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CUMBERLAND  
★ COUNTY ★  
NORTH CAROLINA

BOARD OF COMMISSIONERS

CANDICE WHITE  
Clerk to the Board

KELLIE BEAM  
Deputy Clerk

**MEMORANDUM**

TO: Finance Committee Members (Commissioners Council, Edge, Keefe and Lancaster)

FROM: Candice H. White, Clerk to the Board

DATE: April 1, 2016

SUBJECT: Finance Committee Meeting – Thursday, April 7, 2016

**There will be a regular meeting of the Finance Committee on Thursday, April 7, 2016 at 9:30 AM in Room 564 of the Cumberland County Courthouse located at 117 Dick Street, Fayetteville, NC.**

**AGENDA**

1. Approval of Minutes – January 7, 2016 Finance Committee Meeting (**Pg. 2**)
2. Consideration of Request to Establish a New Position in the Gun Permits Division of the Sheriff's Office (**Pg. 24**)
3. Consideration of Request for Additional County Funding for the Jail Health Program(**Pg. 27**)
4. Consideration of Recommended Changes from the City Council to the Interlocal Agreement Between Cumberland County and the City of Fayetteville to Address Homelessness(**Pg. 34**)
5. Consideration of Request to Establish a Juvenile Crime Prevention Council (JCPC) Coordinator Position (**Pg. 40**)
6. Consideration of Request for Contract Modification for FY2016 Audit and Three-Year Extension Proposal (**Pg. 42**)
7. Monthly Financial Report (**Pg. 48**)
8. Other Matters of Business (**No Materials**)

cc: Board of Commissioners  
County Administration  
Vicki Evans, Finance Director  
Tammy Gillis, Director of Internal Audit and Wellness Services  
County Legal  
County Department Head(s)  
Sunshine List

# DRAFT

CUMBERLAND COUNTY FINANCE COMMITTEE  
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564  
JANUARY 7, 2016 - 10:30 AM  
MINUTES

MEMBERS PRESENT: Commissioner Kenneth Edge  
Commissioner Jimmy Keefe  
Commissioner Larry Lancaster, Chairman

MEMBERS ABSENT: Commissioner Jeannette Council

OTHER COMMISSIONERS

PRESENT: Commissioner Glenn Adams  
Chairman Marshall Faircloth

OTHERS: Amy Cannon, County Manager  
Tracy Jackson, Assistant County Manager  
Melissa Cardinali, Assistant County Manager  
Rick Moorefield, County Attorney  
Rob Hasty, Assistant County Attorney  
Vicki Evans, Finance Director  
Deborah Shaw, Budget Analyst  
Tammy Gillis, Director of Internal Audit and Wellness Services  
Renee Gleaton, Internal Auditor  
Brenda Jackson, Social Services Director  
Candice H. White, Clerk to the Board  
Press

Commissioner Lancaster called the meeting to order.

1. ELECTION OF FINANCE COMMITTEE CHAIRMAN

MOTION: Commissioner Edge moved to elect Commissioner Lancaster as the chairman.  
SECOND: Commissioner Keefe  
VOTE: UNANIMOUS (3-0)

2. APPROVAL OF MINUTES – NOVEMBER 5, 2015 REGULAR MEETING

MOTION: Commissioner Edge moved to approve the November 5, 2015 regular meeting minutes.  
SECOND: Commissioner Keefe  
VOTE: UNANIMOUS (3-0)

**BACKGROUND:**

Fort Bragg is seeking to enter into an Intergovernmental Support Agreement (IGSA) with Cumberland County for the provision of Animal Control services on post. Federal law authorizes the Department of Defense to enter into an IGSA on a sole-source basis with a state or local government in order to receive installation support services.

The agreement recorded below was developed after several meetings between Fort Bragg and County officials to discuss services, costs and procedures. Greg Jackson, the Housing Division Chief with the Directorate of Public Works at Fort Bragg, will be in attendance to answer any questions.

**RECOMMENDATION/PROPOSED ACTION:**

Recommend approval of the Intergovernmental Support Agreement for Animal Control services on Fort Bragg to the full Board of Commissioners at the January 19, 2016 meeting.

**INTERGOVERNMENTAL SUPPORT AGREEMENT (IGSA)  
BETWEEN THE  
UNITED STATES  
AND  
CUMBERLAND COUNTY, NC**

**FORT BRAGG ANIMAL CONTROL SERVICES  
ORDER # BRAG-IGSA-16-**

This is an Intergovernmental Support Agreement (hereafter referred to as the IGSA or Agreement) between the United States and Cumberland County, NC (hereafter COUNTY is used for brevity throughout this model) is entered into pursuant to federal law codified at 10 USC 2679. The statute authorizes the Secretary of the Army to enter into an IGSA on a sole-source basis with a state or local government to receive installation support and services. The Secretary of the Army has delegated authority to IGSA Agreements Officers (hereafter Agreements Officer) to execute agreements on behalf of the United States.

The purpose of this IGSA is to outline the roles and responsibilities of the parties, identify the services to be furnished by the COUNTY, the prices to be paid by the United States, and the appropriate reimbursement and quality control procedures. The parties undertake this Agreement in order to provide services, supplies or construction to the United States, to achieve cost savings for the Department of the Army, and to provide additional revenues to local governments and their work forces.

**RESPONSIBILITIES OF THE PARTIES:**

The COUNTY shall perform the installation support services as stated in this IGSA. The term "installation support services" only includes services, supplies, resources and support typically provided by a local government for its own needs and without regard to whether such services, supplies resources, and support are provided to its residents generally, except that the term does not include security guard or firefighting services.

This is a non-personal services agreement. Each party is responsible for all costs of its personnel including pay, benefits, support and travel. Each party is responsible for supervision or management of its personnel.

The tasks, duties and responsibilities set forth in this IGSA may not be interpreted or implemented in any manner that results in COUNTY personnel creating or modifying federal policy, obligating appropriated funds of the United States, or overseeing the work of federal employees. Under no circumstances, shall COUNTY employees or contractors be deemed federal employees. If the COUNTY shall provide services through a contract, the contract must be awarded through competitive procedures. (This requirement does not apply to collective bargaining agreements between the COUNTY and its employees.) Employees of the United States may not perform services for or on behalf of the COUNTY without the approval of the Agreements Officer.

SUMMARY OF SERVICES AND PRICE:

In consideration for the services to be provided by the COUNTY, the United States agrees to pay the COUNTY in accordance with the following amounts:

1<sup>st</sup> year: Services

Service	Quantity	Unit	Unit Price	Total
Non-productive Dispatch	673	EA	\$96.00	\$64,608
Productive Dispatch	673	EA	\$223.00	\$150,079
Surrendered Animals to Cumberland County Facility	226	EA	\$30.00	\$6,780
10 Day Quarantine (Partial 7 Days)	Owner, if known is responsible for this cost	EA	\$120.00	

\*Note: Totals are based on historical estimates. Actual services performed will be submitted via monthly invoice utilizing unit prices above.

TERM OF AGREEMENT:

The term of this Agreement shall be for one year from the execution of the Agreement by the Agreements Officer, and renewable for successive one year periods for 4 additional years. The United States shall only be obligated for only one year of performance under the agreement, as it has no authority to obligate additional periods of performance without appropriation of adequate funds by the Congress. The United States shall only be obligated for an additional year of performance upon receipt of such funds, and only upon written notice by the Agreement Officer of an intent to award the option for an additional year of performance. The Agreements Officer shall provide notice of the renewal of the IGSA at least 10 days prior to the expiration of the current performance period. The Agreements Officer may condition the renewal upon availability of funds, and may suspend performance of the renewed period at

no additional cost to the United States, until adequate funds have been received. If funds are not received, the parties agree that the Agreement can be unilaterally terminated by the Agreements Officer without further liability to the United States.

PAYMENT: The United States shall pay the COUNTY for services based upon satisfactory completion of services on a monthly basis. Payment shall be based for services provided as set forth in this Agreement. The COUNTY shall not include any State or Local taxes in the prices it charges the United States unless approved by the Agreements Officer in advance. The County shall electronically submit invoices or payment requests to the Government's Coordination Representative (CR) and the Agreements Officer. The Agreements Officer will not authorize payment unless all billed services have been satisfactorily completed, and may reduce the amount(s) billed for unsatisfactory or partial performance, or for other reasons specified in this Agreement.

The Government will make payment in accordance with the Prompt Payment Act (31 USC 3903) and implementing regulations. Interest shall be paid for late payments as required by the Act, and shall be paid at the rate established by the Secretary of the Treasury for disputes under the Contract Disputes Act of 1978.

Payment will be made by the CR through the General Fund Enterprise Business System (GFEBS). Rates may only be adjusted upon 90 days written notice to the CR and the Agreements Officer. If the CR or his representative disagree, the parties shall discuss the proposed rates, changes in the services, or other modifications to Agreement. Modifications to prices in the Agreement must be reduced to writing and approved and incorporated into the Agreement by the Agreements Officer.

OPEN COMMUNICATIONS AND QUALITY CONTROL: The Parties shall identify and present any issues and concerns that could potentially impede successful performance of the IGSA in a timely and professional manner. The COUNTY shall maintain a quality control plan to ensure all work is completed within the specified timelines and quality standards specified in the Agreement. After its execution, an initial joint meeting of the Parties will be conducted to discuss the terms of the IGSA. The initial meeting shall also discuss orientation of the COUNTY and its employees to work areas on the installation as well a phase-in plan to permit the orderly transition of responsibilities for performance of the services by the COUNTY.

INSPECTION OF SERVICES: The COUNTY will only tender services and goods in conformance with the IGSA. The Fort Bragg Garrison Commander shall appoint a CR who will be responsible for inspecting all services performed. The COUNTY will be notified of the identity of the CR and his alternate, and of any changes. If services are performed outside the installation, the CR shall be granted access to areas where services are performed. The CR shall have the right to inspect and test all services; inspections and tests to be conducted in a manner that will not unduly delay the performance of work.

If the CR determines that services do not conform to the requirements in Agreement, the CR can require the COUNTY to perform the services again, in whole or in part, at no additional cost to the government. Alternately, the CR can reduce the price to be paid for services to reflect the reduced value of the services to be performed. If the services cannot be corrected by

re-performance, the CR can reduce the billed price to reflect the reduced value of the services to be performed. The CR may alternately, in his sole discretion, waive price reductions or re-performance of services. Such waivers shall not constitute a waiver of requirements in the IGSA unless approved in writing by the Agreements Officer.

If the COUNTY is unable to perform any of the services due to an occurrence beyond the reasonable control of the parties, such as Acts of God, unusually severe weather, or government activities on the installation which impede the COUNTY's performance, the County shall promptly notify the CR.

In those rare instances in which the COUNTY fails to re-perform services or abandons performance, the United States may perform or contract for performance of the services and charge those costs to the COUNTY. Except in an emergency, the United States will not exercise this authority without providing prior notice to the POC designated by the COUNTY to allow for amicable resolution of issues between the parties. If services are deemed to be deficient and cannot be corrected to the satisfaction of the CR, the Agreements Officer may terminate the IGSA immediately. Such termination shall not become effective without prior notice and consultation with the COUNTY POC identified in this agreement.

TERMINATION: The IGSA may be terminated by mutual written agreement at any time. Except as otherwise specified in this agreement, either party can unilaterally terminate this IGSA upon 180 days written notice to the POCs designated in this Agreement.

The United States reserves the right to terminate this agreement for its convenience at any time. When notified by the Agreements Officer of the termination, the COUNTY shall immediately stop all work. The government will pay the COUNTY a percentage of the agreed price reflecting the percentage of work performed to the notice. The COUNTY shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

SUSPENSION OF AGREEMENT: The United States reserves the right to suspend performance of the agreement or access to the installation in event of emergencies, mobilizations, national security reasons, or for other reasons outside the control of the United States.

APPLICABLE LAW: The IGSA is subject to the law and regulations of the United States. If any federal statute expressly prescribes policies or requirements that differ from the terms and conditions of this IGSA, the provisions of the statute shall govern.

CLAIMS AND DISPUTES: The parties shall use their best efforts to resolve any disagreement or disputes they may have regarding this Agreement. To minimize disputes, the parties will meet periodically, preferably on a monthly basis, to discuss performance and any other issues they may have. The CR shall represent the Government in such meetings.

If the parties are unable to resolve an issue, the CR or the COUNTY may submit a claim arising out of the Agreement to the Agreements Officer for a final decision. The written submission must specify the nature and basis for the relief requested and include all data that supports the claim, and may designate a COUNTY representative to discuss the claim and its

resolution. The Agreements Officer shall issue a final decision within 90 days of receipt of each claim. The parties agree to the above procedures in lieu of litigation in any forum. If the COUNTY is dissatisfied with the Agreements Officer's decision, it may appeal the matter to the installation commander and must specify the basis of its disagreement. The installation commander or his designee shall issue a final determination on the matter within 60 days of receipt of the appeal. The final determination shall be reduced to writing and provided to the POCs specified in this agreement. All final determinations that result in the payment of additional funds to the COUNTY must be coordinated with the Agreements Officer.

As part of its appeal, the COUNTY may request alternate disputes resolution (ADR) to resolve disputes; the Government may agree to use of ADR in its sole discretion. If ADR procedures are employed, the installation commander shall consider the findings and recommendations of the third party mediator(s) in making his final determination.

NOTICES, POINTS OF CONTACT (POCs), ANNUAL REVIEWS, AND AMENDMENTS TO THE IGSA:

The POCs for issues pertaining to this IGSA are as follows:

For the United States, the CR or his designated representative.

For the COUNTY: The Animal Control Director and Governmental Affairs Officer

Unless otherwise specified, all notices under this Agree shall be provided to the POCs specified above.

The POCs and a management official at least one level above the POCs as well as the IGSA Agreements Officer shall meet annually to discuss the IGSA, and consider any amendments to the Agreement.

Any party can propose amendments at any time. All amendments must be reduced to writing and incorporated by amendment to Agreement by the Agreements Officer in order to be effective.

