



# Chatham County, NC

## Meeting Agenda - Final

### Board of Commissioners

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Monday, December 17, 2018

6:00 PM

Historic Courthouse Courtroom

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#### Work Session - 1:30 PM - Historic Courthouse Courtroom

#### **PUBLIC INPUT SESSION**

*The Public Input Session is held to give citizens an opportunity to speak on any item. The session is no more than thirty minutes long to allow as many as possible to speak. Speakers are limited to no more than three minutes each and may not give their time to another speaker. Speakers are required to sign up in advance. Individuals who wish to speak but cannot because of time constraints will be carried to the next meeting and given priority. We apologize for the tight time restrictions. They are necessary to ensure that we complete our business. If you have insufficient time to finish your presentation, we welcome your comments in writing.*

#### **BOARD PRIORITIES**

[18-2866](#)

Receive a presentation on the Chatham County Promise K-14 Program and vote on a request to approve an MOU between the County and the Community College.

**Attachments:** [Board of commissioners Handout\\_Chatham-County-Promise Student Handout Chatham-County-Promise ENGandSPA Chatham County Promise MOU v7 12\\_12\\_2018 \(002\)](#)

[18-2870](#)

Vote on a request to receive recommendations of findings for the Parks and Recreation Comprehensive Plan summary and draft recommendations

**Attachments:** [Recreation Master plan summary findings and draft recommendations 2018](#)

[18-2880](#)

Confirm acceptance of FY 2019 Board of Commissioner goals for FY 2020

**Attachments:** [FY 2019 Goals](#)

#### **CLOSED SESSION**

[18-2867](#)

Closed Session to discuss matters relating to economic development and personnel.

#### **ADJOURNMENT**

## End of Work Session

### Regular Session - 6:00 PM - Historic Courthouse Courtroom

#### INVOCATION and PLEDGE OF ALLEGIANCE

#### CALL TO ORDER

#### APPROVAL OF AGENDA and CONSENT AGENDA

*The Board of Commissioners uses a Consent Agenda to act on non-controversial routine items quickly. The Consent Agenda is acted upon by one motion and vote of the Board. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Board member or citizen. The Consent Agenda contains the following items:*

- [18-2888](#) Vote on a request to approve the November 5, 2018 Regular Session minutes and the November 27, 2018 CIP Work Session minutes.  
*Attachments:* [Draft Minutes 11.05.2018](#)  
[Draft Minutes 11.27.2018 CIP Work Session](#)
- [18-2764](#) Vote on a Quasi-Judicial request by Carolina Meadows Inc. for a Conditional Use Permit revision to construct 40 residence units in four buildings, 3 stories each. In Area C, replace the existing Skilled Nursing Facility with a new four story facility and replace existing one story villas with 3 story unit. Also, replace the existing Independent Living apartments with four story Independent Living apartments. This will complete the total number of 750 residential units allowed per the CUP. Parcels 62114, 64734, 20033, and 74450, Williams Township.  
*Attachments:* [More information from the Planning Department Website](#)
- [18-2885](#) Vote on a request to approve an interlocal agreement with the Town of Siler City for the County to provide building inspections for the Town and authorize the county attorney and county manager to negotiate and execute the agreement.

- [18-2772](#) Approval of agreement with NC Department of Transportation and Tim's Farm and Forestry, LLC, agreement between Chatham County and Tim's Farm and Forestry, LLC for DOT contingency funding of transportation design services for the Chatham Advanced Manufacturing (CAM) Site, and an interlocal agreement with the Town of Siler City for mowing of the CAM site entrance and authorize the county attorney and county manager to negotiate and execute the agreements.
- Attachments:** [Tri-Party agreement](#)  
[MOU with County and Booras](#)  
[Interlocal Agreement for Maintenance of CAM Entrance FINAL](#)  
[Maintenance Entrance Image](#)
- [18-2879](#) Vote on a request to approve and accept proposal for a full measure and list reappraisal, and award contract to Vincent Valuations and authorize the County Manager to execute the agreement and amend the budget as necessary.
- Attachments:** [Vincent Valuations Contract](#)
- [18-2884](#) Vote on a request to approve grant application to Crime Victim Services of NC Governor's Crime Commission for VAWA funding.
- Attachments:** [Internal Grant Approval Form](#)
- [18-2820](#) Vote on a request to approve a Debt Write-Off for the Chatham County Public Health Department
- Attachments:** [Copy of Bad Debt Write Off 16-17](#)
- [18-2854](#) Vote on a request to approve \$656.94 from the Aetna Foundation to cover costs of the Healthiest Cities and Counties Challenge Site Visit.
- Attachments:** [\\$656.94 Aetna Foundation Reimbursement](#)
- [18-2855](#) Vote on a request to approve \$450,000 from The Duke Endowment's Healthy People Health Carolinas initiative in support of the Chatham Health Alliance
- Attachments:** [\\$450,000 Duke Endowment Funds - Letter](#)
- [18-2877](#) Vote on a request to approve Fiscal Year 2018-2019 Budget Amendments
- Attachments:** [Budget Amendment 2018-2019 Dec](#)
- [18-2871](#) Vote on a request to approve Tax Releases and Refunds
- Attachments:** [November 2018 Release and Refund Report](#)  
[November 2018 NCVTS Pending Refund Report](#)  
[November 2018 Manual NCVTS Pending Refund Report](#)

- [18-2869](#) Vote on a request to approve amended project ordinances as proposed by staff  
**Attachments:** [Project Ordinance Animal Shelter Amended 12-17-18](#)  
[Project Ordinance Business Campus Revised 12-17-18](#)  
[Project Ordinance EMS Base Amended 12-17-18](#)  
[Project Ordinance Haywood Water Main Amended 12-17-18](#)  
[Project Ordinance Schools Chatham Grove Elementary Revised 12-17-18](#)  
[Project Ordinance Schools Locker Room Renovations Amended 12-17-18](#)  
[Project Ordinance Schools Seaforth High School Amended 12-17-18](#)
- [18-2873](#) Vote on a request to adopt the proposed Schools Central Services Building Project Ordinance  
**Attachments:** [Project Ordinance Schools New Central Services Building Original 12-17-18](#)
- [18-2874](#) Vote on a request to adopt the proposed Schools Indoor Bleacher Replacements Project Ordinance  
**Attachments:** [Project Ordinance Schools Indoor Bleacher Replacements Original 12-17-18](#)
- [18-2875](#) Vote on a request to adopt the proposed Increased Capacity for Data Storage Project Ordinance  
**Attachments:** [Project Ordinance Increased Capacity Data Storage Original 12-17-18](#)
- [18-2876](#) Vote on a request to adopt the proposed Emergency Operations Center Expansion Project Ordinance  
**Attachments:** [Project Ordinance EOC Expansion Original 12-17-18](#)
- [18-2878](#) Vote on a request to adopt the proposed Radio System Upgrade Project Ordinance  
**Attachments:** [Project Ordinance Radio System Upgrade Original 12-17-18](#)
- [18-2865](#) Vote on a request to appoint Chanel Haugh to the Triangle South Workforce Development Board.  
**Attachments:** [Recommendation of Appointment C. Haugh](#)  
[Regional WorkForce Development - Chanel Haugh application](#)
- [18-2882](#) Vote on a request to adopt a resolution appointing Stephanie Watkins-Cruz as the Fair Housing Officer for Chatham County  
**Attachments:** [12.17FHOfficerResolution](#)
- [18-2886](#) Vote on a request to approve the appointment of Joan Burton to the Chatham County Housing Authority.  
**Attachments:** [Joan Burton recommendation](#)
- [18-2881](#) Vote on a request to approve appointments to the Planning Board.



- [18-2864](#) Vote on a request to approve reappointments to the Board of Equalization and Review

### **End of Consent Agenda**

### **SPECIAL PRESENTATION**

- [18-2887](#) Approve and present a plaque honoring Carl Henry Outz, Jr. for 30 Years of Service.

### **PUBLIC INPUT SESSION**

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### **PUBLIC HEARINGS**

- [18-2845](#) A Legislative Public Hearing to consider County-initiated rezonings of 5 parcels in the formerly unzoned portion of Chatham County.

**Attachments:** [More information from the Planning Department website](#)

### **BOARD PRIORITIES**

- [18-2842](#) Receive update on coal ash fund spending and vote on a request to approve a request by the Moncure/Haywood Event for \$25,000 a year for the next three years.

**Attachments:** [Coal Ash funds](#)

[Moncure.haywood event report](#)

- [18-2883](#) Vote on a request to approve Reimbursement Policy Changes for Affordable Housing

**Attachments:** [1999impact fee policy-09162016114928](#)

[12.17.2018 Impact Fee Policy](#)

- [18-2860](#) Review and Update Commissioner Liaisons for County Boards & Committees

**Attachments:** [Board of Commissioner liaison table dec 19 2017](#)

### **MANAGER' S REPORTS**

### **COMMISSIONERS' REPORTS**

**ADJOURNMENT**



# Chatham County, NC

## Text File

File Number: 18-2866

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Work Session

**In Control:** Board of Commissioners

**File Type:** Agenda Item

**Agenda Number:**

Receive a presentation on the Chatham County Promise K-14 Program and vote on a request to approve an MOU between the County and the Community College.

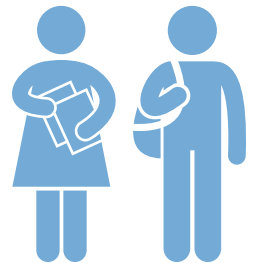


# CHATHAM COUNTY PROMISE



All eligible Chatham County residents who graduate from a public high school for the years 2019, 2020, 2021, and 2022 will be guaranteed up to two years of FREE tuition and fees at Central Carolina Community College.

**Note:** Students must meet all qualifications and requirements. The requirement of successful completion of four dual-enrollment courses or 12 dual-enrollment credit hours is waived for 2019 graduates. Summer terms are not included.



## Chatham County Obligation

FY 2020 Budget **\$200,000**  
Appropriation

FY 2021 Budget **Up to \$260,000**  
Appropriation

FY 2022 Budget **Up to \$260,000**  
Appropriation

FY 2023 Budget **Up to \$260,000**  
Appropriation

FY 2024 Budget **Up to \$70,000**  
Appropriation

Prior to the FY 2024 budget being completed and passed, Central Carolina Community College and Chatham County will review all data related to the program (ex. number of graduates, success rates, transfer success, etc.) and decide on future appropriations to continue the program.

[www.cccc.edu](http://www.cccc.edu)

# CHATHAM COUNTY PROMISE

“Chatham County residents who graduate from a public high school having completed four dual-enrollment courses or 12 dual-enrollment credit hours will pay no tuition at the college for the two years immediately following their high school graduation.”

*\* Summer terms are not included.*

## Eligible students will meet the following criteria:

1. Resident of Chatham County.
2. Public High School Graduate, who will attend Central Carolina Community College as a full-time degree or credential seeking curriculum student beginning the fall semester following his or her high school graduation.
3. Successfully completed at least four dual-enrollment courses or 12 dual-enrollment credit hours. This requirement is waived for 2019 graduates.
4. Complete the FAFSA and submit all requested verification documents (if applicable) AND complete CCCC's Foundation scholarship application annually.

**For students who meet all of the noted criteria, Central Carolina Community College will agree to cover the tuition and technology/activity fees at the in-state rate for two years.**

- Funding from federal and state grants, scholarships and outside funding must be exhausted before Central Carolina Community College begins paying.
- The two years of eligibility begins in the fall semester after high school graduation and ends following the spring semester of the second year.
- Participants must be enrolled as a full-time degree or credential-seeking student.

## Additional Student Requirements:

- Students interested in participating in the program must call (919) 718-7300 or visit [www.cccc.edu/promise](http://www.cccc.edu/promise); the college will not automatically award.
- Once enrolled, students must continuously meet the financial aid Satisfactory Academic Progress standards outlined by the state and federal government. This means students must maintain at least a 2.0 cumulative GPA and complete at least 67% of all courses attempted at Central Carolina Community College.

**For questions regarding the program, contact:**

**(919) 718-7300**

**[www.cccc.edu/promise](http://www.cccc.edu/promise)**

# CENTRAL CAROLINA PROMISES FREE TUITION TO QUALIFYING HIGH SCHOOL GRADUATES!

CHATHAM COUNTY PROMISE  
STARTING FALL 2019  
PENDING APPROVAL

All eligible Chatham County residents who graduate from a public high school for the years **2019, 2020, 2021, and 2022** will be guaranteed up to two years of **FREE** in-state tuition and required fees at Central Carolina Community College. *Textbooks, supplemental materials, and summer terms are not included.*



## Eligibility for Central Carolina Promises



### Resident of Chatham County



### Successfully Completed Career and College Promise

of at least four high school dual-enrollment courses or 12 credit hours. *This requirement is waived for 2019 graduates.*



### Public High School Graduate

who will attend Central Carolina Community College as a full-time degree or credential seeking curriculum student beginning the fall semester following his or her high school graduation.



### Complete the FAFSA

and submit all requested verification documents (if applicable) AND complete CCC's Foundation scholarship application annually.



**Note:** Funding from federal and state grants, scholarships, and outside funding must be exhausted before Chatham County Promise begins paying.



Program is supported through funding from Chatham County



(919) 718-7300  
[www.cccc.edu/promise](http://www.cccc.edu/promise)





# ENROLLMENT CHECKLIST

**STEPS 1 – 6 MUST BE COMPLETED BY JULY 19<sup>th</sup>!**

## **1 Complete the North Carolina Residency Determination Process**

- Visit <https://ncresidency.cfnc.org> to obtain your Residency Certification Number (RCN). Your RCN is used to determine both your tuition rate and eligibility for state grants.
- Your admissions application cannot be processed without completing this step.

## **2 Complete the MAP Interest Inventory**

- The My Academic Pathway (MAP) Interest Inventory ([www.cccc.edu/career-interest-inventory](http://www.cccc.edu/career-interest-inventory)) will match your interests and abilities to academic programs here at CCCC.

## **3 Complete your Admissions Application**

- Submit an application for admission at [www.cccc.edu/apply-register](http://www.cccc.edu/apply-register) or obtain and complete a printed application from any CCCC campus.

## **4 Complete your “Central Carolina Promise” Application**

- Submit your Central Carolina Promise application ([www.cccc.edu/promise](http://www.cccc.edu/promise)) in order to be considered.

## **5 Apply for the Free Application for Federal Student Aid (FAFSA) and Submit Required Documents**

- The FAFSA is required for all Central Carolina Promise applicants.
- The FAFSA application can be accessed at [fafsa.gov](http://fafsa.gov).
- CCCC's FAFSA Code is 005449.
- Submit required documentation requested from the Financial Aid Office by July 19.

## **6 Submit your Final High School Transcript**

- Contact your high school to send official transcripts directly to the Admissions Office.
- If you are a home school student, the home school administrator must provide proof that the home school is certified by the North Carolina Department of Non-Public Instruction and standardized test scores.

## **7 Make an Appointment to Meet with an Admissions Specialist**

- Admissions Specialists will verify that you have completed all requirements for the Central Carolina Promise Program.
- The Admissions Specialists will also advise you on your chosen academic program and assist you in registering for courses.
- Make an appointment at [www.cccc.edu/promise](http://www.cccc.edu/promise).

## **8 Attend New Student Orientation**

- Students can register for an in-person or online New Student Orientation session by visiting [www.cccc.edu/orientation](http://www.cccc.edu/orientation).



# CENTRAL CAROLINA PROMETE TUICIÓN GRATUITA ¡A GRADUADOS DE PREPARATORIA QUE CALIFIQUEN!

CHATHAM COUNTY PROMISE  
A PARTIR DEL OTOÑO DE 2018  
APROBACIÓN PENDIENTE

Todos los residentes elegibles del Condado de Chatham que se gradúan de una escuela pública durante los años **2019, 2020, 2021 y 2022** se garantizará hasta dos años de matrícula estatal GRATIS y costos requeridos en Central Carolina Community College. *Los libros de texto, materiales suplementarios, y termino de verano no están incluidos.*



## Elegibilidad Para Promesa de Cenral Carolina



**Residente del Condado de Chatham**



**Completar con exito promesa  
Completar El FAFSA De  
Carrera y Universidad**

o al menos 4 y la aplicacion anual de becas de matriculas doble de escuela y colegio o 12 horas de Central Carolina Community College credito en el colegio. *Este requisito no aplica a graduados del 2019.*



**Graduado de Escuela Publica**

Quién asistirá a Central Carolina Community College como estudiante de tiempo completo o busca credenciales como estudiante de currículo, comenzando el semestre de otoño después de graduarse de preparatoria.



**Completar El FAFSA**

Y envíe todos los documentos de verificación solicitados (si corresponde) Y complete la Solicitud de beca de la Fundación de CCCC anualmente.



**Note: Fondos de subsidios federales y estatales, becas, y fondos externos deben ser usados antes que Promesa de Central Carolina comience a pagar.**



**El programa es respaldado por fondos del Condado de Chatham**



(919) 718-7300  
[www.cccc.edu/promise](http://www.cccc.edu/promise)





# LISTA DE INSCRIPCIÓN

**¡LOS PASOS 1 - 6 DEBEN SER COMPLETADOS PARA EL 19 DE JULIO!**

## **1 Complete el proceso de determinación de residencia de Carolina del Norte**

- Visite <https://ncresidency.cfnc.org> para obtener su Número de Certificación de Residencia (RCN). Su RCN es utilizado para determinar tanto su tasa de matrícula como su elegibilidad para las becas estatales.
- Su solicitud de admisión no se puede procesar sin completar este paso.

## **2 Complete el inventario de interés de MAP**

- El Inventario de intereses de Mi Paso Académico (MAP) ([www.cccc.edu/career-interest-inventory](http://www.cccc.edu/career-interest-inventory)) coincidirá sus intereses y habilidades a los programas académicos aquí en CCCC.

## **3 Complete su solicitud de admisión**

- Presente una solicitud de admisión en [www.cccc.edu/apply-register](http://www.cccc.edu/apply-register) u obtenga y complete una solicitud impresa desde cualquier campus de CCCC.

## **4 Complete su solicitud de “Promesa de Central Carolina”**

- Envíe su solicitud Promesa de Carolina Central ([www.cccc.edu/promise](http://www.cccc.edu/promise)) para que se considere.

## **5 Solicite la Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA) y envíe Documentos requeridos**

- El FAFSA es obligatoria para todos los solicitantes de Promesa de Carolina Central.
- Se puede acceder a la aplicación FAFSA en [fafsa.gov](http://fafsa.gov).
- El código FAFSA de ccccc es 005449.
- Presente la documentación requerida solicitada en la Oficina de Ayuda Financiera el 19 de julio.

## **6 Envíe su Transcripción final de la escuela secundaria**

- Póngase en contacto con su escuela secundaria para enviar transcripciones oficiales directamente a la Oficina de Admisiones.
- Si usted es un estudiante de la escuela en casa, el administrador de la escuela de origen debe proporcionar una prueba de que la escuela de origen está certificado por el Departamento de Instrucción Pública de Carolina del Norte y puntajes de exámenes estandarizados.

## **7 Haga una cita para reunirse con un especialista en admisiones**

- Los Especialistas en Admisiones verificarán que usted haya completado todos los requisitos para el Programa de Promesa de Central Carolina.
- Los Especialistas en Admisiones también lo asesorarán sobre su programa académico elegido y lo ayudarán en registrarse para cursos.
- Haga una cita en línea: [www.cccc.edu/promise](http://www.cccc.edu/promise)

## **8 Asista a la Orientación para Estudiantes Nuevos**

- Los estudiantes pueden registrarse para una sesión de Orientación para Nuevos Estudiantes en persona o en línea visitando [www.cccc.edu/orientation](http://www.cccc.edu/orientation).

**CHATHAM COUNTY PROMISE**  
**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between The Trustees of Central Carolina Community College (hereinafter referred to as “Trustees”), the governing body of Central Carolina Community College (hereinafter referred to as “College”) and the Chatham County Board of Commissioners, (hereinafter referred to as “Board”) a body politic and corporate of the State of North Carolina.

**WHEREAS**, the College is a public two-year college serving the residents of several counties, including Chatham County;

**WHEREAS**, the Board, as the governing body for Chatham County, is tasked with improving the quality of life for the citizens of Chatham County;

**WHEREAS**, the Trustees, College and Board desire to establish the Chatham County Promise, a K-14 program to benefit qualified Chatham County students by providing high school graduates a debt-free pathway to a college degree or credentials;

**WHEREAS**, the Chatham County Promise program (hereinafter referred to as “Program”) guarantees up to two (2) years of free in-state tuition and required fees at the College for all eligible Chatham County residents who graduate from a public high school in Chatham County in 2019, 2020, 2021 and 2022; and

**WHEREAS**, the Trustees, College and Board are willing and able to participate in the funding, administration and facilitation of the Program to benefit not only the students of Chatham County but the entire community of Chatham County.

**NOW, THEREFORE**, in consideration of the promises and covenants of the parties herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree to the following:

I. STUDENT SELECTION CRITERIA AND REQUIREMENTS

A. Eligible Students will meet the following criteria:

1. Be a resident of Chatham County for at least twelve (12) continuous months prior to the beginning of the fall semester.
2. Be a high school graduate from a public school located within Chatham County who will attend the College as a full-time degree or credential seeking student beginning the fall semester following his or her high school graduation. Summer terms are not included.

3. Have successfully completed at least four dual-enrollment courses or twelve (12) dual-enrollment credit hours. This requirement is waived for 2019 graduates.
  4. Completed the FAFSA and submitted all requested verification documents (if applicable) and completed the College's Foundation scholarship application by the advertised deadline. These documents must be submitted on an annual basis.
- B. For students who meet all of the criteria set forth in Section I.A., the student's tuition and required fees at the in-state rate for two years will be covered by this program.
1. Funding from federal and state grants, scholarships and outside funding must be exhausted before the Program begins paying a student's tuition and required fees.
  2. The two years of eligibility begins in the fall semester after high school graduation and ends following the spring semester of the second year. Summer terms are not included.
  3. Textbooks, supplies and other supplemental materials are not covered under the program.
- C. Additional Student Requirements:
1. Students interested in participating in the program must call (919) 718-7300 or visit [www.cccc.edu/promise](http://www.cccc.edu/promise); College will not automatically award.
  2. Once enrolled, students must continuously meet the financial aid Satisfactory Academic Progress standards outlined by the state and federal government. This means students must maintain at least a 2.0 cumulative GPA and complete at least 67% of all courses attempted at the College.

## II. DUTIES AND RESPONSIBILITIES OF THE PARTIES:

### A. Board

1. Board will provide funding for the Program based on estimates provided by the College. This includes \$200,000 for Fiscal Year ("FY") 2020, up to \$260,000 for FY 2021, up to \$260,000 for FY 2022, up to \$260,000 for FY 2023, and up to \$70,000.00 for FY 2024 for students entering their second year of eligibility under the Program. Board shall not be responsible for any funding that exceeds the estimates for each FY.
2. Board will reimburse the College within thirty (30) days of receipt of invoices setting forth the related expenditures for the semester.

## B. College

1. College will invoice Board for all applicable tuition and fees prior to the end of each fall semester and spring semester. Invoices shall indicate that all other funding sources have been exhausted prior to the use of Program funds. College will also provide Board with separate documentation at the end of each fall and spring semester containing a breakdown of the areas of study of the students in the Program.
2. College will assign appropriate staff to market the program to eligible high school graduates, collect paperwork from participants, ensure eligibility for the program, make awards, monitor progress and register students for appropriate classes in their desired pathways.
3. College will allow the Board to review/inspect any documents associated with the program provided there are no Family Education Rights and Privacy Act of 1974 (“FERPA”) restrictions.
4. College is committed to learning by supporting and assisting students, through the removal of barriers, in achieving their educational goals. In support of this commitment, College will work to identify ways to help fill funding gaps that may exist for disadvantaged students selected to participate in the Chatham Promise program.

## III. TERM

This MOU shall remain in full force and effect for the five-year period of the Program. Prior to the FY 2025 budget being completed and passed, College will review all data related to the program (ex. number of graduates, success rates, transfer rates, etc.) and decide on future appropriations to continue the program. Shall the parties agree to continue the program, the parties shall enter into a new MOU at such time.

- IV. This MOU may be terminated, without cause, by either party upon ninety (90) days written notice to the other party. Termination by either party prior to the end of the term of this MOU shall not affect the students already receiving financial aid through the Program or who have been accepted into the Program. Upon termination of this MOU, Board and College shall continue to comply with the applicable duties and responsibilities set forth in Section II for all students previously accepted or enrolled in the Program until said students either complete their two years of eligibility or fail to meet the requirements set forth in Section I. College shall not accept any additional students into the Program upon receipt of notice of termination from Board.

## V. GENERAL PROVISIONS

- A. Governing Law: This MOU is made under and shall be governed, construed and enforced in accordance with the laws of the State of North Carolina, without regard to conflict of laws rules.
- B. Non-Discrimination: Any discrimination by either party or their agents or employees on account of race, color, sex, age, religion, or national origin in relation to the performance of any obligations is prohibited.
- C. Assignment: No assignment of either parties' duties or responsibilities shall be permitted unless agree to in writing and signed by all parties.
- D. Amendments: This MOU may only be amended in writing and duly executed by all parties.
- E. Notice: Notices given pursuant to this MOU shall be sufficient if in writing and sent by certified mail, return receipt requested, to such addresses the parties may designate from time to time in writing. Notice shall be deemed to be given and received three days after being sent certified mail to the appropriate addresses. At the time of execution of this MOU, the addresses of the parties are as follows:

**CHATHAM COUNTY BOARD OF COMMISSIONERS:**

Mike Dasher  
Chairman  
P.O. Box 1809  
Pittsboro, NC 27312

**CENTRAL CAROLINA COMMUNITY COLLEGE:**

Dr. T.E. Marchant  
President  
1105 Kelly Drive  
Sanford, NC 27330

**THE TRUSTEES OF CENTRAL CAROLINA COMMUNITY COLLEGE:**

Julian Philpott  
Chairman  
1105 Kelly Drive  
Sanford, NC 27330

- F. Entire Agreement: This MOU contains all the terms and conditions agreed upon by the parties regarding the subject matter of the MOU and supersedes any prior agreements, releases, or stipulations, oral or written, and all other communications between the parties relating to such subject matter. Should any provision of this MOU require judicial interpretation, it is agreed that the court interpreting or construing the same shall give the terms their regular meaning and shall not apply a presumption that the terms hereof shall be more strictly construed against one party.

