
AGENDA
CUMBERLAND COUNTY BOARD OF COMMISSIONERS
COURTHOUSE – ROOM 118
OCTOBER 19, 2015
6:45 PM

INVOCATION - Commissioner Jeannette Council

PLEDGE OF ALLEGIANCE – Patrick Barber, 1st Grade, Northwood Temple

PUBLIC COMMENT PERIOD (6:45 PM – 7:00 PM)

Recognition of Cooperative Extension Receiving the Local Government Federal Credit Union 2015 Excellence in Innovation Award for Development and Implementation of Extension Outreach to the Military Community (Lisa Childers, Jessica Drake, Pattie Turner, Liz Joseph Lahti, Kenny Bailey, Keith Walters, Becky Spearman, Captain Sara Luciano, Amy Stidham, Jack Dewar, Mike Newman, Bob Fox, Bill Pollitt, Beth Nelson)

1. Approval of Agenda

2. Consent Agenda
 - A. Approval of minutes for the October 5, 2015 regular meeting.
 - B. Approval of a Resolution in Memory of Former District Attorney Ed Grannis. **(Pg. 6)**
 - C. Approval of Proposed Additions to the State Secondary Road System: **(Pg. 7)**
Camden Woods Subdivision: Fallberry Drive, Whisper Oaks Court
 - D. Approval of Offer of L&I Investments, LLC, to Purchase Surplus Real Property Located at 420 Bryan Street, Fayetteville, NC. **(Pg. 10)**
 - E. Approval of Sale of Lot 41 in the Cumberland Industrial Center. **(Pg. 11)**
 - F. Approval of Sale of Surplus Real Property Described as Lot 5 Permastone Acres West (9.82 Acres). **(Pg. 13)**
 - G. Approval of License Agreements with Lamar for Billboard Sites. **(Pg. 15)**

- H. Approval of Cumberland County Facilities Committee Report and Recommendation: **(Pg. 22)**
- 1) Resolution for the Approval of the Final Plans and Specifications for the Overhills Park Water & Sewer Project **(Pg. 28)**
 - 2) Resolution of Intent to Lease Certain Real Property to Cumberland County Communicare, Inc. **(Pg. 30)**
- I. Approval of Cumberland County Finance Committee Report and Recommendation: **(Pg. 32)**
- 1) Community Transportation Program Grant Match for FY2016 **(Pg. 33)**
- J. Approval of Cumberland County Policy Committee Report and Recommendation (For Information Purposes Only). **(Pg. 36)**
- K. Approval of Billing Guide – Billing and Collection Policies for the Cumberland County Department of Public Health. **(Pg. 44)**
- L. Approval of Declaration of Surplus County Property and Authorization to Accept Insurance Settlement. **(Pg. 68)**
- M. Approval of Breast Cancer Awareness Proclamation. **(Pg. 70)**
- N. Budget Revisions: **(Pgs. 71-72)**
- 1) Rural Operating Assistance Program **(Pg. 71)**

Revision in the amount of \$53,847 to adjust the grant budget to reflect the Rural Operating Assistance Program funds allocated in the final adopted State budget. (B16-097) **Funding Source – State and Fund Balance Appropriated**
 - 2) Cooperative Extension **(Pg. 72)**

Revision in the amount of \$611 to budget the Military 4-H Grant for the period October 1, 2014 to September 30, 2015. County fund balance appropriated is being reduced for reimbursable salary and benefits that was expended in the FY15 year in the amount of \$10,703. (B16-107) **Funding Source – Federal Grant**

3. Public Hearings (Pgs. 73-88)

Uncontested Rezoning Case

- A. **Case P15-48:** Rezoning of .95+/- acre from O&I(P) Planned Office and Institutional to R20 Residential, or to a more restrictive zoning district, located at 520 Harvard Drive, submitted by Ruth S. Barbour (owner) and Timothy Evans. (Pg. 73)

Staff Recommendation:

1st motion for Case P15-48: Move to find the request for rezoning consistent with the 2030 Growth Vision Plan, and any other applicable land use plan, reasonable and in the public interest for the reasons stated in the recommendations of the Planning Staff included in the agenda package and as reflected in the minutes of the Planning Board's consideration of this case, which minutes are to be fully incorporated herein by reference.

2nd motion for Case P15-48: Move to approve the request for R20 Residential District as recommended by the Planning Staff included in the agenda package and as reflected in the minutes of the Planning Board's consideration of this case, which minutes are to be fully incorporated herein by reference.

Planning Board Recommendation: Approve the Staff Recommendation.

Minimum Housing Code Enforcement

- B. Case Number: MH 1068-2015 (Pg. 76)
Property Owner: Jason Brandon & Kymberly Ann Fortner
Property Location: 2771 Clinton Road, Fayetteville, NC
Parcel Identification Number: 0456-48-6704
- C. Case Number: MH 1158-2015 (Pg. 83)
Property Owner: John J. Postl
Property Location: 304 Caleb Drive, Fayetteville, NC
Parcel Identification Number: 0467-70-3566

ITEMS OF BUSINESS

4. Update on the Cumberland County 2015-2016 Strategic Plan by Sally Shutt, Governmental Affairs Officer. (Pg. 89)
5. Nomination and Appointment of the Hazard Mitigation Planning Committee. (3 Vacancies) (Pg. 100)

6. Nominations to Boards and Committees **(Pg. 106)**

****There are no Nominations for this meeting****

7. Appointments to Boards and Committees **(Pgs. 107-111)**

A. Board of Adjustment (2 Vacancies) **(Pg. 107)**

Nominees:

Regular Member (Choose One):

Yvette Carson – Ms. Carson indicated she is not willing to serve.
Winton McHenry
George Turner

Alternate Member:

Alberta Ortiz

B. Cumberland County Library Board of Trustees (3 Vacancies) **(Pg. 110)**

Nominees: Katrina M. Tiffany
Donald W. LaHuffman
Dr. Connette P. McMahan

RECESS THE BOARD OF COMMISSIONERS' MEETING.

CONVENE THE OVERHILLS PARK WATER & SEWER DISTRICT GOVERNING BOARD MEETING (SEE SEPARATE AGENDA) / ADJOURN (Pg. 112)

RECONVENE THE REGULAR BOARD OF COMMISSIONERS MEETING.

8. Closed Session: A. Attorney-Client Pursuant to
NCGS 143-318.11(a)(3).

ADJOURN

WATCH THE MEETING LIVE

THIS MEETING WILL BE STREAMED LIVE THROUGH THE COUNTY'S WEBSITE, CO.CUMBERLAND.NC.US. LOOK FOR THE LINK AT THE TOP OF THE HOMEPAGE.

THE MEETING WILL ALSO BE BROADCAST LIVE ON FAYETTEVILLE/CUMBERLAND EDUCATIONAL TV (FCETV), TIME WARNER CHANNEL 5. THE MEETING VIDEO WILL BE AVAILABLE AT YOUTUBE.COM/CUMBERLANDCOUNTYNC ON TUESDAY, OCTOBER 20. IT WILL BE REBROADCAST ON WEDNESDAY, OCTOBER 21, AT 7 P.M. AND FRIDAY, OCTOBER 23, AT 10:30 A.M.

REGULAR BOARD MEETINGS:

November 2, 2015 - (Monday)	9:00 AM
November 16, 2015 - (Monday)	6:45 PM
December 7, 2015 - (Monday)	9:00 AM
December 21, 2015 - (Monday)	6:45 PM

Cumberland County Board of Commissioners

**A RESOLUTION
IN MEMORY OF FORMER DISTRICT ATTORNEY ED GRANNIS**

WHEREAS, Ed Grannis served as District Attorney for Cumberland County, in the Prosecutorial District 12 of North Carolina, from 1975 to 2010, conducting himself with the highest level of integrity and fairness, while seeking to uphold the laws by representing the State of North Carolina in the courts by prosecuting complex, difficult and high-profile crimes.

WHEREAS, Ed Grannis demonstrated a lifetime of commitment to unselfish service for the greater good of his country, state, county and community, through his years of service as District Attorney, preceded by his service as an Infantry Officer in the U.S. Army, during which time he completed a year-long tour of duty in the 173rd Airborne Brigade in the Republic of South Vietnam.

WHEREAS, during his many decades of service, Ed Grannis won the admiration and respect of his associates, subordinates, elected officials from the city, county, state and federal governments, judges and court officials alike through his unwavering pursuit of justice in a court of law and by acting as a mentor, contributing immeasurably to the highest ideals of justice for all by dispensing his decades of experience as District Attorney for Cumberland County.

NOW, THEREFORE BE IT RESOLVED that the Cumberland County Board of Commissioners heard with great sorrow the announcement of the death of Ed Grannis and hereby commemorates Ed Grannis for his distinguished and impressive career as the former Cumberland County District Attorney.

BE IT FURTHER RESOLVED that when the Cumberland County Board of Commissioners adjourns its meeting on this the 19th day of October 2015, that it stands adjourned as a further mark of respect to the memory of Ed Grannis and that a copy of this Resolution be presented to his family with the deepest respect and utmost appreciation.

Adopted this 19th day of October, 2015.

Kenneth S. Edge, Chairman

W. Marshall Faircloth, Vice Chairman

Glenn B. Adams, County Commissioner

Jeannette M. Council, County Commissioner

Charles E. Evans, County Commissioner

Jimmy Keefe, County Commissioner

Larry L. Lancaster, County Commissioner

AMY H. CANNON
County Manager

JAMES E. LAWSON
Deputy County Manager



MELISSA C. CARDINALI
Assistant County Manager

W. TRACY JACKSON
Assistant County Manager



ITEM NO. _____

20

OFFICE OF THE COUNTY MANAGER

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF OCTOBER 19, 2015

TO: BOARD OF COUNTY COMMISSIONERS
FROM: AMY H. CANNON, COUNTY MANAGER *AKC*
DATE: OCTOBER 13, 2015
**SUBJECT: APPROVAL OF PROPOSED ADDITIONS TO THE STATE
SECONDARY ROAD SYSTEM**

BACKGROUND

The North Carolina Department of Transportation has received petitions requesting the following streets be placed on the State Secondary Road System for maintenance (see attached):

Camden Woods Subdivision:

Fallberry Drive, Whisper Oaks Court

DOT has determined that the above streets are eligible for addition to the state system.

RECOMMENDATION / PROPOSED ACTION

NCDOT recommends that the above named streets be added to the State Secondary Road System. County Management concurs.

Approve the above listed streets for addition to the State Secondary Road System.

/ct

Attachments



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

NICHOLAS J. TENNYSON
SECRETARY

October 2, 2015

Division Six - District Two
Cumberland County

Mr. Kenneth Edge, Chairman
Cumberland County Board of Commissioners
Post Office Box 1829
Fayetteville, North Carolina 28302

Subject: Secondary Road Addition

To Whom It May Concern:

This is in reference to a petition submitted to this office requesting street(s) in Cumberland County be placed on the State's Secondary Road System. Please be advised that these street(s) have been investigated and our findings are that the below listed street(s) are eligible for addition to the State System.

Camden Woods Subdivision

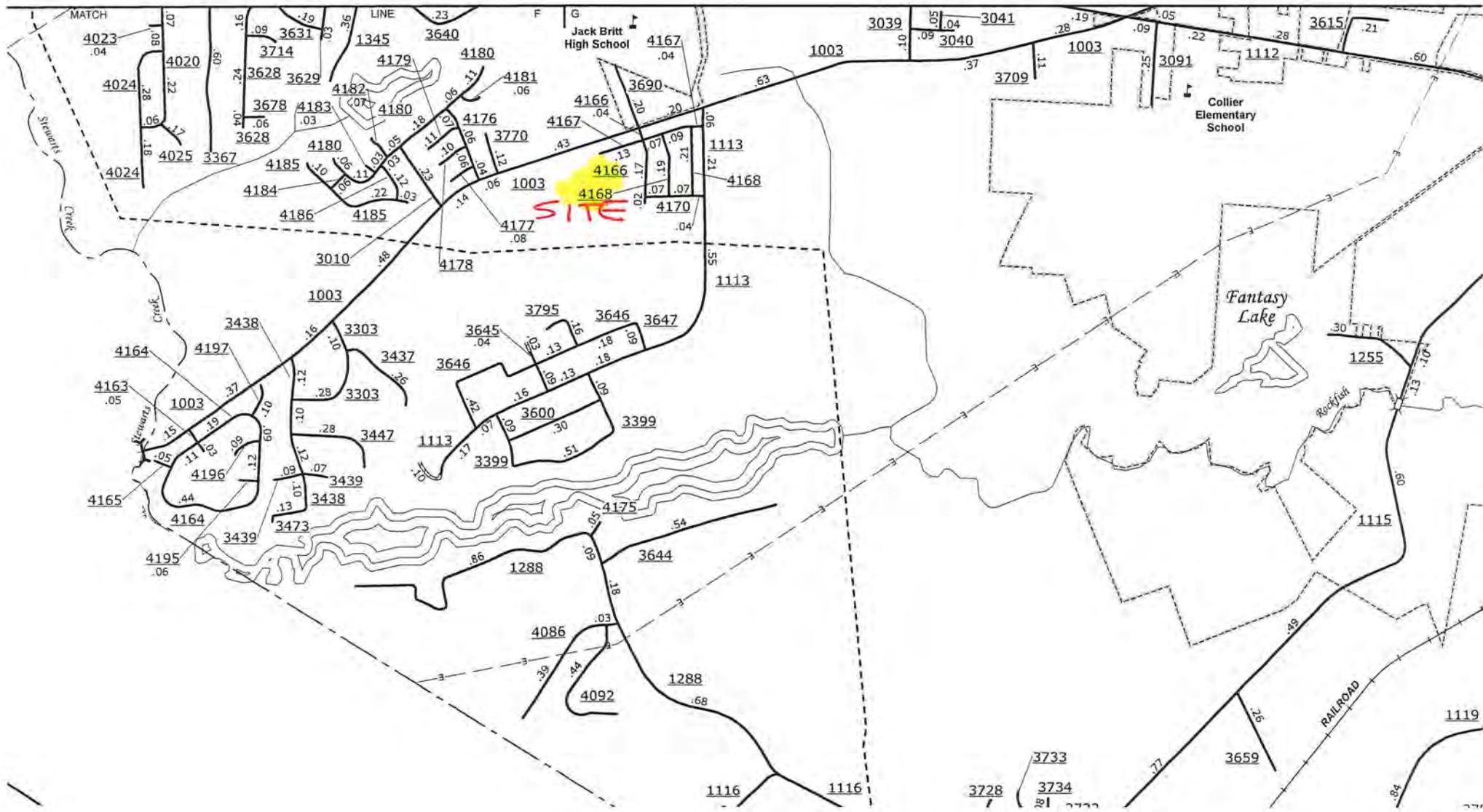
- Fallberry Drive
- Whisper Oaks Court

It is our recommendation that the above named street(s) be placed on the State's Secondary Road System. If you and your Board concur in our recommendation, please submit a resolution to this office.

Sincerely,

A handwritten signature in blue ink that reads "David Plummer".

David Plummer
Engineering Technician



RICKEY L. MOOREFIELD
County Attorney



PHYLLIS P. JONES
Assistant County Attorney

ROBERT A. HASTY, JR.
Assistant County Attorney

OFFICE OF THE COUNTY ATTORNEY

5th Floor, New Courthouse • P.O. Box 1829 • Suite 551 • Fayetteville, North Carolina 28302-1829
(910) 678-7762

**MEMO FOR THE AGENDA OF THE OCTOBER 19, 2015,
MEETING OF THE BOARD OF COMMISSIONERS**

TO: Board of Commissioners; Co. Manager; Hope Page
FROM: Co. Atty. *R. Moorefield*
DATE: October 13, 2015
SUBJECT: Offer of L & I Investments, LLC, to Purchase Surplus Real Property
Located at 420 Bryan Street, Fayetteville, NC

ITEM NO. 2D

BACKGROUND:

The County and the City of Fayetteville acquired the real property with the PIN 0437-03-3553 located at 420 Bryan Street, Fayetteville, NC, at a tax foreclosure sale in 2013 for a purchase price of \$6,616.23. The property is a residential lot with a tax value of \$29,000. The City released its interest in the property to the County by quit-claim deed recorded in deed book 9735 page 751.

Based on the GIS Mapping system and tax records there is a structure on the lot. An offer to purchase the property for \$6,616.23 was submitted by L & I Investments, LLC. If the Board proposes to accept this offer, the proposed sale must be advertised subject to the upset bid process pursuant to G. S. § 160A-269. The proposed advertisement is attached.

RECOMMENDATION/PROPOSED ACTION:

County attorney recommends the Board consider the offer of L & I Investments, LLC. If the Board proposes to accept the offer, resolve that the described real property is not needed for governmental purposes and direct that it be advertised and sold pursuant to the upset bid process of G. S. § 160A-269.

**CUMBERLAND COUNTY BOARD OF COMMISSIONERS
ADVERTISEMENT OF PROPOSAL TO ACCEPT AN OFFER TO PURCHASE
CERTAIN REAL PROPERTY PURSUANT TO N.C.G.S § 160A-269**

Take notice that the Board of Commissioners finds the following real property not needed for governmental purposes and proposes to accept an offer to purchase the property with PIN 0437-03-3553 located at 420 Bryan Street Fayetteville, NC, for a purchase price of \$6,616.23. Within 10 days of this notice any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder by making a five percent (5%) deposit of the bid with the Clerk. This procedure shall be repeated until no further qualifying upset bids are received. The Board of Commissioners may at any time reject any and all offers. Further details may be obtained from the Office of the County Attorney, Suite 551-Courthouse, Fayetteville, NC 28302.

October _____, 2015

Candice White, Clerk to the Board

RICKEY L. MOOREFIELD
County Attorney



ITEM NO. _____

2E

PHYLLIS P. JONES
Assistant County Attorney

ROBERT A. HASTY, JR.
Assistant County Attorney

OFFICE OF THE COUNTY ATTORNEY

5th Floor, Courthouse • P.O. Box 1829 • Suite 551 • Fayetteville, North Carolina 28302-1829
(910) 678-7762

**MEMO FOR THE AGENDA OF THE OCTOBER 19, 2015,
MEETING OF THE BOARD OF COMMISSIONERS**

TO: Board of Commissioners; Co. Manager; Russ Rogerson
FROM: Co. Atty. *R. Moorefield*
DATE: October 13, 2015
SUBJECT: Approval of Sale of Lot 41 in the Cumberland Industrial Center

BACKGROUND:

On September 21, 2015, the Board directed that Lot 41 in the Cumberland Industrial Center be advertised and sold pursuant to the upset bid process of G. S. § 160A-269. The proposed sale was advertised in the *Fayetteville Observer* September 21, 2015. A copy of the publisher's affidavit is attached. The upset bid period expired with no further bids being received. The bid price of \$125,000 was submitted by Piedmont Natural Gas Company, Inc., a North Carolina Corporation. The tax value of the property is \$164,963,

RECOMMENDATION/PROPOSED ACTION:

County attorney recommends the Board to accept this offer and authorize the chairman and/or county manager to execute a warranty deed and such other closing documents as the county attorney deems necessary to sell the property to the sole bidder, Piedmont Natural Gas Company, Inc., for \$125,000.

AFFIDAVIT OF PUBLICATION

NORTH CAROLINA
Cumberland County

CUMBERLAND COUNTY BOARD
OF COMMISSIONERS
ADVERTISEMENT OF PROPOSAL
TO ACCEPT AN OFFER TO PURCHASE
CERTAIN REAL PROPERTY PURSUANT TO
N.C.G.S § 160A-269

Take notice that the Board of Commissioners finds the following real property is not needed for governmental purposes and proposes to accept an offer to purchase the parcel containing 9.45 acres with the PIN 0453-37-2679 and being Lot 41 in the Cumberland Industrial Center for a price of \$125,000. Within 10 days of this notice any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder by making a five percent (5%) deposit of the bid with the Clerk. This procedure shall be repeated until no further qualifying upset bids are received. The Board of Commissioners may at any time reject any and all offers. Further details may be obtained from the Office of the County Attorney, Suite 551-Courthouse, Fayetteville, NC 28302. This the 25th day of September, 2015.

Candice White
Clerk to the Board

9/25

4590585

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 LEGAL SECRETARY of THE FAYETTEVILLE PUBLISHING COMPANY, a corporation organized and doing business under the Laws of the State of North Carolina, 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 ADVERTISEMENT OF PROPOSAL / CUMBERLAND INDUSTRIAL CENTER of CUMB CO ATTORNEY'S was inserted in the aforesaid newspaper in space, and on dates as follows:

9/25/2015

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 25 day of September, A.D., 2015.

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, 2015.

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

0004590585

RICKEY L. MOOREFIELD
County Attorney



ITEM NO. 2F

PHYLLIS P. JONES
Assistant County Attorney

ROBERT A. HASTY, JR.
Assistant County Attorney

OFFICE OF THE COUNTY ATTORNEY

5th Floor, New Courthouse • P.O. Box 1829 • Suite 551 • Fayetteville, North Carolina 28302-1829
(910) 678-7762

**MEMO FOR THE AGENDA OF THE OCTOBER 19, 2015,
MEETING OF THE BOARD OF COMMISSIONERS**

TO: Board of Commissioners; Co. Manager; Hope Page
FROM: Co. Atty. *R. Moorefield*
DATE: October 13, 2015
SUBJECT: Approval of Sale of Surplus Real Property Described as Lot 5
Permastone Acres West (9.82 acres)

BACKGROUND:

On September 21, 2015, the Board adopted a resolution of its intent to accept the offer of Lakestone and Sons, LLC to purchase the property with PIN 0403-69-2966, being Lot 5 Permastone Acres West (9.82 acres), Plat Book 93, Page 65, located in Hope Mills for \$6,145.55. Based on the County GIS Mapping system and tax records, the parcel is a vacant residential lot with a tax value of \$33,515.00.

Notice of the proposed sale pursuant to the upset bid process of G. S. §160A-269 was advertised in the *Fayetteville Observer* September 25, 2015. More than 10 days have elapsed since the notice was published and no upset bid was received. The publisher's affidavit is attached.

RECOMMENDATION/PROPOSED ACTION:

County attorney recommends the Board accept this offer and authorize the Chair to execute a deed for the property upon the county's receipt of the balance of the purchase price.

AFFIDAVIT OF PUBLICATION

NORTH CAROLINA
Cumberland County

CUMBERLAND COUNTY BOARD OF
COMMISSIONERS ADVERTISEMENT
OF PROPOSAL TO ACCEPT AN OFFER TO
PURCHASE CERTAIN REAL PROPERTY
PURSUANT TO N.C.G.S. 160A-269

Take notice that the Board of Commissioners finds the real property described herein is not needed for governmental purposes and proposes to accept an offer to purchase the property with PIN 0403-69-2966 being Lot 5 Permastone Acres West, off Permastone Lake Rd., Hope Mills, NC 28348, for a purchase price of \$6,145.55. Within 10 days of this notice any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder by making a five percent (5%) deposit of the bid with the Clerk. This procedure shall be repeated until no further qualifying upset bids are received. The Board of Commissioners may at any time reject any and all offers.

Further details may be obtained from the Office of the County Attorney, Suite 551-Courthouse, Fayetteville, NC 28302. September 21, 2015. Candice White, Clerk to the Board
9/25 4589445

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 LEGAL SECRETARY of THE FAYETTEVILLE PUBLISHING COMPANY, a corporation organized and doing business under the Laws of the State of North Carolina, 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 LOT 5 PERMASTONE ACRES WEST of CUMB CO ATTORNEY'S was inserted in the aforesaid newspaper in space, and on dates as follows:

9/25/2015

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 25 day of September, A.D., 2015.