DUTY TO PROTECT GOVERNMENT PROPERTY ON THE INSTALLATION: The COUNTY shall conduct a visit of the installation with the CR prior to performance to satisfy itself of the general and local conditions existing on the installation to include sites where services will be performed. The COUNTY shall prepare an accident avoidance plan and plan to protect Government property on the installation. The County shall take measures to protect and not damage any property of the United States during performance of services. Should the COUNTY damage such property, the COUNTY may replace the item or restore it to its prior condition at its own cost or reimburse the United States for such costs. If the County does not take measures to replace or restore, the United States reserves the right to deduct replacement or restoration costs from amounts billed by the COUNTY each month. The CR shall provide written notice of the Government's intent to offset costs against billings to allow the parties to resolve the matter amicably. Such resolution can include a schedule for payments to cover the loss or restoration of Government property over the term of the current period of performance.

CONTINUITY OF SERVICES: The County recognizes that the services under this Agreement are vital to the United States and must be continued without interruption, and performed even in event of a dispute between the parties. Should the United States terminate

this Agreement for any reason, the County agrees to furnish phase-in training to any successor contractor and exercise its best efforts and cooperation to effect an orderly and efficient transition of services.

WAGES AND LABOR LAW PROVISIONS: These provisions apply to the COUNTY and any contractor performing services under this IGSA on behalf of the COUNTY. The COUNTY shall be exempt from federal labor statutes, provided it pays its employees at wage grades or rates normally paid by the COUNTY, and complies with all applicable COUNTY labor laws and standards. In no event, however, shall any employee be paid at wage rate below the minimum wage established in the Fair Labor Standards Act. The COUNTY shall comply with all applicable federal, state and local occupational safety and health requirements and standards. If the COUNTY has knowledge that any actual or potential labor dispute by its employees may delay or threaten to delay performance of the contract, the COUNTY shall immediately notify the CR and the Agreements Officer. The COUNTY shall provide timely updates until the dispute is resolved.

NON-DISCRIMINATION AND SEXUAL ASSAULT/HARASSMENT: This provision applies to COUNTY and its contractors. The COUNTY agrees not to discriminate against any employee based upon race, color, religion, sex, national origin, or sexual orientation, or to allow any employee to engage in discriminatory practices or conduct while performing work under this IGSA. The COUNTY shall not permit employees which engage in sexual assault, sexual harassment or trafficking to perform services under this IGSA. The COUNTY shall not engage in age discrimination, and shall comply with the Americans with Disabilities Act with respect to the hiring and accommodation of employees performing services under this IGSA.

TRANSFERABILITY: This Agreement is not transferable except with the written authorization of the Agreements Officer.

ACTIONS OF DESIGNEES: Any act described in the IGSA to be performed by an individual or official can be performed of the designee of such individual or official, with the exception of the Agreements Officer.

#### ATTACHMENT 1: PERFORMANCE WORK STATEMENT

Scope. Provide animal control services on the Fort Bragg cantonment area to protect the health, safety, and harmonious coexistence of personnel, their family members, and their animals on this installation. Animal control services will ensure that stray animals are controlled on the installation to prevent damage to government property and affect mission accomplishment.

##### 1. Basic Services.

1.1 The COUNTY shall on "request for services", proceed to the specified area on the Fort Bragg cantonment area and portion of training areas located within the boundaries of Cumberland County, NC which includes all housing areas except Linden Oaks, which is located in Harnett County. The COUNTY shall impound all domestic animals observed as a stray animal as dispatched for. The COUNTY shall transport live captured domestic animals to the Cumberland County Animal Control Shelter or any other premises operated by another entity with which the COUNTY contracts for such purposes. Personnel who are directly

involved in capturing and impounding domestic animals will maintain communications with the Fort Bragg Provost Marshal Office via cellular telephone. The key word is “domestic” as all urban wild life is the responsibility of the DPW Wildlife Branch. The COUNTY will not be responsible for removing and/or disposing of dead animals found on Fort Bragg.

1.2 The COUNTY shall be dispatched for a request for service on Fort Bragg by the Fort Bragg Directorate of Emergency Services Integrated 911 Center (FB 911) when domestic animal control issues arise. The COUNTY shall be available to receive and respond to “request for service” 24 hours per day, 7 days a week to include weekends and holidays.

## 2. STRAY AND FERAL ANIMALS

2.1. During a request for service, the COUNTY shall impound, in a humane manner, all stray domestic and feral animals and transport them to the COUNTY Animal Control Facility.

2.2. The COUNTY shall receive telephonic calls from the FB 911 center to impound domestic animals that have been observed or reported as a stray or feral animal. The COUNTY shall proceed to the specified location according to the call priority standards stated in section 5. of this document. All stray and feral animals captured will be taken to the COUNTY Animal Shelter or any designated facility operated by COUNTY for the purpose of sheltering animals.

2.3. An Animal Control Officer (ACO), upon receiving any animal for impoundment, shall record the description, breed, color, sex, and microchip of the animal and the date and time of impoundment. If the animal is microchipped or if the owner is known, the officer shall enter the name and address of the owner or the microchip number on the impoundment records. If the animal is microchipped and the owner is unknown, the Animal Control Department shall telephone the appropriate microchip company (<http://www.petmicrochiplookup.org/> or see attachment). If the owner is identified, the Animal Control Department will contact the owner. If unsuccessful in attempting to telephone the owner, the ACO will notify the Fort Bragg Veterinary Technician on call (910)988-8002.

2.4. Unless the animal is reclaimed within 72 hours after entering the shelter, Sundays and federal and COUNTY-observed holidays excluded, the animal may be adopted or humanely disposed of by the Department’s shelter. Attempts to contact the owner will be recorded on the impoundment record and a copy provided to the Fort Bragg Veterinary office.

2.5. Animals that are reclaimed and reside on Fort Bragg property must meet the requirements of the Fort Bragg Regulation 40-5 before returning to housing. This is done at the owner’s expense.

Requirements for dogs: microchip; up to date rabies, distemper, hepatitis, parainfluenza, and parvovirus (DHPP) vaccines; heartworm test annually, on current heartworm preventive; annual fecal exam for intestinal parasites.

Requirements for cats: microchip; up to date rabies, rhinotracheitis, calicivirus, and panleukopenia (FVRCP) vaccines; outdoor cats up to date on feline leukemia (FeLV) vaccine; annual exam for intestinal parasites.

2.6. Any animal which comes into possession of the Department’s shelter which is seriously injured, sick or exhibiting symptoms of contagious disease shall be humanely euthanized by the shelter personnel without waiting for the 72 expiration period in which such animal may be placed for adoption. Provided, however, that before such sick, diseased or injured animal is euthanized, the shelter personnel shall contact the animal’s owner, if known, to determine the disposition of such animal. If the owner indicates that the animal will be reclaimed, but fails to reclaim the animal within two days of such notification, or if the owner of such animal is not known, the sick or injured animal shall be euthanized by the shelter personnel. The shelter supervisor shall keep a record of such animal, to include breed and sex of the animal, when the

animal came into possession of the shelter, the type of injury, disease or sickness of such animal, the date the animal was euthanized, and any other information relevant to the health, condition and description of such animal. Upon observation that a domestic animal, which has been impounded, displays signs of injury, illness, or any other trauma that indicates the domestic animal is in need of immediate medical attention, the COUNTY shall immediately notify the Fort Bragg Animal Health Technician at (910-396-9120).

2.7. If in the course of investigating, apprehending or otherwise taking custody of a potentially dangerous domestic animal, or a domestic animal as to which there is reasonable suspicion to believe is potentially dangerous, such animal is not securely restrained and an ACO or a military law enforcement officer has reasonable cause to believe the animal poses an imminent risk of serious physical injury or death to any person or domestic animal, said officer shall have authority to render such domestic animal immobile by means of tranquilizers or other safe drugs or, if that is not safely or timely possible under the circumstances, then the officer may humanely dispose of said domestic animal.

2.8. Upon being notified of an area being frequented by stray domestic animals, the COUNTY after exhausting all available capture measures and methods except trapping shall coordinate with DES and DPW to place traps that are specifically designed for the humane capture of domestic animals. DPW pest control shall check all traps at least twice a day to ensure that no trapped animal is subject to extreme weather conditions, lack of food/water, or any adverse conditions that could cause harm or injury to the trapped animal. DPW pest control will be responsible for restocking the trap with fresh food. Wild animals that are captured in traps will be released in the woods by DPW wildlife. Upon capture of a stray domestic animal in a trap, ACO will be notified to collect and transport to COUNTY Animal Shelter.

3. QUARANTINE PROCEDURES / ANIMALS INVOLVED IN BITES 3. Stray animals involved in bites to humans or other animals will be quarantined for 10 days from the initial bite incident. Determination of where the animal will be quarantined rest with the VETCEN. Stray animals whose owner cannot be identified will be taken to County Animal Shelter and become the property of County and are counted as a productive capture.

3.1 Owned animals, in the custody of their owner, involved in a bite or scratch to a human must be presented to the VETCEN by the owner within one business day following the incident to receive an initial quarantine examination. It is the Installation veterinarian's discretion to authorize a 10 day home quarantine or 10 day quarantine at the COUNTY animal control center.

3.2. Owned animals authorized home quarantine will be released to the owner following the initial quarantine examination and confined to their own home and yard. Animals under quarantine should have no contact with outside animals. These pets should not be taken to dog parks, boarding facilities, groomers, or other places where they can contact outside animals. At the end of the ten day quarantine, the animal must be presented to the VETCEN for a follow-up examination and will be released to the owner depending on the results of the examination.

3.3 Owned animals on Fort Bragg property involved in a bite or scratch to a human or another animal that are not granted in-home quarantine will be transported by the owner or COUNTY ACO to COUNTY animal control center to be quarantined. Animals transported by owner must be accompanied by a referral memorandum for record (MFR) from VETCEN. This quarantine will be at the expense of the owner. Animals will receive an initial examination upon entering quarantine. Animals will be confined to an isolated area away from other animals. At the end of the 10 day quarantine, the animal will be examined again and may be

released to the owner depending on the results of the examination. All fees associated with the examination, vaccination, and care of quarantined animals will be at the expense of the owner.

#### 4. Surrender of Pets by Owners.

4.1 The COUNTY may accept the surrender of pets by their owners subject to the availability of space in the shelter. Only owners residing in Fort Bragg family housing are eligible to surrender pets under this IGSA. The COUNTY will verify the owners' residency based on presentation of a signed MFR from VETCEN before accepting any animals. After the three working day holding period, impounded animals surrendered by owners that have not been reclaimed shall be placed for adoption or otherwise disposed of in a humane manner and as required by law. A healthy animal may be retained for an additional period for the purpose of adoption or transferred to an approved local animal adoption or rescue agency at no additional cost to United States.

#### 5. CALL PRIORITY

##### Priority 1 (Purple) Need an ACO to respond to this call NOW

Person in Danger

Aggressive Animal (currently charging or loose, dangerous dog at large)

Assist Law Enforcement or another ACO

Possible Rabies Exposure (pet fought with raccoon, etc.)

Animal Bites (Including AOA)

Severely Injured or Sick Animal (HBC, bleeding, broken bones, etc.)

Animal on School Property during school hours Extreme or Gross Cruelty/Neglect (close to death, no shelter in freezing temps, being beaten, inside hot car)

##### Priority 2 (Gold) Need an ACO to go ASAP

Animal Bites (24 hrs or older)

Neglect (suspect animal may be in danger)

Animal on Business Property

Animal on Animal Attack (24 hours or older)

Injured or Sick Animal, not severe

##### Priority 3 (Green) Need ACO to Complete by End of Shift

Stray Confined Bite Follow Ups

Animal in Trap (personal or CCAC trap) Check Conditions

Animal on Animal Attack(over 48 hours old) Abandonments

Selling or giving away animals on public property Stray Open Yard

##### Priority 4 or 5 (Black) Normal Routine Calls to be Completed no more than 24 hrs after request

Advise Leash Law, Check tags, tethering, barking Stray Roams

Recheck conditions

Owner Surrenders

Trap Requests

Deliveries/ Fueling/CMF/Transporting Animals

ATTACHMENT 2: GENERAL PROVISIONS

COUNTY FURNISHED PROPERTY:

The COUNTY shall furnish all facilities, vehicles, equipment, tools, fuels, materials, dog and cat food and supplies necessary to accomplish all services required by this PWS. The COUNTY shall provide and maintain its own telephones lines necessary to maintain contact with FB911 center.

Acronyms and Definitions:

ACO- Animal Control Officer

ADOPTION- The transfer of a stray or surrendered animal by the animal shelter to a new owner.

COUNTY – Cumberland County

CR- Coordination Representative

FERAL- existing in a wild or uncultivated state, especially after being domestic or cultivated

STRAY ANIMAL- An uncontrolled dog or cat, which is homeless, ownerless, or is a privately owned dog or cat allowed to roam without restriction.

VETCEN – Fort Bragg Veterinarian Center

INSTALLATION SECURITY AND ACCESS REQUIREMENTS

The COUNTY shall not permit employees who are not citizens or lawful immigrants to perform services under this IGSA. Employees who have been convicted of felonies, sex crimes, drug offenses or violent crimes, shall not perform services under this IGSA without the specific approval of the CR. The COUNTY shall not permit any employee to perform work on this IGSA if such person is identified by the CR as a potential threat to the health, safety, security, general well-being or operational mission of the United States. The CR may deny the continued entry of any employee upon receipt of information that indicates that the individual's continued entry to the installation is not in the best interests of national security. All COUNTY vehicles will be identifiable and include the COUNTY's name.

FEDERAL HOLIDAYS: The COUNTY may be required to perform services on recognized federal holidays. However, that requirement is subject to mission execution requirements. The recognized federal holidays include:

New Year's Day

Labor Day

Martin Luther King Jr.'s Birthday

Columbus Day

Washington's Day

Veterans' Day

Memorial Day

Thanksgiving Day  
Independence Day  
Christmas Day

INSURANCE: The COUNTY is self-insured. It is authorized in lieu of general liability insurance or comprehensive vehicular insurance.

LIABILITY: Liability for loss or damage and for injury or death of persons caused by United States personnel will be determined in accordance with applicable Federal law. Liability for loss or damage and for injury or death caused by County personnel will be determined in accordance with North Carolina law.

DUTY TO COOPERATE IN ACCIDENTS AND DAMAGE: The COUNTY shall fully cooperate with the United States in investigations involving accidents or damage to property or persons on property under federal control. The COUNTY shall timely furnish to the CR reports of investigations it completes regarding such incidents.

