

GLENN B. ADAMS
Chairman

CHARLES E. EVANS
Vice Chairman

MICHAEL C. BOOSE
JEANNETTE M. COUNCIL
W. MARSHALL FAIRCLOTH
JIMMY KEEFE
LARRY L. LANCASTER



CUMBERLAND ★ COUNTY ★ NORTH CAROLINA

BOARD OF COMMISSIONERS

CANDICE WHITE
Clerk to the Board

KELLIE BEAM
Deputy Clerk

MEMORANDUM

TO: Policy Committee Members (Commissioners Boose, Evans and Lancaster)

FROM: Kellie Beam, Deputy Clerk to the Board *KB*

DATE: September 1, 2017

SUBJECT: Policy Committee Special Meeting – Thursday, September 7, 2017

There will be a regular meeting of the Policy Committee on Thursday, September 7, 2017 at 10:30 AM in room 564 of the Cumberland County Courthouse.

AGENDA

1. Approval of Minutes – August 3, 2017 Special Meeting (Pg. 2)
2. Consideration of Interlocal Agreement with Bladen County for Inspection Services (Pg. 9)
3. Review of Cumberland County Travel Policy (Pg. 10)
4. Consideration of a Facilities Naming Policy (Pg. 21)
5. Other Items of Business (NO MATERIALS)

Cc: Board of Commissioners
County Management
County Legal
County Department Heads
Sunshine List

DRAFT

CUMBERLAND COUNTY POLICY COMMITTEE
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
AUGUST 3, 2017 – 11:00 A.M.
SPECIAL MEETING MINUTES

MEMBERS PRESENT: Commissioner Charles Evans
Commissioner Larry Lancaster

MEMBERS ABSENT: Commissioner Michael Boose

OTHER COMMISSIONERS
PRESENT: Commissioner Glenn Adams
Commissioner Jimmy Keefe
Commissioner Marshall Faircloth

OTHERS PRESENT: Amy Cannon, County Manager
Tracy Jackson, Assistant County Manager
Sally Shutt, Assistant County Manager
Melissa Cardinali, Assistant County Manager
Rick Moorefield, County Attorney
Rob Hasty, Assistant County Attorney
Jeffery Brown, Engineering & Infrastructure Director
Deborah Shaw, Budget Analyst
Heather Harris, Budget Analyst
Ivonne Mendez, Accounting Supervisor
Rick Benton, Hurricane Recovery Office
Candice White, Clerk to the Board
Kellie Beam, Deputy Clerk to the Board
Press

Commissioner Evans called the meeting to order.

1. APPROVAL OF MINUTES – POLICY COMMITTEE

A. MAY 23, 2017 – SPECIAL MEETING OF THE POLICY COMMITTEE

B. JUNE 1, 2017 – SPECIAL MEETING OF THE POLICY COMMITTEE

MOTION: Commissioner Lancaster moved to approve the May 23, 2017 special meeting minutes of the Policy Committee and the June 1, 2017 special meeting minutes of the Policy Committee as presented.

SECOND: Commissioner Evans

VOTE: UNANIMOUS (2-0)

DRAFT

2. CONSIDERATION OF THE INITIAL COMMUNITY DEVELOPMENT BLOCK GRANT/DISASTER RECOVERY PROGRAM PROPOSAL

BACKGROUND:

The State of North Carolina will be the recipient of a Community Development Block Grant/Disaster Recovery (CDBG-DR) grant intended to address unmet housing needs associated with Hurricane Matthew. As one of the hardest hit counties, Cumberland County has been recognized as a grant sub-recipient and is expected to receive \$34.7 million in aid for projects that address affordable housing needs in municipalities and in the unincorporated areas of the county. The Homeowner Recovery Program will provide assistance to low and moderate income homeowners who experienced major to severe damage to their homes and have remaining unmet needs, after subtracting benefits from FEMA, SBA and private insurance. This program will include reconstruction activities, acquisition and construction of new homes, and insurance subsidies to eligible low and moderate income families. The CDBG-DR Action Plan and the Cumberland County Resilient Redevelopment Plan are being used by the State as the basis for local priorities and projects that address unmet needs as it relates to affordable housing.