- G. Relationship of the Parties: This MOU does not create a partnership or a joint venture between the parties hereto, nor does it authorize either party to serve as the legal representative or agent of the other. Neither party will have any right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied, against or in the name of or on behalf of the other party.
- H. Severability: If any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU, the validity and enforceability of the remaining provisions of this MOU shall not be affected thereby.
- I. Waiver: Any waiver of any provision hereof shall not be effective unless expressly made in writing and executed by the party to be charged. The failure of any party to insist on performance of any term or condition of this MOU shall not be construed as a waiver or relinquishment of any rights granted hereunder or the further performance of any such term, covenant or condition, and the obligations of the parties with respect thereto shall continue in full force and effect.
- J. Counterparts: This MOU may be executed in multiple counterparts, each of which will be deemed to be an original copy of this MOU and all of which, when taken together will be deemed to constitute one and the same MOU. A telecopy, facsimile, scanned copy (for example, in pdf or jpeg format) or other similar reproduction of a signature of this MOU shall have the same effect as an original for all purposes.
- K. Force Majeure: Neither party to this MOU shall be required to perform any term, condition or covenant in this agreement so long as performance is delayed or prevented by an act of God, strikes, lockouts, material or labor restriction by a governmental authority, civil riots, floods or any other cause not reasonably within the control of either party to this MOU and which by the exercise of due diligence such party is unable, wholly or in part, to prevent or overcome.
- L. E-verify: All parties shall comply with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes, "Verification of Work Authorization," and will provide documentation reasonably requested by any party to this MOU demonstrating such compliance.
- M. Captions: The captions and headings contained in this MOU are for convenience of reference only and in no way limit or enlarge the terms and conditions of this MOU.
- N. Authority: The signers of this MOU hereby represent and warrant that they have the authority to execute this MOU on behalf of their respective entities.

**Signature Page to Follow**

**IN WITNESS THEREOF**, the parties hereto have caused this MOU to be executed on their behalves.

**CHATHAM COUNTY BOARD OF COMMISSIONERS**

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Mike Dasher  
Chairman

ATTEST:

---

Lindsay K. Ray, NCCC  
Clerk to Board of Commissioners

**CENTRAL CAROLINA COMMUNITY COLLEGE**

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Dr. T.E. Marchant  
President

ATTEST:

---

Lorraine Whitaker, Secretary

**THE TRUSTEES OF CENTRAL CAROLINA COMMUNITY COLLEGE**

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Julian Philpott  
Chairman

ATTEST:

---

Lorraine Whitaker, Secretary



# Chatham County, NC

## Text File

File Number: 18-2870

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Agenda Ready

**In Control:** Parks and Recreation

**File Type:** Agenda Item

**Agenda Number:**

Vote on a request to receive recommendations of findings for the Parks and Recreation Comprehensive Plan summary and draft recommendations

Action Requested:

Vote on a request to receive recommendations of findings for the Parks and Recreation Comprehensive Plan summary and draft recommendations

Introduction & Background:

The county hired McAdams to develop an update to the 2008 Comprehensive Parks and Recreation Master Plan for a ten year planning horizon. The plan will include community engagement, benchmarking, parkland, greenways and blueways, health and wellness, programming and staffing and operations. The final plan will go before the Board of Commissioners at the January 22, 2019 meeting.

Discussion & Analysis:

The master plan consultants have conducted two open house meetings, attended the Chatham Health Alliance Focus Group meeting, had a staff meetings on SWOT, Visioning and Department Debriefing, conducted two steering committee meetings, two Parks and Recreation Advisory Committee meetings and a county wide scientific survey. The consultants will present the Parks and Recreation Comprehensive Plan summary of findings and draft recommendations at the December 17, 2018 Board of Commissioners meeting.

How does this relate to the Comprehensive Plan:

Update the Parks and Recreation Comprehensive Master Plan

Budgetary Impact:

None

Recommendation:

Motion to receive recommendations of findings for the Parks and Recreation Comprehensive Plan summary and draft recommendations.





# CHATHAM COUNTY

COMPREHENSIVE PARKS + RECREATION MASTER PLAN | GREENWAYS, BLUEWAYS AND TRAILS MASTER PLAN



MCADAMS







## AGENDA > CHATHAM COUNTY



1. Community Engagement
2. Benchmarking
3. Parkland
4. Greenways + Blueways
5. Health + Wellness
6. Programming
7. Staffing + Operations



# COMMUNITY ENGAGEMENT SUMMARY > CHATHAM COUNTY



## COMMUNITY ENGAGEMENT SUMMARY

- > 2 Public open house meetings
- > Chatham Health Alliance Focus Group
- > Staff meetings
  - SWOT
  - Visioning
  - Department Debriefing
- > 2 Steering committee meetings
- > 2 Parks and Recreation Advisory Committee meetings





# COMMUNITY ENGAGEMENT SUMMARY > CHATHAM COUNTY

## COMMUNITY ENGAGEMENT RESULTS

AMENITY / FACILITIES (PIR >100)	YOUTH PROGRAM (PIR >100)	ADULT PROGRAM (PIR >100)	OTHER
Nature / greenway trails	Aquatics	Adult fitness and wellness	Football, soccer and multi-purpose fields
Outdoor swimming	Outdoor concerts	Outdoor concerts	Environmental Education
Indoor fitness and exercise facility	Outdoor adventure	Aquatic programs	Youth and adult athletics
Water access	Summer camps	Special events	Senior programs
Dog park	Arts and crafts	Outdoor adventure	Community events
	Life skills		

Survey administered to a statistically representative sample of Chatham County Residents. 312 responses have a precision of +/- 5.5% at the 95% level of confidence.

## PARKS + RECREATION VALUES

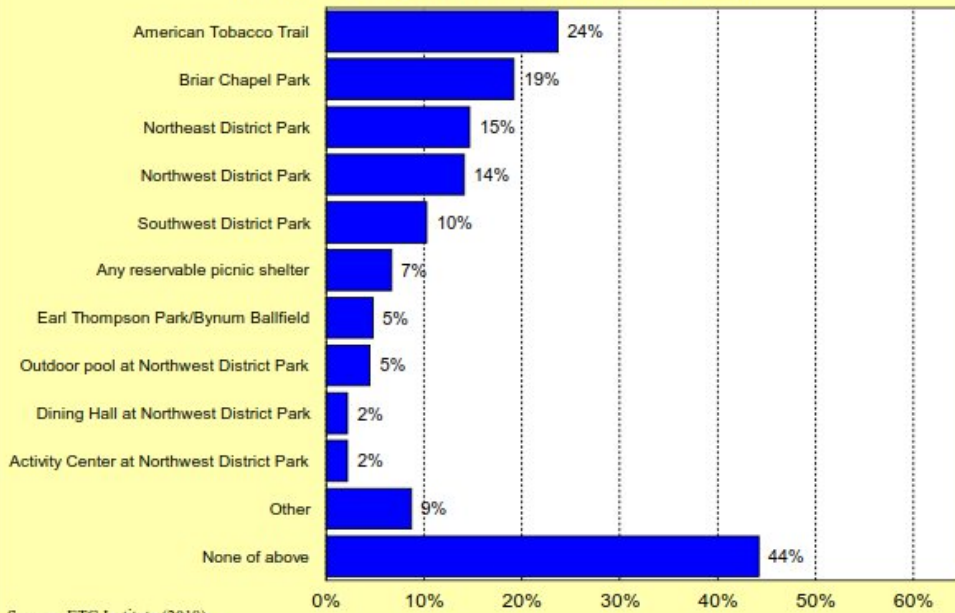




# SCIENTIFIC SURVEY > CHATHAM COUNTY

## Q1. Parks and Facilities That Respondent Households Have Used In the Past 12 Months

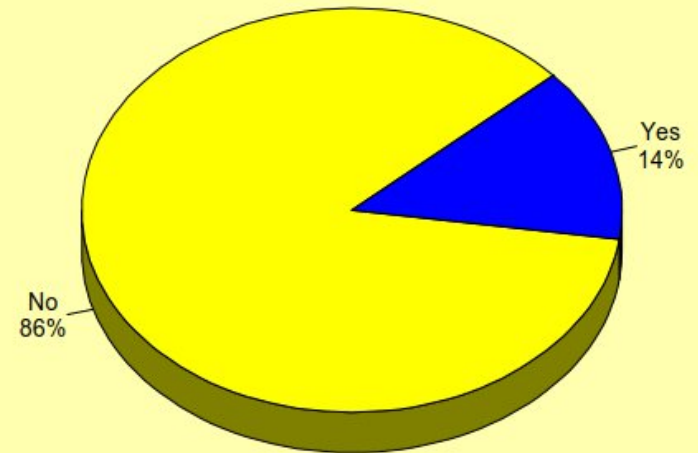
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2018)

## Q2. In the past 12 months, have you or any member of your household participated in any programs offered by the Chatham County Parks and Recreation Department?

by percentage of respondents



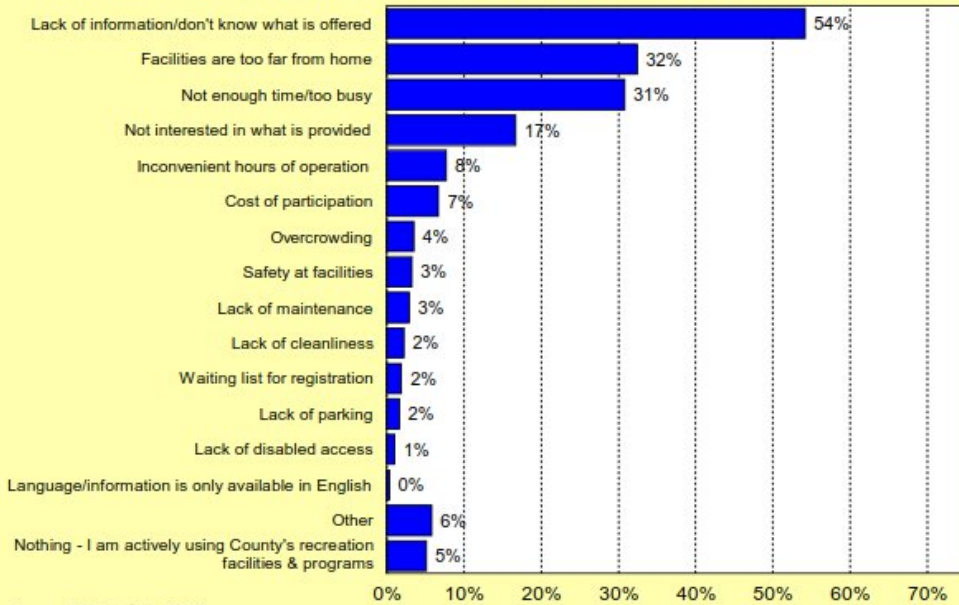
Source: ETC Institute (2018)



# SCIENTIFIC SURVEY > CHATHAM COUNTY

## Q10. Reasons Preventing Households From Using Parks, Facilities, and Programs More Often

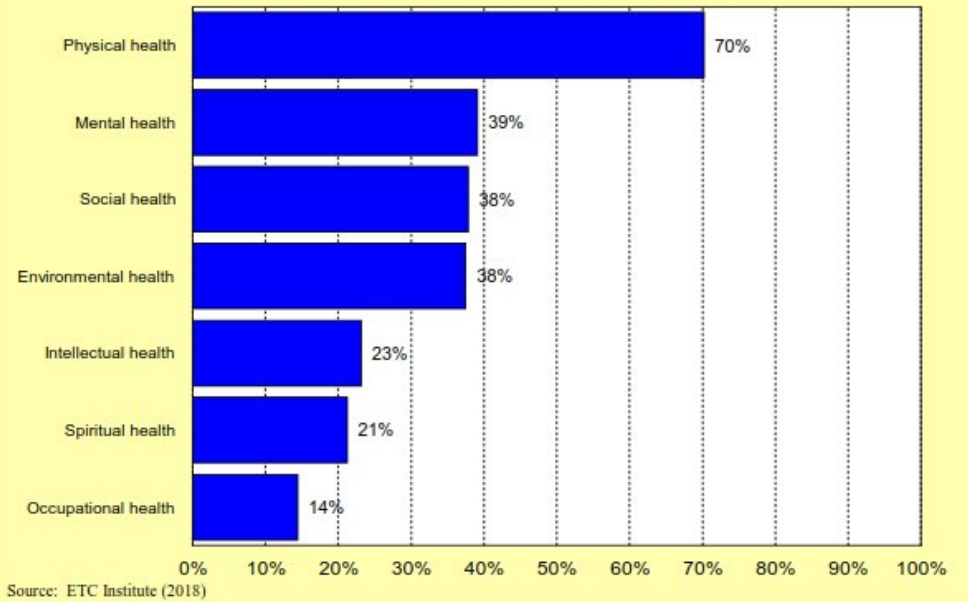
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2018)

## Q17. Elements of Health & Wellness Respondents Desire to Meet Their Needs Using Chatham County's Parks & Recreation Parks, Facilities, & Programs

by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2018)



# BENCHMARKING > CHATHAM COUNTY

Selection parameter	Chatham County	Summary of parameter	Method of determination
department budget	\$905,620	\$860,000 to \$951,000	department budget (+/-) 10 percent
parks maintained	8	4 to 8 staff	(+/-) two staff
FTEs	6*	6 to 10 parks	(+/-) two FTEs
Population	75,369	4 to 8 staff	population (+/-) 10 percent
population density	107 population per sq. mile	100 to 120 population per sq. mile	population density (+/-) 10 percent
total park acres	427	400 to 450 acres	total park acreage (+/-) 10 percent

Data Source: National Recreation and Parks Association

\*The Department now employees 7 FTEs with the hiring of an assistant director since this analysis was completed.





# BENCHMARKING > CHATHAM COUNTY

Benchmarking Summary	Chatham County	Benchmark Median
Parkland		
Acres of parkland	565	858
Greenways + Trails		
Miles of trail	13.5	19.75
Finances		
Operating expense per park acre	\$1,506	\$2457
Capital budget for fiscal year per park acre	\$97	\$221
Operations		
Park acres per full time equivalent staff	94	32

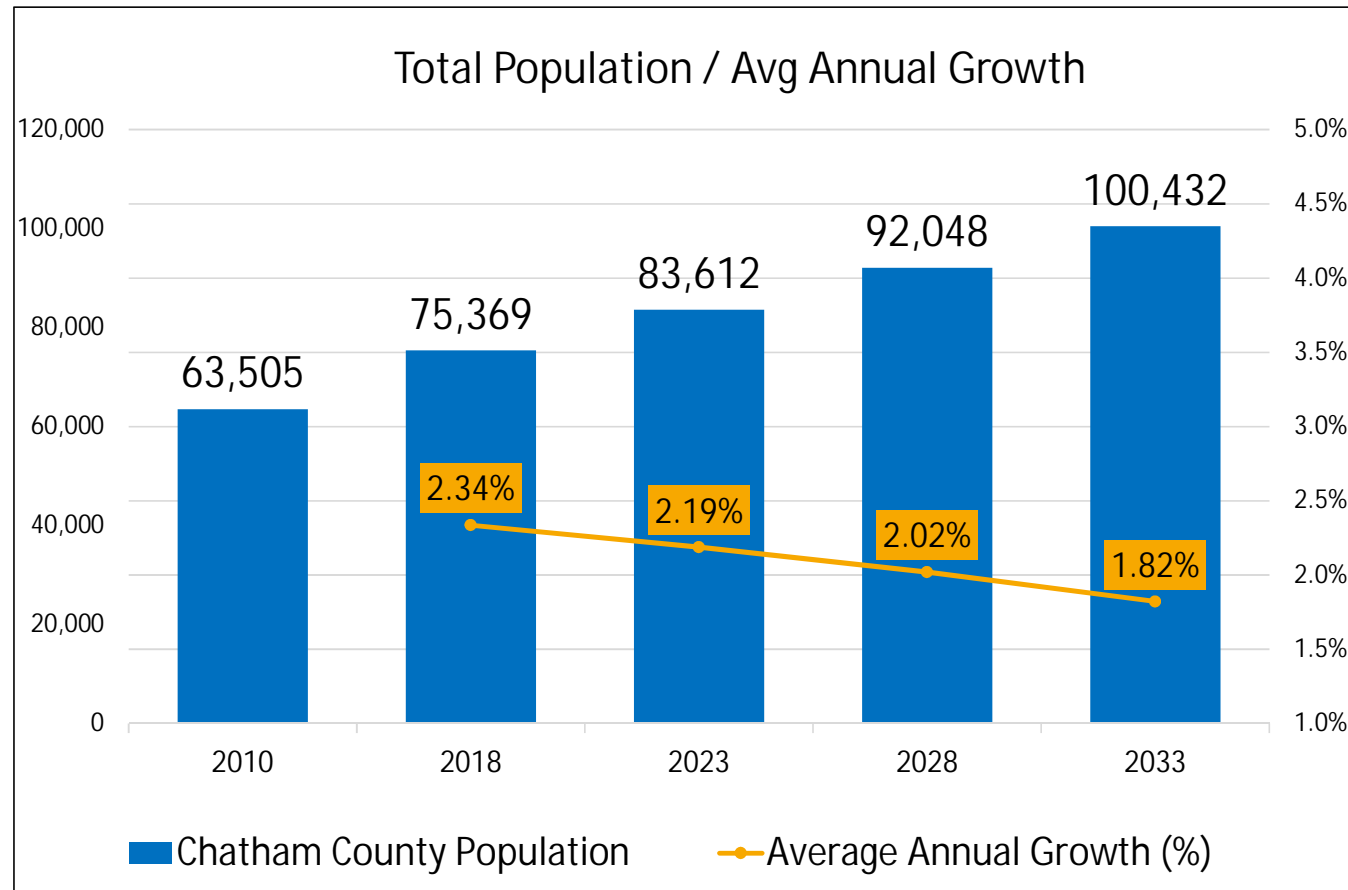




# BENCHMARKING > CHATHAM COUNTY

## DEMOGRAPHIC TRENDS

- > County is growing rapidly, but rate of growth will decrease over time
- > Senior population is expected to increase
- > Median household income is above state and national levels, but regional differences





## DEPARTMENT MISSION + VISION > CHATHAM COUNTY

### DEPARTMENT MISSION

- > To create a system of parks, facilities and programs that foster the health, wellness and quality of place for all Chatham County residents

### DEPARTMENT VISION

- > To establish a well-defined, valuable department that meets Chatham County's recreation needs through expanded parks and programs that reflect community pride, natural beauty and local history.



## PARKLAND > CHATHAM COUNTY

### PARKLAND INVENTORY

Park Name	Acreage	Park Classification
Northwest District Park	118	Community Park
Southwest District Park	25	Community park
Northeast District Park	65	Community Park
Park at Briar Chapel	66	Community Park
Earl Thompson Park	23	Community Park
Bynum Beach	1	Pocket Park
15-501 N Parking Area	-	Paddle Access
HWY 64 Canoe Access	-	Paddle Access
Crawford Dairy Road	130	Undeveloped Open Space
Pea Ridge	123	Undeveloped Open Space



## PARKLAND > CHATHAM COUNTY

### PARK ASSESSMENTS

#### > CRITERIA

- Accessibility
- Consistent Design Standards
- Access, Linkage and Safety
- Sense of Place and Park Character

#### > LOCATIONS

- Northwest District Park
- Southwest District Park
- Northeast District Park
- The Park at Briar Chapel
- Earl Thompson Park
- Bynum Beach
- 15/501 Parking Lot
- Highway 64 Boat Access

#### > KEY THEMES

- Parks have appealing natural settings
- Some site elements are disconnected, and sites lack cohesive circulation
- Broad diversity of amenity types within parks – passive and active recreation
- Need for more trails within parks and between community destinations
- Reliance on partnerships and joint use to provide indoor recreation facilities and other park amenities
- Facilities are tired and in need of repair / replacement
- Parks would benefit from enhanced placemaking, public art, and landscaping



# LEVEL OF SERVICE > CHATHAM COUNTY

## LEVEL OF SERVICE

PARKLAND (in acres)	Current offering	Current LOS per 1,000 residents	Recommended LOS*	Needed to meet 2018 LOS	Needed to meet 2028 LOS
Developed Parkland	298	3.95	7.5	267	392
Undeveloped Parkland	265	3.52	2.5	76-acre surplus	35-acre surplus
<b>TOTAL PARKLAND</b>	<b>563</b>	<b>7.47</b>	<b>10</b>	<b>267</b>	<b>392</b>

\*Recommended LOS is determined from national standards, benchmarking medians, industry best practice, community input, recreation trends and local conditions.



## PARKLAND > CHATHAM COUNTY



### > FINDINGS

- Doing a lot with a small budget
- Opportunities to refurbish park offerings
- Ambitious trail LOS recommendation
- Approximately 40% of residents are willing to pay increased taxes to support parks and trails
- Below benchmarking standards for all measures





## PARKLAND > CHATHAM COUNTY

### PARKLAND VISION

- > To develop into a county-wide recreation provider focused on leveraging parkland to serve the diverse needs of a rapidly growing region with varying local development densities and pressures.





# PARKLAND RECOMMENDATIONS > CHATHAM COUNTY

## FINDINGS

## PARKLAND GOAL + OBJECTIVES

Parks have ample space to renovate outdated amenities and expand offerings

1. Improve existing parks for regional use
  - a) Provide safe, accessible and comfortable parks
  - b) Enhance Placemaking at existing parks
    - 1% Public art dedication
    - Conserve historic bridges and other relics
  - c) Provide park upgrades and expansions
    - CIP improvements: Earl Thompson Park and Briar Chapel
    - Park Master Plans: Southwest District Park, Northeast District Park, Northwest Park
  - d) Maximize existing facility space

Some geographic areas are underserved by existing parks

2. Create new parks to fill regional gaps
  - a) Provide 392 acres of additional developed parkland by 2028
    - Trail easements, Conserve existing open space and complete master plans for park development: Southeast District Park and North Central Park
  - b) Update UDO to address subdivision regulations for including parks and trails as part of new development





# PARKLAND RECOMMENDATIONS > CHATHAM COUNTY

## FINDINGS

Urban and rural needs vary, uncoordinated local efforts minimize effectiveness

Significant demand for aquatics and water-based play amenities and facilities

## PARKLAND GOAL + OBJECTIVES

3. Serve as a leader to coordinate County-wide efforts

- a) Integrate efforts of local agencies and developments to provide parkland and amenities
  - Continue scholarship funding
  - Town of Pittsboro + Council on Aging: Indoor multigenerational recreation center
  - NC State Parks: Haw River Natural Area
  - Town of Cary: Chatham / Cary Joint Plan
- b) Leverage existing relationships and develop new to improve partnerships aimed at meeting diverse recreation needs throughout the County



## PARKLAND RECOMMENDATIONS > CHATHAM COUNTY

### FINDINGS

Urban and rural needs vary, uncoordinated local efforts minimize effectiveness

Significant demand for aquatics and water-based play amenities and facilities

### PARKLAND GOAL + OBJECTIVES

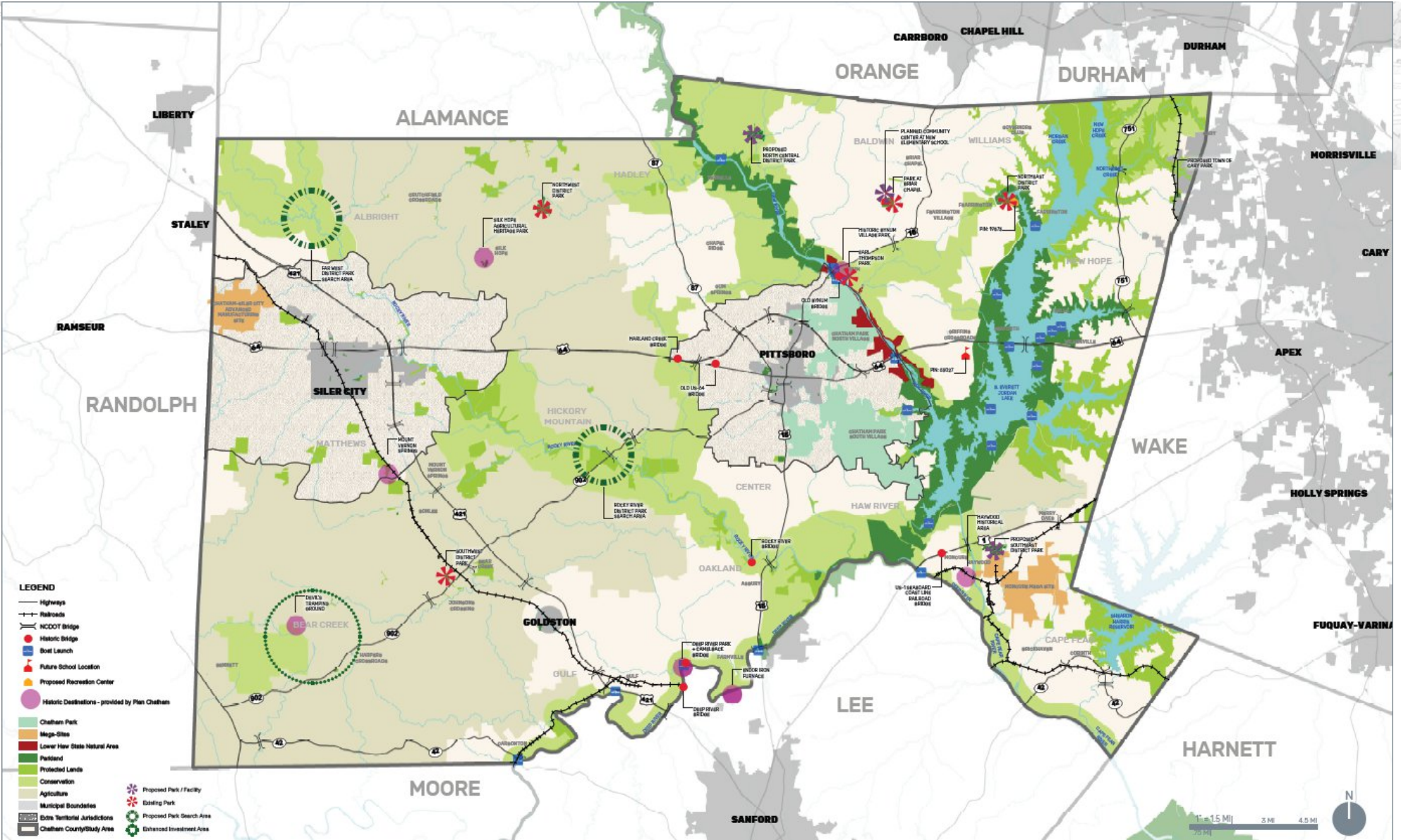
#### 3. Serve as a leader to coordinate County-wide efforts

