ACTION MINUTES
CUMBERLAND COUNTY BOARD OF COMMISSIONERS
COURTHOUSE - ROOM 118
FEBRUARY 19, 2018
6:45 PM

INVOCATION - Commissioner Jeannette Council, Vice Chair

PLEDGE OF ALLEGIANCE - Charles 'Charley ' Barber, 5 Year Old Kindergartner, Northwood Temple Academy

PUBLIC COMMENT PERIOD

1.   APPROVAL OF AGENDA

2.   CONSENT AGENDA

   A.   Approval of January 26, 2018 Special Meeting Goal Setting Session Minutes and February 5, 2018 Regular Meeting Minutes

   B.   Approval of Sole Source for Service and Repairs by James River Equipment Company

   C.   Approval of Resolution of Intent to Lease Certain Real Property to Hometown Sports America, Inc.

   D.   Approval to Pay Prior Fiscal Year Invoices for Department of Social Services

   E.   Approval of Report of FY17 Summary of Activities Funded By County ABC Fund Contributions

   F.   Approval of Ordinance Assessing Property For The Cost Of Demolition

   G.   Approval of Demolition of County-Owned Properties Located at 2301 and 2307 Clark West Road

   H.   Approval of Proclamation for Severe Weather Preparedness Week March 4-10, 2018

I. Approval of Budget Ordinance Amendments for the February 19, 2018 Board of Commissioners' Agenda

J. Approval of Cumberland County Facilities Committee Report and Recommendation(s)

   1. Approval of Transfer of Highsmith Rainey Hospital with E. Newton Smith Facility

   2. Approval of Request from the Town of Spring Lake for Real Property Transfer

   3. Approval of Contract for Crown Coliseum Retaining Wall Project

   4. Approval of Contract for Parking Lot Improvements at Various County Facilities

   5. Cumberland County Facilities Committee Draft Minutes - February 1, 2018 (For Information Purposes Only)

   6. Approval of Contract for Crown Coliseum Centerhung Scoreboard and LED Ribbons Project

   7. Approval of Change Order with SCS Engineers for Additional Work at the Ann Street Landfill

K. Approval of Cumberland County Finance Committee Report and Recommendation(s)

   1. Approval Request of Energov Land Management Software Contract for Planning and Environmental Health

   2. Approval of Request for Proposals (RFP) for Workforce Development

   3. Cumberland County Finance Committee Draft Minutes - February 1, 2018 (For Information Purposes Only)

   4. Approval of Professional Services Agreement With Moorman, Kizer & Reitzel, Inc. for Gray's Creek Water & Sewer District and Interlocal Agreement with PWC

5. Prensentation on Jail Health and Consideration of Southern Health Partners' Contract Amendment and Associated Budget Revision

L. Approval of Cumberland County Policy Committee Report and Recommendation(s)

1. Approval of Changes to the Cumberland County Hospital System, Inc. Articles of Incorporation

2. Cumberland County Policy Committee Draft Minutes - February 1, 2018 (For Information Only Purposes Only)

3. Approval of the 2018 Cumberland County Goals and Action Plan

4. Approval of the 2018 Cumberland County State Legislative Agenda

3. PUBLIC HEARINGS

Uncontested Rezoning Cases

A. Case P17-55

B. Case P18-01

C. Case P18-02

4. NOMINATIONS

A. Tourism Development Authority (1 Vacancy)

5. APPOINTMENTS

A. Local Firefighter's Relief Fund Board

B. Alliance Behavioral Healthcare Board of Directors (2 Vacancies)

C. Civic Center Commission (1 Vacancy)

D. Cumberland County Home and Community Care Block Grant Committee (6 Vacancies)

E.   Cumberland County Local Emergency Planning Committee (4 Vacancies)

F.   Equalization and Review Board (5 Vacancies)

ADJOURN

IT WILL BE REBROADCAST ON WEDNESDAY, FEBRUARY 21, AT 7:00 PM AND FRIDAY, FEBRUARY 23, AT 10:30 AM.

THE MEETING VIDEO WILL BE AVAILABLE AT YOUTUBE.COM/CUMBERLANDCOUNTYNC

BOARD OF COMMISSIONERS' OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM:

DATE:

SUBJECT: APPROVAL OF JANUARY 26, 2018 SPECIAL MEETING GOAL SETTING SESSION MINUTES AND FEBRUARY 5, 2018 REGULAR MEETING MINUTES

FINANCE OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **AMANDA BULLARD, PURCHASING MANAGER**

DATE: **2/6/2018**

SUBJECT: **APPROVAL OF SOLE SOURCE FOR SERVICE AND REPAIRS BY JAMES RIVER EQUIPMENT COMPANY**

BACKGROUND

Cumberland County Solid Waste Department utilizes Morbark, LLC chipper equipment to carry out its various operations. James River Equipment Company is the only factory authorized dealer for parts, sales and service for Morbark, LLC equipment in North Carolina.

RECOMMENDATION / PROPOSED ACTION

Requesting approval of a sole source exception under North Carolina General Statute 143-129 (e)(6), based on availability from only one source of supply.

ATTACHMENTS:

Description	Type
JAMES RIVER EQUIPMENT SOLE SOURCE BACKUP	Backup Material

CUMBERLAND
★ COUNTY ★
NORTH CAROLINA
Solid Waste Management

MEMORANDUM

TO: AMANDA BULLARD, PURCHASING MANAGER

FROM: JEFFERY P. BROWN, PE, ENGINEERING & INFRASTRUCTURE DIRECTOR

DATE: JANUARY 25, 2018

SUBJECT: SOLE SOURCE REQUEST FOR SERVICE AND REPAIRS OF MORBARK CHIPPER
           EQUIPMENT BY JAMES RIVER EQUIPMENT

Cumberland County Solid Waste Management (CCSWM) is requesting that James River Equipment Company be authorized as a sole source vendor for the service and repair of all Morbark Chipper Equipment. The reasoning is as follows:

- James River Equipment is the only factory authorized dealer for Morbark Chipper Equipment for equipment parts, sales, and service.   James River also has the ability to offer full technical and engineering support if needed.

Authorizing James River Equipment to become a sole source vendor will allow the Solid Waste Management Department to stream line the purchasing process. If you have any questions, please do not hesitate to contact me at 910-438-4041.

cc: Melissa Cardinali, Assistant County Manager

JAMES RIVER EQUIPMENT

Mr. Kent Phillips
Cumberland County Solid Waste
698 Ann Street
Fayetteville, NC 28301

January 19, 2018

Mr. Phillips,

This letter is to clarify that James River Equipment is the only factory authorized dealer for Morbark Chipper Equipment for equipment parts, sales and service for the state of NC and VA.

As an authorized dealer, we are able to provide all your sales, parts, service and warranty needs for Morbark products. We are available to assist you with any questions or concerns you may have with any of our product and services.

Being a Morbark Chipper dealer we have the availability of genuine OEM products, full technical and engineering support. We also have an inventory of replacement parts.

Please feel free to contact our Fayetteville, NC branch at 910-424-1200 if you have any questions. Our Parts Manager is David Marton and Service Manager is Reggie Collins.

Thank you for your business.

Sincerely,

Sondi Garner

Sondi Garner
Office Admin. – Fayetteville
James River Equipment
5039 Hwy. 301 South
Hope Mills, NC 28348
910-424-1200 Office
910-424-8763 Fax

CUMBERLAND
★ COUNTY ★
NORTH CAROLINA

OFFICE OF THE COUNTY MANAGER

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM: TRACY JACKSON, ASST. COUNTY MANAGER

DATE: 2/7/2018

SUBJECT: APPROVAL OF RESOLUTION OF INTENT TO LEASE CERTAIN REAL PROPERTY TO HOMETOWN SPORTS AMERICA, INC.

BACKGROUND

The Board adopted the required resolution of intent at its December 18, 2017 meeting. Pursuant to G.S. 160A-272, the notice of intent was advertised in the *Fayetteville Observer* January 10, 2018. The publisher's affidavit is attached. Staff has also verified that the Adoption of the following resolution will authorize the chairman to execute the lease. This item was previously considered at the December 7, 2017 Facilities Committee Meeting and also at the December 18, 2017 Board of Commissioners' Meeting with approval to move forward.

RECOMMENDATION / PROPOSED ACTION

Adopt the following resolution:

The Cumberland County Board of Commissioners finds:

The real property located at 2823 Legion Road will not be needed for government purposes for the term proposed for the lease of the property to Hometown Sports America, Inc.;

The Board adopted a resolution of intent to lease the property described herein at its regular meeting held December 18, 2017; and

The notice of intent to lease the property was advertised in the *Fayetteville Observer* on January 10, 2018.

BE IT THEREFORE RESOLVED that the chairman is authorized to execute a lease to Hometown Sports America, Inc., for that property consisting of J.P. Riddle Stadium, all associated parking, and related facilities located at 2823 Legion Road, Fayetteville, NC, for up to two years, in one year consecutive terms, commencing January 1, 2018 at an annual rental rate of Twelve Thousand Dollars ($12,000).

ATTACHMENTS:

Description	Type
Hometown Sports America Ad Affidavit	Backup Material
HSA Inc Lease Agreement	Backup Material
December 7, 2017 Facilities Committee Minutes - Item 2 - JP Riddle Stadium Lease (Hometown Sports America, Inc.)	Backup Material
December 18, 2017 Board of Commissioner Minutes - Item 3K(4) - Resolution of Intent to Lease Certain Real Property to Hometown Sports America, Inc.	Backup Material

AFFIDAVIT OF PUBLICATION

NORTH CAROLINA
Cumberland County

Before the undersigned, a Notary Public of said County and state, duly commissioned and authorized to administer oaths, affirmations, etc., personally appeared. CINDY O. MCNAIR
Who, being duly sworn or affirmed, according to law, doth depose and say that he/she is a LEGAL SECRETARY of DB North Carolina Holdings, Inc., a corporation organized and doing business under the Laws of the State of Delaware, and publishing a newspaper known as the FAYETTEVILLE OBSERVER, in the City of Fayetteville, County and State aforesaid, and that as such he/she makes this affidavit; that he/she is familiar with the books, files and business of said Corporation and by reference to the files of said publication the attached advertisement of CL Legal Line
NCGS 160A-272 - 2823 LEGION ROAD
of CUMB CO ATTORNEY'S
was inserted in the aforesaid newspaper in space, and on dates as follows:

1/10/2018
and at the time of such publication The Fayetteville Observer was a newspaper meeting all the requirements and qualifications prescribed by Sec. No. 1-597 G.S. of N.C.

The above is correctly copied from the books and files of the aforesaid corporation and publication.

Cindy O. McNair

_____

LEGAL SECRETARY
Title

Cumberland County, North Carolina

Sworn or affirmed to, and subscribed before me, this 10 day of January, A.D., 2018.

In Testimony Whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Pamela H. Walters

_____

Pamela H. Walters, Notary Public

My commission expires 5th day of December, 2020.

MAIL TO: CUMB CO ATTORNEY'S
PO BOX 1829, ,
FAYETTEVILLE, NC 28302-0000null

0005001990

STATE OF NORTH CAROLINA   2018 LEASE AGREEMENT
COUNTY OF CUMBERLAND   FOR J. P. RIDDLE STADIUM

Notice of Intent advertised in *Fayetteville Observer* _____
Approved by Board of Commissioners _____

   THIS LEASE AGREEMENT is made and entered into this ____ day of _____, 2018, by and between Hometown Sports America, Inc., (hereinafter referred to as "the Club"), and Cumberland County, North Carolina, (hereinafter referred to as "the County").

<div align="center">WITNESSETH:</div>

   WHEREAS, the County has leased the county-owned baseball stadium facility known as "J. P. Riddle Stadium" (the "Stadium") to the Club for over ten years for the Club's use as a home field for an amateur baseball club playing in the Coastal Plains League (the "CPL"); and

   WHEREAS, it is the desire of the County and the Club to provide the citizens of Cumberland County the opportunity to attend CPL collegiate summer baseball games played at the Stadium; and

   WHEREAS, the Club desires to continue to lease the Stadium and use it as its home field for CPL games.

   NOW, THEREFORE, for and in consideration of the following terms and conditions, the County and the Club agree as follows:

   1. Lease. The County hereby leases to, and the Club leases from the County, that certain County facility known as J.P. Riddle Stadium, including all associated parking and related facilities, for the Club's use as a home field for playing amateur baseball in the CPL.

   2. Term. The lease shall become effective upon execution by the County and the Club. The initial term of the lease shall commence on January 1, 2018, and shall terminate on December 31, 2018.

   3. Staffing. The Club shall, at its sole expense, be responsible for staffing of all Stadium, parking lot, field and related facility positions for Club events and Club-sponsored events.

   4. Working Condition. The County shall maintain all mechanical and electrical systems including, but not limited to, field lighting, scoreboard, PA system and plumbing, in good working

order.

5.   Utilities. The County shall pay utility costs for the facility to include, electric, water and sewer. This shall include the utility charges for field and parking lot lighting, and water for irrigation purposes. The County shall also pay for telephone service for the clubhouse and office. The Club shall pay, in reimbursement of these utility and telephone costs, a flat sum of sum of One Hundred Fifty Dollars ($150.00) per game during the Club's playing season and for any Club-sponsored event at which baseball games are played, and Two Hundred Fifty Dollars ($250.00) a month for each month no games are played during the off season.

6.   Club-Sponsored Events. The club shall have the right to schedule up to twenty non-CPL events at the Stadium, including but not limited to other college baseball games, college conference tournaments, and regional / national youth baseball tournaments. Scheduling of all such events shall be coordinated with the County Manager or his designee so as not to conflict with any County-sponsored events.

7.   County-Sponsored Events, The County shall have the right to sponsor recreation and similar events at the Stadium so long as the same do not conflict with Club events or games, and upon consent of the Club, which shall not unreasonably be withheld.

8.   Advertising. The Club shall have the exclusive right to lease advertising media at the Stadium during the term of this lease and to the revenues derived therefrom. All such advertising media shall either be existing advertising media or shall be approved by the County Manager or his designee prior to installation, which approval shall not unreasonably be withheld. The Club shall have exclusive radio and television broadcast rights and privileges for all Club games and Club-sponsored events and to all revenues derived therefrom.

9.   Concessions and Concessions Facilities. The Club shall have exclusive rights to operate the concessions and to the revenue derived therefrom including, but not limited to, food, candy, soft drinks, beer, and novelty sales for all Club and Club-sponsored events at the Stadium. The Club shall have the right of first refusal to operate concessions for all non-Club events, including County-sponsored events. The Club shall also provide or cause to be provided staffing for the concessions, all necessary and appropriate permits and licenses, and concession products and/or inventory. The club shall keep or cause to be kept the concession facilities in such condition as to maintain an "A" grade sanitation rating from the Cumberland County Health Department.

10.   Use of Office, Storage & Locker Rooms. The Club shall have exclusive use of the offices and designated storages area(s) at all times, and exclusive use of the locker rooms from May 15th through August 30th. The County shall continue to have the right to store its equipment associated with performing its maintenance responsibilities under this Lease at the Stadium.

11.   Insurance. During the term of this lease, the Club shall obtain and keep in force all insurance in such amounts, with such deductibles, and with only such exemptions and exclusions, as the County's Risk Manager shall reasonably require from time to time. Such coverages shall have a minimum of $1 million liability limit per occurrence for all property damage and bodily injury and provide for a minimum of $1 million excess liability or same in a commercial umbrella policy. The County shall be listed as additional named insured on all such policies. All such policies shall provide a waiver of subrogation. The Club shall provide certificates of insurance to the County's Risk Manager with such frequency as to demonstrate that the insurance coverage required hereunder is continuously in effect and shall not have lapsed. All such insurance policies shall require that the County Risk Manager be given at least thirty (30) days written notice prior to the termination or cancellation of any such policy.

12.   The Club shall defend, indemnify, and hold harmless the County, it's officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, of for the loss or damage to property which arises out of the Club's use of the premises; or from the conduct of the Club's business; or from any activity, work, or thing done, permitted, or suffered by the Club in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the County.

13.   Sub-leasing. Any sub-lease of the Stadium shall require prior written approval of the County Manager or his designee. This Lease shall not be assigned without the prior written approval of the County Board of Commissioners.

14.   Maintenance.

(a) The County shall perform all regular maintenance including, but not limited to, regular mowing, edging, and fertilizing of playing surface, security, parking lot, and post-game ballpark clean-up. The County also shall maintain all electrical and mechanical systems for the field lighting, PA system, scoreboard and plumbing. The County shall provide and maintain the stadium's location/identification sign in the parking lot to include lights. The County shall further

maintain the backstops, dugouts, foul poles, and outfield fence. The County shall also maintain all structures and/or buildings, to include the clubhouse, public restrooms, concession buildings, press box, ticket booth, bleachers and box seats.

(b) The Club shall be responsible for dragging and lining the field for CPL games and any other baseball games sponsored by the Club, and clean-up of concessions and locker areas. The Club shall provide or cause to be provided staffing for all Club events, to include the stadium, parking lot attendants and security, crowd security, and field and related facility positions. The Club shall maintain the HVAC system for the Club office as well as provide janitorial service for it. The Club shall further provide and maintain a field tarp and batter's cage. The Club shall maintain the batters'/pitchers' tunnel. The Club shall provide and maintain or cause to be maintained, serviced and repaired its concession equipment, to include cookers/grills, coolers/freezers, drink dispensers, and any appropriate miscellaneous food or beverage handling equipment or storage. The Club shall also be responsible for maintaining and keeping in good repair any signage which it may employ for advertising and/or marketing purposes.

15. Scheduling. The Club shall submit a schedule to the County Manager or his designee no later than February 15th of each year. No CPL game shall be re-scheduled so as to conflict with another scheduled use of the Stadium without express prior written permission of the County Manager or his designee.

16. Rent. The Club shall pay to the County a combined rent and consideration for the concession rights granted to the Club for CPL games in the total amount of Twelve Thousand Dollars ($12,000) with half to be due on July 1 and August 1 of each lease year. In addition, the Club shall pay the County seven percent (7%) of the gross revenues derived from concessions at non-CPL events, to be due monthly in arrears not later than the tenth day of each month for all such non-CPL event concession sales in the preceding month. A late payment fee of five percent (5%) shall be due and included in any payments due under this Lease and which are not received by the County by the fifteenth calendar day after it is due.

17. Notice. Any notice required or permitted hereunder shall be effective if hand delivered, or mailed certified mail, return receipt requested, to the County at: Cumberland County, Attention: County Manager, P.O. Box 1829, Fayetteville, N.C. 28302, and to the Club at:

Attention: President, Hometown Sports America, Inc. C/O Fayetteville Swampdogs, P.O. Box 64691, Fayetteville, NC 28306. Either party may change the address for notification hereunder by a notice delivered to the other party in compliance with this section.

18.   Entire Agreement. This lease agreement contains and represents the entire agreement between the County and the Club, and may not be altered, amended, modified or revised except in a writing signed by the parties.

IN WITNESS WHEREOF, the parties do execute this Lease as of the date first above written and affix their respective seals hereto by their authorized representatives, pursuant to authority duly given, and as their respective official act, intending so to be bound.

Lessee: Hometown Sports America, Inc.
                                     By:

                                     _____
                                     (Vice) President

Corporate Seal

Attest: _____
        (Asst.) (Secretary)

Lessor: Cumberland County
                                     By:

                                     _____
                                     Larry Lancaster, Chairman
                                     Board of Commissioners

County Seal

Attest: _____
        Candice White, Clerk to the Board

DRAFT

JUDGE E. MAURICE BRASWELL CUMBERLAND COUNTY COURTHOUSE
117 DICK STREET, 5TH FLOOR, ROOM 564
DECEMBER 7, 2017 - 8:30 A.M.
REGULAR MEETING MINUTES

Item 2
J P Riddle Stadium
Lease Agreement
(Hometown Sports
Amenza, Inc.)

MEMBERS PRESENT: Commissioner Glenn Adams
                        Commissioner Jeannette Council
                        Commissioner Larry Lancaster

OTHER COMMISSIONERS PRESENT:
                        Commissioner Michael Boose

OTHERS PRESENT: Amy Cannon, County Manager
                        Tracy Jackson, Assistant County Manager
                        Sally Shutt, Assistant County Manager
                        Rick Moorefield, County Attorney
                        Jeffery Brown, Engineering & Infrastructure Director
                        Deborah Shaw, Budget Analyst
                        Heather Harris, Budget Analyst
                        Jon Soles, Public Information Specialist
                        Drew Cox, Department of Transportation
                        Candice White, Clerk to the Board
                        Kellie Beam, Deputy Clerk to the Board
                        Press

Commissioner Glenn Adams called the meeting to order.

1.   APPROVAL OF MINUTES – NOVEMBER 2, 2017 SPECIAL MEETING

MOTION: Commissioner Lancaster moved to approve the minutes as presented.
SECOND: Commissioner Council
VOTE: UNANIMOUS (3-0)

2.   FURTHER DISCUSSION OF THE J.P. RIDDLE STADIUM LEASE
         AGREEMENT

BACKGROUND:
This item was presented at the November 30, 2017 Facilities Committee Meeting, and staff was instructed to approach the SwampDogs and negotiate revised terms for a lease agreement.

DRAFT

The County Manager has received written notification from the team's General Manager, Mr. Jeremy Aagard, that the SwampDogs wish to renew the current lease for the same terms for one additional year. There is no desire to make any other adjustments to the lease agreement on the part of the SwampDogs at this time.

RECOMMENDATION/PROPOSED ACTION:
Staff recommends the Facilities Committee approve the lease renewal without changes for an additional year and forward the agreement to the Board of Commissioners as a Consent Agenda item for further consideration.

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MOTION: Commissioner Lancaster moved to recommend to the full board approval of the J.P. Riddle Stadium lease renewal without changes for an additional year.

SECOND: Commissioner Council

VOTE: UNANIMOUS (3-0)

3.   CONSIDERATION OF A CONTRACT FOR STREAM DEBRIS REMOVAL

BACKGROUND:
Cumberland County was awarded a disaster recovery grant in August from the Golden Leaf Foundation in the amount of $500,000 for storm debris removal from Little Rockfish and Rockfish Creeks. The County had requested over $2.4 million with the grant submittal to address stream debris removal in numerous water bodies within the County.

A pre-bid meeting was held on October 27, 2017 and informal bids were received on November 6, 2017. Only one bid was received in the amount of $1,087.125.00 which was submitted by ES&J Enterprises, Inc. of Autryville, NC. This is the same contractor that has performed stream debris removal for the City of Fayetteville and the Town of Hope Mills. Immediately after receiving the bid, Engineering & Infrastructure (E&I) Staff reached out to the Golden Leaf Foundation to see if there was additional grant money available to the County to complete the project. Golden Leaf staff informed E&I staff that they were seeing quite a bit of disaster recovery projects bid higher than what grant funding was allocated. The Golden Leaf Foundation Board is meeting on December 7th to allocate approximately $15 million of remaining disaster relief funding and this project has been included for consideration.

E&I Staff met with ES&J Enterprises, Inc. on November 15, 2017 to explain that the County only had $500,000 available for the project and that the County could not award the project in its entirety. After some discussion, ES&J stated that they would be willing to reduce their bid price to $495,000 to clean Little Rockfish Creek and the first four segments of Rockfish Creek. The bid price submitted to clean Little Rockfish Creek and the first four segments of Rockfish Creek was $532,762.50.

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CUMBERLAND COUNTY BOARD OF COMMISSIONERS
MONDAY, DECEMBER 18, 2017 – 6:45 PM
117 DICK STREET, 1ST FLOOR, ROOM 118
REGULAR/REZONING MEETING
MINUTES

Item 3K(4)
Hometown Sports
Arnenza Lease

PRESENT: Commissioner Jeannette Council, Vice Chair
                Commissioner Glenn Adams
                Commissioner Michael Boose
                Commissioner Charles Evans
                Commissioner Marshall Faircloth
                Commissioner Jimmy Keefe
                Amy Cannon, County Manager
                Melissa Cardinali, Assistant County Manager
                Tracy Jackson, Assistant County Manager
                Sally Shutt, Assistant County Manager
                Duane Holder, Assistant County Manager
                Rick Moorefield, County Attorney
                Vicki Evans, Finance Director
                Deborah Shaw, Budget Analyst
                Jeffrey Brown, Engineering and Infrastructure Director
                Tom Lloyd, Planning and Inspections Director
                Keith Todd, Information Services Director
                Candice White, Clerk to the Board
                Kellie Beam, Deputy Clerk
                Press

ABSENT: Commissioner Larry Lancaster, Chairman

Vice Chair Council called the meeting to order.

INVOCATION / PLEDGE OF ALLEGIANCE
Commissioner Evans provided the invocation followed by the Pledge of Allegiance to the
American flag led by Michiah Stallings, student at Gallberry Farms Elementary School.

    Introduction of Fayetteville-Cumberland Youth Council Member: Konstance Woods

Ms. Woods was unable to be present.

    Recognition of 2017 Cumberland County Agricultural Hall of Fame Inductee - C. Wayne
    Collier, Jr.

On behalf of the Board, Vice Chair Council congratulated C. Wayne Collier, Jr. on his induction
into the Cumberland County Agricultural Hall of Fame and called on Lisa Childers, Cooperative
Extension Director, who provided the following bio for C. Wayne Collier, Jr.

    Wayne Collier was selected as the 2017 Cumberland County Agricultural Hall of
    Fame inductee.

    The son of C. Wayne Collier, former superintendent of Cumberland County
    Schools and Mary Iva Collier, who was also an educator, Wayne not only comes
    from a family of educators but also a family with a strong heritage in agriculture.
    Mr. Collier's 450- acre farm has been in the Collier family since 1877.

    After graduating from NC State with a degree in Animal Science, Wayne worked
    for a commercial swine operation. He then went on to build and operate his own
    swine operation and farmed corn, tobacco, wheat, soybeans, raised Bermuda hay,
    wheat straw, custom hay, and managed timber and forestland on his family farm.

    Wayne also worked for the US Postal Service as a mail carrier for 34 years.

    Today, Wayne and his wife, Carolyn, manage their timberland and raise hay. He

5. All lighting and electrical maintenance shall be furnished by Lessor including the replacement of ballasts, light tubes and replacement bulbs.
6. The Lessor shall provide required fire extinguishers rated at least 2A on every level and within 75 feet and servicing, pest control (by a licensed technician) and outside trash disposal including provision for the handling of recycling items such as aluminum cans, cardboard and paper. Year-round maintenance is required to maintain a neat and professional appearance of the site at all times.
7. Lessor shall provide internal and external sign that will provide easy identification of the office by the general public.
8. Locking hardware is required on all storage rooms, equipment rooms, files rooms and LAN room. Supply storage closets require shelving.
9. Lessor shall shampoo all carpet and clean the outside of the building windows annually.
10. Lessor shall be responsible for snow removal as quickly as possible to avoid work delays.
13. The per square foot price proposal is based on the floor plan and repair lists agreed upon by the State of North Carolina and includes but it not limited to: all partitions, demolition, and up fitting costs: building and grounds maintenance; property taxes; insurance; fire and safety inspection fees; stormwater fees; land transfer tax; common area maintenance and other building operational costs.
14. The number of keys to be provided to the State for each lockset shall be reasonably determined by the State prior to occupancy, at no cost to the State.
15. All parking areas shall be adequately lighted and located within a reasonable distance of the office.
16. Lessor shall provide all conduits and pull strings from above the ceiling to outlet boxes. State to install wiring and cover plates.

Lessor is in agreement with the above conditions and the conditions of the also signed "proposal to Lease to the State of North Carolina" Form P0-28.

4.   Resolution of Intent to Lease Certain Real Property to Hometown Sports America, Inc, and Conduct Statutorily Required Advertising

BACKGROUND:

This item was presented at the December 7th Facilities Committee Meeting after Management approached the SwampDogs' General Manager to discuss terms for a lease agreement. The County Manager has received written notification from the team's General Manager, Mr. Jeremy Aagard, that the SwampDogs wish to renew the current lease for the same terms for one additional year. There is no desire to make any other adjustments to the lease agreement on the part of the SwampDogs at this time.

Hometown Sports America, Inc. wishes to renew an existing lease agreement with Cumberland County for J.P. Riddle Stadium located at 2823 Legion Road in Fayetteville. This agreement will expire December 31, 2017. The lease includes J.P. Riddle Stadium, all associated parking, and related facilities for use as a home field for the Fayetteville Swampdogs Baseball Team. *The lease terms would be as follows: up to two (2) consecutive one (1) year terms; annual rent shall be in the amount of $12,000; the lessee shall maintain current concession rights; the lessor will pay utilities with the lessee paying a flat sum of One Hundred Fifty Dollars ($150.00) per game in-season for any sponsored event at which baseball games are played and Two Hundred Fifty Dollars ($250.00) per month, each month no games are played, during the off-season.*
Maintenance responsibilities will be split as agreed upon in the current lease agreement.

RECOMMENDATION / PROPOSED ACTION:
The Facilities Committee approved the lease renewal without changes for an additional year and have forwarded the agreement to the Board of Commissioners for further consideration. *Staff recommends approval of the intent to lease and required advertising and adoption of the following resolution:*

BE IT RESOLVED that the Cumberland County Board of Commissioners finds that the real property known as J.P. Riddle Stadium and associated facilities located at 2823 Legion Road will not be needed for government purposes for the term proposed for the lease of the property to Hometown Sports America, Inc., and this Board intends to adopt a resolution at

its regular meeting to be held on February 5, 2018, approving the lease pursuant to the terms to be advertised as follows:

TAKE NOTICE that the Cumberland County Board of Commissioners has found that the real property described herein will not be needed for government purposes for the term of

Item
3 K(4)

12

the lease described herein and that the Board intends to adopt a resolution at its regular meeting to be held on December 18, 2017, approving the lease of J.P. Riddle Stadium and associated facilities located at 2823 Legion Road to Hometown Sports America, Inc. for up to two years, in one year consecutive terms, commencing on January 1, 2018 at an annual rental rate of $12,000.

> 5.   Cumberland County Facilities Committee Minutes December 7, 2017

MOTION: Commissioner Keefe moved to approve consent agenda Items 3.A. – 3.K.5. with the exception of Item 3.B. removed for separate discussion and action.
SECOND: Commissioner
VOTE: UNANIMOUS (6-0)

3.B.   Approval of Articles of Incorporation for the Cumberland County Hospital System, Inc.

BACKGROUND:
The Board of Trustees for the Cumberland County Hospital System, Inc. d/b/a Cape Fear Valley Health approved their Articles of Incorporation for the Cumberland Hospital System at their full Board meeting on December 6, 2017.

The Board of Trustees is requesting approval of the Articles of Incorporation by the Cumberland County Board of Commissioners at their December 18, 2017 meeting.

A copy of the Articles of Incorporation are recorded below.

RECOMMENDATION / PROPOSED ACTION:
Approve the Articles of Incorporation for the Cumberland Health System, Inc. d/b/a Cape Fear Valley Health.

SECOND RESTATED AND
AMENDED ARTICLES OF
INCORPORATION OF
CUMBERLAND COUNTY HOSPITAL SYSTEM,
INC.

ARTICLE
ONE

NAME: The name of this Corporation is Cumberland County Hospital System, Inc.

ARTICLE
TWO

DURATION: The period of duration of this Corporation shall be unlimited.

ARTICLE
THREE

PURPOSES: The purposes for which the Corporation is organized are:
        1.   The operation and maintenance of community general hospitals and related facilities.
        2.   The Corporation shall principally be concerned with the health care of the people of Cumberland County, but the Corporation may also provide health care to other persons who are in need of health care from the Corporation.
        3.   To contract with physicians and others for the delivery of health care, to construct, maintain and operate or lease health care related buildings and clinics, nursing homes and other related facilities, and to perform all other activities related to health care, principally for the benefit of the people of Cumberland County, but also for the benefit of other people who need health care.
        4.   This Corporation shall perform no function or activity, except that which is related to the accomplishment of the foregoing purposes.

ARTICLE
FOUR

13

FINANCE OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM: VICKI EVANS, FINANCE DIRECTOR

DATE: 2/8/2018

SUBJECT: APPROVAL TO PAY PRIOR FISCAL YEAR INVOICES FOR DEPARTMENT OF SOCIAL SERVICES

BACKGROUND

The Department of Social Services is requesting to pay seven prior year invoices totaling $10,278.87. All invoices were presented for payment after the deadline to pay FY 2017 invoices. Staff have verified the invoices were not paid and are in fact due. Sufficient funds are available in the current year budget to cover these expenditures.

RECOMMENDATION / PROPOSED ACTION

Management is requesting to pay seven prior year invoices for the Department of Social Services totaling $10,278.87.

ATTACHMENTS:

Description	Type
Prior Year Invoices for Department of Social Services	Backup Material

BRENDA REID JACKSON
Director

ASSISTANT DIRECTORS

Bobbie Redding
Legal Services

Crystal Black
Adult Services

Sandy Connor
Children's Services

John Nalbone
Business Operations

SECTION CHIEFS

Sharon McLeod
Children's Services

Vivian Tookes
Economic Services

Kristin Bonoyer
Adult Services

Vacant
Business Operations

CUMBERLAND ★ COUNTY ★
NORTH CAROLINA

DEPARTMENT OF SOCIAL SERVICES

MEMORANDUM

TO:	VICKI EVANS, FINANCE DIRECTOR
THROUGH:	BRENDA JACKSON, DIRECTOR
THROUGH:	JOHN NALBONE, ASST. DIRECTOR
THROUGH:	DAWN KEELER, ACCOUNTANT I
FROM:	SOPHIA MURNAHAN, ACCOUNTING SPECIALIST I
DATE:	JANUARY 23, 2018
SUBJECT:	REQUEST TO PAY PRIOR YEAR (FY17) INVOICES

Please approve the attached prior year invoices which were presented for payment after the deadline to pay Fiscal Year 2017 invoices. I have verified these invoices have not been paid and can be absorbed into the current year's budget.

Attachments

received
1-29-18

rec'd
last memo
2-7-18

received
1-29-18
by
Interoffice
mail

We stand united to strengthen individuals and families and to protect children and vulnerable adults...

P.O. Box 878 • Fayetteville, North Carolina 28302-2429 • (910) 323-1540 • Fax: (910) 677-2886

CUMBERLAND COUNTY DEPARTMENT of SOCIAL SERVICES

Prior Fiscal Year Invoices Presented for Payment

VENDOR	AMOUNT
ALLISON HOLDINGS VII, LLC (CLASSIC CAR WASH)	$63.75
CAROLINA INTERPRETING ASSOCIATES, INC.	$988.42
FIDELITY BANK	$10.00
KINDERCARE LEARNING CENTER LLC #502	$3,114.25
MISS LINDSEY'S CC & AFTER SCHOOL	$6,003.00
PACIFIC INTERPRETERS (LANGUAGE LINE SOLUTIONS)	$7.80
PACIFIC INTERPRETERS (LANGUAGE LINE SOLUTIONS)	$91.65
TOTAL	$10,278.87

FINANCE OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **VICKI EVANS, FINANCE DIRECTOR**

DATE: **2/9/2018**

SUBJECT: **APPROVAL OF REPORT OF FY17 SUMMARY OF ACTIVITIES FUNDED BY COUNTY ABC FUND CONTRIBUTIONS**

BACKGROUND

In accordance with North Carolina General Statute 18B-805(h), Expenditure of Alcoholism Funds: *Funds distributed under subdivisions (b)(4) and (c)(3) of this section shall be spent for the treatment of alcoholism or substance abuse or for research or education on alcohol or substance abuse. The minutes of the Board of County Commissioners or local board spending funds allocated under this subsection shall describe the activity for which the funds are to be spent. Any agency or person receiving funds from the County Commissioners or local board under this subsection shall submit an annual report to the Board of County Commissioners or local board from which funds were received, describing how the funds were spent.*

For fiscal year 2017 collections related to (b)(4) totaled $106,262; collections related to (c)(3) totaled $181,933; for a combined total of $288,195. To be in compliance with this statute, Alliance Behavioral Healthcare has reported that provider agency Carolina Outreach provided substance abuse services totaling $519,033 and served 368 substance abuse consumers over the course of fiscal year 2017.

RECOMMENDATION / PROPOSED ACTION

Accept the report and include same in minutes of the February 19, 2018 Commissioners' Meeting.

PLANNING AND INSPECTIONS DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **SCOTT WALTERS CODE ENFORCEMENT MANAGER**

DATE: **1/24/2018**

SUBJECT: **APPROVAL OF ORDINANCE ASSESSING PROPERTY FOR THE COST OF DEMOLITION**

BACKGROUND

Case Number: MH 1467-2016
Property Owner: Mary L. Cockrell
Property Location: 1230 Shaw Road
Parcel Identification Number: 0419-84-3046

RECOMMENDATION / PROPOSED ACTION

Approval Of Ordinance Assessing Property For The Cost Of Demolition

ATTACHMENTS:

Description	Type
ORDINANCE ASSESSING PROPERTY FOR THE COST OF DEMOLITION	Ordinance

ORDINANCE ASSESSING PROPERTY FOR THE COSTS
OF DEMOLITION OF A STRUCTURE PURSUANT TO
THE MINIMUM HOUSING CODE OF CUMBERLAND COUNTY
CASE NUMBER: MH 1467-2016
PROPERTY OWNER: Mary L. Cockrell

WHEREAS, the Board of County Commissioners of Cumberland County, North Carolina, on February 20, 2017, enacted an ordinance directing the demolition by the owner of the structure Mary L. Cockrell, located at 1230 Shaw Road, Fayetteville, NC, PIN: 0419-84-3046, said ordinance being recorded in Book 10048, page 0603 , of the Cumberland County Registry of Deeds;

WHEREAS, the time within which said demolition was to be performed has expired and the owner(s) failed to comply with the ordinance within such period; and

WHEREAS, the said ordinance further directed the Minimum Housing Inspector to effect the demolition of the structure(s) in the event the owner(s) failed to do so;

WHEREAS, the Minimum Housing Inspector has reported to this Board that:

(1) Said work had been accomplished.

(2) The cost of such work was $2,750.00.

(3) There were no salable materials resulting from said work.

NOW THEREFORE, the above report coming on to be considered and the Board of County Commissioners find it to be a true and accurate accounting, the said Board hereby ORDAINS:

(1)   That the real property on which the work was performed be, and it hereby is, assessed in the amount of $2,750.00, said sum being the unpaid balance of the cost of the work set forth in the Inspector's Report;

(2)   That as provided in the Ordinance of Cumberland County dated February 20, 2017, and in Section 153A-372 of the General Statutes of North Carolina, the amount of the foregoing assessment be, and hereby does constitute, a lien against the real property upon which such costs were incurred, such property being more particularly described as follows:

The structure and premises located at 1230 Shaw Road, Fayetteville, NC, as described in Deed Book 1082, page 643, of the Cumberland County Registry and identified in County tax records as PIN 0419-84-3046.

(3)   That as further provided in Section 160A-443(6) of the General Statutes of North Carolina, such lien shall be filed, have the same priority, and be collected as the lien for special assessment provided in Article 10 of Chapter 160A of said General Statutes;

(4)   That one copy of this resolution be filed in the minutes of this Board of County Commissioners and another copy certified and delivered by the Clerk as a charge to the Tax Collector, who shall thereupon enter the amount of the assessment set forth above upon the Tax Books of the County as a special assessment against the above described property.

* * * * * * * * * * * * * * *

I certify that the foregoing Ordinance was adopted and ordered by the Board of Commissioners of Cumberland County, North Carolina, this 19th day of February 2018, at 6:45 p.m. o'clock.

_____
Cumberland County Clerk

PLANNING AND INSPECTIONS DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **SCOTT WALTERS CODE ENFORCEMENT MANAGER**

DATE: **2/12/2018**

SUBJECT: **APPROVAL OF DEMOLITION OF COUNTY-OWNED PROPERTIES LOCATED AT 2301 AND 2307 CLARK WEST ROAD**

BACKGROUND

Cumberland County owns property adjacent to the Cedar Creek Business Center, these properties are located at 2301 Clark West Road (PIN: 0455-61-0530) and 2307 Clark West Road (PIN: 0455-61-1327).

In order to continue with the development and improve the area adjacent to the Cedar Creek Business Center, the Planning & Inspections Department has provided the cost information regarding the demolition of these dilapidated structures. The cost of demolition for 2301 Clark West Road is $3,900. and the cost of the demolition for 2307 Clark West Road is $3,500.

RECOMMENDATION / PROPOSED ACTION

Approve the request for the demolition of the County-Owned properties located at 2301 and 2307 Clark West Road.

ATTACHMENTS:

Description	Type
County-Owned Property 2301 & 2307 Clark West Road	Backup Material

Ceder Creek
Industrial Park

Ceder Creek
Industrial Park

CLARK-WEST-RD

ALBERTSON-CT

12/19/2017 12:02

12/19/2017 11:54

Ceder Creek
Industrial Park

Ceder Creek
Industrial Park

CLARK-WEST-RD

ALBERTSON-CT

12/19/2017 12:02

12/19/2017 11:58

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NORTH CAROLINA
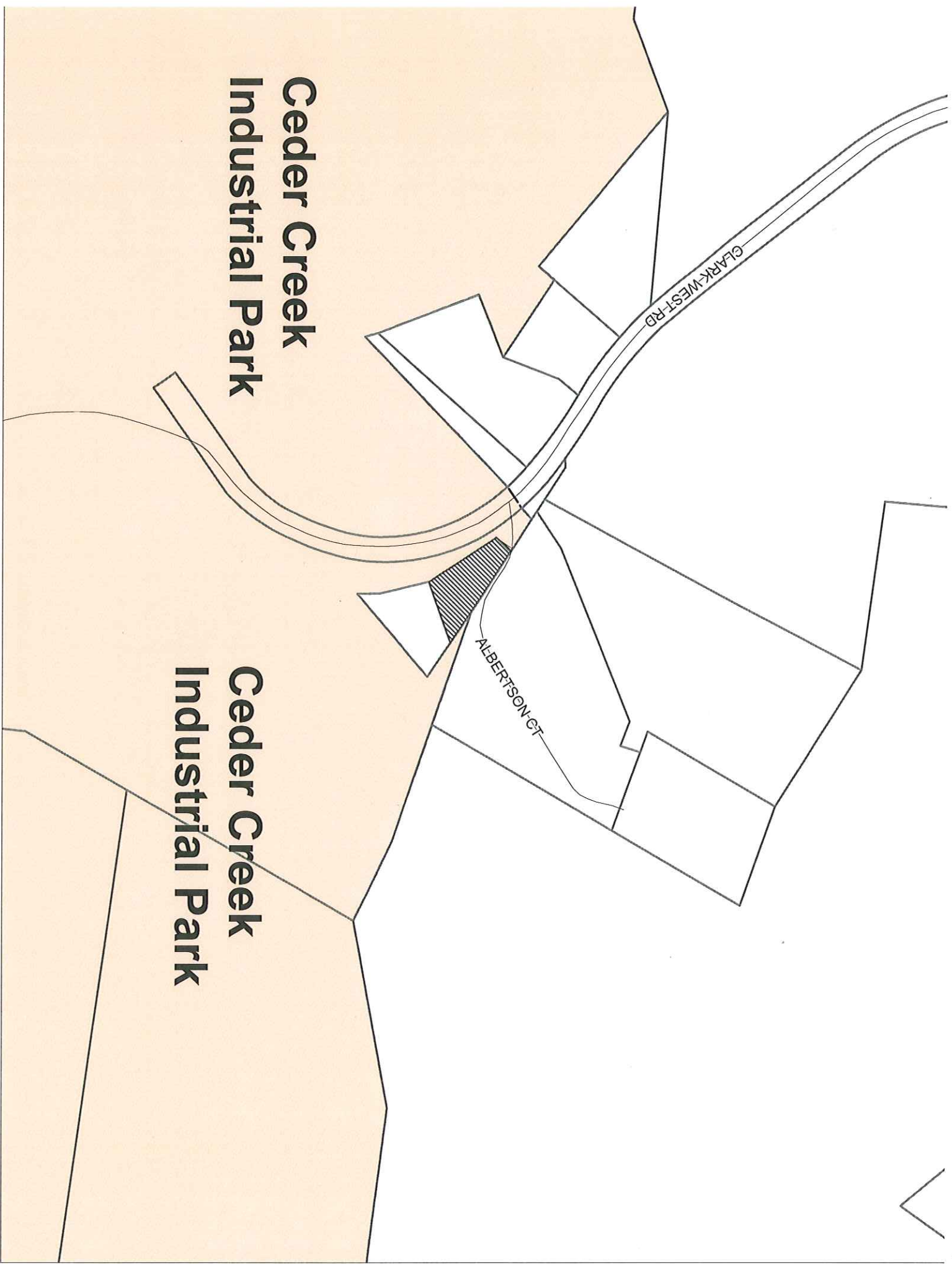
CLERK TO THE BOARD OF COMMISSIONERS

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM: CANDICE H. WHITE, CLERK TO THE BOARD

DATE:

SUBJECT: APPROVAL OF PROCLAMATION FOR SEVERE WEATHER PREPAREDNESS WEEK MARCH 4-10, 2018

BACKGROUND

Cumberland County Emergency Services requested consideration of a proclamation naming March 4-10, 2018 as Severe Weather Preparedness Week in Cumberland County.

RECOMMENDATION / PROPOSED ACTION

The Board of Commissioners is respectfully requested to consider approval of the proclamation.

ATTACHMENTS:

Description	Type
Proclamation for Severe Weather Preparedness Week March 4-10, 2018	Backup Material

COUNTY OF CUMBERLAND   NORTH CAROLINA

Proclamation

SEVERE WEATHER PREPAREDNESS WEEK
MARCH 4-10, 2018

WHEREAS, the National Weather Service and the North Carolina Department of Public Safety are teaming up to bring a severe weather safety campaign to all of North Carolina's residents; and

WHEREAS, this year's North Carolina Severe Weather Preparedness Week will focus on tornadoes, large hail, lightning, flash flooding and damaging straight-line winds; and

WHEREAS, Wednesday, March 7 is the designated day for tornado drills to be held statewide in schools, government buildings and private companies; and

WHEREAS, Cumberland County residents should take a few moments to learn about severe weather safety and implement an emergency safety plan for home, school and work so we will all be better off when severe thunderstorms and tornadoes inevitably strike our state and minimize the likelihood of injury and fatalities caused by severe weather; and

WHEREAS, Cumberland County residents should listen to local radio, television, a weather channel or a NOAA (National Oceanic and Atmospheric Administration) weather radio for information on severe weather and sign up for emergency alert systems such as CUMBERLAND ALERTS weather warnings; and

WHEREAS, the time to put an emergency kit together is before severe weather strikes so Cumberland County residents should have a disaster supply kit on hand that contains a first-aid kit, a battery-powered radio, flashlight with extra batteries, canned and other non-perishable foods, a hand operated can opener, bottled water, sturdy shoes and work gloves.

*NOW THEREFORE, We, the Cumberland County Board of Commissioners, hereby proclaim March 4-10, 2018 as "**SEVERE WEATHER PREPAREDNESS WEEK**" in Cumberland County and call upon our residents to become weather ready and pledge to prepare for severe weather.*

Adopted this 19th day of February 2018.

_____
LARRY L. LANCASTER, Chairman
Cumberland County Board of Commissioners

BUDGET DIVISION

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM: MELISSA CARDINALI, ASSISTANT COUNTY MANAGER

DATE: 2/13/2018

SUBJECT: APPROVAL OF BUDGET ORDINANCE AMENDMENTS FOR THE FEBRUARY 19, 2018 BOARD OF COMMISSIONERS' AGENDA

BACKGROUND

General Fund 101

1. Public Health - Budget Ordinance Amendment B180106 to appropriate Assigned General Fund Balance for Public Health in the amount of $79,300 for Pregnancy Care Management

The Board is requested to approve Budget Ordinance Amendment B180106 in the amount of $79,300 representing Assigned General Fund Balance for Public Health. These funds will be allocated to purchase program materials, equipment, travel expenses for home visits, and to hire three additional temporary case managers for Pregnancy Care Management. The benchmarks from the State have changed requiring a higher percentage of in-person visits. Therefore, the caseloads must be reduced for each care manager to meet these benchmarks. The funding is the program's reserves that can only be spent on this program.

Please note this amendment requires appropriation of Assigned General Fund Balance for Public Health.

2. Public Health - Budget Ordinance Amendment B180107 to appropriate Assigned General Fund Balance for Public Health in the amount of $54,700 for Care Coordination for Children

The Board is requested to approve Budget Ordinance Amendment B180107 in the amount of $54,700 representing Assigned General Fund Balance for Public Health. These funds will be allocated to purchase program materials and to hire three additional temporary case managers for Care Coordination for Children. The benchmarks from the State have changed requiring a higher percentage of in-person visits. Therefore, the caseloads must be reduced for each care manager to meet these benchmarks. The funding is the program's reserves that can only be spent on this program

Please note this amendment requires appropriation of Assigned General Fund Balance for Public Health.

3. Public Health - Budget Ordinance Amendment B180110 to appropriate General Fund Balance in the amount of $48,498 for Dental Health.

The Board is requested to approve Budget Ordinance Amendment B180110 in the amount of $48,498. Funds are needed to purchase 2D Digital X-Ray System for the Dental Health Clinic. Stedman Wade has requested the upgraded equipment to better serve patients and to extend care to adult patients. The current equipment will not integrate into the medical records and takes approximately 40 minutes to develop x-rays.

Please note this amendment requires the use General Fund Balance.

Contingency Funds Report – FY18

Contingency funds were not used.

RECOMMENDATION / PROPOSED ACTION

Approve Budget Ordinance Amendments

OFFICE OF THE COUNTY ATTORNEY

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **COUNTY ATTORNEY**

DATE: **2/12/2018**

SUBJECT: **APPROVAL OF TRANSFER OF HIGHSMITH RAINEY HOSPITAL WITH E. NEWTON SMITH FACILITY**

BACKGROUND

On November 20, 2017, the Board approved the transfer of the E. Newton Smith and Executive Place facilities to Cumberland County Hospital System, Inc., (the "Hospital") pursuant to G.S. §131E-8 and subject to certain conditions. The E. Newton Smith building is located on the same tract of land with the Highsmith-Rainey Hospital building. The Highsmith-Rainey Hospital building is leased to Cumberland County Hospital System, Inc., for a term that expires in 2029. Part of the parking for the Highsmith-Rainey Hospital is a parking lot that consists of six (6) parcels. One of those parcels was conveyed to the Hospital with the 2006 transfer agreement. Four (4) of the parking lot parcels are owned by the County. One of the parking lot parcels is owned by the City of Fayetteville. A large digital GIS map of all these parcels will be provided at the meeting.

The Highsmith-Rainey Hospital lease commenced in 1999 and also included the Cape Fear Valley Hospital. The Cape Fear Valley Hospital was transferred to the Hospital with the 2006 transfer agreement. The base rent that was charged for the two hospital facilities under the 1999 lease was carried over to the transfer agreement in 2006. The base rent does not include an additional amount for each facility that is computed as the amount of the ad valorem property taxes on the real estate if it was taxable. No action was taken by the Board to terminate the 1999 lease. The minutes of the meetings at which the Board discussed and approved the 2006 transfer agreement do not reflect the Board's intent as to whether the Highsmith-Rainey Hospital was to have continued as a lease or was to have been transferred.

At its meeting February 1, 2018, the Facilities Committee voted to recommend that the entire parcel, containing the Highsmith Rainey Hospital and the E. Newton Smith facility, and the associated parking lot parcels be transferred to the Hospital pursuant to the conditions the Board originally established for the transfer of the E. Newton Smith facility.

RECOMMENDATION / PROPOSED ACTION

Consider whether to accept the recommendation of the Facilities Committee as stated above.

ATTACHMENTS:

Description	Type
GIS Map of Property Around Highsmtih Rainey Hospital	Backup Material
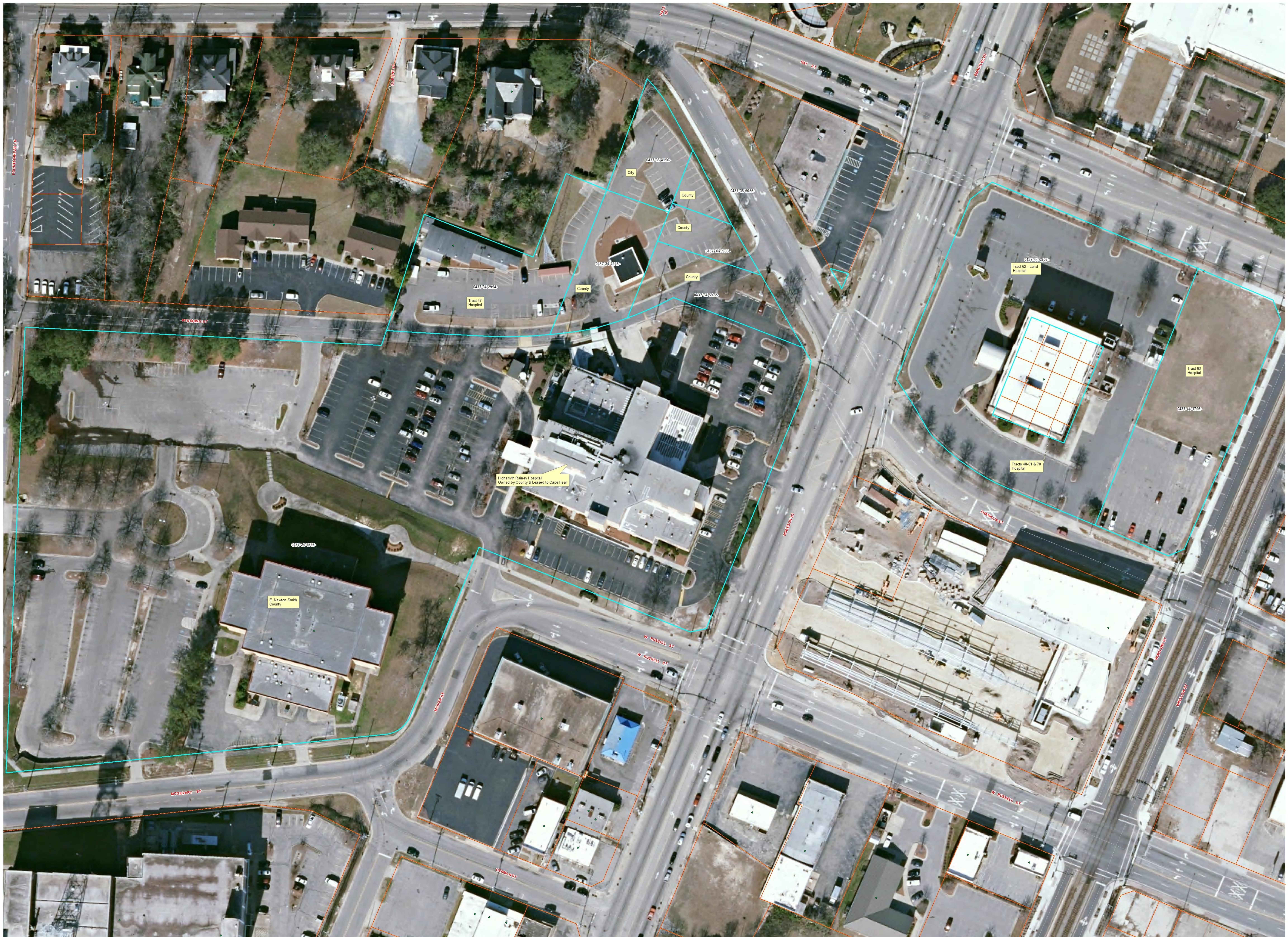
City

County

County

County

County

Tract 47
Hospital

Tract 62 - Land
Hospital

Tract 63
Hospital

Highsmith Rainey Hospital
Owned by County & Leased to Cape Fear

Tracts 48-61 & 70
Hospital

E. Newton Smith
County

CUMBERLAND
COUNTY

CUMBERLAND
★ COUNTY ★
N O R T H   C A R O L I N A

OFFICE OF THE COUNTY MANAGER

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM: TRACY JACKSON, ASST. COUNTY MANAGER

DATE: 2/7/2018

SUBJECT: APPROVAL OF REQUEST FROM THE TOWN OF SPRING LAKE FOR REAL PROPERTY TRANSFER

BACKGROUND

The County Manager's Office received a request from the Town of Spring Lake for a transfer of real property owned by Cumberland County which was obtained through the State Hazard Mitigation Program due to the land being subject to repeated flooding. Due to restrictions placed on the land by the Hazard Mitigation Program, this land cannot be developed in any other manner that would result in a possible future disaster claim. The property is located at 2122 Lillington Highway on the Little River, consists of 2.72 acres, and would be utilized by the Spring Lake Fire Department for emergency access if needed for water rescue situations. The deed is recorded in Book 5174/234, PIN 0512-48-2469, and the applicable North Carolina Statute that allows for the exchange is 160A-274. Attached is a copy of the written request from the town and a map showing the location of the parcel.

RECOMMENDATION / PROPOSED ACTION

The Facilities Committee approved this item at their February 1, 2018 meeting and is forwarding the item to the full Board of Commissioner's for consideration as a Consent Agenda item at the February 19, 2018 regular meeting.

ATTACHMENTS:

Description	Type
Spring Lake Attachments	Backup Material

The Town of Spring Lake

November 29, 2017

Ms. Amy H. Cannon, County Manager
County of Cumberland, North Carolina
117 Dick Street
Fayetteville, NC 28301

Subject:	**Request for Real Property Transfer**
	2122 Lillington Highway, Spring Lake, NC 28390
	Pin: 0512-48-2469-

Dear Ms. Cannon,

The Town of Spring Lake has been evaluating potential locations that will provide access to the Little River for Fire Department water rescue operations. The property located at 2122 Lillington Highway is an ideal location for these types of operations and provides a safe low-grade access to the river. Most other locations that have access to the river have very steep grades and require hand carrying of rescue craft to the water.

Cumberland County acquired this property in 1999 with Federal funds as a Hazard Mitigation project following the flooding from Hurricanes in 1998. Due to the restrictions placed on the land by the Hazard Mitigation Program this land can not be developed in any manner that would result in possible future disaster claims.

This property already has a graded drive and excellent topography to make it very suitable for the intended use. The Town of Spring Lake would also maintain the restrictions placed within the deed and not develop the land for anything other than our intended use as rough graded ramp to the river. At some point in the future the Town may upgrade this property as an open space park for public use along the river.

Mr. Tom Cooney our Director of Public Works has had discussion with Mr. Tracy Jackson, Assistant County Manager regarding this property and has suggested that the Town of Spring Lake officially request the property transfer by Board of Alderman action. This request was approved by our Board at the regular meeting on November 27th, 2017

Any consideration of this request will be greatly appreciated by the Town of Spring Lake.

Very Respectfully,

William A. "Bill" Zell
Interim Town Manager
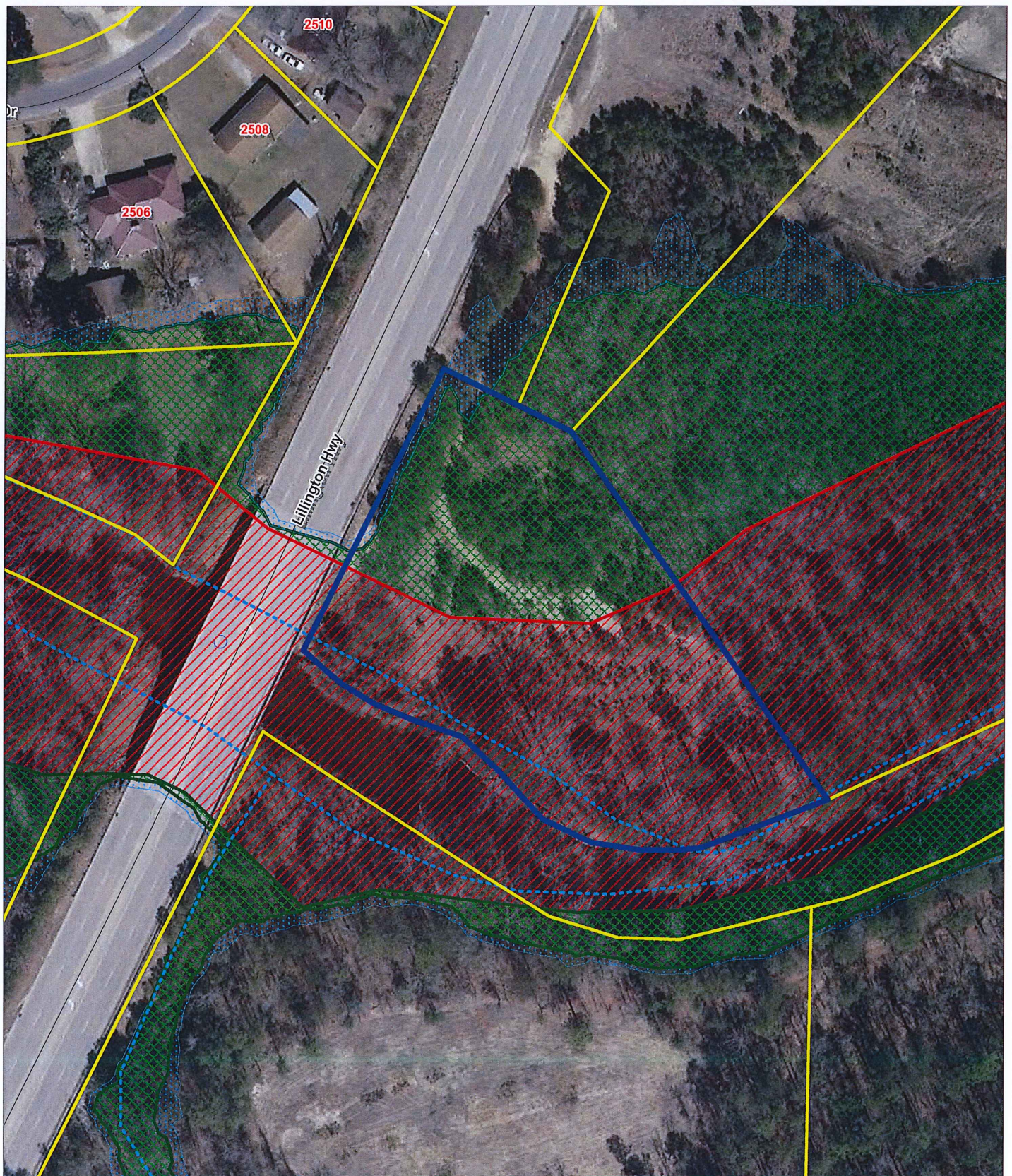
VOICE: (910) 436-0241
300 Ruth Street
Post Office Box 617
Spring Lake, NC 28390-0617
www.spring-lake.org
FAX: (910) 436-2667

2510

2508

2506

Lillington Hwy

Scale: 1"= 100'

ENGINEERING AND INFRASTRUCTURE DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **JEFFERY P. BROWN, PE, E & I DIRECTOR**

DATE: **2/14/2018**

SUBJECT: **APPROVAL OF CONTRACT FOR CROWN COLISEUM RETAINING WALL PROJECT**

BACKGROUND

During Hurricane Matthew, the concrete block wall at the Crown Coliseum loading dock failed. E&I Staff met with Fleming & Associates on April 27, 2017 to begin the design process for a replacement retaining wall to repair the damage that was done. On June 8, 2017, FEMA reviewed the project for reimbursement. On June 22, 2017, FEMA communicated to County staff that the project had been approved for reimbursement in the amount of $79,750.00. The County received a design from Fleming & Associates for the proposed Crown Coliseum retaining wall on September 18, 2017, and a pre-bid meeting was held on October 12, 2017 that local contractors were invited to attend. Informal bids were received on October 25, 2017 for the proposed retaining wall. The lowest, responsible and responsive bid was submitted by M&E Contracting, Inc., in the amount of $118,052.00.

The County immediately contacted Carter Consulting, which had been retained by the County to coordinate with FEMA and NC Emergency Management for the various repairs necessary due to Hurricane Matthew. E&I staff was advised to contact the NC Department of Public Safety and provide an update regarding the actual bid amount. On December 12, 2017, the County was informed to proceed with the project by NC Emergency Management after providing the necessary documentation and a narrative describing the project cost.

RECOMMENDATION / PROPOSED ACTION

The Facilities Committee approved the recommendations listed below at its February 1, 2018, meeting and forwarded this item to the full Board of Commissioners as a Consent Agenda item at is February 19, 2018, Board of Commissioners' Meeting:

1. Accept the bids for the construction of the retaining wall and award a contract to M&E Contracting, Inc. in the amount of $118,052.00.
2. Establish a contingency in the amount of $10,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.
3. Approve Budget Ordinance Amendment **#B180039** in the amount of $128,052 for the construction of the retaining wall at the Crown Coliseum. FEMA will reimburse Cumberland County for the full cost of the project.

ATTACHMENTS:

Description	Type
Bid Information	Backup Material
Photographs	Backup Material

CUMBERLAND COUNTY
CROWN COLISEUM RETAINING WALL
BID OPENING - OCTOBER 25, 2017 2:00 PM

BIDDER	LICENSE NO.	ADDENDUM			TOTAL
Hayes Inc	42892	Yes			$165,000.00
M&E Contracting Inc	32417	Yes			$118,052.00

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NORTH CAROLINA

ENGINEERING AND INFRASTRUCTURE DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **JEFFERY P. BROWN, PE, E & I DIRECTOR**

DATE: **2/14/2018**

SUBJECT: **APPROVAL OF CONTRACT FOR PARKING LOT IMPROVEMENTS AT VARIOUS COUNTY FACILITIES**

BACKGROUND

The Capital Improvement Plan (CIP) identified multiple repairs for the Courthouse Parking Lots, Detention Center, Community Corrections and Headquarters Library. The repairs to these parking lots are projects identified as a high priority on the list of CIP paving projects.

A pre-bid meeting was held on November 21, 2017, in which all local contractors were invited to attend. Informal bids were received on November 29, 2017 for the repairs of the various parking lots. Diamond Constructors, Inc., provided the lone bid in the amount of $174,250.93. There were no other bidders.

RECOMMENDATION / PROPOSED ACTION

The Facilities Committee approved the recommendations listed below at its February 1, 2018, meeting and forwarded this item to the full Board of Commissioners as a Consent Agenda item at is February 19, 2018, Board of Commissioners' Meeting:

1. Accept the bids for the repairs of the various parking lots and award a contract to Diamond Constructors, Inc. in the amount of $174,250.93.
2. Establish a contingency in the amount of $10,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.