MEDICAL CARE IN EMERGENCIES:

In the event emergency treatment is required for COUNTY personnel injured in the performance of this IGSA, the Government will make available emergency medical treatment at Womack Army Medical Center. County shall reimburse the Government for the cost of emergency medical treatment provided to its employees upon receipt of an invoice from the medical facility.

DRUG FREE WORKPLACE ON MILITARY INSTALLATIONS AND FACILITIES: All property under the control of the Department of the Army are drug free areas. Notwithstanding any contrary State or Local law, the County shall notify all individuals performing services on the installation that no controlled substances as specified in the Controlled Substances Act and 21 Code of Federal Regulations shall be sold, distributed, used or consumed on the installation. The CR may direct the COUNTY to bar individuals who violate these laws and policies. Such individuals additionally may be barred from access to the installation by the installation commander.

COUNTY EMPLOYEE REQUIREMENTS: All COUNTY and contractor employees shall comply with all installation security, health and safety conditions. Employees who interface with government personnel shall be able to speak and understand English. All employees shall wear identification badges or distinctive clothing which clearly identifies that they are COUNTY employees. At the conclusion of the IGSA or whenever an employee no longer performs IGSA services, the COUNTY will provide the CR all identification or other credentials furnished by the government.

REGULATIONS INCORPORATED INTO THIS IGSA  
FB 40-5 Veterinary Services

CONTRACT REQUIREMENTS PACKAGE ANTITERRORISM/OPERATIONS SECURITY  
REVIEW COVER SHEET

Requirements Package Title Fort Bragg Animal Control Intergovernmental Support Agreement  
 Date 20 November 2015

Section I.

Purpose of cover sheet: To document the review of the requirements package, statement of work (SOW), quality assurance surveillance plan and any applicable source selection evaluation criteria for antiterrorism (AT) and other related protection matters to include, but not limited to: AT, operations security (OPSEC), information assurance (IA)/cyber security, physical security, law enforcement, intelligence, foreign disclosure.

Army policy requirement: A signed AT/OPSEC cover sheet is required to be included in all requirements packages except for supply contracts under the simplified acquisition level threshold, field ordering officer actions and Government purchase card purchases. Command policy may require this form for supply contracts under the simplified acquisition level threshold.

Mandatory review and signatures: The requiring activity antiterrorism officer (ATO) must review each requirements package prior to submission to the supporting contracting activity to include coordination with other staff elements for review as appropriate per section II below. If the requiring activity does not have an ATO, the first ATO in the chain of command will review the contract for considerations. An OPSEC officer and Information Officer review is also mandatory.

Section II. Standard Contract Language Provision/Contract Clause Text Applicability and/or Additional SOW Language. If standard contract or clause language found on page 2 (Section IV) of this form is sufficient to meet specific contract request requirements, check "yes" in block below and include this language in the SOW. If standard contract text (provisions or clauses) or clause language does not apply, check "no." If the standard SOW language applies, but is not in of itself sufficient, check "yes" and "SOW" and include both the standard language and additional contract specific language in the SOW. If standard contract text or clause language is not desired, but there is related contract specific language in the SOW, check "no" and "SOW." If yes is marked for items 1, 3, 4, 7, 8, 12 or 13, training is required. Mandatory training must be measured as a deliverable and evaluated in the QASP.

1. AT level 1 training (general)	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
2. Access and general protection policy and procedures	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
2a. For contractor requiring Common Access Card (CAC)	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
2b. For contractor not eligible for CAC, but requires access to DoD facility or installation.	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
3. AT awareness training for US based contractor personnel traveling overseas.	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
4. iWATCH training	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
5. Army Training Certification Tracking System (ATCTS) registration for contractor employees who require access to government information systems.	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
6. For contracts that require a formal OPSEC program.	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
7. Requirement for OPSEC training	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
8. Information assurance/information technology training	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
9. Information assurance/information technology certification	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
10. Contractor Authorized to Accompany the Force clause	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW
11. Contract requiring performance or delivery in a foreign	<u>    </u> YES	<u>    </u> NO	<u>    </u> SOW

country			
12. Handling/Access to Classified Information	___ YES	___ NO	___ SOW
13. Threat Awareness Reporting Program	___ YES	___ NO	___ SOW
14. Delivery of Food and Water	___ YES	___ NO	___ SOW

Section III. Remarks:

Antiterrorism Review Signature: I am an ATO (Level II Certified) and have reviewed the requirements package and understand my responsibilities in accordance with Army Regulation 525-13, *Antiterrorism*.

Reviewer _____ Typed or printed name, rank/civ grade  _____ Signature	Date _____ Phone Number _____
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Operations Security Review Signature: I am OPSEC level II certified and have reviewed the requirements package, and it is in compliance with Army Regulation 530-1, *Operations Security*.

Reviewer _____ Typed or printed name, rank/civ grade  _____ Signature	Date _____ Phone Number _____
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Information Assurance Review Signature: I am IAM and IAT level III certified and have reviewed the requirements package and it is in compliance with DOD 8570.01-M and DOD 8580-1 para 4.

Reviewer _____ Typed or printed name, rank/civ grade  _____ Signature	Date _____ Phone Number _____
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Section IV. Standard Contract Language/Contract Clause Applicability and/or Additional SOW Language.

1. AT Level I training. *This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to include subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable and annually thereafter. The contractor shall submit certificates of completion for each affected contractor employee and*

subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 05 calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <http://jko.jten.mil>

2. Access and general protection/security policy and procedures. *This standard language is for contractor employees with an area of performance within Army controlled installation, facility, or area.* Contractor and all associated sub-contractors employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

2a. For contractors requiring Common Access Card (CAC). Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management.

2b. For contractors that do not require CAC, but require access to a DoD facility or installation. Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

3. AT Awareness Training for Contractor Personnel Traveling Overseas. This standard language required US based contractor employees and associated sub-contractor employees to make available and to receive government provided area of responsibility (AOR) specific AT awareness training as directed by AR 525-13. Specific AOR training content is directed by the combatant commander with the unit ATO being the local point of contact.

4. iWATCH Training. *This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area.* The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 05 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award.

5. Army Training Certification Tracking System (ATCTS) registration for contractor employees who require access to government information systems. All contractor employees with access to a government information systems must be registered in the ATCTS (Army Training Certification

- Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.
6. For contracts that require a formal OPSEC program. The contractor shall develop an OPSEC Standing Operating Procedure (SOP)/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer. This plan will include a process to identify critical information, where it is located, who is responsible for it, how to protect it and why it needs to be protected. The contractor shall implement OPSEC measures as ordered by the commander. In addition, the contractor shall have an identified certified Level II OPSEC coordinator per AR 530-1.
7. For contracts that require OPSEC Training. Per AR 530-1 *Operations Security*, the contractor employees must complete Level I OPSEC Awareness training. New employees must be trained within 30 calendar days of their reporting for duty and annually thereafter. AT level I awareness training is available at the following website: <http://cdsetrain.dtic.mil/opsec/index.htm>
8. For Cyber Awareness (Information assurance (IA)/information technology (IT)) training. All contractor employees and associated sub-contractor employees must complete the DoD Cyber awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to IA/IT functions. AT level I awareness training is available at the following website: <https://ia.signal.army.mil/DoDIAA/>
9. For Cyber (Information assurance (IA)/information technology (IT)) certification. Per DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2, the contractor employees supporting Cyber (IA/IT) functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award.
10. For contractors authorized to accompany the force. DFARS Clause 252.225-7040, *Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States*. The clause shall be used in solicitations and contracts that authorize contractor personnel to accompany US Armed Forces deployed outside the US in contingency operations; humanitarian or peacekeeping operations; or other military operations or exercises, when designated by the combatant commander. The clause discusses the following AT/OPSEC related topics: required compliance with laws and regulations, pre-deployment requirements, required training (per combatant command guidance), and personnel data required.
11. For Contract Requiring Performance or Delivery in a Foreign Country, DFARS Clause 252.225-7043, *Antiterrorism/Force Protection for Defense Contractors Outside the US*. The clause shall be used in solicitations and contracts that require performance or delivery in a foreign country. This clause applies to both contingency and non-contingency support. The key AT requirement is for non-local national contractor personnel to comply with theater clearance requirements and allows the combatant commander to exercise oversight to ensure the contractor's compliance with combatant commander and subordinate task force commander policies and directives.
12. For contracts that require handling or access to classified information. Contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to comply with— (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); (2) any revisions to DOD 5220.22-M, notice of which has been furnished to the contractor.
13. Threat Awareness Reporting Program. For all contractors with security clearances. Per AR 381-12 Threat Awareness and Reporting Program (TARP), contractor employees must receive annual TARP training by a CI agent or other trainer as specified in 2-4b of AR 381-12.

14. For contracts that require delivery of food and water. This standard language is for contractor employees with an area of performance delivering food and water within an Army-controlled installation, facility or area. The supplies delivered under this contract shall be transported in delivery conveyances maintained to prevent tampering with and / or adulteration or contamination of the supplies, and if applicable, equipped to maintain a prescribed temperature. All delivery vehicles will also be subject to inspection at all times and all places by the Contracting Officers Representative, Post Veterinarian, and / or Law enforcement Officials. When the sanitary conditions of the delivery conveyance have led, or may lead to product contamination, adulteration, constitute a health hazard, the delivery conveyance is not equipped to maintain prescribed temperatures or the transport results in product "unfit for intended purpose", supplies tendered for acceptance may be rejected without further inspection. As the holder of a contact with the Department of Defense, it is incumbent upon the awardee to insure that all products and/or packaging have not been tampered or contaminated. Delivery conveyances will be locked or sealed at all times, except when actively loading or unloading. Unsecured vehicles will not be left unattended. All incoming truck drivers will provide adequate identification upon request. In the event of an identified threat to an installation, or a heightened force protection/Homeland Security threat Level, the contractor may be required to adjust delivery routes to minimize vulnerability risks and enable direct delivery to DOD facilities.

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Amy Cannon, County Manager, stated for the past nine to twelve months staff have been working with Fort Bragg and Greg Jackson, the Housing Division Chief with the Directorate of Public Works at Fort Bragg, on an agreement to provide limited Animal Control services at Fort Bragg. Tracy Jackson, Assistant County Manager, stated Fort Bragg outsourced its animal control to a private provider and discussions were held because Fort Bragg needs a provider that can deliver comprehensive control services to address stray, feral, surrendered and bite animals. Mr. Tracy Jackson stated the projected annual call volume is based upon prior estimates from Fort Bragg; a beginning estimate is in the neighborhood of 673. Mr. Tracy Jackson also stated costs are estimated based upon the County's cost per animal or a particular service that will be provided; two types of potential costs are being considered: 1) one that produces an animal, and 2) one that may result in just a service or response by Animal Control officers. Mr. Tracy Jackson stated the term would be one year from execution of the agreement and renewable for one year periods. Mr. Tracy Jackson stated services will be invoiced on a monthly basis and termination will be by written agreement or by either party with 180 days written notice. Mr. Tracy Jackson stated estimates for potential revenue are in the neighborhood of \$221,000 but when considering the need for additional general liability insurance coverage, potential revenues are \$186,000 to \$196,000.

Commissioner Edge asked whether discussions included weekend coverage. Mr. Tracy Jackson stated the contract is for 24/7 coverage to include holidays and weekends. Commissioner Adams asked whether the Fort Bragg area had been defined. Mr. Greg Jackson stated coverage would be the Fort Bragg area within Cumberland County and would be for domesticated animals. Mr. Greg Jackson stated Fort Bragg will handle law enforcement actions through the Provost Marshall's office with animal owners; Cumberland County will be paid to handle efforts to respond, to locate an animal, to capture the animal and to hold the animal according to appropriate procedures. Commissioner Edge inquired regarding rabies requirements. Mr. Greg Jackson stated if an animal involved in a bite or believed to have a disease, it will be brought into

a Fort Bragg veterinarian who will sequester the animal with its owner and keep it under continued observation. Mr. Greg Jackson stated if there is an animal that does not have an owner and needs to be quarantined, that animal will be placed under the care of Cumberland County. Commissioner Keefe asked whether additional County staff would be needed. Ms. Cannon stated no new staff were being considered.

MOTION: Commissioner Keefe moved to approve the Intergovernmental Support Agreement for Animal Control services on Fort Bragg.  
SECOND: Commissioner Edge  
VOTE: UNANIMOUS (3-0)

4. CONSIDERATION OF SOCIAL SERVICES BUDGET REVISION REALLOCATING FUNDING FOR OVERTIME AND EXPANSION OF TIME LIMITED POSITIONS

BACKGROUND:

The FY 2015-16 Budget approval decreased Social Services time limited positions from 45 to 35 based on the vacancy rate. The FY 2015-16 Budget revision was approved on October 5, 2015 to convert 13 time limited positions to create 13 new full-time Income Maintenance II positions in the Food and Nutrition Services (FNS) program to assist in Social Services efforts to meet the federal USDA timeliness, accuracy and procedural standards. No additional funding was necessary since retirement and health insurance was previously funded for the time limited positions. This resulted in the reduction of time limited positions from 35 to 22. Also approved was Social Services ability to seek a third party to assist with processing Medicaid cases to address the workload demand and prepare for the Affordable Care Act open enrollment in November 2015.

NC Department of Health and Human Services has informed counties the federal Center for Medicare and Medicaid Services (CMS) is expected to issue a formal notice to North Carolina prohibiting the use of non-merit based third parties to process and determine Medicaid eligibility.

RECOMMENDATION/PROPOSED ACTION:

In anticipation of the federal CMS notice and to prevent any Medicaid federal pay back, Social Services will end its vendor agreement as of February 28, 2016. This will allow the current vendor to fully complete all outstanding work. In light of the recent development and continual federal timeliness and accuracy mandates for Medicaid and threat of losing statewide USDA funding for FNS as early as July 2016, Social Services requests the use of unexpended contractual services funding and lapse salary to:

- Increase from 22 time limited positions back to the original 45 through June 30, 2016. This increase would create some workload relief and a hiring pool for vacant full-time positions.
- Social Services will have no other choice but to reinstitute mandatory overtime but with pay verses compensatory time.
- County Information Services has begun the initial steps of the business solution process starting with the FNS program. Social Services would explore creation of a Training Unit to create a pool of highly qualified and skilled income maintenance staff at all times. Any

agreed upon recommendations from the business solution review and cost associated will be outlined in Social Services FY 2016-17 departmental propose budget.

