



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
November 7, 2016**

7:00 pm Convene Regular Meeting (County Auditorium)

Invocation and Pledge of Allegiance
Approve Agenda as Published

Roads (NCDOT invited)

Tab 1 Presentations and Reports

- | | |
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| a. Recognition of Outgoing Chairman | 1 |
| b. Presentation of the Audit for Fiscal Year Ending June 30, 2016 | 2 |

Tab 2 Planning and Zoning

- | | |
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| a. <u>RZ-10-16-1</u> : Request to Rezone 1.05 Acres Located Along North Salemburg Highway from RA-Residential Agriculture to C-Commercial | 3 - 6 |
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Tab 3 Action Items

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| a. Public Hearing – FY 2018 Community Transportation Program (CTP) Grant Funding Application | 7 - 18 |
| b. Consideration of Budget Reduction Proposals | 19 - 40 |
| c. Appointments – Library Board | 41 |

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| a. Approve the minutes of the September 26, 2016 and October 3, 2016 meetings | 43 - 49 |
| b. Adopt a resolution accepting the offer of James L. Surles to purchase a parcel of land (PIN 11001748001) situated in the Newton Grove Township (Whit Road) for the amount of \$7,000 | 50 - 52 |
| c. Approve request by Sampson County Library to surplus certain materials damaged by Hurricane Matthew dispose of them pursuant to Materials Selection Policy | 53 - 88 |
| d. Authorize the submission of an application for funding under the 2017 cycle of Essential Single Family Rehabilitation Program offered through the North Carolina Housing Financing Agency (NCHFA) and utilization of The Wooten Company for grant administrative services | 89 - 90 |
| e. Approve Board of Commissioners Meeting Schedule for Calendar Year 2017 | 91 |

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| f. Approve Sampson County Local Government Holiday Schedule for Calendar Year 2017 | 92 |
| g. Approve the Department of Aging's submission of an application for United Way funding for construction of wheelchair ramps | 93 - 113 |
| h. Approve amendments to the Records Retention Schedules for County Management and Sheriff's Departments, as required by the Government Records Section of the State Archives of North Carolina | 114 - 120 |
| i. Approve a late disabled veterans tax exclusion application for George C. Simmons, Jr. | 121 - 123 |
| j. Approve tax refunds as submitted | 124 - 129 |
| k. Approve budget amendments as submitted | 130 - 134 |

Tab 5 Consideration of Tax Appeals

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- Herring, Andrew Garrett
- Hudson, Pelmon Jart Jr.
- Little Man Farming (Joseph Warren III)
- Spell Construction (Michael Spell)
- Sutton, Kenneth Mack

County Manager's Reports

Tab 6 Public Comment Period (see policies and procedures in agenda)

146

Closed Session - GS 143-318.11 (a) (3) - Consultation with Attorney

Adjournment

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1 (a)

Meeting Date:	November 7, 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: Recognition of Outgoing Chairman

DEPARTMENT: Board of Commissioners

PUBLIC HEARING: No

CONTACT PERSON: Sue Lee, Vice Chairperson
Jefferson Strickland, Former Commissioner

PURPOSE: To recognize Chairman Billy Lockamy for his service

ATTACHMENTS: None

BACKGROUND: This is Chairman Billy Lockamy's last full meeting as Chairman. Mr. Lockamy has served as a commissioner since December 1, 2008. He served as Vice Chairman from December 2009 - December 2011, then as Chairman 2011 - 2013 and again 2014 - present. In grateful acknowledgement of his efforts, and as is our tradition, the Vice Chairperson will present Mr. Lockamy with a gaveled plaque.

Former commissioner and former Board Chairman Jefferson Strickland will also be in attendance to honor Mr. Lockamy.

RECOMMENDED
ACTION OR MOTION: Vice Chairperson Lee presents plaque on behalf of the Board, followed by comments from former commissioner Strickland

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT	<u>ITEM NO.</u>	1 (b)
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ITEM ABSTRACT	<u>ITEM NO.</u>	1 (b)
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Meeting Date: November 7, 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: Presentation of the Audit for Fiscal Year Ending June 30, 2016

DEPARTMENT: Finance

PUBLIC HEARING: No

CONTACT PERSON: David Clack, Finance Officer
Bryon Scott, Thompson, Price, Scott, Adams & Co., PA

PURPOSE: To consider approval of audit for fiscal year ending June 30, 2016

ATTACHMENTS: Audit document provided a separate document

BACKGROUND: Bryon Scott, CPA of Thompson, Price, Scott, Adams & Co., PA will present the Board with the audit for fiscal year ending June 30, 2016. This audit will be submitted to the Local Government Commission for final approval.

RECOMMENDED ACTION OR MOTION:	Accept and approve the audit subject to submission and subsequent approval by the Local Government Commission
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**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. **2 (a)**

Meeting Date: November 7, 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: **RZ-10-16-1** Planning staff will review a request to rezone approximately 1.05 acres located along North Salemburg 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 Hwy 242/N. Salemburg Highway, a major means of transportation. 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: Motion to **approve** rezoning request RZ-10-16-1, 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-10-16-1 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 N. Salemburg Highway, a major means of transportation in Sampson County.*



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



To: Ed Causey, County Manager
From: Mary M. Rose, Planning Director
Subject: October 17, 2016 Sampson County Planning and Zoning Board Meeting -
County Board of Commissioners November 7, 2016 Agenda Item
Date: October 21, 2016

The following request was addressed by the Planning and Zoning Board at their October 17, 2016 meeting:

RZ-10-16-1 - A rezoning request by Sara Honeycutt to rezone approximately 1.05 acres located along North Salemburg Highway from RA-Residential Agriculture to C-Commercial was unanimously recommended for approval with the following findings of fact and zoning consistency statement:

1. Sara Honeycutt has signed the rezoning application as the owner.
2. This rezoning will include approximately 1.05 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 North Salemburg Highway.
5. The properties to the north, south, east, and west are zoned RA-Residential Agriculture.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Zoning Consistency Statement:

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance Amendment RZ-10-16-1 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 Hwy 242/North Salemburg Highway, a major means of transportation in Sampson County.

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
October 17, 2016

Members Present
Ann Naylor
Sherri Smith
Debra Bass
Gary Henry
Nancy Blackman

Members Absent
Gary Mac Herring
Steve Parker

Minutes Approved

Upon a motion by Sherri Smith and seconded by Gary Henry, the minutes of September 19, 2016 meeting were unanimously approved as presented by the Board.

RZ-10-16-1

A rezoning request by Sara Honeycutt to rezone approximately 1.05 acres located along North Salemburg Highway from RA-Residential Agriculture to C-Commercial.

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

1. Sara Honeycutt has signed the rezoning application as the owner.
2. This rezoning will include approximately 1.05 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 North Salemburg Highway.
5. The properties to the north, south, east, and west are zoned RA-Residential Agriculture.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Zoning Consistency Statement:

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance Amendment RZ-10-16-1 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 Hwy 242/North Salemburg Highway, a major means of transportation in Sampson County.

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 Nancy Blackman and unanimously recommended for approval by the Board.

Ayes: Unanimous

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

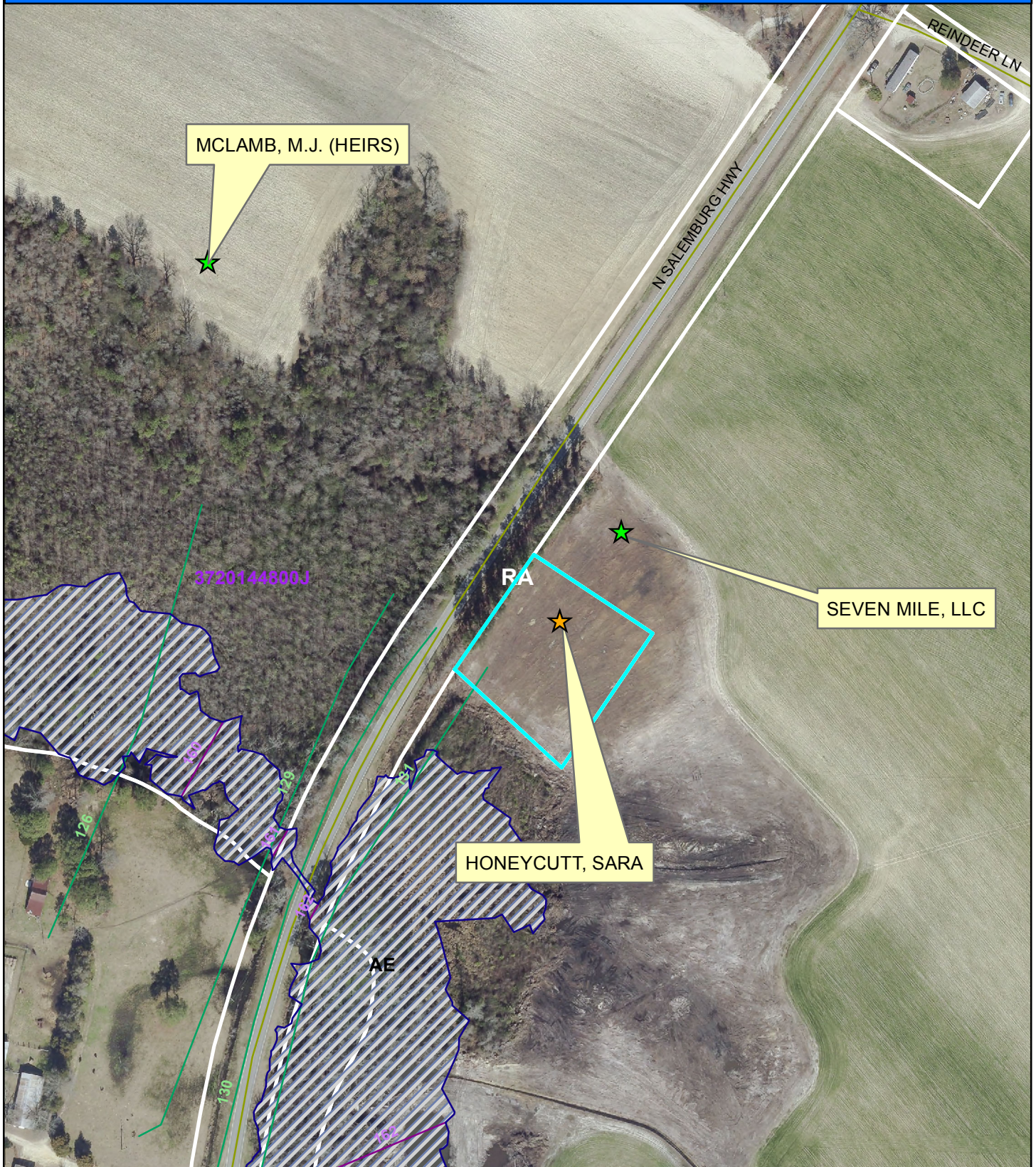
Chairman

Secretary

RZ-10-16-1

Sara Honeycutt

North Salemburg Highway



Proposed Properties



Properties Owners Within 100 Feet

SAMPSON COUNTY
BOARD OF COMMISSIONERS

ITEM ABSTRACT		<u>ITEM NO.</u>	<u>3 (a)</u>
Meeting Date: November 7, 2016	<u> </u>	Information Only	<u> x </u> Public Comment
	<u> </u>	Report/Presentation	<u> </u> Closed Session
	<u> x </u>	Action Item	<u> </u> Planning/Zoning
	<u> </u>	Consent Agenda	<u> </u> Water District Issue

SUBJECT:	Public Hearing – FY 2018 Community Transportation Program (CTP) Grant Funding Application
DEPARTMENT:	Sampson Area Transportation/Dept. of Aging
PUBLIC HEARING:	Yes
CONTACT PERSON:	Eartle McNeil, SAT Coordinator Lorie Sutton, Department of Aging Director
PURPOSE:	To consider public comments with regard to the submission of the application for CTP transportation grant funding for the period July 1, 2017 – June 30, 2018
ATTACHMENTS:	Public Hearing Notice; Grant Documents, including Certifying Resolutions for both Admin/Operations and Capital Grant Portions
BACKGROUND:	Each year the County applies to the North Carolina Department of Transportation for Community Transportation Funding, which is used by our Sampson Area Transportation program to coordinate existing transportation programs operating in Sampson County and to provide transportation services within our communities. The Department of Aging has proposed that an application be submitted in the amount of \$467,927 which requires a \$59,384 local match. The match will be budgeted in the Department of Aging’s 2017-2018 budget. We are required to provide the public the opportunity to comment on the application prior to submission.
PRIOR BOARD ACTION:	Application is submitted annually
RECOMMENDED ACTION OR MOTION:	Adopt grant resolutions authorizing submission of grant and making assurances and certifications regarding compliance with federal and state requirements

PUBLIC HEARING NOTICE

This is to inform the public that a public hearing will be held on the proposed Sampson County Community Transportation Program Application to be submitted to the North Carolina Department of Transportation no later than November 4, 2016. The public hearing will be held before the Sampson County Board of Commissioners on November 7, 2016 at 7:00pm in the County Auditorium, 435 Rowan Road in Clinton, North Carolina.

Those interested in attending the public hearing and needing either auxiliary aids or services under the Americans with Disabilities Act (ADA) or a language translator should contact the County Manager's Office on or before 5:00pm, November 4, 2016, at telephone number 910-592-6103 or via email at susanh@sampsonnc.com.

The Community Transportation Program provides assistance to coordinate existing transportation programs operating in Sampson County as well as provides transportation options and services for the communities within this service area. These services are currently provided using Sampson Area Transportation. Services are rendered by Sampson Area Transportation.

The total estimated amount requested for the period **July 1, 2017 through June 30, 2018**

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>	
Administrative	\$ 163,985	\$ 28,989	(15%)
Operating (ALL systems; No State Match will be provided for Operating Assistance)	\$	\$	(50%) or more
Capital	\$ 303,942	\$30,395	(10%)
TOTAL PROJECT	\$ 467,927	\$ 59,384	
	Total Funding Request	Total Local Share	

This application may be inspected at Sampson County Department of Aging from October 24, 2016 through November 4, 2016 (Mon-Fri 8am to 5pm). Written comments should be directed to Lorie Sutton before November 4, 2016.

COMMUNITY TRANSPORTATION PROGRAM RESOLUTION

Section 5311 FY 2018 RESOLUTION

Applicant seeking permission to apply for Community Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by *(Board Member's Name)* _____ and seconded by *(Board Member's Name or N/A, if not required)* _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural public transportation services consistent with the policy requirements for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, Sampson County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project, prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

NOW, THEREFORE, be it resolved that the *(Authorized Official's Title)** County Manager of the County of Sampson is hereby authorized to submit a grant application for federal and state funding, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural public transportation services.

I *(Certifying Official's Name)** Susan J. Holder, Assistant County Manager/Clerk to the Board do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Sampson County Board of Commissioners duly held on the 7th day of November, 2016.

Signature of Certifying Official

****Note that the authorized official, certifying official, and notary public should be three separate individuals.***

Seal Subscribed and sworn to me *(date)* _____

*Notary Public **

Printed Name and Address

My commission expires *(date)* _____

Affix Notary Seal Here

**PUBLIC TRANSPORTATION CONSOLIDATED CAPITAL CALL FOR
PROJECTS PROGRAM RESOLUTION**

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Status and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for public transportation projects; and

WHEREAS, NCDOT has been designated as the State agency with principle authority and responsibility for administering capital projects for small urbanized and rural areas; and

WHEREAS, Sampson County hereby assures and certifies that it will comply with the federal and state statutes, regulations, executive orders, and all small administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U.S.C.

WHEREAS, Sampson County understands and agrees that capital project requests will be funded with 5310, 5311 (RTAP or ADTAP), 5339, state funds or a combination thereof. The applicant agrees they will adhere to the compliance of the grant used to fund the project.

NOW, THEREFORE, be it resolved that the County Manager of the County of Sampson is hereby authorized to submit a grant for federal and state funding, provide the required local match, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide public transportation services.

I, Susan J. Holder, Assistant County Manager/Clerk to the Board do hereby certify that the above is true and correct copy 7th day of November, 2016.

Signature of Certifying Official

Date

***Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me (date) _____

Notary Public Signature _____

Printed Name and Address

My commission expires (date) _____

Affix Notary Seal Here

5311 DESIGNEE CERTIFICATION FORM

Resolution No. _____

Resolution authorizing the filing of applications with the North Carolina Department of Transportation–Public Transportation Division for grant years FY2018 – FY2022, for federal transportation assistance authorized by 49 U.S.C. 5311, United States Code, other federal statutes administered by the Federal Transit Administration or state statutes administered by the State of North Carolina.

WHEREAS, the State of North Carolina has been delegated authority to award federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost;

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, BE IT RESOLVED BY (Sampson County Board of Commissioners)

1. That Edwin W. Causey, County Manager is authorized to execute and file an application for federal assistance on behalf of Sampson County with the State of North Carolina for federal assistance authorized by 49 U.S.C. Chapter 5311 United States Code, other federal statutes or state statutes authorizing a project administered by the Federal Transit Administration.
2. That the County Manager is authorized to execute and file with its applications the annual certifications and assurances and other documents the State of North Carolina requires before awarding a federal assistance grant or cooperative agreement.
3. That the County Manager is authorized to execute grant and cooperative agreements with the State of North Carolina on behalf of Sampson County.

5311 DESIGNEE CERTIFICATION FORM

The undersigned duly qualified Assistant County Manager/Clerk to the Board, acting on behalf of the Sampson County Board of Commissioners, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Sampson County Board of Commissioners held on November 7, 2016.

[If the Applicant has an official seal, impress here.]

