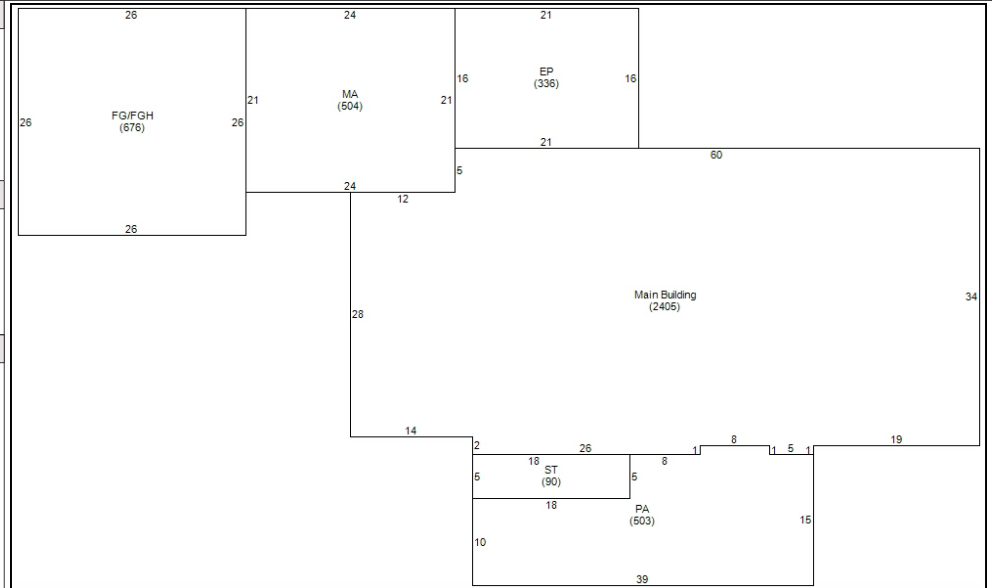
APPENDIX B

CLASSIFICATION OF REAL PROPERTY IN SAMPSON COUNTY

Residential Property	Approximately	24,499
Commercial & Industrial Properties	Approximately	1,185
Agricultural, Horticultural and Forest Land with Buildings (could have improvements)	Approximately	21,288
Exempt	Approximately	1,983
Leasehold Property (not tied to land parcels)	Approximately	<u>570</u>
Approximate Total Number of Parcels As of July 1, 2016		49,525

PIN #: 1495.09-05-5048 SAMPSON CO, NC - Property Card Printed: 08/04/16 Card: 1 of 1 Appraiser: MRW

Ownership: 232630 **SITUS:**
 COOK, DAWN C.
 408 COHARIE DR
 CLINTON NC 28328
408 COHARIE DR
Deeded Acres: 0
Legal Description:
 J10i 0 8 408 Coharie Dr.



Subd:
Parcel: G good **Sale Dt** I S **Price** **Db/Pg** **Valid. Code**
Fronting: 08/23/00 D 290,000 1367/15
Location: No Valid Sale
Parking:
Utility: A all available;
Zoning:

Sketch Vectors
Vector
 A00CR14D2R26U1R8D1R5U1R19U34L60D5L12D28 A01R14D2CD5R18U5L18
 A02R14D7CD10R39U15L5U1L8D1L8D5L18 A03U28R12U5CR21U16L21D16
 A04U28R12CU21L24D21R24 A05U28L12D5CL26U26R26D26

Improvement Description: R1 ranch						Assessment: 2017		
Story: 1.5	FP Stacks: 2	Bsmt:	Phys Cond: G	% Complete:		Land: \$50,000	Excluded:	
Class: single family	Openings: 2	BSMT Gar:	CDU: GD	Grade: B+2		BLDG: \$286,254	Ag Use:	
Ext Wall: brick	Prefab FP:	Attic: no attic/unfinis	Over Depr Tb:	C&D Fact:		Market: \$336,254	SWF:	
Yr Blt: 1971	Rooms: 9	Baths: 4	Funct Dep %:	C&D Desc:		Deferred: \$0		
Eff Year: 1975	Bedrooms: 5	Half: 1	Funct Desc:	TV/SF 86.86		Exempt: \$0		
Heating: forced hot air / cen	Unfin Area:	Extra Fixt: 0	Econ Dep%:	SP/SF 74.92		Taxable: \$336,254		
Fuel:	Fin Bsmt Area:	Misc 1:	Econ Desc:	RCN/SF 107.17				
System: heat and a/c	Rec Room Area:	Misc 2:	N-Fact:	RCNLD/SF 73.95				

D W E L L A D D N S	L#	Low	1st	2nd	3rd	Description	Area	Value(RCN)	Yr Bt	EfYr Bt	Grd	CDU	%Gd	Table	% Cmp	RCNLD
	0						Ranch	2,405	319,366	1971	1975	B+2	GD		69	
1			ST			Stoop	90	1,609	1971	1975	B+2	GD		69		1,110
2			PA			Patio	503	2,595	1971	1975	B+2	GD		69		1,791
3			EP			Enclosed Porch	336	13,588	1971	1975	B+2	GD		69		9,376
4			MA			Main Living Area	504	41,326	1971	1975	B+2	GD		69		28,515
5			FG	FGH		Attached Finished Gal	676	36,376	1971	1975	B+2	GD		69		25,099
<p>HSF: 3,871 TSF: 6,393 414,860 59 Total: 286,254</p>																

Entrances			
Revisit:			
Reason:			
Appr	Date	Code	Rev2
Building Permit			
Date	Permit #	Permit \$	CO Date

Land Description: LUC: G NBHD: P Paved Road							
N-Fact:		Topo1: level		Topo3:		Road 1:	
Zoning:		Topo2:		Traffic:		Road 2:	
L#	Typ	Code	Desc	Size	BaseRate	Adj	
1	G	7	Lot Y	0.0000	50000	50000	
						Value	
						50,000	
Total Parcel Size:				AC 0.0000	Rate/AC	Value	50,000

Ag Use	LN	Soil	Acres	Rate	Value
Total:					Value

Comments:

#	Comment
1	Combined 12-0508381-02 W/This Parcel Per House On Property Linelots 20 & 21
2	Coharie Hills S/D Second Sectionfrom Yuzo Ito 1367/15 8-23-00location 408
3	Coharie Dr.



OB&Y

L#	Code	Yr Blt	Eff Yr	W x L	Area	Grd	Units	Mod Cd	Rate	Ovrd Rte	RCN	Cnd	Funct	%Cmp	%Gd	RCNLD
-----				X												
-----				X												
-----				X												
-----				X												
-----				X												
Total:																

Contract Proposal

2019 Revaluation

I am submitting a proposal using Sampson County’s Tyler Technologies ias World CAMA software package. I propose to furnish all the materials and perform all the work in strict accordance with said specifications for the sum of \$_____ per parcel (assuming 50,000 parcels) for a grand total of \$_____, payable as provided in said specifications.

It is understood, that the Performance, Labor & Material Bonds (Page 4, D1) will be furnished to the County upon awarding and execution of the contract.

Listed below, or attached on a separate sheet, are all exceptions to the specifications if applicable:

Principal (Please type or print)

Signature of Principal

Name of Firm (Please type or print)

Date

Attest

**CERTIFICATION OF ELIGIBILITY
Under the Iran Divestment Act**

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.** requires that each vendor, prior to contracting with the State certify, and the undersigned on behalf of the Vendor does hereby certify, to the following:

1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the Vendor to make this Certification.

Vendor: _____

By: _____
Signature Date

Printed Name Title

The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at the address: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx> and will be updated every 180 days. For questions about the Department of State Treasurer’s Iran Divestment Policy, please contact Meryl Murtagh at Meryl.Murtagh@nctreasurer.com or (919) 814-3852.

* Note: Enacted by Session Law 2015-118 as G.S. 143C-55 *et seq.*, but has been renumbered for codification at the direction of the Revisor of Statutes.

**FIRMS REGISTERED WITH
THE NORTH CAROLINA DEPARTMENT OF REVENUE
Revised January 1, 2016**

Reappraisal Firms

Assessment Solutions of North Carolina, Inc.

Tim@RevalNC.com

Timothy F. Cain
500 Benson Road, Suite 101
Raleigh, NC 27609
919-341-8349
919-341-8375 fax

JWE Services, LLC

jedmondson9@nc.rr.com

John W. Edmondson
2403 Surry Road, NW
Wilson, NC 27896-1378
252-243-5576

Complete County Assessments

boallen@cca-group.net

David A. Allen
104 Gatewood Drive
New Bern, NC 28562
252-474-9565

JBL Appraisal & Consulting, LLC

spatialvaluation@gmail.com

Jacob Brandon Lackey
3149 Harmon Road
Lincolnton, NC 28092
828-461-0836

Data Collection Resources, LLC

dcr.llc16@gmail.com

William Grizzle
2580 Oakcrest Court
Burlington, NC 27217
336-380-2497

Pearson's Appraisal Service

www.pearsonsappraisal.com

Fred Pearson
P. O. Box 36404
Richmond, VA 23235
804-560-9200
804-560-4344 fax

Excel Appraisal Services Inc.

kmcnally001@nc.rr.com

Kathleen McNally
140 Meadow Glen Drive
Wake Forest, NC 27587
919-435-8334

RS&M Appraisal Services Inc.

s2scout5@charter.net

Ron McCarthy, President
117 Commonwealth Drive
Lincolnton, NC 28092
704-472-4632

Ferriss Appraisals, Inc.

Ferrissappraisal@windstream.net

Jonathan Lee Ferriss
One Buffalo Avenue NW, Suite 3307
Concord, NC 28025
704-782-6355
704-782-6299 fax

Shackelford & Associates

www.SA-RES.com

Jerry D. Shackelford II, President
3750 S. Evans Street, Suite A
Greenville, NC 27834
252-215-2250

FIRMS REGISTERED WITH
THE NORTH CAROLINA DEPARTMENT OF REVENUE

Reappraisal Firms (Continued)

Tyler Technologies

www.tylertech.com

Steve Crysel, Sales Executive

4100 Miller-Valentine Court

Moraine, OH 45439

800-800-2581, ext. #1617

Wampler-Eanes Appraisal Group

WamplerEanes@rbnet.com

Steven Wampler, President

120 Amsterdam Road

P.O. Box 685

Daleville, VA 24083

540-992-2323

Wingate Appraisal Service

info@wingateteam.com

Harold Wingate, President

5111 Melrose Avenue, N.W.

P. O. Box 6014

Roanoke, VA 24017

540-986-0420

540-986-0927

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (c)

Meeting Date:	September 12, 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: Award of Contract for Oblique Imagery

DEPARTMENT: Tax

PUBLIC HEARING: No

CONTACT PERSON: Juanita Brewington, Contracting Officer
Jim Johnson, Tax Administrator

PURPOSE: To award bid for oblique imagery needed to assist with revaluation process

ATTACHMENTS: Draft RFP

BACKGROUND: Oblique imagery is aerial photography that is captured in an angle with the ground, offering the user the ability to see and measure the top and sides of a structure. The availability of such imagery would enable more accurate decisions concerning values during our revaluation process.

Oblique imagery and the hosting of the imagery are considered services and are not required to be bid out; however, we have solicited quotes from all known vendors. Staff has been in contact with two companies that provide this service in North Carolina (one of which invented the technology behind aerial oblique imagery capture). Staff recommend that we award the contract to Pictometry for this service; they have provided the service to 47 counties over the past 12 years.

With the Board’s approval, Pictometry’s targeted capture would occur in the Winter of 2017. Two flights could be provided at a rate of \$146,657 and \$155,912 within a six-year period. (See additional information in enclosed cover sheet and quotes.) Funding for this service can come from the funds we set aside each year for the revaluation process.

Ms. Brewington will review the process for obtaining and reviewing the quotes. Mr. Johnson will review how oblique imagery will be used in conjunction with our revaluation process. While this contract would particularly benefit our revaluation process, it also has a number of practical applications that would benefit our EMS, Sheriff and Public Works departments. EMS Director Ronald Bass, Public Works Director Lee Cannady and Sheriff Jimmy Thornton will also

(continued next page)

be in attendance to answer questions or make comments with regard to the potential benefits to their respective departments. IT Director Chris Rayner and Finance Officer David Clack will be available for technical and financial questions.

RECOMMENDED
ACTION:

Award contract to Pictometry as recommended by staff

Memo

To: Ed Causey, County Manager
Cc: David Clack, Finance Officer
From: Juanita Brewington, Purchasing & Contracting Officer
Date: August 19, 2016
Re: Oblique Imagery

Oblique Imagery is a tool that could benefit several of our departments, to include Tax, Sheriff, EMS, Planning and Public Works for several years. Oblique Imagery is aerial photography of the entire County that is captured in an angle with the ground. This allows the ability to see and measure the top and sides of a structure.

Mr. Jim Johnson has been in contact with two companies that provide this service in North Carolina. One of which invented the technology behind aerial oblique image capture. Attached for consideration by the Board of Commissioners are the quotes received for this service. Mr. Johnson's recommendation is to contract with Pictometry for this service. Pictometry has provided this service to forty seven (47) of the Counties in North Carolina over the past twelve (12) years. We anticipate, upon Board of Commissioners approval, awarding the contract to Pictometry.

With Board approval, Pictometry's targeted capture will be in the Winter of 2017 and Pictometry will host this imagery on their server and provide the County with up to one hundred (100) users of the imagery. The imagery will be provided in three (3) inch resolution for higher density areas and nine (9) inch for lower density areas and would be available for use within a two week period. Two flights could be provided at a rate of \$146,657 and \$155,912 within a six (6) year period. Should our County experience a disaster during this time period, Pictometry will return and provide a flight of the area at no cost to the County. We are not obligated to the second flight in three years, unless it is the wish of the Board of Commissioners.

Access to the host server (Pictometry) will benefit the Board of Commissioners during appeals to the Board of Equalization and Review as the oblique imagery will be available to make more accurate decisions concerning values. The firm awarded the contract for our 2019 revaluation will also have this as a tool to correctly assess and defend their values. The change finder technology provided will help the Tax department identify any parcels with a building change of one hundred fifty (150) square feet or greater as well as assist staff in correcting tax data and proceed to do discoveries and create additional revenue for the County. Public safety departments will benefit from this imagery in emergency situations. This tool will benefit our Public Works department, Planning & Zoning, and Economic Development.

Oblique imagery of the County and hosting of the photographs is a service. Because it is a service we would not be required to bid it out. We have solicited quotes from all known vendors for this service.

Proposal for: Sampson County, NC
 Project Name: Sampson County, NC 2017
 Contract Term: 6 Years
 Number of Flights: 2
 Targeted Capture: Winter 2017

Pictometry Rep: Bradley Robertson
 Phone Number: (704) 292-4894
 Email: bradley.robertson@pictometry.com
 Date: 5/12/2016
 Expiration Date: 11/8/2016

Single-Flight Summary

Flight Cost:	\$143,149.50
ChangeFindr:	\$36,000.00
Project Total:	\$179,149.50

Traditional 3" Neighborhood and 9" Community Imagery

Multi-Flight Summary

2 Flights over 6 Years

Flight Cost:	\$110,657.00
ChangeFindr:	\$36,000.00
Flight #1 Total:	\$146,657.00

Flight Cost:	\$137,412.00
ChangeFindr:	\$18,500.00

Flight #2 Total:	\$155,912.00
-------------------------	---------------------



Example of 3" Neighborhood and 9" Community Imagery

This quote is non-binding, creates no legal rights, duties or obligations, expressed or implied, on either party, and shall become binding only in the event that Pictometry and Customer enter into a definitive agreement incorporating it. The pricing quoted above does not reflect applicable taxes, which will be reflected in any resulting definitive agreement with Customer. This quote is valid until the date shown above, after which it expires. All Discounts are approximate.



Single-Flight Details

Proposal for: Sampson County, NC
 Project Name: Sampson County, NC 2017
 Contract Term: 3 Years
 Number of Flights: 1

Pictometry Rep: Bradley Robertson
 Date: 5/12/2016
 Expiration Date: 11/8/2016
 Targeted Capture: Winter 2017

Traditional Imagery

Sq. Miles/Qty.	Product Name	List Price	Discount	Subtotal
83	3" Neighborhood	\$450.00		\$37,350.00
1032	9" Community	\$75.00		\$77,400.00
83	3" Neighborhood JPG Tile	\$20.00		\$1,660.00
1032	9" Community JPG Tile	\$10.00		\$10,320.00
1	Individual 3" and 9" Area Wide Mosaic, MrSID	\$682.00		\$682.00
1	Combined 3" and 9" Area Wide Mosaic, MrSID	\$640.50		\$640.50
Imagery Total:				\$128,052.50

Products

Qty	Product Name	List Price	Discount	Subtotal
3	Connect 100 (Annual)	\$3,300.00		\$9,900.00
2	FutureView Advanced Training, Full Registration	\$2,499.00		\$4,998.00
1	Hard Drive, 1 TB	\$199.00		\$199.00
Products Total:				\$15,097.00

Project Total: \$143,149.50



Multi-Flight Details

Proposal for: Sampson County, NC
 Project Name: Sampson County, NC 2017
 Contract Term: 6 Years
 Number of Flights: 2

Pictometry Rep: Bradley Robertson
 Date: 5/12/2016
 Expiration Date: 11/8/2016
 Targeted Capture: Winter 2017

Flight #1

Traditional Imagery

Sq. Miles/Qty.	Product Name	List Price	Discount	Subtotal
83	3" Neighborhood	\$450.00	15%	\$31,747.50
1032	9" Community	\$75.00	15%	\$65,790.00
83	3" Neighborhood JPG Tile	\$20.00	100%	\$0.00
1032	9" Community JPG Tile	\$10.00	100%	\$0.00
1	Individual 3" and 9" Area Wide Mosaic, MrSID	\$682.00		\$682.00
1	Combined 3" and 9" Area Wide Mosaic, MrSID	\$640.50		\$640.50
Imagery Total:				\$98,860.00

Products

Qty	Product Name	List Price	Discount	Subtotal
3	Connect 100 (Annual)	\$3,300.00	33%	\$6,600.00
2	FutureView Advanced Training, Full Registration	\$2,499.00		\$4,998.00
1	Hard Drive, 1 TB	\$199.00		\$199.00
Products Total:				\$11,797.00

Flight #1 Total: \$110,657.00

Flight #2

Traditional Imagery

Sq. Miles/Qty.	Product Name	List Price	Discount	Subtotal
83	3" Neighborhood	\$450.00	5%	\$35,482.50
1032	9" Community	\$75.00	5%	\$73,530.00
83	3" Neighborhood JPG Tile	\$20.00		\$1,660.00
1032	9" Community JPG Tile	\$10.00		\$10,320.00
1	Individual 3" and 9" Area Wide Mosaic, MrSID	\$682.00		\$682.00
1	Combined 3" and 9" Area Wide Mosaic, MrSID	\$640.50		\$640.50
Imagery Total:				\$122,315.00

Products

Qty	Product Name	List Price	Discount	Subtotal
3	Connect 100 (Annual)	\$3,300.00		\$9,900.00
2	FutureView Advanced Training, Full Registration	\$2,499.00		\$4,998.00
1	Hard Drive, 1 TB	\$199.00		\$199.00
Products Total:				\$15,097.00

Flight #2 Total: \$137,412.00

Proposal for: Sampson County, NC
 Project Name: Sampson County, NC 2017
 Contract Term: 6 Years
 Number of Flights: 2

Pictometry Rep: Bradley Robertson
 Date: 5/12/2016
 Expiration Date: 11/8/2016
 Targeted Capture: Winter 2017

Number of Parcels	Analysis Type	List Price	Subtotal
50,000	Change Detection & Outlines	\$0.72	\$36,000.00
0	PoolFinder	\$0.08	\$0.00

Total ChangeFindr Project Estimate: \$36,000.00

*After the first flight in a Multi-Flight deal all other ChangeFindr Projects will be

Analysis Only at the following price per flight: \$18,500.00



The following structures of 150 square feet or larger and 5 pixels wide or larger (based on imagery with 12 inch GSD or better) are targeted by the ChangeFinder process:

- * Residential, Commercial and Industrial Buildings
- * Attached Decks and Porches with a roof or railing
- * Isolated Garages, Mobile Homes and Sheds
- * Greenhouses and Silos
- * Other features with a roof

Deliverables Available With ChangeFinder Project

- * Building Outlines: An ESRI File Geodatabase containing building outlines as a polygon feature class
- * Length of Buildings: A polyline shapefile including the lengths of building sides
- * Regional Status Report: Shows statistical information by region as defined by customer
- * Regional Status Report: Shows statistical information by region as defined by customer

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (d)

Meeting Date:	September 12, 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: Establishment of Engineered Option Permit for On-Site Wastewater Systems

DEPARTMENT: Health Department

PUBLIC HEARING: No

CONTACT PERSON: Wanda Robinson, Health Director

PURPOSE: To consider request to establish an engineered option for on-site wastewater systems

ATTACHMENTS: Memo; 15A NCAC 1A.1971

BACKGROUND: The Board of Health has recommended the establishment of an engineered option permit (EOP) for on-site wastewater treatment systems. Such system would be available to an owner that provides an alternative process for the siting, construction, approval and operation of the system without the direct oversight or approval of the local health department. The owner would employ the services of a registered engineer to prepare documents and a licensed soil scientist to evaluate the soil conditions and complete the required documents. The Health Department would be responsible to ensure the documents completed by the owner were complete. It is recommended that the permit fee be established at \$75 as of September 1, 2016.