ATTACHMENTS:

Description	Type
Bid Information	Backup Material

CUMBERLAND COUNTY CIP
VARIOUS PARKING LOTS
BID OPENING - NOVEMBER 29, 2017 11:00 AM

BIDDER	LICENSE NO.				TOTAL
DIAMOND CONSTRUCTORS	58668				$174,250.93

THAT: The Bidder acknowledges receipt of the following Addendum:

_____ADDENDUM #1_____

_____

THAT: The Contractor agrees to furnish all materials, labor and equipment and to install complete in place the work in accordance with the Plans and Specifications for the sum of:

Courthouse Parking Lot # 2

Description	Quantity	Unit	Unit Cost	Amount
Mobilization	1	LS	$500.00	$500.00
Sealing Exist. Pavement Cracks & Joints	2,915	LF	$.50	$1457.50
Asphalt Plant Mix Pavement Repair	30	TN	$275.00	$8250.00
Paint Pavement Markings 4" White	1,700	LF	$.35	$595.00
Paint Pavement Markings 4" Yellow	740	LF	$.35	$259.00
Paint Pavement Markings "No Parking"	8	EA	$12.00	$96.00

SUBTOTAL $11,157.50

Courthouse Parking Lot # 3

Description	Quantity	Unit	Unit Cost	Amount
Mobilization	1	LS	$250.00	$250.00
Paint Pavement Markings 4" White	4,700	LF	$.32	$1504.00
Paint Pavement Marking Symbol (Handicap)	15	EA	$18.00	$270.00
Paint Pavement Marking 24" Stop Bar	170	LF	$2.25	$382.50
Paint Pavement Marking 24" Hi-Vis	72	LF	$2.25	$162.00
Paint Pavement Markings 4" Yellow	1100	LF	$.32	$352.00
Paint Pavement Markings "No Parking"	20	EA	$10.00	$200.00

SUBTOTAL $3,120.50

Alternate Measure (In Addition to Above)

Description	Quantity	Unit	Unit Cost	Amount
Sealcoat	9350	SY	$.80	$7480.00

SUBTOTAL $7480.00 — ED

Courthouse Parking Lot # 4 (LEC)

Description	Quantity	Unit	Unit Cost	Amount
Mobilization	1	LS	$500.00	$1,500.00 – ED
Sealing Exist. Pavement Cracks & Joints	5,460	LF	$.50	$2730.00
Asphalt Plant Mix Pavement Repair	50	TN	$275.00	$13,750.00
Paint Pavement Markings 4" White	4,200	LF	$.32	$1,344.00
Paint Pavement Markings 24" Stop Bar	80	LF	$2.25	$180.00
Paint Pavement Markings 4" Yellow	645	LF	$.32	$206.40
Paint Pavement Markings "No Parking"	10	EA	$10.00	$100.00
SUBTOTAL				$18,810.40

Dick Street Parking Lot

Description	Quantity	Unit	Unit Cost	Amount
Mobilization	1	LS	$250.00	$250.00
Paint Pavement Markings 4" White	4,700	LF	$.32	$1504.00
Paint Pavement Marking Symbol (Handicap)	12	EA	$18.00	$216.00
Paint Pavement Markings 4" Yellow	1360	LF	$.32	$435.20
Paint Pavement Markings "No Parking"	28	EA	$10.00	$280.00
SUBTOTAL				$2688.20

Alternate Measure (In Addition to Above)

Description	Quantity	Unit	Unit Cost	Amount
Sealcoat	9040	SY	$.80	$7,232.00
SUBTOTAL				$7232.00 – ED

Detention Center

Description	Quantity	Unit	Unit Cost	Amount
Mobilization	1	LS	$500.00	$500.00
Sealing Exist. Pavement Cracks & Joints	670	LF	$.75	$502.50
Asphalt Plant Mix Pavement Repair	40	TN	$275.00	$11,000.00
Paint Pavement Markings 4" White	4,401	LF	$.28	$1,232.28
Paint Pavement Marking 4" White (Handicap)	280	LF	$.28	$78.40
Paint Pavement Marking Symbols (Handicap)	8	EA	$18	$144.00
Paint Pavement Marking 4" Yellow	620	LF	$.28	$173.60
SUBTOTAL				$13,630.78

Community Corrections

Description	Quantity	Unit	Unit Cost	Amount
Mobilization	1	LS	$1,000⁰⁰	$1,000⁰⁰
Sealing Exist. Pavement Cracks & Joints	130	LF	$3.85	$500.50
Asphalt Plant Mix Pavement Repair	4	TN	$300⁰⁰	$1200⁰⁰
Milling Asphalt Pavement 0" to 1.5"	360	SY	$12⁰⁰	$4320⁰⁰
1.5" Asphalt Concrete Surface Course S9.5B	210	TN	$135⁰⁰	$28,350⁰⁰
Thermoplastic Pavement Markings 4" White	1,240	LF	$1.35	$1624⁰⁰
Thermoplastic Pavement 4" White (Handicap)	120	LF	$1.35	$162⁰⁰
Thermo. Pavement Mkg. Symbols (Handicap)	4	EA	$395⁰⁰	$1580⁰⁰
Thermo. Pavement Marking 4" Yellow	425	LF	$1.35	$573.75

SUBTOTAL $39,360.25

Community Corrections (Russell Street)

Description	Quantity	Unit	Unit Cost	Amount
Mobilization	1	LS	$250⁰⁰	$250⁰⁰
Sealing Exist. Pavement Cracks & Joints	3,215	LF	$.50	$1607.50
Asphalt Plant Mix Pavement Repair	5	TN	$300⁰⁰	$1500.⁰⁰

SUBTOTAL $3357.50

HQ Library (North Staff Parking Lot)

Description	Quantity	Unit	Unit Cost	Amount
Mobilization	1	LS	$1,000⁰⁰	$1000⁰⁰
Sealing Exist. Pavement Cracks & Joints	160	LF	$3.85	$616⁰⁰
Asphalt Plant Mix Pavement Repair	5	TN	$300⁰⁰	$1500⁰⁰
1.5" Asphalt Concrete Surface Course S9.5B	85	TN	$175⁰⁰ - Eb	$14,875⁰⁰ - Eb
Milling Asphalt Pavement 0" to 1.5"	150	SY	$15⁰⁰	$2250⁰⁰
Thermoplastic Pavement Markings 4" White	400	LF	$1.35	$540⁰⁰

SUBTOTAL $20,781⁰⁰

HQ Library (East Public Parking Lot)

Description	Quantity	Unit	Unit Cost	Amount
Mobilization	1	LS	$1,000⁰⁰	$1,000⁰⁰
Sealing Exist. Pavement Cracks & Joints	250	LF	$3⁰⁰	$750⁰⁰
Asphalt Plant Mix Pavement Repair	10	TN	$300⁰⁰	$3,000⁰⁰
Milling Asphalt Pavement 0" to 1.5"	193	SY	$15⁰⁰	$2895⁰⁰
1.5" Asphalt Concrete Surface Course S9.5B	185	TN	$135⁰⁰	$24,975⁰⁰
Thermoplastic Pavement Markings 4" White	1,264	LF	$1.35	$1706.40
Thermoplastic Symbols (Handicap)	2	EA	$395⁰⁰	$790⁰⁰
Thermoplastic Pavement Arrow (White)	9	EA	$200⁰⁰	$1800⁰⁰

| 4" Concrete Sidewalk | 190 | SY | $45.26 | $8599.40 ~ED |
| Grind/Level Sidewalk | 280 | SF | $4⁰⁰ | $1120.⁰⁰ |

TOTAL BID AMOUNT   Dollars ($ $46,435.80). ~ED

                                             Total Bid ($ 174,250.93). ~ED

Submitted, this 29 day of NOVEMBER , 2017.

                          DIAMOND CONSTRUCTORS, INC.

                          CONTRACTOR

                By: Egan D

                      (Signature of Person, Firm or Corporation making Bid)

(Seal - If Bid is by a Corporation)   Title:

                                          VICE PRESIDENT OF ESTIMATING

                                Address: 8736 GILLESPIE ST.

                                          FAYETTEVILLE, NC 28306

Attest: David Patterson

                                License No. 58668
                                Phone: 910-424-7660

CUMBERLAND
★ COUNTY ★
NORTH CAROLINA

BOARD OF COMMISSIONERS' OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM: KELLIE BEAM, DEPUTY CLERK TO THE BOARD

DATE: 2/15/2018

SUBJECT: CUMBERLAND COUNTY FACILITIES COMMITTEE DRAFT MINUTES - FEBRUARY 1, 2018 (FOR
             INFORMATION PURPOSES ONLY)

BACKGROUND

The draft minutes of the February 1, 2018 meeting of the Cumberland County Facilities Committee are attached to provide a report and recommendation.

RECOMMENDATION / PROPOSED ACTION

For information purposes only. No action required.

ATTACHMENTS:

Description	Type
Feb 1 2018 Facillities Committee Minutes	Backup Material

DRAFT

CUMBERLAND COUNTY FACILITIES COMMITTEE
JUDGE E. MAURICE BRASWELL CUMBERLAND COUNTY COURTHOUSE
117 DICK STREET, 5TH FLOOR, ROOM 564
FEBRUARY 1, 2018
REGULAR MEETING MINUTES

MEMBERS PRESENT: Commissioner Glenn Adams
    Commissioner Michael Boose
    Commissioner Jeannette Council

OTHER COMMISSIONERS PRESENT:
    Commissioner Larry Lancaster

OTHERS PRESENT: Amy Cannon, County Manager
    Tracy Jackson, Assistant County Manager
    Sally Shutt, Assistant County Manager
    Melissa Cardinali, Assistant County Manager
    Duane Holder, Assistant County Manager
    Rick Moorefield, County Attorney
    Brenda Jackson, Social Services Director
    AJ Riddle, Assistant County Engineer
    Deborah Shaw, Budget Analyst
    Heather Harris, Budget Analyst
    Jon Soles, Public Information Specialist
    Mike Nagowski, Cape Fear Valley CEO
    Candice White, Clerk to the Board
    Kellie Beam, Deputy Clerk to the Board
    Press

Commissioner Glenn Adams called the meeting to order.

1.   ELECTION OF 2018 FACILITIES COMMITTEE CHAIR

MOTION: Commissioner Council moved to approve Commissioner Glenn Adams as the Facilities Committee Chairman.
SECOND: Commissioner Boose
VOTE: UNANIMOUS (3-0)

2.   APPROVAL OF MINUTES – NOVEMBER 30, 2017 SPECIAL MEETING & DECEMBER 7, 2017 REGULAR MEETING

MOTION: Commissioner Council moved to approve the minutes as presented.

DRAFT

SECOND: Commissioner Boose
VOTE: UNANIMOUS (3-0)

3. CONSIDERATION OF CONTRACT FOR PARKING LOT IMPROVEMENTS AT VARIOUS COUNTY FACILITIES

BACKGROUND:
The Capital Improvement Plan (CIP) identified multiple repairs for the Courthouse Parking Lots, Detention Center, Community Corrections and Headquarters Library. The repairs to these parking lots are projects identified as a high priority on the list of CIP paving projects.

A pre-bid meeting was held on November 21, 2017, in which all local contractors were invited to attend. Informal bids were received on November 29, 2017 for the repairs of the various parking lots. Diamond Constructors, Inc., provided the lone bid in the amount of $174,251.53. There were no other bidders.

RECOMMENDATION/PROPOSED ACTION:
The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee approve the following recommendations and forward them to the Board of Commissioners for consideration at their February 19th meeting:

1. Accept the bids for the repairs of the various parking lots and award a contract to Diamond Constructors, Inc. in the amount of $174,250.93.

2. Establish a contingency in the amount of $10,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.

*****

A.J. Riddle, Assistant County Engineer, reviewed the background information and recommendation as recorded above.

MOTION: Commissioner Council moved to recommend to the full board approval to accept the bids for the repairs of the various parking lots and award a contract to Diamond Constructors, Inc. in the amount of $174,250.93 and establish a contingency in the amount of $10,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.
SECOND: Commissioner Boose
VOTE: UNANIMOUS (3-0)

4. CONSIDERATION OF CONTRACT FOR CROWN COLISEUM RETAINING WALL PROJECT

DRAFT

BACKGROUND:
During Hurricane Matthew, the concrete block wall at the Crown Coliseum loading dock failed. E&I Staff met with Fleming & Associates on April 27, 2017 to begin the design process for a replacement retaining wall to repair the damage that was done. On June 8, 2017, FEMA reviewed the project for reimbursement. On June 22, 2017, FEMA communicated to County staff that the project had been approved for reimbursement in the amount of $79,750.00. The County received a design from Fleming & Associates for the proposed Crown Coliseum retaining wall on September 18, 2017, and a pre-bid meeting was held on October 12, 2017 that local contractors were invited to attend. Informal bids were received on October 25, 2017 for the proposed retaining wall. The lowest, responsible and responsive bid was submitted by M&E Contracting, Inc., in the amount of $118,052.00.

The County immediately contacted Carter Consulting, which had been retained by the County to coordinate with FEMA and NC Emergency Management for the various repairs necessary due to Hurricane Matthew. E&I staff was advised to contact the NC Department of Public Safety and provide an update regarding the actual bid amount. On December 12, 2017, the County was informed to proceed with the project by NC Emergency Management after providing the necessary documentation and a narrative describing the project cost.

RECOMMENDATION/PROPOSED ACTION:
The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee approve the following recommendations and forward this as a Consent Agenda item to the Board of Commissioners for its consideration at their February 19th meeting:

1. Accept the bids for the construction of the retaining wall and award a contract to M&E Contracting, Inc. in the amount of $118,052.00.

2. Establish a contingency in the amount of $10,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.

3. Approve Budget Ordinance Amendment #B180039 in the amount of $128,052 for the construction of the retaining wall at the Crown Coliseum. FEMA will reimburse Cumberland County for the full cost of the project.

*****

Mr. Riddle reviewed the background information and recommendation as recorded above. Amy Cannon, County Manager, stated the budget ordinance amendment recorded above had already been approved in January so action did not need to be taken on #3 in the recommendation above.

MOTION: Commissioner Council moved to recommend to the full board to accept the bids for the construction of the retaining wall and award a contract to M&E Contracting, Inc. in the amount of $118,052 and establish a contingency in

DRAFT

the amount of $10,000 to be used for additional work recommended by the
E&I Director and approved by the County Manager.

SECOND: Commissioner Boose

VOTE: UNANIMOUS (3-0)

5.   CONSDERATION OF REQUEST FROM THE TOWN OF SPRING LAKE FOR REAL PROPERTY TRANSFER

BACKGROUND:

The County Manager's Office has received a request from the Town of Spring Lake for a transfer of real property owned by Cumberland County which was obtained through the State Hazard Mitigation Program due to the land being subject to repeated flooding. Due to restrictions placed on the land by the Hazard Mitigation Program, this land cannot be developed in any other manner that would result in a possible future disaster claim. The property is located at 2122 Lillington Highway on the Little River and would be utilized by the Spring Lake Fire Department for emergency access if needed for water rescue situations. The deed is recorded in Book 5174/234, and the applicable North Carolina Statute that allows for the exchange is 160A-274.

RECOMMENDATION:

Staff recommends approval of the request by the Facilities Committee and forwarding it on to the Board of Commissioners for consideration as a Consent Agenda item at their February 19, 2018 regular meeting.

*****

Tracy Jackson, Assistant County Manager, reviewed the background information and recommendation as recorded above.

MOTION: Commissioner Boose moved to recommend to the full board approval to transfer the real property owned by Cumberland County at 2122 Lillington Highway to the Town of Spring Lake in line with the Hazard Mitigation Program.

SECOND: Commissioner Council

VOTE: UNANIMOUS (3-0)

6.   REPORT ON THE STATUS OF THE TRANSFER OF E. NEWTON SMITH FACILITY TO CUMBERLAND COUNTY HOSPITAL SYSTEM, INC.

BACKGROUND:

On November 20, 2017, the Board of Commissioners approved the transfer of the E. Newton Smith and Executive Place facilities to Cumberland County Hospital System, Inc., (the "Hospital") pursuant to G.S. 131E-8 and subject to certain conditions. The E. Newton Smith building is located on the same tract of land with the Highsmith-Rainey Hospital

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building. The Highsmith-Rainey Hospital building is leased to Cumberland County Hospital, Inc., for a term that expires in 2029. Part of the parking for the Highsmith-Rainey Hospital is a parking lot that consists of six (6) parcels. One of those parcels was conveyed to the Hospital with the 2006 transfer agreement. Four (4) of the parking lot parcels are owned by the County. One of the parking lot parcels is owned by the City of Fayetteville. A large digital GIS map of all these parcels will be provided at the meeting.

The Highsmith-Rainey Hospital lease commenced in 1999 and included the Cape Fear Valley Hospital. The Cape Fear Valley Hospital was transferred to the Hospital with the 2006 transfer agreement. The base rent that was charged for the two hospital facilities under the 1999 lease was carried over to the transfer agreement in 2006. The base rent does not include an additional amount for each facility that is computed as the amount of the ad valorem property taxes on the real estate if it was taxable. No action was taken by the Board to terminate the 1999 lease. The minutes of the meetings at which the Board discussed and approved the 2006 transfer agreement do not reflect the Board's intent as to whether the Highsmith-Rainey Hospital was to have continued as a lease or was to have been transferred.

RECOMMENDATION/PROPOSED ACTION:
The county attorney requests direction from the Board as to whether it prefers to subdivide and transfer the E. Newton Smith facility only or to transfer the entire parcel to include the Highsmith-Rainey Hospital building and the associated parking lot parcels.

*****

Rob Hasty, Assistant County Attorney, reviewed the background information and recommendation as recorded above. Commissioner Adams stated the Cape Fear Valley medical residency program initially received funding from the state and the County was creative with funds and offered the E. Newton Smith Center and High Smith Rainey for the residency program.

MOTION: Commissioner Boose moved to approve the transfer of the E. Newton Smith subject to the 1st floor remaining the Board of Elections.
SECOND: Commissioner Council
VOTE: UNANIMOUS (3-0)

7.   OTHER ITEMS OF BUSINESS

There were no other items of business.

MEETING ADJOURNED AT 11:51 AM.

CUMBERLAND
★ COUNTY ★
NORTH CAROLINA

ENGINEERING AND INFRASTRUCTURE DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **JEFFERY P. BROWN, PE, E & I DIRECTOR**

DATE: **2/15/2018**

SUBJECT: **APPROVAL OF CONTRACT FOR CROWN COLISEUM CENTERHUNG SCOREBOARD AND LED RIBBONS PROJECT**

BACKGROUND

The Capital Improvement Plan (CIP) identified the Crown Coliseum Centerhung Scoreboard for replacement. The Crown Coliseum Centerhung Scoreboard and LED Ribbons Project is a replacement/upgrade that will provide an increased life expectancy and enhance the fan experience as the current scoreboard is antiquated and dysfunctional. This improvement is part of the County's recently issued installment purchase financing and will be repaid from the Crown Fund.

A pre-bid meeting was held on December 28, 2017, in which multiple vendors were invited to attend. Informal bids were received on January 16, 2018 for the Crown Coliseum Scoreboard and LED Ribbons. The lowest, responsible and responsive bid was submitted by Daktronics, Inc., in the amount of $1,069,983.95.

RECOMMENDATION / PROPOSED ACTION

The Facilities Committee approved the recommendations listed below at its February 15, 2018, meeting and forwarded this item to the full Board of Commissioners as a Consent Agenda item at is February 19, 2018, Board of Commissioners' Meeting:

1. Accept the bids for the replacement of the scoreboard along with the installation of LED ribbons and award a contract to Daktronics, Inc. in the amount of $1,069,983.95.
2. Establish a contingency in the amount of $50,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.

ATTACHMENTS:

Description	Type
Crown Scoreboard Proposal	Backup Material

ATTACHMENT C - PROPOSAL ACCEPTANCE FORM

TO   **CUMBERLAND COUNTY**
       NORTH CAROLINA

The undersigned hereby signifies that it is ___his_____ (his or her) intention and purpose to enter into a contract to furnish labor, materials, equipment, apparatus, etc., as required and to do all the work necessary for

CROWN COLISEUM CENTERHUNG SCOREBOARD AND LED RIBBONS PROJECT

as described in the specifications and shown on the plans in accordance with the terms of the Advertisement, Instructions to Bidders, the foregoing Specifications, and the following form of Contract, and this Proposal and the Plans; and pursuant with the requirements of the Advertisement and Instructions to bidders which are as follows:

THAT: The undersigned carefully examined the Instructions to Bidders, the Specifications, Plans, this form of Proposal, and the Contract and Fully understands them.

THAT: The undersigned carefully examined the site or sites of the project or projects and is familiar with the conditions under which the work, or any part of it, is to be done

THAT: The undersigned will provide all necessary tools, machinery apparatus, and all means necessary to complete such Contract as may be entered into, and in the manner prescribed in the Contract and Specifications and according to the Plans and requirements under the of the Engineer, in the first class manner.

THAT: The right of Cumberland County and the recommendations of the Engineer are not to be questioned in the award of the Contract.

THAT: It is the intention of Cumberland County, North Carolina, subject to the conditions set forth, to award contracts for the project on the basis of bids received at this letting and in such manner as they may decide as being in the best interests of the County.

THAT: The County reserves the right to reject any of all proposals.

THAT: A proposal made by a corporation must be signed by its proper officers in a legal manner and its official address stated herein.

THAT: A proposal made by a firm shall be signed with the name of each member of said firm and the firm name added, with the official address of said firm.

THAT: The undersigned will complete such contract as is hereby proposed to enter into within the time stated in the notice to proceed and stipulated in the Contract.

THAT: The Bidder acknowledges receipt of the following Addendum:

1
_____

_____

THAT: The Contractor agrees to furnish all materials, labor and equipment and to install complete in place the work in accordance with the Plans and Specifications for the sum of:

Description	Quantity	Unit	Unit Cost	Amount
Centerhung Scoreboard and LED Ribbons	1	LS	$999,985.00	$999,985.00

TOTAL BID AMOUNT

Sales Tax: $69,998.95

Total Bid ($ 1,069,983.95   ).

Submitted, this __26th__ day of __January__, **2017.**

Daktronics, Inc.
_____

CONTRACTOR

By: _____

(Signature of Person, Firm or Corporation making Bid)

(Seal - If Bid is by a Corporation)
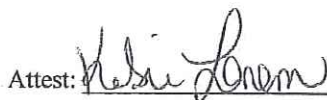
Title: _____
Vice President

Address: 201 Daktronics Drive

Brookings, SD 57006

Attest: _____

License No.   25449-SP-ES

Phone: 605-692-0200

CUMBERLAND
★COUNTY★
NORTH CAROLINA

ENGINEERING AND INFRASTRUCTURE DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **JEFFERY P. BROWN, PE, E & I DIRECTOR**

DATE: **2/15/2018**

SUBJECT: **APPROVAL OF CHANGE ORDER WITH SCS ENGINEERS FOR ADDITIONAL WORK AT THE ANN STREET LANDFILL**

BACKGROUND

On June 19, 2017, the Board of Commissioners approved a contract with SCS Engineers for specific engineering services to the Solid Waste Department for FY 18 in the amount of $188,100. The specific services being provided solely centered around compliance and environmental monitoring associated with permit requirements. Listed below are items that require engineering services and explanations as to why it is in the County's best interest to move forward with this project:

- *Scale House Conceptual Design*
  The existing scale house and traffic pattern is inefficient and is not customer-friendly when it comes to entering and exiting the facility. The existing configuration requires the customer to exit their vehicle to speak to the scalehouse attendant and pay any fees. Keeping customers inside their vehicles improves safety for all involved and moves vehicles through in a more timely and efficient manner. SCS Engineers has provided a proposal in which they will provide a conceptual floorplan of a new scale house along with new traffic patterns that will enhance the customer's experience. SCS will provide an engineer's construction cost estimate as part of these services. The proposed cost of these engineering services is $22,000.

- *Landfill Gas System Modifications*
  The landfill gas system contains both horizontal and vertical gas wells. The horizontal gas wells are allowing leachate to infiltrate into the gas system which in turn leads to the vacuum being lost on the gas wells. When the gas system is unable to pull methane gas out of the landfill, it causes the landfill to convert to positive pressure. When a landfill converts to positive pressure, it results in multiple noncompliance issues to include leachate seeps and exceedances in landfill gas emissions. The typical life expectancy on a horizontal well is five to seven years. These wells were installed in 2007. Cumberland County submitted a request to decommission the failing horizontal wells to the Department of Environmental Quality (DEQ) in January and received approval on February 6, 2018. The state granted this approval since vertical wells were installed within the last two months in the areas in which the horizontal wells serve. In order to decommission the horizontal wells, the wells have to be physically disconnected from the gas header pipe. This will require engineering services to include design, bidding and construction oversight. The proposed cost of these engineering services is $25,000.

- *Partial Closure of Cells 1-8*
  There are specific areas within landfill cells one through eight that have reached the final elevations in which waste can be placed. Therefore, these areas can be officially closed out or capped. Capping these areas will tremendously reduce the maintenance costs as well as increase the ability to maintain compliance. Capping these areas will eliminate leachate leaks on the east side of the landfill that staff constantly struggle to maintain. The projected timeframe for the design of a partial closure is three to four months. The proposed cost of these engineering services is $80,000

  The total cost of these additional services is $127,000. There is $145,194 currently available in the FY 18 Solid Waste budget for engineering services that can be used for these additional services.

RECOMMENDATION / PROPOSED ACTION

The Facilities Committee approved the contract amendment with SCS Engineers in the amount of $127,000 at its February 15, 2018, meeting and forwarded this item to the full Board of Commissioners as a Consent Agenda item at its February 19, 2018, Board of Commissioners' Meeting.

INFORMATION SERVICES

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM: KEITH TODD, CHIEF INFORMATION SERVICES DIRECTOR

DATE: 2/12/2018

SUBJECT: APPROVAL REQUEST OF ENERGOV LAND MANAGEMENT SOFTWARE CONTRACT FOR PLANNING AND ENVIRONMENTAL HEALTH

BACKGROUND

Cumberland County Planning and Inspections and Environmental Health have completed the RFP process for acquiring a new software solution for Permitting and Land Management. A new system, which will cover all the Land Management areas, is beneficial for the sharing of information, and the ability to have one full process for all Land Management Central Permitting areas, further reducing the processing time. Integrating the Planning Department and Environmental Health Department will maximize efficiency by streamlining internal business processes, thus, increasing the level of customer service that the respective departments can provide to the citizens of Cumberland County. This will also provide scalability for future planned integrations with other areas such as Fire Inspections and the Tax Department.

Information Services Technology budgeted $265,000.00 for FY18 for Phase 1 of this project, which was based on a preliminary estimate to replace the antiquated Central Permitting system currently housed on the mainframe. However, after a comprehensive business process review, it was determined that there are many critical dependencies and relationships between Central Permitting and all divisions within the Planning Department, as well as between the Planning Department and Environmental Health. To allow for proper integration between all these functional areas and services provided by these areas, the quoted cost of Phase 1 of this project is $371,000 for FY18. Environmental Health will contribute $58,669.00 leaving an unbudgeted balance of $47,331.00. Phase 2, currently planned for FY19, will incorporate online citizen self-service features and electronic plan reviews at an estimated cost of $251,000.

The Finance Committee approved the Energov Land Management Software on February 1, 2018 for Planning and Environmental Health phase 1 at a cost of $371,000.00. In addition, budget revision # 180590 in the amount of $106,000.00 was approved.

RECOMMENDATION / PROPOSED ACTION

Request the Board of Commissioners accept and approve the Finance Committee's recommendation on February 1, 2018 to purchase Energov Land Management Software and associated Budget Ordinance Amendment #180590 in the amount of $106,000 for Phase I. This revision requires the use of General Fund Balance in the amount of $47,331 and Environmental Health Fund Balance in the amount of $58,669.

ATTACHMENTS:

Description	Type
IS Planning Software Elvauation Sheet	Backup Material

	Evaluation Criteria			
	Note to Evaluators: Highest possible score for each category 5 points. Hightest Total Score Possible 80 points.			
	The County reserves the right to select the Vendor which best meets the overall needs of Cumberland County, based primarily on the following criteria (not listed in any order of importance):	**Vendor 1 - View Point**	**Vendor 2 - EnerGov**	**Comments**
1	The overall capability to provide the required software features and capabilities	3	5	EnerGov system could do most, if not all of what was in the RFP.
2	The flexibility of the application software, including the availability of tools to allow the novice user to "drill down and across" and perform Ad Hoc analysis and reporting	2	5	ViewPoint was less willing to make adjustments to the system.
3	The amount of Vendor support that will be available for installation, conversion, training, ongoing modifications, and software support	5	5	Both provide support for these items.
4	The total costs of the solution over a ten-year period, including direct and indirect costs	2	5	EnerGov provides on prem and SAAS while Viewpoint only has SAAS so the long term cost is higher.
5	The Vendor's performance record to date in meeting the requirements of their existing customers, including the availability of users similar to the County to allow reference investigation	4	5	Each NC county that we contacted has had a great experience with EnerGov
6	The expandability of the proposed solution, including the ease of upgrading the proposed solution by adding components to accommodate future needs	3	4	Upgrades for on prem solution is easier because it can be performed on the County's timeline.
7	Adherence to the requested Information specifications, thoroughness of the Proposal, as well as the overall format of the presentation	3	4	Both provided information in the proposals but we had to ask for clarification. ViewPoint's proposal was more difficult to navigate.
8	The financial stability, longevity, and strength of the Vendor	5	5	Both have long standing histories, products, and clients.
9	Corporate direction (is the company free from potential organizational/industry restructurings, mergers, acquisitions, etc.)	5	5	Both have long standing histories, products, and clients.
10	Future technology direction (is the company free from major changes in architecture, database, platforms, languages, etc.)	5	5	Both have long standing histories, products, and clients.
11	The internal controls provided within the solution which prevent unauthorized access to data and provide adequate audit trails	3	5	EnerGov's is easier to set up and control.
12	The capability to perform required conversions of existing data files	5	5	Both have conversions and the ability to perform them.
13	The seamless integration of the various system modules and ability to meet the interface/integration requirements noted in this RFP	3	5	EnerGov had more included in the features and functions that is in the current version.
14	Ease and intuitive use of software interface (for both internal staff and Web customers)	3	5	EnerGov provided a system that navigates easier for users.
15	Availability and ease of use of mobile and online applications	4	4	Both provided the ability for mobile and online applications.
15	Must be compatible with existing disaster recovery solutions and include disaster recovery as a service (DRaaS)	4	5	EnerGov has an on prem solution so it is easier for the County to set up a local DRaaS.
Total Scores		**59**	**77**	

Summary of Current Functionality	Vendor											
	ViewPoint	EnerGov	ViewPoint	EnerGov	ViewPoint	EnerGov	ViewPoint	EnerGov	ViewPoint	EnerGov	ViewPoint	EnerGov
Type	Standard - Current		Standard - Next		Report Writer		3rd-Party Application		Custom Modification		Not Available	
1. Planning	151	161	3	0	0	3	1	0	1	3	4	0
2. Permitting	251	264	19	0	1	1	2	0	2	3	0	0
3. Inspections	125	125	1	0	0	1	0	0	0	0	2	0
4. Code Enforcement	96	99	1	0	0	0	2	0	0	1	2	0
5. Subdivision Maintenance	15	15	0	0	0	0	0	0	0	0	0	0
6. Contractor Database	56	56	0	0	0	0	0	0	0	0	0	0
7. Parcel/Address Management	52	52	0	0	0	0	0	0	0	0	0	0
8. GIS Integration	16	20	1	0	0	0	2	0	0	0	2	1
9. Cashiering	50	48	0	0	0	1	0	0	0	1	0	0
10. Adhoc Reporting	40	27	0	0	0	17	1	0	0	0	4	0
11. General System and Security	41	42	1	0	0	0	0	0	0	0	0	0

Vendor 1 - ViewPoint					
Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available
893	26	1	8	3	14

Vendor 2 - EnerGov					
Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available
909	0	23	0	8	1

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Planning		1. Planning							
Planning		GENERAL							
Planning	1.001	APPLICATION INTAKE - Maintain the following types of detail on each	1						
Planning	1.002	• Type of application (e.g., Site plan, Building Permit, Environmental Health, Fire	1						
Planning	1.003	• Class of work (Census data, single family, multi family, commercial, etc.)	1						As provided by MAT or can be added by user
Planning	1.004	• Start date	1						
Planning	1.005	• Complete date	1						
Planning	1.006	• Issue date	1						
Planning	1.007	• Application date	1						
Planning	1.008	• Review dates	1						
Planning	1.009	• Expiration dates	1						
Planning	1.010	• Approval dates	1						
Planning	1.011	• Property information	1						Pulled from Master Address Table
Planning	1.012	• Text	1						
Planning	1.013	• Boolean and Number fields (Unlimited)	1						
Planning	1.014	• Zoning	1						
Planning	1.015	TRACK APPLICATION - Provide for the tracking of "unlimited" Planning	1						
Planning	1.016	PROJECT NUMBER - Need planning project numbers to include alpha/numeric	1						
Planning	1.017	USER-DEFINED FIELDS - Provide for "unlimited" County defined fields based	1						Unlimited and easily add user defined fields with in
Planning	1.018	PROJECT LOOK-UP - Provide the ability to access any project by:	1						
Planning	1.019	• Project number	1						
Planning	1.020	• Property address	1						
Planning	1.021	• Project description	1						
Planning	1.022	• Property parcel number	1						
Planning	1.023	• Name	1						
Planning	1.024	• Type of project	1						
Planning	1.025	• Parcel number(s)	1						
Planning	1.026	• Assigned Planner	1						
Planning	1.027	• Contractor License Numbers	1						
Planning	1.028	• Title	1						
Planning	1.029	• Free Form Name	1						
Planning	1.030	• User-defined lookup fields	1						
Planning	1.031	PLANNING PROJECT TYPES - Ability to define the following planning project	1						
Planning	1.032	• Land Use Permits	1						
Planning	1.033	• Special Use Permit (ex. Group Homes and Daycares)	1						
Planning	1.034	• Letters of Map Amendments	1						
Planning	1.035	• Subdivision Major	1						
Planning	1.036	• Subdivision Exempt	1						
Planning	1.037	• Variances	1						
Planning	1.038	PROJECT LOOK-UP - Ability to look-up & query project status to determine reviews/comments not completed by due dates.	1						With ViewPoint Cloud you can have complete visibility into all projects and their current status and stage in the process
Planning	1.039	PROPERTY ASSOCIATION - Allow for an unlimited number of properties to	1						
Planning	1.040	ALERTS - Allow ability to *flag* entire projects or individual project conditions to	1						
Planning	1.041	ALERTS - Ability to add flags as needed by County personnel for any County-defined alert such as: stop work notices, permit holds, open code enforcement cases, overdue deposits, EH holds, Fire holds, etc.	1						County personnel can add flags on the fly as needed
Planning	1.042	REVIEW PROCESS HOLD - Ability to place a review on hold status to until	1						Either a hold may be placed and/or the process will not
Planning	1.043	REVIEW PROCESS HOLD - OUTSTANDING CHECKS - Ability to auto					1		
Planning	1.044	PLAN APPLICATION - Ability for County to define planning project application	1						
Planning	1.045	PROJECT DESCRIPTION - Project Description shall include the ability to enter	1						
Planning	1.046	PROJECT DESCRIPTIONS - Project Descriptions shall include the ability to	1						
Planning	1.054	PROJECT LOCATON DATA - Project Location data to include ability to	1						Typically imported from the Master Address table with these
Planning	1.046	PROJECT DESCRIPTIONS - Project Descriptions shall include the ability to	1						
Planning	1.047	• Existing and proposed use	1						
Planning	1.048	• Number of buildings, stories, units, rooms, bedrooms	1						
Planning	1.049	• Size (size of acreage, building height/square footage)	1						
Planning	1.050	MULTIPLE CONTACT TYPES - Ability for the county to record multiple	1						
Planning	1.051	EMAIL VALIDATION - Ability for a user to enter an email address twice to be	1						Done at registration
Planning	1.052	MULTIPLE RECIPIENT EMAILS - Ability for documents to be emailed to one	1						
Planning	1.053	CONTRACTOR DATABASE - Ability to select from Contractors/professionals	1						ViewPoint currently provides this in a number of
Planning	1.055	DEPOSIT TRACKING - Ability to record and track deposits received and date of	1						ViewPoint Cloud has built in ecommerce that is PCI/DSS
Planning	1.056	ADDITIONAL DEPOSITS - Ability for the County to take additional deposits	1						The County can take or process unlimited transactions
Planning	1.057	DEVELOPER AND PERMIT DEPOSIT TRACKING - Track deposits,	1						
Planning	1.058	INQUIRY - Provide the capability to query acreage, parcel numbers, project/case	1						
Planning	1.059	PERMIT INQUIRY - Ability to search on all permits by project.	1						
Planning	1.060	GIS MAP INQUIRY - Ability to plot geographic planning inquiries on the						1	ViewPoint provides a read only real time view of your GIS
Planning	1.061	PLAN CHECK WORK FLOW REQUIREMENTS - Ability to set up	1						
Planning	1.062	ATTACHMENTS - Ability to attach documents, photos, and scanned documents	1						Attach any document and have document folders that can be
Planning		CONDITIONS OF APPROVAL (COA)							
Planning	1.063	CHANGE COA - Ability to add, modify or delete conditions of approval during	1						ViewPoint offers the County the ability to add Approvals,
Planning	1.064	ACCUMULATE COMMENTS AND COA - Provide for electronic collection of	1						
Planning	1.065	DELIMITED COMMENTS - Ability to create comment delimiters to allow staff	1						
Planning	1.066	PARCEL INQUIRY - Ability to tie all conditions of approval to the parcel	1						
Planning	1.067	STANDARD COA - Provide a County-defined table of standard or recurring	1						
Planning	1.068	PERMIT ISSUANCE RESTRICTIONS - Provide for restriction of permit	1						
Planning	1.069	FREE FORM COA - Ability for Planning, Engineering, Fire, Environmental	1						
Planning	1.070	COA DUE DATES - Ability to schedule due date for conditions of approval to be	1						
Planning	1.071	PLAN CHECK LETTERS - Ability to generate editable plan check comment	1						
Planning		PROJECT TRACKING AND ROUTING - WORKFLOW							
Planning	1.072	WORKFLOW - Need workflow capability to establish required planning process	1						
Planning	1.073	WORKFLOW - Provide for the user-definition of application workflow within	1						
Planning	1.074	WORKFLOW EDITS - Ability to modify workflow and task requirements as	1						
Planning	1.075	SUB-TASKS - Ability to set up multiple plan review steps and sub-tasks.	1						
Planning	1.076	ASSIGNEE STATUS - Ability to track task status, review comments, and	1						
Planning	1.077	ELECTRONIC PLAN SUBMITTAL - Ability to receive plan submittals	1						
Planning	1.078	ELECTRONIC PLAN REVIEW - Capable of online plan review with ability to				1			Our clients use tools such as Adobe or BlueBeam for e-plan
Planning	1.079	WORKFLOW ROUTING - Automatic routing of projects through various user-	1						As defined by the County and modifiable at any time
Planning	1.080	EXTERNAL PLAN REVIEWS - Ability to notify outside reviewing agencies	1						Our clients use tools such as Adobe or BlueBeam for e-plan
Planning	1.081	DEPARTMENT USER REVIEW ACCESS - Ability for fire department plan	1						Our clients use tools such as Adobe or BlueBeam for e-plan
Planning	1.082	PROJECT NUMBER CHANGE - Ability to change project number after initial	1						
Planning	1.083	SUB-PROJECTS - Ability to setup unlimited sub-projects within a single master	1						
Planning		SCHEDULING							
Planning	1.084	MASTER CALENDAR - Ability to provide a master calendar with all	1						
Planning	1.085	FUTURE PLANNING CALENDAR - Ability to create future planning calendar	1						
Planning	1.086	AUTO-DEFINE KEY DATE - Ability to calculate user-defined review and	1						
Planning	1.087	DATE OVERRIDES - Ability to manually override expiration dates.	1						
Planning	1.088	ASSOCIATE KEY DATE TO REVIEW STEP - Provide the ability to tie a key	1						
Planning	1.089	AUTOMATIC RE-DATE UPON STEP COMPLETION - Provide an	1						

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Planning		FEES							
Planning	1.090	AUTO-CALCULATE FEES - Calculate standard planning fees using County-	1						ViewPoint's fee calculator is simple to use and very robust
Planning	1.091	FFES BY PERMIT OR PROJECT - Automatically compute charges based on	1						
Planning	1.092	DEVELOPER DEPOSITS - Track fee deposit/collections, receivables, balance	1						
Planning	1.093	DEPOSIT REQUIREMENT ADJUSTMENTS - Ability to adjust deposit	1						By the appropriate authorized County person (s)
Planning	1.094	A/P REFUND REQUEST - Ability to generate an A/P refund request notice with	1						
Planning	1.095	DETAILED FEE STATUS - Detailed fees status must include the following:	1						
Planning	1.096	• Account Number	1						
Planning	1.097	• Description	1						
Planning	1.098	• Fee Type (Code)	1						
Planning	1.099	• Activity Type	1						
Planning	1.100	• Deposit Amount	1						
Planning	1.101	• Balance Due/Credit Balance	1						
Planning	1.102	FIXED AND VARIABLE FEES - Ability to set up fixed and variable fees.	1						
Planning	1.103	UNIT COST - Ability to set up flat fees per unit cost.	1						
Planning	1.104	BILLABLE TIME - Ability to track time by project, task, date, staff, etc., in order	1						
Planning	1.105	FEES ON DEMAND - Ability to charge any or all fees by specific project	1						
Planning	1.106	FIXED FEE PLUS UNIT COST - Ability to setup a fixed fee plus a unit cost	1						
Planning	1.107	FLAT FEE BY TIERED AREA - Ability to setup a Flat fee by tiered gross floor	1						
Planning	1.108	FLAT FEE PLUS TIERED UNIT COST - Ability to setup a flat fee plus	1						
Planning	1.109	SQUARE FOOT CALCULATIONS - Allow user-defined square footage	1						
Planning	1.110	VALUATION FEES - Ability to set up fee by valuation of other data element	1						
Planning	1.111	TIME AND MATERIAL PLUS FEE - Ability to track a XX% fee in addition to	1						
Planning	1.112	FEES BY ACREAGE - Ability to calculate fees based on acreage.	1						
Planning	1.113	CONSULTANT FEES WITH MARK-UP - Ability to track and charge	1						
Planning	1.114	MASS FEE CHANGES - Ability to mass change all fees xx% (inflationary) once	1						
Planning	1.115	FEE EFFECTIVE DATES - Ability to change fees with effective dates,	1						
Planning	1.116	CONSULTANT FEES - Ability to track and charge purchased fees (e.g.,	1						
Planning	1.117	TIME TRACKING - Ability to track hourly time spent by task and calculate fees	1						
Planning	1.118	MISCELLANEOUS FEES - Ability to calculate and track unlimited	1						
Planning	1.119	NON-PERMIT FEES - COLLECTIONS AND TRACKING - Ability to collect	1						
Planning	1.120	WAIVE FEES- Ability to waive or override default fees.	1						May be set for Authorized users only
Planning	1.121	FEE OVERRIDE NOTES - System should allow only authorized override of	1						
Planning	1.122	FEE CHANGE NOTES - Ability to track notes for fees that are manually	1						This will also be found in the system audit log
Planning	1.123	FEES BY PROJECT TYPE - Ability for planning fees to be set up by project	1						
Planning	1.124	FEES BY TASK TYPE - Ability for planning fees to be set up by task type.	1						
Planning	1.125	FEES BY SHEETS AND REVIEWS - Allow review fees to be calculated based	1						
Planning	1.126	RECEIPT OF AMOUNT AND PAYEE - Ability to print a receipt to whoever	1						
Planning	1.127	REFUNDABLE BOND DEPOSITS - Ability to track refundable bond deposits	1						
Planning	1.128	BOND EXPIRATION ALERTS - Ability to automatically generate	1						
Planning	1.129	MULTIPLE TRUST ACCOUNTS - Ability to establish one or more trust	1						
Planning	1.130	DEVELOPMENT CREDITS - Capability of setting up accounting for various	1						
Planning	1.131	INVOICES - Ability to print invoices showing detail/summary fees with totals	1						
Planning		LETTERS							
Planning	1.132	UNLIMITED STANDARD NOTICES - Ability to set up "unlimited" standard	1						
Planning	1.133	FLAG COMMENTS AND NOTES FOR INCLUSION - Ability for notices and	1						
Planning	1.134	MEETING NOTIFICATION - Provide a method of automatically generating	1						
Planning	1.135	PROPOSED CHANGE NOTIFICATION - Provide for automatic mail out	1						
Planning	1.136	EDITABLE NOTIFICATIONS - Ability for system to output County-editable	1						
Planning	1.137	NOTIFICATION TRACKING - Ability for system to track all notices sent	1						
Planning	1.138	AREA/ VICINITY MAP - Automatically generate area map to accompany notice						1	
Planning	1.139	AD HOC ADDITION OF PARCEL TO NOTIFICATION LISTS - Ability to						1	
Planning		CITIZEN ONLINE ACCESS							
Planning	1.140	NEXT STEPS - Ability to show next steps in the process, due dates and	1						Applicants will always know where they are in the process
Planning	1.141	ISSUANCE ALERTS - Ability to identify/flag issues which may delay permit	1						
Planning	1.142	REPORT PRINTING - Ability for citizens to print reports published via the web,	1						The County will decide what information to export and
Planning	1.143	PERMIT PRINTING - Ability for citizens to print permits that have been issued.	1						If you wish
Planning	1.144	PLANNING PROJECT STATUS - Ability for Developers and public	1						
Planning	1.145	CITIZEN ONLINE ACCESS - PARCEL MAPS - Ability for citizens to access		1					Currently planned for future release
Planning		INQUIRY & REPORTS							
Planning	1.146	USER QUERIES - Ability for users to create quick queries and reports from	1						With easy to use query and filter tools. Also the ability to
Planning	1.147	REPORTING PARAMETERS - Ability for reports to accept parameters such as	1						
Planning	1.148	REPORT SCHEDULING AND DELIVERY - Ability to set up reports to be						1	
Planning	1.149	SPELL CHECK - Provide spell checking for all reports and correspondence.	1						Via the browser
Planning	1.150	VARIOUS SORT ORDERS - Provide reports of planning projects in various sort	1						Also with the ability to export to .csv for further
Planning	1.151	STAFF REPORTS - Ability to automatically generate user-defined staff reports	1						
Planning	1.152	STAFF REPORTS - Ability to setup template staff reports that will insert project	1						
Planning	1.153	PROJECT STATUS REPORTS - Ability to produce project status reports by	1						
Planning	1.154	MEETING DOCUMENTS - Provide a function for producing summary	1						
Planning	1.155	MEETING DOCUMENTS - Provide a method of producing meeting documents	1						
Planning	1.156	MEETING DOCUMENTS - Meeting documents should have the capability of	1						
Planning	1.165	PLANNING ACTIVITY REPORTS - Ability to report planning activity by	1						
Planning		INTEGRATION - INTERFACE							
Planning	1.167	INTEGRATION - MS WORD - Provide integration to MS Word processing for	1						Data can be exported in .csv, documents as you describe can
Planning	1.168	INTEGRATION - MS OUTLOOK -Ability for the system to integrate with		1					iCal integration with Outlook, messaging with applicant is
Planning	1.169	INTEGRATION - PARCEL/ADDRESS MANAGEMENT - Parcel/Address	1						ViewPoint provides this integration regularly for our clients
Planning	1.170	INTEGRATION - PERMITTING - Provide automatic linkage between general	1						
Planning	1.171	INTEGRATION - ELECTRONIC CONTENT MANAGEMENT SYSTEM -	1						
Planning	1.172	INTERFACE - GIS - User should have the ability to select Planning data and	1						ViewPoint has been an Esri Business Partner for 20 years,
Planning	1.173	INTEGRATION - CASHIERING - Centralized Cashiering integrated with	1						
Planning	1.174	INTEGRATION - GENERAL LEDGER - The Planning application must	1						
Planning	1.175	INTEGRATION - ACCOUNTS PAYABLE - Provide integration with accounts	1						
Planning	1.176	INTEGRATION - DOCUSIGN - Ability to integrate with DocuSign for digital		1					
Planning	1.177	INTEGRATION – PAYMENT GATEWAY - Ability to integrate with credit	1						In addition to cash and check payments, enable anytime
			151	3	0	1	1	4	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Permitting		2. Permitting							
Permitting		INTAKE							
Permitting	2.001	PERMIT INTAKE FIELDS - Ability to intake and maintain permit application	1						
Permitting	2.002	• PIN	1						
Permitting	2.003	• Parcel Address	1						
Permitting	2.004	• Type of application (e.g., site plan, building permit, Environmental Health, Fire	1						
Permitting	2.005	• Project Description	1						
Permitting	2.006	• Square Feet of Project	1						
Permitting	2.007	• Construction Type	1						
Permitting	2.008	• Assigned Inspector By Trade	1						
Permitting	2.009	• Assigned Planner	1						
Permitting	2.010	• Owner Information	1						
Permitting	2.011	• Property Information	1						
Permitting	2.012	• Sub-Contractor Information	1						
Permitting	2.013	• Business Name	1						

Category	#	Description						Notes
Permitting	2.014	• Township	1					
Permitting	2.015	• Sanitary System	1					
Permitting	2.016	• Water System	1					
Permitting	2.017	• Legal Description	1					
Permitting	2.018	• Project Valuation	1					
Permitting	2.019	• Class of work (census data, single family, multi family, commercial, etc.)	1					
Permitting	2.020	• Start date	1					
Permitting	2.021	• Complete date	1					
Permitting	2.022	• Issue date	1					
Permitting	2.023	• Application date	1					
Permitting	2.024	• Review dates	1					
Permitting	2.025	• Expiration date	1					
Permitting	2.026	• Approval dates	1					
Permitting	2.027	• Text	1					
Permitting	2.028	• Boolean and Number fields (unlimited)	1					
Permitting	2.029	• Zoning	1					
Permitting	2.030	• Occupancy type	1					
Permitting	2.031	• Construction type	1					
Permitting	2.032	• Inspection area	1					
Permitting	2.033	PERMIT COPY - Ability to copy a permit for repetitive use.	1					
Permitting	2.034	ONLINE PERMIT PRINTING - Ability to print submitted online permits for	1					
Permitting	2.035	INFORMATION ASSOCIATIONS BY PERMIT - Ability to allow	1					
Permitting	2.036	PERMIT INTAKE - MULTIPLE ADDRESSES OR PARCELS -	1					
Permitting		GENERAL						
Permitting	2.037	USER-DEFINED FIELDS - Provide for "unlimited" County-defined fields based	1					The County will be able to create unlimited fields for
Permitting	2.038	REQUIRED FIELDS - Ability for County to determine which fields are required.	1					Simply toggle on/off any field to be required on an
Permitting	2.039	PERMIT APPLICATION CHECKLIST - Ability to create County- defined	1					
Permitting	2.041	MULTIPLE CONTRACTORS PER PERMIT - Ability to track multiple	1					
Permitting	2.040	COUNTY-DEFINED PERMIT STATUS TYPES – AUTOMATED	1					
Permitting	2.042	CONTRACTOR PERMIT TRACKING - Ability for permits to be tracked by	1					
Permitting	2.043	SEARCH - Allow for search and retrieval of a permit or application data using	1					
Permitting	2.044	•Job Address	1					
Permitting	2.045	•Parcel number	1					
Permitting	2.046	• Lot number	1					
Permitting	2.047	•Associated names (applicant, property owner, contractor,	1					
Permitting	2.048	•Associated mailing addresses (applicant, property owner, contractor, architect)	1					
Permitting	2.049	•Associated phone numbers (applicant, property owner, contractor, architect)	1					
Permitting	2.050	• Contractor State license no.	1					
Permitting	2.051	•Type of application	1					
Permitting	2.052	•Application date	1					
Permitting	2.053	•Permit issuance date	1					
Permitting	2.054	•Approval dates	1					
Permitting	2.055	•Expiration date	1					
Permitting	2.056	•Application status	1					
Permitting	2.057	• Responsible department	1					
Permitting	2.058	•Various Wild Card searches	1					
Permitting	2.059	•Partial word searches	1					
Permitting	2.060	•Ability to search by owner name or business common name and see all associated	1					
Permitting	2.061	PARCEL AND ADDRESS VALIDATION - Ability to validate an address or	1					
Permitting	2.062	TEMPORARY ADDRESS - Need ability to input a temporary address for non-	1					
Permitting	2.063	SECURITY - Ability to restrict access to create temporary/permanent address	1					
Permitting	2.064	PERMIT DATA - Allow for an unlimited number of names, addresses, and phone	1					
Permitting	2.065	COMBINATION PERMITS - Ability to setup combination permits (e.g., signs,	1					Accomplished by setting up Projects
Permitting	2.066	COPYING/CLONING PERMITS - Ability to copy/clone a permit (e.g., same	1					
Permitting	2.067	MISCELLANEOUS PERMIT TYPES - Provide simplified system for	1					
Permitting	2.068	• Signs	1					
Permitting	2.069	• Re-roof	1					
Permitting	2.070	• Special Inspections such as group homes and daycares	1					
Permitting	2.071	• Transportation Permits	1					
Permitting	2.072	• Encroachment into Public Right of Way	1					
Permitting	2.073	• Water Heaters	1					
Permitting	2.074	• Home Improvements	1					
Permitting	2.075	• Sewer Connection	1					
Permitting	2.076	• Pools	1					
Permitting	2.077	• Barns	1					
Permitting	2.078	• Sheds	1					
Permitting	2.079	• Siding	1					
Permitting	2.080	• Decks	1					
Permitting	2.081	• Demolition	1					
Permitting	2.082	• House Moving	1					
Permitting	2.083	• Tattoo Artists	1					
Permitting	2.084	• Fences	1					
Permitting	2.085	NOTES TYPE AND DATE STAMP - Ability to add Notes and Comments	1					
Permitting	2.086	UNLIMITED ALERTS - Ability to place unlimited number of Alerts per parcel.	1					
Permitting	2.087	FLASH ALERTS - Ability to flash alerts by address (e.g., outstanding code	1					They will be visible, may not flash
Permitting	2.088	PROCESS HOLD - OUTSTANDING CHECKS - Ability to auto stop a permit	1					Permit applications can be paused or stopped at any time by
Permitting	2.089	ALERTS - Ability to add a County-defined flag for when a contractor does not	1					
Permitting	2.090	CONTRACTOR DATA - Provide database for tracking	1					We have done this in partnership with State, County and/or
Permitting	2.091	• Name	1					
Permitting	2.092	• Address	1					
Permitting	2.093	• Phone	1					
Permitting	2.094	• Type of contractor	1					
Permitting	2.095	• Fax number	1					
Permitting	2.096	• Liability insurance carrier (name, expiration date)	1					
Permitting	2.097	• E-mail address	1					
Permitting	2.098	• Mobile phone number	1					
Permitting	2.099	• License/Registration expiration date	1					
Permitting	2.100	• State license number	1					
Permitting	2.101	• State contractor information and license types	1					
Permitting	2.102	CONTRACTOR LICENSE AND INSURANCE VALIDATION - Ability	1					
Permitting	2.103	PERSON/ENTITY INFORMATION - Persons entered into database should be	1					
Permitting	2.104	UNLIMITED COMMENTS AND NOTES - Provide an area for unlimited free-	1					
Permitting	2.105	CONTRACTOR REQUIREMENTS - Perform automatic checking of user-	1					
Permitting	2.106	PERMIT STATUS TRACKING - Ability to inquire on all open permits for a	1					
Permitting	2.107	PERMIT EXPIRATION - AUTOMATIC REMINDERS - Ability to	1					
Permitting	2.108	HISTORICAL PERMITS - Ability to maintain a history on all permits issued	1					
Permitting	2.109	HISTORY - Ability to show all permit history by address when entering	1					
Permitting	2.110	CODE CYCLE EFFECTIVE DATES - Ability to have effective dates of	1					
Permitting	2.111	UTILITY AUTHORIZATIONS - Ability to email utility authorizations to power	1					You can even have them access the data they need to for
Permitting	2.112	INFRASTRUCTURE COMPLETION - An automated method of tracking	1					
Permitting	2.113	INSTRUMENT EXPIRATIONS - An automated notice identifying instruments	1					
Permitting	2.114	TIME TRACKING - The ability to track all time by project, task, phase, date and	1					
Permitting	2.115	TIME TRACKING - DURATIONS - Ability for time tracking to exclude	1					
Permitting		FEES						
Permitting	2.116	UNLIMITED FEES AND TYPES - Provide for calculation of standard fees with	1					
Permitting	2.117	FEES BY PERMIT OR PROJECT - Automatically compute charges based on	1					
Permitting	2.118	PERMIT QUOTE CALCULATIONS - Ability to generate a permit quote based	1					
Permitting	2.119	PERMIT REQUEST ESTIMATES - Ability to save permit request information	1					
Permitting	2.120	FEES AND CREDITS - Track fees charged, refunds, and credits issued by	1					
Permitting	2.121	FIXED FEES - Ability to set up fixed and variable fees with	1					
Permitting	2.122	FEES BY GALLONS- Ability to set up fees by gallon.	1					

Module	#	Requirement	C1	C2	C3	C4	C5	C6	Notes
Permitting	2.123	FLAT FEES AND UNIT COST - Ability to set up flat fees plus a per unit cost.	1						
Permitting	2.124	TIERED FEES AND UNIT COST - Ability to set up tiered fees by number of	1						
Permitting	2.125	VALUATION FEES - Ability to set up fee by valuation times unit charge per	1						
Permitting	2.126	VARIABLE FEES - Flat Base Fee plus unit cost per $X,XXX over a base amount.	1						
Permitting	2.127	COUNTY-DEFINED UNIT TYPES - Ability to use County-defined unit types	1						
Permitting	2.128	HOURLY FEES - Ability to charge an hourly fee.	1						
Permitting	2.129	HOURLY RATE BY FEE TYPE - Ability to track an hourly rate billing by Fee	1						
Permitting	2.130	PERCENT OF BASE PERMIT FEE - Ability to charge a fee that is X% of the	1						
Permitting	2.131	LOT FEES - Ability to charge a fee that is flat base amount plus a unit charge	1						
Permitting	2.132	BUILDING CONSTRUCTION VALUATION - Allow for valuation calculations	1						
Permitting	2.133	SQUARE FOOT CALCULATIONS - Allow user-defined square footage	1						
Permitting	2.134	FIXED COST - Allow fixed cost on construction valuation based on square	1						
Permitting	2.135	PERCENTAGE FEES - Ability to calculate fees as a percentage of building	1						
Permitting	2.136	COST PLUS PERCENTAGE OF COST - Ability to calculate a fee by adding a	1						
Permitting	2.137	FEES BY SHEETS AND REVIEWS - Allow review fees to be calculated based	1						
Permitting	2.138	BILLABLE TIME - Ability to track task time by person and generate hourly fees	1						
Permitting	2.139	FEES ON DEMAND - Ability to charge any or all fees by specific project	1						
Permitting	2.140	MISCELLANEOUS FEES - Ability to calculate and track unlimited	1						
Permitting	2.141	NON-PERMIT FEES - COLLECTIONS AND TRACKING - Ability to	1						
Permitting	2.142	WAIVE FEES - Ability to waive or override any standard/default fees by	1						
Permitting	2.143	MASS FEE CHANGES - Ability to mass change all fees by xx% (inflationary)	1						
Permitting	2.144	FEES SETTINGS FOR CANCELLED PERMITS - Ability to set fees as	1						
Permitting	2.145	REFUNDABLE DEPOSITS - Ability to track deposits and refunds including	1						
Permitting	2.146	DEVELOPER AND PERMIT DEPOSIT TRACKING - Track	1						
Permitting	2.147	PERMIT REVERSALS AND REFUNDS - Ability to void permits that have been	1						
Permitting	2.148	A/P REFUND REQUEST - Ability to generate an A/P refund request notice with	1						
Permitting	2.149	DEVELOPMENT CREDITS - Capability of setting up accounting for various	1						
Permitting	2.150	MULTIPLE PERMIT PAYMENTS - Ability to pay for multiple permits with	1						ViewPoint Cloud's one-touch payment system eliminates the
Permitting	2.151	RECEIPT OF AMOUNT AND PAYEE - Ability to print a receipt to whoever	1						
Permitting	2.152	PERMITTING - FINANCIAL INFORMATION - Ability to maintain detailed	1						
Permitting	2.153	• Permit Charge	1						
Permitting	2.154	• Other Charges	1						
Permitting	2.155	• Specialized Fees	1						
Permitting	2.156	• Inspection Fees	1						
Permitting	2.157	• Total Charge	1						
Permitting	2.158	• Total Collected	1						
Permitting	2.159	• Total Waived	1						
Permitting	2.160	• General Ledger Account Codes	1						
Permitting		**ROUTING & WORKFLOW**							
Permitting	2.161	USER-DEFINED ROUTING - Allow user-defined process workflow routing	1						
Permitting	2.162	SIMULTANEOUS WORKFLOW STEPS - Ability to allow review steps to be	1						
Permitting	2.163	PERMIT REVISIONS - Ability to revise permit applications during the permit	1						
Permitting	2.164	ADD CORRECTION ITEMS - Allow entry of plan correction items as part of	1						
Planning	2.165	ELECTRONIC PLAN SUBMITTAL - Ability to receive plan submittals	1						
Planning	2.166	ELECTRONIC PLAN REVIEW - Capable of online plan review with ability to	1						
Permitting	2.167	WORKFLOW - Ability to pre-establish workflow and task requirements by	1						
Permitting	2.168	WORKFLOW - Ability to modify workflow and task requirements as needed.	1						
Permitting	2.169	EXTERNAL PLAN REVIEWS - Ability to notify outside reviewing agencies	1						
Permitting	2.170	DUE DATES - Ability for system to fill in due dates by task type (e.g., plan check	1						
Permitting	2.171	PERFORMANCE STANDARDS TRACKING - Ability to distinguish different	1						
Permitting	2.172	MODIFY ROUTING - Routing can change for individual applications (steps	1						
Permitting	2.173	APPROVALS - Do not allow permit to be issued until all required plan review	1						
Permitting	2.174	ASSIGN TASKS - Ability for departments to then assign tasks and re- assign to	1						
Permitting	2.175	ASSIGN TASKS - Ability to either assign staff or leave task completion at the	1						
Permitting	2.176	USER DASHBOARD - Provide a user specific dashboard with statistics and	1						
Permitting	2.177	AUTOMATIC REMINDERS - Ability to set automatic reminders/notifications.	1						
Permitting	2.178	PERMIT APPROVAL - Ability to email online permit approvals to applicants.	1						
Permitting	2.179	EMAIL CORRESPONDENCE - Ability to email an applicant to request missing	1						
Permitting	2.180	PERMIT APPLICATION TO INSPECTION - Ability to prompt an inspection	1						
Permitting		**PROCESSING**							
Permitting	2.181	PLAN POSSESSION - Ability to track which planners have been issued sets of				1			Via BlueBeam or Adobe tools
Permitting	2.182	CORRECTIONS LIST - Ability to generate a department specific or overall	1						
Permitting	2.183	CITIZEN CORRECTIONS LIST - Ability for system to generate a corrections	1						
Permitting	2.184	MULITPLE PERMITS PER SET OF APPROVAL STEPS/PLAN	1						
Permitting	2.185	NOTIFICATION LETTERS - Ability to generate expiration and inactive	1						
Permitting	2.186	NOTIFICATIONS WITH ATTACHMENTS - Ability for standard					1		
Permitting	2.187	CALENDAR VIEW OF ASSIGNMENTS AND DUE DATES - Ability	1						
Permitting		**PERMITTING / ISSUANCE**							
Permitting	2.188	FINAL INSPECTION NOTIFICATION - Ability to notify via queue or email	1						
Permitting	2.189	PERMIT EXPIRATION DATES - Automatically calculate permit expiration	1						
Permitting	2.190	DATE OVERRIDES - Ability to manually override expiration dates.	1						
Permitting	2.191	AUTO ADJUST EXPIRE DATE - Ability to auto adjust permit expiration date		1					
Permitting	2.192	FEES DUE ALERT - Provide an alert at Certificate of Occupancy issuance of any	1						
Permitting	2.193	PRINT NOTES ON PERMIT - Allow notes from plan review and general	1						
Permitting	2.194	PRINT PLAN CHECK COMMENTS - Ability to print plan check comments on	1						
Permitting	2.195	FINAL EDITS - Perform editing prior to printing notices/letters for such items as	1						
Permitting	2.196	PRINT CERTIFICATES - Allow County to define type of certificate to print	1						
Permitting	2.197	ABILITY TO BLOCK - Allow the ability to block certificates of completion or	1						
Permitting	2.198	NOTIFICATION METHODS - Notification methods include:							
Permitting	2.199	• E-mail	1						
Permitting	2.200	• Fax				1			
Permitting	2.201	• Web site updates on-line	1						
Permitting	2.202	• Word-formatted letters	1						pdf format
Permitting	2.203	PERMIT APPROVAL EMAIL - Ability for system to automatically email	1						
Permitting	2.204	JURISDICTION PERMIT NOTIFICATIONS - Allow for email	1						
Permitting	2.205	TAX ASSESSOR CO NOTIFICATION - Automatically issue a	1						
Permitting	2.206	MULTIPLE RECEIPIENT EMAILS - Ability for documents to be emailed to	1						
Permitting		**GENERAL PERMITTING AND CONDITIONS OF APPROVAL**							
Permitting	2.207	UNLIMITED COMMENTS - Allow for entry of unlimited free-form	1						
Permitting	2.208	STANDARD COMMENTS - Allow for user-defined table of standard comments	1						
Permitting	2.209	CORRECTION NOTICE COMMENTS - Ability to combine all plan review	1						
Permitting	2.210	EDITABLE COMMENT REVIEW LETTERS - Ability to create	1						
Permitting	2.211	PLAN CHECK LETTERS - Ability to generate editable plan check comment	1						
Permitting	2.212	SPECIAL CONDITIONS - Ability to note any restrictions or special conditions	1						
Permitting	2.213	CONDITIONS OF APPROVAL - Ability to apply project-specific conditions of	1						
Permitting	2.214	CONDITIONS OF APPROVAL - Ability to set up standard conditions of	1						
Permitting	2.215	CONDITIONS OF APPROVAL - Ability for system to force all conditions of	1						
Permitting	2.216	CONDITIONS OF APPROVAL - Track conditions of approval revisions (who,	1						
Permitting	2.217	CONDITIONS OF APPROVAL - Allow conditions of approval to be entered and	1						
Permitting	2.218	CONDITIONS OF APPROVAL - Allow conditions of approval "completed"	1						
Permitting	2.219	CONDITIONS OF APPROVAL - Allow conditions of approval "reviewed"	1						
Permitting	2.220	CONDITIONS OF APPROVAL - Track conditions of approval "completed by	1						
Permitting	2.221	CONDITIONS OF APPROVAL - Track conditions of approval "reviewed by	1						
Permitting	2.222	CONDITIONS OF APPROVAL - Track conditions of approval completed by	1						
Permitting	2.223	CONDITIONS OF APPROVAL - Track conditions of approval "reviewed" by	1						
Permitting	2.224	DIGITAL SIGNATURE FOR CONDITION FORM - Ability to have	1						
Permitting	2.225	ATTACHMENTS - Ability to attach files, e-mails, etc., to the permit record.	1						
Permitting	2.226	ATTACHMENTS - Ability to attach files, e-mails, etc., to a specific task or	1						
Permitting		**CITIZEN ONLINE ACCESS**							
Permitting	2.227	PERMIT APPLICATIONS - Ability for citizens to apply for permits via Internet	1						
Permitting	2.228	DIAGRAMS - Ability to submit a diagram(s) with an online permit application.	1						

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	Party Application	Custom Modification	Not Available	Comments
Permitting	2.229	VIEW STATUS - Ability for citizens to view status of permit applications via the	1						
Permitting	2.230	USER QUERIES – Ability for users to query data.	1						
Permitting	2.231	ONLINE PAYMENTS - Ability for citizens to pay permit application fees via	1						
Permitting	2.232	NEXT STEPS - Ability to show next steps in the process, due dates and	1						
Permitting	2.233	ISSUANCE ALERTS - Ability to identify/flag issues which may delay permit	1						
Permitting	2.234	PERMIT PRINTING - Ability for citizens to print permits that have been issued.	1						
Permitting	2.235	REPORT PRINTING - Ability for citizens to print reports published via the web.	1						
Permitting	2.236	INSPECTION RESULTS - Ability for citizens to view permit inspections results.	1						
Permitting	2.237	DOCUMENT RETRIEVAL - Ability for citizens to retrieve scanned documents	1						
Permitting		PERMITTING REPORTS							
Permitting	2.238	USER QUERIES - Ability for users to create quick queries and reports from	1						
Permitting	2.239	REPORTING PARAMETERS - Ability for reports to accept parameters such as	1						
Permitting	2.240	REPORT SCHEDULING AND DELIVERY - Ability to set up reports to be	1						
Permitting	2.241	MONTHLY REPORT SUBTOTALS - Ability to generate monthly permit type	1						
Permitting	2.242	STATISTICAL REPORTS - Statistical reports of permits issued by a user-	1						
Permitting	2.243	STATISTICAL REPORTS - Statistical reports of the types of applications	1						
Permitting	2.244	STATISTICAL REPORTS - Statistical reports of types of inspections performed	1						
Permitting	2.245	STATISTICAL REPORTS - Statistical reports of inspector activity by user-	1						
Permitting	2.246	STATISTICAL REPORTS - Statistical reports of plan review processing,	1						
Permitting	2.247	WORK-IN-PROGESS REPORTING - Ability to report on work-in- progress of	1						
Permitting	2.248	OPEN TRUST/DEPOSIT REPORT - Reports of open bonds/deposits and	1						
Permitting	2.249	PERMIT EXPIRATION REPORT - Ability to provide a report of permits that	1						
Permitting	2.250	PLAN CORRECTION REPORT - Produce a plan correction listing on- demand.	1						
Permitting	2.251	PLAN CHECK AGING REPORT - Produce a plan check aging report with due	1						
Permitting	2.252	TIME PERIOD REPORTS - Provide reports by any time period (e.g., specific	1	1					
Permitting	2.253	PERMIT FEE REPORT - Provides permit fee reports by daily receipts.	1	1					
Permitting	2.254	PDF FORMAT - Ability to save reports in PDF format.	1	1					
Permitting	2.255	SUMMARY REPORT - Ability to generate a summary of applied and issued	1	1					
Permitting	2.256	REVENUE EXPENSES REPORT - Monthly revenue/expense report (fees minus	1	1					
Permitting	2.257	PUBLISH REPORTS ON WEBSITE - Ability to publish reports to website (e.g.,	1	1					
Permitting	2.258	HIERARCHICAL DATA LEVELS - Allow for data fields to populate from the	1	1					
Permitting		INTEGRATION - INTERFACE							
Permitting	2.259	INTEGRATION - MS WORD - Ability to integrate to MS Word processing to		1					Data can be exported in .csv, documents as you describe can
Permitting	2.260	INTEGRATION - MS OUTLOOK -Ability for the system to integrate with			1				iCal integration with Outlook, messaging with applicant is
Permitting	2.261	INTEGRATION - STATE LICENSES BOARD - Integrate permit application		1					
Permitting	2.262	INTEGRATION - STATE LICENSES BOARD - Ability to extract contractor		1					
Permitting	2.263	INTEGRATION - CASH RECEIPTS - Cash receipts should validate permit		1					
Permitting	2.264	INTEGRATION- PLANNING - Provide communication of conditions and other		1					
Permitting	2.265	INTEGRATION - PARCEL/ADDRESS MANAGEMENT - The		1					
Permitting	2.267	INTEGRATION - ELECTRONIC CONTENT MANAGEMENT SYSTEM -					1		With your ECMS soltuion
Permitting	2.268	INTEGRATION - PERMIT EXPORT - Ability to export a flat file to CAMA		1					
Permitting	2.269	INTEGRATION - GENERAL LEDGER - The permits application must		1					
Permitting	2.270	INTEGRATION - INSPECTIONS - Ability to automatically update the		1					
Permitting	2.271	PERMITTING PROCESS TRACKING - Ability to monitor the permit process		1					
Permitting	2.272	BATCH PERMIT PROCESSING - Ability to combine or batch several permits		1					
			251	19	1	2	2	0	