(Signature of Recording Officer)

Assistant Co. Mgr/Clerk to the Board

(Title of Recording Officer)

(Date)

Local Share Certification for Funding

(This form is required for **EACH** separate funding request)

Sampson County
(Legal Name of Applicant)

Local matching funds will be required for all application submittals. For projects requiring capital funds, the required local match is 10 percent of the net cost of the project, subject to the availability of state funds. Applicants should be prepared to incur a 20 percent local match in case state funds are not available.

The local match must be provided from sources other than federal Department of Transportation funds. Guidance is provided FTA's website about eligible sources of matching funds. Applicants are responsible for verifying the eligibility of non-USDOT federal funds the applicant proposes to use as their local match.

Requested Funding Amounts

	Net Project Cost	Local Share	Local Source(s)
Capital (Vehicles & Other)	\$ <u>303,942</u>	\$ <u>30,395</u> (10%)	1. County Funding – Gen Fund 2. 3.
TOTAL	\$ <u>303,942</u>	\$ <u>30,395</u>	

I, the undersigned representing **Sampson County** do hereby certify to the North Carolina Department of Transportation, that the required local funds will be available as of **July 1, 2017**.

Signature of Authorized Official

Edwin W. Causey, County Manager
Type Name and Title of Authorized Official

Date

LOCAL SHARE CERTIFICATION FOR FUNDING

Sampson County
(Legal Name of Applicant)

Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ <u>192,924</u>	\$ <u>28,939</u> (15%)
Operating (ALL systems; No State Match will be provided for operating assistance)	\$ _____	\$ _____ (50% or more)
<hr/>		
TOTAL	\$ <u>192,924</u>	\$ <u>28,939</u>
	Total Funding Requests	Total Local Share

The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Amount</u>
<u>County Funding – General Funds</u>	\$ <u>28,939</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
<hr/>	
TOTAL	\$ <u>28,939</u>

**** Fare box revenue is not an applicable source for local share funding**

I, the undersigned representing **Sampson County** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2018 Community Transportation Program will be available as of **July 1, 2017**, which has a period of performance of July 1, 2017 – June 30, 2018.

Signature of Authorized Official

Edwin W. Causey, County Manager

Type Name and Title of Authorized Official

November 7, 2016

Date

SECTION 5311, 5310 or Consolidated Capital Call for Projects TITLE VI PROGRAM REPORT

Legal Name of Applicant: **Sampson County**
(Complete either Part A or Part B)

Part A – No complaints or Lawsuits Filed

I certify that to the best of my knowledge, **No complaints or lawsuits** alleging discrimination have been filed against **Sampson Area Transportation** during the period **July 1, 2015 through June 30, 2016**.

Signature of Authorized Official

Date

Type Name and Title of Authorized Official

Part B – Complaints or Lawsuits Filed

I certify that to the best of my knowledge, the below described complaints or lawsuits alleging discrimination have been filed against _____ *Transit System Name*) during the period July 1, 2015 through June 30, 2016.

Complainant Name/Address/Telephone Number	Date	Description	Status/Outcome

(Attach an additional page if required.)

Signature of Authorized Official

Date

Type Name and Title of Authorized Official

Part C - Title VI Plan

Do you currently have a Title VI Plan: Yes

Date of last plan update: May 2015

DBE GOOD FAITH EFFORTS CERTIFICATION

This is to certify that in all purchase and contract selections Sampson County is committed to and shall make good faith efforts to purchase from and award contracts to Disadvantaged Business Enterprises (DBEs).

DBE good faith efforts will include the following items that are indicated by check mark(s) or narrative:

Required by PTD	Check all that apply	Description
*	<input type="checkbox"/>	Write a letter/email to Certified DBEs in the service area to inform them of purchase or contract opportunities;
*	<input checked="" type="checkbox"/>	Document telephone calls, emails and correspondence with or on behalf of DBEs;
	<input type="checkbox"/>	Advertise purchase and contract opportunities on local TV Community Cable Network;
*	<input type="checkbox"/>	Request purchase/contract price quotes/bids from DBEs;
	<input checked="" type="checkbox"/>	Monitor newspapers for new businesses that are DBE eligible
*	<input checked="" type="checkbox"/>	Encourage interested eligible firms to become NCDOT certified. Interested firms should refer to http://www.ncdot.gov/business/ocs/dbe/#FAQ10 or contact the office of contractual services at (919) 707-4800 for more information
*	<input checked="" type="checkbox"/>	Encourage interested firms to contact the Office of Historically Underutilized Businesses at (919) 807-2330 for more information
*	<input checked="" type="checkbox"/>	Consult NCDOT Certified DBE Directory. A DBE company will be listed in the DBE Directory for each work type or area of specialization that it performs. You may obtain a copy of this directory at http://partner.ncdot.gov/VendorDirectory/default.html
	<input type="checkbox"/>	Other efforts: Describe:
	<input type="checkbox"/>	Other efforts: Describe:

You may obtain a copy of the USDOT Disadvantaged Business Enterprise Program Title 49 Part 26 at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>

Reminder: Documentation of all good faith efforts shall be retained for a period of five (5) years following the end of the fiscal year.

I certify that, to the best of my knowledge, the above information describes the DBE good faith efforts.

Signature of Authorized Official

Date

Edwin W. Causey, County Manager

Type Name and Title of Authorized Official

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION**

DBE/MBE/WBE/HUB ANTICIPATED VENDOR AWARDS in FY2018

APPLICANT'S NAME: Sampson County **PERIOD COVERED**
MAILING ADDRESS: 405 County Complex Road; Suite 140, Clinton, NC 28328 **From:** July 1, 2017
VENDOR NUMBER: 7666 **To:** June 30, 2018

We expect to utilize the following list of DBE/MBE/WBE/HUB Vendors in FY2018:

DBE/MBE/WBE/HUB Vendor/Subcontractor's Name	Mailing Address City, State, Zip	ID# from NCDOT Website	Describe Service/ Item to be Purchased	Anticipated Expenditure (\$)
				TOTAL

- ☐ The above list includes the DBE/MBE/WBE/HUB Vendors the applicant expects to utilize in FY2018.
☒ The applicant does **NOT** expect to utilize any DBE/MBE/WBE/HUB Vendors in FY2018.

Signature of Authorized Official

Date

Surface Transportation Providers

(operating in your service area)

List all private transportation providers and indicate if represented by union. This information is generally available in your telephone directory or through the County's business licensing office. If you contract out any part of your service or management/administration of your transit system and the contractor's employees are represented by a labor union, remember to include them here.

Sampson County

Legal Name of Applicant

(Not the System Name)

	Private Transportation Providers	Union Representation	If yes – Provide <u>Name</u> of Union and the affiliated Local Branch Number, (e.g. ACME Local #458)
1	Van Go Transportation 607 Warsaw Road Clinton, NC 28328	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
2	Veteran Taxi Company 606 Libson Street Clinton, NC 28328	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
3	Service Cab Company 103 W Still Street Clinton, NC 28328	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
4	Enroute Transportation 1888 Hobbton Hwy Clinton, NC 283258	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
5		<input type="checkbox"/> No <input type="checkbox"/> Yes	
6		<input type="checkbox"/> No <input type="checkbox"/> Yes	
7		<input type="checkbox"/> No <input type="checkbox"/> Yes	
8		<input type="checkbox"/> No <input type="checkbox"/> Yes	
9		<input type="checkbox"/> No <input type="checkbox"/> Yes	
10		<input type="checkbox"/> No <input type="checkbox"/> Yes	
11		<input type="checkbox"/> No <input type="checkbox"/> Yes	
12		<input type="checkbox"/> No <input type="checkbox"/> Yes	
13		<input type="checkbox"/> No <input type="checkbox"/> Yes	
14		<input type="checkbox"/> No <input type="checkbox"/> Yes	
15		<input type="checkbox"/> No <input type="checkbox"/> Yes	
16		<input type="checkbox"/> No <input type="checkbox"/> Yes	
17		<input type="checkbox"/> No <input type="checkbox"/> Yes	
18		<input type="checkbox"/> No <input type="checkbox"/> Yes	
19		<input type="checkbox"/> No <input type="checkbox"/> Yes	
20		<input type="checkbox"/> No <input type="checkbox"/> Yes	

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. **3 (b)**

Meeting Date: November 7, 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: Consideration of Budget Reduction Proposals

DEPARTMENT(s): Cooperative Extension; Health; Register of Deeds; Social Services

PUBLIC HEARING: No

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

PURPOSE: To consider approval of budget reduction proposals

ATTACHMENTS: Excel Spreadsheets; Budget Reduction Proposals from Named Departments

BACKGROUND: This month, we fulfill (and surpass) the budget reductions mandated as part of our salary study implementation plan. In addition, we offer proposals from several departments which continue our budget reduction efforts into FY 20-21. Our department heads are to be commended for embracing the process, both as part of our salary plan implementation and as an ongoing mandate from the Board. The County Manager will review the enclosed budget reduction proposals from Cooperative Extension, Health, Register of Deeds, and Social Services – each of which represent, at least in part, a reduction in staffing. The respective department heads will be present to answer questions on any of the specific reduction plans.

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

Mandated Budget Reductions FY 2016-19

(associated with salary plan implementation)

		Totals to date:		
		FY 2016-17	FY 2017-18	FY 2018-19
Total Mandated		\$ 345,497.00	\$ 423,947.00	\$ 423,947.00
Total Approved to Date		\$ 511,531.42	\$ 672,007.84	\$ 48,879.29
Reductions Yet to Achieve		\$ (166,034.42)	\$ (248,060.84)	\$ 375,067.71
Total mandated Reductions	\$ 1,193,391.00			
Total FY 2016-2019 Reductions	\$ 1,232,418.55			
Balance	\$ (39,027.55)			

Surplus Reductions Achieved Above Mandated Amount

Additional Budget Reductions FY 2019-21

(not associated with salary plan implementation)

		Totals to date:	
		FY 2019-20	FY 2020-21
Total Approved to Date for FY 2019-21		\$ 6,069.91	\$ -
New Recommended Reductions By Fiscal Year		\$ 29,838.00	\$ 14,318.00
FY 2019-21 Reductions Approved to Date	\$ 6,069.91		
Additional Recommended Reductions FY 2019-21	\$ 44,156.00		
Surplus Reductions Brought Forward (FY 2016-19)	\$ 39,027.55		
Total FY 2019-21 Reductions	\$ 89,253.46		

		ANTICIPATED COST SAVINGS				
Department Proposal Number	Proposal Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
November-16						
CES 001	Support Staff Position Reduction		\$ 42,961.00	\$ 1,067.00		
HLT 001	Position & Resource Reduction (technology enabled)		\$ 40,780.00	\$ 1,016.00		
ROD 001	Deputy ROD Position Reduction		\$ 42,804.00	\$ 387.00		
DSS 002	Position and Resource Reduction		\$ 32,279.00	\$ 18,517.00	\$ 29,838.00	\$ 14,318.00
	November 2016 Totals	\$ -	\$ 158,824.00	\$ 20,987.00	\$ 29,838.00	\$ 14,318.00

Abbreviation Key:

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

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

		ANTICIPATED COST SAVINGS			
Department Proposal Number	Proposal Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
March-16					
EXP 002	HVAC - Energy Reduction			\$ 12,500.00	
March 2016 Totals		\$ -	\$ -	\$ 12,500.00	\$ -

		ANTICIPATED COST SAVINGS			
Department Proposal Number	Proposal Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
April-16					
DSS 001	Medicaid Transportation Admin. Savings	\$ 150,000.00			
April 2016 Totals		\$ 150,000.00	\$ -	\$ -	\$ -

		ANTICIPATED COST SAVINGS			
Department Proposal Number	Proposal Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
May-16					
LIB 002	FT Library Assistant I Split	\$ 15,621.00			
May 2016 Totals		\$ 15,621.00	\$ -	\$ -	\$ -

		ANTICIPATED COST SAVINGS			
Department Proposal Number	Proposal Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
November-15					
ADM 001	Eliminate Dues; Special Com. Funding	\$ 1,175.00			
AGE/REC 001	Shared Receptionist	\$ 12,242.00			
ELC 001	Utilization of Co. EE as Election Clerks	\$ 7,452.00			
EMS 001	Building Cleaning	\$ 9,000.00			
EMS 002	Eliminate SFD Aerial Plat. Supplement	\$ 3,600.00			
EMS 003	Office Efficiencies	\$ 898.24			
EMS 004	Discontinue TFD Fire Medic	\$ 5,280.00			
EMS 005	Cease PV EMS/Lease Space from PFD	\$ 16,339.00			
EMS 006	Eliminate Fax Maint. Contracts	\$ 3,625.00			
EMS 007	Eliminate Hepatitis B shot	\$ 2,300.00			
FIN 001	Workers Compensation Premiums	\$ 105,000.00			
FIN 002	Copier Lease/Cost Per Copy	\$ 30,201.00	\$ 16,402.87	\$ 15,392.29	\$ 6,069.91
LIB 001	Staff Reorganizations/Prog Adjustments	\$ 50,107.18	\$ 31,531.97		
November 2015 Totals:		\$ 247,219.42	\$ 47,934.84	\$ 15,392.29	\$ 6,069.91

		ANTICIPATED COST SAVINGS			
Department Proposal Number	Proposal Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
December-15					
EMS 008	Discontinue Clement Rescue RT Supplement	\$ 6,000.00			
EMS 009	Alternative Proposal Clinton-Sampson Rescue <i>* BOC voted \$3,600 to remain</i>	\$ 29,928.00			
AGE 002	Medicaid Contract		\$ 465,249.00		
December 2015 Totals		\$ 35,928.00	\$ 465,249.00	\$ -	\$ -

COUNTY OF SAMPSON

DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Cooperative Extension

Proposal Name: Support Staff Position Reduction

Proposal Number: CES001

Executive Summary:

The CES department currently operates with a staff of 15, including one administrative assistant and two support staff positions. Support staff provide clerical support to the entire CES team, as well as assistance to citizens through phone calls or visits to the extension center. With the reduction of one support staff position, additional work will fall to staff members directly, as well as through direct assistance to citizens. The time period could start immediately, as this position has been vacant since March 1, 2016. The anticipated total cost reduction would be \$44,028.

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

		FICA	Retirement	Insurance and	
Position	Salary	Medicare	& 401(k)	Unemployment	Total
County Extension Secretary II (49503) FY 17-18	29,735	2,274	5,366	5,586	42,961
County Extension Secretary II (49503) FY 18-19	852	65	150	-	1,067
Total					44,028

Anticipated Staffing Impact:

Reduction in staff due to early retirement decision

Anticipated Impact to Other Departments/Agencies:

none

Anticipated Impact to Citizens/Customer Service:

Could delay customer service to citizens, particularly those served through 4-H program. Also anticipated delay to service if other support staff are not in office (on vacation, sick leave).

Anticipated Technology Impact:

none

Cooperative Extension Service Cost Reduction Proposal CES001**Position Reduction**

		FICA	Retirement	Insurance	
Position	Salary	Medicare	& 401(k)	and Unemployment	Total
County Extension Secretary II (49503) FY 17-18	29,735	2,274	5,366	5,586	42,961
County Extension Secretary II (49503) FY 18-19	852	65	150	-	1,067
Total					44,028


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: Cost Savings Proposal
DATE: October 21, 2016

This Cost Savings proposal for the health department is being submitted for your review and approval. As a health service provider, we constantly review, streamline and evaluate the effectiveness and efficiency of our programs. Once such issue was the implementation of the Electronic Health Record, and how it would affect the workload of the medical records department in the health department.

The health department transitioned to an Electronic Health Record on May 2015. This transition of moving from paper to an electronic record was implemented in stages, to include medical records that we transported weekly, back and forth to the local hospital. During the transition, staff roles and responsibilities for the medical records staff had to be reviewed and changes made to include reassignment of duties. Also, in the middle of the changes, our front desk receptionist retired which helped us to evaluate the impact of staff reduction on the provision of health department services. It was determined that duties that had previously been performed by this position could be absorbed by other Medical Records and Intake and Eligibility staff ; therefore, the time and resources saved through the implementation of the Electronic Health Record would allow the reduction of one staff member.

Therefore, I am submitting this proposal for cost savings in the amount of \$39, 851.64. Anticipated savings is estimated due to reduction in staff and clinical resources.

If there are questions or further information is needed, please contact me or Tamra Jones.

COUNTY OF SAMPSON

DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Health

Proposal Name: Position and Resource Reductions
(technology enabled)

Proposal Number: HLT001

Executive Summary:

The Sampson County Health Department offers health services to the public by providing care to approximately 40-50 clients a day in the clinic, excluding the services provided by the Outreach and WIC Programs. As a section of the health department staff that assists with providing medical care services, the Medical Records personnel have the responsibilities of: answering the phone; making and following up on client appointments; and other duties related to the preparation of client records.

With the traditional use of paper records, Medical Records staff was responsible for: labeling sign out guides; making charts for new clients prior to services; pulling charts from the racks; prepping charts by adding or removing forms; adding laboratory requests and any other items needed to the paper chart; printing labels and attaching them to all of the forms; and posting laboratory and other test results in the paper charts. Our large Maternal Health Clinic, staffed by a contract physician who provides delivery for our clients at the local hospital, used paper records that were copied on a daily basis and transported back and forth to the hospital weekly or as needed.

In May 2015, the health department transitioned to an Electronic Health Record (EHR) for all programs with the exception of the Maternal Health Clinic. We continued with the paper record for our clients that already had a paper record in the system until they delivered. The last paper record was completed in February 2016.

During the transition from paper to the EHR system, job duties for Medical Records staff had to be reviewed and reorganized. Paper charts were pulled on a limited basis only as needed; paper forms were developed into electronic forms; and the registration, intake and eligibility processes were now being done through the EHR. Staff that traditionally pulled paper charts and performed other paper related duties were trained to assist with new duties related to implementation of the new EHR system, such as scanning documents into the EHR, entering client information electronically, obtaining signatures electronically and other electronic record related duties. The financial work flow side of the EHR, Intake/Eligibility, also changed and Medical Records staff was trained to assist with this new process. In addition, when the last of our Maternal Health clients delivered in February, 2016, paper records no longer needed to be copied and taken to the hospital, which provided additional time for Medical Records staff to be able to perform other duties.