- c) Develop detailed strategy for improving access to aquatics and water-based play
  - Inventory all private HOA pool offerings
  - Identify potential partners to develop an aquatics center
  - Consider re-purposing the swimming pool at Northwest park with splash pad
  - Consider installing splash pads at all existing district parks
  - Develop strategy for staffing and operations
  - Develop cost estimates, appropriate fee structures and cost recovery goals for all facilities and programs
- d) Leverage community interest to support the development of a Friends of Chatham County Parks group that can support fundraising and grant writing efforts and direct funds to support the Department's goals



# PARKLAND RECOMMENDATIONS > CHATHAM COUNTY

FINDINGS	PARKLAND GOAL + OBJECTIVES
<p>Chatham has a bounty of natural resources that contribute to quality of life</p>	<p>4. Protect the County's natural resources</p> <ul style="list-style-type: none"> <li>a) Develop a Conservation and Open Space Plan to guide the protection and conservation of County land and water</li> <li>b) Encourage more Compact Community Developments</li> <li>c) Develop low-impact parks and trails in area identified for conservation – The Conservation Ring</li> <li>d) Encourage use of "green design"</li> </ul>
<p>Natural resources present opportunity for unique rec. offerings + economic impact</p>	<p>5. Enhance access to outdoor recreation activities to generate economic development opportunities</p> <ul style="list-style-type: none"> <li>a) Enhance River Access for the public and private outfitters</li> <li>b) Develop parks and trails to encourage rural tourism and promote businesses connecting with outdoor recreation.</li> </ul>
<p>High demand for paddling, hiking, and greenway trails</p>	<p>6. Create a regional trail network to connect people to places they want to go</p> <ul style="list-style-type: none"> <li>a) Implement trail network master plan depicting an addition of 85.3 total miles (paved, natural surface and loop fitness trails)</li> </ul>



- LEGEND**
- Highways
  - Railroads
  - NCDOT Bridge
  - Historic Bridge
  - Boat Launch
  - Future School Location
  - Proposed Recreation Center
  - Historic Destinations - provided by Plan Chatham
  - Chatham Park
  - Mega-Sites
  - Lower How State Natural Area
  - Parkland
  - Protected Lands
  - Conservation
  - Agriculture
  - Municipal Boundaries
  - Extra Territorial Jurisdiction
  - Chatham County/Study Area
  - Proposed Park / Facility
  - Existing Park
  - Proposed Park Search Area
  - Enhanced Investment Area







# GREENWAYS + BLUEWAYS > CHATHAM COUNTY



## > TRAIL BENEFITS

- Enhance health and wellbeing
- Generate positive environmental impacts
- Catalyze economic impact
- Provide alternate forms of transportation
- Enhance cultural awareness
- Contribute to community aesthetics

## > TRAIL TYPOLOGIES

- Greenways
- Blueways
- Side paths
- Stream corridor / natural surface trails
- Walking loop trails (within parks)
- Equestrian Trails

## > HOW WOULD YOU LIKE TO USE GREENWAYS + BLUEWAYS

- Paddle
- Hike
- Walk
- Bike
- Ride Horses

## > WHY WOULD YOU USE GREENWAYS + BLUEWAYS

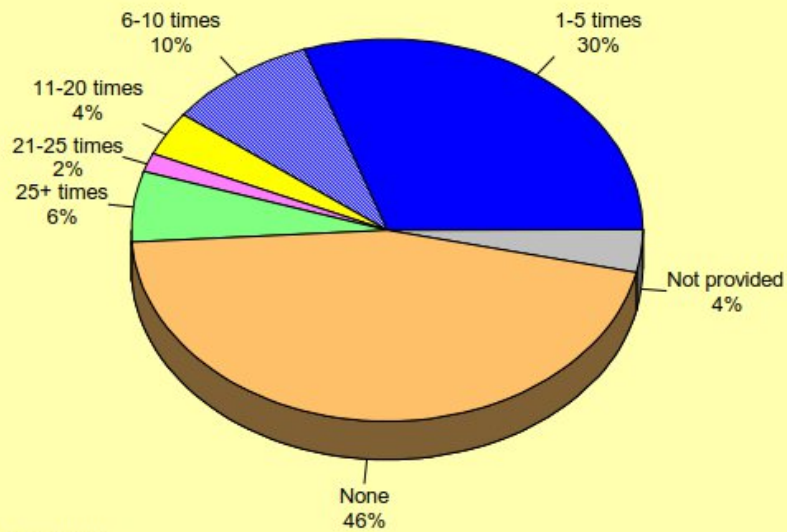
- Connect with nature
- Spend time with family
- Improve health and fitness
- Show visitors around
- Part of daily routine
- Walk a pet
- Relieve stress
- Ride horses



# SCIENTIFIC SURVEY > CHATHAM COUNTY

**Q19. In the past 12 months, approximately how many times have you or members of your household visited any greenway?**

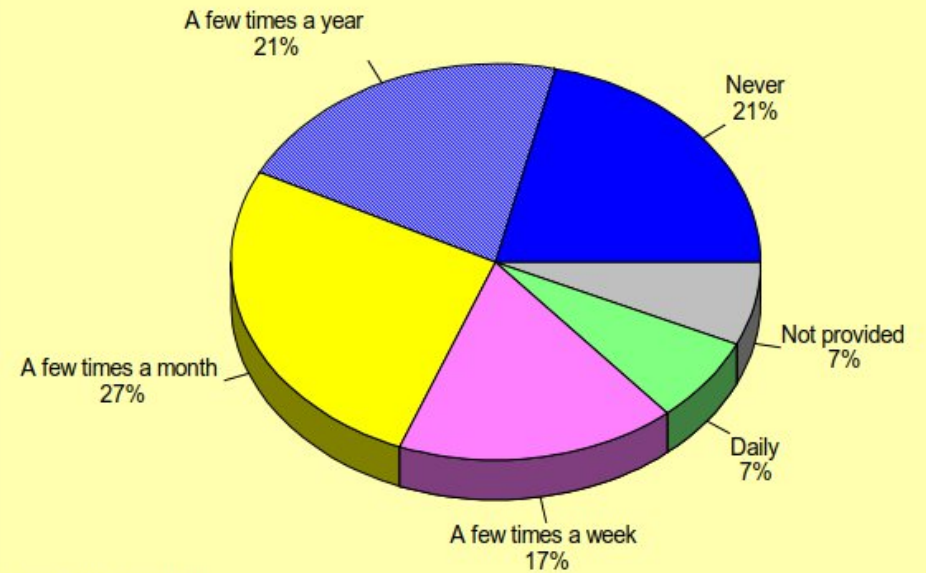
by percentage of households



Source: ETC Institute (2018)

**Q20. How often do you or other members of your household WANT to use greenways?**

by percentage of households



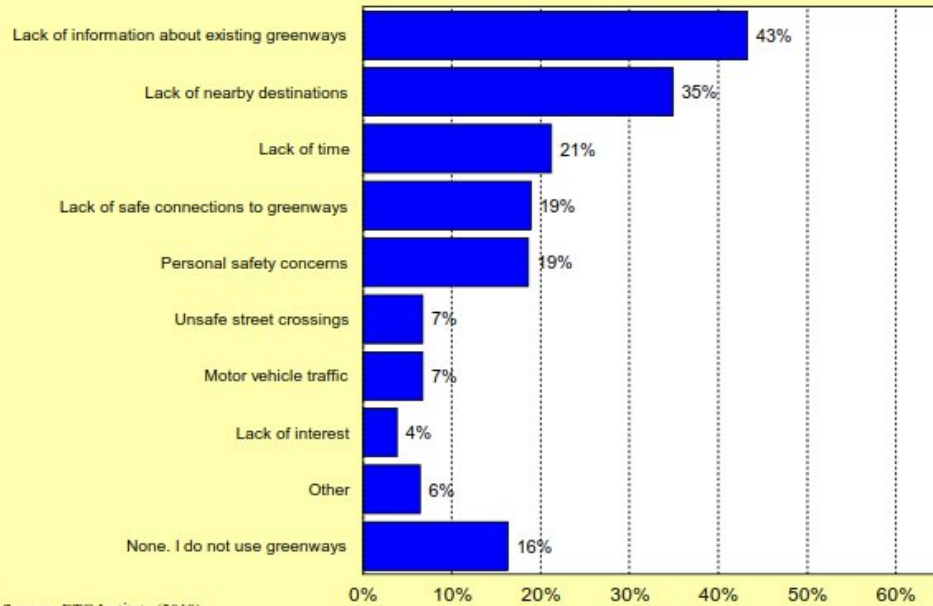
Source: ETC Institute (2018)



# SCIENTIFIC SURVEY > CHATHAM COUNTY

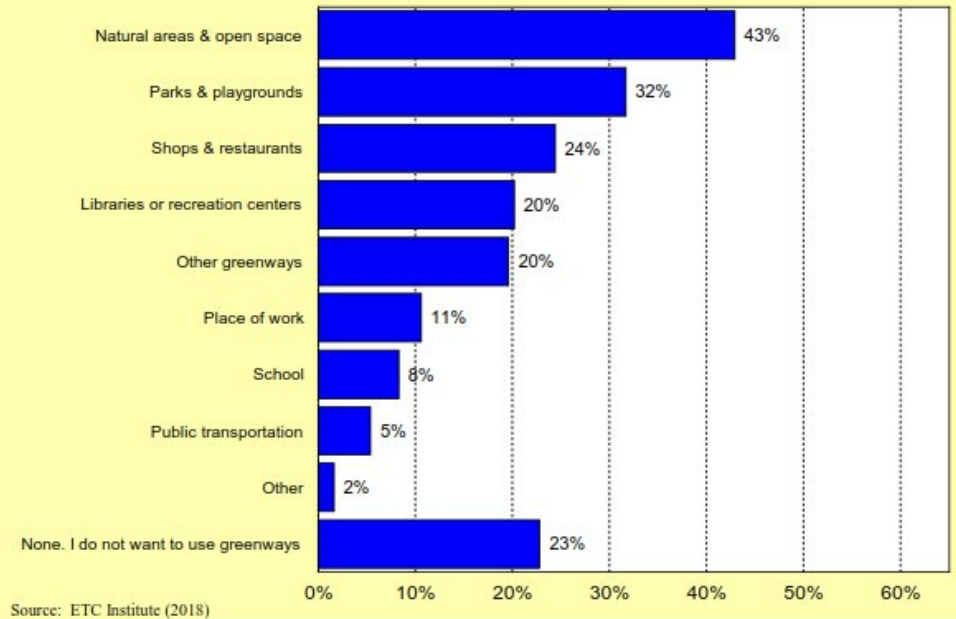
## Q21. Reasons That Discourage Greenway Use For Respondent Households

by percentage of respondents (multiple choices could be made)



## Q22. Destinations Respondent Households Would Most Like to Get to by Greenway

by percentage of respondents (multiple choices could be made)







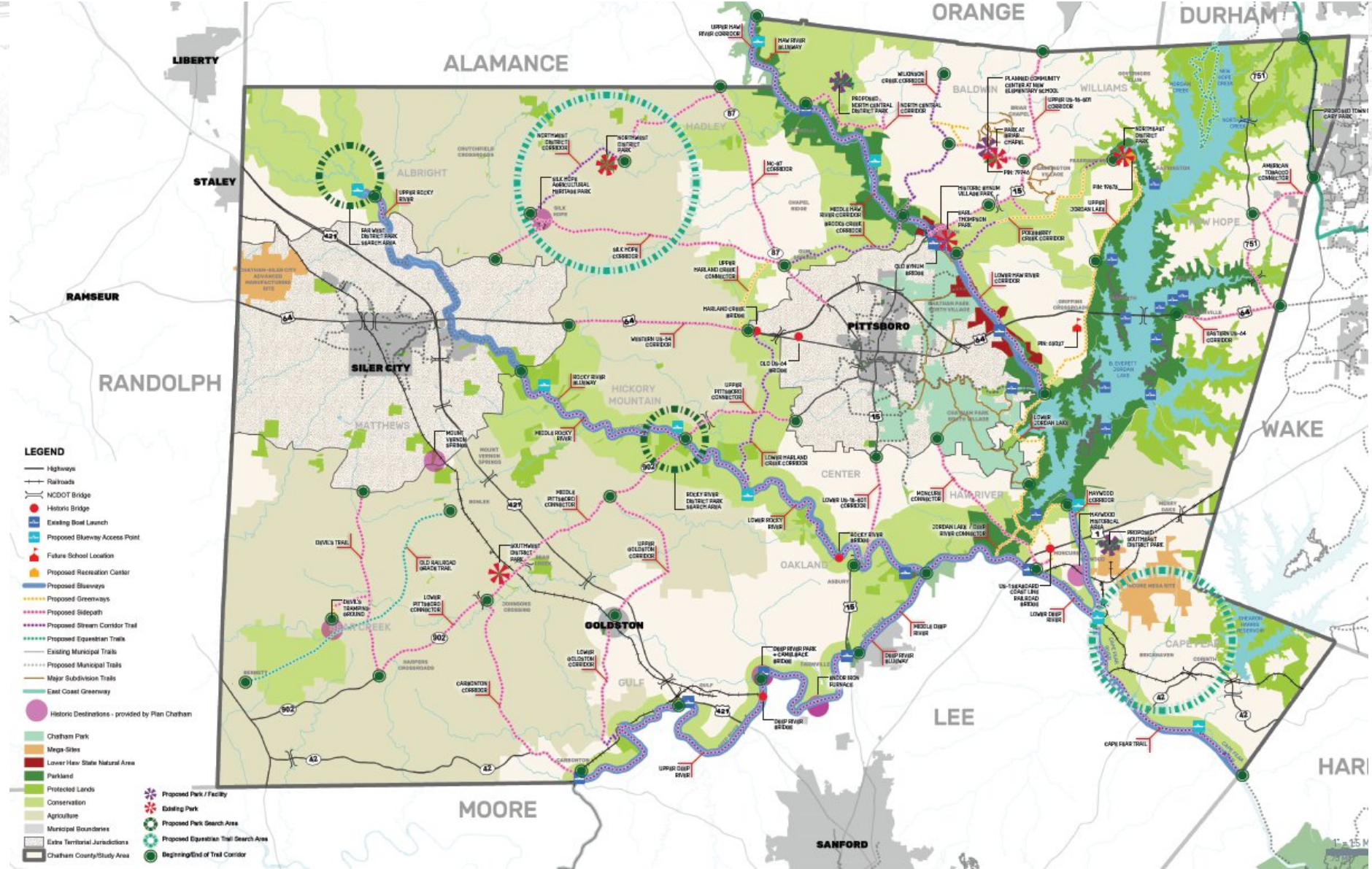
# GREENWAYS + BLUEWAYS > CHATHAM COUNTY

## TRAIL LEVEL OF SERVICE

TRAILS (in miles)	Current TOTAL offering	Current LOS per 1,000 residents	Recommended LOS*	Needed to meet 2018 LOS	Needed to meet 2028 LOS
Paved Greenway / Side Path	4.6	0.06	0.4	25.5	32.2
Natural Surface / Stream Corridor	1.3	0.02	0.5	36.4	44.7
Loop Fitness Trail	0.8	0.01	0.1	6.7	8.4
<b>TOTAL</b>	<b>6.7</b>	<b>0.09</b>	<b>1</b>	<b>68.7</b>	<b>85.3</b>

\*Recommended LOS is determined from national standards, benchmarking medians, industry best practice, community input, recreation trends and local conditions.





- LEGEND**
- Highways
  - Railroads
  - NCDDOT Bridge
  - Historic Bridge
  - Existing Boat Launch
  - Proposed Blueway Access Point
  - Future School Location
  - Proposed Recreation Center
  - Proposed Blueways
  - Proposed Greenways
  - Proposed Sidewalk
  - Proposed Stream Corridor Trail
  - Proposed Equestrian Trails
  - Existing Municipal Trails
  - Proposed Municipal Trails
  - Major Subdivision Trails
  - East Coast Greenway
  - Historic Destinations - provided by Plan Chatham
  - Chatham Park
  - Mega-Sites
  - Lower New State Natural Area
  - Parkland
  - Protected Lands
  - Conservation
  - Agriculture
  - Municipal Boundaries
  - Extra Territorial Jurisdictions
  - Chatham County/Study Area
  - Proposed Park / Facility
  - Existing Park
  - Proposed Park Search Area
  - Proposed Equestrian Trail Search Area
  - Beginning/End of Trail Corridor



Scale: 1" = 15 Miles



# GREENWAYS + BLUEWAYS > CHATHAM COUNTY

## GREENWAYS, BLUEWAYS + TRAILS VISION

- > To develop a network of greenways, multi-use paths, and stream corridors to preserve natural resources, provide recreation opportunities, bolster economic development and connect people and places.







# HEALTH + WELLNESS > CHATHAM COUNTY

- > Integrating health considerations into the plan
- > Focus group and collaboration with Chatham health Alliance
- > Questions included in statistically valid survey
- > Health component to vision, mission, goals and objectives





# HEALTH + WELLNESS > CHATHAM COUNTY



## > Top County Health Priorities

- Access to healthcare
- Poverty
- Access to mental health services
- Affordable housing
- Hunger / food insecurity
- Obesity
- Domestic + sexual violence
- Depression / anxiety
- Physical inactivity
- Transportation

## > Health Equity

- > Geographic
- > Financial
- > Access



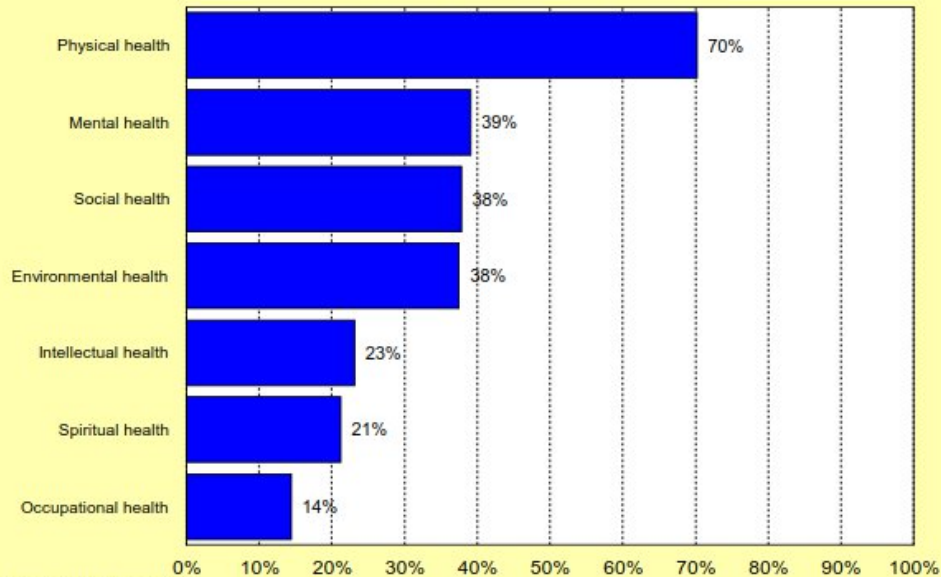


# HEALTH + WELLNESS > CHATHAM COUNTY

Respondents want to use parks and recreation resources to improve or maintain elements of their health.

## Q17. Elements of Health & Wellness Respondents Desire to Meet Their Needs Using Chatham County's Parks & Recreation Parks, Facilities, & Programs

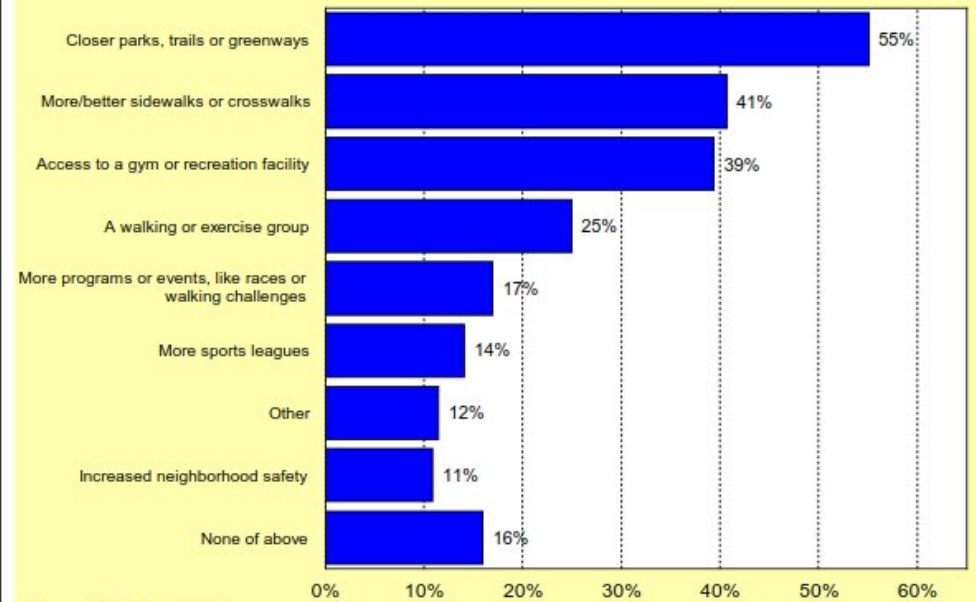
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2018)

## Q18. Various Items That Would Help Respondents Be More Physically Active

by percentage of respondents (multiple choices could be made)



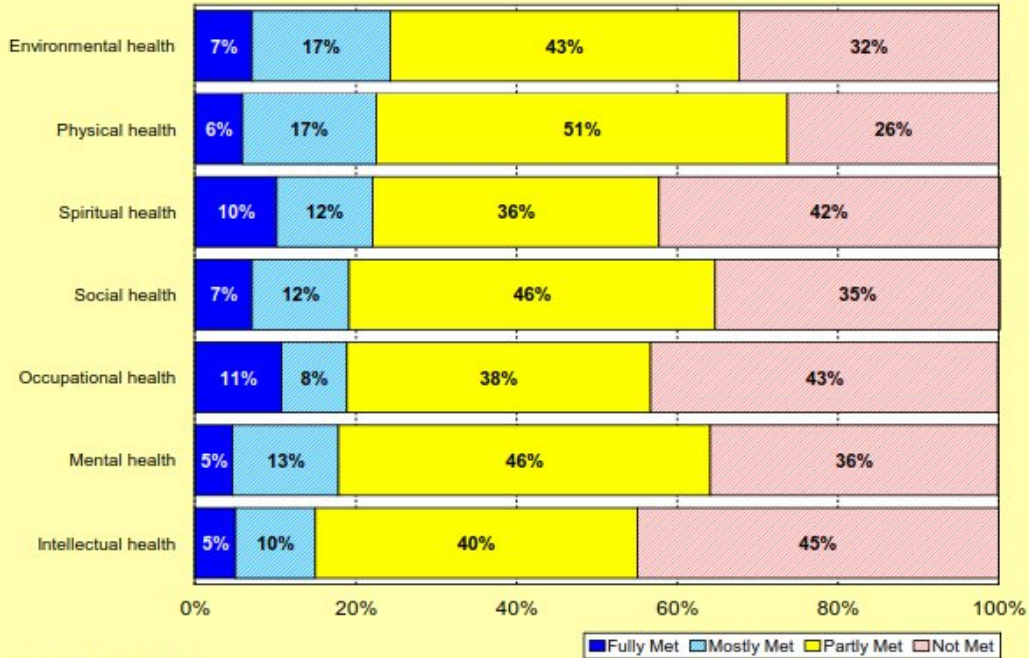
Source: ETC Institute (2018)



# HEALTH + WELLNESS > CHATHAM COUNTY

## Q17. How Well Various Elements of Health & Wellness Desires Are Being Met

by percentage of respondents



Source: ETC Institute (2018)







# HEALTH + WELLNESS > CHATHAM COUNTY

## HEALTH + WELLNESS VISION

- > Improve health equity through the prioritization of park and greenway planning and construction of recreation amenities that result in improved health outcomes related to physical activity, mental health, healthy eating, social connection / cohesion and tobacco use.







# HEALTH + WELLNESS ASSESSMENT > CHATHAM COUNTY

## PARKS PLANNING FOR A HEALTHIER COMMUNITY + IMPROVE HEALTH EQUITY

PARK PLANNING PHASE	CRITERIA	PERFORMANCE MEASURE
Planning	Proximity	<ul style="list-style-type: none"> <li>• % population within ½ mile of a park or shared use recreation area</li> </ul>
	Walking access	<ul style="list-style-type: none"> <li>• % of population with a less than ½ mile walkable route to park (or shared use recreation area) or trail entrance</li> </ul>
	Park connectivity	<ul style="list-style-type: none"> <li>• Ratio of the number of people with less than a half-mile walk route to a public park or trail entrance to the number of people living within a half mile of that specific park or trail corridor boundary.</li> </ul>
	Park acreage	<ul style="list-style-type: none"> <li>• Total land area designated as public parks or trails in a given range ('park deserts', unequal distribution)</li> </ul>
	Financial Investment	<ul style="list-style-type: none"> <li>• Investment per park user</li> <li>• Investment per park acre at each park across the system</li> <li>• Investment per resident within ½ mile of park</li> <li>• Ratio of reinvestment (how much invested in park/total cost to replace all existing park assets)</li> <li>• Investment strategy that includes consideration of community characteristics and site-specific characteristics</li> </ul>
	Inclusion	<ul style="list-style-type: none"> <li>• Assessment of community context (demographics, community health, inequality, and assets) informs overall priorities and strategies for inclusion</li> <li>• # of community members from underrepresented social groups actively engaged in the planning process</li> <li>• Proportion of decisions made with stakeholder input</li> <li>• Level of impact of stakeholder involvement</li> </ul>



# HEALTH + WELLNESS ASSESSMENT > CHATHAM COUNTY

PARK PLANNING PHASE	CRITERIA	PERFORMANCE MEASURE
Design	Safety	<ul style="list-style-type: none"> <li>• Presence of way-finding signage clarity of park layout</li> <li>• Extent Crime Prevention through Environmental Design Guidelines are followed</li> <li>• Hierarchy of lighting types and clear sight lines incorporated into design</li> </ul>
	Access	<ul style="list-style-type: none"> <li>• Presence of ADA required features</li> <li>• # of entry points and walkable routes to the park</li> <li>• # of connections to nearby neighborhoods, trails, and primary destinations</li> <li>• # of Visible entrance and wayfinding signs</li> </ul>
	Physical Activity	<ul style="list-style-type: none"> <li>• # of leisure, moderate, and vigorous physical activity areas</li> <li>• # of park elements for different age groups and populations</li> </ul>
	Healthy Eating	<ul style="list-style-type: none"> <li>• # of acres dedicated to edible landscapes</li> </ul>
	Social Cohesion	<ul style="list-style-type: none"> <li>• # of park elements that encourage social interaction (formal and informal)</li> </ul>
	Inclusion	<ul style="list-style-type: none"> <li>• Proportion of design decisions that are made with stakeholder input (i.e. local community members, underrepresented/excluded social groups)</li> <li>• # of cultural, locally sourced, and natural heritage features incorporated into park design</li> </ul>



# HEALTH + WELLNESS ASSESSMENT > CHATHAM COUNTY

PARK PLANNING PHASE	CRITERIA	PERFORMANCE MEASURE
Programming	Safety	<ul style="list-style-type: none"> <li>Percentage of instructors to achieve CPR and other safety-oriented certifications</li> </ul>
	Access	<ul style="list-style-type: none"> <li>Provisions for public or department provided transportation</li> </ul>
	Physical Activity	<ul style="list-style-type: none"> <li>Percent or number of programs that require leisure, moderate and vigorous physical activity</li> </ul>
	Healthy Eating	<ul style="list-style-type: none"> <li>percent or number of programs focused on healthy food options, agriculture and cooking</li> </ul>
	Inclusion	<ul style="list-style-type: none"> <li>Number of instructors with inclusivity training</li> <li>Percentage of registrants from underrepresented / excluded social groups</li> <li>Equitable geographic distribution of program registrants</li> <li>Percentage / number of registrants with disability</li> </ul>
	Social Cohesion	<ul style="list-style-type: none"> <li>number of programs that promote social interaction</li> <li>Number of annual community events</li> </ul>



## PROGRAMMING > CHATHAM COUNTY



### Core Program Areas

- > Youth athletics
- > Adult athletics
- > Instructional programs
- > Camps
- > Community programs

Recommendation to introduce new programs in accordance with needs identified through public input and the statistically valid survey.