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, 2015.

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

0004589445

RICKEY L. MOOREFIELD
County Attorney



ITEM NO. 26

PHYLLIS P. JONES
Assistant County Attorney

ROBERT A. HASTY, JR.
Assistant County Attorney

OFFICE OF THE COUNTY ATTORNEY

5th Floor, Courthouse • P.O. Box 1829 • Suite 551 • Fayetteville, North Carolina 28302-1829
(910) 678-7762

**MEMO FOR THE AGENDA OF THE OCTOBER 19, 2015,
MEETING OF THE BOARD OF COMMISSIONERS**

TO: Board of Commissioners; Co. Manager; Doug Noble
FROM: Co. Atty. *R. Moorefield*
DATE: October 14, 2015
SUBJECT: Approval of License Agreements with Lamar for Billboard Sites

**Attachments: License Agreement for the MLK Site
License Agreement for the Ramsey Street Site**

BACKGROUND:

On June 15, 2015, the Board approved the form of the license agreements with Lamar for the billboard sites on the MLK and Ramsey Street near the intersection of those streets. These sites have been leased by Lamar for several years. The terms of the license agreements will commence November 1, 2015. The license agreements are attached,

RECOMMENDATION/PROPOSED ACTION:

County attorney recommends the approve the license agreements.

NORTH CAROLINA

LICENSE AGREEMENT

CUMBERLAND COUNTY

Lamar Panel# 6762&6763
License #205-1177-01
Located at MLK at Ramsey

Approved by the Board of Commissioners October 19, 2015

THIS LICENSE AGREEMENT is hereby made and entered into this day of October, 2015, by and between THE COUNTY OF CUMBERLAND, (hereinafter referred to as the "LICENSOR," and LAMAR FLORIDA, L.L.C., a Florida limited liability company authorized to conduct business in North Carolina (hereinafter referred to as the "LICENSEE").

W I T N E S S E T H;

WHEREAS, LICENSOR is the fee simple owner of certain real property located in Cumberland County, North Carolina, as more particularly described as:

The parcel with PIN 0438-50-0407 lying between the MLK Freeway and the southern-most Hillsboro Street entrance to the DSS parking lot. The tax mapping office calculates this parcel to contain 2.66 acres west of the railroad tracks with an additional 3/1000ths of an acre east of the tracks.

WHEREAS, LICENSEE desires to use a portion of LICENSOR's property for the purpose of maintaining a static billboard which is owned by LICENSEE and has been located on this property for a number of years (the "License Area"); and

WHEREAS, LICENSOR agrees to grant, and LICENSEE agrees to accept, a LICENSE for the aforementioned purpose.

NOW, THEREFORE, for and in consideration of the terms, conditions and mutual covenants contained herein and other good and valuable consideration received by each party, the sufficiency of which are hereby acknowledged, LICENSOR and LICENSEE hereby agree as follows:

1. LICENSOR hereby grants LICENSEE, its agents, servants and assigns the right, privilege and license to use the property described above, the (License Area), to inspect, alter, improve, maintain, and repair the static billboard advertising sign located thereon; and attain ingress and egress to and upon said License Area for the purpose of exercising the rights, privileges and license granted herein.
2. This License is granted for a term not to exceed ten (10) years commencing on November 1, 2015, and shall continue in full force and effect thereafter until terminated by LICENSOR or LICENSEE upon six (6) months written notice (the "License Term").
3. LICENSEE shall pay LICENSOR an annual fee to be paid in advance each year by the anniversary date of the License Term (the "License Fee"). The initial License Fee shall be \$3,000.00.

The License Fee shall be renegotiated every three years with such renegotiated License Fee to take effect on the fourth, seventh and tenth year's anniversary date of the License Term.

4. LICENSOR retains the right to use the License Area in any manner not inconsistent with the rights herein granted to LICENSEE provided, however, that the LICENSOR shall not disturb the billboard in any way without prior approval by the LICENSEE.

5. The LICENSEE expressly acknowledges and accepts its responsibility under applicable North Carolina law for loss, damage, or injury to persons or property, arising out of or resulting from the authorized use of the License Area, unless, however, such claim or demand shall arise out of or result from the negligence or willful misconduct of LICENSOR, its servants, agents, employees, or assigns.

6. Neither LICENSOR nor LICENSEE shall have any responsibility to each other in the event of any damage to or theft of any equipment or property of the other party except if caused by the gross negligence or willful misconduct of such party, and the party incurring such loss shall look to its own insurance coverage, if any, for recovery in the event of any such damage, loss or theft.

7. LICENSEE agrees that any and all work performed in the License Area and in association with the purposes of this License shall be done in a good, safe, workmanlike manner and in accordance with applicable federal, state, and local statutes, rules, regulations and ordinances.

8. LICENSEE shall not make any alterations to the License Area without the prior written consent of LICENSOR, which consent shall not be unreasonably withheld. LICENSOR may refuse to allow any such alteration if in LICENSOR'S judgment such alteration would adversely affect LICENSOR'S use of the License Area or its adjoining property.

9. LICENSEE'S failure to pay the annual License Fee, or comply with any other provision of this License Agreement shall constitute default. In the event LICENSEE fails to cure any such default within a reasonable period of receiving written notice of such default from LICENSOR, then LICENSOR shall have the right to terminate the License herein granted with respect to the applicable License Area and pursue any other remedies available at law or in equity.

10. Upon termination of this License Agreement, LICENSEE shall, within a reasonable time and at LICENSEE's sole cost and expense, remove the billboard and all equipment, accessories, and materials owned by LICENSEE from the License Area and restore said License Area as nearly as practicable to its condition prior to the granting of the License.

11. The License Area is of such configuration and is not of such size as to justify, in the opinion of the parties, entering into a formal lease covering the License Area. The parties have therefore entered into this License Agreement which, the parties recognize, is not dispositive of all matters and issues that may arise during the License period with respect to the License Area. As and when issues and matters arise during the course of the License Term that are not definitively controlled by the provisions of this License Agreement, the parties shall act reasonably and in good faith endeavor to adjust and resolve such issues and matters.

12. This License Agreement shall be governed by and construed in accordance with the laws of North Carolina.

13. LICENSEE acknowledges that LICENSOR has made no warranty nor given any assurance to LICENSEE as to the suitability of the License Area for LICENSEE'S purposes.

IN WITNESS WHEREOF, the undersigned parties have executed this License Agreement on the day and year first above written.

LICENSOR: CUMBERLAND COUNTY
By:

Amy Cannon, County Manager

Attest:

Candice White, Clerk to the Board

LICENSEE: LAMAR FLORIDA, L.L.C.
By:

Printed Name: _____
Title: _____

Attest:

Printed Name: _____
Title: _____

Approved for legal sufficiency.

County Attorney

NORTH CAROLINA

LICENSE AGREEMENT

CUMBERLAND COUNTY

Lamar Panel# Panel# 9603&9604
Lamar License #205-80680-01
Located at 1100 Ramsey Street

Approved by the Board of Commissioners October 19, 2015

THIS LICENSE AGREEMENT is hereby made and entered into this day of October, 2015, by and between THE COUNTY OF CUMBERLAND, (hereinafter referred to as the "LICENSOR," and LAMAR FLORIDA, L.L.C., a Florida limited liability company authorized to conduct business in North Carolina (hereinafter referred to as the "LICENSEE").

W I T N E S S E T H;

WHEREAS, LICENSOR is the fee simple owner of certain real property located in Cumberland County, North Carolina, as more particularly described as:

That portion of the parcel with PIN 0438-51-2393 lying on the eastern side of the railroad tracks and fronting Ramsey Street. The tax mapping office calculates this portion to contain 1.26 acres.

WHEREAS, LICENSEE desires to use a portion of LICENSOR's property for the purpose of maintaining a digital billboard which is owned by LICENSEE and has been located on this property for a number of years (the "License Area"); and

WHEREAS, LICENSOR agrees to grant, and LICENSEE agrees to accept, a LICENSE for the aforementioned purpose.

NOW, THEREFORE, for and in consideration of the terms, conditions and mutual covenants contained herein and other good and valuable consideration received by each party, the sufficiency of which are hereby acknowledged, LICENSOR and LICENSEE hereby agree as follows:

1. LICENSOR hereby grants LICENSEE, its agents, servants and assigns the right, privilege and license to use the property described above, the (License Area), to inspect, alter, improve, maintain, and repair the digital billboard advertising sign located thereon; and attain ingress and egress to and upon said License Area for the purpose of exercising the rights, privileges and license granted herein.
2. This License is granted for a term not to exceed ten (10) years commencing on November 1, 2015, and shall continue in full force and effect thereafter until terminated by LICENSOR or LICENSEE upon six (6) months written notice (the "License Term").
3. LICENSEE shall pay LICENSOR an annual fee to be paid in advance each year by the anniversary date of the License Term (the "License Fee"). The initial License Fee shall be \$5,000.00.

The License Fee shall be renegotiated every three years with such renegotiated License Fee to take effect on the fourth, seventh and tenth year's anniversary date of the License Term.

4. LICENSOR retains the right to use the License Area in any manner not inconsistent with the rights herein granted to LICENSEE provided, however, that the LICENSOR shall not disturb the billboard in any way without prior approval by the LICENSEE.

5. The LICENSEE expressly acknowledges and accepts its responsibility under applicable North Carolina law for loss, damage, or injury to persons or property, arising out of or resulting from the authorized use of the License Area, unless, however, such claim or demand shall arise out of or result from the negligence or willful misconduct of LICENSOR, its servants, agents, employees, or assigns.

6. Neither LICENSOR nor LICENSEE shall have any responsibility to each other in the event of any damage to or theft of any equipment or property of the other party except if caused by the gross negligence or willful misconduct of such party, and the party incurring such loss shall look to its own insurance coverage, if any, for recovery in the event of any such damage, loss or theft.

7. LICENSEE agrees that any and all work performed in the License Area and in association with the purposes of this License shall be done in a good, safe, workmanlike manner and in accordance with applicable federal, state, and local statutes, rules, regulations and ordinances.

8. LICENSEE shall not make any alterations to the License Area without the prior written consent of LICENSOR, which consent shall not be unreasonably withheld. LICENSOR may refuse to allow any such alteration if in LICENSOR'S judgment such alteration would adversely affect LICENSOR'S use of the License Area or its adjoining property.

9. LICENSEE'S failure to pay the annual License Fee, or comply with any other provision of this License Agreement shall constitute default. In the event LICENSEE fails to cure any such default within a reasonable period of receiving written notice of such default from LICENSOR, then LICENSOR shall have the right to terminate the License herein granted with respect to the applicable License Area and pursue any other remedies available at law or in equity.

10. Upon termination of this License Agreement, LICENSEE shall, within a reasonable time and at LICENSEE's sole cost and expense, remove the billboard and all equipment, accessories, and materials owned by LICENSEE from the License Area and restore said License Area as nearly as practicable to its condition prior to the granting of the License.

11. The License Area is of such configuration and is not of such size as to justify, in the opinion of the parties, entering into a formal lease covering the License Area. The parties have therefore entered into this License Agreement which, the parties recognize, is not dispositive of all matters and issues that may arise during the License period with respect to the License Area. As and when issues and matters arise during the course of the License Term that are not definitively controlled by the provisions of this License Agreement, the parties shall act reasonably and in good faith endeavor to adjust and resolve such issues and matters.

12. This License Agreement shall be governed by and construed in accordance with the laws of North Carolina.

13. LICENSEE acknowledges that LICENSOR has made no warranty nor given any assurance to LICENSEE as to the suitability of the License Area for LICENSEE'S purposes.

IN WITNESS WHEREOF, the undersigned parties have executed this License Agreement on the day and year first above written.

LICENSOR: CUMBERLAND COUNTY
By:

Amy Cannon, County Manager

Attest:

Candice White, Clerk to the Board

LICENSEE: LAMAR FLORIDA, L.L.C.
By:

Printed Name: _____
Title: _____

Attest:

Printed Name: _____
Title: _____

Approved for legal sufficiency.

County Attorney

AMY H. CANNON
County Manager

JAMES E. LAWSON
Deputy County Manager



MELISSA C. CARDINALI
Assistant County Manager

W. TRACY JACKSON
Assistant County Manager



ITEM NO. 24(1-2)

OFFICE OF THE COUNTY MANAGER

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF OCTOBER 19, 2015

TO: BOARD OF COUNTY COMMISSIONERS
FROM: AMY H. CANNON, COUNTY MANAGER *AHC*
DATE: OCTOBER 14, 2015
SUBJECT: APPROVAL OF THE CUMBERLAND COUNTY FACILITIES COMMITTEE REPORT AND RECOMMENDATIONS

BACKGROUND

The Cumberland County Facilities Committee met on Thursday, October 1, 2015 and discussed the following agenda:

- 1) Resolution for the Approval of the Final Plans and Specifications for the Overhills Park Water & Sewer Project
- 2) Communicare Lease Agreement

Separate memos for these items are attached and the draft minutes of the Cumberland County Facilities Committee are attached for your convenience.

RECOMMENDATION/PROPOSED ACTION

Accept the Cumberland County Facilities Committee report and recommendations.

/ct

Attachments

CM101415-1

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CUMBERLAND COUNTY FACILITIES COMMITTEE
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
OCTOBER 1, 2015 - 8:30 A.M.
MINUTES

MEMBERS PRESENT: Commissioner Jimmy Keefe
Commissioner Larry Lancaster

MEMBERS ABSENT: Commissioner Glenn Adams

OTHERS PRESENT: Amy Cannon, County Manager
James Lawson, Deputy County Manager
Tracy Jackson, Assistant County Manager
Melissa Cardinali, Assistant County Manager
Rick Moorefield, County Attorney
Vicki Evans, Finance Director
Deborah Shaw, Finance Accountant
Thelma Matthews, County Finance
Jeffery Brown, Engineering & Infrastructure Director
Sarah Hallock, Communicare
Candice White, Clerk to the Board
Kellie Beam, Deputy Clerk to the Board
Press

Commissioner Jimmy Keefe called the meeting to order.

1. APPROVAL OF MINUTES – SEPTEMBER 3, 2015 REGULAR MEETING

MOTION: Commissioner Lancaster moved to approve the minutes.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS (2-0)

2. REVIEW OF DELI FRANCHISE REQUEST FOR PROPOSAL (RFP) PROCESS AND TIMELINE

BACKGROUND:

Staff was previously instructed by the Facilities Committee to prepare a Request for Proposal (RFP) to solicit submissions for a franchise to provide deli and snack bar services at the Courthouse and the DSS Building.

Limitations for prospective franchisees include the absence of a vented cooking hood at both locations. This will require any cooking equipment to have an approved built-in filtration system with fire suppression capabilities. The restricted hours of operation also

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serve as a potential limitation (i.e., Monday-Friday, 7:30 a.m. to 3:00 p.m., excluding weekends and County holidays). The current franchisee owns all non-fixed appliances and kitchen equipment at both locations and also the dining room furnishings at the Courthouse location.

Requirements include:

- Must maintain a Grade A Health Inspection Rating
- Must pay a percentage of monthly earnings or a minimum of \$500 whichever is greater
- Must maintain a point-of-sale system and accept credit and debit cards
- Proof of insurance

Evaluation criteria include:

- Five (5) years of deli/restaurant experience
- Evidence of stable financial position
- Acceptable menu and pricing
- Adequate references

RECOMMENDATION

Approval to move forward with an RFP process for a deli and snack bar franchise.

Tracy Jackson, Assistant County Manager, reviewed the background information and recommendation as recorded above. Mr. Jackson reviewed the projected timeline below for the Cumberland County Deli and Snack Bar – Request for Proposals:

Facilities Committee Meeting	October 1, 2015
Advertise RFP in Paper & Internet for 15 Business Days	October 7, 2015
Deadline for Proposals	October 23, 2015
Review Proposals	October 23, 2015
Present Recommendation to Facilities Committee	November 5, 2015
Present Recommendation to Board of Commissioners	November 16, 2015
Expiration of Contract Extension with Mr. Jae Yi	December 31, 2015

Commissioner Keefe asked how the figures were verified. Ms. Cannon, County Manager, stated Tammy Gillis, Internal Auditor, has done two internal audits in the past year to review the sales information and cash register tapes. Melissa Cardinali, Assistant County Manager, stated Ms. Gillis verifies the information by looking at receipts printed from the cash register and compares with the information submitted to the County Finance Department to make sure there are no discrepancies. Commissioner Keefe stated he feels the verification process could be improved.

Commissioner Keefe stated he feels the space in the Courthouse is worth more than \$500 a month to the County. Commissioner Keefe further stated he feels the RFP process should be done every few years to give other businesses an opportunity to utilize the

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space. Ms. Cannon stated she feels the Deli is used and provides a service to many citizens using the Courthouse.

MOTION: Commissioner Keefe moved to recommend to the full board approval of the RFP process for a deli and snack bar franchise.

SECOND: Commissioner Lancaster

VOTE: UNANIMOUS (2-0)

3. CONSIDERATION OF A RESOLUTION FOR THE APPROVAL OF THE FINAL PLANS AND SPECIFICATIONS FOR THE OVERHILLS PARK WATER & SEWER PROJECT

BACKGROUND:

The Public Utilities Division of the Engineering & Infrastructure Department received notification from the United States Department of Agriculture – Rural Development (USDA-RD) of their intent to fund the installation of sewer within the Overhills Park Water & Sewer District on August 8, 2014. The project funding consists of a loan in the amount of \$819,000, a grant in the amount of \$2,503,000 and a County contribution of \$50,700 for a total project cost of \$3,372,700. Recently USDA-RD notified the Public Utilities Division that the plans and specifications have been reviewed and prior to providing written authorization to bid the project, the Overhills Park Water and Sewer District must submit, in accordance with the Water and Wastewater Docket (WWD) Processing Checklist, a signed resolution providing approval of the final plans and specifications in order to move forward with this project.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director along with County Management recommend that the Facilities Committee approve the resolution and place it on the agendas of the October 19, 2015 Board of Commissioners and Overhills Park Governing Board meetings for approval.

Jeffery Brown, Engineering and Infrastructure Director, reviewed the background information and recommendation as recorded above. Mr. Brown stated this project will provide sewer to a community without a sanitary sewer system in the Overhills Park Subdivision. Mr. Brown stated 75% of the cost of the project is grant money and 25% of the cost of the project is a loan that will be paid back over a 40 year term with a low interest rate. Mr. Brown further stated the availability fee has not been set yet but should be between \$12-\$14 and that cost will go towards the payment of the loan.

Mr. Brown explained the USDA has approved the plans but needs a resolution by the governing board that the board is in agreement with the plans. Mr. Brown further explained once the resolution is approved and sent back to the USDA the County will be able to bid the project.

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MOTION: Commissioner Lancaster moved to recommend to the full board approval of the resolution for the approval of the final plans and specifications for the Overhills Park Water and Sewer Project.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS (2-0)

4. A) APPROVAL OF LEASE AGREEMENTS: MID-CAROLINA COUNCIL OF GOVERNMENT

BACKGROUND:

The Mid-Carolina Council of Governments, a quasi-governmental regional agency serving Cumberland, Harnett and Sampson Counties and the municipalities contained therein, wishes to enter into a lease agreement with Cumberland County for 4,070 square feet of executive office space located in the Cumberland County Historic Courthouse, 130 Gillespie Street in Fayetteville. This agreement will take the place of a prior lease that was in need of an update. The rent shall be at an annual rate of \$8,000 the first year (fiscal year 2016); \$12,210 the second year (fiscal year 2017); \$16,280 the third year (fiscal year 2018) \$20,350 the fourth year (fiscal year 2019); and \$24,420 the fifth year (fiscal year 2020). Mid-Carolina Council of Governments provides transportation, planning and other services such as administering the Area Agency on Aging which provides various programs and advocacy for those sixty (60) years of age and older in our region.

RECOMMENDATION/PROPOSED ACTION:

Staff recommends approval of the proposed lease agreement.

Mr. Jackson reviewed the background information and recommendation as recorded above. Mr. Jackson stated the proposed lease will be for five (5) years and the rent amount will escalate.

Commissioner Keefe stated he feels he has not been briefed on the services that the Mid-Carolina Council of Government provides and would like to see a presentation. Commissioner Keefe further stated he does not know if this is the best utilization of the space in the Historic Courthouse. Commissioner Keefe stated he is not prepared to make a motion to support this item at this time.

Ms. Cannon stated she feels the Mid-Carolina Council of Government provides a valuable service to the elderly in the community. Ms. Cannon stated she will have a discussion with the Mid-Carolina Council of Government and will invite them to the next Facilities Committee meeting to provide a report regarding services.

DRAFT

MOTION: Commissioner Lancaster moved to delay recommendation of the Mid-Carolina Council of Government lease until the November Facilities Committee meeting.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS (2-0)

4. B) APPROVAL OF LEASE AGREEMENTS: COMMUNICARE

BACKGROUND:

Communicare, a local not-for-profit agency that assists people in overcoming mental health problems, substance abuse/chemical dependency, and the trauma of sexual victimization and abuse, wishes to enter into a lease agreement with Cumberland County for 13,994 square feet of office space located at 109 Bradford Avenue in Fayetteville. This agreement contains terms that mirror the prior agreement between Communicare and Cumberland County and will take the place of that agreement which will expire October 31, 2015. The agreement also continues to recognize the in-kind services that Communicare provides to the County. The rent is proposed at an annual rate of \$41,308 and will be for a three-year term.

RECOMMENDATION/PROPOSED ACTION:

Staff recommends approval of the proposed lease agreement.

Mr. Jackson reviewed the background information and recommendation as recorded above. Commissioner Keefe asked Mr. Brown to provide utility bill information for this location.

MOTION: Commissioner Lancaster moved to recommend to the full board approval of the proposed lease agreement with Communicare, Inc.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS (2-0)

5. OTHER ITEMS OF BUSINESS

Commissioner Keefe asked the status of the Wade Byrd Building in the Courthouse parking lot. Mr. Moorefield stated it is an ongoing matter and he does not know how long it will take to resolve. Ms. Cannon stated a decision will need to be made soon regarding the direction of the building.

MEETING ADJOURNED AT 9:09 AM.



ITEM NO. 24 (1)

**CUMBERLAND
★ COUNTY ★
NORTH CAROLINA**

ENGINEERING & INFRASTRUCTURE DEPARTMENT

Engineering Division · Facilities Management Division · Landscaping & Grounds Division · Public Utilities Division

**MEMORANDUM FOR OVERHILLS PARK WATER AND SEWER DISTRICT GOVERNING
BOARD AGENDA OF OCTOBER 19, 2014**

TO: OVERHILLS PARK WATER & SEWER DISTRICT GOVERNING BOARD
FROM: JEFFERY P. BROWN, PE, ENGINEERING & INFRASTRUCTURE DIRECTOR
THROUGH: AMY H. CANNON, COUNTY MANAGER *AH*
DATE: OCTOBER 13, 2015
**SUBJECT: CONSIDERATION OF A RESOLUTION FOR THE APPROVAL OF THE
FINAL PLANS AND SPECIFICATIONS FOR THE OVERHILLS PARK
WATER & SEWER PROJECT**

BACKGROUND:

The Public Utilities Division of the Engineering & Infrastructure Department received notification from the United States Department of Agriculture – Rural Development (USDA-RD) of their intent to fund the installation of sewer within the Overhills Park Water & Sewer District on April 8, 2014. The project funding consists of a loan in the amount of \$819,000, a grant in the amount of \$2,503,000 and a County contribution of \$50,700 for a total project cost of \$3,372,700. Recently USDA-RD notified the Public Utilities Division that the plans and specifications have been reviewed and prior to providing written authorization to bid the project, the Overhills Park Water and Sewer District must submit, in accordance with the Water and Wastewater Docket (WWD) Processing Checklist, the attached signed resolution providing approval of the final plans and specifications in order to move forward with the project.