RECOMMENDED ACTION OR MOTION: Consider establishment of engineering option permit for on-site wastewater treatment systems at a permit rate of \$75


SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson
Health Director



360 County Complex Road, Suite 200
Clinton NC 28328

MEMORANDUM

TO: Ed Causey
FROM: Wanda Robinson 
SUBJECT: County Commissioners Board Agenda Item
DATE: August 25, 2016

The Sampson County Board of Health met on August 15, 2016 and the Engineered Option Permit with a fee of \$75.00 was approved. I would like to request for this to be added to the County Commissioners agenda.

Engineered Option Permit:

An Engineered Option Permit (EOP) on-site wastewater system as defined by G.S. 130A-334 (1g), is available to an owner that provides an alternative process for the siting, design, construction, approval, and operation of the system without requiring the direct oversight or approval of the local health department. An owner choosing this options would employ the services of a registered engineer to prepare documents and a licensed soil scientist to evaluate soil conditions and completing the required documents.

The health department would be responsible for the completeness of the documents submitted by the owner.

This option was approved by the board of health and the recommendation of a permit fee of \$75.00. The date for implementation is September 1st, 2016.

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

15A NCAC 18A .1971 ENGINEERED OPTION PERMIT

(a) An Engineered Option Permit (EOP) on-site wastewater system, as defined by G.S. 130A-334(1g), is available to an owner that provides an alternative process for the siting, design, construction, approval, and operation of the system without requiring the direct oversight or approval of the local health department. An owner choosing to use the EOP shall employ the services of a registered professional engineer licensed pursuant to G.S. 89C to prepare signed and sealed drawings, specifications, plans, and reports for the design, construction, operation, and maintenance of the wastewater system in accordance with G.S. 130A-336.1 and this Rule. Except as provided for in G.S. 130A-336.1 and in this Rule, an EOP system is subject to all applicable requirements of Article 11 of Chapter 130A of the General Statutes and all rules of this Section. Nothing in this Rule shall be construed as allowing any professional to provide services for which he or she has neither the educational background, expertise, or license to perform, or is beyond his or her scope of work as provided for pursuant to G.S. 130A-336.1 and the applicable statutes for their respective profession.

(b) **SITE EVALUATION:** Prior to the preparation and submittal of a Notice of Intent to Construct an EOP system, pursuant to G.S. 130A-336.1(b), the owner shall employ a licensed soil scientist pursuant to G.S. 89F to conduct an evaluation of soil conditions and site features in the proposed initial and repair drainfield areas for the EOP system, pursuant to G.S. 130A-335(a1) and G.S. 130A-336.1(e)(2). The owner shall employ a licensed soil scientist or a licensed geologist pursuant to G.S. 89E to evaluate geologic or hydro-geologic features as may be appropriate for the proposed site. This evaluation and documenting report shall be in accordance with the rules of this Section, and adhere to accepted standards of practice applicable to the type and size of the EOP system.

(c) **NOTICE OF INTENT TO CONSTRUCT:** The Notice of Intent to Construct an EOP System to be submitted by the owner or a registered professional engineer authorized as the legal representative of the owner to the local health department in the county where the facility is located shall be on the common form provided by the Department. It shall include all of the information specified in G.S. 130A-336.1(b) and the following:

- (1) Information required in Rules .1937(d) and .1937(e) of this Section for Improvement Permit and Construction Authorization applications;
- (2) Identification and location on the site plan of existing or proposed potable water supplies, geothermal heating and cooling wells, groundwater monitoring wells, and sampling wells for the facility. The registered professional engineer shall specifically reference any existing permit issued for a private drinking water supply, public water supply, or a wastewater system on both the subject and adjoining properties to provide documentation of compliance with setback requirements in Rule.1950 of this Section;
- (3) Documentation that the proposed wastewater system complies with all applicable federal, State, and local laws, regulations, rules and ordinances in accordance with G.S. 130A-336.1(e)(6);
- (4) Documentation shall be provided that the ownership and control requirements of Rule .1938(j) of this Section and the requirements for a multi-party agreement in Rule .1937(h) of this Section shall be met, as applicable; and
- (5) Proof of insurance for the registered professional engineer, licensed soil scientist, licensed geologist, and on-site wastewater contractor, as applicable.

(d) **LOCAL HEALTH DEPARTMENT NOTICE OF INTENT COMPLETENESS REVIEW:** The completeness review shall be performed by the authorized agent of the local health department pursuant to G.S. 130A-336.1(c). The local health department shall provide written confirmation of the completeness determination on the common form provided by the Department.

(e) **DESIGN PLANS AND SPECIFICATIONS:** The registered professional engineer design, plans, and specifications for the EOP System shall be in accordance with the rules of this Section and with adherence to accepted standards of practice applicable to the type and size of the EOP system. The registered professional engineer design shall incorporate findings and recommendations on soil and site conditions, limitations, and any site modifications specified by the licensed soil scientist or licensed geologist, as applicable. When the registered professional engineer chooses to employ pretreatment technologies not yet approved in this State, pursuant to G.S. 130A-336.1(e)(1), the engineering report shall specify the proposed technology, and the associated siting, installation, operation, maintenance, and monitoring requirements, including manufacturers endorsements associated with its proposed use.

(f) **CONSTRUCTION OF WASTEWATER SYSTEM:** No building permit for construction, location, or relocation shall be issued until after a decision of completeness of the Notice of Intent is made by the local health department pursuant to G.S. 130A-336.1(c). Construction of the wastewater system shall not commence until the system design, plans, and specifications have been provided to the on-site wastewater system contractor and the signed and dated statement by the contractor is provided to the owner, pursuant to G.S. 130A-336.1(e)(4)(b). The owner is

responsible for assuring no modifications or alterations to the site for the wastewater system or the system repair area are made as a result of any construction activities for the facility before or after construction of the wastewater system, unless specifically approved by the design professional engineer, licensed soil scientist, or licensed geologist, as applicable.

(g) **POST CONSTRUCTION CONFERENCE:** Attendance of the Post-Construction Conference required pursuant G.S. 130A-336.1(j) by the authorized agent of the local health department and by the Department (for systems designed for the collection, treatment, and disposal of industrial process wastewater or to treat greater than 3,000 gallons per day) is for the purpose of observing the location of the system and start-up conditions.

(h) **AUTHORIZATION TO OPERATE:** Prior to providing written confirmation for Authorization to Operate, the local health department shall receive the following:

- (1) Documentation that all reporting requirements identified in G.S. 130A-336.1(l) have been met;
- (2) Information set forth in Rule .1938(h) of this Section;
- (3) System start-up documentation, including applicable baseline operating parameters for all components;
- (4) Documentation by the owner or their legal representative that all necessary legal agreements, including easements, encroachments, multi-party agreements, and other documents have been properly prepared, executed and recorded in accordance with Rules .1937(h) and .1938(j) of this Section; and
- (5) Record drawings.

The local health department shall use the State-approved form for written confirmation.

(i) **OPERATION:** The owner of the wastewater system approved pursuant to the EOP is responsible for maintaining the wastewater system in accordance with the written operation and management program required in G.S. 130A-336.1(i)(1) and .1961 of this Section.

- (1) The operation and management program shall identify the system classification in accordance with Table V(a) of Rule .1961 of this Section.
- (2) The operator required pursuant to G.S. 130A-336.1(i)(2) shall inspect the system and submit reports in accordance with Rule .1961(f) of this Section and the written operations and management program provided by the design professional engineer.
- (3) The owner shall notify the local health department and the registered professional engineer who designed and certified the system permitted under this Rule of any site changes, changes in the operator or operator' duties, or any changes in ownership.

(j) **SYSTEM MALFUNCTION:** For systems permitted under this Rule, the owner shall contact the design professional engineer, project licensed soil scientist, licensed geologist, and contractor, as appropriate, for determination of the cause of system malfunction in accordance with Rule.1961(a) of this Section. For repair of a malfunctioning EOP system, this Rule shall be followed in conjunction with Rule .1961(l) of this Section. The operator shall notify the local health department within 48 hours of the system malfunction in accordance with Rule .1961(f) of this Section.

(k) **LOCAL HEALTH DEPARTMENT RESPONSIBILITIES:** The local health department is responsible for the following activities related to the EOP system:

- (1) Perform a completeness review of the Notice of Intent to Construct to verify inclusion of information required by this Rule and indicate written verification of completeness determination;
- (2) Attend the post-construction conference to observe location of system components and start-up conditions;
- (3) Provide written confirmation of Authorization to Operate upon receipt of complete information required by this Rule;
- (4) File all EOP documentation consistent with current permit filing procedures at the local health department;
- (5) Submit a copy of the final Notice of Intent common form and written confirmation of Authorization to Operate to the Department;
- (6) Review the performance and operation reports submitted in accordance with Table V(b) of Rule .1961 of this Section;
- (7) Perform on-site compliance inspections of the wastewater system in accordance with Table V(a) of Rule .1961 of this Section;
- (8) Investigate EOP system complaints;
- (9) Issue a notice of violation for systems determined to be malfunctioning in accordance with Rule.1961(a) of this Section. The LHD shall direct the owner to contact the design professional

engineer, project licensed soil scientist, licensed geologist, and contractor, as appropriate, for determination of the reason of the malfunction and development of a Notice of Intent to Construct for repairs; and

- (10) Require an owner receiving a notice of violation to pump and haul sewage in accordance with Rule .1961(m) of this Section.
- (l) CHANGE IN PROFESSIONAL ENGINEER: The Owner may contract with another registered professional engineer to complete an EOP project. An updated Notice of Intent shall be submitted to the local health department.

*History Note: Authority G.S. 130A-335; 130A-336.1;
Temporary Adoption Eff July 1, 2016.*



RICHARD O. BRAJER
Secretary

DANIEL STALEY
Director, Division of Public Health

COMMON FORM FOR ENGINEERED OPTION PERMITS
See Instructions for Use in Appendix A

Except for 'date received', this Section to be completed by the Professional Engineer licensed in accordance with G.S. 89C

PART 1: Submittal of Notice of Intent to Construct (NOI)

Date Received by LHD: _____

1. Facility Owner's name: (Owner, Company Name, Utility, Partnership, Individual, etc.): _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Telephone number: _____ E-mail Address: _____

2. Professional Engineer (PE) name: _____ License number: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Telephone number: _____ E-mail Address: _____

3. Licensed Soil Scientist (LSS) name: _____ License number: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Telephone number: _____ E-mail Address: _____

4. Licensed Geologist (LG) (if applicable) name: _____ License Number: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Telephone number: _____ E-mail Address: _____

5. On-site Wastewater Contractor name: _____ License number: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Telephone number: _____ E-mail Address: _____

6. Proof of Errors and Omissions Insurance for the following persons is attached that includes the name of the insurer, name of the insured and the effective dates of coverage:

- PE LSS LG On-site Wastewater Contractor

7. Property location (physical address, tax parcel identification number or subdivision lot, block number of the property to be permitted): _____

County Name: _____

8. Facility description and any factors that would affect the wastewater load: _____

9. Type and location of wastewater system: _____



- 10. Design wastewater flow: _____ (For flow >3,000gpd, duplicate plans shall be sent to the State.)
Design wastewater strength: domestic high strength industrial process (Duplicate plans shall be sent to the State.)
- 11. A plat as defined in G.S. 130A 334(7a) is attached: Yes No
- 12. Owner meets requirements of ownership or control of the system per 15A NCAC 18A .1938(j): Yes No
- 13. Easement or encroachment agreement required per 15A NCAC 18A .1938(j): Yes No NA

If yes, Documentation filed in _____ County Register of Deeds in Deed book _____ Page _____
- 14. Multi-party agreements required, as applicable, pursuant to 15A NCAC 18A .1937(h): Yes No NA

Agreements filed in _____ County Register of Deeds in Deed book _____ Page _____
- 15. Location of proposed or existing wells (drinking water, geothermal, groundwater monitoring, sampling, etc.) and any potable and non-potable water conveyance lines is indicated on attached plans and complies with 15A NCAC 18A .1950: Yes No
- 16. Soils and site evaluation signed and sealed by either a LSS or LG is attached: Yes No
- 17. Proposed landscape, site, drainage, or soil modifications are attached: Yes No NA

This Section to be completed by the Professional Engineer licensed in accordance with G.S. 89C

Attestation by Registered Professional Engineer licensed in North Carolina pursuant to G.S. 89C

I, _____ hereby attest that this Notice of Intent to Construct is accurate and
Registered Professional Engineer (Print Name)
complete to the best of my knowledge and that the proposed system shall meet all applicable federal, State, and local laws, regulations, rules and ordinances in accordance with G.S. 130A-336-.1(e)(6).

Signature of Registered Professional Engineer

Date

This section for Owner use only.

Designation of Registered Professional Engineer as legal representative of Owner for this Notice of Intent:

I, _____ hereby designate _____
Print Name of Owner *Print Name of Registered Professional Engineer*

as my legal representative for purposes of this Notice of Intent pursuant to G.S. 130A-336.1.

Signature of Owner

Date

NOTE: The Department, the Department’s authorized agents or local health departments shall have no liability for wastewater systems designed, constructed and installed pursuant to an Engineered Option Permit. [(NC General Statute 130A-336.1(f))]

The submittal of this **Notice of Intent to Construct** grants right of entry to the Local Health Department and the State to the referenced property.

This section for Local Health Department use only.

PART 2: LHD Completeness Review of the Notice of Intent to Construct

“(c) Completeness Review for Notice of Intent to Construct. – The local health department shall determine whether a notice of intent to construct, as required pursuant subsection (b) of this section, is complete within 15 business days after the local health department receives the notice of intent to construct. A determination of completeness means that the notice of intent to construct includes all of the required components. If the local health department determines that the notice of intent to construct is incomplete, the department shall notify the owner or the professional engineer of the components needed to complete the notice. The owner or professional engineer may submit additional information to the department to cure the deficiencies in the notice. The local health department shall make a final determination as to whether the notice of intent to construct is complete within 10 business days after the department receives the additional information from the owner or professional engineer. If the department fails to act within any time period set out in this subsection, the owner or professional engineer may treat the failure to act as a determination of completeness.”

The review for completeness of this Notice of Intent was conducted in accordance with G.S. 130A-336.1(c).

- According to information submitted by the PE, this Notice of Intent is incomplete. (Enter item numbers.)

- Copies of this form listing missing items were sent to the design PE and the Owner on _____ via _____
Email, FAX, USPS, hand-delivered *Date*
- This NOI is determined to be complete.
- A copy of this form was sent to the State on _____ via _____
Date *Email, FAX, USPS, hand-delivered.*

Print Name of Authorized Agent of the LHD *Signature of Authorized Agent of the LHD* *Date*

This section for Local Health Department use after submittal of items noted as missing above.

LHD Follow-up Completeness Review of Intent to Construct Date of resubmission to LHD: _____

This follow-up review for completeness of this Notice and Intent was conducted in accordance with G.S. 130A-336.1(c).

- According to information submitted by the PE, this notice of intent remains incomplete. (Enter item numbers.)

- Copies of this form were sent to the design PE and the Owner on _____ via _____
Date *Email, FAX, USPS, hand-delivered*
- This NOI is determined to be complete.
- Copies of this form were sent to the State on _____ via _____
Date *Email, FAX, USPS, hand-delivered*

Print name of authorized Agent of the LHD *Signature of authorized Agent of the LHD* *Date*

Except for date received, this section to be completed by the Owner or by the PE designated to act as their legal representative for the EOP.

PART 3: Authorization to Operate (ATO)

“(m) Authorization to Operate. – Within 15 business days of receipt of the documents and fees required pursuant to G.S. 130A-336.1(l)(1), the local health department shall issue the owner a letter of confirmation that states the documents and information contained therein have been received and that the wastewater system may operate in accordance with rules adopted by the Commission.”

Date Received by LHD: _____

The following items are included in this submittal for an Authorization to Operate under an EOP:

- 1. Signed and sealed copy of the Engineer’s report that includes:
 - a. Signed and sealed evaluation of soil conditions and site features Yes No
 - b. Drawings, specifications, plans Yes No
 - c. Reports on special inspections and final inspection Yes No
 - d. Management Program manual and Operator contract Yes No
 - e. On-site Wastewater Contractor’s signed statement Yes No
 - f. Signed and sealed statement pursuant to 15A NCAC 18A .1938(h) Yes No
- 2. Fee (as applicable) Yes No
- 3. Notarized letter documenting Owner’s acceptance of the system from the PE Yes No

Attestation by the Owner or the PE for Authorization to Operate

I, _____ hereby attest that the items indicated above have been provided to the
Print Name of Owner or Professional Engineer

_____ County LHD.

Signature of Owner or Professional Engineer *Date*

NOTE: The Department, the Department’s authorized agents or local health departments shall have no liability for wastewater systems designed, constructed and installed pursuant to an Engineered Option Permit. [(NC General Statute 130A-336.1(f))]

This section for LHD Use Only.

LHD Review of required information for the ATO

The Owner or PE submitted information for the Authorization to Operate to the LHD on _____.
Date

According to the statement above by the Owner or PE, following items are missing from the information required for an Authorization to Operate a system permitted through the Engineered Option Permit (Enter item numbers from list above):

 Copies of this form noting missing items were sent to the design PE and the Owner on _____ via _____
Email, FAX, USPS, hand-delivery *Date*

According to the statement above by the Owner or PE, the information submitted is complete and this Authorization to Operate is hereby issued in accordance with G.S. 130A-336.1(m).

Print Name of Authorized Agent of the LHD *Signature of Authorized Agent of the LHD* *Date*

NOTE: The Department, the Department’s authorized agents or local health departments shall have no liability for wastewater systems designed, constructed and installed pursuant to an Engineered Option Permit. [(NC General Statute 130A-336.1(f))]

STATE OF NC ENGINEERED OPTION PERMIT
APPENDIX A: INSTRUCTIONS FOR USE OF THE COMMON FORM

GENERAL INFORMATION

This State form is required for submittal of documentation of an Engineered Option Permit (EOP) pursuant to NC General Statute 130A-336.1.

Three separate actions are addressed in this single form:

1. Notice of Intent to Construct (NOI)
2. Local Health Department (LHD) Completeness Review of the NOI
3. Authorization to Operate (ATO)

G.S. 130A-336.1 states that:

“The Department, the Department’s authorized agents or local health departments shall have no liability for wastewater systems designed, constructed and installed pursuant to an Engineered Option Permit.”