Standard - Current	
Standard - Next Release	
Report Writer	
3rd-Party Application	
Custom Modification	
Not Available	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	Party Application	Custom Modification	Not Available	Comments
Inspections		3. Inspections							
Inspections		GENERAL							
Inspections	3.001	USER-DEFINED FIELDS - Provide for "unlimited" County-defined fields based	1						
Inspections	3.002	UNLIMITED INSPECTIONS - Allow for an unlimited number of inspections on	1						
Inspections	3.003	INSPECTION NOTICES - Ability to automatically generate inspection notices	1						
Inspections	3.004	PROCESS HOLD - OUTSTANDING CHECKS - Ability to auto stop an	1						
Inspections	3.005	MULTIYEAR INSPECTIONS NOTICES - Ability to generate multi-year	1						
Inspections	3.006	HISTORICAL INSPECTION REQUEST PRINTING - Ability to print	1						
Inspections	3.007	INSPECTION FIELDS - Ability to maintain the following minimal fields on	1						
Inspections		SCHEDULING REQUESTS							
Inspections	3.008	VALIDATE INSPECTION REQUEST - System to check whether an inspection	1						Request can not happen unless that inspection is an active
Inspections	3.009	SCHEDULING ERROR CHECKS - Perform user-defined error checking (with	1						
Inspections	3.010	• Valid contractor license	1						
Inspections	3.011	• Inspections are being performed in the proper sequence	1						
Inspections	3.012	• Type of inspection requested is valid for the permit	1						
Inspections	3.013	• All required fees have been paid	1						
Inspections	3.014	• Permit has not expired	1						
Inspections	3.015	• Permit has not been placed on hold	1						
Inspections	3.016	ONLINE INSPECTION SCHEDULE CHECK - Allow citizens to view/check	1						
Inspections	3.017	ONLINE INSPECTION STATUS CHECK - Allow citizens to check the status	1						
Inspections	3.018	INSPECTORS WORK QUEUE - Ability for inspectors to work from a screen	1						
Inspections	3.019	STOP WORK ORDER - Ability to issue stop work order (e.g., prevent other	1						
Inspections	3.020	INSPECTION HOLD STATUS - Ability to put project on hold if additional	1						
Inspections	3.021	INSPECTION MILESTONES - Ability to delineate certain inspection	1						
Inspections	3.022	UNAPPROVED CONDITIONS TO BLOCK PERMIT ISSUANCE - Ability	1						
Inspections	3.023	INSPECTION CONFIRMATION NUMBER - Generate inspection confirmation	1						
Inspections	3.024	ATTACHMENTS - Ability to scan and/or attach files to the inspection record.	1						
Inspections	3.025	INSPECTION SEQUENCES - Allow for the setup of user-defined inspections	1						
Inspections	3.026	ALTER INSPECTION SEQUENCES - Ability to alter inspection sequences for	1						
Inspections	3.027	CHECKLISTS - Ability to generate an inspection checklist for each inspection	1						
Inspections	3.028	CHECKLISTS - ITEM STATUS - Ability to print inspection checklists and	1						
Inspections	3.029	STANDARD COMMENTS - Allow commonly-used inspection comments with	1						
Inspections	3.030	INSPECTION RESULTS COMMENTS / NOTES - Allow unlimited additional	1						
Inspections	3.031	REQUIRED INSPECTION NOTES - Ability to require reason code and notes	1						
Inspections	3.032	FAILURE REASONS BY INSPECTION TYPE - Ability for inspector to	1						
Inspections	3.033	INSPECTION REQUEST EDITS - Ability to edit a completed inspection request	1						
Inspections	3.034	FAILURE INFORMATION SEARCH - Ability to search failure information for	1						
Inspections	3.035	INSPECTION RESULTS EMAIL - Ability for system to automatically email a	1						
Inspections	3.036	NEXT STEPS - Ability to show next steps in the process, due dates and	1						
Inspections	3.037	UNLIMITED PUNCH LIST - Ability to setup unlimited inspection punch list	1						
Inspections	3.038	FREE-FORM PUNCH LIST COMMENTS - Ability to enter unlimited	1						
Inspections	3.039	SPELL CHECK ENTRIES - Ability to utilize spell check for data entry (i.e.,	1						
Inspections	3.040	ASSOCIATE STANDARD COMMENTS TO INSPECTION TYPE - Ability	1						
Inspections	3.041	NOTICE OF VIOLATION - Ability to track inspection violations and generate	1						
Inspections	3.042	SCHEDULING CONSTRAINTS - Ability to place citizen inspection scheduling	1						
Inspections	3.043	INSPECTION REQUESTS - SCHEDULING CONSTRAINTS - Ability to	1						
Inspections	3.044	MULTIPLE INSPECTION REQUESTS BY PERMIT - Ability to handle	1						
Inspections	3.045	INSPECTION SCHEDULING PARAMETERS - Ability to place parameters on	1						
Inspections	3.046	RESCHEDULING AND CANCELLATIONS - Ability for citizens to cancel or	1						
Inspections	3.047	CONFIRMATION NUMBERS - Ability to provide citizens with a confirmation	1						
Inspections	3.048	INSPECTION RESULTS - Ability for citizens to retrieve inspection results	1						
Inspections	3.049	INSPECTION CODES - Ability for citizen to select type of inspection should the	1						
Inspections	3.050	PENDING FEES AT SCHEDULING - Ability to accept payment for re-	1						
Inspections	3.051	INSPECTION RESULTING - EMAILING OPTION - Citizen can request that	1						

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	Party Application	Custom Modification	Not Available	Comments
Inspections	3.052	INSPECTION RESULTING - FAXING OPTION- Citizen can request that	1						
Inspections	3.053	OUTBOUND NOTIFICATIONS - Ability to automate outbound notifications	1						
Inspections		ONLINE INSPECTION SCHEDULING							
Inspections	3.054	SCHEDULING CONSTRAINTS - Ability to place citizen inspection scheduling	1						
Inspections	3.055	SCHEDULING REQUEST - Ability to schedule an inspection request through a	1						
Inspections	3.056	INSPECTION REQUESTS - SCHEDULING CONSTRAINTS - Ability to	1						
Inspections	3.057	MULTIPLE INSPECTION REQUESTS BY PERMIT - Ability to handle	1						
Inspections	3.058	INSPECTION SCHEDULING PARAMETERS - Ability to place parameters on	1						
Inspections	3.059	RESCHEDULING AND CANCELLATIONS - Ability for citizens to cancel or	1						
Inspections	3.060	CONFIRMATION NUMBERS - Ability to provide citizens with a confirmation	1						
Inspections	3.061	INSPECTION RESULTS - Ability for citizens to retrieve inspection results.	1						
Inspections	3.062	INSPECTION CODES - Ability for citizen to select type of inspection should the	1						
Inspections	3.063	PENDING FEES AT SCHEDULING - Ability to accept payment for re-	1						
Inspections	3.064	INSPECTION RESULTING - EMAILING OPTION - Citizen can request that	1						
Inspections	3.065	INSPECTION RESULTING - FAXING OPTION- Citizen can request that						1	
Inspections	3.066	OUTBOUND NOTIFICATIONS - Ability to automate outbound notifications	1						
Inspections		ASSIGNMENTS							
Inspections	3.067	MULTIPLE PERMIT INSPECTORS - Ability to support multiple inspectors for	1						
Inspections	3.068	INSPECTION GROUPS - Allow multiple inspection groups and types within	1						
Inspections	3.069	PRE-ASSIGN INSPECTORS BY CERTIFICATIONS - Ability to pre-assign	1						
Inspections	3.070	PRE-ASSIGN INSPECTORS BY PREVIOUS INSPECTOR - Ability to pre-	1						
Inspections	3.071	PRE-ASSIGN INSPECTORS TO PROJECTS - Ability to pre-assign inspectors	1						
Inspections	3.072	PRE-ASSIGN INSPECTORS TO PERMITS - Ability to pre-assign inspectors to	1						
Inspections	3.073	PRE-ASSIGN INSPECTORS BY TYPE - Ability to assign inspections to	1						
Inspections	3.074	PRE-ASSIGN INSPECTORS BY DEPARTMENT - Ability to pre-assign	1						
Inspections	3.075	DEPARTMENT INSPECTION REQUIREMENTS - Ability to selectively	1						
Inspections	3.076	INSPECTION ASSIGNMENT SECURITY - Ability to configure security to	1						
Inspections	3.077	APPROVALS - Do not allow inspections to be scheduled without proper	1						
Inspections	3.078	FINAL INSPECTION APPROVAL - Ability to disallow final inspection to be	1						
Inspections	3.079	FINAL INSPECTION NOTIFICATION - Ability to notify via queue or email	1						
Inspections	3.080	APPROVED INSPECTION NOTIFICATION - Ability for system to	1						
Inspections	3.081	INSPECTION REASSIGNMENT - Provide a method of automatically	1						
Inspections	3.082	INSPECTION RESCHEDULING - Ability to automatically reschedule follow up	1						
Inspections	3.083	PERIODIC INSPECTIONS - Certain periodic inspections are required that are	1						
Inspections	3.084	OVERRIDE ASSIGNMENT - Allow specified users to override the automatic	1						
Inspections	3.085	OVERDUE ROLLOVER - Ability for inspections assignment to roll-over	1						
Inspections	3.086	SCHEDULING - Ability for system to cut off daily inspection scheduling at	1						
Inspections	3.087	HALF HOUR INSPECTION WINDOW - Ability to schedule an inspection into	1						
Inspections	3.088	INSPECTION STATUS UPDATES - Automatic update in the permitting system	1						
Inspections	3.089	TIME TRACKING - Ability to track the hours and minutes spent on each on-site	1						
Inspections	3.090	SCHEDULE NEXT DATE - Ability to schedule next inspection date for project	1						
Inspections	3.091	PERMIT EXPIRATION DATE UPDATES - Ability for system to automatically						1	
Inspections		FEES							
Inspections	3.092	INVOICING - Ability to allow for invoicing of fees and annual inspections (e.g.,	1						
Inspections	3.093	RE-INSPECTION FEES - Ability to manually apply a discretionary re-	1						
Inspections	3.094	AUTOMATED RE-INSPECTION FEE - Ability for a re-inspection fee to be	1						
Inspections	3.095	OVERRIDE RE-INSPECTION FEES - Allow user-defined re-inspection fees to	1						
Inspections	3.096	NON-PERMIT FEES AND INSPECTIONS - Ability to track and schedule non-	1						
Inspections	3.097	FEE EFFECTIVE DATES - Ability to change fees with effective dates.	1						
Inspections		REPORTING							
Inspections	3.098	USER QUERIES - Ability for users to create quick queries and reports from	1						
Inspections	3.099	REPORTING PARAMETERS - Ability for reports to accept parameters such as	1						
Inspections	3.100	REPORT SCHEDULING AND DELIVERY - Ability to set up reports to be	1						
Inspections	3.101	INSPECTION INQUIRIES - Ability to report and filter inspections by the	1						
Inspections	3.102	• Permit Number	1						
Inspections	3.103	• Assigned Inspector	1						
Inspections	3.104	• Address	1						
Inspections	3.105	• Inspection Type	1						
Inspections	3.106	• Permit Holder	1						
Inspections	3.107	• Township	1						
Inspections	3.108	• Complete/Incomplete	1						
Inspections	3.109	INSPECTION - DASHBOARD REPORTING - Ability to generate graphical	1						
Inspections		MOBILE FIELD INSPECTIONS							
Inspections	3.110	MOBILE OFFLINE STORE-AND-GO - Ability for system to work offline when	1						Via native apps
Inspections	3.111	MOBILE INFORMATION RETRIEVAL - Access to permit data, related	1						
Inspections	3.112	GIS INFORMATION DRILLDOWN - Ability to access inspection requests and	1						
Inspections	3.113	PLAN REVIEW NOTES - The ability to view plan review notes in the field for	1						
Inspections	3.114	FIELD INSPECTIONS - Ability to add inspections to a list that is retrievable by	1						
Inspections	3.115	ADD INSPECTION TYPES IN FIELD - As an example, an inspection is	1						
Inspections	3.116	MOBILE PHOTO / DOCUMENT ATTACHING - Allow inspectors in the field	1						
Inspections	3.117	MOBILE RESULTING - Allow inspectors in the field to result inspections in	1						
Inspections	3.118	WIRELESS MOBILE PRINTING - Ability to print inspection results and	1						
Inspections	3.119	WATER SAMPLE TESTING - Ability to capture multiple water sample testing	1						
Inspections	3.120	INSPECTION AUTO-ROUTING - Auto-routing capabilities within the mobile	1						
Inspections		INTEGRATION							
Inspections	3.121	INTEGRATION - PLANNING - Integrate in real time to Planning to schedule	1						
Inspections	3.122	INTEGRATION - PERMITTING - Integrate in real time to Permitting to	1						
Inspections	3.123	INTEGRATION - CODE ENFORCEMENT - Integrate in real time to Code	1						
Inspections	3.124	INTEGRATION - LICENSING - Integrate in real time to Licensing to schedule	1						
Inspections	3.125	INTEGRATION - PARCEL/ADDRESS MANAGEMENT - Integrate in real	1						
Inspections	3.126	INTEGRATION - OUTLOOK - Ability for the system to integrate with		1					iCal integration with Outlook, messaging with applicant is
Inspections	3.127	INSPECTION LOCATIONS - MAP PRINTING - Ability to print a map over a	1						
Inspections	3.128	INTEGRATION - CASHIERING - Integrate in real time to Cashiering for	1						
			125	1	0	0	0	2	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	Party Application	Custom Modification	Not Available	Comments
Code Enforcement		4. Code Enforcement							
Code Enforcement		CASE INTAKE							
Code Enforcement	4.001	ONLINE WEB ACCESS - Allow for Citizens to submit violation complaints via	1						
Code Enforcement	4.002	USER-DEFINED FIELDS - Provide for "unlimited" county defined fields by case	1						
Code Enforcement	4.003	INTAKE FIELDS - Intake complaint form must include:	1						
Code Enforcement	4.004	• Parcel ID	1						
Code Enforcement	4.005	• Address or location of complaint	1						
Code Enforcement	4.006	• Names of party making complaint	1						
Code Enforcement	4.007	• Phone numbers of party making complaint	1						
Code Enforcement	4.008	• Email of party making complaint	1						
Code Enforcement	4.009	• Nature of violation	1						
Code Enforcement	4.010	• Date of complaint	1						
Code Enforcement	4.011	• Time of complaint	1						
Code Enforcement	4.012	• Method of submission (e.g. Phone, Mail, E-Mail, In Person)	1						
Code Enforcement	4.013	• Code enforcement officer assigned	1						
Code Enforcement	4.014	• Violation address:	1						

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Code Enforcement	4.015	• Owner information	1						
Code Enforcement	4.016	• Tenant information	1						
Code Enforcement	4.017	• Business management information	1						
Code Enforcement	4.018	• Property Owner/Tenant notifications (e.g. Site visit, phone call, second notice)	1						
Code Enforcement	4.019	REQUIRED FIELDS - Ability for County to determine which fields are required.	1						
Code Enforcement	4.020	INTAKE FLAG - Ability to flag upon intake, if existing open Code Enforcement	1						
Code Enforcement	4.021	PREVENT DUPLICATES - Ability for system to identify duplicate complaints	1						
Code Enforcement	4.022	CASE MERGING - Ability to merge duplicate cases already created.	1						
Code Enforcement	4.023	CASE ASSOCIATIONS - Ability to associate multiple complaints to a single	1						
Code Enforcement	4.024	AUTO-ASSIGN COMPLAINT - Ability to auto-assign complaint by area, type,	1						
Code Enforcement		CASE MANAGEMENT							
Code Enforcement	4.025	CASE STATUS - Ability to define numerous different status codes (i.e., new,	1						
Code Enforcement	4.026	CASE TYPES - Ability to define case types such as but not limited to:	1						
Code Enforcement	4.027	• Illegal burning	1						
Code Enforcement	4.028	• Garbage Littering	1						
Code Enforcement	4.029	• Recycled Material (i.e., demolition, construction)	1						
Code Enforcement	4.030	• Illegal hauling of materials	1						
Code Enforcement	4.031	• Sewage violations (i.e., burning or dumping solid waste)	1						
Code Enforcement	4.032	• Zoning violations	1						
Code Enforcement	4.033	• Land use violations	1						
Code Enforcement	4.034	• Junk vehicles	1						
Code Enforcement	4.035	• Illegal landfill	1						
Code Enforcement	4.036	• Occupancy use	1						
Code Enforcement	4.037	• Illegal Development	1						
Code Enforcement	4.038	• Inconsistent development	1						
Code Enforcement	4.039	• Removal of protected vegetation	1						
Code Enforcement	4.040	• Signs without permits	1						
Code Enforcement	4.041	WORKFLOW BY CASE TYPES - Allow user to define case types with County-	1						All workflows are able to be tailored to fit the County-
Code Enforcement	4.042	WORKFLOW EDITS - Ability to modify workflow and task requirements as	1						
Code Enforcement	4.043	FOLLOW-UP TASK ASSIGNMENT - Ability for system to auto-assign follow-	1						Any and all tasks can be created on the fly based on current
Code Enforcement	4.044	CASE CHRONOLOGY - Ability to track all case chronology through narrative	1						
Code Enforcement	4.045	DUE DATES - Ability for system to fill in due dates by task based upon case type.	1						
Code Enforcement	4.046	DUE DATES - Ability for case officer to override due dates.	1						
Code Enforcement	4.047	CASE SEARCH - Ability to locate a case by case number, violation type, address,	1						
Code Enforcement	4.048	NAME SEARCH - Provide ability to locate a case by any of the names associated	1						
Code Enforcement	4.049	CASE CONTACTS - Ability to track unlimited number and category of contacts	1						
Code Enforcement	4.050	TRACKING CRITERIA - Provide capability to track case-related events by date,	1						
Code Enforcement	4.051	MULTIPLE VIOLATIONS PER CASE - Allow multiple violations to be	1						ViewPoint Cloud has the capability for users to add multiple
Code Enforcement	4.052	MULTIPLE VIOLATION NOTIFICATIONS - Ability to notify multiple	1						
Code Enforcement	4.053	ACTIONS WITH EFFECTIVE DATES - Allow user to define violation related	1						
Code Enforcement	4.054	RESOLUTION EFFECTIVE DATES - Allow user to define number of days for	1						
Code Enforcement	4.055	DISPOSITION VIOLATION - Provide capability to assign a user-defined	1						
Code Enforcement	4.056	STANDARD COMMENTS - Ability to set up standard violation comments by	1						
Code Enforcement	4.057	UNLIMITED FREE-FORM NARRATIVE NOTES - Provide ability to enter	1						
Code Enforcement	4.058	DATE AND TIME STAMP NARRATIVE NOTES - Ability to date and time	1						All comments and/or actions are time and date stamped
Code Enforcement	4.059	UNLIMITED INSPECTION FREE-FORM TEXT - Allow unlimited free-form	1						
Code Enforcement	4.060	LOCATION ALERTS - Ability to provide on-screen alerts when dealing with	1						Flags can be placed on locations, manually on the fly and/or
Code Enforcement	4.061	VIOLATION NOTIFICATIONS - Provide user-defined violation notification to	1						
Code Enforcement	4.062	FOLLOW-UP INSPECTIONS - Establish user-defined follow-up inspection	1						
Code Enforcement	4.063	FOLLOW-UP PENDING ACTIONS - Provide automatic follow-up of pending	1						
Code Enforcement	4.064	WAIVE FEES- Ability to manually override default fees and apply additional fees	1						
Code Enforcement	4.065	FEE EFFECTIVE DATES - Ability to change fees with effective dates.	1						
Code Enforcement	4.066	NEXT STEPS - Ability to show/report next steps in the process, due dates and	1						
Code Enforcement	4.067	RE-INSPECTION SCHEDULING - Ability to automatically reschedule follow						1	
Code Enforcement	4.068	ANNUAL INSPECTIONS - Ability to perform annual code inspections.	1						
Code Enforcement	4.069	DAILY FEES - Ability to assess penalties on a per daily basis until violation is	1						
Code Enforcement	4.070	PERMIT HOLD - Place a hold on property to prevent permit issuance or use	1						
Code Enforcement	4.071	COURT EVIDENCE FORMAT - Provide court-accepted evidentiary rules and	1						
Code Enforcement	4.072	TRACK HISTORY - Ability to track complete case history, including	1						
Code Enforcement	4.073	TIME TRACKING - Ability to track time by case, task, or event.	1						
Code Enforcement	4.074	LOCK CASE NOTES AND COMMENTS - Ability to prevent changes to prior	1						
Code Enforcement	4.075	HISTORY BY PARCEL AND ADDRESS - Provide history of code violations by	1						Each parcel/address will have a complete history in a single
Code Enforcement	4.076	HISTORY BY PERSON/ENTITY - Provide code violation history by	1						
Code Enforcement		REPORTING AND PRINTING							
Code Enforcement	4.077	USER QUERIES - Ability for users to create quick queries and reports from	1						Yes ViewPoint offers simple robust reporting using filtering
Code Enforcement	4.078	REPORTING PARAMETERS - Ability for reports to accept parameters such as	1						
Code Enforcement	4.079	REPORT SCHEDULING AND DELIVERY - Ability to set up reports to be				1			Can be accomplished via SSRS capabilities
Code Enforcement	4.080	NOTIFICATIONS LETTERS - Ability to merge case data with template	1						
Code Enforcement	4.081	USER DEFINED NOTIFICATIONS - Allow user to define formats for	1						
Code Enforcement	4.082	USER-DEFINED CORRESPONDENCE/NOTICE FORM LAYOUT - Print	1						
Code Enforcement	4.083	EDITABLE CORRESPONDENCE/NOTIFICATIONS - Utilizing forms	1						
Code Enforcement	4.084	CASE INVESTIGATIVE REPORT - Ability to run a standard investigation	1						
Code Enforcement	4.085	WIRELESS PRINTING - Ability to print, on location, from wireless printers.	1						
Code Enforcement	4.086	ATTACHMENTS - Ability to attach any file type (Word, Excel, .wav, digital,	1						
Code Enforcement	4.087	PRINT ATTACHMENTS - Ability to automatically print attached photos with	1						
Code Enforcement	4.088	GENERAL SYSTEM TECHNOLOGY							
Code Enforcement	4.089	SPELL CHECKING NARRATIVE NOTES - Provide spell checking	1						
Code Enforcement	4.090	MS WORD - Utilize current versions of Microsoft Word as notice, letter, and						1	These will be generated in .pdf format
Code Enforcement	4.091	MOBILE ACCESS - Ability to use mobile computers in the field with real- time	1						
Code Enforcement	4.092	MOBILE OFFLINE STORE-AND-GO - Ability for system to work offline when		1					Mobile apps will be out this winter
Code Enforcement	4.093	SECURITY - Ability to restrict write access to Code Enforcement case by user and	1						
Code Enforcement	4.094	SECURITY - Ability to restrict read access of Code Enforcement case by case	1						
Code Enforcement	4.095	FIELD LEVEL SECURITY RESTRICTIONS - Ability to restrict specific fields	1						
Code Enforcement		INTEGRATION							
Code Enforcement	4.096	PERMITTING - Provide ability to flag parcels with code violations to notify	1						
Code Enforcement	4.097	PERMITTING - Ability to put permit process on hold if a code violation warrants	1						
Code Enforcement	4.098	PLANNING - Ability to put a planning/entitlement project on hold if a code	1						
Code Enforcement	4.099	PARCEL/ADDRESS MANAGEMENT - The Parcel/Address Management	1						
Code Enforcement	4.100	MOBILE APPLICATION - Ability to use mobile devices, such as an iPad, tablet	1						
Code Enforcement	4.101	MOBILE APPLICATION - Ability to attach photos from mobile device, such as	1						
Code Enforcement	4.102	INTERFACE - GIS - User should have the ability to select Code Enforcement	1						
Code Enforcement	4.103	INTEGRATION - ELECTRONIC CONTENT MANAGEMENT SYSTEM -				1			
Code Enforcement	4.104	INTEGRATION - MS OUTLOOK -Ability for the system to integrate with	1						As previously described
			96	1	0	2	0	2	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Subdivision Maintenance									
Subdivision Maintenance		Subdivision Lot Release Tracking							
Subdivision Maintenance	5.001	ADD/UPDATE SUBDIVISIONS – Add/update form must include:							
Subdivision Maintenance	5.002	• Subdivision	1						
Subdivision Maintenance	5.003	• Case number	1						
Subdivision Maintenance	5.004	• Phase, section and part	1						
Subdivision Maintenance	5.005	• Total lots	1						

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	Party Application	Custom Modification	Not Available	Comments
Subdivision Maintenance	5.006	• Lots voided	1						
Subdivision Maintenance	5.007	• Lots released to building inspector	1						
Subdivision Maintenance	5.008	• Lots released to DOT	1						
Subdivision Maintenance	5.009	• Percent complete	1						
Subdivision Maintenance	5.010	• Developer contact information	1						
Subdivision Maintenance	5.011	LETTERS – Ability to provide letter when percentage of lots released	1						
Subdivision Maintenance	5.012	RELEASE LOTS – Ability to release lots for building inspector or DOT	1						
Subdivision Maintenance	5.013	VOID LOTS – Ability to void released lots	1						
Subdivision Maintenance	5.014	DEVELOPER MAINTENANCE – Ability to add and update developers	1						
Subdivision Maintenance	5.015	LOOKUP FUNCTIONS – Ability to look up subdivisions and developers	1						
Subdivision Maintenance		REPORTING & INQUIRIES							
Subdivision Maintenance	5.016	USER QUERIES - Ability for users to create quick queries and reports from	1						
			15	**0**	**0**	**0**	**0**	**0**	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	Party Application	Custom Modification	Not Available	Comments
Contractor Database		6. Contractor Database							
Contractor Database		Contractor Database							
Contractor Database	6.001	MASTER RECORD - Provide a Contractor Master Record with a minimum of							What ever is provided from the data source from the County
Contractor Database	6.002	• Business name	1						What ever is provided from the data source from the County
Contractor Database	6.003	• Business address	1						What ever is provided from the data source from the County
Contractor Database	6.004	• Billing address	1						What ever is provided from the data source from the County
Contractor Database	6.005	• Manager name	1						What ever is provided from the data source from the County
Contractor Database	6.006	• Bill-To name	1						What ever is provided from the data source from the County
Contractor Database	6.007	• Bill-To phone number	1						What ever is provided from the data source from the County
Contractor Database	6.008	• Bill-To fax	1						What ever is provided from the data source from the County
Contractor Database	6.009	• Business phone	1						What ever is provided from the data source from the County
Contractor Database	6.01	• Emergency name	1						What ever is provided from the data source from the County
Contractor Database	6.011	• Emergency phone number	1						What ever is provided from the data source from the County
Contractor Database	6.012	• E-mail address	1						What ever is provided from the data source from the County
Contractor Database	6.013	• Website address	1						What ever is provided from the data source from the County
Contractor Database	6.014	• Mailing address	1						What ever is provided from the data source from the County
Contractor Database	6.015	• Owner name	1						What ever is provided from the data source from the County
Contractor Database	6.016	• Owner address	1						What ever is provided from the data source from the County
Contractor Database	6.017	• Owner phone number	1						What ever is provided from the data source from the County
Contractor Database	6.018	• Ownership status	1						What ever is provided from the data source from the County
Contractor Database	6.019	• State Contractor License No.	1						What ever is provided from the data source from the County
Contractor Database	6.020	• State Contractor License Expiration	1						What ever is provided from the data source from the County
Contractor Database	6.021	• Comments	1						What ever is provided from the data source from the County
Contractor Database	6.022	USER-DEFINED FIELDS - Provide Unlimited County-defined fields by	1						What ever is provided from the data source from the County
Contractor Database	6.023	Contractor TYPES - Ability to setup the following license registration types:	1						What ever is provided from the data source from the County
Contractor Database	6.024	• Engineers	1						What ever is provided from the data source from the County
Contractor Database	6.025	• Architects	1						What ever is provided from the data source from the County
Contractor Database	6.026	• Contractors	1						What ever is provided from the data source from the County
Contractor Database	6.027	• General	1						What ever is provided from the data source from the County
Contractor Database	6.028	• Plumbing	1						What ever is provided from the data source from the County
Contractor Database	6.029	• Electrical	1						What ever is provided from the data source from the County
Contractor Database	6.030	• HVA's	1						What ever is provided from the data source from the County
Contractor Database	6.031	• Septic Installers	1						What ever is provided from the data source from the County
Contractor Database	6.032	• Water Well Installers	1						What ever is provided from the data source from the County
Contractor Database	6.033	• Fire Alarm Installers	1						What ever is provided from the data source from the County
Contractor Database	6.034	• Sprinkler/Irrigation Installers	1						What ever is provided from the data source from the County
Contractor Database	6.035	• Recycling Center	1						What ever is provided from the data source from the County
Contractor Database	6.036	• Well Drillers	1						What ever is provided from the data source from the County
Contractor Database	6.037	• Mobile Home Parks	1						What ever is provided from the data source from the County
Contractor Database	6.038	CONTRACTORS DATA - Ability to maintain a searchable contractor master	1						What ever is provided from the data source from the County
Contractor Database	6.039	WORKFLOW - Ability to pre-establish workflow and task requirements	1						What ever is provided from the data source from the County
Contractor Database	6.040	WORKFLOW EDITS - Ability to modify workflow and task requirements as	1						What ever is provided from the data source from the County
Contractor Database	6.041	NEXT STEPS - Ability to show/report next steps in the process, due dates and	1						What ever is provided from the data source from the County
Contractor Database	6.042	INSPECTION RESCHEDULING - Ability to automatically reschedule follow up	1						What ever is provided from the data source from the County
Contractor Database	6.043	ADJUSTMENTS - Ability to limit a user's adjustment authority without a	1						What ever is provided from the data source from the County
Contractor Database	6.044	USER-DEFINED PRINT FORMATS - Ability to user-define print formats for	1						What ever is provided from the data source from the County
Contractor Database	6.045	MAIL MERGE - Ability to generate a variety of letters to entities or persons and	1						What ever is provided from the data source from the County
Contractor Database	6.046	SEARCH CRITERIA - Provide online search/query by license number, owner	1						What ever is provided from the data source from the County
Contractor Database	6.047	ATTACHMENTS - Ability to scan documents and attach them to the entity or	1						What ever is provided from the data source from the County
Contractor Database	6.048	MASTER ACCOUNT COMMENTS - Provide unlimited free-form text.	1						What ever is provided from the data source from the County
Contractor Database	6.049	COMMENTS HISTORY BY TYPE - Provide ability to track comment/note	1						What ever is provided from the data source from the County
Contractor Database	6.050	FIELD LEVEL SECURITY RESTRICTIONS - Ability to restrict specific fields	1						What ever is provided from the data source from the County
Contractor Database		REPORTING & INQUIRIES							
Contractor Database	6.051	USER QUERIES - Ability for users to create quick queries and reports from	1						
Contractor Database	6.052	REPORTING PARAMETERS - Ability for reports to accept parameters such as	1						
Contractor Database	6.053	REPORT SCHEDULING AND DELIVERY - Ability to set up reports to be	1						
Contractor Database	6.054	HISTORICAL REPORTING - System must be able to generate reports by year	1						
Contractor Database		INTEGRATION & INTERFACES							
Contractor Database	6.055	PARCEL/ADDRESS MANAGEMENT - Ability to integrate with land	1						
Contractor Database	6.056	INTEGRATION - MS OUTLOOK -Ability for the system to integrate with	1						As previously described
Contractor Database	6.057	GIS - Ability to interface to GIS mapping products that support ESRI formats,	1						ViewPoint provides a real time read only integration with
			56	**0**	**0**	**0**	**0**	**0**	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	Party Application	Custom Modification	Not Available	Comments
Parcel/Address Management		7. Parcel/Address Management							
Parcel / Address Management		GENERAL							
Parcel / Address Management	7.001	PARCEL SEARCH FIELDS - Ability to search parcels by the following fields:							
Parcel / Address Management	7.002	• PIN	1						
Parcel / Address Management	7.003	• Status	1						Will need to clarify further
Parcel / Address Management	7.004	• Owner Name	1						
Parcel / Address Management	7.005	• Owner Address	1						
Parcel / Address Management	7.006	• Situs Address	1						
Parcel / Address Management	7.007	• Parcel jurisdiction	1						
Parcel / Address Management	7.008	• GIS mapping	1						
Parcel / Address Management	7.009	• Google Maps	1						
Parcel / Address Management	7.010	• Historical Permits	1						
Parcel / Address Management	7.011	PARCEL AND LOCATIONS - Ability to track and relate all location	1						
Parcel / Address Management	7.012	NON-ADDRESS LOCATIONS - Ability to setup location identifications for	1						
Parcel / Address Management	7.013	GEOGRAPHIC DATABASE - Provide geographic database of parcel,	1						

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd Party Application	Custom Modification	Not Available	Comments
Parcel / Address Management	7.014	SITE USE CODES - Ability to setup Site (land) Use Codes.	1						
Parcel / Address Management	7.015	ADDRESS SELECTION - Provide capability to select valid address and street	1						
Parcel / Address Management	7.016	COMMON PARCEL/ADDRESS INFORMATION TO ALL APPLICATIONS	1						
Parcel / Address Management	7.017	CHANGE ADDRESS ACCESS - Ability to restrict address and parcel number	1						
Parcel / Address Management	7.018	PARCEL/ADDRESS CHANGES - OPEN PERMITS - Ability to	1						
Parcel / Address Management	7.019	MULTIPLE ADDRESSES PER PARCEL - Provide for multiple addresses per	1						
Parcel / Address Management	7.020	MULTIPLE PARCELS PER ADDRESSES - Provide for multiple parcels per	1						
Parcel / Address Management	7.021	MULTIPLE PARCELS WITH BOUNDARIES - Provide for the definition of	1						
Parcel / Address Management	7.022	ZONING INFORMATION - Provide for the inclusion of zoning information by	1						
Parcel / Address Management	7.023	GENERAL PLAN INFORMATION - Ability to include multiple land use	1						
Parcel / Address Management	7.024	X-Y-Z COORDINATES BY PARCEL - Provide for the storage of X-Y-Z	1						
Parcel / Address Management	7.025	LEGAL PARCEL INFORMATION - Provide for the inclusion of legal	1						
Parcel / Address Management	7.026	CHANGE CONTROL OF IMPORTED PARCEL INFORMATION -	1						
Parcel / Address Management	7.027	TRACK ADDRESS/PARCEL HISTORY - Provide for tracking address/parcel	1						
Parcel / Address Management	7.028	TRACKING OF PARCEL SPLIT OR CONSOLIDATIONS - Ability to track	1						
Parcel / Address Management	7.029	ADDRESS GENEALOGY - Ability to maintain genealogy of an address and its	1						
Parcel / Address Management	7.030	ATTACHED PHOTOS, IMAGES, DRAWINGS, DOCUMENTS TO	1						
Parcel / Address Management	7.031	MAP DISPLAY - Ability to select and display parcel data on a map. Provide	1						
Parcel / Address Management	7.032	MAP DISPLAY - Ability to create vicinity notification maps (e.g., 500 ft. buffers)	1						
Parcel / Address Management	7.033	PROPERTY CONTACTS - Ability to maintain multiple property contact types	1						
Parcel / Address Management	7.034	UNLIMITED OWNERS - Ability to define unlimited number of owners.	1						
Parcel / Address Management	7.035	UNLIMITED OWNERS - MAILING ADDRESSES - Ability to define	1						
Parcel / Address Management	7.036	SITUS ADDRESS - Ability for system to separate Situs address from mailing and	1						
Parcel / Address Management	7.037	LAST NAME FIELD LENGTH - Ability for last-name field to have a minimum	1						
Parcel / Address Management	7.038	HISTORICAL OWNER INFORMATION - Ability to maintain historical	1						
Parcel / Address Management	7.039	HISTORICAL TENANT INFORMATION - Ability to maintain historical	1						
Parcel / Address Management	7.040	PROPERTY TYPE ALERTS - Ability for system to alert users that a property is	1						
Parcel / Address Management	7.041	STREAM BUFFER ALERT - Ability to generate an on-screen alert if a parcel	1						
Parcel / Address Management	7.042	PUBLIC SEWER AVAILABILITY - Ability to generate a flag if a parcel is able	1						
Parcel / Address Management	7.043	JURISDICTION DATA - Ability to define jurisdiction-specific (specific	1						
Parcel / Address Management		INTEGRATION - INTERFACE							
Parcel / Address Management	7.044	IMPORT OF COUNTY OR OTHER PARCEL INFORMATION - Provide for	1						
Parcel / Address Management	7.045	INTERFACE - CITIZEN ONLINE ACCESS - Ability for the citizens to retrieve	1						
Parcel / Address Management	7.046	INTEGRATION - CAMA SYSTEM - System must automatically validate	1						
Parcel / Address Management	7.047	INTERFACE - PLANNING - Parcel Management should provide address, parcel,	1						
Parcel / Address Management	7.048	INTERFACE - CODE ENFORCEMENT - Parcel Management should provide	1						
Parcel / Address Management	7.049	INTERFACE - PERMITS - Parcel Management should provide address, parcel,	1						
Parcel / Address Management	7.050	INTERFACE - LICENSES - Parcel Management should provide address, parcel,	1						
Parcel / Address Management	7.051	PARCEL ALERTS TO OTHER MODULES - Ability for County-defined parcel	1						
Parcel / Address Management	7.052	PARCEL AND SUB-DIVISION ASSOCIATIONS - Ability to support the	1						
Parcel / Address Management	7.053	ALERT - ADDRESS FOR EXISTING PERMIT - Automatic triggers when	1						
			52	0	0	0	0	0	

Standard - Current
Standard - Next Release
Report Writer
3rd-Party Application
Custom Modification
Not Available

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd Party Application	Custom Modification	Not Available	Comments
GIS Integration		8. GIS Integration							
GIS Integration		ESRI GIS INTEGRATION							
GIS Integration	8.001	INTERFACE - GIS - Interface to GIS mapping products that support ESRI	1						• A link is established between your Esri ArcGIS geometry
GIS Integration	8.002	INTERFACE - GIS - Ability to find any parcel on a map by address or parcel	1						
GIS Integration	8.003	INTERFACE - GIS AERIAL MAPS - Ability to access GIS aerial maps from the	1						
GIS Integration	8.004	INTERFACE - GIS AERIAL MAPS - Ability to access GIS aerial maps from the	1						
GIS Integration	8.005	GIS - SATELLITE LAYER - Ability to use a satellite layer for viewing GIS map	1						
GIS Integration	8.006	PARCEL/OTHER MODULE INFORMATION FROM MAP - Provides	1						
GIS Integration	8.007	VIEW MASTER RECORD LOCATION INFORMATION ON MAP - Ability	1						
GIS Integration	8.008	VIEWING ACTIVITY ON MAP - Provide the ability to display locations on the	1						
GIS Integration	8.009	GIS MAP - DRILL DOWN - Ability to drill into permits, projects, cases,	1						
GIS Integration	8.010	GIS MEASUREMENT & BUFFER TOOLS - Allow for measurement tools				1			
GIS Integration	8.011	RADIUS SEARCHES - Ability to perform searches within a radius; buffering a				1			
GIS Integration	8.012	PROXIMITY ALERTS - Ability for system to alert users of proximity alerts for		1					
GIS Integration	8.013	LOCATION SEARCHES - Provides ability to search for locations by anything on	1						
GIS Integration	8.014	QUERYING DATABASE ATTRIBUTES - Provides ability to print user-						1	
GIS Integration	8.015	POSITIONING COORDINATES - Provides location fields to identify the actual	1						
GIS Integration	8.016	DISPLAY MAP - Ability to color code parcels on map by permit activity.						1	
GIS Integration	8.017	GIS MAPPING - DEVELOPMENTS - Ability to track development ID's with	1						
GIS Integration	8.018	GIS DATABASE - MASTER ADDRESSING - Ability to use the GIS as the	1						
GIS Integration	8.019	INTEGRATION - ADDRESS IMPORT/EXPORT - CHANGE DETECTION	1						
GIS Integration	8.020	BI-DIRECTIONAL INTERFACING - The interface between the GIS and other	1						.
GIS Integration	8.021	GIS DATA SYNCHRONIZATION - Provides ability to synchronize any changes	1						
			16	1	0	2	0	2	

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Not Available

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd Party Application	Custom Modification	Not Available	Comments
Cashiering									
Cashiering		GENERAL CASH RECEIPTS GENERAL FEATURES							
Cashiering	9.001	CASH RECEIPT TYPES - Ability to define unlimited fields for different type of	1						
Cashiering	9.002	USER-DEFINED PAYMENT CODES - Provide for the user definition of	1						
Cashiering	9.003	MISCELLANEOUS RECEIPTS - Ability to process and receipt fees for	1						
Cashiering	9.004	RECEIPT PRINTING - Provide the ability to print receipt from a PC that is not a	1						
Cashiering	9.005	MULTIPLE CASH ACCOUNTS - Allow receipts to be recorded into multiple	1						
Cashiering	9.006	CASH RECEIPTS INQUIRY - Allow inquiry of Cash Receipts by each of the	1						
Cashiering	9.007	ACCESS TO ACCOUNT INFORMATION - Provide inquiry access to and	1						
Cashiering	9.008	CASH RECEIPTS JOURNAL - Provide for the ability to print Cash Receipts	1						
Cashiering	9.009	INVOICE TYPES - Ability to collect payments for unlimited records (e.g.	1						
Cashiering	9.010	WORKFLOW HOLDS - Ability to verify that payments have been made in order	1						
Cashiering		FRONT COUNTER CASHIERING							
Cashiering	9.011	CASH DATA ENTRY DEFAULT OVERRIDES - Ability to override the system-	1						
Cashiering	9.012	OVERRIDE G/L CODE - Ability to enter or override a default general ledger	1						
Cashiering	9.013	ADDITIONAL LEDGER CODES - Ability to add additional ledger accounts to a	1						
Cashiering	9.014	LEDGER CODE UPDATES AND REPORTING - Ability to manage updates	1						
Cashiering	9.015	MIX RECEIPT OF TENDERS - Ability to process split or mixed tendering	1						
Cashiering	9.016	TENDER TYPE SUPPORT - Ability to enter, track separately, and	1						
Cashiering	9.017	ACCOUNT CREDIT BALANCE- Ability for Cash Receipting to handle	1						
Cashiering	9.018	TENDER TYPE ALERT - Ability to flag person/entities and addresses as cash or	1						
Cashiering	9.019	DAILY DECLINED TRANSACTIONS - Ability to generate daily reports for	1						
Cashiering	9.020	NSF CHECK MANAGEMENT - Ability to block check acceptance by customer	1						
Cashiering	9.021	DATETIME TRANSACTION STAMP - Ability to capture the transaction time	1						
Cashiering	9.022	CUSTOMER INTERNET PAYMENTS - Provide for customer payment via the	1						

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Cashiering	9.023	ATTACH FILES/DOCUMENTS - Provide the ability to attach files or scanned	1						
Cashiering	9.024	CASH RECEIPT CORRECTIONS - Ability to correct cash receipts made in	1						
Cashiering	9.025	PAYMENT ADJUSTMENTS - Ability to make positive or negative payment	1						
Cashiering	9.026	REVERSALS - Ability to reverse a payment/renewal mistake before the	1						
Cashiering	9.027	END OF DAY PROCESSING - Allow for end-of-day processing at any time,	1						
Cashiering	9.028	PENDING POST AND END OF THE DAY POST - Provide ability to "pending	1						
Cashiering		INQUIRY & REPORTS							
Cashiering	9.029	USER QUERIES - Ability for users to create quick queries and reports from	1						
Cashiering	9.030	PAYMENT TRACKING - Ability to maintain on-line tracking of payments and	1						
Cashiering	9.031	DAILY REVENUE REPORTS - Ability to print a daily revenue report by cashier	1						
Cashiering	9.032	REPORTING PARAMETERS - Ability for reports to accept parameters such as	1						
Cashiering	9.033	REPORT SCHEDULING AND DELIVERY - Ability to set up reports to be	1						
Cashiering	9.034	AUDIT TRAIL OF CASH RECEIPTS - Ability to produce a full audit trail of	1						
Cashiering	9.035	BALANCING REPORT - Provide for a report at end of day to assist with bank	1						
Cashiering	9.036	SSAE 16 REPORTS - Ability to generate SSAE 16 Type 2 Reports for	1						
Cashiering	9.037	PCI COMPLIANCE - Application is subject to the payment card information	1						
Cashiering	9.038	PCI COMPLIANCE - Application has been certified as meeting the Payment	1						
Cashiering	9.039	PAYMENT INFORMATION SECURITY- Ability for none of the County's	1						
Cashiering	9.040	CARDHOLDER INFORMATION SECURITY PROGRAM (CISP) -The	1						
Cashiering		INTEGRATION							
Cashiering	9.041	INTEGRATION - CREDIT CARD PROCESSING - Ability to Interface with	1						In addition to cash and check payments, enable anytime
Cashiering	9.042	INTEGRATION - TYLER MUNIS - Allow one-way integration with County's	1						
Cashiering	9.043	INTEGRATION - TYLER MUNIS - SQL - Interface with MUNIS for real- time	1						
Cashiering	9.044	INTEGRATION - ELECTRONIC CONTENT MANAGEMENT SYSTEM -	1						
Cashiering	9.045	INTEGRATION - PERMITTING - Integrate in real time to Permitting for	1						
Cashiering	9.046	INTEGRATION - PLANNING - Integrate in real time to Planning for payment	1						
Cashiering	9.047	INTEGRATION - CODE ENFORCEMENT- Integrate in real time to Code	1						
Cashiering	9.048	INTEGRATION - INSPECTIONS - Integrate in real time to Inspections for	1						
Cashiering	9.049	RECEIPT OF AMOUNT AND PAYEE - Ability to print a receipt to whoever	1						
Cashiering	9.050	NON-PERMIT FEES - COLLECTIONS AND TRACKING - Ability to collect	1						
			50	0	0	0	0	0	

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Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	Party Application	Custom Modification	Not Available	Comments
Ad Hoc Reporting		10. Ad Hoc Reporting							
Ad Hoc Reporting		AD HOC REPORTING GENERAL FEATURES							
Ad Hoc Reporting	10.001	USER QUERIES - Ability for users to create quick queries and reports from	1						
Ad Hoc Reporting	10.002	REPORTING PARAMETERS - Ability for reports to accept parameters such as	1						
Ad Hoc Reporting	10.003	REPORT SCHEDULING AND DELIVERY - Ability to set up reports to be						1	
Ad Hoc Reporting	10.004	REPORT WRITER PERFORMANCE - Capability to process report writer	1						
Ad Hoc Reporting	10.005	REPORT WRITER PERFORMANCE - Provide the added ability to download	1						Export to .csv
Ad Hoc Reporting	10.006	REPORT WRITER OPERATIONS - Provide the ability to support menu- driven						1	
Ad Hoc Reporting	10.007	REPORT WRITER OPERATIONS - Capability to generate error messages with						1	
Ad Hoc Reporting	10.008	REPORT WRITER HELP - Capability to support on-line instructions "help".	1						
Ad Hoc Reporting	10.009	REPORT WRITER DATA DICTIONARY IDENTIFICATION - Capability to	1						
Ad Hoc Reporting	10.010	REPORT WRITER DATA DICTIONARY IDENTIFICATION - Capability to	1						
Ad Hoc Reporting	10.011	REPORT RETENTION - Ability to save and maintain report specifications for	1						
Ad Hoc Reporting	10.012	REPORT PROMPTING - Ability to display report prompts, with sort and	1						
Ad Hoc Reporting	10.013	REPORT SORTING AND TOTALING OPTIONS - Capability to choose	1						
Ad Hoc Reporting	10.014	REPORT SELECTION OPTIONS - Capability to query on any element of a	1						
Ad Hoc Reporting	10.015	REPORT FILE SELECTION OPTIONS - Ability to report on any user defined	1						
Ad Hoc Reporting	10.016	REPORT FILE REFRESHING - Capability to store and recall items whose	1						
Ad Hoc Reporting	10.017	REPORT COLUMN DEFINITION - Capability to support default or special	1						
Ad Hoc Reporting	10.018	REPORT EDIT WORD DEFINITION - Capability to support unique field	1						
Ad Hoc Reporting	10.019	REPORT OUTPUT SELECTION - Ability to support user specification of the	1						
Ad Hoc Reporting	10.020	PRODUCE MULTIPLE REPORT COPIES - Capability to generate multiple	1						
Ad Hoc Reporting	10.021	REPORT CONDITIONING OPTIONS - The following report writing	1						
Ad Hoc Reporting	10.022	• Capability to generate multiple reports using "include and exclude" statements.	1						
Ad Hoc Reporting	10.023	• Capability to generate multiple reports using "and" and "or" statements.	1						
Ad Hoc Reporting	10.024	• Capability to generate multiple reports using "equal to", "less than" and "greater	1						
Ad Hoc Reporting	10.025	• Capability to use multiple "if-then-else" sequence within one query.	1						
Ad Hoc Reporting	10.026	REPORT FIELD SELECTION OPTIONS - Capability to combine the use of	1						
Ad Hoc Reporting	10.027	APPEND FIELD VALUES - Capability to "append" data or field values to an	1						
Ad Hoc Reporting	10.028	REPORT EXTRACTION OPTIONS 1 - Capability to "extract" specific data or	1						
Ad Hoc Reporting	10.029	REPORT EXTRACTION OPTIONS 2 - Capability to combine the use of	1						
Ad Hoc Reporting	10.030	REPORT SORTING OPTIONS - Capability to support major and minor sort	1						
Ad Hoc Reporting	10.031	REPORT SUBTOTALS - Capability to support subtotal and total options by	1						
Ad Hoc Reporting	10.032	MATCHING RECORDS - Capability to support a matching record option for use	1						
Ad Hoc Reporting	10.033	ARITHMETIC FUNCTIONS - Capability to support the use of arithmetic:						1	
Ad Hoc Reporting	10.034	BASIC STATISTICAL FUNCTIONS - Capability to support mean and standard	1						
Ad Hoc Reporting	10.035	ELECTRONICALLY FILE REPORTS - Electronically file reports for	1						
Ad Hoc Reporting	10.036	REPORT SCHEDULING AND DISTRIBUTION - Provide report	1						
Ad Hoc Reporting	10.037	DISPLAY PRINTER QUEUES PRIOR TO PRINTING - View or print	1						
Ad Hoc Reporting	10.038	REPORT IDENTIFICATIONS - All reports should contain organization name,	1						
Ad Hoc Reporting	10.039	REPORT FORMAT - Ability to save reports in PDF, Microsoft Word, and	1						
Ad Hoc Reporting	10.040	REPORT PUBLISHING FORMATS - Ability to publish reports in formats	1						.csv exports
Ad Hoc Reporting	10.041	PDF FOLDERS - Ability to setup auto save folders by type of report when using a					1		
Ad Hoc Reporting	10.042	SAVE REPORT SETTINGS - Ability to save report settings as a specific report	1						
Ad Hoc Reporting	10.043	INTEGRATION - SQL SERVER REPORTING SERVICES - Ability to	1						
Ad Hoc Reporting	10.044	ON-SCREEN REPORTING - Ability to preview a report on the screen, prior to	1						
Ad Hoc Reporting	10.045	ACTIVITY ANALYSIS - Ability to analyze metrics in the data, such as identify	1						
			40	0	0	1	0	4	

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Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	Party Application	Custom Modification	Not Available	Comments
General System & Security		11. General System & Security							
Gen Sys & Security		GENERAL SYSTEM & SECURITY							
Gen Sys & Security	11.001	GENERAL SECURITY FEATURES - Provide password security by:							
Gen Sys & Security	11.002	• Application	1						
Gen Sys & Security	11.003	• Menu item/function within application	1						
Gen Sys & Security	11.004	• Field level		1					
Gen Sys & Security	11.005	• User roles	1						
Gen Sys & Security	11.006	• Business rules	1						
Gen Sys & Security	11.007	HIDDEN FIELD TRIGGERS - Ability to make fields view only and/or hidden,	1						
Gen Sys & Security	11.008	KEY VALUE AUTHORIZED CHANGES - Ability to apply changes to be key	1						
Gen Sys & Security	11.009	ROLE/USER SECURITY SETTINGS - Ability for application security to be	1						

Gen Sys & Security								
Gen Sys & Security	11.010 **RECORD SEARCH** - Ability to inquire on a single record directly by key or field	1						
Gen Sys & Security	11.011 **SINGLE SIGN-ON - ACTIVE DIRECTORY** - Support of Single Sign-on and	1						
Gen Sys & Security	11.012 **SECURITY ACCESS AUDIT TRAIL** - Maintain the date of last password	1						
Gen Sys & Security	11.013 **PASSWORD RECOVERY** - Provide users self-password recovery capability.	1						
Gen Sys & Security	11.014 **RESTRICT SECURITY ACCESS OF SELECTED TRANSACTIONS** -	1						
Gen Sys & Security	11.015 **PASSWORD ENCRYPTION** - Provide password encryption.	1						
Gen Sys & Security	11.016 **CREATE SECURITY PROFILE BY COPYING EXISTING PROFILE** -	1						
Gen Sys & Security	11.017 **SECURITY ACCESS** - Ability to update and inquire online into any master file	1						
Gen Sys & Security	11.018 **SECURITY ACCESS CONTROL** - Assign view only access to specific user	1						
Gen Sys & Security	11.019 **MAINTAIN AUDIT TRAILS** - Maintain audit trails including changed by,	1						ViewPoint Cloud maintains a full Activity Log of all
Gen Sys & Security	11.020 **MULTI-USER ENVIRONMENTS** - Operate in a multi-user environment so	1						
Gen Sys & Security	11.021 **MULTI-USER ENVIRONMENTS** - Ability to prevent any master file record	1						
Gen Sys & Security	11.022 **WINDOWS SQL ENVIRONMENT** - System must be Windows, SQL	1						
Gen Sys & Security	11.023 **TESTING ENVIROMENT** - Ability to establish test/demo environment with	1						
Gen Sys & Security	11.024 **WEB 508 COMPLIANCE** - Ability for Web applications to be section 508	1						
Gen Sys & Security	11.025 **TROUBLESHOOTING HELP** - Provide a help/search function for	1						
Gen Sys & Security	11.026 **VIRTUALIZATION** - Ability for application to be virtualized, even if not on	1						
Gen Sys & Security	11.027 **MULTIPLE APPLICATION WINDOWS** - Support multiple windows open at	1						
Gen Sys & Security	11.028 **FORWARD/BACKWARD NAVIGATION** - Ability to navigate through records	1						
Gen Sys & Security	11.029 **ADJUSTABLE ONLINE COLOR SCHEMES** - Online capabilities with similar	1						
Gen Sys & Security	11.030 **ON-SCREEN REPORTING** - Ability to preview a report on the screen, prior to	1						All reports and documents show as an on- screen preview
Gen Sys & Security	11.031 **REPORT PUBLISHING FORMATS** - Ability to publish reports in formats	1						
Gen Sys & Security	11.032 **USER DASHBOARDS** - Ability to incorporate real-time individual user	1						
Gen Sys & Security	11.033 **DEPARTMENT/DIVISION SCREENS** - Ability to customize screens for	1						
Gen Sys & Security	11.033 **DOWNLOAD APPLICATION DATA THROUGH DESKTOP**	1						
Gen Sys & Security	11.034 **SYSTEM BACKUP UTILITIES AND PROCESSES** - Provide backup	1						
Gen Sys & Security	11.035 **VENDOR SUPPORT ACCESS TO CLIENT** - Provide electronic connection.	1						
Gen Sys & Security	11.036 **TABULAR CONFIGURATION STRUCTURE** - Ability to configure and set up	1						
Gen Sys & Security	11.037 **COUNTY CONFIGURATION CHANGES** - Ability to perform configurations,	1						ViewPoint Cloud comes with powerful, intuitive tools for
Gen Sys & Security	11.038 **ONLINE DOCUMENTS** - Ability for documents to be available online to the	1						
Gen Sys & Security	11.039 **ONLINE TRAINING DOCUMENTATION** - Online access to printable training	1						
Gen Sys & Security	11.04 **CUSTOMIZED FEATURES DOCUMENTATION** - Provide features to assist	1						
Gen Sys & Security	11.041 **EMAIL INTEGRATION** - Sending emails from system utilizing standard SMTP	1						
Gen Sys & Security	11.042 **INTEGRATION - MS OUTLOOK** - Ability for the system to integrate with	1						
		41	**1**	**0**	**0**	**0**	**0**	

Application	Feature / Function / Capability		Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Planning	**1. Planning**								
Planning	**GENERAL**								
Planning	**APPLICATION INTAKE -** Maintain the following types of detail on each permit/project application (including but not limited to):	1.001							
Planning	▪ Type of application (e.g., Site plan, Building Permit, Environmental Health, Fire Prevention)	1.002	1						
Planning	▪ Class of work (Census data, single family, multi family, commercial, etc.)	1.003	1						
Planning	▪ Start date	1.004	1						
Planning	▪ Complete date	1.005	1						
Planning	▪ Issue date	1.006	1						
Planning	▪ Application date	1.007	1						
Planning	▪ Review dates	1.008	1						
Planning	▪ Expiration dates	1.009	1						
Planning	▪ Approval dates	1.010	1						
Planning	▪ Property information	1.011	1						
Planning	▪ Text	1.012	1						
Planning	▪ Boolean and Number fields (Unlimited)	1.013	1						
Planning	▪ Zoning	1.014	1						
Planning	**TRACK APPLICATION -** Provide for the tracking of "unlimited" Planning applications.	1.015	1						
Planning	**PROJECT NUMBER -** Need planning project numbers to include alpha/numeric capabilities with County-defined length, sequences, and segments.	1.016	1						
Planning	**USER-DEFINED FIELDS -** Provide for "unlimited" County defined fields based on project type. If limited, please explain in comments.	1.017	1						
Planning	**PROJECT LOOK-UP -** Provide the ability to access any project by:	1.018	1						
Planning	▪ Project number	1.019	1						
Planning	▪ Property address	1.020	1						
Planning	▪ Project description	1.021	1						
Planning	▪ Property parcel number	1.022	1						
Planning	▪ Name	1.023	1						
Planning	▪ Type of project	1.024	1						
Planning	▪ Parcel number(s)	1.025	1						
Planning	▪ Assigned Planner	1.026	1						
Planning	▪ Contractor License Numbers	1.027	1						
Planning	▪ Title	1.028	1						
Planning	▪ Free Form Name	1.029	1						
Planning	▪ User-defined lookup fields	1.030	1						
Planning	**PLANNING PROJECT TYPES -** Ability to define the following planning project types:	1.031	1						
Planning	▪ Land Use Permits	1.032	1						
Planning	▪ Special Use Permit (ex. Group Homes and Daycares)	1.033	1						
Planning	▪ Letters of Map Amendments	1.034	1						
Planning	▪ Subdivision Major	1.035	1						
Planning	▪ Subdivision Exempt	1.036	1						
Planning	▪ Variances	1.037	1						
Planning	**PROJECT LOOK-UP -** Ability to look-up & query project status to determine reviews/comments not completed by due dates.	1.038	1						
Planning	**PROPERTY ASSOCIATION -** Allow for an unlimited number of properties to be associated with an individual project or case number.	1.039	1						
Planning	**ALERTS -** Allow ability to *flag* entire projects or individual project conditions to *alert* or warn any personnel of a project or special condition at the time of permit application.	1.040	1						
Planning	**ALERTS -** Ability to add flags as needed by County personnel for any County-defined alert such as: stop work notices, permit holds, open code enforcement cases, overdue deposits, EH holds, Fire holds, etc.	1.041	1						
Planning	**REVIEW PROCESS HOLD -** Ability to place a review on hold status to until further information is received either from developer or other departments.	1.042	1						
Planning	**REVIEW PROCESS HOLD - OUTSTANDING CHECKS -** Ability to auto stop a planning or permit application for outstanding bounced checks.	1.043	1						
Planning	**PLAN APPLICATION -** Ability for County to define planning project application requirements (e.g., steps, tasks, fields, etc.)	1.044	1						
Planning	**PROJECT DESCRIPTION -** Project Description shall include the ability to enter unlimited free form text to describe the property.	1.045	1						
Planning	**PROJECT DESCRIPTIONS -** Project Descriptions shall include the ability to capture the following data:	1.046	1						
Planning	**PROJECT LOCATON DATA -** Project Location data to include ability to capture Address, Zoning District, General Plan Description, Sub-Area, Assessor Parcel No., Tract No., Subdivision Name, Lot No., etc.	1.054	1						
Planning	**PROJECT DESCRIPTIONS -** Project Descriptions shall include the ability to capture the following data:	1.046	1						
Planning	▪ Existing and proposed use	1.047	1						
Planning	▪ Number of buildings, stories, units, rooms, bedrooms	1.048	1						
Planning	▪ Size (size of acreage, building height/square footage)	1.049	1						
Planning	**MULTIPLE CONTACT TYPES -** Ability for the county to record multiple individuals/names per application to include (but not limited to) Property Owner of Record, Authorized Agent (if different from Property Owner), and Applicant (if different from Property Owner), Developer, Contractor, etc. Information captured to include name, address, multiple phone numbers, fax number, and e-mail addresses.	1.050	1						
Planning	**EMAIL VALIDATION -** Ability for a user to enter an email address twice to be validated for correctness.	1.051	1						Tyler's EnerGov Citizen Self Service solution performs email validation via an automated message with an embedded link during the new user registration process.
Planning	**MULTIPLE RECIPIENT EMAILS -** Ability for documents to be emailed to one or more contacts listed on the project or permit.	1.052	1						
Planning	**CONTRACTOR DATABASE -** Ability to select from Contractors/professionals database (e.g., Contractor, Architect, Engineer, Developer).	1.053	1						

Module	Number	Requirement							Notes
Planning	1.055	DEPOSIT TRACKING - Ability to record and track deposits received and date of receipt.	1						
Planning	1.056	ADDITIONAL DEPOSITS - Ability for the County to take additional deposits during the entire planning application process, and track citizen credit balance or refund due.	1						
Planning	1.057	DEVELOPER AND PERMIT DEPOSIT TRACKING - Track deposits, payments, and balances by developer as well as by a single project.	1						
Planning	1.058	INQUIRY - Provide the capability to query acreage, parcel numbers, project/case numbers, property and inspection types, etc.	1						
Planning	1.059	PERMIT INQUIRY - Ability to search on all permits by project.	1						
Planning	1.060	GIS MAP INQUIRY - Ability to plot geographic planning inquiries on the county's map.	1						
Planning	1.061	PLAN CHECK WORK FLOW REQUIREMENTS - Ability to set up different plan check requirements (e.g., commercial landscape development project, property rezone, full entitlement, etc.).	1						
Planning	1.062	ATTACHMENTS - Ability to attach documents, photos, and scanned documents for planning projects.	1						
Planning		CONDITIONS OF APPROVAL (COA)							
Planning	1.063	CHANGE COA - Ability to add, modify or delete conditions of approval during the project approval process.	1						
Planning	1.064	ACCUMULATE COMMENTS AND COA - Provide for electronic collection of department comments and conditions as review progresses.	1						
Planning	1.065	DELIMITED COMMENTS - Ability to create comment delimiters to allow staff to see only their relevant plan review comments (i.e., comments by department, division, specialty, etc.)	1						Can filter and group by user, department, review type and other criteria.
Planning	1.066	PARCEL INQUIRY - Ability to tie all conditions of approval to the parcel inquiry screen.	1						
Planning	1.067	STANDARD COA - Provide a County-defined table of standard or recurring conditions that can be accessed and applied to a project during project processing, thereby eliminating the need to enter repetitive "boilerplate" conditions.	1						
Planning	1.068	PERMIT ISSUANCE RESTRICTIONS - Provide for restriction of permit approval until conditions or restrictions have been satisfied.	1						
Planning	1.069	FREE FORM COA - Ability for Planning, Engineering, Fire, Environmental Health, etc. to enter free-form comments on demand.	1						
Planning	1.070	COA DUE DATES - Ability to schedule due date for conditions of approval to be completed.	1						
Planning	1.071	PLAN CHECK LETTERS - Ability to generate editable plan check comment letters by combining all reviewer comments.	1						
Planning		PROJECT TRACKING AND ROUTING - WORKFLOW							
Planning	1.072	WORKFLOW - Need workflow capability to establish required planning process steps and prerequisite requirements (e.g. step 7 can only be done after step 5).	1						
Planning	1.073	WORKFLOW - Provide for the user-definition of application workflow within multiple departments and to external agencies based on the type of application.	1						
Planning	1.074	WORKFLOW EDITS - Ability to modify workflow and task requirements as needed.	1						
Planning	1.075	SUB-TASKS - Ability to set up multiple plan review steps and sub-tasks.	1						
Planning	1.076	ASSIGNEE STATUS - Ability to track task status, review comments, and completions by assignee.	1						
Planning	1.077	ELECTRONIC PLAN SUBMITTAL - Ability to receive plan submittals electronically.	1						
Planning	1.078	ELECTRONIC PLAN REVIEW - Capable of online plan review with ability to red-line markup plans and add comments.	1						
Planning	1.079	WORKFLOW ROUTING - Automatic routing of projects through various user- defined processes consisting of various review and approval functions.	1						
Planning	1.080	EXTERNAL PLAN REVIEWS - Ability to notify outside reviewing agencies when a plan review is necessary, and ability for agency to update information within the case, relative to the approvals and/or data each agency is responsible for.	1						
Planning	1.081	DEPARTMENT USER REVIEW ACCESS - Ability for fire department plan review sign-off user security restricted to fire marshal.	1						
Planning	1.082	PROJECT NUMBER CHANGE - Ability to change project number after initial application entered.	1						
Planning	1.083	SUB-PROJECTS - Ability to setup unlimited sub-projects within a single master project (e.g., multiple use projects - residential, commercial, multi- family).	1						
Planning		SCHEDULING							
Planning	1.084	MASTER CALENDAR - Ability to provide a master calendar with all participants included from all departments.	1						
Planning	1.085	FUTURE PLANNING CALENDAR - Ability to create future planning calendar (schedule of all future hearings/meetings by type and date).	1						
Planning	1.086	AUTO-DEFINE KEY DATE - Ability to calculate user-defined review and expiration dates for all project events automatically as part of the review process for a project.	1						
Planning	1.087	DATE OVERRIDES - Ability to manually override expiration dates.	1						
Planning	1.088	ASSOCIATE KEY DATE TO REVIEW STEP - Provide the ability to tie a key date calculation to a project review step (i.e., 14-day review, dept. review, Planning hearing, Commission meeting, etc.).	1						
Planning	1.089	AUTOMATIC RE-DATE UPON STEP COMPLETION - Provide an automatic date calculation for next step when a prerequisite review step is completed.	1						
Planning		FEES							
Planning	1.090	AUTO-CALCULATE FEES - Calculate standard planning fees using County- supplied criteria in a table structure and effective dates.	1						
Planning	1.091	FFES BY PERMIT OR PROJECT - Automatically compute charges based on permit or project type, building size, etc.	1						
Planning	1.092	DEVELOPER DEPOSITS - Track fee deposit/collections, receivables, balance due, and refunds.	1						
Planning	1.093	DEPOSIT REQUIREMENT ADJUSTMENTS - Ability to adjust deposit amounts at any time (discretionary).	1						
Planning	1.094	A/P REFUND REQUEST - Ability to generate an A/P refund request notice with general ledger accounts codes.			1				Refund transactions will produce appropriate GL transactions that can be used to create a new Request Notice report.
Planning	1.095	DETAILED FEE STATUS - Detailed fees status must include the following:							
Planning	1.096	• Account Number	1						
Planning	1.097	• Description	1						
Planning	1.098	• Fee Type (Code)	1						