The County will be the lead entity to receive funds and is required to work with all interested municipalities to determine how CDBG-DR funds will be distributed. However, if a determination is made that both the County and the City of Fayetteville, which is an entitlement city, will implement the CDBG-DR programs, two separate grant agreements could be executed and funds allocated to the two entities, but there must be consensus about local priorities and projects. The small municipalities of Cumberland County will fall under the County's HUD entitlement program for the purposes of this grant. All projects must meet HUD standards. County Staff from Administration, Emergency Services, and Community Development have been working closely with their counterparts at the City of Fayetteville to develop an initial proposal to be submitted for the State's CDBG-DR Program.

The draft proposal is recorded below. The deadline to submit an initial proposal to the State is August 20, 2017, with a formal proposal deadline of October 1, 2017.

RECOMMENDATION/PROPOSED ACTION:

Staff requests the Policy Committee approve the initial proposal for consideration by the full Board of Commissioners at their August 7, 2017 regular meeting.

CUMBERLAND COUNTY
AND CITY OF FAYETTEVILLE

INITIAL PROPOSAL REGARDING HURRICANE MATTHEW
COMMUNITY DEVELOPMENT BLOCK GRANT –
DISASTER RECOVERY (CDBG-DR) PROGRAM

DRAFT

Introduction

In early October of 2016, torrential rains from Hurricane Matthew caused devastating flooding throughout Eastern North Carolina and Cumberland County and its municipalities were one of several counties in the region that suffered tremendous losses. Also, one week prior to Hurricane Matthew, a record rainfall event caused localized flooding and damages that were made worse by the hurricane. There were many citizens of Cumberland County and its municipalities that sustained substantial damage to their home or business and who are still struggling to fully recover.

Cumberland County has been informed that it will be allocated approximately \$35 million of Community Development Block Grant for Disaster Recovery (CDBG-DR) funds for necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas resulting from Hurricane Matthew. The City and County have been told that funds can only be used for specific disaster-related purposes, and the law requires that prior to the obligation of funds, a grantee shall submit a plan detailing the proposed use of all funds, including criteria for eligibility and how these funds will be used.

This initial proposal describes how funds will address unmet housing, infrastructure, business, and economic development needs within Cumberland County due to severe flooding and storm related impacts. This proposal will detail the following:

- Program administration
- Proposed program activities and estimated costs
- Involvement by local units of government within Cumberland County

The development of this proposal and subsequent implementation and compliance monitoring will be led respectively by the Cumberland County Community Development Department and the City of Fayetteville Community and Economic Development Department.

Program Administration

For the purposes of the CDBG-DR grant, Cumberland County and the City of Fayetteville desire to function as lead entities utilizing existing HUD entitlement programs currently in place within Cumberland County. This will allow each governmental unit to directly serve its constituents and will take advantage of existing staff, resources, and administrative processes and procedures. The smaller towns and unincorporated portions of Cumberland County will be served by Cumberland County Government.

Separate lead entity agreements will be pursued with the State and are believed to be a reasonable request based upon prior entitlement program performance, existing financial controls, audit reports, and each entity's management and organizational capacity.

DRAFT

Cumberland County and the City of Fayetteville utilized the following criteria for determining project eligibility is included in the proposed program:

- 1) Is the project listed as an unmet need in the Cumberland County Resilient Redevelopment Plan?
- 2) Does the project qualify under the State CDBG-DR Action Plan?
- 3) Do the recipients of the project qualify under U.S. Housing and Urban Development (HUD) Low-to-Moderate Income requirements?

Based upon the requirements specified in the State of NC CDBG-DR Action Plan (March 31, 2017), Cumberland County and its partners have identified and prioritized unmet needs in the areas of housing, economic development, infrastructure, resiliency, and planning and capacity. The top priority is assisting low and moderate income families by addressing housing and supportive service needs. This will include projects to repair owner-occupied homes, rental housing, and to provide shelter for the homeless. It is equally important to assist small businesses and farmers who are trying to get back on their feet and to rebuild community and supportive service facilities.