The registered professional engineer (PE) is fully responsible for the siting, design, construction of the system as well as for development of an appropriate management plan. Thus, the LHD shall not conduct a qualitative review of submitted information but will simply document that the PE or Owner attests that the information required by Statute and Rule has been provided. The directions provided here describe the steps in using this State approved common form.

PART 1: Notice of Intent to Construct (NOI)

The LHD enters the date that the NOI is received. The PE completes the remainder of this part of the form through item 17 and attests to the integrity of the submitted information. The form may be submitted to the LHD by either the Owner or the PE, provided the PE is designated by the Owner as their legal representative.

Attestation by Registered Professional Engineer

The PE signs and dates this section to attest that the information provided on the form meets the requirements of 130A-336.1 and 15A NCAC 18A .1971.

The LHD verifies that the PE signed and dated this section.

Designation of PE as Owner’s Representative

If the Owner wishes, they may designate the PE to act as their legal representative for purposes of the EOP. The Owner may use this part of the form for the purpose of designation. Other means of such designation are acceptable provided that the documentation clearly indicates the same information shown in this section and the Owner signs and dates the documentation.

PART 2: LHD Completeness Review of the Notice of Intent

This section is designed for the LHD to document receipt of the required items. The LHD has no liability for the site evaluation, design plans and specifications and the construction of the system. Thus, the completeness review is based upon information that the PE provides and attests to, not on the basis of any other review of the submittal.

Items 1 through 5: The LHD verifies that the PE provided contact information for the Owner as well as for all professionals who will participate in the design, permitting, installation and inspection process.

Item 6 through 17: LHD verifies that the PE attested to the following on the NOI:

6. Proof of Insurance is attached for each professional that includes the name of the insurer, the name of the insured individual and the effective dates of coverage. (*Note that, at a minimum, the PE must check boxes for "PE", "LSS" and "Onsite Wastewater Contractor" and attach Proof of Insurance attached in accordance with G.S. 130A-336.1(b)(3).*)
 7. The PE identified a physical location of the property. If a 911 address is not yet assigned, other identifying information must be provided such as a PIN or Subdivision name/Phase or Section/Lot number.
 8. The PE provided a facility description (e.g., "Single family residence", "Office space" or "Dog kennel"). The PE shall describe any factors that "would affect the wastewater load" on the form.
 9. The PE designated a System Type (per Rule.1961) and rough system location ("Right rear of property as viewed from the road" or similar).
 10. The PE stated the projected wastewater flow and indicated the projected wastewater strength. (*Duplicate plans for EOPs addressing flows greater than 3,000 gpd or industrial process wastewater (IPWW) are required to be sent to the state by the PE.*)
 11. The PE stated that a Plat as defined in 130A-334 (7a) is included in the submittal.
 12. The PE stated that the Owner owns or controls the property on which the system is located as required by 15A NCAC 18A .1938(j).
 13. If the PE indicated that easements or encroachment agreements are required, the PE also lists the County, Deed book and Page number where they are recorded.*
 14. If the PE indicated that multi-party agreements are required, the PE also lists the County, Deed book and Page number where they are recorded.*
 15. The PE stated that any proposed setbacks to all water supplies and appurtenances are compliant with 15A NCAC 18A .1950.
 16. The PE stated that a soils and site evaluation signed and sealed by either a Licensed Soil Scientist or a Licensed Geologist (as applicable) is attached.
 17. The PE stated whether or not plans for proposed landscape, site, drainage or soil modifications are included.
- *These must be addressed prior to submittal of the NOI so that Owner can apply for building permits once the NOI is determined to be complete.

Documentation of results of LHD Completeness Review of the NOI

- The LHD verifies that the PE signed and dated this section to attest to the integrity of the information.
- If the PE is acting on the owner's behalf for ANY part of this process, the LHD verifies that the Owner signed the section for designation of the PE as their legal representative.
- If the information provided by the PE on the NOI form is *incomplete*, the LHD checks the box and enters the item number(s) in the space provided. If the information provided by the PE indicates that no items are missing, enter "None".
- The LHD checks the box to indicate notification was sent to the Owner and PE of items necessary to complete the NOI. The LHD indicates the date notification was conveyed and the means of conveyance.
- If the NOI is deemed *complete*, the authorized agent prints their name, signs and dates the form.
- A copy of the form is sent to the Owner and PE. *The LHD retains the original document.*
- The LHD shall note the date a copy of the final NOI is sent to the Department.

The LHD must complete this review and respond to the PE and Owner within 15 days of receipt of the initial submittal or within 10 days of submittal of missing information. If the LHD fails to respond, the owner or PE may treat the failure to act as a determination of completeness.

If needed, the LHD uses the area provided to document a 'follow up' review when missing items are submitted.

PART 3: Authorization to Operate (ATO)

When construction of the system is complete, the owner (or the PE, if designated as the Owners legal representative) shall submit documentation to the LHD as required in 130A-336.1(l) and as further specified in 130A-336.1(k) and 15A NCAC 18A .1938(h).

- The LHD enters the date the information was received.
- The Owner or PE indicates on this form what information they have submitted to the LHD by indicating YES or NO next to each required item.
- The Owner or PE signs and dates this section to attest that the listed information is attached.
- The LHD verifies that the Owner or the PE signed this section attesting to the integrity of the information.

The LHD shall respond to the PE and Owner within 15 days of receipt this information.

- If the information provided by the Owner or PE is incomplete (as indicated on the form), the LHD checks the box and enters the item number(s) in the space provided.
- If the information indicates that no items are missing, enter "None".
- The LHD checks the box to indicate notification was sent to the Owner and PE of items necessary to complete the ATO. The LHD enters the date notification was conveyed and the means of conveyance.
- If the information is complete, the authorized agent prints and signs their name and dates the form.
- A copy of the form is sent to the Owner and PE. The LHD retains the original document.
- The LHD shall note the date a copy of the final NOI is sent to the Department.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (e)

Meeting Date: September 12, 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

Advisory Board of Older Adult Services

The request included in your August agenda omitted one change to the Advisory Board of Older Adults – the removal of Michelle Warren-Coleman, formerly of Community Home Health.

Convention and Visitors Bureau

The CVB Board has requested that Chris Driver and Matthew Register be appointed to fill the positions for Business Representatives on the CVB Board. Also, the Board has requested that Julie Stadig, owner/operator of the Ashford Inn be appointed Chairperson of the CVB Board.



DATE: 23 August 2016

TO: Sue Lee, Vice Chair, Sampson County Board of Commissioners
VIA: Ed Causey, County Manager
Susan Holder, Assistant County Manager

FROM: Ray Jordan, Chairman

SUBJECT: Board Appointments and Board Chair

The board of the Sampson County Convention & Visitors Bureau has two individuals whose terms expired on June 30th. The CVB Board would like to recommend two individuals to fill these board seats. The CVB Board voted unanimously to recommend for consideration by the BOC that Mr. Chris Driver and Mr. Matthew Register be appointed to fill these seats.

Mr. Register is from Garland, he along with his wife Jessica own and operate Southern Smoke BBQ & South Catering. Mr. Register would fill the requirement of a Sampson County Business and would also represent the restaurant/hospitality industry. Mr. Driver and his wife are the owners of Sweet Frog Frozen Yogurt in Clinton. He would provide representation from a business as well as represent the restaurant/hospitality industry. Mr. Driver and Mr. Register have both agreed to serve should they be appointed by the Sampson County Board of Commissioners.

During the August 23rd CVB Board meeting, the board voted to recommend to the BOC that Mrs. Julie Stadig be appointed to serve as Chair of the CVB Board of Directors. Mrs. Stadig would be replacing the current Chair, Ray Jordan. Mrs. Stadig has agreed to serve should the BOC appoint her to this position. Mrs. Stadig along with her husband are the owners and operators of The Ashford Inn.

Below is the contact information for each person being offered for consideration.

Mr. Chris Driver
203 Grove St
Clinton, NC 28328
910.990.7436

Mr. Matthew Register
241 N. Ingold Ave.
Garland, NC 28441
910.549.7484

Mrs. Julie Stadig
615 College Street
Clinton, NC 28328
910.596.0961

If you should have any questions or need additional information, please contact me at your convenience.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 5

Meeting Date: September 12, 2106 Information Only Public Comment
 Report/Presentation Closed Session
 Action Item Planning/Zoning
 Consent Agenda Water District Issue

SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple Departments

ITEM DESCRIPTIONS/ ATTACHMENTS:

- a. Approve the minutes of the August 1, 2016 meeting
- b. Proclaim September as National Recovery Month (see Eastpointe resolution)
- c. Authorize execution of the URP16 (Urgent Repair Program) Funding Agreement, Assistance Policy and Procurement and Disbursement Policy
- d. Adopt resolution indicating intent to accept offer for purchase of surplus property located on Whit Road, Newton Grove Township and direct advertisement for upset bid pursuant to GS 160-269
- e. Declare .5-acre parcel on Ruffin Road (Parcel 09082806001) as surplus and authorize staff to accept bids pursuant to upset bid process (GS 160-269) (The Board may wish to set a minimum bid.)
- f. Approve fee revisions as requested by Board of Health
- g. Approve contract between Sampson County and NC Forestry Service for FY 2016-2017
- h. Approve late disabled veterans tax exclusion applications for Ellis Williams, Garland T. Cooke, Ruben L. Ricks, Jr., Glenwood E. Bullock (deceased)/Edna Bullock (surviving spouse)
- i. Approve tax refunds as submitted
- j. Approve budget amendments as submitted

RECOMMENDED

ACTION OR MOTION: Motion to approve Consent Agenda as presented

The Sampson County Board of Commissioners convened for their regular meeting at 7:00 p.m. on Monday, August 1, 2016 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Vice Chairperson Sue Lee, and Commissioners Albert Kirby Jr., Harry Parker and Clark H. Wooten. Absent: Chairman Billy C. Lockamy.

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

Approval of Agenda

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

Item 1: Reports and Presentations

Recognition of Retirees Service plaques were presented to retirees Alice Williams, Grace Weeks, Michelle Hill and Janet Melvin.

Recognition of CES Extension Agent James Hartsfield was recognized for his promotion to full agent status by Cooperative Extension.

Item 2: Planning and Zoning Items

RZ-7-16-1 Vice Chairperson Lee called the hearing to order and recognized Planning Director Mary Rose who reviewed a request to rezone approximately 2.5 acres located at 10422 Faison Highway from RA-Residential Agriculture to C-Commercial. She reported that the Planning Board had heard certain findings of fact and had determined that the request was consistent with the goals and objectives of the Sampson County Land Use Plan for commercial growth due to the fact this area is located along NC Highway 403, a major thoroughfare designated as a Commercial Growth Area in Section 1 of the Sampson County Land Use Plan. Based upon these findings, the Planning Board had unanimously recommended approval of the rezoning request and the adoption of a zoning consistency statement. The Vice Chairperson opened the floor for comments, and none were received.

The Vice Chairperson closed the hearing. Upon a motion made by Commissioner Parker and seconded by Commissioner Kirby, the Board voted unanimously to approve rezoning request RZ-7-16-1, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does*

hereby find and determine that the recommendation of the ordinance amendment RZ-7-16-1 is consistent with the goals and objectives of the Sampson County Land Use Plan for commercial growth due to the fact this area is located along NC Highway 403, a major thoroughfare designated as a Commercial Growth Area in Section 1 of the Sampson County Land Use Plan.

Planning Board Appointment Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kirby, the Board voted unanimously to reappoint Ann Naylor to the Planning Board.

Item 3: Actions Items

Appointments – Advisory Board of Older Adult Services Upon a motion by Vice Chairperson Lee and a second by Commissioner Parker, the Board voted unanimously to appoint Lorie Johnson, Robert Cashwell, Ruby Cashwell, William Boney, Shirley Cooper and Denise Thompson, to replace Carla Johnson (DSS) with Nina Williams (DSS), and to remove Eldora Lewis, Rochelle Stuart, Stanley Royal, Dorothy Hart and Gene Hart from the Advisory Board of Older Adult Services.

Item 4: Consent Agenda

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

- a. Approved the minutes of the July 11, 2016 meeting
- b. Adopted a proclamation honoring Reverend Ray Charles Bolton on his 13th pastoral anniversary (Copy filed in Inc. Minute Book _____, Page _____.)
- c. Approved the legal services contracts between Sampson County (Department of Social Services) and Tiffany Naylor and Warrick & Bradshaw (Copies filed in Inc. Minute Book _____, Page _____.)
- d. Authorized the execution of the grant documents related to the NC Rural Infrastructure Authority grant award for the Farm Fresh Produce Distribution project (Copies filed in Inc. Minute Book _____, Page _____.)
- e. Approved revisions to the Sampson-Clinton Public Library’s Fine, Fees and Replacement Policy and the Registration and Lending Policy, as recommended by the Library Board of Trustees (Copies filed in Inc. Minute Book _____, Page _____.)
- f. Approved a late disabled veterans tax exclusion application for Bobby A. Owens
- g. Approved tax refunds as submitted:

#7538	Jackson, Eric Alan	\$ 143.56
#7539	Daughtry, Lynn Register	\$ 178.28
#7513	Hairr, Charles Linden Jr.	\$ 113.30
#7515	Melvin, Naomi	\$ 153.14

h. Approved budget amendments as submitted

<u>EXPENDITURE</u>		<u>Communications Tower</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
11141350	535200	Maint/Repair Equipment	76,398.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	
11034135	408900	Misc Revenue	76,398.00

<u>EXPENDITURE</u>		<u>Aging</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
02558800	526200	Nutrition - Dept Supplies	300.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	
02035880	408401	Nutrition - Donations	300.00

<u>EXPENDITURE</u>		<u>Schools & Community College</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
11659110	555031	City Schools Category I Capital Outlay	138,178.00
11659140	555030	County Schools Category I Capital Outlay	33,347.00
11659140	555031	County School Category II Capital Outlay	120,610.00
11659220	558000	Community College Roofs/Improvements	85,653.00
11659220	558255	Community College HVAC	123,990.00
19959110	582096	Trans to Gen Fund City Schools	138,178.00
19959140	582096	Trans to Gen Fund County Schools	153,984.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	
11035911	409612	Transfer from Schools Capital Reserve	138,178.00
11035914	409612	Transfer from Schools Capital Reserve	153,984.00
19932320	409900	Fund Balance Appropriated Reserve	292,162.00
11039999	409900	Fund Balance Appropriated	209,643.00

<u>EXPENDITURE</u>		<u>Various</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
11141200	539500	Employee Training	3,000.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	
11039999	409800	Fund Balance Approp Encumbrances	3,000.00

Item 5: Board Information

The Board was provided with the following items for information only:

- a. Letter of Appreciation from Sampson County History Museum
- b. Sampson Area Transportation - FY 2016-17 Annual Success Plan (required by NC DOT)
- c. NCACC Request for Legislative Goals
- d. SRMC - Request for Attendance at Annual Budget Presentation (September 26, 6 pm)

County Manager Reports

County Manager Ed Causey reminded the Board of the NCACC Annual Conference in Forsyth County the second week of August; he and Commissioner Kirby were registered to attend. He noted that staff would provide information at the September meeting on the proposed job description for the newly approved Human Resources Director, a draft RFP for revaluation, and possibly a recommendation of a candidate to fill the Animal Shelter Director position.

Public Comments

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

Adjournment

Upon a motion made by Commissioner Parker and seconded by Commissioner Wooten, the Board voted unanimously to adjourn.

Sue Lee, Vice Chairperson

Susan J. Holder, Clerk to the Board



Corporate Office:
514 East Main Street
Post Office Box 369
Beulaville, N.C. 28518
Administration: 800-513-4002
Access to Care: 800-913-6109

Sarah N. Stroud, CEO

PROCLAMATION

Mental and/or substance use disorders affect all communities nationwide, but with commitment and support, people with these disorders can achieve healthy lifestyles and lead rewarding lives in recovery. By seeking help, people who experience mental and/or substance use disorders can embark on a new path toward improved health and overall wellness. The focus of **NATIONAL RECOVERY MONTH** this September is to celebrate their journey with the theme “*Join the Voices for Recovery: Our Families, Our Stories, and Our Recovery*”. Recovery Month spreads the message that behavioral health is essential to health and one’s overall wellness, and that prevention works, treatment is effective, and people recover.

The impact of mental and/or substance use disorders is apparent in our local community. Through Recovery Month, people become more aware and able to recognize the signs of mental and/or substance use disorders, which can lead more people into needed treatment. Managing the effects of these conditions can help people achieve healthy lifestyles, both physically and emotionally.

The Recovery Month observance continues to work to improve the lives of those affected by mental and/or substance use disorders by raising awareness of these diseases and educating communities about the prevention, treatment, and recovery resources that are available. For the above reasons, we are asking the citizens in the Eastpointe MCO region to join us in celebrating this September as **NATIONAL RECOVERY MONTH**.

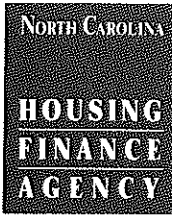
The Eastpointe Board of Directors does hereby proclaim the month of September 2016 as **NATIONAL RECOVERY MONTH** in the Eastpointe MCO region, and calls upon our community to observe this month with compelling programs and events that support this year’s observance.



Eastpointe Board Chair



Managing Behavioral Healthcare for the Citizens of Bladen, Columbus, Duplin, Edgecombe, Greene, Lenoir, Nash, Robeson, Sampson, Scotland, Wayne, and Wilson Counties



August 12, 2016

A self-supporting
public agency

Edwin Causey, County Manager
Sampson County
405 County Complex Road, Suite 140
Clinton, NC 28328

A. Robert Kucab
Executive Director

Dear Mr. Causey:

PO Box 28066
Raleigh, NC
27611-8066

Your organization's "Post Approval Documentation" has been reviewed and approved. Enclosed is the URP16 Funding Agreement. Please have them both signed and dated by the Chief Administrative Official identified in the URP16 Application for Funding, and email an executed electronic copy of each to Mark Lindquist at mwlindquist@nchfa.com, keeping the originals for your files. The Funding Agreement is a part of the Program Guidelines and should be studied carefully.

3508 Bash Street
Raleigh, NC
27609-7509

An Agency officer has been assigned to work with each recipient organization as its single point of contact for all matters pertaining to URP16. We refer to them as "case managers" and charge each with assisting their assigned cases as needed to help ensure your success in achieving the Program goals. I am your case manager for this project. Please do not hesitate to contact me at 919-877-5627 any time you have questions, concerns or comments. All URP-related correspondence (including your executed Funding Agreement) should be addressed to my attention.

TEL. 919-877-5700
FAX. 919-877-5701
www.nchfa.com

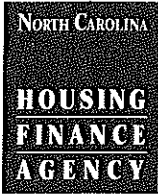
I look forward to working closely with you and your staff toward the successful implementation and completion of your Urgent Repair Program project.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Handley".

Mike Handley,
Manager of Housing Rehabilitation

cc: Ms. Lorie Sutton, Director of Aging Services



North Carolina Housing Finance Agency
 3508 Bush Street
 Raleigh, NC 27609
 (919) 877-5700

**IRAN DIVESTMENT ACT CERTIFICATION
 REQUIRED BY N.C.G.S. 143C-6A-5(a)**

Name of Vendor/Bidder: Sampson County
 ("Company")

As of the date listed below, Company warrants and certifies that Company is not identified on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-6A-4 and found at www. nctreasurer .com/Iran. The person signing this certification certifies that he or she is authorized by Company to make the foregoing certification. Company further agrees that it will not utilize any subcontractor that is identified on the Final Divestment List in connection with any contract or bid with the North Carolina Housing Finance Agency.

 Signature Date

 Printed Name Title

Notes to persons signing this form:
 N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, or any agency or other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made Its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www. nctreasurer .com/Iran and will be updated every 180 days.