Planning								
Planning	1.099	• Activity Type	1					
Planning	1.100	• Deposit Amount	1					
Planning	1.101	• Balance Due/Credit Balance	1					
Planning	1.102	FIXED AND VARIABLE FEES - Ability to set up fixed and variable fees.	1					
Planning	1.103	UNIT COST - Ability to set up flat fees per unit cost.	1					
Planning	1.104	BILLABLE TIME - Ability to track time by project, task, date, staff, etc., in order to generate hourly fees (i.e., $XX per hour). Also have the ability to track and calculate different hourly rates by specific staff (i.e., base pay, taxes and benefits).	1					
Planning	1.105	FEES ON DEMAND - Ability to charge any or all fees by specific project requirements (e.g., create fees on demand).	1					
Planning	1.106	FIXED FEE PLUS UNIT COST - Ability to setup a fixed fee plus a unit cost times a number of units with a maximum limit amount.	1					
Planning	1.107	FLAT FEE BY TIERED AREA - Ability to setup a Flat fee by tiered gross floor area.	1					
Planning	1.108	FLAT FEE PLUS TIERED UNIT COST - Ability to setup a flat fee plus $XXX per 10,000 square feet over 60,000 square feet.	1					
Planning	1.109	SQUARE FOOT CALCULATIONS - Allow user-defined square footage calculations based on a user-defined table of square footage values.	1					
Planning	1.110	VALUATION FEES - Ability to set up fee by valuation of other data element (e.g., percent times another value, such as estimated construction costs).	1					
Planning	1.111	TIME AND MATERIAL PLUS FEE - Ability to track a XX% fee in addition to the hourly fees.	1					
Planning	1.112	FEES BY ACREAGE - Ability to calculate fees based on acreage.	1					
Planning	1.113	CONSULTANT FEES WITH MARK-UP - Ability to track and charge purchased fees and add mark-up (e.g., purchasing an Environmental Impact Report from a third-party consultant with a 30% mark-up.)	1					
Planning	1.114	MASS FEE CHANGES - Ability to mass change all fees xx% (inflationary) once per year without out having to change each individual fee.	1					
Planning	1.115	FEE EFFECTIVE DATES - Ability to change fees with effective dates, maintaining historical fee rates.	1					
Planning	1.116	CONSULTANT FEES - Ability to track and charge purchased fees (e.g., purchasing an Environmental Impact Report from a third-party consultant/engineer).	1					
Planning	1.117	TIME TRACKING - Ability to track hourly time spent by task and calculate fees drawing down on deposit.	1					
Planning	1.118	MISCELLANEOUS FEES - Ability to calculate and track unlimited miscellaneous fees collected in conjunction with project.	1					
Planning	1.119	NON-PERMIT FEES - COLLECTIONS AND TRACKING - Ability to collect and track outstanding balances not associated with a project or building permit (e.g., EH re-inspections)	1					
Planning	1.120	WAIVE FEES- Ability to waive or override default fees.	1					
Planning	1.121	FEE OVERRIDE NOTES - System should allow only authorized override of standard fees and require an explanation field.	1					
Planning	1.122	FEE CHANGE NOTES - Ability to track notes for fees that are manually changed during project/process.	1					
Planning	1.123	FEES BY PROJECT TYPE - Ability for planning fees to be set up by project type.	1					
Planning	1.124	FEES BY TASK TYPE - Ability for planning fees to be set up by task type.	1					
Planning	1.125	FEES BY SHEETS AND REVIEWS - Allow review fees to be calculated based on number of sheets submitted and number of reviews (e.g., $X/lot for first review, no charge for second review, $X/for third and subsequent reviews).	1					
Planning	1.126	RECEIPT OF AMOUNT AND PAYEE - Ability to print a receipt to whoever pays the fee (payee) for the amount of the specific fee and not a cumulative amount that has been paid for the project, in order to support any refund to the proper payer.	1					
Planning	1.127	REFUNDABLE BOND DEPOSITS - Ability to track refundable bond deposits (e.g., improvements, landscape, signs, etc.) including conditions and sign-offs for refund.	1					
Planning	1.128	BOND EXPIRATION ALERTS - Ability to automatically generate notifications/alerts of bond performance and maintenance expiration.	1					
Planning	1.129	MULTIPLE TRUST ACCOUNTS - Ability to establish one or more trust accounts for a person or record (address, parcel, permit) within the system.	1					
Planning	1.130	DEVELOPMENT CREDITS - Capability of setting up accounting for various development agreements to track credits or reimbursements based on a parcel, a subdivision, or a geographical zone (e.g., Developer A may get $10,000 worth of transportation credits that he can apply "first come first serve" for building permits. Each building permit may be $8,000 each, but only $1,000 of each permit is for transportation)					1		Currently can automatically apply fees based on geographical zone and can calculate discounts; would need further analysis to allocate and track across a range of permits.
Planning	1.131	INVOICES - Ability to print invoices showing detail/summary fees with totals paid, due, or credit balance.	1					
Planning		LETTERS						
Planning	1.132	UNLIMITED STANDARD NOTICES - Ability to set up "unlimited" standard notices by project, review step, hearing, etc.	1					
Planning	1.133	FLAG COMMENTS AND NOTES FOR INCLUSION - Ability for notices and letters to automatically incorporate field information, comments, notes, etc., as applicable.	1					
Planning	1.134	MEETING NOTIFICATION - Provide a method of automatically generating user-defined notification letters to property owners and others regarding projects and meetings associated with these projects, based on parcel selection (i.e., Public Hearing notices).	1					
Planning	1.135	PROPOSED CHANGE NOTIFICATION - Provide for automatic mail out notice to selected parcel owners and residents regarding proposed changes to related parcels by defined radius map, including buffer zone.	1					
Planning	1.136	EDITABLE NOTIFICATIONS - Ability for system to output County-editable notice letters.	1					
Planning	1.137	NOTIFICATION TRACKING - Ability for system to track all notices sent associated to each project.	1					
Planning	1.138	AREA/ VICINITY MAP - Automatically generate area map to accompany notice above cartographic capabilities.	1					
Planning	1.139	AD HOC ADDITION OF PARCEL TO NOTIFICATION LISTS - Ability to pick discretionary, impacted parcels to add to notification lists.	1					
Planning		CITIZEN ONLINE ACCESS						
Planning	1.140	NEXT STEPS - Ability to show next steps in the process, due dates and completion percentage.	1					

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Planning	1.141	**ISSUANCE ALERTS -** Ability to identify/flag issues which may delay permit issuance.	1						
Planning	1.142	**REPORT PRINTING -** Ability for citizens to print reports published via the web, with control over access to certain types of reports.	1						
Planning	1.143	**PERMIT PRINTING -** Ability for citizens to print permits that have been issued.	1						
Planning	1.144	**PLANNING PROJECT STATUS -** Ability for Developers and public (contractors, applicants, etc.) to view status of a planning project online.	1						
Planning	1.145	**CITIZEN ONLINE ACCESS - PARCEL MAPS -** Ability for citizens to access project information status information including displaying the parcels on county GIS map.	1						
Planning		**INQUIRY & REPORTS**							
Planning	1.146	**USER QUERIES -** Ability for users to create quick queries and reports from within the system (i.e., counts, status, fees, etc.).	1						
Planning	1.147	**REPORTING PARAMETERS -** Ability for reports to accept parameters such as a date range for a report.	1						
Planning	1.148	**REPORT SCHEDULING AND DELIVERY -** Ability to set up reports to be automatically delivered on a scheduled basis.	1						
Planning	1.149	**SPELL CHECK -** Provide spell checking for all reports and correspondence.	1						Spell check is available on all free- form text fields, and through report writer tools.
Planning	1.150	**VARIOUS SORT ORDERS -** Provide reports of planning projects in various sort orders (by address, type of project, project number, planner assigned, dates, etc.)	1						
Planning	1.151	**STAFF REPORTS -** Ability to automatically generate user-defined staff reports and resolutions with the ability to edit before finalizing.	1						
Planning	1.152	**STAFF REPORTS -** Ability to setup template staff reports that will insert project conditions of approval and then allow for editing remaining report using MSWord or word editor.	1						
Planning	1.153	**PROJECT STATUS REPORTS -** Ability to produce project status reports by project type, due dates, planner staff, outstanding tasks, etc.	1						
Planning	1.154	**MEETING DOCUMENTS -** Provide a function for producing summary documents for a project from the comments and conditions entered during the project review without the user having to retype these comments and/or conditions.			1				
Planning	1.155	**MEETING DOCUMENTS -** Provide a method of producing meeting documents (such as agendas) for all projects scheduled for a meeting and date.			1				
Planning	1.156	**MEETING DOCUMENTS -** Meeting documents should have the capability of printing all previously entered comments and/or conditions as part of the individual project reviews.	1						
Planning	1.165	**PLANNING ACTIVITY REPORTS -** Ability to report planning activity by multiple activity types (e.g., property usage, affordable units, environmental documents, project types, etc.).	1						
Planning		**INTEGRATION - INTERFACE**							
Planning	1.167	**INTEGRATION - MS WORD -** Provide integration to MS Word processing for entry of comments, conditions and to produce project summary documents and notifications.	1						
Planning	1.168	**INTEGRATION - MS OUTLOOK -**Ability for the system to integrate with Microsoft Outlook for messaging and scheduling.	1						
Planning	1.169	**INTEGRATION - PARCEL/ADDRESS MANAGEMENT -** Parcel/Address Management module should provide property information for all properties associated with a project. County planning program to receive notification when related citizen inquiry received in CRM system.	1						
Planning	1.170	**INTEGRATION - PERMITTING -** Provide automatic linkage between general planning applications and associated permits.	1						
Planning	1.171	**INTEGRATION - ELECTRONIC CONTENT MANAGEMENT SYSTEM -** Must integrate with ECMS (Laserfiche).					1		Tyler's EnerGov solution can provide a document management
Planning	1.172	**INTERFACE - GIS -** User should have the ability to select Planning data and display that data on a map, interfacing to ESRI ArcGIS SDE Server.	1						
Planning	1.173	**INTEGRATION - CASHIERING -** Centralized Cashiering integrated with Planning for collecting all fees.	1						Integrated with Tyler Cashiering; all other Cashiering interfaces
Planning	1.174	**INTEGRATION - GENERAL LEDGER -** The Planning application must generate journal entries to the Tyler Munis General Ledger for any invoices generated and revenues received (or acceptable file for import), including all fees and credits.	1						
Planning	1.175	**INTEGRATION - ACCOUNTS PAYABLE -**Provide integration with accounts payable for deposit account refund payments.	1						
Planning	1.176	**INTEGRATION - DOCUSIGN -** Ability to integrate with DocuSign for digital signature capabilities.					1		
Planning	1.177	**INTEGRATION – PAYMENT GATEWAY -** Ability to integrate with credit card payment gateways to allow online payments.	1						
			161	**0**	**3**	**0**	**3**	**0**	

Standard - Current	Available in
Standard - Next Release	
Report Writer	
3rd-Party Application	
Custom Modification	
Not Available	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Permitting		**2. Permitting**							
Permitting		**INTAKE**							
Permitting	2.001	**PERMIT INTAKE FIELDS -** Ability to intake and maintain permit application using the following types of detail (including but not limited to):							
Permitting	2.002	▪ PIN	1						
Permitting	2.003	▪ Parcel Address	1						
Permitting	2.004	▪ Type of application (e.g., site plan, building permit, Environmental Health, Fire Prevention)	1						
Permitting	2.005	▪ Project Description	1						
Permitting	2.006	▪ Square Feet of Project	1						
Permitting	2.007	▪ Construction Type	1						
Permitting	2.008	▪ Assigned Inspector By Trade	1						
Permitting	2.009	▪ Assigned Planner	1						
Permitting	2.010	▪ Owner Information	1						

Category	No.	Description							
Permitting	2.011	▪ Property Information	1						
Permitting	2.012	▪ Sub-Contractor Information	1						
Permitting	2.013	▪ Business Name	1						
Permitting	2.014	▪ Township	1						
Permitting	2.015	▪ Sanitary System	1						
Permitting	2.016	▪ Water System	1						
Permitting	2.017	▪ Legal Description	1						
Permitting	2.018	▪ Project Valuation	1						
Permitting	2.019	▪ Class of work (census data, single family, multi family, commercial, etc.)	1						
Permitting	2.020	▪ Start date	1						
Permitting	2.021	▪ Complete date	1						
Permitting	2.022	▪ Issue date	1						
Permitting	2.023	▪ Application date	1						
Permitting	2.024	▪ Review dates	1						
Permitting	2.025	▪ Expiration date	1						
Permitting	2.026	▪ Approval dates	1						
Permitting	2.027	▪ Text	1						
Permitting	2.028	▪ Boolean and Number fields (unlimited)	1						
Permitting	2.029	▪ Zoning	1						
Permitting	2.030	▪ Occupancy type	1						
Permitting	2.031	▪ Construction type	1						
Permitting	2.032	▪ Inspection area	1						
Permitting	2.033	PERMIT COPY - Ability to copy a permit for repetitive use.	1						
Permitting	2.034	ONLINE PERMIT PRINTING - Ability to print submitted online permits for citizens at the time of permit application. NOTE: Would only apply to certain permits.	1						
Permitting	2.035	INFORMATION ASSOCIATIONS BY PERMIT - Ability to allow multiple items associated to single permit (e.g., multiple addresses, parcels and/or owners on a single property).	1						
Permitting	2.036	PERMIT INTAKE - MULTIPLE ADDRESSES OR PARCELS - Ability to initiate permit parameters to one or more	1						
Permitting		**GENERAL**							
Permitting	2.037	USER-DEFINED FIELDS - Provide for "unlimited" County-defined fields based on permit type. If limited, please explain in comments.	1						
Permitting	2.038	REQUIRED FIELDS - Ability for County to determine which fields are required.	1						
Permitting	2.039	PERMIT APPLICATION CHECKLIST - Ability to create County-defined required checklists by permit type.	1						
Permitting	2.041	MULTIPLE CONTRACTORS PER PERMIT - Ability to track multiple contractors per permit and identify contractor responsible for certain aspects of construction or which is the prime contractor (e.g., who did the electrical, plumbing, etc.).	1						
Permitting	2.040	COUNTY-DEFINED PERMIT STATUS TYPES – AUTOMATED ASSIGNMENTS - Ability to automate status assignment throughout the process (e.g., active, inactive, hold, change, lock, etc.), with the ability to manually override to a particular status.	1						
Permitting	2.042	CONTRACTOR PERMIT TRACKING - Ability for permits to be tracked by contractor regardless of the permit applicant.	1						
Permitting	2.043	SEARCH - Allow for search and retrieval of a permit or application data using any combination of:	1						
Permitting	2.044	▪ Job Address	1						
Permitting	2.045	▪ Parcel number	1						
Permitting	2.046	▪ Lot number	1						
Permitting	2.047	▪ Associated names (applicant, property owner, contractor,	1						
Permitting	2.048	▪ Associated mailing addresses (applicant, property owner, contractor, architect)	1						
Permitting	2.049	▪ Associated phone numbers (applicant, property owner, contractor, architect)	1						
Permitting	2.050	▪ Contractor State license no.	1						
Permitting	2.051	▪ Type of application	1						
Permitting	2.052	▪ Application date	1						
Permitting	2.053	▪ Permit issuance date	1						
Permitting	2.054	▪ Approval dates	1						
Permitting	2.055	▪ Expiration date	1						
Permitting	2.056	▪ Application status	1						
Permitting	2.057	▪Responsible department	1						
Permitting	2.058	▪Various Wild Card searches	1						
Permitting	2.059	▪ Partial word searches	1						
Permitting	2.060	▪ Ability to search by owner name or business common name and see all associated permits.	1						
Permitting	2.061	PARCEL AND ADDRESS VALIDATION - Ability to validate an address or parcel within the County's GIS database when initializing a new permit application or process.	1						
Permitting	2.062	TEMPORARY ADDRESS - Need ability to input a temporary address for non-existent address locations.	1						
Permitting	2.063	SECURITY - Ability to restrict access to create temporary/permanent address entries.	1						
Permitting	2.064	PERMIT DATA - Allow for an unlimited number of names, addresses, and phone numbers to be entered for a permit application. If limited, please explain limitation in comments.	1						
Permitting	2.065	COMBINATION PERMITS - Ability to setup combination permits (e.g., signs, plumbing, building, electrical, mechanical, pools, etc.) with separate requirements, fees and inspections.	1						
Permitting	2.066	COPYING/CLONING PERMITS - Ability to copy/clone a permit (e.g., same home model in a subdivision).	1						
Permitting	2.067	MISCELLANEOUS PERMIT TYPES - Provide simplified system for processing miscellaneous permit applications and flag if building or non-building related, to include but not limited to:							
Permitting	2.068	▪ Signs	1						
Permitting	2.069	▪ Re-roof	1						
Permitting	2.070	▪ Special Inspections such as group homes and daycares	1						
Permitting	2.071	▪ Transportation Permits	1						
Permitting	2.072	▪ Encroachment into Public Right of Way	1						
Permitting	2.073	▪ Water Heaters	1						
Permitting	2.074	▪ Home Improvements	1						
Permitting	2.075	▪ Sewer Connection	1						
Permitting	2.076	▪ Pools	1						
Permitting	2.077	▪ Barns	1						
Permitting	2.078	▪ Sheds	1						
Permitting	2.079	▪ Siding	1						
Permitting	2.080	▪ Decks	1						
Permitting	2.081	▪ Demolition	1						
Permitting	2.082	▪ House Moving	1						
Permitting	2.083	▪ Tattoo Artists	1						
Permitting	2.084	▪ Fences	1						
Permitting	2.085	NOTES TYPE AND DATE STAMP - Ability to add Notes and Comments throughout the permitting process, including Type and Date Stamp.	1						
Permitting	2.086	UNLIMITED ALERTS - Ability to place unlimited number of Alerts per parcel.	1						

Permitting	2.087	**FLASH ALERTS** - Ability to flash alerts by address (e.g., outstanding code enforcement violations).	1						
Permitting	2.088	**PROCESS HOLD - OUTSTANDING CHECKS** - Ability to auto stop a permit application for outstanding bounced checks.	1						
Permitting	2.089	**ALERTS** - Ability to add a County-defined flag for when a contractor does not hold appropriate registration/licensing that applies for a permit application.	1						
Permitting	2.090	**CONTRACTOR DATA** - Provide database for tracking contractor/architects/engineers/deputy inspectors information including:							
Permitting	2.091	▪ Name	1						
Permitting	2.092	▪ Address	1						
Permitting	2.093	▪ Phone	1						
Permitting	2.094	▪ Type of contractor	1						
Permitting	2.095	▪ Fax number	1						
Permitting	2.096	▪ Liability insurance carrier (name, expiration date)	1						
Permitting	2.097	▪ E-mail address	1						
Permitting	2.098	▪ Mobile phone number	1						
Permitting	2.099	▪ License/Registration expiration date	1						
Permitting	2.100	▪ State license number	1						
Permitting	2.101	▪ State contractor information and license types	1						
Permitting	2.102	**CONTRACTOR LICENSE AND INSURANCE VALIDATION -** Ability to link contractor license and insurance information to permits in order to prevent the issuance of permits on expired license or insurance and to verify appropriate license type is valid for the scope of work within the requested permit for issuance.	1						
Permitting	2.103	**PERSON/ENTITY INFORMATION -** Persons entered into database should be retrievable to populate person's information on future applications.	1						
Permitting	2.104	**UNLIMITED COMMENTS AND NOTES -** Provide an area for unlimited free-form text comments and notes for each contractor.	1						
Permitting	2.105	**CONTRACTOR REQUIREMENTS -** Perform automatic checking of user- defined contractor requirements for pulling a permit during permit processing.	1						
Permitting	2.106	**PERMIT STATUS TRACKING -** Ability to inquire on all open permits for a specific contractor(s) and view status and expiration dates.	1						
Permitting	2.107	**PERMIT EXPIRATION - AUTOMATIC REMINDERS -** Ability to automatically generate notifications for upcoming permits expirations	1						
Permitting	2.108	**HISTORICAL PERMITS -** Ability to maintain a history on all permits issued including final certificates, final acceptance, and/or final approval letters.	1						
Permitting	2.109	**HISTORY -** Ability to show all permit history by address when entering application information.	1						
Permitting	2.110	**CODE CYCLE EFFECTIVE DATES -** Ability to have effective dates of standard code (i.e., x years code cycles) - Code cycles are assigned to each job depending on initialization date, and the associated turndown library code reference must correspond to the correct code cycle for each trade. North Carolina building and trade codes are updated to a new code every 3 to 6 years. From one code update to the next is referred to as a cycle.	1						
Permitting	2.111	**UTILITY AUTHORIZATIONS -** Ability to email utility authorizations to power companies when proper approval or conditions are met to energize the electrical service, and maintain the history of all utility authorizations issued.	1						
Permitting	2.112	**INFRASTRUCTURE COMPLETION -** An automated method of tracking whether an infrastructure being guaranteed has been satisfactorily completed. (e.g., installation of roads, sewer and water utility lines, etc. that have to be completed before a permit or certificate of occupancy can be issued).	1						
Permitting	2.113	**INSTRUMENT EXPIRATIONS -** An automated notice identifying instruments (e.g., letters of credit, bonds for set period of time, bonds on specific development projects, etc.) that are scheduled to expire in order to provide adequate time to inspect, call or replace the guarantee	1						
Permitting	2.114	**TIME TRACKING -** The ability to track all time by project, task, phase, date and staff. E.g., support being able to report on how long a process was with Cumberland County processing, and how much time was spent waiting on the citizen or contractor, etc.	1						
Permitting	2.115	**TIME TRACKING - DURATIONS -** Ability for time tracking to exclude durations hold periods (e.g., citizen reviews, submittal periods, etc.)	1						
Permitting		**FEES**							
Permitting	2.116	**UNLIMITED FEES AND TYPES -** Provide for calculation of standard fees with effective dates using County-provided formulas or tables.	1						
Permitting	2.117	**FEES BY PERMIT OR PROJECT -** Automatically compute charges based on permit or project type.	1						
Permitting	2.118	**PERMIT QUOTE CALCULATIONS -** Ability to generate a permit quote based on a predefined formula (e.g. square footage and type of construction) with disclosure language.	1						
Permitting	2.119	**PERMIT REQUEST ESTIMATES -** Ability to save permit request information to estimate fees without creating a new permit application, then convert estimate to application records when citizen submits formal permit application (could be weeks or months later).	1						Tyler's EnerGov Citizen Self Service online portal enables citizens to save drafts of permit applications and estimate permit fees without submitting a formal application.
Permitting	2.120	**FEES AND CREDITS -** Track fees charged, refunds, and credits issued by citizens, permits, parcel, project, etc.	1						
Permitting	2.121	**FIXED FEES -** Ability to set up fixed and variable fees with	1						
Permitting	2.122	**FEES BY GALLONS-** Ability to set up fees by gallon.	1						
Permitting	2.123	**FLAT FEES AND UNIT COST -** Ability to set up flat fees plus a per unit cost.	1						
Permitting	2.124	**TIERED FEES AND UNIT COST -** Ability to set up tiered fees by number of units.	1						
Permitting	2.125	**VALUATION FEES -** Ability to set up fee by valuation times unit charge per $1,000.	1						
Permitting	2.126	**VARIABLE FEES -** Flat Base Fee plus unit cost per $X,XXX over a base amount.	1						
Permitting	2.127	**COUNTY-DEFINED UNIT TYPES -** Ability to use County-defined unit types (e.g., square feet, acres, linear feet, permit fee totals, pages, hours, and lots).	1						
Permitting	2.128	**HOURLY FEES -** Ability to charge an hourly fee.	1						
Permitting	2.129	**HOURLY RATE BY FEE TYPE -** Ability to track an hourly rate billing by Fee Type.	1						
Permitting	2.130	**PERCENT OF BASE PERMIT FEE -** Ability to charge a fee that is X% of the base permit fee.	1						
Permitting	2.131	**LOT FEES -** Ability to charge a fee that is flat base amount plus a unit charge times the number of lots.	1						
Permitting	2.132	**BUILDING CONSTRUCTION VALUATION -** Allow for valuation calculations to be based on International Code Council building valuation data.	1						

Module	#	Requirement	C1	C2	C3	C4	C5	C6	Comments
Permitting	2.133	**SQUARE FOOT CALCULATIONS -** Allow user-defined square footage calculations based on a user-defined table of square footage values.	1						
Permitting	2.134	**FIXED COST -** Allow fixed cost on construction valuation based on square footage.	1						
Permitting	2.135	**PERCENTAGE FEES -** Ability to calculate fees as a percentage of building permit fee.	1						
Permitting	2.136	**COST PLUS PERCENTAGE OF COST -** Ability to calculate a fee by adding a cost plus XX% of the cost (e.g. Third party engineering firm performs plan review).	1						
Permitting	2.137	**FEES BY SHEETS AND REVIEWS -** Allow review fees to be calculated based on number of sheets submitted and number of reviews (e.g., $X/lot for first review, no charge for second review, $X/for third and subsequent reviews).	1						
Permitting	2.138	**BILLABLE TIME -** Ability to track task time by person and generate hourly fees due.	1						
Permitting	2.139	**FEES ON DEMAND -** Ability to charge any or all fees by specific project requirements (e.g., set up fees on demand).	1						
Permitting	2.140	**MISCELLANEOUS FEES -** Ability to calculate and track unlimited miscellaneous fees collected in conjunction with building permits.	1						
Permitting	2.141	**NON-PERMIT FEES - COLLECTIONS AND TRACKING -** Ability to collect and track outstanding balances not associated with a project or building permit (e.g., EH re-inspections).	1						
Permitting	2.142	**WAIVE FEES -** Ability to waive or override any standard/default fees by supervisor with proper security control.	1						
Permitting	2.143	**MASS FEE CHANGES -** Ability to mass change all fees by xx% (inflationary) once per year without out having to change each individual fee.	1						
Permitting	2.144	**FEES SETTINGS FOR CANCELLED PERMITS -** Ability to set fees as refundable or non-refundable should a permit be cancelled.	1						
Permitting	2.145	**REFUNDABLE DEPOSITS -** Ability to track deposits and refunds including conditions and sign-offs of refund, and maintain real-time permit fees balance.	1						
Permitting	2.146	**DEVELOPER AND PERMIT DEPOSIT TRACKING -** Track deposits, payments, and balances by developer as well as by a single project.	1						
Permitting	2.147	**PERMIT REVERSALS AND REFUNDS -** Ability to void permits that have been issued, including fee reversal and refunds (NOTE: must comply with all requirements of the Munis general ledger interface).	1						
Permitting	2.148	**A/P REFUND REQUEST -** Ability to generate an A/P refund request notice with general ledger accounts codes.	1						
Permitting	2.149	**DEVELOPMENT CREDITS -** Capability of setting up accounting for various development agreements to track credits or reimbursements based on a parcel, a subdivision, or a geographical zone (e.g., Developer A may get $10,000 worth of transportation credits that he can apply "first come first serve" for building permits. Each building permit may be $8,000 each, but only $1,000 of each permit is for transportation).						1	Currently can automatically apply fees based on geographical zone and can calculate discounts; would need further analysis to allocate and track across a range of permits.
Permitting	2.150	**MULTIPLE PERMIT PAYMENTS -** Ability to pay for multiple permits with single payments.	1						Tyler's EnerGov Citizen Self Service online portal solution gives citizens and contractors the ability to pay one to many invoices with a single payment transaction.
Permitting	2.151	**RECEIPT OF AMOUNT AND PAYEE -** Ability to print a receipt to whoever pays the fee (payee) for the amount of the specific fee and not a cumulative amount that has been paid for the project, in order to support any refund to the proper payer.	1						
Permitting	2.152	**PERMITTING - FINANCIAL INFORMATION -** Ability to maintain detailed financial information on each permit, including:	1						
Permitting	2.153	• Permit Charge	1						
Permitting	2.154	• Other Charges	1						
Permitting	2.155	• Specialized Fees	1						
Permitting	2.156	• Inspection Fees	1						
Permitting	2.157	• Total Charge	1						
Permitting	2.158	• Total Collected	1						
Permitting	2.159	• Total Waived	1						
Permitting	2.160	• General Ledger Account Codes	1						
Permitting		**ROUTING & WORKFLOW**							
Permitting	2.161	**USER-DEFINED ROUTING -** Allow user-defined process workflow routing based on type of work performed to multiple users/departments (e.g., specific staff, planning, environmental compliance, fire, engineering, etc.).	1						
Permitting	2.162	**SIMULTANEOUS WORKFLOW STEPS -** Ability to allow review steps to be performed simultaneously by multiple users/departments.	1						
Permitting	2.163	**PERMIT REVISIONS -** Ability to revise permit applications during the permit review process.	1						
Permitting	2.164	**ADD CORRECTION ITEMS -** Allow entry of plan correction items as part of plan review.	1						
Planning	2.165	**ELECTRONIC PLAN SUBMITTAL -** Ability to receive plan submittals electronically.	1						
Planning	2.166	**ELECTRONIC PLAN REVIEW -** Capable of online plan review with ability to red-line markup plans and add comments.	1						
Permitting	2.167	**WORKFLOW -** Ability to pre-establish workflow and task requirements by permit type (reviews, plan checks, verifications, inspections, other agency approval requirements, etc.).	1						
Permitting	2.168	**WORKFLOW -** Ability to modify workflow and task requirements as needed.	1						
Permitting	2.169	**EXTERNAL PLAN REVIEWS -** Ability to notify outside reviewing agencies when a plan review is necessary, and ability for agency to update information within the case, relative to the approvals and/or data each agency is responsible for.	1						
Permitting	2.170	**DUE DATES -** Ability for system to fill in due dates by task type (e.g., plan check reviews due within 10 days of submittal).	1						
Permitting	2.171	**PERFORMANCE STANDARDS TRACKING -** Ability to distinguish different task due dates (i.e., input of application vs. acceptance) and set due dates accordingly. Each task should have a separate date associated to it in order to compile performance standards reports	1						
Permitting	2.172	**MODIFY ROUTING -** Routing can change for individual applications (steps added/deleted).	1						
Permitting	2.173	**APPROVALS -** Do not allow permit to be issued until all required plan review steps are completed.	1						
Permitting	2.174	**ASSIGN TASKS -** Ability for departments to then assign tasks and re-assign to specific staff.	1						
Permitting	2.175	**ASSIGN TASKS -** Ability to either assign staff or leave task completion at the department level.	1						

Category	#	Requirement							Comments
Permitting	2.176	**USER DASHBOARD** - Provide a user specific dashboard with statistics and assignments.	1						
Permitting	2.177	**AUTOMATIC REMINDERS** - Ability to set automatic reminders/notifications based on plan review phases (e.g. preliminary plan review date, expected date of completion, etc.).	1						
Permitting	2.178	**PERMIT APPROVAL** - Ability to email online permit approvals to applicants.	1						
Permitting	2.179	**EMAIL CORRESPONDENCE** - Ability to email an applicant to request missing data, generate permit reminders (i.e., issuance, pickup, inactives, etc.), provide corrections list, etc.	1						
Permitting	2.180	**PERMIT APPLICATION TO INSPECTION** - Ability to prompt an inspection from a permit application.	1						
Permitting		**PROCESSING**							
Permitting	2.181	**PLAN POSSESSION** - Ability to track which planners have been issued sets of plans.	1						
Permitting	2.182	**CORRECTIONS LIST** - Ability to generate a department specific or overall corrections list.	1						
Permitting	2.183	**CITIZEN CORRECTIONS LIST** - Ability for system to generate a corrections list (letter) for citizen.	1						
Permitting	2.184	**MULITPLE PERMITS PER SET OF APPROVAL STEPS/PLAN CHECK** - Ability to setup one set of approval steps/plan checks for multiple permits (e.g., building, plumbing, electrical, mechanical, etc.).	1						
Permitting	2.185	**NOTIFICATION LETTERS** - Ability to generate expiration and inactive notification letters for a permit application based on a duration of time (e.g. 30, 90 or 180 days).	1						
Permitting	2.186	**NOTIFICATIONS WITH ATTACHMENTS** - Ability for standard notifications/letters/permits, certificates, etc., to print with pre-determined attachments (batch or on-demand).	1						
Permitting	2.187	**CALENDAR VIEW OF ASSIGNMENTS AND DUE DATES** - Ability for users and supervisors to view their assignments and due dates by individual or department.	1						
Permitting		**PERMITTING / ISSUANCE**							
Permitting	2.188	**FINAL INSPECTION NOTIFICATION** - Ability to notify via queue or email when inspections are final approved for certificate of occupancy issuance.	1						
Permitting	2.189	**PERMIT EXPIRATION DATES** - Automatically calculate permit expiration date based on user parameters.	1						
Permitting	2.190	**DATE OVERRIDES** - Ability to manually override expiration dates.	1						
Permitting	2.191	**AUTO ADJUST EXPIRE DATE** - Ability to auto adjust permit expiration date by XXX days from last inspection.	1						
Permitting	2.192	**FEES DUE ALERT** - Provide an alert at Certificate of Occupancy issuance of any fees owed by the developer/owner/contractor.	1						
Permitting	2.193	**PRINT NOTES ON PERMIT** - Allow notes from plan review and general application to be flagged to print on the permit.				1			Including notes from plan review on the permit placard can be written into a custom report.
Permitting	2.194	**PRINT PLAN CHECK COMMENTS** - Ability to print plan check comments on plan check review letter.	1						
Permitting	2.195	**FINAL EDITS** - Perform editing prior to printing notices/letters for such items as all fees paid, all permits final, etc.	1						
Permitting	2.196	**PRINT CERTIFICATES** - Allow County to define type of certificate to print (e.g., Certificate of Completion vs. Certificate of Occupancy).	1						
Permitting	2.197	**ABILITY TO BLOCK** - Allow the ability to block certificates of completion or issuance of a final occupancy permit until all required sign-offs and inspections are completed.	1						
Permitting	2.198	**NOTIFICATION METHODS** - Notification methods include:	1						
Permitting	2.199	▪ E-mail	1						
Permitting	2.200	▪ Fax	1						
Permitting	2.201	▪ Web site updates on-line	1						
Permitting	2.202	▪ Word-formatted letters	1						
Permitting	2.203	**PERMIT APPROVAL EMAIL** - Ability for system to automatically email approved permits to contractors and owners.	1						
Permitting	2.204	**JURISDICTION PERMIT NOTIFICATIONS** - Allow for email notifications of permits status (i.e. Expired, Approved, etc.), including email notifications to other jurisdictions of Septic System and Well Permit Status.	1						
Permitting	2.205	**TAX ASSESSOR CO NOTIFICATION** - Automatically issue a notification to the Tax Assessors office when the certificate of occupancy is issued	1						
Permitting	2.206	**MULTIPLE RECEIPIENT EMAILS** - Ability for documents to be emailed to one or more contacts listed on the project or permit (to	1						
Permitting		**GENERAL PERMITTING AND CONDITIONS OF APPROVAL**							
Permitting	2.207	**UNLIMITED COMMENTS** - Allow for entry of unlimited free-form notes and comments during the permit application and plan review processes	1						
Permitting	2.208	**STANDARD COMMENTS** - Allow for user-defined table of standard comments that can be accessed during plan review.	1						
Permitting	2.209	**CORRECTION NOTICE COMMENTS** - Ability to combine all plan review comments and correction requirements into a single correction notice/letter.	1						
Permitting	2.210	**EDITABLE COMMENT REVIEW LETTERS** - Ability to create editable comment/review letters segregated by department review comments.	1						Reports run through the EnerGov system may be exported from the report viewer to be edited.
Permitting	2.211	**PLAN CHECK LETTERS** - Ability to generate editable plan check comment letters by combining all reviewer comments.	1						
Permitting	2.212	**SPECIAL CONDITIONS** - Ability to note any restrictions or special conditions established by reviewing departments as a prerequisite within the permit process.	1						
Permitting	2.213	**CONDITIONS OF APPROVAL** - Ability to apply project-specific conditions of approval to each address within that project.	1						
Permitting	2.214	**CONDITIONS OF APPROVAL** - Ability to set up standard conditions of approval by permit type.	1						
Permitting	2.215	**CONDITIONS OF APPROVAL** - Ability for system to force all conditions of approval to be met and checked off before user is allowed to mark a task complete.	1						
Permitting	2.216	**CONDITIONS OF APPROVAL** - Track conditions of approval revisions (who, what, when).	1						
Permitting	2.217	**CONDITIONS OF APPROVAL** - Allow conditions of approval to be entered and maintained by multiple departments.	1						
Permitting	2.218	**CONDITIONS OF APPROVAL** - Allow conditions of approval "completed" check box.	1						
Permitting	2.219	**CONDITIONS OF APPROVAL** - Allow conditions of approval "reviewed" check box.	1						
Permitting	2.220	**CONDITIONS OF APPROVAL** - Track conditions of approval "completed by whom".	1						

Permitting	2.221	**CONDITIONS OF APPROVAL -** Track conditions of approval "reviewed by whom".	1					
Permitting	2.222	**CONDITIONS OF APPROVAL -** Track conditions of approval completed by "date and time".	1					
Permitting	2.223	**CONDITIONS OF APPROVAL -** Track conditions of approval "reviewed" by date and time.	1					
Permitting	2.224	**DIGITAL SIGNATURE FOR CONDITION FORM -** Ability to have citizen sign permit condition form with digital signature pad at the counter.	1					
Permitting	2.225	**ATTACHMENTS -** Ability to attach files, e-mails, etc., to the permit record.	1					
Permitting	2.226	**ATTACHMENTS -** Ability to attach files, e-mails, etc., to a specific task or review step.	1					
Permitting		**CITIZEN ONLINE ACCESS**						
Permitting	2.227	**PERMIT APPLICATIONS -** Ability for citizens to apply for permits via Internet in real time, but require County verification before actual permit approval and issuance. NOTE: Will be limited to certain permits.	1					
Permitting	2.228	**DIAGRAMS -** Ability to submit a diagram(s) with an online permit application.	1					
Permitting	2.229	**VIEW STATUS -** Ability for citizens to view status of permit applications via the Internet.	1					
Permitting	2.230	**USER QUERIES** – Ability for users to query data.	1					
Permitting	2.231	**ONLINE PAYMENTS -** Ability for citizens to pay permit application fees via Internet in real time.	1					
Permitting	2.232	**NEXT STEPS -** Ability to show next steps in the process, due dates and completion percentage.	1					
Permitting	2.233	**ISSUANCE ALERTS -** Ability to identify/flag issues which may delay permit issuance.	1					
Permitting	2.234	**PERMIT PRINTING -** Ability for citizens to print permits that have been issued.	1					
Permitting	2.235	**REPORT PRINTING -** Ability for citizens to print reports published via the web, with control over access to certain types of reports.	1					
Permitting	2.236	**INSPECTION RESULTS -** Ability for citizens to view permit inspections results.	1					
Permitting	2.237	**DOCUMENT RETRIEVAL -** Ability for citizens to retrieve scanned documents (e.g., EH well and septic information).	1					
Permitting		**PERMITTING REPORTS**						
Permitting	2.238	**USER QUERIES -** Ability for users to create quick queries and reports from within the system (i.e., counts, status, fees, etc.).	1					
Permitting	2.239	**REPORTING PARAMETERS -** Ability for reports to accept parameters such as a date range for a report.	1					
Permitting	2.240	**REPORT SCHEDULING AND DELIVERY -** Ability to set up reports to be automatically delivered on a scheduled basis.	1					
Permitting	2.241	**MONTHLY REPORT SUBTOTALS -** Ability to generate monthly permit type reports with subtotal and total options.	1					
Permitting	2.242	**STATISTICAL REPORTS -** Statistical reports of permits issued by a user- defined date range.	1					
Permitting	2.243	**STATISTICAL REPORTS -** Statistical reports of the types of applications submitted by user-defined date range.	1					
Permitting	2.244	**STATISTICAL REPORTS -** Statistical reports of types of inspections performed by user-defined date range.	1					
Permitting	2.245	**STATISTICAL REPORTS -** Statistical reports of inspector activity by user- defined date range.	1					
Permitting	2.246	**STATISTICAL REPORTS -** Statistical reports of plan review processing, including numbers of applications processed, average days to process, etc.	1					
Permitting	2.247	**WORK-IN-PROGESS REPORTING -** Ability to report on work-in-progress of a permit (i.e., % complete, % build out statistics, annual valuation, etc.)	1					
Permitting	2.248	**OPEN TRUST/DEPOSIT REPORT -** Reports of open bonds/deposits and associated activity.	1					
Permitting	2.249	**PERMIT EXPIRATION REPORT -** Ability to provide a report of permits that are ready to expire or are inactive, and the ability to automate a process for notifications.	1					
Permitting	2.250	**PLAN CORRECTION REPORT -** Produce a plan correction listing on-demand.	1					
Permitting	2.251	**PLAN CHECK AGING REPORT -** Produce a plan check aging report with due dates by reviewer.	1					
Permitting	2.252	**TIME PERIOD REPORTS -** Provide reports by any time period (e.g., specific date to specific date).	1					
Permitting	2.253	**PERMIT FEE REPORT - Provides permit fee reports by daily receipts.**	1					
Permitting	2.254	**PDF FORMAT -** Ability to save reports in PDF format.	1					
Permitting	2.255	**SUMMARY REPORT -** Ability to generate a summary of applied and issued permits per month, comparing current month to same time previous year, year to date permits, and annual totals	1					
Permitting	2.256	**REVENUE EXPENSES REPORT -** Monthly revenue/expense report (fees minus contract review/inspections costs).	1					
Permitting	2.257	**PUBLISH REPORTS ON WEBSITE -** Ability to publish reports to website (e.g., monthly list of permits issued).	1					
Permitting	2.258	**HIERARCHICAL DATA LEVELS -** Allow for data fields to populate from the associated hierarchical levels (e.g., Display associated permits for a subdivision project with status and balances due, in order to determine percent build-out statistics. Also ability to pull down stipulations of approvals required on permits from subdivisions.)	1					
Permitting		**INTEGRATION - INTERFACE**						
Permitting	2.259	**INTEGRATION - MS WORD -** Ability to integrate to MS Word processing to generate an applicant letter containing application information, comments, and conditions.	1					
Permitting	2.260	**INTEGRATION - MS OUTLOOK -** Ability for the system to integrate with Microsoft Outlook for messaging and scheduling.	1					
Permitting	2.261	**INTEGRATION - STATE LICENSES BOARD -** Integrate permit application and process to the NC State License board for contract inquiries (e.g. contractor licenses, insurance, bond, etc.). NOTE: Integration should go beyond the State Licenses Board home page.	1					
Permitting	2.262	**INTEGRATION - STATE LICENSES BOARD -** Ability to extract contractor information from the state licenses board and populate fields in permit modules.	1					
Permitting	2.263	**INTEGRATION - CASH RECEIPTS -** Cash receipts should validate permit number, account number, fees, penalty amounts, and update citizen balance.	1					
Permitting	2.264	**INTEGRATION- PLANNING -** Provide communication of conditions and other pertinent information from planning and zoning projects related to permit property locations.	1					
Permitting	2.265	**INTEGRATION - PARCEL/ADDRESS MANAGEMENT -** The parcel/address management application should provide address, parcel, owner, and zoning information to the permit system.	1					

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Permitting	2.267	INTEGRATION - ELECTRONIC CONTENT MANAGEMENT SYSTEM - Must integrate with ECMS (Laserfiche).					1		Tyler's EnerGov solution can provide a document management API and has successfully integrated Laserfiche with live clients.
Permitting	2.268	INTEGRATION - PERMIT EXPORT - Ability to export a flat file to CAMA with permit and valuation data upon issuance of a certificate of occupancy.					1		
Permitting	2.269	INTEGRATION - GENERAL LEDGER - The permits application must generate journal entries to the Tyler Munis general ledger for any invoices generated and revenues received, including all fees and credits.	1						
Permitting	2.270	INTEGRATION - INSPECTIONS - Ability to automatically update the permitting module for inspections that are scheduled, rescheduled or canceled.	1						
Permitting	2.271	PERMITTING PROCESS TRACKING - Ability to monitor the permit process as it relates to a development or subdivision.	1						
Permitting	2.272	BATCH PERMIT PROCESSING - Ability to combine or batch several permits into a mass update for processing as well as payment.	1						
			264	0	1	0	3	0	

Standard - Current	Available in
Standard - Next Release	
Report Writer	
3rd-Party Application	
Custom Modification	
Not Available	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Inspections		3. Inspections							
Inspections		GENERAL							
Inspections	3.001	USER-DEFINED FIELDS - Provide for "unlimited" County-defined fields based on inspection type. If limited, please explain in comments.	1						
Inspections	3.002	UNLIMITED INSPECTIONS - Allow for an unlimited number of inspections on each application.	1						
Inspections	3.003	INSPECTION NOTICES - Ability to automatically generate inspection notices (i.e., first notices, second notices, renewals, etc.).	1						
Inspections	3.004	PROCESS HOLD - OUTSTANDING CHECKS - Ability to auto stop an inspection for outstanding bounced checks.	1						
Inspections	3.005	MULTIYEAR INSPECTIONS NOTICES - Ability to generate multi-year inspection notices (i.e., 1, 3, 5 year notices).	1						
Inspections	3.006	HISTORICAL INSPECTION REQUEST PRINTING - Ability to print inspection request with history.			1				
Inspections	3.007	INSPECTION FIELDS - Ability to maintain the following minimal fields on each inspection: • Type (e.g., mechanical, electrical, plumbing, excavation, building, etc.) • Description • Date and time • Inspector • Results • Status • Violations • Comments • Next Inspection date • Inspection frequency for reoccurring inspections • Contractor • Contractor type • Inspection type • Inspection status • Call back	1						
Inspections		SCHEDULING REQUESTS							
Inspections	3.008	VALIDATE INSPECTION REQUEST - System to check whether an inspection request is valid (e.g., required or previously completed).	1						
Inspections	3.009	SCHEDULING ERROR CHECKS - Perform user-defined error checking (with ability to override) during inspection scheduling to ensure the following:							
Inspections	3.010	• Valid contractor license	1						
Inspections	3.011	• Inspections are being performed in the proper sequence	1						
Inspections	3.012	• Type of inspection requested is valid for the permit	1						
Inspections	3.013	• All required fees have been paid	1						
Inspections	3.014	• Permit has not expired	1						
Inspections	3.015	• Permit has not been placed on hold	1						
Inspections	3.016	ONLINE INSPECTION SCHEDULE CHECK - Allow citizens to view/check their scheduled inspection window online.	1						
Inspections	3.017	ONLINE INSPECTION STATUS CHECK - Allow citizens to check the status (pass/fail) of an inspection from the Internet in real time.	1						
Inspections	3.018	INSPECTORS WORK QUEUE - Ability for inspectors to work from a screen showing only their assigned inspections (i.e., queue).	1						
Inspections	3.019	STOP WORK ORDER - Ability to issue stop work order (e.g., prevent other inspections, permits, etc.) on any open permit.	1						
Inspections	3.020	INSPECTION HOLD STATUS - Ability to put project on hold if additional inspection or re-inspection fees are due.	1						
Inspections	3.021	INSPECTION MILESTONES - Ability to delineate certain inspection milestones.	1						
Inspections	3.022	UNAPPROVED CONDITIONS TO BLOCK PERMIT ISSUANCE - Ability to set up some types of conditions to be changed to unapproved during project construction to block additional permits from being issued until condition is re-inspected and removed (e.g., job site safety issues, construction sign, fencing, straw rolls requirement, etc.)	1						
Inspections	3.023	INSPECTION CONFIRMATION NUMBER - Generate inspection confirmation number.	1						
Inspections	3.024	ATTACHMENTS - Ability to scan and/or attach files to the inspection record.	1						
Inspections	3.025	INSPECTION SEQUENCES - Allow for the setup of user-defined inspections sequences for each application based on the type of work.	1						
Inspections	3.026	ALTER INSPECTION SEQUENCES - Ability to alter inspection sequences for individual permits as required.	1						
Inspections	3.027	CHECKLISTS - Ability to generate an inspection checklist for each inspection type.	1						

Inspections	3.028	CHECKLISTS - ITEM STATUS - Ability to print inspection checklists and track status on the individual items related to the checklist.	1						
Inspections	3.029	STANDARD COMMENTS - Allow commonly-used inspection comments with comment code numbers in a user-defined standard comments file, organized by inspection type, that can be accessed during results entry.	1						the ability to create a library of codes with pre-defined descriptions, code text and comment with revision tracking capabilities. Inspection checklist items can also serve as a repository of standard language.
Inspections	3.030	INSPECTION RESULTS COMMENTS / NOTES - Allow unlimited additional inspection notes, free text comments or result comments to be entered during inspection results entry.	1						
Inspections	3.031	REQUIRED INSPECTION NOTES - Ability to require reason code and notes for rejected inspections.	1						
Inspections	3.032	FAILURE REASONS BY INSPECTION TYPE - Ability for inspector to provide multiple inspection failure reason codes by inspection types (e.g., mechanical, electrical, plumbing, excavation, etc.)	1						
Inspections	3.033	INSPECTION REQUEST EDITS - Ability to edit a completed inspection request	1						
Inspections	3.034	FAILURE INFORMATION SEARCH - Ability to search failure information for inspections results	1						
Inspections	3.035	INSPECTION RESULTS EMAIL - Ability for system to automatically email a permit holder and associated contractor inspection results and any non- approvals.	1						
Inspections	3.036	NEXT STEPS - Ability to show next steps in the process, due dates and completion percentage.	1						
Inspections	3.037	UNLIMITED PUNCH LIST - Ability to setup unlimited inspection punch list fields by inspection type.	1						
Inspections	3.038	FREE-FORM PUNCH LIST COMMENTS - Ability to enter unlimited inspector comments (free form punch list).	1						
Inspections	3.039	SPELL CHECK ENTRIES - Ability to utilize spell check for data entry (i.e., comments, results, notes, etc.)	1						
Inspections	3.040	ASSOCIATE STANDARD COMMENTS TO INSPECTION TYPE - Ability for comments or inspection to be specific to the type of inspection being done.	1						
Inspections	3.041	NOTICE OF VIOLATION - Ability to track inspection violations and generate notification letters by type of violation.	1						
Inspections	3.042	SCHEDULING CONSTRAINTS - Ability to place citizen inspection scheduling constraints (i.e., outstanding fees, expiration dates, status, wrong inspection for type of permit, proper sequence of inspections, etc.)	1						
Inspections	3.043	INSPECTION REQUESTS - SCHEDULING CONSTRAINTS - Ability to allow a citizen to schedule an inspection request for up to 5 days in advance.	1						
Inspections	3.044	MULTIPLE INSPECTION REQUESTS BY PERMIT - Ability to handle multiple inspection requests for a single permit without requiring re-entry of the permit number, address or date.	1						
Inspections	3.045	INSPECTION SCHEDULING PARAMETERS - Ability to place parameters on inspection scheduling (i.e., time of day for the following working day, limits on calendars due to availability of inspectors, outstanding holds or conditions on a permit, etc.).	1						
Inspections	3.046	RESCHEDULING AND CANCELLATIONS - Ability for citizens to cancel or reschedule an inspection. NOTE: Must apply cut off time rules	1						
Inspections	3.047	CONFIRMATION NUMBERS - Ability to provide citizens with a confirmation number for a successfully scheduled inspection(s).	1						
Inspections	3.048	INSPECTION RESULTS - Ability for citizens to retrieve inspection results	1						
Inspections	3.049	INSPECTION CODES - Ability for citizen to select type of inspection should the citizen not know the exact inspection number.	1						
Inspections	3.050	PENDING FEES AT SCHEDULING - Ability to accept payment for re-inspection fees if outstanding at the time of scheduling.	1						
Inspections	3.051	INSPECTION RESULTING - EMAILING OPTION - Citizen can request that inspection results be received via registered email address.	1						
Inspections	3.052	INSPECTION RESULTING - FAXING OPTION- Citizen can request that inspection results be received via fax	1						The delivery of inspection results is typically accomplished through modern digital mediums such as email or automated upload to Citizen Self Service which can be fully accessed by citizens and contractors from all current HTML browsers.
Inspections	3.053	OUTBOUND NOTIFICATIONS - Ability to automate outbound notifications (e.g., results to contractor/owner, expiration notices, utility notifications, etc.)	1						
Inspections		**ONLINE INSPECTION SCHEDULING**							
Inspections	3.054	SCHEDULING CONSTRAINTS - Ability to place citizen inspection scheduling constraints (i.e., outstanding fees, expiration dates, status, wrong inspection for type of permit, etc.)	1						
Inspections	3.055	SCHEDULING REQUEST - Ability to schedule an inspection request through a citizen online access portal.	1						
Inspections	3.056	INSPECTION REQUESTS - SCHEDULING CONSTRAINTS - Ability to allow a citizen to schedule an inspection request for up to 5 days in advance.	1						
Inspections	3.057	MULTIPLE INSPECTION REQUESTS BY PERMIT - Ability to handle multiple inspection requests for a single permit without requiring re-entry of the permit number, address or date.	1						
Inspections	3.058	INSPECTION SCHEDULING PARAMETERS - Ability to place parameters on inspection scheduling (i.e., time of day for the following working day, limits on calendars due to availability of inspectors, outstanding holds or conditions on a permit, etc.).	1						
Inspections	3.059	RESCHEDULING AND CANCELLATIONS - Ability for citizens to cancel or reschedule an inspection. NOTE: Must apply cut off time rules	1						
Inspections	3.060	CONFIRMATION NUMBERS - Ability to provide citizens with a confirmation number for a successfully scheduled inspection(s).	1						
Inspections	3.061	INSPECTION RESULTS - Ability for citizens to retrieve inspection results.	1						
Inspections	3.062	INSPECTION CODES - Ability for citizen to select type of inspection should the citizen not know the exact inspection number.	1						
Inspections	3.063	PENDING FEES AT SCHEDULING - Ability to accept payment for re-inspection fees if outstanding at the time of scheduling.	1						
Inspections	3.064	INSPECTION RESULTING - EMAILING OPTION - Citizen can request that inspection results be received via registered email address.	1						

Inspections	3.065	**INSPECTION RESULTING - FAXING OPTION-** Citizen can request that inspection results be received via fax	1					The delivery of inspection results is typically accomplished through modern digital mediums such as email or automated upload to Citizen Self Service which can be fully accessed by citizens and contractors from all current HTML browsers.
Inspections	3.066	**OUTBOUND NOTIFICATIONS -** Ability to automate outbound notifications (e.g., results to a contractor/owner, expiration notices, utility notifications, etc.)	1					
Inspections		**ASSIGNMENTS**						
Inspections	3.067	**MULTIPLE PERMIT INSPECTORS -** Ability to support multiple inspectors for a given permit.	1					
Inspections	3.068	**INSPECTION GROUPS -** Allow multiple inspection groups and types within each group (Building, Zoning, Environment Health, Engineering, etc.).	1					
Inspections	3.069	**PRE-ASSIGN INSPECTORS BY CERTIFICATIONS -** Ability to pre-assign inspections based on inspector certifications.	1					
Inspections	3.070	**PRE-ASSIGN INSPECTORS BY PREVIOUS INSPECTOR -** Ability to pre-assign inspections based on previous inspector.	1					
Inspections	3.071	**PRE-ASSIGN INSPECTORS TO PROJECTS -** Ability to pre-assign inspectors to projects.	1					
Inspections	3.072	**PRE-ASSIGN INSPECTORS TO PERMITS -** Ability to pre-assign inspectors to permits.	1					
Inspections	3.073	**PRE-ASSIGN INSPECTORS BY TYPE -** Ability to assign inspections to inspector by type of request (building, plumbing, engineering, etc.).	1					
Inspections	3.074	**PRE-ASSIGN INSPECTORS BY DEPARTMENT -** Ability to pre-assign inspectors by departments (e.g., fire inspections to be auto-assigned to the fire marshal, etc.)	1					
Inspections	3.075	**DEPARTMENT INSPECTION REQUIREMENTS -** Ability to selectively default and distinguish between the various departments and their inspection requirements.	1					
Inspections	3.076	**INSPECTION ASSIGNMENT SECURITY -** Ability to configure security to control proper inspection assignments (e.g. authenticate inspector credentials for an inspection prior to allowing inspection assignment to be completed).	1					
Inspections	3.077	**APPROVALS -** Do not allow inspections to be scheduled without proper approvals.	1					
Inspections	3.078	**FINAL INSPECTION APPROVAL -** Ability to disallow final inspection to be scheduled if all other approvals are not completed and fees paid.	1					
Inspections	3.079	**FINAL INSPECTION NOTIFICATION -** Ability to notify via queue or email when inspections are final approved for certificate of occupancy issuance.	1					
Inspections	3.080	**APPROVED INSPECTION NOTIFICATION -** Ability for system to automatically notify contractors and owners of approved inspection.	1					
Inspections	3.081	**INSPECTION REASSIGNMENT -** Provide a method of automatically reassigning an inspector's scheduled inspections for such situations as an inspector calling in sick, vacation, meetings, etc.	1					
Inspections	3.082	**INSPECTION RESCHEDULING -** Ability to automatically reschedule follow up inspections in intervals of XX days, with the ability to manually override.	1					
Inspections	3.083	**PERIODIC INSPECTIONS -** Certain periodic inspections are required that are not tied to a building permit (Mobile Home Parks and Tank Manufacturing inspections.)	1					
Inspections	3.084	**OVERRIDE ASSIGNMENT -** Allow specified users to override the automatic assignment.	1					
Inspections	3.085	**OVERDUE ROLLOVER -** Ability for inspections assignment to roll-over uncompleted inspections to the next day's schedule.	1					
Inspections	3.086	**SCHEDULING -** Ability for system to cut off daily inspection scheduling at "X:XX" time each day.	1					
Inspections	3.087	**HALF HOUR INSPECTION WINDOW -** Ability to schedule an inspection into a half hour time window.	1					
Inspections	3.088	**INSPECTION STATUS UPDATES -** Automatic update in the permitting system for inspections that are scheduled, rescheduled or canceled so that the customer view of the activity is the same.	1					
Inspections	3.089	**TIME TRACKING -** Ability to track the hours and minutes spent on each on-site inspection	1					
Inspections	3.090	**SCHEDULE NEXT DATE -** Ability to schedule next inspection date for project or case inspections.	1					
Inspections	3.091	**PERMIT EXPIRATION DATE UPDATES -** Ability for system to automatically update the permit expiration date based on valid inspections.	1					
Inspections		**FEES**						
Inspections	3.092	**INVOICING -** Ability to allow for invoicing of fees and annual inspections (e.g., mobile home park, waste water treatment, nutrient runoff inspection, etc.)	1					
Inspections	3.093	**RE-INSPECTION FEES -** Ability to manually apply a discretionary re-inspection fee after X number of inspections of the same type	1					
Inspections	3.094	**AUTOMATED RE-INSPECTION FEE -** Ability for a re-inspection fee to be automatically applied when a re-inspection is scheduled.	1					
Inspections	3.095	**OVERRIDE RE-INSPECTION FEES -** Allow user-defined re-inspection fees to be overridden by specified users.	1					
Inspections	3.096	**NON-PERMIT FEES AND INSPECTIONS -** Ability to track and schedule non-permit annual inspections and fees.	1					
Inspections	3.097	**FEE EFFECTIVE DATES -** Ability to change fees with effective dates.	1					
Inspections		**REPORTING**						
Inspections	3.098	**USER QUERIES -** Ability for users to create quick queries and reports from within the system (i.e., counts, status, fees, etc.).	1					
Inspections	3.099	**REPORTING PARAMETERS -** Ability for reports to accept parameters such as a date range for a report.	1					
Inspections	3.100	**REPORT SCHEDULING AND DELIVERY -** Ability to set up reports to be automatically delivered on a scheduled basis.	1					
Inspections	3.101	**INSPECTION INQUIRIES -** Ability to report and filter inspections by the following fields:						
Inspections	3.102	• Permit Number	1					
Inspections	3.103	• Assigned Inspector	1					
Inspections	3.104	• Address	1					
Inspections	3.105	• Inspection Type	1					
Inspections	3.106	• Permit Holder	1					
Inspections	3.107	• Township	1					
Inspections	3.108	• Complete/Incomplete	1					
Inspections	3.109	**INSPECTION - DASHBOARD REPORTING -** Ability to generate graphical illustrations of inspections by inspector, type, township, or by trade.	1					
Inspections		**MOBILE FIELD INSPECTIONS**						
Inspections	3.110	**MOBILE OFFLINE STORE-AND-GO -** Ability for system to work offline when in an area with no cellular coverage and automatically re-sync when back in cell coverage ("store-and-go") without user intervention.	1					

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Inspections	3.111	MOBILE INFORMATION RETRIEVAL - Access to permit data, related property information and documents from a mobile unit while in the field.	1						
Inspections	3.112	GIS INFORMATION DRILLDOWN - Ability to access inspection requests and historical records via in-field GIS mapping services.	1						
Inspections	3.113	PLAN REVIEW NOTES - The ability to view plan review notes in the field for use during an inspection.	1						
Inspections	3.114	FIELD INSPECTIONS - Ability to add inspections to a list that is retrievable by an inspector already in the field.	1						
Inspections	3.115	ADD INSPECTION TYPES IN FIELD - As an example, an inspection is scheduled for framing, but while they are at the site, they are also ready to have electrical and plumbing inspections as well. There should be the ability to add these additional inspection types and post results in the field.	1						
Inspections	3.116	MOBILE PHOTO / DOCUMENT ATTACHING - Allow inspectors in the field to attach photos and documents to an inspection record in real-time using a laptops or other hand held devices such as smartphones or tablets.	1						
Inspections	3.117	MOBILE RESULTING - Allow inspectors in the field to result inspections in real-time using a laptop or other hand held devices such as tablets (e.g., iPads or mobile based tablets).	1						
Inspections	3.118	WIRELESS MOBILE PRINTING - Ability to print inspection results and comments, on location, using a mobile tablet or laptop to a wireless printer.	1						
Inspections	3.119	WATER SAMPLE TESTING - Ability to capture multiple water sample testing results per well location. NOTE: Up to 25 water quality parameters for each sample event must be matched to the source of the sample and associated with the well and the parcel.	1						
Inspections	3.120	INSPECTION AUTO-ROUTING - Auto-routing capabilities within the mobile product, providing maps from the field.	1						
Inspections		INTEGRATION							
Inspections	3.121	INTEGRATION - PLANNING - Integrate in real time to Planning to schedule inspections and update inspection results to the planning project.	1						
Inspections	3.122	INTEGRATION - PERMITTING - Integrate in real time to Permitting to schedule inspections and update inspection results to the permit.	1						
Inspections	3.123	INTEGRATION - CODE ENFORCEMENT - Integrate in real time to Code Enforcement to schedule inspections and update inspection results to the case.	1						
Inspections	3.124	INTEGRATION - LICENSING - Integrate in real time to Licensing to schedule inspections and update inspection results to the license.	1						
Inspections	3.125	INTEGRATION - PARCEL/ADDRESS MANAGEMENT - Integrate in real time to Parcel/Address Management to retrieve historical information on inspections performed on the parcel or address.	1						
Inspections	3.126	INTEGRATION - OUTLOOK - Ability for the system to integrate with Microsoft Outlook for messaging and scheduling.	1						
Inspections	3.127	INSPECTION LOCATIONS - MAP PRINTING - Ability to print a map over a specific time period for locations of scheduled inspections	1						
Inspections	3.128	INTEGRATION - CASHIERING - Integrate in real time to Cashiering for inspections payment processing.	1						Inspection fees are integrated like any other fee and integrated within EnerGov Cashiering or Tyler Cashiering.
			125	0	1	0	0	0	

Standard - Current	Available in
Standard - Next Release	
Report Writer	
3rd-Party Application	
Custom Modification	
Not Available	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Code Enforcement		4. Code Enforcement							
Code Enforcement		CASE INTAKE							
Code Enforcement	4.001	ONLINE WEB ACCESS - Allow for Citizens to submit violation complaints via Internet	1						
Code Enforcement	4.002	USER-DEFINED FIELDS - Provide for "unlimited" county defined fields by case type. If limited, please explain in comments.	1						
Code Enforcement	4.003	INTAKE FIELDS - Intake complaint form must include:							
Code Enforcement	4.004	▪ Parcel ID	1						
Code Enforcement	4.005	▪ Address or location of complaint	1						
Code Enforcement	4.006	▪ Names of party making complaint	1						
Code Enforcement	4.007	▪ Phone numbers of party making complaint	1						
Code Enforcement	4.008	▪ Email of party making complaint	1						
Code Enforcement	4.009	▪ Nature of violation	1						
Code Enforcement	4.010	▪ Date of complaint	1						
Code Enforcement	4.011	▪ Time of complaint	1						
Code Enforcement	4.012	▪ Method of submission (e.g. Phone, Mail, E-Mail, In Person)	1						
Code Enforcement	4.013	▪ Code enforcement officer assigned	1						
Code Enforcement	4.014	▪ Violation address:	1						
Code Enforcement	4.015	▪ Owner information	1						
Code Enforcement	4.016	▪ Tenant information	1						
Code Enforcement	4.017	▪ Business management information	1						
Code Enforcement	4.018	▪ Property Owner/Tenant notifications (e.g. Site visit, phone call, second notice)	1						
Code Enforcement	4.019	REQUIRED FIELDS - Ability for County to determine which fields are required.	1						
Code Enforcement	4.020	INTAKE FLAG - Ability to flag upon intake, if existing open Code Enforcement case(s) exist.	1						
Code Enforcement	4.021	PREVENT DUPLICATES - Ability for system to identify duplicate complaints and prevent a separate case from being opened.	1						Duplicates can be identified by searching before or after creation
Code Enforcement	4.022	CASE MERGING - Ability to merge duplicate cases already created.	1						
Code Enforcement	4.023	CASE ASSOCIATIONS - Ability to associate multiple complaints to a single case.	1						
Code Enforcement	4.024	AUTO-ASSIGN COMPLAINT - Ability to auto-assign complaint by area, type, or specific user.	1						
Code Enforcement		CASE MANAGEMENT							

Module	#	Requirement						
Code Enforcement	4.025	CASE STATUS - Ability to define numerous different status codes (i.e., new, pending, resolved, inspecting, etc.) and be able to retrieve and print a report on cases matching a particular status.	1					
Code Enforcement	4.026	CASE TYPES - Ability to define case types such as but not limited to:						
Code Enforcement	4.027	▪ Illegal burning	1					
Code Enforcement	4.028	▪ Garbage Littering	1					
Code Enforcement	4.029	▪ Recycled Material (i.e., demolition, construction)	1					
Code Enforcement	4.030	▪ Illegal hauling of materials	1					
Code Enforcement	4.031	▪ Sewage violations (i.e., burning or dumping solid waste)	1					
Code Enforcement	4.032	▪ Zoning violations	1					
Code Enforcement	4.033	▪ Land use violations	1					
Code Enforcement	4.034	▪ Junk vehicles	1					
Code Enforcement	4.035	▪ Illegal landfill	1					
Code Enforcement	4.036	▪ Occupancy use	1					
Code Enforcement	4.037	▪ Illegal Development	1					
Code Enforcement	4.038	▪ Inconsistent development	1					
Code Enforcement	4.039	▪ Removal of protected vegetation	1					
Code Enforcement	4.040	▪ Signs without permits	1					
Code Enforcement	4.041	WORKFLOW BY CASE TYPES - Allow user to define case types with County-defined sequence of actions, inspections, fees, and due dates for each type.	1					
Code Enforcement	4.042	WORKFLOW EDITS - Ability to modify workflow and task requirements as needed.	1					
Code Enforcement	4.043	FOLLOW-UP TASK ASSIGNMENT - Ability for system to auto-assign follow-up tasks based upon assigned case officer or task type (e.g., follow- up inspections on specific dates).	1					
Code Enforcement	4.044	CASE CHRONOLOGY - Ability to track all case chronology through narrative notes and type of action.	1					
Code Enforcement	4.045	DUE DATES - Ability for system to fill in due dates by task based upon case type.	1					
Code Enforcement	4.046	DUE DATES - Ability for case officer to override due dates.	1					
Code Enforcement	4.047	CASE SEARCH - Ability to locate a case by case number, violation type, address, owner, parcel number, etc.	1					
Code Enforcement	4.048	NAME SEARCH - Provide ability to locate a case by any of the names associated with the case.						
Code Enforcement	4.049	CASE CONTACTS - Ability to track unlimited number and category of contacts per case (e.g., owners, business owner, tenant, property manager, reporting party, etc.).	1					
Code Enforcement	4.050	TRACKING CRITERIA - Provide capability to track case-related events by date, time, status, and code enforcement officer, etc.	1					
Code Enforcement	4.051	MULTIPLE VIOLATIONS PER CASE - Allow multiple violations to be associated with a single case.	1					
Code Enforcement	4.052	MULTIPLE VIOLATION NOTIFICATIONS - Ability to notify multiple users/departments of certain types of code violations	1					
Code Enforcement	4.053	ACTIONS WITH EFFECTIVE DATES - Allow user to define violation related actions with effective dates.	1					
Code Enforcement	4.054	RESOLUTION EFFECTIVE DATES - Allow user to define number of days for resolution with effective dates by violation type.	1					
Code Enforcement	4.055	DISPOSITION VIOLATION - Provide capability to assign a user-defined disposition to each violation.	1					
Code Enforcement	4.056	STANDARD COMMENTS - Ability to set up standard violation comments by violation type.	1					
Code Enforcement	4.057	UNLIMITED FREE-FORM NARRATIVE NOTES - Provide ability to enter unlimited, free-form notes per violation.	1					
Code Enforcement	4.058	DATE AND TIME STAMP NARRATIVE NOTES - Ability to date and time stamp each set of notes by user.	1					
Code Enforcement	4.059	UNLIMITED INSPECTION FREE-FORM TEXT - Allow unlimited free-form text per inspection level.	1					
Code Enforcement	4.060	LOCATION ALERTS - Ability to provide on-screen alerts when dealing with certain addresses (e.g., problem property information, hazardous materials on property, dangerous dog, etc.).	1					
Code Enforcement	4.061	VIOLATION NOTIFICATIONS - Provide user-defined violation notification to multiple responsible parties (e.g., owners, property manager and/or occupants).	1					
Code Enforcement	4.062	FOLLOW-UP INSPECTIONS - Establish user-defined follow-up inspection program to ensure corrections are made.	1					
Code Enforcement	4.063	FOLLOW-UP PENDING ACTIONS - Provide automatic follow-up of pending actions based on date due.	1					
Code Enforcement	4.064	WAIVE FEES- Ability to manually override default fees and apply additional fees as needed.	1					
Code Enforcement	4.065	FEE EFFECTIVE DATES - Ability to change fees with effective dates.	1					
Code Enforcement	4.066	NEXT STEPS - Ability to show/report next steps in the process, due dates and completion percentage for online access.	1					
Code Enforcement	4.067	RE-INSPECTION SCHEDULING - Ability to automatically reschedule follow up inspections in intervals of XX days, with the ability to manually override.	1					
Code Enforcement	4.068	ANNUAL INSPECTIONS - Ability to perform annual code inspections.	1					
Code Enforcement	4.069	DAILY FEES - Ability to assess penalties on a per daily basis until violation is resolved	1					
Code Enforcement	4.070	PERMIT HOLD - Place a hold on property to prevent permit issuance or use without code enforcement case resolution.	1					
Code Enforcement	4.071	COURT EVIDENCE FORMAT - Provide court-accepted evidentiary rules and trail for violation notices, free-form notes, and all attachments.	1					
Code Enforcement	4.072	TRACK HISTORY - Ability to track complete case history, including adjudication and judgment information.	1					
Code Enforcement	4.073	TIME TRACKING - Ability to track time by case, task, or event.	1					
Code Enforcement	4.074	LOCK CASE NOTES AND COMMENTS - Ability to prevent changes to prior case information, including notes and comments.	1					
Code Enforcement	4.075	HISTORY BY PARCEL AND ADDRESS - Provide history of code violations by parcel and address.	1					
Code Enforcement	4.076	HISTORY BY PERSON/ENTITY - Provide code violation history by person/entity.	1					
Code Enforcement		REPORTING AND PRINTING						
Code Enforcement	4.077	USER QUERIES - Ability for users to create quick queries and reports from within the system (i.e., counts, status, fees, etc.).	1					
Code Enforcement	4.078	REPORTING PARAMETERS - Ability for reports to accept parameters such as a date range for a report.	1					
Code Enforcement	4.079	REPORT SCHEDULING AND DELIVERY - Ability to set up reports to be automatically delivered on a scheduled basis.	1					
Code Enforcement	4.080	NOTIFICATIONS LETTERS - Ability to merge case data with template notification letters.	1					
Code Enforcement	4.081	USER DEFINED NOTIFICATIONS - Allow user to define formats for correspondence, notifications, letters, etc., by type of violation (without vendor customization).	1					