# PROGRAMMING > CHATHAM COUNTY

## PROGRAM CLASSIFICATION

Essential services

- Department must provide this service. Service is expected and supported, is a sound investment of public funds, has broad public support and benefit, will result in a negative impact if not offered, is part of the mission, requires high to complete subsidy.

Important services

- Department should provide this service if it expands and enhances core services. Service is broadly supported and used, has conditional public support, has an economic / social / environmental benefit to the community, has community importance, requires moderate subsidy.

Value-added Services

- Department may provide this service with additional resources. Service adds value to the community, supports essential and important services, has community support, generates income, has individual benefit, can be supported by user fees, enhances community, requires little to no subsidy.

Current Program Distribution	Best Practice Distribution	Cost Recovery Best Practice
13%	25%	0-50%
73%	50%	50-75%
13%	25%	75-100%



# PROGRAMMING > CHATHAM COUNTY

## PROGRAM LIFECYCLE ANALYSIS – Current and best practice distribution

Lifecycle Stage	Description	Actual program distribution		Best practice distribution
Introduction	New program; modest participation	35%	53%	50% - 60%
Take-off	Rapid participation growth	6%		
Growth	Moderate, but consistent participation growth	12%		
Mature	Slow participation growth	41%	41%	40%
Saturated	Minimal to no participation growth; extreme competition	6%	6%	0% - 10%
Decline	Declining participation	0%		



# PROGRAMMING > CHATHAM COUNTY

Program Area	Preschool (5 and Under)	Elementary (6-12)	Teens (13-17)	Adult (18+)	Senior (55+)	All Ages Programs
Youth Athletics	Secondary	Primary	Primary	Secondary	-	-
Adult Athletics	-	-	-	Primary	-	-
Instructional Programs	Primary	Primary	Primary	Primary	Primary	Primary
Camps	-	Primary	Primary + Secondary	-	-	-
Community Programming	Primary	Primary	Primary + Secondary	Primary + Secondary	Primary + Secondary	Primary + Secondary

 Primary only

 Secondary only

 Both primary + secondary



# PROGRAMMING > CHATHAM COUNTY

## UNDERSTANDING THE FULL COST OF SERVICE







# PROGRAMMING > CHATHAM COUNTY

## PROGRAMMING COST RECOVERY

Program areas	Best practice cost recovery
Youth Athletics	50-100%
Adult Athletics	75-100%
Instructional Programs	75-100%
Camps	50-100%
Community Programming	0-50%





## PROGRAMMING > CHATHAM COUNTY

# PROGRAMMING STANDARDS

### > Customer Satisfaction Surveys

- Post-program
  - **In-park**
  - **Pre-program**
  - Recurring user
  - **Lost customer**
  - Non-customer
  - Focus groups
  - Statistically valid survey
- 
- Indicates currently performing
  - **Indicates best practice recommendations**

### > Tracking

- Total participants
- Participant-to-staff ratios
- Customer satisfaction
- Program cancellation rates
- **Customer retention rates**

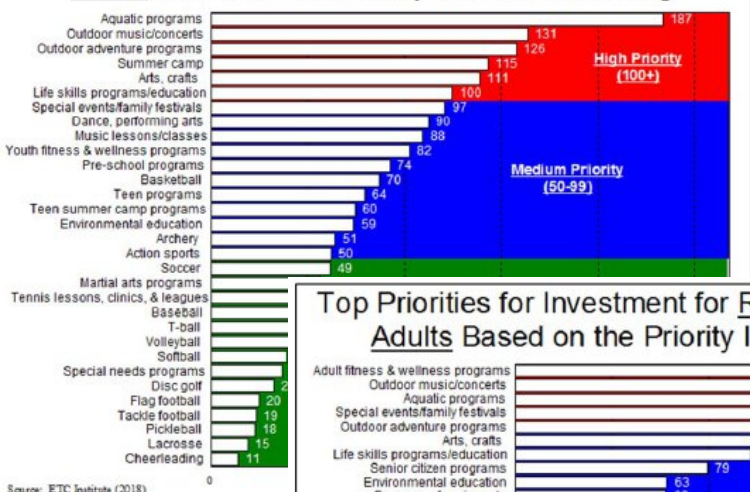
### > Quality Management

- Update policies and procedures regularly and consistently
- Train staff on basic life safety
- Instructor audits
- Lesson plan and curriculums
- Customer service training
- Complete performance reviews for all full-time
- **Performance reviews for seasonal staff**
- **Provide marketing training**
- **Continuing education**



# PROGRAMMING > CHATHAM COUNTY

Top Priorities for Investment for Recreation Programs - Youth Based on the Priority Investment Rating



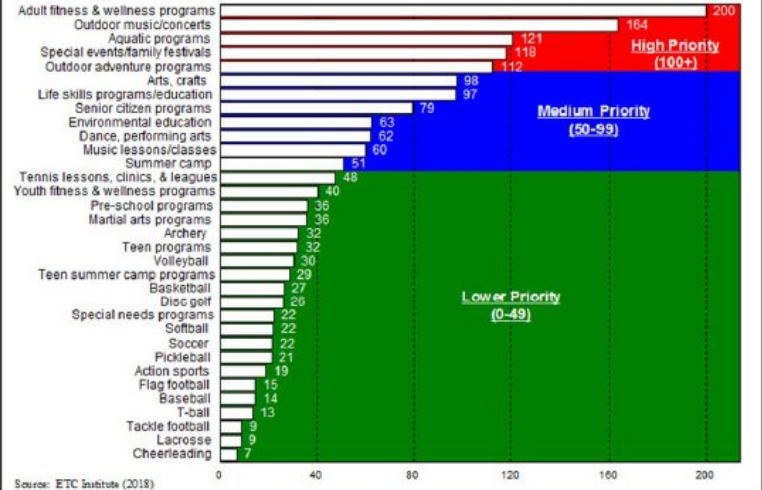
Source: ETC Institute (2018)

## Programming Summary of Findings

### > FINDINGS

- Preschool through adult age segments are well served and seniors are the least served age segment
- Very good Program Lifecycle Distribution, Classification distribution is not a concern – especially the first time, this will evolve
- Youth programs and adult programs are 50 and 80 percent cost recovery, respectively)
- Two Pricing Strategies used, Cost Recovery and Residency, and room for growth
- Priority Investment Rating for youth and adult programming, when developing new programs

Top Priorities for Investment for Recreation Programs - Adults Based on the Priority Investment Rating



Source: ETC Institute (2018)



## PROGRAMMING > CHATHAM COUNTY

### PROGRAMMING VISION

- > To establish a set of standards that empower staff through best practices to deliver existing recreation services in the most efficient and effective manner allowing staff to be responsive to additional needs of the community as it continues to grow.





## FINDINGS

Currently strong programmatic offerings, but needs for expanding programs for: fitness and wellness, outdoor music and concerts, outdoor adventure programs, arts and crafts

## PROGRAMMING GOALS + OBJECTIVES

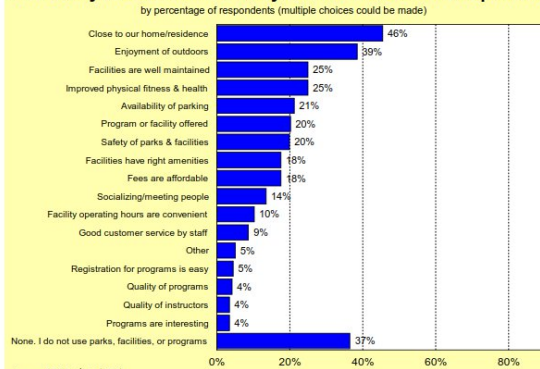
1. Continue to provide programs and events that meet the needs of the county while implementing new services, as resources allow
  - a) Implement program management principles ensuring consistent delivery of quality programs and events that include:
    - Cost Recovery Policy for the department + recreation programs
    - Program standards: customer satisfaction, participation tracking and quality management
    - Implement program development process to identify current market, program classification, sponsorship/partnership opportunities, cost recovery, age segment and marketing methods.
    - Use the cost of service model to understand costs of running programs and incorporate into program development process.
    - Develop miniature business plans for each core program area
    - Annually update similar provider list to limit duplication of services and identify markets where the County can thrive.



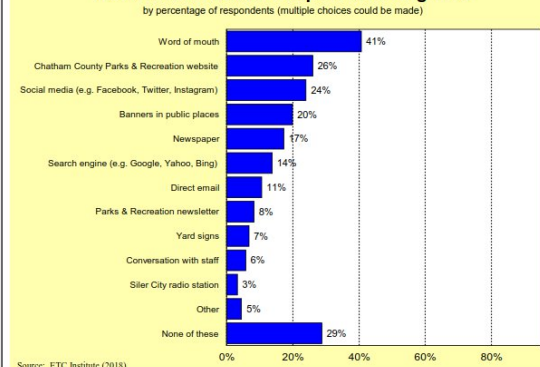
# PROGRAMMING > CHATHAM COUNTY

## FINDINGS

### Q4. Reasons Households Use the Parks, Facilities, & Programs Offered by the Chatham County Parks & Recreation Department



### Q3. Ways Respondents Learn About Chatham County Parks and Recreation Department Programs



## PROGRAMMING GOALS + OBJECTIVES

### b) Continue to align program offerings with community needs and priorities.

- Track national and regional trends for programs and services
- Annually track the lifecycle of all programs
- Continue to monitor demographics of the County as it grows to ensure that needs of the 55+ age segment are being met
- Introduce new youth programs in key areas including outdoor adventure, music concerts, life skills and aquatic programs.
- Continue to track "No Go" programs and analyze the amount of resources and challenges that may have impacted reasons behind cancellation.
- Using survey results, develop messaging and determine best marketing method to use
- Begin planning new programs for the community center in 2020 so they are ready to go once the facility is open
- Enhance existing and develop new partnerships with other service providers to offer new programs and events



## PROGRAMMING > CHATHAM COUNTY

### FINDINGS

Currently strong programmatic offerings, but needs for expanding programs for: fitness and wellness, outdoor music and concerts, outdoor adventure programs, arts and crafts

### PROGRAMMING GOALS + OBJECTIVES

- c) Develop and enhance volunteer policy, partnership policy, and management to desired outcomes.
- Continue to enhance existing and develop new facility partnerships with other service providers for facility use.
  - Conduct a capacity demand study for existing facilities used to identify gaps and opportunities to increase offerings.
  - Develop a program and facilities database highlighting partnerships, sponsorships, and agreements for services
  - Use partnership and volunteer best practices to enhance relationships.
  - Revisit existing agreements for facility use to improve terms
  - Plan and promote existing volunteer opportunities and ID additional needs
  - Track volunteers, special skills, hours worked and calculate budget savings.
  - Ensure all partnerships are fair and equitable
  - Potential partners include: Cooperative Extension, Safe Kids, local law enforcement, Arts Council, Council on aging



## PROGRAMMING > CHATHAM COUNTY

### FINDINGS

Demographics indicates ability to pay for programming, indicating opportunities to expand participation AND revenue

### PROGRAMMING GOALS + OBJECTIVES

2. Increase participation and revenues through a strategic approach to marketing services and cost recovery

- a) Develop a strategic marketing plan for the County's parks, recreation, and events
  - Establish priority population segments to target for new program/service development and communication tactics.
  - Leverage relationships with partners to enhance marketing efforts through cross-promotion
  - Establish and regularly review performance measures for marketing; performance measures can be tracked through increased use of customer surveys as well as some web-based metrics.
  - Plan an open house for opening the community center and use the event to cross promote programs and events.





## PROGRAMMING > CHATHAM COUNTY

### FINDINGS

Demographics indicates ability to pay for programming, indicating opportunities to expand participation AND revenue

### PROGRAMMING GOALS + OBJECTIVES

- b) Develop a Pricing Policy to direct staff on appropriate pricing of existing and new programs
- Establish outcomes as part of the pricing policy that reinforce best practices identifying purpose, philosophy, performance measures, incorporating, establishing program budgets, define cost recovery goals, and pricing strategies.
  - Review and update pricing policy as needed
  - Review regularly performance measures for progress in implementing the pricing policy for reporting purposes.



## PROGRAMMING > CHATHAM COUNTY

### FINDINGS

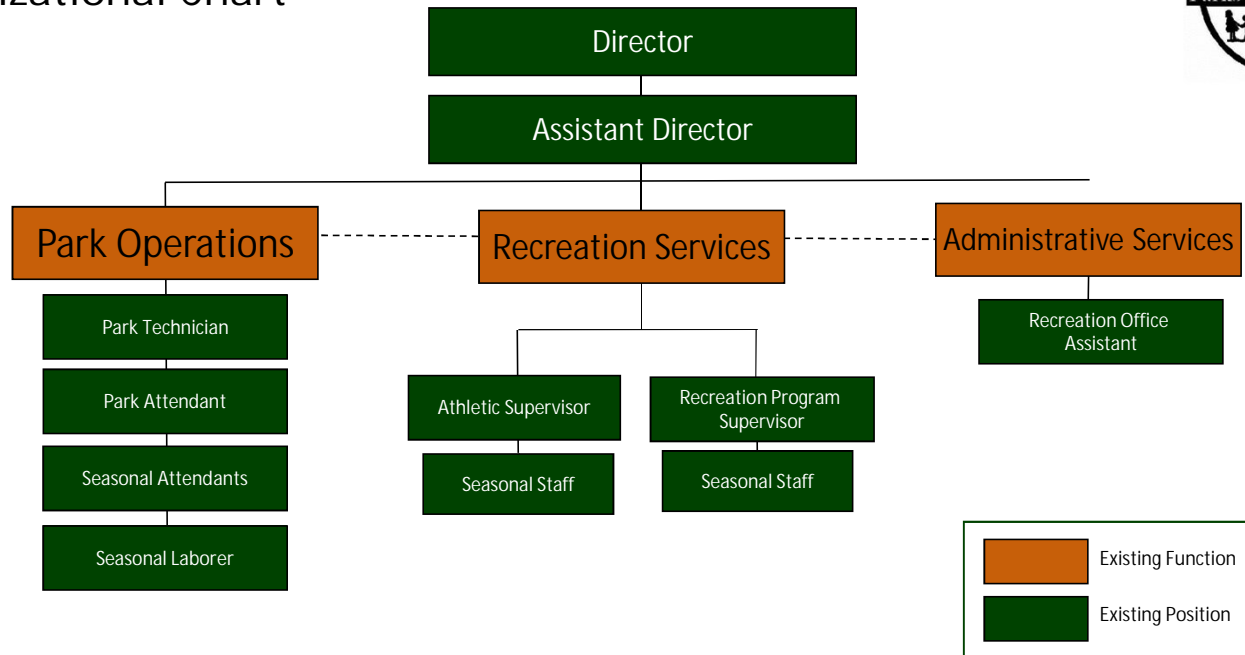
County currently has plans to expand facility offerings

### PROGRAMMING GOALS + OBJECTIVES

3. Prepare for the new community center at elementary school with standards, policy and staff
  - a) Establish standard operating procedures, hours of operation, emergency action plan, initial programming, and staffing levels for the new community center in 2020
    - Begin hiring process for new community center director position in 2019 and define roles and responsibilities
    - Enhance current maintenance standards and hours of operation to include the community center and any terms in the shared use agreement with the School District.
    - Ensure program standards are applied to programs within the community center.
    - Develop a mini business plan for the community center to include program plan, market analysis marketing methods, fees and charges, reporting, and target markets.

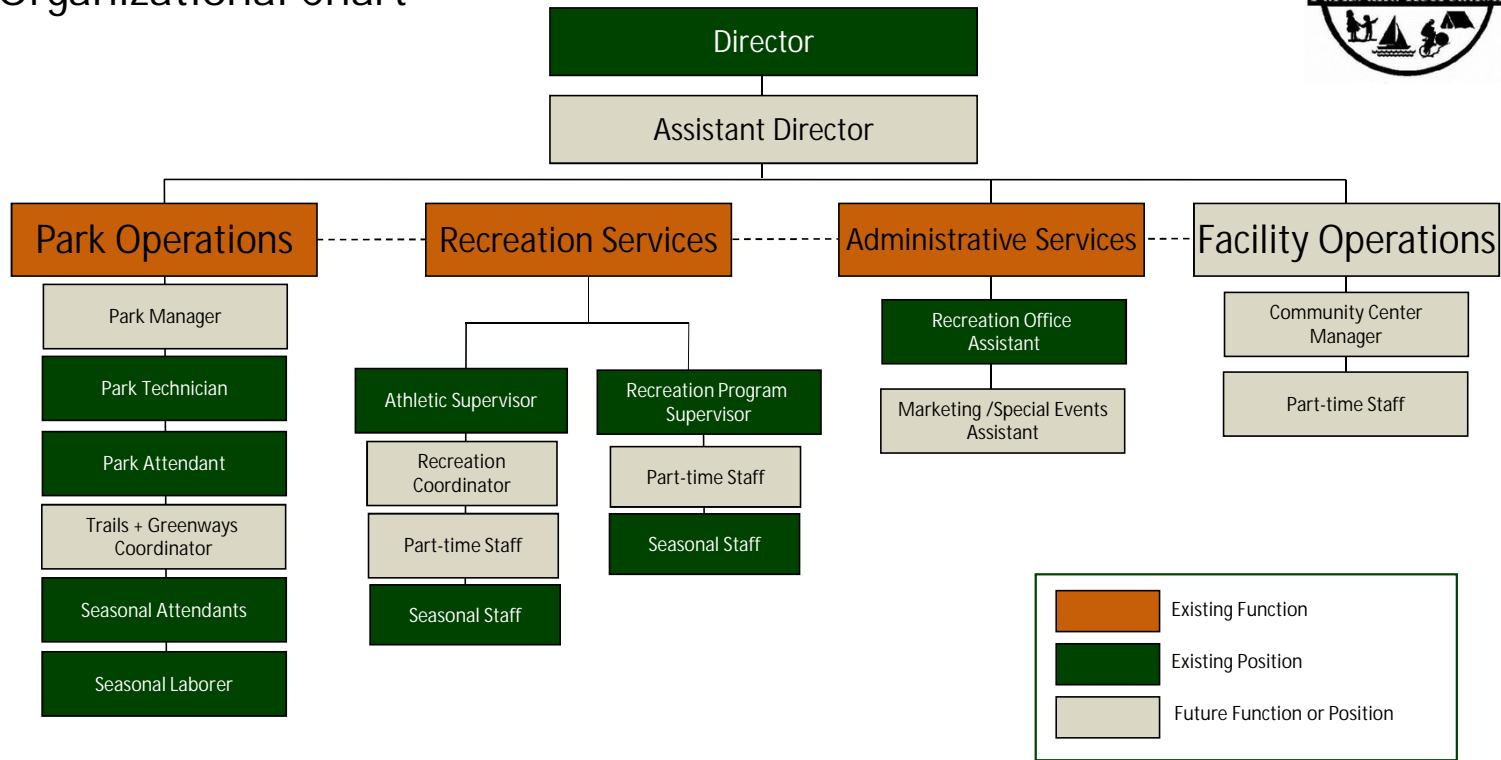


# Chatham County Parks and Recreation Department Organizational Chart





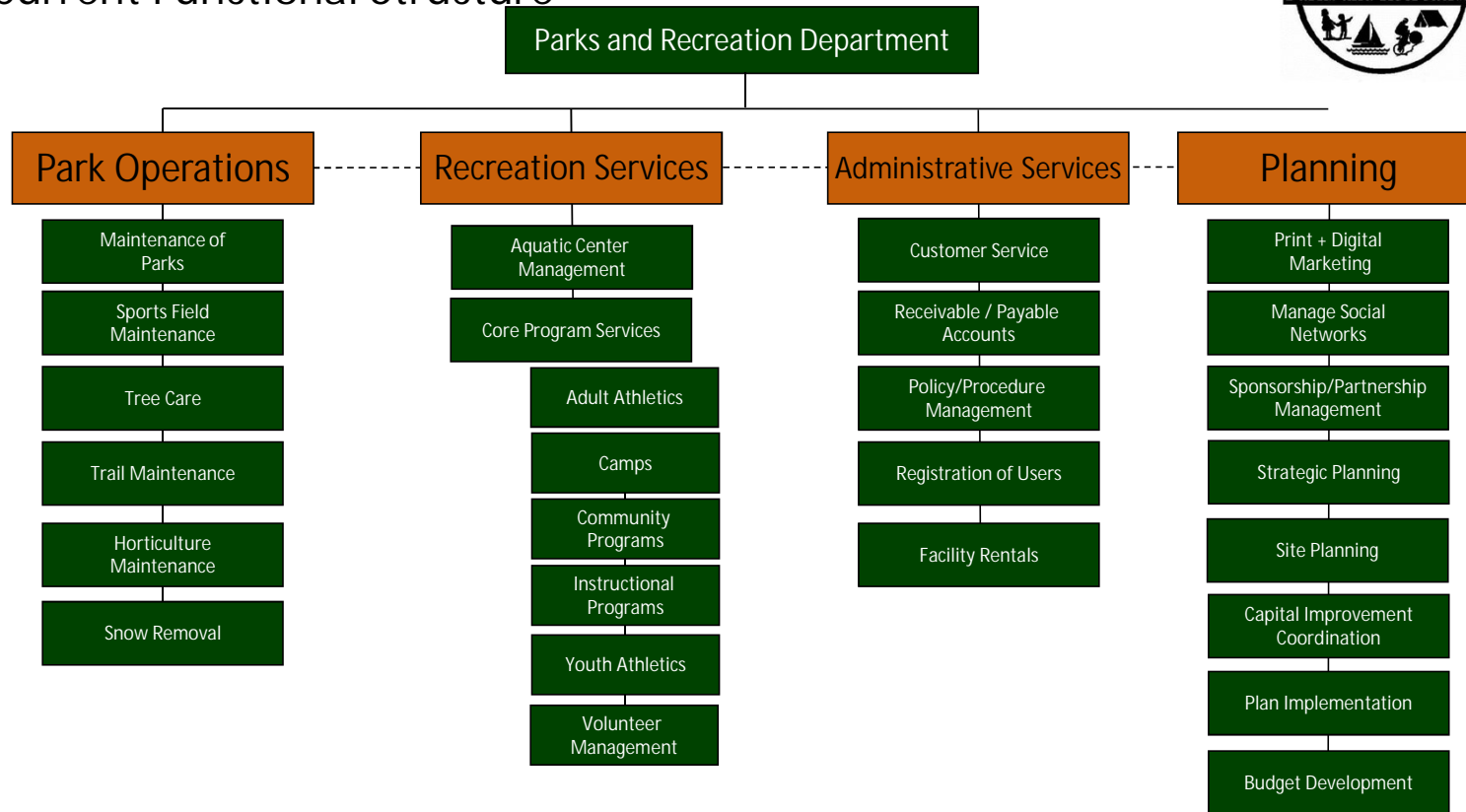
# Chatham County Parks and Recreation Department Organizational Chart





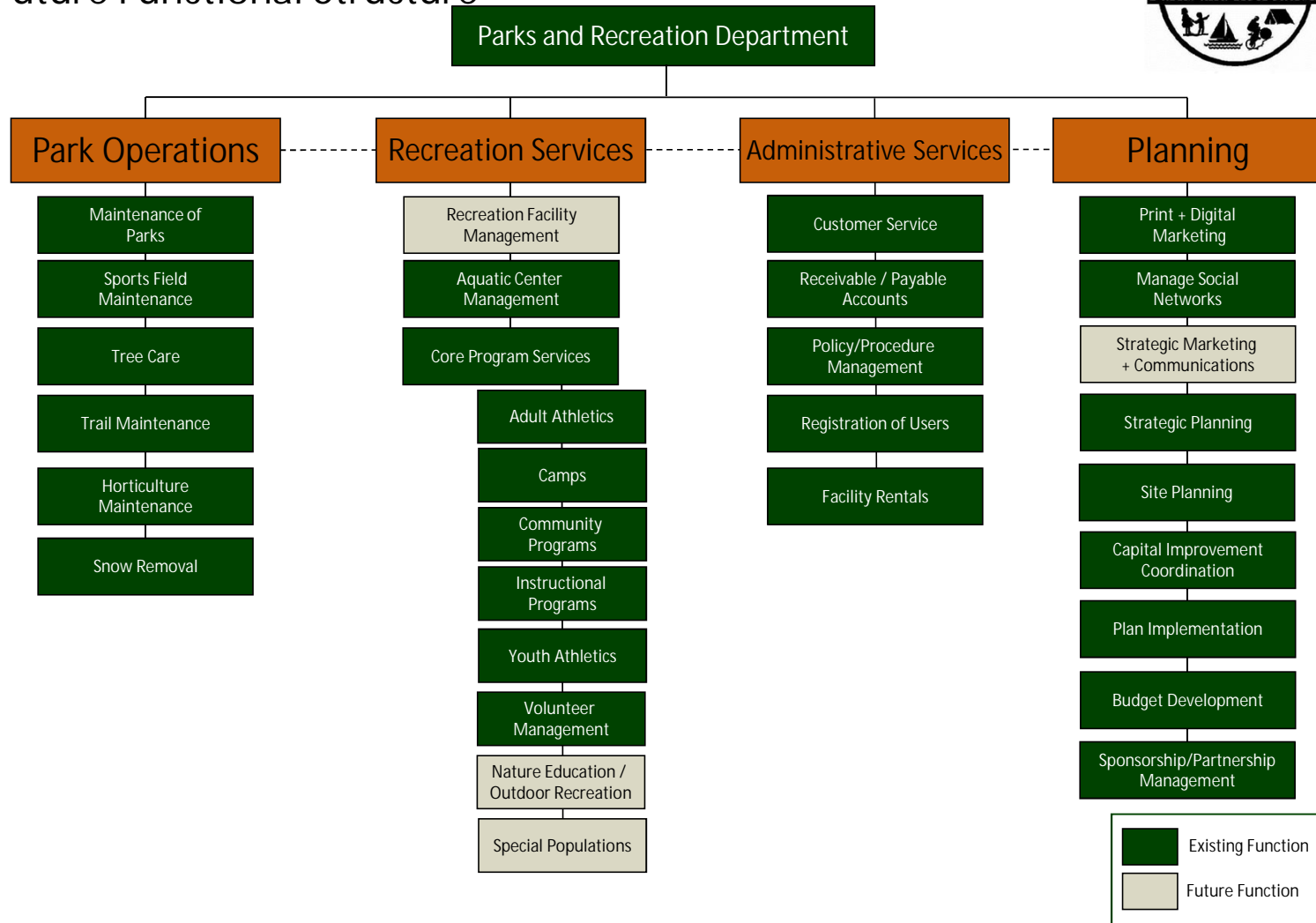


# Chatham County Parks and Recreation Department Current Functional Structure





# Chatham County Parks and Recreation Department Future Functional Structure





## STAFFING + OPERATIONS > CHATHAM COUNTY

### Operations + Staffing Summary of Findings



- > Staff are dedicated and genuinely care about quality delivery of services
- > County-wide policies and procedures are in place for all departments
- > Staffing level is lean, workloads are managed and additional staffing need exists
- > Community center coming on line in 2020
- > Professional Development is part of evaluation process, and more training opportunities and skill development should be sought out for employee growth
- > Marketing efforts could be enhanced to achieve greater awareness among the public and leadership



## STAFFING + OPERATIONS > CHATHAM COUNTY

### OPERATIONS + STAFFING VISION

- > To establish an adequately staffed Parks and Recreation Department with best practice policies to deliver quality services ensuring equitable delivery and long-term sustainability.