NORTH CAROLINA HOUSING FINANCE AGENCY

URGENT REPAIR PROGRAM

FUNDING AGREEMENT

Recipient: **Sampson County**

Funding Agreement Number: **URP1630**

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

FUNDING AGREEMENT

This Funding Agreement (the "Agreement") is entered into on the 12th day of August, 2016, by the North Carolina Housing Finance Agency (the "Agency"), a public agency of the State of North Carolina and Sampson County (the "Recipient").

Recitals

Whereas, the North Carolina Housing Trust Fund (the "Fund") was created by the 1987 Session of the North Carolina General Assembly which added Chapter 122E to the General Statutes, entitled the North Carolina Housing Trust Fund and Oil Overcharge Act (the "Act"); and

Whereas, the Act also created the North Carolina Housing Partnership (the "Partnership") to establish policies for programs of the Fund; and

Whereas, the Partnership has adopted policy guidelines for the operation of an Urgent Repair Program (the "Program") from the Fund; and

Whereas, the Agency is responsible for implementing and operating programs of the Fund based on the policies of the Partnership; and

Whereas, the Agency has advertised the availability of applications for funding under the Program;

Whereas, the Application of the Recipient identified on the cover page of this Funding Agreement was received, evaluated, and approved by the Agency and thereby made a part of this Agreement to be referenced as applicable; and

Whereas, the Agency has developed Program Guidelines (the "Guidelines") dated May 2016, governing the execution of the Program by the Recipient and their relationship to this Agreement is made explicit in section 9 of this Agreement;

Now, therefore, in consideration of the payment of ten dollars (\$10.00) by the Recipient to the Agency, the exchange of the mutual promises set forth herein and other good and valuable consideration the Recipient and the Agency mutually agree as follows:

PART A: TIME OF PERFORMANCE

Section 1: Time of Performance

(a) The Recipient shall begin performance of this Agreement on the 1st day of July, 2016 and shall complete performance no later than the 31st day of December, 2017 (date of completion). Any funds that are not committed under contract (pursuant to section 3.1 of the Program Guidelines) to a Program participant as of the completion date must be withdrawn from deposit and returned to the Agency, unless the Agency agrees in writing to an extension of this Agreement.

(b) The Recipient must make reasonable progress in the use of funds under this Agreement. Failure to do so may result, at the discretion of the Agency, in a reduction of the amount of funds available under this Agreement.

PART B: PROGRAM FUNDING

Section 2: Grant Amount

(a) The Agency has approved a Program Grant to Sampson County in the principal amount of One Hundred Thousand Dollars (\$100,000). The funds are from the State appropriated North Carolina Housing Trust Funds. In no event shall expenditures under this Agreement exceed this Program Grant.

Section 3: Disbursement of Funding

The Recipient will receive Program funds in accordance with the Guidelines, section 3.2 *Disbursements*.

Section 4: Deposit of Funds

(a) Any money advanced to the Recipient must be deposited, tracked and documented in accordance with the Guidelines, sections 3.4 *Recipient Accounts* and 3.5 *Program Income*.

(b) The Agency reserves the right to require that all deposits made in eligible accounts will be subject to withdrawal by the Recipient and will also be subject to withdrawal by the Agency. If the Agency chooses to exercise this option, an agreement for custodial accounts will be provided by the Agency to implement the requirement and will be executed prior to the initial disbursement.

(c) Checks will be delivered to the addresses provided in section 21 of this Agreement.

PART C: FINANCIAL MANAGEMENT

Section 5: Honesty and Fidelity Bond

The Recipient must comply with the Honesty and Fidelity Bond requirements of the Guidelines, Section 3.3 *Honesty and Fidelity Bond*.

Section 6: Establishment and Maintenance of Accounting Records

The Recipient must comply with the accounting procedures of the Guidelines, Section 3.6 *Accounting*.

Section 7: Procurement Procedures

Recipient shall establish written procurement and contracting procedures which provide that proposed procurement and contracting actions will be properly managed in accordance with the Guidelines, section 3.8 *Procurement*.

Section 8: Annual Audit Report

The Recipient must comply with the auditing standards and requirements of the Guidelines, section 3.9 *Financial Audit Requirements*.

PART D: PROGRAM MANAGEMENT

Section 9: Program Guidelines

The terms of the Agreement are subject to the Guidelines in all respects, whether specifically referenced in this Agreement, and all defined terms used in this Agreement shall have the same meanings as used in the Guidelines. In the event the Guidelines are revised, the Agency will forward such revisions to the Recipient and thereby make them a part of this Agreement. Failure of the Recipient to comply with the terms and conditions of the Guidelines shall be an event of default by the Recipient under this Agreement.

The Agency may reduce, suspend, or otherwise change the disbursement of payments under this Agreement, and the Agency may terminate this Agreement if the Agency determines that the Recipient has failed to comply with the Guidelines.

Section 10: Program Documents

The Recipient's Program must use grants to finance eligible repairs for Program participants. The Recipient must comply with the documentation requirements of the Guidelines, section 4.3 *Program Documents*.

Section 11: Recipient Responsibility

The Recipient must comply with the procedures and requirements of the Guidelines, section 3.10 *Monitoring by Recipient*.

Section 12: Reports

The Recipient must comply with the procedures and requirements of the Guidelines, section 3.11 *Reporting by Recipient*.

Section 13: Right To Inspect

The Recipient must comply with the procedures and requirements of the Guidelines, section 3.12 *Monitoring by Agency*.

PART E: GENERAL CONDITIONS

Section 14: Prohibited Activity

The Recipient must comply with the procedures and requirements of the Guidelines, section 2.2 *Prohibited Activities*.

Section 15: Publicity

The Recipient must, when publicizing Program availability, act in accordance with the requirements of the Guidelines, section 4.1 *Selection of Applicants*.

Section 16: Contract Changes

Any proposed changes in this Agreement shall be in writing, submitted to and approved and executed by the Agency before the performance of any work involved in the proposed change.

Section 17: Assignment

This Agreement shall be binding on and inure to the benefit of the Agency, its successors and assigns. The Recipient may not assign all or any part of its interest in this Agreement or delegate any duty or obligation hereunder without the prior written consent of the Agency.

Section 18: Termination of Agreement

Termination of this Agreement will be governed by the rules and requirements of the Guidelines, section 3.1 *Funding Agreement*.

Section 19: Indemnification

The Recipient holds harmless and indemnifies the Agency from any and all claims, including reasonable attorney's fees, for injury or damage to persons or property which may arise in connection with work performed under this Agreement or pursuant to the Recipient's Program.

Section 20: Litigation

The Recipient represents and warrants to the Agency that there is no pending or active litigation against the Recipient that may jeopardize or adversely affect this Agreement or the completion of activities hereunder.

Section 21: Notice

Any requirement to provide notice under this Agreement shall be deemed to have been met if delivered to the following parties at the following addresses:

Recipient:

Mr. Edwin Causey, County Manager
Sampson County
405 County Complex Road, Suite 140
Clinton, NC 28328

Agency:

Mike Handley, Manager of Housing Rehabilitation
North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, NC 27609-7509

Section 22: Entire Agreement

This Agreement consists of eight pages, including the cover page, and is the entire Agreement between the Agency and the Recipient.

In Witness Whereof, the parties below have executed this Agreement on the date first written above.

Recipient

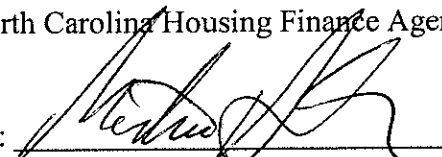
Attest

By: _____

Its: _____

North Carolina Housing Finance Agency

Amy Batzel
Attest

By: 
Its: Manager of Housing Rehabilitation

Sampson County Assistance Policy For the 2016 Cycle of the Urgent Repair Program

What is the Urgent Repair Program? Sampson County has been awarded \$100,000.00 by the North Carolina Housing Finance Agency (“NCHFA”) under the 2016 cycle of the Urgent Repair Program (“URP16”). This program provides funds to assist very-low and low-income households with special needs to address housing conditions which pose imminent threats to their life and/or safety or to provide accessibility modifications and other repairs necessary to prevent displacement of very-low and low-income homeowners with special needs such as fail elderly and persons with disabilities. At total of 15 households will be assisted under URP16.

This Assistance Policy describes who is eligible to apply for assistance under URP16, how applications for assistance will be rated and ranked, what the form of assistance is and how the repair/modification process will be managed. This policy is designed to be fair, open, and consistent with the NCFHFA’s URP Program Guidelines.

The funds provided by NCHFA come from the North Carolina Housing Trust Fund. Other sources of funding to be used in conjunction with the Urgent Repair Program will be Home & Community Block Grant and County Contribution in the amount of \$10,000.00.

Eligibility To be eligible for assistance under URP16 applicants

1. must reside with Sampson County. Must own or have documented proof of a life estate and occupy the home in need of repair.
2. must have a household income which does not exceed 50% of the County median income for the household size (see income limits below)
3. must have a special need (i.e. be elderly, > 62 years old, a Veteran, handicapped or disabled, a single parent with a dependent living at home, a large family with > 5 household members of a household with a child below the age of six with an elevated blood lead level (between 10µg/dl and 20µg/dl).
4. must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs.

URP16 Income Limits

Number in Household	30% of Median (very-low income)	50% of Median (low income)
1	\$12,100	\$20,150
2	\$13,800	\$23,050
3	\$15,550	\$25,900
4	\$17,300	\$28,800
5	\$18,650	\$31,100
6	\$20,050	\$33,400
7	\$21,450	\$35,700
8	\$22,800	\$38,000

***Income limits are subject to change based on annually published HUD Home Limits**

Outreach Efforts of the Urgent Repair Program Sampson County will put a notice in the local Newspaper Briefs section announcing the URP16 funding. We will also post notices at senior centers throughout the County, and on the County's website.

Selection of applicants The County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system, applicants will receive points for falling into certain categories of special need and income. The applications will be ranked according to which receive the most points.

Priority Ranking System

<i>Special Needs (for definitions, see below)</i>	<i>Points</i>
Disabled, Elderly or Veteran Head of Household (<i>62 or older</i>)	4
Disabled, Elderly, or Veteran Household Member (<i>not Head of Household</i>)	4
Single-Parent Household (<i>with one or more children in the home</i>)	3
Large Family (<i>5 or more permanent residents</i>)	2
Emergency (<i>may submit without regard to application deadlines</i>)	2
Elevated Blood Lead Level Child	2
<i>Income (See Income Table above)</i>	<i>Points</i>
Less than 30% of County Median Income	10
30% to 50% of County Median Income	5
Households that have applied in previous funding cycles and have not received a loan	5

Under NCHFA Program Guidelines, a minimum of 50% of households assisted must have incomes which are less than 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median income will be eligible. This guideline will be adhered to strictly and will be the primary factor in the selection of those households to be assisted under URP16.

Recipients of assistance under the URP16 will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

The definitions of special needs’ populations under URP16 are:

- *Elderly:* An individual aged 62 or older.
- *Emergency:* A situation in which a household member has an immediate threat of being evicted or removed from a home due to health or safety issues within a time frame that the program can complete a repair to stop eviction or removal. These applications will be received at any time during the funding cycle and evaluated on the ability of the program to complete the work in a timely manner that meets the goal of assisting homeowners to remain in their home.
- *Disabled:* A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- *Large Family:* A large family household is composed of five or more individuals; at least four are immediate family members.
- *Head of Household:* The person or persons who own(s) the house.
- *Household Member:* Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members

will be used to determine household size and all household members are subject to income verification).

- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family's application.
- *Single-Parent Household*: A household in which one and only one adult resides with one or more dependent children.
- *Veteran*: A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
- *Child with elevated blood lead level*: a child below the age of six with an elevated blood lead level between 10µg/dl and 20µg/dl.

Client Referral and Support Services Many homeowners assisted through the Urgent Repair Program may also need other services. When the Urgent Repair Program staff meet the homeowner during the work write-up process, they will discuss the resources and programs available in the County and provide pamphlets and a list of the agencies with contact information. With the homeowner's permission, a case file will be created and a staff person will follow up with the homeowner concerning the available services in the referral network.

What is the form of assistance under URP16? The County will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured deferred, interest-free loan, forgiven at a rate of \$1,000 per year, until the principal balance is reduced to zero.

What is the amount of the loan? The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the county's rehabilitation specialist. There is no minimum to the amount of the loan; however, the maximum life-time limit according to the guidelines of URP16 is \$8,000.

What kinds of work will be done? Only repairs that address imminent threats to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the county's URP. It should be noted that all deficiencies in a home may not be rectified with the available funds.

All work that is completed under URP16 must meet or exceed NC Residential Building Code.

Who will do the work on the homes? The County is obligated under URP16 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet those very difficult requirements, the County will invite bids from a minimum of three contractors. Please request a copy of the County's Procurement and Disbursement Policy for further information.

A minimum of three approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" is described in the Procurement and Disbursement Policy.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for the Sampson County's URP16, what work can be done, and who will do it, let's go through all the major steps in the process:

- 1. Completing an Application form:** Homeowners who wish to apply for assistance must do so by October 1, 2016. Apply by contacting Angela Faircloth at (910) 592-4653. Proof of ownership and income will be required. Those who have applied for housing assistance from the County in the past will not automatically be reconsidered. A new application will need to be submitted.
- 2. Preliminary inspection:** The County's Rehabilitation Specialist will visit the homes of potential loan recipients to determine the need and feasibility of repairs/modifications.
- 3. Screening of applicants:** Applications will be rated and ranked by the County based on the priority system outlined on page 2. The households to be assisted will be selected by November 1, 2016. Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified along with other rating factors. From this review, the ten (15) most qualified applicants will be chosen according to the priority system described above. There will also be a list of three (3) alternates. Applicants not receiving notification that they were chosen by November 15, 2016 may contact Angela Faircloth, at (910) 592-4653 to confirm the disposition of the application.
- 4. Applicant interviews:** Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with their project at this informational interview.
- 5. Work write-up:** The County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up". A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.
- 6. Formal agreement:** After approval of the work write-up, the homeowner will sign a formal agreement that will explain and govern the repair/modification process, and an explanation of the Promissory Note, which is considered a forgivable loan. This agreement will define the roles of the parties involved throughout the process.
- 7. Bidding:** The work write-up and bid documents will be mailed to a minimum of three contractors who will be given one week in which to inspect the property and prepare bid proposals. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. A bid opening will be conducted at the Department of Aging office at a specified date and time, with all bidders invited. The Home Repairs Coordinator and at least one more County Employee will be present at the bid opening and information will be recorded.
- 8. Contractor selection:** Within 24 hours of the bid opening, after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the County's cost estimate, (4) any support or contingency costs that will be included in the loan amount, and (5) if other than the lowest bidder is selected, the specific reasons for the selection.

- 9. Execution of loan and contract:** The loan will be executed as well as the repair/modification contract prior to work beginning on the project. This contract will be between the contractor and homeowner, with the County signing as an interested third party. The cost of the actual work and project related support costs up to the amount of \$800 will be included in the loan document.
- 10. Pre-construction conference:** A pre-construction meeting will be held at the home. At this time, the homeowner, contractor and program representatives will be present and discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). If the contract has been executed, the City will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date within 24 hours of the pre-construction meeting.
- 11. Construction:** The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP16. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.
- 12. Change Orders:** All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor and two representatives of Sampson County. If the changes require an increase in the loan amount, a loan modification stating these changes in the contract amount must be completed by the County, and executed by the owner. If the changes result in a decrease in the loan amount, an estoppel informing the homeowner of these changes in the contract amount will be completed by the County and conveyed to the owner.
- 13. Payments to contractor:** The contractor will be paid following inspection of and satisfactory completion of all items on the work write-up and change orders, if any, as outlined in the County's Procurement and Disbursement Policy.
- 14. Post-construction meeting:** Following construction the contractor and the Rehabilitation Specialist will sit down with the homeowner one last time. At this meeting the contractor will hand over all owner's manuals and warranties on equipment. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for any new equipment installed and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work and the loan.
- 15. Closeout:** Once each item outlined in section 13 has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out (fully completed).

What are the key dates? If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting September 13, 2016.
- Applications must be completed and turned in to Sampson County Department of Aging by 5:00 PM on October 14, 2016.
- Loans made to selected households December 1, 2016.
- All rehabilitation work must be under contract by October 15, 2017.
- All rehabilitation work must be completed by December 31, 2017.

How do I request an application? Just contact:

Angela Faircloth
Sampson County Department of Aging
405 County Complex Road; Suite 140 (Building B)
Clinton, NC 28328
910-592-4653

Is there a procedure for dealing with complaints, disputes and appeals? Although the application process and repair/modification guidelines are meant to be as fair as possible, Sampson County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact Lorie Sutton within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
2. A written appeal must be made within 10 business days of the initial decision on an application.
3. The County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

1. If the homeowner feels that repairs or modifications are not being completed according to the contract, he/she must inform the contractor and Steven Wilson, Home Repairs Coordinator.
2. The Home Repairs Coordinator will inspect the work in question. If he finds that the work is not being completed according to contract, the Home Repairs Coordinator will review the contract with the contractor and ask the contractor to remedy the problem.
3. If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Home Repairs Coordinator and facilitated by the Department of Aging Director.
4. Should the mediation conference fail to resolve the dispute, the Director will render a written final decision.
5. If the Home Repairs Coordinator finds that the work is being completed according to contract, the complaint will be noted and the Home Repairs Coordinator and the homeowner will discuss the concern and the reason for the Home Repairs Coordinator's decision.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to County employees who are directly involved in the program, the North Carolina Housing Finance Agency and auditors.

What about conflicts of interest? No officer, employee or other public official of the County, or member of the Board of Commissioners, or entity contracting with the county, who exercises any functions or responsibilities with respect to URP16 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of County employees, Board Members and others closely identified with the County, may be approved for rehabilitation assistance only upon public disclosure before the Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under URP16, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to **race, color, religion, national origin, sex, familial status and disability**

Who can I contact about URP16? Any questions regarding any part of this application or program should be addressed to:

Angela Faircloth, Steven Wilson, or Lorie Sutton
Sampson County Department of Aging
405 County Completed Rd; Suite 140
Clinton, NC 28328
910-592-4653

These contacts will do their utmost to answer questions and inquiries in the most efficient and correct manner possible.

This Assistance Policy is adopted this ____ day of _____ 2016.

Chairman of Board of Commissioners

Notary Public

Sampson County
Procurement and Disbursement Policy
URGENT REPAIR PROGRAM

PROCUREMENT POLICY

1. To the maximum extent practical, Sampson County promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP).
2. At least three eligible contractors on the County's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the County's cost estimate, and (c) there is no conflict of interest (real or apparent).
3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.
5. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of the County. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work.
8. The County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented.
10. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Rehabilitation Specialist, and (b) the homeowner prior to any payments to contractors. If all work is deemed satisfactory

and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.

2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the County's Home Repair Coordinator, payment may be withheld until such time the work is satisfactory. (Contractors may follow the County's Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
3. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the _____ day of _____ 20____.

Sampson County

BY: _____

ATTEST: _____

CONTRACTORS STATEMENT:

I have read and understand the attached Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____

**RESOLUTION OF THE SAMPSON COUNTY BOARD OF COMMISSIONERS
PROPOSING TO ACCEPT AN OFFER TO PURCHASE CERTAIN REAL ESTATE PURSUANT TO G.S.
160A-269**

Be it resolved that the Sampson County Board of Commissioners proposes to accept the offer of James L. Surlles to purchase that parcel of land owned by Sampson County consisting of approximately one (1) acre, located on Whit Road, Newton Grove Township identified as Sampson County Parcel Identification Number 11001748001. The terms of this proposed sale are for \$7,000 cash, subject to the upset bid procedure of G.S. 160A-269.

Be it further resolved that notice shall be published that any person may raise the bid by not less than 10% of the first \$1,000 and 5% of the remainder. Any person increasing the bid shall deposit 5% of the increased bid with the Clerk to the Board and the clerk shall re-advertise the offer at the increased bid. This process shall continue until no further qualifying bids are received.