To further streamline our system once the health department clinical records were fully electronic, we met with the hospital administration and our medical providers to develop a Business Associate Agreement (BAA) that allowed our providers and the hospital access to our EHR so we would no longer have to fax or copy and transport records to the hospital. With collaboration from all parties, we were able to provide the link to our system to allow access to our EHR from the hospital, which further reduced Medical Records staff duties.

During these changes from paper to electronic health records, our Front Desk receptionist retired December, 2015 and the position was frozen in order to evaluate the impact of the reduction of that staff member. Job duties were reassigned to other Medical Records and Intake/Eligibility staff to assist with the evaluation.

Our savings will be effective with the budget year 2017. The anticipated savings of \$41,796 will include reduction in staff and clinical resources.

		FICA	Retirement	Dental & Health	
Position	Salary	Medicare	& 401(k)	Insurance	Total
Processing Assistant III (51110) FY 17-18	21,948	1,679	2,574	10,379	36,580
Processing Assistant III (51110) FY 18-19	852	65	99		1,016
Total					37,596
		Other Line Item Reductions			
			Program forms		1,000
			Medical records file folders		1,300
			Copier support		1,900
					4,200
		Total County Funds Saved			41,796

See explanation in Executive Summary

None

The impact to our citizens and our customer service is very positive and can be demonstrated through: clients obtaining appointments in a timelier manner; shorter wait times for visits; a more efficient registration process; a more efficient financial Intake/Eligibility process; improved nursing and medical care services; and a faster and more efficient checkout process.

Anticipated Technology Impact:

The federal CMS Meaningful Use (MU) Implementation Requirements of the EHR forced an assessment and analysis of technology needs. With the transition to EHR, the majority of the health department's computers had to be upgraded. The future impact is that our technology systems will need to be maintained per the CMS MU EHR requirements and upgraded as indicated. This will include software upgrades for the EHR annually and/or as needed.

Health Department Cost Reduction Proposal HLT001
Position Reduction

Position	Salary	FICA Medicare	Retirement & 401(k)	Dental & Health Insurance	Total
Processing Assistant III (51110) FY 17-18	21,948	1,679	2,574	10,379	36,580
Processing Assistant III (51110) FY 18-19	852	65	99		1,016
Total					37,596

Other Line Item Reductions

Program forms	1,000
Medical records file folders	1,300
Copier support	1,900
	4,200

Total County Funds Saved 41,796

Savings by Year

	FY 17-18	FY 18-19
Position reduction	36,580	1,016
Other cost reductions	<u>4,200</u>	<u>-</u>
	40,780	1,016



Sampson County Register of Deeds

Eleanor N. Bradshaw
Register of Deeds
910-592-8026 Phone
910-299-9161 Fax

Sampson County Courthouse
126-A W. Elizabeth St.
Clinton, NC 28328

October 6, 2016

To: Mr. Ed Causey

From: Eleanor Bradshaw
Register of Deeds

Re: Cost Reduction Proposal

Attached you will find the cost reduction proposal from my department showing a deputy register of deed position that has been vacant for 6+ months. During the past year our recording fees increased over \$10,000.00 and part of that time with one less employee. I hope this is an upward trend for the Register of Deeds office. For several years we were not increasing in fees at all. The only way I can contribute to cost reduction is to give up this position. I would like to fill the position since this office waits on the public face to face, however, under the budget constrains the county is in I am willing to give this position up immediately.

COUNTY OF SAMPSON

DEPARTMENTAL COST REDUCTION PROPOSAL

Department: REGISTER OF DEEDS

Proposal Name: Deputy ROD Position Reduction

Proposal Number: ROD001

Executive Summary:

Employee processes and indexes birth and death certificates according to state statutes, updated vital statistics, proofreads indexed documents, and corrects errors. Records and indexes a variety of documents, scans documents into system and ensures accuracy of scan before releasing original document. Assist customers with certified copies of all vital records. Receives, receipts and accounts for various fees: performs daily reconciliation of cash drawer. Issues marriage licenses. Processes incoming and outgoing mail. Assist customers with land records in the records library. All these functions will have to be divided among the other staff members.

Can be accomplished only by not hiring someone for the current vacant position. Start immediately as the position has been vacant for 6 plus months.

See attached cover memo.

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

Deputy Register of Deeds position salary and benefits savings FY 17-18 = \$42,804.00

Deputy Register of Deeds position salary and benefits savings FY 18-19 = \$ 387.00

Anticipated Staffing Impact:

This is a staff reduction of currently vacant position.

Anticipated Impact to Other Departments/Agencies:

None

Anticipated Impact to Citizens/Customer Service:

Losing this position will have an impact on customer service as there will be one less person to wait on customers.

Anticipated Technology Impact:

None

Register of Deeds Cost Reduction Proposal ROD001**Position Reduction**

Position	Salary	FICA Medicare	Retirement & 401(k)	Dental & Health Insurance	Total
Deputy Register of Deeds (41802) FY 17-18	27,024	2,067	3,334	10,379	42,804
Deputy Register of Deeds (41802) FY 18-19	324	24	39		387
Total					43,191

COUNTY OF SAMPSON

DEPARTMENTAL COST REDUCTION PROPOSAL

Department: Sampson County DSS

Proposal Name: Position and Resource Reductions DSS

Proposal Number: DSS002

Executive Summary:

This proposal involves cost-savings related to five operational areas:

- 1) Reduction in force,
- 2) Reduction in advertising expenses,
- 3) Reduction in county costs for child/court adoption fees,
- 4) Reduction in county costs for janitorial services, and
- 5) Reduction in county costs for ink cartridges

Reference 1: We propose to abolish one vacant Income Maintenance Caseworker position (one of last 12 approved during NCFASD operational difficulties) and two Income Maintenance Supervisor positions (not needed upon retirement of employees due to realignment of duties)

Reference 2: Due to the lack of applicants indicating paper newspapers as their source for vacant position notices (online sources used instead), we propose to only advertise online (policy change).

Reference 3: Due to current and ongoing availability of state and federal funding to cover court filing fees for adoptions, we are able to draw down this revenue (now and ongoing) vs. expending county funds.

Reference 4: In order to adequately clean our facility and lower county costs, we propose to only contract for major floor work and propose to hire an employee through a temporary staffing agency.

Reference 5: We have recently been able to begin purchasing high yield vs. standard yield ink cartridges in bulk and at a reduced annual cost.

The specific cost-reductions and time period over which they would be achieved are indicated on the excel spreadsheets included with this proposal. All of these items would allow us to conserve while both maintaining some operations and enhancing others.

Budget Impact:

\$94,952 in county savings over the four-year period of FY 2017-2018 to FY 2020-2021

\$50,796 in county savings over the two-year period of FY 2017-2018 to 2018-2019

\$44,156 in county savings over the two-year period of FY 2019-20 to 2020-21

Anticipated Staffing Impact:

This proposal involves a permanent reduction of three full-time positions and yields long term savings related to both salary and benefits. There are no negative impacts related to this decrease in staffing.

Anticipated Impact to Other Departments/Agencies:

This proposal would have a positive impact on the Public Works/Maintenance Department as the full-time presence of a custodian equipped to handle some general maintenance work as well would decrease the current daily needs from that department.

Anticipated Impact to Citizens/Customer Service:

This proposal does not impact our citizens or our customer service.

Anticipated Technology Impact:

None

ANTICIPATED COST SAVINGS					
Proposal Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Abolish IM Caseworker II Position (10/2016)	8,579.60	11,839.03	12,242.20	12,242.20	12,242.20
Abolish Inc. Maint. Supervisor III (1/2019)			15,521.52	31,043.05	31,043.05
Abolish Inc. Maint. Supervisor II (1/2020)				14,319.22	28,638.45
Eliminate newspaper employment ads	3,500.00	3,750.00	3,750.00	3,750.00	3,750.00
Pay adoption court filing fees from Special Adoption Funding instead of Basic Needs	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00
Janitorial - Eliminate janitorial contract and hire a worker through temporary agency/contract major floor maintenance	-	9,490.80	9,490.80	9,490.80	9,490.80
Printer Ink Cartridges - Purchase high yield instead of standard yield	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00
Total Annual Savings	19,279.60	32,279.83	48,204.52	78,045.27	92,364.50

Total Savings
270,173.72

Submitted by DSS - see also Finance Officer
Summary Pages to follow

Position	Salary	Taxes (7.65%)	Retirement (7.34%)	401K (5%)	Insurance (\$834./mo)	Dental (\$31./mo)	Reimbursed	TOTAL SAVINGS
IM CW II-F&C (2016-17)	22,113.00	1,691.64	1,623.09	1,105.65	7,506.00	279.00	(25,738.79)	8,579.60
IM CW II-F&C (2017-18)	30,816.00	2,357.42	2,261.89	1,540.80	10,008.00	372.00	(35,517.09)	11,839.03
IM CW II-F&C (2018-19)	32,160.00	2,460.24	2,360.54	1,608.00	10,008.00	372.00	(36,726.59)	12,242.20
IM CW II-F&C (2019-20)	32,160.00	2,460.24	2,360.54	1,608.00	10,008.00	372.00	(36,726.59)	12,242.20
IM CW II-F&C (2020-21)	32,160.00	2,460.24	2,360.54	1,608.00	10,008.00	372.00	(36,726.59)	12,242.20
IM Super. III (2018-19)	21,546.00	1,648.27	1,581.48	1,077.30	5,004.00	186.00	(15,521.52)	15,521.52
IM Super. III (2019-20)	43,092.00	3,296.54	3,162.95	2,154.60	10,008.00	372.00	(31,043.05)	31,043.05
IM Super. III (2020-21)	43,092.00	3,296.54	3,162.95	2,154.60	10,008.00	372.00	(31,043.05)	31,043.05
IM Super. II (2019-20)	19,542.00	1,494.96	1,434.38	977.10	5,004.00	186.00	(14,319.22)	14,319.22
IM Super. II (2020-21)	39,084.00	2,989.93	2,868.77	1,954.20	10,008.00	372.00	(28,638.45)	28,638.45
								177,710.50

Janitorial/Maintenance Position from Temporary Agency

Hourly Rate	\$ 10.50	
Total Hours Annually	2,080	
Total Annual Salary	\$ 21,840.00	
Temp Agency Fee	26%	
Total Annual Fee	5,678.40	
Temp Salary	\$ 21,840.00	
Agency Fee	\$ 5,678.40	
Strip,wax & buff floor	1,500.00	
Total Annual Cost	\$ 29,018.40	X 50% = \$14,509.20
Current Contract	\$ 48,000.00	X 50% = \$24,000.00
Total Annual Savings	\$ 18,981.60	\$ 9,490.80

Printer Ink Cartridges

Previously purchased 600 (1,500 sheet yield) cartridges annually for the Lexmark 501 printers at a cost of \$52.00 = \$31,200.00 annually

Switching to high yield cartridge (5,000 sheet yield) at a cost of \$120.00
We will need to purchase only 180 cartridges = \$21,600.00 annually
(600 cartridges X 1500 sheets ÷ 5000 sheets = 180 high yield cartridges)

Annual Standard Yield	\$ 31,200.00	X 50% = \$15,600.00
Annual High Yield	21,600.00	X 50% = <u>\$10,800.00</u>
Total Annual Savings	\$ 9,600.00	\$ 4,800.00

Submitted by DSS - see also Finance Officer summary sheet

Department of Social Services Cost Reduction Proposal DSS002

Position Reduction				Health &		County
		FICA	Retirement	Dental	Less	Funds
Position	Salary	Medicare	401(k)	Insurance	Reimbursed	Saved
IM CW II-F&C (2017-18)	30,816	2,357	3,802	10,379	35,516	11,838
IM CW II-F&C (2018-19)	1,344	102	165	10,379	8,993	2,997
IM Supervisor III (2018-19)	21,546	1,648	2,658	5,189	15,521	15,520
Total County funds saved						30,355

Janitorial/Maintenance Contract Change to Temporary Agency

Hourly rate	\$ 10.50
Total hours annually	<u>2,080</u>
Subtotal	21,840
Temp agency fee (26%)	<u>5,679</u>
Total annual cost	27,519
Strip, wax, and buff floors	<u>1,500</u>
Total cost	29,019
Current contract cost	<u>48,000</u>
Annual savings	18,981
County share of savings (50%)	9,491

Printer Ink Cartridges

Cost to purchase cartridges with a 1,500 sheet yield

Cartridge quantity	600
Cost per cartridge	<u>\$ 52</u>
Total cost	31,200

Cost to purchase cartridges with a 5,000 sheet yield

Cartridge quantity	180
Cost per cartridge	<u>\$ 120</u>
Total cost	21,600

Total savings	9,600
County share of savings (50%)	4,800

Department of Social Services Cost Reduction Proposal DSS002

Savings Recap County Funds

Savings Recap County Funds	Fiscal Year	
	2017-18	2018-19
Abolish IM Caseworker II position (10/2016)	11,838	2,997
Abolish IM Supervisor III position (1/2019)	-	15,520
Janitorial contract change to temporary agency position	9,491	-
Switch printer cartridges to high yield cartridges	4,800	-
Pay adoption court filing fees from Special Adoption Funding	2,400	-
Eliminate newspaper job opening advertisements	3,750	-
Total savings	32,279	18,517

Total 2 year budget savings	\$ 50,796
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Department of Social Services Cost Reduction Proposal DSS002

Position Reduction				Health		County
		FICA	Retirement	Dental	Less	Funds
Position	Salary	Medicare	401(k)	Insurance	Reimbursed	Saved
IM Supervisor III (2019-20)	21,546	1,648	2,658	5,189	15,521	15,520
IM Supervisor II (2019-20)	19,542	1,494	2,411	5,189	14,318	14,318
IM Supervisor II (2020-21)	19,542	1,494	2,411	5,189	14,318	14,318
Total County funds saved						44,156

Savings Recap County Funds

		Fiscal Year	
Position		2019-20	2020-21
Abolish IM Supervisor III (1/2019)		15,520	-
Abolish IM Supervisor II (1/2020)		14,318	14,318
Total Savings		29,838	14,318

Total 2 year budget savings **44,156**

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. **3 (c)**

Meeting Date: November 7, 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: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chairperson Sue Lee

PURPOSE: To consider appointments to various boards and commissions

Sampson-Clinton Public Library

Letitia Evans has resigned from the Library Board. Ann Matthis has agreed to serve if appointed by the Board to fill the vacancy.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4

Meeting Date: November 7, 2016	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple Departments

ITEM DESCRIPTIONS/ ATTACHMENTS:

- a. Approve the minutes of the September 26, 2016 and October 3, 2016 meetings
- b. Adopt a resolution accepting the offer of James L. Surles to purchase a parcel of land (PIN 11001748001) situated in the Newton Grove Township (Whit Road) for the amount of \$7,000
- c. Approve request by Sampson County Library to surplus certain materials damaged by Hurricane Matthew dispose of them pursuant to Materials Selection Policy
- d. Authorize the submission of an application for funding under the 2017 cycle of Essential Single Family Rehabilitation Program offered through the North Carolina Housing Financing Agency (NCHFA) and utilization of The Wooten Company for grant administrative services
- e. Approve Board of Commissioners Meeting Schedule for Calendar Year 2017
- f. Approve Sampson County Local Government Holiday Schedule for Calendar Year 2017
- g. Approve the Department of Aging's submission of an application for United Way funding for construction of wheelchair ramps
- h. Approve amendments to the Records Retention Schedules for County Management and Sheriff's Departments, as required by the Government Records Section of the State Archives of North Carolina
- i. Approve a late disabled veterans tax exclusion application for George C. Simmons, Jr.
- j. Approve tax refunds as submitted
- k. Approve budget amendments as submitted

RECOMMENDED

ACTION OR MOTION: Motion to approve Consent Agenda as presented

Hospital Budget Presentation

The Sampson County Board of Commissioners reconvened at 6:00 p.m. on Monday, September 26, 2016, in the Third Floor Classroom at Sampson Regional Medical Center for a joint meeting with the Sampson Regional Medical Center Board of Trustees. Members present: Chairman Billy Lockamy, Vice Chairperson Sue Lee, and Commissioners Albert D. Kirby, Jr., Harry Parker and Clark Wooten.

The Chairman called the Board of Commissioners to order and thanked the hospital trustees for their hospitality. Following a budget presentation by CFO Jerry Heinsman, the Board voted unanimously to approve the budget as presented on a motion made by Commissioner Kirby and seconded by Vice Chairperson Sue Lee.

Upon a motion made by Chairman Lockamy and seconded by Commissioner Kirby, the Board voted unanimously to recess briefly outside in the corridor to entertain a matter of business.

Adoption of Resolution Regarding Submission of Application for Loan/Grant Funding for Water Treatment System

Finance Officer David Clack explained that the Board recently authorized staff to apply for loan and grant funding for a manganese dioxide treatment system for the water system's wells, and presented a resolution which authorized the County Manager and other officials to execute and file the application documents. Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to adopt the resolution. (Copy filed in Inc. Minute Book _____, Page _____.)

Adjourn

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

Billy C. Lockamy, Chairman

Susan J. Holder, Clerk to the Board

The Sampson County Board of Commissioners convened for their regular meeting at 7:00 p.m. on Monday, October 3, 2016 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Billy C. Lockamy, Vice Chairperson Sue Lee, and Commissioners Albert Kirby, Jr., Harry Parker and Clark H. Wooten.

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

Approval of Agenda

Upon a motion made by Chairman Lockamy and seconded by Commissioner Parker, the Board voted unanimously to approve the agenda with the addition of 2(d): a resolution evidencing the Board's previous approval of the Clinton City Schools' request for five-year financing for two school buses and 2(e): a lease between the County (Department of Aging) and Sampson County Schools for the temporary use of C.E. Perry for the senior nutrition program.