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Code Enforcement	4.082	USER-DEFINED CORRESPONDENCE/NOTICE FORM LAYOUT - Print notifications on forms created in Microsoft Word or other user-defined form layout (e.g., door hangers)	1						
Code Enforcement	4.083	EDITABLE CORRESPONDENCE/NOTIFICATIONS - Utilizing forms created in Microsoft Word or other user-defined form layout, allow user to edit standard forms (e.g. notifications, correspondence, etc.)	1						
Code Enforcement	4.084	CASE INVESTIGATIVE REPORT - Ability to run a standard investigation report (or modify a standard report with Ad Hoc tools) that will include: master case information, complaint description, reporting party information, property information, party-complained-of information, business-complained-of information, revenue, referral information, and all chronological narrative notes.	1						
Code Enforcement	4.085	WIRELESS PRINTING - Ability to print, on location, from wireless printers.	1						
Code Enforcement	4.086	ATTACHMENTS - Ability to attach any file type (Word, Excel, .wav, digital, photo, etc.) to a case file, and allow for photos to be attached with a time stamp.	1						
Code Enforcement	4.087	PRINT ATTACHMENTS - Ability to automatically print attached photos with violation notices, letters, and citations.	1						
Code Enforcement	4.088	GENERAL SYSTEM TECHNOLOGY							
Code Enforcement	4.089	SPELL CHECKING NARRATIVE NOTES - Provide spell checking capabilities for all narrative notes and forms/letter editors.	1						
Code Enforcement	4.090	MS WORD - Utilize current versions of Microsoft Word as notice, letter, and citation editor.	1						
Code Enforcement	4.091	MOBILE ACCESS - Ability to use mobile computers in the field with real- time access to the data base for code enforcement officers.	1						
Code Enforcement	4.092	MOBILE OFFLINE STORE-AND-GO - Ability for system to work offline when in an area with no cellular coverage and automatically re-sync when back in cell coverage ("store-and-go") without user intervention.	1						
Code Enforcement	4.093	SECURITY - Ability to restrict write access to Code Enforcement case by user and group.	1						
Code Enforcement	4.094	SECURITY - Ability to restrict read access of Code Enforcement case by case type.	1						
Code Enforcement	4.095	FIELD LEVEL SECURITY RESTRICTIONS - Ability to restrict specific fields or group of fields to specific users (e.g., driver's license, numbers, birth dates, etc.).	1						
Code Enforcement		INTEGRATION							
Code Enforcement	4.096	PERMITTING - Provide ability to flag parcels with code violations to notify building permits system at permit application entry.	1						
Code Enforcement	4.097	PERMITTING - Ability to put permit process on hold if a code violation warrants such action.	1						
Code Enforcement	4.098	PLANNING - Ability to put a planning/entitlement project on hold if a code violation warrants such action.	1						
Code Enforcement	4.099	PARCEL/ADDRESS MANAGEMENT - The Parcel/Address Management application should provide address, parcel, owner, zoning, and other information to the Code Enforcement system.	1						
Code Enforcement	4.100	MOBILE APPLICATION - Ability to use mobile devices, such as an iPad, tablet and/or laptop, with full application access.	1						
Code Enforcement	4.101	MOBILE APPLICATION - Ability to attach photos from mobile device, such as an iPad, mobile tablet and/or laptop, with full application access.	1						
Code Enforcement	4.102	INTERFACE - GIS - User should have the ability to select Code Enforcement data and display that data on a map, interfacing to ArcGIS SDE Server, including all permits, open cases and required inspections.	1						
Code Enforcement	4.103	INTEGRATION - ELECTRONIC CONTENT MANAGEMENT SYSTEM - Must integrate with ECMS (Laserfiche).					1		Tyler's EnerGov solution can provide a document management
Code Enforcement	4.104	INTEGRATION - MS OUTLOOK -Ability for the system to integrate with Microsoft Outlook for messaging and scheduling.	1						
			99	0	0	0	1	0	

Standard - Current	
Standard - Next Release	
Report Writer	
3rd-Party Application	
Custom Modification	
Not Available	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Subdivision Maintenance		5. Subdivision Maintenance							
Subdivision Maintenance		Subdivision Lot Release Tracking							
Subdivision Maintenance	5.001	ADD/UPDATE SUBDIVISIONS – Add/update form must include:							
Subdivision Maintenance	5.002	▪ Subdivision	1						
Subdivision Maintenance	5.003	▪ Case number	1						
Subdivision Maintenance	5.004	▪ Phase, section and part	1						
Subdivision Maintenance	5.005	▪ Total lots	1						
Subdivision Maintenance	5.006	▪ Lots voided	1						
Subdivision Maintenance	5.007	▪ Lots released to building inspector	1						
Subdivision Maintenance	5.008	▪ Lots released to DOT	1						
Subdivision Maintenance	5.009	▪ Percent complete	1						
Subdivision Maintenance	5.010	▪ Developer contact information	1						
Subdivision Maintenance	5.011	LETTERS – Ability to provide letter when percentage of lots released	1						
Subdivision Maintenance	5.012	RELEASE LOTS – Ability to release lots for building inspector or DOT	1						
Subdivision Maintenance	5.013	VOID LOTS – Ability to void released lots	1						
Subdivision Maintenance	5.014	DEVELOPER MAINTENANCE – Ability to add and update developers	1						
Subdivision Maintenance	5.015	LOOKUP FUNCTIONS – Ability to look up subdivisions and developers	1						
Subdivision Maintenance		REPORTING & INQUIRIES							
Subdivision Maintenance	5.016	USER QUERIES - Ability for users to create quick queries and reports from within the system (i.e., list all subdivisions, list by specified percent released, subdivisions voided or released to DOT, list all lots.)	1						
			15	0	0	0	0	0	

Standard - Current	Available in

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Contractor Database		6. Contractor Database							
Contractor Database		Contractor Database							
Contractor Database	6.001	MASTER RECORD - Provide a Contractor Master Record with a minimum of the following data elements:							
Contractor Database	6.002	▪ Business name	1						
Contractor Database	6.003	▪ Business address	1						
Contractor Database	6.004	▪ Billing address	1						
Contractor Database	6.005	▪ Manager name	1						
Contractor Database	6.006	▪ Bill-To name	1						
Contractor Database	6.007	▪ Bill-To phone number	1						
Contractor Database	6.008	▪ Bill-To fax	1						
Contractor Database	6.009	▪ Business phone	1						
Contractor Database	6.01	▪ Emergency name	1						
Contractor Database	6.011	▪ Emergency phone number	1						
Contractor Database	6.012	▪ E-mail address	1						
Contractor Database	6.013	▪ Website address	1						
Contractor Database	6.014	▪ Mailing address	1						
Contractor Database	6.015	▪ Owner name	1						
Contractor Database	6.016	▪ Owner address	1						
Contractor Database	6.017	▪ Owner phone number	1						
Contractor Database	6.018	▪ Ownership status	1						
Contractor Database	6.019	▪ State Contractor License No.	1						
Contractor Database	6.020	▪ State Contractor License Expiration	1						
Contractor Database	6.021	▪ Comments	1						
Contractor Database	6.022	USER-DEFINED FIELDS - Provide Unlimited County-defined fields by license/registration type.	1						
Contractor Database	6.023	Contractor TYPES - Ability to setup the following license registration types:	1						
Contractor Database	6.024	▪ Engineers	1						
Contractor Database	6.025	▪ Architects	1						
Contractor Database	6.026	▪ Contractors	1						
Contractor Database	6.027	▪ General	1						
Contractor Database	6.028	▪ Plumbing	1						
Contractor Database	6.029	▪ Electrical	1						
Contractor Database	6.030	▪ HVA's	1						
Contractor Database	6.031	▪ Septic Installers	1						
Contractor Database	6.032	▪ Water Well Installers	1						
Contractor Database	6.033	▪ Fire Alarm Installers	1						
Contractor Database	6.034	▪ Sprinkler/Irrigation Installers	1						
Contractor Database	6.035	▪ Recycling Center	1						
Contractor Database	6.036	▪ Well Drillers	1						
Contractor Database	6.037	▪ Mobile Home Parks	1						
Contractor Database	6.038	CONTRACTORS DATA - Ability to maintain a searchable contractor master database, including all licenses, certifications, address, phone and email information (i.e. contractors, engineers, etc.).	1						
Contractor Database	6.039	WORKFLOW - Ability to pre-establish workflow and task requirements	1						
Contractor Database	6.040	WORKFLOW EDITS - Ability to modify workflow and task requirements as needed.	1						
Contractor Database	6.041	NEXT STEPS - Ability to show/report next steps in the process, due dates and completion percentage for online access.	1						
Contractor Database	6.042	INSPECTION RESCHEDULING - Ability to automatically reschedule follow up inspections in intervals of XX days, with the ability to manually override.	1						
Contractor Database	6.043	ADJUSTMENTS - Ability to limit a user's adjustment authority without a supervisor override.	1						
Contractor Database	6.044	USER-DEFINED PRINT FORMATS - Ability to user-define print formats for licenses/certificates and renewal forms by type of license	1						
Contractor Database	6.045	MAIL MERGE - Ability to generate a variety of letters to entities or persons and merge the billing information into the letter.	1						
Contractor Database	6.046	SEARCH CRITERIA - Provide online search/query by license number, owner name, location, or business corporate officer's name, etc. Provide partial name capability on business name and owner name.	1						
Contractor Database	6.047	ATTACHMENTS - Ability to scan documents and attach them to the entity or person; and/or to the license/registration record.	1						
Contractor Database	6.048	MASTER ACCOUNT COMMENTS - Provide unlimited free-form text.	1						
Contractor Database	6.049	COMMENTS HISTORY BY TYPE - Provide ability to track comment/note history by type, user, and date.	1						
Contractor Database	6.050	FIELD LEVEL SECURITY RESTRICTIONS - Ability to restrict specific fields or group of fields to specific users (e.g., driver's license, numbers, birth dates, etc.).	1						
Contractor Database		REPORTING & INQUIRIES							
Contractor Database	6.051	USER QUERIES - Ability for users to create quick queries and reports from within the system (i.e., counts, status, fees, etc.).	1						
Contractor Database	6.052	REPORTING PARAMETERS - Ability for reports to accept parameters such as a date range for a report.	1						
Contractor Database	6.053	REPORT SCHEDULING AND DELIVERY - Ability to set up reports to be automatically delivered on a scheduled basis.	1						
Contractor Database	6.054	HISTORICAL REPORTING - System must be able to generate reports by year and specified periods.	1						
Contractor Database		INTEGRATION & INTERFACES							
Contractor Database	6.055	PARCEL/ADDRESS MANAGEMENT - Ability to integrate with land management database to retrieve address/parcel information.	1						
Contractor Database	6.056	INTEGRATION - MS OUTLOOK -Ability for the system to integrate with Microsoft Outlook for messaging and scheduling.	1						
Contractor Database	6.057	GIS - Ability to interface to GIS mapping products that support ESRI formats, including ArcGIS SDE Server.	1						
			56	0	0	0	0	0	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Parcel/Address Management		**7. Parcel/Address Management**							
Parcel / Address Management		**GENERAL**							
Parcel / Address Management	7.001	**PARCEL SEARCH FIELDS -** Ability to search parcels by the following fields:							
Parcel / Address Management	7.002	▪ PIN	1						
Parcel / Address Management	7.003	▪ Status	1						
Parcel / Address Management	7.004	▪ Owner Name	1						
Parcel / Address Management	7.005	▪ Owner Address	1						
Parcel / Address Management	7.006	▪ Situs Address	1						
Parcel / Address Management	7.007	▪ Parcel jurisdiction	1						
Parcel / Address Management	7.008	▪ GIS mapping	1						
Parcel / Address Management	7.009	▪ Google Maps	1						
Parcel / Address Management	7.010	▪ Historical Permits							
Parcel / Address Management	7.011	**PARCEL AND LOCATIONS -** Ability to track and relate all location information (e.g., parcel numbers, addresses, locations with or without addresses/parcel numbers, previous (old) parcels/addresses, etc.).	1						EnerGov performs a real-time lookup for a valid Parcel-Address- Owner from your ESRI GIS at the time of record creation.
Parcel / Address Management	7.012	**NON-ADDRESS LOCATIONS -** Ability to setup location identifications for parcels without addresses (vacant lots, intersections, road sections, HOA lots without addresses, easements without addresses, common spaces, etc.).	1						
Parcel / Address Management	7.013	**GEOGRAPHIC DATABASE -** Provide geographic database of parcel, occupancy, land use with "unlimited" County-defined fields and attributes.	1						EnerGov stores parcel x/y coordinates given by your ESRI db.
Parcel / Address Management	7.014	**SITE USE CODES -** Ability to setup Site (land) Use Codes.	1						
Parcel / Address Management	7.015	**ADDRESS SELECTION -** Provide capability to select valid address and	1						
Parcel / Address Management	7.016	**COMMON PARCEL/ADDRESS INFORMATION TO ALL APPLICATIONS** - Provide for one table structure to provide parcel/address information	1						
Parcel / Address Management	7.017	**CHANGE ADDRESS ACCESS -** Ability to restrict address and parcel number field changes to specific users.	1						
Parcel / Address Management	7.018	**PARCEL/ADDRESS CHANGES - OPEN PERMITS -** Ability to automatically generate triggers when parcel numbers or addresses with open permits are changed.	1						
Parcel / Address Management	7.019	**MULTIPLE ADDRESSES PER PARCEL -** Provide for multiple addresses per parcel.	1						
Parcel / Address Management	7.020	**MULTIPLE PARCELS PER ADDRESSES -** Provide for multiple parcels per address.	1						
Parcel / Address Management	7.021	**MULTIPLE PARCELS WITH BOUNDARIES -** Provide for the definition of parcels within multiple specific boundaries (i.e., commission districts, fire districts, tax districts, School District, Flood Plain, Tract, CUP, PD, Spec. Plan, etc.).	1						
Parcel / Address Management	7.022	**ZONING INFORMATION -** Provide for the inclusion of zoning information by parcel.	1						
Parcel / Address Management	7.023	**GENERAL PLAN INFORMATION -** Ability to include multiple land use designations per parcel.	1						
Parcel / Address Management	7.024	**X-Y-Z COORDINATES BY PARCEL -** Provide for the storage of X-Y-Z coordinates by parcel.	1						
Parcel / Address Management	7.025	**LEGAL PARCEL INFORMATION -** Provide for the inclusion of legal description for each parcel.	1						
Parcel / Address Management	7.026	**CHANGE CONTROL OF IMPORTED PARCEL INFORMATION -** Provide a change control process for updates from the County Assessor or GIS	1						
Parcel / Address Management	7.027	**TRACK ADDRESS/PARCEL HISTORY -** Provide for tracking address/parcel history, including effective dates.	1						
Parcel / Address Management	7.028	**TRACKING OF PARCEL SPLIT OR CONSOLIDATIONS -** Ability to track genealogy of parcels and history of parcel splits or parcel consolidations.	1						
Parcel / Address Management	7.029	**ADDRESS GENEALOGY -** Ability to maintain genealogy of an address and its history.	1						
Parcel / Address Management	7.030	**ATTACHED PHOTOS, IMAGES, DRAWINGS, DOCUMENTS TO PARCEL -** Provide capability to attach photos, images of final plan drawings, documents, etc., to a parcel database record.	1						
Parcel / Address Management	7.031	**MAP DISPLAY -** Ability to select and display parcel data on a map. Provide capability to do spatial updates and analysis.	1						
Parcel / Address Management	7.032	**MAP DISPLAY -** Ability to create vicinity notification maps (e.g., 500 ft. buffers) including exportable addressee list to Excel.	1						
Parcel / Address Management	7.033	**PROPERTY CONTACTS -** Ability to maintain multiple property contact types with related field data (e.g., name, address, etc., for owners, HOAs, authorized agents, tenants, etc.).	1						
Parcel / Address Management	7.034	**UNLIMITED OWNERS -** Ability to define unlimited number of owners.	1						
Parcel / Address Management	7.035	**UNLIMITED OWNERS - MAILING ADDRESSES -** Ability to define unlimited number of owner mailing addresses.	1						
Parcel / Address Management	7.036	**SITUS ADDRESS -** Ability for system to separate Situs address from mailing and owner addresses.	1						
Parcel / Address Management	7.037	**LAST NAME FIELD LENGTH -** Ability for last-name field to have a minimum of 100 characters.	1						Last name fields have a SQL maximum of 50 characters.
Parcel / Address Management	7.038	**HISTORICAL OWNER INFORMATION -** Ability to maintain historical ownership information with effective dates.	1						
Parcel / Address Management	7.039	**HISTORICAL TENANT INFORMATION -** Ability to maintain historical tenant information with effective dates.	1						
Parcel / Address Management	7.040	**PROPERTY TYPE ALERTS -** Ability for system to alert users that a property is in special zones when viewing property information (e.g., flood plain, liquefaction, high-fire zones, earthquake faults, redevelopment areas, special housing, special plan areas, stream buffers, etc.).	1						
Parcel / Address Management	7.041	**STREAM BUFFER ALERT -** Ability to generate an on-screen alert if a parcel has a stream that requires a stream buffer.	1						
Parcel / Address Management	7.042	**PUBLIC SEWER AVAILABILITY -** Ability to generate a flag if a parcel is able to access the public sewer system.	1						
Parcel / Address Management	7.043	**JURISDICTION DATA -** Ability to define jurisdiction-specific (specific municipality versus county) data for all parcels and addresses.	1						
Parcel / Address Management		**INTEGRATION - INTERFACE**							

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Parcel / Address Management	7.044	IMPORT OF COUNTY OR OTHER PARCEL INFORMATION - Provide for	1						
Parcel / Address Management	7.045	INTERFACE - CITIZEN ONLINE ACCESS - Ability for the citizens to retrieve parcels and addresses on a map (using ArcGIS mapping services) and view parcel and address information.	1						
Parcel / Address Management	7.046	INTEGRATION - CAMA SYSTEM - System must automatically validate entered Parcel Identification Numbers against the County CAMA system.	1						Tyler recommends that parcel data should be validated against
Parcel / Address Management	7.047	INTERFACE - PLANNING - Parcel Management should provide address, parcel, owner, zoning information, and other location data to Planning application.	1						
Parcel / Address Management	7.048	INTERFACE - CODE ENFORCEMENT - Parcel Management should provide address, parcel, owner, zoning information, and other location data to Code Enforcement application.	1						
Parcel / Address Management	7.049	INTERFACE - PERMITS - Parcel Management should provide address, parcel, owner, zoning information, and other location data to the Permits application.	1						
Parcel / Address Management	7.050	INTERFACE - LICENSES - Parcel Management should provide address, parcel, owner, zoning information, and other location data to the Contractor Database.	1						
Parcel / Address Management	7.051	PARCEL ALERTS TO OTHER MODULES - Ability for County-defined parcel alerts to popup or display in other LMCPS modules (e.g., open code enforcement case, flood zone, environmental sensitive property, deed restrictions, etc.	1						
Parcel / Address Management	7.052	PARCEL AND SUB-DIVISION ASSOCIATIONS - Ability to support the association of parcels to corresponding sub-division.	1						
Parcel / Address Management	7.053	ALERT - ADDRESS FOR EXISTING PERMIT - Automatic triggers when parcels or addresses go inactive and there are existing permits.	1						
			52	0	0	0	0	0	

Standard - Current	Available in
Standard - Next Release	
Report Writer	
3rd-Party Application	
Custom Modification	
Not Available	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
GIS Integration		8. GIS Integration							
GIS Integration		ESRI GIS INTEGRATION							
GIS Integration	8.001	INTERFACE - GIS - Interface to GIS mapping products that support ESRI formats, using ArcGIS SDE Server.	1						
GIS Integration	8.002	INTERFACE - GIS - Ability to find any parcel on a map by address or parcel number and drill down to all related information, flags, permits, documents, photos, conditions, GIS layers, etc.	1						
GIS Integration	8.003	INTERFACE - GIS AERIAL MAPS - Ability to access GIS aerial maps from the GIS database	1						
GIS Integration	8.004	INTERFACE - GIS AERIAL MAPS - Ability to access GIS aerial maps from the field.	1						
GIS Integration	8.005	GIS - SATELLITE LAYER - Ability to use a satellite layer for viewing GIS map with LMCPS data.	1						
GIS Integration	8.006	PARCEL/OTHER MODULE INFORMATION FROM MAP - Provides ability to select parcel or group of parcels from GIS map and drill-down to parcel or activity information (e.g., any parcel data elements and other module information such as permits, projects, code cases, etc.).	1						
GIS Integration	8.007	VIEW MASTER RECORD LOCATION INFORMATION ON MAP - Ability to pull up map view of location from application/module master record (e.g., planning project, permit, inspection, code enforcement case, etc.).	1						
GIS Integration	8.008	VIEWING ACTIVITY ON MAP - Provide the ability to display locations on the GIS viewer by activity type/status (e.g., permits by status [open/closed, type], planning project, code cases [open/closed, type], etc.).	1						
GIS Integration	8.009	GIS MAP - DRILL DOWN - Ability to drill into permits, projects, cases, licenses, and inspections from GIS map viewer.	1						
GIS Integration	8.010	GIS MEASUREMENT & BUFFER TOOLS - Allow for measurement tools and/or buffer capabilities interfaced with the GIS mapping service.	1						
GIS Integration	8.011	RADIUS SEARCHES - Ability to perform searches within a radius; buffering a parcel or area.	1						
GIS Integration	8.012	PROXIMITY ALERTS - Ability for system to alert users of proximity alerts for special and/or hazard zone area upon application creation, with the ability to stop the creation process.	1						
GIS Integration	8.013	LOCATION SEARCHES - Provides ability to search for locations by anything on the map: an address, a location, a name, an intersection, etc.	1						
GIS Integration	8.014	QUERYING DATABASE ATTRIBUTES - Provides ability to print user- defined maps showing any queried parcel attributes in database.	1						
GIS Integration	8.015	POSITIONING COORDINATES - Provides location fields to identify the actual parcel/locations/wells/septic tanks through the use of Geographical Positioning coordinates and Process Control Location IDs.	1						
GIS Integration	8.016	DISPLAY MAP - Ability to color code parcels on map by permit activity.	1						
GIS Integration	8.017	GIS MAPPING - DEVELOPMENTS - Ability to track development ID's with GIS mapping, in order to track the routing and timeline of the information, particularly the acceptance of Design plans, delivery of as-builts and infrastructure dedication.	1						
GIS Integration	8.018	GIS DATABASE - MASTER ADDRESSING - Ability to use the GIS as the Addressing Master Database	1						
GIS Integration	8.019	INTEGRATION - ADDRESS IMPORT/EXPORT - CHANGE DETECTION AND UPDATES - Import and Export of addressing information to the LMCPS Parcel/Address module including change detection and update of existing information.						1	As a GIS-based system, Tyler's EnerGov application consumes addressing information via map services in real time, not through an import/export process.

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GIS Integration	8.020	**BI-DIRECTIONAL INTERFACING -** The interface between the GIS and other vendor modules should be bi-directional. The ability to query, view, and interact with location data with a spatial location and display them in a GIS viewer.	1						
GIS Integration	8.021	**GIS DATA SYNCHRONIZATION -** Provides ability to synchronize any changes from GIS to update related parcel/location data from vendor modules.	1						
			20	**0**	**0**	**0**	**0**	**1**	

Standard - Current	Available in
Standard - Next Release	
Report Writer	
3rd-Party Application	
Custom Modification	
Not Available	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Cashiering		**9. Cashiering**							
Cashiering		**GENERAL CASH RECEIPTS GENERAL FEATURES**							
Cashiering	9.001	**CASH RECEIPT TYPES -** Ability to define unlimited fields for different type of cash receipts/payments.	1						
Cashiering	9.002	**USER-DEFINED PAYMENT CODES -** Provide for the user definition of Payment Types and Tender Method(s).	1						
Cashiering	9.003	**MISCELLANEOUS RECEIPTS -** Ability to process and receipt fees for miscellaneous items (i.e., books, maps, etc.).	1						
Cashiering	9.004	**RECEIPT PRINTING -** Provide the ability to print receipt from a PC that is not a cash register.	1						
Cashiering	9.005	**MULTIPLE CASH ACCOUNTS -** Allow receipts to be recorded into multiple general ledger accounts.	1						
Cashiering	9.006	**CASH RECEIPTS INQUIRY -** Allow inquiry of Cash Receipts by each of the following: • Customer Account Number • Name • Address • Receipt Number • Payment Date • General Ledger account number • Check Number and/or Payment Amount • Cashier	1						
Cashiering	9.007	**ACCESS TO ACCOUNT INFORMATION -** Provide inquiry access to and validation of customer account information from all integrated modules.	1						
Cashiering	9.008	**CASH RECEIPTS JOURNAL -** Provide for the ability to print Cash Receipts Journal by cashier and by totals. Include: • Bank Account • General Ledger Account Number • Payment Type • Customer Account • Permit • Agreement • Date • Time • Dollar Amount • Description	1						Standard Batch, Audit, Daily Collection, Deposit reports available or can create custom reports as needed.
Cashiering	9.009	**INVOICE TYPES -** Ability to collect payments for unlimited records (e.g. multiple permits).	1						
Cashiering	9.010	**WORKFLOW HOLDS -** Ability to verify that payments have been made in order to proceed through the workflow associated with any process defined in the system (e.g., insufficient funds checks, rejected transactions, etc. should pause the process until resolved.)	1						
Cashiering		**FRONT COUNTER CASHIERING**							
Cashiering	9.011	**CASH DATA ENTRY DEFAULT OVERRIDES -** Ability to override the system-displayed default amount during cash receipts entry.	1						
Cashiering	9.012	**OVERRIDE G/L CODE -** Ability to enter or override a default general ledger code at time of receipt.	1						G/L codes, payment methods percentages are tied to specific fees in EnerGov. The implementation of this functionality depends upon configuration parameters.
Cashiering	9.013	**ADDITIONAL LEDGER CODES -** Ability to add additional ledger accounts to a cash receipt.	1						G/L codes, payment methods percentages are tied to specific fees in EnerGov. The implementation of this functionality depends upon configuration parameters.
Cashiering	9.014	**LEDGER CODE UPDATES AND REPORTING -** Ability to manage updates and additions to ledger account codes for proper reporting.	1						
Cashiering	9.015	**MIX RECEIPT OF TENDERS -** Ability to process split or mixed tendering situations.	1						
Cashiering	9.016	**TENDER TYPE SUPPORT -** Ability to enter, track separately, and simultaneously process the following tendering situations: cash, check, credit/debit card, and money orders.	1						
Cashiering	9.017	**ACCOUNT CREDIT BALANCE-** Ability for Cash Receipting to handle customer accounts that have a credit balance.	1						
Cashiering	9.018	**TENDER TYPE ALERT -** Ability to flag person/entities and addresses as cash or credit card only (no checks).	1						
Cashiering	9.019	**DAILY DECLINED TRANSACTIONS -** Ability to generate daily reports for rejected bank and credit card transactions.	1						
Cashiering	9.020	**NSF CHECK MANAGEMENT -** Ability to block check acceptance by customer with bad check history.	1						
Cashiering	9.021	**DATETIME TRANSACTION STAMP -** Ability to capture the transaction time of day on each transaction.	1						
Cashiering	9.022	**CUSTOMER INTERNET PAYMENTS -** Provide for customer payment via the Internet.	1						
Cashiering	9.023	**ATTACH FILES/DOCUMENTS -** Provide the ability to attach files or scanned documents to the cash receipt record.	1						
Cashiering	9.024	**CASH RECEIPT CORRECTIONS -** Ability to correct cash receipts made in error before posting the batch.	1						
Cashiering	9.025	**PAYMENT ADJUSTMENTS -** Ability to make positive or negative payment adjustments due to user errors.	1						
Cashiering	9.026	**REVERSALS -** Ability to reverse a payment/renewal mistake before the cashiering payment batch is posted.	1						
Cashiering	9.027	**END OF DAY PROCESSING -** Allow for end-of-day processing at any time, print a bank deposit slip and a summary report, and initiate following day's business.	1						
Cashiering	9.028	**PENDING POST AND END OF THE DAY POST -** Provide ability to "pending post" to all modules' customer accounts during the day. Provide ability to permanently post customer record information at the end of the day with default general ledger codes.	1						EnerGov is essentially the subledger to the Tyler general ledger, therefore any change can be made prior to G/L integration is initiated.
Cashiering		**INQUIRY & REPORTS**							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Cashiering	9.029	**USER QUERIES -** Ability for users to create quick queries and reports from within the system (i.e., counts, status, fees, etc.).	1						
Cashiering	9.030	**PAYMENT TRACKING -** Ability to maintain on-line tracking of payments and fees billed, by permit, by payment type, by customer, by agreement, by cashier, etc.	1						
Cashiering	9.031	**DAILY REVENUE REPORTS -** Ability to print a daily revenue report by cashier and by account, and broken out by payment type.	1						
Cashiering	9.032	**REPORTING PARAMETERS -** Ability for reports to accept parameters such as a date range for a report.	1						
Cashiering	9.033	**REPORT SCHEDULING AND DELIVERY -** Ability to set up reports to be automatically delivered on a scheduled basis.	1						
Cashiering	9.034	**AUDIT TRAIL OF CASH RECEIPTS -** Ability to produce a full audit trail of cash entries and error corrections.	1						
Cashiering	9.035	**BALANCING REPORT -** Provide for a report at end of day to assist with bank reconciliation and generate a bank deposit.		1					
Cashiering	9.036	**SSAE 16 REPORTS -** Ability to generate SSAE 16 Type 2 Reports for compliance with AICPA attestation standards.	1						Tyler' Hosting Center maintains SSAE 16 Type 2 compliance.
Cashiering	9.037	**PCI COMPLIANCE -** Application is subject to the payment card information data security standard (PCI-DSS). If not, please describe how payment card transactions are handled and what information is stored to allow reconciliation of payment card transactions.	1						Tyler's MyGovPay online payment portal is fully PCI compliant. EnerGov itself does not store credit card information and thus PCI compliance is not applicable to it by itself.
Cashiering	9.038	**PCI COMPLIANCE -** Application has been certified as meeting the Payment Application Data Security Standard (PA-DSS) by a Payment Application Qualified Security Assessor (PA-QSA). If not, please state when the vendor expects certification to be completed.	1						
Cashiering	9.039	**PAYMENT INFORMATION SECURITY-** Ability for none of the County's reports or stored data received from the Payment Service Provider to include any credit/debit card numbers, bank account numbers or any security codes.	1						
Cashiering	9.040	**CARDHOLDER INFORMATION SECURITY PROGRAM (CISP) -** The systems, software, processes and partners adhere to the requirements of the national cardholder Information Security Program (CISP).	1						
Cashiering		**INTEGRATION**							
Cashiering	9.041	**INTEGRATION - CREDIT CARD PROCESSING -** Ability to Interface with credit card payment gateways to allow online payments.	1						Standard credit card processing through Tyler's MyGovPay portal.
Cashiering	9.042	**INTEGRATION - TYLER MUNIS -** Allow one-way integration with County's centralized financial system (Munis) to automatically generate journal entries to the general ledger and ensure balancing and non- duplicate transaction posting for all cash receipt/payment	1						
Cashiering	9.043	**INTEGRATION - TYLER MUNIS - SQL -** Interface with MUNIS for real- time or batch SQL updates.	1						
Cashiering	9.044	**INTEGRATION - ELECTRONIC CONTENT MANAGEMENT SYSTEM -** Must integrate with Electronic Content Management System (Laserfiche).				1			Tyler's EnerGov solution can provide a document management API and has successfully
Cashiering	9.045	**INTEGRATION - PERMITTING -** Integrate in real time to Permitting for payment processing.	1						
Cashiering	9.046	**INTEGRATION - PLANNING -** Integrate in real time to Planning for payment processing.	1						
Cashiering	9.047	**INTEGRATION - CODE ENFORCEMENT-** Integrate in real time to Code Enforcement for payment processing.	1						
Cashiering	9.048	**INTEGRATION - INSPECTIONS -** Integrate in real time to Inspections for annual inspections payment processing.	1						
Cashiering	9.049	**RECEIPT OF AMOUNT AND PAYEE -** Ability to print a receipt to whoever pays the fee (payee) for the amount of the specific fee and not a cumulative amount that has been paid for the project, in order to support any refund to the proper payer.	1						
Cashiering	9.050	**NON-PERMIT FEES - COLLECTIONS AND TRACKING -** Ability to collect and track outstanding balances not associated with a project or building	1						
			48	0	1	0	1	0	

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Custom Modification	
Not Available	

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Ad Hoc Reporting		**10. Ad Hoc Reporting**							
Ad Hoc Reporting		**AD HOC REPORTING GENERAL FEATURES**							
Ad Hoc Reporting	10.001	**USER QUERIES -** Ability for users to create quick queries and reports from within the system (i.e., counts, status, fees, etc.).	1						
Ad Hoc Reporting	10.002	**REPORTING PARAMETERS -** Ability for reports to accept parameters such as a date range for a report.	1						
Ad Hoc Reporting	10.003	**REPORT SCHEDULING AND DELIVERY -** Ability to set up reports to be automatically delivered on a scheduled basis.	1						
Ad Hoc Reporting	10.004	**REPORT WRITER PERFORMANCE -** Capability to process report writer requests at any time throughout the processing day, without impacting system performance.	1						
Ad Hoc Reporting	10.005	**REPORT WRITER PERFORMANCE -** Provide the added ability to download to multiple file types including Microsoft Access, Word, and Excel. Please elaborate on other compatible file formats.	1						All reports run from the EnerGov system have the ability to be exported and downloaded as Excel, Word, PDF, RTF, CSV, XML, and RPT.
Ad Hoc Reporting	10.006	**REPORT WRITER OPERATIONS -** Provide the ability to support menu- driven report scheduling options.	1						
Ad Hoc Reporting	10.007	**REPORT WRITER OPERATIONS -** Capability to generate error messages with a description of corrective actions.	1						
Ad Hoc Reporting	10.008	**REPORT WRITER HELP -** Capability to support on-line instructions "help".	1						
Ad Hoc Reporting	10.009	**REPORT WRITER DATA DICTIONARY IDENTIFICATION -** Capability to reference specific data items by field descriptive name (i.e., data dictionary field names and user-screen field names are the same).	1						

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Ad Hoc Reporting	10.010	**REPORT WRITER DATA DICTIONARY IDENTIFICATION -** Capability to reference an Entity Relational Diagram (ERD) with field level data values and acronyms.	1						
Ad Hoc Reporting	10.011	**REPORT RETENTION -** Ability to save and maintain report specifications for periodic use.	1						
Ad Hoc Reporting	10.012	**REPORT PROMPTING -** Ability to display report prompts, with sort and extraction selection options.	1						
Ad Hoc Reporting	10.013	**REPORT SORTING AND TOTALING OPTIONS -** Capability to choose various sorting options and report totaling options with appropriate sub- totaling based on selected sort option.			1				
Ad Hoc Reporting	10.014	**REPORT SELECTION OPTIONS -** Capability to query on any element of a transaction history file including the type of transaction and the process that originated the transaction.			1				
Ad Hoc Reporting	10.015	**REPORT FILE SELECTION OPTIONS -** Ability to report on any user defined field.	1						
Ad Hoc Reporting	10.016	**REPORT FILE REFRESHING -** Capability to store and recall items whose values are derived from other values in the data files.	1						
Ad Hoc Reporting	10.017	**REPORT COLUMN DEFINITION -** Capability to support default or special column headings.	1						
Ad Hoc Reporting	10.018	**REPORT EDIT WORD DEFINITION -** Capability to support unique field editing (currency, symbol, commas, decimal places, etc.) on specific data items.	1						
Ad Hoc Reporting	10.019	**REPORT OUTPUT SELECTION -** Ability to support user specification of the output media (printer, file, or screen).	1						
Ad Hoc Reporting	10.020	**PRODUCE MULTIPLE REPORT COPIES -** Capability to generate multiple report copies automatically.	1						
Ad Hoc Reporting	10.021	**REPORT CONDITIONING OPTIONS -** The following report writing capabilities need to include the ability to arithmetically calculate functions:							
Ad Hoc Reporting	10.022	• Capability to generate multiple reports using "include and exclude" statements.			1				
Ad Hoc Reporting	10.023	• Capability to generate multiple reports using "and" and "or" statements.			1				
Ad Hoc Reporting	10.024	• Capability to generate multiple reports using "equal to", "less than" and "greater than" statements.			1				
Ad Hoc Reporting	10.025	• Capability to use multiple "if-then-else" sequence within one query.			1				
Ad Hoc Reporting	10.026	**REPORT FIELD SELECTION OPTIONS -** Capability to combine the use of multiple fields for selection options from more than one database table related to one query.			1				
Ad Hoc Reporting	10.027	**APPEND FIELD VALUES -** Capability to "append" data or field values to an existing field.			1				
Ad Hoc Reporting	10.028	**REPORT EXTRACTION OPTIONS 1 -** Capability to "extract" specific data or contents within a field.	1						
Ad Hoc Reporting	10.029	**REPORT EXTRACTION OPTIONS 2 -** Capability to combine the use of multiple values for a specified field for selection options.	1						
Ad Hoc Reporting	10.030	**REPORT SORTING OPTIONS -** Capability to support major and minor sort options.	1						
Ad Hoc Reporting	10.031	**REPORT SUBTOTALS -** Capability to support subtotal and total options by field.			1				
Ad Hoc Reporting	10.032	**MATCHING RECORDS -** Capability to support a matching record option for use with multiple database tables within one query.			1				
Ad Hoc Reporting	10.033	**ARITHMETIC FUNCTIONS -** Capability to support the use of arithmetic: "addition", "subtraction", "multiplication", and "division" calculations of queried data in the report design.			1				
Ad Hoc Reporting	10.034	**BASIC STATISTICAL FUNCTIONS** - Capability to support mean and standard deviations and ability to build cross tabulations.			1				
Ad Hoc Reporting	10.035	**ELECTRONICALLY FILE REPORTS -** Electronically file reports for subsequent user access (e.g., on an internal intranet page or dashboard), and the ability to notify users that scheduled reports have been run and are available for electronic access.			1				
Ad Hoc Reporting	10.036	**REPORT SCHEDULING AND DISTRIBUTION -** Provide report scheduling along with email distribution for recipients.	1						
Ad Hoc Reporting	10.037	**DISPLAY PRINTER QUEUES PRIOR TO PRINTING -** View or print reports, as an option.	1						
Ad Hoc Reporting	10.038	**REPORT IDENTIFICATIONS -** All reports should contain organization name, report title, sub-headers, column heading descriptions, processing date, sequentially numbered pages, and subtotals at each level break as appropriate.			1				
Ad Hoc Reporting	10.039	**REPORT FORMAT -** Ability to save reports in PDF, Microsoft Word, and Microsoft Excel Format.	1						
Ad Hoc Reporting	10.040	**REPORT PUBLISHING FORMATS -** Ability to publish reports in formats including PDF, MS Word or MS Excel.	1						
Ad Hoc Reporting	10.041	**PDF FOLDERS -** Ability to setup auto save folders by type of report when using a pdf writer tool.	1						
Ad Hoc Reporting	10.042	**SAVE REPORT SETTINGS -** Ability to save report settings as a specific report name attached to a user-defined report menu.	1						
Ad Hoc Reporting	10.043	**INTEGRATION - SQL SERVER REPORTING SERVICES -** Ability to integrate SSRS Reporting Services into the Application for documents and statistical reporting needs.			1				While Crystal Reports is the native reporting engine of the EnerGov Application, some clients do utilize SSRS to connect to the EnerGov database for report creation. However, this occurs outside of the EnerGov application.
Ad Hoc Reporting	10.044	**ON-SCREEN REPORTING -** Ability to preview a report on the screen, prior to printing.			1				
Ad Hoc Reporting	10.045	**ACTIVITY ANALYSIS -** Ability to analyze metrics in the data, such as identify trends in workloads, activities, permits, etc.			1				
			27	0	17	0	0	0	

Standard - Current	Available in
Standard - Next Release	
Report Writer	
3rd-Party Application	
Custom Modification	
Not Available	

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
General System & Security		11. General System & Security							
Gen Sys & Security		GENERAL SYSTEM & SECURITY							
Gen Sys & Security	11.001	**GENERAL SECURITY FEATURES -** Provide password security by:							
Gen Sys & Security	11.002	• Application	1						

Gen Sys & Security	11.003	▪ Menu item/function within application	1						
Gen Sys & Security	11.004	▪ Field level	1						
Gen Sys & Security	11.005	▪ User roles	1						
Gen Sys & Security	11.006	▪ Business rules	1						
Gen Sys & Security	11.007	**HIDDEN FIELD TRIGGERS -** Ability to make fields view only and/or hidden, based on conditional statements, if desired (i.e., if the value of a drop down equals 'Other', allow a field called 'Other Description' to show, and make that field a required field; otherwise, hide the field.)	1						
Gen Sys & Security	11.008	**KEY VALUE AUTHORIZED CHANGES -** Ability to apply changes to be key values such as PINs, based on security (i.e., supervisor authorized override)	1						
Gen Sys & Security	11.009	**ROLE/USER SECURITY SETTINGS -** Ability for application security to be designed based on roles and single individual users.	1						
Gen Sys & Security	11.010	**RECORD SEARCH -** Ability to inquire on a single record directly by key or field search.	1						
Gen Sys & Security	11.011	**SINGLE SIGN-ON - ACTIVE DIRECTORY -** Support of Single Sign-on and Active Directory.	1						
Gen Sys & Security	11.012	**SECURITY ACCESS AUDIT TRAIL -** Maintain the date of last password change for each user.	1						
Gen Sys & Security	11.013	**PASSWORD RECOVERY -** Provide users self-password recovery capability.	1						
Gen Sys & Security	11.014	**RESTRICT SECURITY ACCESS OF SELECTED TRANSACTIONS -** Restrict entry of certain transactions by password.	1						
Gen Sys & Security	11.015	**PASSWORD ENCRYPTION -** Provide password encryption.	1						
Gen Sys & Security	11.016	**CREATE SECURITY PROFILE BY COPYING EXISTING PROFILE -** Allow creation of new user rights by copying another user's right levels and modifying.	1						
Gen Sys & Security	11.017	**SECURITY ACCESS -** Ability to update and inquire online into any master file record, provided user has the proper authorization.	1						
Gen Sys & Security	11.018	**SECURITY ACCESS CONTROL -** Assign view only access to specific user profiles.	1						
Gen Sys & Security	11.019	**MAINTAIN AUDIT TRAILS -** Maintain audit trails including changed by, changed date, and record (print or file) of changes.	1						
Gen Sys & Security	11.020	**MULTI-USER ENVIRONMENTS -** Operate in a multi-user environment so record locking will be required to maintain the integrity of the data.	1						
Gen Sys & Security	11.021	**MULTI-USER ENVIRONMENTS -** Ability to prevent any master file record from being deleted if that record is referenced in any other file.	1						
Gen Sys & Security	11.022	**WINDOWS SQL ENVIRONMENT -** System must be Windows, SQL compatible (SQL Server 2016) and browser-based.	1						
Gen Sys & Security	11.023	**TESTING ENVIROMENT -** Ability to establish test/demo environment with structured version control and full configuration management access and capability.	1						
Gen Sys & Security	11.024	**WEB 508 COMPLIANCE -** Ability for Web applications to be section 508 compliant for browsing with assistive technologies.	1						
Gen Sys & Security	11.025	**TROUBLESHOOTING HELP -** Provide a help/search function for troubleshooting with an extensive knowledgebase available.	1						
Gen Sys & Security	11.026	**VIRTUALIZATION -** Ability for application to be virtualized, even if not on Production side.	1						
Gen Sys & Security	11.027	**MULTIPLE APPLICATION WINDOWS -** Support multiple windows open at one time (not limited to modal window).	1						
Gen Sys & Security	11.028	**FORWARD/BACKWARD NAVIGATION -** Ability to navigate through records or files on a screen in forward or backward directions.	1						
Gen Sys & Security	11.029	**ADJUSTABLE ONLINE COLOR SCHEMES -** Online capabilities with similar colors and headers as County website.	1						
Gen Sys & Security	11.030	**ON-SCREEN REPORTING -** Ability to preview a report on the screen, prior to printing.	1						
Gen Sys & Security	11.031	**REPORT PUBLISHING FORMATS -** Ability to publish reports in formats including PDF, MS Word or MS Excel.	1						
Gen Sys & Security	11.032	**USER DASHBOARDS -** Ability to incorporate real-time individual user dashboard capability to display dynamic charts and graphs.	1						
Gen Sys & Security	11.033	**DEPARTMENT/DIVISION SCREENS -** Ability to customize screens for different departments/divisions.	1						
Gen Sys & Security	11.033	**DOWNLOAD APPLICATION DATA THROUGH DESKTOP APPLICATIONS -** Download to or access application data through desktop productivity tools such as spreadsheets, word processors, or report writers.	1						
Gen Sys & Security	11.034	**SYSTEM BACKUP UTILITIES AND PROCESSES -** Provide backup utilities enabling the backup of individual items, application databases or the entire system.	1						For hosted clients, Tyler provides backup and DR. For self-hosted deployments, these responsibilities are held by the agency.
Gen Sys & Security	11.035	**VENDOR SUPPORT ACCESS TO CLIENT -** Provide electronic connection. Vendor can connect to computer server for diagnosis and resolution of software problems.	1						
Gen Sys & Security	11.036	**TABULAR CONFIGURATION STRUCTURE -** Ability to configure and set up of variable features, such as fees and user-defined data types, in a table-driven manner as opposed to code-driven.	1						
Gen Sys & Security	11.037	**COUNTY CONFIGURATION CHANGES -** Ability to perform configurations, parameter settings, and configuration changes such as annual fee schedule changes, data fields, and processing without the involvement of the vendor.	1						
Gen Sys & Security	11.038	**ONLINE DOCUMENTS -** Ability for documents to be available online to the staff and general public.	1						
Gen Sys & Security	11.039	**ONLINE TRAINING DOCUMENTATION -** Online access to printable training materials and other support documentation.	1						
Gen Sys & Security	11.04	**CUSTOMIZED FEATURES DOCUMENTATION -** Provide features to assist with the documentation of the customized system, and specific documentation of the customized system where the company provided the customization.	1						
Gen Sys & Security	11.041	**EMAIL INTEGRATION -** Sending emails from system utilizing standard SMTP protocols.	1						
Gen Sys & Security	11.042	**INTEGRATION - MS OUTLOOK -** Ability for the system to integrate with Microsoft Outlook for messaging and scheduling.	1						
			42	0	0	0	0	0	

WORKFORCE DEVELOPMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **NEDRA CLAYBORNE RODRIGUEZ, DIRECTOR OF WORKFORCE DEVELOPMENT**

DATE: **2/5/2018**

SUBJECT: **APPROVAL OF REQUEST FOR PROPOSALS (RFP) FOR WORKFORCE DEVELOPMENT**

BACKGROUND

Cumberland County receives annual funding from the state to provide workforce development services through the Workforce Innovation and Opportunity Act (WIOA). These important services are focused on the following groups: local employers, the unemployed, underemployed adults, veterans, dislocated workers, In-School Youth (ages 14-21), and Out-of-School Youth (ages 16-24). These services are currently contracted to ResCare Workforce Services with the contract period ending June 30, 2018.

Workforce Development staff have prepared the Request for Proposals (RFP) for FY19 programs and services. This RFP seeks service providers who will work collaboratively with Cumberland County Workforce Development and the North Carolina Department of Commerce's Division of Workforce Solutions as part of an integrated services model. Estimated allocations for FY19 are anticipated to be as follows for these specific program areas in Cumberland County:

1. $800,000 for adult services programs
2. $550,000 for dislocated worker programs
3. $800,000 for youth services programs

These not-to-exceed amounts may be subject to change as it is based upon a prior estimate of available funds. It is anticipated that the exact funding amount will be known at or about the time of the final contract negotiations. All contracts for services will be on a cost-reimbursement basis, based upon performance, and may be extended for two additional years at the discretion of the County.

RECOMMENDATION / PROPOSED ACTION

At the February 1, 2018, Finance Committee Meeting, the Committee approved moving forward the RFP to the full Board of Commissioners as a Consent Agenda Item at its February 19, 2018 Regular Meeting.

CUMBERLAND
★ COUNTY ★
NORTH CAROLINA

CLERK TO THE BOARD OF COMMISSIONERS

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **CANDICE H. WHITE, CLERK TO THE BOARD**

DATE: **2/19/2018**

SUBJECT: **CUMBERLAND COUNTY FINANCE COMMITTEE DRAFT MINUTES - FEBRUARY 1, 2018 (FOR INFORMATION PURPOSES ONLY)**

BACKGROUND

The draft minutes of the February 1, 2018 meeting of the Cumberland County Finance Committee are attached to provide a report and recommendation(s).

RECOMMENDATION / PROPOSED ACTION

For information purposes only. No action required.

ATTACHMENTS:

Description	Type
Draft Finance Committee Minutes - February 1, 2018	Backup Material

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CUMBERLAND COUNTY FINANCE COMMITTEE
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
FEBRUARY 1, 2018 – 8:30 AM
REGULAR MEETING MINUTES

MEMBERS PRESENT: Commissioner Marshall Faircloth, Chairman
Commissioner Glenn Adams
Commissioner Jimmy Keefe

OTHERS: Commissioner Michael Boose
Commissioner Jeannette Council
Commissioner Larry Lancaster
Amy Cannon, County Manager
Melissa Cardinali, Assistant County Manager
Tracy Jackson, Assistant County Manager
Sally Shutt, Assistant County Manager
Duane Holder, Assistant County Manager
Rick Moorefield, County Attorney
Vicki Evans, Finance Director
Robert Van Geons, Fayetteville Cumberland County Economic
     Development Corporation President/CEO
Candice H. White, Clerk to the Board

Commissioner Faircloth called the meeting to order.

1. ELECTION OF 2018 FINANCE COMMITTEE CHAIR

Commissioner Faircloth nominated Commissioner Keefe.

MOTION: Commissioner Adams moved that nominations be closed, and that Commissioner Keefe be appointed by acclamation.
SECOND: Commissioner Faircloth
VOTE: UNANIMOUS (3-0)

2. APPROVAL OF MINUTES – DECEMBER 14, 2017 SPECIAL MEETING

MOTION: Commissioner Faircloth moved to approve the December 14, 2017 special meeting minutes.
SECOND: Commissioner Adams
VOTE: UNANIMOUS (3-0)

3. PROJECT "NANO2"/CAMPBELL SOUP SUPPLY COMPANY

     A. CONSIDERATION OF THE ECONOMIC DEVELOPMENT INCENTIVES AGREEMENT FOR CAMPBELL SOUP SUPPLY COMPANY, LLC

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B. CONSIDERATION OF SUBDIVISION OF THE CEDAR CREEK INDUSTRIAL PARK

BACKGROUND:
On October 16, 2017, the Board conducted the advertised public hearing and approved incentives for Project "NANO2." Campbell Soup Supply Company, LLC, (the "Company") announced the project in January 2018.

The Company requires that the transfer of the land in Cedar Creek Industrial Park be done pursuant to a purchase-sale agreement which is to be incorporated into the incentives agreement. It has been difficult to develop a purchase-sale agreement that was acceptable to the Company because the Company's initial expectation was the purchase-sale agreement would include terms that are typically found in complex, commercial real estate sales contracts between private parties for privately-owned land. In addition, the Company insists on modification of some of the terms of the incentives offer. Since the incentives were approved by the Board, it will be necessary for the Board to approve the modifications.

There are now more than 50 pages contained in the documents that constitute this incentives agreement. For that reason, I have prepared a summary of the matters that need the Board's approval as follows:

1.   A third party shall be the operator of the Project and create the jobs. That party has been identified as DHL. This does not create any significant issues for the incentives agreement; it just needs to be approved by the Board because this was not presented as a third party arrangement. (IA-Sec. 3.1)

2.   G.S. § 158-7.1(d)(2) requires the Company to reconvey the land to the county if it fails to complete construction within 5 years. Because the construction costs of the project will be secured by a deed of trust on the land, the county would take the property subject to this large mortgage. This statute creates a harsh result for the county if the construction is not timely completed. This is a statutory requirement and is being provided to the Board as information only. (IA-Sec. 4.1.3)

3.   The number of jobs the Project must create for the Company to qualify for the annual cash incentives payment has been decreased. The incentives approved by the Board required the Company to create 112 jobs the first year and to increase that to 140 jobs by the fifth year. The job numbers have been decreased to 100 the first year and going to 135 by the sixth year. The Board must approve this reduction in the job numbers. (IA-Sec. 4.4)

4.   The Company requires that the county agree to the Company's designation of First American Title Insurance Company as an Escrow Agent for closing the land transaction. The Escrow Agent has significant powers. Only the Board of Commissioners can designate an agent to act on behalf of the county and the Board must approve this appointment of an agent. (PSA-Sec. 3(a))

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5.   The Company has the right to assign its rights to purchase the land and all of its rights and obligations under the incentives agreement to another party. This was not disclosed in the incentives approved by the Board; however; the identity of the Company was not disclosed at that time either. This potential assignment does not create any significant issues, but the Board must approve it. (PSA-Sec. 11)

6.   The Company insists on a term in the contract that if the county defaults on the sale of the land, the Company has the right to compel the county to sell the land or the recovery of damages from the county in the maximum amount of $600,000. Neither of these remedies is consistent with the application of the statute governing the transfer of land as an economic development incentive; however; it is part of the contract and because it is beyond the scope of the incentives approved by the Board, the Board must approve this term. (PSA-13(a))

7.   The county is obligated to indemnify the Escrow Agent for all liabilities and costs, including counsel fees, arising out of any dispute, litigation or liabilities imposed on the Escrow Agent. There must be a maximum amount stated for this liability in order for the contract to be pre-audited. That amount has not been provided at the time this memo was prepared. The Board must approve this term once the amount is provided. (PSA-Sec. 20(c))

8.   The Company drafted the purchase-sale agreement but wants language in the agreement that the County contributed materially and substantially to the negotiation and drafting of it. The County did not contribute materially and substantially to the negotiation and drafting of this agreement. I have offered language to meet the Company's requirements but have not received a response at the time this memo was prepared. (PSA-Sec. 26(b))

9.   The Title Insurance Company must approve the form of the deed from the county to the Company. The proposed deed will be submitted to the Company for approval before the contract is executed to avoid a dispute over the form of the deed. (TC-Sch. B-Sec. I.5.a)

Incident to the subdivision of the land to the Company, the remainder of the Cedar Creek Industrial Park was subdivided. A digital copy of the subdivision plat will be presented on the screen at the meeting. The Board must approve the subdivision.

RECOMMENDATION/PROPOSED ACTION:
If the terms are acceptable, the Board will need to approve the following provisions of the economic development incentives agreement with Campbell Soup Supply Company, LLC:

1.   the jobs for this Project will be created and maintained by a third party identified as DHL;

2.   the number of jobs for the Project to be eligible for the performance-based, annual cash incentives is decreased from 112 to 100 in the first year, going to 135 jobs by the sixth year instead of 140 by the fifth year;

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3. consent to the appointment of American Title Insurance Company as an Escrow Agent for closing the sale of the land to the Company;

4. consent to the Company's assignment of the agreement for the purchase and sale of the land to a different party if the Company chooses to make such an assignment;

5. agree that the County will be liable for not more than $600,000 in damages to the buyer of the land if the County defaults on the sale of the land;

6. agree that the County will be liable to the Escrow Agent for a maximum amount to be provided at the meeting if the Escrow Agent incurs any costs or liabilities imposed on the Escrow Agent and arising out of any dispute or litigation related to its services for closing this real estate transaction; and

7. approve the subdivision of the remaining portion of Cedar Creek Industrial Park.

<p align="center">******</p>

Rick Moorefield, County Attorney, reviewed the background information recorded above. Mr. Moorefield stated Items 8 and 9 of the economic development incentives agreement with Campbell Soup Supply Company LLC have been resolved and the Committee need only take action on the seven items stated in the recommendation. Mr. Moorefield provided highlights of the seven remaining items. Questions and discussion followed about the sale of land and a provision that allows the company to transfer the contract for the purchase of property to another entity. Mr. Moorefield noted DHL is the operator of the facility. Robert Van Geons, Fayetteville Cumberland County Economic Development Corporation President/CEO, explained there is a PSA agreement on the sale of the land and an incentives agreement; the PSA allows for the transfer and the incentives agreement, which allows the County to make the sale, is tied to the PSA agreement and cannot be changed, transferred or modified without the Board's approval. Mr. Van Geons stated the two separate agreements provide a secondary level of protection so the only way to get the incentives, which includes the sale of the land, is to create the jobs. Mr. Van Geons also stated the only thing in play is who actually closes on the land.

MOTION: Commissioner Adams moved to approve the provisions of the economic development incentives agreement with Campbell Soup Supply Company, LLC.
SECOND: Commissioner Faircloth
VOTE: UNANIMOUS (3-0)

Mr. Moorefield displayed and reviewed a map of Cedar Creek Industrial Park and pointed out the area Campbell Soup Supply Company, LLC has selected to purchase. Mr. Moorefield stated the new map is new proposed subdivision of the entire park. Mr. Moorefield pointed out the line designating the 100 Year Flood Plain and stated although a manufacturing structure cannot be built in the flood plain, it can be used for parking lots in places where the topography is suitable. Mr.

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Moorefield stated the amount of useable land is much less than the 202 acres shown on the new Lot 4 because of this flood plain.

MOTION: Commissioner Faircloth moved to approve the new subdivision in Cedar Creek Industrial Park so the plat can be recorded incident to the sale of the property.
SECOND: Commissioner Adams
VOTE: UNANIMOUS (3-0)

4.   CONSIDERATION OF ENERGOV LAND MANAGEMENT SOFTWARE CONTRACT FOR PLANNING AND ENVIRONMENTAL HEALTH

BACKGROUND:
Cumberland County Planning and Inspections and Environmental Health have completed the RFP process for acquiring a new software solution for Permitting and Land Management. This solution will replace multiple outdated systems that do not currently work together or share information, to include Central Permits, Inspections, Code Enforcement, Land Use, and Parcel/Address Management. It will also replace a system currently used by Environmental Health to maintain septic systems, wells, mobile home parks, and public swimming pools. This new solution will provide much needed hand-offs between these areas to create a single system with one streamlined process. It will also maximize operational efficiency, which will greatly increase the level of customer service provided to the citizens of Cumberland County.

Information Services budgeted $265,000 for FY18 for Phase 1 of this project, which was based on a preliminary estimate to replace only the Central Permits system. However, after a comprehensive business process review, it was determined that the scope of the project needed to expand to include Environmental Health and the other areas of Planning beyond just Central Permits. Therefore, the quoted cost of Phase 1 of this project has increased by $106,000 for a total of $371,000 for FY18. Environmental Health will contribute $58,669, which leaves an unbudgeted balance of $47,331.

RECOMMENDATION/PROPOSED ACTION:
Information Services recommends approval of the contract for Energov Land Management Software for Planning and Environmental Health at a total cost of $371,000 for phase 1.

Approve Budget Ordinance Amendment #180590 in the amount of $106,000 for Phase 1. This revision appropriates General fund balance in the amount of $47,331 and Environmental Health fund balance of $58,669.

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Keith Todd, Information Services Director, reviewed the background information and recommendations/proposed actions recorded above. Mr. Todd explained a phased approach was chosen because of the complexities of consolidating the current five systems into one system, changes to current processes and to ensure a complete system understanding prior to too many additional changes. Mr. Todd stated anyone who has undergone a massive ERP implementation knows there are a lot questions going from an old to a new system and changes that no one knows

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a lot about. Mr. Todd stated it is fundamental to understand the system entirely, establish a strong core and get the fundamentals correct in order to look at Phase 2 which will provide the ability to have mobiles in the field, make online payments, submit applications for permits and track the permits online. Mr. Todd responded to questions and stated Phase 1 will take about twelve months to implement and implementation of Phase 2 is projected to be three to six months after that.

MOTION: Commissioner Faircloth moved to approve the contract for Energov Land Management Software for Planning and Environmental Health at a total cost of $371,000 for phase 1 and Budget Ordinance Amendment #180590 in the amount of $106,000 for Phase 1.
SECOND: Commissioner Adams
VOTE: UNANIMOUS (3-0)

5.   CONSIDERATION OF REQUEST FOR PROPOSALS (RFP) FOR WORKFORCE DEVELOPMENT

BACKGROUND:
Cumberland County receives annual funding from the state to provide workforce development services through the Workforce Innovation & Opportunity Act (WIOA). These important services are focused on the following groups: local employers, the unemployed, underemployed adults, veterans, dislocated workers, In-School Youth (age 14-21) and Out-of-School Youth (age 16-24). These services are currently contracted to ResCare Workforce Services with a contract period ending June 30, 2018.

Workforce Development staff have prepared the Request for Proposals (RFP) for FY19 programs and services. This RFP seeks service providers who will work collaboratively with Cumberland County Workforce Development and the North Carolina Department of Commerce's Division of Workforce Solutions as part of an integrated services model. Estimated allocations for FY19 are anticipated to be as follows for these specific program areas in Cumberland County:

1) $800,000 for adult services programs
2) $550,000 for dislocated worker programs
3) $800,000 for youth services programs

These not-to-exceed amounts may be subject to change as it is based upon a prior estimate of available funds. It is anticipated that the exact funding amount will be known at or about the time of the final contract negotiations. All contracts for services will be on a cost-reimbursement basis, based upon performance, and may be extended for two additional years at the discretion of the County.

RECOMMENDATION/PROPOSED ACTION:
Approval to move forward with the RFP process for youth, adult, and dislocated worker workforce services in Cumberland County.

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Nedra Rodriguez, Workforce Development Director, reviewed the background information recorded above and stated Workforce Development is required to procure its services every year, which can be done in three-year increments if a contractor is working well. Ms. Rodriguez stated for the specific programs, an estimated $1.5 million will be utilized in the RFP just for services. Ms. Rodriguez responded to questions and stated services will be for any citizen in Cumberland County with Cumberland County being the administrator.

MOTION: Commissioner Adams moved to approve moving forward with the RFP process for youth, adult, and dislocated worker workforce services in Cumberland County.
SECOND: Commissioner Faircloth
VOTE: UNANIMOUS (3-0)

6.   CONSIDERATION OF COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR) INTERLOCAL AGREEMENT

BACKGROUND:
The Community Development Block Grant – Disaster Recovery (CDBG-DR) is a program intended to address the impact of Hurricane Matthew on those that have a need for affordable housing. This grant is a pass-through from the Federal government to the State of North Carolina and then onward to counties that suffered the worst damage from the hurricane. Cumberland County and the City of Fayetteville have collaborated to develop a plan to address post-hurricane housing needs. This plan has been reviewed and approved by the State, and a Memorandum of Agreement between the County and the State has been executed so that funding can now be accessed by the County. In order to continue forward and allow the City of Fayetteville to request funding for its projects from the County, a subrecipient agreement between the County and the City is required.

The agreement recorded below adheres to HUD requirements and has been reviewed and approved by the State, the City Council, and the County Attorney's Office. Proposed projects will be brought back to the Board of Commissioners for approval prior to being let.

RECOMMENDATION/PROPOSED ACTION:
Staff recommends approval of the CDBG-DR subrecipient agreement between the County and the City and requests the County Manager be authorized to execute the agreement.

**AGREEMENT BETWEEN
COUNTY OF CUMBERLAND
AND
CITY OF FAYETTEVILLE**

COMMUNITY DEVELOPMENT BLOCK GRANT–DISASTER RECOVERY PROGRAM

        THIS AGREEMENT, entered into this ___ day of _____, by and between the COUNTY OF CUMBERLAND (hereinafter called the COUNTY), a body politic and

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corporate of the State of North Carolina, and CITY OF FAYETTEVILLE (hereinafter called the CITY), a body politic and corporate of the State of North Carolina with its principal address at 433 Hay Street, Fayetteville, North Carolina 28301.

WHEREAS, North Carolina General Assembly passed the Disaster Recovery Act of 2016 (S.L. 2016-124) requiring the NC Department of Commerce to transfer to the North Carolina Department of Public Safety - Division of Emergency of Management all Community Development Block Grant – Disaster Recovery (CDBG-DR) program funds; and

WHEREAS, the COUNTY has applied for and received the Community Development Block Grant Recovery Disaster Program (CDBG-DR) funding under the Continuing Appropriations Act of 2017 and Emergency Assistance Act and Public Law 114-254 from the United States Government; and; Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301 et seq); and

WHEREAS, the COUNTY desires to partner with the CITY to serve the citizens within the City of Fayetteville through the CDBG-DR program in utilizing such funds; and

NOW, THEREFORE, the parties agree that:

I.   SCOPE OF SERVICES
   A.   ACTIVITIES/PRINCIPAL TASKS
   The CITY shall provide services under the 2017 CDBG-DR Program Year in a manner satisfactory to the COUNTY and consistent with any standards required as a condition of providing these funds.

   1. **Program Activities**. CITY shall conduct the following activities eligible under the Community Development Block Grant Program for the project site located within the city limits of Fayetteville.

   Activity #1.   **Housing Recovery:** The CITY will undertake housing activities to include single family homeownership rehabilitation, single family homeownership reconstruction; mobile home repair; housing repair reimbursement; small rental repair; and provide affordable single family ownership in the Oakridge Estates Community in Fayetteville.

   Activity #2.   **Multi-Family Rental Housing:** The CITY and the COUNTY will jointly choose a consultant to guide the parties in selecting an experienced individual that demonstrates the capacity and ability to carry out the activities in accordance with HUD's guidelines and contractual obligations.

   Activity #3.   **Economic Development (Small Business Recovery):** The CITY will undertake this activity in accordance with the coordination and administration of the Department of Commerce.

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    Activity #4.   **Community Recovery:** The CITY jointly with the COUNTY will collaborate as a part of the homelessness initiative in the development of a facility to provide supportive services and shelter to homeless individuals and families.

    2.   **General Administration:** The following general administration activities are necessary to provide the activities described in Activities/Principal Tasks.

    Activity #1   Assigned staff of the Cumberland County Community Development Department will conduct the required monitoring of activities as described in the Cumberland County Community Development Monitoring Handbook for Community Development Block Grant funds conveyed to CITY.

    Activity #2   The CITY shall be responsible for the preparation and submission of all documents and reports relative to final close-out of the grant.

    Activity #3   The CITY shall keep and maintain books, records and other documents relating directly to the receipt and disbursement of grant funds, and the fulfillment of this agreement and job creation.

    Activity #4   The CITY shall at all reasonable times agree to provide the staff of Cumberland County, the NC Department of Public Safety, Department of Commerce, the United States Department of Housing and Urban Development, and the Office of the Inspector General access to and the right to inspect, copy, audit and examine all of the books, records and other documents relating to the grant and the fulfillment of this agreement for a period of four years following the completion of all closeout procedures respecting the Community Development-DR funds, and the final settlement and conclusion of a for documentation required of the program by the Grantor.

B.   **NATIONAL OBJECTIVES**
The CITY certifies that the activities carried out with funds provided under this Agreement shall meet the CDBG-DR Program National Objective of providing benefit to low/moderate income persons. All activities funded with CDBG-DR must meet one of the CDBG-DR program's national objectives: benefit low and moderate income persons; aid in the prevention or elimination of slum or blight; or meet community development needs having a particular urgency as defined in 24 CFR 570.208 and 4 NCAC 19L.1004.

II.   **TIME OF PERFORMANCE**
The term of this Agreement shall begin on the 1st day of **March, 2018** and end on the 28th day of **February, 2020**.

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III.   FUNDING SOURCE - CDBG-DR
The COUNTY will allocate **$15,325,000** in CDBG-DR funds for the purpose of benefiting low/moderate income persons.

IV.   METHOD OF COMPENSATION/PAYMENT SCHEDULE
The parties agree that the total amount to be paid by the COUNTY under this contract shall not exceed **$15,325,000**. Reimbursements for the payment of eligible expenses will be charged to the program and will not exceed the allocated amount. If discrepancies are discovered during monitoring, the COUNTY reserves the right to restrict the CITY to payment for eligible expenses on a reimbursement basis only. The parties agree that any costs incurred prior to **March 1, 2018** of the Program Year in which the contract is executed will not be eligible for reimbursement. Payments will be contingent upon certification of the CITY'S financial management system in accordance with the standards specified in 2 CFR Part 200.

V.   NOTICES
Communication and details concerning this contract shall be directed to the following contract representatives:

CUMBERLAND COUNTY	**CITY OF FAYETTEVILLE**
AMY H. CANNON, COUNTY MANAGER	DOUG HEWETT, CITY MANAGER
Cumberland County	City of Fayetteville
117 Dick Street	433 Hay Street
Fayetteville, NC 28301	Fayetteville, NC 28301
(910) 678-7723	(910) 433-1990

VII.   GENERAL CONDITIONS

   A.   GENERAL COMPLIANCE
   The CITY agrees to comply with the requirements of the Housing and Urban Development regulations concerning the Community Development Block Disaster Recovery Program (CDBG-DR).   The CITY also agrees to comply with all other applicable Federal, State and local laws, regulations, and policies governing the funds provided under this contract. The CITY further agrees to use funds available under this Agreement to supplement rather than to supplant funds otherwise available.

   B.   INDEPENDENT CONTRACTOR
   Nothing contained in this Agreement is intended or shall be construed to create or establish the relationship of employer/employee between the parties. The CITY shall at all times remain an "Independent Contractor" with respect to the services to be performed under this Agreement. The COUNTY shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the CITY is an independent contractor.

   C.   HOLD HARMLESS
   To the extent allowed by North Carolina law, the CITY shall hold harmless, defend and indemnify the COUNTY from any and all claims, actions, suits, charges and

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judgments whatsoever that arise out of the CITY'S performance or nonperformance of the services or subject matter called for in this Agreement.

D. **WORKERS' COMPENSATION**
The CITY shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this contract.

E. **INSURANCE AND BONDING**
The CITY agrees to comply with 24 CFR Part 85 Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.