The Board may at any time reject any and all offers.

Adopted at a regular meeting held September 12, 2016.

Sampson County Board of Commissioners
by:

Billy C. Lockamy, Chairman

Attest:

Susan J. Holder, Clerk to the Board

Memo

To: David Clack, Finance Officer
From: Juanita Brewington, Purchasing & Contracting Officer
Date: August 9, 2016
Re: Surplus Real Property

On August 8, 2016, we received a request to open the bidding process for surplus real estate located on Whit Road, Newton Grove Township. The offer is in the amount of \$7,000.00 and a bid deposit of 5% (\$350.00) was included with the offer.

This is a one acre tract of land that was acquired by the County through tax foreclosure as surplus and authorized sale by upset bid, setting a minimum bid of \$7,000.00 at the February 3, 2014 Board of Commissioners meeting.

The 2016 tax assessment lists this parcel with a value of \$7,820.00. Attached are a map of the property and the tax assessment.

Pursuant to GS 160A-269, the Board may receive, solicit, or negotiate an offer to purchase and advertise it for upset bids. When an offer is made and the Board proposes to accept it, the Board shall require the five percent (5%) bid deposit and shall publish a notice of the offer. If within 10 days of publication of the offer, no one has raised the bid by no less than ten percent (10%) of the first thousand dollars (\$1,000.00) and five percent (5%) of the remainder and provided the County with a five percent (5%) bid deposit, the Board may accept the offer and sell the property to the highest bidder. If the bid is raised, the process must be repeated until no further qualifying upset bids are received, and at that time the Board may accept the offer and sell the property to the highest bidder. The Board may at any time reject any and all offers.

Subject to approval of this offer, the advertisement for upset bids will be ready for publication on September 18th, 2016.

[Log In](#)

[My Cart \(0 items\)](#)

Real Estate Assessment

Owner	SAMPSON COUNTY
Parcel ID	11001748001
Bill Year	2016

Assessment Values

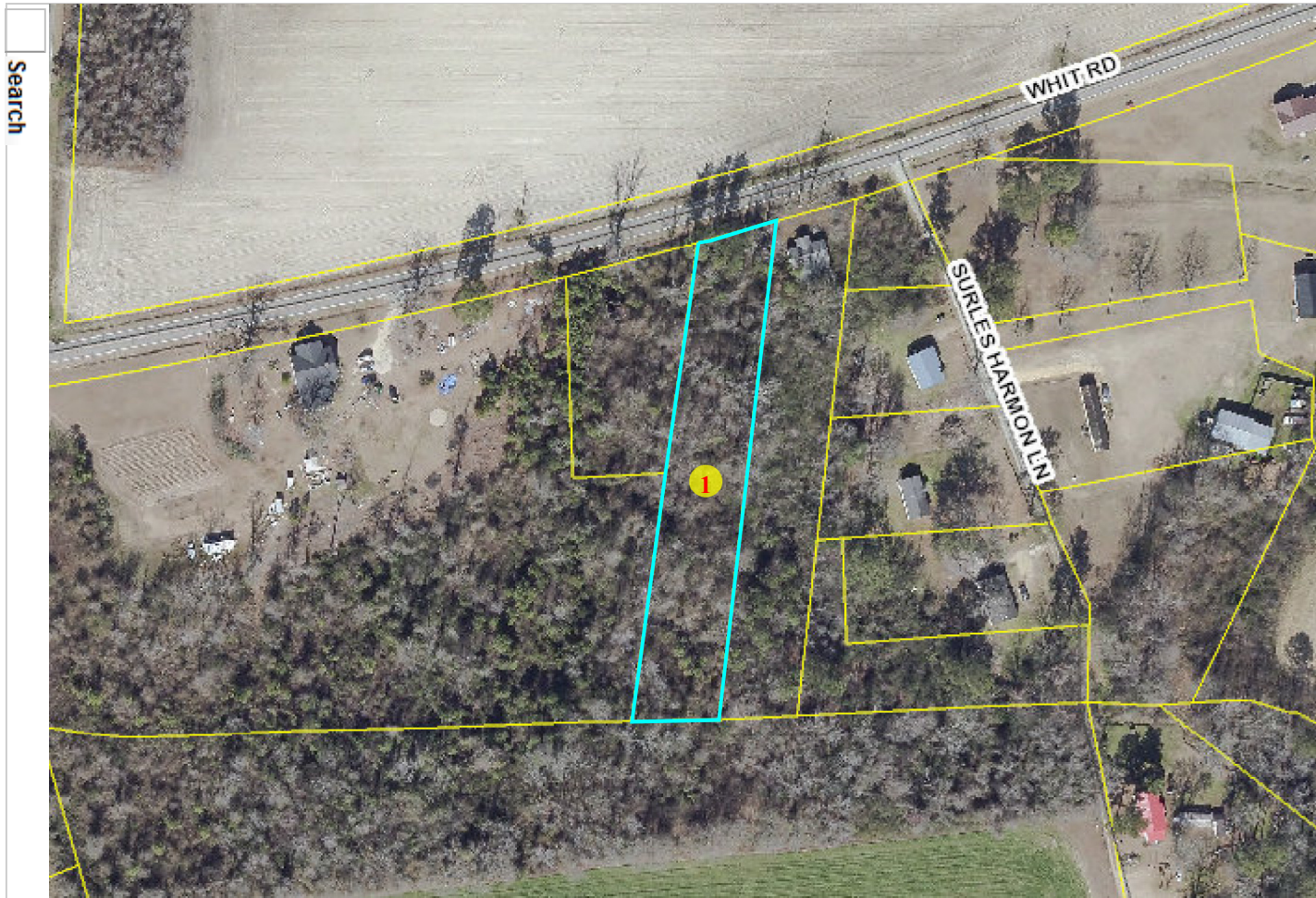
	Gross Assessment
Land	\$7,820.00
Building	\$0.00
Total	\$7,820.00

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

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Excel 2000/2003

Results

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Memo

To: David Clack, Finance Officer
From: Juanita Brewington, Purchasing & Contracting Officer
Date: August 29, 2016
Re: Surplus Real Property

We recently received an inquiry to purchase surplus property, parcel number 09082806001, located off Ruffin Road. The parcel is adjacent to 276 Ruffin Lane, Clinton.

This one half acre triangle shaped parcel was acquired by Sampson County through foreclosure in 2012. The amount of taxes, fees and penalties owed at the time of the foreclosure was \$2,537.94. According to the tax records the current value of the property is \$2,915.

Attached for your information is a map, property detail and tax assessment. We respectfully request that the Board of Commissioners declare the property surplus and direct staff to accept bids on the property.

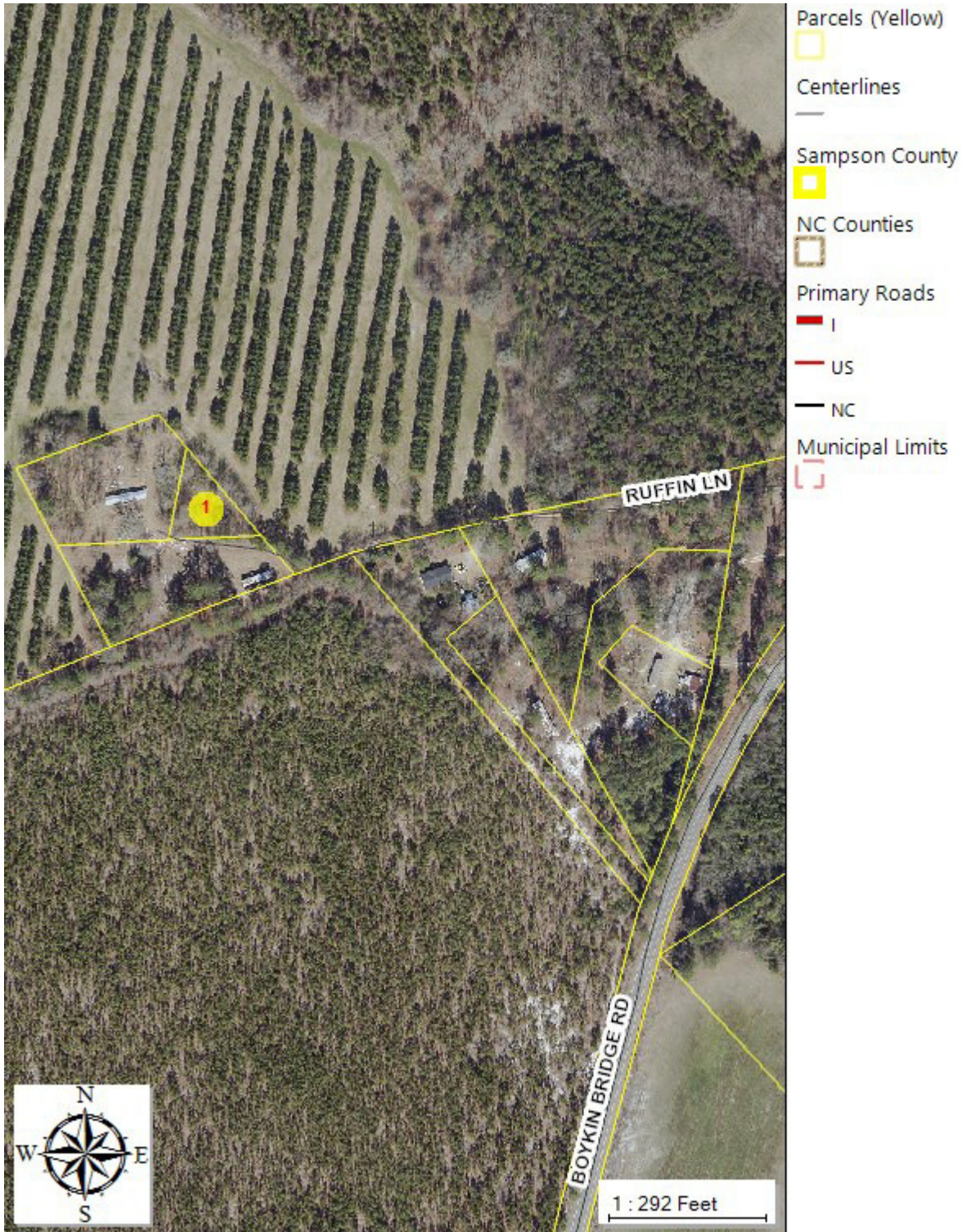
Pursuant to GS 160A-269, the Board may receive, solicit, or negotiate an offer to purchase and advertise it for upset bids. When an offer is made and the Board proposes to accept it, the Board shall require the five percent (5%) bid deposit and shall publish a notice of the offer. If within 10 days of publication of the offer, no one has raised the bid by no less than ten percent (10%) of the first thousand dollars (\$1,000) and five percent (5%) of the remainder and provided the County with a five percent (5%) bid deposit, the Board may accept the offer and sell the property to the highest bidder. If the bid is raised, the process must be repeated until no further qualifying upset bids are received, and at that time the Board may accept the offer and sell the property to the highest bidder. The Board may at any time reject any and all offers.

[Log In](#)[My Cart \(0 items\)](#)

Real Estate Property Detail

Parcel ID	09082806001
Alternate Parcel ID	1450-58-5516
Location	RUFFIN LN
Legal Description	RUFFIN LN
Owner as of January 1	SAMPSON COUNTY
Customer ID	100990
Jurisdiction	MCDANIEL
Deed Recorded	2/23/2012
Book/Page	1820/607
Acres	0.500
Assessed Value	\$2,915.00
2016 Charges	\$0.00

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SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson
Health Director



360 County Complex Road, Suite 200
Clinton NC 28328

MEMORANDUM

TO: Edward Causey
FROM: Wanda Robinson
SUBJECT: County Commissioner's board agenda items
DATE August 23, 2016

The Sampson County Board of Health met on August 15th, 2016. This meeting resulted in the approval of the attached proposed fee schedule changes. This is being submitted to the county commissioners for their approval.

For questions, please feel free to contact me.

Sampson County Health Department
Proposed Fee Schedule Changes
8/15/2016

Code	Description	Current Fee	Requested Fee
17110	Wart treatment	\$95.00	\$125.00
59425	Antepartum Care (MH Global billing)	\$370.00	\$525.00
59426	Antepartum Care (MH Global billing)	\$680.00	\$925.00
59430	Postpartum-Antepartum Care	\$130.00	\$200.00
69200	FB Removal, Ear	\$130.00	\$167.00
69210	Removal Cerumen Impact	\$53.00	\$70.00
81003-QW	Urinalysis w/o Microscopic	\$5.00	\$6.50
83655-90	Blood Lead - LAB CORP	N/C	\$20.00
86580	Tuberculin Skin Test	\$15.00	\$20.00
87210	Wet Mount	\$10.00	\$12.00
88141-90	Cytopathy, c/v, interpret	\$20.00	\$35.00
90473	Vaccine Adm. -intranasal or oral	\$20.00	\$25.00
90474	Vaccine Adm.-intranasal or oral, each additiona	\$20.00	\$25.00
90647	HIB PedvaxHIB (3dose)	\$30.00	\$35.00
90648	ActHib	\$30.00	\$41.00
90649	Gardasil 9	NEW	\$221.00
90670	Pneumococcal 13-Valent Prevnar 13	\$155.00	\$240.00
90680	Rotavirus - Rotateq	\$100.00	\$112.00
90696	Kinrix vaccine	\$60.00	\$70.00
90700	DTaP	\$30.00	\$31.00
90707	Measles Mumps Rubella	\$75.00	\$90.00
90710	Measles Mumps Rubella Varicella ProQuad	\$216.00	\$256.00
90713	IPV	\$35.00	\$43.00
90715	Boostrix/Tdap	\$45.00	\$55.00
90716	Varicella	\$131.00	\$155.00
90732	Pneumococcal 23	\$92.00	\$113.00
90734	Menactra	\$136.00	\$161.00
90736	Zostavax	\$210.00	\$268.00
90744	HepB-Pediatric Engerix	\$25.00	\$32.00

Sampson County Health Department
Proposed Fee Schedule Changes
8/15/2016

Code	Description	Current Fee	Requested Fee
90746	Hepatitis B (Adult)	\$87.00	\$77.00
92551	Pure tone hearing test, air	\$12.00	\$16.00
92587	Hearing Evaluation	\$30.00	\$65.00
93786	Blood Pressure Check	\$20.00	\$50.00
95115	Allergy Shot - 1	\$14.00	\$22.00
95117	Allergy Shot - 2	\$21.00	\$28.00
96110	Developmental Screening	\$15.00	\$17.00
99070	Suture/Staple Removal	\$12.00	\$33.00
99407	Smoking&TobaccoUseCessationCounseling,gre	\$30.00	\$35.00
A6253	Large Dressing	\$5.00	\$7.00
J1050/J1055	Depo	\$37.00	\$15.00
S4993	Oral Contraceptives	\$7.00	\$5.00
S9465	Diabetes OP Self management, Ind 30 min.	\$30.00	\$45.00
S9470	Diabetes OP Self Management, Grp(2 or more) 3	\$20.00	\$45.00
T1002	RN Services, up to 15 minutes	\$75.00	\$25.00
Environmental Health Fees			
	Engineer Option Permit Fee	NEW	\$75.00

STATE OF NORTH CAROLINA

Department of

Agriculture & Consumer Services

\$337,427.00

Total Cooperative Appropriation

\$202,456.00 60%

State

\$134,971.00 40%

County

AGREEMENT FOR THE PROTECTION, DEVELOPMENT AND IMPROVEMENT
OF FOREST LAND IN **SAMPSON COUNTY**, NORTH CAROLINA

THIS AGREEMENT, made under authority of "An act to authorize Counties to cooperate with State in Forest Protection, Reforestation and promotion of Forest Management," (Section 106-906 of the general Statutes of North Carolina), and also under authority of another Section of the General Statutes, namely Section 106-898, by the North Carolina Department of Agriculture and Consumer Services (hereinafter Called the Department), party of the first part, and the Board of Commissioners of Sampson County, in the State of North Carolina (hereinafter called the Board), party of the second part, witnesseth:

That WHEREAS the said Board, recognizing the need for active forest protection, development, reforestation, management and improvement in **SAMPSON COUNTY**, has accepted the offer of the Department for cooperation in accomplishing this object:

Now THEREFORE, in consideration of the mutual covenants hereinafter set forth, the said parties contract and agree to maintain a legally appointed and equipped Forest Ranger organization in said county at the joint cost of the State and County, insofar as the joint funds will permit, as follows:

Part I. THE DEPARTMENT AGREES:

1. To select, employ and appoint, after consultation with the Board, a County Forester or County Forest Ranger for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland and field fires; for enforcing State forest fire laws; for taking such preventative measures, educational and otherwise, as shall seem necessary to prevent forest fires; for developing and improving the forests through reforestation promotion and practice of Forest Management practices; and for protection from insects and diseases.

2. To furnish to each Forester or Forest Ranger so employed a badge of office, stationery and report forms, instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements deemed necessary insofar as the joint funds will permit.

3. To pay the Forester or Forest Ranger for all official services rendered, at a fair rate of pay. Rates of pay are to be established by the Department in accord with existing State salary schedules.

4. To direct supervise, instruct, and inspect, through its agents, the work and conduct of the Forester or Forest Ranger, to discipline and, when necessary, discharge such Forester or Forest Ranger.

5. To submit to the Board of Commissioners monthly (or at other mutually satisfactory intervals) an itemized statement of all monies to be paid by the County and those paid by the Department for proper conduct of the work within said County.

6. To make available annually from State, Federal, and other funds allotted to it, the sum of **Two hundred and two thousand, four hundred and fifty-six dollars (\$202,456.00)** as its share of an annual budget of **Three hundred thirty-seven thousand, nine hundred and seventy-one dollars (\$337,427.00)** for carrying the work in said County.

Part II. THE BOARD AGREES:

1. To pay to the Department **40%** of the total cost of the Forester or Forest Ranger salaries and expenses and of other proper expenditures made in connection with the over-all Forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.

2. To appropriate annually the sum of **One hundred thirty-four thousand, nine hundred seventy-one dollars (\$134,971.00)** which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget.

Part III. IT IS EXPRESSLY AGREED AND UNDERSTOOD BY BOTH PARTIES:

1. That this Agreement becomes effective **July 1, 2016**

2. That the annual appropriations as set forth above may be revised by mutual agreement between the Department and the Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work, such revision to become effective at the beginning of a given Fiscal Year. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.

3. That the Board reimburse the Department as provided in Part II, Item 1, by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's periodic statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.

4. That title to all improvements and equipment purchased and/or constructed in connection with this agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this agreement is in effect, or as long as they are needed by the Department for the proper conduct of the work therein.

5. That the Forester or Forest Ranger periodically or at the request of the Board, shall present to the Board statements of the work being done within the County, so that said Board may be fully informed at the times regarding the Forestry finances and activities within the County.

IN WITNESS WHEREOF, the said parties do hereunto affix their names and seals upon the date herein below specified.

For the Board of County Commissioners of **SAMPSON COUNTY**.

Date _____ Chairman

Provisions for the payment of the monies to fall due under this Agreement have been made by appropriation duly made or by bonds or notes duly authorized, as required by the "County Fiscal Control Act."

Date _____ County Finance Officer

For the North Carolina Department of Agriculture & Consumer Services

Date _____

N. David Smith, Chief Deputy Commissioner

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

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager
From: Jim Johnson, Tax Administrator
Date: August 30, 2016
Subject: Disabled Veteran Exclusion
(GS 105-277.1c)

The attached disabled veteran exclusion application was received after June 1, 2016. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Ellis Williams

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed. The late application was received on August 30, 2016.