This was presented to the Facilities Committee on October 1st.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director, County Management and Facilities Committee recommend that the Governing Board approve the resolution.

**STATE OF NORTH CAROLINA
COUNTY OF CUMBERLAND**

**APPROVAL OF PLANS &
SPECIFICATIONS FOR THE
OVERHILLS PARK WATER &
SEWER DISTRICT**

WHEREAS, The Overhills Park Water & Sewer District has need for and intends to construct a wastewater system,

WHEREAS, Engineers have developed the final plans and specifications;

**NOW THEREFORE BE IT RESOLVED, BY THE GOVERNING BOARD OF THE OVERHILLS
PARK WATER AND SEWER DISTRICT:**

That the Overhills Park Water & Sewer District Governing Board hereby approves the final engineering plans and specifications as prepared by MBD Consulting Engineers. P.A. and McGill Associates.

Adopted at a meeting of the Governing Board of the Overhills Park Water and Sewer District held on the 19th day of October 2015 in the Commissioners Meeting Room, Room 118, County Courthouse, 117 Dick Street, in Fayetteville, North Carolina.

Overhills Park Water and Sewer District

Kenneth S. Edge, Chairman
Overhills Park Water & Sewer District
Governing Board

Attest:

Candice White, Clerk
Overhills Park Water & Sewer District
Governing Board

AMY H. CANNON
County Manager

JAMES E. LAWSON
Deputy County Manager



MELISSA C. CARDINALI
Assistant County Manager

W. TRACY JACKSON
Assistant County Manager



ITEM NO. 24(2)

OFFICE OF THE COUNTY MANAGER

**MEMO FOR THE AGENDA OF THE OCTOBER 19, 2015
MEETING OF THE BOARD OF COMMISSIONERS**

TO: BOARD OF COMMISSIONERS

FROM: W. TRACY JACKSON, ASST. COUNTY MANAGER 

THROUGH: AMY H. CANNON, COUNTY MANAGER 

DATE: OCTOBER 2, 2015

SUBJECT: CONSIDERATION OF A RESOLUTION OF INTENT TO LEASE CERTAIN REAL PROPERTY TO CUMBERLAND COUNTY COMMUNICARE, INC.

BACKGROUND

The Facilities Committee recently considered, and is recommending, the proposed lease of a specified portion of the premises located at 109 Bradford Avenue in Fayetteville to a not-for-profit organization known as Cumberland County Communicare, Inc.. "Communicare" is a court-related service that assists people in overcoming mental health problems, substance abuse/chemical dependency, and the trauma of sexual victimization and abuse. A notice of intent to enter into the proposed lease must be published at least 10 days in advance of a regular meeting to approve the lease.

RECOMMENDATION/PROPOSED ACTION:

As recommended by the Facilities Committee, adopt the following resolution:

BE IT RESOLVED that the Cumberland County Board of Commissioners finds that 13,994 square feet of the real property located at 109 Bradford Avenue will not be needed for government purposes for the term proposed for the lease of the property to Cumberland County Communicare, Inc., and this Board intends to adopt a resolution at its regular meeting to be held on November 2, 2015, approving the lease pursuant to the terms to be advertised as follows:

PUBLIC NOTICE OF PROPOSED LEASE PURSUANT TO G.S. 160A-272

TAKE NOTICE 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 the lease described herein and that the Board intends to adopt a resolution at its meeting to be held on November 2, 2015, approving the lease of approximately 13,994 square feet of office space located at 109 Bradford Avenue, Fayetteville, NC, to Cumberland County Communicare, Inc. for a term of three (3) years commencing November 2, 2015, at an annual rental rate of \$41,308.

AMY H. CANNON
County Manager

JAMES E. LAWSON
Deputy County Manager



MELISSA C. CARDINALI
Assistant County Manager

W. TRACY JACKSON
Assistant County Manager



ITEM NO. 21

OFFICE OF THE COUNTY MANAGER

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF OCTOBER 19, 2015

TO: BOARD OF COUNTY COMMISSIONERS
FROM: AMY H. CANNON, COUNTY MANAGER *AM*
DATE: OCTOBER 14, 2015
SUBJECT: APPROVAL OF THE CUMBERLAND COUNTY FINANCE COMMITTEE REPORT AND RECOMMENDATIONS

BACKGROUND

The Cumberland County Finance Committee met on Thursday, October 1, 2015 and discussed the following agenda:

- 1) Community Transportation Program Grant Match for FY2016

The abovementioned item is attached, however, the draft minutes will be forwarded to you under separate cover as soon as they are finalized.

RECOMMENDATION/PROPOSED ACTION

Accept the Cumberland County Finance Committee report and recommendations.

/ct

Attachments

CM101415-2

Patricia Hall,
Chair
Town of Hope Mills

Charles Morris,
Vice-Chair
Town of Linden

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

Donovan McLaurin,
Wade, Falcon & Godwin



CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

Planning & Inspections Department

Thomas J. Lloyd,
Director

Cecil P. Combs,
Deputy Director

Vikki Andrews,
Diane Wheatley,
Carl Manning,
Walter Clark
Cumberland County

Benny Pearce,
Town of Eastover

ITEM NO. _____

21(1)

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF OCTOBER 19,
2015

TO: CUMBERLAND COUNTY BOARD OF COMMISSIONERS

FROM: JOEL STRICKLAND, FAMPO EXECUTIVE DIRECTOR 

DATE: OCTOBER 14, 2015

SUBJECT: APPROVAL OF \$15,000 LOCAL MATCH FROM THE GENERAL FUND TO THE CUMBERLAND COUNTY COMMUNITY TRANSPORTATION PROGRAM FOR A 5310 GRANT TO PROVIDE TRANSPORTATION TO ELDERLY AND DISABLED RESIDENTS OF CUMBERLAND COUNTY

BACKGROUND

The Cumberland County Finance Committee met on October 1, 2015 to discuss the above referenced Grant. The Cumberland County Community Transportation Program has applied for a 5310 Grant to provide non-medical transportation to the elderly and disabled populations within the urbanized area of Cumberland County, where the City of Fayetteville's FAST-Trac services are not available. This will provide approximately 6,500 units of service throughout the areas of Spring Lake, Hope Mills, Fort Bragg, Parkton, and Fayetteville. The grant will total \$150,000 and 10% (\$15,000) is needed to meet the match requirements. In prior years, the County was able to utilize fare revenues for the grant match, but staff has been informed by the NC DOT Public Transit Division that using fare revenue as the grant match is no longer allowable.

RECOMMENDATION

It is requested that Cumberland County Board of Commissioners approve a local match of \$15,000 as referenced in the attached associated Budget Revision.

/js

AMY H. CANNON
County Manager

JAMES E. LAWSON
Deputy County Manager



CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

MELISSA C. CARDINALI
Assistant County Manager

W. TRACY JACKSON
Assistant County Manager

ITEM NO. 25

OFFICE OF THE COUNTY MANAGER

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF OCTOBER 19, 2015

TO: BOARD OF COUNTY COMMISSIONERS
FROM: AMY H. CANNON, COUNTY MANAGER *AKC*
DATE: OCTOBER 14, 2015
SUBJECT: APPROVAL OF THE CUMBERLAND COUNTY POLICY
COMMITTEE REPORT AND RECOMMENDATIONS

BACKGROUND

The Cumberland County Policy Committee met on Thursday, October 1, 2015. The draft minutes are attached for information purposes only.

RECOMMENDATION/PROPOSED ACTION

Accept the Cumberland County Policy Committee report.

/ct

Attachments

CM101415-3

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CUMBERLAND COUNTY POLICY COMMITTEE
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
OCTOBER 1, 2015 – 10:30 A.M.
MINUTES

MEMBERS PRESENT: Commissioner Charles Evans
Commissioner Jimmy Keefe
Commissioner Jeannette Council

OTHER COMMISSIONERS
PRESENT:

Commissioner Larry Lancaster

OTHERS PRESENT: Amy Cannon, County Manager
James Lawson, Deputy County Manager
Tracy Jackson, Assistant County Manager
Melissa Cardinali, Assistant County Manager for Finance/
Administrative Services
Sally Shutt, Governmental Affairs and Public Information
Officer
Rick Moorefield, County Attorney
Vicki Evans, Finance Director
Deborah Shaw, County Finance
Thomas D. McCollum, Ft. Bragg Public Affairs Officer
Candice White, Clerk to the Board
Kellie Beam, Deputy Clerk to the Board
Press

Commissioner Evans called the meeting to order.

1. APPROVAL OF MINUTES – AUGUST 6, 2015 REGULAR MEETING

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

2. DISCUSSION REGARDING CITIZEN ADVISORY BOARDS

BACKGROUND:

In May 2015, there was consensus of the Board of Commissioners for the clerk to the board to conduct a survey of other County's procedures as it relates to their citizen advisory boards. Of particular interest were their nomination and appointment procedures, protocols as it relates to departments that have boards recommending new members and representation of their citizenry.

DRAFT

Sixteen (16) counties were surveyed. Alamance, Buncombe, Cabarrus, Davidson, Durham, Guilford, Johnson, Mecklenburg, New Hanover, Onslow and Pitt counties responded. Catawba, Forsyth, Gaston, Union and Wake counties did not respond.

Commissioner Keefe will present some of these proposals during the meeting of the Policy Committee. The clerk to the board also developed proposals consistent with the 2015-2016 Strategic Plan objectives under Goal 4 to increase citizen engagement and to improve communications and collaboration between the County and citizen advisory boards.

RECOMMENDATION:

Proposals presented to Policy Committee for consideration and discussion.

Commissioner Keefe stated the purpose of this presentation is to review the current procedures and implement appointment protocols to promote a culture which affords citizens who wish to serve the opportunities to represent Cumberland County. Commissioner Keefe stated the Board of Commissioners relies on recommendations and expects citizen advisory board members to be knowledgeable, engaged and informed on the issues presented.

Commissioner Keefe stated Cumberland County does not discriminate on the basis of race, color, religion, sex, age, national origin, handicap or disability. Commissioner Keefe stated he would like to revise the citizen advisory board application to request this information from applicants for appointment so the Board of Commissioners can appoint members that reflect the diversity of the County's population. Commissioner Keefe further stated he would like to revise citizen advisory board applications to include questions about specific qualifications required of some citizen advisory boards.

Commissioner Keefe stated the purpose and need of a particular citizen advisory board:

- Some rarely meet and may be able to be absorbed by others
- Some are mandated by state statute
- Some are combined City and County citizen advisory boards
- Some have members not appointed by the Board of Commissioners

Commissioner Keefe stated an assessment of appointees needs to be done for citizen advisory boards that have difficulty filling categorical or general slots and have difficulty obtaining a quorum. Commissioner Keefe further stated the number of members on a citizen advisory board may be too many or too few. Commissioner Keefe stated he would recommend a review and assessment to go to the Board of Commissioners.

Commissioner Keefe stated the process of selecting citizens to become citizen advisory board members is a much larger process than simply nominating and appointing a citizen. Commissioner Keefe stated his recommendation is that the procedure be separated into four (4) separate stages to ensure the most qualified and engaged persons are selected:

DRAFT

- Recruitment
- Citizen Education
- Citizen Advisory Board Training
- Assessment Survey

Commissioner Keefe explained his proposed recruitment ideas:

- Media Releases
 - Bi-monthly media releases for upcoming term expirations and hard to fill vacancies
 - Media releases prominently displayed on County webpage
 - Chairman may read upcoming term expirations/vacancy list at Board of Commissioners' meetings
- Social Media
 - Email blasts targeting graduates of Citizen Academy and other leadership programs
 - Use of Facebook/Twitter
- Local Education Colleges and Universities
 - Media releases to be forwarded to Fayetteville State University, Methodist University and Fayetteville Technical Community College to promote student involvement
- Citizens Academy and the Institute for Community Leadership
- Chairman to submit an op-ed in September on the County's citizen advisory boards
- Advertising in print media publications in March
- Governmental Affairs Officer to mention, promote and recruit at monthly Chamber Coffee Club meetings
- Board of Commissioners to promote citizen advisory boards during interactions with constituents

Commissioner Keefe explained his proposed Citizen Education ideas:

- Spotlight one citizen advisory board per month
 - Cumberland Matters Television Program with department head and board chairman
 - Column in Cumberland Matters Newspaper containing interviews with department head or board chairman
 - Cumberland Matters column in Up & Coming Weekly and Saturday Extra
 - Spotlight on WFNC radio via "Sally's Spot"
- Webpage Description
 - Enhance the duties and descriptions of citizen advisory boards by including category specific positions and requirements to fill them
 - Post citizen advisory board agendas and minutes on County website in a central location for easy access by citizens
- Prior Experience and Education
 - Continue to give consideration to graduates of Citizens Academy, Institute for Community Leadership and other local leadership academies and programs

DRAFT

- Prior experience/participation on other citizen advisory boards will be considered

Commissioner Keefe explained his proposed Orientation and Training ideas:

- General Orientation booklet – Clerk to the Board
 - Welcome letter addressed specifically to the new appointee and signed by the chairman of the Board of Commissioners
 - General information such as contact information, strategic plan, Code of Ethics, organizational chart and citizen advisory board meeting times and places, and membership roster
- Full and Complete Orientation – Board Specific
 - Department head, staff liaison and/or citizen advisory board chair will provide a full and complete orientation to cover information specific to their citizen advisory board and provide a tour of their facility
- Welcome & Information Session
 - Will be held annually in October and will cover the strategic plan, budget, how a department or citizen advisory board fits into the strategic plan, what's happening in Cumberland County, what's on the horizon and staying connected through the website and social media

Commissioner Keefe stated he would like to propose that each citizen advisory board member be asked to participate in a survey to assess their experience and provide feedback because it is important for the Board of Commissioners to be informed about the experience that citizen advisory board members have while serving. Commissioner Keefe stated it would also allow citizen advisory board members an opportunity to share anything positive about their experience and anything that could have been improved about their experience while serving on one of the County's citizen advisory boards.

Commissioner Keefe discussed his proposed recommendations:

- Review and assess all citizen advisory boards and make recommendations to the Board of Commissioners
- Work with the County clerk's office and Public Information Office to recruit citizen advisory board members
- Chairman of the Board of Commissioners will appoint a Nominating Committee
 - Will meet quarterly to review applications
 - Nominating Committee will consider:
 - Individual applications
 - Recommendations from department heads/staff liaisons/citizen advisory boards
 - Recommendations from County Commissioners
- Make recommendations to the Board of Commissioners

Commissioner Keefe stated the proposed process would be:

- Nominating Committee will meet quarterly after the adjournment of the Policy Committee meeting

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- Chairman of the Policy Committee will also act as chairman of the Nominating Committee
- All Commissioners, department heads, staff liaisons, applicants or other citizens may attend and provide input
- Last minute applications will be vetted by County departments and presented to Nominating Committee
- Recommendations from the Nominating Committee will be placed on the consent agenda as a report from the Committee (same as Facilities, Finance and Policy Committees) along with draft minutes of the meeting
 - Any County Commissioner may pull the nomination from the consent agenda and make their own nomination at that meeting
- Appointments will be placed on the agenda of the following meeting
 - Nominating Committee chair will read aloud the names of all appointees

Commissioner Evans stated he does not believe the question of race/sex needs to be on the citizen advisory board application because he does not want citizens to feel uncomfortable applying. Commissioner Evans stated he feels having the question of race/sex may be a deterrent for some potential applicants. Commissioner Keefe stated the Board of Commissioners cannot just assume that our citizen advisory boards' makeup is in line with our County population. Commissioner Keefe further stated if the County does not ask the applicant to identify race/sex there would be no way of knowing that the citizen advisory boards are in line with our County population.

Commissioner Council stated this is a sensitive issue but she feels in an effort to try to balance our citizen advisory boards we need to make sure we can look at an application and determine the race and gender of the applicant. Commissioner Council stated the Board of Commissioners would never use race/gender to discriminate against an applicant. Commissioner Evans asked if the same idea would be used on the appointment of commissioners to certain boards. Commissioner Council stated she feels every year the chairman always does a good job balancing the boards.

Commissioner Keefe stated the nominating and appointing process could be tightened up to get better representation from citizens. Commissioner Keefe further stated that with our citizens' education programs we could have the best advisory boards in our state but we are missing procedures and protocol. Commissioner Keefe stated we are constantly seeing people requesting to serve on citizen advisory boards that do not live in Cumberland County and constantly seeing requests for third terms. Commissioner Keefe stated many citizen advisory boards do not meet at all and some cannot function because they cannot obtain a quorum.

Commissioner Council stated she is impressed with the thoroughness of the presentation and the information she received from other counties. Commissioner Council stated some of the proposed procedures would turn into a full time staff job. Commissioner Council stated she does feel we need to do an assessment on the current citizen advisory boards to find out which ones are necessary. Commissioner Council stated she would like to have the County Attorney's Office find out which citizen advisory boards are

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necessary before Commissioner Keefe's proposed appointment process begins. Commissioner Keefe requested the County Attorney's Office and the County Clerk's office do a review and assessment on our citizen advisory boards to see which boards meet and which boards can be reduced.

The consensus of the Policy Committee was to request the County Attorney's Office and the County Clerk's Office do a review and assessment on the current citizen advisory boards to find out which ones are necessary, which ones are mandated by the state and which boards do not meet and bring back to a later Policy Committee meeting. Commissioner Council stated she would also like to see an assessment done as people come off citizen advisory boards. The Policy Committee agreed with Commissioner Council that each citizen advisory board member be asked to participate in a survey to assess their experience and provide feedback regarding their experience.

Candice White, Clerk to the Board, stated a lot of the ideas she put together were based on the Strategic Plan and when this is brought back to the Policy Committee the committee can decide whether staff should move forward with the items consistent with the Strategic Plan.

3. UPDATE ON BAN THE BOX

James Lawson, Deputy County Manager, stated that in 2011 Commissioner Evans asked staff to research "Ban the Box". Mr. Lawson explained "Ban the Box" is removing the question off the employment application that asks about prior criminal convictions. Mr. Lawson stated the use of this question on employment applications is a wide spread practice among employers but has been perceived as a mechanism to weed out applicants with criminal records from further consideration. Mr. Lawson stated the goal was to make sure that all perspective candidates interested in Cumberland County employment were encouraged to apply for employment and given due consideration.

Mr. Lawson stated staff did recommend to "Ban the Box" to the Policy Committee in August 2011 and "Ban the Box" was approved by the Board of Commissioners in September 2011. Mr. Lawson stated a Background Check Policy was also approved that includes procedures to get supplemental information from candidates at the point they are selected for an interview. Mr. Lawson further explained this means at the point an ex-offender secures an interview the supplemental information gives them an opportunity to provide additional information to explain how they have overcome their issues and facilitate dialogue with the interview panel to let them know why they are best suited for the position.

Mr. Lawson stated from his perspective he feels "Ban the Box" has had a positive impact on encouraging ex-offenders to apply and has increased their chances for an interview. Mr. Lawson further stated he feels department heads are being objective and considering all candidates based first on qualifications and giving due consideration to their criminal

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convictions. Mr. Lawson stated ex-offenders have been hired in Cumberland County and those situations have been successful.

Mr. Lawson stated at this point he does not have any quantifiable data but he has been in conversation with the Human Resources Department and they are in the process of developing a way to capture the data so it can be tracked as far as ex-offenders being hired in Cumberland County.

Mr. Lawson stated he has personally seen that “Ban the Box” has restored hope in many ex-offenders that are very thankful that Cumberland County is willing to accept their application and give them an interview. Commissioner Evans stated he would like to thank Mr. Lawson and staff for working on “Ban the Box”.

Commissioner Evans stated he has heard ex-offenders have had a problem getting access to Fort Bragg to continue their contract jobs. Sally Shutt, Governmental Affairs Officer, stated there is a process already in place regarding access control procedures based on Department of Defense (DOD) mandate. Ms. Shutt stated if you have a DOD card you are already in the automated system. Ms. Shutt further stated if you are a non-DOD card holder you are required to get a pass and a criminal background check is conducted. Ms. Shutt stated if you are denied access to Fort Bragg due to criminal activity there is a waiver application process in place. Thomas McCollum, Fort Bragg Public Affairs Officer, stated the waiver process has been in place for some time now and an employee who was denied access could request the waiver application from his or her employer. Mr. McCollum further stated the waiver application process is also available on-line and explained on Fort Bragg’s website.

4. OTHER ITEMS OF BUSINESS

No other items of business.

MEETING ADJOURNED AT 11:43 AM



CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

DEPARTMENT OF PUBLIC HEALTH

MEMORANDUM

TO: Board of County Commissioners

THROUGH: James Lawson, Deputy County Manager

FROM: Buck Wilson, Public Health Director *BW*

DATE: October 6, 2015

SUBJECT: Consent Item for Agenda – October 19, 2015:
Approval of Billing Guide- Billing and Collection Policies

BACKGROUND

At the Board of Health meeting on August 18, 2015 the Board approved the Billing Guide to be followed when providing services to Health Department patients. The Billing Guide provides detailed billing information for each program offered by the Health Department. The guidelines are in compliance with requirements from NC Department of Public Health, NC Department of Health and Human Services, Division of Medical Assistance and Centers for Medicaid and Medicare Services.

RECOMMENDATION/PROPOSED ACTION

Requesting approval of the Billing Guide as presented.

cc: Candice York, CCDPH Finance Officer
File

Attachment (1)

Cumberland County
Department of Public Health
BILLING GUIDE
FY 2016

Effective July 1, 2015

Billing & Collection Policies
Program Information
Sliding Fee Scales
Service Fee Schedule

**Approved by the Cumberland County
Department of Public Health Board (date)**

**Approved by the Cumberland County Board of
Commissioners (date)**



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Introduction

North Carolina Law¹ allows a local health department to charge fees for services as long as:

1. Service fees are based on a plan recommended by the Health Director. The fees are set based on the cost of providing each service. This plan is approved by the Board of Health and the County Commissioners.
2. The health department does not provide the service as an agent of the state.
3. The fees are not against the law in any way.

The State requires health departments to provide certain services, and no one may be denied these services. Fees are necessary to help cover the costs associated with providing the required and recommended services to our community. Fees are a means to help distribute services to citizens of the county and help finance and extend public health resources as government funding cannot support the full cost of providing all requested services in addition to required services. We strive to set the fees to reflect the real cost of providing the services.

Fees

General Information

The Health Department charges and collects fees for most of its services.

- All fees are the responsibility of the patient or responsible party.
- We accept cash, major credit cards, debit cards and personal checks for payment of all fees.
- Full payment is expected at the time of service.
- Patients will be informed of the account status at each visit.
- Patients will be provided with an itemized statement at each visit.
- An itemized receipt will be provided to patients at the time of payment.
- Under some conditions, based on patient need, we can set up payment plans.
- Donations are accepted but not solicited. Donations received will be applied and used to provide services to patients enrolled in the specific program requested by the donor.