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Ms. Cannon reviewed the background information recorded above and stated the reason the 13 new full-time Income Maintenance II positions were created was because of USDA guidelines for the FNS program and to assist in Social Services' efforts to meet the federal USDA timeliness, accuracy and procedural standards. Ms. Cannon stated timeliness guidelines require 85% by all counties by the end of December and 95% by June 30. Ms. Cannon explained USDA has indicated that if North Carolina does not meet those timeliness guidelines, then North Carolina is at risk for loosing federal revenue. Ms. Cannon stated Cumberland County would be at risk to lose about \$2 million which is used for administrative costs in the FNS program area. Ms. Cannon also stated in a meeting with Deputy Secretary for Human Services Sherry Bradsher, Ms. Bradsher was concerned about Cumberland County's ability to meet those timeliness guidelines and suggested it was time for Cumberland County to develop a new plan that might include additional staffing beyond the 13.

Ms. Cannon stated following the meeting and additional discussions with Social Services Director Brenda Jackson, they developed the proposed actions as recorded above. Ms. Cannon stated proposed actions include not to add any additional full-time staff; the 13 new positions are not completely filled at this time. Ms. Cannon stated she and Ms. Jackson feel that before adding further new positions, those 13 need to be filled. Ms. Cannon stated she and Ms. Jackson are asking to increase the time-limited pool and call it a hiring pool so individuals can be in the pipeline receiving base line training either in Medicaid or the FNS area so if a full-time position becomes vacant, a trained individual can be quickly moved into the full-time position. Ms. Cannon stated for a period of time, mandatory overtime will be reinstated in the FNS program with pay, rather than compensatory time, in order to increase the timeliness standard. Ms. Cannon also stated the FNS program will be the first area to come under Information Services' business services review. Ms. Cannon stated budget revision B16-178 does not include any additional County funding but moves funds allocated for a Medicaid contract to the FNS area.

Ms. Jackson stated 10 of the 13 new positions have now been filled and all but 1 of the 22 time-limited positions has been filled.

Commissioner Edge asked whether issues at the state level had been remedied. Ms. Jackson stated there are still challenges at the state level. A brief discussion followed.

MOTION: Commissioner Edge moved to consider increased funding and adopt budget revision B16-178.  
SECOND: Commissioner Keefe  
VOTE: UNANIMOUS (3-0)

## 5. CONSIDERATION OF INTERNAL AUDIT PLAN

### BACKGROUND:

At the June 15, 2015 Board of Commissioner's meeting, an Audit/Finance Committee Charter was adopted. The Charter requires that an audit plan be submitted to the Audit Committee for

approval. The Audit/Finance Committee approved a July – December 2015 audit plan at the September 3, 2015 Finance Committee meeting.

In October 2015 a second internal auditor was hired. A summary of audits/projects completed during the July – December time period and a plan for the January - December 2016 time period are being submitted at this time. In June a plan for the first half of fiscal year 2017 will be submitted.

**RECOMMENDATION/PROPOSED ACTION:**

Staff recommends accepting the summary of completed July – December 2015 audits/projects report and approving the January – June 2016 Internal Audit Plan.

**Cumberland County Internal  
Audit  
Summary of completed audits  
July - December 2015**

Audit/Project	Department	Status
Physical inventories	Central Maintenance Facility (CMF)	Complete
	Solid Waste garage	Complete
	Employee Pharmacy	Complete
	Health Department Pharmacy	Complete
	Health Department supply room	Complete
Inventory accounts	CMF	Complete
	Solid Waste	Complete
Bank accounts	Sheriff - Detention Center	Complete
	Social Services	outstanding
Cash receipts	Sample of depts with petty cash or change funds	outstanding
Cash counts	All depts with petty cash or change funds	Partially Complete
Schedule of Federal & State Expenditures	For FY2014-15 audit	Complete
Sales tax research/analysis	Special project	Complete

**Cumberland County Internal  
Audit  
Audit Plan  
January - June 2016**

Audit/Project	Department
Physical inventories	Central Maintenance Facility (CMF) Solid Waste garage Employee Pharmacy
Balance inventory accounts	CMF Solid Waste Employee Pharmacy
Bank accounts	Social Services
Cash receipts procedures review	Sample of depts with petty cash or change funds
Cash counts	Sample of depts with change funds and/or petty cash funds
Preliminary Schedule of Fed & St Expenditures	For FY2015-16 audit
Fee & procedures review	Animal Control
Purchasing card review	Various depts/Finance
Sales tax distribution expenses	Board of Education
Expenditure of County funds	Sample of Outside Agencies

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Tammy Gillis, Director of Internal Audit and Wellness Services, introduced Renee Gleaton, Internal Auditor, and reviewed the background information recorded above. Ms. Gillis stated any outstanding or partially completed audit projects from July - December 2015 will roll forward to January - June 2016. In response to a question posed by Commissioner Keefe, Ms. Cardinali stated the Business Enterprise and Intelligence Committee will bring forward a Charter within the next 30 to 45 days and the plan is to have Internal Audit at the table as an integral component of that committee.

**MOTION:** Commissioner Lancaster moved to accept the summary of completed July – December 2015 audits/projects report and approve the January – June 2016 Internal Audit Plan.

**SECOND:** Commissioner Edge

**VOTE:** UNANIMOUS (3-0)

## 6. MONTHLY FINANCIAL REPORT

### BACKGROUND:

The financial report is included as of November 30, 2015. Highlights include:

- Revenues
  - Current real and personal property taxes continue at a pace similar to past years.
  - Motor vehicle tax revenues are similar to last fiscal year.
  - Sales tax collections show slight growth compared to last fiscal year.
  
- Expenditures
  - General Fund expenditures remain in line with budget and show no unusual patterns.
  
- Crown center expense summary/prepared food and beverage and motel tax (comparative for FY2015 – FY2016)
  - Expenditures and revenue percentages to date are in line with budget and on trend with last fiscal year.

RECOMMENDATION/PROPOSED ACTION:

No action needed – for information purposes only.

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Vicki Evans, Finance Director, reviewed the background information recorded above. Ms. Evans stated the financial information is in line with this time last year with the exception of Category 40-Restricted Intergovernmental of the Revenue Summary for the Department of Social Services. Ms. Evans stated the percent of budget recognized reported for FY2016 is 26.89% compared to FY2015 at 33.37%. Ms. Evans stated the variance was due a lag in Social Services collections and those collections have been recorded as December, 2015 revenue.

7. OTHER MATTERS OF BUSINESS

Chairman Faircloth opened the floor for discussion about a request he received from Mayor Robertson to appoint County Commissioners to serve on a sales tax negotiation team. Chairman Faircloth stated at a meeting earlier this week, the Fayetteville City Council put Mayor Robertson and three City Council members on a working group that was tasked with trying to resolve issues regarding the sales tax distribution method; Mayor Rey of Spring Lake was also asked to join the working group. Discussion followed.

Consensus was to not appoint a negotiating team and stand by the Commissioners' earlier decision to set a January 31 deadline for the City of Fayetteville to sign the extension of the current sales tax distribution agreement. Chairman Faircloth stated he would notify the Mayor and also let him know the City could contact County staff with any recommendations they would like considered before the January 31 deadline. Chairman Faircloth stated the Finance Committee chairman could call a special meeting before the January 31 deadline; a retreat of the full Board will be held February 4 in lieu of committee meetings. Ms. Cannon suggested the Board may wish to consider giving its intention in February for the municipalities' budgetary purposes.

There being no further business, the meeting adjourned at 10:26 a.m.

AMY H. CANNON  
County Manager

MELISSA C. CARDINALI  
Assistant County Manager

JAMES E. LAWSON  
Deputy County Manager

W. TRACY JACKSON  
Assistant County Manager



**CUMBERLAND**  
**★ COUNTY ★**  
NORTH CAROLINA

**OFFICE OF THE COUNTY MANAGER**

**MEMO FOR THE AGENDA OF THE APRIL 7, 2016**  
**MEETING OF THE FINANCE COMMITTEE**

**TO:** BOARD OF COUNTY COMMISSIONERS  
**FROM:** AMY CANNON, COUNTY MANAGER *[Signature]*  
**DATE:** APRIL 1, 2016  
**SUBJECT:** CONSIDERATION OF REQUEST FROM THE SHERIFF'S OFFICE TO ESTABLISH A NEW POSITION IN THE GUN PERMITS DIVISION

**Requested by:** Sheriff Earl Butler

**Presenter(s):** Sheriff Earl Butler

**Estimate of Committee Time Needed:** 10 Minutes

**BACKGROUND**

Attached you will find a written request from the Sheriff's Office to add a new Admin Support Specialist in the Gun Permits Division, due to an increase in the volume of permits. The FY2016 budget for concealed weapon permits and ID fees total \$310,000 and \$318,157 has been collected to date. If the committee approves this new position, the fees that are projected to exceed the current budget may be recognized to fund this request.

**RECOMMENDATION/PROPOSED ACTION:**

Consider the request to add a new Admin Support Specialist position in the Gun Permits Division of the Sheriff's Office.

/ct

CM040116-2



**EARL R. BUTLER, SHERIFF  
CUMBERLAND COUNTY SHERIFF'S OFFICE**



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*An Internationally Accredited Law Enforcement Agency*

TO: AMY H. CANNON, COUNTY MANAGER

FROM: SHERIFF EARL R. BUTLER

RE: NEW POSITION IN GUN PERMITS

DATE: MARCH 30, 2016

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Please accept this as an immediate request for a new position in the Gun Permits Division. The position needs to be classified as an Administrative Support Specialist, Grade 60 with beginning annual salary of \$27,214.

This proposal is in reference to the Cumberland County Sheriff's Office Gun Permits Office and the immediate need for an additional position. The Gun Permits Office processes applications for pistol purchase permits, conceal carry permits and precious metals permits, and they also due fingerprinting for not only conceal carry permits, but fingerprints for employment (i.e. nurses, child care workers) as well.

From 2014 to 2015 the number of applications for concealed permits almost doubled. In 2014, the Sheriff's Office processed 9,339 concealed permits and in 2015, 17,888 concealed permits were processed. In addition, in 2014, the Sheriff's Office collected \$450,614 in revenue from fingerprints and record checks, and in 2015, \$503,353 was collected in revenue from fingerprints and record checks. With 8549 additional permits processed in 2015 compared to 2014, the workload for the employees in the Gun Permits Office has almost doubled, and there has been no increase in staff.

When a citizen applies for a permit for concealed carry of a firearm, the Sheriff's Office is required to obtain fingerprints. Because of the volume of applications for conceal carry permits that have been and are continually being received, the Sheriff's Office now schedules appointments to take the fingerprints, and the appointments are scheduled for 15 minute intervals from 8:00 am until 2:00 pm. Fingerprints for carry conceal cannot be taken after 2:00 pm because they must be uploaded to the State's repository the same day they are taken.

Page 1 of 2

Effective February 2016, a citizen applying for a conceal carry permit, applies for their permit online and schedules their appointment for fingerprints. Currently, people scheduling appointments for fingerprints are scheduling appointments in April, because all of the time slots for fingerprinting have been filled.

Because of the constant and continual increase in the number of conceal carry applications being received, the workload has increased to the degree that the Sheriff's Office use to process conceal carry permits within 6 weeks, that time has now increases to an average of 8 weeks.

Each employee in Gun Permits is scheduled to take fingerprints for two hours everyday. Currently we have only one person (which is clearly insufficient) taking fingerprints at a time, because while one person is taking fingerprints the other employees are assisting citizens who come into the Gun permits Office for reasons other than for fingerprints and also are working on current work and the backlog of work when possible.

The Sheriff's Office currently has two fingerprinting machines. We only utilize one machine at a time, because when a citizen is fingerprinted for a permit, the entire process must be completed the same day, per State requirements. If the Sheriff's Office were to take a large number of fingerprints without completing the entire process for each person fingerprinted the State would have the authority to terminate DCI rights for the Gun Permits Office, leaving the Sheriff's Office without the ability to service the citizens.

As stated above, the workload for the Gun Permits Office has vastly out grown the number of employees in the office. The addition of just one additional employee would possibly reduce the overwhelming workload in the office by up to one-third (1/3). We would be able utilize both fingerprint machines at one time, or at least overlap appointments, which would allow us to schedule more appointments for fingerprints daily, which would drastically reduce the time citizens currently have to wait for an appointment for fingerprints.

This Gun Permits Office requires the immediate addition of one employee to assist with the increased workload, which is not expected to decrease but only increase. The Gun Permits Office greatly needs an additional position to assist with all aspects of the Gun Permits Office so that the Cumberland County Sheriff's Office can adequately serve the citizens of this county.

The addition of the requested position would be an invaluable asset to help insure that gun permits are not issued to those individuals not qualified to receive them. It would also help insure that the Cumberland County Sheriff's Office and the County of Cumberland are not sued for any wrongful issuance of gun permits.



**CUMBERLAND**  
**COUNTY**  
NORTH CAROLINA

**DEPARTMENT OF PUBLIC HEALTH**

**MEMO FOR THE AGENDA OF THE APRIL 7, 2016  
MEETING OF THE FINANCE COMMITTEE**

**TO:** FINANCE COMMITTEE MEMBERS

**FROM:** BUCK WILSON, PUBLIC HEALTH DIRECTOR

**DATE:** APRIL 1, 2016

**SUBJECT:** CONSIDERATION OF APPROPRIATING COUNTY FUND  
BALANCE AND TRANSFERRING LAPSED SALARIES TO  
SUPPORT JAIL HEALTH EXPENDITURES

**Requested by:** BUCK WILSON, PUBLIC HEALTH DIRECTOR

**Presenter(s):** BUCK WILSON, PUBLIC HEALTH DIRECTOR

**Estimate of Committee Time Needed:** 10 MINUTES

**BACKGROUND:**

The Jail Health Program provides 24/7 medical care to Cumberland County Detention Center inmates with a current population of 687. Each shift requires one RN, two LPN's and one Med Technician. In addition, one RN Supervisor and two RN's are on staff Monday through Friday during the hours the physician is on site. During this time there is more activity requiring nursing support. Due to staffing requirements to meet the needs of the inmates temporary nursing staff has been utilized to ensure adequate coverage on all shifts. Temporary staff has been used while employees were using Family Medical Leave and were not on Leave Without Pay Status which resulted in no lapsed salaries to support temporary staff. Also, one nurse retired during this fiscal year and received an annual leave payout resulting in no lapsed salaries accruing for six weeks for this position. Once new staff is hired temporary staff is maintained to train the new employee. The cost of temporary nursing staff per hour exceeds the budgeted salaries for vacant positions. The Jail Health Program requires overtime pay due to shift work and because they are required to work County observed holidays. Overtime pay will exceed budget as well.