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

August 30, 2016

Sampson County Board of Commissioners
406 County Complex Road
Clinton, North Carolina 28328

RE: Ellis Williams

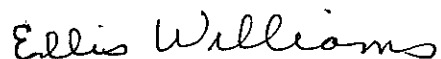
Dear Commissioners:

I am a 100% permanently and totally disabled Veteran. I submitted an application for property Tax Exclusion to The Department of Veterans Affairs, at the Regional Office, through the Sampson County Veterans Service Office on August 14, 2016. The NCDVA-9 form for Property Tax Exclusion has just been received. I understand that my application is not within the time frame set, but I am requesting you to please accept this application and grant me the Tax Exclusion on my County Property Tax.

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

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

Sincerely,



Ellis Williams
161 Evergreen Church Road
Salemburg, North Carolina 28385
182 721

	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	COUNTY
--	--	--------

SECTION 1	TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED
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<p><u>Ellis Williams</u> NAME (Print or Type)</p> <p><u>P.O. Box 284</u> STREET ADDRESS OR P.O. BOX NUMBER</p> <p><u>Salemburg N.C 28385</u> CITY STATE ZIP CODE</p>	<p><u>Ellis Williams</u> DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)</p> <p><u>Margaret Meredith Williams</u> SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE) <i>(If Applicable)</i></p> <p>U.S. DEPT. OF VETERANS AFFAIRS FILE NUMBER</p> <p>VETERAN'S SOCIAL SECURITY NUMBER</p>
<p>I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request USDVA complete this certification <i>in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.</i></p>	

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

<u>Ellis Williams</u> DISABLED VETERAN'S SIGNATURE	<u>8-14-16</u> DATE
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SECTION 3	Surviving Spouse's (who has not remarried) Signature
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I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.

<u>Margaret Williams</u> SURVIVING SPOUSE'S SIGNATURE	<u>8-14-16</u> DATE
--	------------------------

SECTION 4	To be completed by the U.S. Department of Veterans Affairs
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Please check all that apply:

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

B. Veteran has a service-connected permanent and total disability that existed as of 8/1/15.

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

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

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

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

<u>[Signature]</u> SIGNATURE OF USDVA CERTIFYING OFFICIAL	<u>8/19/16</u> DATE
<u>[Signature]</u> PRINTED NAME OF USDVA CERTIFYING OFFICIAL	NOTE: Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.
<u>VSCM</u> TITLE OF USDVA CERTIFYING OFFICIAL	

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

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager
From: Jim Johnson, Tax Administrator
Date: August 29, 2016
Subject: Disabled Veteran Exclusion
(GS 105-277.1c)

The attached disabled veteran exclusion application was received after June 1, 2016. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Garland T. Cooke

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed. The late application was received on August 2, 2016.

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

8-2-16

To whom it may concern,
The reasons for late application of
Harland Cooke had to put name
on the deed with my spouse.

12-0347210-01 at 205 Eastman Ave.
Thank you for your approval

Harland Cooke.
Disabled Vet.

Act. 88692

House not in his name for 2015

NCDVA-9 (Rev. 08-09)

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

State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C) Simpson COUNTY

SECTION 1 TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED

Garland T Cooke (NAME) / Garland T Cooke (DISABLED VETERAN'S FULL NAME)

205 Eastover Ave (STREET ADDRESS) / (SURVIVING SPOUSE'S FULL NAME)

Clinton NC 27328 (CITY, STATE, ZIP CODE) / (U.S. DEPT. OF VETERANS AFFAIRS)

(VETERAN'S SOCIAL SECURITY NUMBER)

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

SECTION 2 Disabled Veteran's Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification. Garland T Cooke (SIGNATURE) / 2/9/2015 (DATE)

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

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

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

- A. Veteran does not meet either B, C, D, or E of the below criteria.
B. [X] Veteran has a service-connected permanent and total disability that existed as of 8/11/14.
C. Veteran received benefits on from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
D. Veteran died on and had a service-connected permanent and total disability at death.
E. Veteran died on and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: [X] Honorable [] Under Other than Honorable Conditions [] Under Honorable Conditions

(SIGNATURE OF USDVA CERTIFYING OFFICIAL) / 2/9/15 (DATE)

PRINTED NAME OF USDVA CERTIFYING OFFICIAL: SERVICE CENTER MANAGER / TITLE OF USDVA CERTIFYING OFFICIAL

NOTE: Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.

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

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager
From: Jim Johnson, Tax Administrator
Date: August 29, 2016
Subject: Disabled Veteran Exclusion
(GS 105-277.1c)

The attached disabled veteran exclusion application was received after June 1, 2016. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Ruben L. Ricks, Jr.

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed. The late application was received on August 9, 2016.

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

VR3	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	<u>Seminole</u> COUNTY
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SECTION 1	TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED	
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<u>Ruben L. Ricks, JR.</u> NAME (Print or Type)	<u>Ruben L. Ricks, JR.</u> DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)
--	--

<u>113 Jefferson St.</u> STREET ADDRESS OR P.O. BOX NUMBER	<u>Barbara B. Ricks</u> SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)
---	---

<u>Clinton, N.C. 28328</u> CITY STATE ZIP CODE	<div style="border: 1px solid red; width: 100px; height: 20px; margin: 0 auto;"></div> (If Applicable) U.S. DEPT. OF VETERANS AFFAIRS
---	--

VETERAN'S SOCIAL SECURITY NUMBER

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

SECTION 2 Disabled Veteran's Signature

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

<u>Ruben L. Ricks, JR.</u> DISABLED VETERAN'S SIGNATURE	<u>07-25-2016</u> DATE
--	---------------------------

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

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

<u>Barbara B. Ricks</u> SURVIVING SPOUSE'S SIGNATURE	<u>8-4-2016</u> DATE
---	-------------------------

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

- Please check all that apply:
- A. Veteran does not meet either B, C, D, or E of the below criteria.
 - B. Veteran has a service-connected permanent and total disability that existed as of 11/13/15.
 - C. Veteran received benefits on _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
 - D. Veteran died on _____ and had a service-connected permanent and total disability at death.
 - E. Veteran died on _____ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DD-214)

Honorable Under Other than Honorable Conditions

Under Honorable Conditions

<u>[Signature]</u> SIGNATURE OF USDVA CERTIFYING OFFICIAL	<u>7/29/16</u> DATE
<u>[Signature]</u> PRINTED NAME OF USDVA CERTIFYING OFFICIAL	
<u>[Signature]</u> TITLE OF USDVA CERTIFYING OFFICIAL	

NOTE:
 Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.

August 9, 2016

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

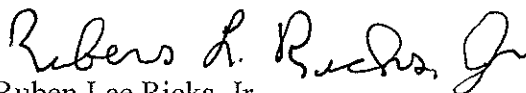
RE: RICKS, Jr., Ruben Lee

Dear Commissioners:

I am Total and Permanently Disabled Veteran Honorably Discharged Veteran that served in the Military Vietnam Era.. I am receiving Veterans Compensation from the Department of Veterans Affairs for disabilities that occurred while in service. I was just awarded Compensation for my service connected disabilities July 18, 2016. I was informed that because my award was effective December 1, 2015 that I might be eligible for the Property Tax Exclusion. I would like to request that my application be considered for this year's tax. I made the application through the Sampson County Veterans Office as soon as possible after I received the award letter. I have just received the application from the Regional Office in Winston-Salem, NC. and presented it to the Sampson County Tax Office for consideration.

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

Sincerely,



Ruben Lee Ricks, Jr.
113 Jefferson Street
Clinton, North Carolina 28328

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

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager
From: Jim Johnson, Tax Administrator
Date: August 29, 2016
Subject: Disabled Veteran Exclusion
(GS 105-277.1c)

The attached disabled veteran exclusion application was received after June 1, 2016. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Glenwood E. Bullock (Deceased), Edna Bullock (Surviving Spouse)

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed. The late application was received on August 17, 2016.

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

153540

NCBVA-9 (Rev. 08-09)

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

074-AL

7R3	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	Samson COUNTY
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SECTION 1 TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED

Colenwood E Bullock
NAME (Print or Type)

1061 Old Warsaw Rd
STREET ADDRESS OR P.O. BOX NUMBER

Clinton NC 28328
CITY STATE ZIP CODE

Colenwood E Bullock
DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)

Edna B Bullock
SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)

(If Applicable)

[Redacted Box]

FILE NUMBER

VETERAN'S SOCIAL SECURITY NUMBER

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

SECTION 2 Disabled Veteran's Signature

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

DISABLED VETERAN'S SIGNATURE _____ DATE _____

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

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

Edna Bullock 8/4/2016
SURVIVING SPOUSE'S SIGNATURE DATE

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

- Please check all that apply:
- A. Veteran does not meet either B, C, D, or E of the below criteria.
 - B. Veteran has a service-connected permanent and total disability that existed as of _____.
 - C. Veteran received benefits on _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
 - D. Veteran died on _____ and had a service-connected permanent and total disability at death.
 - E. Veteran died on 7/1/15 and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

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

[Signature] 8/11/16
SIGNATURE OF USDVA CERTIFYING OFFICIAL DATE

VSCM
PRINTED NAME OF USDVA CERTIFYING OFFICIAL

TITLE OF USDVA CERTIFYING OFFICIAL

NOTE:
Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.

August 17, 2016

Sampson County Board of Commissioners
Clinton, North Carolina 28328

RE: Edna Bullock

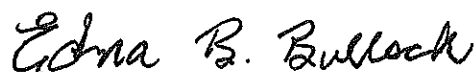
Dear Commissioners:

I am the spouse of a deceased Honorably Discharged Veteran. I was awarded compensation for my husband's permanent and total disability. I submitted an application for Property Tax Exclusion for Disabled Veterans' through the Sampson County Veterans Service Office to the Veterans Affairs Regional Office in Winston-Salem, NC. The effective date of my disability went back to August 1, 2015.

I understand that my application is not within the time frame set, but I am requesting you to please accept this application and grant me the Tax Exclusion on my county property tax.

I am truly sorry for the late date and ask for your favor on my tax exclusion. Thank you for your consideration in this matter.

Sincerely,



Edna B. Bullock
1061 Old Warsaw Rd
Clinton, NC 28328

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7563

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

Members:

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 Phillip Douglas Merritt
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
2016	\$ 101.10
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 101.10

These taxes were assessed through clerical error as follows.

Bill# 0032761551
ECH 9487
Situs Error
2008 TARR HC

501	County Tax	26.90
	School Tax	
	Fire Tax	
02	City Tax	74.20
	TOTAL \$	101.10

Mailing Address.

Phillip D. Merritt
P.O. Box 466
Clinton, N.C. 28329

Yours very truly

[Signature]
Taxpayer

Social Security # X

RECOMMEND APPROVAL:
[Signature]
Sampson County Tax Administrator

Board Approved _____ Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7566

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

Members:

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 Amber Leigh Temple in PV Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>160.22</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>160.22</u>

These taxes were assessed through clerical error as follows.

2010 Chev
Totalled Veh
Surrendered Tag
Tag # CHR 4005

<u>Co2</u>	County Tax	<u>142.99</u>
	School Tax	_____
<u>F07</u>	Fire Tax	<u>17.23</u>
	City Tax	_____
	TOTAL \$	<u>160.22</u>

Mailing Address. Amber Temple
570 Hollerin Rd
Dunn NC 28334

Yours very truly

Amber Temple
Taxpayer

Social Security .. _____
RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7567

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

Members:

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 Johnnie Nelson Faircloth in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2015	\$ 125.61
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 125.61

These taxes were assessed through clerical error as follows.

2016 Toyota
Vehicle Sold, Tag Turned In
Tag # ERP942

GO 1

County Tax	112.71
School Tax	
Fire Tax	12.90
City Tax	
TOTAL \$	125.61

Mailing Address.

PO Box 158
Autryville NC 28318

Yours very truly

Johnnie Nelson Faircloth
Taxpayer

Social Security # _____

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Board Approved _____ Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7572

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

Members:

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

YEAR	
2016	\$ 305.63
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 305.63

These taxes were assessed through clerical error as follows.

Bill # 0032620868
Lic # EBX 48 2 2
2016 Toyota
Dealer ordered new plate in error
Transferred Existing Tag

County Tax 272.77
School Tax _____
Fire Tax 32.86
City Tax _____
TOTAL \$ 305.63

Mailing Address.

x P.O. Box 125
Salemberg, N.C. 28385

Yours very truly

Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Sampson County Tax Administrator

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7589

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

Members:

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 Mirya Diaz Hernandez in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2015	\$ 137.70
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 137.70

These taxes were assessed through clerical error as follows.

Bill# 0031344307
ECF 1645
Tag Turned in (traded in)
2015 Dodge

G-01 County Tax 126.99
 School Tax _____
 F23 Fire Tax 10.71
 City Tax _____
 TOTAL \$ 137.70

Mailing Address.

299 Carson Ln
Clinton, NC 28328

Yours very truly

X Mirya Diaz Hernandez
Taxpayer

Social Security # _____

RECOMMEND APPROVAL

[Signature]
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7605

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

Members:

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

YEAR	
2016	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>136.12</u>

These taxes were assessed through clerical error as follows.

2011 Mazda
Vehicle Sold, Tag Turned In
Tag # WYA4678

602 County Tax 122.80
 School Tax _____
 Feb Fire Tax 13.32
 City Tax _____
 TOTAL \$ 136.12

Mailing Address:

X RONNIE L. WARREN
527 CORE ROAD
DUNN, N.C. 28334

Yours very truly

Ronnie L. Warren
Taxpayer

Social Security # _____

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7581

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

Members:

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 Callie Marie Herndon in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2015	\$ 150.10
	\$
	\$
	\$
	\$

TOTAL REFUND \$ 150.10

These taxes were assessed through clerical error as follows.

Bill# 0630317762	001 County Tax	110.25
CHS 6076	School Tax	
Tag Turned in (Totalled)	Fire Tax	
2011 NISSAN	008 City Tax	39.85
	TOTAL \$	150.10

Mailing Address.

X Po Box 367
Roseboro NC 28392

Yours, very truly

X Callie Marie Herndon
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7630

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

Members:

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 PUT Bennett
_____ in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>104.52</u>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>104.52</u>

These taxes were assessed through clerical error as follows.

Billing 0027028840
Des 27 98
Tag turned in (Repro)
2007 In Full

60/ County Tax ~~91.80~~ 96.39
School Tax _____
Fire Fire Tax 8.13
City Tax _____
TOTAL \$ 104.52

Mailing Address.

875 Wynn Rd
Clinton, NC 28325

Yours very truly

Jonathan Reynolds
Taxpayer

Social Security # _____

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Board Approved _____ Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7629

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

Members:

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 Tina Stallings Byrd in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2015	\$ 149.87
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 149.87

These taxes were assessed through clerical error as follows.

Bill# 0024022438
HPSEC
Tag Turned in (sold)
2015 Toyota

G01	County Tax	90.47
S01	School Tax	15.80
	Fire Tax	
C02	City Tax	43.60
TOTAL \$		149.87

Mailing Address.

602B Park Ave
Clinton, NC 28328

Yours very truly

X Tina S. Byrd
Taxpayer

Social Security # X

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Board Approved _____ Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7621

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

Members:

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 Frances Marie Herring in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2015	\$ 116.60
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 116.60

These taxes were assessed through clerical error as follows.

Bill # 0029485417
Lic # VPR3469
2012 Miss 4/S
Vehicle Registered Out of State
(Georgia)

602 County Tax	90.39
501 School Tax	12.29
Fire Tax	
T02 City Tax	33.92
TOTAL \$	116.60

Mailing Address.

X Fran Harris
39 Smith St.
Hartwell, GA 30643

Yours very truly

X Jim Johnson
Taxpayer

X Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____ Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7611

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

Members:

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 Ellen Wolford in Little Coharie Township, Sampson County, for the year(s) and in the amount(s) of: 08-0433880-06

YEAR	
<u>2015</u>	\$ <u>151.69</u>
<u>2014</u>	\$ <u>151.69</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>303.38</u>

These taxes were assessed through clerical error as follows.

House torn down by DOT in 2013 according to Permit # B13-000037- 1/22/13

County Tax	<u>275.20</u>
School Tax	_____
Fire Tax	<u>28.18</u>
City Tax	_____
TOTAL \$	<u>303.38</u>

Mailing Address.

Ellen Wolford
4342 Pleasantview Dr
Fayetteville, NC 28301

Yours very truly

* Ellen J Wolford
Taxpayer

* Social Security # _____
RECOMMEND APPROVAL:
[Signature]
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7612

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

Members:

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 Frances Ann Oliver in Honeycutt Township, Sampson County, for the year(s) and in the amount(s) of: 06-0087030-01

YEAR	
<u>2012</u>	\$ <u>480.33</u>
<u>2013</u>	\$ <u>480.33</u>
<u>2014</u>	\$ <u>501.31</u>
<u>2015</u>	\$ <u>501.31</u>
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>1963.28</u>

These taxes were assessed through clerical error as follows.

*2 wide Double billed on
LT 08-0156637-01*

<i>602</i> County Tax	<u>1506.28</u>
<i>101</i> School Tax	<u>270.48</u>
<i>Flb</i> Fire Tax	<u>186.52</u>
City Tax	_____
TOTAL \$	<u>1963.28</u>

Mailing Address.

Frances Ann Oliver
360 Faison Hwy
Clinton NC 28328

Yours very truly

* Frances Ann Oliver
Taxpayer

* Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

Board Approved _____ Date _____ Initials _____

CMD

13905398AB
1997 BRIG

FUEL
MH

JACQUELINE PADILLA WILLIAMS

TITLE 774906153418011 TRF DT 110915 PRNT DT 121115Y OWNERS 1 LEASE N
STATUS CURRENT TITLE, NOT HELD DEALER

FRANCES ANN OLIVER

TITLE 777867082492011 TRF DT 082808 PRNT DT 090908Y OWNERS 1 LEASE N
STATUS CANCELLED - VEHICLE SOLD DEALER

GENIA ELLEN TANNER

TITLE 779301983236909 TRF DT 071598 PRNT DT 112198Y OWNERS 1 LEASE N
STATUS CANCELLED - VEHICLE SOLD DEALER

PAGE 1 OF 2

PF1/HELP PF2/IMAGE PF3/RETURN PF4/ PF5/ PF6/HOLD CD
PF7/BACKWARD PF8/FORWARD PF9/PRINT PF10/ PF11/ PF12/MENU



- Detail
- Notes/SC
- Customer File
- Effective Date

Bill Information

Customer 87030

Name WEEKS, DIANE

Alerts

Effective Date 08/05/2016

Bills

Year	Cat	Bill	NS	Reference	Billed/Adj	Unpaid Bal	Due Now
2015	RE-R	46022	<input checked="" type="checkbox"/>	3855 BEARSKIN RD	501.31		.00
2014	RE-R	45806	<input checked="" type="checkbox"/>	3855 BEARSKIN RD	504.31		.00
2013	RE-R	45674	<input checked="" type="checkbox"/>	3855 BEARSKIN RD	483.33		.00
2012	RE-R	45075	<input checked="" type="checkbox"/>	3855 BEARSKIN RD	483.33		.00

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
001	366.08	366.08	387.06	387.06
F16	46.63	46.63	46.63	46.63
S01	67.62	67.62	67.62	67.62

Totals

Total payable	.00
Due now	.00
Unpaid	.00

Allison
F/20

(Samuel Hope
Wis Hope)

Susan Smith
Malpass

775 Boney Mill -
775 Boney Mill Rd

My File Edit Tools Help



- History
- Detail
- Orig Bill
- Effective Date
- Quick Entry
- Customer
- Name
- Parcel
- Prop ID
- Bill Dates
- Bill Audits
- Bill Events
- Reprint
- Garnish
- Preferences
- Diagnostics

Year/Type/Bill No.