The Department of Health provides some services at no cost to the patient. (There may be eligibility requirements.) Some examples are:

- WIC nutritional support services
- Certain Immunizations for Children
- Health Education Services

¹ North Carolina General Statute 130A-39(g)

- Tuberculosis (TB) screening and treatment support
- Sexually Transmitted Disease (STD) testing and treatment
- Contagious disease investigations

We may bill Medicaid, Medicare or insurance for these services. There may be separate fees, either for the patient or a third party payer, for medications, supplies, lab services, X-rays, and/or other medically related services.

Payment by a "Third Party" - Medicaid, Medicare and Insurance

- State rules require the Department of Health to bill participating third-party payers for the services we provide. The current participating providers are:
 - o Medicaid
 - o Medicare
 - o NC Health Choice
 - o Blue Cross Blue Shield of NC
- As a courtesy to our patients, we may bill non-participating third party payers for medical services provided. The patient is ultimately responsible for any uncovered charges (i.e., co-pays, out-of-network fees and deductibles).
- Patients who have health insurance must show a valid insurance card when they come for their medical appointment.
- If the patient is assigned to a Primary Care Manager outside of the Cumberland County Dept. of Public Health, they may be required to see the assigned provider. If the Insurance card reads PPO, PCP, HMO the patient is assigned to a provider outside of the Health Department. Depending on the clinic, we may recommend the patient go to the assigned provider to avoid being charged at 100% for services.
EXCEPTION: Family Planning and STD patients.

Payment by Patient

- The patient is responsible for paying charges that are not covered by third-party payers-(insurance plans, including Medicaid and Medicare).
- The patient pays any insurance co-pay amount at the time of services.
- The Department of Health mails a statement to the patient monthly to patients who have a balance. The balance is due within 30 days.
- Any patient who has a balance over 60 days will then have that balance identified for submission to the NC Department of Revenue's Debt Set-off Program.
- Payment plans are available for patients who have good cause for this service.
- Patients with low income may qualify for a reduced fee; based on a **sliding fee scale** for certain services (see Appendix 1 and Appendix 2).
- Credit card payments are accepted over the phone.

- Any patient who presents with extraordinary circumstances who cannot make a payment will be assessed on a case-by-case basis by the Health Department Director or his assigned agent.

EXCEPTION: Any Family Planning patient is to pay the lesser of the amount owed either the co-pay or the services based on the sliding scale.

Account Collections and Delinquent Accounts

Payment for Services

Patients are expected to make payment at the time they receive services, and/or to provide up-to-date information regarding their third party insurance, Medicare or Medicaid coverage.

Payments Accepted

- Cash
- Credit Cards (MasterCard, Visa, American Express, and Discover)
- Debit Cards - they must have a logo for the above credit cards
- Personal Checks
- Business Checks for business transactions only
- Money Orders
- Cashier Checks
- Monetary donations are accepted and can be applied to an account balance upon request. Donations are not required for any service.

Collection of Monies Owed

If payment for a service is not made in full on the date of the service, the Department of Health may use the following methods to pursue collection of the patients account:

- Monthly Statements, as long as confidentiality is not jeopardized.
- Past Due Notices
- NC Local Government Debt Setoff Clearinghouse² (deduction from a patient's tax refund or lottery winnings), this is administered through the NC Department of Revenue.

Delinquent Accounts

- We consider an account delinquent if a payment balance is still due 60 days after the charge activity or after the most recent payment made (whichever is last).
- Delinquent accounts are subject to collection through the North Carolina Debt Setoff Program for local governments.

Service Consequence for Patient with Delinquent Account

Unless state and federal program rules prohibit restricting or denying services, persons who have a delinquent account may be:

² Ref: NCGS 105A-1 et seq.

- Required to pay fees before they can receive more services.
EXCEPTION: Family Planning and STD patients will not be denied services because of the inability to pay for services. Patients with Medicaid coverage will not be denied services if they have an unpaid self-pay balance.

Failed Collections

The Department of Health reviews accounts annually for bad debt status. If no further collections are anticipated, the Billing Manager will decide if there are amounts to be written off as bad debt for accounting purposes only.

- Debts written off are still subject to collection.
- At no time will a patient be notified that the account has been written off as a bad debt.
- If a debt is written off for accounting purposes, and later a payment is received, this payment is accepted and properly credited to the patient's account.

Refunds

If a patient or other third party payer has overpaid, the credit balance is either

- Applied to future charges, or
- Refunded to the payer within thirty (30) days of discovery.

For Environmental Health refund policy, see program specific information.

Residency Requirements for Services

Most health services at the Cumberland County Health Department are available only to person who are residents of Cumberland County. Although there are some services that the state requires that we provide to persons regardless of their county of residence.

MUST be Cumberland County Residents	County Residency Not Required
<ul style="list-style-type: none"> • Adult Health - not accepting new patients. 	<ul style="list-style-type: none"> • Communicable Diseases - (STD's and TB)
<ul style="list-style-type: none"> • Child Health 	<ul style="list-style-type: none"> • Immunizations
<ul style="list-style-type: none"> • Dental Health 	<ul style="list-style-type: none"> • Refugee Health Screening & Immunizations
<ul style="list-style-type: none"> • Environmental Health 	<ul style="list-style-type: none"> • Family Planning
<ul style="list-style-type: none"> • Health Education 	<ul style="list-style-type: none"> • Breast & Cervical Cancer Control
<ul style="list-style-type: none"> • Maternal Health 	<ul style="list-style-type: none"> • Wisewoman
<ul style="list-style-type: none"> • PAP Clinic 	
<ul style="list-style-type: none"> • Women, Infants & Children (WIC) <i>unless Military</i> 	

Proof of Residency:

- Proof of Cumberland County residency is required for all new patients and at the yearly income assessment review.
- Patients are required to report any change of address.
- Documentation of residency may include:
 - Government issues ID (such as a driver's license)
 - Utility bill
 - Rent or mortgage statement
 - Collateral Statement completed by a non-relative
- We may make exceptions about documentation for homeless individuals who reside in Cumberland County.
- Patients who move out of Cumberland County have thirty (30) days to obtain another provider. During these 30 days, they may continue to receive services at the Cumberland County Department of Public Health.

Breast and Cervical Cancer Control Program (BCCCP and WISEWOMAN PROGRAM)

Who is eligible for BCCCP?

- Women who are 21 to 64 years old

What can you do for me?

- We provide screening for breast and cervical cancer for uninsured or underinsured women. The services provided include Pap smear and pelvic exam, clinical breast exam, health history, breast self-examination education, mammogram referrals, physical exam with lab work, education and counseling, and referrals for limited diagnostic procedures.

Is there a fee?

- No, the women's family must have an annual gross income at or below 250% of the Federal Poverty Income level. (See Sliding Fee Scale – Appendix 1)
- The following persons are included as part of the family unit when determining income eligibility:
 1. The client
 2. The spouse of the client
 3. All children under the age of 18 years of age, including step-children who live in the home.

Is there a residency requirement? Yes. Patients must be residents of North Carolina.

How do I schedule an appointment? Call 910-433-3600, ext. 1.

Family Planning

Who is eligible for Family Planning?

- All female who are of child bearing age. Patients are not required to accept Family Planning services as a prerequisite to be eligible for other Health Department services. Priority for Family Planning services is to patients from low income families.

What services do you provide? Physical exams and pap smears, birth control education and counseling, family planning method problem assessment, and insertion and removal of Long Acting Reversible Contraceptives. Birth control methods provided include: Birth Control pill, Depo Provera, Ortho Evra, NuvaRing, Nexplanon, Mirena IUD, Paragard IUD, Skyla IUD, Condoms, counseling for Natural Family Planning and referral for sterilization.

Is there a fee? Yes, based on the services requested and the clients income and family size. Patients whose documented income is at or below 100% of the Federal Poverty Level will not be charged but the agency is required to bill all third parties authorized or legally obligated to pay for services. – Please see Family Planning Sliding Fee Scale, Appendix 1.

How is the fee paid?

- Full payment, co-payment, or sliding scale percentage is due at the time of service delivery.
- The Cumberland County Health Department currently contracts with Medicaid, Medicare, and Blue Cross Blue Shield (in network only).
- As a courtesy, we will bill your insurance provider, but we cannot guarantee payment. The Client is responsible for uncovered services.
- No Family Planning patient will be turned away. If your insurance is not accepted at the Health Department, we can assess your income based on the Family Planning Sliding Fee Scale. (Appendix 1).
- Proof of income will be requested in Family Planning, but is not required. Declaration of income will be accepted in Family Planning only.
- Clients presenting with third party health insurance where copayments are required shall be subject to collection of the required copayment at the time of service. For Family Planning (Title X) clients, the copay may not exceed the amount they would have paid for services bases on the sliding fee scale.

Is there a sliding fee scale? Yes, See Appendix 1 – Family Planning Sliding Fee Scale.

Can I come to Family Planning and the services are confidential?

- Yes, teens and other family planning clients will have added privacy by requesting that no mailings are sent to their residence, and that no appointment reminders are left on their voicemail. For clients requesting confidentiality, they will be considered a family unit of one when utilizing the Family Planning Sliding Fee Scale.
- **How Do I schedule an appointment?** Call 910-433-3600, ext. 1 for an appt.

Immunizations

Is there a fee?

- There are fees for almost all adult and child immunizations.
- State Supplied Vaccines are available at no charge to those who qualify.
- Contact our Immunizations Clinic staff for details on State Supplied Vaccines.
- Payment will be required for overseas vaccinations.
- \$3.00 co-pay will be charged for all adult immunizations per the Department of Public Health.

How is the fee paid?

- For clients who have Medicaid, Medicare and Blue Cross Blue Shield, we will file the insurance claim. If there is any unpaid balance (non-covered, deductible, out-of-network charges) we will send a statement.
- For all other insurance carriers, we will file the claim, but the client is expected to pay for the vaccination up front. If the insurance claim is paid, the Cumberland County Health Department will reimburse the client within 30 days of receiving payment from the carrier.
- All co-pays are due at the time of the vaccination.
- If a client does not have insurance, the fees are due at the time of the vaccinations.

Is there a sliding fee scale for vaccinations? No.

International Immunizations – are provided to anyone requesting international immunizations for travel purposes. The patient is required to pay for these vaccines prior to the service being rendered.

Is there a residency requirement?

- No, not for childhood immunizations that is required for school attendance.
- Yes, for most adult immunizations, the client must be a resident of Cumberland County.

What are your hours of operation?

- Monday – Friday, 8 a.m. to 5 p.m., with additional hours on Tuesday from 5 p.m. to 7 p.m.

Epidemiology Clinic (EPI)

What does the Epidemiology Clinic do?

- We provide screenings for reportable communicable diseases.
- The services we provide include: medication for the prevention and treatment of tuberculosis and other communicable diseases; disease investigations; education to patients and our community (upon request); and screenings for refugees.

Is there a fee?

- There are client fees for routine TB skin tests (or test waivers) for reasons such as employment or school admissions. Currently, the fee is \$13.00.
- There are not client fees for routine TB control services.
- Client fees may be associated with non-routine TB testing (i.e., T-SPOT that is only available to certain clients).

How is the fee paid?

- Full payment is the responsibility of the client or the client's guardian at the time of delivery.
- We may be able to bill Medicaid for TB-control services.

Is there a sliding fee scale?

- No.

Is there a residency requirement?

- No, All local Health Departments in North Carolina coordinate TB prevention and control efforts in their county. To better ensure continuity of care, out-of-county residents are encouraged to work with their local county health departments. We will be happy to assist clients in contacting their local health departments to arrange for needed TB services.

Contact Phone Number is: 910-433-3638

Child Health

Who is eligible for Child Health?

- All Children from ages birth through 20 years old who reside in Cumberland County.

What services do you provide?

- Well Child Care
- Sick Visits (Call daily to schedule an appointment) 910-433-3600, ext. 1
- Dental Screenings
- Health Check and Health Choice Preventative Health Care examinations
- Developmental Screenings
- Kindergarten Physicals
- Head Start Physicals
- School Physicals
- Lead Screenings
- Sports and Camp Physicals
- Hearing/Vision Screenings
- Immunizations

Is there a fee?

- Yes, based on the service provided and the client's income (see sliding fee scale Appendix 2).

How is the fee paid?

- Full payment, co-pay or sliding scale percentage is due at the time of service.
- The Cumberland County Health Department currently contracts with Medicaid and Blue Cross Blue Shield (in Network only). If your card has PPO, PCP or HMO, it is recommended that you see your assigned provider for services. If you choose not to see your assigned provider, you may be charged for your visit.
- As a courtesy, we will bill your insurance provider, but we cannot guarantee payment. The client is responsible for all uncovered services.

Is there a sliding fee scale? Yes, See Appendix 2.

How do I schedule an appointment? Call 910-433-3600, ext. 1 to schedule an appointment.

MATERNAL HEALTH CLINIC

Who is eligible for Pregnancy Care Management?

- All pregnant female citizens of Cumberland County.

What services do you provide?

- We provide prenatal care to women in order to increase the chances of delivering a healthy infant. The services include prenatal care, delivery, high-risk OB care, and lab services.

Is there a fee?

- Yes, based on the services and the clients income and family size. Please see Sliding Fee Scale, Appendix 2.

How is the fee paid?

- Full payment, co-payment, or sliding scale percentage is due at the time of service delivery.
- The Cumberland County Health Department currently contracts with Medicaid, Medicare, and Blue Cross Blue Shield (in network only). If your card has PPO, PCP or HMO, it is recommended that you see your assigned provider for services. If you choose not to see your assigned provider, you may be charged for your visit.
- As a courtesy, we will bill your insurance provider, but we cannot guarantee payment. The client is responsible for all uncovered services.
- As a courtesy, we will bill your insurance provider, but we cannot guarantee payment. The Client is responsible for uncovered services.

Is there a sliding fee scale?

- Yes, See Appendix 2

How Do I schedule an appointment?

- To schedule an appointment call 910-433-3600, ext. 1.

Sexually Transmitted Diseases (STD/HIV)

Do you have to be a resident of Cumberland County to receive STD services?

- No, this clinic is available to anyone who needs services.

What services do you provide?

- The STD Clinic provides services to anyone interested in screening, diagnosis, treatment and counseling for sexually transmitted diseases and HIV. .

Is there a fee?

- HIV/AIDS testing and counseling are free.
- Screening, treatment, and counseling for gonorrhea, chlamydia, syphilis, and other STDs are also free.
- We may bill Medicaid, where appropriate. We also bill private insurance with patient's consent.

Can I come to the STD Clinic and the services are confidential?

- Yes, all services are confidential.

How Do I schedule an appointment?

- It is strongly encouraged to schedule an appointment by calling 910-433-3848.
- Walk-in appointments are accepted, but clients should know that the wait times will be significantly longer than if they schedule an appointment.

WOMEN, INFANTS & CHILDREN (WIC)/NUTRITION 910-433-3730

This program provides nutrition education and health foods to pregnant, postpartum, and breastfeeding women, infants and children up to age five. Participants must meet residency, income, and medical/nutritional risk eligibility requirements.

WIC participants receive nutrition education, supplemental foods, breastfeeding promotion/support, and referrals to community and health agencies to improve their diets and reduce their chances of health problems caused by poor nutrition.

Please refer to the Cumberland County WIC Web page for more information

<http://www.co.cumberland.nc.us/health/services/wic.aspx>

Dental Health

Is there a residency requirement?

- Yes, the dental clinic is available to residents of Cumberland County only.

Who can receive Dental Services?

- Children who reside in Cumberland County from birth through 20 years of age.

What services are provided?

- Exams, radiographs, hygiene education, cleanings, fluoride, sealants, fillings, extractions, space maintenance, stainless steel crowns and referrals.
- During the school year dental screenings for public school children attending pre-k, kindergarten, second grade, exceptional children, and fifth grade classes.

Is there a fee?

- Yes, payment for services is income based according to the sliding fee scale – See Appendix 2. If a client's services are found owe zero on the sliding fee scale, there is a \$25.00 fee per visit per client. This \$25.00 fee is for the dental clinic only. Patients with Medicaid are not required to pay the dental fee.

How is the fee paid?

- Full payment, co-payment, or sliding scale percentage is due at the time of service delivery.
- The Cumberland County Health Department currently contracts with Medicaid, Medicare, and Blue Cross Blue Shield (in network only). If your card has PPO, HMO or PCP, you are required to see your assigned provider for services. We currently are not in network with any dental insurance carriers, only Medicaid.
- As a courtesy, we will bill your insurance provider, but we cannot guarantee payment. The client is responsible for uncovered services.

How do I set up an appointment with the Dental Clinic?

- Please call 910-433-3639 to set up an appointment.

Adult Health

Is there a residency requirement?

- Yes, the Adult Health Clinic is for residents of Cumberland County only.

Are you currently accepting new patients in your Adult Health Clinic?

- Unfortunately, at this time, we are not accepting new patients. Established patients or patients who have been seen in the Adult Health Clinic previously will still be able to make appointments in this clinic.

What services are provided?

- Comprehensive medical care and health maintenance for individuals 18 years and older.

Is there a fee?

- Yes, payment for services is income based according to the sliding fee scale – see Appendix 2. If a client's services are found owe zero on the sliding fee scale, there is a \$10.00 fee per visit per client. This \$10.00 is for the Adult Health clinic only. Patients who have Medicaid are not required to pay the Adult Health fee.

How is the fee paid?

- Full payment, co-payment, or sliding scale percentage is due at the time of service delivery.
- The Cumberland County Health Department currently contracts with Medicaid, Medicare, and Blue Cross Blue Shield (in network only). If your card has PPO, PCP or HMO, it is recommended that you see your assigned provider for services. If you choose not to see your assigned provider, you may be charged for your visit.
- As a courtesy, we will bill your insurance provider, but we cannot guarantee payment. The client is responsible for all uncovered services.

How do I set up an appointment with the Adult Health Clinic?

- If you are an established Adult Health patient, please call 910-433-3600, extension 1.

Guidelines for Determining Eligibility for Sliding Fee Scale

How does the Sliding Scale work?

- Annually clients must show proof of income and family size.
- Staff will use this information to determine what percent of fees a client must pay. *See Appendix 1- Sliding Fee Scale for Family Planning or Appendix 2 for all other applicable clinics at the Health Department.*
- If income cannot be confirmed at the time of screening, or if a client declines to provide information to verify employment, the charge for services will be at 100% pay.
- If proof of income is received at a later date, retroactive adjustments are limited to charges within the past 15 days.
- If clients report false information, they will no longer be allowed to use the sliding scale, except for Family Planning service fees.
- Eligibility for reduced fees will be re-checked:
 - anytime the client's income and household size changes: and/or
 - Every 12 months.

Which Cumberland County Health Department Services offer a Sliding Scale Fee?

- Adult Health
- Child Health
- Dental Health
- Family Planning
- Maternal Health

What Programs do not offer a Sliding Scale discount?

- Epidemiology Clinic
- Environmental Health
- Immunizations
- Medical Records

Who is considered a member of the “family” for determining eligibility?

1. **Family:** A family of two or more is defined as a group of persons related by birth, marriage, adoption, or a defined dependent relationship, who live together in a household. Persons are considered members of a “family” when their production of income and consumption of goods are related.
 - A client with no income must be considered part of the larger family unit that is providing support to the client.
 - A pregnant woman is counted as two in determining a family size.
 - Groups of persons living in the same house with other people may be considered a separate family unit. For example, if two sisters and their children live in the same house and both work and support their own children, they would be considered two separate households.
2. **Dependent Status:** Dependent household members are defined as those persons for whom the head of household:
 - has a legal responsibility to support, or
 - has voluntarily extended support

These relationships are usually defined as legal adoptions and guardianships. Guardianship status must be supported by court documents defining the guardian relationship/responsibility.

Exceptions:

- A foster child assigned by DSS shall always be considered a family of one.
 - Teens and others requesting confidential Family Planning Services will have their income assessed as a family of one.
3. **Family/Household Income:** Dollar amounts represent gross monthly income, the total cash receipts before taxes, from all sources. This is the total of all household income from each “counted” family member.

4. **Income Sources:** All income from full or part time employment, produced by all dependents, must be declared as part of the household income. Income sources include:

- Salaries, wages, commissions, and tips
- Overtime pay
- Earnings from self-employment (deduct business expenses, except depreciation)
- Interest income/dividends (Stocks, bonds, savings accounts, rentals, etc.)
- All investment and rental income
- Public assistance money (AFDC)
- Unemployment benefits
- Worker's compensation
- Alimony and child support (child support is not counted in Family Planning)
- Disability
- Military allotments (including re-enlistment bonuses, jump pay, (based on average)
- Social Security benefits
- Student grants/stipends paid to the student for living expenses
- Retirement and pension pay
- VA benefits
- Christmas bonuses, prize winnings
- Regular contributions from individuals not living in the household
- Bank Statement
- Insurance and annuity plans
- Gaming proceeds
- And any other income not represented here that contributes to the household consumption of goods. This list is not all-inclusive.

Exclusions:

- Military Housing benefits (on base or off base)
- Inheritance
- Life insurance
- School financial aid
- One-time settlements
- Payments to volunteers under Title I and Title II (RSVP, foster grandparents, and others) of the Domestic Volunteer Service Act of 1973
- Payments received under the Job Training Partnership Act
- Payments under the Low Income Energy Assistance Act;
- Value of assistance to children or families under the National School lunch Act, the Child Nutrition Act of 1966
- Food Stamps

5. **Income Verification:** We require income verification before a client can be eligible for a sliding scale discount. Any one of the following is acceptable for verification:

- Current pay stubs
- Income verification form – signed by the clients employer
- Most recent calendar year tax return. The entire return must be presented.
- W-2 form
- Unemployment letter
- Award letter from Social Security Office, VA or Railroad Retirement Board – current year.

EXCEPTION: Income verification will be requested for Family Planning patients, but it will not be required. Declaration of income will be accepted in the **Family Planning Clinic.**

**Any situation that is not within these policies and procedures will be assessed on a case-by-case basis by the Health Director or his assigned agent.