Anticipated Program Activities and Estimated Costs

The following is a list of estimated costs by project area per lead entity:

Cumberland County	Est. Cost
Homeowner Recovery Program	\$2,775,000
Rental Housing Recovery Program	\$ 300,000
Multi-Family New Construction Program	\$5,817,500
Supportive Housing and Services	\$2,500,000
Small Business Recovery	0
Community Recovery Program	0
Total	\$11,392,500
City of Fayetteville	Est. Cost
Homeowner Recovery Program	\$8,800,000
Rental Housing Recovery Program	\$1,050,000
Multi-Family New Construction Program	\$7,767,500
Supportive Housing and Services	0
Small Business Recovery	\$ 750,000
Community Recovery Program	\$5,000,000
Total	\$23,367,500
Combined Total:	
	\$34,760,000

DRAFT

Involvement of Units of Local Government

Officials from local municipalities in Cumberland County were contacted and provided with general information about the anticipated CDBG-DR funding allocated to Cumberland County. A more detailed discussion was held at an open, public meeting of the Mayor's Coalition, which includes the mayors from each municipality, on August 4, 2017. This meeting was advertised per open meetings requirements.

Citizen Involvement

A public meeting is planned for August 24, 2017, at 7:00 p.m. to advise citizens of the proposed CDBG-DR projects for Cumberland County and the City of Fayetteville. The meeting will be held in the conference room at the Cumberland County Department of Social Services.

Tracy Jackson, Assistant County Manager, reviewed the background information, recommendation and draft initial proposal recorded above. Mr. Jackson introduced Rick Benton, Governor's Disaster Recovery Liaison assigned to Cumberland County. Mr. Jackson stated the initial proposal date was originally August 20, 2017 but has changed and needs to be submitted by August 11, 2017. Mr. Jackson further stated the final formal proposal due date will be September 15, 2017. Questions and discussed followed.

MOTION: Commissioner Lancaster moved to recommend to the full board at the August 7, 2017 regular meeting approval of the initial proposal presented above.
SECOND: Commissioner Evans
VOTE: UNANIMOUS (2-0)

3. CONSIDERATION OF REQUEST TO REPEAL CUMBERLAND COUNTY WRECKER AND TOW SERVICE ORDINANCE

BACKGROUND:

The Cumberland County Sheriff's Office has supervised and administered the wrecker services and inspections in Cumberland County under the Wrecker and Tow Service ordinance. On July 1, 2017, this responsibility was transferred to the North Carolina Highway Patrol at the request of the Sheriff's Office. The Highway Patrol has this duty in most, if not all, of North Carolina's counties. The North Carolina Administrative Code governs the rules and procedures used by the Highway Patrol in administering the wrecker inspections. This transfer effectively renders the Cumberland County Wrecker and Tow Service Ordinance moot.

RECOMMENDATION/PROPOSED ACTION:

It is recommended that the Cumberland County Wrecker and Tow ordinance be repealed.

DRAFT

Rob Hasty, Assistant County Attorney, reviewed the background information and recommendation as recorded above.

MOTION: Commissioner Lancaster moved to recommend to the full board approval to repeal the Cumberland County Wrecker and Tow Service Ordinance.
SECOND: Commissioner Evans
VOTE: UNANIMOUS (2-0)

4. CONSIDERATION OF ALLOWING THE SALE OF ALCOHOLIC BEVERAGES BEFORE NOON ON SUNDAYS

BACKGROUND:

The North Carolina General Assembly approved Senate Bill 155 (An Act to Make Various Changes to the Alcoholic Beverage Control Commission Laws) in June. The bill includes the provision allowing the sale of alcoholic beverages before noon on Sundays, subject to local government approval.

SECTION 4.(b) Article 6 of Chapter 153A of the General Statutes is amended by adding a new section to read:

"§ 153A-145.7. Hours of certain alcohol sales.

In accordance with G.S. 18B-1004(c), a county may adopt an ordinance allowing for the sale of malt beverages, unfortified wine, fortified wine, and mixed beverages beginning at 10:00 A.M. on Sunday pursuant to the licensed premises' permit issued under G.S. 18B-1001."

RECOMMENDATION/PROPOSED ACTION:

Consider whether Cumberland County should adopt an ordinance allowing for the sale of beer, wine and mixed beverages beginning at 10:00 AM on Sundays in the unincorporated areas.

Sally Shutt, Assistant County Manager, reviewed the background information and recommendation as recorded above.

Rick Moorefield, County Attorney, stated he believes this would only apply to the unincorporated of the County but he would like to do some further research. Ms. Shutt stated she understood it to be that each municipality would make their own ordinance.