## FINDINGS

Need to codify procedures to ensure department can scale as new facilities and programs are introduced

## STAFFING AND OPERATIONS GOALS + OBJECTIVES

1. Continue to develop parks and recreation manual and best practices for efficient and effectiveness of operations
  - a) Develop and conduct training for staff on Department Manual, policies, operating procedures, and new standards as they are developed
    - Resume development of the Parks and Recreation Manual and include professional development, advancement opportunities, best practice policies outlined in Staffing and Operational Review, recreation standards, maintenance standards and reporting responsibilities.
    - Develop an onboarding process that is specific to the Parks and Recreation Department
    - Develop and train staff on a social media policy and marketing plan.
    - Amend existing maintenance standards to include new amenities, facilities and programs from implementing the Master Plan
    - Research and implement new technology to increase efficiency and effectiveness like social media scheduling software and a customer service app
    - Continue to regularly conduct interest surveys and every 2-3 years conduct a statistically valid survey to gain public perception and unmet needs



## STAFFING + OPERATIONS > CHATHAM COUNTY

### FINDINGS

### STAFFING AND OPERATIONS GOALS + OBJECTIVES

Need to codify procedures to ensure department can scale as new facilities and programs are introduced

- b) Position the Department to deliver quality services with enhanced marketing and technology.
- Consider development of a new logo for the Department that compliments the County's color pallet
  - Define roles and responsibilities of each position, as it pertains to marketing, to ensure each position delivers on expected outcomes
  - Staff should report on progress of recreation programs and parks, at least monthly. Train staff on the process and due dates.
  - Research social media scheduling software



## STAFFING + OPERATIONS > CHATHAM COUNTY

### FINDINGS

### STAFFING AND OPERATIONS GOALS + OBJECTIVES

Need for professional development for existing staff

2. Enhance training and technology for staff to increase skills, leadership and employee growth through professional development

- a) Develop a succession plan to identify skills needed for each position and identify training for staff to develop into positions
- b) Employ the most up-to-date technology to improve operational efficiencies
  - Consider offering stipend for use of personal technology
  - Train staff on all existing applications
  - Consider using social media post scheduling software and customer service applications



## STAFFING + OPERATIONS > CHATHAM COUNTY

### FINDINGS

### STAFFING AND OPERATIONS GOALS + OBJECTIVES

Need for professional development for existing staff

- c) Continue seek out professional development for staff to help the department fill gaps.
- Use the succession plan to integrate with the County's evaluation process and professional development component
  - Seek out and register staff for NRPA Schools including Directors School, Maintenance Management School, Event Management School, Supervisor Management School, and Revenue School.
  - Train staff on analyzing cause and effect derived from key performance indicators
  - Train staff on marketing processes and what role each person has in the process to ensure efficiency
  - Incentivize staff to seek certifications (CPRP and CPSI) with a scheduled pay increase
  - Seek out business management training outside of parks and recreation to fill gaps that cannot be found at NCRPA or NRPA conferences/schools





## STAFFING + OPERATIONS > CHATHAM COUNTY

### FINDINGS

Need to fill staff roles for future community center

### STAFFING AND OPERATIONS GOALS + OBJECTIVES

3. Prepare the organizational structure to meet existing and future demand

- a) Identify funding for recommendations from the staffing and operational review.
  - Develop a five-year personnel plan identifying positions needed, year needed, and total annual cost of employment including salary, taxes, benefits, technology and equipment.
  - Secure approval and funding of staffing increases based on Workload, Standards and Community Center coming on line in 2020.
  - Increase maintenance staff to address the unmet needs identified in the survey results (Park manager, Trails and Greenways Coordinator)



# STAFFING + OPERATIONS > CHATHAM COUNTY

## FINDINGS

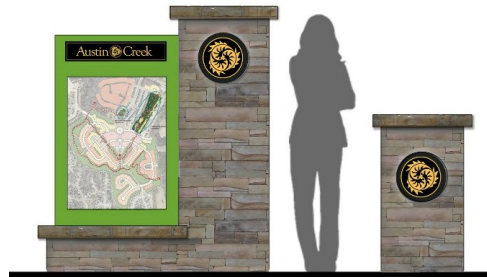
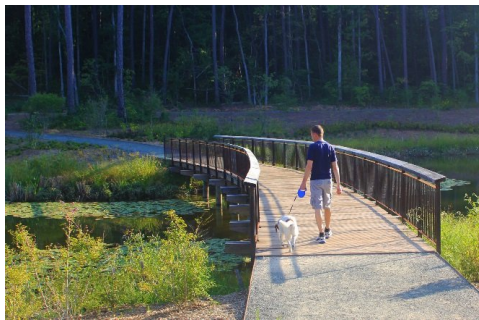
## STAFFING AND OPERATIONS GOALS + OBJECTIVES

Need to fill staff roles for future community center

- Consider hiring and secure funding a Recreation Coordinator to assist with implementation of sports and programs
- Consider hiring a marketing/Special Event Assistant to coordinate marketing and special event logistics.
- Explore increased seasonal staff where gaps exist.
- Secure funding for assistance in tactics where all aspects cannot be done inhouse.



# QUESTIONS > CHATHAM COUNTY





# Chatham County, NC

## Text File

File Number: 18-2880

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Work Session

**In Control:** County Manager's Office

**File Type:** Agenda Item

Confirm acceptance of FY 2019 Board of Commissioner goals for FY 2020

At the Board of Commissioner retreat in January 2019 the board adopted Plan Chatham goals and added three additional goals (see attachment). Staff is requesting the board to review the FY 2019 goals and confirm their continuation in FY 2020.



## FY 2018-2019 Board of Commissioner Goals

### Plan Chatham:

1. Preserve the rural character and lifestyle of Chatham County.
2. Preserve, protect, and enable agriculture and forestry.
3. Promote a compact growth pattern by developing in and near existing towns, communities, and in designated, well planned, walkable mixed use centers.
4. Diversify the tax base and generate more high-quality in-county jobs to reduce dependence on residential property taxes, create economic opportunity, and reduce out-commuting.
5. Conserve natural resources.
6. Provide recreational opportunities and access to open space.
7. Provide infrastructure to support desired development and support economic and environmental objectives.
8. Become more resilient by mitigating, responding, and adapting to emerging threats.
9. Provide equitable access to high-quality education, housing and community options for all.
10. Foster a healthy community.

### Additional Board of Commissioner goals:

1. Demonstrate sound fiscal stewardship to ensure we can meet the important service needs of our residents.
2. Provide effective, efficient government that is responsive to the different needs of residents and varying circumstances across the county.
  - a. Provide social services and support that seek to minimize the impacts to those in poverty and stabilize individuals and families in the community.
  - b. Ensure public safety through adequate resources, plans, and partnerships to keep people and property safe.
  - c. Strengthen relationships with other boards, municipalities, and regional entities to address common challenges and opportunities.
3. Support Pre-K through 12 and the community college in providing a quality education for all students.



# Chatham County, NC

## Text File

File Number: 18-2867

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Work Session

**In Control:** Board of Commissioners

**File Type:** Agenda Item

Closed Session to discuss matters relating to economic development and personnel.



# Chatham County, NC

## Text File

File Number: 18-2888

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Agenda Ready

**In Control:** Board of Commissioners

**File Type:** Minutes

Vote on a request to approve the November 5, 2018 Regular Session minutes and the November 27, 2018 CIP Work Session minutes.



# Chatham County, NC

## Meeting Minutes

### Board of Commissioners

---

Monday, November 5, 2018

6:00 PM

Historic Courthouse Courtroom

---

#### Presentation of the CIP

#### Rollcall

**Present:** 4 - Chair Diana Hales, Vice Chair Mike Dasher, Commissioner Karen Howard and Commissioner Walter Petty

**Absent:** 1 - Commissioner Jim Crawford

#### Regular Session - 6:00 PM - Historic Courthouse Courtroom

#### INVOCATION and PLEDGE OF ALLEGIANCE

*Commissioner Hales asked everyone to pause for a moment of silence after which she invited everyone present to stand and recite the Pledge of Allegiance.*

#### CALL TO ORDER

*Chair Hales welcomed those in attendance and called the meeting to order at 6:07 PM.*

#### APPROVAL OF AGENDA and CONSENT AGENDA

**A motion was made by Commissioner Howard, seconded by Commissioner Petty, that the Agenda and Consent Agenda be approved. The motion carried by the following vote:**

**Aye:** 4 - Chair Hales, Vice Chair Dasher, Commissioner Howard and Commissioner Petty

**Absent:** 1 - Commissioner Crawford

#### [18-2822](#)

Vote on a request to award the installation of a larger pump at the Jack Bennett Tank Pump Station to Charles Underwood, Inc. and allow the County Manager to execute the contract.

**A motion was made by Commissioner Howard, seconded by Commissioner Petty, that this Agenda Item be approved. The motion carried by the following vote:**



**Aye:** 4 - Chair Hales, Vice Chair Dasher, Commissioner Howard and Commissioner Petty

**Absent:** 1 - Commissioner Crawford

[18-2823](#)

Vote on a request to approve the fire contracts between the County and the Bennett Volunteer Fire Department, Bonlee Volunteer Fire Department, Silk Hope Volunteer Fire Department, Moncure Volunteer Fire Department, the Town of Siler City, and the Pittsboro Fire & Rescue Department.

**Attachments:** [Attachment A-N.C.G.s 69-25.5.](#)  
[Attachment B-Bennett VFD-Chatham County Contract](#)  
[Attachment C-Bonlee VFD-Chatham County Contract](#)  
[Attachment D-Silk Hope VFD-Chatham County Contract](#)  
[Attachment E-Moncure VFD-Chatham County Contract](#)  
[Attachment F-Town of Siler City-Chatham County Contract](#)  
[Attachment G-Pittsboro F & R-Chatham County Contract](#)

**A motion was made by Commissioner Howard, seconded by Commissioner Petty, that these contracts, attached hereto and by reference made a part hereof, be approved. The motion carried by the following vote:**

**Aye:** 4 - Chair Hales, Vice Chair Dasher, Commissioner Howard and Commissioner Petty

**Absent:** 1 - Commissioner Crawford

[18-2824](#)

Vote on a request to approve an Amendment to the contract between Chatham and the City of Sanford for the construction of waste water infrastructure to the Moncure area and mega site.

**Attachments:** [Sanford Agreement](#)

**A motion was made by Commissioner Howard, seconded by Commissioner Petty, that this contract, attached hereto and by reference made a part hereof, be approved. The motion carried by the following vote:**

**Aye:** 4 - Chair Hales, Vice Chair Dasher, Commissioner Howard and Commissioner Petty

**Absent:** 1 - Commissioner Crawford

[18-2825](#)

Vote on a request to adopt a resolution appointing Steve Newton and Vicki McConnell as agents of the County authorized to apply for FEMA reimbursements for Hurricane Florence.

**Attachments:** [FEMA RESOLUTION](#)

**A motion was made by Commissioner Howard, seconded by Commissioner Petty, that Resolution #2018-51 Appointing Steve Newton and Vicki McConnell as Agents of the County Authorized to Apply for FEMA Reimbursements for**

Hurricane Florence, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:

**Aye:** 4 - Chair Hales, Vice Chair Dasher, Commissioner Howard and Commissioner Petty

**Absent:** 1 - Commissioner Crawford

[18-2826](#)

Vote on a request to adopt a Resolution Proclaiming November as Family Caregivers Month in Chatham County

**Attachments:** [FamilyCaregiverMonthResolution2018 \(1\)](#)

A motion was made by Commissioner Howard, seconded by Commissioner Petty, that Resolution #2018-52 Proclaiming NOvember as Family Caregivers Month in Chatham County, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:

**Aye:** 4 - Chair Hales, Vice Chair Dasher, Commissioner Howard and Commissioner Petty

**Absent:** 1 - Commissioner Crawford

[18-2828](#)

Vote on a request to adopt a Resolution calling for the Bells of Peace: a World War I Remembrance.

**Attachments:** [WWI Remembrance Resolution](#)

A motion was made by Commissioner Howard, seconded by Commissioner Petty, that Resolution #2018-53 Calling for a National Tolling of Bells to Honor Those Who Served in the Great War, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:

**Aye:** 4 - Chair Hales, Vice Chair Dasher, Commissioner Howard and Commissioner Petty

**Absent:** 1 - Commissioner Crawford

[18-2831](#)

Vote on a request to adopt a Resolution proclaiming November 17, 2018 as National Adoption Day in Chatham County

**Attachments:** [National Adoption Day Resolution 2018](#)

A motion was made by Commissioner Howard, seconded by Commissioner Petty, that Resolution #2018-54 Proclaiming November 17, 2018 as National Adoption Day in Chatham County, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:

**Aye:** 4 - Chair Hales, Vice Chair Dasher, Commissioner Howard and Commissioner Petty

**Absent:** 1 - Commissioner Crawford

[18-2827](#)

Vote on a request to appoint Henry Smith, Jr. as the alternate ETJ member of the Siler City Planning Board and Board of adjustment.

A motion was made by Commissioner Howard, seconded by Commissioner Petty, that this Appointment be approved. The motion carried by the following

**vote:**

**Aye:** 4 - Chair Hales, Vice Chair Dasher, Commissioner Howard and Commissioner Petty

**Absent:** 1 - Commissioner Crawford

[18-2830](#)

Vote on a request to approve the naming of one private road in Chatham County

**Attachments:** [Gallant Drive Petition](#)  
[Gallant Drive](#)

**A motion was made by Commissioner Howard, seconded by Commissioner Petty, that this Agenda Item be approved. The motion carried by the following vote:**

**Aye:** 4 - Chair Hales, Vice Chair Dasher, Commissioner Howard and Commissioner Petty

**Absent:** 1 - Commissioner Crawford

**End of Consent Agenda**

**PUBLIC INPUT SESSION**

*No one signed up to speak.*

**BOARD PRIORITIES**

[18-2829](#)

Presentation of Recommended FY 2020-2026 Capital Improvements Plan

*Interim County Manager Dan LaMontagne gave a presentation to the Board. (Presentation attached)*

**MANAGER' S REPORTS**

*Chair Hales asked Mr. LaMontagne about the OWASA water failure and whether or not Chatham County had been approached to share water. Mr. LaMontagne stated that he had received a call to that effect at 7:45 in the morning and that the Utilities Director had already been working on it.*

*The NCACC has requested that Chatham County designate a voting delegate for their Legislative Goals Conference being held January 10 and 11 of 2019. A signed statement from the chosen delegate must be returned no later than December 28, 2018. Mr. LaMontagne asked the Board to decide on a delegate. Chair Hales said that she was planning on attending and Commissioner Howard said she would be there as well since she is on the Legislative Goals Committee. Chair Hales stated she would be happy serve as the voting delegate and the Board designated her by consent.*

**COMMISSIONERS' REPORTS**

*Commissioner Howard encouraged everyone to attend the upcoming Pickin concert put on by the Chatham County Arts Council. She mentioned that the Arts Council was hoping to expand the number of county schools served.*

*Chair Hales joined the Triangle J Legislative Committee; she said they are working on an agenda for Triangle J to bring to the incoming Legislature in January. She also participated in the Environmental Committee of NCACC and there will be five issues moving forward to the whole body at the legislative session. She informed the commissioners that Triangle J will be holding an executive round table on transportation and transit on Thursday at 11:30. She encouraged everyone to please vote.*

**ADJOURNMENT**

**A motion was made by Commissioner Howard, seconded by Commissioner Petty, that this meeting be adjourned. The motion carried by the following vote:**

**Aye:** 4 - Chair Hales, Vice Chair Dasher, Commissioner Howard and Commissioner Petty

**Absent:** 1 - Commissioner Crawford





# Chatham County, NC

## Meeting Minutes

### Board of Commissioners

---

Tuesday, November 27, 2018

9:30 AM

Agriculture and Conference Center

---

#### CIP Work Session

#### CALL TO ORDER

*Chair Hales called the meeting to order.*

**Present:** 5 - Chair Diana Hales, Vice Chair Mike Dasher, Commissioner Jim Crawford, Commissioner Karen Howard and Commissioner Walter Petty

#### BOARD PRIORITIES

##### [18-2861](#)

Vote on a request to approve the Amendment to the 2018 Audit Contract with Martin Starnes & Associates, CPAs, PA.

**Attachments:** [Amendment to Audit Contract](#)  
[Martin Starnes Contract for FY 2018](#)  
[2018 Single Audit Engagement Letter](#)

**A motion was made by Commissioner Howard, seconded by Commissioner Petty, that this Contract, attached hereto and by reference made a part hereof, be approved. The motion carried by the following vote:**

**Aye:** 5 - Chair Hales, Vice Chair Dasher, Commissioner Crawford, Commissioner Howard and Commissioner Petty

##### [18-2848](#)

Introduction and brief overview of the CIP process

**Attachments:** [BOC Work Session FY20-26 \[Compatibility Mode\]](#)

*Budget Director Lisa West began the presentation. (Presentation attached)*

##### [18-2849](#)

Review of Chatham County School Projects

**Attachments:** [BOC Work Session FY20-26 \[Compatibility Mode\]](#)

*Commissioner Petty asked if staff had looked at the Return On Investment (ROI) on the central services building. Chatham County Schools Director of Maintenance and Construction Randy Drumheller said the ROI may not be as great as ten years or less. LEED Silver requires some things that there is no ROI on.*

*Interim County Manager Dan LaMontagne said staff breaks out the LEED costs of each building so that the Board has an awareness of what the additional costs will be.*

Commissioner Petty asked if the LEED certificate was really important to the Board. Chair Hales stated the Board made that a policy decision to work toward LEED Silver for all county buildings. Commissioner Howard agreed that the Board should continue to work toward certification as LEED Silver as a baseline.

The school roofs will last fifty years.

Chair Hales asked if there were any Notices of Violation (NOVs) on the Silk Hope wastewater replacement. Chatham County Schools Chief Operations Officer Chris Blice said they do receive NOV's on wastewater systems at the schools but he didn't have that information with him. Mr. Drumheller said they had not received an NOV since the summer.

There was discussion about the schools HVAC/Lighting future project. Chatham County Schools has not yet prioritized the work and some of it is sensitive due to the size/age of the school and the need to weigh the cost of HVAC replacement against the possibility of renovating/expanding/building a new school. However, this project will be very costly and the \$300,000 the County will begin to contribute in FY21 will not begin to touch it. This should be a topic of planning/discussion with CCS.

Commissioner Crawford expressed his commitment to getting the Chatham Park development to gift the land for the new schools that will be needed.

#### [18-2850](#)

#### Debt and the Debt Model

**Attachments:** [Chatham Debt Capacity Board Presentation - November 2018 v2](#)

Doug, Jeremy and Andrew Carter of DEC Associates, Inc. gave a presentation to the Board. (Presentation attached)

### LUNCH

#### [18-2851](#)

#### Review of funding strategy

**Attachments:** [BOC Work Session FY20-26 \[Compatibility Mode\]](#)

#### [18-2852](#)

#### Review of non-school projects

**Attachments:** [BOC Work Session FY20-26 \[Compatibility Mode\]](#)

Ms. West continued the presentation.

Communications Director Mike Reitz reviewed the radio system upgrade.

Emergency Management Director Steve Newton reviewed the expansion of the Emergency Operations Center. The consultants will be looking at different design options.

Ms. West continued the presentation.

Chair Hales asked if it was possible to achieve the goal of back up energy at the jail

*with solar/battery storage instead of the generator. The County Manager will look into this. Commissioner Petty believes the estimated cost of the generator is high. Ms. West explained the cost was inflated by 10% from the estimate to account for the fluctuating price of steel. The County Manager stated it is just an estimate for the CIP and the project would go out for bid.*

*The Board agreed that staff does not need to make the Animal Shelter LEED Silver. However, the solar radiant heat and any other green elements should be included.*

*The Board expressed interest in hearing from the Sheriff about measures that reflect the effectiveness of spending money on the body cams and replacing them every 3 years. Ms. West will check into Pittsboro Police Department's body camera costs.*

*Chair Hales asked if MIS is evaluating internet cloud storage options. Ms. West said they are for the data storage project phase 3 in 2020. She will follow up with the MIS Director.*

*Vice Chair Dasher expressed interest in developing the Southeast land into a park.*

*Vice Chair Dasher expressed interest in a plan that would consolidate public safety in one place (and possibly school central services) that would free up land on West Street. Commissioner Howard objected because of employees and guests utilizing restaurants and merchants.*

**A motion was made by Commissioner Crawford, seconded by Vice Chair Dasher, that the recommended Capital Improvements Program for FY 2020-2026 be approved. The motion carried by the following vote:**

**Aye:** 5 - Chair Hales, Vice Chair Dasher, Commissioner Crawford, Commissioner Howard and Commissioner Petty

## **ADJOURNMENT**

**A motion was made by Vice Chair Dasher, seconded by Commissioner Petty, that this meeting be adjourned. The motion carried by the following vote:**

**Aye:** 5 - Chair Hales, Vice Chair Dasher, Commissioner Crawford, Commissioner Howard and Commissioner Petty



# Chatham County, NC

## Text File

File Number: 18-2764

**Agenda Date:** 12/17/2018

**Version:** 2

**Status:** Approval of Agenda and Consent Agenda

**In Control:** Planning

**File Type:** Agenda Item

Vote on a Quasi-Judicial request by Carolina Meadows Inc. for a Conditional Use Permit revision to construct 40 residence units in four buildings, 3 stories each. In Area C, replace the existing Skilled Nursing Facility with a new four story facility and replace existing one story villas with 3 story unit. Also, replace the existing Independent Living apartments with four story Independent Living apartments. This will complete the total number of 750 residential units allowed per the CUP. Parcels 62114, 64734, 20033, and 74450, Williams Township.

### Action Requested:

Vote on a Quasi-Judicial request by Carolina Meadows Inc. for a Conditional Use Permit revision to construct 40 residence units in four buildings, 3 stories each. In Area C, replace the existing Skilled Nursing Facility with a new four story facility and replace existing one story villas with 3 story unit. Also, replace the existing Independent Living apartments with four story Independent Living apartments. This will complete the total number of 750 residential units allowed per the CUP. Parcels 62114, 64734, 20033, and 74450, Williams Township.

### Introduction & Background:

A quasi-judicial hearing was held October 15, 2018. Planning staff, the applicant's attorney, Nick Robinson, and civil engineer Mark Ashness presented the request.

Planning staff reviewed all the requested changes as listed in the application materials that were not included in the legal notification. The request includes 40 residential units being located in Area B, which is currently approved for a new health care facility, and the health care facility is proposed to be relocated within Area C. Area C will also include the demolition of the existing villas that will be replaced with three-story units and replacing the existing independent living apartments with four-story units. The maximum buildout for residential units will not exceed the approved 750 units. Carolina Meadows was originally approved on February 7, 1983 and there have been several modifications over the years, all of which have been approved with latest approval occurring in 2014. Due to increasing demands this amendment incorporates more housing options for residents and the demolition and reconstruction of the skilled nursing facility, as noted in the statement of purpose.

The Planning Board reviewed the application and all supporting information during their regular meeting on November 13, 2016 and their comments are noted in BOLD below each finding, if applicable.

### Discussion & Analysis:

In reviewing and considering approval of a revision to a Conditional Use Permit, the Board must find that all of the Findings of Facts shall be supported. Per the Zoning Ordinance "In considering an application for a conditional use permit the Board of Commissioners shall give due regard that the purpose and intent of this Ordinance shall be served, public safety and welfare secured and substantial justice done. If the Board should find, after public hearing, the proposed conditional use permit should not be granted, such proposed permit shall be denied."