APPENDIX 1 – Family Planning Sliding Fee Scale

N. C. Division of Public Health Women's and Children's Health Section Annual Gross Family Income Sliding Fee Scale --101% to 250% of Poverty <i>Family Planning Eligibility Included</i>											Revised 2/1/2015 Effective Date 2/1/2015	
Family Size	Federal Poverty	Partial-Pay Bracket Twenty Percent		Partial-Pay Bracket Forty Percent		Partial-Pay Bracket Sixty Percent			Partial-Pay Bracket Eighty Percent		Full Pay	
		From	To	From	To	From	To	From	To			
1	\$11,770	\$11,771	\$16,184	\$16,185	\$20,598	\$20,599	\$21,775	\$25,011	\$25,012	\$29,424	\$29,425	
2	\$15,930	\$15,931	\$21,904	\$21,905	\$27,878	\$27,879	\$29,471	\$33,851	\$33,852	\$39,824	\$39,825	
3	\$20,090	\$20,091	\$27,624	\$27,625	\$35,158	\$35,159	\$37,167	\$42,691	\$42,692	\$50,224	\$50,225	
4	\$24,250	\$24,251	\$33,344	\$33,345	\$42,438	\$42,439	\$44,863	\$51,531	\$51,532	\$60,624	\$60,625	
5	\$28,410	\$28,411	\$39,064	\$39,065	\$49,718	\$49,719	\$52,559	\$60,371	\$60,372	\$71,024	\$71,025	
6	\$32,570	\$32,571	\$44,784	\$44,785	\$56,998	\$56,999	\$60,255	\$69,211	\$69,212	\$81,424	\$81,425	
7	\$36,730	\$36,731	\$50,504	\$50,505	\$64,278	\$64,279	\$67,951	\$78,051	\$78,052	\$91,824	\$91,825	
8	\$40,890	\$40,891	\$56,224	\$56,225	\$71,558	\$71,559	\$75,647	\$86,891	\$86,892	\$102,224	\$102,225	
9	\$45,050	\$45,051	\$61,944	\$61,945	\$78,838	\$78,839	\$83,343	\$95,731	\$95,732	\$112,624	\$112,625	
10	\$49,210	\$49,211	\$67,664	\$67,665	\$86,118	\$86,119	\$91,039	\$104,571	\$104,572	\$123,024	\$123,025	
11	\$53,370	\$53,371	\$73,384	\$73,385	\$93,398	\$93,399	\$98,735	\$113,411	\$113,412	\$133,424	\$133,425	
12	\$57,530	\$57,531	\$79,104	\$79,105	\$100,678	\$100,679	\$106,431	\$122,251	\$122,252	\$143,824	\$143,825	
<i>* at or below 185% of federal poverty level</i>												

APPENDIX 2 – Sliding Fee Scale – All Clinics with exception to Family Planning

Annual Gross Family Income										Revised 2/01/2015
Sliding Fee Scale - 100%-200% Poverty										Effective Date 2/01/2015
Family Size	Federal Poverty	Twenty Percent From	Percent To	Forty Percent From	Percent To	Sixty Percent From	Percent To	Eighty Percent From	Percent To	Full Pay
1	\$11,770	\$11,771	\$14,713	\$14,714	\$17,655	\$17,656	\$20,598	\$20,599	\$23,539	\$23,540
2	\$15,930	\$15,931	\$19,913	\$19,914	\$23,895	\$23,896	\$27,878	\$27,879	\$31,859	\$31,860
3	\$20,090	\$20,091	\$25,113	\$25,114	\$30,135	\$30,136	\$35,158	\$35,159	\$40,179	\$40,180
4	\$24,250	\$24,251	\$30,313	\$30,314	\$36,375	\$36,376	\$42,438	\$42,439	\$48,499	\$48,500
5	\$26,410	\$26,411	\$33,013	\$33,014	\$39,615	\$39,616	\$46,218	\$46,219	\$52,819	\$52,820
6	\$32,570	\$32,571	\$40,713	\$40,714	\$48,855	\$48,856	\$56,998	\$56,999	\$65,139	\$65,140
7	\$36,730	\$36,731	\$45,913	\$45,914	\$55,095	\$55,096	\$64,278	\$64,279	\$73,459	\$73,460
8	\$40,890	\$40,891	\$51,113	\$51,114	\$61,335	\$61,336	\$71,558	\$71,559	\$81,779	\$81,780
9	\$45,050	\$45,051	\$56,313	\$56,314	\$67,575	\$67,576	\$78,838	\$78,839	\$90,099	\$90,100
10	\$49,210	\$49,211	\$61,513	\$61,514	\$73,815	\$73,816	\$86,118	\$86,119	\$98,419	\$98,420
11	\$54,370	\$54,371	\$67,963	\$67,964	\$81,555	\$81,556	\$95,148	\$95,149	\$108,739	\$108,740
12	\$57,530	\$57,531	\$71,913	\$71,914	\$86,295	\$86,296	\$100,678	\$100,679	\$115,059	\$115,060

APPENDIX 3: MEDICAL RECORDS FEE'S

The Department of Health's charges for Medical Record copies are within the limits set by North Carolina law (GS § 90-411). Copying Charges are:

# PAGE	CHARGE	# PAGE	CHARGE	# PAGE	CHARGE
1	\$ 0.75	51	\$ 31.75	101	\$ 56.50
2	\$ 1.50	52	\$ 32.25	102	\$ 56.75
3	\$ 2.25	53	\$ 32.75	103	\$ 57.00
4	\$ 3.00	54	\$ 33.25	104	\$ 57.25
5	\$ 3.75	55	\$ 33.75	105	\$ 57.50
6	\$ 4.50	56	\$ 34.25	106	\$ 57.75
7	\$ 5.25	57	\$ 34.75	107	\$ 58.00
8	\$ 6.00	58	\$ 35.25	108	\$ 58.25
9	\$ 6.75	59	\$ 35.75	109	\$ 58.50
10	\$ 7.50	60	\$ 36.25	110	\$ 58.75
11	\$ 8.25	61	\$ 36.75	111	\$ 59.00
12	\$ 9.00	62	\$ 37.25	112	\$ 59.25
13	\$ 9.75	63	\$ 37.75	113	\$ 59.50
14	\$ 10.50	64	\$ 38.25	114	\$ 59.75
15	\$ 11.25	65	\$ 38.75	115	\$ 60.00
16	\$ 12.00	66	\$ 39.25	116	\$ 60.25
17	\$ 12.75	67	\$ 39.75	117	\$ 60.50
18	\$ 13.50	68	\$ 40.25	118	\$ 60.75
19	\$ 14.25	69	\$ 40.75	119	\$ 61.00
20	\$ 15.00	70	\$ 41.25	120	\$ 61.25
21	\$ 15.75	71	\$ 41.75	121	\$ 61.50
22	\$ 16.50	72	\$ 42.25	122	\$ 61.75
23	\$ 17.25	73	\$ 42.75	123	\$ 62.00
24	\$ 18.00	74	\$ 43.25	124	\$ 62.25
25	\$ 18.75	75	\$ 43.75	125	\$ 62.50
26	\$ 19.25	76	\$ 44.25	126	\$ 62.75
27	\$ 19.75	77	\$ 44.75	127	\$ 63.00
28	\$ 20.25	78	\$ 45.25	128	\$ 63.25
29	\$ 20.75	79	\$ 45.75	129	\$ 63.50
30	\$ 21.25	80	\$ 46.25	130	\$ 63.75
31	\$ 21.75	81	\$ 46.75	131	\$ 64.00
32	\$ 22.25	82	\$ 47.25	132	\$ 64.25
33	\$ 22.75	83	\$ 47.75	133	\$ 64.50
34	\$ 23.25	84	\$ 48.25	134	\$ 64.75
35	\$ 23.75	85	\$ 48.75	135	\$ 65.00
36	\$ 24.25	86	\$ 49.25	136	\$ 65.25
37	\$ 24.75	87	\$ 49.75	137	\$ 65.50
38	\$ 25.25	88	\$ 50.25	138	\$ 65.75
39	\$ 25.75	89	\$ 50.75	139	\$ 66.00
40	\$ 26.25	90	\$ 51.25	140	\$ 66.25
41	\$ 26.75	91	\$ 51.75	141	\$ 66.50
42	\$ 27.25	92	\$ 52.25	142	\$ 66.75
43	\$ 27.75	93	\$ 52.75	143	\$ 67.00
44	\$ 28.25	94	\$ 53.25	144	\$ 67.25
45	\$ 28.75	95	\$ 53.75	145	\$ 67.50
46	\$ 29.25	96	\$ 54.25	146	\$ 67.75
47	\$ 29.75	97	\$ 54.75	147	\$ 68.00
48	\$ 30.25	98	\$ 55.25	148	\$ 68.25
49	\$ 30.75	99	\$ 55.75	149	\$ 68.50
50	\$ 31.25	100	\$ 56.25	150	\$ 68.75

Copying Charges are: .75 per page up to 25 pages; .50 per pages 26-100; and .25 for each page after 100.

APPENDIX 4 – ENVIRONMENTAL HEALTH SERVICES

Septic Tank Permit & Soil Evaluation/Expansion Permit
Repair Permit
Redraw Plot Plan without visit
Redraw Plot Plan with visit
Call Back Fee
New Well Permit (Irrigation/Agricultural) – No Water Sample
New Well Permit, Inspection & Water Samples (Chemical; Bacterial & Nitrate)
Expansion with Pool or Room Addition
Water Sample – Compliance Bacteriological
Water Sample – Bacteriological
Water Sample – Petroleum/Pesticide
Water Sample – Nitrate
Inspection of Existing Septic Tank in Mobile Home Park (AIW)
Inspection of Existing Septic Tank for MH for relocation (occupancy)
Public Swimming Pool/Seasonal
Public Swimming Pool/Year Round
Public Swimming Pool Plan Review
Swimming Pool Call-back Fee
Tattoo License – Permanent Location
Tattoo License - Conventions
Solid Waste Transporter Permit
Inspection per Vehicle
Swill Feeder Permit
Building Demolition/Relocation (Rodent Inspection)
Plan Review Food Service Establishment
Temporary Food Establishment (TFE)



ITEM NO. 2L

**CUMBERLAND
★ COUNTY ★
NORTH CAROLINA**

OFFICE OF THE RISK MANAGER

MEMORANDUM FOR BOARD OF COMMISSIONERS
MEETING OF OCTOBER 19, 2015

TO: BOARD OF COUNTY COMMISSIONERS

THRU: MELISSA CARDINALI, ASST. COUNTY MANAGER –
PL FINANCIAL/ADMINISTRATIVE SERVICES

FROM: PATRICIA LUCAS, RISK MANAGEMENT COORDINATOR *PL*

DATE: October 8, 2015

SUBJECT: CONSENT ITEM – APPROVAL OF DECLARATION OF
SURPLUS COUNTY PROPERTY AND AUTHORIZATION TO
ACCEPT INSURANCE SETTLEMENT

BACKGROUND

DATE OF ACCIDENT: September 17, 2015
VEHICLE: 2015 Ford Explorer
VIN: 1FM5K8AR4FGA89157
FLEET#: FL578
DEPARTMENT: Sheriff's Office
SETTLEMENT OFFER: \$22,678.05
INSURANCE COMPANY: Travelers Property Casualty Company

This is a total loss settlement offer.

RECOMMENDATION/PROPOSED ACTION

Management recommends that the Board of Commissioners:

1. declare the vehicle described above as surplus
2. authorize the Risk Management Coordinator to accept \$22,678.05 as settlement
3. allow Travelers Property Casualty Company to take possession of the wrecked (surplus) vehicle

From: Pirro, Catherine C [mailto:CPIRRO@travelers.com]
Sent: Monday, October 05, 2015 4:27 PM
To: Patsy Lucas
Subject: Travelers claim E0W7723-001

Scenario 1 - travelers retains vehicle

Actual Cash Value \$ 22,935.00
Sales Tax: 3% 688.05
Tag/Title Fee: \$55.00 (\$40.00 title fee and \$15.00 tag transfer fee).
Value before deductible \$ 23,678.05
Deductible - 1,000.00
Adjusted Loss Unit Value \$ 22,678.05

To release payment above, I'll need the following: original signed title/keys and damaged vehicle

Scenario 2 - owner retains vehicle
Actual Cash Value \$ 22,935.00
Sales Tax: 3% 688.05
Value before deductible/salvage \$ 23,623.05
Deductible - 1,000.00
Salvage value - 13,042.49
Adjusted Loss Unit Value \$ 9,580.56

to release payment above, I'll need the following: A Copy of the front and back of the Certificate of Title, and original owner retained Form (MVR 4-C)

Regards,

Catherine Pirro | Claim Professional | Travelers
Travelers
P.O. Box 220
Buffalo NY 14240
W: 800.662.2310 x6330 F: 877.246.4225

If you do not hear from me with in 24 hours, please do not hesitate to e-mail my manager Christopher Stavers at : CSTAVERS@travelers.com.



This communication, including attachments, is confidential, may be subject to legal privileges, and is intended for the sole use of the addressee. Any use, duplication, disclosure or dissemination of this communication, other than by the addressee, is prohibited. If you have received this communication in error, please notify the sender immediately and delete or destroy this communication and all copies.

Proclamation

BREAST CANCER AWARENESS MONTH OCTOBER, 2015

WHEREAS, October 2015 marks more than 30 years that National Breast Cancer Awareness Month (NBCAM) has educated women about early breast cancer detection, diagnosis and treatment; and

WHEREAS, National Breast Cancer Awareness Month is dedicated to increasing public knowledge about the importance of early detection of breast cancer with sixteen national public service organizations, professional associations, and government agencies comprising the Board of Sponsors, who work together to ensure that the NBCAM message is heard by thousands of women and their families; and

WHEREAS, this year, the awareness campaign is sending out several key messages, most notably, the importance of early detection through annual mammography screening for women over 40; and

WHEREAS, the American Cancer Society estimates in the United States, more than 220,240 new cases of invasive breast cancer will be diagnosed this year; and

WHEREAS, taking advantage of early detection methods such as mammography and clinical breast exams could help the breast cancer death rate drop by approximately 30%; and

WHEREAS, the American Cancer Society has searched endlessly for a cure through vital research, and has the mammoth task of educating our community and all Americans of the risks of breast cancer. Its many volunteers who offer support in the form of support groups, accommodations and transportation assistance, medical equipment and more.

***NOW, THEREFORE, BE IT PROCLAIMED** that the Board of Commissioners of the County of Cumberland do hereby recognize **October, 2015 as Breast Cancer Awareness Month** and ask all citizens to join in this worthwhile cause, to celebrate successes and memorialize lost battles.*

This 19th day of October 2015.

KENNETH S. EDGE, Chairman
Cumberland County Board of Commissioners

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	B16-097
Date Received	10/7/2015
Date Completed	

Fund No. 454 Agency No. 450 Organ. No. 457B
 Organization Name: Rural Operating Assistance Program (ROAP)

ITEM NO. 2N(1)

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
4361	Employment Transportation	93,433	(17,382)	76,051
453D	Rural General Public Transportation	103,203	(35,966)	67,237
4545	Elderly & Handicapped Transportation	140,291	(499)	139,792
9110	Transfer from General Fund	12,500	0	12,500
Total		349,427	(53,847)	295,580

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
3367	452	Taxi Transportation	147,791	(10,599)	137,192
5064	452	Employment Source	5,000	(2,400)	2,600
4361	454	Employment Transportation	93,433	(17,382)	76,051
5052	455	Rural General Public Transportation	103,203	(35,966)	67,237
5057	New	Special Transportation Projects / Studies	0	8,000	8,000
3903	453	Contingency	0	4,500	4,500
Total			349,427	(53,847)	295,580

Justification:

Revision to adjust the grant budget to reflect ROAP funds allocated in the final adopted State budget. In addition, \$8,000 of the transfer from the General Fund is being budgeted in anticipation of a State required evaluation / study of the Transportation System and \$4,500 is being allocated to contingency to be budgeted as transportation needs are assessed.

Funding Source:

State: _____ Federal: _____ County: _____ New: _____ Other: _____
 Other: _____ Fees: _____ Prior Year: _____

Fund Balance:

Submitted By: *Timothy G. Starks* Date: 10/8/15
 Department Representative
 Reviewed By: *Deborah W. Shaw* Date: 10/12/15
 Budget Analyst
 Reviewed By: *Wesley Evans* Date: 10/12/15
 Finance Director
 Reviewed By: _____ Date: _____
 Assistant County Manager

Approved By:	
_____	Date: _____
County Manager	
_____	Date: _____
Board of County Commissioners	
_____	Date: _____

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	B16-: 07
Date Received	10/12/2015
Date Completed	

Fund No. 101 Agency No. 450 Organ. No. 4506
 Organization Name: Cooperative Extension

ITEM NO. 2N(2)

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
4018	Military 4-H Grant	0	11,314	11,314
9901 (101-999-9999)	Fund Balance Appropriated		(10,703)	
Total			611	

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
460L	296	Military 4-H Grant (Non-Salary Expenditures)	0	611	611
Total			0	611	611

Justification:

Revision to budget Military 4-H Grant in the amount of \$11,314 for the period October 1, 2014 to September 30, 2015. County fund balance appropriated is being reduced for reimburseable salary and benefits (\$10,703) already expended. In addition, expenditures for materials and supplies (\$611) are included in the grant reimbursement.

Funding Source:

State: _____ Federal: _____ County: _____ New: _____ Other: _____
 Other: _____ Fees: _____ Prior Year: _____

Fund Balance:

Submitted By: _____ Date: _____
 Department Representative

Reviewed By: Deborah W. Shaw Date: 10/13/15
 Budget Analyst

Reviewed By: Wicki Evans Date: 10/13/15
 Finance Director

Reviewed By: _____ Date: _____
 Assistant County Manager

Approved By:	
_____	Date: _____
County Manager	
_____	Date: _____
Board of County Commissioners	

Patricia Hall,
Chair
Town of Hope Mills

Charles Morris,
Vice-Chair
Town of Linden

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

Donovan McLaurin,
Wade, Falcon & Godwin



CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

Planning & Inspections Department

Thomas J. Lloyd,
Director

Cecil P. Combs,
Deputy Director

Vikki Andrews,
Diane Wheatley,
Carl Manning,
Walter Clark,
Cumberland County

Benny Pearce,
Town of Eastover

OCTOBER 9, 2015

ITEM NO. 3A

MEMO TO: Cumberland County Board of Commissioners

FROM: Cumberland County Joint Planning Board

SUBJECT: **Case P15-48:** Rezoning of .95+/- acre from O&I(P) Planned Office and Institutional to R20 Residential or to a more restrictive zoning district, located at 520 Harvard Drive, submitted by Ruth S. Barbour (owner) and Timothy Evans.

ACTION: 1st motion for Case P15-48: Move to find the request for rezoning consistent with the 2030 Growth Vision Plan, and any other applicable land use plan, reasonable and in the public interest for the reasons stated in the recommendations of the Planning Staff.

2nd motion for Case P15-48: Move to approve the rezoning for R20 Residential District as recommended by the Planning Staff.

SITE PROFILE: Frontage & Location: 226.00'+/- on Harvard Drive & 330.00'+/- on SR 2341 (Claude Lee Road); **Depth:** 320.00'+/- ; **Jurisdiction:** Cumberland County; **Adjacent Property:** No; **Current Use:** Vacant land; **Initial Zoning:** R10 – March 15, 1979 (Area 6); portion rezoned to O&I(P) April 28, 1981; **Nonconformities:** None; **Zoning Violation(s):** None

Surrounding Zoning: North: M(P), M2, C(P), M/A (Fay) & R10; South: M/A (Fay) & R10; East: C(P) & M/A (Fay); West: R10; **Surrounding Land Use:** Residential, building supply, airport, office & woodlands; **2030 Land Use Plan:** Urban; **South Central Land Use Plan:** Heavy commercial; **Special Flood Hazard Area (SFHA):** None; **Water/Sewer Availability:** PWC/Septic; **Soil Limitations:** None; **School Capacity/Enrolled:** Elizabeth Cashwell Elementary: 800/702; South View Middle: 900/705; South View High: 1,800/1,777; **Subdivision/Site Plan:** If approved, new development may require review and approval; **Municipal Influence Area:** City of Fayetteville; **Average Daily Traffic Count (2012):** 2,500 on SR 2341 (Claude Lee Road); **Highway Plan:** Harvard Road is identified in the Highway Plan as a Local Road. There are no road improvements/constructions specified for this area. This case has no impact on the current Highway Plan or Transportation Improvement Program; **Notes:** **Density:** R10 Portion – 5 lots/units, R20 Portion – 2 lots/units; 2. **Minimum Yard Setback Regulations:** **R10 & R20** Front yard: 30', Side yard: 10', Rear yard: 35'; **O&I(P)** Front yard: 35', Side yard: 15', Rear yard: 20'

MINUTES OF SEPTEMBER 15, 2015

Mr. Lloyd presented the case information.

1st MOTION

The Planning and Inspections Staff recommends the board find that approval of the request for rezoning in Case No. P15-48 is consistent with the adopted comprehensive plan designated as the *2030 Growth Vision Plan*, which calls for "urban" at this location as the proposed district would allow development at 2.2 units or less per acre. The request is not consistent with South Central Land Use Plan which calls for "heavy commercial" at this location but is reasonable as approximately half of the subject property is currently zoned residential.

The staff also recommends the board further find that approval of this rezoning is reasonable and in the public interest because the district requested for the subject property generally meets or exceeds the location criteria of the adopted Land Use Policies Plan, in that: *use of septic allowed based on soil type, lot size and distance from public sewer, direct access to a public street is required, Harvard Drive is a Public Street, and must not be located in any defined critical area as defined by the Fort Bragg Small Study Area.*

2nd MOTION

The Planning and Inspections Staff recommends the approval of Case No. P15-48 for R20 Residential district based on the following:

1. The R20 Residential district will allow for land uses and lot sizes that exist in the general area and is compatible with the provisions of the Airport Overlay District;
2. The request is logical as, if approved, it will prevent the encroachment of non-residential uses in an established residential area; and
3. Public water is available to the subject property.

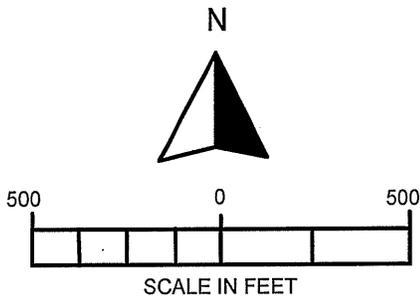
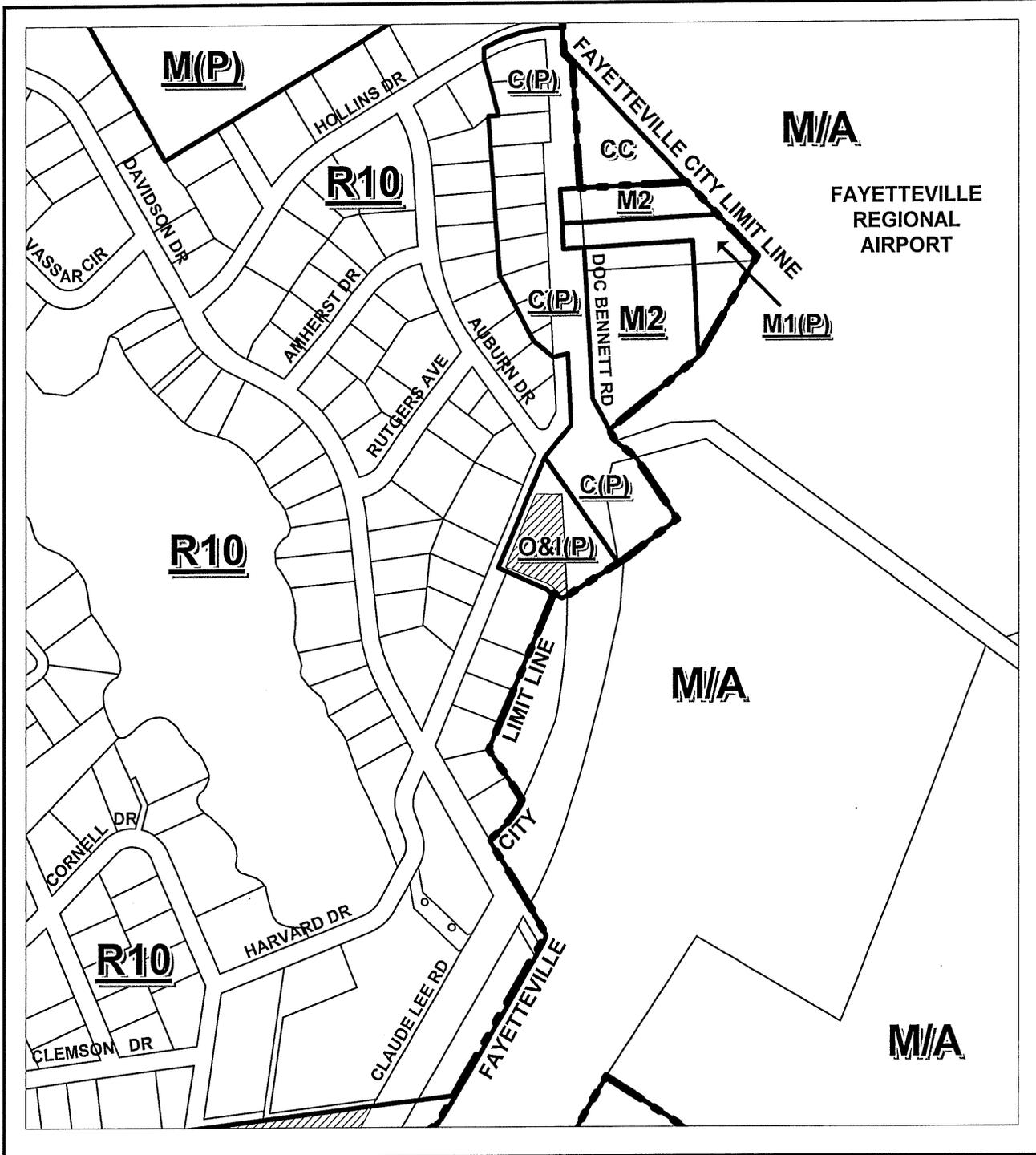
Because of the lack of public sewer, there are no other districts considered suitable for this request.