The Chairman recognized Boy Scout Matthew Darden who was attending the meeting as a part of his requirements to obtain his Eagle Scout.

Planning and Zoning Items

RZ-9-16-1 Chairman Lockamy called the hearing to order and recognized Planner Lyle Moore who reviewed a request to rezone approximately 3.85 acres located along Harnett-Dunn Highway from RA-Residential Agriculture to C-Commercial. He 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 Harnett-Dunn Highway, a major means of transportation in Sampson County. Based upon these findings, the Planning Board had unanimously recommended approval of the rezoning request and the adoption of a zoning consistency statement. The Chairman opened the floor for comments, and none were received from the floor. The Chairman closed the hearing. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted unanimously to approve rezoning request RZ-9-16-1, 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-9-16-1 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 Harnett-Dunn Highway, a major means of transportation between Sampson County Harnett Counties.

Action Items

Sampson County Schools – Capital Outlay Request (tabled from September 12, 2016) County School Board member Dewain Sinclair again presented 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 Hobbton High School. Finance Officer David Clack explained that the County had some revenues from sales taxes set aside for capital needs for schools. A portion of these revenues are set aside for debt service; the other portion is used for unplanned situations and emergency needs, such as the portion used previously for roof repairs. He noted that the funds had to be spent on school facilities. Vice Chairperson Lee stated she was for the track, but questioned why the request could not be made through the regular budget process. Commissioner Kirby voiced his concerns and support for the track, but stated that two board members attended Hobbton, the Chairman and Commissioner Wooten, so if Commissioner Wooten would vote in favor of funding the track he would as well. He noted that Commissioner Wooten's district covered the Hobbton area. Commissioner Kirby stated that if Commissioner Wooten felt the Board shouldn't do it, then he would follow his experience; but if the vote goes no, it should be understood that citizens should call Mr. Wooten, not him. He noted that Clinton High School (where he and Vice Chairperson Lee had attended) had a track, and he understood the need to avoid spending money, but that should be weighed against how the Hobbton students would feel if a track were put there. Commissioner Parker moved that the funding request be approved, and the motion was seconded by Chairman Lockamy. Commissioner Wooten moved that the vote be cast as a roll call vote in order of seniority. The County Attorney noted that the Board's Rules of Procedure would control where they addressed a specific issue, and if they did not, then Robert's Rules of Order would apply. A recess was called to allow the Clerk and County Attorney to retrieve a copy of the Board's adopted Rules of Procedure to determine if a roll-call vote was allowed. The Board then reconvened and the County Attorney noted that if the Board's adopted rules were silent on an issue, then Robert's Rules of Order would apply. In this case, section 8.11 of the Board's adopted Rules of Procedure did address procedural motions (which the roll-call vote request would be) and stated that certain procedural motions listed and no others would be in order. This section did not include a provision for roll-call votes, so Commissioner Wooten's motion was not in order; therefore, he withdrew the motion. Commissioner Wooten noted that those making the funding request were lifelong friends, colleagues and mentors who would not be happy with his vote, but that he was going to stand on his principles. He noted that the students deserved a track, but his objection was the process by which this request came to the commissioners. Commissioners Kirby and Parker reiterated their opinions that the Hobbton students deserved the track. On the motion previously made by Commissioner Parker and

seconded by Chairman Lockamy, the Board voted 2-3, (Commissioners Parker and Lockamy voting yea and Commissioners Lee, Wooten and Kirby voting against).

Award of Contract for Oblique Imagery (tabled from September 12, 2016) Mr. Johnson again reviewed the request to award a two-flight contract with Pictometry for oblique imaging of the County. He noted the benefits of the technology as a remote appraisal tool and for appraising in the event of a natural disaster. It was noted that the technology offered practical applications to EMS, Sheriff, and Public Works as well and would provide staff the ability to offer more detailed information for revaluation, and would possibly allow for desk reviews if the legislature passed legislation that mandated revaluation every four years rather than eight. Commissioner Parker moved that the request be approved, and the motion failed for lack of a second.

Public Hearing – Naming of Private Roads The Chairman opened the hearing and called upon Assistant County Manager Susan Holder who reviewed the recommendations for naming certain private roads. The floor was opened for public comments, and none were received. The hearing was closed. Upon a motion made by Chairman Lockamy and seconded by Vice Chairperson Lee, the Board voted unanimously to name the private roads as follows:

PVT 1307 195	Butlers Crest Lane
PVT 1626 868 271	Steven Vann Court

Adoption of Resolution Regarding Approval of Five-Year Bus Financing by Clinton City Board of Education (walk on) County Manager Ed Causey explained that the Clinton Board of Education needed to formalize the commissioners' previous approval of five-year bus financing by resolution, as required by their lender. Upon a motion made by Vice Chairperson Lee and seconded by Chairman Lockamy, the Board voted unanimously to adopt the resolution evidencing the previous approval of the Board of Commissioners on June 6, 2016 of the five-year installment financing of two school buses. (Copy filed in Inc. Minute Book ____, Page ____.)

Consideration of the Lease between Sampson County (Department of Aging) and Sampson Board of Education (walk on) Staff explained that the senior nutrition program had been vacated from the Roseboro Community Building due to maintenance issues, and the Department of Aging wished to enter into a contract with the Sampson County Board of Education for temporary use of a portion of the CE Perry School for their senior nutrition program. Upon a motion made by Commissioner Parker and seconded by Vice Chairperson Lee, the Board voted unanimously to authorize execution of the lease. (Copy filed in Inc. Minute Book ____, Page ____.)

Consent Agenda

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

- a. Approved the minutes of the September 12, 2016 meeting
- b. Adopted a resolution proclaiming October as Breast Cancer Awareness and Pink Ribbon Month (Copy filed in Inc. Minute Book _____, Page _____.)
- c. Approved a request by Sampson-Clinton Public Library to surplus certain materials discarded from collections (May 21 – present) and dispose of them pursuant to Materials Selection Policy (List of materials maintained in Finance Office)
- d. Approved a request by the Sampson County Agri Exposition Center to destroy certain records (2010-11) pursuant to Records Retention and Disposition Policy (List of materials maintained in Finance Office)
- e. Approved late disabled veterans tax exclusion applications for Ned Highsmith and Michael R. Cook
- f. Approved tax refunds as submitted:

#7654	Wade, Deborah Lockamy Dunn	\$ 124.13
#7507	Hairr, Barbara	\$ 100.09
#7641	Tyndall, William Atlas, Jr.	\$ 1,562.15
#7643	Thornton, Hagan Dean	\$ 128.34
#7618	Hall, Leslie Jr.	\$ 137.63
#7646	Medlin, Ralph & Roby	\$ 1,484.08
#7656	Johnson, Haywood Cardell	\$ 216.81
#7660	Badillo, Angel Rodriguez	\$ 213.26
#7650	Colwell, Earl J. (David O.)	\$ 379.60
#7665	Pope, Welbert Max	\$ 304.59
#7634	Jernigan, Dawn Janine	\$ 185.84
#7636	Lucas, James	\$ 2,028.70
#7658	Wiggins, Johnathan Shane	\$ 120.05
#7686	Stewart, Sharon Lee	\$ 111.72

- g. Approved budget amendments as submitted:

<u>EXPENDITURE</u>		<u>Social Services</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
13554710	536030	Special Children State Adoption Fund	14,400.00	

REVENUE

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
13535471	402630	Special Children State Adoption Fund	14,400.00	
21934125	409600	Transfer from General Fund		10,000.00

EXPENDITURE

		<u>Social Services</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
13553100	512100	Salaries	24,743.00	
13553200	519900	Other Professional Services		3,122.00
13553100	554000	Capital Outlay Vehicle	3,122.00	
13553200	568400	Child Day Care		94,963.00
13553310	544000	Adult Day Care Contracted Services	96.00	
13553320	544000	In Home Contracted Services	2.00	
13554710	536030	Special Children Adoption Fund	3,300.00	
13554810	568413	CIP	18,981.00	

REVENUE

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
13555310	403361	TANF to SSBG	3,197.00	
13535310	403363	Adult Home Specialist	129.00	
13535310	403389	Work First Block Grant	29,845.00	
13535310	403367	CCDF Administration		3,957.00
13535310	403372	SSBG		4,287.00
13535310	403376	Energy Administration	3,117.00	
13535320	403307	State Day Care Subsidy		94,963.00
13535330	403305	State In Home	2.00	
13535330	403306	State Adult Day Care	96.00	
13535480	403313	CIP	18,981.00	

Board Information

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

- a. Cooperative Extension Services – Nickels for KnowHow Referendum Information
- b. Cooperative Extension Services – Invitation to View New Show Arena at October 4 Swine Show
- c. Sampson Soil and Water Conservation District Annual Report

County Manager Reports

County Manager Ed Causey noted that the County would begin giving periodic updates on Hurricane Matthew via social media. He reported that staff would have new cost savings proposals to present at the November meeting. He called the Board's attention to the invitation under Board Information to the dedication of the Livestock

Show facility. He also alerted the Board that they should be getting calls with regard to the strategic planning initiative of the Convention and Visitors Bureau.

Public Comments

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

Adjournment

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

Billy C. Lockamy, Chairman

Susan J. Holder, Clerk to the Board

Memo

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

At the Board of Commissioners meeting on February 3, 2014, the Board declared parcel number 11001748001 surplus and authorized the sale by upset bid with a minimum bid amount of \$7,000.00. This parcel is located on Whit Road in the Newton Grove Township.

An offer was received on August 8, 2016 in the amount of \$7,000.00 from Mr. James L. Surles along with a \$350.00 bid deposit (5% of the offer). Mr. Surles offer was accepted by the Board of Commissioners at the September 12, 2016 meeting.

This parcel was advertised for upset bid, according to General Statute 160A-269, on September 18, 2016 with deadline for upset bids and bid deposit set for September 28, 2016. As of the date of this memo, no upset bids have been received.

We have attached a resolution accepting Mr. Surles offer to be adopted since no other bids were received. The Board of Commissioners may at any time reject any and all offers.

AFFIDAVIT OF PUBLICATION
STATE OF NORTH CAROLINA
COUNTY OF SAMPSON

SHERRY MATTHEWS, PUBLISHER/EDITOR of the Sampson Independent, a newspaper published in Sampson County, N.C. being duly sworn, says that at the time the attached notice was published in the SAMPSON INDEPENDENT, said newspaper met all of the requirements and qualifications prescribed by North Carolina General Statute 1-597; that said newspaper had a general circulation to actual paid subscribers; and was admitted to the United States mail as second class matter in Sampson County, N.C.; and further, that the attached notice was published in the SAMPSON INDEPENDENT on September 18, 2016.

Sherry Matthews
Publisher/Editor

Sworn to and subscribed before me this the 19th day of September, 2016.

Bryant D. Culler
NOTARY PUBLIC

My commission expires: June 20, 2020

NOTICE OF UPSET BID

Pursuant to North Carolina General Statute 160A-269, Sampson County is accepting upset bids on certain real property. Subject is a parcel of land owned by Sampson County (Sampson County Parcel Identification Number 11001748001), situated in Newton Grove Township and being more particularly described as beginning at a point in the center of Whit Road (SR1843) and runs thence with a ditch, South 12 degrees West, 550 feet to a corner in the ditch; thence again with the ditch, South 88 degrees East, 78.5 feet to a corner; thence North 12 degrees East, 550 feet to a corner in the center of the road; thence with the center of Whit Road, South 82 degrees 30 minutes West, 79.5 feet to the beginning corner, containing 1 acre more or less and being that certain tract of land conveyed to James Ashford by deed dated January 25, 1949 and as recorded in Book 565 at Page 413 Sampson County Registry.

Sampson County has been offered a bid of \$7,000 for this parcel. Any person may raise this bid by not less than 10% of the first \$1,000 and 5% of the remainder. Bids must be submitted in writing to the Purchasing and Contracting Officer and must be accompanied by a deposit equal to 5% of the increased bid, no later than 5:00pm on Wednesday, September 28, 2016. Deposits must be made in the form of cash or good check. This process shall continue until no further qualifying bids are received. The Board may at any time reject any and all offers. For further information, please contact: Juanita Brewington, Purchasing and Contracting Officer, Sampson County Finance Department, 406 County Complex Road, Suite 120, Clinton, NC 28328 (910) 592-7181, ext. 2256



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

WHEREAS, at its regular meeting held on February 3, 2014, the Board of Commissioners agreed to surplus and authorize the sale of that parcel of land owned by Sampson County consisting of approximately 1 (one) acre , situated in the Newton Grove Township, Sampson County, North Carolina and identified as Sampson County Parcel Identification Number 11001748001, subject to upset bid procedures of GS 160A-269; and

WHEREAS, the Finance Officer reports that a qualifying bid in the amount of \$7,000 was received from Mr. James L. Surles.

WHEREAS, the Finance Officer reports that this action was duly advertised with notice that any person may raise the bid by no less than 10% of the first \$1,000 and 5% of the remainder, and that this process was continued until no further qualifying bids were received; and

WHEREAS, the Finance Officer reports that the final qualifying bid received was a bid for \$7,000 by Mr. James L. Surles.

NOW THEREFORE BE IT RESOLVED that the Sampson County Board of Commissioners accepts the offer of Mr. James L. Surles to purchase that parcel of land designated as Sampson County Parcel Identification Number 11001748001 situated in the Newton Grove Township, Sampson County, particularly described in Deed Book 1656, Page 811 Sampson County Registry as follows:
Beginning at a point in the center of Whit Road (SR1843) and runs thence with a ditch, South 12 degrees West, 550 feet to a corner in the ditch; thence again with the ditch, South 88 degrees East, 78.5 feet to a corner; thence North 12 degrees East, 550 feet to a corner in the center of the road; thence with the center of Whit Road, South 82 degrees 30 minutes West, 79.5 feet to the beginning corner, containing 1 acre more or less and being that certain tract of land conveyed to James Ashford by deed dated January 25, 1949 and as recorded in Book 565 at Page 413 Sampson County Registry, for \$7,000 cash.

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

ADOPTED at a regular meeting on _____, 2016.

Chairman, Sampson County Board of Commissioners

ATTEST:

Susan J. Holder, Clerk to the Board

Susan Holder

Subject: FW: Items lost to flood
Attachments: NG 2016 flood.xlsx

From: Heather Bonney
Sent: Thursday, October 13, 2016 10:21 AM
To: Ed Causey <ecausey@sampsonnc.com>; David Clack <davec@sampsonnc.com>; Susan Holder <susanh@sampsonnc.com>
Subject: Items lost to flood

Attached is the list of items we lost due to flood and their cost. Please ask the BOC to withdraw them as they are in the orange garbage bags pictured in the previous email I sent you. ☺

Heather E. Bonney
Library Director
Sampson-Clinton Public Library
217 Graham St
Clinton, NC 23828
910-592-4153