This property is currently zoned R-1 Residential with a Conditional Use Permit for a planned unit development and has remained a valid use to date. The adjoining properties are zoned R-1, R-1 with a conditional use permit for a planned unit development (i.e. Governors Club), and R-5 (Corps property associated with Jordan Lake (see map below). The northern property boundary adjoins Orange County. The property is located within the WSIV-Protected Area district and the Jordan Lake buffer rule area (see



map below).

## Zoning Map

### Watershed Protection Map

The findings are as follows:

Finding 1 - The use requested is among those listed as an eligible conditional use in the district in which the subject property is located or is to be located. The requested uses are all allowed uses within the conditional use district and, as such, are eligible conditional uses within the district.

It is planning staff's opinion this finding is met.

Finding 2 - The requested conditional use permit or revision to the existing permit is either essential or desirable for the public convenience or welfare. Carolina Meadows continues to thrive as a continuing care retirement center. A more modern, up-to-date facility and overall project is needed to incorporate better accessibility and care for the residents of Carolina Meadows.

The plan presented incorporates some new design elements starting with the green space to be developed over underground parking. There will also be parking for residents under the multi-level units.

No additional public improvements are needed to redesign this site. The site will continue to be served by the county water system and Aqua will maintain the wastewater treatment plant.

It is planning staff's opinion this finding is met. A Planning Board member asked how the existing residents would be accommodated as buildings are demolished and new ones constructed. The applicant responded that none of the current residents would be displaced outside of the community and they will work with them to relocate to other units within the development. It was also noted that the proposed plan will not be constructed at one time, but will take place over several decades and that the care of their residents were their main priority. Comments also included that they type of housing and care that is provided has become more competitive as the overall population is aging and they have to be prepared to respond to the changing market conditions.

Finding 3 - The requested permit or revision to the existing permit will not impair the integrity or character of the surrounding or adjoining districts, and will not be detrimental to the health, safety or welfare of the community. No additional property is being added to the project, but the applicant may request a watershed density transfer to areas B and C. A density transfer is authorized under the general statutes and local governments must allow them if the application meets the statutory requirements. A density transfer request would have to be submitted to the Watershed Review Board for review and approval. The project is located within the WSIV-Protected Area watershed and the Jordan Lake buffer rules apply.

The Appearance Commission (CCAC) reviewed the proposed site plans July 25, 2018 and unanimously recommended approval for all phases as submitted. The intended vegetative buffers will be installed and protected and the impervious coverage is not being increased. Should the impervious surface need to be increased due to design of the sites, specifically Area B, an offsite allocation (density transfer) will be necessary to compensate for the increase. With no change in the overall density, nor any revision of the vegetative buffers, the proposed revision should have no negative impacts to adjoining properties.

It is planning staff's opinion this finding is met. The Planning Board discussed whether emergency service responders could respond effectively with the proposed height of some of the buildings. The issue has been conditioned, but planning staff has received confirmation from the North Chatham Fire Department that they are aware of the proposed heights and have no concerns. The buildings will also have fire suppression systems installed.

There was a question by a Planning Board member to confirm that no additional disturbance was proposed near the US Army Corps of Engineers property and the applicant's attorney confirmed there would not.

Finding 4 - The requested permit will be or remain consistent with the objectives of the comprehensive use plan. One of Plan Chatham's objectives is to foster a healthy community (pg. 43) and Carolina Meadows offers health care, a health center facility, and other opportunities for residents to engage in healthy living. Carolina Meadows is located in a Compact Residential designation as shown on the Future Land Use Map that was adopted as part of the plan. The description of compact residential areas includes single family detached and attached units and some multi-family; community centers, amenities, and recreational uses, buildings that are 1-3 stories; wastewater service, which is approved for this facility; and in close proximity to Employment Centers. Carolina Meadows is also a large employer for the county, as well as supportive of the nearby businesses in Governor's Village and the surrounding area.

It is planning staff's opinion this finding is met. Planning Board discussion included that Carolina Meadows

is a major employer and that they and the residents have been supportive of several county and community initiatives.

Finding 5 - Adequate utilities, access roads, storm drainage, recreation, open space, and other necessary facilities have been or are being provided consistent with the County's plans, policies, and regulations. The project is currently served by the Chatham County Water System and by Aqua NC for sanitary sewer. There will no significant increase in water or sanitary sewer demand beyond what would be needed for the number of currently approved residential units and health center. The proposed changes are neutral on built upon, unless as otherwise stated in Finding 3 where a density transfer may be needed. If a density transfer is needed in areas B or C, the application notes that water quality features will be added that will meet current county stormwater requirements.

It is planning staff opinion this finding is met. The Planning Board had questions regarding the sufficiency of the existing stormwater measures citing the increase in the number of buildings, relocation of buildings. There was also discussion if opening the conditional use permit would require that the entire project should meet all current county standards, with emphasis placed on stormwater controls. Mr. Ashness stated that stormwater measures had been installed in the project prior to the 2008 adoption of county stormwater regulations. He also stated they have voluntarily provided measures in Area A and there have been no issues.

A question was raised concerning the possible built upon increase. Mr. Ashness stated the goal is to finish with a neutral change. Area B will be slightly over 36% but the removal of existing built upon area in portions of the development will offset some of the new increase. However, they may still need a watershed density transfer in order to construct the site plan as proposed. That property has not been selected at this time but will be forthcoming, if needed. The density transfer option is permitted by state statute and has been exercised with other county approved projects over the last two years. The applicant emphasized that they will treat each area with water quality features when the final construction plans are prepared, but it would not be feasible to retrofit the entire project.

The Planning Board by a vote of 8-1 recommends approval of the conditional use permit amendment with a minor correction to condition #2, which has been included in the recommendation.

During the public hearing there were no comments received other than those provided by staff and the applicant's representatives. There were questions from Commissioners regarding building heights, on-site amenities, design elements for new structures, and stormwater controls. Representatives for the applicants addressed those questions and noted that the build-out would likely occur over several decades and they were providing the long-range vision for the future.

How does this relate to the Comprehensive Plan:

On page 43, one of Plan Chatham's objectives is to foster a healthy community. Carolina Meadows offers health care, a health center facility, and other opportunities for its residents to engage in healthy living. Carolina Meadows is located in a Compact Residential designation as shown on the Future Land Use Map that was adopted as part of Plan Chatham.

Recommendation:

The Planning Board by a vote of 8-1 recommends approval of the Conditional Use Permit revision to the Board of Commissioners. The following conditions are provided if approved:

Site Specific Conditions

1. The recommendations from the Chatham County Appearance Commission (CCAC) shall be followed as stated in the minutes and as shown on the submitted site plan that reflects the adopted design guidelines. The planning staff and CCAC may conduct routine inspections of the property to ensure compliance with the landscaping requirements.
2. A building permit shall be obtained within five (5) years of the date of this approval and remain valid at all times or the conditional use permit becomes null and void.
3. Before the 60 foot height restriction can be exceeded, the Planning Department must have written authorization from the Chatham County Fire Marshal and the responding Fire Department.
4. All existing conditions shall remain in effect, except as modified by this conditional use permit amendment.

Standard Site Conditions

5. The application, standards and adopted regulations of the applicable ordinances and policies, and the approved recommendations as provided for and/or conditioned, are considered to be the standards as set

forth and shall comply as stated. Changes or variations must be approved through the Planning Department or other approving board before any such changes can take place. These include but are not limited to landscaping, lighting, signage, parking, building construction, etc.

6. All required local, state, or federal permits (i.e. NCDOT commercial driveway permits, NCDWQ, Chatham County Land and Water Resources, Environmental Health Division, Building Inspections, Fire Marshal, etc.) shall be obtained, if required, and copies submitted to the Planning Department to the initiation of the operation/business.

Standard Administrative Conditions:

7. Fees - Applicant and/or landowner shall pay to the County all required fees and charges attributable to the development of its project in a timely manner, including, but not limited to, utility, subdivision, zoning, and building inspections.

8. Continued Validity - The continued validity and effectiveness of this approval was expressly conditioned upon the continued compliance with the plans and conditional listed above.

9. Non-Severability - If any of the above conditions is held to be invalid, this approval in it's entirety shall be void.

10. Non-Waiver - Nothing contained herein shall be deemed to waive any discretion on the part of the County as to further development of the applicant's property and this permit shall not give the applicant any vested right to develop its property in any other manner than as set forth herein.



# Chatham County, NC

## Text File

File Number: 18-2885

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Agenda Ready

**In Control:** Board of Commissioners

**File Type:** Contract

Vote on a request to approve an interlocal agreement with the Town of Siler City for the County to provide building inspections for the Town and authorize the county attorney and county manager to negotiate and execute the agreement.

Action Requested: Vote on a request to approve an interlocal agreement with the Town of Siler City for the County to provide building inspections for the Town and authorize the county attorney and county manager to negotiate and execute the agreement.

Introduction & Background: The Siler City building inspector is retiring at the end of the year. The Town and the County have agreed the County will provide building inspection services for eighteen months.

Discussion & Analysis:

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: The cost will be paid for by the inspection fees.

Recommendation: Motion to approve an interlocal agreement with the Town of Siler City for the County to provide building inspections for the Town and authorize the county attorney and county manager to negotiate and execute the agreement.





# Chatham County, NC

## Text File

File Number: 18-2772

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and Consent Agenda

**In Control:** County Manager's Office

**File Type:** Contract

Approval of agreement with NC Department of Transportation and Tim's Farm and Forestry, LLC, agreement between Chatham County and Tim's Farm and Forestry, LLC for DOT contingency funding of transportation design services for the Chatham Advanced Manufacturing (CAM) Site, and an interlocal agreement with the Town of Siler City for mowing of the CAM site entrance and authorize the county attorney and county manager to negotiate and execute the agreements.

### Action Requested:

Approval of agreement with NC Department of Transportation and Tim's Farm and Forestry, LLC, agreement between Chatham County and Tim's Farm and Forestry, LLC for DOT contingency funding of transportation design services for the Chatham Advanced Manufacturing (CAM) Site, and an interlocal agreement with the Town of Siler City for mowing of the CAM site entrance and authorize the county attorney and county manager to negotiate and execute the agreements.

### Introduction & Background:

NC DOT has contingency funding available through the Secretary of Transportation, Speaker of the House and President Pro Tem of the Senate. Each has agreed to allocate the 2018 funding for transportation service for CAM, a total of \$750,000. Previously, the county entered into an option agreement with the developer under which the developer was required to reinvest the proceeds back into the site. DOT requires that the contingency funds flow through the county.

### Discussion & Analysis:

The CAM site developer has already spent approximately \$262,000 on transportation design services through a contract approved by NC DOT. These expenses are eligible for reimbursement from the contingency funds. However, the developer also used these expenses to justify investment of the option payment into the site. Therefore, we are proposing that the county allow the DOT contingency funds to reimburse the developer only if he agrees that these funds will be reinvested into the site, per the agreement. The County must approve and EDC will administer the reimbursement. Approximately, \$150,000 will be available to reimburse the developer for additional improvements to the site and the remaining will be held by the county for expenses related to promoting the site and readying it for site visits. The interlocal with Siler City will allow the town to mow the US 64 entrance to the site on a regular basis and the agreement provides that the

town can be reimbursed if a site visit necessitates the renting of equipment.

How does this relate to the Comprehensive Plan:

The comprehensive plan calls for the addition of 14,000 jobs by 2040 and for the county to increase its nonresidential tax base. The comp plan recognizes that attracting a large industry to the CAM site is one of the key ways these goals will be met.

Budgetary Impact:

The contract with Tim's Farm and Forestry, LLC states that the county will not be required to reimburse the company any funds that are not first reimbursed by NC DOT, so there should be no budgetary impact on the county and should reduce the financial burden on EDC in preparing for site visits.

Recommendation:

Motion for approval of agreement with NC Department of Transportation and Tim's Farm and Forestry, LLC, agreement between Chatham County and Tim's Farm and Forestry, LLC for DOT contingency funding of transportation design services for the Chatham Advanced Manufacturing (CAM) Site, and an interlocal agreement with the Town of Siler City for mowing of the CAM site entrance and authorize the county attorney and county manager to negotiate and execute the agreements.

NORTH CAROLINA

**LOCALLY ADMINISTERED PROJECT – STATE  
CONTINGENCY AGREEMENT**

CHATHAM COUNTY

DATE: 11/20/2018

NORTH CAROLINA DEPARTMENT OF  
TRANSPORTATION

AND

WBS Element: 48171

CHATHAM COUNTY

AND

TIM'S FARM AND FORESTRY, LLC

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department," Chatham County, hereinafter referred to as the "County," and Tim's Farm and Forestry, LLC, hereinafter referred to as the "Developer."

**WITNESSETH:**

WHEREAS, the parties have agreed to prepare a Planning and Environmental Document under WBS Element 48171 in Chatham County for transportation improvements at the Chatham-Siler City Advanced Manufacturing Site subject to the Department's making the funds available for the Project; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.1, Section 136-66.3, Section 136-18 (24) and (27), Section 20-169, Section 160A-296 and Section 297, to participate in the planning of the Project approved by the Board of Transportation for the safe and efficient utilization of transportation systems for the public good; and,

WHEREAS, the Department, the County, and the Developer have the duties, responsibilities, rights and legal obligations of the parties hereto for the purposes of this Agreement; and,

WHEREAS, the parties to this Agreement have approved the said Project with cost participation and responsibilities as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

## **SCOPE OF PROJECT**

1. The Project consists of the development of transportation improvements needed for the Chatham-Siler City Advanced Manufacturing Site in Chatham County (hereinafter the "Project"). For the purposes of this Agreement, the term "Project" includes preparing an environmental document and beginning final design for a proposed interchange on US 421 and a new access road to the site from the interchange. The term "Project" will also include preparing final design plans and bid documents for a full movement median crossover intersection on US 64. The term "Project" shall not include the preparation of the environmental documentation or applications as may be necessary to obtain such environmental permits as may be required for the overall development of the Chatham-Siler City Manufacturing Site or planning and design of roads that are contained within the Chatham-Siler City Manufacturing Site, unless the Department, the County and the Developer otherwise agree.

## **EXISTING CONTRACTS FOR PROFESSIONAL ENGINEERING SERVICES**

2. The Developer has an existing contract with Kimley-Horn and Associates that the Department has reviewed and approved. Invoices related to this contract may be reimbursed under this agreement. Any change to the scope of this Agreement or costs already approved, related to the Project, must be reviewed and approved by the Department.

## **FUTURE CONTRACTS FOR PROFESSIONAL ENGINEERING SERVICES**

3. If the County and/or the Developer causes the professional engineering services required by this Agreement to be performed by contracting with a different private engineering firm and seeks reimbursement for said services under this Agreement, it is agreed as follows:
  - A. The County and/or the Developer shall ensure that an engineering firm is obtained through an equitable selection process and that prescribed work is properly accomplished in a timely manner, at a just and reasonable cost.
  - B. The County and/or the Developer, when procuring architectural, professional and engineering services, must adhere to North Carolina Department of Transportation Policies and

Procedures for Major Professional or Specialized Services Contracts. This policy conforms to N.C.G.S. 143-64, Parts 31 and 32.

- C. The County and/or the Developer shall submit all professional services contract proposals to the Department for review and approval prior to execution of the professional services contract by the County and/or the Developer.
- D. Small Professional and Engineering Services Requirements: Any contract entered into with another party to perform work associated with the requirements of this agreement shall contain appropriate provisions regarding the utilization of Small Professional Services Firms (SPSF). This policy conforms with the SPSF Guidelines as approved by the NC Board of Transportation. These provisions are incorporated into this Agreement by reference [www.ncdot.org/doh/preconstruct/ps/contracts/sp/2006sp/municipal.html](http://www.ncdot.org/doh/preconstruct/ps/contracts/sp/2006sp/municipal.html)
  - The County shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
  - If the County fails to comply with these requirements, the Department will withhold funding until these requirements are met.

## **PLANNING AND ENVIRONMENTAL DOCUMENTATION**

- 4. The Developer, and/or its consultant, shall prepare the environmental and/or planning document. All work shall be done in accordance with departmental standards, specifications, policies and procedures.
- 5. If the Developer has not completed its responsibilities to the reasonable satisfaction of the Department, including satisfactory progress of the completion of the environmental document, the unexpended balance of funds may be recalled by the Department and assigned to other Projects by the Board of Transportation and the Developer shall reimburse costs incurred by the Department associated with the Project.

## **FUNDING**

- 6. Subject to compliance by the County and the Developer with the provisions set forth in this Agreement, and the availability of funds, the Department shall participate in the costs up to a maximum amount of \$750,000 in Contingency funds, which have been approved by the Board of Transportation. Costs which exceed this amount shall be borne by the Developer.



Reimbursement to the County shall be made upon approval of the invoice by the Department's Division Engineer and the Department's Fiscal Section. If additional funds are needed to complete the Project, the Developer shall bear such cost only to the extent additional funds are approved by the Board of Transportation, in which case a supplemental agreement must be executed among the Department, the County, and the Developer, prior to any reimbursement of funds.

- A. The County and/or the Developer shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, such materials will be made available at all reasonable times during the contract period, and for five (5) years from the date of final payment under this Agreement, for inspection and audit by the Department's Fiscal Section.
- B. The County and/or the Developer agree that it shall bear all otherwise reimbursable costs for which it is unable to substantiate actual costs.
- C. Failure on the part of the County and/or the Developer to comply with any of these provisions will be grounds for the Department to terminate participation in the costs of the Project.
- D. All invoices associated with the Project must be submitted within six months of the completion of the Project to be eligible for reimbursement by the Department.
- E. The Project must progress in a satisfactory manner as reasonably determined by the Department. If the Project does not remain active, the Department reserves the right to de-obligate said funding.

## **ADDITIONAL PROVISIONS**

- 7. The County and/or the Developer shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.
- 8. This Agreement is solely for the benefit of the identified parties to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.
- 9. It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency. By execution of this Agreement, the County and/or the Developer certifies, that neither it nor its agents or contractors are presently debarred, suspended,

proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a governmental department or agency.

10. The County and/or the Developer shall certify to the Department compliance with all applicable State laws and regulations and ordinances and shall indemnify the Department against any fines, assessments or other penalties resulting from noncompliance by the County or Developer or any entity performing work under contract with the County or Developer.
11. The County and/or the Developer are solely responsible for all agreements, contracts, and work orders entered into or issued by the County or the Developer for this Project. The Department is not responsible, for any expenses or obligations incurred for the Project except those specifically eligible in the terms of this Agreement. However, at no time shall the Department reimburse the costs which exceed the available funding for this Project.
12. The Department must approve any assignment or transfer of the responsibilities of the County or the Developer set forth in this Agreement to other parties or entities except for an agreement allocating responsibilities under this Agreement between the County and the Developer.
13. If the County and the Developer decide to terminate the Project without the concurrence of the Department, the Developer shall reimburse the County and the County shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the Project. Any notification of termination of this Project shall be in writing to the other party. Reimbursement to the Department shall be made in one lump sum payment within sixty (60) days of billing. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with G.S. 147-86.23 and G.S. 105-241.21.
14. All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.
15. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor ( i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement and that no expenditure of funds on the part of the Department will be made until the terms of this Agreement have been complied with on the part of the County and the

Developer. IN WITNESS WHEREOF, this Agreement has been executed, in triplicate, the day and year heretofore set out, on the part of the Department, Chatham County and Tim's Farm and Forestry, LLC by authority duly given.

L.S. ATTEST: CHATHAM COUNTY  
BY: \_\_\_\_\_ BY: \_\_\_\_\_  
PRINT: \_\_\_\_\_ PRINT: \_\_\_\_\_  
DATE: \_\_\_\_\_

L.S. ATTEST: TIM'S FARM AND FORESTRY, LLC  
BY: \_\_\_\_\_ BY: \_\_\_\_\_  
PRINT: \_\_\_\_\_ PRINT: \_\_\_\_\_  
DATE: \_\_\_\_\_

"N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization."

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

\_\_\_\_\_  
(FINANCE OFFICER)

Federal Tax Identification Number

\_\_\_\_\_

Remittance Address:

Chatham County

PO Box 1809, Pittsboro NC 27312

Tim's Farm and Forestry, LLC

7157 Bobby Jean Road, Julian NC 27283

DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
(CHIEF ENGINEER)

DATE: \_\_\_\_\_

PRESENTED TO THE BOARD OF TRANSPORTATION ITEM O: \_\_\_\_\_

**NORTH CAROLINA**

**CHATHAM COUNTY**

**MEMORANDUM OF AGREEMENT**

**THIS MEMORANDUM OF AGREEMENT** (this “**MOA**”) made and entered into this \_\_\_ day December, 2018, by and between **CHATHAM COUNTY**, a body politic and corporate of the State of North Carolina (the “**County**”) and **TIM’S FARM & FORESTRY, LLC**, a North Carolina limited liability company, and **TIM’S FARM & FORESTRY II, LLC**, a North Carolina limited liability company (collectively the “**Developer**”).

**RECITALS**

1. The Developer owns or controls certain tracts of real estate located in Chatham and Randolph Counties, North Carolina containing approximately 1,800 acres, which are under option to the County pursuant to an Option Agreement dated the 7<sup>th</sup> day of September, 2017, which tracts of real estate the County and the Developer plan to develop as an industrial site known as the Chatham-Siler City Advanced Manufacturing Site (the “**CAM Site**”).
2. The County and the Developer have entered into a Locally Administered Project-State Contingency Agreement with the North Carolina Department of Transportation (“**DOT**”) dated October 24, 2018 (the “**DOT Agreement**”) for the completion by the Developer of planning and environmental documentation specific to transportation improvements needed for the CAM Site (the “**Project**”). The County and the Developer specifically understand the Project does not include the preparation of environmental documentation or applications that may be required for the overall development of the CAM Site.
3. DOT has agreed, subject to the provisions of the DOT Agreement and the availability of funds, to participate in the cost of the Project by reimbursing the County for the cost of professional services incurred by County and/or the Developer as provided in the DOT Agreement up to the maximum amount of \$750,000. Pursuant to the terms of the DOT Agreement, if additional funds are needed to complete the Project, the Developer shall bear such cost only to the extent additional funds are approved by the Board of Transportation, in which case a supplemental agreement must be executed among the Department, the County, and the Developer, prior to any reimbursement of funds.
4. The DOT Agreement is a “reimbursement agreement”, meaning there is no disbursement of funds to the County until DOT receives appropriate invoices based on eligible expenses under the DOT Agreement that have already been paid.
5. The purpose of this MOA is to set out the respective obligations of the County and the Developer with respect to the Project and the reimbursement of funds available under the DOT Agreement.

**NOW, THEREFORE,** the County and the Developer, each in consideration of the promises and undertakings of the other as herein provided, covenant and agree as follows:

1. **Incorporation of Recitals.** The DOT Agreement and the above and foregoing recitals are incorporated in this MOA by reference.
2. **Kimley-Horn Contract.** The Developer has an existing contract with Kimley-Horn and Associates for professional service related to the Project that has been reviewed and approved by DOT (the “Kimley-Horn Contract”). The Kimley-Horn Contract covers a broad range of engineering services for the transportation related items for the CAM Site. Task orders under the Kimley-Horn Contract with specific scopes and specific dollar amounts tied to those services (the “Task Order”) are required to be submitted to and approved by DOT before any reimbursement eligible work is commenced. The Developer has provided the County with copies of paid invoices in the amount of \$262,758.66 (the “Initial Kimley-Horn Reimbursement”) for work completed under reimbursement eligible Task Orders approved by DOT. The County will submit those invoices to DOT for reimbursement under the DOT Agreement.
3. **Allocation of Initial Kimley-Horn Reimbursement.**
  - (a) The County and the Developer agree that \$150,000 of the Initial Kimley-Horn Reimbursement received by the County will be paid to the Chatham County Economic Development Corporation (the “EDC”) to be used by the EDC (after approval by the County) for the benefit of the County, the Developer, and the CAM site to reimburse the Developer for costs incurred and paid for by the Developer related to the new US 64 entrance for the CAM Site, including \$65,127.00 already spent by the Developer which is to be paid to the Developer by the EDC within ten (10) business days of receipt of the Initial Kimley-Horn Reimbursement. The balance of the \$150,000 (\$84,873.00) shall be paid to the Developer for the cost of establishing grubbed building pads and biannual maintenance of said building pads as hereinafter provided.
  - (b) The County and the Developer further agree that the balance of the Initial Kimley-Horn Reimbursement (\$112,758.66) will be paid to the EDC to be used by the EDC (after approval by the County) for the benefit of the CAM Site for the following purposes:
    - Studies needed in preparation for, or as a result of, site visits
    - Other consultant fees needed in preparation for, or as a result of, site visits
    - Preparation of presentation materials for site visits
    - Preparation of building and site layouts for potential projects



- Reasonable travel expenses for offsite presentations (these would be rare and would only apply if the CAM Site is the only Chatham County site under the consideration)
- A redo of the CAM website, if deemed necessary by EDC
- Other unusual or burdensome expenses the EDC deems critical in preparing for a site visit
- Reimbursements to the Town of Siler City for expenses related to mowing the CAM Site in preparation for site visits.

All expenses (except the \$65,127.00 entrance expense) paid by the Developer and for which reimbursement is sought under 3(a) or 3(b) above must be pre-approved by the County upon recommendation by the EDC as to the expense and work to be completed, which approval shall not be unreasonably withheld, conditioned or delayed. Once the expense has been preapproved, and the Developer completes the work and submits commercially reasonable documentation that the work is completed and the expenses incurred, the County shall have ten (10) business days to inspect the work and determine that it has been completed (the “Inspections Period”). The EDC will reimburse the Developer for the completed work within ten (10) business days from the end of the Inspection Period.