There were no people present to speak.

Mr. Morris made both of the motions referenced above, seconded by Mrs. McLaughlin, to follow the staff recommendations and approve the request. The motions passed unanimously.

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.



REQUESTED REZONING O&I(P) TO R20

ACREAGE: 0.95 AC. +/-	HEARING NO: P15-48	
ORDINANCE: COUNTY	HEARING DATE	ACTION
STAFF RECOMMENDATION		
PLANNING BOARD		
GOVERNING BOARD		

AFFIDAVIT OF THE HOUSING INSPECTOR'S REPORT
BEFORE THE BOARD OF CUMBERLAND COUNTY COMMISSIONERS

I, George Hatcher, Inspector for the County of Cumberland Inspection Department, acting in my official capacity, being duly sworn, depose and say:

BACKGROUND: That the following is a report on Minimum Housing case number MH 1068-2015.

Property Owner: Jason Brandon & Kymberly Ann Fortner

Home Owner: Jason Brandon & Kymberly Ann Fortner

Property Address: 2771 Clinton Road, Fayetteville, NC

Tax Parcel Identification Number: 0456-48-6704

SYNOPSIS: This property was inspected on 6/3/2015. The property owners and parties of interest were legally served with Notice of Violations and was afforded a Hearing on 7/2/2015. Jason Fortner attended the Hearing. It was ordered that the structure be repaired to a minimum standard for human habitation, or be demolished and the debris removed from the premises by a date not later than 8/2/2015. The property owners and parties of interest were notified of the appeal procedures when they were served with the Findings of Fact and Order. (See Exhibit A for Findings of Fact and Order.) No appeal was filed. Upon my visit to the property on 10/8/2015, no corrective action has been made to the structure. The structure is presently vacant and unsecured. In its present state, this structure constitutes a fire, health, and safety hazard. The estimated cost to repair the structure to a minimum standard for human habitation is \$84,425.00. The Assessor for Cumberland County has the structure presently valued at \$2,500.00. (utility value) Attached is a map depicting the location of the property. (See Exhibit B.)

RECOMMENDATION: IT IS THE RECOMMENDATION OF THE PLANNING & INSPECTION DEPARTMENT THAT THE STRUCTURE BE DEMOLISHED, AND THE DEBRIS REMOVED FROM THE LOT.

George Hatcher
George Hatcher
Code Enforcement Officer
County of Cumberland

Sworn to and Subscribed to by me this

The 8th day of October 2015.



Carolee Post
Notary Public
My Commission Expires: 11-06-19

**BOARD FINDINGS AND ACTION CHECK LIST
MINIMUM HOUSING REHABILITATION AND/OR DEMOLITION ORDINANCE**

Name(s) of Owner(s)

Appearances:

Inspection Dept. Case No.:

BOARD OF COUNTY COMMISSIONERS MOTION:

1. If the Board feels that the structure should be demolished, the Board's motion should be:

To adopt the order and report of the Minimum Housing Inspector as the true facts in this case, and

To order the property owner to remove or demolish the dwelling within _____ days.

To order the Inspector to remove or demolish the dwelling, if the owner fails to do so and impose a lien on the real property for the cost of such action.

To direct the clerk to incorporate the foregoing findings and orders in an ordinance certified by the Chairman and record the same in the Register of Deeds.

2. **If the Board feels that the property can be rehabilitated, the Board's motion should be:**

To adopt the order and report of the Minimum Housing Inspector as the true facts in this case.

To order the property owner to rehabilitate the property within _____ days.

To order the property owner to vacate and secure the property within _____ days pending rehabilitation.

To order the Inspector to rehabilitate the property or remove or demolish the dwelling, if the owner fails to do so and impose a lien on the real property for the cost of such action.

To direct the clerk to incorporate the foregoing findings and orders in an ordinance certified by the Chairman and record the same in the Register of Deeds.

3. **If the Board wishes to delay action on the case, the Board's motion should be:**

To adopt the order and report of the Minimum Housing Inspector as the true facts in this case.

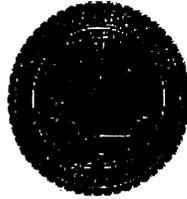
To delay a decision on the case until _____ (date) in order to give the owner or party of interest time to: _____

Thomas J. Lloyd,
Director

Cecil P. Combs,
Deputy Director

Scott Walters,
Code Enforcement Manager

Carol M. Post
Office Processing Assistant



**CUMBERLAND
★ COUNTY ★
NORTH CAROLINA**

Planning & Inspections Department

FINDINGS OF FACT AND ORDER

7/13/2015

George Hatcher,
Inspector

Joey Lewis,
Inspector

Joan Fenley,
Inspector

Debra Johnson,
Inspector

Christopher Fulton,
Inspector

Jason Brandon & Kymberly Ann Fortner & Parties of Interest
2793 Clinton Road
Fayetteville NC, 28312

91 7199 9991 7035 6800 8654

91 7199 9991 7035 6800 8647

CASE # MH-1068-2015

PROPERTY AT: 2771 Clinton Road, Fayetteville, NC

A Complaint, Notice of Hearing and Report of Inspection were legally served to the owner or owner's agent, and any party of interest. These documents were in fact received by the owner or owner's agent and party of interest on 6/13/2015.

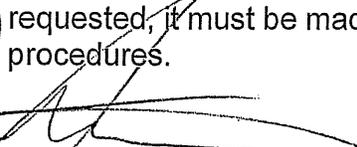
Pursuant of law, a Hearing was conducted in Room 101, of the old courthouse at 130 Gillespie Street, Fayetteville, NC on 7/2/2015 at 9:45 AM. The items identified below took place at the Hearing:

- 1. No owner or party of interest, or their agent, or representative appeared.
- 2. An answer was filed by owners and/or parties of interest. The answer was heard, read, and considered. Those present were: Jason Fortner
- 3. The undersigned inspector personally inspected the dwelling described in the Complaint and Notice of Hearing dated 6/10/2015. Upon the record and all of the evidence offered and contentions made, the undersigned Hearing Officer does thereby find the following fact:
 - a. The dwelling in question is violative of the Cumberland County Housing Ordinance as per findings in the inspection report with an assigned case number of MH-1068-2015, dated 6/3/2015.
 - b. Due to these findings, the dwellings are found to be in a substandard condition in accordance with the Cumberland County Ordinance.
 - c. The dwelling is unfit for human habitation.

EXHIBIT "A"

- 4. Due to facts presented above, the Hearing Officer orders as follows:
 - a. The owners and/or parties of interest of the dwelling named above are required to bring such dwelling into compliance with the Cumberland County Housing Ordinance by either repairing, altering, and improving the dwelling up to a minimum standard or by demolishing the structure and then causing the debris to be removed from the premises by a date not later than 8/2/2015. **All required permits must be obtained. A copy of this order must be presented when obtaining permits.**
 - b. The dwelling shall remain vacated until compliance with this order is completed and removed by the inspector, and the lot must be continuously maintained.
 - c. The structure shall be/remain secured to prevent entry by _____ and shall remain secured.
 - d. By authority of North Carolina General Statutes 14-4, violation of the County code is punishable as a Class 3 Misdemeanor in criminal court and also subjects the violator to injunctive relief and/or a civil penalty of \$50.00 per day for each day's continuing violation after _____.
 - e. The County Planning/Inspection Department may immediately begin procedures to seek a demolition ordinance from the Cumberland County Board of Commissioners for failure to bring the property into compliance by 8/2/2015. The cost of said demolition will be assessed against the real property in the form of a lien.

An appeal may be made to the Cumberland County Housing Board of Appeals. If an appeal is requested, it must be made in writing and within the time limits specified in the enclosed appeal procedures.



Scott Walters
Hearing Officer

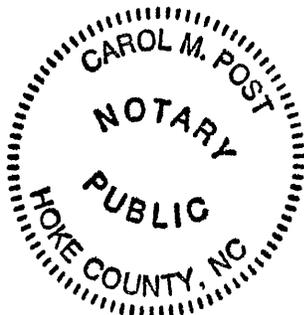


George Hatcher
Code Enforcement Officer

Enclosed: Appeals Procedure Form

Cc:

Sworn to and Subscribed to by me
this the 13th day of July, 2015





Notary Public
My Commission Expires: 11-26-19

EXHIBIT "A"

Date: July 21, 2015

George Hatcher:

The following is in response to your July 21, 2015 request for delivery information on your Certified Mail™ item number 9171999991703568008647. The delivery record shows that this item was delivered on July 18, 2015 at 1:32 pm in FAYETTEVILLE, NC 28312. The scanned image of the recipient information is provided below.

Signature of Recipient :

Signature X	
Printed Name	Jason Fortner

Address of Recipient :

Delivery Address	2293 Clinton Rd
------------------	-----------------

Thank you for selecting the Postal Service for your mailing needs.

If you require additional assistance, please contact your local Post Office or postal representative.

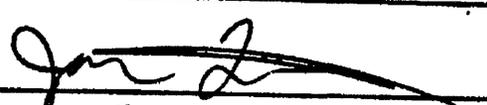
Sincerely,
United States Postal Service

Date: July 21, 2015

George Hatcher:

The following is in response to your July 21, 2015 request for delivery information on your Certified Mail™ item number 9171999991703568008654. The delivery record shows that this item was delivered on July 18, 2015 at 1:32 pm in FAYETTEVILLE, NC 28312. The scanned image of the recipient information is provided below.

Signature of Recipient :

Signature	X	
Printed Name		Jason Fortner

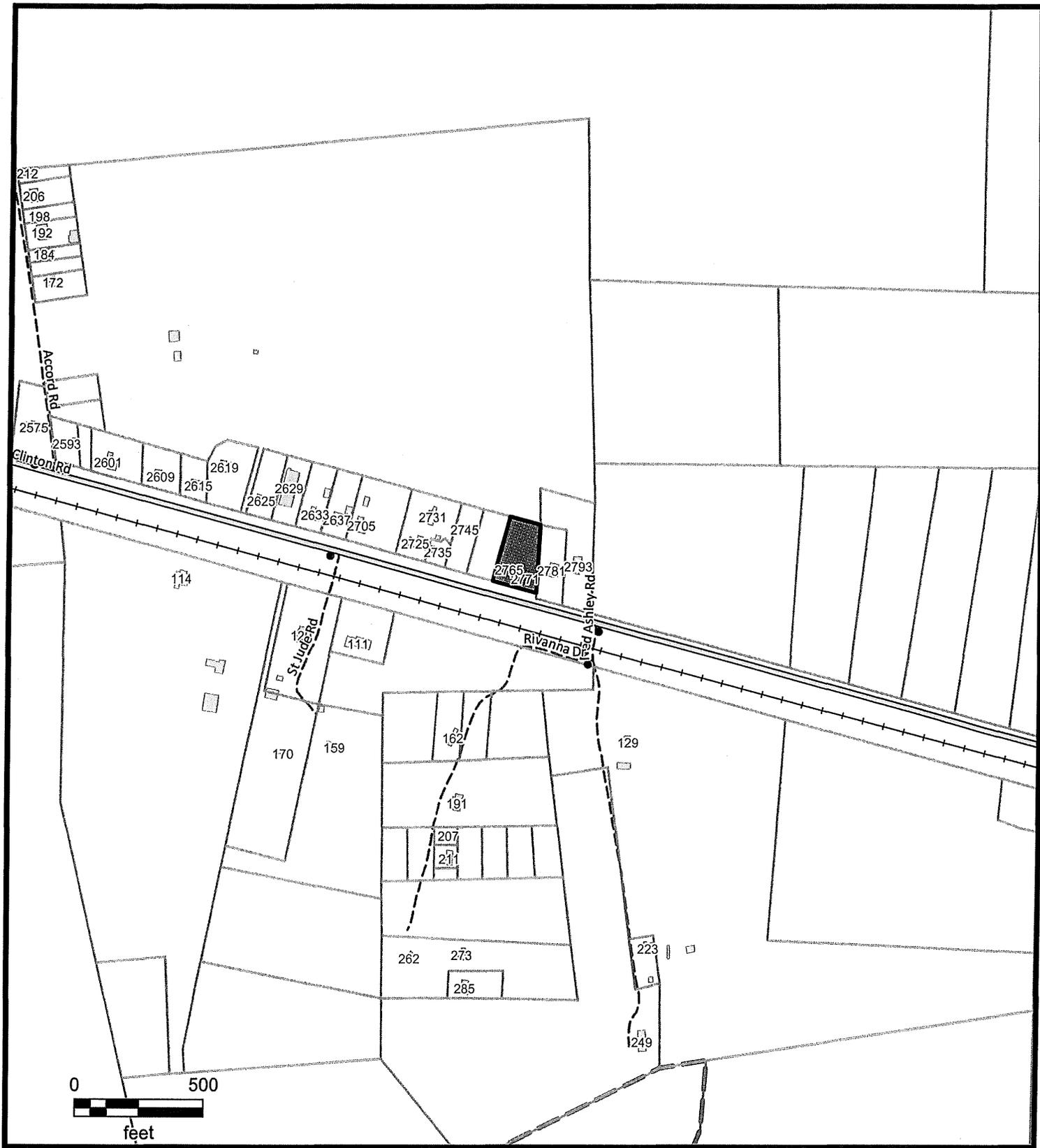
Address of Recipient :

Delivery Address	2293 Clinton Rd
------------------	-----------------

Thank you for selecting the Postal Service for your mailing needs.

If you require additional assistance, please contact your local Post Office or postal representative.

Sincerely,
United States Postal Service



Cumberland County Planning Department
 130 Gillespie Street · Post Office Box 1829 · Fayetteville, North Carolina 28302-1829 · (910) 678-7600 · Fax: (910) 678-7631



MAP DEPICTING LOCATION OF PROPERTY
Property Owner: Jason B. & Kymberly A. Fortner
2771 Clinton Road, Fayetteville, NC
Minimum Housing Case # MH1068-2015
TAX PARCEL IDENTIFICATION NUMBER: 0456-48-6704

AFFIDAVIT OF THE HOUSING INSPECTOR'S REPORT
BEFORE THE BOARD OF CUMBERLAND COUNTY COMMISSIONERS

I, George Hatcher, Inspector for the County of Cumberland Inspection Department, acting in my official capacity, being duly sworn, depose and say:

BACKGROUND: That the following is a report on Minimum Housing case number MH 1158-2015.

Property Owner: John J. Postl

Home Owner: John J. Postl

Property Address: 304 Caleb Drive, Fayetteville, NC

Tax Parcel Identification Number: 0467-70-3566

SYNOPSIS: This property was inspected on 7/29/2015. The property owners and parties of interest were legally served with Notice of Violations and was afforded a Hearing on 8/27/2015. No one attended the Hearing. It was ordered that the structure be repaired to a minimum standard for human habitation, or be demolished and the debris removed from the premises by a date not later than 9/27/2015. The property owners and parties of interest were notified of the appeal procedures when they were served with the Findings of Fact and Order. (See Exhibit A for Findings of Fact and Order.) No appeal was filed. Upon my visit to the property on 10/8/2015, no corrective action has been made to the structure. The structure is presently vacant and unsecured. In its present state, this structure constitutes a fire, health, and safety hazard.

The estimated cost to repair the structure to a minimum standard for human habitation is \$23,618.00. The Assessor for Cumberland County has the structure presently valued at \$500.00 (salvage value). Attached is a map depicting the location of the property. (See Exhibit B.)

RECOMMENDATION: IT IS THE RECOMMENDATION OF THE PLANNING & INSPECTION DEPARTMENT THAT THE STRUCTURE BE DEMOLISHED, AND THE DEBRIS REMOVED FROM THE LOT.

George Hatcher
George Hatcher
Code Enforcement Officer
County of Cumberland



Sworn to and Subscribed to by me this
The 8th day of October 2015.

Carlene
Notary Public
My Commission Expires: 11-06-19

**BOARD FINDINGS AND ACTION CHECK LIST
MINIMUM HOUSING REHABILITATION AND/OR DEMOLITION ORDINANCE**

Name(s) of Owner(s)

Appearances:

Inspection Dept. Case No.:

BOARD OF COUNTY COMMISSIONERS MOTION:

1. If the Board feels that the structure should be demolished, the Board's motion should be:

To adopt the order and report of the Minimum Housing Inspector as the true facts in this case, and

To order the property owner to remove or demolish the dwelling within _____ days.

To order the Inspector to remove or demolish the dwelling, if the owner fails to do so and impose a lien on the real property for the cost of such action.

To direct the clerk to incorporate the foregoing findings and orders in an ordinance certified by the Chairman and record the same in the Register of Deeds.

2. If the Board feels that the property can be rehabilitated, the Board's motion should be:

To adopt the order and report of the Minimum Housing Inspector as the true facts in this case.

To order the property owner to rehabilitate the property within _____ days.

To order the property owner to vacate and secure the property within _____ days pending rehabilitation.

To order the Inspector to rehabilitate the property or remove or demolish the dwelling, if the owner fails to do so and impose a lien on the real property for the cost of such action.

To direct the clerk to incorporate the foregoing findings and orders in an ordinance certified by the Chairman and record the same in the Register of Deeds.

3. If the Board wishes to delay action on the case, the Board's motion should be:

To adopt the order and report of the Minimum Housing Inspector as the true facts in this case.

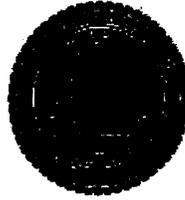
To delay a decision on the case until _____ (date) in order to give the owner or party of interest time to: _____

Thomas J. Lloyd,
Director

Cecil P. Combs,
Deputy Director

Scott Walters,
Code Enforcement Manager

Carol M. Post
Office Processing Assistant



CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

Planning & Inspections Department

George Hatcher,
Inspector

Joey Lewis,
Inspector

Joan Fenley,
Inspector

Debra Johnson,
Inspector

Christopher Fulton,
Inspector

FINDINGS OF FACT AND ORDER

8/27/2015

91 7199 9991 7034 1880 5099

John J. Postl & Parties of Interest
304 Caleb Drive
Fayetteville, NC 28312

CASE # MH-1158-2015

PROPERTY AT: 304 Caleb Drive, Fayetteville, NC

A Complaint, Notice of Hearing and Report of Inspection were legally served to the owner or owner's agent, and any party of interest. These documents were in fact received by the owner or owner's agent and party of interest on 8/12/15.

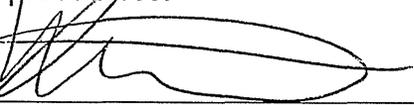
Pursuant of law, a Hearing was conducted in Room 101, of the old courthouse at 130 Gillespie Street, Fayetteville, NC on 8/27/2015 at 9:30 AM. The items identified below took place at the Hearing:

- 1. No owner or party of interest, or their agent, or representative appeared.
- 2. An answer was filed by owners and/or parties of interest. The answer was heard, read, and considered. Those answering by phone were: _____
- 3. The undersigned inspector personally inspected the dwelling described in the Complaint and Notice of Hearing dated 8/4/15. Upon the record and all of the evidence offered and contentions made, the undersigned Hearing Officer does thereby find the following fact:
 - a. The dwelling in question is violative of the Cumberland County Housing Ordinance as per findings in the inspection report with an assigned case number of MH-1158-2015, dated 7/29/2015.
 - b. Due to these findings, the dwellings are found to be in a substandard condition in accordance with the Cumberland County Ordinance.
 - c. The dwelling is unfit for human habitation.

EXHIBIT "A"

- 4. Due to facts presented above, the Hearing Officer orders as follows:
 - a. The owners and/or parties of interest of the dwelling named above are required to bring such dwelling into compliance with the Cumberland County Housing Ordinance by either repairing, altering, and improving the dwelling up to a minimum standard or by demolishing the structure and then causing the debris to be removed from the premises by a date not later than 9/27/2015. **All required permits must be obtained. A copy of this order must be presented when obtaining permits.**
 - b. The dwelling shall remain vacated until compliance with this order is completed and removed by the inspector, and the lot must be continuously maintained.
 - c. The structure shall be/remain secured to prevent entry by 9/4/2015 and shall remain secured.
 - d. By authority of North Carolina General Statutes 14-4, violation of the County code is punishable as a Class 3 Misdemeanor in criminal court and also subjects the violator to injunctive relief and/or a civil penalty of \$50.00 per day for each day's continuing violation after 9/27/2015.
 - e. The County Planning/Inspection Department may immediately begin procedures to seek a demolition ordinance from the Cumberland County Board of Commissioners for failure to bring the property into compliance by 9/27/2015. The cost of said demolition will be assessed against the real property in the form of a lien.

An appeal may be made to the Cumberland County Housing Board of Appeals. If an appeal is requested, it must be made in writing and within the time limits specified in the enclosed appeal procedures.



Scott Walters
Hearing Officer

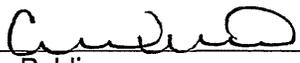
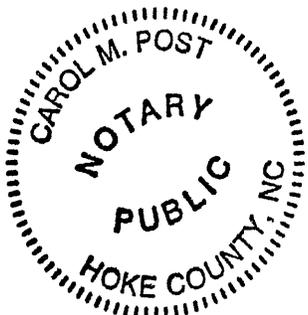


George Hatcher
Code Enforcement Officer

Enclosed: Appeals Procedure Form

Cc:

Sworn to and Subscribed to by me
this the 27th day of August, 2015



Notary Public
My Commission Expires: 11-06-19

EXHIBIT "A"

NORTH CAROLINA
COUNTY OF CUMBERLAND

PLANNING/INSPECTIONS DEPARTMENT

RE: John Postl & Parties of Interest
Name of Violator

MH 1158-2015
Case Number

AFFIDAVIT OF RETURN OF SERVICE
(Personal Service to Individual)

I, George Hatcher, Code Enforcement Officer, with the Cumberland County Inspections Department, personally
(name & title)

served John Postl, a copy of the Findings of Fact and Order citing violations of Article IV, Chapter 4
(name of violator)

of the Cumberland County Minimum Housing Ordinance by mailing said notice(s) via certified
and first class mail to the following address:

304 Caleb Drive, Fayetteville, NC 28312 and by posting said notice(s) to the following address:

304 Caleb Drive, Fayetteville, NC 28312 on this the 2nd day of September, 2015



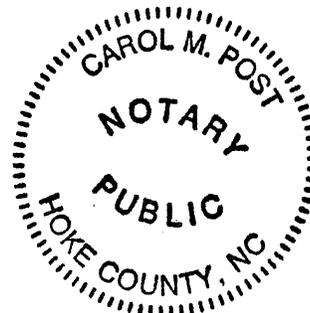
George Hatcher
Code Enforcement Officer, Cumberland County
Planning & Inspections Dept.