MOTION: Commissioner Lancaster moved to request legal staff to draft an ordinance allowing for the sale of beer, wine and mixed beverages beginning at 10

DRAFT

a.m. on Sundays in the unincorporated areas and bring it back to the full board at the August 21, 2017 regular meeting.

MOTION DIED DUE TO LACK OF SECOND

5. OTHER ITEMS OF BUSINESS

No other items of business.

MEETING ADJOURNED AT 11:45 AM

Charles Morris,
Chair
Town of Linden

Diane Wheatley,
Vice-Chair
Cumberland County

Jami McLaughlin,
Town of Spring Lake
Harvey Cain, Jr.,
Town of Stedman

Donovan McLaurin
Wade, Falcon & Godwin



ITEM NO. 2

Thomas J. Lloyd,
Director

Cecil P. Combs,
Deputy Director

Vikki Andrews,
Carl Manning,
Cumberland County

Benny Pearce,
Town of Eastover

Patricia Hall,
Town of Hope Mills

**CUMBERLAND
COUNTY**
NORTH CAROLINA

Planning & Inspections Department

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 7, 2017
MEETING OF THE POLICY COMMITTEE**

TO: MEMBERS OF THE POLICY COMMITTEE
FROM: TOM LLOYD, PLANNING & INSPECTIONS DIRECTOR
THROUGH: RICK MOOREFIELD, COUNTY ATTORNEY
DATE: SEPTMEBER 1, 2017
**SUBJECT: CONSIDERATION OF AN INTERLOCAL AGREEMENT
FOR INSPECTIONS SERVICES**
Requested by: Tom Lloyd, Planning & Inspections Director
Presenter(s): Tom Lloyd, Planning & Inspections Director
Estimate of Committee Time: 15 Minutes

BACKGROUND:

The enclosed Interlocal Agreement assigns the Cumberland County Planning & Inspections Department the responsibility for permitting and inspecting Innovative Solar 42, LLC. This solar farm project consists of 444.48 acres with access to the project site from Rufus Johnson Road and County Line Road entirely within Cumberland County. A total of 288 acres are located within Cumberland County, and the remaining 157 acres located in Bladen County. This LLC will generate power for Duke Energy. Pursuant to NCGS 153A-353, an Interlocal Agreement is needed to permit Cumberland County Inspectors to provide inspection services within Bladen County. All permits and permitting fees for providing the inspection services associated with this project (Building, Electrical, Water Supply Watershed) will be issued and fees collected by Cumberland County.

RECOMMENDATION/PROPOSED ACTION:

Staff requests consideration by the Policy Committee and approval to move this forward to the full Board of Commissioners as a Consent Agenda item at the September 18, 2017 regular meeting.

VICKI EVANS
Finance Director

ITEM NO. 3

ROBERT TUCKER
Accounting Supervisor

IVONNE MENDEZ
Accounting Supervisor



FINANCE OFFICE

4th Floor, Room No. 451, Courthouse • PO Box 1829 • Fayetteville, North Carolina 28302-1829

**MEMO FOR THE AGENDA OF THE SEPTEMBER 7, 2017
MEETING OF THE POLICY COMMITTEE**

TO: POLICY COMMITTEE

FROM: VICKI EVANS, FINANCE DIRECTOR

DATE: AUGUST 30, 2017

SUBJECT: CUMBERLAND COUNTY TRAVEL POLICY (CP-06)

Requested by: Commissioner Boose
Presenter(s): Vicki Evans, Finance Director

Estimate of Committee Time Needed: 15 Minutes

BACKGROUND

A recent revision to the Travel Policy was most recently approved by the Board of Commissioners on June 16, 2008. The most recent procedure change within the document was on December 15, 2010, as approved by the former County Manager and County Attorney.

RECOMMENDATION/PROPOSED ACTION

For review and discussion as requested by Commissioner Boose.

Attachment – CUMBERLAND COUNTY TRAVEL POLICY

County of Cumberland Policies & Procedures

Subject: CUMBERLAND COUNTY TRAVEL POLICY

Policy No. CP-06

Revision No. 2

Date: 12/15/2010

Approved By: *A. Monfield*
County Attorney

James E. Martin
County Manager

I. PURPOSE

The purpose of this policy is to establish standards and guidelines to help ensure that public funds are expended for travel only when it serves a public purpose. It is the intent of this policy to establish a reference regarding the payment or reimbursement of travel expense pertaining to official travel and subsistence for the County of Cumberland. Article V, Section 2(1) of the Constitution of the State of North Carolina requires that funds generated by taxation be spent for public purposes only.