Moving forward, we will improve our internal controls to better manage staffing costs, while also meeting the healthcare demands in the Detention Center. In addition, we will assess our staffing model to better organize our coverage during peak periods and in response to priority health concerns. This will include a plan to reduce our staffing of temporary nurses.

Medical costs for private medical care at hospitals and specialty providers are projected to exceed budget also. Each year, medical costs fluctuate based on the severity of illness of the inmates. The budget for these costs was prepared based on the previous year's expenses. Illnesses among inmates have been more common and severe during this fiscal year. The upcoming budget request includes an increase to these line items to attempt to avoid a repeated shortfall.

**RECOMMENDATION/PROPOSED ACTION:**

Requesting approval of County Fund Balance in the amount of \$346,299 and transfer of \$127,618 of accumulated lapsed salaries from other Health Department programs to support additional Jail Health expenditures anticipated during Fiscal Year 16.

**COUNTY OF CUMBERLAND  
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	<u>B16-228</u>
Date Received	<u>4.1.2016</u>
Date Completed	

Fund No. 101 Agency No. 431 Organ. No. 4306  
 Organization Name: Health- Jail Health

**REVENUE**

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
9901	Fund Balance- Appropriated		346,299	-
				-
				-
				-
	Total	0	346,299	

**EXPENDITURES**

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
1935	141	Contract Personnel	0	279,333	279,333
3207	142	Safekeepers Medical	42,000	22,377	64,377
3208	142	Cape Fear Valley Medical	142,638	140,339	282,977
3390	142	Contracted Services	35,827	31,868	67,695
					-
		Total	220,465	473,917	694,382

**Justification:**

Requesting additional County fund balance and transferring lapsed salaries generated in other Health Department Programs to support additional Jail Health Medical costs. Jail Health's temporary nursing staff cost is higher than projected due to staff turnover, staff retirements requiring leave payouts and staff on FMLA. The cost of temporary nursing staff per hour exceeds the budget for permanent positions. The cost of medical care provided by private hospitals/providers has exceeded the budgeted amount. Medical costs vary each year and is contingent on the health of the inmate population.

**Funding Source:**

State: \_\_\_\_\_ Federal: \_\_\_\_\_ County: \_\_\_\_\_ New: \_\_\_\_\_ Other: \_\_\_\_\_  
 Other: \_\_\_\_\_ Fees: \_\_\_\_\_ Prior Year: 346,299

**Fund Balance:**

Submitted By: *Candi Young* Date: 4/1/16  
 Department Representative  
 Reviewed By: *Heath* Date: 4/1/16  
 Budget Analyst  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance Director  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Assistant County Manager

<b>Approved By:</b>	
_____	Date: _____
<b>County Manager</b>	
_____	Date: _____
<b>Board of County Commissioners</b>	
_____	Date: _____

**COUNTY OF CUMBERLAND  
BUDGET REVISION REQUEST**

<b>Budget Office Use</b>	
Budget Revision No.	<u>B16-228</u>
Date Received	<u>4.1.2016</u>
Date Completed	

Fund No. 101 Agency No. 431 Organ. No. 4301  
 Organization Name: Health- Administration

**REVENUE**

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
				-
				-
				-
				-
				-
				-
	Total	0	0	-

**EXPENDITURES**

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
1210	132	Salaries	1,511,137	(54,527)	1,456,610
1810	132	FICA	112,445	(4,171)	108,274
1820	132	Retirement	100,018	(3,637)	96,381
1824	132	401K	14,994	(545)	14,449
1830	132	Medical Insurance	222,046	(12,783)	209,263
1860	132	Workers Comp	15,724	(162)	15,562
					-
					-
					-
		Total	1,976,364	(75,825)	1,900,539

**Justification:**

Transferring lapsed salaries/fringes to support additional temporary staff expenses in Jail Health. Lapsed salaries from PHD0004 (vacant 12/27/15 - present), PHD8035 (vacant 7/1/15 - present) and PHD1233 (vacant 10/18/15 - present).

**Funding Source:** State: \_\_\_\_\_ Federal: \_\_\_\_\_ Other: \_\_\_\_\_  
**Fund Balance:** County: \_\_\_\_\_ New: \_\_\_\_\_ Other: \_\_\_\_\_  
 Prior Year: \_\_\_\_\_

Submitted By: Candi York Date: 4/1/16  
 Department Representative  
 Reviewed By: [Signature] Date: 4/1/16  
 Budget Analyst  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance Director  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Assistant County Manager

<b>Approved By:</b>	
_____	Date: _____
<b>County Manager</b>	
_____	Date: _____
<b>Board of County Commissioners</b>	
_____	Date: _____





**COUNTY OF CUMBERLAND  
BUDGET REVISION REQUEST**

<b>Budget Office Use</b>	
Budget Revision No.	<u>B16-228</u>
Date Received	<u>4.1.2016</u>
Date Completed	

Fund No. 101 Agency No. 431 Organ. No. 4312  
 Organization Name: Health- School Health

**REVENUE**

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
				-
				-
				-
				-
				-
	Total	0	0	-

**EXPENDITURES**

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
1210	154	Salaries	771,074	(12,372)	758,702
1810	154	FICA	59,673	(946)	58,727
1820	154	Retirement	52,029	(825)	51,204
1824	154	401K	7,802	(123)	7,679
1830	154	Medical Insurance	118,884	(2,556)	116,328
1860	154	Workers Comp	2,480	(55)	2,425
					-
					-
					-
		Total	1,011,942	(16,877)	995,065

**Justification:**

Transferring lapsed salaries/fringes to support additional temporary staff expenses in Jail Health. Lapsed salaries from PHD0518 (vacant 7/1/15 - 7/25/15 and 11/1/15 - 1/23/16).

**Funding Source:** State: \_\_\_\_\_ Federal: \_\_\_\_\_ Other: \_\_\_\_\_  
**Fund Balance:** County: \_\_\_\_\_ New: \_\_\_\_\_ Other: \_\_\_\_\_  
 Prior Year: \_\_\_\_\_

Submitted By: Candi yng Date: 4/1/16  
 Department Representative  
 Reviewed By: [Signature] Date: 4/1/16  
 Budget Analyst  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance Director  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Assistant County Manager

<b>Approved By:</b>	
_____	Date: _____
<b>County Manager</b>	
_____	Date: _____
<b>Board of County Commissioners</b>	
_____	Date: _____

AMY H. CANNON  
County Manager

JAMES E. LAWSON  
Deputy County Manager



**CUMBERLAND**  
★ **COUNTY** ★  
NORTH CAROLINA

MELISSA C. CARDINALI  
Assistant County Manager

W. TRACY JACKSON  
Assistant County Manager

**OFFICE OF THE COUNTY MANAGER**

**MEMO FOR THE AGENDA OF THE APRIL 7, 2016  
MEETING OF THE FINANCE COMMITTEE**

**TO:** BOARD OF COUNTY COMMISSIONERS

**FROM:** W. TRACY JACKSON, ASST. COUNTY MANAGER

**THROUGH:** AMY H. CANNON, COUNTY MANAGER *ahc*

**DATE:** MARCH 28, 2016

**SUBJECT:** CONSIDERATION OF RECOMMENDED CHANGES FROM THE CITY COUNCIL TO THE INTERLOCAL AGREEMENT BETWEEN CUMBERLAND COUNTY AND THE CITY OF FAYETTEVILLE TO ADDRESS HOMELESSNESS

**Presenter(s):** W. Tracy Jackson, Asst. County Manager for Support Services

**Estimate of Committee Time Needed:** 10 Minutes

**BACKGROUND**

Both the City and County adopted strategic plans in 2015 to address homelessness and both governing bodies indicated that working cooperatively to reduce homelessness in our community was a priority. City and County staff jointly developed an Interlocal Agreement, which the Board of Commissioners approved on November 16, 2015, and forwarded to the City Council for consideration at its November 23, 2015, regular meeting. The original agreement proposed two new positions that would be jointly funded by the City and County: a Homeless Coordinator and a Data & Evaluation Analyst position. Both positions would be assigned to the Cumberland County Community Development Department.

The County and City collectively budgeted \$150,000 in FY16 for this endeavor (\$100,000 from the County and \$50,000 from the City). It was estimated that approximately \$63,777 would be utilized for salaries and benefits for the remainder of FY16; \$9,000 was committed to the Homeless Information System needed for compiling data about the homeless, and the remaining \$77,223 would be utilized to fill gaps in services for rapid re-housing and preventing

homelessness. Completing an interlocal agreement and hiring the homeless specialists were to serve as the foundation for expanding programs and services for the homeless. The interlocal agreement also called for the creation of a homeless committee made up of City and County staff, Community Development departments from the City and County and the Homeless Coordinator position; this committee would continue to work to identify the appropriate strategic pathways to address homeless issues in the community.

- At its November 23, 2015, meeting, the City Council tabled the item until its January 4, 2016, work session.
- At the January 4, 2016, work session, the City Council discussed the agreement and placed it on the January 25, 2016, agenda.
- At the January 25, 2016, meeting, the City Council tabled item for further discussion at its February 8, 2016, meeting. The agreement was placed on the February 22, 2016.
- On February 22, 2016, the City Council approved the attached modifications to the agreement and forwarded it to the County Commissioners for review and approval. (See attached excerpt from the City Council minutes.)

### **MODIFICATIONS**

The City approved hiring and sharing in the funding of only the Data Analyst position. The attached Interlocal Agreement reflects the City's approved revisions, which include adding an elected official from each governing body to the proposed Homeless Committee.

The Council also approved starting discussions in the form of a resolution with the County and Continuum of Care to provide a more formal structure for strategic goals and community efforts. (See attached excerpt from the February 22, 2016, City Council minutes.)

### **RECOMMENDATION/PROPOSED ACTION:**

Staff recommends:

- Consideration and approval of the revised Interlocal Agreement.
- Approval to hire the Data & Evaluation Analyst position as soon as possible in order to fully implement the HUD-required Homeless Management Information System (also known as "HMIS").
- Consideration of placing the appointment of a commissioner to serve on the Homeless Committee on the April 18, 2016, Board of Commissioners agenda.
- Begin discussions regarding the structure and strategic goals of the local Continuum of Care Committee through the Homeless Committee addressed in the Interlocal Agreement.

NORTH CAROLINA

INTERLOCAL AGREEMENT BETWEEN  
CUMBERLAND COUNTY AND THE CITY  
OF FAYETTEVILLE TO ADDRESS  
HOMELESSNESS

CUMBERLAND COUNTY

*Approved by the Cumberland County Board of Commissioners* \_\_\_\_\_

*Approved by the Fayetteville City Council* \_\_\_\_\_

This interlocal agreement is made pursuant to Article 20, Chapter 160A of the General Statutes of North Carolina by and between Cumberland County, a body corporate and politic and a political subdivision of the State of North Carolina, and the City of Fayetteville, a municipal corporation existing under the laws of the State of North Carolina.

WITNESSETH:

Whereas, the parties have funded programs and services to address homelessness by their respective community development agencies for a number of years; and

Whereas, the parties desire to establish a partnership that addresses homelessness through the formation of an advisory committee, appropriate programs and services, and the hiring of ~~two new personnel, a Homeless Coordinator and~~ a Data & Evaluation Analyst, to be jointly funded by the parties and assigned to the Cumberland County Community Development Department.

Now therefore, in consideration of the mutual covenants set forth herein, and pursuant to the specific authority granted to them by Article 20, Chapter 160A of the General Statutes of North Carolina, the parties agree as follows:

(1) The purpose of this agreement is for the parties to jointly undertake the provision of community-wide programs and services that address homelessness.

(2) The duration of the agreement shall be for so long as the parties maintain the aforementioned personnel for the purpose of providing programs and services to address homelessness (the “undertaking”).

(3) A Homeless Committee consisting of a member of City Council, a member of the County Commissioners, -an Assistant County Manager, Governmental Affairs Officer, Deputy City Manager, Chairman of the Cumberland County Continuum of Care (CoC), City and County Community Development Directors, and the ~~Data & Evaluation Analyst~~Homeless Coordinator

will meet regularly to coordinate and develop strategies to address homelessness through community-wide programs and services.

(4) The ~~Data & Evaluation Analyst new personnel necessary to the execution of the undertaking~~ shall be an employees of Cumberland County and shall report to the Community Development Director for Cumberland County.

(5) The parties will jointly fund the ~~Data & Evaluation Analyst new personnel~~ and associated programs and services in a sufficient amount to cover all the costs incurred by it necessary to the execution of the undertaking in accordance as budgeted and approved by the parties.

(6) This agreement may be amended at any time by the execution of an amendment approved by the governing boards of both parties.

(7) This agreement may be terminated at the end of any fiscal year by the vote of either governing board with written notice of such termination being given to the other governing board at least sixty (60) days prior to the date of termination.

This interlocal agreement has been approved by the governing board of each party and entered into the minutes of the meeting at which such action was taken as indicated above.

[Signature page follows]

Cumberland County

By:

~~Kenneth S. Edge~~ Marshall Faircloth,

Board of Commissioners

Chairman

Attest:

Candice H. White, Clerk to the Board

City of Fayetteville

By:

Mayor Nat Robertson

Attest:

Pamela Megill, City Clerk

Excerpt from Feb. 22, 2016, Fayetteville City Council Regular Meeting Minutes.

8.03 Interlocal Agreement between Cumberland County and the City of Fayetteville to Address Homelessness

MOTION: Council Member deViere moved to approve the Interlocal Agreement with Cumberland County to address homelessness with a modification to the agreement that we only hire the Data Analyst and the remaining funds of \$50,000.00 of the total be used for homeless services, and, additionally, the Council initiate discussions in the form of a resolution with the County and Continuum of Care for providing a more formal structure for strategic goals and community efforts with Council Member deViere (liaison to the Continuum of Care) serving on said committee.