4. **Future Contracts for Professional Services.** The Developer shall be solely responsible for future contracts and/or Task Orders for professional engineering services required by the DOT Agreement and for meeting all of the requirements of paragraph 3 of the DOT Agreement, if required. All such contracts and/or Task Orders, with supporting documents, shall be submitted to DOT for approval with a copy of the submittal forwarded to the County.
5. **Documentation of Expenses.** The Developer shall document all expenses eligible for reimbursement under the DOT Agreement and submit copies of the invoices and evidence of payment to the County who shall promptly submit the documentation to DOT for reimbursement.
6. **Planning and Environmental Documents.** The Developer at its sole cost and expense, and at no cost or expense to the County, shall prepare or cause to be prepared the environmental and/or planning documents required for the Project and reimbursable under the terms of the DOT Agreement and in accordance with DOT standards, specifications, policies and procedures.
7. **Future DOT Reimbursements.** Any DOT reimbursements for eligible expenses made by the Developer pursuant to the DOT Agreement and received by the County subsequent to the receipt of the Initial Kimley-Horn Reimbursement shall be paid by the County to the Developer within ten (10) business days of receipt from DOT.
8. **Developers Reimbursement Obligations.** The DOT Agreement places certain reimbursement obligations on the Developer (e.g., in the event of the failure of the

Developer to satisfactorily complete all responsibilities under the DOT Agreement, termination of the Project prior to its completion, etc.). Such reimbursement obligations under the DOT Agreement shall be the obligation of the Developer.

9. **Books and Records.** The Developer shall maintain books, documents, papers, accounting records, and such other evidence in a commercially reasonable manner to substantiate cost incurred with respect to the Project and to document progress with respect to the same, and shall submit copies thereof to the County monthly, on or before the 15<sup>th</sup> day of each month for the previous month.
10. **County's Reimbursement Obligation.** In no event shall the County have any obligation to make any payment hereunder (except under the indemnity provision of this MOA) unless it has received reimbursement from DOT for an expense previously paid by the Developer and eligible for reimbursement under the DOT Agreement.
11. **Developer's Obligations.** As between the Developer and the County and subject to any required approval by DOT pursuant to paragraph 12 of the DOT Agreement, the County shall have no obligations under the DOT Agreement, to the degree those obligations can be avoided or assigned by the County, except as expressly provided in this MOA. All undertakings, obligations, and expenditures required of the Developer under the DOT Agreement shall be the obligation of the Developer.
12. **Indemnity.** The Developer shall defend, indemnify, and hold the County harmless from any cost, loss, expense (including reasonable attorney fees), payment, or liability the County may incur or suffer resulting, directly or indirectly, from the Developer's failure or refusal to carry out any of its obligations or requirements under this MOA or the DOT Agreement.

The County shall defend, indemnify, and hold the Developer harmless from any cost, loss, expense (including reasonable attorney fees), payment, or liability the Developer may incur or suffer resulting, directly or indirectly, from the County's failure or refusal to carry out any of its obligations or requirements under this MOA or the DOT Agreement.
13. **Further Assurances.** The County and the Developer shall cooperate with each other and take such other and further actions, and execute and deliver such documents as may be reasonably requested by the other party in order to effectuate the purposes of this MOA.
14. **Notices.** All notices made or given pursuant to this Agreement shall be in writing, delivered in person, mailed by certified mail, return receipt requested, or delivered by a recognized overnight courier, postage or fees prepaid, addressed to a party at the address given below, and shall be deemed effective upon the date received, via personal delivery, certified mail, or overnight delivery. The parties shall be responsible for notifying each other of any change of address. Mailing/delivery addresses for the parties are as follows:

If to County: Chatham County  
Attention: County Manager

Post Office Box 1809  
12 East Street  
Pittsboro, North Carolina 27312

If to Developer: Tim's Farm & Forestry, LLC  
Attention: Tim Booras  
7157 Bobby Jean Road  
Julian, North Carolina 27283

15. **Miscellaneous**. This MOA constitutes the entire agreement and understanding between the County and the Developer with respect to the subject matter hereof, and it is understood and agreed that all undertakings negotiations, representations, promises, inducements, and agreements heretofore entered into between the parties with respect to the Project and/or the DOT Agreement are merged in this MOA. This MOA may not be changed orally, but only by a written document signed by each of the parties. No waiver of any provision of this Agreement shall be valid unless in writing and signed by the party against whom it is sought to be enforced. The provisions of this MOA shall be governed by and construed and enforced in accordance with the laws with the State of North Carolina. The headings contained in this Agreement are solely for the convenience of the parties and do not constitute a part of this Agreement and shall not be used to construe or interpret any provision hereof. This MOA shall be considered for all purposes as having been prepared by the joint efforts of the parties and shall not be construed against one party or the other as a result of preparation, substitution, submission, or any other event of negotiation. The invalidity or unenforceability of any term or provision hereof shall not affect the validity or enforceability of any other provision of this MOA, which shall remain in full force and effect, and, if any such unenforceable provision hereof is enforceable in any part or to any less extent, such provision shall be enforceable in all such parts and to the greatest extent permissible under applicable law. This MOA may be executed in any number of counterparts each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument, and the parties hereto may execute this MOA by signing any such counterpart.

[Signature Page Follows]

**IN WITNESS WHEREOF**, this MOA has been executed as of the day and year first above written.

**CHATHAM COUNTY**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TIM'S FARM & FORESTRY, LLC**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TIM'S FARM & FORESTRY II, LLC**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF NORTH CAROLINA

CHATHAM COUNTY

INTERLOCAL COOPERATION AGREEMENT

THIS AGREEMENT made and entered into this the \_\_\_ day of \_\_\_\_\_, 2018 by and between the Town of Siler City, a North Carolina municipal corporation (hereinafter referred to as “the Town”) and Chatham County, a body politic and corporate of the State of North Carolina (hereinafter referred to as “the County”);

WITNESSETH:

WHEREAS, the County and the Town have a long history of working together on projects that promote and foster economic development and growth in western Chatham County; and

WHEREAS, the County and the Town are currently cooperating with respect to the Chatham-Siler City Advanced Manufacturing Site (the “CAM SITE”); and

WHEREAS, the County has entered into an option agreement (the “Option Agreement”) with Tim’s Farm and Forestry, LLC, and Tim’s Farm and Forestry II, LLC and D.H. Griffin (collectively the “Property Owners”) which grants the County the right to purchase approximately 1,800 acres in Matthews Township, Chatham County; and

WHEREAS, the Option Agreement provides site control over a large area for the CAM SITE; and

WHEREAS, the Option Agreement currently extends until June 30, 2022, and requires that the County pay the Property Owners an option fee (the “Option Fee”) in the amount of \$250,000.00 (\$50,000.00 per year for five (5) years); and



WHEREAS, the Town agreed to pay the County one-half (1/2) of the Option Fee, \$25,000.00 per year for five (5) years by entering into an interlocal agreement dated May 23, 2017; and

WHEREAS, the Town has recently agreed to also undertake basic maintenance of the entrance to the CAM SITE adjacent to U.S. Highway 64, basic maintenance being defined as keeping the grass mowed and trimmed at reasonable intervals and other tasks described hereinbelow; and

WHEREAS, the Town and County find it desirable and in both their best interests to enter into an agreement to provide for interlocal cooperation as authorized by Part I, Article 20 of Chapter 160A of the North Carolina General Statutes for purposes of executing this undertaking; and,

WHEREAS, the Town and County are in accord that this agreement is prudent for encouraging the location of industrial enterprises to the CAM SITE to enhance the prospects of providing for the economic development of the Town and County;

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants and promises contained herein, the parties hereto agree as follows:

1. The Town agrees to mow and trim the grass at reasonable intervals (at least nine (9) times per year) in the area shown on Exhibit A hereto. The area to be mowed is outlined in yellow on Exhibit A.
2. The boundaries of this area begin from the southernmost portion of the property where the asphalt road surface of US 64 ends, moving northward to the existing fence line (fence line denoted in image by green line). And from the eastern to the western property line boundary.

3. There is an embankment for drainage that the Town does not have equipment to properly maintain. This area is roughly defined by the blue markings on Exhibit A. Accordingly, the Town will not regularly maintain this portion of the property; however, the Town will be on standby to rent equipment to address this area if there is a planned site visit by a prospective industry or other interests that would necessitate this action.
4. The County agrees to reserve funds to be provided to the Town when such equipment is required to be rented for this purpose.
5. The respective managers of the Town and County shall be the official representatives and contact persons for each party to this agreement.
6. All terms and conditions contained herein shall be governed by the laws of the State of North Carolina.
7. The term of this Agreement shall commence upon execution hereof and shall run through June 30, 2022, unless extended or shortened by the written agreement of the parties. If the Option Agreement is extended beyond June 30, 2022, then this Agreement shall automatically be extended commensurate with said extension(s).
8. This Agreement can be amended only in written form by formal approval and resolution of the governing boards of both the Town and the County.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be duly executed in their corporate names by their duly authorized officers as of the date and year above first written.

TOWN OF SILER CITY

CHATHAM COUNTY

By: \_\_\_\_\_  
Name: Bryan Thompson  
Title: Town Manager

By: \_\_\_\_\_  
Name: Dan J LaMontagne, PE  
Title: Interim County Manager

ATTEST:

ATTEST:

\_\_\_\_\_  
Jenifer Johnson, Town Clerk  
(SEAL)

\_\_\_\_\_  
Lindsay K. Ray, NCCCC, Clerk  
(SEAL)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Roy Lynch, Finance Director  
Town of Siler City

\_\_\_\_\_  
Vicki McConnell, Finance Director  
Chatham County





# Chatham County, NC

## Text File

File Number: 18-2879

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and Consent Agenda

**In Control:** Tax Office Assessor

**File Type:** Contract

**Agenda Number:**

Vote on a request to approve and accept proposal for a full measure and list reappraisal, and award contract to Vincent Valuations and authorize the County Manager to execute the agreement and amend the budget as necessary.

Action Requested: Vote on a request to approve and accept proposal for a full measure and list reappraisal, and award contract to Vincent Valuations and authorize the County Manager to execute the agreement and amend the budget as necessary.

Introduction & Background: NC General Statute 105-268 requires each county to reappraise all real property at least every eight years. Chatham County operates on a four year reappraisal cycle. NC General Statute 105-299 states that the Board of County Commissioners may employ appraisal firms, mapping firms or other persons or firms having expertise in one or more of the duties of the assessor to assist the assessor in the performance of these duties. Vincent Valuations has submitted a full measure and list reappraisal proposal that defines the duties they will perform to insure that we have a successful revaluation effective January 1, 2021.

Discussion & Analysis: Annually, the County reports to the NC Department of Revenue on the reappraisal budget reserve and the expected total cost of the next reappraisal was \$1,385,383 for the fiscal year beginning July 1, 2018. Vincent Valuations will include measuring each main building, verifying the data of each parcel. Vincent Valuations staff will verify critical valuation data such as square footage, foundation, basement areas, construction, heating systems, fireplaces, plumbing fixtures, rooms, bedrooms, year built, and condition/quality. Chatham County does not have the staff needed to conduct a full measure and list reappraisal, but will aid in the completion of this project.

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: Current budget will support the services for this contract

Recommendation: Motion to approve and accept proposal for a full measure and list reappraisal, and award contract to Vincent Valuations and authorize the County Manager to execute the agreement and amend the budget as necessary.





THIS CONTRACT is made, and entered into this the 17th day of December, 2018, by and between the COUNTY of CHATHAM, a political subdivision of the State of North Carolina, (hereinafter referred to as "COUNTY"), and Vincent Valuations LLC a corporation duly authorized to do business in the state of North Carolina, (hereinafter referred to as "CONTRACTOR").

For and in consideration of mutual promises to each as herein after set forth, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** CONTRACTOR hereby agrees to provide the services and/or materials under this contract pursuant to the provisions and specifications identified in "Attachment 1 & 2" (hereinafter collectively referred to as "Services"). Attachment 1 & 2 is hereby incorporated herein and made a part of this contract. Time is of the essence with respect to all provisions of this contract that specify a time for performance.
2. **TERM OF CONTRACT.** The Term of this contract for services is from 12-17-2018 to 9-31-2021 unless sooner terminated as provided herein.
3. **PAYMENT TO CONTRACTOR.** CONTRACTOR shall receive from COUNTY an amount not to exceed One Million Three Hundred Eleven Thousand Three Hundred Dollars (\$1,311,300) as full compensation for the provision of Services. COUNTY agrees to pay CONTRACTOR at the rates specified for Services performed to the satisfaction of the COUNTY, in accordance with this contract, and Attachment 1 (Scope Of Work Proposal). Unless otherwise specified, CONTRACTOR shall submit an itemized invoice to COUNTY by the end of the month during which Services are performed. A Funds Reservation number may be assigned to encumber the funds associated with this contract and must appear on all invoices and correspondence mailed to COUNTY. Payment will be processed promptly upon receipt and approval of the invoice by COUNTY.
4. **INDEPENDENT CONTRACTOR.** COUNTY and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of COUNTY for any purpose in the performance of CONTRACTOR's duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of CONTRACTOR's activities in accordance with this Contract. For purposes of this Contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

5. **INDEMNIFICATION.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the COUNTY and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or mediation) arising out of or resulting from CONTRACTOR's performance of this Contract or the actions of the CONTRACTOR or its officials, employees, or subcontractors under this Contract or under contracts entered into by the CONTRACTOR in connection with this Contract. This indemnification shall survive the termination of this Contract.

In claims against any person or entity indemnified under this provision by an employee of the CONTRACTOR, a subcontractor, an employee of a subcontractor, or an agent of the CONTRACTOR or a subcontractor, the indemnification obligation under this provision shall not be limited by a limitation on amount or type of

damages, compensation or benefits payable by or for the CONTRACTOR or a subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

6. **INSURANCE.** CONTRACTOR shall procure and maintain for the duration of the contract the following insurance coverage from an insurance company(s) licensed to do business in North Carolina. All of the policies required of the CONTRACTOR shall contain a waiver of subrogation provision to waive all rights of recovery under subrogation or otherwise against the COUNTY. In the event CONTRACTOR'S Insurance Policy or Certificate of Insurance conflicts with the aforesaid language concerning "waiver of subrogation" this contract shall govern. CONTRACTOR shall advise the COUNTY of any cancellation, non-renewal, or material change in any policy within ten (10) days of notification of such action and provide updated certificates of insurance evidencing renewals within fifteen (15) days of expiration. CONTRACTOR'S insurance shall be primary and any insurance or self-funded liability programs maintained by the COUNTY shall not contribute with respect to the CONTRACTOR's insurance. COUNTY shall be listed as an additional insured on any Insurance Policy or Certificate of Insurance of the CONTRACTOR. In the event CONTRACTOR'S Insurance Policy or Certificate of Insurance conflicts with the aforesaid language concerning "additional insured" this contract shall govern.

**6.1 Commercial General Liability:** Insurance Services Office (ISO) Form CG 00 01 on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **\$1,000,000** per occurrence and **\$1,000,000** aggregate.

**6.2 Commercial Automobile Liability:** ISO Form CA 00 01 covering any auto with limit not less than **\$1,000,000** per accident for bodily injury and property damage.

**6.3 Worker's Compensation and Employers Liability:** as required by The State of North Carolina, with statutory limits, and Employers Liability Insurance with a limit of no less than \$1,000,000 per occurrence.

By requiring insurance herein, the COUNTY does not represent that coverage and limits will necessarily be adequate to protect CONTRACTOR, and such coverage and limits shall not be deemed as a limitation on CONTRACTOR's liability under the indemnities granted to the COUNTY in this Contract. CONTRACTOR shall provide the COUNTY a valid certificate of insurance, in advance of the performance of any work, exhibiting coverage required. CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

The failure of the COUNTY at any time to enforce the insurance provisions, to demand such certificates of insurance, or to identify a deficiency shall not constitute a waiver of those provisions, nor reduce obligations of the CONTRACTOR to maintain such insurance or to meet its obligations under the indemnification provisions. Notwithstanding the foregoing, nothing contained in this section shall be deemed to constitute a waiver of the governmental immunity of the COUNTY, which immunity is hereby reserved to the COUNTY.

## 7. **TERMINATION.**

7.1. **EVENT OF DEFAULT.** Any one or more of the following acts or omissions of the CONTRACTOR shall

constitute an Event of Default hereunder:

- a. Failure to perform the Services satisfactorily or on schedule,
- b. Failure to submit any report required hereunder; and/or
- c. Failure to perform any other covenant, term, or condition of this Agreement.

Upon the occurrence of an Event of Default, the COUNTY may take one or more or all of the following actions:

1. Give CONTRACTOR written Notice of the Event of Default, specifying the Event of Default and requiring it to be remedied within, in the absence of greater or lesser specification of time, seven (7) calendar days from the date of the notice; and if the Event of Default is not timely remedied, terminate the agreement, effective two (2) days after giving the Contractor written Notice of Termination; and/or
2. Deduct any and all expenses incurred by the COUNTY for damages caused by the CONTRACTOR'S Event of Default; and/or
3. Treat the agreement as breached and pursue any of its remedies at law or in equity, or both, including damages and specific performance.

**7.2 TERMINATION FOR CONVENIENCE.** This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the Notice of Termination.

Termination of this Contract, under either section 7.1 or 7.2, shall not form the basis of any claim for loss of anticipated profits by either party.

8. **COUNTY NOT RESPONSIBLE FOR EXPENSES.** COUNTY shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.
9. **EQUIPMENT.** CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing. Computer work stations located within the Chatham County Tax Office will be made available to the CONTRACTOR for the duration of this contract.
10. **COMPLIANCE WITH LAWS.** CONTRACTOR shall abide by all statutes, rules, regulations, laws, and executive orders Federal, State and Local as they relate to, but are not limited to, (i) services in general, (ii) payment of employees, subcontractors and agents, (iii) the Fair Labor Standards Act and (iv) the Wage and Hour Division. In the event CONTRACTOR is determined by the final order of a court or appropriate agency to be in violation of any Federal, State or Local statute, rule, regulation, law or executive order or this provision, this Contract may be canceled, terminated or suspended in whole or in part by COUNTY and CONTRACTOR may be declared ineligible for further COUNTY contracts.
11. **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.
12. **NON-DISCRIMINATION IN EMPLOYMENT.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONTRACTOR shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by COUNTY, and CONTRACTOR may be declared ineligible for further COUNTY contracts.
13. **AUDIT RIGHTS.** For all Services being provided hereunder, COUNTY shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations in North Carolina mutually agreed upon by both parties. Notwithstanding the foregoing, CONTRACTOR must make the materials to be audited available within two (2) weeks of the request for them.

**14. DISPUTE RESOLUTION PROCEDURE.** To prevent disputes and litigation, it is agreed by the parties that any claim or dispute between COUNTY and the CONTRACTOR, arising from this Contract or the services and/or materials being provided by the CONTRACTOR, shall be sent to the Chatham County Manager who shall appoint a qualified mediator to address the issue. Such request shall be submitted to the County Manager in writing within ten (10) days of the claim or dispute. Upon receipt of a timely written claim, the Manager, or his or her designee, shall notify the Mediator who will conduct a mediation and notify the CONTRACTOR in writing of the decision within forty five (45) calendar days from the date of the submission of the claim or dispute, unless the Mediator requires additional time to gather information or allow the parties to provide additional information. The Mediator's orders, decisions and decrees shall be non-binding. Mediation, pursuant to this provision, shall be a pre-condition to initiating litigation concerning the dispute. During the pendency of any dispute and after a determination thereof, parties to the dispute shall act in good faith to mitigate any potential damages including utilization of schedule changes and alternate means of providing services and/or materials. The costs of mediation shall be divided equally between parties to the dispute.

The mediation session shall be private and shall be held in Chatham County, North Carolina. Mediation under this provision shall not be the cause for a delay of services and/or materials being provided which is the focus of the dispute.

If the disputed issue cannot be resolved in mediation or either party disagrees with the results of the mediation, the parties may seek resolution in the General Court of Justice in the County of Chatham and the State of North Carolina. If a party fails to comply in strict accordance with the requirements of this provision, the non-complying party specifically waives all of its rights provided hereunder, including its rights and remedies under State law.

**15. EXISTENCE.** CONTRACTOR warrants that it is a Limited Liability Company or other legal entity duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this Contract.

**16. CORPORATE AUTHORITY.** By execution hereof, the person signing for CONTRACTOR below certifies that he/she has read this contract and that he/she is duly authorized to execute this contract on behalf of the CONTRACTOR.

**17. SUCCESSORS AND ASSIGNS.** CONTRACTOR shall not assign its interest in this Contract without the written consent of COUNTY. CONTRACTOR has no authority to enter into contracts on behalf of COUNTY.

**18. NOTICES.** All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

**COUNTY OF CHATHAM**

**Jenny Williams  
PO Box 908  
Pittsboro, NC 27312**

**CONTRACTOR**

**ATTN: Ryan Vincent  
226 COWAND RD  
Merry Hill, NC 27957**

**19. HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

**20. GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Chatham and the State of North Carolina.



**21. ENTIRE CONTRACT.** This contract, including Attachment 1, shall constitute the entire understanding between COUNTY and CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.

**22. COUNTY IDENTIFICATION.** The county shall provide the contractor with county issued identification cards for use in field work.


**IN TESTIMONY WHEREOF,** the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized officer or agent.

**COUNTY OF CHATHAM**

\_\_\_\_\_  
Name and Title

Print Name/Title: \_\_\_\_\_

**CONTRACTOR**

By:   
\_\_\_\_\_  
Authorized Representative

Print Name/Title: Ryan L Vincent  
Member/Manager

ATTACHMENT 1, Proposal to Chatham County

ATTACHMENT 2, Questions from Chatham County answered by Vincent Valuations LLC

Attachment #1



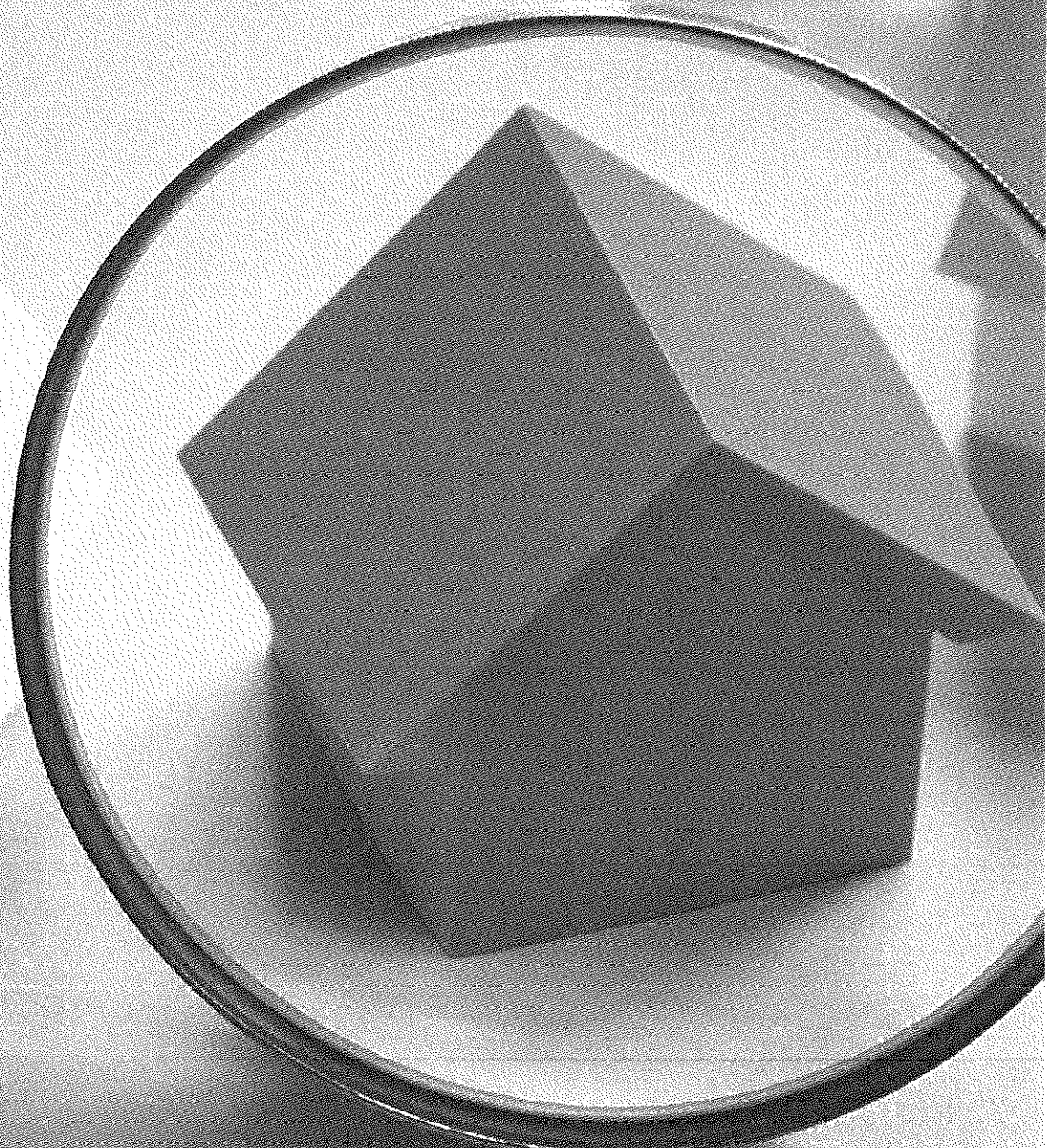
VINCENT  
VALUATIONS

PROPOSAL FOR CHATHAM COUNTY

RESPONSE TO REQUEST FOR  
PROPOSAL

MEASURE & LIST REAPPRAISAL

CHATHAM COUNTY



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CHATHAM COUNTY

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INTRODUCTION  
NOVEMBER 30, 2018



VINCENT  
VALUATIONS

VINCENT VALUATIONS

---

Vincent Valuations delivers accuracy in appraisal, ensuring fairness and equity.

Chatham County Tax Office  
Attn: Jenny Williams - Tax Administrator  
12 East Street  
Pittsboro, NC 27312

Dear Ms. Williams,

It was a pleasure meeting with you and your staff. Thank you for the opportunity to provide a proposal to Chatham County for 2021 Revaluation Project.

Vincent Valuations has a respectable understanding of the requirements and needs of the County. Our expertise, services and review processes align and match the goals and expectations discussed.

Our staff has completed and assisted multiple counties with their revaluations. We have developed time tested methods to accurately and efficiently complete full measure and list revaluations ensuring quality, and property attributes are accurately recorded and identified. It is our goal to will work with the county throughout the project, learning your processes and offering any input for improvement practices that will save the county both time and money.

Vincent Valuations understands the sensitive nature of appraisal for the county and its citizens. Accuracy remains at the forefront of Vincent Valuations. We are committed to fair, equitable and accurate appraisal practicum.

Vincent Valuations stands out as a firm in the industry that is well respect, educated, moral and of good standing and character as educators and implementers of accepted reappraisal applications. We are hopeful to work with Chatham County, delivering on your expectations and forming a long standing relationship and partnership for success.