North Carolina
Hoke County

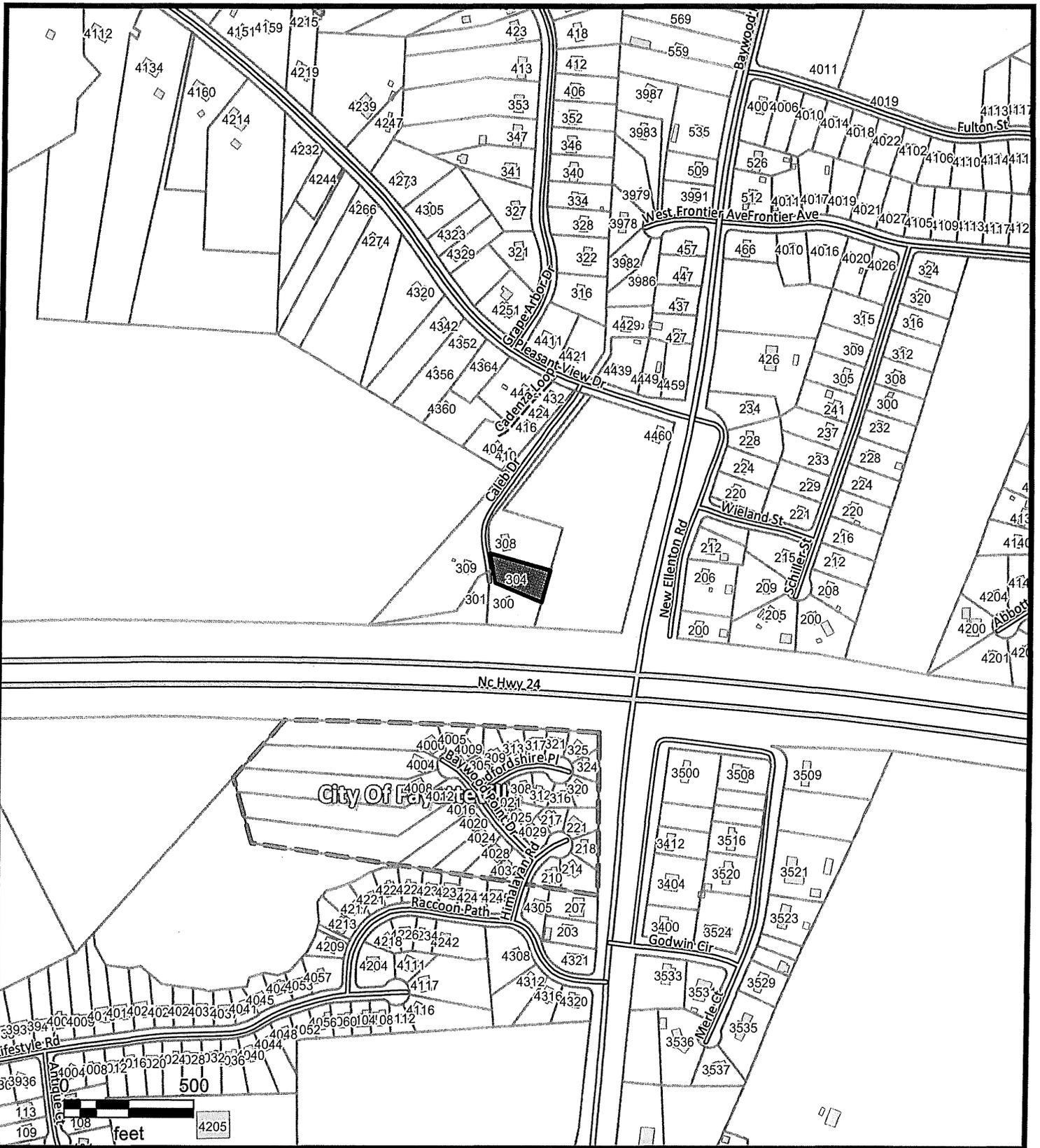
Sworn to and subscribed to before me
this the 2nd day of September, 2015.



Notary Public
My Commission Expires: 11/06/2019



PROOF OF SERVICE OF *FINDINGS OF FACT AND ORDER*
DATED August 27, 2015 CASE NUMBER *MH 1158-2015*



Cumberland County Planning Department
 130 Gillespie Street · Post Office Box 1829 · Fayetteville, North Carolina 28302-1829 · (910) 678-7600 · Fax: (910) 678-7631



MAP DEPICTING LOCATION OF PROPERTY
Property Owner; John J. Postl
304 Caleb Drive, Fayetteville, NC
Minimum Housing Case # MH1158-2015
TAX PARCEL IDENTIFICATION NUMBER: 0467-70-3566



ITEM NO. _____

4

CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

PUBLIC INFORMATION OFFICE

MEMO FOR BOARD OF COMMISSIONERS OCTOBER 19, 2015 AGENDA

TO: BOARD OF COMMISSIONERS

THRU: AMY H. CANNON, COUNTY MANAGER *AKZ*

FROM: SALLY SHUTT, GOVERNMENTAL AFFAIRS OFFICER

DATE: OCTOBER 14, 2015

SUBJECT: 2015-2016 STRATEGIC PLAN UPDATE

BACKGROUND

The attached report is an update on the progress made in meeting the five goals outlined in the County's 2015-2016 Strategic Plan. The Board of Commissioners approved the Strategic Plan on May 18, 2015.

RECOMMENDATION/PROPOSED ACTION

The report is presented for information purposes only.

Cumberland County 2015-2016 Strategic Plan UPDATE**GOAL 1: Ensure a safe and healthy community by providing needed services to our citizens in a timely manner.****Objective 1:1:** *Provide youth development program opportunities that promote good citizenship.*

- The Department of Social Services held a dinner honoring foster children who graduated from high school.
- The Department of Public Health offers a self-esteem class for teen girls.
- Tax Administration is offering paralegal internships in the mapping department.
- Cooperative Extension provided a number of youth development opportunities, which included:
 - o 4-H Congress, Citizenship Focus
 - o scholarships for youth to attend a weeklong camp at Betsy Jeff Penn 4-H Educational Center.
 - o a weeklong Youth County Government Tour
 - o serving as the (district) lead in coordinating youth to attend the NCACC Annual Meeting (Youth Summit)
 - o 15 4-H Summer Fun classes with over 146 youth attending
- Between July 1 and September 30, 2015, the library conducted 17 youth programs related to health, nutrition, and addressing abusive situations with a total attendance of 283.

Objective 1:2: *Assist with efforts to reduce crime by repeat offenders.*

- Critical Time Intervention program at the Detention Center: The three staff members on the Critical Time Intervention (CTI) Team were selected by the provider agency, Fellowship Health Resources, by the end of September. The team has a Lead Clinician, Case Manager and Peer Support Specialist.
- Members of the CTI Team have participated in a range of orientation activities, including new employee orientation through Fellowship Health Resources, and an orientation to protocols and facility access at the Cumberland County Detention Center that included an overview of pre- and post-booking Jail Diversion Initiatives in Cumberland County. They received an introduction to Jail Health and Mental Health services and met with the Alliance Behavioral Healthcare Jail Liaison and Housing Specialist.
- The CTI Team has received five referrals for services as of Oct. 14, 2015, and is actively involved in pre-release engagement and post-release intensive case management on behalf of these individuals.

Objective 1:3: *Improve emergency response services to citizens.*

- Cumberland County and City of Fayetteville have entered into an agreement and hired MCP to develop a feasibility study for co-location and/or consolidation of both the City of Fayetteville and Cumberland County Communication Centers and the inclusion of an Emergency Operations Center. The study will provide three potential locations and include building design.
- Cumberland County Emergency Services continues to improve Code RED enhancements with an option to sign up for winter weather alerts through text messaging only.

- Emergency Services continues to broaden citizen communications through social media on its Facebook and Twitter accounts.
- The County Communications Center has text-to-911 through the four major cellular companies: Sprint, AT&T, Verizon, and T-Mobile.
- Cumberland and Hoke counties are developing a regional hazard mitigation plan as a requirement to maintain eligibility for FEMA federal disaster funding and to increase credit in the Community Rating System (CRS) Program.
- Bladen and Cumberland County Emergency Services departments held a full-scale hazardous materials training exercise Aug. 29 at the Chemours Fayetteville Works plant located on the county line at 22828 N.C. Highway 87.

Objective 1:4: *Promote a healthy community by providing educational, health and human services programs and resources to citizens.*

- Animal Control provided off-site adoption events at Pet Smart and the Library, as well as partnered with the Library for responsible pet ownership classes during October.
- The Department of Social Services:
 - o hosted a Collective Impact Forum to explore collaborative ways to improve outcomes for youth aging out of foster care and young adults in guardianship care. Bryan Samuels with Chapin Hall at the University of Chicago, a research and think tank organization that uses data to target, develop and implement strategies to improve outcomes, was the keynote speaker. A partnership breakfast was held with key stakeholders working with foster children, including Juvenile Justice, Cumberland County Schools, CommuniCare, District Court, Social Services Board and Juvenile Detention.
 - o partnered with Cumberland County Schools to support the “Every Minute Counts” initiative to reduce student tardiness and improve academic success. The public service announcement was broadcasted over all DSS televisions located in the customer lobbies.
 - o coordinated and hosted training on adult guardianship for community partners such as law enforcement, hospital and mental health.
 - o conducted a domestic violence education and prevention training hosted by Kappa Alpha Psi Fraternity at Fayetteville State University.
 - o participated in Project No Rest, an initiative to prevent human trafficking of youth, especially foster children. Presented overview of Cumberland’s County program to the U.S. Attorney General who has voiced an interest in combating human trafficking.
 - o hosted Annual Senior Health Fair to provide resource information and services to senior citizens in the county.
- The Department of Public Health:
 - o received a \$350,000 Food and Drug Administration grant to fund the Environmental Health Division’s efforts to advance food safety and regulatory standards. The FDA will distribute \$70,000 annually for the next five years to fund the Food and Lodging Section’s progress and review of program standards.

- completed and submitted the State of the County Health Report to provide updates on the department's Community Health Action plan activities.
- was recognized as a Partner in Prevention by having staff trained for child sexual abuse prevention through the Stewards for Children Darkness to Light training
- provides training for Library staff about health services offered at CCDPH and in the community.
- provides nutrition training to the community as part of the chronic diseases management programs.
- held a fall rabies clinic on Oct. 10, 2015, and vaccinated 168 dogs and cats
- spoke to the FTCC Board of Trustees about the benefits of a 100 percent smoke-free campus policy.
- collaborated with Health Policy students at Methodist University to host a panel discussion and presentation to advance tobacco-free campus efforts.
- provided information to Fayetteville State University leadership regarding efforts to reduce tobacco use and secondhand smoke exposure at Historically Black Colleges and Universities in hopes of adopting the maximum 100-foot perimeter allowed for state-supported colleges and universities.
- Contacted multi-unit housing managers to discuss tobacco-free indoor spaces and recreational areas such as pools as well as restaurants about voluntarily prohibiting smoking in their outdoor dining areas.
- Child Support partnered with FTCC and the Court System on Oct. 12 to hold an on-site Human Resources Development program, which provided unemployed non-custodial parents assistance in obtaining employment in the area and job preparation training.
- Cooperative Extension provided nutrition and wellness classes with over 450 youth and adults in attendance. Some of these classes included: Steps to Health, Better Living, Farm to Kitchen, Health Rocks, youth cooking classes, and more.

Objective 1:5: *Collaborate with community partners to improve programs and services to reduce homelessness.*

- Community Development developed a Community Resource Inventory List and an ongoing process for updating to ensure accuracy.
- Community Development continues to research potential housing opportunities and models from other communities that have been successful in addressing homelessness through best practices.
- Community Development, in collaboration with community partners, developed and implemented a coordinated housing intake and referral form to help in establishing a comprehensive and sustainable plan to provide resource and referral case management, housing and employment services to the homeless.
- Community Development is collaborating with the Continuum of Care and the City of Fayetteville Community Development on a job description for a coordinated position(s) to oversee the prioritized actions identified in the strategic plan.

GOAL 2: Provide adequate infrastructure consistent with orderly growth of a dynamic county.

Objective 2:1: *Explore strategies to address the County's need for more office space, and ensure facilities are well-maintained.*

- Inventory and assessment of all County facilities and properties to determine usage, space availability, and feasibility of retrofit has been completed.
- Parking lot study was completed to assess regulatory compliance and condition of infrastructure.
- The County's mailroom was moved to the Print Shop in the Building Maintenance Facility and the former mailroom is being converted into office space for the Public Information staff and the internal auditor I.
- Prioritize projects through a Capital Improvement plan: The CIP was included in the FY2016 Budget. Finance is working with Engineering & Infrastructure on financing options to fund three-year CIP items for departments within the general fund. The funding plan will only focus on parking lots, roofs and building exteriors.
- Develop a Crown Complex facility plan (buildings, parking, properties, etc.) and consider possible funding options: Finance is working with Engineering & Infrastructure on financing options to fund three-year CIP items at the Crown Complex. The funding plan will only focus on parking lots, roofs and building exteriors.
- Assess directional signage in public buildings and update to ensure accuracy and efficiency: Courthouse and Historic Courthouse directories have been updated. New signage for Courtrooms created.

Objective 2:2: *Strengthen the County's green and energy-efficiency initiatives.*

- Temporary recycling containers have been placed in the public areas of the Courthouse and more permanent ones are being ordered.

Objective 2:3: *Advance the County's automation and technology capabilities.*

- Information Services is working on a structure to help facilitate a yearly updated countywide technology plan.
- The final phase of the telecommunications plan has been budgeted; Information Services is reviewing a final design and anticipates procurement for early November.
- The digital records system has been implemented for Child Support with the initial mail room process complete. The kick-off for DSS is set for Nov. 16. The business process review for Veterans Services is to be conducted in October with a goal of implementing a digital records system by the end of 2015.
- Continue application modernization to enhance customer service, specifically, finance, HR and jury software: Tyler Munis is the chosen application for the Financial/HR software and the project is on schedule for completion with Finance in May 2016 and HR in October 2016. Jury software has also been selected and is currently in the procurement stage.
- ERP system implementation began with kickoff on May 14, 2015. Finance and IS are setting up finance modules and a revised chart of accounts structure between May and December 2015. Training will occur between January and April with a scheduled County-wide go-live on May 1, 2016.

- Information Services is exploring the feasibility of developing a central phone number with a phone tree to serve as the primary citizen contact line.
- Complete the framework for an interdepartmental business partnership: The initial framework for Business Intelligence has been completed and the Enterprise Solutions division has been adequately staffed to support the Business Intelligence initiative.
- The design, procurement, and installation of wireless access in the Courthouse have been completed. The configuration and initial connectivity testing will be completed by mid-October and rollout will take place by the end of October.
- The electronic medical record system is live in the clinical areas of the Department of Public Health. Research is being conducted for an electronic dental medical record system, as well as a system for the Detention Center.

Objective 2:4: *Increase gateway and other beautification efforts to create a more aesthetically appealing community.*

- Cumberland County Extension Master Gardener Volunteers logged more than 7,900 hours of volunteer time during 2015. The volunteers made over 7,000 contacts with the public while giving gardening advice and training.
- The Master Gardeners taught more than 80 participants gardening classes at the Second Harvest Food Bank of Southeastern NC Community Garden and continue to advise the volunteers for this project.
- 17 new Master Gardeners graduated from the New Extension Volunteer Course.
- The library presented 18 programs related to nature and/or the environment. Many of the story times occurred outside the library at area parks; 385 customers attended the programs on nature, conservation, and the environment.

GOAL 3: Promote economic development by creating and retaining jobs, and providing career opportunities, quality education, cultural and recreational services.

Objective 3:1: *Ensure effective economic development incentives and practices are in place to attract and retain business and industry.*

- County and City approved funding of the Economic Development Alliance through December 31, 2015. Both governing boards approved a plan to establish a new 501 (c) non-profit organization funded by the City, County and the private Alliance Foundation. The organization structure was approved.
- The library conducted 144 programs on jobs and careers, improving job skills, and small business development between July 1, 2015 and September 30, 2015.
- 2,266 customers attended the different programs related to economic development. In addition, library staff conducted 66 Book-a-Librarian sessions, providing one-on-one assistance to customers on topics related to career and business development.
- The library is increasing its programming targeted toward the demographic identified as “disconnected youth,” ages 14-24, in developing job skills and career direction.

Objective 3:2: *Promote economic development through the preservation of natural resources, farmland and the county’s agricultural industry.*

- Cooperative Extension, along with the Extension Master Gardeners, in cooperation with the Cape Fear Botanical Garden, taught horticulture classes to military veterans transitioning into agriculture. Extension provides one-on-one consultation with veterans and anyone who wants to enter the agriculture industry, and cooperates and assists a local farmer who provides peer training in agriculture to veterans.
- Cooperative Extension also provided farm visits for the Sandhills Farm School and Military Farm School. Both schools help veterans transition into a career in agriculture.
- The Master Gardeners have worked closely with Fort Bragg personnel in maintaining the Warrior Transition Garden and held trainings for Civil Affairs soldiers focusing on livestock and crop production.
- Extension advises the Fayetteville Farmers Market Association. Extension hired a summer intern to promote the Fayetteville Farmers Market and seek out opportunities for marketing of local farm products. A local foods guide was also created to market locally grown products.

Objective 3:3: *Provide quality cultural and recreational services.*

- The library presented 1,126 programs for all ages between July 1, 2015, and September 30, 2015, with 26,627 customers attending programs during that period.

Objective 3:4: *Develop a flexible, proactive approach to the expansion and contraction of the military.*

- Improve communications and partnership with Fort Bragg:
 - o Working with Fort Bragg officials on an intergovernmental agreement to provide Animal Control Services on post.
 - o Public information officers from the County, City, school system, educational institutions, hospitals and military meet monthly to share information.
- Participate in and collaborate with local, regional and state military affairs and economic development organizations.

GOAL 4: Educate, inform and engage employees, citizens, elected and appointed officials through effective and efficient communications.

Objective 4:1: *Increase citizen engagement as evidenced by increased applications for County boards and committees and attendance at public forums and meetings.*

- Engage and educate citizens through resource guides, public forums, programs and other outlets:
 - o Fall Citizens' Academy will graduate on October 27. IS has assigned our ERP specialists with the task of reviewing and revising the current IS Citizen's Academy presentation to be more citizen focused and show how the department pertains to them. They'll also be taking part in the presentation for the next academy.
 - o Staff from Tax Administration, Library, DSS, PIO and Health Department staffed a booth at the International Folk Festival.

- DSS and the Social Services Board recognized Fayetteville City Councilman William Crisp for his support of foster children's annual high school graduation ceremony. Councilman Crisp has attended every graduation ceremony for the past 10 years and has supported the programs by spending time educating community stakeholders about the success of foster children.
- The Health Department participated in a variety of community events and programs to promote the department's programs and services to the general public. Events included:
 - o The Asthma Action Fairs
 - o Reading Rocks
 - o Initiative at Douglas Byrd to get students to school
 - o Kindergarten Camps
 - o Beginners' Days
 - o School Health Advisory Committee
 - o Truancy Medication Council
 - o Cumberland County Asthma Action Group
 - o Health Fairs
 - o Career Days
 - o Family Day at the Library
 - o First Aid at the Super Fitness Field Day
- The Health Department provides targeted outreach regarding health topics upon request including: chronic diseases, sexually transmitted diseases, hygiene, hand-washing, child safety and unintended pregnancies. These outreach and educational presentations occur to faith/community/civic/school groups. Presentations have been provided at the Cumberland County Detention Center, Juvenile Detention Center, Cumberland County Schools sites, Falcon Children's Home, Recreation Centers, Group Homes and Public Housing Community Centers. Cumberland County WIC staff participated on the Breastfeeding Coalition and publishes a resource guide with local breastfeeding resources. The guide is distributed through the WIC Program, community events, library, and coalition agencies.
- The Health Department continues to provide vector control opportunities through the distribution of mosquito dunks to the public at no charge.
- CCDPH Child Health Clinic launched Reach Out and Read, a grant funded program to provide books for parents to read to their children as part of their well child check up.

Objective 4:2: *Enhance communications systems and transparency so citizens can readily access information.*

- Finance, with PIO assistance, posted a more user-friendly PDF of the FY16 budget document to the County website in August 2015. The same will be done with the FY15 CAFR once completed.
- The Library added the link to the County's websites onto all of the library's public computers as of July 12, 2015.

Objective 4:3: *Improve internal communications.*

- Worked with department heads, supervisors, human resources and wellness representatives to reach all employees, especially those who do not have access to email, to ensure they received information on the dependent eligibility audit and wellness fair, including instructions on how to register.
- IS is working on upgrading the Intranet platform to support new features and additional enhancements.
- Continue to utilize performance management evaluation system to enhance effective communications between supervisors and employees:
 - o County Human Resources is working with IS on automation updates for a more user-friendly online evaluation system.
 - o DSS kicked-off its performance management system by expanding the current NeoGov system. DSS staff received training on the automated system, which outlines organization-wide, basic and job specific goals.
 - o County attorney is completing a review of an updated draft of the personnel ordinance.
 - o Proposed Human Resources policies are under review for approval and dissemination by January 1, 2016.

Objective 4:4: *Improve communication and collaboration between the County and other governmental entities, including boards, committees and commissions.*

- The IS Business Analyst will be conducting a business process analysis and work with our development team to revise or replace the current process for posting agendas and minutes from advisory board meetings.
- To ensure each new board member receives a full and complete orientation to the board, Tax Administration requested that the North Carolina Department of Revenue conduct an orientation on the updated procedures manual for the Board of Equalization and Review on May 4.

GOAL 5: Employ motivated, professional and well-trained personnel who offer excellent customer service with PRIDE – Professionalism, Respect, Integrity with accountability, Diversity and Excellent Customer Service.

Objective 5:1: *Optimize service delivery through innovation, automation and technology to enhance current services and create new service opportunities.*

- Through the Business Intelligence initiative, Enterprise Solutions staff will conduct business process analyses and focus on seeking and implementing automated systems that will enhance or create new service delivery methods.
- Finance is involved in the system conversion to the Tyler Munis software that will be more automated than the current system and give departments access to real-time data.
- HR is exploring the feasibility of allowing flexible work schedules for employees and will present recommendations later this year.

Objective 5:2: *Encourage citizen engagement and provide feedback opportunities through various outlets as it relates to service delivery.*

- IS and PIO are exploring a “Tell us about your experience” feedback system for online and hard copy input from citizens.