SECOND: Council Member Wright

VOTE: UNANIMOUS (10-0)

AMY H. CANNON  
County Manager

JAMES E. LAWSON  
Deputy County Manager



MELISSA C. CARDINALI  
Assistant County Manager

W. TRACY JACKSON  
Assistant County Manager



**OFFICE OF THE COUNTY MANAGER**

**MEMO FOR THE AGENDA OF THE  
APRIL 7, 2016 MEETING OF THE FINANCE COMMITTEE**

**TO:** BOARD OF COUNTY COMMISSIONERS  
**FROM:** MELISSA C. CARDINALI, ASSISTANT COUNTY MANAGER  
**DATE:** MARCH 24, 2016  
**SUBJECT:** REQUEST TO ESTABLISH JCPC COORDINATOR POSITION

**Presenter(s):** Melissa C. Cardinali, Assistant County Manager

**Estimated of Committee Time Needed:** 10 Minutes

**BACKGROUND**

Cumberland County partners with the NC Department of Public Safety (NCDPS) to fund a local Juvenile Crime Prevention Council (JCPC). This partnership is part of a strategy by the NCDPS to mobilize communities to create a multi-disciplinary continuum of care that includes prevention programs for children, early intervention for juvenile offenders, and graduated sanctions for repeat offenders.

Currently all JCPC activities are funded through State and County dollars. Cumberland County has also chosen to fund a JCPC Coordinator position through Cumberland County CommuniCare. While the programs are funded 25% County / 75% State, the County funds 100% of the Coordinator position.

Under the current arrangement, the JCPC Coordinator is an employee of CommuniCare; however, the County has total fiduciary responsibility for both local and State dollars in the JCPC program. This arrangement does not allow for alignment of fiduciary responsibility with staff accountability. Additionally, creating a position for JCPC coordination within the County allows flexibility regarding expansion of position duties.

The creation of this position now (April) will allow the recruitment process to begin immediately and have the position filled in July for the start of the fiscal year.

**RECOMMENDATION**

Staff recommends establishing a JCPC Coordinator position within the Cumberland County Finance Department effective immediately and cease funding of the position through CommuniCare effective July 1, 2016.



FINANCE OFFICE

4<sup>th</sup> Floor, Room No. 451, Courthouse • PO Box 1829 • Fayetteville, North Carolina 28302-1829  
(910) 678-7753 • Fax (910) 323-6120

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**MEMO FOR THE AGENDA OF THE  
APRIL 7, 2016 MEETING OF THE FINANCE COMMITTEE**

**TO:** FINANCE COMMITTEE  
**FROM:** VICKI EVANS, FINANCE DIRECTOR *vge*  
**DATE:** MARCH 29, 2016  
**SUBJECT:** **REQUEST FOR CONTRACT MODIFICATION FOR FY2016 AND  
CONSIDERATION OF THREE-YEAR CONTRACT EXTENSION  
PROPOSAL**

**Presenter(s):** Vicki Evans, Finance Director

**Estimate of Committee Time Needed:** 10 Minutes

**BACKGROUND**

During fiscal year 2016, the County is implementing a new financial software system and developing a new chart of accounts. This change was not originally contemplated in the scope of work for the fiscal year 2016 audit. However, these changes will cause additional work on the part of the auditors. As a result, Cherry Bekaert has requested an additional \$10,000 fee for report conversion for the fiscal year 2016 financial audit.

Although Cherry Bekaert will be charging the additional fee for the fiscal year 2016 audit, they have provided the County with an opportunity to recoup that fee if or when the County agrees to a three-year contract extension for fiscal years 2017, 2018 and 2019. If the County chooses to accept the extension, Cherry Bekaert will refund the \$10,000 fee for report conversion over the three years by reducing the quoted fee by \$4,000, \$3,000 and \$3,000 for each of the three years, respectively. Refer to Attachment A for details.

Cherry Bekaert has provided several different fee options for consideration over the three years. All options include pricing for report writing and financial and single audit work. A credit for internal audit work is shown in options two and three. An additional credit for report writing being performed by the County is shown under option three. Once the new financial software is fully implemented, the County will be prepared for the report writing function and is already equipped to utilize internal audit staff to complete audit work hours, thereby able to maximize the credit options beginning with the fiscal year 2017 audit.

From the options provided, the most feasible option by fiscal year is summarized in the table below:

	<u>FY2016</u> (option 2)	<u>FY2017</u> (option 3)	<u>FY2018</u> (option 3)	<u>FY2019</u> (option 3)
Report writing	\$21,500	\$21,500	\$22,000	\$22,500
Financial & single audit	101,000	95,125	97,650	99,250
Report conversion	10,000	-	-	-
Less: Use of Internal Auditor (235 hours)	(21,000)	(21,000)	(21,500)	(22,000)
Less: All report writing performed by County	-	(15,000)	(15,500)	(16,000)
Less: Recoup report conversion fee	-	(4,000)	(3,000)	(3,000)
<b>Total audit fee - County</b>	<b><u>\$111,500</u></b>	<b><u>\$76,625</u></b>	<b><u>\$79,650</u></b>	<b><u>\$80,750</u></b>

In addition, as part of the continuation period, a portion of the hours will again be sub-contracted out to a local minority firm, Willie Cooper, Jr., CPA. The Fayetteville Cumberland County Economic Development Corporation audit and financial statement will be considered separately by the FCCEDC Board.

**RECOMMENDATION/PROPOSED ACTION**

Approve the additional \$10,000 fee for report conversion for the fiscal year 2016 audit under option two, and engage Cherry Bekaert to perform the annual audit for Cumberland County for fiscal years 2017, 2018 and 2019 under option number three.

March 8, 2016

Ms. Melissa Cardinali  
County of Cumberland, North Carolina  
Post Office Box 1829  
Fayetteville, North Carolina 28302

Dear Ms. Cardinali:

This letter sets forth the scope of the services we will provide under the continuation of the existing contract between the County of Cumberland, North Carolina (the "County") and Cherry Bekaert LLP. As part of this continuation period, we will sub-contract a portion of our hours to a local minority firm, Willie Cooper, Jr., CPA.

We will audit the basic financial statements of the County in accordance with auditing standards generally accepted in the United States of America; *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133 *Audits of State and Local Governments, and Non-Profit Organizations*; the State Single Audit Implementation Act; and *OMB Guidance for Grants and Agreements* (2 CFR 200). Our audit will include tests of accounting records, a determination of Major Programs in accordance with *OMB Guidance for Grants and Agreements* (2 CFR 200) and the State Single Audit Implementation Act, and other procedures deemed necessary to enable us to express such an opinion and to render the required reports.

**Fiscal Year 2016**

The County has selected Option 2 from the contract letter dated January 7, 2014, whereby the County will provide 235 hours of internal audit time to assist in the performance of internal control and single audit program testing. During fiscal year 2016, the County is implementing a new financial software system and developing a new chart of accounts. This change was not originally contemplated in the scope of work for fiscal year 2016. We estimate an additional fee of \$10,000 in 2016 only. The County has also requested an audit and preparation of the financial statements for the Fayetteville Cumberland County Economic Development Corporation as of June 30, 2016. Listed below is the revised estimated fee for the fiscal year 2016 audit:

<u>Option 2:</u>	<u>FY 2016 *</u>
Report Writing	\$ 21,500
Financial & Single Audit	101,000
Report Conversion	10,000
Less: Use of Internal Auditor (235 hours)	<u>(21,000)</u>
Total Audit Fee	<u>\$ 111,500</u>
 Fayetteville Cumberland County Economic Development Corporation - Audit and preparation of financial statements	 <u>\$ 5,000</u>

\*Includes 12 single audit programs

**County of Cumberland, North Carolina**

**March 8, 2016**

**Page 2**

**Fiscal Year 2016 (continued)**

Should the County accept this three-year contract extension, Cherry Bekaert will refund the fee for the report conversion over the three year period as follows by reducing the fee quote below by the following amounts:

	<u>Fee Reduction</u>
June 30, 2017	(\$4,000)
June 30, 2018	(\$3,000)
June 30, 2019	(\$3,000)

**Three-year extension**

The fees included in Attachment A reflect the following assumptions:

- In Option 1, Cherry Bekaert will continue to prepare the following portions of the report: Basic Financial Statements and related Schedules.
- In Option 2, the County will contribute 235 hours of the internal auditor's time to assist in performance of the internal control and single audit program testing. Cherry Bekaert will continue to prepare portions of the report as listed in Option 1.
- In Option 3, the County will contribute 235 hours of the internal auditor's time to assist in performance of the single audit program testing and assume all responsibility for report writing.
- In all options, the fee quote assumes testing of 12 single audit programs will be required.
- The County has also requested an audit and financial statements for the Fayetteville Cumberland County Economic Development Corporation (FCCEDC).

This contract continuation will be for the following periods:

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>FCCEDC</u>
June 30, 2017	\$116,625	\$95,625	\$80,625	\$5,100
June 30, 2018	\$119,650	\$98,150	\$82,650	\$5,200
June 30, 2019	\$121,750	\$99,750	\$83,750	\$5,300

This fee schedule assumes that major grant compliance work to be performed in accordance OMB Circular A-133 *Audits of State and Local Governments, and Non-Profit Organizations*; the State Single Audit Implementation Act; and OMB *Guidance for Grants and Agreements* (2 CFR 200) will remain at a similar level to prior years. The major programs differ in size, complexity and the number of required compliance elements to be completed in accordance with OMB Circular A-133 *Audits of State and Local Governments, and Non-Profit Organizations*; the State Single Audit Implementation Act; and OMB *Guidance for Grants and Agreements* (2 CFR 200). Our existing fee assumes that we will be auditing twelve single audit programs. If there are more than or less than twelve single audit programs required to be audited as major programs, the fee above will be adjusted up or down by \$2,500 per program. For example, if only eleven are required to be audited, then we will reduce the fee by \$2,500. If thirteen programs are required to be audited, then we will increase the fee by \$2,500.

**County of Cumberland, North Carolina**

**March 8, 2016**

**Page 3**

If the foregoing is in accordance with your understanding, please sign a copy of this letter in the space provided and return it to us. If you have any questions, please contact Michelle Loyd Thompson at 919-782-1040.

Sincerely,

**CHERRY BEKAERT LLP**

*Cherry Bekaert LLP*

---

ACCEPTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

County of Cumberland, North Carolina  
 Fee Schedule  
 Attachment A

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Option 1:				
Report Writing	\$ 21,500	\$ 21,500	\$ 22,000	\$ 22,500
Financial & Single Audit	101,000	95,125	97,650	99,250
Report Conversion	10,000	- *	- *	- *
Total Audit Fee-County	<u>\$ 132,500</u>	<u>\$ 116,625</u>	<u>\$ 119,650</u>	<u>\$ 121,750</u>
		-5%	3%	2%
Fayetteville Cumberland County Economic Development Corporation - Audit and preparation of financial statements	<u>\$ 5,000</u>	<u>\$ 5,100</u>	<u>\$ 5,200</u>	<u>\$ 5,300</u>
		2%	2%	2%

	<u>FY 2016 *</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Option 2:				
Report Writing	\$ 21,500	\$ 21,500	\$ 22,000	\$ 22,500
Financial & Single Audit	101,000	95,125	97,650	99,250
Report Conversion	10,000	- *	- *	- *
	<u>132,500</u>	<u>116,625</u>	<u>119,650</u>	<u>121,750</u>
Less: Use of Internal Auditor (235 hours)	(21,000)	(21,000)	(21,500)	(22,000)
Total Audit Fee-County	<u>\$ 111,500</u>	<u>\$ 95,625</u>	<u>\$ 98,150</u>	<u>\$ 99,750</u>
		-6%	3%	2%
Fayetteville Cumberland County Economic Development Corporation - Audit and preparation of financial statements	<u>\$ 5,000</u>	<u>\$ 5,100</u>	<u>\$ 5,200</u>	<u>\$ 5,300</u>

\*Includes 12 single audit programs

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Option 3:				
Report Writing	\$ 21,500	\$ 21,500	\$ 22,000	\$ 22,500
Financial & Single Audit	101,000	95,125	97,650	99,250
Report Conversion	10,000	- *	- *	- *
	<u>132,500</u>	<u>116,625</u>	<u>119,650</u>	<u>121,750</u>
Less: Use of Internal Auditor (235 hours)	(21,000)	(21,000)	(21,500)	(22,000)
Less: All report writing performed the County	(15,000)	(15,000)	(15,500)	(16,000)
Total Audit Fee-County	<u>\$ 96,500</u>	<u>\$ 80,625</u>	<u>\$ 82,650</u>	<u>\$ 83,750</u>
		-7%	3%	1%
Fayetteville Cumberland County Economic Development Corporation - Audit and preparation of financial statements	<u>\$ 5,000</u>	<u>\$ 5,100</u>	<u>\$ 5,200</u>	<u>\$ 5,300</u>

\* Should the County accept the three-year contract extension, Cherry Bekaert will refund the fee for report conversion over the three year period as follows by reducing the fee quote below by the following amounts:

<u>\$ (4,000)</u>	<u>\$ (3,000)</u>	<u>\$ (3,000)</u>
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FINANCE OFFICE

4<sup>th</sup> Floor, Room No. 451, Courthouse • PO Box 1829 • Fayetteville, North Carolina 28302-1829  
(910) 678-7753 • Fax (910) 323-6120

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**MEMO FOR THE AGENDA OF THE APRIL 7, 2016  
MEETING OF THE FINANCE COMMITTEE**

**TO:** FINANCE COMMITTEE  
**FROM:** VICKI EVANS, FINANCE DIRECTOR *VE*  
**DATE:** MARCH 29, 2016  
**SUBJECT:** MONTHLY FINANCIAL REPORT – FEBRUARY YTD FY16

**Presenter(s):** Vicki Evans, Finance Director

**Estimate of Committee Time Needed:** 5 Minutes

**BACKGROUND**

The financial report is included as of February 29, 2016. Highlights include:

- Revenues
  - Ad Valorem tax collections are continuing to appear strong
  - Sales and other taxes are just slightly above collections at this time last fiscal year
  - Sales & service revenues are lagging slightly behind this point in fiscal year 2015. This is attributable to a lag in that some of January's receipts were posted in the month of February.
- Expenditures
  - General Fund expenditures remain in line with budget and previous year patterns.
- Crown center expense summary/prepared food and beverage and motel tax
  - Total year-to-date event income over operating expenses is trending very close to last fiscal year

**RECOMMENDATION/PROPOSED ACTION**

No action needed – for information purposes only.