An employee or board member traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

II. SCOPE

The scope of this policy should include the following: 1) the parties covered by the policy; 2) the definition of travel; 3) the procedures for approval; and 4) the rates for reimbursement. In addition the following applies:

- An employee or board member traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, luxury accommodations, and services unnecessary in the performance of official business are not acceptable under this standard. Employees and board members will be responsible for unauthorized cost and any additional expenses incurred for personal preference or convenience.
- Non-employees (i.e. board members) traveling on County business shall be subject to the same policies and requirements as employees if the county is paying the expenses.

- Travel advances represent a payment of public funds to an employee or official for travel costs, which have not yet been incurred. Advances should be made for the minimum amount necessary, paid just prior to travel, and reconciled immediately at the conclusion of the travel. They are not to be used as interest-free loans.
- G.S. 14-247 states that it is illegal for a publicly owned vehicle to be used for a private purpose.
- G.S. 159-181 (a) states that any officer or employee of a local government or public authority who submits a written claim or approves a claim for funds that he/she knows to be false is guilty of a misdemeanor.

III. DEFINITIONS

A general term that will have a specific meaning within the context of the travel policy should be defined. Once the term is defined, that definition becomes part of the travel policy.

- A. Authorizing Party – An individual authorized by this policy to approve or disapprove requests for travel, cash advances, travel reimbursements, etc. (Usually a department head).
- B. Employee's Duty Station - "Duty Station" is defined as the job location at which the employee spends the majority of his or her working hours. For an employee in travel status, the duty station should be the point where traveling begins the majority of the time (home or office).
- C. Reimbursements – To pay back previously incurred expenses to requesting parties. All reimbursement requests shall be submitted to finance within ten working days after the travel.
- D. Requesting Party – The person who will be reimbursed for travel costs incurred while conducting County business.
- E. Subsistence (Meals and Lodging) – Subsistence is an allowance related to lodging, meal costs, incidental expenses, and gratuities thereon.
- F. Transportation Expenses – Transportation expenses include personal vehicle, county vehicle, taxi, bus, train, airplane, auto rentals, tolls, and parking fees. All transportation expenses must be incurred by and for employees, board members or other eligible travelers while conducting official County business in order to be eligible for reimbursement.

- G. Travel – Travel is defined as going to and from the normal duty station to a site located outside the County to conduct County business. Authorization of travel requests will be based upon need and cost/benefit of travel as determined by the authorizing party. All travel costs except airline tickets will be paid directly by the requesting party, and will be reimbursed by the County. The requesting party will be reimbursed for actual costs incurred only, subject to the limitations established in this policy.

IV. GENERAL GUIDELINES

A. In-State/Out-of-State Travel

Travel is contingent upon the availability of funds in the departmental budget. Department heads are responsible for ensuring funds are available for travel within their departmental budgets and approving travel. Department heads shall ensure that all charges and expenses are in compliance with this policy.

B. Multiple Employees Traveling to the Same Destination

Two or more travelers traveling to the same destination are expected to make maximum use of joint transportation including taxicabs, County owned, leased, or privately owned vehicles.

V. PROCEDURES

Specific Guidelines Relating to Travel Advances, Registration, Transportation, and Subsistence:

A. **Travel Advances**

The requesting party must submit an approved Check Request (by the Department Head) to the County Finance Department (Finance) no later than the closing date of the check run with an issue date just prior to the start of travel. (Note: The Check Request should have supporting documentation such as a conference agenda.) The amount of the advance will not exceed eighty percent of the projected meals and the total cost of the lodging. The minimum advance will be \$50. After returning to work the employee shall submit an approved Travel Reimbursement form with appropriate receipts to Finance within ten working days. Excess travel advance funds will be repaid at this time. If the employee does not submit the Travel Reimbursement Form within ten working days then the advance amount will be deducted from the employee's next paycheck at the discretion of the Finance Director. If travel expenses exceed the travel advance, payment will be made on the next scheduled check run.