Objective 5:3: *Implement staff development and training programs.*

- HR is updating policies for staff development and linking training to retention, succession planning, certification and licensure requirements.
- A County Safety Committee has been formed.
- HR has a project outline for the development of succession plans for departments and initiated work. Projected completion is by the end of the fiscal year. Central Maintenance is cross training and started succession planning.
- Training catalog has been updated for 2016-18 and HR will continue to target specified courses.
- Positions that require specific licensure and certification are being identified for tracking and training purposes.
- DSS received Stewards of Children’s Darkness to Light certification; 95 percent of the employees received child abuse prevention training from the Child Advocacy Center.
- DSS implemented monthly teambuilding meeting with all of the department’s 100 plus leaders and conducted its annual Job Swap, which gives employees an opportunity to work in leadership and leaders to do the work of the line staff. All participants meet and share their experience

Objective 5:4: *Recognize employees for their achievements.*

- HR is conducting a survey to identify ways department heads can recognize employees
- Health Department has an internal mechanism for recognizing staff. Typically, staff members are recognized for their contributions or accomplishments (personal and professional) in the quarterly employee newsletter. This newsletter is distributed to the County Manager staff, Board of Health, and County Commissioners. In addition, each month, two employees are selected randomly for feature in the Employee Spotlight. Furthermore, the Health Director typically sends out an e-mail regarding the recognition to all staff.
- Tax Administration has started a bimonthly department newsletter. The department conducts monthly theme days and recognizes birthdays and anniversaries.

Objective 5:5: *Support the development and maintenance of a competitive pay and position classification system.*

- Market analysis and classification studies are ongoing for specific occupational areas; with an overall assessment completed annually.

Objective 5:6: *Recognize the importance of the employee’s health and fitness for the benefit of the employee as well as the entire organization.*

- Develop a communications plan to educate the workforce on the importance of employee health and wellness participation.

- Branded “Wellness Connection” email blasts
 - Attractive promotional fliers for programs
 - Outreach to employees who do not have email through wellness representatives and supervisors
 - Wellness Clinic Open House held to celebrate the opening of the clinic and the new location for the Wellness Program
 - Online appointment system for Wellness Fair
-
- Promote Employee Assistance Program:
 - Monthly employee and supervisor newsletters sent via email.
 - New posters for break rooms and new pamphlets displayed in departments
 - Explore further methods of offering incentives to employees for their participation in wellness programs.
 - Wellness Garden provided by County
 - Teams started in volleyball, softball, basketball
 - Running and walking groups
 - Ab/Line Dancing classes
 - Zumba and Yoga classes
 - Wellness Fair participation allows employees to participate in HOPE program
 - If three of four benchmarks are met at Wellness Fair, they get \$30 reduction in insurance rates

RANDY BEEMAN
Director/Fire Marshal



JAMES "TIM" MITCHELL
Deputy Director



ITEM NO. 5

EMERGENCY SERVICES DEPARTMENT

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF OCTOBER 19, 2015

TO: BOARD OF COUNTY COMMISSIONERS

FROM: RANDY BEEMAN, EMERGENCY SERVICES DIRECTOR

Date: OCTOBER 13, 2015

SUBJECT: CUMBERLAND COUNTY CITIZEN APPOINTMENTS REGIONAL HAZARD MITIGATION PLAN

BACKGROUND

Cumberland County is participating in a Regional Hazard Mitigation Plan with Hoke County. A Hazard Mitigation Plan must be updated within Federal Emergency Management Agency guidelines every five years. The last Hazard Mitigation Plan Update was adopted in 2011 and we are scheduled for updating the plan in 2016.

Cumberland and Hoke Counties applied and was awarded a planning grant from North Carolina Emergency Management to develop the Regional Hazard Mitigation Plan for Cumberland and Hoke Counties and their Municipalities. The plan is contracted with AMEC Foster Wheeler Consulting.

A Hazard Mitigation Planning Committee consists of various individuals from county government, municipalities and individual citizens. The committee is to review all natural hazards that impact their respective counties and communities. The committee along with the contractor will create mitigation strategies to reduce damage to structures and protect lives.

The committee will serve until the completion and adoption of the Regional Hazard Mitigation Plan for Cumberland and Hoke Counties. The committee will dissolve upon plan adoption.

The three Cumberland County citizens at large are presented for approval to serve on the Regional Hazard Mitigation Planning Committee until completion and adoption of the plan at which time the committee will dissolve.

RECOMMENDATION/PROPOSED ACTION

Approve the attached recommended list of citizen appointees for the committee.



KENNETH S. EDGE
Chairman

W. MARSHALL FAIRCLOTH
Vice Chairman

GLENN B. ADAMS
JEANNETTE M. COUNCIL
CHARLES E. EVANS
JIMMY KEEFE
LARRY L. LANCASTER



CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

BOARD OF COMMISSIONERS

CANDICE WHITE
Clerk to the Board

KELLIE BEAM
Deputy Clerk

October 14, 2015

October 19, 2015 Agenda Item

TO: Board of Commissioners

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

SUBJECT: Hazard Mitigation Planning Committee

The Hazard Mitigation Planning Committee consists of various individuals from county government, municipalities and individual citizens. The Hazard Mitigation Planning Committee is to review all natural hazards that impact their respective counties and communities. The Hazard Mitigation Planning Committee will serve until the completion and adoption of the Regional Hazard Mitigation Plan for Cumberland and Hoke Counties and will dissolve upon plan completion. The Hazard Mitigation Planning Committee has three (3) vacancies for Cumberland County At-Large Citizens:

Cumberland County At-Large Citizens:

Emergency Services recommends **Barrett F. Lowe, Ora L. Bethea and Alexia N. Fields** for nomination and appointment. (See attached.)

PROPOSED ACTION: Nominate and appoint individuals to fill the (3) vacancies above.

Attachments

pc: Gene Booth, Emergency Services

Kellie Beam

From: Gene Booth
Sent: Friday, October 09, 2015 9:50 AM
To: Candice White; Randy Beeman; Tim Mitchell; Melvin Lewis; Kellie Beam
Subject: Hazard Mtigation Planning Committee
Attachments: All at large apps.pdf; Rec at large apps.pdf

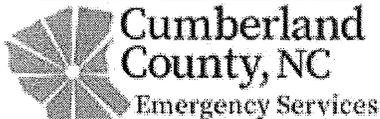
Categories: Red Category

Mrs. White,

On both September 29th, and October 1st, 2015 Randy Beeman, Tim Mitchell, Melvin Lewis and myself met and discussed the qualifications identified in the applications submitted for at- large members for the Hazard Mitigation Planning Committee. The following three names are recommended for commissioner approval to the committee. Barrett F. Lowe, Ora L. Bethea, and Alexia N. Fields all have the leadership, and technical training that best fits the needs of the committee. Attached you will find all of the applications in addition to the applications of the three recommendations. If you have any questions at all please do not hesitate to ask.

Gene

Gene Booth
Emergency Management Coordinator
131 Dick St Rm. 4
Fayetteville, NC 28306
910-678-7641 Office
910-687-7642 Fax
910-850-8166 Cell
wbooth@co.cumberland.nc.us
www.co.cumberland.nc.us



Cumberland County ad hoc Hazard Mitigation Planning Committee

**** PLEASE PRINT OR TYPE **** Deadline: September 30, 2015

NAME Alexia N. Fields DATE 17 September 2015

HOME ADDRESS 867 Pecan Grove Loop CITY/STATE Hope Mills, NC ZIP 28348

TELEPHONE:
HOME 910-568-3684 WORK 910-432-8956

EMAIL: alexia.n.fields@gmail.com

OCCUPATION Department of Army Civilian/ Army Reserve Soldier

PLACE OF EMPLOYMENT Fort Bragg, North Carolina RACE/SEX B/F

EDUCATIONAL BACKGROUND Bach-United States Military Academy (2002);

Masters- Central Michigan University (2013), Certificate- CMU (2011)

Are you a graduate of the Institute for Community Leadership? _____

Are you a graduate of Leadership Fayetteville? _____

Are you a graduate of the United Way's Multi-Cultural Leadership Development Program? _____

Are you a graduate of the Cumberland County Citizens' Academy? X _____

Are you a graduate of another leadership academy? If so, please list.

What is your availability for meetings? Evenings; Days (just have to coordinate it and might be able to if work schedule permits) _____

Please describe your specific interest or experience in the area of hazard mitigation and how your input will benefit the Cumberland County Hazard Mitigation Planning Committee.

Previous job as the Protection Branch Chief (Fort Lee) and current job as a Operations Plans Specialist (Fort Bragg with Directorate of plans, Training, Mobilization and Security, Garrison, IMCOM) extensive time and experience in writing, revising and exercising all plans related to Emergency Management/ Antiterrorism/ All-Hazards. Experience with NIMS, completed IS100; IS 100b; IS 200b; IS 300; IS 400; IS 700; IS 701, IS 702, IS 703, IS 706; IS 800b. +

Completed applications should be faxed to: 910-678-7642 or 910-677-5552 or emailed to mlewis@co.cumberland.nc.us

Cumberland County ad hoc Hazard Mitigation Planning Committee

**** PLEASE PRINT OR TYPE **** Deadline: September 30, 2015

NAME Ora L. Bethra DATE September 18, 2015

HOME ADDRESS 339 Neville St. CITY/STATE NC ZIP 28301

TELEPHONE:
HOME 910-483-7436 WORK N/A

EMAIL: Bethora@aol.com
OCCUPATION Retired Sr. Contract Specialist

PLACE OF EMPLOYMENT Retired Federal Employee RACE/SEX AA/F

EDUCATIONAL BACKGROUND BS. Business Administration, Level III Contract Certification, State's County Emergency Training and Graduate Classes in Business and Mgmt.
Are you a graduate of the Institute for Community Leadership? _____

Are you a graduate of Leadership Fayetteville? _____

Are you a graduate of the United Way's Multi-Cultural Leadership Development Program? _____

Are you a graduate of the Cumberland County Citizens' Academy? Spring 2015

Are you a graduate of another leadership academy? If so, please list.

What is your availability for meetings? Mon (AM+PM) Thurs (AM+PM except 2nd PM Thurs) Tues (AM+PM except 3rd Tues) Fri (AM+PM)

Please describe your specific interest or experience in the arca of hazard mitigation and how your input will benefit the Cumberland County Hazard Mitigation Planning Committee. I Retired from FEMA. I solicited, negotiated, awarded and administrated contracts for the preparation, recovery, and response phases of Disaster Mgmt. I participated and led meetings with program officials, partners and Congress before, during and after Disasters. I was a 1st Responder for Hurricanes Gator & Ike in 2004 and Environmental Emergency in Minot, ND in 2011. I worked with the State of GA regarding Base Camps for 1st Responders & Victims.

Completed applications should be faxed to: 910-678-7642 or 910-577-5552 or emailed to mlewis@co.cumberland.nc.us

Cumberland County ad hoc Hazard Mitigation Planning Committee

**** PLEASE PRINT OR TYPE **** Deadline: September 30, 2015

NAME Barrett F. Lowe DATE 17 Sep 2015

HOME ADDRESS 316 Woodcrest Rd CITY/STATE Fayetteville, NC ZIP 28305

TELEPHONE:
HOME 910-964-2899 WORK 910-764-9542

EMAIL: barrylowe81@nc.rr.com

OCCUPATION Defense Contractor (and Colonel, US Army (retired))

PLACE OF EMPLOYMENT Booz Allen Hamilton, 4200 Morganton Road, Fayetteville RACE: ASIAN PACIFIC ISLANDER
HISPANIC WHITE RACE/SEX Male

EDUCATIONAL BACKGROUND Civilian: M.S. Engineering Physics, B.S. Engineering

Numerous military schools, to include Command & General Staff College and the Combating WMD Planners Course

Are you a graduate of the Institute for Community Leadership? No

Are you a graduate of Leadership Fayetteville? No

Are you a graduate of the United Way's Multi-Cultural Leadership Development Program? No

Are you a graduate of the Cumberland County Citizens' Academy? No

Are you a graduate of another leadership academy? If so, please list.
No

What is your availability for meetings? Prefer evenings or weekends

Please describe your specific interest or experience in the area of hazard mitigation and how your input will benefit the Cumberland County Hazard Mitigation Planning Committee.

Interest - desire to be involved in a civic issue in which I have some experience
Experience - 30 years Army service, 2 years govt civilian service, 2 years defense contractor experience. Includes over 15 years experience dealing with CBRNE (chem-bio-rad-nuc-explosive), Counter-IED (improvised explosive device) and WMD (weapons of mass destruction) operations. Also deployed to Haiti in from Jan - Mar 2010 for disaster response after the earthquake.

Completed applications should be faxed to: 910-678-7642 or 910-677-5552 or emailed to mlewis@co.cumberland.nc.us

AMY H. CANNON
County Manager

JAMES E. LAWSON
Deputy County Manager



MELISSA C. CARDINALI
Assistant County Manager

W. TRACY JACKSON
Assistant County Manager



ITEM NO. 6

OFFICE OF THE COUNTY MANAGER

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF OCTOBER 19, 2015

TO: BOARD OF COUNTY COMMISSIONERS
FROM: AMY H. CANNON, COUNTY MANAGER
DATE: OCTOBER 14, 2015
SUBJECT: NOMINATIONS TO BOARDS AND COMMITTEES - NONE

*****There are no nominations for this meeting*****

/ct

CM101415-4

KENNETH S. EDGE
Chairman

W. MARSHALL FAIRCLOTH
Vice Chairman

GLENN B. ADAMS
JEANNETTE M. COUNCIL
CHARLES E. EVANS
JIMMY KEEFE
LARRY L. LANCASTER



CUMBERLAND
★ COUNTY ★
NORTH CAROLINA

BOARD OF COMMISSIONERS

CANDICE WHITE
Clerk to the Board

KELLIE BEAM
Deputy Clerk

ITEM NO. _____

7A

October 13, 2015

October 19, 2015 Agenda Item

TO: Board of Commissioners

FROM: Kellie Beam, Deputy Clerk to the Board KB

SUBJECT: Board of Adjustment

BACKGROUND: At their October 5, 2015 meeting, the Board of Commissioners nominated the following individuals to fill two (2) vacancies on the Board of Adjustment:

Regular Member (Choose 1):

Yvette Carson – Ms. Carson indicated she is not willing to serve.

Winton McHenry (new appointment)

George Turner (new appointment)

Alternate Member (Choose 1):

Alberta Ortiz (new appointment)

I have attached the current membership list for this Board.

PROPOSED ACTION: Appoint individuals to fill the two (2) vacancies above.

Attachment

pc: Jaimie Rachal, Planning & Inspections Department

BOARD OF ADJUSTMENT
3 Year Term

<u>Name/Address</u>	<u>Date Appointed</u>	<u>Term</u>	<u>Expires</u>	<u>Eligible For Reappointment</u>
Alfonso Ferguson Sr. (B/M) 3329 Eastgate Street Eastover, NC 28312 401-2313/483-1888	8/15	1st	Aug/18 8/31/18	Yes
Horace Humphrey (- /M) 1852 Cascade Street Fayetteville, NC 28301 488-5143	06/13	2nd	June/16 6/30/16	No
George Lott (W/M) 126 Rowland Circle Fayetteville, NC 28301 494-2178/488-8659	8/13	1st	Aug/16 8/31/16	Yes
Ed Donaldson 4606 Hoe Court Fayetteville, NC 28314 484-3640	9/12	2nd	Sept/15 9/30/15	No
Vickie Mullins (-/F) 5905 Turnbull Road Fayetteville, NC 28312 910-484-8967	8/15	2nd	Aug/18 8/31/18	No
<u>Alternate Members:</u>				
Nathan Feinberg (W/M) 7090 Ramsey Street Fayetteville, NC 28311 910-527-1723	8/13	1st	Aug/16 8/31/16	Yes
Yvette Carson (B/F) 8712 Tangletree Drive Linden, NC 28356 339-9232 (H)	8/13	2nd	Aug/16 8/31/16	No
Joseph Decosta (W/M) 7016 Mariners Landing Drive Fayetteville, NC 28306 286-9686/396-5724	10/13	1 st	June/16 6/30/16	Yes
(serving unexpired term; eligible for one additional three-year term)				

<u>Name/Address</u>	<u>Date Appointed</u>	<u>Term</u>	<u>Expires</u>	<u>Eligible For Reappointment</u>
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Alternate Members Continued:

VACANT (Vacated by A. Ferguson)	8/15	2nd	Aug/18 8/31/18	No
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Winton McHenry (W/M) 3648 Lakeshore Drive Hope Mills, NC 28348 429-1101/308-3987	5/13	1st	May/16 5/31/16	Yes
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Meets 3rd Thursday of each month at 7:00 PM – Historic Cumberland County Courthouse, 130 Gillespie Street, Second Floor Hearing Room

Contact: Jaimie Rachal, Planning & Inspections Department, 678-7602

KENNETH S. EDGE
Chairman

W. MARSHALL FAIRCLOTH
Vice Chairman

GLENN B. ADAMS
JEANNETTE M. COUNCIL
CHARLES E. EVANS
JIMMY KEEFE
LARRY L. LANCASTER



CUMBERLAND
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NORTH CAROLINA

BOARD OF COMMISSIONERS

CANDICE WHITE
Clerk to the Board

KELLIE BEAM
Deputy Clerk

ITEM NO. 7B

October 13, 2015

October 19, 2015 Agenda Item

TO: Board of Commissioners
FROM: Kellie Beam, Deputy Clerk to the Board *KB*
SUBJECT: Cumberland County Library Board of Trustees

BACKGROUND: At their meeting on October 5, 2015, the Board of Commissioners nominated the following individuals to fill three (3) upcoming vacancies on the Cumberland County Library Board of Trustees:

Katrina M. Tiffany (new appointment)

Donald W. LaHuffman (new appointment)

Dr. Connette P. McMahon (new appointment)

I have attached a current membership list for this board.

PROPOSED ACTION: Appoint individuals to fill the three (3) vacancies above.

Attachment

pc: Jody Risacher, Library Director

LIBRARY BOARD OF TRUSTEES

3 Year Term

All terms expire in December and begin in January. Recommendations for nominations placed on first meeting in October agenda and appointments placed on second meeting in October agenda. Although terms will not begin until the following January, the Library takes their new appointees through an orientation process in December before they begin serving in January.

<u>Name/Address</u>	<u>Date Appointed</u>	<u>Term</u>	<u>Expires</u>	<u>Eligible For Reappointment</u>
Daisy D. Maxwell 7113 Fillyaw Road Fayetteville, NC 28303 868-5611	10/12	2nd	Dec/15 12/31/15	No
Mary E. Thomas 217 Cecil Avenue Spring Lake, NC 28390-2522 497-7574/436-0000 (W)	10/12	2nd	Dec/15 12/31/15	No
Paige W. Ross 1220 Pony Drive Hope Mills, NC 28348 339-1715/919-630-0187	12/14	1st	Dec/17 12/31/17	Yes
Sara VanderClute 7669 Heriot Drive Fayetteville, NC 28311-9409 488-9202 (H) / 494-1405 (C)	10/12	2nd	Dec/15 12/31/15	No
Dr. Daniel Montoya 3505 Cokefield Drive Fayetteville, NC 28306 478-0646/672-1560	12/13	1st	Dec/16 12/31/16	Yes
Brian J. Tyler 1414 Raeford Rd Fayetteville, NC 28305 717-514-6889	12/14	1st	Dec/17 12/31/17	Yes
Betsy Small PO Box 228 Linden, NC 28356 910-980-0821	12/13	1st	Dec/16 12/31/16	Yes

Commissioner Liaison: Glenn Adams

Contact: Jody Risacher, Library Director (or Marili Melchionne – 483-7727 x1304)

Meeting Date: 3rd Thursday of each month at 9:05 AM; (exception would be 2nd Thursday in December and no regularly scheduled meetings in July and August) – Meeting locations are different libraries within the County.

**OVERHILLS PARK WATER & SEWER DISTRICT GOVERNING BOARD AGENDA
SPECIAL MEETING
COURTHOUSE – ROOM 118
OCTOBER 19, 2015
6:45 PM**

1. Consent Agenda
 - A. Approval of minutes of December 15, 2014 special meeting.
 - B. Approval of Resolution for the Approval of Final Plans and Specifications for the Overhills Park Water & Sewer Project. **(Pg. 113)**

ADJOURN THE SPECIAL MEETING OF THE OVERHILLS PARK WATER & SEWER DISTRICT GOVERNING BOARD.

RECONVENE THE REGULAR BOARD OF COMMISSIONERS' MEETING.



ITEM NO. 20
OVERHILLS GOVERNING BOARD

**CUMBERLAND
★ COUNTY ★
NORTH CAROLINA**

ENGINEERING & INFRASTRUCTURE DEPARTMENT

Engineering Division · Facilities Management Division · Landscaping & Grounds Division · Public Utilities Division

**MEMORANDUM FOR OVERHILLS PARK WATER AND SEWER DISTRICT GOVERNING
BOARD AGENDA OF OCTOBER 19, 2014**

TO: OVERHILLS PARK WATER & SEWER DISTRICT GOVERNING BOARD
FROM: JEFFERY P. BROWN, PE, ENGINEERING & INFRASTRUCTURE DIRECTOR
THROUGH: AMY H. CANNON, COUNTY MANAGER *AK*
DATE: OCTOBER 13, 2015
**SUBJECT: CONSIDERATION OF A RESOLUTION FOR THE APPROVAL OF THE
FINAL PLANS AND SPECIFICATIONS FOR THE OVERHILLS PARK
WATER & SEWER PROJECT**

BACKGROUND:

The Public Utilities Division of the Engineering & Infrastructure Department received notification from the United States Department of Agriculture – Rural Development (USDA-RD) of their intent to fund the installation of sewer within the Overhills Park Water & Sewer District on April 8, 2014. The project funding consists of a loan in the amount of \$819,000, a grant in the amount of \$2,503,000 and a County contribution of \$50,700 for a total project cost of \$3,372,700. Recently USDA-RD notified the Public Utilities Division that the plans and specifications have been reviewed and prior to providing written authorization to bid the project, the Overhills Park Water and Sewer District must submit, in accordance with the Water and Wastewater Docket (WWD) Processing Checklist, the attached signed resolution providing approval of the final plans and specifications in order to move forward with the project.

This was presented to the Facilities Committee on October 1st.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director, County Management and Facilities Committee recommend that the Governing Board approve the resolution.

**STATE OF NORTH CAROLINA
COUNTY OF CUMBERLAND**

**APPROVAL OF PLANS &
SPECIFICATIONS FOR THE
OVERHILLS PARK WATER &
SEWER DISTRICT**

WHEREAS, The Overhills Park Water & Sewer District has need for and intends to construct a wastewater system,

WHEREAS, Engineers have developed the final plans and specifications;

**NOW THEREFORE BE IT RESOLVED, BY THE GOVERNING BOARD OF THE OVERHILLS
PARK WATER AND SEWER DISTRICT:**

That the Overhills Park Water & Sewer District Governing Board hereby approves the final engineering plans and specifications as prepared by MBD Consulting Engineers. P.A. and McGill Associates.

Adopted at a meeting of the Governing Board of the Overhills Park Water and Sewer District held on the 19th day of October 2015 in the Commissioners Meeting Room, Room 118, County Courthouse, 117 Dick Street, in Fayetteville, North Carolina.

Overhills Park Water and Sewer District

Kenneth S. Edge, Chairman
Overhills Park Water & Sewer District
Governing Board

Attest:

Candice White, Clerk
Overhills Park Water & Sewer District
Governing Board