Branch	Barcode	Call number	Author	Title	Price
NG	810491000096860	222 Gib	Gibson, Joyce.	Genesis	\$16.95
NG	810191000562084	222 Luc	Lucado, Max.	Facing your giants	\$24.99
NG	810191000424793	223 Kus	Kushner, Harold S.	The Lord is my shepherd : healing wisdom of the Twenty-third Psalm	\$19.95
NG	810191000939519	224.9206 Tch	Tchividjian, Tullian.	Surprised by grace : God's relentless pursuit of rebels	\$18.99
NG	810191000675060	225.9 Moo	Moore, Beth, 1957-	To live is Christ : joining Paul's journey of faith	\$19.99
NG	810191000556175	226.092 Arc	Archer, Jeffrey, 1940-	The gospel according to Judas : by Benjamin Iscariot	\$16.95
NG	810191000636662	226.506 Luc	Lucado, Max.	3:16 : the numbers of hope	\$24.99
NG	810191001283903	226.806 Rob	Robertson, Korie, 1973- author.	Faith Commander : living five values from the parables of Jesus	\$12.99
NG	810191000853433	228.06 Jer	Jeremiah, David, 1941-	Escape the coming night	\$13.99
NG	810191001167582	228.077 Duc	Duck, Daymond R.	The book of Revelation	\$14.99
NG	810191000747484	230 D'So	D'Souza, Dinesh, 1961-	What's so great about Christianity	\$14.99
NG	810491000063524	230 G	Graham, Billy, 1918-	Peace with God	\$16.99
NG	810191000969843	230 Zon		Zondervan handbook of Christian beliefs	\$32.99
NG	810191000933029	231.3 Cha	Chan, Francis, 1967-	Forgotten God : reversing our tragic neglect of the Holy Spirit	\$14.99
NG	810191001105408	231.3 Jak	Jakes, T. D.	Live in God's Anointing: Unlocking the Secret Power of Living	\$13.95
NG	810191000642069	231.7 Mey	Meyer, Joyce, 1943-	How to hear from God : learn to know His voice and make right decisions	\$21.99
NG	810191001027955	231.7 Pip	Piper, Don, 1950-	90 minutes in heaven : a true story of death & life	\$13.99
NG	810191000642358	231.7 Pip	Piper, Don, 1950-	90 minutes in heaven : a true story of death & life	\$17.99
NG	810191001422535	231.73 Met	Metaxas, Eric	Miracles: What They Are, Why They Happen, and How They Can Change Your Life	\$27.95
NG	810491000084471	231.74 Duc	Duck, Daymond R.	Revelation : God's word for the biblically-inept	\$16.95
NG	810191001176102	232 Cha	Charles, Joseph G.	Names of Jesus from A to Z	\$10.99
NG	810403263262017	232.9 Gib	Gibran, Kahlil, 1883-1931.	Jesus the Son of man	\$19.96
NG	810191001301840	232.9 Kin	Kingsbury, Karen.	The family of Jesus	\$19.99
NG	810191001228205	232.92 Dow	Downey, Roma, 1960-	A story of Christmas and all of us	\$20.00
NG	810191001058272	232.92 Wub	Wubbels, Lance.	Jesus, the ultimate gift : unwrapping the indescribable gift of Christmas	\$14.99
NG	810191000901943	232.95 Mar	Martin, James C.	A visual guide to Gospel events : fascinating insights into where they happened and w	\$29.99
NG	810191001215413	232.96 O'Re	O'Reilly, Bill.	Killing Jesus : a history	\$28.00
NG	810191000710133	248.86 Har	Harris, Trudy.	Glimpses of heaven : true stories of hope and peace at the end of life's journey	\$12.99
NG	810491000104055	294.3 Cus	Cusack, Carole M.	The essence of Buddhism	\$7.98
NG	810191000954948	294.5 Kem	Kempton, Sally.	Meditation for the love of it : enjoying your own deepest experience	\$19.95
NG	810191000832797	294.6 Kal	Kalsi, Sewa Singh.	Sikhism	\$10.95
NG	810391000124948	296 Bux	Buxbaum, Shelley M.	Jewish faith in America	\$27.99
NG	810191000902313	296 Hof	Hoffman, C. M.	Judaism	\$12.95
NG	810491000113262	297 Kor		The Koran	\$6.95
NG	810191000670630	297 Rho	Rhodes, Ron.	The 10 things you need to know about Islam	\$10.99
NG	810491000148101	297 Spe	Spencer, Robert, 1962-	The politically incorrect guide to Islam and the Crusades	\$19.95
NG	810191000905850	299.5 Sha	Sha, Zhi Gang.	Tao II : the way of healing, rejuvenation, longevity, and immortality	\$27.95
NG	810191000702623	302 Tak		Taking sides : clashing views on social issues	\$24.25
NG	810191001201115	302.23 O'Re	O'Reilly, Bill.	Keep it pithy : useful observations in a tough world	\$21.99
NG	810191001390948	302.343 Vic		Vicious : true stories by teens about bullying	\$11.99
NG	810191001138200	305.235 Fre	Freedom Writers.	The Freedom Writers diary : how a teacher and 150 teens used writing to change ther	\$13.95
NG	810491000101500	305.4209538 Sa	Sasson, Jean P.	Princess : a true story of life behind the veil in Saudi Arabia	\$12.95
NG	810191000889488	305.6 Lum	Lumry, Amanda.	Holmespun : an intimate portrait of an Amish and Mennonite community	\$25.00
NG	810191000914334	305.8 Rat	Rattansi, Ali.	Racism : a very short introduction	\$11.95
NG	810191001198044	305.896 Kel	Kelly, Joseph, 1962-	America's longest siege : Charleston, slavery, and the slow march toward Civil War	\$28.95
NG	810491000080811	305.9 Chi		Chicken soup for the single's soul : stories of love and inspiration for the single, divorc	\$12.95
NG	810191000986955	306.0973 Kal	Kaledin, Eugenia.	Daily life in the United States, 1940-1959 : shifting worlds	\$57.95
NG	810191000560675	306.3 Kac	Kachur, Matthew, 1960-	The slave trade	\$29.75
NG	810191000679997	306.3 Ski	Skinner, E. Benjamin.	A crime so monstrous : face-to-face with modern-day slavery	\$26.00
NG	810191000825606	306.4 Leo	Leonard, Annie.	The story of stuff : how our obsession with stuff is trashing the planet, our communiti	\$26.00
NG	810491000123154	306.81 Chi		Chicken soup for the bride's soul : stories of love, laughter, and commitment to last a	\$18.95
NG	810191001187501	306.89 Ste	Stewart, Tanya	The Smart Guide to Life After Divorce	\$18.95
NG	810191000744498	362.82 A'Ve	A'Ve, Anthony.	Angry men and their sons : domestic violence and relationship violence	\$18.95
NG	810191000744435	362.82 Soi	Soileau, Monica Marie Singleton.	Domestic violence : the forgotten victims, domestic violence from a surviving child's p	\$14.99
NG	810491000127338	362.82 Sou	Souad.	Burned alive : a victim of the law of men	\$24.00
NG	810191000588771	362.82 Wal	Walls, Jeannette.	The glass castle : a memoir	\$25.00
NG	810191000787259	362.883 Tho	Thompson-Cannino, Jennifer.	Picking Cotton : our memoir of injustice and redemption	\$25.95
NG	810191000912213	363.1196 Cav	Cavnar, Bob, 1953-	Disaster on the horizon : high stakes, high risks, and the story behind the Deepwater v	\$14.95
NG	810491000065801	363.12 But	Butler, Daniel Allen.	Unsinkable : the full story of the RMS Titanic	\$19.95
NG	810191001036215	363.2593 Pav	Pavlich, Katie.	Fast and furious : Barack Obama's bloodiest scandal and its shameless cover-up	\$27.95
NG	810191001309092	363.325 Bur	Burton, Fred, 1958- author.	Under fire : the untold story of the attack in Benghazi	\$26.99
NG	810191000999620	363.325 War	Warrick, Joby.	The triple agent : the al-Qaeda mole who infiltrated the CIA	\$26.95
NG	810191001201131	363.33 Bec	Beck, Glenn.	Control : exposing the truth about guns	\$12.00
NG	810191000980301	363.4109 Blu	Blumenthal, Karen.	Bootleg : murder, moonshine, and the lawless years of prohibition	\$18.99
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NG	810402159007016 E May	Mayer, Mercer, 1943-	Me too!	\$19.96
NG	810491000003496 E May	Mayer, Mercer, 1943-	Merry Christmas mom and dad	\$19.96
NG	810491000128319 E May	Mayer, Mercer, 1943-	The New Baby	\$1.69
NG	810402504792014 E May	Mayer, Mercer, 1943-	There's an alligator under my bed	\$19.96
NG	810491000015161 E May	Mayer, Mercer, 1943-	What a bad dream	\$19.96
NG	810402159008013 E May	Mayer, Mercer, 1943-	When I get bigger	\$19.96
NG	810191001351506 E May	Mayer, Mercer, 1943- author, illustra	Just a kite	\$16.99
NG	810191001152661 E May	Mayer, Mercer.	Just a snowman	\$17.89
NG	810191001180274 E May	Mayer, Mercer.	Just one more pet	\$3.99
NG	810403171532015 E May	Mayne, William, 1928-	Corbie	\$19.96
NG	810191001037871 E May	Mayo, Margaret.	Zoom, rocket, zoom!	\$16.99
NG	810191000705320 E May	Mayr, Diane.	Run, Turkey run	\$15.95
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NG	810191001143036 E McA	McAllister, Angela.	Yuck! That's not a monster!	\$16.99
NG	810491000040993 E McB	McBratney, Sam.	Guess how much I love you	\$14.99
NG	810191001127501 E McB	McBratney, Sam.	I love it when you smile	\$9.99
NG	810491000129804 E McB	McBratney, Sam.	You're all my favorites	\$15.99
NG	810191001075342 E McC	McCarty, Peter.	Chloe	\$16.99
NG	810491000085370 E McC	McCarty, Peter.	Little bunny on the move	\$22.50
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NG	810191000859481 E McC	McClure, Nikki.	Mama, is it summer yet?	\$17.95
NG	810191000925612 E McC	McConnell, Barbie.	Marsipity	\$15.99
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NG	810191001412431 E O'Co	O'Connor, Jane	Fancy Nancy: Peanut Butter and Jellyfish	\$3.99
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NG	810191001071625 PB	Weiss, Ellen	Let's Go to the Zoo!/Vamos a Zoologico	\$9.99
NG	810191001277092 PB	West, Judy	Do You Have My Purr?	\$6.99
NG	810191000549214 PERIODICAL		Magazine.	\$3.99
NG	810491000090133 Periodical		Magazine.	\$19.96
NG	810491000131967 Periodical		Magazine.	\$1.97
NG	810491000061164 R J 970 Wal	Waldman, Carl, 1947-	Encyclopedia of Native American tribes	\$24.95
NG	810491000173076 R 031 E		The Encyclopedia Americana.	
NG	810491000134291 R 031 E		The Encyclopedia Americana.	
NG	810491000172990 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173004 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173012 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173020 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173034 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173042 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173050 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173068 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173083 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173091 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173103 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173111 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173133 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173141 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173159 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173167 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000134303 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000134325 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000134333 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000134341 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000134359 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000134367 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000134375 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000134382 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000134390 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000134402 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000173125 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810491000134311 R 031 Enc		The Encyclopedia Americana.	\$29.95
NG	810191000548620 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548759 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548493 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548733 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548650 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548612 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548604 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548505 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548551 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548668 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548592 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548543 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548741 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548767 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548683 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548782 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548676 R 031 Wor		The world book encyclopedia.	\$40.00

NG	810191000548711 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548725 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548569 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548775 R 031 Wor		The world book encyclopedia.	\$40.00
NG	810191000548485 R 031 Wor		The world book encyclopedia.	
NG	810491000085247 R 299.7 Hir	Hirschfelder, Arlene B.	The Encyclopedia of Native American Religions	\$6.49
NG	810491000075285 R 305.4 Smi	Smith, Margaret Supplee.	North Carolina women : making history	\$19.96
NG	810491000053404 R 306.096 Has	Haskins, James, 1941-	From Afar to Zulu : a dictionary of African cultures	\$18.95
NG	810191000701253 R 363.46 Moo	Moore, Michele C., 1942-	Just the facts : abortion A to Z	\$15.95
NG	810191000802927 R 509 Con		Concise history of science & invention : an illustrated time line	\$40.00
NG	810491000119441 R 550 Fac		The Facts on File earth science handbook	\$32.49
NG	810191000640154 R 916 Afr		The Africa book : a journey through every country in the continent	\$40.00
NG	810491000108979 R 973 A		The African American encyclopedia	
NG	810491000108551 R 973 Afr		The African American encyclopedia	\$19.96
NG	810400786597013 SC Pri		PRIZE STORIES. THE O. HENRY AWARDS	\$19.96
NG	810191000564536 SP PB		Go, go, trucks! : vamos, vamos, camiones!	\$4.99
NG	810191001460741 YA F Don	Donnelly, Jennifer.	Sea spell	\$17.99
NG	810191001419614 YA F Jam	James, Steven	Blur	\$9.99
NG	810191000582851 YA F Jar	Jaramillo, Ann.	La lilnea	\$16.95
NG	810191001241137 YA F Jay	Jayne, Hannah.	See Jane run	\$9.99
NG	810191000445372 YA F Jin	Jinks, Catherine.	Pagan's crusade	\$15.99
NG	810191000465987 YA F Joc	Jocelyn, Marthe.	Mable Riley : a reliable record of humdrum, peril, and romance	\$15.99
NG	810491000135860 YA F Joh	Johnson, Angela, 1961-	The first part last	\$15.95
NG	810191000452674 YA F Joh	Johnson, Angela, 1961-	Looking for Red	\$24.95
NG	810191001256827 YA F Joh	Johnson, Jaleigh.	The mark of the dragonfly	\$16.99
NG	810191001131924 YA F Jon	Jones, Carrie.	After obsession	\$17.99
NG	810191001020648 YA F Jon	Jones, Jada	Tia: Fitting in	\$9.95
NG	810191000771491 YA F Jon	Jones, Jenny B., 1975-	So not happening	\$12.99
NG	810191000916413 YA F Jon	Jones, Jenny B., 1975-	So over my head : a charmed life novel	\$12.99
NG	810191000681471 YA F Jon	Jonsberg, Barry, 1951-	Dreamrider	\$15.99
NG	810191000584861 YA F Jor	Jordan, Rosa.	The goatnappers	\$14.95
NG	810191001429902 YA F Kag	Kagawa, Julie	Rogue	\$17.99
NG	810191001260236 YA F Kan	Kantor, Melissa.	Maybe one day	\$17.99
NG	810191001233776 YA F Kar	Karchut, Darby	Finn Finnegan	\$9.95
NG	810191000479433 YA F Kar	Karr, Kathleen.	The Boxer	\$6.95
NG	810191000992443 YA F Kat	Kate, Lauren.	Passion : a fallen novel	\$17.99
NG	810191000462342 YA F Keh	Kehret, Peg.	I'm not who you think I am	\$4.99
NG	81019100088740 YA F Kep	Kephart, Beth.	Dangerous neighbors : a novel	\$16.99
NG	810191000451668 YA F Ker	Kerr, M. E.	Deliver us from Evie	\$14.15
NG	810191001120232 YA F Kin	King, A. S. (Amy Sarig), 1970-	Ask the passengers : a novel	\$17.99
NG	810191001351882 YA F Kin	Kinsella, Sophie	Finding Audrey	\$18.99
NG	810191001427113 YA F Kir	Kirby, Jessi	Things We Know by Heart	\$17.99
NG	810191001066212 YA F Kla	Klause, Annette Curtis	Blood and chocolate	\$8.99
NG	810191001017659 YA F Kla	Klauss, Lucas.	Everything you need to survive the apocalypse	\$16.99
NG	810491000154448 YA F Kno	Knowles, John, 1926-	A separate peace	\$10.00
NG	810191000465855 YA F Kon	Konigsburg, E. L.	The outcasts of 19 Schuyler Place	\$16.95
NG	810191000458578 YA F Kos	Koss, Amy Goldman, 1954-	The Girls	\$4.99
NG	810191000856657 YA F LaF	LaFaye, A.	The keening	\$8.00
NG	810191001265844 YA F Lak	Lake, Nick	In Darkness	\$10.99
NG	810191001092742 YA F Lan	Lane, Andrew	Death Cloud	\$10.99
NG	810191000688464 YA F Lan	Langston, Laura, 1958-	The trouble with Cupid	\$14.95
NG	810191000541865 YA F LaR	LaRochelle, David.	Absolutely, positively not	\$16.95
NG	810191000662819 YA F Lar	Larson, Kirby.	Hattie Big Sky	\$8.99
NG	810191001244206 YA F Lar	Larson, Kirby.	Hattie ever after	\$16.99
NG	810191001129855 YA F Mey	Weyn, Suzanne	The Bar Code Rebellion	\$9.99
NG	810191001182650 YA F Von	Von Ziegesar, Cecily	You're the One That I Want	\$9.99
NG	810191001182117 YA F Von	Von Ziegesar, Cecily.	All I want is everything : a Gossip Girl novel	\$10.99
NG	810191001182171 YA F Von	Von Ziegesar, Cecily.	Gossip girl : a novel	\$10.99
NG	810191001182634 YA F Von	Von Ziegesar, Cecily.	You know you love me : a Gossip Girl novel	\$10.99
NG	810191000459667 YA F Wal	Wallin, Luke.	The Redneck Poacher's Son	\$17.95
NG	810191000818792 YA F War	Warman, Jessica.	Breathless	\$16.99
NG	810191000544591 YA F Was	Wasserman, Robin.	Sloth	\$7.99
NG	810191000583797 YA F Wel	Wells, Rosemary.	Red moon at Sharpsburg : a novel	\$16.99
NG	810191000452533 YA F Wer	Werlin, Nancy.	Black mirror : a novel	\$16.99
NG	810191001130653 YA F Wey	Weyn, Suzanne.	The bar code prophecy	\$17.99
NG	810191001130059 YA F Wey	Weyn, Suzanne.	The bar code tattoo	\$9.99
NG	810191001075595 YA F Whi	White, Ellen Emerson	Into No Man's Land: The Journal of Patrick Seamus Flaherty, United States Marine Cor	\$6.99
NG	810191000647552 YA F Whi	White, Ellen Emerson.	Long may she reign	\$15.95
NG	810191000822180 YA F Whi	Whitten, A. J.	The well	\$8.99
NG	810191000458811 YA F Wie	Wierenga Buchanan, Kathy.	CROUTONS for breakfast	\$6.99
NG	810191000463514 YA F Wie	Wierenga Buchanan, Kathy.	Double exposure : real faith meets real life	\$6.99
NG	810191001046575 YA F Wig	Wignall, Kevin.	Blood	\$16.99
NG	810191001130273 YA F Wil	Wilkinson, Lili, 1981-	Pink	\$9.99
NG	810191000687665 YA F Wil	Williams, Kathryn, 1981-	The debutante	\$15.99
NG	810191001137142 Ya F Wil	Willner-Pardo, Gina.	Prettiest doll	\$16.99
NG	810191000632656 YA F Win	Winston, Sherri.	The Kayla chronicles	\$16.99
NG	810191001335005 YA F Win	Winters, Cat	The Cure for Dreaming	\$17.95
NG	810191001116641 YA F Woo	Wooding, Chris	Pale	\$22.60

NG	810191001152280 YA F Woo	Woodson, Jacqueline.	Feathers	\$7.99
NG	810191001011142 YA F Wri	Wright, Barbara, 1951-	Crow	\$16.99
NG	810191001011548 YA F Wun	Wunder, Wendy.	The probability of miracles	\$17.99
NG	810491000068028 YA F Wys	Wyss, Johann David, 1743-1818.	Swiss Family Robinson and Robinson Crusoe	\$9.97
NG	810191000790743 YA F Yee	Yee, Lisa.	Absolutely Maybe	\$16.99
NG	810191001278250 YA F You	Young, Moira	Raging Star	\$17.99
NG	810191001246430 YA F You	Young, Moira.	Rebel heart	\$17.99
NG	810191001081509 YA F Zet	Zettel, Sarah.	Dust girl	\$17.99
NG	810191000583001 YA F Zus	Zusak, Markus.	The book thief	\$16.95
NG	810491000148099 YA 305.23 Chi		Chicken soup for the girl's soul : real stories by real girls about real stuff	\$12.95
NG	810391000142578 YA 362.83 Kuk	Kuklin, Susan.	What Do I Do Now? : Talking about Teenage Pregnancy	\$16.95
NG	810191000462649 YA 616.07 Ste	Stewart, Gregory, 1957-	The immune system	\$25.95
				\$43,142.38

Memo

To: David Clack, Finance Officer
From: Juanita Brewington, Purchasing & Contracting Officer
Date: October 21, 2016
Re: Essential Single Family Rehab Program (ESFR17)

Sampson County is one of the designated counties for the 2017 cycle of the Essential Single Family Rehabilitation Program (ESFR), formerly known as the Single Family Rehabilitation Program (SFR) offered through the North Carolina Housing Finance Agency (NCHFA).