**GENERAL FUND SUMMARY OF OBLIGATIONS**

GENERAL FUND	FY2016							FY2015						
	Actual					Budget	%	Actual					Budget	%
	Jul-Dec	Jan	Feb	March	Total			Jul-Dec	Jan	Feb	March	Total		
General Administration	9,590,464	1,100,779	1,021,002		11,712,245	19,805,566	59.14%	10,691,957	962,975	1,165,174		12,820,106	19,743,646	64.93%
Buildings & Grounds	5,006,549	326,331	285,097		5,617,977	8,788,475	63.92%	5,281,255	327,839	335,237		5,944,331	8,137,312	73.05%
General Government														
Debt Service	14,043,226	0	5,527,225		19,570,451	24,877,001	78.67%	13,596,457	0	5,408,150		19,004,607	24,152,717	78.69%
General Government Other	2,434,635	232,078	3,193,935		5,860,647	7,835,639	74.79%	1,493,603	296,677	33,842		1,824,122	4,265,812	42.76%
Total General Government	16,477,861	232,078	8,721,160	0	25,431,098	32,712,640	77.74%	15,090,060	296,677	5,441,992	0	20,828,729	28,418,529	73.29%
Law Enforcement														
Sheriff	13,370,815	1,742,913	1,707,457		16,821,185	26,159,757	64.30%	13,160,060	1,666,626	1,634,966		16,461,652	24,966,997	65.93%
Jail	11,908,694	1,720,894	1,457,401		15,086,989	23,360,344	64.58%	11,903,377	1,411,893	1,506,687		14,821,957	22,817,145	64.96%
Total Law Enforcement	25,279,509	3,463,808	3,164,858	0	31,908,174	49,520,101	64.43%	25,063,437	3,078,519	3,141,652	0	31,283,608	47,784,142	65.47%
Public Safety	3,692,505	517,479	498,472		4,708,457	7,809,485	60.29%	3,637,797	425,252	420,494		4,483,543	7,422,193	60.41%
Health														
Health All Other	11,486,922	1,342,127	1,421,013		14,250,062	22,430,420	63.53%	11,496,182	1,261,386	1,300,604		14,058,172	21,434,701	65.59%
Total Health Department	11,486,922	1,342,127	1,421,013	0	14,250,062	22,430,420	63.53%	11,496,182	1,261,386	1,300,604	0	14,058,172	21,434,701	65.59%
Mental Health														
Mental Health Other (County)	5,085,549	38,185	52,332		5,176,065	5,814,287	89.02%	6,286,394	34,648	33,231		6,354,273	6,600,775	96.27%
Social Services														
Social Services	20,045,647	2,988,549	3,086,318		26,120,514	43,784,293	59.66%	19,763,469	3,459,724	3,106,161		26,329,354	41,423,275	63.56%
Other DSS Programs	11,893,932	2,275,916	2,344,908		16,514,756	28,221,518	58.52%	11,832,106	2,313,447	2,099,460		16,245,013	27,999,444	58.02%
Total Social Services	31,939,579	5,264,465	5,431,225	0	42,635,270	72,005,811	59.21%	31,595,575	5,773,171	5,205,621	0	42,574,367	69,422,719	61.33%
Other Human Services														
Child Support Enforcement	2,489,430	326,349	336,915		3,152,694	4,849,157	65.02%	2,443,972	352,380	304,431		3,100,783	4,790,879	64.72%
Other HS Programs	195,210	25,943	25,026		246,180	405,519	60.71%	219,591	22,348	24,102		266,041	404,578	65.76%
Total Human Services	2,684,640	352,292	361,941	0	3,398,873	5,254,676	64.68%	2,663,563	374,728	328,533	0	3,366,824	5,195,457	64.80%
Library														
Library	5,798,932	672,075	699,718		7,170,725	10,902,541	65.77%	5,703,290	619,690	705,500		7,028,480	10,651,524	65.99%
Library Other	185,965	14,780	52,800		253,545	452,637	56.02%	214,546	11,516	51,732		277,794	458,930	60.53%
Total Library	5,984,897	686,855	752,518	0	7,424,270	11,355,178	65.38%	5,917,836	631,206	757,232	0	7,306,274	11,110,454	65.76%
Culture & Recreation	386,602	100	2,687		389,389	466,129	83.54%	400,463	1,306	7,990		409,759	460,911	88.90%
Economic Development	2,374,154	354,824	775,747		3,504,725	6,314,975	55.50%	3,036,474	332,848	613,100		3,982,422	7,143,491	55.75%
<b>Subtotal</b>	<b>119,989,231</b>	<b>13,641,139</b>	<b>22,435,720</b>	<b>0</b>	<b>156,156,606</b>	<b>242,277,743</b>	<b>64.45%</b>	<b>121,160,993</b>	<b>13,465,907</b>	<b>18,717,628</b>	<b>0</b>	<b>153,412,407</b>	<b>232,874,330</b>	<b>65.88%</b>
Education														
County School Current Exp	38,947,164	6,491,194	6,491,194		51,929,552	77,894,329	66.67%	38,491,440	6,415,240	6,415,240		51,321,920	76,982,883	66.67%
Goodyear Incentive	0	0	241,651		241,651	243,613	0.00%	0	0	251,368		251,368	269,228	0.00%
Sales Tax Equalization	0	0	0		0	845,128	0.00%	0	0	0		0	746,777	0.00%
FTCC Current Expense	5,052,258	842,043	842,043		6,736,344	10,104,516	66.67%	4,823,964	803,994	803,994		6,431,952	9,647,928	66.67%
FTCC PEG	0	0	0		0	47,397	0.00%	0	0	0		0	47,397	0.00%
FTCC Capital Outlay	0	0	0		0	901,613	0.00%	2,877,565	8,750	0		2,886,315	3,449,834	83.67%
Total Education	43,999,422	7,333,237	7,574,888	0	58,907,547	90,036,596	65.43%	46,192,969	7,227,984	7,470,602	0	60,891,555	91,144,047	66.81%
<b>Total General Fund</b>	<b>163,988,653</b>	<b>20,974,376</b>	<b>30,010,608</b>	<b>0</b>	<b>215,064,153</b>	<b>332,314,339</b>	<b>64.72%</b>	<b>167,353,962</b>	<b>20,693,891</b>	<b>26,188,230</b>	<b>0</b>	<b>214,303,961</b>	<b>324,018,377</b>	<b>66.14%</b>

**CUMBERLAND COUNTY REVENUE SUMMARY**

GENERAL FUND	FY2016							FY2015									
	Actual					Budget	%	Actual					Budget	%			
	Jul-Dec	Jan	Feb	March	Total			Jul-Dec	Jan	Feb	March	Total					
<b>Category 10: Ad Valorem Tax</b>																	
Real, Personal, Public - Current	119,661,600	26,735,428	3,931,213		150,328,241	152,104,412	98.83%	125,150,758	19,899,605	3,526,368		148,576,731	150,400,868	98.79%			
Motor Vehicles - Current	7,055	3,284	122		10,461	0	0.00%	12,786	1,691	537		15,014	0	0.00%			
Motor Vehicle - Tax & Tag	6,908,180	1,288,292	1,181,796		9,378,268	15,771,299	59.46%	6,680,705	1,322,876	1,234,455		9,238,036	14,200,000	65.06%			
Prior Years & Other	1,554,629	303,192	313,733		2,171,554	3,321,000	65.39%	2,547,874	286,454	324,709		3,159,037	4,263,000	74.10%			
<b>Total</b>	<b>128,131,464</b>	<b>28,330,196</b>	<b>5,426,863</b>	<b>0</b>	<b>161,888,523</b>	<b>171,196,711</b>	<b>94.56%</b>	<b>134,392,123</b>	<b>21,510,626</b>	<b>5,086,068</b>	<b>0</b>	<b>160,988,817</b>	<b>168,863,868</b>	<b>95.34%</b>			
<b>Category 20: Other Taxes</b>																	
Sales Tax (1¢ + Art 40 + 42+ 44+ 46)	9,762,143	3,219,468	3,413,183		16,394,794	39,702,971	41.29%	9,503,309	3,277,956	3,438,994		16,220,259	37,516,061	43.24%			
Pet Registration Fees	105,193	13,462	17,652		136,307	284,837	47.85%	102,921	14,245	20,555		137,721	336,236	40.96%			
Sales Tax Video & Telecommunications	259,631	0	0		259,631	556,500	46.65%	269,548	0	0		269,548	556,500	48.44%			
Other Taxes	448,504	47,443	57,071		553,018	1,011,300	54.68%	422,630	39,242	46,051		507,923	1,034,300	49.11%			
<b>Total</b>	<b>10,575,471</b>	<b>3,280,373</b>	<b>3,487,906</b>	<b>0</b>	<b>17,343,750</b>	<b>41,555,608</b>	<b>41.74%</b>	<b>10,298,408</b>	<b>3,331,443</b>	<b>3,505,600</b>	<b>0</b>	<b>17,135,451</b>	<b>39,443,097</b>	<b>43.44%</b>			
<b>Category 30: Unrestricted Intergovernmental</b>																	
ABC Store 3.5%	209,142	260,260	0		469,402	600,000	78.23%	198,398	247,793	0		446,191	795,056	56.12%			
ABC Store Profit	974,346	464,735	0		1,439,081	1,100,000	130.83%	343,662	266,286	0		609,948	1,174,000	51.95%			
Fay Sales Tax Equalization-Original	0	550,787	0		550,787	2,218,318	24.83%	530,780	0	0		530,780	1,997,800	26.57%			
Fay Sales Tax Equalization	0	1,104,356	0		1,104,356	4,501,358	24.53%	1,076,715	0	0		1,076,715	4,084,900	26.36%			
Wade Sales Tax Equalization	0	265	0		265	500	52.99%	255	0	0		255	961	26.53%			
Eastover Sales Tax Equalization	0	0	0		0	0	0.00%	0	0	0		0	0	0.00%			
Stedman Sales Tax Equalization	0	36	0		36	100	36.25%	35	0	0		35	132	26.52%			
Spring Lake Sales Tax Equalization	0	0	0		0	100,000	0.00%	0	0	85,970		85,970	308,760	27.84%			
Godwin Sales Tax Equalization	0	0	575		575	1,500	38.37%	0	555	587		1,142	1,968	58.01%			
Other	558,784	198,031	290,590		1,047,405	1,484,177	70.57%	526,847	137,148	96,645		760,640	1,011,400	75.21%			
<b>Total</b>	<b>1,742,272</b>	<b>2,578,470</b>	<b>291,165</b>	<b>0</b>	<b>4,611,907</b>	<b>10,005,953</b>	<b>46.09%</b>	<b>2,676,692</b>	<b>651,782</b>	<b>183,202</b>	<b>0</b>	<b>3,511,676</b>	<b>9,374,977</b>	<b>37.46%</b>			
<b>Category 40: Restricted Intergovernmental</b>																	
Health	2,064,100	1,200,866	452,051		3,717,017	5,379,426	69.10%	1,971,016	640,375	276,981		2,888,372	5,506,303	52.46%			
Mental Health Consolidation	143,005	77,673	25,353		246,031	327,176	75.20%	101,434	84,669	7,819		193,922	365,130	53.11%			
Social Services	17,402,323	3,718,496	3,833,621		24,954,440	50,299,975	49.61%	18,598,340	4,144,580	1,563,889		24,306,809	45,953,038	52.89%			
Library	360,455	35,317	46,493		442,265	616,574	71.73%	303,151	45,452	25,151		373,754	610,464	61.22%			
Child Support Enforcement	1,285,220	338,113	245,215		1,868,548	3,862,607	48.38%	1,421,006	256,260	43,895		1,721,161	3,512,006	49.01%			
Other	742,023	198,411	92,238		1,032,672	2,257,295	45.75%	802,045	62,134	218,074		1,082,253	2,166,886	49.95%			
<b>Total</b>	<b>21,997,126</b>	<b>5,568,876</b>	<b>4,694,971</b>	<b>0</b>	<b>32,260,973</b>	<b>62,743,053</b>	<b>51.42%</b>	<b>23,196,992</b>	<b>5,233,470</b>	<b>2,135,810</b>	<b>0</b>	<b>30,566,271</b>	<b>58,113,827</b>	<b>52.60%</b>			
<b>Category 50: Licenses &amp; Permits</b>																	
Register of Deeds	736,395	104,785	123,522		964,702	1,163,232	82.93%	772,310	113,193	111,585		997,088	1,279,169	77.95%			
Inspections	397,719	59,898	71,552		529,170	634,500	83.40%	327,990	43,073	54,677		425,740	566,700	75.13%			
Other	0	0	0		0	0	0.00%	0	0	0		0	0	0.00%			
<b>Total</b>	<b>1,134,114</b>	<b>59,898</b>	<b>195,074</b>	<b>0</b>	<b>1,493,871</b>	<b>1,797,732</b>	<b>83.10%</b>	<b>1,100,300</b>	<b>156,266</b>	<b>166,262</b>	<b>0</b>	<b>1,422,828</b>	<b>1,845,869</b>	<b>77.08%</b>			
<b>Category 60: Sales &amp; Service</b>																	
Animal Control	149,283	17,363	27,445		194,091	277,885	69.85%	133,440	23,146	21,605		178,191	248,316	71.76%			
Health Department	2,041,525	334,383	345,836		2,721,745	4,682,198	58.13%	2,613,302	298,989	429,952		3,342,243	4,335,826	77.08%			
Library Fees	95,989	16,852	20,776		133,617	248,117	53.85%	90,401	16,809	18,961		126,171	252,000	50.07%			
Sheriff Fees	1,159,642	75,973	768,799		2,004,413	3,743,114	53.55%	901,893	1,223,241	948,883		3,074,017	3,960,126	77.62%			
Social Services Fees	32,720	5,657	5,000		43,377	154,587	28.06%	33,650	6,454	1,401		41,505	97,614	42.52%			
Other	225,264	67,090	80,028		372,382	1,370,473	27.17%	200,696	142,513	25,631		368,840	1,324,508	27.85%			
<b>Total</b>	<b>3,704,423</b>	<b>517,318</b>	<b>1,247,885</b>	<b>0</b>	<b>5,469,625</b>	<b>10,476,374</b>	<b>52.21%</b>	<b>3,973,382</b>	<b>1,711,152</b>	<b>1,446,434</b>	<b>0</b>	<b>7,130,968</b>	<b>10,218,390</b>	<b>69.79%</b>			
<b>Category 70: Miscellaneous</b>																	
Interest Income	146,281	10,145	9,728		166,154	227,993	72.88%	107,914	17,027	6,914		131,855	267,890	49.22%			
CFVMC	3,690,982	0	0		3,690,982	3,721,673	99.18%	3,721,673	0	0		3,721,673	3,645,004	102.10%			
Other	451,224	86,865	82,245		620,334	791,026	78.42%	524,596	132,598	62,736		719,930	1,262,702	57.02%			
<b>Total</b>	<b>4,288,487</b>	<b>97,009</b>	<b>91,974</b>	<b>0</b>	<b>4,477,470</b>	<b>4,740,692</b>	<b>94.45%</b>	<b>4,354,183</b>	<b>149,625</b>	<b>69,651</b>	<b>0</b>	<b>4,573,458</b>	<b>5,175,596</b>	<b>88.37%</b>			
<b>Subtotal Category 10-70</b>	<b>171,573,357</b>	<b>40,432,141</b>	<b>15,435,838</b>	<b>0</b>	<b>227,546,121</b>	<b>302,516,123</b>	<b>75.22%</b>	<b>179,992,080</b>	<b>32,744,364</b>	<b>12,593,025</b>	<b>0</b>	<b>225,329,468</b>	<b>293,035,624</b>	<b>76.89%</b>			
<b>Category 90: Other Financing Sources</b>																	
Sale of Land & Buildings	17,982	12,292	3,094		33,368	0	0.00%	10,122	12,449	1,293		23,864	0	0.00%			
Gain/Loss	0	0	0		0	0	0.00%	0	0	0		0	0	0.00%			
Sale of Fixed Assets/Cash Proceeds	193,633	72	17,745		211,450	51,727	408.78%	14,268	7,181	44		21,493	0	0.00%			
Transfers	2,415,677	570,145	0		2,985,822	6,674,344	44.74%	983,932	3,245,898	0		4,229,830	5,677,009	74.51%			
Installment /Purchase Revenue	0	0	0		0	0	0.00%	3,000,000	0	0		3,000,000	3,000,000	0.00%			
Fund Balance - Former Health	0	0	0		0	0	0.00%	0	0	0		0	0	0.00%			
Fund Balance - Property Revaluations	0	0	0		0	147,696	0.00%	0	0	0		0	25,400	0.00%			
Fund Balance Maintenance/Renovations	0	0	0		0	783,400	0.00%	0	0	0		0	3,100,000	0.00%			
Fund Balance - Health	0	0	0		0	697,481	0.00%	0	0	0		0	434,074	0.00%			
Fund Balance - Special	0	0	0		0	0	0.00%	0	0	0		0	0	0.00%			
Fund Balance - Mental Health Transfer	0	0	0		0	3,066,985	0.00%	0	0	0		0	2,598,786	0.00%			
Fund Balance -Economic Incentives	0	0	0		0	233,711	0.00%	0	0	0		0	804,783	0.00%			
Fund Balance - Water & Sewer	0	0	0		0	500,000	0.00%	0	0	0		0	500,000	0.00%			
Fund Balance Appropriated	0	0	0		0	17,642,872	0.00%	0	0	0		0	14,842,701	0.00%			
<b>Total</b>	<b>2,627,292</b>	<b>582,510</b>	<b>20,839</b>	<b>0</b>	<b>3,230,641</b>	<b>29,798,216</b>	<b>92.83%</b>	<b>4,008,322</b>	<b>3,265,528</b>	<b>1,337</b>	<b>0</b>	<b>7,275,187</b>	<b>30,982,753</b>	<b>23.50%</b>			
<b>Total General Fund</b>	<b>174,200,649</b>	<b>41,014,651</b>	<b>15,456,676</b>	<b>0</b>	<b>230,776,761</b>	<b>332,314,339</b>	<b>69.45%</b>	<b>184,000,402</b>	<b>36,009,892</b>	<b>12,594,363</b>	<b>0</b>	<b>232,604,655</b>	<b>324,018,377</b>	<b>71.79%</b>			