2015 RE-R 46022

Property Information

Parcel ID 06-0087030-01
 Alt Parc
 Prop Loc 3855 BEARSKIN RD

Customer Account Information

87030

WEEKS, DIANE
 PO BOX 1869
 CLINTON, NC 28329
 910-590-1753

Special Conditions/Notes

Installment Information

Int Dt	Billed	Abt/Adj	Pmt/Crd	Interest	Unpaid bal
01/06/16	501.31		.00	501.31	.00
Fees/Pen		.00	.00	.00	.00
Totals	501.31		.00	501.31	.00

Total Discount	.00
Due 08/29/2016	.00
Next Month Due	.00
Int Paid	.00
Total Paid	501.31

Notes/Alerts

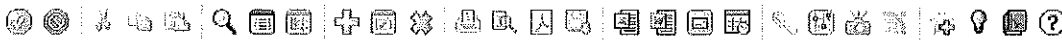
JAN 1 Owner: WEEKS, DIANE

- View prior unpaid bills
- View ancestor prior unpaid bills

Display transaction history for the current bill.

OVR

My File Edit Tools Help



- History
- Detail
- Orig Bill
- Effective Date
- Quick Entry
- Customer
- Name
- Parcel
- Prop ID
- Bill Dates
- Bill Audits
- Bill Events
- Reprint
- Garnish
- Preferences
- Diagnostics

Year/Type/Bill No.

2014 RE-R 45806

Customer Account Information

87030

WEEKS, DIANE
 PO BOX 1869
 CLINTON, NC 28329
 910-590-1753

Property Information

Parcel ID 06-0087030-01

Alt Parc

Prop Loc 3855 BEARSKIN RD

Special Conditions/Notes

Installment Information

Int Dt	Billed	Abt/Adj	Pmt/Crd	Interest	Unpaid bal
01/06/15	501.31		.00	501.31	.00
Fees/Pen		.00	3.00	3.00	.00
Totals	501.31		3.00	504.31	.00

Total Discount	.00
Due 08/29/2016	.00
Next Month Due	.00
Int Paid	47.80
Total Paid	552.11

Notes/Alerts

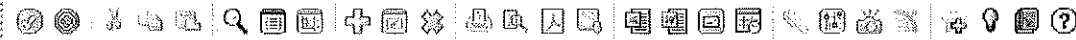
JAN 1 Owner: WEEKS, DIANE

- View prior unpaid bills
- View ancestor prior unpaid bills

Display transaction history for the current bill.

OVR

My File Edit Tools Help



- History
- Detail
- Orig Bill
- Effective Date
- Quick Entry
- Customer
- Name
- Parcel
- Prop ID
- Bill Dates
- Bill Audits
- Bill Events
- Reprint
- Garnish
- Preferences
- Diagnostics

Year/Type/Bill No.

2013 RE-R 45674

Customer Account Information

87030

Property Information

Parcel ID 06-0087030-01

Alt Parc

Prop Loc 3855 BEARSKIN RD

WEEKS, DIANE
 PO BOX 1869
 CLINTON, NC 28329
 910-590-1753

Special Conditions/Notes

Installment Information

Int Dt	Billed	Abt/Adj	Pmt/Crd	Interest	Unpaid bal
01/07/14	480.33		.00	480.33	.00
Fees/Pen	.00		3.00	3.00	.00
Totals	480.33		3.00	483.33	.00

Total Discount	.00
Due 08/29/2016	.00
Next Month Due	.00
Int Paid	89.42
Total Paid	572.75

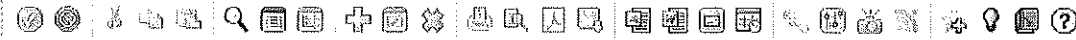
Notes/Alerts

JAN 1 Owner: WEEKS, DIANE

View prior unpaid bills

View ancestor prior unpaid bills

My File Edit Tools Help



- History
- Detail
- Orig Bill
- Effective Date
- Quick Entry
- Customer
- Name
- Parcel
- Prop ID
- Bill Dates
- Bill Audits
- Bill Events
- Reprint
- Garnish
- Preferences
- Diagnostics

Year/Type/Bill No.

2012 RE-R 45075

Customer Account Information

87030

Property Information

Parcel ID 06-0087030-01

Alt Parc

Prop Loc 3855 BEARSKIN RD

WEEKS, DIANE
 PO BOX 1869
 CLINTON, NC 28329
 910-590-1753

Special Conditions/Notes

Installment Information

Int Dt	Billed	Abt/Adj	Pmt/Crd	Interest	Unpaid bal
01/08/13	480.33		.00	480.33	.00
Fees/Pen	.00		3.00	3.00	.00
Totals	480.33		3.00	483.33	.00

Total Discount	.00
Due 08/29/2016	.00
Next Month Due	.00
Int Paid	132.79
Total Paid	616.12

Notes/Alerts

JAN 1 Owner: WEEKS, DIANE

- View prior unpaid bills
- View ancestor prior unpaid bills


Display transaction history for the current bill.


OVR




- Detail
- Notes/SC
- Customer File
- Effective Date

Bill Information

Parcel 08-0156637-01 

Location ** MULTIPLE ** 

Name ** VARIOUS ** 

Alerts

Effective Date 08/29/2016

Bills

Year	Cat	Bill	N ^o	Orig Billed	Activity	Unpaid Bal	Due Now
2016	RE-R	32268	<input type="checkbox"/>	716.08	-716.08	.00	.00
2015	RE-R	32084	<input type="checkbox"/>	716.08	-716.08	.00	.00
2014	RE-R	31875	<input type="checkbox"/>	716.08	-716.08	.00	.00
2013	RE-R	31665	<input type="checkbox"/>	680.86	-680.86	.00	.00
2012	RE-R	31118	<input type="checkbox"/>	680.86	-680.86	.00	.00
2011	RE-R	30800	<input type="checkbox"/>	680.86	-680.86	.00	.00
2010	RE-R	17525	<input type="checkbox"/>	583.50	-583.50	.00	.00
2009	RE-R	17432	<input type="checkbox"/>	583.50	-583.50	.00	.00
2008	RE-R	18461	<input type="checkbox"/>	583.50	-583.50	.00	.00
2007	RE-R	18318	<input type="checkbox"/>	548.99	-548.99	.00	.00

Totals

Total payable .00

Due now .00

Unpaid .00

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

September 2, 2016

MEMO:


FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2016-2017

1. It is requested that the budget for the Airport Departments be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11141250-535100	Maint repair bldgs and grounds	45,000.00	
21941250-582096	Transfer to general fund	35,000.00	
11141250-596051	Contribution to airport reserve		10,000.00

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
21934125-409909	Fund balance approp	35,000.00	
21934125-409600	Transfer frm general fund		10,000.00
11034125-409619	Transfer frm capital reserve	35,000.00	

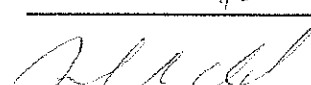
2. Reason(s) for the above request is/are as follows:
 To provide funds from capital reserve to fix erosion problems around the runway at the airport.



 (Signature of Department Head)

ENDORSEMENT

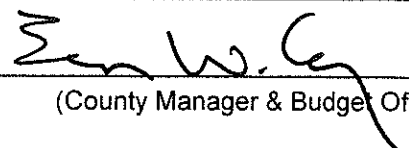
1. Forwarded, recommending approval/disapproval.

_____, 2016


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____


 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

September 2, 2016

MEMO:

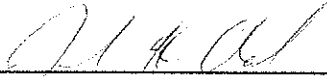
FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2016-2017

1. It is requested that the budget for the Newton Grove Fire Departments be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
23243410-581016	Newton Gr Fire Department	11,000.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
23043416-499900	Fund balance appropriated	11,000.00	

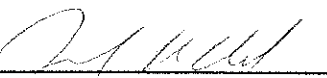
2. Reason(s) for the above request is/are as follows:
 To budget funds so that department may purchase a new rescue truck.



 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. _____, 20¹⁶



 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. _____, 20____



 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

September 2, 2016

MEMO:

FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2016-2017

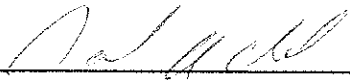
1. It is requested that the budget for the Various Departments be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11141250-535100	Maint/repair bldgs and grounds	33,000.00	
11449200-519100	Professional services	30,026.00	
11449200-519500	Engineering services	2,252.00	
11449200-531101	Existing industry project	533.00	
61971000-554000	Capital outlay vehicle	34,801.00	
11449200-529902	Building reuse program	115,500.00	
21941250-582096	Transfer to general fund	33,000.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034920-403602	Building reuse grant	115,500.00	
21934125-409909	Fund balance approp	33,000.00	
11034125-409619	Transfer frm capital reserve	33,000.00	
11039999-409800	Fund bal approp encumbrances	32,811.00	

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


To budget funds for goods and services ordered in FY 15-16 but not delivered until FY 16-17.



 (Signature of Department Head)

ENDORSEMENT

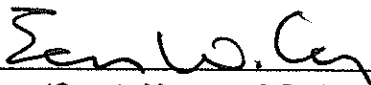
1. Forwarded, recommending approval/disapproval.

_____, 20¹⁶


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____


 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

31-Aug-16

FROM: Sheriff Jimmy Thornton

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2016-2017

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

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-526279	DEPT. SUPPLIES - NARCOTICS SQUAD	12,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-403631	STATE SUBSTANCE ABUSE TAX	12,000.00	

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

To budget funds to pay for an additional thermal imaging device for surveillance of drug suspects; to pay for drug evidence room alarm upgrades; and to purchase nomex fire safety gloves for meth lab raids.

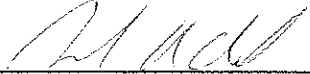


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

gt, 2016

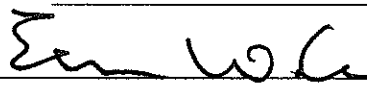


(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____



(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

29-Jul-16

FROM: Sheriff Jimmy Thornton

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2016-2017

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

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-532100	TELEPHONE & POSTAGE	1,050.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-408900	MISC. REVENUE	1,050.00	

2. Reason(s) for the above request is/are as follows:
Budget reimbursement from federal government for phone service.

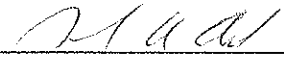


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

9/2, 2016



 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____



 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

8/11/2016

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2016-2017

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

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551560-529900	MISCELLANEOUS EXPENSE	500.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535156-408401	DONATIONS	500.00	

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

ALLOCATION MONEY FROM SUSAN G KOEMAN WALK TO BE SPENT ON ITEMS FOR BCCCP RALLY

J. Andrew Roberts
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

9/2, 2016

[Signature]
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

[Signature]
(County Manager & Budget Officer)

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

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

August 11, 2016

FROM: Sarah W. Bradshaw

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2016-2017

1. It is requested that the budget for the Child Advocacy Center Department
be amended as follows:

Expenditure Account	Expenditure Account Description	Increase	Decrease
14553400-519300	Child Advocate Services	32,400.00	
14553400-526100	Office Supplies	3,812.00	
14553400-526201	Departmental Supplies - Equipment	13,682.00	
14553400-531100	Travel	1,780.00	
14553400-533000	Utilities	6,000.00	
14553400-538100	Data Processing	2,000.00	
14553400-539500	Employee Training	2,720.00	
14553400-541000	Rental Fees - Building	14,400.00	
14553400-544000	Contract Services - Director	41,606.00	
14553400-549100	Dues & Subscriptions	600.00	

Revenue Account	Revenue Account Description	Increase	Decrease
14535340-403608	State - CAC Grant	100,844.00	
14535340-408401	Fundraisers	5,174.00	
14535340-408402	Local - Donations	2,000.00	
14535340-408403	United Way Grant	10,982.00	

2. Reason(s) for the above request is/are as follows: To set up initial budget for the Child Advocacy Center for fiscal year 2016-2017. The CAC budget does not require County funds.

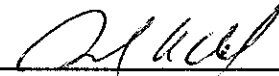


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

8/15, 2016



(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____



(County Manager & Budget Officer)

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

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

August 11, 2016

FROM: Sarah W. Bradshaw

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer


SUBJECT: Budget Amendment for fiscal year 2016-2017

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

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13554710-536030	Special Children State Adoption Fund	57,600.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13535471-402630	Special Children State Adoption Fund	57,600.00	

2. Reason(s) for the above request is/are as follows: To record funds received from the State Special Children Adoption Fund on 7/28/16.



(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

8/15, 2016



(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____



(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

September 2, 2016

MEMO:

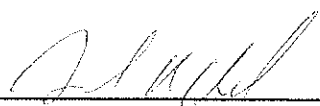
FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2016-2017

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

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11659140-555030	Category 1 capital outlay	559,200.00	
11659140-555031	Category 2 capital outlay	49,600.00	
11659140-555032	Category 3 capital outlay	86,200.00	
11659140-550000	Unallocated capital outlay		695,000.00

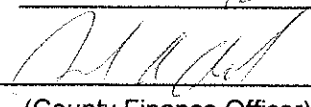
<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
-----------------------------	--------------------------	-----------------	-----------------

2. Reason(s) for the above request is/are as follows:
 To allocate capital outlay funds per request of Board of Education in original budget submission. See attached.



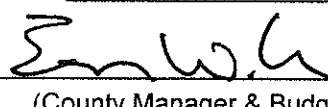
 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. _____, 2016


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. _____, 20____


 (County Manager & Budget Officer)

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

Capital Outlay 2016-2017

3/10/2016

Revised:

(DRAFT)

Clement Elementary	Replace bleachers in gym (1 side) /	\$ 30,000.00
	Playground Improvements /	\$ 6,000.00
		\$ 36,000.00
Hargrove Elementary	Improve Teacher Parking /	\$ 5,000.00
	Drainage Improvements /	\$ 5,000.00
	Classroom Furniture x1 2	\$ 3,500.00
	K-2 Tables 2	\$ 6,000.00
		\$ 19,500.00
Hobpton Elementary	Classroom Furniture x2 2	\$ 7,000.00
	Special Tables & Chairs 2	\$ 3,500.00
	Car Drop Awning /	\$ 10,000.00
		\$ 20,500.00
Hobpton Middle	Swipe Readers /	\$ 2,450.00
	Additional Cameras x5 /	\$ 3,800.00
		\$ 6,250.00
Hobpton High	Replace Fencing /	\$ 7,000.00
	Close Cafeteria Office /	\$ 2,000.00
	Clean Auditorium Curtains /	\$ 4,000.00
	Storage Shed /	\$ 16,200.00
	Track /	\$ 10,000.00
		\$ 39,200.00

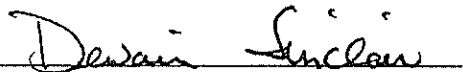
	Pave Drive 1	\$	52,000.00
Lakewood High		\$	52,000.00
	Replace Intercom 1	\$	10,000.00
Midway Elementary	Car / Bus Drop Awning 1	\$	10,000.00
		\$	20,000.00
	Classroom Furniture 2	\$	7,000.00
Midway Middle		\$	7,000.00
	Parking Lot Speedbumps & Paint 1	\$	6,000.00
Midway High	Field House 1	\$	10,000.00
		\$	16,000.00
	Front Door Voice Intercom 1	\$	450.00
Plain View Elementary	Additional Fencing 1	\$	6,000.00
		\$	6,450.00
	Additional fencing 1	\$	3,000.00
Roseboro Elementary	Asphalt Court 1	\$	5,000.00
	Bookshelve Dividers - Media 2	\$	1,000.00
		\$	9,000.00
	Replace Blinds 2	\$	5,600.00
Roseboro Middle	Additional Cameras x5 1	\$	3,800.00
	Replace File Room Floor (asbestos) 1	\$	2,000.00
		\$	11,400.00
	Replace Intercom 1	\$	10,000.00
Salemburg Elementary	PreK Playground 1	\$	2,000.00

		\$ 12,000.00
Union Elementary	Riding Buffer Replacement ✓	\$ 13,000.00
	Replace Door Sweeps /	\$ 500.00
		\$ 13,500.00
Union Intermediate	Access Control & 4 Swipe Readers /	\$ 10,000.00
	Media Roof Repair /	\$ 10,000.00
	Repave Court /	\$ 5,000.00
		\$ 25,000.00
Union Middle	Roof Improvements /	\$ 10,000.00
	Close Cafeteria Office /	\$ 2,000.00
	Add Fence Between Media /	\$ 3,000.00
		\$ 15,000.00
Union High	Move Entry Access Window /	\$ 10,000.00
	Replace Stage Floor /	\$ 20,000.00
	AED /	\$ 2,000.00
	Flammable Cabinet ✓	\$ 1,000.00
		\$ 33,000.00
Learning Center at CEP SCECDC	Meet Needs With District-wide Funding	
	Meet Needs With District-wide Funding	
District-wide	Replacement Activity Buses (4) - Yr 2 of 4 3	\$ 76,200.00
	Security System Upgrades /	\$ 50,000.00
	Chiller Replacement /	\$ 50,000.00

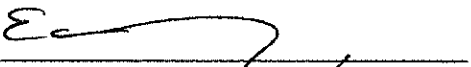
Campus improvement /	\$	30,000.00
Asbestos removal /	\$	10,000.00
HVAC replacements /	\$	40,000.00
Waste water treatment /	\$	20,000.00
Fire/safety systems /	\$	20,000.00
Painting/roof repair /	\$	45,000.00
Vehicle Replacement 3	\$	10,000.00
Custodial equipment 2	\$	2,000.00
	\$	353,200.00

Total Funded **\$ 695,000.00**

Passed by the majority vote of the Board of Education of Sampson County on the 21st Day of March, 2016



Chair, Board of Education



Secretary, Board of Education

We, the Board of County Commissioners of Sampson County hereby approve the Capital Outlay Budget for Sampson County Schools as indicated above and have Made entry of this budget on the minutes of said Board, this the _____ day of March 2016

Chairman, Board of Commissioners

County Manager

Approved _____ Disapproved _____

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: Special Revenue

Budget Amendment: 4

The Clinton City Board of Education at a meeting on the 30th day of June, 2016, passed the following resolution:

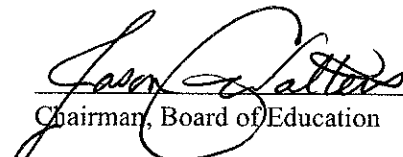
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

SEE ATTACHED LISTING

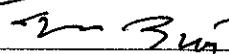
Total appropriation in current budget	\$1,203,558.43
Total increase/decrease of amendment	(\$11.00)
Total appropriation in amended budget	\$1,203,547.43

Passed by majority vote of the Clinton City Board of Education on the 30th day of June 2016.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2016.



Chairman, Board of Education



Secretary, Board of Education

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: SPECIAL REVENUE

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
8.5110.001.181.000.000.00	SUPPLEMENT PAY		\$21,100.00
8.5110.001.211.000.000.00	SOCIAL SECURITY		\$1,614.65
8.5110.001.221.000.000.00	RETIREMENT COST		\$3,232.52
8.5340.009.184.316.000.00	BONUS LEAVE PAY	\$9,500.00	
8.6540.403.173.000.000.00	CUSTODIAL PAY	\$1,500.00	
8.6540.403.211.000.000.00	SOCIAL SECURITY	\$114.25	
8.6540.403.221.000.000.00	RETIREMENT COST	\$229.80	
8.8700.493.351.308.000.00	TUITION REIMBURSEMENT	\$1,000.00	
8.8700.498.351.308.000.00	TUITION REIMBURSEMENT	\$1,000.00	
8.8700.498.351.308.000.00	TUITION REIMBURSEMENT	\$500.00	
8.5110.507.411.316.000.00	SUPPLIES AND MATERIALS	\$600.00	
8.5210.508.411.000.000.00	SUPPLIES AND MATERIALS	\$300.00	
8.6850.489.149.000.000.00	RESOURCE OFFICER SALARY	\$325.00	
8.6850.489.211.000.000.00	SOCIAL SECURITY	\$24.85	
8.8600.499.411.000.000.00	SUPPLIES AND MATERIALS	\$10,853.27	
8.3800.310.000.000.000.00	INDIAN EDUCATION GRANT		\$11.00

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: Local

Budget Amendment: 4

The Clinton City Board of Education at a meeting on the 30th day of June, 2016, passed the following resolution:

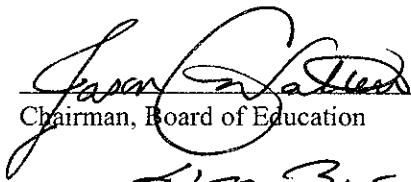
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

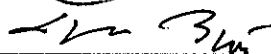
SEE ATTACHED LISTING

Total appropriation in current budget	\$5,321,215.00
Total increase/decrease of amendment	\$0.00
Total appropriation in amended budget	\$5,321,215.00

Passed by majority vote of the Clinton City Board of Education on the 30th day of June 2016.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2016.