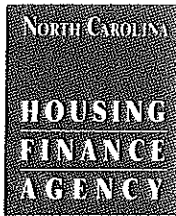
Sampson County was successful in their application for the 2014 cycle of the SFR program. To date, Sampson County has completed four units, currently have three under construction and have requested additional funding from NCHFA for an additional three units. Provided approval by NCHFA of the additional three units, the end result would be Sampson County rehabilitating a total of ten units. Provided NCHFA has funds remaining in the pool, we will continue to request approval for additional units.

The 2017 ESFR Application for Funding and Pool Membership is due to the NCHFA office no later than December 9, 2016 along with a non refundable application fee of \$75.00.

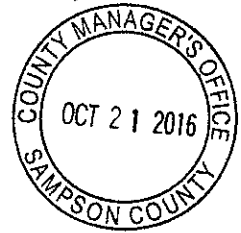
A few changes have been made to the program that include the maximum amount to be spent on each unit is not to exceed \$25,000 with a minimum amount of \$5,000.

We respectfully request the approval for submittal of the Application for Funding & Pool Membership. Based on The Wooten Company's performance in the last two cycles, we would recommend that they be afforded the opportunity to provide the administrative services.

NCHFA is expecting to announce Conditional allocations in February, 2017 with written Funding Agreements being executed in June, 2017 and projects starting up in July of 2017. Complete and close out of the program date would be June, 2020.



MEMORANDUM



TO: Interested Parties

FROM: A. Robert Kucab, Executive Director

DATE: October 18, 2016

SUBJECT: Notice of Funds Available under the Essential Single-Family Rehabilitation Loan Pool

A self-supporting
public agency

I am pleased to announce that the North Carolina Housing Finance Agency (the Agency) proposes to make a total of eight million dollars available to eligible organizations for the rehabilitation of owner-occupied homes in selected counties under the 2017 cycle of the Essential Single-Family Rehabilitation Loan Pool (ESFRLP).

A. Robert Kucab
Executive Director

Under the 2017 cycle (ESFRLP17), funds will be made available to serve homeowners in the following counties: Alleghany, Anson, Avery, Brunswick, Caldwell, Chowan, Clay, Craven, Davidson, Guilford, Henderson, Hertford, Johnston, Lincoln, Macon, McDowell, Mecklenburg, Moore, Nash, Northampton, Onslow, Orange, Pamlico, Perquimans, Person, Pitt, Rowan, Sampson, Scotland, Stanly, Vance, Washington and Yancey.

PO Box 28066
Raleigh, NC
27611-8066

ESFRLP funds may not be used to assist households residing within the large CDBG Entitlement cities of Charlotte, Durham, Greensboro, Raleigh and Winston-Salem. Only applications proposing to serve an entire county, excluding the five cities listed above, will be considered for funding.

3508 Bush Street
Raleigh, NC
27609-7509

It is the Agency's intent to serve thirty-three to thirty-four counties each year, on a three-year rotating basis (contingent on the continuing availability of HOME program funds). Successful applicants (one per county) will be awarded a set-aside of \$175,000 for the rehabilitation of eligible units, with the option of receiving additional funds on a first-come, first-served basis.

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

The focus of the program is on financially feasible, essential rehabilitation. ESFRLP funds are targeted to owner-occupied units. Homes must be occupied by households with elderly, disabled and/or Veteran fulltime household members or a child six years old or younger with lead hazards. Household incomes must be below 80% of the area median income. Nonprofit organizations, local governments and regional councils of government are eligible to apply for ESFRLP funding. Applicants must show that they have capacity to manage the program. If two or more eligible entities apply to serve a given county, organizational capacity and experience with housing rehabilitation assistance will be deciding factors.

Potential applicants are encouraged to register for the ESFRLP17 Application Guideline Webinar which will be hosted on Tuesday, November 1, 2016 from 1 - 3 PM. Only entities proposing to serve counties listed above will be considered for funding. You can register for the ESFRLP17 Application Guideline Webinar on the Agency's website at www.nchfa.com under the Essential Single-Family Rehabilitation Loan Pool section.

Application forms and guidelines will be available on the Agency's website at www.nchfa.com after October 18, 2016. Completed applications must be received by the Agency by 5:00 P.M. December 9, 2016. For more information about the ESFRLP, please call Mike Handley, 919-877-5627, Chuck Dopler, 919-981-5008, Donna Coleman, 919-981-5006 or Dan McFarland, 919-875-3753.

A. Robert Kucab, Executive Director



**Sampson County Board of Commissioners
Regular Meeting Schedule - 2017**

Monday, January 9, 2017

(County Offices closed on January 2 in observance of New Year's Day)

Monday, February 6, 2017

Monday, March 6, 2017

Monday, April 3, 2017

Monday May 1, 2017

Monday, June 5, 2017

Monday, July 3, 2017

Monday, August 7, 2017

Monday, September 11, 2017

(County Offices closed on September 4th in observance of Labor Day)

Monday, October 2, 2017

Monday, November 6, 2017

Monday December 4, 2017

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



Sampson County Local Government 2017 Holiday Schedule

New Year's Day	Monday, January 2, 2017
Martin Luther King Birthday	Monday, January 16, 2017
Good Friday	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Veterans Day	Friday, November 10, 2017
Thanksgiving	Thursday & Friday, November 23-24, 2017
Christmas	Monday, Tuesday and Wednesday December 25, 26, and 27, 2017

Program Funding

Request Application



United Way of Sampson County

Sponsoring Agency: _____
Program Name: _____
Mailing Address: _____
Phone/email _____

Funding Request for 2017 Program Funding \$ _____

CERTIFICATION

The requested amount herein was considered and approved for submission by the

_____ Board of Directors at a meeting on _____
(Sponsoring Agency) (date)

Our fiscal year is _____ to _____
(date) (date)

Management and the Board of Directors have read and are prepared to discuss this Funding Request.

We acknowledge that funds allocated by United Way are contributed dollars and that fair and full disclosure is required in the completion of this Funding Request Application and all other requested information.

Executive Director ~ Name

Board President or Authorized person Name

Volunteer Title

Signature - Executive Director

Signature ~ Board President or Authorized Person

Date

Date

REQUIRED: Specific use of UWSC funding. (Use only space provided)

Organization's Governance & Oversight

Organizations ***not currently*** receiving UWSC funding ***must*** complete the following.

Board Meetings

1. How many meetings were scheduled during the last fiscal year?
2. How many times did the Board meet during the last fiscal year?
3. At how many of the Board meetings did you have a quorum during the last fiscal year?
4. Are detailed reports of agency activities provided to the board on a regular basis? (Y/N)

Current Demographics of Board of Directors

Male	_____	Black	_____	_____
Female	_____	White	_____	_____
Hispanic	_____	Other	_____	

Fiscal Oversight

1. Briefly describe the system used for safeguarding against unauthorized or improper disbursement of funds, (i.e. two signatures required on checks).

National/State Affiliations

- | | | |
|---------------------------------------------------------|-----------|----------|
| 1. Are you nationally and/or state affiliated? (Y / N)? | _____ YES | _____ NO |
| 2. Does the organization adhere to national standards? | _____ YES | _____ NO |
- Please briefly describe those national standards.

ORGANIZATION OVERVIEW

Organizations ***not currently*** receiving UWSC funding ***must*** complete the following.

1. Describe the organization's mission.

2. List any organizations or programs with whom your organization has collaborated to provide joint programming, and briefly describe the type(s) of collaboration (co-sponsorship of events, seminars, community issues, etc.) and the results of those collaborations.

5. Does the organization employ paid staff?

_____ YES _____ NO

6. Does the organization have job descriptions for all staff?

_____ YES _____ NO

PROGRAM OVERVIEW

Program Name:

Program Director's name:

1. Provide a ***brief*** program description and goals.
2. What social/human welfare issue(s) does this program address?
3. What is the program's targeted population, capacity, and number of people to be served? Is it at capacity?
4. Do you have a waiting list for this program? If so, how many are on the waiting list, and what is the expected waiting time before your program will be able to provide services to them?

5. What are the eligibility requirements for participating in this program?

6. What fees are charged for services, and what percent of participants pay fees?

7. What is the long range plan for insuring financial stability for the program?

8. What impact would UWSC funding have on this program's outcomes?

9. To what extent are volunteers utilized in this program?

10. Are reference/background checks complete on all volunteers? _____ YES _____ NO

11. What type of training do volunteers receive? Are they evaluated on a regular basis?

MEASURING PROGRAM EFFECTIVENESS
OUTCOMES LOGIC MODEL

PROGRAM
NAME

Please submit a logic model for the program for which UWSC funding is being requested. **Do Not** report on program outcomes in this model. Present in narrative format.

INPUTS	ACTIVITIES	OUTPUTS

MEASURING PROGRAM EFFECTIVENESS
OUTCOMES FRAMEWORK

PROGRAM
NAME: _____

Complete an outcome measurement framework for the program for which UWSC funding is being requested.

OUTCOMES	INDICATORS	DATA SOURCE	DATA COLLECTION METHOD

OUTCOMES MEASUREMENT RESULTS

Program Name: _____

1. Viewing your outcomes as your program's goals, how many participants do you estimate will achieve the outcome results that you have targeted for the funding cycle requested?

2. How often do you measure this program's outcome results? (Daily, Monthly, Quarterly, Semi-Annually, etc)

3. Who is responsible for implementing, collecting, and reviewing the outcomes/program effectiveness information for this program? (i.e. Committee, individuals with specific responsibilities, etc.)

4. What level of involvement does the Board of Directors have in the process of program outcome measurements and implementation?

5. What changes have been planned or made to the program as a result of the outcome measurements?

AGREEMENT OF AFFILIATION

BETWEEN

with its office located

(Hereinafter referred to as the Agency)

And

UNITED WAY OF SAMPSON COUNTY, INC.

(Hereinafter referred to as United Way)

This agreement is entered into in the mutual beliefs of the above named parties that: (a) the county of Sampson, North Carolina forms the basis for our community--wide efforts and that participation from all areas of our community is essential; (b) a effective way of providing maximum resources for health and human care services: and (c) it is the consideration of the total health and human care needs of our community, development of volunteers and our commitment to bring about a delivery system according to open, rational and non-discriminatory procedures which form the basis for this working relationship.

Both United Way and the Agency Agree, That Each

1. Has an active, responsible, and voluntary governing body, with representation from diverse elements in the community, which exercises effective control over the operations of the organization;
2. Faithfully adheres to a policy of nondiscrimination with respect to age, sex, race, religion, and national origin in connection with the makeup of its governing body, committees, and staff and the persons whom it directly and indirectly serves;
3. Has been ruled exempt from taxation under Section 501(c) (3) of the Internal Revenue code as well as corresponding provisions of other applicable state, local, or foreign laws or regulations;
4. Uses ethical methods of publicity and promotion as established by national professional public relations associations. (For example, see attached "Code of Professional Standards" adopted by the Public Relations Society of America.);

5. Issues an annual report to the public, including a financial report that complies with the "Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations" or similar standards that are recognized and approved by United Way of America's Board of Governors.

B The Agency Agrees

1. To provide a needed, non-duplicated service of education, prevention, remediation and/or contribution in the field of health, welfare or recreation within our community/county;
2. To support and assist the United Way in the annual fund raising campaign;
3. To engage in an effective public relations program in which the objectives, services and accomplishments of the Agency and the United Way support of such services are adequately publicized; to cooperate with and assist the United Way in its public information programs; and to make use of the United Way logo on letterheads and at all of its public functions;
4. To submit its proposed annual budget and budget request approved in advance by its governing board and in the format prescribed by United Way to the United Way within the agreed upon time schedule and to cooperate with the Allocations Committee in accordance with its review procedures;
5. To cooperate with the United Way planning committee in its efforts to coordinate human care services in the community and cooperate in the conduct of such studies as may be needed in support or planning, Allocations, Communications and/ or Fund Raising;
6. To conform with the united Way audit policy as approved by the Board of Directors on 10/30/91 as revised 2/23/94. A copy of the audit, financial statement, or IRS form 990 should b submitted of the United Way within four months after the Agency's fiscal year;
7. To submit quarterly financial reports to the United Way on the forms provided for that purpose that accurately reflect the Agency's current financial status;
8. To submit for prior approval and discussion by the United Way, all proposals for supplementary fundraising efforts as outlined in the United Way Policy On

Supplementary Fund Raising;

9. To submit for prior approval and discussion by United Way all proposals for new programs and/or expansion of a programs that may require United Way financial support now or in the future; and

10. To realize and utilize all possible operating income that might be secured through the Agency's normal activities, e. g. , fees for service, interest, non-designated contributions and membership fees, while at no time paying a commission in connection with fund raising.

C. The United Way Agrees

1. To respect the essential autonomy of the individual Agency and the authority of its Board of Directors to determine its own policies and to manage its own service;
2. To develop its objectives for the annual fund raising campaign with due regard for the requirements of all anticipating agencies, fund raising realities and other pertinent considerations to raise the maximum funds. To use its best efforts to achieve the campaign objectives and to exceed those objectives whenever possible;
3. To provide a reasonable, comprehensive and courteous review of each Agency;
4. To allocate contributed funds in a manner which recognizes the relative need among services provided by the Agencies;
5. To pay the Agency on the basis of the annual approved allocation and campaign collections;
6. To act as a steward of contributed funds by informing the public of the allocations; and
7. To submit its annual financial records to an audit by a Certified Public Accountant, a copy of which shall be made available for inspection by the Agency upon request.

D. Enforcement and Termination

1. This agreement may be revoked by either party by such party giving written notice to the other party at least ninety (90) days prior to the United Way annual fund raising drive. The party to whom notice of termination

raising drive. The party to whom notice of termination is given shall have the right to a hearing before the governing board of the other party; and

2. The United Way reserves the right to issue a "Notice of Exception" to an agency exhibiting substantial problems or deficiencies as identified by the United Way in any area of operation. Said Notice, signed by the originating allocations review committee, shall describe such problem or deficiency and explain the nature of contraction to United Way policy or understanding. The Agency shall be given one (1) year to show substantial progress in eliminating the problem or deficiency.

If substantial progress has not been made during the year, a "Notice of Probation" will be issued. All officers and executives of the Agency, as well as, any state or national office to which the Agency is affiliated shall receive a copy of the "Notice of Probation". If the problem or deficiency noted has not been resolved to the satisfaction of United Way by the end of the second year, the Agency's affiliation with the United Way will be terminated. If the Agency requests a meeting, the United Way will arrange for a panel of representative board members and will insure the members of the originating allocations committee group attend the meeting.

In witness of approval of this Agreement of Affiliation, the undersigned have affixed their signatures:

AGENCY
BY: _____
CHAIRMAN / PRESIDENT OF BOARD OF DIRECTORS

BY: _____
CHIEF EXECUTIVE OFFICER OR SECRETARY

DATE

UNITED WAY OF SAMPSON COUNTY, INC.

BY: _____
PRESIDENT OF BOARD OF DIRECTORS

BY: _____
VICE PRESIDENT / SECRETARY / TREASURER

DATE

POLICY ON SUPPLEMENTAL FUND RAISING BY AFFILIATED

PREAMBLE

The United Way of Sampson County, Inc. (hereinafter referred to as United Way) and our affiliate agencies (hereinafter referred to as agencies) are jointly concerned with the total effect of all fund raising activities conducted throughout the Sampson County area by community service organizations. In order for the United Way to maintain its integrity, it must provide a clear set of guidelines for member agencies to follow when seeking additional (non-United Way) financial support. These guidelines for the conduct of supplemental fund raising activities are designed to maximize yield, minimize competition, and avoid excessive intrusion on the donor community.

In an environment of limited resources and expanding needs, the United Way recognizes the value to participating agencies and to the community served of expanded supplemental resources generated by activities which do not conflict with the United Way. The United Way endorses the concept that good management practices dictate that agencies explore all ethical avenues for earning and obtaining multiple sources of funding to provide human care services. However, the methods used by the agencies to approach these sources should be in harmony with the United Way's fund raising principle that there will be one (1) annual, comprehensive effort for contributions from the community.

It is therefore essential that supplemental fund raising activities be conducted in a manner which would not adversely affect the United Way annual campaign or the member agencies abilities to provide human care services.

STRUCTURE

The chairman of the allocations committee will be responsible for forming a standing subcommittee which will be called the supplemental income producing subcommittee. Membership may include representation from the executive committee to include the treasurer and from the planning committee. This subcommittee will provide a forum for careful consideration, encouragement, consultation and advice on agency income producing proposals. This subcommittee will also serve as a clearing house for gathering resource information and scheduling, as appropriate, to help prevent competing activities.

Agencies are encouraged to have preliminary discussion with United Way well in advance of commitments being made regarding any proposed fund raising activity. Agencies making proposals will submit a written request to the supplemental income producing subcommittee or the allocations committee chairman at least sixty (60) days

prior to the scheduled commencement dated, specifying the activity, the area and population to be covered, the resource development method to be employed, expected completion date and anticipated revenues. Annual activities will be discussed prior to the initial event and then again only if significant changes occur.

All supplemental income received by agencies will be considered part of the total agency budget and will be reviewed by the allocations committee.

III. DEFINITION

"Income producing activity" is any activity by or in behalf of a participating agency that produces income for any purpose in addition to and other than the support of United Way.