F. **DEBARRED / SUPENDED**
The CITY must not make any award or permit any award (subgrant or contract) at any tier to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs subject to 2 CFR part 2424. The requirement set forth in 24 CFR Part 5 apply to this program.

G. **COUNTY RECOGNITION**
The CITY shall ensure recognition of the role of the COUNTY agency in providing services through this contract. All activities, facilities and items use pursuant to this contract shall be prominently labeled to indicate Cumberland County CDBG-DR as a funding source. In addition, the Borrower shall include a reference to the support provided herein in all publications made possible with funds made available under this contract.

H. **AMENDMENTS**
The COUNTY or CITY may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of both organizations. Such amendments will not invalidate this Agreement, nor relieve or release the COUNTY or CITY from its obligations under this Agreement.

The COUNTY may, at its discretion, amend this Agreement to conform with Federal, State or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the Scope of Services, or schedule of activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both COUNTY and CITY.

I. **SUSPENSION OR TERMINATION**
Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Service in Paragraph 1.A above may only be

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undertaken with the prior approval of the COUNTY. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the CITY under this Agreement shall, at the option of the COUNTY, become the property of the COUNTY, and the CITY shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

The COUNTY may also suspend or terminate this Agreement, in whole or in part, if the CITY materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the COUNTY may declare the CITY ineligible for any further participation in the COUNTY'S contracts, as stated in the Monitoring Policy of Cumberland County Community Development, in addition to other remedies as provided by law. If there is probable cause to believe the CITY is in noncompliance with any applicable rules or regulations, the COUNTY may withhold all or any portion of said contract funds until such time as the CITY is found to be in compliance by the COUNTY, or is otherwise adjudicated to be in compliance.

VIII.   ADMINISTRATIVE REQUIREMENTS

A.   FINANCIAL AND PROGRAM MANAGEMENT
    1.   Administrative Requirements
        The CITY agrees to comply with 24 CFR Part 85 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments", as applicable, regarding financial and program management. The CITY further agrees to adhere to the accounting principles and procedures required therein, use adequate internal controls, and maintain necessary source documentation as necessary.

    2.   Cost Principles
        The CITY will administer its program in conformance with 2 CFR Part 225, "Cost Principles for State, Local and Indian Tribal Governments". These principles will be applied for all costs incurred whether charged on a direct or indirect basis.

B.   DOCUMENTATION AND RECORD-KEEPING
    1.   Records to be Maintained
        The CITY shall maintain all records required by the Federal regulations specified in 24 CFR 507.506; 2 CFR 200 that are pertinent to the activities to be funded under this Agreement, such records shall include, but not be limited to:

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    a.   Records providing a full description of each activity undertaken;

    b.   Records demonstrating that each activity undertaken meets one of the National Objectives of the <u>CDBG Program;</u>

    c.   Records required to determine the eligibility of activities;

    d.   Records documenting compliance with the Fair Housing and Equal Opportunity components of the <u>CDBG Program;</u>

    e.   Financial records as required by <u>24 CFR Part 570.502</u>, <u>2 CFR 200</u> and <u>24 CFR Part 85</u>; and

    f.   Other records necessary to document compliance with <u>Subpart K of 24 CFR 570.</u>

2.   **Retention**

The CITY will retain all records pertinent to expenditures incurred under this contract for a period of four (4) years after the termination of all activities funded under this Agreement. Records for non-expendable property acquired with funds under this contract will be retained for four (4) years after final disposition of such property. Records for any displaced person must be kept for four (4) years after he/she has received final payment. Notwithstanding the above, if there is litigation, claim(s), audit(s), negotiation(s) or other actions that involve any of the records cited and that have started before the expiration of the four (4) years, then such records must be retained until completion of the actions and resolution of all issues.

3.   **Employee Data**

The CITY shall maintain data delineating those employees identified as being in the low/moderate income category. Such data shall include, but not be limited to, employee name, address, income level, or other basis for determining eligibility, and description or service provided. Such information shall be made available to COUNTY'S monitors or its designees for review upon request.

4.   **Disclosure**

Employee and/or client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the COUNTY'S or CITY'S responsibilities with respect to services provided under this contract, is prohibited by Federal law under 42 U.S.C., Section 145(b) (HUD/CPD) unless written consent is obtained from such persons receiving service and, in the case of a minor, from a responsible parent/guardian.

5.   **Close-Outs**

The CITY'S obligation to the COUNTY shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments and determining the custodianship of records.

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6. **Audits and Inspections**

The CITY agrees to have an annual agency audit conducted in accordance with OMB Circular A-133. If the CITY does not meet the threshold requirements for an annual audit in accordance with OMB Circular A-133 standards, the CITY will have an annual audit conducted by an independent certified public accountant in accordance with generally accepted government auditing standards (GAGAS). All CITY records with respect to any matters covered by this Agreement will be made available to the COUNTY, grantor agency, its designees or the Federal Government, at any time during normal business hours, as often as the COUNTY or grantor agency deems necessary, to audit, examine and make excerpts or transcripts of all relevant data. The COUNTY will send written notice of any deficiencies to the CITY within fifteen (15) days following audit/monitoring. Any deficiencies noted in monitoring reports must be fully cleared by the CITY within thirty (30) days after receipt by the CITY. Failure of the CITY to comply with the above monitoring requirements will constitute a violation of this contract and may result in the withholding of future payments.

C. **REPORTING AND PAYMENT PROCEDURES**

1. **Indirect Costs**

If indirect costs are charged, the CITY shall develop an indirect cost allocation plan for determining the appropriate CITY'S share of administrative costs and shall submit such plan to the COUNTY for approval, in a form specified by the COUNTY.

2. **Payment Procedures**

The COUNTY shall pay to the CITY funds available under this contract based upon information submitted by the CITY and consistent with any approved budget and COUNTY policy concerning payments. Payments shall be made for eligible expenses actually incurred by the CITY, and not to exceed actual cash requirements. In addition, the COUNTY reserves the right to allocate funds available under this contract for costs incurred by the COUNTY on behalf of the CITY.

3. **Progress Reports**

The CITY will submit regular monthly Progress Reports to the COUNTY in the form, content, and frequency as required by the COUNTY. If the CITY is more than 30 days delinquent in submitting its progress reports, **the COUNTY will discontinue processing all requests for payment until such time as the delinquent reports are received.**

D. **PROCUREMENT**

1. **OMB Standards**

The CITY will procure all materials, property, or services in accordance with the requirements of 2 CFR 200, Procurement Standards, and will subsequently follow Property Management Standards as modified by 24 CFR 570.502(b), covering utilization and disposal of property.

2. **Compliance**

The CITY will comply with COUNTY'S policies concerning the procurement of services and the purchase of equipment and will maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) will revert to the COUNTY upon termination of this contract.

IX. **PERSONNEL AND PARTICIPANT CONDITIONS**
   A. **CIVIL RIGHTS**
      1. **Compliance**

The CITY agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, The Age Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11246 as amended by Executive orders 11375 and 12086.

2. **Nondiscrimination**

The CITY will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. The CITY will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection from training, including apprenticeship. The CITY agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

3. **Section 504**

The CITY agrees to comply with any Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706), which prohibits discrimination against the disabled in any Federally assisted program. The COUNTY will

provide the CITY with any guidelines necessary for compliance with that portion of the regulations in force during the term of this contract.

4. **EEO Statement**
The CITY will, in all solicitations or advertisements for employees placed by or on behalf of the CITY; state that it is an Equal Opportunity employer.

5. **Subcontract Provisions**
The CITY will include the provisions of Paragraph IX.A. Civil Rights in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or subcontractors.

B. **EMPLOYMENT RESTRICTIONS**
1. **Prohibited Activity**
The CITY is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities, sectarian or religious activities, lobbying, political patronage, and nepotism activities.

2. **Labor Standards**
The CITY agrees to comply with the requirements of the provisions of Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C. 276a-276a-5; 40 U.S.C. 327 and 40 U.S.C. 276c) and all other applicable Federal, State and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract. The CITY shall maintain documentation which demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantor for review upon request.

C. **CONDUCT**
1. **No Assignment or Transfer**
The CITY shall not assign or transfer any interest in this contract without the prior written consent of the COUNTY thereto; provided, that claims for money due or to become due to the CITY from the COUNTY under this contract may be assigned to a bank, trust company, or other financial institution without such approval, but notice of any such assignment or transfer shall be furnished promptly to the COUNTY.

2. **Subcontracts**
a. **Approvals**
The CITY shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the COUNTY prior to the execution of such agreement.

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b.   Monitoring
The CITY shall monitor all contracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c.   Content
The CITY shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d.   Selection Process
The CITY shall undertake to insure that all contracts in the performance of this Agreement shall be awarded on a fair and open competition basis. Executed copies of all subcontracts shall be forwarded to the COUNTY along with documentation concerning the selection process.

3.   Hatch Act
The CITY agrees that no funds provided, nor personnel employed under this contract, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code.

4.   Conflict of Interest
The CITY agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The CITY further covenants that in the performance of this Agreement no person having such a financial interest shall be employed or retained by the CITY hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the COUNTY, or of any designated public agencies or borrowers which are receiving funds under the CDBG-DR Program.

5.   Lobbying
The CITY hereby certifies that:

**a.   **No Federal appropriated funds have been paid or shall be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal

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grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreements;

b. If any funds other than Federal appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

c. It shall require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts, under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

6. **Lobbying Certification**
   This certification is a material representative of fact upon which reliance was placed with this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

7. **Copyright**
   If this contract results in any copyrightable material or inventions, the Grantor and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

8. **Religious Organization**
   The CITY agrees that funds provided under this contract shall not be used for religious activities, to promote religious interest, or for the benefit of a religious organization in accordance with the Federal regulations specified in 24 CFR 570.200(j).

X. ENVIRONMENTAL CONDITIONS
   A. AIR AND WATER

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The CITY agrees to comply with the following requirements insofar as they apply to the performance of this contract:

- o Clean Air Act, 42 U.S.C. 7401, et seq.
- o Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et seq., as amended, § 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued hereunder.
- o Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

B. **FLOOD DISASTER PROTECTION**
In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 USC 4001), the CITY shall assure that for activities located in an area identified by FEMA as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained.

XI. **SEVERABILITY**
If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

XII. **NON-APPROPRIATION CLAUSE**
If appropriations of money to conduct and administer the presently scheduled program are lawfully reduced or terminated, or it is deemed in the public interest and necessity for the health, safety, or welfare of the public to so reduce or terminate this scheduled program, the COUNTY, at its option, has the right to terminate this Agreement effective upon the end of the fiscal year. The County shall give the CITY written notice of termination under the provisions of this paragraph immediately upon receipt of actual notice by the COUNTY of a reduction or termination of appropriations of money for the scheduled program, or any other necessity to reduce or terminate the program. Following the effective date of such termination the COUNTY shall have no further obligation to make any payments; the COUNTY shall have no right to recover any payments heretofore paid which were due and payable prior to the effective date of such termination.

XIII. **Environmental Review Clearance**
Notwithstanding any provision of this Agreement, the parties hereto agree and acknowledge that this Agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of environmental review and receipt by Cumberland County of a release of funds from the U.S. Department of Housing and Urban Development under 24 CFR Part 58. The parties further agree that the provision of any funds to the project is conditioned on the County's determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review.

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XIV. **UNDERLYING GRANT CONDITIONS AND REGULATIONS**
The parties acknowledge that the source of funds for this Agreement is U.S. Department of Housing and Urban Development ("HUD" Grantor) and granted the funds to the Department of Commence ("DOC" Grantee). DOC has entered into an agreement with the NC Department of Emergency Management ("NCEM" Sub-Grantee) to administer the CDBG-DR funds. NCEM has entered into an agreement with the COUNTY to implement the approved CDBG-DR Action Plan approved on August 7, 2017. The COUNTY remains fully obligated to NCEM notwithstanding the designation of the SUBGRANTEE as the third party beneficiary for the undertaking of all or part of a program for which assistance is being originally provided to GRANTEE and in turn is being appropriated to the SUBGRANTEE under this Agreement. The SUBGRANTEE shall comply with all lawful requirements which may be imposed upon the GRANTEE and which may be deemed necessary to insure that such assistance is carried out in accordance with the GRANTEE's assurances and certifications to HUD regarding the use of such funds. Such assurances included, but are not limited to, representations that the use of such funds will fully comply with all applicable environmental laws, rules and regulations; that the funds will be used in a nondiscriminatory manner, etc. This Agreement shall be subject to all amendments, changes or other modifications appropriate from time to time to insure compliance with HUD guidelines, rules, and procedures. See Exhibit 1, Supplemental General Conditions.

XV. **IRAN DIVESTMENT ACT CERTIFICATION**
Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.55-69. Contractor shall not utilize any subcontractor that is identified on the List.

XVI. **E-VERIFY**
Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the _____ day of _____, by their respective duly authorized representatives.

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Tracy Jackson, Assistant County Manager, recognized Dee Taylor, Interim Community Development Director, and Sylvia McLean, CDBG-DR Consultant, and provided the following presentation as an update to help provide an understanding of what led up to interlocal agreement currently being considered. Mr. Jackson explained the grant has been in process for some time.

What is CDBG-DR?
* Adapted from HUD's CDBG program and used to address unmet disaster recovery needs for <u>low to moderate income individuals</u>

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∗ Grant from the Federal Government to a state (recipient) to declared counties (sub-recipients)

Mr. Jackson explained the County, subrecipient to the state, will be partnering with the City of Fayetteville that will be a sub-sub-recipient to the grant.

∗ Counties with the highest impact received the greatest percentage of assistance being passed down by the state
∗ State developed an Action Plan with funding priorities as required by HUD

Mr. Jackson explained the County's local priorities had to be established in conjunction with the City in order to get the plan approved.

Milestones
∗ 8/7/2017 – Initial CDBG-DR Proposal approved by BOC
∗ 9/5/2017 – Public hearing held on CDBG-DR grant application with project summary; approved by BOC
∗ 10/16/2017 – Budget ordinance amendment for $23,260,000 and permission to execute MOA with the state approved by the BOC

Basis for Addressing Needs
∗ State of NC CDBG-DR Action Plan
∗ HUD Low to Moderate Income Criteria
∗ Cumberland County Resilient Redevelopment Plan

Funding Priorities
∗ Housing (#1 priority is affordable housing)
    ∗ Homeowner Recovery Program
    ∗ Rental Housing Recovery Program
    ∗ Multi-Family New Construction Program
    ∗ Public Housing Restoration
    ∗ Supportive Housing & Services
∗ Economic Recovery
    ∗ Small Business Recovery
∗ Public Infrastructure and Facilities
    ∗ Community Recovery Program

CDBG-DR Aid
∗ $34,760,000 (over a six-year period) or 22% of remaining grant award after the State deducts its share as the recipient
∗ Administered based on a two-year project budget of $23,260,000
∗ State will evaluate progress after two years and determine if additional funding will be allocated

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Program Administration
*   State recognizes Cumberland County as lead entity and the City of Fayetteville will be a sub-sub-recipient
*   An interlocal agreement must be executed between the County and City in order for the City to receive reimbursement for its proposed projects
*   All projects must be administered and overseen per HUD requirements and will have multiple levels of review and approval

ReBUILD NC Recovery Center Established in Cumberland County
*   Applications are being accepted by appointment
*   Call 211to schedule an appointment
*   Monday – Friday; 9 a.m. to 4 p.m.
*   Located at the Department of Social Services

Commissioner Faircloth inquired about the County's role for oversight. Ms. McLean explained the layers in place to ensure HUD compliance. Commissioner Adams expressed concern about the differences in the City and County's procurement processes and the City's combining its Community Development and Economic Development departments. Ms. McLean stated the City will have to follow the procurement process laid out in the CDGB-DR interlocal agreement. Ms. McLean also stated the process will be monitored and City and County Community Development staff are well aware of federal requirements under CDBG which are the same under CDBG-DR. In response to a question from Commissioner Keefe, Ms. Cannon pointed out the hold harmless provision in the interlocal agreement. Additional questions and discussion followed. Mr. Jackson stated the proposed projects still have to be vetted by HUD and the state along with a benefit cost analysis in order to prove the projects are viable, beneficial and worthwhile. Ms. McLean explained the projects in the interlocal agreement were identified in the initial application and all projects have not been clearly identified. Ms. McLean stated the City will bring their projects to the County for approval and all projects will have to be directly tied to Hurricane Matthew.

Additional questions followed. Commissioner Adams asked to strike references to specific project areas under Activity #1 such as Oakridge Estates and add language to the economic development project area under Activity #3 that includes involvement by the County. Mr. Jackson briefly reviewed proposed revisions to the interlocal agreement. Chairman Adams asked to add the language "residing in the City" to III. Funding Source -CDBG-DR.

MOTION: Commissioner Adams moved to approve the CDBG-DR subrecipient agreement with the City to include the caveats as discussed.
SECOND: Commissioner Faircloth
VOTE: UNANIMOUS (3-0)

7.   UPDATE ON THE STATEWIDE OPIOID LITIGATION PROCESS

BACKGROUND:
Commissioner Glenn Adams requested an update on the statewide Opioid Litigation.

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RECOMMENDATION/PROPOSED ACTION:
This item is for information and discussion only.

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Commissioner Adams stated other counties have already started litigation with the opioid problem and his belief is that the state will file a lawsuit and counties not having started litigation will fall under the state lawsuit. Commissioner Adams stated he did not feel Cumberland County should be predicated on what the state decides and the only way for the County to be at the table is to file a lawsuit. Commissioner Adams referenced information provided by the NCACC and asked Ms. Cannon and Mr. Moorefield for their input. Commissioner Adams stated he feels the earlier the County files the better chances it will have to a portion of any settlement and noted this is not a class-action lawsuit.

Mr. Moorefield stated as of January 24, 2018, twenty-one counties in the state were in some process involving this litigation, with ten having filed lawsuits and eleven in various other stages. Mr. Moorefield stated twelve have engaged the national firm of Baron and Budd, a consortium of four or five law firms, with Mecklenburg using the Hanly Conroy law firm. Mr. Moorefield stated there is no information on who the other eight counties are using but four are looking at Baron and Budd.

Mr. Moorefield stated the firms are handling this at no cost to the counties and they will hire local counsel to do the leg work. Mr. Moorefield stated one of his concerns is the theory of damages because there is no specific data to back up some of the damage claims. Mr. Moorefield stated if this is not going to be an issue, both firms are using a model of damages developed by John Hopkins University for community damages resulting from these types of public health issues. Mr. Moorefield stated the law suits are going after manufacturers only because there are specific federal regulations the lawyers say the manufacturers have violated, one of which is that the manufacturers failed to report to the DEA any distribution of an usual amount of these controlled substances to a single area or pharmacies.

Mr. Moorefield stated all of these cases will be decided by a single judge in the northern district of Ohio, and that 39 state attorney generals are investigating the issue and there will likely be litigation at the state level.

Commissioner Keefe recognized N. C. Representative Billy Richardson who stated it is essential that Cumberland County be involved and stated the law suit is not about manufacturers but distributors because under the federal Control Substance Act, big pharmaceuticals cannot distribute. Representative Richardson spoke further to issues this has created for communities. Representative Richardson stated he likes the model using local counsel for each of the communities and stated his firm is one of several firms serving as the local counsel around the state.

Mr. Moorefield stated there is no downside to moving forward and he recommends pursuing litigation. Mr. Moorefield stated he will work with management to develop a plan of action for moving forward. Mr. Moorefield asked whether he and management should make a

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recommendation for local counsel. Commissioner Adams stated contact has been made by several firms seeking to be selected as local counsel. Commissioner Keefe called for a motion for the resolution.

MOTION: Commissioner Adams moved that the county attorney move forward with the law suit with a recommendation to the full Board for a plan of action.
SECOND: Commissioner Faircloth
VOTE: UNANIMOUS (3-0)

Mr. Moorefield asked for clarification whether the plan of action should be presented at the February 5 meeting of the Board of Commissioners or just a resolution to develop a plan of action. Commissioner Adams responded that just the resolution to move forward was expected by February 5.

8.   OTHER ITEMS OF BUSINESS

Ms. Cannon referenced correspondence to Mayor Colvin and a proposed amendment on the parking deck agreement. Ms. Cannon stated there was interest from the Board to amend the agreement to have an end date in the agreement. Ms. Cannon stated 2025 coincides with the date the parking deck debt is paid off. Ms. Cannon stated this was submitted to the City of Fayetteville as well as exempt properties. Ms. Cannon stated at present there is an assessed value but not a taxable value for exempt property. Ms. Cannon stated the amendment states if that property changes status to nonexempt, the basis for the tax increment will be the taxable value as of December 31, 2017. Ms. Cannon stated when the amendments were submitted to the City of Fayetteville, they requested that the additional provision regarding exempt property be taken out and that the end date in the agreement be extended to 2030. Ms. Cannon stated the County's members of the Baseball Committee met with staff and management and were comfortable recommending first to the Finance Committee and then the full Board that the provision regarding exempt property remain in the agreement and that the end date in the agreement be extended to 2030.

MOTION: Commissioner Adams moved to recommend approval of the parking deck agreement with the City of Fayetteville with the caveat for exempt property.
SECOND: Commissioner Faircloth
VOTE: UNANIMOUS (3-0)

Ms. Cannon referenced the baseball agreement and stated it is based on discussion by the Board in December. Commissioner Keefe stated the TIF is only the area around the baseball field.

MOTION: Commissioner Adams moved to forward the baseball stadium TIF to the   Board of Commissioners on February 5, 2018.
SECOND: Commissioner Faircloth
VOTE: UNANIMOUS (3-0)

There being no further business, the meeting adjourned at 9:55 a.m.

ENGINEERING AND INFRASTRUCTURE DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **JEFFERY P. BROWN, PE, E & I DIRECTOR**

DATE: **2/15/2018**

SUBJECT: **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH MOORMAN, KIZER & REITZEL, INC. FOR GRAY'S CREEK WATER & SEWER DISTRICT AND INTERLOCAL AGREEMENT WITH PWC**

BACKGROUND

At the Board of Commissioner's Planning Retreat on January 26, 2018, a brief presentation was given on the Gray's Creek Water & Sewer District regarding the creation of the district and what steps had previously been taken by Cumberland County to extend public water into the district. In August of 2009, the Board of Commissioners approved a contract with Marziano & McGougan, P.A. to complete a Preliminary Engineering Report (PER) and Environmental Assessment (EA). The documents that were completed in 2010 are extremely outdated. The previous documents completed were for a rural system and did not include fire flow protection to the residents of the district. Population density and water demands have also changed drastically within the district since 2010. For these reasons, the PER must be updated. An updated PER will provide current, realistic construction costs that are necessary to develop a funding model to pay for the installation of any proposed water system.

It is important to note that the Marziano & McGougan, PA firm is no longer in business. In December of 2017, PWC and E&I Staff evaluated the County's list of qualified firms and determined that Moorman, Kizer & Reitzel, Inc. (MKR) had the most local knowledge and experience working with PWC and the County on public utility infrastructure. Utilizing a consultant from the County's list of qualified firms will also save time as issuing a request for qualifications (RFQ) would take a minimum of 90 days to select a firm. On January 10, 2018, E&I Staff received a proposal from MKR to update the PER and complete an Environmental Assessment (EA). The proposal has been attached for your review. PWC has agreed to equally share the cost of updating the PER and completing the EA as outlined in the attached Interlocal Agreement.

E&I Staff has had several discussions with PWC Staff and MKR after receiving and reviewing the proposal. We believe the first step is to update the PER. Once this is finalized, then the EA can be updated in phases as specific projects are defined and outlined. This will eliminate the duplication of efforts and eliminate the possibility of the EA from becoming outdated before all phases of construction can be completed for the entire district.

RECOMMENDATION / PROPOSED ACTION

The Finance Committee approved the recommendations listed below at its February 15, 2018, meeting and forwarded this item to the full Board of Commissioners as a Consent Agenda item at is February 19, 2018, Board of Commissioners' Meeting:

1. Approve the Professional Services Agreement with Moorman, Kizer & Reitzel, Inc. in the amount of $129,330.
2. Approve the Interlocal Agreement with the Public Works Commission contingent on the approval of the agreement by the County Attorney.
3. Approve Budget Ordinance Amendment #B180656 in the amount of $129,330 for the completion of a Preliminary Engineering Report for the Grays Creek Water & Sewer District.

ATTACHMENTS:

Description	Type
Interlocal Agreement with PWC	Backup Material
Professional Services Agreement - MKR	Backup Material

This instrument has been preaudited in the manner required by the Local Government and Fiscal Control Act.

_____
Rhonda Haskins, Interim Chief Financial Officer of Fayetteville Public Works Commission

This instrument has been preaudited in the manner required by the Local Government and Fiscal Control Act.

_____
Vicki Evans, County Finance Director

North Carolina
Cumberland County

   THIS INTERLOCAL GOVERNMENT AGREEMENT ("Agreement") is made and entered into this ____ day of _____, 2018, by and between Fayetteville Public Works Commission ("PWC"), a public authority, and Cumberland County ("County"), a body politic organized and existing under the laws of the State of North Carolina (each of PWC and County is a "Party" and both are collectively the "Parties") in accordance with Article 20 of Chapter 160A of the North Carolina General Statutes in order to engage in inter-local cooperation.

   The Parties agree as follows:

   1. PWC and County are interested in extending PWC water service in the Gray's Creek area of Cumberland County. This extension requires a review of an existing feasibility study ("Project") to determine the engineering requirements and cost of such an extension.

   2. The County will select an engineering firm from a list of qualified firms that were previously selected from a Request for Qualifications (RFQ) process for the Project and the Parties will jointly develop the scope and manage the completion of Project.

   3. The County shall pay the Expert for its services in accordance with the engagement agreement. PWC shall promptly reimburse the County for fifty percent (50%) of the amount paid by the County to the Expert; provided, however, notwithstanding any provision herein to the contrary, PWC's reimbursement obligation shall not exceed ninety-three thousand four hundred fifty and 00/100 dollars ($93,450.00). The County shall not amend the Expert engagement agreement or consent to an amendment thereto without the prior written consent of PWC

   4. This Agreement may be terminated by either Party by giving ten (10) days written notice of termination to the other Party. Notice may be given to the other Party by either hand delivery or US Mail, postage prepaid. If the agreement is terminated by either Party, the amount to be reimbursed by PWC to the County shall be fifty percent (50%) of the amount paid by the County to the Expert for services rendered through the date of the termination of this Agreement, subject to the limitation set forth in Section 3 of this Agreement.

   5. Neither this Agreement nor the Expert engagement agreement is intended to compel PWC to extend water service in the Gray's Creek area, which extension may be undertaken in PWC's sole discretion.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first written above.

CUMBERLAND COUNTY

By: _____
    Amy Cannon, County Manager

ATTEST: _____
                _____, (Secretary or Clerk)

FAYETTEVILLE PUBLIC WORKS COMMISSION

By: _____
    David W Trego, General Manager/CEO

ATTEST: _____
                Venus Williams, Clerk

STATE OF NORTH CAROLINA
COUNTY OF CUMBERLAND   **SERVICE AGREEMENT**

This Agreement, made this the __19th__ day of __February__ 2018, by and between the County of Cumberland, a body politic and corporate of the State of North Carolina, hereinafter referred to as COUNTY, and Moorman, Kizer & Rietzel Inc., a consulting engineer with an office located at 115 Broadfoot Avenue, Fayetteville, NC, hereinafter referred to as ENGINEER.

WITNESSETH

WHEREAS, the COUNTY requires professional engineering services in connection with the Gray's Creek Water and Sewer District Preliminary Engineering Report; and

WHEREAS, the COUNTY has through a qualifications-based process selected the ENGINEER to provide necessary surveying and engineering services; and

WHEREAS, the ENGINEER has represented that it can provide qualified services which will meet the needs of the COUNTY; and

WHEREAS, the services are of a technical nature and are temporary in character; and

WHEREAS, funds are available in the project budget for the performance of said services.

NOW THEREFORE, the parties agree to the following terms and conditions:

PURPOSE: The COUNTY agrees to purchase and the ENGINEER agrees to provide the necessary engineering services for this project as set forth below.

TERM: The term of this Agreement shall be from February __19__, 2018 through, October 15, 2018, unless sooner terminated or extended by mutual agreement. The COUNTY may terminate this Agreement prior to the expiration of the above stated period if in the judgment of the COUNTY;
The ENGINEER has completed all services required.
The ENGINEER failed or neglected to furnish or perform the necessary services to the reasonable satisfaction of the COUNTY.
The COUNTY shall have given the ENGINEER seven (7) days written notice of the COUNTY's intent to terminate this Agreement. The COUNTY will make all payments due the ENGINEER for services rendered and/or expenses actually incurred up to and including the date of such notice of termination.

SERVICES: ENGINEER shall perform such expert and technical services as are indicated in the proposal from Moorman, Kizer & Reitzel, Inc., dated January 9, 2018, attached and incorporated herein. ENGINEER warrants that it shall perform such ancillary work as may be necessary to insure the effective performance of the services cited above. Insofar as practical, the ENGINEER shall cooperate with the operation schedule of the COUNTY, and with other personnel employed, retained, or hired by the COUNTY.

PRICE: Compensation for services rendered shall be time and materials at the hourly rate outlined in the proposal. The total contract price shall not exceed $129,330.00 without the authorization from the County Manager.

PAYMENT: The COUNTY shall pay the ENGINEER within 15 working days of receipt of invoice.

BENEFIT: This Agreement shall be binding upon and it shall inure to the benefit of the parties, their legal representatives, successors, and assigns, provided that the provisions with respect to assignment and delegation are fully complied with.

ASSIGNMENT: The ENGINEER shall not assign all or any part its contract rights under this Agreement, nor delegate any performance hereunder, nor subcontract, without first obtaining the COUNTY's written approval.

COMPLIANCE WITH LAW: The ENGINEER agrees it shall comply with all laws, rules, regulations, and ordinances, proclamations, demands, directives, executive orders, or other requirements of any government or subdivisions thereof which now govern or may hereafter govern this Agreement, including, but limited to, the provisions of the Fair Labor Standards Act of 1938, equal employment laws, and any other applicable law.

AGENCY AND AUTHORITY: The COUNTY hereby designates the Engineering & Infrastructure (E&I) Director as its exclusive agent with respect to this Agreement. The E&I Director is authorized, on behalf of the COUNTY, to negotiate directly with the ENGINEER on all matters pertaining to this Agreement. The ENGINEER agrees that all of its dealings with the COUNTY in respect to the terms and conditions of this Agreement shall be exclusively with the E&I Director. Further, the ENGINEER specifically agrees that it shall not modify any of the specifications of any of the services subject to this Agreement except pursuant to the paragraph entitled MODIFICATIONS.

REMEDIES: If either party shall default with respect to any performance hereunder, it shall be liable for reasonable damages as provided by law and for all costs and expenses incurred by the other party on account of such default. Waiver by either party of any breach of the other's obligation shall not be deemed a waiver of any other or subsequent breach of the same obligation. No right or remedy of any party is exclusive of any other right or remedy provided or permitted by law or equity, but each shall be cumulative of every other right or remedy now or hereafter existing at law or in equity, or by statute, and may be enforced concurrently or from time to time.

APPLICABLE LAW: This Agreement shall be governed by the laws of the State of North Carolina. The parties mutually agree that the courts of the State of North Carolina shall have exclusive jurisdiction of any claim arising under the terms of this Agreement with appropriate venue being Cumberland County.

NOTICES: Any notices to be given by either party to the other under the terms of this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered by hand, with written acknowledgment of receipt, or mailed by certified mail return receipt requested to the other party at the following addresses or to such other addresses as either party from time to time may designate in writing to the other party for receipt of notice:

ENGINEER: COUNTY:
Moorman, Kizer & Reitzel, Inc.   Jeffery P. Brown, Engineering & Infrastructure Director
115 Broadfoot Avenue   130 Gillespie Street
Fayetteville, NC 28305   Fayetteville, NC 28301

Such notice, if mailed, shall be deemed to have been received by the other party on the date contained in the receipt.

SEVERABILITY: If any term, duty, obligation or provision of this Agreement should be found invalid or unenforceable, such finding shall not affect the validity of any other terms, duties, obligations, and provisions, which shall remain valid, enforceable and in full force and effect.

MODIFICATION: This Agreement may be modified only by an instrument duly executed by the parties or their respective successors.

MERGER CLAUSE: The parties intend this instrument as a final expression of their Agreement and as a complete and exclusive statement of its terms. No course of prior dealings between the parties and no usage of trade shall be relevant or admissible to supplement, explain, or vary any of the terms of this Agreement. Acceptance of, or acquiescence in, a course of performance rendered under this or any prior Agreement shall not be relevant or admissible to determine the meaning of this Agreement even though the accepting or acquiescing party has knowledge of the nature of the performance and an opportunity to make objection. No representations, understandings, or agreements have been made or relied upon making this Agreement other than those specifically set forth herein.

DISPUTE RESOLUTION: The parties must resolve any claim, dispute or other matter in contention arising out of, or relating to, this Agreement through the following procedure. The parties shall first negotiate in good faith to reach an equitable settlement to the dispute. If a negotiated settlement cannot be reached within 10 business days, the parties shall submit to mediation. The parties shall select a mediator, approved by either the North Carolina or federal courts and mutually agreeable to all parties in the dispute to conduct the proceedings which shall be held at the Owner's place of business. If the parties cannot agree on the selection of a mediator within 10 business days, then the parties agree that the Cumberland County Attorney shall select the mediator. The mediator's cost shall be equally shared by all parties to the dispute. If a mediated settlement cannot be reached, the final recourse to the aggrieved party is legal action instituted and tried in the General Court of Justice of North Carolina under North Carolina Law with venue for trial being Cumberland County. No party shall have a right to resort to litigation until mediation shall first have occurred and not been successful.

INDEPENDENT CONTRACTOR: ENGINEER is an independent CONTRACTOR and not an agent, officer or employee of the COUNTY and shall have no authority to act as an agent of the COUNTY, nor enter any Agreement for or in behalf of the COUNTY. The relationship of ENGINEER with the COUNTY is as an "independent contractor" as that term is defined by the law of the State of North Carolina.

NON-APPROPRIATION CLAUSE: This agreement is subject to and contingent upon appropriation of funds for fiscal years subsequent to FY18.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the __19th__ day of February 2018 by their respective duly authorized representatives.

ATTEST   **COUNTY**

BY:_____   **BY:**_____

   Clerk to the Board of Commissioners   Larry L. Lancaster, Chairman

ATTEST   **MOORMAN, KIZER & REITZEL, INC.**

BY:_____   **BY:**_____

This instrument has been Pre-audited in the manner   Approved for Legal Sufficiency
required by the Local Government Budget and   COUNTY ATTORNEY'S OFFICE
Fiscal Control Act.

_____   _____
Vicki Evans   (   ) Renewable   (   ) Nonrenewable
County Finance Office   Expiration Date:

CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

GENERAL MANAGER FINANCIAL SERVICES

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM: VICKI EVANS, FINANCE DIRECTOR

DATE: 2/15/2018

SUBJECT: PRENSENTATION ON JAIL HEALTH AND CONSIDERATION OF SOUTHERN HEALTH PARTNERS' CONTRACT
             AMENDMENT AND ASSOCIATED BUDGET REVISION

BACKGROUND

Major Tandra Adams, Chief Jailer, presented an update regarding Jail Health services being provided by Southern Health Partners during the February 15, 2018 Finance Committee meeting. Ronnie Mitchell, Legal Counsel for the Sheriff's Office, presented a request for an addendum and modification to the Southern Health Partners' contract. The addendum includes language for the provision of mental health services, previously provided by internal staff. This addition increased the annual base contract amount to $2,455,476.00. A budget revision was also requested to utilize fund balance in the amount of $339,824 for salaries and costs related to the transition period of mental health services being provided by County employees through December 31, 2017.

RECOMMENDATION / PROPOSED ACTION

As approved and forwarded by the Finance Committee, the Board is requested to:

(1) Approve Budget Ordinance Amendment #B180119 to utilize fund balance in the amount of $339,824 for salaries and costs related to transition period of mental health services provided by County employees through December 31, 2017.

(2) Adopt the addendum to the contract and fund the addendum to the contract to provide for the administration and provision of mental health services by Southern Health Partners.

ATTACHMENTS:
Description	Type
SHP addendum and BR	Backup Material

CUMBERLAND COUNTY DETENTION CENTER
INMATE MEDICAL ISSUES & SAVINGS
USING SOUTHERN HEALTH PARTNERS

MAJOR TANDRA ADAMS-JAIL ADMINISTRATOR

INMATE MEDICATIONS	(OTC) OVER-THE-COUNTER MEDS	(RX) Stock Medications	(NRRX) Non-Routine Pharmcy	TOTAL
JULY	$315.46	15,335.20	8,787.68	24,438.34
AUGUST	$154.32	21,242.30	12,593.64	33,990.26
SEPTEMBER	$268.93	32,485.85	22,806.74	55,561.52
OCTOBER	$137.19	8,573.52	13,706.50	22,417.21
NOVEMBER	$127.52	5,337.33	9,547.32	15,012.17
TOTAL	1,003.42	82,974.20	67,441.88	151,419.50

INMATE MEDICATIONS
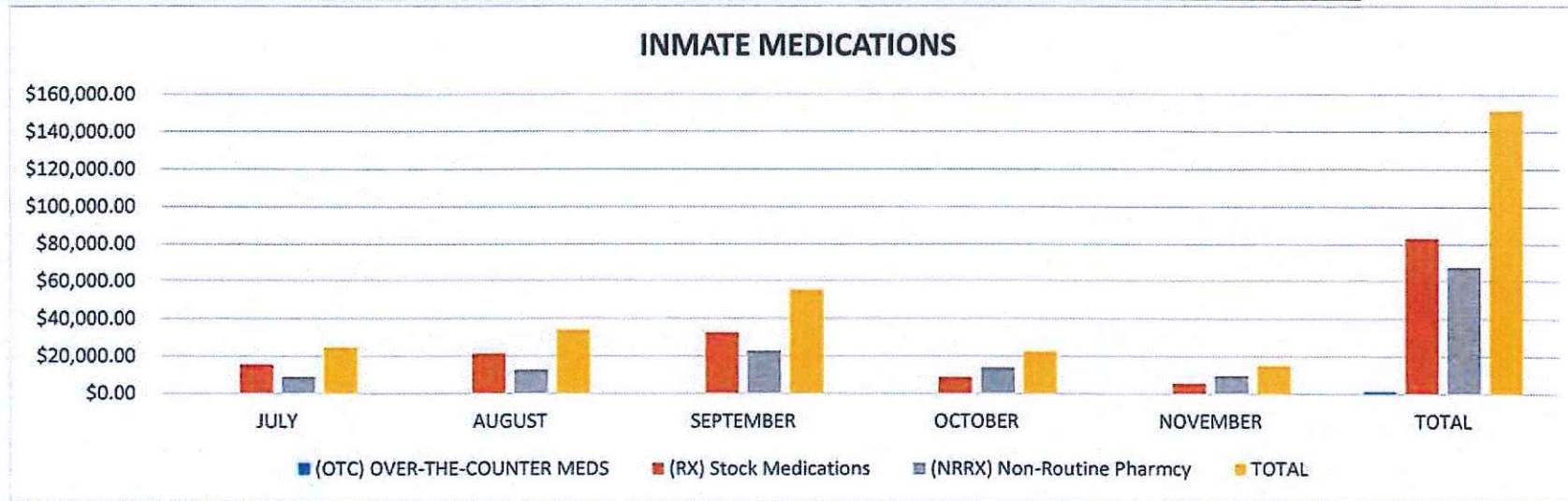
*Pharmacy prices are already at the lowest rates that can be charged

*Quality mobile x-rays has already been negotiated with to discount the prices they charge

*Inmates receiving dialysis and chemotherapy will always received extra expenses

*High cost of non-routine pharmacy medications is due to HIV meds,chemotherapy, and dialysis

*Everything over $100, 000.00 is itemized

INMATES ADMITTED TO HOSPITAL

DATE OF SERVICE	INMATE NAME	ORIGINAL AMOUNT	ADJUSTED AMOUNT	INVOICED AMOUNT
4/13/2017	2017-0001TF	$30,138.98	$26,267.98	$3,871.00
7/11/2017	2017-0002JFC	$83,731.22	$53,275.22	$30,456.00
7/15/2017	2017-0003BRH	$2,568.56	$2,087.76	$480.80
7/21/2017	2017-0004RAB	$19,541.96	$13,865.96	$5,676.00
8/4/2017	2017-0005PH	$123,851.18	$116,318.97	$7,532.21
09/07/2017	2017-0006CJE	$1,309.25	$1,051.21	$258.04
9/11/2017	2017-0007JW	$7,514.74	$6,819.42	$695.32
9/30/2017	2017-0008WCD	$68,249.50	$60,988.50	$7,261.00
10/29/2016	2016-0009MLH	$8,019.70	$6,562.70	$1,457.00
		$344,925.09	$287,237.72	$57,687.37

TOTAL AMOUNT WE SAVED   TOTAL AMOUNT WE PAID

There were a total of 12 Hospital Admissions however the 3 listed below were covered by Medicaid and saved us a total of $59,829.03.

2017-0031SM	$14,651.94
2017-0032JJ	$23,741.22
2017-0033CM	$21,435.87
Total	$59,829.03

TOTAL OFF SITE HOSPITAL VISITS AND SERVICES FOR THE YEAR

DATE	INMATE NAME	VENDOR NAME	ACCOUNT	AMOUNT CHARGED	ADJUSTED AMOUNT	INVOICED AMOUNT
07/11/2017	2017-0002JFC	Cumberland Co. Hospital System –	Inpatient-Surgery	$83,731.22	($53,275.22)	$30,456.00
07/31/2017	JULY BILL LAB	Garcia Clinical Laboratory	Laboratory	$337.00	0.00	$337.00
08/31/2017	AUGUST BILL LAB	Garcia Clinical Laboratory	Laboratory	$1,654.68	0.00	$1,654.68
07/20/2017	2017-0004RAB	CAROLINA KIDNEY CARE	Inpatient	$260.00	($78.00)	$182.00
07/20/2017	2017-0004RAB	Fayetteville Associates	Inpatient	$65.00	($19.50)	$45.50
07/20/2017	2017-0004RAB	Fayetteville Associates	Inpatient	$80.00	($24.00)	$56.00
07/20/2017	2017-0004RAB	VALLEY RADIOLOGY	Inpatient	$175.00	($113.98)	$61.02
07/20/2017	2017-0004RAB	VALLEY RADIOLOGY	Inpatient	$456.00	($318.22)	$137.78
08/04/2017	2017-0004RAB	Fayetteville Associates	Inpatient	$41.00	($12.30)	$28.70
08/04/2017	2017-0004RAB	Fayetteville Associates	Inpatient	$20.00	($6.00)	$14.00
08/04/2017	2017-0004RAB	Fayetteville Associates	Inpatient	$77.00	($23.10)	$53.90
07/11/2017	2017-0002JFC	Fayetteville Associates	Inpatient-Surgery	$23.00	($6.90)	$16.10
07/11/2017	2017-0002JFC	Valley Medical Associates	Inpatient-Surgery	$495.00	($171.24)	$323.76
07/11/2017	2017-0002JFC	Valley Medical Associates	Inpatient-Surgery	$510.00	($166.52)	$343.48
09/30/2017	2017-0010SBL	Garcia Clinical Laboratory	Laboratory	$1,301.34	0.00	$1,301.34
07/18/2017	2017-0011BF	Cumberland Co. Hospital System –	Outpatient	$7,770.92	($5,680.48)	$2,090.44
08/03/2017	2017-0012TF	RICHARD SHEREFF, MD, PA	Outpatient	$76.00	($22.80)	$53.20
08/07/2017	2017-0013BS	CAPE FEAR ORTHOPAEDIC CLINIC	Outpatient	$929.00	($421.92)	$507.08
08/08/2017	2017-0014CO	CAPE FEAR ORTHOPAEDIC CLINIC	Outpatient	$380.00	($174.68)	$205.32
08/09/2017	2017-0015AH	CAPE FEAR ORTHOPAEDIC CLINIC	Outpatient	$595.00	($283.56)	$311.44
09/05/2017	2017-0015AH	CAPE FEAR ORTHOPAEDIC CLINIC	Outpatient	$235.00	($107.50)	$127.50
07/11/2017	2017-0002JFC	SURAJIT CHAUDHURI MD PA	Inpatient-Surgery	$650.00	($201.78)	$448.22
07/11/2017	2017-0002JFC	VALLEY CARDIOLOGY	Inpatient-Surgery	$555.00	($166.50)	$388.50
10/31/2017	OCTOBER BILL LAB	Garcia Clinical Laboratory	Laboratory	$731.50	0.00	$731.50
08/15/2017	2017-0016NS	CAROLINA INFECTIOUS DISEASE	Outpatient	$225.00	($48.72)	$176.28
08/28/2017	2017-0017GG	VALLEY RADIOLOGY	Outpatient	$200.00	($129.16)	$70.84
08/28/2017	2017-0017GG	VALLEY REGIONAL INAGING	Outpatient	$557.00	($290.04)	$266.96
09/07/2017	2017-0006CJE	Cumberland Co. Hospital System –	Outpatient	$1,309.25	($1,051.21)	$258.04
09/13/2017	2017-0018CC	Village Surgical Assoc	Outpatient	$275.00	($117.68)	$157.32
07/25/2017	2017-0011BF	CAPE FEAR VALLEY ANESTHESIA	Outpatient-Surgery	$693.00	($207.90)	$485.10
11/30/2017	NOVEMBER BILL LAB	Garcia Clinical Laboratory	Laboratory	$1,055.09	0.00	$1,055.09
			TOTAL	$105,463.00	$63,118.90	$42,344.09

TOTAL SPENT ON
OFF-SITE VISITS

MEDICAL ISSUES THROUGHOUT DETENTION CENTER

MENTAL HEALTH	321
HIGH BLOOD PRESSURE	88
HIGH CHOLESTEROL	3
OBESITY	28
SUBSTANCE ABUSE TREATMENT	27
SEIZURES	16
PREGNANCIES	20
DIABETES	<u>34</u>
TOTAL	537

INMATES WITH EXTREMELY LOW BONDS
WHICH NEED VERY EXPENSIVE MEDICAL CARE

*2017-0019MMS
   -Diagnosed with liver cancer
   -$500 Bond
   -Court scheduled on March 2018
   -Will need to attend chemotherapy treatments

*2017-0020RLP
   -2nd day at detention center sent to hospital
   -Intestines protruding through bag
   -Sentenced to 10 days
   -Emergency surgery

*2017-0021WBC
   -Homeless Individual
   -$5,000 Larceny Case
   -Court scheduled on February 2018
   -Sentenced to 10 days for Solicit Alms
   -Suicidal, Violent, Threats to Law Enforcement

*2017-0022JWD
   -Solicit Alms
   -20 days in Jail
   -Medical will cost money
   -Court scheduled on March 2018

*2017-0023KHD
   -$600 Bond
   -2nd degree trespassing and open counter
   -Seizures, escape risk
   -Court Schedule on January 2018

CONT. INMATES WITH EXTREMELY LOW BONDS
WHICH NEED VERY EXPENSIVE MEDICAL CARE

*2017-0024IMM
  - -$500 Bond
  - -Came to Jail on January 2018
  - -1073 (Mental) Issues
  - -Court scheduled on February 2018

*2017-0025JJN
  - -Came to Jail on February 2017
  - -Known 1073 (Mental) Issues
  - -Misuse of 911 system and 2nd degree trespass
  - -Court scheduled on March 2018

*2017-0026DAP
  - -1073 (Mental) Issues
  - -Escape risk
  - -Violent to law enforcement
  - -2nd degree trespassing
  - -Court Scheduled on January 2018

*2017-0027MDR
  - -$1,000 Bond
  - -2nd degree trespassing
  - -Some Medical issues
  - -Court Scheduled on April 2018

*2017-0028OLS
  - -$5,000 Bond
  - -Indecent Exposure (Urinating in Public)
  - -Severe Medical Issues
  - -Court Scheduled on January 2018

Southern Health Partners, Inc.

2017 Monthly Service Report - Inmate Health Care

Facility: **Cumberland NC**

SHP Region Representative: Shelly Weaver

SHP VP of Operations: Krystal Souders

ADP Limit: 778

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals	Average per Month	Percentage Seen of ADP
# of Hospital Admissions							2	3	2	4	0	1	12	2	0%
# Sent to Emergency Room							3	11	6	11	1	4	36	6	1%
# Outside Medical Visits (includes any speciality							2	12	13	14	7	11	59	10	1%
# of In-House X-Rays Services							3	20	15	17	9	24	88	15	2%
# Seen On-Site By Mental Health							159	201	432	508	421	259	1980	330	44%
# Seen by Physician and/or Physician							33	42	57	57	34	63	286	48	6%
# Seen by Dentist (includes on-site &							13	20	23	32	23	22	133	22	3%
# of Receiving Screens done by							155	185	0	0	0	0	340	57	7%
# Seen by Medical Staff for Sick Call							930	651	448	887	1032	1067	5015	836	110%
# of History and Physicals Performed							115	28	234	246	313	299	1235	206	27%
# of RPR's performed (STD's)							131	40	160	124	133	142	730	122	16%
# of Other Sexually Transmitted Diseases							3	0	3	3	3	7	19	3	0%
# of Medical Refusals by Inmate							11	25	41	112	85	148	422	70	9%
# of Inmate Blood Sugar Checks							1116	562	561	732	659	754	4384	731	96%
# of Inmate Blood Pressure Checks							40	256	329	222	208	333	1388	231	31%
# of TB Screens and/or PPD Tests							32	8	234	246	313	299	1132	189	25%
# of Staph/MRSA Patients In-house							2	1	45	9	2	3	62	10	1%
# of Pregnant Females							2	3	4	7	3	1	20	3	0%
# of HIV Patients In-House							5	5	9	16	9	13	57	10	1%
# of Inmates Placed on Suicide Watch							13	32	50	51	33	29	208	35	5%
# of Inmate Deaths							1	0	0	0	0	0	1	0	0%
# of Inmates on Detox Protocols							6	34	54	40	19	22	175	29	4%
Average Daily Population per Month:							783	782	761	758	743	718	4545	758	

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Confidential Work Product of Southern Health Partners, Inc.

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Date Generated: 1/20/2018 10:22 AM

MEMO FOR THE AGENDA OF THE FEBRUARY 15, 2018 MEETING OF THE FINANCE COMMITTEE

TO:	**FINANCE COMMITTEE MEMBERS**
FROM:	**ENNIS WRIGHT, SHERIFF**
DATE:	**FEBRUARY 8, 2018**
SUBJECT:	**CONSIDERATION OF BUDGET REVISION FOR JAIL HEALTH CONTRACT**
Requested by:	**ENNIS WRIGHT, SHERIFF**
Presenter(s):	**ENNIS WRIGHT, SHERIFF**

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

BACKGROUND:

Southern Health Partners was awarded a contract to provide Jail Health Services at the Cumberland County Detention Center effective July 1, 2017(other than mental health) and have been providing all Health Services with the exception of Mental Health service since that time. For the period of July 1, 2017 to December 31, 2017, the County continued to employee Mental Health professional for the provision of Mental Health services at the Detention Center.   Effective January 1, 2018, the provision of Mental Health services was transferred to Southern Health Partners. A contract amendment has been prepared related to these additional services and costs. Further, an addendum to the contract has been proposed for the provision of mental health services by Southern Health Partners

RECOMMENDATION/PROPOSED ACTION:

I recommend the Finance Committee approve the following recommendations and forward this as a Consent Agenda item to the Board of Commissioners for its consideration at their February 19th meeting:

1. Accept the Jail Health Presentation.

2. Review and approve the Southern Health Partners Contract Amendment.

3. Approve Budget Ordinance Amendment #B180119 to utilize fund balance in the amount of $339,824 for salaries and costs related to transition period of Mental Health services provided by County employees through December 31, 2017.

4. Adopt the addendum to the contract and fund the addendum to the contract to provide for the administration and provision of Mental Health Services by Southern Health Partners.

ADDENDUM AND MODIFICATION #1
HEALTH SERVICES AGREEMENT

This ADDENDUM AND MODIFICATION #1, to Health Services Agreement dated June 30, 2017, between Cumberland County, North Carolina, (hereinafter referred to as "County"), and Southern Health Partners, Inc., a Delaware Corporation, (hereinafter referred to as "SHP"), with services commencing on July 1, 2017, is entered into as of this _____ day of _____, 2017.

WITNESSETH:

WHEREAS, County and SHP desire to modify the Health Services Agreement dated June 30, 2017, between County and SHP; and

WHEREAS, the Health Services Agreement dated June 30, 2017, contemplated the following:

> "County acknowledges its election to independently provide and pay for on-site mental health services through County's mental health staff of providers. SHP agrees to work with County's mental health staff providers. The costs of all mental health services provided through County's mental health staff providers are specifically excluded from this Agreement and shall be the financial responsibility of County, or shall not otherwise be the financial responsibility of SHP.

> [and] ·

> Additionally, the parties contemplate that SHP, on or before January 1, 2018, will commence the provision of mental health services in a manner and at a price consistent with that set forth in SHP's Response to the Request for Proposals. The parties anticipate that SHP will recruit to provide staffing for the provision of mental health services on or prior to that date, and agree that a specific addendum to this contract will be executed by the parties consistent with such staffing and pricing models as set forth in SHP's Response to Request for Proposal (bid date May 18, 2017) which Response is incorporated and adopted by reference on or before January 1, 2018."

NOW, THEREFORE, in consideration of the covenants and promises hereinafter made, the parties hereto agree as follows:

Section 1.2 is hereby modified and replaced in its entirety by the following:

1.2   Scope of General Services. The responsibility of SHP for medical care of an inmate
commences with the booking and physical placement of said inmate into the Jail. The health care services provided by SHP shall be for all persons committed to the custody of the Jail, except those identified in Section 1.7. SHP shall provide and/or arrange for all professional medical, dental, mental health and related health care and administrative services for the inmates, regularly scheduled sick call, nursing care, regular physician care, medical specialty services,

emergency medical care, emergency ambulance services when medically necessary, medical records management, pharmacy services management, administrative support services, and other services, all as more specifically described herein.

SHP shall be financially responsible for the costs of all physician and nurse staffing, routine on-site dental services (including dental supplies), over-the-counter medications, medical supplies, medical hazardous waste disposal, office supplies, forms, folders, files, travel expenses, publications,
administrative services and nursing time to train officers in the Jail on various medical matters. SHP's financial responsibility for the costs of all emergency kits and restocking of emergency kit supplies, all necessary license and permit fees, all prescription pharmaceuticals, all biological products (used to prevent, diagnose or treat diseases and medical conditions), all clinical lab procedures (inside and outside the Jail), all x-ray procedures (inside and outside the Jail), all dental services other than those provided through SHP's contracted dental provider and all medical and mental health services rendered outside the Jail shall be limited by the annual cost pool described in Section 1.5 of this Agreement. All pool costs in excess of the annual cost pool limit shall be the financial responsibility of the County, or shall not otherwise be the financial responsibility of SHP.

Should new legislation require substantial or new medical directives to SHP in the provision of services under this Agreement, SHP will not be financially responsible for changes to its program, rather SHP would have the ability to seek from the County any additional monies to fund such directives.

Section 2.1 is hereby modified and replaced in its entirety by the following:

2.1   Staffing. SHP shall provide medical and support personnel reasonably necessary for the rendering of health care services to inmates at the Jail as described in and required by this Agreement, and as outlined in the proposal staffing model provided herein for reference.

Staff hours worked in excess of this contracted staffing plan, not to include SHP training hours, may be billed back to the County on a monthly basis, upon the consent of County, which consent shall not be unreasonably withheld, at the actual wage and benefit rate, for staffing services performed on-site at the facility, provided, however, that this term of this contract is not intended to, and shall not include, nor shall the County have liability for overtime pay, but, instead, this provision concerning excess hours shall be invoked and such charges incurred only if the staffing levels contemplated under this contract prove to be insufficient, and the parties agree that additional staff hours, whether of then-existing or additional staff are, in fact, needed.

Further, SHP may provide replacement or limited staffing coverage in absences, which may be due to vacation time or SHP-designated holidays. SHP reserves the right to make adjustments to the regular staffing schedule for flexible coverage on SHP-designated holidays. If any such absences exceed five (5) consecutive days, not to include vacation time or SHP-designated holidays, SHP will refund the County the cost of the staffing hours on the next month's base fee billing.

County acknowledges that, any additional hours worked in excess of the contracted staffing plan by a physician/physician extender or dental provider shall also be billed back to County for reimbursement to SHP. Such costs may, at the election of the County, be applied toward the annual cost pool accounting totals.

Further, it is understood the Professional Provider hours may be filled by a Physician, or Mid-Level Practitioner. Either will be duly licensed to practice medicine in the State of North Carolina, and will be available to our nursing staff for resource, consultation and direction twenty-four (24) hours per day, seven (7) days per week.

Staff shifts may be adjusted by SHP in order to maintain stability of the program and consistency with staff. Any adjustments or changes to fixed schedules would be made after discussions with the Sheriff and other involved County officials. Professional Provider visit times and dates will be coordinated with Jail Management, and may include the use of telehealth services. Some of the Professional Provider time may be used for phone consults with medical staff and for other administrative duties.

County and SHP acknowledge that, effective on or about January 1, 2018, SHP will incorporate psychiatrist staffing, for sixteen (16) hours per week, for the provision of mental health services, and further, that, SHP will incorporate additional mental health staffing positions (a psychologist and a QMHP/LCSW), for an increased staffing plan as outlined in the model (table) provided herein for reference. SHP's contract price will increase accordingly, as stated in Section No. 7.1 of this Agreement.

Cumberland, NC - Staffing Model 24-hour coverage									
ADP - 778									
POSITION	S	M	T	W	T	F	S	HRS/WK	FTE
Professional Staff									
Medical Director			5		5			10	0.25
NP/PA		5	5	5	5	5		25	0.625
Dentist (Bi-weekly)				4				4	0.1
Dental Hygienist (Bi-weekly)				4				4	0.1
Psychologist		8	8	8	8	8		40	1
Psychiatrist		6		5		5		16	0.4
Administrative Staff									
Director of Nursing (RN)		8	8	8	8	8		40	1
Medical Team Administrator (RN/LPN)		8	8	8	8	8		40	1

Medical Clerk/Administrative Assistant		8	8	8	8	8		40	1
LPN Float	8	8	8	8	8	8	8	56	1.4
QMHP/LCSW		8	8	8	8	8		40	1
Support Staff									
Day shift									
RN - Weekends	12						12	24	0.6
LPN Booking	12	12	12	12	12	12	12	84	2.1
LPN	12	12	12	12	12	12	12	84	2.1
Med Tech/EMT	12	12	12	12	12	12	12	84	2.1
Evening shift									
RN	12	12	12	12	12	12	12	84	2.1
LPN Booking	12	12	12	12	12	12	12	84	2.1
LPN	12	12	12	12	12	12	12	84	2.1
Med Tech/EMT	12	12	12	12	12	12	12	84	2.1
TOTAL WEEKLY HOURS								**927**	**23.18**

Section 7.1 is hereby modified and replaced in its entirety by the following:

7.1 <u>Base Compensation.</u> Effective January 1, 2018, the amount of base contract compensation to SHP shall increase to the twelve-month annualized price of $2,455,476.00, payable by County in monthly installments. Monthly installments based on the twelve-month annualized price of $2,455,476.00 will be in the amount of $204,623.00 each. SHP will bill County approximately thirty days prior to the month in which services are to be rendered. County agrees to pay SHP prior to the tenth day of the month in which services are rendered. In the event this Agreement should commence or terminate on a date other than the first or last day of any calendar month, compensation to SHP will be prorated accordingly for the shortened

month.

Section 7.2 is hereby replaced in its entirety by the following:

      7.2   <u>Increases in Inmate Population.</u> County and SHP agree that the annual base price is

calculated based upon an average daily inmate population of up to 778. If the average daily inmate
population exceeds 778 inmates for any given month, the compensation payable to SHP by County shall be increased by a per diem rate of $1.25 for each inmate over 778. The average daily inmate resident population shall be calculated by adding the population or head count totals taken at a consistent time each day and dividing by the number of counts taken. The excess over an average of 778, if any, will be multiplied by the per diem rate and by the number of days in the month to arrive at the increase in compensation payable to SHP for that month. In all cases where adjustments become necessary, the invoice adjustment will be made on the invoice for a subsequent month's services. For example, if there is an average population for any given month of 783 inmates, resulting in an excess of five (5) inmates, then SHP shall receive additional compensation of five (5) times the per diem rate times the number of days in that month. The resulting amount will be an addition to the regular base fee and will be billed on a subsequent monthly invoice.

      This *per diem* is intended to cover additional cost in those instances where minor, short-term changes in the inmate population result in the higher utilization of routine supplies and services. However, the per diem is not intended to provide for any additional fixed costs, such as new fixed staffing positions that might prove necessary if the inmate population grows significantly and if the population increase is sustained. In such cases, SHP reserves the right to negotiate for an increase to its staffing complement and its contract price in order to continue to provide services to the increased number of inmates and maintain the quality of care. This would be done with the full knowledge and agreement of the Sheriff and other involved County officials, and following appropriate notification to County.

      IN WITNESS WHEREOF, the parties have executed this Agreement in their official capacities with legal authority to do so.

                        COUNTY OF CUMBERLAND, NC
                        BY:

                        Amy Cannon, County Manager

                        Date:

This instrument has been
pre-audited in the manner
required by the Local   Approved for Legal Sufficiency
Government Budge and Fiscal

By: _____ By: _____
      County Finance Director   Cumberland County Attorney's Office

Date: _____

SOUTHERN HEALTH PARTNERS, INC.

BY: _____

Jennifer Hairsine, President and Chief Executive Officer

Date: 1-4-18

OFFICE OF THE COUNTY MANAGER

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM: AMY H. CANNON, COUNTY MANAGER

DATE: 2/12/2018

SUBJECT: APPROVAL OF CHANGES TO THE CUMBERLAND COUNTY HOSPITAL SYSTEM, INC. ARTICLES OF
            INCORPORATION

BACKGROUND

The Board of Trustees for the Cumberland County Hospital System, Inc. d/b/a Cape Fear Valley Health updated and approved their Articles of Incorporation for the Cumberland Hospital System at their full Board meeting on December 6, 2017. The Board of Commissioners considered approval of said Articles during its regular meeting on December 18, 2017. As a result of that consideration and discussion, the item was referred to the Cumberland County Policy Committee for further deliberation on February 1, 2018.

This item was placed on the February 1, 2018 Cumberland County Policy Committee and was approved by the Policy Committee and recommended for approval by the Board of Commissioners at the February 19, 2018 regular meeting.

Copies of the requested amended mark-up and final proposed amended Articles of Incorporation are attached for your review.

RECOMMENDATION / PROPOSED ACTION

Approve the Articles of Incorporation for the Cumberland Health System, Inc. d/b/a Cape Fear Valley Health as recommended by the Cumberland County Policy Committee on February 1, 2018.

ATTACHMENTS:

Description	Type
Amended Articles of Incorporation - Cumberland Hospital System, Inc. (Cape Fear Valley Health) - Feburary 19, 2018 BOC Meeting	Backup Material

CAPE FEAR VALLEY HEALTH

December 7, 2017

Amy Cannon
County Manager
County of Cumberland
P.O. Box 1829
Fayetteville, NC 28302

Dear Amy:

Please find attached the Articles of Incorporation for Cumberland County
Hospital System, Inc. which were approved by the Board of Trustees for
Cumberland County Hospital System, Inc. d/b/a Cape Fear Valley Health on
Wednesday, December 6, 2017. The Board is requesting approval of the
Articles of Incorporation by the Cumberland County Board of Commissioners
at the next available meeting (December 18, 2017).   If you have any questions,
please call me.

Sincerely,

Michael Nagowski
Chief Executive Officer

:adm

Attachment

SECOND RESTATED AND AMENDED
ARTICLES OF INCORPORATION OF
CUMBERLAND COUNTY HOSPITAL SYSTEM, INC.

ARTICLE ONE

NAME: The name of this Corporation is Cumberland County Hospital System, Inc.

ARTICLE TWO

DURATION: The period of duration of this Corporation shall be unlimited.

ARTICLE THREE

PURPOSES: The purposes for which the Corporation is organized are:

1.	The operation and maintenance of community general hospitals and related facilities.

2.	The Corporation shall principally be concerned with the health care of the people of Cumberland County, but the Corporation may also provide health care to other persons who are in need of health care from the Corporation.

3.	To contract with physicians and others for the delivery of health care, to construct, maintain and operate or lease health care related buildings and clinics, nursing homes and other related facilities, and to perform all other activities related to health care, principally for the benefit of the people of Cumberland County, but also for the benefit of other people who need health care.

4.	This Corporation shall perform no function or activity, except that which is related to the accomplishment of the foregoing purposes.

ARTICLE FOUR

MEMBERS: This Corporation shall have no members.

ARTICLE FIVE

DIRECTORS: The Corporation shall have twenty Trustees who shall be the directors of the Corporation. These Trustees shall direct the management of the Corporation, and perform the duties and have the responsibilities of corporate directors. No Trustee may be removed from office except for just cause by action of a majority of the Board of Trustees.

The Cumberland County Manager and the Chair of the Cape Fear Valley Health Foundation (or his or her designee) shall be non-voting, ex officio members of the Board of Trustees.

The Board of Trustees shall be comprised of the following:

(a) Seven Trustees who are the seven members of the Cumberland County Board of Commissioners ("Board of Commissioners"), as further reflected herein Seats 1-7.

(b) Eight at large Trustees, who shall (1) be appointed by the Board of Commissioners, (2) be a resident of Cumberland County, North Carolina or a County in North Carolina where Corporation does business, (3) be eighteen years of age or older, (4) demonstrate an interest in and concern for the quality of health care for Cumberland County's residents and the Corporation's patients, and (5) not be an employee of Cumberland County or the Corporation, as further reflected herein Seats 8-15. Two of these Trustees shall be Medical Doctors currently or previously licensed to practice medicine in the State of North Carolina; one of these Trustees shall be a Nurse currently or previously licensed to practice nursing in the State of North Carolina. The Board of Trustees of Cumberland County Hospital System, Inc. shall nominate one Medical Doctor for each of these

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Medical Doctor Trustee positions, when such Trustee's term is expiring. Such nominations shall not be binding upon the Board of Commissioners.

(c)   Five at large members, who shall (1) be appointed by the Board of Trustees, (2) be a resident of Cumberland County, North Carolina, or a County in North Carolina where Corporation does business, (3) be eighteen years of age or older, (4) demonstrate an interest in and concern for the quality of health care for Cumberland County's residents and the Corporation's patients, and (5) except as otherwise set forth in this Article V(c), not be an employee of Cumberland County or the Corporation, as further reflected herein Seats 16-20. Three of these Trustees shall be Medical Doctors currently or previously licensed to practice medicine in the State of North Carolina; one of these Trustees shall be a Nurse currently or previously licensed to practice nursing in the State of North Carolina. Two of these Medical Doctors shall be the Chief and Vice-Chief of the Medical Staff of Cumberland County Hospital System, Inc., regardless of employment status with Corporation. ~~The Medical Society of Cumberland County shall nominate one Medical Doctor for this Medical Doctor Trustee position, when such Trustee's term is expiring. Such nomination shall not be binding upon the Board of Trustees.~~

The term of office for all Trustees shall be three years, provided, however, that each member of the Board of Commissioners shall serve during his or her term of county office, the Chief of Staff and Vice-Chief of Staff shall serve during their terms of office on the medical staff, and further provided that a Trustee appointed to fill an unexpired term shall serve the remainder of that term.

The terms of the members of the Board of Trustees shall be staggered, and appointments shall be made, so that approximately one-third of the Trustees' terms shall expire each year (other than members of the Board of Commissioners or the Chief of Staff or the Vice-Chief of Staff, who shall serve during his or her term in office).

~~The current Trustees (as of Restatement of these Articles), their seat numbers for future reference, the length of their current terms (with some terms having received a one-time~~

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extension to a permit a common-term expiration date in January), and the entity that appoints or elects their successors are as follows:

No./Trustee	Term Commencement & Expiration	Appointing Entity
1. Dr. John T. Henley, Jr.	Term of county political office	County
2. Talmage S. Baggett, Jr.	Term of county political office	County
3. J. Breeden Blackwell, Ed.D.	Term of county political office	County
4. Jeannette M. Council, Ed.D.	Term of county political office	County
5. Kenneth S. Edge	Term of county political office	County
6. Billy R. King	Term of county political office	County
7. Diane Wheatley	Term of county political office	County
8. Mary G. Buie, R.N.	January 2004 – January 2007	County
9. Sid Gautam, Ph.D.	September 2003 – January 2007	County
10. John Griffin, Jr., Ed.D.	January 2005 – January 2008	County
11. Donald W. LaHuffman	September 2003 – January 2007	County
12. Ralph Mitchell	September 2002 – January 2009	County
13. Alice Stephenson	September 2003 – January 2007	County
14. Dr. Rakesh Gupta (Medical Doctor Seat)	January 2005 – January 2008	County
15. Dr. W. Dickson Schaefer (Medical Doctor Seat)	April 2005 – January 2009	County
16. Dr. Nitin Desai (Chief of Staff Seat)	October 2004 – October 2006	Board of Trustees
17. Dr. Dinesh N. Chandra (Vice Chief of Staff Seat)	October 2004 – October 2006	Board of Trustees
18. Dr. David Kisbaugh (Medical Society nominee)	January 2006 – January 2007	Board of Trustees
19. Emmett Fogle	January 2003 – January 2009	Board of Trustees
20. Katheryn Jenifer, R.N.	September 2004 – January 2008	Board of Trustees

All vacancies in the membership of the Board of Trustees by reason of death, resignation, or as otherwise provided by the By-laws, shall be immediately reported by the Board of Trustees to the Board of Commissioners. The Board of Commissioners or the Board of Trustees, depending on the appointing authority for the Trustee, shall fill such vacancies as soon as practicable by appointment for the remainder of the unexpired term only.