Chairman, Board of Education


Secretary, Board of Education

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: LOCAL

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
2.5110.801.183.000.000.00	BONUS PAY		\$46,746.75
2.5110.045.180.000.000.00	BONUS PAY	\$46,746.75	

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: **FEDERAL**

Budget Amendment: 7

The Clinton City Board of Education at a meeting on the 30th day of June, 2016, passed the following resolution:

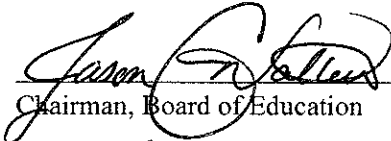
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

SEE ATTACHED LISTING

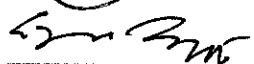
Total appropriation in current budget	\$2,713,916.15
Total increase/decrease of amendment	\$4,193.03
Total appropriation in amended budget	\$2,718,109.18

Passed by majority vote of the Clinton City Board of Education on the 30th day of June 2016.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2016.



Chairman, Board of Education



Secretary, Board of Education

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: FEDERAL

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
3.5330.050.411.000.000.00	SUPPLIES AND MATERIALS	\$4,089.53	
3.8100.050.392.000.000.00	INDIRECT COST	103.47	

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: STATE

Budget Amendment: 2

The Clinton City Board of Education at a meeting on the 30th day of June, 2016, passed the following resolution:

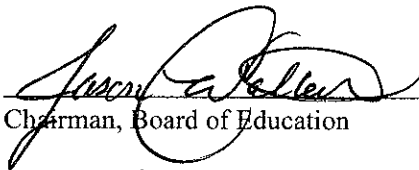
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

SEE ATTACHED LISTING

Total appropriation in current budget	\$18,838,627.20
Total increase/decrease of amendment	\$1,994.00
Total appropriation in amended budget	\$18,840,621.20

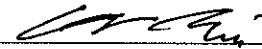
Passed by majority vote of the Clinton City Board of Education on the 30th day of June 2016.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2016.



Chairman, Board of Education

Chairman, Board of County Commissioners



Secretary, Board of Education

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: STATE

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
1.5110.015.462.000.000.00	COMPUTER EQUIPMENT	\$139.00	
1.5110.130.412.000.000.00	STATE TEXTBOOKS	\$1,855.00	

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 6

Meeting Date: September 12, 2016

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

INFORMATION ONLY

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

- a. ROAP Funding Application (submitted for August 22 deadline; funding acceptance documents will come back to the Board for approval)
- b. NCACC Legislative Goals Process

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 Manger
David Clack, Finance Officer

FROM: Lorie Sutton, Aging/Transportation Director

DATE: August 11, 2016

RE: FY 2016-2017 ROAP Application

Attached is the FY 2016-2017 ROAP Application. I have included all the information for both of you to review. I need both of your signatures on the front page of the application and on the second page of the Certification Statement.

In years past NCDOT has required us to have a Public Hearing, but as of last year we are no longer required to do so. Last year we presented the information to the Board of Commissioners and then submitted the application. This year, we were only given two weeks to complete and have submitted back to NCDOT. If you so desire, we can still make a presentation to the BOC for the amount we will be applying for, however, the due date for the application is August 22, 2016.

Please let me know if you have any questions.

Thank you both.

/ls

Cc: ROAP Application, Certified Statement, Program Administration Guide, Allocation Table

Application for Transportation Operating Assistance

FY2017 Rural Operating Assistance Program Funds

Name of Applicant (County)	Sampson County
County Manager	Edwin W. Causey
County Manager's Email Address	ecausey@sampsonnc.com
County Finance Officer	David K. Clack
CFO's Email Address	davec@sampsonnc.com
CFO's Phone Number	910-592-7181
Person Completing this Application	Lorie B. Sutton
Person's Job Title	Director
Person's Email Address	lbsutton@sampsonnc.com
Person's Phone Number	910-592-4653
Community Transportation System	Sampson Area Transportation
Name of Transit Contact Person	Eartle McNeill
Transit Contact Person's Email Address	910-299-0127

Application Completed by: Lorie B Sutton Date: 8/11/2016
Signature

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the quarterly milestone reports are not submitted on or before the due dates that ½ of 1 percent per business day, beginning the day after the due date until the date the report is received, will be deducted from the following quarter's disbursement. I certify and understand that any quarterly unspent funds will be deducted from the following quarter's allocation and the total amount of unspent funds at the end of the period of performance will be deducted from the following year's allocation.

County Manager: Edwin W. Causey Date: 8/15/16
Signature

County Finance Officer: David K. Clack Date: 8/11/2016
Signature

Application Instructions

County officials should read the ROAP Program Administration Guide which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If necessary, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

FY2017 ROAP Program Schedule

Application Deadline	August 22, 2016
Quarter 1 Disbursement	September 15, 2016
Quarter 1 Milestone Report due	October 31, 2016
Quarter 2 Disbursement	December 15, 2016
Quarter 2 Milestone Report due	January 31, 2017
Quarter 3 Disbursement	March 15, 2017
Quarter 3 Milestone Report due	April 30, 2017
Quarter 4 Disbursement	May 15, 2017
Quarter 4 Milestone Report due	July 31, 2017

County's Management of ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process
- ROAP funds are expended on only eligible activities
- Supporting documentation of expenditures is maintained
- Service recipients meet eligibility requirements and their eligibility is documented
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance
- An accounting of trips and expenditures is provided in quarterly reports to NCDOT
- ROAP funds received and expended are included in the local annual audit

Transportation Needs and Public Involvement in Funding Decisions	Yes	No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the Community Transportation System, to recommend how the ROAP funds should be sub-allocated?	X	
B. Were outreach efforts conducted to inform agencies about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided how to sub-allocate the ROAP funds?	X	
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	X	

Financial Management of ROAP Funds	Yes	No
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?		X
E. If yes, does the county have a written agreement with these agencies that addresses the proper use, return and accountability of these funds? <i>(Include a sample agreement with application)</i>		
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? <i>(Their procurement practices will need to meet all federal and state requirements for procurement of professional services.)</i>		X
G. Are ROAP funds being deposited in an interest bearing account?	X	
H. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	X	
I. Is supporting documentation maintained for all ROAP grant financial transactions for five years? IMPORTANT: Yes is the only correct answer.	X	
Monitoring and Oversight Responsibilities	Yes	No
J. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	X	
K. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? Monthly Reports are due to the Director, Quarterly reports to the TAB, Yearly reports to the Board of Commissioners and Finance Officer.		
L. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transportation System operating in the county?	X	
Accountability to North Carolina Taxpayers	Yes	No
M. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?	X	

Elderly and Disabled Transportation Assistance Program

The Elderly and Disabled Transportation Assistance Program (EDTAP), originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27), provides operating assistance funds for the transportation of the state's elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life.

Organizations or Departments Receiving EDTAP Funds	How will the transportation services be	Name of Transportation Provider	EDTAP Suballocation	Estimated One Way	Avg. Cost of
Sampson Area	Public Transit	Sampson Area	\$ 73,071	6069	\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
TOTAL			\$ 73,071	6069	

Elderly and Disabled Transportation Assistance Program Questions

- N. What will be the purposes of the trips provided with EDTAP funds? *(Check all that apply)*
- Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking
 - Job interviews, job fair attendance, job readiness activities or training, GED classes
 - Transportation to workplace
 - Group field trips/tours to community special events (Federal charter regulations apply to transit.)
 - Overnight trips to out-of-county destinations (Federal charter regulations apply to transit)
 - Human service agency appointments

Elderly and Disabled Transportation Assistance Program Questions (con't)

Yes No

O. Does the federally funded Community Transportation System operating in your county receive a sub-allocation of EDTAP funds?	X	
P. Will any of the subrecipients use their EDTAP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only.)</i> 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program		X
Q. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?	X	
R. EDTAP funded trips are expected to be provided throughout the entire year. If the EDTAP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?	X	

Rural General Public Program

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization to pay for the trip. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the RGP funds. RGP funds are only available to Coordinated Transportation Systems offering general public transportation in the non-urbanized area of the county.

Organizations or Departments Receiving RGP Funds	How will the transportation services be provided	Name of Transportation Provider	RGP Suballocation	Estimated One Way Trips	Avg. Cost of Trip
Sampson Area	Public Transit Provider	Sampson Area	\$ 93,750	11364	\$ 8.25
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
TOTAL			\$ 93,750	11364	

Rural General Public Transportation Program Questions		
Z. What will be the trip purposes of the transportation services provided with RGP funds? <i>(Check all that apply)</i> <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input checked="" type="checkbox"/> Child(ren) of working parent transported to child care <input checked="" type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.) <input checked="" type="checkbox"/> Human service agency appointments		
AA. Will RGP trips be provided for citizens who need transportation but don't have a human service agency or organization to pay for the trip?	X	
Rural General Public Program Questions (con't)		
	Yes	No
AB. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transportation System use fare revenue to generate the local 10% match requirement for RGP funds?	X	
AC. Will RGP funded trips be coordinated on vehicles with human service agency trips?	X	
AD. Will the Community Transportation System use any of their RGP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only)</i> 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program		X
AE. Is any part of the county in an urbanized area according to the 2010 census?		X
AF. RGP funded trips are expected to be provided throughout the entire year. If the RGP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?	X	

CERTIFIED STATEMENT
FY2017
RURAL OPERATING ASSISTANCE PROGRAM
County of Sampson

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2016 to June 30, 2017 regardless of the date on which ROAP funds are disbursed to the county.

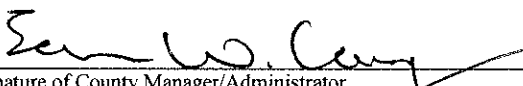
NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Sampson North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips when other funding sources is not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2017 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in quarterly milestone reports to NCDOT – Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2017 Rural Operating Assistance Program funds:

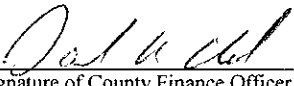
State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$73,071	\$73,071
Employment Transportation Assistance Program (EMPL)	\$16,772	\$16,772
Rural General Public Program (RGP)	\$93,750	\$93,750
TOTAL	\$183,593	\$183,593

WITNESS my hand and county seal, this ____ day of _____, 20____.



 Signature of County Manager/Administrator
 Edwin W. Causey

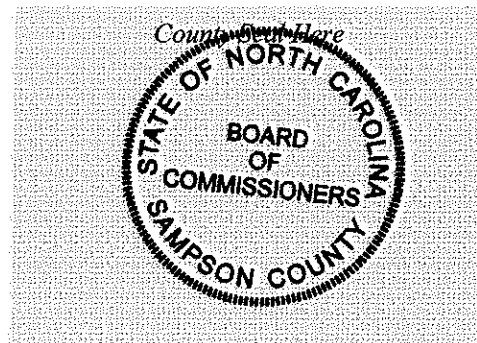
 Printed Name of County Manager/Administrator



 Signature of County Finance Officer
 David R. Cuth

 Printed Name of County Finance Officer

State of North Carolina County of Sampson





STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

NICHOLAS J. TENNYSON
SECRETARY

August 8, 2016

MEMORANDUM

TO: County Managers
County Finance Officers
Community Transportation System Directors

FROM: Debbie Collins *dc*
Director, Public Transportation Division

SUBJECT: FY 2016-2017 Rural Operating Assistance Program Application

The Rural Operating Assistance Program (ROAP) is a state-funded public transportation grant program administered by the North Carolina Department of Transportation – Public Transportation Division (PTD). ROAP consolidates the Elderly and Disabled Transportation Assistance Program (EDTAP), the Employment Transportation Assistance Program (EMPL) and the Rural General Public (RGP) Transportation Program into a single application package.

The General Assembly has approved a state budget and the attached ROAP Allocation Table is final. We will disburse the ROAP funds on a quarterly basis. The period of performance will remain July 1, 2016 to June 30, 2017 regardless of the dates the ROAP funds are disbursed.

We are implementing three important changes this year. These application and allocation changes include the following:

- For the first time, quarterly milestone reports will be required. If the reports are not received on or before the due date, ½ of 1 percent per business day, that the report is late, will be deducted from the following quarter’s disbursement.
- The total amount unspent at the end of the year will be deducted from the following year’s total allocation
- For the first time, PTD will be monitoring quarterly and year-to-date spending. Any reported unspent funds at the end of each quarter will be deducted from the following quarter’s disbursement of your ROAP allocation.

As a reminder, the allocation in the application packet will be adjusted to reflect any unspent funds that will be deducted once the FY16 ROAP Annual Report is received. A new allocation table will be provided at that time.

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
1550 MAIL SERVICE CENTER
RALEIGH, NC 27699-1550

TELEPHONE: 919-707-4670
FAX: 919-733-1391

WWW.NCDOT.GOV/NCTRANSIT

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH, NC

ROAP funds are allocated to each county by formula. The details of these formulas are in the ROAP Program Administration Guide, included in the application package. The ROAP funds are to be used for the operating cost of trips, *not* for administrative or capital costs. It is the responsibility of the eligible ROAP recipients to sub-allocate and distribute the funds to the Community Transportation System and/or local agencies and organizations as allowed within the program guidelines.

County governments and eligible transportation authorities are the only eligible applicants for ROAP funds. All eligible applicants must submit an annual application to receive these funds. The application is designed to enable PTD staff to better understand the service to be provided and assure that the funds will be utilized as intended. Officials should read all of the ROAP documents in their entirety prior to completing the application.

The due date for applications is Monday August 22, 2016 via the dropbox in Partner Connect.

C - 2016-2017 ROAP Allocation Table

COUNTIES	EDTAP	EMPL	RGP	Total Quarterly Disbursement Amount	TOTAL 2016-2017
Halifax	\$76,553	\$16,020	\$86,220	\$44,698	\$178,793
Harnett	\$86,429	\$28,155	\$128,387	\$60,743	\$242,971
Haywood	\$73,797	\$15,161	\$67,018	\$38,994	\$155,976
Henderson	\$95,943	\$24,289	\$69,278	\$47,378	\$189,510
Hertford	\$57,854	\$7,861	\$59,865	\$31,395	\$125,580
Hoke	\$60,411	\$13,337	\$55,723	\$32,368	\$129,471
Hyde	\$48,334	\$4,317	\$43,299	\$23,988	\$95,950
Iredell	\$101,629	\$37,926	\$91,114	\$57,667	\$230,669
Jackson	\$62,618	\$11,619	\$70,784	\$36,255	\$145,021
Johnston	\$103,292	\$39,537	\$153,989	\$74,205	\$296,818
Jones	\$50,898	\$4,639	\$47,064	\$25,650	\$102,601
Lee	\$67,905	\$16,021	\$88,855	\$43,195	\$172,781
Lenoir	\$76,354	\$15,698	\$90,361	\$45,603	\$182,413
Lincoln	\$78,714	\$19,995	\$97,515	\$49,056	\$196,224
Macon	\$63,356	\$10,223	\$67,771	\$35,338	\$141,350
Madison	\$55,477	\$6,894	\$54,594	\$29,241	\$116,965
Martin	\$57,492	\$8,183	\$59,488	\$31,291	\$125,163
McDowell	\$69,948	\$12,048	\$0	\$20,499	\$81,996
Mecklenburg	\$292,720	\$220,146	\$46,688	\$139,889	\$559,554
Mitchell	\$53,454	\$5,927	\$51,582	\$27,741	\$110,963
Montgomery	\$57,675	\$8,183	\$62,500	\$32,090	\$128,358
Moore	\$87,361	\$21,390	\$115,963	\$56,179	\$224,714
Nash	\$86,432	\$25,470	\$78,314	\$47,554	\$190,216
New Hanover	\$120,898	\$49,845	\$41,040	\$52,946	\$211,783
Northampton	\$58,961	\$7,323	\$57,606	\$30,973	\$123,890
Onslow	\$99,987	\$38,141	\$101,656	\$59,946	\$239,784
Orange	\$83,466	\$30,946	\$71,537	\$46,487	\$185,949
Pamlico	\$52,177	\$5,176	\$49,700	\$26,763	\$107,053
Pasquotank	\$61,132	\$12,370	\$73,796	\$36,825	\$147,298
Pender	\$69,774	\$14,625	\$82,079	\$41,620	\$166,478
Perquimans	\$52,541	\$5,391	\$49,700	\$26,908	\$107,632
Person	\$63,165	\$11,297	\$72,666	\$36,782	\$147,128
Pitt	\$101,083	\$41,577	\$82,455	\$56,279	\$225,115
Polk	\$55,101	\$6,572	\$56,100	\$29,443	\$117,773
Randolph	\$100,365	\$32,987	\$144,200	\$69,388	\$277,552
Richmond	\$70,682	\$13,122	\$79,067	\$40,718	\$162,871
Robeson	\$104,956	\$34,275	\$155,871	\$73,776	\$295,102
Rockingham	\$92,119	\$23,216	\$120,480	\$58,954	\$235,815
Rowan	\$103,830	\$32,880	\$85,467	\$55,544	\$222,177
Rutherford	\$80,944	\$17,739	\$97,891	\$49,144	\$196,574
Sampson	\$73,071	\$16,772	\$93,750	\$45,898	\$183,593
Scotland	\$64,813	\$11,296	\$70,030	\$36,535	\$146,139
Stanly	\$71,220	\$15,269	\$91,491	\$44,495	\$177,980

Legislative Goals

Every 2 years, NCACC members engage in a process to determine the legislative goals it should seek in the best interest of the counties. The NCACC goals-setting process begins in August of each even-numbered year and consists of 5 stages, beginning with the solicitation of proposals from counties and ending with the adoption of the legislative agenda at the Legislative Goals Conference.

The Association's legislative goals process is thoughtful, deliberative, inclusive and fair. The investment of time and energy, and value of full discourse, strengthens our association as we navigate the legislative currents. The process is designed to create an informed grassroots organization and to build a cohesiveness of purpose within the organization that, in turn, grants a degree of credibility to the association that is unique. All counties and all county officials are invited and encouraged to participate in the legislative goals process.

Voting Process

Every member county appoints a voting delegate to the conference. Every county in attendance has 1 vote. The voting delegate can be any county official, including non-elected officials, and a county may choose an alternate. no proxies are allowed. Goals are presented by subject category. Upon motion of any voting delegate, a proposal can be set aside for detailed discussion. Majority votes are required to approve or alter the proposed goals.

- Voting delegate form (Word)

Screening Committee Process

The Association has a Screening Committee process to allow for consideration of newly proposed goals or proposals previously presented but not approved. The Screening Committee is composed of the Legislative Goals Committee chairs and the 7 Steering Committee chairs. The Screening Committee meets at the end of the first day of the conference to review and hear presentations on any newly submitted proposals.



SAMPSON

REGIONAL MEDICAL CENTER

607 Beaman Street (28328), Post Office Drawer 260, Clinton, NC 28329-0260
Telephone: (910) 592-8511, Fax (910) 590-2321

July 13, 2016

Board of Commissioners
406 County Complex Road
Clinton, NC 28328

Dear Commissioners:

Sampson Regional Medical Center is requesting your attendance at the Annual Board of Trustees meeting on Monday, September 26th at 6:00pm for approval of the 2017 capital and operating budget. Dinner will be served at the meeting.

Best regards,



Shawn Howerton, M.D.
Chief Executive Officer

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.