ACTIVITIES

Agency income producing activities as covered in these guidelines fall within three (3) major groups: (A) Self-support activities which do not require prior approval of United Way; (B) Activities which require consultation and prior approval by United Way; and (C) Activities which are generally inappropriate.

SELF-SUPPORT ACTIVITIES NOT REQUIRING PRIOR UNITED WAY APPROVAL

Certain types of revenues are encouraged by the United Way and do not require approval. Such operating revenue, however, must be reflected in the agency's annual operating budget.

1. Membership - All types of membership programs wherein the member becomes involved and identified with the agency and being a part of an active constituency.
2. Program Service Fees - Fees related to participating in agency programs and services. establishment of appropriate fees are entirely within the province of the agency's Board of directors.
3. Rental Fees - Fees for the use of agency facilities are appropriate sources of agency revenue.
4. Grants-In-Aid - Private and public foundations, corporations and individuals, government agencies and private organizations that are in the business of being grant makers to the extent that these funds have no implications for United Way funding.
5. Purchase of Service Contracts - Reimbursements

from private and public agencies for services rendered on a contractual basis.

6. Bequests and Memorials - Endowments, trusts, honor gifts, scholarships, real property, and other forms of deferred or donor restricted or unrestricted giving.
7. Investment Income - Agencies having endowment funds are encouraged to manage such funds in a manner consistent with the agency's endowment policy and donor's wishes.
8. Out of Area Contributions - Agencies rendering significant services outside the United Way of Sampson County defined community are expected to develop appropriate amounts of contribution support from such areas.
9. Sales of Services or Manufactured Products - Agencies able to derive income from the sale of services, salvaged materials, or manufactured items as a part of their service program are encouraged to develop income from these sources.
10. Contributed Equipment, Materials, or Services - which do not diminish the support of the annual United Way campaign, and for which no general appeal is made between September 1 and November 1.

ACTIVITIES WHICH REQUIRE CONSULTATION AND PRIOR

APPROVAL BY UNITED WAY

1. Sustaining Membership - Sustaining membership is an affiliation with an agency for the primary purpose of financially supporting the aims of the organization without expectation of use of services or participating in the activities of the agencies. Those approached for membership should have a genuine personal interest in a relationship with the agency.
2. Entertainment - Motion pictures, concerts, stage plays, celebrity show, circuses, ice show, variety show, amateur nights, rodeos, etc.
3. Meals and Refreshments - Breakfast, lunches, dinners, picnics, wine-tasting, cocktail parties, teas, etc.
4. Shows - Painting, photography, antiques, home and garden, hobbies, flower arranging, pets, boats, autos, sporting goods, program activities, fashions, etc.
5. Public Sales - Income from value received sales of products directed toward the community-at-large.

6. Sports Tournaments - Golf, bowling, tennis, bridge, baseball, basketball, football, automobiles, airplanes, boats, horses, etc., directed toward the general public.
7. Social Activities - Dances, tours, charter trips, skating parties, excursions, etc., directed toward the general public.
8. Solicitations of Agency Board Members, Volunteers and Staff only.
9. Capital Fund Raising Campaigns.
10. Any and all other forms of fund raising not mentioned above but which might occur during or immediately preceding the United Way annual campaign.

C. ACTIVITIES WHICH ARE GENERALLY INAPPROPRIATE

1. Commercial Promotions - wherein a for-profit business or organization is given responsibility for raising funds for the agency.
2. Activities - seeking charitable gifts in which the persons being solicited are not likely to be identified by the agency or its representatives such as those names received from a purchased mailing list.
3. Solicitation - from companies which are not presently contributing to the United Way. Confirmation with the United Way office prior to making such contacts is required.
4. Lending its Name - to the promotional campaign of a business or sales organization.
5. Telethons - or similar mass media appeals designed to raise funds for special or specifically identified projects or purposes not otherwise provided for in the agency's budget.
6. Door-to-Door fund - solicitation of the general public.
7. Mailing of unordered items - with a request for money in return.
8. Employee work place solicitations.
9. Gambling

ADVOCATE BODIES

All fund raising activities conducted by guilds, auxiliaries, or other community organizations on behalf of the member agency shall be considered activities of the agency itself. The agency will be considered responsible to assure that the fund raising activities conform to the United Way guidelines.

VI. APPROVAL PROCEDURES

Where prior United Way approval is required, the following process will be followed:

1. A written request on United Way forms at least sixty (60) days prior to the beginning of the event.
2. The written request will be reviewed by the designated United Way committee.
3. A decision will be given to the agency within thirty (30) days of submission of the request.

AMENDMENTS

Certain programs and activities historic in character and/or required by charter terms of the member agencies' national organization may necessitate ratification of these guidelines. These requirements should be presented by the member agency to the United Way in the form of an addendum to this policy. Any waivers of addenda negotiated between the United Way and one member agency will be made known to all member agencies.

EFFECTIVE DATE

These guidelines will take effect October 30, 1991.

AGENCY

BY: _____
CHAIRMAN/PRESIDENT OF BOARD OF DIRECTORS

By: _____
CHIEF EXECUTIVE OFFICER OR SECRETARY

DATE

UNITED WAY OF SAMPSON COUNTY, INC.

By: _____
PRESIDENT OF BOARD OF DIRECTORS

BY: _____
VICE PRESIDENT/SECRETARY/TREASURER

DATE

United Way of Sampson County Audit Policy

The following Audit Policy was adopted by the United Way Board of Directors at a meeting held on October 30, 1991, and was revised on February 23, 1994, October 27, 1000, and February 7, 2005.

The financial records of the affiliated agencies shall be submitted and examined by the United Way of Sampson County, Inc. (UWSC) at least annually. Each agency should comply with the following set of rules when submitting financial reports to United Way, however, in no case should the reports be in any less detail than that which is required by each agency's governing board.

Failure to adhere to United Way of Sampson County's financial standing guidelines may restrict or prohibit funding of an agency and/or program.

- (A) If the total support and revenue to the agency from UWSC exceeds \$35,000 for the fiscal year, the agency shall submit a copy of their financial statement including both a balance sheet and income/expense statement in nothing less than an audit format and performed by a certified public accountant (CPA). Information as to the total support and revenue and all of the fundraising activities including the kind and amounts of all funds raised, costs and expenses incidental thereto, allocation and disbursement of funds raised, changes in fund balances, notes to the audit and opinion as to the fairness of the presentation by the accountant shall be included.
- (B) If the total support and revenue to the agency from UWSC exceeds \$10,000, but is less than or equal to \$35,000 for the fiscal year, the agency may select one of these options:
 - (1) A copy of their financial statement, audited by a certified public accountant as defined in (A) above, or
 - (2) A copy of their financial position (balance sheet and income statement) presented in a review format by a CPA.
- (C) If the total support and revenue to the agency from UWSC is less than or equal to \$10,000 for the fiscal year, the agency may select one of these options:
 - (1) A copy of the financial statements audited by a certified public accountant as defined in (A) above; OR
 - (2) A copy of a review performed by a certified public accountant as defined in (B) above; OR
 - (3) A copy of a compilation performed by an independent public accountant accompanied by a statement signed by three members of the organization's governing board that to the best of their knowledge and belief the financial reports are true and correct, OR
 - (4) A copy of your completed current year IRS Form 990 accompanied by a statement signed by three members of the organization's governing board that to the best of their knowledge and belief the financial report is true and correct. In addition, the organization must provide an income statement, balance sheet and prior six months of bank statements.
- (D) Annual financial statements shall be submitted to United Way within four months after the agency's fiscal year.

BY: _____
AGENCY

BY: _____
CHAIRMAN/PRESIDENT OF BOARD OF DIRECTORS

BY: _____
CHIEF EXECUTIVE OFFICER OR SECRETARY

DATE

UNITED WAY OF SAMPSON COUNTY, INC.

BY: _____
PRESIDENT OF BOARD OF DIRECTORS

BY: _____
VICE PRESIDENT/SECRETARY/TREASURER

DATE

Susan Holder

Subject: FW: Records Schedule Amendments Available

From: Felder, Rashida [mailto:Rashida.Felder@ncdcr.gov]
Sent: Friday, September 30, 2016 2:31 PM
To: County Clerks in North Carolina <countyclerks@listserv.unc.edu>
Subject: [countyclerks] Records Schedule Amendments Available

Hello,

The Government Records Section of the State Archives of North Carolina would like to announce that amendments are now available to the records retention schedules listed below. These amendments clarify the retention for 911 calls received as text messages and reflect the legislation governing body-worn cameras for law enforcement personnel, which will go into effect October 1, 2016.

SCHEDULE	CHANGE	LINK
County Management	Text to 911	http://archives.ncdcr.gov/Portals/3/PDF/schedules/Amendments/Emergency_Services_Amendments_04-29-124923-330
County Sheriff's Office	Audio Visual Recordings	http://archives.ncdcr.gov/Portals/3/PDF/schedules/Amendments/County_Sheriff_amend_10-1-20090157-373

Once your county has approved the amendments, please remember to send a copy of your signature page to the Government Records Section at the address or fax number below, or email a copy to a [Records Management Analyst](#).

Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615
Fax: 919.715.3627

If you have any questions or concerns about any of the new amendments, please contact the Government Records Section at (919) 807-7350.

Thank you,
Rashida

Rashida Felder
Records Management Analyst
Division of Archives and Records
North Carolina Department of Natural and Cultural Resources

919 807 7364 office
919-715-3627 fax
rashida.felder@ncdcr.gov

215 N. Blount St.

County Management Records Retention Schedule Amendment

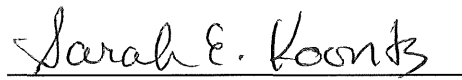
Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

STANDARD 6. EMERGENCY SERVICES RECORDS

Amending Item 1, 911 Recordings as shown on substitute page 43 and Item 13, Emergency Notifications as shown on substitute pages 45 and 45a.

APPROVAL RECOMMENDED

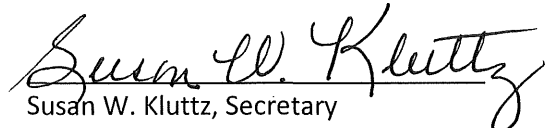
Chief Administrative Officer/
County Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners



Susan W. Kluttz, Secretary
Department of Natural and Cultural
Resources

County: _____

October 1, 2016

STANDARD-6. EMERGENCY SERVICES RECORDS

Official records explaining the authority, operating philosophy, purposed methods, and primary functions of emergency services programs.

ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	911 RECORDINGS Tapes, digital recordings, and text messages generated by 911 calls.	Destroy in office after 30 days, if not made part of a case file.*	G.S. §132-1.4(i) Comply with applicable provisions of G.S. §132-1.5 regarding the confidentiality of automatic identification information contained in 911 database.
2.	911 COMMUNICATION RECORDS Transcripts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched, and other related information.	Destroy in office after 3 years, if not made part of a case file.*	Comply with applicable provisions of G.S. §132-1.4(c)(4) regarding the confidentiality of the identity of complaining witnesses.
3.	911 FILE Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
4.	ACTIVITY REPORTS Reports on an individual, shift, project, and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction “destroy when administrative value ends.” Please use the space provided.

ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes, but is not limited to, official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	Retain plans until superseded; destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
12.	DISPATCH RECORDINGS Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	
13.	EMERGENCY NOTIFICATIONS Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.5 regarding the confidentiality of automatic identification information contained in 911 database.
14.	EVACUATION PLANS	Destroy in office when superseded or obsolete.	
15.	FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE Certificates, licenses, and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems.	Destroy in office when superseded or obsolete.	
16.	FIRE ALARM JOURNAL Journal or other listing of alarms answered by the fire department.	Destroy in office after 3 years.	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	FIRE DISPATCH FILE Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction “destroy when administrative value ends.” Please use the space provided.

**County Sheriff's Office
Records Retention Schedule Amendment**

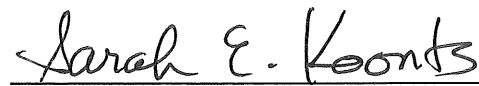
Amending the County Sheriff's Office Records Retention and Disposition Schedule published November 15, 2015.

STANDARD 8. PROGRAM OPERATIONAL RECORDS: SHERIFF RECORDS

Amending Item 10, Audio and Video Recordings, as shown on substitute page 57.

APPROVAL RECOMMENDED

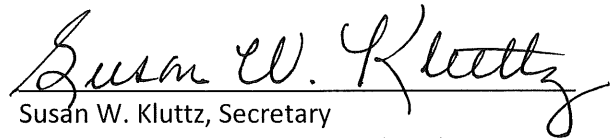
County Sheriff



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Chairman, Bd. of County Commissioners



Susan W. Kluttz, Secretary
Department of Natural and Cultural Resources

County: _____

October 1, 2016

ITEM #	STANDARD-8. PROGRAM OPERATIONAL RECORDS: SHERIFF RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10. 	AUDIO AND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices. Does not include ELECTRONIC RECORDINGS OF INTERROGATIONS (JUVENILE OR HOMICIDE) , page 65, item 35.	a) Destroy in office after 30 days if not made part of a case file.* b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES , page 57, item 11; or CASE HISTORY FILE: MISDEMEANORS , page 58, item 12.	Confidentiality: G.S. § 132-1.4A
11. 	CASE HISTORY FILE: FELONIES Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports; statements of seized and returned property, interview sheets; case status reports, photographs, court orders, correspondence; officer's notes, laboratory tests, court dispositions, audio or video recordings, and other related records. See also ELECTRONIC RECORDINGS OF INTERROGATIONS (JUVENILE OR HOMICIDE) , page 65, item 35.	a) Destroy in office records concerning solved cases after 20 years.* b) Retain in office records concerning unsolved cases until solved, and then follow disposition instructions in part (a).	Confidentiality: G.S. § 132-1.4

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

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: October 24, 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:

George C Simmons 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 September 20, 2016.

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

15-0622320-01

NCDVA-9
(Rev. 08-09)

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

7R3	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	<u>Sampson</u> COUNTY
SECTION 1		
TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED		
George C Simmons Jr <small>NAME (Print or Type)</small>		George C Simmons Jr. <small>DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)</small>
119 Pike Dr. <small>STREET ADDRESS OR P.O. BOX NUMBER</small>		<small>SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)</small> <small>(If Applicable)</small>
Clinton, NC 28328 <small>CITY STATE ZIP CODE</small>	<div style="border: 1px solid red; width: 150px; height: 30px; margin: 0 auto;"></div> <small>U.S. DEPT. OF VETERANS AFFAIRS</small> <small>FILE NUMBER</small>	
<small>VETERAN'S SOCIAL SECURITY NUMBER</small>		
<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 in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.</p>		
SECTION 2		Disabled Veteran's Signature
<p>I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.</p>		
George C Simmons Jr <small>DISABLED VETERAN'S SIGNATURE</small>		9/12/2016 <small>DATE</small>
SECTION 3		Surviving Spouse's (who has not remarried) Signature
<p>I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.</p>		
<small>SURVIVING SPOUSE'S SIGNATURE</small>		<small>DATE</small>
SECTION 4		To be completed by the U.S. Department of Veterans Affairs
<p>Please check all that apply:</p>	<p>A. <input type="checkbox"/> Veteran does not meet either B, C, D, or E of the below criteria.</p>	
	<p>B. <input checked="" type="checkbox"/> Veteran has a service-connected permanent and total disability that existed as of 11/3/14.</p>	
	<p>C. <input type="checkbox"/> 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.</p>	
	<p>D. <input type="checkbox"/> Veteran died on _____ and had a service-connected permanent and total disability at death.</p>	
	<p>E. <input type="checkbox"/> 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.</p>	
Character of Disabled Veteran's Service at Separation: (DD-214)		<input checked="" type="checkbox"/> Honorable <input type="checkbox"/> Under Other than Honorable Conditions
		<input type="checkbox"/> Under Honorable Conditions
SIGNATURE OF USDVA CERTIFYING OFFICIAL Deborah A. Chasman <small>PRINTED NAME OF USDVA CERTIFYING OFFICIAL</small>		9/14/16 <small>DATE</small>
TITLE OF USDVA CERTIFYING OFFICIAL VSCM		<p>NOTE: Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.</p>

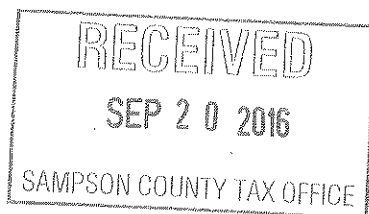
20 SEPT 16.

TO WHOM IT MAY CONCERN.

I WAS NOT AWARE OF THIS BENEFIT
UNTIL I READ IT ON THE BACK OF
MY TAX FORM

Guy C. Smith

907565



OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7688

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 Joan Crostic Matthias in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2016</u>	\$ <u>202.50</u>
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ <u>202.50</u>

These taxes were assessed through clerical error as follows.

Billing # 0032730563
Lic # ~~EB~~ EBX6226
2015 Chris MP
Vehicle sold, Tag Turned In

Go2 County Tax 186.75
School Tax _____
F23 Fire Tax 15.75
City Tax _____
TOTAL \$ 202.50

Mailing Address.

Yours very truly

Joan C Matthias
Taxpayer

505 Marble LN
Clinton, NC
28328

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

7689

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 Amey Thomas Matthias in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2016</u>	\$ <u>292.92</u>
<u>/</u>	\$ <u>/</u>
<u>/</u>	\$ <u>/</u>
<u>/</u>	\$ <u>/</u>
<u>/</u>	\$ <u>/</u>
<u>/</u>	\$ <u>/</u>
TOTAL REFUND \$ <u>292.92</u>	

These taxes were assessed through clerical error as follows.

Billing # 0033019026
Lic # CH 78563
2015 SLER CT
Vehicle Sold, Tag Turned In

G02 County Tax 292.92
School Tax _____
Fire Tax _____
City Tax _____
TOTAL \$ 292.92

Mailing Address.