B. Registration

The County allows for registration fees to be reimbursed at the actual amount as shown by a valid receipt or invoice. They may be paid directly by the department or paid by the employee and then reimbursed. These fees are charged to a training line item. Charges resulting from the cancellation of conference registration shall be the County's obligation if the employee's registration has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the County. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to reimburse the County for registration fees paid. However, in the event of accidents, serious illness or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the employee is not expected to reimburse the County.

C. Transportation

Air Line Travel – Tickets for airline travel will be purchased through the County approved travel agency. Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the County's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the County. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the County will be obligated to pay the penalties and charges.

Personal Vehicle – A requesting party may use his/her personal vehicle for travel and be reimbursed for actual mileage. The County reimburses mileage expenses at the IRS standard mileage rate. The Finance Director is authorized to make periodic adjustments for automobile mileage rates in accordance with current IRS regulations. Normal parking charges are reimbursable. Parking receipts or an explanation of why there is no receipt should be attached to the reimbursement request. Travel from your home to an out-of-town conference or training session is eligible for reimbursement from your home to the conference site and back home. See the section on **Daily Travel** for details on mileage reimbursement for daily travel.

Rental Vehicle – Must be authorized in advance by department head. Rental vehicles are to be used only in conjunction with approved transportation other than automobile, and a receipt is necessary for reimbursement.

County Vehicles – County vehicles may be used for any authorized travel. The requesting party must obey all laws of the jurisdiction in which the vehicle is being operated. The vehicle will be used in conducting County business only. A minimal amount of personal use, such as driving the vehicle to and from dinner, is permissible, when a County vehicle is utilized for overnight travel related to official County business.

D. Overnight Travel – Subsistence

The per diem rate for meals and incidentals for both in-state and out-of-state travel is based upon the standard rate or the rate specified by the primary destination. These rates are published by the US General Services Administration (GSA) for all destinations within the Continental United States (CONUS). Employees may be eligible for a higher per diem rate depending on the travel destination. A listing of the current rate is available on the County Intranet. If the travel destination has a rate above the standard rate, print the page that details the daily rate for that destination and attach it to the travel voucher.

The County will not require any receipts under the per diem method. The subsistence rate is inclusive of personal gratuities except baggage handling tips that may be claimed for porters at terminals and hotels, under the category of “other expenses”.

Meals included as part of a conference **will not** be included in the daily meal reimbursement. For example, if dinner for one day of the conference is included in the conference registration fee the requesting party cannot claim the dinner reimbursement for that day. A breakout of the meals and incidentals for the various per diem rates is provided in the table below.

M&IE Total	\$39 Standard	\$44	\$49	\$54	\$59	\$64
Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$18	\$21	\$24	\$26	\$29	\$31
Incidentals	\$3	\$3	\$3	\$3	\$3	\$3

Partial Days of Travel - Employees may receive allowances for meals for partial days of travel when the partial day is the day of departure or the day of return.

For employees in an overnight travel status, the per diem will be reduced to 75% of the normal amount on the days of departure and return. For example, if the destination has a per diem of \$39.00, the employee will receive \$29.25 on the days of departure and return. As noted above, the \$29.25 will be reduced by any meals included as part of the conference registration fee.

E. Motel/ Hotel:

Employee will be reimbursed for actual cost of motel/hotel at single occupancy rate. **Receipts are required.**

F. Telephone:

Work Related Long Distance Phone Calls – Work related long distance phone calls are reimbursable if approved by the Department Head in advance. However, where possible a phone card should be obtained from the Information Services Department for official use instead of hotel room phones. Individual calls over \$3.00 must be identified as to point of origin and destination.

Personal – Personal calls are not reimbursable.

G. Internet Connection:

Internet connection charges may be incurred only if approved in advance by the Department Head and be deemed necessary in conducting County business while away from the office.

H. Daily Travel (Not Overnight)

There will not be Reimbursement for meals under daily travel.

I. Mileage Reimbursement

The County reimburses mileage expense at the IRS standard mileage rate. The Finance Director is authorized to make periodic adjustments for

automobile mileage rates in accordance with current IRS regulations. The IRS approved rate may change on a calendar year basis and generally becomes effective January 1 of each year. Normal parking charges are reimbursable. Parking receipts or an explanation of why there is no receipt should be attached to the reimbursement request.