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The Board of Trustees may suggest to the Board of Commissioners the nomination of appropriate persons for the office of Trustee when any such County Board appointed trusteeship may become open from time to time, for whatever reason.

No person (except members of the Board of Commissioners and the Chief of Staff or the Vice-Chief of Staff) shall serve more than two consecutive full terms of three years as a member of the Board of Trustees; provided, however, upon the request of the Board of Commissioners with respect to its eight at large trustee appointments and approval of the Corporation for all at large trustee appointments, the term of a current member of the Board of Trustees may be extended for an additional year based on special circumstances necessitating consistency and continuity of leadership on the Board of Trustees. Service as a Trustee for the remainder of an unexpired term or of a staggered short term shall not be included in computing maximum consecutive service on the Board of Trustees. Every Trustee shall be subject to and comply with such conflicts of interest statutes, regulations, ordinances, rules, policies and codes as may be applicable.

ARTICLE SIX

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POWERS: The Board shall have the power to adopt, alter, amend and rescind the necessary articles and by-laws for the proper functioning of the Board of Trustees and the good government of the corporate affairs by a majority vote of the Trustees in office at the time. However, the Board shall not alter the provisions of Articles Four, Five, Six, or Ten without the consent of the Board of Commissioners.

ARTICLE SEVEN

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OFFICERS: The Board of Trustees shall annually elect officers from its own membership consisting of: (1) ChairmanChair; (2) First-Vice Chair; (3) Second Vice Chair; (4) Secretary and Treasurer.

All such officers shall be members of the Board of Trustees, provided however that the Chairman may not also be a member of the Board of Commissioners. The Corporation shall employ a President /Chief Executive Officer, who shall be appointed by the Board of

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Trustees, with the approval of the Board of Trustees. The President/Chief Executive Officer shall serve at the pleasure of the Board of Trustees, who shall have authority to discharge the President/Chief Executive Officer. The President/Chief Executive Officer will be responsible to the Trustees for the proper and efficient management of the corporate affairs.

ARTICLE EIGHT

NOT FOR PROFIT: In no event shall any person, firm or corporation acquire or be entitled to any emoluments, property or things of value from the Corporation other than compensation or benefits earned under a contract of employment or as officers, or under other contracts properly entered into as a business transaction of the Corporation.

The Corporation shall not issue capital stock and shall be operated without profit to any Trustee, officer or any other individual, and no part of the net earnings shall inure, or may lawfully inure, to the benefit of any Trustee, officer or any other individual. No Trustee shall receive compensation for his or her service as a Trustee, but shall be entitled to reasonable reimbursement for expenses incurred in connection with the performance of his or her duties as a Trustee.

ARTICLE NINE

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ARTICLE TEN

AUDIT AND BUDGET: The Board of Trustees shall cause annual, certified audits to be made of the Corporation. The Board of Trustees shall also cause a budget to be prepared for each fiscal year.

ARTICLE TEN

OPERATION AND PLANNING: The Corporation will continue the operation of its hospitals as fully accredited community general hospitals. The Corporation shall also use good faith efforts towards the goal of increasing its utilization and patronage of historically underutilized businesses.

An affirmative vote of sixteen (16) of the twenty (20) members of the Board of Trustees of the Corporation in office and the consent of Board of Commissioners shall be required in order to terminate the provision of emergency medical services or to sell, lease, enter into a management contract with, merge, dissolve or liquidate the Corporation. If the Board of Commissioners does consent to the sale, lease or other disposition of all or a substantial portion of the assets of the Corporation, then the proceeds of such disposition, net of amounts used to pay or defray the expenses of such disposition and amounts used to pay or defease debt allocable to the disposed assets, shall be remitted to the County to be used exclusively for the accomplishments of the purposes for which the Corporation was formed. In the event of the dissolution or liquidation of the Corporation, after paying or adequately providing for the debts and obligations of the Corporation, the Board of Trustees shall donate, transfer, deliver and convey all of its moneys, properties, and other assets: (a) to any successor organization having purposes which are similar to the existing Corporation's purposes, provided that the successor organization is exempt from taxation under § 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law and the successor corporation and the donation, transfer, delivery and conveyance to it are approved in writing by the Board of Commissioners; or (b) if there is no successor corporation, then to the County of Cumberland, to be used exclusively for the accomplishments of the purposes for which the Corporation was formed.

ARTICLE ELEVEN

ADDRESS: The address of the principle and registered office is 1638 Owen Drive, City of Fayetteville, County of Cumberland, State of North Carolina. The mailing address of the registered office is P. O. Box 2000, Fayetteville, North Carolina 28302. The name of the registered agent is ~~Richard H. Parks~~Michael Nagowski, and his address is the same as the registered office stated above.

IN WITNESS WHEREOF, CUMBERLAND COUNTY HOSPITAL SYSTEM, INC. has caused this instrument to be signed in its name by its Chief Executive Officer. These Amended and Restated Articles of Incorporation are to be effective upon filing.

CUMBERLAND COUNTY HOSPITAL SYSTEM INC.

BY: _____

Chief Executive Officer

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SECOND RESTATED AND AMENDED
ARTICLES OF INCORPORATION OF
CUMBERLAND COUNTY HOSPITAL SYSTEM, INC.

ARTICLE ONE

NAME: The name of this Corporation is Cumberland County Hospital System, Inc.

ARTICLE TWO

DURATION: The period of duration of this Corporation shall be unlimited.

ARTICLE THREE

PURPOSES: The purposes for which the Corporation is organized are:

1. The operation and maintenance of community general hospitals and related facilities.

2. The Corporation shall principally be concerned with the health care of the people of Cumberland County, but the Corporation may also provide health care to other persons who are in need of health care from the Corporation.

3. To contract with physicians and others for the delivery of health care, to construct, maintain and operate or lease health care related buildings and clinics, nursing homes and other related facilities, and to perform all other activities related to health care, principally for the benefit of the people of Cumberland County, but also for the benefit of other people who need health care.

4. This Corporation shall perform no function or activity, except that which is related to the accomplishment of the foregoing purposes.

ARTICLE FOUR

MEMBERS: This Corporation shall have no members.

ARTICLE FIVE

DIRECTORS: The Corporation shall have twenty Trustees who shall be the directors of the Corporation. These Trustees shall direct the management of the Corporation, and perform the duties and have the responsibilities of corporate directors. No Trustee may be removed from office except for just cause by action of a majority of the Board of Trustees.

The Cumberland County Manager and the Chair of the Cape Fear Valley Health Foundation (or his or her designee) shall be non-voting, ex officio members of the Board of Trustees.

The Board of Trustees shall be comprised of the following:

(a)   Seven Trustees who are the seven members of the Cumberland County Board of Commissioners ("Board of Commissioners"), as further reflected herein Seats 1-7.

(b)   Eight at large Trustees, who shall (1) be appointed by the Board of Commissioners, (2) be a resident of Cumberland County, North Carolina or a County in North Carolina where Corporation does business, (3) be eighteen years of age or older, (4) demonstrate an interest in and concern for the quality of health care for Cumberland County's residents and the Corporation's patients, and (5) not be an employee of Cumberland County or the Corporation, as further reflected herein Seats 8-15. Two of these Trustees shall be Medical Doctors currently or previously licensed to practice medicine in the State of North Carolina; one of these Trustees shall be a Nurse currently or previously licensed to practice nursing in the State of North Carolina. The Board of Trustees of Cumberland County Hospital System, Inc. shall nominate one Medical Doctor for each of these

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Medical Doctor Trustee positions, when such Trustee's term is expiring. Such nominations shall not be binding upon the Board of Commissioners.

(c) Five at large members, who shall (1) be appointed by the Board of Trustees, (2) be a resident of Cumberland County, North Carolina, or a County in North Carolina where Corporation does business, (3) be eighteen years of age or older, (4) demonstrate an interest in and concern for the quality of health care for Cumberland County's residents and the Corporation's patients, and (5) except as otherwise set forth in this Article V(c), not be an employee of Cumberland County or the Corporation, as further reflected herein Seats 16-20. Three of these Trustees shall be Medical Doctors currently or previously licensed to practice medicine in the State of North Carolina; one of these Trustees shall be a Nurse currently or previously licensed to practice nursing in the State of North Carolina. Two of these Medical Doctors shall be the Chief and Vice-Chief of the Medical Staff of Cumberland County Hospital System, Inc., regardless of employment status with Corporation.

The term of office for all Trustees shall be three years, provided, however, that each member of the Board of Commissioners shall serve during his or her term of county office, the Chief of Staff and Vice-Chief of Staff shall serve during their terms of office on the medical staff, and further provided that a Trustee appointed to fill an unexpired term shall serve the remainder of that term.

The terms of the members of the Board of Trustees shall be staggered, and appointments shall be made, so that approximately one-third of the Trustees' terms shall expire each year (other than members of the Board of Commissioners or the Chief of Staff or the Vice-Chief of Staff, who shall serve during his or her term in office).

All vacancies in the membership of the Board of Trustees by reason of death, resignation, or as otherwise provided by the By-laws, shall be immediately reported by the Board of Trustees to the Board of Commissioners. The Board of Commissioners or the Board of Trustees, depending on the appointing authority for the Trustee, shall fill such vacancies as soon as practicable by appointment for the remainder of the unexpired term only.

The Board of Trustees may suggest to the Board of Commissioners the nomination of appropriate persons for the office of Trustee when any such County Board appointed trusteeship may become open from time to time, for whatever reason.

No person (except members of the Board of Commissioners and the Chief of Staff or the Vice-Chief of Staff) shall serve more than two consecutive full terms of three years as a member of the Board of Trustees; provided, however, upon the request of the Board of Commissioners with respect to its eight at large trustee appointments and approval of the Corporation for all at large trustee appointments, the term of a current member of the Board of Trustees may be extended for an additional year based on special circumstances necessitating consistency and continuity of leadership on the Board of Trustees. Service as a Trustee for the remainder of an unexpired term or of a staggered short term shall not be included in computing maximum consecutive service on the Board of Trustees. Every Trustee shall be subject to and comply with such conflicts of interest statutes, regulations, ordinances, rules, policies and codes as may be applicable.

ARTICLE SIX

POWERS: The Board shall have the power to adopt, alter, amend and rescind the necessary articles and by-laws for the proper functioning of the Board of Trustees and the good government of the corporate affairs by a majority vote of the Trustees in office at the time. However, the Board shall not alter the provisions of Articles Four, Five, Six, or Ten without the consent of the Board of Commissioners.

ARTICLE SEVEN

OFFICERS: The Board of Trustees shall annually elect officers from its own membership consisting of: (1) Chair; (2) Vice Chair; (3) Secretary and Treasurer.

All such officers shall be members of the Board of Trustees, provided however that the Chairman may not also be a member of the Board of Commissioners. The Corporation shall employ a President /Chief Executive Officer, who shall be appointed by the Board of Trustees, with the approval of the Board of Trustees. The President/Chief Executive Officer

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shall serve at the pleasure of the Board of Trustees, who shall have authority to discharge the President/Chief Executive Officer. The President/Chief Executive Officer will be responsible to the Trustees for the proper and efficient management of the corporate affairs.

ARTICLE EIGHT

NOT FOR PROFIT: In no event shall any person, firm or corporation acquire or be entitled to any emoluments, property or things of value from the Corporation other than compensation or benefits earned under a contract of employment or as officers, or under other contracts properly entered into as a business transaction of the Corporation.

The Corporation shall not issue capital stock and shall be operated without profit to any Trustee, officer or any other individual, and no part of the net earnings shall inure, or may lawfully inure, to the benefit of any Trustee, officer or any other individual. No Trustee shall receive compensation for his or her service as a Trustee, but shall be entitled to reasonable reimbursement for expenses incurred in connection with the performance of his or her duties as a Trustee.

ARTICLE NINE

AUDIT AND BUDGET: The Board of Trustees shall cause annual, certified audits to be made of the Corporation. The Board of Trustees shall also cause a budget to be prepared for each fiscal year.

ARTICLE TEN

OPERATION AND PLANNING: The Corporation will continue the operation of its hospitals as fully accredited community general hospitals. The Corporation shall also use good faith efforts towards the goal of increasing its utilization and patronage of historically underutilized businesses.

An affirmative vote of sixteen (16) of the twenty (20) members of the Board of Trustees of the Corporation in office and the consent of Board of Commissioners shall be required in order to terminate the provision of emergency medical services or to sell, lease, enter

into a management contract with, merge, dissolve or liquidate the Corporation. If the Board of Commissioners does consent to the sale, lease or other disposition of all or a substantial portion of the assets of the Corporation, then the proceeds of such disposition, net of amounts used to pay or defray the expenses of such disposition and amounts used to pay or defease debt allocable to the disposed assets, shall be remitted to the County to be used exclusively for the accomplishments of the purposes for which the Corporation was formed. In the event of the dissolution or liquidation of the Corporation, after paying or adequately providing for the debts and obligations of the Corporation, the Board of Trustees shall donate, transfer, deliver and convey all of its moneys, properties, and other assets: (a) to any successor organization having purposes which are similar to the existing Corporation's purposes, provided that the successor organization is exempt from taxation under § 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law and the successor corporation and the donation, transfer, delivery and conveyance to it are approved in writing by the Board of Commissioners; or (b) if there is no successor corporation, then to the County of Cumberland, to be used exclusively for the accomplishments of the purposes for which the Corporation was formed.

ARTICLE ELEVEN

ADDRESS: The address of the principle and registered office is 1638 Owen Drive, City of Fayetteville, County of Cumberland, State of North Carolina. The mailing address of the registered office is P. O. Box 2000, Fayetteville, North Carolina 28302. The name of the registered agent is Michael Nagowski, and his address is the same as the registered office stated above.

IN WITNESS WHEREOF, CUMBERLAND COUNTY HOSPITAL SYSTEM, INC. has caused this instrument to be signed in its name by its Chief Executive Officer. These Amended and Restated Articles of Incorporation are to be effective upon filing.

CUMBERLAND COUNTY HOSPITAL SYSTEM INC.

BY: *Michael Nagowski*

Chief Executive Officer

CUMBERLAND
★ COUNTY ★
NORTH CAROLINA

BOARD OF COMMISSIONERS' OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **KELLIE BEAM, DEPUTY CLERK TO THE BOARD**

DATE: **2/15/2018**

SUBJECT: **CUMBERLAND COUNTY POLICY COMMITTEE DRAFT MINUTES - FEBRUARY 1, 2018 (FOR INFORMATION ONLY PURPOSES ONLY)**

BACKGROUND

The draft minutes of the February 1, 2018 meeting of the Cumberland County Policy Committee are attached to provide a report and recommendation(s).

RECOMMENDATION / PROPOSED ACTION

For information purposes only. No action required.

ATTACHMENTS:

Description	Type
Cumberland County Policy Committee Draft Minutes February 1, 2018	Backup Material

DRAFT

CUMBERLAND COUNTY POLICY COMMITTEE
JUDGE E. MAURICE BRASWELL CUMBERLAND COUNTY COURTHOUSE
117 DICK STREET, 5TH FLOOR, ROOM 564
FEBRUARY 1, 2018
MINUTES

MEMBERS PRESENT:	Commissioner Michael Boose
	Commissioner Charles Evans
	Commissioner Larry Lancaster
OTHER COMMISSIONERS PRESENT:	Commissioner Glenn Adams
	Commissioner Jeannette Council
	Commissioner Marshall Faircloth
	Commissioner Jimmy Keefe
OTHERS PRESENT:	Amy Cannon, County Manager
	Tracy Jackson, Assistant County Manager
	Sally Shutt, Assistant County Manager
	Melissa Cardinali, Assistant County Manager
	Duane Holder, Assistant County Manager
	Rick Moorefield, County Attorney
	Brenda Jackson, Social Services Director
	Vicki Evans, Finance Director
	Ivonne Mendez, Financial Specialist
	Deborah Shaw, Budget Analyst
	Heather Harris, Budget Analyst
	Sheriff Ennis Wright, Sheriff's Office
	Chief Deputy Richard Jenkins, Sheriff's Office
	Ronnie Mitchell, Sheriff's Office Attorney
	Jon Soles, Public Information Specialist
	Mike Nagowski, Cape Fear Valley CEO
	Rod Jenkins, Interim Public Health Director
	Margaret Covington, Stedman-Wade Health Services
	Candice White, Clerk to the Board
	Kellie Beam, Deputy Clerk to the Board
	Press

Commissioner Evans called the meeting to order.

1.   ELECTION OF 2018 POLICY COMMITTEE CHAIR

MOTION: Commissioner Evans moved to nominate Commissioner Lancaster as the
                  Policy Committee Chairman.
SECOND: Commissioner Boose

DRAFT

VOTE: UNANIMOUS (3-0)

2.   APPROVAL OF MINUTES – NOVEMBER 2, 2017 REGULAR MEETING

MOTION: Commissioner Evans moved to approve the November 2, 2017 minutes as
                  presented.
SECOND: Commissioner Boose
VOTE: UNANIMOUS (3-0)

3.   CONSIDERATION OF CHANGES TO THE CUMBERLAND COUNTY
            HOSPITAL SYSTEM INC. ARTICLES OF INCORPORATION

BACKGROUND
The Board of Trustees for the Cumberland County Hospital System, Inc. d/b/a Cape Fear
Valley Health updated and approved their Articles of Incorporation for the Cumberland
Hospital System at their full Board meeting on December 6, 2017.

The Board of County Commissioners considered approval of said Articles during its
regular meeting on December 18, 2017. As a result of that consideration and discussion,
it was requested that this item be referred to the Policy Committee for further deliberation.

RECOMMENDED/PROPOSED ACTION
Consider a request for the Board of Trustees for the Cumberland County Hospital System
for approval of changes to the Articles of Incorporation.

*****

Rick Moorefield, County Attorney, reviewed the background information and
recommendation as recorded above.

MOTION: Commissioner Boose moved to recommend to the full board approval of the
                  proposed changes to the Cumberland County Hospital System, Inc. Articles
                  of Incorporation.
SECOND: Commissioner Evans
VOTE: UNANIMOUS (3-0)

4.   UPDATE AND DISCUSSION ON ENFORCEMENT MATTERS ON US 301
            BUSINESS NEAR THE CUMBERLAND COUNTY COLISEUM COMPLEX

BACKGROUND
Commissioner Evans requested an update and discussion on enforcement matters on US
301 Business near the Cumberland County Coliseum Complex. In addition, he is

requesting background information form the County Attorney on Nuisance and Abatement as prescribed in the County Ordinance.

RECOMMENDATION/PROPOSED ACTION
For information and discussion only.

*****

Sheriff Ennis Wright stated there are two hotels in the US 301 Business area that cause the main problems which are the Coliseum Inn and the Carolina Inn. Sheriff Wright handed out a call log of all Sheriff's Office activity that had been made at the two hotels in the past six months. Sheriff Wright stated there are families with children living in these hotels.

Commissioner Lancaster asked what the law enforcement officials could do regarding this issue. Ronnie Mitchell, Sheriff's Office Attorney, stated the preference of the Sheriff's Office would be to shut the places down because it takes so much time and energy of the Sheriff's Office. Mr. Mitchell stated he recommends the Sheriff's Office work as hard as they can with the County to bring some sort of action. Brenda Jackson, Department of Social Services Director, stated her department would join efforts with the Sheriff's Office and the County to help the children living in these hotels if the families meet certain criteria.

Commissioner Evans stated he would like to see movement towards nuisance/abatement because this has been an ongoing issue since he started on the Board of Commissioners. Commissioner Boose suggested the county attorney and the Sheriff's Office attorney get together to come up with a plan. The consensus of the Policy Committee was for the county attorney and Sheriff's Office attorney get together and bring back an action plan to the March 2018 Policy Committee meeting.

5.   PUBLIC HEALTH ITEMS

    A. UPDATE ON PUBLIC HEALTH INTERNAL AUDIT NOTIFICATION PROGRESS

BACKGROUND
As was last reported to the Board, the Public Health Department, to date, has confirmed contact and response from 129 of the 159 women affected by the failed notifications in the Breast & Cervical Cancer Program (BCCCP). While we are pleased to have achieved more than an 81% success rate, it has been several weeks since we have had a patient to make contact with us in response to our efforts.

The Health Department continues to utilize and exhaust internal resources for locating and receiving a response from the remaining 30 women. In addition to another round of certified letters, staff will utilize available media resources in an effort to reach out to those affected. The following remaining steps will be taken:

1. Executing another round of certified letters for the remaining patients,
2. An assertive outreach to the media to update them on our notification progress, and articulation of internal process changes that have occurred as a result of the internal audit,
3. Utilization of internal County resources (e.g., County website) in coordination with PIO to provide information/outreach to remaining women.

Additionally, Health Department staff will continue to monitor for returned letters, research and track through utilization of the enhanced tracking software system, and receive phone call inquiries. Staff remain committed to successful contact of all remaining patients.

RECOMMENDATION/PROPOSED ACTION
This is for information only.

*****

Duane Holder, Assistant County Manager, reviewed the background information and recommendation as recorded above. Mr. Holder stated through the notification process the Health Department has successfully received response from 129 out of the 159 women which is an 81% contact and response rate. Mr. Holder further stated the Health Department has exhausted all internal resources but will continue to monitor return mail. Mr. Holder stated they plan to reach out to the media so that people that may read the paper will know they are trying to reach women that received screenings between 2011-2015. Mr. Holder stated he would like direction if the board wants to think about using outside resources to contact the remaining women which could costs thousands of dollars.

Commissioner Lancaster stated he would like further information about what the cost may be to use outside resources. Commissioner Boose stated he thinks the response rate is good and he would not want to see the County spend thousands of dollars on top of all the efforts the Health Department has already made.

Commissioner Faircloth stated this issue initially came to the Audit Committee and he would like to see any further information brought back to the Audit Committee to bring closure to this matter. The consensus of the committee was for further information to be brought back to the Audit Committee. No action taken.

B. UPDATE ON ADULT HEALTH CLINIC SERVICES

BACKGROUND
The Health Department partnered with Stedman Wade Health Services, Inc. to provide Adult Health primary care services to uninsured and underserved Cumberland County citizens beginning October 2, 2017. An update on the partnership was provided to the Board of Health during their regular meeting held on December 19, 2017. The Interim

Health Director will provide the same update to the Board of County Commissioner's Policy Committee.

RECOMMENDATION/PROPOSED ACTION
No action needed – for information only.

*****

Mr. Holder reviewed the background information and recommendation as recorded above. Rod Jenkins, Interim Health Director, discussed the how patients are handled at Stedman Wade Health Services. Margaret Covington, Stedman Wade Health Services, stated they are excited about this collaboration and she hopes to see constant improvement in time. Commissioner Council stated she appreciated the update and asked the County Manager to update the committee on any new services or new times. No action taken.

C. DISCUSSION OF HEALTH DEPARTMENT QUALITY ASSURANCE REVIEW

BACKGROUND:
During the October 16, 2017, regular meeting of the Board of County Commissioners, Commissioner Evans expressed his desire for the Public Health Department to undergo an external quality assurance review. He requested Management to bring to the Policy Committee examples of other counties in the state that have undergone such reviews and to provide the names of the entities that conducted the reviews.

A statewide inquiry was made to all Local Health Directors to determine whether their agencies had undergone such a review and if so, to provide the organization(s) that conducted the reviews. Several Directors responded that their agencies had undergone the regular and routine external audits and reviews conducted by the State of North Carolina and/or the US Food & Drug Administration. For purposes of information, attached you will find a summary of the various audits and reviews that are currently conducted at the Cumberland County Department of Public Health.

There were three agencies that had external reviews conducted by entities other than the State or federal government. Those entities included:
- Rutherford-Polk-McDowell Health District: Dixon Hughes Goodman
- Guilford County Department of Health: Institute for Public Health
- Mecklenburg County Health Department
  - Clinical services review: Navigant
  - Organizational Structure & Organizational Culture: Praxis Partners

RECOMMENDATION/PROPOSED ACTION:
This is for information only.

*****

DRAFT

Mr. Holder reviewed the background information and recommendation as recorded above. Mr. Holder stated Commissioner Evans requested a Health Department quality assurance review. Commissioner Keefe stated he thinks the Board of Health should make a recommendation to the Board of Commissioners. Mr. Jenkins stated he has provided the Board of Health specific updates.

Ms. Cannon stated Management would work with the Public Health Director and the Board of Health to bring a detailed plan with options back to the Audit Committee.

6.   UPDATE FROM PUBLIC INFORMATION AND GOVERNMENTAL AFFAIRS

Sally Shutt, Assistant County Manager, stated PIO purchased a new camcorder. Ms. Shutt further stated Citizen's Academy starts back on February 20, 2018. Ms. Shutt stated they have been busy with ongoing radio activities and the Fort Bragg community exchange. Ms. Shutt stated the recent inclement weather increased the County's Facebook posts and feedback. Ms. Shutt stated next month she would bring analytics from the new website.

Ms. Shutt stated she would come back to the February 15, 2018 Policy Committee with a detailed agenda and background information regarding Cumberland County's Goals and Action Plan and the State Legislative Agenda.

7.   OTHER ITEMS OF BUSINESS

No other items of business.

MEETING ADJOURNED AT 11:19 AM

ASSISTANT COUNTY MANAGER STRATEGIC MANAGEMENT/ GOVERNMENTAL AFFAIRS

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **SALLY SHUTT**

DATE: **2/15/2018**

SUBJECT: **APPROVAL OF THE 2018 CUMBERLAND COUNTY GOALS AND ACTION PLAN**

BACKGROUND

The Cumberland County Board of Commissioners agreed on six major goals for 2018 during a planning session on Jan. 26 at Cape Fear Valley Medical Center.

The board agreed to focus on capital projects; public water expansion; economic development; financial strength; performance and efficiencies, which includes reviewing the structure of County human services; and completing negotiations on several projects, including sales tax, baseball and school funding agreements among others.

Management drafted an action plan based on the six goal areas outlined by the commissioners during the retreat. The Policy Committee approved the plan, with minor edits, and recommended the attached revised plan go before the full board on Feb. 19, 2018.

RECOMMENDATION / PROPOSED ACTION

Consider and approve the attached 2018 Cumberland County Goals and Action Plan.

ATTACHMENTS:

Description	Type
2018 Cumberland County Goals and Action Plan	Backup Material

Capital Projects

Use the Capital Planning Model as a tool to assist in funding capital and large recurring expenses such as repairs/maintenance and information technology.

- Review and approve the DRAFT Capital Planning Model policy
- Establish the annual funding commitment for the specific capital projects and recurring expenses
- Incorporate the Capital Planning Model into the annual budget process with more detailed discussion on project specifics

Public Water Expansion

Create a plan and identify funding sources for countywide water, starting with areas contaminated by GenX.

- Designate the Public Works Commission as the County's primary water provider
- Partner with the PWC to complete a preliminary engineering study for the GenX contaminated areas
- Stay engaged with state agencies
  - Participate in weekly conference calls
  - Attend Science Advisory Board meetings
- Engage with state legislators about funding needs and public health concerns in contaminated areas
  - Request funding for extending water lines
  - Maintain awareness of the impact on our citizens
  - Stress importance of holding Chemours accountable
- Identify funding sources; seek grants and state and federal legislative actions and assistance
- Continue to provide information to citizens about GenX contamination through website and other platforms
- See attached detailed plan

Economic Development

Promote economic development, job retention and growth.

- Work with the Fayetteville Cumberland Economic Development Corporation to develop and establish goals and strategies for economic development
  - Strategy should include working with municipalities on initiatives
  - Invite municipalities to attend meetings where items in or near their towns are discussed
- Streamline regulatory, permitting processes

o Acquire new software solution for central permits, inspections, code enforcement, land use, parcel/address management and environmental health
- Consider pursuing legislative action allowing the County to have a small business enterprise program to promote the development of small businesses in the county and that mirrors legislation passed for the City of Fayetteville

Maintaining the County's Financial Strength

Maintain the County's strong financial position by pursuing initiatives that advance long-term sustainability.

- Capital Planning Model
- Business Intelligence
- Continued involvement in Government Finance Officers Association Excellence in Financial Reporting Program (Comprehensive Annual Financial Report)

Performance and efficiencies, including review of human services governance structure

Optimize service delivery through staff development, business process review and innovation.

- Human Resources projects
  o Performance Development and Management System through NeoGov
  o Salary review
  o Leadership Academy
- Prioritize business process review/improvement
- Explore the merger of county functions (technology, human resources, public information, facilities maintenance)
- Continue investment in technology
- Human Services Governance Review
  o Department of Public Health and Department of Social Services
    ▪ School of Government presentation on Feb. 27
    ▪ Develop next steps

Completing project negotiations

Reach decisions related to projects that have been under long-term consideration.

- 911 Center
- Sales Tax Distribution
- School Funding
- Shaw Heights

- Baseball Funding/Parking Deck (City and County approved agreements Feb. 5, 2018)

ASSISTANT COUNTY MANAGER STRATEGIC MANAGEMENT/ GOVERNMENTAL AFFAIRS

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **SALLY SHUTT**

DATE: **2/15/2018**

SUBJECT: **APPROVAL OF THE 2018 CUMBERLAND COUNTY STATE LEGISLATIVE AGENDA**

BACKGROUND

The Board of Commissioners will meet with the N.C. Legislative Delegation on March 9 at 8:30 a.m. in Room 119 of the Judge E. Maurice Braswell Courthouse. Commissioners were asked to send items they wanted included on the state agenda. The attached 2018 State Legislative Agenda was approved by the Policy Committee on Feb. 15, 2018, and the committee recommended the agenda come before the full Board of Commissioners on Feb. 19, 2018.

ATTACHMENTS:

Description	Type
2018 Cumberland County State Legislative Agenda	Backup Material

GENX Contamination

- Funding and support for extending public water lines in contaminated areas
- Determining health impact and holding Chemours accountable

Background:
The General Assembly approved HB56 in October that included allocating **$435,000**.

- **$185,000** to the Cape Fear Public Utility Authority to study methods to remove GenX from the water supply and to pay for ongoing monitoring
- **$250,000** to UNC-Wilmington to study GenX and prepare a final report on findings and recommendations for legislative action by April 1 to the Environmental Review Commission.

House Bill 189 - An Act to Implement Measures to Address "Genx" and Other Emerging Contaminants

- House approved. Senate made changes. Bill will go back to the House.
- Directs the NCDEQ to review historical discharge permits and coordinate with other state and federal agencies to share water quality information.
- Sets up a process for the North Carolina Policy Collaboratory at UNC-Chapel Hill to coordinate efforts using technology and instrumentation to measure discharge and emerging contaminants in the event the U.S. Environmental Protection Agency no longer provides free access to its analytical instrumentation and technology (often referred to as mass spectrometers).
- The bill authorizes the collaboratory to use $1 million in funds each year over the next two years for this purpose and appropriates $2.4 million in additional funds to DEQ to implement the bill.

Cumberland County is asking for funding to extend water lines in the contaminated areas.

Tax and Finance
- **Food & Beverage Tax**

    o Amend the Prepared Food and Beverage Tax (Session Law 1993-413) to repeal the sunset provision. Request the removal of the provision that the tax be repealed when the debt service on the Crown Coliseum Complex is paid in 2024. (See attached bill and copy of letter that was sent to the delegation in September.)

    Expand the permitted uses of the tax proceeds to allow greater flexibility.

    Background:
    Food and Beverage tax proceeds are now restricted to capital needs and operating, marketing and promoting the Crown Complex. The existing debt service will be paid in 2024 and the current tax will be repealed; however, the County will need to continue to maintain the Crown's facilities and subsidize the operations.

Request that Session Law 1993-414 be amended by removing the sunset requirement and expand the permitted uses of the tax proceeds to any purpose that will promote or enhance tourism, travel, arts, entertainment and sports venues and activities within Cumberland County.

- **Local Occupancy Tax**

  o Be allowed to operate under House Finance Committee guidelines for the Local Occupancy Tax

  Background:
  Please see attached copies of Session Law 2001-484/SB348 and House Finance Committee's Guidelines for Occupancy Tax Legislation.

  The County is seeking changes in the local occupancy tax legislation to allow it to comply with the House Finance Committee's guidelines. This change is being requested after reviewing disbursement methods, oversight and protocols for ensuring funding is spent in accordance with the original intent of the legislation.

  The County wants to operate under the same rules as other counties that collect local occupancy tax. This change will allow for a more inclusive and representative Tourism and Development Authority Board and allow for funding to go toward capital projects related to tourism.

  Cumberland County's local occupancy legislation (Session Law 2001-484) dictates the makeup of the Tourism Development Authority and limits the number of eligible individuals to:

  > *The Authority shall be composed of the following members: (1) Two representatives nominated by hotels and motels within the county which have in excess of 100 rooms subject to this occupancy tax and appointed by the county board of commissioners. (2) Two representatives nominated by hotels and motels within the county which have fewer than 100 rooms subject to this occupancy tax and appointed by the county board of commissioners. (3) The President of the Fayetteville Area Chamber of Commerce, in an ex officio capacity. (4) The County Manager of Cumberland County, in an ex officio capacity. (5) One member of the public who is not affiliated with travel and tourism and who reflects the cultural diversity of the county.*

  The House Finance Committee guidelines provide that "at least ½ of the members must be currently members active in the promotion of travel and tourism in the taxing district and 1/3 of the members must be affiliated with organizations that collect the tax."

House guidelines allow for 1/3 of funding to be used for tourism-related capital expenditures.

The Crown facilities have ongoing capital needs, including updating and retrofitting. In addition, the Board of Commissioners has established capital planning priorities that include renovating the Crown Theater or constructing a performing arts center and supporting a Civil War History and Reconstruction Center. These priorities could benefit from local occupancy taxes if the legislation were changed to allow for tourism-related capital expenditures.

- **Sales Taxes**

   - Discuss the potential for Article 43 sales tax as an option for public safety funding.

     Background:
     The Public Safety Tax Force is exploring options for funding of fire service. Volunteer fire departments are facing decreasing numbers of volunteers and increasing demands such as medical calls. Cumberland County is at the maximum for Article 46 and would like the flexibility to use Article 43 (transit) for public safety.

     H333 An Act to Give Counties Additional Flexibility with Regard to the Local Option Sales and Use Tax Without Increasing the Existing Maximum Tax Rate was introduced in the long session and approved in the House. It was sent to a Senate Committee. It calls for using "Article 43A" for public education and general purposes "as provided in Article 46."

   - Discuss changes in sales tax collections (taxes on services and remote sales) and their impact on Cumberland County.

     Background:
     Online sales – Counties are losing millions of dollars in sales tax revenue due to online sales. Vendors who have a physical location in North Carolina are required to send in tax payments, which include both over-the-counter and online sales. Vendors who do not have a physical presence in North Carolina are not required to send these in and if they do, they are doing so on the honor system.

     The Supreme Court will hear a case to determine if states and local governments can require retailers to collect sales tax even if they don't have a physical location in the state. This is a NACO legislative priority.

     The County does not have access to sales information by type of sale. The tax dollars come in as one bucket of money, with a breakdown by Article of Sales

Tax only. There is no distinction between goods and services in the reports, therefore, no way to determine how collections are going related to services.

Schools

- Support the legislation to repeal the statutory authority under N.C. Gen. Stat. 115C-431(c) that allows a local school board to file suit against a county board of commissioners over county appropriations for education.

  Background:

  This is one of the top legislative priorities for the North Carolina Association of County Commissioners. This statutory authorization creates an adversarial relationship between the school boards and the boards of county commissioners and has cost taxpayers millions of dollars in legal fees and litigation expenses.

  S531/H305 amends the statute that establishes the dispute resolution process for boards of county commissioners and boards of education. The proposed legislation was held up in the House during the long session and is eligible for the short session.

- Lottery Funds for School Construction: The biennium budget passed in 2017 created the Needs-Based Public School Capital Fund, which provides targeted grants to counties in Tiers 1 and 2 using lottery funds. However, as a Tier 2 county, Cumberland County will not be eligible for grant funds until 2020-21.

Human Services

- **Social Services:** Continue support of county administered social services system as the Social Services Regional Supervision and Collaboration Working Group (established pursuant to Session Law 2017-41) holds ongoing meetings and explores a "vision" for county social services that may include a state administered system in the future.

  Background:
  The County has concerns about moving to a full state-administered social services system but supports the state establishing regional offices to provide oversight and assistance to local county-administered agencies.

- **Public Health:** Approve funding for Communicable Disease Nurse positions in county public health departments.

  Background:
  The Cumberland County Department of Public Health supports the request from the N.C. Association of Local Health Directors in asking the General Assembly for $8 million to be spread among all 100 counties to fund a Communicable Disease Nurse position. For Cumberland County, that would about $80,000. The increased funding

to Local Public Health will help address rapidly emerging infectious disease (e.g. ZIKA, Hepatitis C, Escherichia coli (E. coli) O121 or E. coli O26, Antibiotic Resistant Infections, Coronavirus (MERS), Meningitis, Drug Resistant Tuberculosis, Influenza, etc.) Considering recent national and international concern around communicable disease outbreaks, it is imperative that local health departments have a minimum set of resources available to perform local communicable disease control and community and public health surveillance activities, and to communicate clearly about disease threats within their jurisdictions.

 Support for the basic core functions of local public health departments is waning, along with infrastructure funding, impacting local public health ability to accomplish mandated services. Local control of communicable diseases is a well-recognized core public health function here in N.C. and nationally, a role comparable to the public safety mission of law enforcement.

- **Mental Health:** Support increased state funding for mental health services and support public managed care for the mental health, substance use and intellectually/developmentally disabled population.

  Background:
  For FY18 and FY19, the General Assembly (Session Law 2017-206) has cut funding to the statewide mental health system by more than $67 million in recurring funds and $110 million in non-recurring funds. For Alliance Behavioral Healthcare, of which Cumberland County is a member county, reductions have totaled more than $17.7 million in recurring funds and $17.8 million in non-recurring, for a total of more than $35.5 million.

  The LME/MCOs were required to utilize their fund balance reserves to maintain service levels to the uninsured/indigent population. As fund balance levels continue to dwindle, services to this most vulnerable segment of our population will be drastically reduced. Support for ceasing all further reductions to state appropriations for mental health funding is requested. Increased state appropriation to match service demands is also requested. Additionally, as Medicaid reform continues to be implemented in the state, support for publicly operated managed care organizations is also requested. The LME/MCOs have unique experience and expertise in managing the needs of this special population in the State of North Carolina.

Libraries

- **Increase State Aid to Libraries –** The Cumberland County Public Library & Information Center Board of Trustees supports increased state funding for the important services provided through the library system.

Other topics:

- Consider pursuing legislative action to allow Cumberland County the flexibility to participate with local companies and vendors through a small business enterprise program like the legislative action approved last year for the City of Fayetteville. (Session Law 2017-81)

- Seek update on the status of the N.C. Military Hall of Fame project and site selection. The N.C. Department of Military and Veterans Affairs recommended the N.C. Museum of Natural History. Consider endorsing Cumberland County as the location.

- Discuss the General Assembly's position on funding for 911 services and the responsibilities of counties to provide this service to municipalities and unincorporated areas. In 2015, there was proposed legislation to require counties to provide 911 services if requested by municipalities.

CUMBERLAND
★COUNTY★
NORTH CAROLINA

PLANNING AND INSPECTIONS DEPARTMENT

<u>**MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018**</u>

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **CUMBERLAND COUNTY JOINT PLANNING BOARD**

DATE: **2/9/2018**

SUBJECT: **CASE P17-55**

<u>**BACKGROUND**</u>

Case P17-55: Rezoning of 41.30+/- acres from RR Residential to M(P) Planned Industrial or to a more restrictive zoning district; located on the south side of Downing Road, east of Accord Road; submitted by John S. Hair, Jr. (owner) and Garris Neil Yarborough (attorney).

<u>**RECOMMENDATION / PROPOSED ACTION**</u>

<u>**Planning Board Action**</u>: Unanimously recommended approval of the staff recommendation at the January 16, 2018 meeting for the reasons stated in the recommendations of the Planning Staff and as fully reflected in the minutes of the Planning Board Meeting which are incorporated herein by reference.

<u>**Staff Recommendation**</u>: In Case P17-55, the Planning and Inspections Staff recommend to approve the rezoning for open storage of construction materials and equipment along with ancillary work activities, office space and storage buildings and find: a. The approval is an amendment to the adopted Vander Area Land Use Plan (2017) map; and that the Board of Commissioners should not require any additional request or application for amendment to said map; b. The following change in conditions was considered in amending the zoning ordinance (zoning map) to meet the development needs of the community: the requested district will allow the property to be developed in a manner that more closely fits the Vander Area Land Use Plan recommendation of "Light Industrial"; c. And, this rezoning approval is reasonable and in the public interest if the property owner agrees to the attached conditions because the subject property is of a sufficient size to accommodate buffering, screening and landscaping; public water & sewer are available to the site; and NC Hwy 24 is classified as a freeway/expressway designed to handle industrial type traffic.

If the Board of Commissioners wishes to follow the recommendation of the Planning Board and Planning Staff in this case, the following motion is appropriate:

MOTION:

In Case P17-55, I move to approve the rezoning from RR Rural Residential to M(P) Planned Industrial/CZ Conditional Zoning for open storage of construction materials and equipment along with ancillary work activities, office space and storage buildings and find:

> (a)   The approval is an amendment to the adopted Vander Area Land Use Plan (2017) map; and that the Board of Commissioners should not require any additional request or application for amendment to said map.

> (b)   The following change in conditions was considered in amending the zoning ordinance (zoning map) to meet the development needs of the community: the requested district will allow the property to be developed in a manner that more closely fits the Vander Area Land Use Plan recommendation of "Light Industrial";

> (c)   And, this rezoning approval is reasonable and in the public interest if the property owner agrees to the attached conditions because the subject property is of a sufficient size to accommodate buffering, screening and landscaping; public water & sewer are available to the site; and NC Hwy 24 is classified as a freeway/expressway designed to handle industrial type traffic.

<u>**ATTACHMENTS:**</u>
Description   Type
Action Memo   Backup Material

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

Thomas J. Lloyd,
Director

Cecil P. Combs,
Deputy Director

Vikki Andrews,
Carl Manning,
Lori Epler,
Cumberland County

Stan Crumpler,
Town of Eastover

Patricia Hall,
Town of Hope Mills

CUMBERLAND ★ COUNTY ★
NORTH CAROLINA

◆

Planning & Inspections Department

FEBRUARY 9, 2018

MEMO TO: Cumberland County Board of Commissioners

FROM: Cumberland County Joint Planning Board

SUBJECT: **Case P17-55:** Rezoning of 41.30+/- acres from RR Residential to M(P) Planned Industrial or to a more restrictive zoning district; located on the south side of Downing Road, east of Accord Road; submitted by John S. Hair, Jr. (owner) and Garris Neil Yarborough (attorney).

ACTION: Unanimously recommended approval of the staff recommendation at the January 16, 2018 meeting for the reasons stated in the recommendations of the Planning Staff and as fully reflected in the minutes of the Planning Board Meeting which are incorporated herein by reference.

PROPERTY INFORMATION: **Frontage & Location:** 551'+/- on SR 1834 (Downing Road); 760'+/- on NC Hwy 24; **Depth:** 1400'+/-; **Adjacent Property:** Yes; remaining portion of parent tract(s); **Current Use:** Agricultural; **Municipal Influence Area:** Fayetteville; **Initial Zoning:** RR – April 26, 1979 (Area 8); **Nonconformities:** None; **Zoning Violation(s):** None issued; **School Capacity/Enrolled:** Armstrong Elementary: 450/462; Mac Williams: 1270/1102; Cape Fear High: 1425/1482; *Special Flood Hazard Area* **(SFHA):** None; **Water/Sewer Availability:** PWC/PWC; **Soil Limitations:** Yes; Hydric: Ro (Roanoke and Wahee loams), Hydric inclusion: WmB (Wickham fine sandy loam); **Subdivision/Site Plan:** If approved, development review will be required; **Average Daily Traffic County (2016):** 11,000 on NC Hwy 24; 1,200 on SR 1834 (Downing Road); **Highway Plan:** Downing Road is identified as a Local Road in the 2040 Metropolitan Transportation Plan with no constructions/ improvements planned; no impact on Transportation Improvement Plan; **Notes:** Density(minus 15% for r/w): RR- 76 lots/units; Minimum Yard Setbacks: **M(P):** Front yard: 100', Side yard: 50', Rear yard: 50'; **M1(P):** Front yard: 50', Side yard: 30', Rear yard: 30'; **RR:** Front yard: 30', Side yard: 15', Rear yard: 35'. Surrounding Land Use: Residential (including manufactured homes), vacant commercial, motor vehicle repair, retailing & servicing; Comprehensive Plans: **2030 Growth Vision Plan:** Urban Fringe; **Vander Land Use Plan:** Light Industrial

MINUTES OF JANUARY 16, 2018

In Case P17-55, the Planning and Inspections Staff recommend to approve the rezoning from RR Rural Residential to M(P) Planned Industrial/CZ Conditional Zoning for open storage of construction materials and equipment along with ancillary work activities, office space and storage buildings and find:

a. The approval is an amendment to the adopted Vander Area Land Use Plan (2017) map; and that the Board of Commissioners should not require any additional request or application for amendment to said map;

b. The following change in conditions was considered in amending the zoning ordinance (zoning map) to meet the development needs of the community: the requested district will allow the property to be developed in a manner that more closely fits the Vander Area Land Use Plan recommendation of "Light Industrial";

c. And, this rezoning approval is reasonable and in the public interest if the property owner agrees to the attached conditions because the subject property is of a sufficient size to accommodate buffering, screening and landscaping; public water & sewer are available to the site; and NC Hwy 24 is classified as a freeway/expressway designed to handle industrial type traffic.

In Case P17-55, Mrs. Epler made a motion, seconded by Mr. Crumpler to approve the rezoning from RR Rural Residential to M(P) Planned Industrial/CZ Conditional Zoning for open storage of construction materials and equipment along with ancillary work activities, office space and storage buildings and find: a. The approval is an amendment to the adopted Vander Area Land Use Plan (2017) map; and that the Board of Commissioners should not require any additional request or application for amendment to said map; b. The following change in conditions was considered in amending the zoning ordinance (zoning map) to meet the development needs of the community: the requested district will allow the property to be developed in a manner that more closely fits the Vander Area Land Use Plan recommendation of "Light Industrial"; c. And, this rezoning approval is reasonable and in the public interest if the property owner agrees to the attached conditions because the subject property is of a sufficient size to accommodate buffering, screening and landscaping; public water & sewer are available to the site; and NC Hwy 24 is classified as a freeway/expressway designed to handle industrial type traffic.

__First Class and Record Owners' Mailed Notice Certification__
A certified copy of the tax record owner(s) of the subject and adjacent properties and their tax record mailing address is contained within the case file and is incorporated by reference as if delivered herewith.

R10

A1

RR

RR

RR

R40A

A1

M(P)

C(P)

DOWNING RD

M(P)

C(P)

CITY LIMIT LINE

C(P)

CC

HI

CC

WHITEHEAD RD

FAYETTEVILLE

NC HWY 24

C(P)

RR

RR

RR

BUCKNER ST

M(P)

RR

RR

R6A

ACCORD RD

RR

RR

M(P)

C-3

RR

DRAPER RD

CLINTON RD

PINPOINT RD

RR(CU)

RR

R6A

REQUESTED REZONING
RR TO M(P)/CZ

N

| 1000 | 0 | 1000 |

SCALE IN FEET

ACREAGE: 41.30 AC.+/-	HEARING NO: P17-55	
ORDINANCE: COUNTY	HEARING DATE	ACTION
STAFF RECOMMENDATION		
PLANNING BOARD		
GOVERNING BOARD		
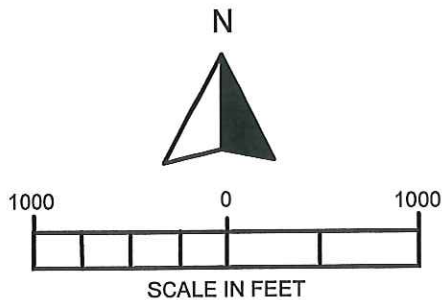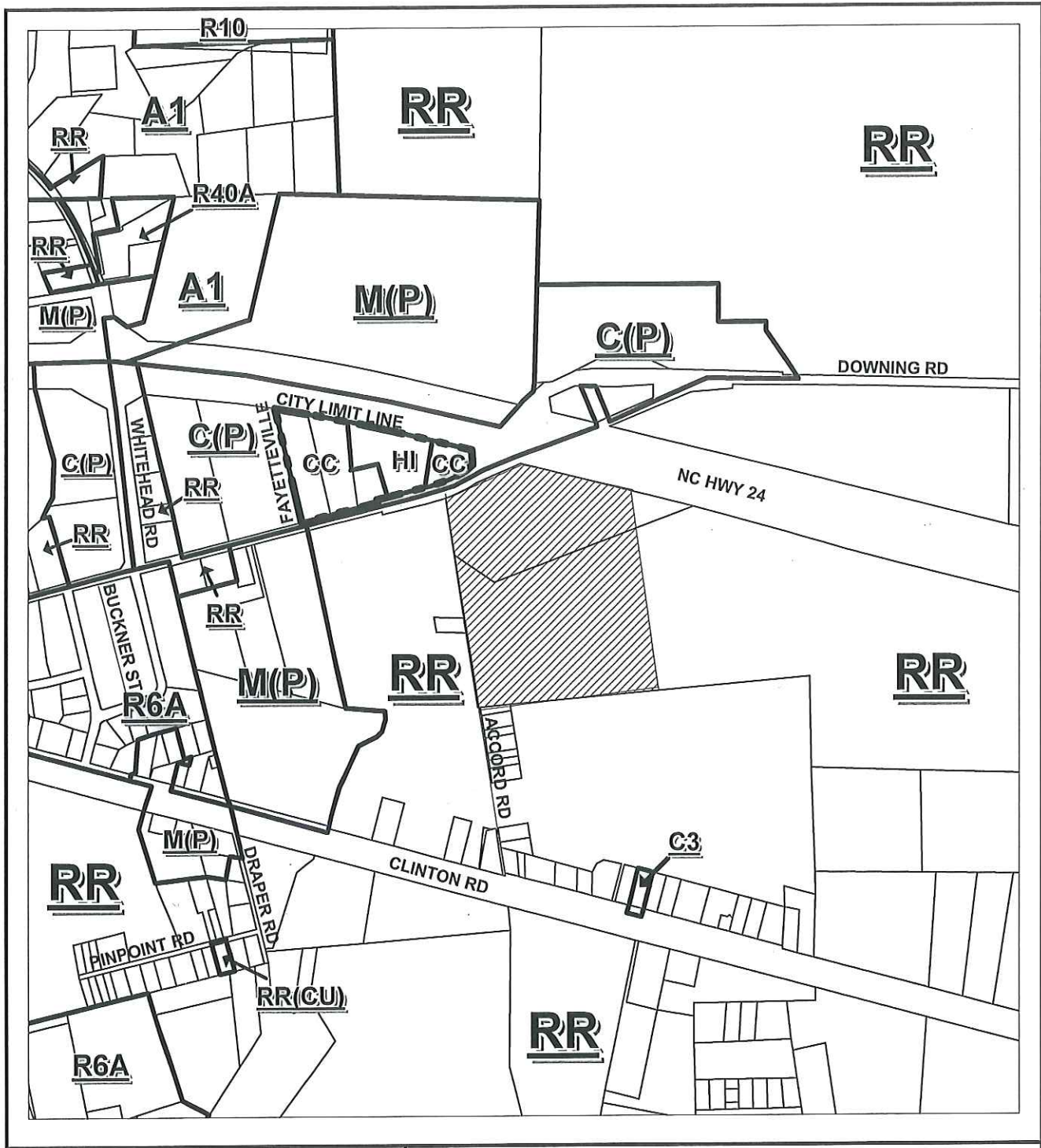
PORTION OF PIN: 0457-40-6622
PORTION OF PIN: 0457-51-1976

01/08/18
MB

N

NC HWY 24 94' R/W

DRIVEWAY EXIT

DRIVEWAY ENTRANCE

Downing Road

LH PIEDMONT

100' ROW

LH PIEDMONT

S75 03'07.76"E
541.718

N66 28'17.55"E
445.385'

21'

PIEDMONT

TRAILERS

21'

MARTHA L HAIR &
KATHY RADCLIFF
PARCEL 0457-51-1976
(1.7 ACRES)

GRAVEL
PARKING LOT
(12.4 ACRES)

Acorn Road
(Unpaved Road)

N12 47'30.74"W
671.599'

FUEL TANKS

GRAVEL
PARKING LOT
(3.2 ACRES)

S09 33'45.90"E

1326.907

GATE POSTS

STORAGE UNITS

LAT 35°02'38.27"
LON 78°49'20.7146"

EQUIPMENT

GRAVEL ROAD

JOHN S HAIR
PARCEL 0457-40-6622
(52.4 ACRES)

GRAVEL
PARKING LOT
(6.7 ACRES)

TOPSOIL SEGREGATION
(1.8 ACRES)

TOPSOIL SEGREGATION
(1.9 ACRES)

N08 35'40.83"W
789.151'

1195.159

S82 48'15.42"W

M(P) PLANNED INDUSTRIAL/CZ CONDITIONAL ZONING
REQUEST: OPEN STORAGE OF CONSTRUCTION MATERIALS AND EQUIPMENT ALONG WITH ANCILLARY WORK ACTIVITIES, OFFICE SPACE, AND STORAGE BUILDINGS
CASE: P17-55   ACREAGE: 41.30 AC+/-
SCALE: NTS
*SCALED DETAILED SITE PLAN AVAILABLE FOR REVIEW UPON REQUEST

01/09/18

TO THE CUMBERLAND COUNTY JOINT PLANNING BOARD AND THE BOARD OF COUNTY COMMISSIONERS OF CUMBERLAND COUNTY, NC:

I (We), the undersigned, hereby submit this application, and petition the County Commissioners to amend and to change the zoning map of the County of Cumberland as provided for under the provisions of the County Zoning Ordinance. In support of this petition, as hereinafter requested, the following facts are submitted:

1. Applicant/Agent _____

2. Address: _____ Zip Code _____

3. Telephone: (Home)_____ (Work) _____

4. Location of Property: _____

5. Parcel Identification Number (PIN #) of subject property: _____
    (also known as Tax ID Number or Property Tax ID)

6. Acreage: _____ Frontage: _____ Depth: _____

7. Water Provider: _____ Septage Provider: _____

8. Deed Book _____, Page(s) _____, Cumberland County
    Registry. (Attach copy of deed of subject property as it appears in Registry).

9. Existing use of property: _____

10. Proposed use(s) of the property: _____

    _____

    NOTE: Be specific and list all intended uses.

11. Do you own any property adjacent to, including across the street from, the property being
    submitted for rezoning? Yes _____ No _____

12. Has a violation been issued on this property? Yes _____ No _____

13. It is requested that the foregoing property be rezoned FROM: _____ *RR* _____

    TO: (Select one)

    ___✓___ Conditional Zoning District, with an underlying zoning district of___ *MCP)*
    (Article V)

    _____ Mixed Use District/Conditional Zoning District (Article VI)

    _____ Planned Neighborhood District/Conditional Zoning District (Article VII)

    _____ Density Development/Conditional Zoning District, at the _____ Density
    (Article VIII)

TO THE CUMBERLAND COUNTY JOINT PLANNING BOARD AND THE BOARD OF COUNTY COMMISSIONERS OF CUMBERLAND COUNTY, NC:

I (We), the undersigned, hereby submit this application, and petition the County Commissioners to amend and to change the zoning map of the County of Cumberland as provided for under the provisions of the County Zoning Ordinance. In support of this petition, the following facts are submitted:

1. Requested Rezoning from _____**RR**_____ to _____**M(P)**_____

2. Address of Property to be Rezoned: ___**Downing Road and Accord Road**___

3. Location of Property: ___**South side of NC 24 and Downing Road and East side of Accord Road –**___

    See attached Exhibits A

4. Parcel Identification Number (PIN #) of subject property: ___**(1) 0457-40-6622 & (2) 0457-51-1976**___ (also known as Tax ID Number or Property Tax ID)

5. Acreage **(1)26.4 ac out of 99.84 ac** Frontage: **See attached Exhibits A** Depth: **See attached Exhibits A**
    (2)14.9 ac out of 51.78 ac

6. Water Provider: Well: _____ PWC: ___**X**___ Other (name): _____

7. Septage Provider: Septic Tank _____ PWC ___**X**___

8. Deed Book ___**(1) 4642 & (2) 2772**___, Page(s) ___**(1) 227 & (2) 183**___, Cumberland County Registry. (Attach copy of deed of subject property as it appears in Registry).

9. Existing use of property: ___**Agricultural**___

10. Proposed use(s) of the property: ___**Open storage contractor yard**___

11. Do you own any property adjacent to or across the street from this property?

    Yes ___**X**___ No _____ If yes, where? **Adjacent and East and South of subject property**

12. Has a violation been issued on this property? Yes _____ No ___**X**___

A copy of the recorded deed(s) and/or recorded plat map(s) must be provided. If the area is a portion of a parcel, a written legal description by metes and bounds, showing acreage must accompany the deeds and/or plat. If more than one zoning classification is requested, a correct metes and bounds legal description, including acreage, for each bounded area must be submitted.

The Planning and Inspections Staff is available for advice on completing this application; however, they are not available for completion of the application.

APPLICATION FOR
CONDITIONAL ZONING

1.   PROPOSED USE(S):

    A.   List the use(s) proposed for the Conditional Zoning. (Use of the underlying district will be restricted only to the use(s) specified in this application if approved.)

Open storage of construction materials and equipment along with ancillary work activities, office space and storage buildings.

    B.   Density: List the amount of acreage that will be residential, commercial, and/or open space, and the number of lots and/or dwelling units proposed, and the square footage of the non-residential units.

Area being proposed for industrial zoning is approximately 40 acres of which approximately 3 acres will be used as buffer. Non-residential units include approximately seven (7) temporary office units, five (5) temporary parts trailers and one (1) temporary ice and water facility all of which will involve no more than 100,000 SF of impervious area.

2.   DIMENSIONAL REQUIREMENTS:

    A.   Reference either the dimensional requirements of the district, Sec. 1104 or list the proposed setbacks.

All setback requirements of the NP will be utilized.

    B.   Off-street parking and loading, Sec.1202 & 1203: List the number of spaces, type of surfacing material and any other pertinent information.

There is a 20+/- acre area whereupon crush and run will be placed and parking will occur in this area as shown on the site plan. It is estimated that in addition to the construction equipment located on the site that there will be a designated parking area for employee parking which from time to time may include up to 40 vehicles. Equipment and material loading will go on throughout the site.

3.   SIGN REQUIREMENTS:

Reference the district sign regulations proposed from Article XIII.

All signage will conform to the requirements in Article XIII, Section 1306.B.5

4. LANDSCAPE AND BUFFER REQUIREMENTS:

A. For all new non-residential and mixed use development abutting a public street, indicate the number and type of large or small ornamental trees used in the streetscape, yard space, and/or parking areas, plus the number and type of shrubs. (Sec. 1102N). **NOTE: All required landscaping must be included on the site plan.**

Property will have a 6-foot wooden fence along property line abutting Highway 24.

B. Indicate the type of buffering and approximate location, width and setback from the property lines. (Sec. 1102G). **NOTE: All required buffers must be included on the site plan.**

Buffering by setback will occur as shown on the site plan.

5. MISCELLANEOUS:

List any information not set forth above, such as the days and hours of the operation, number of employees, exterior lighting, noise, odor and smoke, emission controls, etc.

At various times there will be approximately 70 employees. Hours of operation will be from 6am to 6pm, six days per week. However, there may be limited office activities all days of the week. Temporary lighting fixtures will occasionally be used for exterior lighting. All light will be utilized in such a manner as to comply with the County's lighting requirements for emission of ambient light. All lighting will be directed in an inward fashion. The only noise and or emissions that will occur on the property will be from the various equipment used which have the appropriate factory installed devices to minimize noise and emissions (there will be no smoke stacks or the like on the property). Access to the property will be from Downing Road.

6. SITE PLAN REQUIREMENTS:

The application must include a site plan drawn to the specifications of Sec. 1402. If the proposed uses involve development subject to the County Subdivision Ordinance, the site plan required may be general in nature, showing a generalized street pattern, if applicable, and the location of proposed uses. If the proposed uses include development not subject to the Subdivision Ordinance, the site plan must be of sufficient detail to allow the Planning and Inspections Staff, Planning Board and County Commissioners to analyze the proposed uses and arrangement of uses on the site. It also must include the footprints of all buildings (proposed and existing), the proposed number of stories, location and number of off-street parking and loading spaces, proposed points of access to existing streets and internal circulation patterns. In addition, the location of all proposed buffers and fences and landscaping shall be included on the site plan.

7. STATEMENT OF ACKNOWLEDGMENT:

It is understood by the undersigned that the official zoning map, as originally adopted and subsequently amended, is presumed to be appropriate to the property involved and that the burden of proof for a zoning amendment (rezoning) rest with the petitioner.

It is the responsibility of the petitioner (personally or by agent) to submit to the Planning and Inspections Department a valid request within a complete application.

I further understand I must voluntarily agree to all ordinance related conditions prior to the first hearing on the case or any disagreement may be cause for an unfavorable recommendation. The undersigned hereby acknowledge that the Planning and Inspections Staff has conferred with the petitioner or assigns, and the application as submitted is accurate and correct.

Kathleen Hair Radcliff and Martha L. Hair
NAME OF OWNER(S) (PRINT OR TYPE)

419 Norton Street, Oak Island, NC 28465
ADDRESS OF OWNER(S)

N/A
E-MAIL

N/A   910-670-7011
HOME TELEPHONE   WORK TELEPHONE
                                      Mobile
X Kathleen Hair Radcliff   X Kathleen Hair Radcliff, as agent &
SIGNATURE OF OWNER(S)   attorney-in-fact for Martha L. Hair
Kathleen Hair Radcliff   SIGNATURE OF OWNER(S)
                                      Kathleen Hair Radcliff, as Agent and
                                      Attorney in fact for Martha L. Hair

Garris Neil Yarborough
NAME OF AGENT, ATTORNEY, APPLICANT (by assign) (PRINT OR TYPE)

115 E. Russell Street, Fayetteville, NC 28301
ADDRESS OF AGENT, ATTORNEY, APPLICANT

N/A   910-433-4433
HOME TELEPHONE   WORK TELEPHONE

gnyesq@ywnlaw.com   910-433-2233
E-MAIL ADDRESS   FAX NUMBER

SIGNATURE OF AGENT, ATTORNEY, OR-APPLICANT

Page 5 of 6

Revised: 03-27-14

7. STATEMENT OF ACKNOWLEDGMENT:

It is understood by the undersigned that the official zoning map, as originally adopted and subsequently amended, is presumed to be appropriate to the property involved and that the burden of proof for a zoning amendment (rezoning) rest with the petitioner.

It is the responsibility of the petitioner (personally or by agent) to submit to the Planning and Inspections Department a valid request within a complete application.

I further understand I must voluntarily agree to all ordinance related conditions prior to the first hearing on the case or any disagreement may be cause for an unfavorable recommendation.   The undersigned hereby acknowledge that the Planning and Inspections Staff has conferred with the petitioner or assigns, and the application as submitted is accurate and correct.

John S. Hair, Jr.
NAME OF OWNER(S) (PRINT OR TYPE)

281 Westwood Ct, Fayetteville NC 28303
ADDRESS OF OWNER(S)

_N/A_
E-MAIL

_910-487-1021._   _910-262-3870_
HOME TELEPHONE   ~~WORK~~ TELEPHONE
                                              Mobile

X _John S. Hair_
SIGNATURE OF OWNER(S)   SIGNATURE OF OWNER(S)

Narcis Neil Yarborough
NAME OF AGENT, ATTORNEY, APPLICANT (by assign) (PRINT OR TYPE)

115 E. Russell Street, Fayetteville NC 28301
ADDRESS OF AGENT, ATTORNEY, APPLICANT

_N/A_   _910-433-4433_
HOME TELEPHONE   WORK TELEPHONE

anyesg@ywnlaw.com   _910-433-2233_
E-MAIL ADDRESS   FAX NUMBER

SIGNATURE OF AGENT, ATTORNEY, OR APPLICANT

The undersigned hereby acknowledge that the County Planning Staff has conferred with the petitioner or assigns, and the application as submitted is accurate and correct.

John S. Hair, Jr.
NAME OF OWNER(S) (PRINT OR TYPE)

281 Westwood Ct., Fayetteville, NC 28303
ADDRESS OF OWNER(S)

910-487-1021
HOME TELEPHONE #

910-262-3870
~~WORK~~ TELEPHONE #
MOBILE

Garris Neil Yarborough
NAME OF AGENT, ATTORNEY, APPLICANT (PRINT OR TYPE)

115 E. Russell Street, Fayetteville, NC 28301
ADDRESS OF AGENT, ATTORNEY, APPLICANT

gnyesq@ywnlaw.com
E-MAIL

N/A
HOME TELEPHONE #

910-433-4433
WORK TELEPHONE #

SIGNATURE OF OWNER(S)
John S. Hair, Jr.

SIGNATURE OF AGENT, ATTORNEY OR APPLICANT

SIGNATURE OF OWNER(S)

The contents of this application, upon submission, become "public record."

The undersigned hereby acknowledge that the County Planning Staff has conferred with the petitioner or assigns, and the application as submitted is accurate and correct.

Kathleen Hair Radcliff and Martha L. Hair

NAME OF OWNER(S) (PRINT OR TYPE)

825 Shadowlawn Dr., Fayetteville, NC 28305

ADDRESS OF OWNER(S)

910-484-4895

HOME TELEPHONE #

910-670-7011

~~WORK~~ TELEPHONE #
MOBILE

Garris Neil Yarborough

NAME OF AGENT, ATTORNEY, APPLICANT (PRINT OR TYPE)

115 E. Russell Street, Fayetteville, NC   28301

ADDRESS OF AGENT, ATTORNEY, APPLICANT

gnyesq@ywnlaw.com

E-MAIL

N/A

HOME TELEPHONE #

910-433-4433

WORK TELEPHONE #

SIGNATURE OF OWNER(S)
Kathleen Hair Radcliff
a/k/a Kathy Nell Hair Radcliff

SIGNATURE OF OWNER(S)
Kathleen Hair Radcliff, Acting as Agent and
Attorney-in-fact for Martha L. Hair

SIGNATURE OF AGENT, ATTORNEY OR
APPLICANT

The contents of this application, upon submission, become "public record."

M(P) PLANNED INDUSTRIAL/CZ CONDITIONAL ZONING DISTRICT
DRAFT
Ordinance Related Conditions
for
Open storage of construction materials & equipment along w/ ancillary work activities, office space and storage buildings

Pre- Permit Related:

1. A recombination plat (also known as a "No Approval Required" or "NAR") must be submitted to Land Use Codes for review and approval for recording with the County Register of Deeds, and the plat must be recorded prior to any permit application for any structure and/or prior to the sale of any lot or unit within this development.

2. Three copies of a revised plan are required for staff review and approval prior to permit application. The revision must address the following:

   a. Landscaping must be provided in accordance with Section 1102 N, Landscaping, County Zoning Ordinance with the location and type shown on the site plan. The following are the minimum standards for the required landscaping of this site:

      (1) Twenty large shade trees or thirty-nine small ornamental trees within the front yard setback area along SR 1834 (Downing Road) & NC Hwy 24 – *streetscape landscaping must be located between any fencing/screening on the subject property and the right-of-way line*;
      (2) Yard space landscaping cannot be calculated without building dimensions being shown. The ordinance requires one ornamental tree for every 50 linear feet of building length and two shrubs for every ten linear feet of building length and/or width in the building yard area; and
      (3) Parking landscaping cannot be calculated without parking spaces being shown. The ordinance requires one large shade tree or two small ornamental trees for every 20 parking spaces.

      In addition:

      (1) Required plant materials shall be maintained by the property owner, including replacing dead or unhealthy trees and shrubs; and
      (2) All yard and planting areas shall be maintained in a neat, orderly, and presentable manner and kept free of weeds and debris.

   b. All structures are required to meet the minimum required setbacks for the M(P) Planned Industrial district. All buildings must be shown with dimensions, proposed specific use(s) and distances to the property lines on the revised site plan.

      Note: The M(P) setbacks for the subject property are as follows:
      (1) Front: 100 feet (measured from NC HWY 24 and Downing Road rights-of-way); and
      (2) Sides and rear: 50 feet (measured from the property lines).
      [In the event any structure or storage of materials is proposed to exceed 35 feet in height, this must be noted on the revised plan and setbacks are increased one foot for every foot in height in excess of 35 feet.]

   c. The boundaries for the open storage area must be designated.

   d. A solid buffer must be provided and maintained along both sides and the rear property lines where this tract/site abuts RR Rural Residential in accordance with the provisions of Section 1102 G, Buffer Requirements, County Zoning Ordinance. The proposed buffer type and location must be included on the site plan. (Note: Chain link fencing **cannot** be used to satisfy the buffer requirement.)

Note: In the event the developer desires chain link or barbed wire fencing for security purposes, this fencing must be located on the subject property side of the required buffer (solid fence and/or vegetation), with the required buffer being located along the common property line with adjacent properties.

 e. A solid buffer is required to screen the open storage from view from all public streets. (Note: Chain link fencing **cannot** be used to satisfy the buffer requirement.)