1330 Edmond Matthias Jr.
Clinton, NC
28328

Yours very truly

Amey T. Matthias Jr.
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

7671

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 Daniel Dean Vinson
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>222.17</u>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND \$ <u>222.17</u>	

These taxes were assessed through clerical error as follows.

Bill # 0026490781
TTF 4747
Tag Turn in (traded in)
2014 Chev

G-01 County Tax 200.44
School Tax _____
F-20 Fire Tax 21.73
City Tax _____
TOTAL \$ 222.17

Mailing Address.

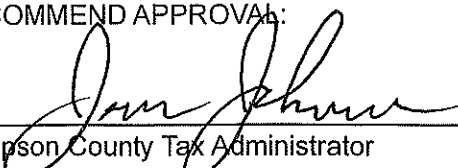
30 Lee Rd
Autryville, NC 28318

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

7707

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 Jesse Clete Summer
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>59.44</u>
<u>2015</u>	\$ <u>157.56</u>
<u> </u>	\$ <u> </u>
<u> </u>	\$ <u> </u>
<u> </u>	\$ <u> </u>
<u> </u>	\$ <u> </u>
<u> </u>	\$ <u> </u>
TOTAL REFUND	\$ <u>\$217.00</u>

These taxes were assessed through clerical error as follows.

Bill# 0016458049 - \$59.44
Bill# 001882100 - 157.56
TTL 2433
X26224

Tags Turn In (SOLD)
2008 GMC, 2012 GMC

Yours very truly

X Jesse Clete Summer
Taxpayer

Social Security # X

RECOMMEND APPROVAL

Jesse Clete Summer
Sampson County Tax Administrator

601 County Tax 193.67
School Tax _____
F19 Fire Tax 23.33
City Tax _____
TOTAL \$ \$217.00

Mailing Address.

X 5005 Garland Hwy
Clinton NC 28328

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7710

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 David Mark Calcutt
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>231.88</u>
<u>}</u>	\$ _____
<u>}</u>	\$ _____
<u>}</u>	\$ _____
<u>}</u>	\$ _____
<u>}</u>	\$ _____
TOTAL REFUND	\$ <u>231.88</u>

These taxes were assessed through clerical error as follows.

Bill # 0027144584
DHS 2212
tag turned in (sold)
2015 BMC

201	County Tax	<u>206.95</u>
	School Tax	_____
507	Fire Tax	<u>24.93</u>
	City Tax	_____
	TOTAL \$	<u>231.88</u>

Yours very truly

X David Mark Calcutt
Taxpayer

Social Security # X

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Mailing Address.

X 103 Vista Dr
CLINTON, NC. 28328

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7715

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 Mephail Properties I LLC - (MH's) _____ in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2016	\$
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 116.30

These taxes were assessed through clerical error as follows.

fact # 190074
 2/11 # 37779
 Billed 2 mths - that were listed & pd
 in Cum. Berkeley Co.
 - 1997 - value \$6320
 - 1997 - value \$6320
 - See attached

G01 County Tax 104.92
 School Tax _____
 F20 Fire Tax 11.38
 City Tax _____
 TOTAL \$ 116.30

Yours very truly

Mailing Address.

M^cPhail Properties I LLC
366 Carroll Store Rd.
Antyville, NC 28318

Federal ID#
Social Security #

RECOMMEND~~ATION~~ APPROVAL:

Board Approved

Date _____

Initials

~~Sampson County Tax Administrator~~

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

10/24/2016

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2016-17

1. It is requested that the budget for the BCCCP - WISEWOMAN Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551140 - 512100	WISEWOMAN SALARIES	2,121.00	
" 518100	WISEWOMAN FICA	117.00	
" 518120	WISEWOMAN MEDICARE FICA	28.00	
" 518200	WISEWOMAN RETIREMENT	156.00	
" 518300	WISEWOMAN GROUP INSURANCE	468.00	
" 518400	WISEWOMAN DENTAL	18.00	
" 518901	WISEWOMAN 401K	34.00	
" 519300	WISEWOMAN MEDICAL SERVICES	1,500.00	
" 523900	WISEWOMAN MEDICAL SUPPLIES	50.00	
" 529700	WISEWOMAN LAB SUPPLIES	701.00	
" 537000	WISEWOMAN ADVERTISING	30.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535114-404000	WISEWOMAN STATE	5,223.00	

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

MOVE FUNDS FROM BCCCP TO WISEWOMAN TO SEPARATE PROGRAMS PER PROGRAM AUDIT REQUIREMENT

Wanda Beland

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

10/25, 2016

Paul A. [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:

September 21, 2016

FROM: Lorie Sutton, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

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

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
82558750-524100	URP - Materials	\$ 39,000.00	
82558750-529901	URP - Soft Cost	\$ 16,000.00	
82558750-544000	URP - Contracted Services	\$ 45,000.00	
<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
82035875-403605	URP - NCHFA	\$ 100,000.00	

2. Reason(s) for the above request is/are as follows:
To budget for Urgent Repair Program 2016.



(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. 10/25, 20 16


(County Finance Officer)

ENDORSEMENT

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

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


(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

October 25, 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 Finance Department be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11141300-599900	Disaster relief	50,000.00	
11999000-509700	Contingency		50,000.00
61971000-535400	Maint repair of water lines	250,000.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
61937100-409900	Fund balance appropriated	250,000.00	

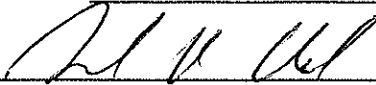
2. Reason(s) for the above request is/are as follows:

To allocate funds to pay costs incurred in the response to Hurricane Matthew and repair of damage to water lines.


(Signature of Department Head)

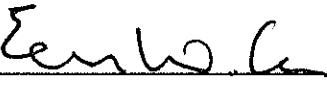
ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

10/25, 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:

September 21, 2016

FROM: Lorie Sutton, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

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

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02549580-526200	SHIIP - Dept Supplies	\$ 35.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02034958-404088	SHIIP - Senior Health Info	\$ 35.00	

2. Reason(s) for the above request is/are as follows:
To budget the increase for the SHIIP Grant.

Lorie B Sutton

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. D

10/23, 2016

Pat A. Clark

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Earl W. G.

(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

10/24/2016

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2016-17

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>
12551560-512100	BCCCP SALARIES		2,949.00
12551560-512700	BCCCP LONGEVITY		28.00
12551560-518100	BCCCP FICA		226.00
12551560-518120	BCCCP MEDICARE FICA		52.00
12551560-518200	BCCCP RETIREMENT		210.00
12551560-518300	BCCCP GROUP INSURANCE		783.00
12551560-518400	BCCCP DENTAL		26.00
12551560-518901	BCCCP 401K		349.00
12551560-523900	BCCCP MEDICAL SUPPLIES		50.00
12551560-529700	BCCCP LAB SUPPLIES		173.00
12551560-531100	BCCCP TRAVEL		347.00
12551560-537000	BCCCP ADVERTISING		30.00

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535156-404000	BCCCP STATE		5,223.00

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

MOVE FUNDS FROM BCCCP TO WISEWOMAN TO SEPARATE PROGRAMS PER PROGRAM AUDIT
REQUIREMENT

Wanda Peltz
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

10/28, 2016
Dan G. Galt
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

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

_____, 20____
Sam W. Galt
(County Manager & Budget Officer)

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 5

Meeting Date: November 7, 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: Consideration of Tax Appeals

DEPARTMENT(s): Board of Commissioners

PUBLIC HEARING: No

CONTACT PERSON: Edwin W. Causey, County Manager
Jim Johnson, Tax Administrator

PURPOSE: To consider taxpayer appeals of penalties assessed for failure to timely list business personal property

ATTACHMENTS: Appeal Requests and Tax Billings

BACKGROUND: Assessments and billings have been issued as a result of business personal property compliance reviews. The following individuals have requested an adjustment of the penalties applied to their accounts, pursuant to North Carolina General Statutes, for failure to timely list their business personal property. The Board has previously voted to require the appeal to be made in person (or by a designated representative).

Herring, Andrew Garrett: Tax (\$17,843.80) + Penalty (\$5,627.09) = \$23,470.89

Hudson, Pelmon Jart Jr. (Acct 1): Tax (\$4,102.20) + Penalty (\$624.87) = \$4,727.07

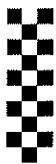
Hudson, Pelmon Jart Jr. (Acct 2): Tax (\$33,728.34) + Penalty (\$8,189.15) = \$41,917.49

Little Man Farming (Joseph Warren): Tax (\$13,352.37) + Penalty (\$2,566.19) = \$15,918.56

Spell Construction (Michael Spell): Tax (\$19,073.83) + Penalty (\$6,487.87) = \$25,561.70

Sutton, Kenneth Mack: Tax (\$8,897.83) + Penalty (\$2,608.58) = \$11,506.41

RECOMMENDED ACTION OR MOTION: Allow each citizen opportunity to request adjustment and consider each appeal individually



Date: Oct. 24, 2016

Andrew Garrett Herring
1591 Watery Branch Rd.
Dunn NC 28334

Account # 187432

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

Andrew Garrett Herring
Signature

BILL PREFIX	TOWNSHIP	PARCEL/ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX
10	17	40024		PERSONAL ONLY	1960956	FOT FOT FOT	23470.89

DISCOVERY BILL FOR TAX YEARS 2016 THRU 2011
TAXES ARE DUE TO BE PAID BY JANUARY 5, 2017.

HERRING, ANDREW GARRETT
1521 WATERY BRANCH RD
DUNN, NC 28334

ACCOUNT NUMBER 10/4002	ASSESSED VALUE		TAXES LEVIED		RATE	SAMPSON COUNTY TAX NOTICE (SEE BACK)
DISCOUNT & INTEREST Discount for prompt payment: Current year, July, August 2%, September, October, November, December, Pay interest January 2%, 1/4% per month thereafter. Advertising of unpaid taxes in April.	REAL DEFERRED NET REAL PERSONAL EXEMPTIONS	1960956	FOT SPICORFD G01 CNTY TAX	1960.96 15082.94	.100 .830	
	TOTAL TAXABLE	1960956	LATE LIST PENALTY CURRENT YEAR TAX	5627.09 17843.80		
DATE PAID			PRIOR YEAR AMOUNT PAY THIS AMOUNT	.00 23470.89		
AMOUNT PAID						

RETURN THIS NOTICE WITH PAYMENT

Pelmon Jart Hudson Jr
4901 Old Warsaw Rd
Turkey NC 28393
910-990-4519 cell

October 19, 2016

Sampson County Board of Commissioners
406 County Complex Road
Clinton NC 28328

Account # 187373
Account# 190231

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

A handwritten signature in black ink, reading "Pelmon Jart Hudson Jr". The signature is written in a cursive, flowing style.

Pelmon Jart Hudson Jr


BILL PREFIX	TOWNSHIP	PARCEL/ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX
16	18	2260		PERSONAL ONLY	455800	F10 F10	4727.07

DISCOVERY BILL FOR TAX YEARS 2015 & 2014
TAX DUE TO BE PAID BY JAN. 5, 2017.

FOUR COUNTY PEANUT SERVICES, INC
4901 OLD WINDHAM RD
TURKEY, NC 28393

ACCOUNT NUMBER	ASSESSED VALUE	TAXES LEVIED	RATE	SPECIAL DISTRICT	TOTAL TAX
190231					
DISCOUNT & INTEREST Discount for prompt payment: Current year, July, August 2%, September, October, November, December, Part interest January 2%, 1/4% per month thereafter. Advertising of unpaid taxes in April.	REAL DEFERRED NET REAL PERSONAL EXEMPTIONS TOTAL TAXABLE	F10 TURKEYED 601 CNTY TAX LATE LIST PENALTY CURRENT YEAR TAX PRIOR YEAR AMOUNT PAY THIS AMOUNT	319.06 3783.14 624.87 4102.20 .00 4727.07	F10 F10	4727.07
DATE PAID					
AMOUNT PAID					

SAMPSON COUNTY
TAX NOTICE
(SEE BACK)



RETURN THIS NOTICE WITH PAYMENT


BILL PREFIX	TOWNSHIP	PARCEL/ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX
16	18	2260		PERSONAL ONLY	3804028	F10 F10 F10	41917.49

DISCOVERY BILL FOR TAX YEARS 2015 THRU 2010
TAX DUE TO BE PAID BY JAN. 5, 2017.

HUDSON, PELTON JART JR.
4901 OLD WINDHAM RD
TURKEY, NC 28393

ACCOUNT NUMBER	ASSESSED VALUE	TAXES LEVIED	RATE	SPECIAL DISTRICT	TOTAL TAX
187373					
DISCOUNT & INTEREST Discount for prompt payment: Current year, July, August 2%, September, October, November, December, Part interest January 2%, 1/4% per month thereafter. Advertising of unpaid taxes in April.	REAL DEFERRED NET REAL PERSONAL EXEMPTIONS TOTAL TAXABLE	F10 TURKEYED 601 CNTY TAX LATE LIST PENALTY CURRENT YEAR TAX PRIOR YEAR AMOUNT PAY THIS AMOUNT	2566.08 31142.26 8199.15 33728.34 .00 41917.49	F10 F10	41917.49
DATE PAID					
AMOUNT PAID					

SAMPSON COUNTY
TAX NOTICE
(SEE BACK)



RETURN THIS NOTICE WITH PAYMENT

Date: 10-14-16

Little Man Farmine Inc
Joseph Warren III
Po Box 154, Salemburg, NC 28385

Account # 191292

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.



Signature

BILL PREFIX	TOWNSHIP	PARCEL/ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX
100	00	2175		PENDING LAND	1452417	P10 P10 P10	15918.36
<p>TAXES DUE TO BE PAID BY JAN. 5, 2017 -</p> <p>BILL FOR TAX YEARS 2015 THRU 2017</p>							
<p>ACCOUNT NUMBER 11222</p>				<p>LITTLE MAN FARMING INC C/O JOE WARREN III PO BOX 154 SALEMBOURG, NC 28385</p>			
ASSESSED VALUE		TAXES LEVIED		DATE			
REAL DEFERRED MET REAL PERSONAL EXEMPTIONS	1452417	F16 HONORABLE GO1 CNTY TAX	1452.42 11899.95	.100 .830	<p>SAMPSON COUNTY TAX NOTICE (SEE BACK)</p>		
TOTAL TAXABLE	1452417	LATE LIST PENALTY CURRENT YEAR TAX	2666.19 13362.37				
		PRIOR YEAR AMOUNT PAY THIS AMOUNT	.00 15918.56				
<p>DISCOUNT & INTEREST Discount for prompt payment: Current year, July, August 2%, September, October, November, December, Part: Interest January 2%, 3% per month thereafter. Advertising of unpaid taxes in April.</p>							
DATE PAID							
AMOUNT PAID							

RETURN THIS NOTICE WITH PAYMENT

Date: 8/29/14

Spell's Construction
1317 Chancey Rd
Clinton NC 28328

Account # 14472

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.


Signature

BILL PREFIX	TOWNSHIP	PARCEL/ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX
				PERSONAL ONLY	2169283	F23 F23 F23	25561.70
<p>DISCOVERY BILL FOR YEARS 2015 THRU 2010. TAXES DUE TO BE PAID BY JAN. 5, 2017.</p>							
<p>T SPELL CONSTRUCTION CO. ATTN: MICHAEL S. SPELL 1317 CHANCEY RD. CLINTON, NC 28328</p>							
ACCOUNT NUMBER	ASSESSED VALUE						
14412							
DISCOUNT & INTEREST	TAXES LEVIED						
Discount for prompt payment: Current year, July, August 2%, September, October, November, December, Par. Interest January 2%, 1/4% per month thereafter. Advertising of unpaid taxes in April.							
DATE PAID	RATE						
AMOUNT PAID	RETURN THIS NOTICE WITH PAYMENT						
	REAL DEFERRED NET REAL PERSONAL EXEMPTIONS	2169283	F23 TAYLOR RD 601 CNTY TAX	1518.50	.070	<p>SAMPSON COUNTY TAX NOTICE (SEE BACK)</p>	
	TOTAL TAXABLE	2169283	LATE LIST PENALTY CURRENT YEAR TAX	6487.87	.830		
			PRIOR YEAR AMOUNT	19073.83			
			PAY THIS AMOUNT	25561.70			

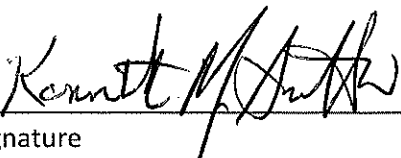
Date: 10/24/2016

Kenneth Mack Sutton
2246 Indian Town Road
Clinton NC 28328

Account #188001

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.



Signature

910-990-0727

BILL PERK	TOWNSHIP	PARCEL/ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX
							11506.41
DISCOVERY BILL FOR TAX YEARS 2016 THRU 2011 TAXES ARE DUE TO BE PAID BY JANUARY 5, 2017.							
				1 0	SUTTON, KENNETH MAC 2246 INDIAN TOWN RD CLINTON, NC 28328		
ACCOUNT NUMBER	ASSESSED VALUE		TAXES LEVIED		RATE		SAMPSON COUNTY TAX NOTICE (SEE BACK)
DISCOUNT & INTEREST	REAL						
Discount for prompt payment: Current year, July, August 2%, September, October, November, December, Per interest January 2%, 3% per month thereafter. Advertising of unpaid taxes in April.	DEFERRED		\$19 CLINTONED	812.06	.100		
	NET REAL	344019	801 CNTY TAX	4881.74	.830		
	EXEMPTIONS		801 CLINTONED	1223.63	.140		
	TOTAL TAXABLE	344019	LATE LIST PENALTY	2608.88			
			CURRENT YEAR TAX	8897.83			
			PRIOR YEAR AMOUNT	.00			
			PAY THIS AMOUNT	11506.41			
RETURN THIS NOTICE WITH PAYMENT							

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.