To the extent possible, trips should be planned out in advance so that mileage is minimized. In order for mileage to be reimbursed, it must be substantiated with enough detail that the mileage claimed can be verified.

Transportation expenses between your home and your regular place of work are personal commuting expenses and are not eligible for mileage reimbursement. Employees who are called back into work on the same day will be eligible for mileage reimbursement. If you are required to travel from your regular place of work to client or job sites during the day, that travel is eligible for mileage reimbursement.

County Office is Principal Place of Business	
Example	Eligible for Mileage Reimbursement
Home to office or first work site	NO
Office or last work site to home	NO
First work site to subsequent work sites	YES
Employee called back to work after regular work hours	YES
Employee is called into work on the weekend	NO

Home is Principal Place of Business	
Example	Eligible for Mileage Reimbursement
Home to office or first work site	NO
Office or last work site to home	NO
First work site to subsequent work sites	YES
Employee called back to work after regular work hours	YES
Employee is called into work on the weekend	NO

J. Processing and Approval of Reimbursement Requests

Submitting Expense Reports: The requesting party will submit an approved (by the Department Head) Travel Reimbursement Form with attached receipts for expenses requiring reimbursement to Finance within ten working days after returning from travel. Advances will be deducted from reimbursable costs. (Note: If the purpose of the travel was to attend a conference/seminar, the program for the conference/seminar should be attached to the Travel Reimbursement Form.)

Finance will determine that the reimbursement form has been properly approved, that it is mathematically correct, that the requested reimbursements agree with submitted receipts or per diem amounts, and are within the limits set by this policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.

Before the reimbursement is made, Finance will determine that there is a sufficient unexpended appropriation in the expenditure line item to pay the request for payment. The Finance Director will immediately inform the authorizing party and requesting party if payment cannot be made.

Reimbursements to the requesting party will be made in the next scheduled check run after the Travel Reimbursement is filed.

The following items are **NOT** reimbursable:

- Any miscellaneous expense not supported by a receipt.
- Meals included as part of a conference.
- Travel to and from duty station.
- Non-employee expense. (Unless non-employee is traveling on official County business.)
- Laundry, newspaper, entertainment, alcoholic beverages and snacks.
- Paid room service, valet and personal gratuities (exclusive of baggage handling tips).
- Any traffic fines.
- Any item which is not deemed a necessary or reasonable business expense.

A requesting party submitting a falsified Travel Reimbursement form will be subject to disciplinary action and criminal prosecution. An authorizing party or Finance Director who approves a falsified reimbursement form that they know to be false will be subject to disciplinary action or criminal prosecution. Violations of the County's travel policy may result in dismissal from County employment.

K. Responsibilities of Travel Approvers

Although the Finance Director is statutorily charged with stewardship of all taxpayer dollars, the fiscal integrity and credibility of our organization is the responsibility of all County employees and supervisors.

If you are approving a travel reimbursement request, whether or not you are the traveling employee's direct supervisor, you are attesting to the following:

1. That you have reviewed the reimbursement request in its entirety;
2. That the reimbursement request is accurate; and
3. That the travel is for a public (County business-related) purpose.

L. Responsibilities of Finance Director

The Finance Director is responsible for implementing and enforcing this Travel Policy, and to interpret it consistent with its spirit and intent, fiscal prudence and accountability. The Finance Director is authorized to approve travel reimbursements not specifically set forth above when he or she determines on the basis of substantial evidence that such reimbursement is necessary or appropriate to accomplish business of the County and is warranted in the circumstances. He or she shall document all such reimbursements and the justification therefore.

ACKNOWLEDGEMENT

CUMBERLAND COUNTY TRAVEL POLICY

POLICY NO. CP-06

I, _____, an employee of Cumberland
County, _____ Agency / Department / Office, hereby
certify that I have received, read, and understand the Cumberland County Travel Policy
(CP-06 – Revision 2 – 12/15//2010).