**CUMBERLAND COUNTY REVENUE SUMMARY**

PREPARED FOOD & BEVERAGE	FY2016							FY2015						
	Actual					Budget	% Recognized	Actual					Budget	% Recognized
	Jul-Dec	Jan	Feb	March	Total			Jul-Dec	Jan	Feb	March	Total		
<b>Category 10: Ad Valorem Tax</b>														
1225 Interest & Penalty - Food & Occupancy	23,518	1,489	4,155		29,162	50,000	58.32%	41,328	2,077	5,455		48,860	51,499	94.88%
<b>Category 20: Other Taxes</b>														
1015 Food & Beverage Tax	3,096,758	532,422	512,594		4,141,774	5,507,413	75.20%	2,952,279	515,543	516,352		3,984,174	5,331,574	74.73%
1120 Food & Beverage Tax - All Prior	35,885	(248)	4,803		40,440	50,000	80.88%	64,540	1,918	3,793		70,251	42,648	164.72%
<b>Total</b>	<b>3,132,643</b>	<b>532,174</b>	<b>517,397</b>	<b>0</b>	<b>4,182,214</b>	<b>5,557,413</b>	<b>75.25%</b>	<b>3,016,819</b>	<b>517,461</b>	<b>520,145</b>	<b>0</b>	<b>4,054,425</b>	<b>5,374,222</b>	<b>75.44%</b>
<b>Category 70: Miscellaneous</b>														
7002 Interest Income	1,645	788	939		3,372	350	963.43%	115	93	41		249	1,397	17.82%
7662 Returned Check	-	-	-		-	-	0.00%	-	-	0		-	-	0.00%
<b>Total</b>	<b>1,645</b>	<b>788</b>	<b>939</b>	<b>-</b>	<b>3,372</b>	<b>350</b>	<b>963.43%</b>	<b>115</b>	<b>93</b>	<b>41</b>	<b>-</b>	<b>249</b>	<b>1,397</b>	<b>17.82%</b>
<b>Category 90: Other Financing Sources</b>														
9901 Fund Balance Appropriated	-	-	-		-	2,102,780	0.00%	-	-	-		-	151,816	0.00%
<b>Total Prepared Food &amp; Beverage</b>	<b>3,157,806</b>	<b>534,451</b>	<b>522,492</b>	<b>-</b>	<b>4,214,748</b>	<b>7,710,543</b>	<b>75.16%</b>	<b>3,058,262</b>	<b>519,631</b>	<b>525,641</b>	<b>-</b>	<b>4,103,534</b>	<b>5,578,934</b>	<b>75.61%</b>

CIVIC CENTER MOTEL TAX	FY2016							FY2015						
	Actual					Budget	% Recognized	Actual					Budget	% Recognized
	Jul-Dec	Jan	Feb	March	Total			Jul-Dec	Jan	Feb	March	Total		
<b>Category 10: Ad Valorem Tax</b>														
1225 Interest & Penalty - Food & Occupancy	-	-	-		-	-	0.00%	-	-	-		-	-	0.00%
<b>Category 20: Other Taxes</b>														
2600 Room Occupancy Tax - Auditorium	688,782	92,805	101,726		883,313	1,190,340	74.21%	697,007	96,254	109,793		903,054	1,211,156	74.56%
2605 Room Occupancy Tax - All Prior	-	-	-		-	-	0.00%	-	-	-		-	-	0.00%
<b>Total</b>	<b>688,782</b>	<b>92,805</b>	<b>101,726</b>	<b>-</b>	<b>883,313</b>	<b>1,190,340</b>	<b>74.21%</b>	<b>697,007</b>	<b>96,254</b>	<b>109,793</b>	<b>-</b>	<b>903,054</b>	<b>1,211,156</b>	<b>74.56%</b>
<b>Category 70: Miscellaneous</b>														
7002 Interest Income	676	258	416		1,350	-	0.00%	48	34	12		94	796	11.81%
<b>Category 90: Other Financing Sources</b>														
9901 Fund Balance Appropriated	-	-	-		-	27,767	0.00%	-	-	-		-	12,116	0.00%
<b>Total Civic Center Motel Tax</b>	<b>689,458</b>	<b>93,063</b>	<b>102,142</b>	<b>-</b>	<b>884,663</b>	<b>1,218,107</b>	<b>74.32%</b>	<b>697,055</b>	<b>96,288</b>	<b>109,805</b>	<b>-</b>	<b>903,148</b>	<b>1,224,068</b>	<b>74.52%</b>

**CROWN CENTER EXPENSE SUMMARY (CUMBERLAND COUNTY)**

	FY2016							FY2015								
	Actual				Total	Budget	% Recognized	Actual				Total	Budget	% Recognized		
	Jul-Dec	Jan	Feb	March				Jul-Dec	Jan	Feb	March					
<b>Operating Expenses</b>																
Other	28,191	(19,256)	-		8,936	377,600	2.37%	17,007	21,291	(21,282)		17,016	152,041	11.19%		
Capital Outlay	-	-	-		-	-	0.00%	18,170	-	-		18,170	68,171	26.65%		
Roof	-	-	-		-	-	0.00%	-	-	2,635		2,635	52,690	5.00%		
Engineer Fee	-	-	-		-	-	0.00%	-	4,454	-		4,454	39,000	11.42%		
Global Operating Fee	3,177,425	-	-		3,177,425	4,236,567	75.00%	3,480,024	-	-		3,480,024	4,639,838	75.00%		
Global Management Fee	56,616	8,088	8,088		72,792	97,056	75.00%	56,616	8,088	8,088		72,792	97,056	75.00%		
Global Incentive Payment	-	-	-		-	97,056	0.00%	-	-	-		-	97,056	0.00%		
<b>Total Operating Expenses</b>	<b>3,262,232</b>	<b>(11,168)</b>	<b>8,088</b>	<b>-</b>	<b>3,259,153</b>	<b>4,808,279</b>	<b>67.78%</b>	<b>3,571,817</b>	<b>33,833</b>	<b>(10,559)</b>	<b>-</b>	<b>3,595,091</b>	<b>5,145,852</b>	<b>69.86%</b>		
<b>Non-Operating Expenses Debt Service - Coliseum</b>																
Federal Bond Interest Subsidy	-	-	-		-	-	0.00%	-	-	-		-	-	0.00%		
Prin/Int BAB	24,404	-	-		24,404	246,807	9.89%	29,284	-	-		29,284	256,569	11.41%		
Prin/Int RZED	14,026	-	-		14,026	141,852	9.89%	16,831	-	-		16,831	147,463	11.41%		
Prin/Int 09B	2,740,425	-	-		2,740,425	3,265,663	83.92%	2,692,750	-	-		2,692,750	3,268,175	82.39%		
Prin/Int BTA CIP	-	-	-		-	356,138	0.00%	-	-	-		-	-	0.00%		
Prin/Int Energy	-	-	-		-	55,193	0.00%	-	27,597	-		27,597	55,193	50.00%		
<b>Total Nonoperating Expenses</b>	<b>2,778,854</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,778,854</b>	<b>4,065,653</b>	<b>68.35%</b>	<b>2,738,865</b>	<b>27,597</b>	<b>-</b>	<b>-</b>	<b>2,766,462</b>	<b>3,727,400</b>	<b>74.22%</b>		

**CROWN CENTER FINANCIAL SUMMARY (GLOBAL SPECTRUM)**

	FY2016							FY2015								
	Actual				Total	Budget	% Recognized	Actual				Total	Budget	% Recognized		
	Jul-Dec	Jan	Feb	March				Jul-Dec	Jan	Feb	March					
<b>Event Income</b>																
Direct Event Income	472,764	(11,837)	44,994		505,921	963,085	52.53%	448,624	17,823	45,574		512,021	1,395,853	36.68%		
Ancillary Income	269,021	29,134	99,973		398,128	412,453	96.53%	204,169	84,731	33,326		322,226	448,360	71.87%		
Event Operating Income	741,785	17,297	144,967	-	904,049	1,375,538	65.72%	652,793	102,554	78,900	-	834,247	1,844,213	45.24%		
Signage and Suites Income	93,505	13,644	17,025		124,174	114,867	108.10%	67,089	10,939	14,857		92,885	98,034	94.75%		
Miscellaneous Income	136,598	18,043	11,069		165,710	140,000	118.36%	86,235	21,647	18,723		126,605	110,549	114.52%		
<b>Total Event Income</b>	<b>971,888</b>	<b>48,984</b>	<b>173,061</b>	<b>-</b>	<b>1,193,933</b>	<b>1,630,405</b>	<b>73.23%</b>	<b>806,117</b>	<b>135,140</b>	<b>112,480</b>	<b>-</b>	<b>1,053,737</b>	<b>2,052,796</b>	<b>51.33%</b>		
<b>Operating Expenses (Indirect)</b>																
Indirect Expense	2,110,476	362,871	338,939		2,812,286	4,551,727	61.79%	2,002,039	345,646	326,364		2,674,049	4,856,894	55.06%		
<b>Total Operating Expenses</b>	<b>2,110,476</b>	<b>362,871</b>	<b>338,939</b>	<b>-</b>	<b>2,812,286</b>	<b>4,551,727</b>	<b>61.79%</b>	<b>2,002,039</b>	<b>345,646</b>	<b>326,364</b>	<b>-</b>	<b>2,674,049</b>	<b>4,856,894</b>	<b>55.06%</b>		
<b>Event Inc over Operating Exp</b>	<b>(1,138,588)</b>	<b>(313,887)</b>	<b>(165,878)</b>	<b>-</b>	<b>(1,618,353)</b>	<b>(2,921,322)</b>		<b>(1,195,922)</b>	<b>(210,506)</b>	<b>(213,884)</b>	<b>-</b>	<b>(1,620,312)</b>	<b>(2,804,098)</b>			