  Note: By including a six- foot solid wooden fence along the NC HWY 24 right-of-way as shown on the site plan, the property owner is requesting the Commissioners vary the ordinance requirement by allowing a solid fence within the front yard setback.

 f. Required off-street parking spaces cannot be calculated with the information provided. All required off-street parking spaces are required to measure a minimum of 9' x 20' and must be included on the site plan. Based on the intended uses included in the application, the minimum off-street parking spaces required are one space for each 300 square feet of office area plus one space for each vehicle used in conjunction with the approved use(s).

 g. A solid fence is not permitted within the front yard setback area and must be relocated. The proposed fence location must be included on the revised plan.

 h. This conditional approval is **not** approval of any freestanding signs. If a freestanding sign is desired, the proposed sign location and dimensions must be included on the revised site plan. Note: Sign setbacks vary depending on the type and proposed location; therefore, the developer is encouraged to contact Planning Staff prior to finalizing any proposed signage plans.

  Attached signage for this development must be in accordance with the applicable sign regulations as set forth in Article XIII of the County Zoning Ordinance and that the proper permit(s) must be obtained prior to the installation of any permanent signs on the property. (Note: This conditional approval is **not** approval of the size, shape, or location of any signs.)

 i. All dumpster, garbage, and utility areas are required to be located on concrete pads and screened on a minimum of three sides. The proposed dumpster, garbage and utility areas must be reflected on the revised site plan.

 j. "Downing Road" must be labeled as "SR 1834 (Downing Road)" on the revised plan.

Permit-Related:

3. The owner/developer(s) of these lots must obtain detailed instructions on provisions of the County Zoning Ordinance and permits required to place any structure within this development from the County Code Enforcement Section, Room 101 in the Historic Courthouse at 130 Gillespie Street. For additional information, the developer should contact a Code Enforcement Officer.

4. Connection to public water is required, the Public Works Commission (PWC) must approve water plans prior to application for any permits. A copy of the PWC approval must be provided to Code Enforcement at the time of application for building/zoning permits. (Section 2306 A.1, Public Water and Sewer Systems, County Subdivision and Development Ordinance)

5. At the time of application for permits, the developer must provide to Code Enforcement approval from the entity that owns and/or regulates the type sewer serving the proposed development.

 Note: Due to an existing agreement between the PWC and the City of Fayetteville, an annexation petition most likely would be required if the developer extends and/or connects to the PWC sewer system.

6. The developer must provide a site-specific address and tax parcel number at the time of building/zoning permit application.

7. New development where the developer will disturb or intends to disturb more than one acre of land is subject to the Post-Construction Stormwater Management Permitting Program (Phase II Stormwater Management Requirements) administered by the Division of Water Quality, North Carolina Department of Environmental Quality. If one acre or more of land is to be

130 Gillespie Street – Post Office Box 1829 – Fayetteville, North Carolina 28302-1829 – (910) 678-7600 – Fax: (910) 678-7669

disturbed, prior to the issuance of any building/zoning permits for this site, a copy of the State's *Post-Construction Permit* must be provided to County Code Enforcement.

8. For any new development where the developer disturbs or intends to disturb more than one acre of land, the developer must provide the Code Enforcement Section with an approved NC Department of Environmental Quality (NCDEQ) sedimentation and erosion control plan (S&E) prior to any application for permits. (Note: If any retention/detention basins are required for state approval of this plan, then three copies of a revised plan must be submitted and approved by Planning & Inspections prior to application for any building/zoning permits.) <u>A copy of the NCDEQ approval must be provided to Code Enforcement at the time of application for any building/zoning permits.</u>

9. The site final inspection cannot be accomplished until a Code Enforcement Officer inspects the site and certifies that the site is developed in accordance with the approved plans.

10. The developer must obtain a driveway permit from the NC Department of Transportation (NCDOT). <u>A copy of the approved driveway permit must be provided to Code Enforcement at the time of application for building/zoning permits.</u> **Permits MUST be secured prior to the change or alteration of existing or proposed property use. Failure to secure required permits prior to construction or change in property usage may result in the removal of the driveway or street connections at the property owner's expense.** For additional information contact the Division 6 / District 2 office at the number listed on the bottom of this conditional approval.

    Note: In the event the NCDOT driveway permit process alters the site plan in any manner, the copies of a revised site plan must be submitted for staff review and approved prior to permit application.

    Note: The property owner most likely will be required to provide a copy of a recorded plat and deed conveying to the NCDOT that portion of the subject property located within or to be located within the right-of-way at the time of driveway permit application.

    Note: In the event the NCDOT does not approve the driveway locations as proposed and/or eliminates one of the driveways, the revised plan required by Condition No. 2 above must reflect the change in drives.

<u>**Site-Related**</u>:

11. All uses, dimensions, setbacks and other related provisions of the County Subdivision and Development Ordinance and Zoning Ordinances for the M(P)/CZ zoning district for open storage of construction materials & equipment along w/ ancillary work activities, office space and storage buildings must be complied with, as applicable.

12. Storage of junk and/or junked vehicles on this site is not permitted.

13. All corner lots and lots fronting more than one street must provide front yard setbacks from each street.

14. For any new development, an adequate drainage system must be installed by the developer in accordance with the NC Department of Environmental Quality (NCDEQ) *Manual on Best Management Practices* and all drainage ways must be kept clean and free of debris. (Section 2306 D, County Subdivision and Development Ordinance)

15. For new development, all utilities, except for 25kv or greater electrical lines, must be located underground. (Section 2306 C, County Subdivision and Development Ordinance)

16. In the event a stormwater utility structure is required by the NC Department of Environmental Quality (NCDEQ), the owner/developer must secure the structure with a four foot high fence with a lockable gate, and is required to maintain the detention/retention basin, keeping it clear of debris and taking measures for the prevention of insect and rodent infestation.

17. Turn lanes may be required by the NC Department of Transportation (NCDOT).

    Note: The property owner most likely will be required to provide a copy of a recorded plat and deed conveying to the NCDOT that portion of the subject property located within or to be located within the right-of-way at the time of driveway permit application.

18. All lighting is required to be directed internally within this development and comply with the provisions of Section 1102 M, Outdoor Lighting, County Zoning Ordinance.

19. The owner/developer is responsible and liable for maintenance and upkeep of this site, all structures, and appurtenances, to include ensuring that the site is kept free of litter and debris, all grass areas mowed, all buffers and shrubbery kept trim and maintained, so that the site remains in a constant state of being aesthetically and environmentally pleasing.

20. The Cumberland County Noise Regulations must be complied with.

21. Upon ceasing the proposed outdoor storage and related uses on the subject property, the site must be properly cleared, all debris disposed of and the site reclaimed to include the leveling of the "topsoil segregation" areas shown on the site plan.

Plat-Related:

22. "Downing Road" must be labeled as "SR 1834 (Downing Road)" on the recombination plat.

23. Any/All easements must be reflected on the recombination plat and labeled as to type of easement, reference number for document creating the easement, and the name of the agency, individual, etc. who holds the easement.

24. A 10' x 70' sight distance easement is required at the intersection of SR 1834 (Downing Road) with NC HWY 24 and must be reflected on the recombination plat.

25. The NC Department of Transportation (NCDOT) stamp must be affixed to the recombination plat prior to submission for approval for recording by Land Use Codes.

26. The notarized signature(s) of all current tax record owner(s) and notary certifications appear on the recombination plat when submitted for approval for recording. (Section 2503 D, Certificate of Ownership and Dedication, County Subdivision and Development Ordinance)

27. The recombination plat must be submitted to Land Use Codes for review and approval for recording with the County Register of Deeds, and the plat must be recorded prior to any permit application.

Plat-Required Statements:

28. All structures shall be shown on the recombination plat or the plat shall reflect the following statement (Section 2504 D, County Subdivision and Development Ordinance):

    "Nonconforming structures have not been created by this recombination plat."

Other Relevant Conditions:

29. The applicant is advised to consult an expert on wetlands before proceeding with any development.

30. The subject property lies on Downing Road. Downing Road is identified as a Local Road in the 2040 Metropolitan Transportation Plan with no constructions/improvements planned. The subject property will have no impact on the Transportation Improvement Plan. For questions related to this comment, please contact Transportation Planning.

31. An internal street system most likely will be required to serve any future divisions of the subject property.

32. The owner/developer is responsible for ensuring easements which may exist on the subject property are accounted for, not encumbered and that no part of this development is violating the rights of the easement holder.

33. The developer's subsequent application for permits upon receipt of these conditions of approval constitutes the developer's understanding and acceptance of the conditions of approval for this development.

34. This conditional approval is not to be construed as all encompassing of the applicable rules, regulations, etc. which must be complied with for any development. Other regulations, such as building, environmental, health and so forth, may govern the

specific development. The developer is the responsible party to ensure full compliance with all applicable Federal, State, and local regulations.

If you need clarification of any conditions, please contact Betty Lynd at 910-678-7603 or Patti Speicher at 910-678-7605 with the Land Use Codes Section; otherwise, contact the appropriate agency at the contact numbers below.

Contact Information (Area Code is 910 unless otherwise stated):

Subdivision/Site Plan/Plat	Ed Byrne	678-7609	ebyrne@co.cumberland.nc.us
Code Enforcement (Permits):	Scott Walters	321-6654	swalters@co.cumberland.nc.us
County Building Inspections:	Michael Naylor	321-6657	mnaylor@co.cumberland.nc.us
Fire Marshal – Emergency Services	Rodney Ward	321-6625	rward@co.cumberland.nc.us
County Health Department:	Daniel Ortiz	433-3680	dortiz@co.cumberland.nc.us
PWC:	Joe Glass	223-4740	joe.glass@faypwc.com
Fayetteville Planning:	Marsha Bryant	433-1416	mbryant@ci.fay.nc.us
County Public Utilities:	Amy Hall	678-7637	ahall@co.cumberland.nc.us
US Postal Service	Jonathan R. Wallace	(704) 393-4412	jonathan.r.wallace@usps.gov
Corp of Engineers (wetlands):	Liz Hair	(910) 251-4049	hair@usacr.army.mil
NCDEQ (E&S):	Leland Cottrell	(910) 433-3393	leland.cottrell@ncdenr.gov
US Fish & Wildlife Services	Susan Ladd Miller	(910) 695-3323	susan_miller@fws.gov
Location Services:			
Site-Specific Address:	Ron Gonzales	678-7616	rgonzalez@co.cumberland.nc.us
Street Naming/Signs:	Diane Shelton	678-7665	nameit2@co.cumberland.nc.us
Tax Parcel Numbers:		678-7549	
NCDOT (driveways/curb-cuts):	Troy Baker	486-1496	tlbaker@ncdot.gov
NCDOT (subdivision roads):	Earl C. Locklear	486-1496	elocklear@ncdot.gov
Transportation Planning:	Greg Shermeto	678 7615	gshermeto@co.cumberland.nc.us
N.C. Division of Water Quality:	Mike Randall	(919) 807-6374	mike.randall@ncdenr.gov

cc: Marsha Bryant, City of Fayetteville

PLANNING AND INSPECTIONS DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **CUMBERLAND COUNTY JOINT PLANNING BOARD**

DATE: **2/9/2018**

SUBJECT: **CASE P18-01**

BACKGROUND

Case P18-01: Rezoning of 1.01+/- acres from R40 Residential/CU Conditional Use Overlay for motor vehicle sales to R40 Residential or to a more restrictive zoning district; located on south side of SR 2040 (Beaver Dam Church Road), west of NC Hwy 210 South; submitted by William Jeffrey Simpson on behalf of Simpson Farms LLC (owner).

RECOMMENDATION / PROPOSED ACTION

Planning Board Action: Unanimously recommended approval of the staff recommendation to approve the request for rezoning at the January 16, 2018 meeting for the reasons stated in the recommendations of the Planning Staff and as fully reflected in the minutes of the Planning Board Meeting which are incorporated herein by reference.

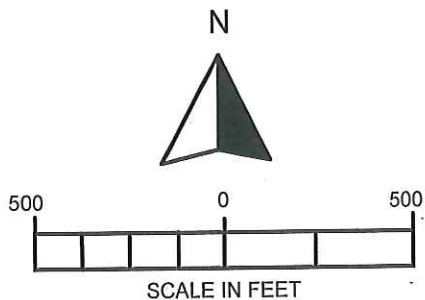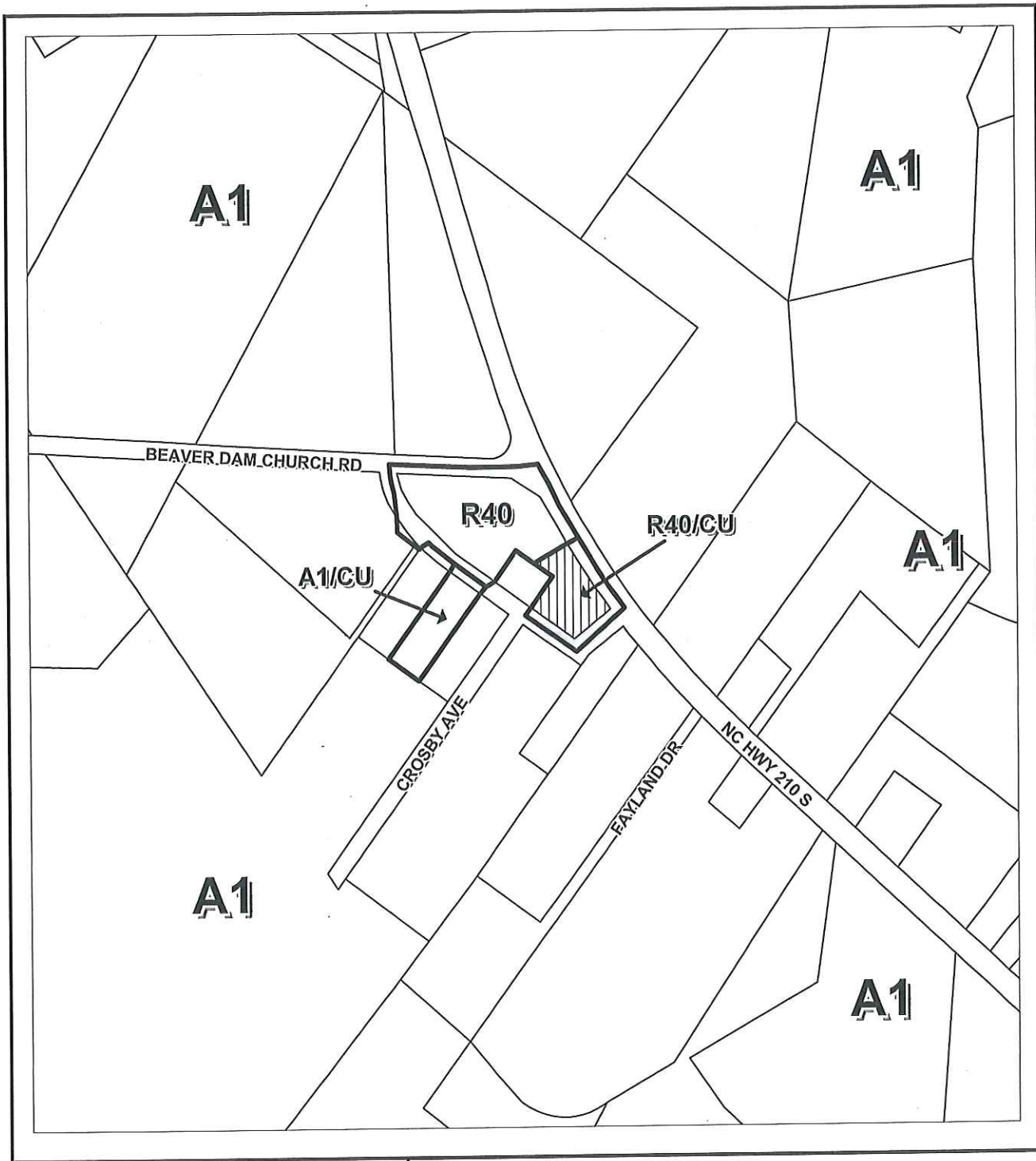**Staff Recommendation:** In Case P18-01, the Planning and Inspections Staff recommends approval of the rezoning to remove the Conditional Use Overlay for motor vehicle sales at the property owner's request and find the Southwest Cumberland Land Use Plan has been examined and does not address this particular situation; and further find approval of the request is reasonable and in the public interest because Conditional Use Overlays were approved prior to 2005 in order to allow land uses that were not permitted in the current zoning district in exceptional situations, later deemed as an improper use of zoning, and that the approved business is no longer in operation at this location.

If the Board of Commissioners wishes to follow the recommendation of the Planning Board and Planning Staff in this case, the following motion is appropriate:

MOTION:

In Case P18-01, I move to approve the rezoning to remove the Conditional Use Overlay for motor vehicle sales at the property owner's request and find the Southwest Cumberland Land Use Plan has been examined and does not address this particular situation; and further find approval of the request is reasonable and in the public interest because Conditional Use Overlays were approved prior to 2005 in order to allow land uses that were not permitted in the current zoning district in exceptional situations, later deemed as an improper use of zoning, and that the approved business is no longer in operation at this location.

ATTACHMENTS:

Description	Type
Action Memo	Backup Material

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

Thomas J. Lloyd,
Director

Cecil P. Combs,
Deputy Director

Vikki Andrews,
Carl Manning,
Lori Epler,
Cumberland County

Stan Crumpler,
Town of Eastover

Patricia Hall,
Town of Hope Mills

CUMBERLAND ★ COUNTY ★
NORTH CAROLINA

Planning & Inspections Department

FEBRAUARY 9, 2018

MEMO TO: Cumberland County Board of Commissioners

FROM: Cumberland County Joint Planning Board

SUBJECT: **Case P18-01:** Rezoning of 1.01+/- acres from R40 Residential/CU Conditional Use Overlay for motor vehicle sales to R40 Residential or to a more restrictive zoning district; located on south side of SR 2040 (Beaver Dam Church Road), west of NC Hwy 210 South; submitted by William Jeffrey Simpson on behalf of Simpson Farms LLC (owner).

ACTION: Unanimously recommended approval of the rezoning request at the January 16, 2018 meeting for the reasons stated in the recommendations of the Planning Staff and as fully reflected in the minutes of the Planning Board Meeting which are incorporated herein by reference.

PROPERTY INFORMATION: **Frontage & Location:** 260'+/- on NC Hwy 210 South; 330'+/- on SR 2054 (Clay Fork Hill Rd); **Depth:** 200'+/-; **Adjacent Property:** Yes; **Current Use:** Vacant; **Initial Zoning:** A1 – September 3, 1996 (Area 23); rezoned to R40 January 25, 1999 (Case P98-106); rezoned to R40/CU for motor vehicle sales March 15, 2004 (Case P04-08); **Nonconformities:** None; **Zoning Violation(s):** None issued; **School Capacity/Enrolled:** Beaver Dam Elementary 105/88; Mac Williams Middle 1270/1102; Cape Fear High 1425/1482; *Special Flood Hazard Area* (SFHA): Yes; **Water/Sewer Availability:** Well/Septic; **Soil Limitations:** Yes - Hydric: JT (Johnston loam); **Subdivision/Site Plan:** Future development may require review; **Average Daily Traffic County (2016):** 1,500 on NC Hwy 210 S; **Notes:** <u>Density:</u> R40- 1 lot/unit; <u>Minimum Yard Setbacks:</u> **R40:** Front yard: 30', Side yard: 15', Rear yard: 35'; Surrounding Land Use: Residential (including manufactured homes), cemetery, farmland; Comprehensive Plans: **2030 Growth Vision Plan:** Rural Areas; **Southwest Cumberland Land Use Plan:** Farmland

MINUTES OF JANUARY 16, 2018

In Case P18-01, the Planning and Inspections Staff recommends approval of the rezoning to remove the Conditional Use Overlay for motor vehicle sales at the property owner's request and find the Southwest Cumberland Land Use Plan has been examined and does not address this particular situation; and further find approval of the request is reasonable and in the public interest because Conditional Use Overlays were approved prior to 2005 in order to allow land uses that were not permitted in the current zoning district in exceptional situations, later deemed as an improper use of zoning, and that the approved business is no longer in operation at this location.

In Case P18-01, Mrs. Epler made a motion, seconded by Mr. Crumpler to approve the rezoning to remove the Conditional Use Overlay for motor vehicle sales at the property owner's request and find the Southwest Cumberland Land Use Plan has been examined and does not address this particular situation; and further find approval of the request is reasonable and in the public interest because Conditional Use Overlays were approved prior to 2005 in order to allow land uses that were not permitted in the current zoning district in exceptional situations, later deemed as an improper use of zoning, and that the approved business is no longer in operation at this location.

First Class and Record Owners' Mailed Notice Certification

A certified copy of the tax record owner(s) of the subject and adjacent properties and their tax record mailing address is contained within the case file and is incorporated by reference as if delivered herewith.

A1

A1

BEAVER DAM CHURCH RD

R40

R40/CU

A1/CU

A1

CROSBY AVE

FAYLAND DR

NC HWY 210 S

A1

A1

N

500   0   500

SCALE IN FEET

PIN: 1421-63-2566

REQUESTED REZONING
R40/CU TO R40

ACREAGE: 1.01 AC.+/-	HEARING NO: P18-01	
ORDINANCE: COUNTY	HEARING DATE	ACTION
STAFF RECOMMENDATION		
PLANNING BOARD		
GOVERNING BOARD		

MB

PLANNING AND INSPECTIONS DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **CUMBERLAND COUNTY JOINT PLANNING BOARD**

DATE: **2/9/2018**

SUBJECT: **CASE P18-02**

BACKGROUND

Case P18-02: Rezoning of 1.65+/- acres from R6 Residential to C2(P) Planned Service & Retail or to a more restrictive zoning district, located at 1709 McArthur Road, submitted by Melvin & Margaret Moore (owners).

RECOMMENDATION / PROPOSED ACTION

Planning Board Action: Unanimously recommended approval of the staff recommendation to approve the request for rezoning at the January 16, 2018 meeting for the reasons stated in the recommendations of the Planning Staff and as fully reflected in the minutes of the Planning Board Meeting which are incorporated herein by reference.

Staff Recommendation: In Case P18-02, the Planning and Inspections Staff recommend to approve the rezoning from R6 Residential to C2(P) Planned Service and Retail and find: a. The approval is an amendment to the adopted North Fayetteville Land Use Plan (2003) map; and that the Board of Commissioners should not require any additional request or application for amendment to said map; b. The following change in conditions was considered in amending the zoning ordinance (zoning map) to meet the development needs of the community: the requested district is consistent with the more recently adopted 2030 Growth Vision Plan (2009) which calls for "urban" development at this location; c. And, this rezoning approval is reasonable and in the public interest because the subject property is located in an area that is in transition from residential to non-residential through redevelopment and construction of the Fayetteville Outer Loop (I-295).

If the Board of Commissioners wishes to follow the recommendation of the Planning Board and Planning Staff in this case, the following motion is appropriate:

MOTION:

In Case P18-02, I move to approve the rezoning from R6 Residential to C2(P) Planned Service and Retail and find:

(a)   The approval is an amendment to the adopted North Fayetteville Land Use Plan (2003) map; and that the Board of Commissioners should not require any additional request or application for amendment to said map.

(b)   The following change in conditions was considered in amending the zoning ordinance (zoning map) to meet the development needs of the community: the requested district is consistent with the more recently adopted 2030 Growth Vision Plan (2009) which calls for "urban" development at this location;

(c)   And, this rezoning approval is reasonable and in the public interest because the subject property is located in an area that is in transition from residential to non-residential through redevelopment and construction of the Fayetteville Outer Loop (I-295).

ATTACHMENTS:

Description	Type
Action Memo	Backup Material

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

Thomas J. Lloyd,
Director

Cecil P. Combs,
Deputy Director

Vikki Andrews,
Carl Manning,
Lori Epler,
Cumberland County

Stan Crumpler,
Town of Eastover

Patricia Hall,
Town of Hope Mills

CUMBERLAND ★COUNTY★

NORTH CAROLINA

Planning & Inspections Department

FEBRAUARY 9, 2018

MEMO TO: Cumberland County Board of Commissioners

FROM: Cumberland County Joint Planning Board

SUBJECT: **Case P18-02:** Rezoning of 1.65+/- acres from R6 Residential to C2(P) Planned Service & Retail or to a more restrictive zoning district, located at 1709 McArthur Road, submitted by Melvin & Margaret Moore (owners).

ACTION: Unanimously recommended approval of the rezoning request at the January 16, 2018 meeting for the reasons stated in the recommendations of the Planning Staff and as fully reflected in the minutes of the Planning Board Meeting which are incorporated herein by reference.

PROPERTY INFORMATION: **Frontage & Location:** 200.37'+/- on SR 1600 (McArthur Road); **Depth:** 604'+/-; **Adjacent Property:** No; **Municipal Influence Area:** Fayetteville; **City of Fayetteville:** Annexation petition if connected to PWC sewer; **Current Use:** One residential dwelling; **Initial Zoning:** R6 – August 21, 1972 (Area 1); **Nonconformities:** If approved, existing home will be made nonconforming and will not meet side setbacks on northern property line; **Zoning Violation(s):** None issued; **School Capacity/Enrolled:** W.T. Brown Elementary 750/386; Pine Forest Middle 820/762; Pine Forest High 1750/1557; *Special Flood Hazard Area* **(SFHA):** None; **Watershed:** Yes; **Water/Sewer Availability:** PWC/PWC; **Soil Limitations:** None; **Subdivision/Site Plan:** If approved, site plan may be required; **Average Daily Traffic County (2016):** 20,000 on SR 1600 (McArthur Road); **Highway Plan:** McArthur Road is identified as an existing thoroughfare in the 2040 Metropolitan Transportation Plan with no constructions/ improvements planned; no impact on the Transportation Improvement Plan; **Notes:** Density: R6- 16 lots/17 units; Minimum Yard Setbacks: **R6:** Front yard: 25', Side yard: 10', Rear yard: 30'; **O&I(P):** Front yard: 35', Side yard: 15', Rear yard: 20'; **C1(P):** Front yard: 45', Side yard: 15', Rear yard: 20'; **C2(P):** Front yard: 50', Side yard: 30', Rear yard: 30'; Surrounding Land Use: Residential (single and multi-family dwellings), religious worship facility, water tower, retailing and servicing, mini-warehousing; Comprehensive Plans: **2030 Growth Vision Plan:** Urban; **North Fayetteville Land Use Plan:** Low Density Residential.

MINUTES OF JANUARY 16, 2018

In Case P18-02, the Planning and Inspections Staff recommend to approve the rezoning from R6 Residential to C2(P) Planned Service and Retail and find:

a. The approval is an amendment to the adopted North Fayetteville Land Use Plan (2003) map; and that the Board of Commissioners should not require any additional request or application for amendment to said map;

b. The following change in conditions was considered in amending the zoning ordinance (zoning map) to meet the development needs of the community: the requested district is consistent with the more recently adopted 2030 Growth Vision Plan (2009) which calls for "urban" development at this
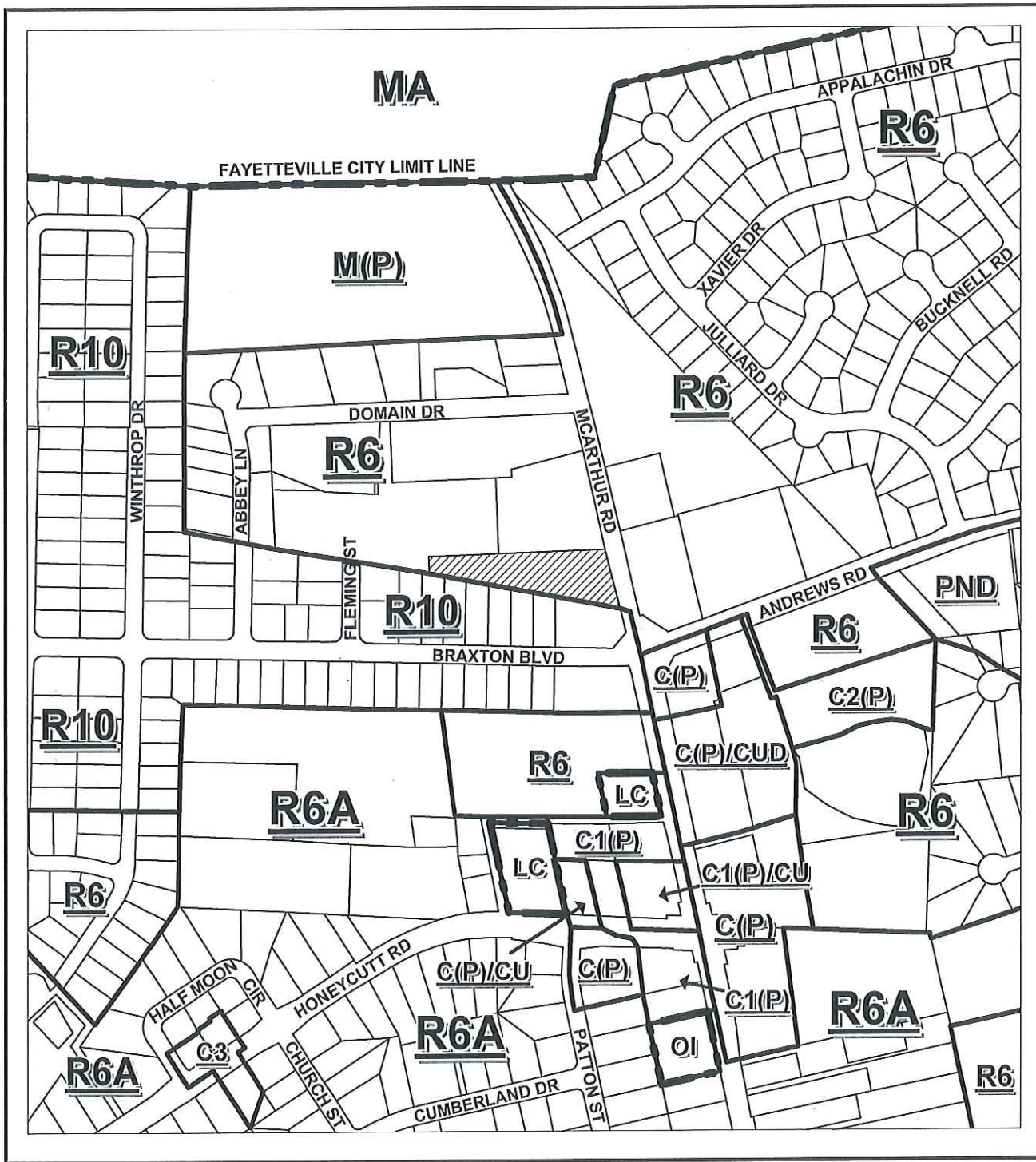
location;

c. And, this rezoning approval is reasonable and in the public interest because the subject property is located in an area that is in transition from residential to non-residential through redevelopment and construction of the Fayetteville Outer Loop (I-295).

In Case P18-02, Mrs. Epler made a motion, seconded by Mr. Crumpler to approve the rezoning from R6 Residential to C2(P) Planned Service and Retail and find: a. The approval is an amendment to the adopted North Fayetteville Land Use Plan (2003) map; and that the Board of Commissioners should not require any additional request or application for amendment to said map; b. The following change in conditions was considered in amending the zoning ordinance (zoning map) to meet the development needs of the community: the requested district is consistent with the more recently adopted 2030 Growth Vision Plan (2009) which calls for "urban" development at this location; c. And, this rezoning approval is reasonable and in the public interest because the subject property is located in an area that is in transition from residential to non-residential through redevelopment and construction of the Fayetteville Outer Loop (I-295).

MA

FAYETTEVILLE CITY LIMIT LINE

APPALACHIN DR

R6

M(P)

XAVIER DR

BUCKNELL RD

JULLIARD DR

R10

WINTHROP DR

DOMAIN DR

R6

R6

ABBEY LN

FLEMING ST

MCARTHUR RD

R10

ANDREWS RD

PND

BRAXTON BLVD

R6

C(P)

C2(P)

R10

R6A

R6

C(P)/CUD

R6

LC

C1(P)

R6

LC

C1(P)/CU

C(P)

HALF MOON CIR

HONEYCUTT RD

C(P)/CU

C(P)

C1(P)

R6A

C3

CHURCH ST

R6A

PATTON ST

OI

R6A

R6

R6A

CUMBERLAND DR

N

**REQUESTED REZONING
R6 TO C2(P)**

500   0   500

SCALE IN FEET

ACREAGE: 1.65 AC.+/-	HEARING NO: P18-02	
ORDINANCE: COUNTY	HEARING DATE	ACTION
STAFF RECOMMENDATION		
PLANNING BOARD		
GOVERNING BOARD		

PIN: 0521-51-7052

MB

**CUMBERLAND
★ COUNTY ★**
N O R T H   C A R O L I N A

BOARD OF COMMISSIONERS' OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **KELLIE BEAM, DEPUTY CLERK TO THE BOARD**

DATE: **2/15/2018**

SUBJECT: **TOURISM DEVELOPMENT AUTHORITY (1 VACANCY)**

BACKGROUND

The Tourism Development Authority has the following one (1) vacancy:

Hotel/Motel over 100 Rooms Representative:
Anup Contractor – completed first term. Eligible for reappointment.
The TDA recommends **Anup Contractor** to be reappointed. (See attached)

I have attached the current membership list and applicant list for this board.

RECOMMENDATION / PROPOSED ACTION

Nominate individual to fill the one (1) vacancy above.

ATTACHMENTS:

Description	Type
Tourism Development Authority	Backup Material

Tourism Development Authority

The Tourism Development Authority is charged with expending the net proceeds of the occupancy tax authorized by and levied under Session Laws 2001 Chapter 484 for the purposes provided in that act.

Web Page Links, Downloads, and Resources:

Statutory Authorization: NCGS 2001-484

Member Specifications:

7 Members with Specific Categories

- Representatives nominated by hotels and motels within the County which have in excess of 100 rooms subject to the occupancy tax (2)
- Representatives nominated by hotels and motels within the County which have fewer than 100 rooms subject to the occupancy tax (2)
- The President of the Fayetteville-Cumberland County Chamber of Commerce (1)
- The County Manager (1)
- A member of the public who is not affiliated with travel and tourism and who reflects the cultural diversity of the County (1)

Term: 3 Years

Compensation: None

Duties:

- Expend the net proceeds of the occupancy tax authorized by and levied under Session Laws 2001 Chapter 484, as amended from time to time, for the purposes provided in that act;
- Promote travel, tourism and conventions in the County, sponsor tourist-related capital projects in the County;
- Contract for and be contracted with, apply for and accept grants and gifts for the accomplishment of the purposes provided in the act.

Meetings: Quarterly (January/April/July/October) - Fourth Wednesday at 8:00 AM

Meeting Location: Cumberland County Courthouse Fifth Floor, Room 564 117 Dick Street Fayetteville, NC

From:	Myra Brooks
Sent:	Wednesday, February 07, 2018 2:09 PM
To:	Kellie Beam
Subject:	TDA Recommendation for BOC

Kellie:

The TDA at February 7, 2018 special meeting unanimously recommended the reappointment of Anup Contractor for a second term on the TDA in the position of Hotel/Motel Over 100 Rooms Representative. Please place this on the upcoming agenda. Thank you.

****

Myra M. Brooks
N.C. Certified Paralegal
P.O. Box 1829
Fayetteville, NC 28302-1829
Phone: (910) 678-7762/7757 / Fax: (910) 678-7758
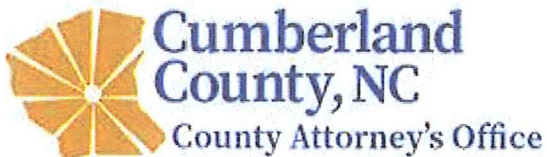
Cumberland County, NC
County Attorney's Office

3 Year Terms

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
Commissioner Appointees:				
Hotel/Motels under 100 rooms Representatives:				
Vivek Tandon (A/M)	11/15	1st	Nov/18	Yes
2857 Skye Drive			11/30/18	
Fayetteville, NC 28303				
323-9070/(w) 438-0945/(c) 670-1072				
Vtandon103@aol.com				
Pavan D. Patel (IA/M)	11/16	1st	Nov/19	Yes
4321 Ferncreek Drive			11/30/19	
Fayetteville, NC 28314				
584-7174/919-904-2673				
pavan@willowgroupinvestments.com				
Hotel/Motel over 100 rooms Representatives:				
Anup Contractor (A/M)	10/14	1st	Oct/17	Yes
217 Kirkwood Drive			10/31/17	
Fayetteville, NC 28303				
433-2657 (H) /433-2100 (W) / 286-9373 (C)				
anup.econolodge@gmail.com				
Manish Mehta	4/17	2nd	Mar/20	No
229 Forest Creek Drive			3/31/20	
Fayetteville, NC 28303				
494-1918 /689-0800 (C)				
msmehta@5points.nc.com				
Member of the Public Not Affiliated with Travel/Tourism				
Terri Thomas	11/17	1st	Nov/20	Yes
508 Spaulding Street			11/30/20	
Fayetteville, NC 28301				
485-4765/988-7672 (cell)				
terristhomas88@gmail.com				

President of the Fayetteville Regional Chamber (ex officio)
Christine Michaels
159 Maxwell Street
Fayetteville, NC 28311
483-8133
cmichaels@faybiz.com

Cumberland County Manager (ex officio)
Amy Cannon
P.O. Box 1829
Fayetteville, NC 28302
678-7723
acannon@co.cumberland.nc.us

Authority was created by the Board of Commissioners on January 28, 2002.
Board was appointed on March 11, 2002.
Meetings: Quarterly (January/April/July/October) - 4th Wednesday – 8:00 AM – Room 564
Contact: Candice White, Clerk to the Board @ 678-7771

APPLICANTS FOR
TOURISM DEVELOPMENT AUTHORITY

NAME/ADDRESS/PHONE	OCCUPATION	EDUCATIONAL BACKGROUND
BECK, REBECCA E. (I/F) 3605 PERSIMMON RD HOPE MILLS, NC 28348 286-0759 (H) / 867-9700 X 2579 (W) Graduate-County Citizens' Academy: NO Graduate-Institute for Community Leadership: NO Graduate-Leadership Fayetteville: NO Graduate-United Way's Multi-Cultural Leadership Program: NO Graduate-other leadership academy: NO	INFORMATION SYSTEMS MANAGER PARTNERSHIP FOR CHILDREN	AAS-PUBLIC ADMIN.
COLEMAN, ARTHUR (B/M) 2633 PLUM RIDGE RD FAYETTEVILLE NC 28306 644-7599/868-9996 Graduate-County Citizens' Academy: No Graduate-Institute for Community Leadership: No Graduate-Leadership Fayetteville: No Graduate-United Way's Multi-Cultural Leadership Program: No Graduate-other leadership academy: No	PROGRAM MANAGER FDR INC	BACHELOR-LIBERAL ARTS ASSOCIATES - CRIMINAL JUSTICE
COLLIER, ADAM (W/M) 3612 SOUTH RIVER SCHOOL ROAD WADE, NC 28395 309-9736/223-7867 ADAM.COLLIER@MARRIOTT.COM Graduate-County Citizens' Academy: NO Graduate-Institute for Community Leadership: NO Graduate-Leadership Fayetteville: NO Graduate-United Way's Multi-Cultural Leadership Program: NO Graduate-other leadership academy: NO	HOTEL MANAGER NEWPORT HOSPITALITY GROUP	SOME COLLEGE

    CATEGORY: HOTEL/MOTELS OVER 100 ROOMS REPRESENTATIVE

NAME/ADDRESS/PHONE	OCCUPATION	EDUCATIONAL BACKGROUND
JACKSON, RAMONA (W/F) 4780 DUDLEY ROAD FAYETTEVILLE NC 28312 433-0144/977-0521 Graduate-County Citizens' Academy: NO Graduate-Institute for Community Leadership: NO Graduate-Leadership Fayetteville: NO Graduate-United Way's Multi-Cultural Leadership Program: NO Graduate-other leadership academy: NO	AREA DIRECTOR MARIOTT INTERNATIONAL	BS-BUSINESS ADMIN.
JOHNSON, NATHANIEL (W/M) 305 SYLVAN ROAD FAYETTEVILLE NC 28305 484-0032/263-4625/745-0001 NEDJOHNSON@ONSITEHOMESNC.COM Graduate-County Citizens' Academy: NO Graduate-Institute for Community Leadership: NO Graduate-Leadership Fayetteville: NO Graduate-United Way's Multi-Cultural Leadership Program: NO Graduate-other leadership academy: NO	HOME BUILDER OWNER	MBA

    CATEGORY: GENERAL PUBLIC NOT AFFILIATED WITH TOURISM

NAME/ADDRESS/PHONE	OCCUPATION	EDUCATIONAL BACKGROUND
MCFADDEN, JENSON (B/M) 1717 SYKES POND RD FAYETTEVILLE NC 28304 868-9067/850-8409	PRES TRANSPORT SVC DM TRANSPORTATION	ASSOCIATE-BIBLICAL STUDIES

SERVES ON THE WORKFORCE DEVELOPMENT BOARD

Graduate-County Citizens' Academy: No
Graduate-Institute for Community Leadership: No
Graduate-Leadership Fayetteville: No
Graduate-United Way's Multi-Cultural Leadership Program: No
Graduate-other leadership academy: No

MELVIN, MELISSA (W/F) 517 LANCASTER RD FAYETTEVILLE NC 28303 864-3191/263-2674	RETIRED MILITARY	SOME COLLEGE

Graduate-County Citizens' Academy: NO
Graduate-Institute for Community Leadership: NO
Graduate-Leadership Fayetteville: NO
Graduate-United Way's Multi-Cultural Leadership Program: NO
Graduate-other leadership academy: MILITARY LEADERSHIP

SEAMAN, DANIEL (W/M) 4001 FINAL APPROACH RD EASTOVER, NC 28312 483-7733/286-3202	RETIRED MILITARY	BACHELOR OF ARTS

Graduate-County Citizens' Academy: YES
Graduate-Institute for Community Leadership: NO
Graduate-Leadership Fayetteville: NO
Graduate-United Way's Multi-Cultural Leadership Program: NO
Graduate-other leadership academy: NO

TUCKER, GAY (B/F) 604 LUFKIN CIRCLE FAYETTEVILLE NC 28311 644-8265/703-8905	ACCOUNTS PAYABLE SPECIALIST TOWN OF SPRING LAKE	COLLEGE

Graduate-County Citizens' Academy: NO
Graduate-Institute for Community Leadership: NO
Graduate-Leadership Fayetteville: NO
Graduate-United Way's Multi-Cultural Leadership Program: NO
Graduate-other leadership academy: NO

EMERGENCY SERVICES DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **RANDY BEEMAN, EMERGENCY SERVICES DIRECTOR**

DATE: **2/7/2018**

SUBJECT: **LOCAL FIREFIGHTER'S RELIEF FUND BOARD**

BACKGROUND

According to North Carolina General Statute § 58-84-30, for each county complying with and deriving benefits from the provisions of the Article, there shall be appointed a local board of trustees, known as the trustees of the Firefighters' Relief Fund. The board of trustees shall be composed of five (5) members, two (2) of whom shall be elected by the members of the local fire department(s) who are qualified as beneficiaries of such fund, two (2) of whom shall be elected by the mayor and the board alderman or other local governing body, and one (1) of whom shall be named by the Commissioner of Insurance.

The statute was changed June 30, 2016. Any who were appointed before that date had terms of two years that commenced in the month of January but they held office until their successors were appointed. Any appointed after that date now serve at the pleasure of the board of commissioners for an indefinite term and may now be appointed at any time, not just January. The statute has always provided that members held office until their successor was appointed. Now it has removed the two-year time limit. All members that were appointed by the board of commissioners on any of these fire department boards may continue to hold office until the board of commissioners appoints a successor and will only hold office for so long as the commissioners allow.

Requests for the re-appointment of trustees to the Firefighters' Relief Fund boards are attached. North Carolina General Statute § 58-84-30 is also attached.

RECOMMENDATION / PROPOSED ACTION

The following trustees are requested for re-appointment.

Beaver Dam FD	Dale Ackerman
	John Ake
Bethany Rural FD	Lyn Autry
Cotton FD	James A. McLean III
	Eddie Garner
Cumberland Road FD	Geoffrey G. Kieser
Eastover FD	Bert Kitchen
Godwin/Falcon FD	Woody Ray Adams
	Joel Keith Matthews
Gray's Creek Station 18 FD	Scott Johnson
	Mike Davis
Gray's Creek Station 24 FD	Raymond Lloyd
Pearce's Mill FD	C. B. Burke

| Stedman FD | Joseph Cashwell |
| | Richard Crumpler |

| Stoney Point FD | Plato Maxwell, Jr. |
| | Freddy L. Johnson, Jr. |

| Vander FD | David Chavis |
| | Dwayne Beasley |

| Wade Community FD | Johnny Lanthorn |
| | Linwood Hill |

| Westarea FD | Rochelle Pastor-Rhodall |
| | Frank 'Lyn' Ramey |

The following trustees are new appointments from their respective fire department and are requested for appointment.

Pearce's Mill FD	Misty Manning
Cumberland Road FD	Sean Seever
Eastover FD	Shirley McLaurin
Bethany FD	James McMillan
Gray's Creek Station 24 FD	John Dove Pone Jr.

ATTACHMENTS:

Description	Type
Firefighters' Relief Fund Trustee Change	Backup Material
North Carolina General Statute	Backup Material

RANDY BEEMAN
Director

CUMBERLAND
★COUNTY★
NORTH CAROLINA

EMERGENCY SERVICES DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS'
AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM: RANDY BEEMAN, EMERGENCY SERVICES DIRECTOR

DATE: FEBRUARY 7, 2018

SUBJECT: LOCAL FIREFIGHTERS' RELIEF FUND BOARDS

BACKGROUND:

According to North Carolina General Statute § 58-84-30, for each county complying with and deriving benefits from the provisions of the Article, there shall be appointed a local board of trustees, known as the trustees of the Firefighters' Relief Fund. The board of trustees shall be composed of five (5) members, two (2) of whom shall be elected by the members of the local fire department(s) who are qualified as beneficiaries of such fund, two (2) of whom shall be elected by the mayor and board of alderman or other local governing body, and one (1) of whom shall be named by the Commissioner of Insurance.

The statute was changed June 30, 2016. Any who were appointed before that date had terms of two years that commenced in the month of January, but they held office until their successors were appointed. Any appointed after that date now serve at the pleasure of the board of commissioners for an indefinite term and may now be appointed at any time, not just January. The statute has always provided that members held office until their successor was appointed. Now it has removed the two-year time limit. All members that were appointed by the board of commissioners on any of these fire department boards may continue to hold office until the board of commissioners appoints a successor and will only hold office for so long as the commissioners allow.

Requests for the re-appointment of trustees to the Firefighters' Relief Fund boards are attached. North Carolina General Statute § 58-84-30 is also attached.

RECOMMENDATION/PROPOSED ACTION:

The following trustees are requested for re-appointment.

Beaver Dam FD,	Dale Ackerman
	John Ake
Bethany Rural FD,	Lyn Autry
Cotton FD,	James A. McLean III
	Eddie Garner
Cumberland Road FD,	Geoffrey G. Kieser
Eastover FD,	Bert Kitchen
Godwin/Falcon FD	Woody Ray Adams
	Joel Keith Matthews
Gray's Creek Station 18 FD,	Scott Johnson
	Mike Davis
Gray's Creek Station 24 FD,	Raymond Lloyd
Pearce's Mill FD,	C. B. Burke
Stedman FD,	Joseph Cashwell
	Richard Crumpler
Stoney Point FD,	Plato Maxwell, Jr.
	Freddy L. Johnson, Jr.
Vander FD,	David Chavis
	Dwayne Beasley
Wade Community FD,	Johnny Lanthorn
	Linwood Hill
Westarea FD,	Rochelle Pastor-Rhodall
	Frank 'Lyn' Ramey

The following trustees are new appointments from their respective fire department and are requested for appointment.

Pearce's Mill FD	Misty Manning
Cumberland Road FD	Sean Seever
Eastover FD	Shirley McLaurin
Bethany FD	James McMillan
Gray's Creek Station 24 FD	John Dove Pone Jr.

§ 58-84-30. Trustees appointed; organization.

For each county, town or city complying with and deriving benefits from the provisions of this Article, there shall be appointed a local board of trustees, known as the trustees of the local Firefighters' Relief Fund, to be composed of five members, two of whom shall be elected by the members of the local fire department who are qualified as beneficiaries of such fund, two of whom shall be elected by the mayor and board of aldermen or other local governing body, and one of whom shall be named by the Commissioner of Insurance. Their selection and term of office shall be as follows:

(1)   The members of the fire department shall hold an election to elect two representatives to the board to serve at the pleasure of the members of the department. The elected representatives may serve until their resignation or until the department holds an election to replace them. Board members elected pursuant to this subdivision shall be either (i) residents of the fire district or (ii) active or retired members of the fire department.

(2)   The mayor and board of aldermen or other local governing body shall appoint two representatives to the board to serve at the pleasure of the governing body. Board members appointed pursuant to this subdivision shall be residents of the fire district.

(3)   The Commissioner of Insurance shall appoint one representative to serve as trustee who shall serve at the pleasure of the Commissioner. The member appointed pursuant to this subdivision shall be either (i) a resident of the fire district or (ii) an active or retired member of the fire department.

All of the above trustees shall hold office for their elected or appointed time, or until their successors are elected or appointed, and shall serve without pay for their services. They shall immediately after election and appointment organize by electing from their members a chairman and a secretary and treasurer, which two last positions may be held by the same person. The treasurer of said board of trustees shall give a good and sufficient surety bond in a sum equal to the amount of moneys in his hand, to be approved by the Commissioner of Insurance. The cost of this bond may be deducted by the Insurance Commissioner from the receipts collected pursuant to G.S. 58-84-10 before distribution is made to local relief funds. If the chief or chiefs of the local fire departments are not named on the board of trustees as above provided, then they shall serve as ex officio members without privilege of voting on matters before the board. (1907, c. 831, s. 6; C.S., s. 6068; 1925, c. 41; 1945, c. 74, s. 1; 1947, c. 720; 1949, c. 1054; 1973, c. 1365; 1985, c. 666, s. 64; 1987, c. 174, ss. 1, 5; 2007-246, s. 3; 2012-45, s. 2; 2014-64, s. 1(a); 2016-51, s. 3.)

CUMBERLAND ★COUNTY★
NORTH CAROLINA

BOARD OF COMMISSIONERS' OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM: KELLIE BEAM, DEPUTY CLERK TO THE BOARD

DATE: 2/15/2018

SUBJECT: ALLIANCE BEHAVIORAL HEALTHCARE BOARD OF DIRECTORS (2 VACANCIES)

BACKGROUND

At their February 5, 2018 meeting, the Board of Commissioners nominated the following individuals to fill two (2) vacancies on the Alliance Behavioral Healthcare Board of Directors:

NOMINEE(S)
Duane Holder
Commissioner Glenn Adams

I have attached the current membership list for this Board.

RECOMMENDATION / PROPOSED ACTION

Appoint individuals to fill the two (2) vacancies above.

ATTACHMENTS:

Description	Type
Alliance Behavioral Healthcare Board of Directors	Backup Material

ALLIANCE BEHAVIORAL HEALTHCARE
BOARD OF DIRECTORS

3 Year Term

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
VACANT (Vacated by J. Griffin)	5/16	2nd	May/19 5/31/19	No
Christopher Bostock 424 Kingsford Road Fayetteville, NC 28314 486-0415 (W) / 273-4936 (C) Chris_bostock@ml.com	9/16	2nd	Sept/19 9/30/19	No
Lodies Gloston 2000 Greendale Drive Fayetteville, NC 28304 867-5724 (H) lodiesgloston@nc.rr.com	9/16	2nd	Sept/19 9/30/19	No
VACANT (Vacated by M. Boose)	1/17	1st	Sept/19 9/30/19	Yes

(serving unexpired term; eligible for one additional three-year term)

Alliance Behavioral Healthcare is governed by a Board of Directors that is responsible for comprehensive planning, budgeting, implementing and monitoring of community-based mental health, developmental disability and substance abuse services to meet the needs of individuals in the Alliance region.

The Alliance Board consists of community stakeholders from Durham, Wake and Cumberland counties that are appointed by their respective County Commissioners, as well as representation from Johnston County. Service providers do not serve as members of the Board.

Board meets on the first Thursday of the month at 4:00 p.m. at 4600 Emperor Blvd Ste 200, Durham, North Carolina 27703. (July and January meeting only as needed).
Contact: Rob Robinson – 919-651-8411 (office)/rrobinson@alliancebhc.org

BOARD OF COMMISSIONERS' OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **KELLIE BEAM, DEPUTY CLERK TO THE BOARD**

DATE: **2/15/2018**

SUBJECT: **CIVIC CENTER COMMISSION (1 VACANCY)**

BACKGROUND

On February 5, 2018, the Board of Commissioners nominated the following individual to fill one (1) vacancy on the Civic Center Commission:

NOMINEE(S)
Restaurant Owner Position:
Alexander (Lexi) Hasapis (new appointment)

I have attached the current membership list.

RECOMMENDATION / PROPOSED ACTION

Appoint individual to fill the one (1) vacancy above.

ATTACHMENTS:

Description	Type
Civic Center Commission	Backup Material

CIVIC CENTER COMMISSION
3 Year Term

Per their by-laws, Civic Center Commission Nominating Committee meets annually to make recommendations for vacancies; vacancies are to be placed on Commissioners' December agenda for nominations; terms run January through December.

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
Mark Lynch (W/M) 311 Valley Road Fayetteville, NC 28305 494-0233 / 483-1212	01/16	2nd	Jan/19 1/1/19	No
Judy Dawkins (W/F) 2004 Morganton Rd Fayetteville, NC 28305 323-4974 / 237-6785	01/16	2nd	Jan/19 1/1/19	No
Elizabeth Varnedoe (W/F) 1411 Raeford Rd Fayetteville, NC 28305 484-8959 (H) / 624-2378 (W)	01/16	2nd	Jan/19 1/1/19	No
Joe Gillis (W/M) 8623 Galatia Church Road Fayetteville, NC 28304 910-309-2001 MR.JHGILLIS@GMAIL.COM	01/17	1st	Jan/20 1/1/20	Yes
Sheba McNeil (B/F) 542 Williwood Road Fayetteville, NC 28311 229-1111/568-5005	01/17	1st full term	Jan/20 1/1/20	Yes
Robert C. Williams (B/M) 2713 Rosehill Rd Fayetteville, NC 28301 910-488-7587	1/16	2nd	Jan/19 1/1/19	No
Gregory Parks (W/M) 307 Devane Street Fayetteville, NC 28305 484-9666/483-8194	1/17	1st	Jan/20 1/1/20	Yes
Dineen Morton (B/F) 5835 Pettigrew Drive Fayetteville, NC 28314 494-5761/495-6977	01/16	1st	Jan/19 1/1/19	Yes

Civic Center Commission, page 2

Per their by-laws, Civic Center Commission Nominating Committee meets annually to make recommendations for vacancies; vacancies are to be placed on Commissioners' December agenda for nominations; terms run January through December.

Name/Address	Date Appointed	Term	Eligible For Expires	Reappointment
Restaurant Owner (SL 1993-413)				
Edith Bigler (/F)	01/15	2nd	Jan/18	No
178 Ellerslie Drive			1/1/18	
Fayetteville, NC 28303				
308-7912				

** At its November 17, 2014 meeting, the Cumberland County Board of Commissioners took action to request that the local legislative delegation submit a bill to the General Assembly to reduce the number of members on the Civic Center Commission from fifteen to nine. The bill is to be considered by the GA at its 2015 regular session. At its June 10, 2015 meeting, the NC General Assembly ratified Session Law 2015-61 Senate Bill 142 an act to reduce the number of members serving on the Cumberland County Civic Center Commission from 15 members to 9 members. **

Commissioner Liaisons: Commissioner Charles Evans

Ex Officio Member: Amy Cannon County Manager

Meetings: 4th Tuesday of the month at 5:30 PM, Crown Center Board Room. 1960 Coliseum Drive (All committees meet the 4th Tuesday of each month at 5:00 pm)

Contact: James J. Grafstrom, Jr., General Manager, Coliseum Complex (or Rita Perry – 438-4102/Fax 323-8423)

BOARD OF COMMISSIONERS' OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **KELLIE BEAM, DEPUTY CLERK TO THE BOARD**

DATE: **2/15/2018**

SUBJECT: **CUMBERLAND COUNTY HOME AND COMMUNITY CARE BLOCK GRANT COMMITTEE (6 VACANCIES)**

BACKGROUND

On February 5, 2018 the Board of Commissioners nominated the following individuals to fill six (6) vacancies on the Cumberland County Home and Community Care Block Grant Committee.

NOMINEE(S)
Older Consumer:
Paul Taylor (new appointment)
Rebecca "Becky" Rebec (new appointment)

Aging Service Provider:
Alicia Campbell (new appointment)
Robert Williams (new appointment)
Felicia Johnson (new appointment)
Ida Baker (new appointment)

I have attached the current membership list for this Committee.

RECOMMENDATION / PROPOSED ACTION

Appoint individuals to fill the six (6) vacancies above.

ATTACHMENTS:

Description	Type
CC Home and Community Care Block Grant Committee	Backup Material

CUMBERLAND COUNTY
HOME AND COMMUNITY CARE BLOCK GRANT COMMITTEE
(PLANNING COMMITTEE FOR AGING SERVICES)
4 Year Term

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
Older Consumer Susan Hesnard 2130 Bay Water Drive Fayetteville, NC 28304	9/16	1st	Sept/20 9/30/20	Yes
Stephen MacDonald 1783 Cawdor Drive Fayetteville, NC 28304 426-8117 SMACDONALD3@NC.RR.COM	12/17	1st	Dec/21 12/31/21	Yes
VACANT (Vacated by M. Mack)	4/13	1st	April/17 4/30/17	Yes
Rebecca Campbell 7027 Darnell Street Fayetteville, NC 28314 487-7555	9/16	1st	Sept/20 9/30/20	Yes
Diane D. Townsend 5625 Pepperbush Drive Fayetteville NC 28304 426-4948	9/16	1st	Sept/20 9/30/20	Yes
Edna Cogdell 734 Ashburton Drive Fayetteville, NC 28301 488-4582/624-4558	9/16	1st	Sept/20 9/30/20	Yes
Cassandra McMillion 1905 Eichelberger Drive Fayetteville, NC 28303 488-8336 / 391-1508	12/17	2nd	Nov/20 11/30/20	No
Annie R. Hasan 1340 McArthur Road Fayetteville, NC 28311 630-0688/482-3513 (W)	2/13	2nd	Feb/17 2/28/17	No

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
Aging Service Provider				
Karin Simkin Department of Social Services PO Box 2429 Fayetteville, NC 28302-2429	4/13	2nd	April/17 4/30/17	No
Kendra Haywood 603 Sugaridge Lane Fayetteville, NC 28311 354-6743	12/17	1st	Dec/21 12/31/21	Yes
Mary Galyean Fayetteville-Cumberland Senior Center 739 Blue Street Fayetteville, NC 28301	4/13	2nd	April/17 4/30/17	No
Antoinette Hernandez 7661 Beverly Drive Fayetteville, NC 28314 263-1833	12/17	2nd	Nov/20 11/30/20	No
VACANT (Vacated by R. Johnson)	9/16	1st	Dec/16 12/31/16	Yes
serving unexpired term; eligible for two additional terms				
Tina Dicke Legal Aid of NC PO Box 1268 Fayetteville, NC 28302	4/13	2nd	April/17 4/30/17	No
Lisa Hughes 5524 Shady Pine Ct Hope Mills, NC 28348 339-6579/988-8727/484-0111 LHUGHES@CCCCOOA.ORG	12/17	1st	Dec/21 12/31/21	Yes
Doris Snider Spring Lake Senior Enrichment Center 301 Ruth Street Spring Lake, NC 28390	12/16	2nd	Dec/19 12/31/19	No

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
Aging Service Provider				
Helen Godwin	12/17	1st full term	Dec/20	Yes
805 Retriever Court			12/31/20	
Fayetteville, NC 28311	*serving unexpired term; eligible one additional term*			
630-3674/670-2451				
Civic Representative				
Robin Kivett	12/17	2nd	Nov/20	No
Cape Fear Valley			11/30/20	
4042 Pleasant View Drive				
Fayetteville, NC 28312				
483-6964/615-5649				
Elected Official				
Frances Collier	9/16	1st	Sept/20	Yes
PO Box 47			9/30/20	
Linden, NC 28356				
County Representative				
Amy Cannon	02/11	NA	NA	NA
County Manager				
PO Box 1829				
Fayetteville, NC 28302-1829				

Meets the 3rd Thursday of January, April, August and November at 2:00 PM at various service providers within Cumberland County

Contact: Tracy Honeycutt - 323-4191 x27 - Fax 323-9330 – thoneycutt@mccog.org

BOARD OF COMMISSIONERS' OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **KELLIE BEAM, DEPUTY CLERK TO THE BOARD**

DATE: **2/15/2018**

SUBJECT: **CUMBERLAND COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (4 VACANCIES)**

BACKGROUND

On February 5, 2018, the Board of Commissioners nominated the following individuals to fill four (4) vacancies on the Cumberland County Local Emergency Planning Committee:

NOMINEE(S)
Print and Broadcast Media Representative:
Geneve Mankel (new appointment)

Operators of Facilities Representative:
Caleb Stoker (new appointment)

Transportation Representative:
Renae Larson (new appointment)

Emergency Management Representative:
Andrew Jacobs (new appointment)

The current membership roster for the Cumberland County Local Emergency Planning Committee is attached.

RECOMMENDATION / PROPOSED ACTION

Appoint individuals to fill the four (4) vacancies on the Cumberland County Local Emergency Planning Committee.

ATTACHMENTS:

Description	Type
CC Local Emergency Planning Committee	Backup Material

CUMBERLAND COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
3 Year Term
(Staggered Terms Initially)

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
Print and Broadcast Media Representative				
VACANT (Vacated by K. Arata)	11/16	1st full	Aug/19 8/31/19	Yes
Sean Swain CC Sheriff's Office PIO 5315 Fisher Road Fayetteville, NC 28304 910-849-4004	11/16	1st	Nov/19 11/30/19	Yes
Operators of Facilities Representative				
Gary Tew 339 Euclid Street #3 Stedman, NC 28391 322-6595/485-9263	5/15	1st	May/18 5/31/18	Yes
Mark Ingram (Dupont) 2507 Torcross Drive Fayetteville, NC 28304 483-6646/678-1860	9/14	1st	Sep/17 9/30/17	Yes
Robert Melvin (Eaton Corporation) PO Box 156 Stedman, NC 28391 910-677-5318	11/16	1st	Nov/19 11/30/19	Yes
Tony Collado (Valley Proteins) **3814 Corapeake Drive Fayetteville, NC 28312 323-4112/323-9600**	11/16	1st	Nov/19 11/30/19	Yes

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
Law Enforcement Representative				
Lt. Freddie Johnson Jr. NC Highway Patrol 5455 Grimes Road Fayetteville, NC 28306 423-6881/486-1058	4/16	2nd	Apr/19 4/30/19	No
Captain J.T. Morgan Cumberland Co. Sheriff's Office 131 Dick Street Fayetteville, NC 28301 751-1412/677-5587	12/16	2nd	Dec/19 12/31/19	No
Brett Chandler Fayetteville Police Department 5337 Anna Belle Lane Wade, NC 28395 273-0529/433-1885	11/16	1st	Nov/19 11/30/19	Yes
Emergency Management Representative				
Tim Mitchell Cumberland County Emergency Services 8593 Beaver Dam Road Autryville, NC 28318 678-6734/818-6469	11/16	1st	Nov/19 11/30/19	Yes
Community Group Representative				
Stephen Rogers Home Safe Home Inventory 445 McRae Drive Fayetteville, NC 28305 484-1818/884-7021	10/15	1st	Oct/18 10/31/18	Yes
Transportation Representative				
VACANT (vacated by Eddie Smith)	12/09	1st	Dec/12 12/31/12	Yes
Health Representative				
Greg Phillips Cumberland County Public Health 801 Sandalwood Drive Fayetteville, NC 28304 910-364-3362	11/16	2nd	Nov/19 11/30/19	No

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
Hospital Representative Marsha Lunt 227 Summertime Road Fayetteville, NC 28303 868-1207/907-6688	2/16	2nd	Feb/19 2/28/19	No
Fire Fighting Representative Ronnie Willet Fire/Emergency Management City of Fayetteville 8927 Main Street Godwin, NC 28344 391-8093/433-1413	12/14	1st full term	Dec/17 12/31/17	Yes
		(serving unexpired term; eligible for one additional term)		
First Aid Representative James Bullard Jr. Cumberland Co. EMS/Emergency Management Cape Fear Valley Health System 610 Gillespie St Fayetteville, NC 28306 615-5696/988-8871	11/16	2nd	Nov/19 11/30/19	No
At-Large Representative Calvin Bishop 1803 Fargo Drive Fayetteville, NC 28304 229-5192/229-5102	11/16	1st	Nov/19 11/30/19	Yes`
Henry Eisenbarth 786 Ashfield Drive Fayetteville, NC 28311 480-0012/624-2304	11/16	1st	Nov/19 11/30/19	Yes
Local Environmental Representative **VACANT** (Vacated by P. Rawls)	2/10	1st	Feb/13 2/28/13	Yes
Utilities Representative Rhonda Fokes Public Works Commission 6230 King Hiram Road Hope Mills, NC 28348 303-4622/391-2142	11/16	1st	Nov/19 11/30/19	Yes

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
VACANT (Vacated by A. Moore)	8/13	2nd	Aug/16 8/31/16	No

Ex-Officio/Voting Member:
Larry Lancaster, County Commissioner

Emergency Management
Randy Beeman, Cumberland County Emergency Services
Gene Booth, Cumberland County Emergency Services

Fayetteville Fire/Emergency Management
Ben Major, Chief, Fayetteville Fire Department

County Manager
Amy Cannon, County Manager

Hazardous Materials Response Team Leader
Bobby Brinson, City of Fayetteville Fire Department

Contacts: Randy Beeman, Emergency Services Director – 321-6960
               Gene Booth, Emergency Management Officer – 678-7641

Meets quarterly on the last Thursday of the month in January, April, July & October at 10:00 am – PWC Office, 955 Old Wilmington Road

BOARD OF COMMISSIONERS' OFFICE

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: **KELLIE BEAM, DEPUTY CLERK TO THE BOARD**

DATE: **2/15/2018**

SUBJECT: **EQUALIZATION AND REVIEW BOARD (5 VACANCIES)**

BACKGROUND

On February 5, 2018 the Board of Commissioners nominated the following individuals to fill five (5) vacancies on the Equalization and Review Board:

NOMINEE(S)
At-Large Position:
Marva Lucas-Moore (new appointment)

Businessman Position:
William Carroll Beard Jr. (reappointment)

Farmer Position:
Ernest Canady (reappointment)

Home Builder Position:
Rodney Sherill (reappointment)

Real Estate Agent/Broker:
Kathy Olsen (reappointment)

I have attached the current membership list for this board.

RECOMMENDATION / PROPOSED ACTION

Appoint individuals to fill the five (5) vacancies above.

ATTACHMENTS:

Description	Type
Equalization and Review Board	Backup Material

EQUALIZATION AND REVIEW BOARD
3 Year Term

(All terms expire in March with no more than five expiring in the same year; consistent with the resolution establishing the board as adopted by the Board of Commissioners on September 5, 1989.)

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
Appraiser Douglas Stephens III (W/M) 5350 Reformation Way Wade, NC 28395 425-9339/494-3684	3/16	2nd	Mar/19 3/31/19	No
At Large Harvey Raynor III (W/M) 208 Hillside Avenue Fayetteville, NC 28301 910-587-5543	3/16	2nd	Mar/19 3/31/19	No
VACANT (Vacated by H. Humphrey)3/15		1st	Mar/18 3/31/18	Yes
Curtis Alexander (W/M) 230 Hillside Ave Fayetteville, NC 28301 910-483-9537	3/16	1st	Mar/19 3/31/19	Yes
Businessman William Carroll Beard Jr. (W/M) 2524 Fordham Drive Fayetteville, NC 28304 485-7050/818-9797	3/15	1st	Mar/18 3/31/18	Yes
Farmer Ernest Canady (W/M) 6937 Sim Canady Rd Hope Mills, NC 28348 425-2907/624-9565	3/15	1st	Mar/18 3/31/18	Yes
Home Builder Rodney W. Sherrill (W/M) 2220 Winterlochen Road Fayetteville, NC 28305 978-1010/480-1010	3/15	1st	Mar/18 3/31/18	Yes

(All terms expire in March with no more than five expiring in the same year; consistent with the resolution establishing the board as adopted by the Board of Commissioners on September 5, 1989.)

Name/Address	Date Appointed	Term	Expires	Eligible For Reappointment
Industrialist				
William (Bill) Holland (W/M) 1998 Dawnview Place Fayetteville, NC 28304 910-867-3284	3/16	2nd	Mar/19 3/31/19	No
Real Estate Agent/Broker				
Kathy T. Olsen (W/F) 7725 Borthwick Drive Fayetteville, NC 28306 867-4659/864-1459	3/15	1st	Mar/18 3/31/18	Yes

Chairman: Harvey (Butch) Raynor
1st Vice Chairman: William (Bill) Holland
2nd Vice Chairman: William Carroll Beard, Jr.

Meetings: 2nd Wednesday of every month – 3:30 PM (except July)
                  Courthouse – Room 564
                  (No meetings in July)

Contact: Joe Utley/Sheena Hohing 678-7540

OFFICE OF THE COUNTY MANAGER

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF FEBRUARY 19, 2018

TO: BOARD OF COUNTY COMMISSIONERS

FROM:

DATE:

SUBJECT: MEETINGS

BACKGROUND

March 5, 2018 - NO MEETING - NACo Legislative Goals Conference March 3-7, 2018
March 19, 2018 (Monday) - 6:45 PM
April 3, 2018 (Tuesday) - 9:00 AM
April 16, 2018 (Monday) - 6:45 PM

RECOMMENDATION / PROPOSED ACTION