Employee Name

Employee Signature

Employee Title

Date

Department Head / Register of Deeds / Sheriff

Date

AMY H. CANNON
County Manager

SALLY S. SHUTT
Assistant County Manager



ITEM NO. 4 _____ MELISSA C. CARDINALI
Assistant County Manager

W. TRACY JACKSON
Assistant County Manager



OFFICE OF THE COUNTY MANAGER

MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 7, 2017
MEETING OF THE POLICY COMMITTEE

TO: MEMBERS OF THE POLICY COMMITTEE

FROM: TRACY JACKSON, ASST. COUNTY MANAGER

THROUGH: AMY CANNON, COUNTY MANAGER

DATE: AUGUST 30, 2017

SUBJECT: CONSIDERATION OF A FACILITIES NAMING POLICY

Presenter(s): Tracy Jackson, Asst. County Manager

Estimate of Committee Time Needed: 15 MINUTES

BACKGROUND:

Cumberland County does not have a formal process or policy for naming facilities owned by the County. At the May 23, 2017, special Policy Committee Meeting, staff presented the attached proposed policy for the Committee's review and deliberation. By consensus, the committee requested that the draft policy be brought back to the committee for consideration to allow other commissioners who are not on the committee a chance to provide input.

Following the recommendation of the Policy Committee, the full Board of Commissioners approved naming the Courthouse in memory of Judge E. Maurice Braswell on June 5. The Courthouse, E. Newton Smith Building, and the Bacote House are the only County-owned facilities named for individuals.

RECOMMENDED/PROPOSED ACTION:

Consider the attached draft policy for naming County-owned facilities and areas. The policy also includes guidance on how memorials are to be displayed at a County facility.

COUNTY OF CUMBERLAND FACILITY NAMING POLICY

I. PURPOSE

To establish a formal policy and process for naming public facilities owned by Cumberland County. A sound policy can add meaning and significance that embody the values and heritage of this County.

II. AUTHORIZATION

The Board of County Commissioners will be responsible for considering and recommending the naming of facilities that are owned by the County.

III. OBJECTIVES

- A. Provide name identification wherever appropriate for public buildings, structures, facilities, and specified areas.
- B. Provide for citizen input into the process of naming facilities as described above.
- C. Ensure control for the naming of facilities by the Cumberland County Board of Commissioners.

IV. QUALIFYING NAMES

Names should provide some form of individual identity related to:

- A. The geographic location of the facility
- B. A geologic, historical, botanical, horticultural, or scientific feature inherent to the area
- C. An outstanding feature of the facility
- D. Commonly recognized historical event, group, or individual
- E. An adjoining subdivision, school, or street
- F. An individual, donor, or group who contributed significantly to the acquisition or development of the individual facility
- G. An individual who provided an exceptional service in the interest of the County as a whole
- H. An individual who has provided at least 25 years of service to the County
- I. An individual who has been deceased at least one year

V. NAMING PROCESS

- A. At the time land or a facility is acquired, but before development or occupancy occurs, the County Manager will assign a non-descript working name for the area or facility.
- B. Once development is initiated, or occupancy of the facility occurs, the County Policy Committee will receive naming applications in writing for review. If approved by the Policy Committee, the recommendation of a Qualifying Name will go on to the full Board of Commissioners for further consideration.

- C. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the facility or the overall County. Substantial contribution may consist of volunteer services, the provision of land, or a monetary donation. The recommended name must be submitted by a group and accompanied by:
 - 1) a biographical sketch, which shall provide evidence of contributions to the department, facility, or County over all, and
 - 2) a petition demonstrating broad support for the person being recommended. The person must be of fine moral character with demonstrated leadership qualities.
- D. After a name is decided upon by the Board of Commissioners, public notice of the recommended Qualifying Name will occur twice in a 60-day public-notice period.

VI. RENAMING

- A. The renaming of a facility is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of prior contributors.
- B. Facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a facility would not be in the best interest of the County.
- C. In order for a facility to be considered for renaming, the recommended name must qualify according to Section V of this policy.

VII. OTHER NAMING ALTERNATIVES

- A. Facilities or land donated to Cumberland County can be named by deed restriction by the donor. The naming and acceptance of the facility or land is subject to approval by the Board of Commissioners.

VIII. PLAQUES, MARKERS, AND MEMORIALS

- A. All plaques, markers, and memorials are subject to the same naming criteria in Section V of this policy.
- B. Because of their proneness to vandalism and maintenance, plaques, markers, and memorials should be used sparingly.
- C. The Board of Commissioners shall determine the style, size, and placement of all plaques, signs, or markers on a case-by-case basis. In general, the plaques, signs, or markers shall blend or compliment their environment.