RYAN VINCENT

MANAGER

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# COMPANY PROFILE

## APPRAISAL EXPERTISE

REAPPRAISAL DONE RIGHT

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Vincent Valuations is a North Carolina based firm that focuses specifically on North Carolina local property assessing and reappraisal. With 11+ years of experience in property valuation across the state, our staff is knowledgeable in the market conditions and variables for residential, commercial and industrial valuation.

Vincent Valuations and its experienced appraisers have worked on reappraisal projects in seven states and in over twenty counties. Vincent Valuations brings a unique approach to appraisal practices and standards, having served both the private and public sectors in support of government appraisal.

## OUR AREAS OF EXPERTISE

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### #1 — APPRAISAL EXPERTISE

Vincent Valuations staff offers a combined over 100 years of experience, reappraising hundreds of thousands of residential and commercial properties. Our certified staff are not only up to date with current market trends and conditions - they are educators and respected experts in the industry.

### #2 — NORTH CAROLINA EXPERTISE

Vincent Valuations has provided reappraisal focused on North Carolina Appraisal and Taxation practices for over 11 years. Although we have experience in states throughout the US - North Carolina is our focus.

### #3 — MARKET EXPERTISE

Vincent Valuations remains educated and in the know on current market conditions for each jurisdiction we work in. Our staff continue to participate in on-going education and seminars to remain affluent in all appraisal standards and principles.

### #4 — SOFTWARE SYSTEM EXPERTISE

Vincent Valuations staff have worked with a variety of software appraisal systems such as Cox & Company and Tyler Technologies.

### #5 — PROVEN APPEALS

Vincent Valuations offers proven appeals processes, bringing clarity, transparency and the data to back up the reappraisal practices implemented and in use in each county we work in.

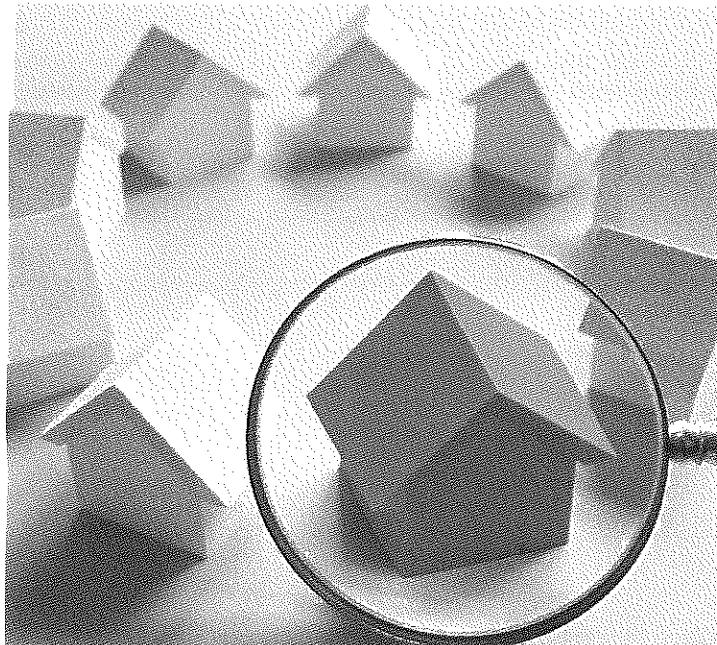
### #6 — EDUCATORS

Vincent Valuations staff are known educators within the Appraisal industry. They participate in on-going education and continue to teach their skills and knowledge within IAAO and NC.

### #7 — EXCELLENT STANDARDS

Vincent Valuations is a ethical and moral company that adheres to the highest quality and standards. Our team follows USPAP principles, IAAO standards, NC Law and NC Reappraisal Standards.





## REAPPRAISAL SERVICES DONE RIGHT

### QUALITY

#### MARKET APPRAISAL

Vincent Valuations provides turnkey reappraisal that is fair, accurate and equitable. Our revaluation planning and management and complete reappraisal services are meticulous and fact based.

### DETAILED

#### DATA COLLECTION

Quality data and control over the data is a must. Vincent Valuations provides complete measure and list field assistance, real property assistance, land pricing, neighborhood delineation, data cleansing and preparation.

### EXPERTISE

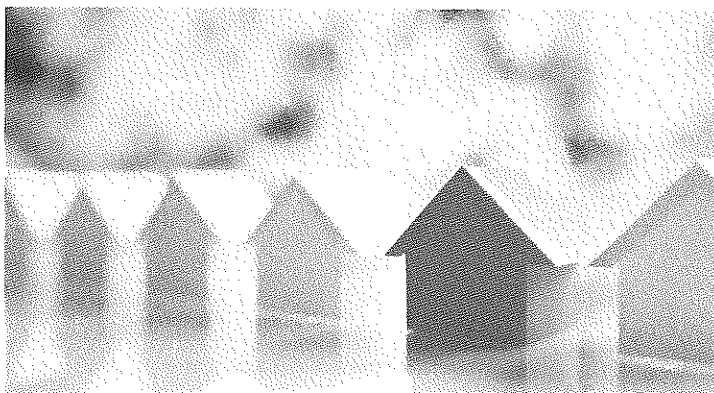
#### DATA REVIEW

Our experienced staff understands the data and the sensitivity of getting it right. We pay close attention to detail in the review and qualification of the data reading it for the schedule of values preparation and value review.

### EQUITY & FAIRNESS

#### HEARING APPEALS

Vincent Valuations provides expert appeal assistance ensuring the final values are reviewed and prepared in order to be defensible and accurate so your jurisdiction provides equity and fairness based on the market.



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## OUR SERVICES QUALIFICATIONS

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Vincent Valuations is a respected and experienced firm that has the following qualifications:

- NC DOR Certified and Registered
- Experienced Field Appraisal Experts
- Member of the International Association of Assessing Officers
- Local North Carolina focused Appraisal Firm
- Extremely proficient in multiple CAMA Software and various property appraisal and taxation solutions used in the industry.
- Staff assigned to Chatham County are certified in mass appraisal by the NC DOR.
- Eleven plus years of property valuation management and appeals experience.

### OUR VISION

Vincent Valuations is becoming a widely respected and known appraisal firm throughout North Carolina and the United States. Our vision is one of longevity, partnering with counties and jurisdictions - providing respected and trusted appraisal and revaluation methods that are accurate, equitable and defensible.

### OUR MISSION

Our Mission is to continue to improve and that is why Vincent Valuations continues to pay for the education and on-going enhancement of their staff and subcontractors. We continue to grow and learn alongside of our counterparts and that has earned us the utmost respect in the mass appraisal realm.

### OUR VALUES

Vincent Valuations protects sensitive data and information, collects information and rechecks to ensure that human error is minimized. We understand the sensitivity of the review and determinations we find. It is our commitment to provide the highest quality value and output that is unmatched in the industry.



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Vincent Valuations was formed to assist local governing entities in mass appraisal, ensuring Fair, Accurate, Equitable Values - serving the public and its constituents. - Ryan Vincent, Founder

## OUR SERVICES

### SCOPE OF WORK

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#### **Measure & List Reappraisal**

##### **Project Scope**

Vincent Valuations will provide Chatham County the following reassessment services discussed in this section.

Vincent Valuations will complete a comprehensive Reappraisal from start to finish. We will provide the physical review, data analysis, market research and its application with respect to our intimate understanding of Chatham County and North Carolina ad valorem appraisal - ensuring fairness, accuracy and equity as we move through each step of the process.

##### **Process Defined**

Our experienced certified field appraisers will visit each property - providing measure, list and site review services. In addition, we will complete a final value review of each property as part of our verification process. At the onset of the project, Vincent Valuations will conduct a project-planning calendar with milestones agreed upon by both Vincent Valuations and Chatham County.

##### **Data Collection and Project Planning**

At the onset of the project, Vincent Valuations will meet with the county to establish the project plan and create the schedule and data collection process. Each element of the project will be defined further to ensure that the scope of work is transparent and in line with the county's goals.

##### **Physical Property Review**

The physical property review will include measuring each main building verifying the data. Vincent Valuations staff will attempt to make contact onsite with an owner or occupant. If no one is available, Vincent Valuations staff will leave a door hanger and proceed to complete the exterior inspection of the property. The exterior inspection includes the measurements of at least 2 sides of each major improvement. During the inspection, Vincent Valuations staff will verify critical valuation data such as - square footage, foundation, basement areas, construction, heating systems, fireplaces, plumbing fixtures, rooms, bedrooms, year built, condition and quality.

Vincent Valuations staff will make notation of the date the property was visited along with the homeowners we have made contact with - if anyone was interviewed at the property. Vincent Valuations will not make interior inspections of any properties other than commercial structures where public access is readily available.

Vincent Valuations will use internal quality control processes to ensure data is collected accurately. A few of these processes include the flipping and review of each appraisers cards at the end of the day by a different appraiser and physical re-measure of a sample of properties by supervisory staff to verify complete accuracy.

Vincent Valuations staff will wear county issued identification badges at all times while conducting field visits and will represent the county in a professional manner.



## **Measure & List Reappraisal**

### **Project Scope Continued**

#### **Photographs**

Vincent Valuations will take a digital photo of all major improvements on the property. These photos and all field cards will become the property of the county. Images will be transferred to the county in a format agreeable to both parties.

#### **Data Entry**

Vincent Valuations will take all data collected from the field and will perform the data entry process, entering it into the county's CAMA system, One Tax Vincent Valuations field staff and clerical staff have a thorough understanding of the One Tax software.

Vincent Valuations requests that the county allow the Vincent Valuations staff to complete data entry both onsite and remotely via VPN access. Vincent Valuations will use internal quality control processes to ensure data is accurately inputted and checked into the system. Identified supervisory staff will review and verify data entered for accuracy to ensure quality of the data.

#### **Appraisal Manual**

A Chatham County appraisal manual will be prepared and used throughout the reassessment.

Vincent Valuations will provide copies of the manual as required by the RFP. The cost of this manual is included in the pricing of the project. Copies of the manual that are issued will remain the property of the county. The manual will document and include the following information as part of the deliverable:

- Principles of Uniform Property Revaluation
- The Appraisal Process
- Characteristics of Value
- Residential Valuation
- Valuation of Outbuilding & other Features
- Commercial and Industrial Valuation
- Depreciation
- Valuation of Land
- Commercial and Industrial Use of Land
- Definition of Terms

Vincent Valuations will work closely with the county in the preparation of the appraisal manual - ensuring a mutual understanding of practices and procedures implemented throughout the reappraisal process.

#### **Sales Review**

Vincent Valuations understands the importance of quality sales data. With this understanding, the company will assist the county in the validation of recent sales dating back two years from the date of reappraisal. Vincent Valuations will categorize the sales by area and property classification. These sales will then be used in development of market value.



Where possible, we will put forth our best effort to interview the property and landowners - further verifying the accuracy of the physical and visual collection and review process.

Our process will be completely transparent to the county and staff that are designated to remain aware of the status throughout the reassessment project.

Sales Ratio Studies will be performed for each property class of house and land - ensuring that all building and land sales have been properly appraised and verified.

### **Building Sales Review**

The Vincent Valuations qualified appraisers will analyze each property keeping in mind and collecting information on: construction quality, type, age, and location. Digital imagery will be captured and provided to the county, as county property.

### **Land Sales Review**

The Vincent Valuations qualified appraisers will analyze each land parcel keeping in mind and collecting information on: location, zoning, classification and size. Digital imagery will be captured and provided to the county, as county property.

After building and land data has been identified, collected, documented and reviewed by Vincent Valuations, we will turn our findings over to the county - the information and imagery collected, sales analysis compilation and all documents associated.

### **Valuation**

Vincent Valuations will be responsible for land valuation. We will use recent land sales to value land. Land will be valued based on best practice methodology for - acres, front foot, square foot and lot pricing. Vincent Valuations will not be responsible for present use valuation, but can assist the county with such.

Vincent Valuations will complete a value review of each parcel in the county. Appraisers will complete this review as a joint field and office effort. The appraiser will review all data characters, valuation methods and any other factors that may influence value. This final value review is essential in making sure consistent application of quality grade, depreciation factors and values are achieved.

Vincent Valuations will use all approaches to value as necessary. For residential the cost and market approaches will be primarily used. For commercial, Vincent Valuations will also consider the income approach to value for properties that are typically traded on an income basis. Income data will be obtained from the market as necessary. The market will also be researched for vacancy, expense rates and capitalization rates. Vincent Valuations will critically analyze the rates. Vincent Valuations appraisers ensure fair and accurate values on all properties.

### **Appeals**

Vincent Valuations will assist the county with informal appeals, BER appeals and North Carolina Property Tax Commission appeals.

Vincent Valuations has included 50 person days of appeal work in the cost of this proposal. Each additional day of appeals will be billed at a rate of \$750.00 per day.

PROCESS	VV	COUNTY	EXPECTATIONS
CLERICAL	X	X	
DATA ENTRY	X		CHANGES WILL BE MADE IN ONE TAX
PROPERTY RECORD CARDS		X	
OFFICE SPACE		X	
TELEPHONE/INTERNET		X	
PRINTING EXPENSES		X	
CAMA SOFTWARE UPDATES		X	
PUBLIC RELATIONS	X	X	
PROPERTY FIELD VISITS	X		
DIGITAL PHOTOS	X		NEW PHOTOS OF MAJOR IMPROVEMENTS
MOBILE HOMES	X		VV WILL LIST, MEASURE AND APPRAISE MOBILE HOMES LISTED AS REAL PROPERTY
SALES RATIO STUDY	X		
CONSTRUCTION COST ANALYSIS	X		AS APPLICABLE BASED ON PROPERTY USE AND TYPE
INCOME APPROACH	X		
PRESENT USE/LAND USE VALUE		X	
REVIEW ZONING	X		
SCHEDULE OF VALUES	X		
INFORMAL APPEALS	X		50 TOTAL DAYS OF APPEAL WORK INCLUDED, \$750 PER DAY ADDITIONAL
IN-FIELD REVIEW OF INFORMAL APPEALS	X		50 TOTAL DAYS OF APPEAL WORK INCLUDED, \$750 PER DAY ADDITIONAL
GENERATE AND PREPARE NOTICES		X	
POSTAGE		X	
PRINTED MAPS		X	
PROGRESS REPORTS	X		

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## PROJECT TEAM VINCENT VALUATIONS

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Below we have provided an overview of the Vincent Valuations team of qualified residential, commercial, appraisal system and data collection experts. Their resumes follow providing experience, education and relevant certifications.

### **RYAN VINCENT**

MANAGER/COMMERCIAL  
APPRAISER

### **STEVE WISE**

APPRAISAL OPERATIONS  
MANAGER

### **JOHN DEVAULT**

COMMERCIAL APPRAISER

### **BENJAMIN KEATON**

RESIDENTIAL/COMMERCIAL  
APPRAISER

### **MICAH CRUMPLER**

RESIDENTIAL APPRAISER

### **SEAN WILKERSON**

RESIDENTIAL APPRAISER

### **SPENCER FRETWELL**

RESIDENTIAL/ COMMERCIAL  
APPRAISER

### **AMANDA SMITH**

RESIDENTIAL APPRAISER

### **CAMERON WHITE**

RESIDENTIAL APPRAISER

### **ASHLEY COWGELL**

DATA ENTRY TECHNICIAN

### **MEGHAN CARNEY**

RESIDENTIAL APPRAISER/ DATA  
ENTRY TECHNICIAN

### **DAVID CORNELL**

OFFSITE CONSULTANT

# RYAN VINCENT

OWNER

PRESENTATIONS	EXPERIENCE
<p>North Carolina Department of Revenue 2016 Advanced Appraisal Seminar - Commercial Income and Expense Information NCAAO 2016 Fall Conference - Building Data Integrity</p>	<p>Project Manager - Vincent Valuations (2014 - Present)</p> <p>Contracted with multiple counties to assist in reappraisal activities.</p> <p>Revaluation Deputy Assessor - Durham County, NC (August 2014-May 2016)</p> <ul style="list-style-type: none"><li>• Directed the Durham County 2016 General Reappraisal of 110,000 parcels resulting in 6% appeals - Converted residential and commercial data within the One Tax CAMA system to simplify the appraisal process</li><li>• Supervised all residential and commercial valuation</li><li>• Directed a team of 14 county appraisers, 8 contractors and multiple clerical staff in office and field efforts</li><li>• Delineated neighborhoods within the county</li><li>• Completed all residential land valuation</li><li>• Assisted in commercial land and building valuation</li><li>• Worked both residential and commercial value appeals.</li><li>• Completed budget for the appraisal department</li><li>• Participated in community relations meetings regarding the reappraisal both before and after the mailing of the change of value notice.</li><li>• Built residential and commercial cost and income models</li><li>• Developed multiple regression models using the Spatialest program to assist in comparable sales searches.</li></ul>
<b>CERTIFICATIONS</b>	
<p>North Carolina Department of Revenue Certified Member Instructor, International Association of Assessing Officers (IAAO) Certified to teach IAAO 101, 102, 201, 300, 311, 331, 332</p>	

# RYAN VINCENT

CONTINUED

## EDUCATION

- 2001-2005 Waukesha West High School Waukesha, WI
- High School Diploma Earned
- 2004—2008 Waukesha County Technical College Pewaukee, WI
- Real Estate Education Classes including advanced Microsoft office classes while in pursuit of a real estate degree
- Currently working toward IAAO CAE and RES designations
- Completed IAAO instructor training workshop
- Completed 15hr 2016-2017 USPAP, 2016 7 hour update
- Completed IAAO courses 101,102, 201,171,300,311,331,332,801 and 805
- Successfully challenged IAAO courses 112 and 400
- Seminars attended: IAAO Elusive Overall Cap Rate Webinar, IAAO Mass Appraisal Valuation of Restaurants Webinar, Excel for assessors, URISA into to geographic information systems, Property Law and Surveying for Appraisers and Cadastral Mappers, IAAO standards of professional practice and ethics
- Marshall & Swift certified in commercial cost approach appraisal
- Property Tax Listing and Assessing in NC
- UNC School of Government Effective Supervisory Management
- Completed FEMA Independent study courses IS1, IS3, IS100, IS7, IS139, IS 22, IS200, IS 230, IS100HC and 700
- NC DOR state certified contract appraiser & county real property appraiser
- IAAO instate instructor
- Currently Serving on the IAAO Membership Services Committee





# STEVE WISE

APPRAISAL OPERATIONS MANAGER

<b>EXPERIENCE</b>	
<p>Currently licensed as a Georgia State Registered Real Property Appraiser LIC# 352118. Currently certified as a Real Property Mass Appraiser with the State of NC. Member of the IAAO (International Association of Assessing Officers). Member ID# 10158812. Currently have 120+ hours of IAAO education towards my Certified Assessment Evaluator (CAE) license including current U.S.P.A.P. certification.</p>	<p>March 2018 to Present Vincent Valuations Appraisal Operations Manager</p> <ul style="list-style-type: none"><li>• Conducts quality control of appraisal projects.</li><li>• Trains staff in best practices.</li><li>• Coordinates timelines and deadlines with clients</li><li>• Review and valuation of both commercial and residential properties.</li></ul> <p>Jan 2007 to March 2018 Tyler Technologies, Inc. Dayton, OH Appraisal Project Manager/ Mass Appraisal</p> <ul style="list-style-type: none"><li>• Conducts data collection, final review, and valuation of Commercial/ Residential properties on mass appraisal projects in Ohio, New Orleans, LA., Oconee County, SC., Hartford, CT., Pittsburgh, PA., Gaston County, NC, Muscogee County, Ga and Jackson Co.GA. Fluent with several CAMA mass appraisal systems including Pro-Val, Win-Gap, and IAS World.</li></ul> <p>June 2004 to Dec 2006 Kemper Mortgage, Inc., Dayton, OH Mortgage Broker/ Loan Officer</p> <ul style="list-style-type: none"><li>• Licensed Mortgage Broker in the State of Ohio from 2004 thru 2006.</li><li>• Member NAMLO (National Association of Mortgage Loan Officers).</li><li>• Member of the OAMB (Ohio Association of Mortgage Professionals).</li><li>• Worked with homeowners and lenders throughout the refinancing process. Including application, loan origination, document verification, appraisal review, and final closing of loan documents with the title company.</li></ul>
<p><b>CERTIFICATIONS</b></p> <p>Attended Wayne High School and graduated with a 3.0 GPA in June 1987. Have received extensive certifications throughout my long work history in sales, management, and appraisal practices. All are available upon request.</p>	

# JOHN DEVAULT

COMMERCIAL APPRAISER

C O U R S E S	E X P E R I E N C E
<p>IAAO 101, 102, 151, 201, 207, 300, 301, 302, 400, Workshop on Narrative Appraisal Report Writing.</p>	<p>Real Property Appraiser - Vincent Valuations (August 2018 - Present)</p> <ul style="list-style-type: none"><li>• Appraisal of large commercial properties throughout Durham County.</li><li>• Completed the North Carolina Department of Revenue Examination in the Appraisal of Property for Ad Valorem Purposes</li><li>• Physically visit property sites for the purpose of measuring dimensions and listing real property characteristics of residential structures for tax assessment purposes.</li><li>• Differentiate and identify quality grade, depreciated physical condition, foundation type, roof type, interior/exterior wall type, number/type of rooms, heating/cooling system, types of building attachments, etc. of all real property structures encountered ensuring accurate land and building values..</li></ul> <p>Commercial Valuation Appraiser, Durham County, NC</p> <p>2016-2017 Commercial Valuation Appraiser and Hearing Officer, Franklin County, Ohio</p> <p>2016 Neighborhood and Land Analysis, Development of Land Valuation Models, Development of Commercial Cost Model and Commercial Income Model Development, Muscogee Co. GA</p> <p>2015-2016 Commercial Income and Cost Model Development and Value Review, Washington Co, PA</p>
<b>C E R T I F I C A T I O N S</b>	
<p>NC DOR Certified</p> <p>Residential Case Study Examination - Kansas Dept. of Revenue</p> <p>Commercial Case Study Examination - Kansas Dept. of Revenue</p>	<p>2013-2015 Commercial Valuation Appraiser and Hearing Officer, Cobb County, GA</p> <p>2012 Hearing Officer for Commercial Appeals, Gwinnett County, GA</p> <p>2010-2012 Commercial Valuation Analysis and Review, Supervisor for Commercial Appeals and instructed appraisal courses and training for county staff. Allegheny County, PA</p> <p>2007-2010 Commercial and Residential Supervisor for 170,000 Parcels, Orleans Parish, LA Neighborhood and Land Analysis and Model</p>

# BENJAMIN KEATON

COMMERCIAL/RESIDENTIAL APPRAISER

EXPERIENCE	
<b>COURSES</b>	
IAAO 101, 102, 201, 300	<p>Real Property Appraiser – Vincent Valuations (December 2016 – Present)</p> <ul style="list-style-type: none"><li>• Appraisal of large commercial properties throughout Durham County.</li><li>• Completed the North Carolina Department of Revenue Examination in the Appraisal of Property for Ad Valorem Purposes</li><li>• Physically visit property sites for the purpose of measuring dimensions and listing real property characteristics of residential structures for tax assessment purposes.</li><li>• Differentiate and identify quality grade, depreciated physical condition, foundation type, roof type, interior/exterior wall type, number/type of rooms, heating/cooling system, types of building attachments, etc. of all real property structures encountered ensuring accurate land and building values.</li><li>• Completed Appraisal work on some of the most complex commercial properties in the state of North Carolina.</li><li>• Completed New Construction work in both Residential and Commercial.</li></ul> <p>Lawrence Road Baptist Church (June 2014 – June 2016)</p> <ul style="list-style-type: none"><li>• Oversaw the daily operations of the church office</li><li>• Oversaw the support Ministry Staff</li><li>• Oversaw all Ministries of the church</li><li>• Built ongoing relationships with the community and members through systematic Pastoral Care</li><li>• Communicated effectively through spoken and written formats</li><li>• Initiated and maintained internet and social media presence</li></ul>
<b>CERTIFICATIONS</b>	
NC DOR Certified	
Enrolled in continued Appraisal Education	

# MICAH CRUMPLER

RESIDENTIAL APPRAISER

EXPERIENCE	
COURSES	
IAAO 101, 102, 201, 300	<p>Real Property Appraiser - Vincent Valuations (April 2017 - Present)</p> <ul style="list-style-type: none"><li>• Physically visit property sites for the purpose of measuring dimensions and listing real property characteristics of residential structures for tax assessment purposes.</li><li>• Differentiate and identify quality grade, depreciated physical condition, foundation type, roof type, interior/exterior wall type, number/type of rooms, heating/cooling system, types of building attachments, etc. of all real property structures encountered.</li><li>• Completed Appraisal work in Durham and Pamlico County</li><li>• Assisted in Quality Control Efforts on Multiple Appraisal Projects.</li><li>• Extremely knowledgeable in New Construction Appraisal.</li></ul> <p>Wilmore Electronics (January 2015-April 2017)</p> <ul style="list-style-type: none"><li>• Worked on the construction of power supply equipment from start to finish.</li><li>• Interpreted manufacturing blueprints and mechanical layouts to assemble power supply units.</li><li>• Conducted soldering of PC boards, wires, and electrostatic sensitive devices in final assembly of units.</li><li>• Operated machinery required for production and assembly needs.</li><li>• Received, sorted and stored company hardware and materials.</li><li>• Maintained accurate stock records, dates and schedules.</li></ul>
CERTIFICATIONS	
NC DOR Certified	

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# SEAN WILKERSON

RESIDENTIAL APPRAISER

EXPERIENCE	
COURSES	
IAAO 101, 102	<p>Real Property Appraiser – Vincent Valuations (October 2017 – Present)</p> <ul style="list-style-type: none"><li>• Physically visit property sites for the purpose of measuring dimensions and listing real property characteristics of residential structures for tax assessment purposes.</li><li>• Differentiate and identify quality grade, depreciated physical condition, foundation type, roof type, interior/exterior wall type, number/type of rooms, heating/cooling system, types of building attachments, etc. of all real property structures encountered.</li><li>• Completed Appraisal work in Durham County.</li><li>• New Construction Appraisal work completed.</li></ul>
CERTIFICATIONS	
NC DOR Certified	



# SPENCER FRETWELL

RESIDENTIAL/COMMERCIAL APPRAISER

EXPERIENCE	
COURSES	
IAAO 101, 102, 201	<p>Real Property Appraiser – Vincent Valuations (April 2017 – Present)</p> <ul style="list-style-type: none"><li>• Enrolled and taking Appraisal Courses for continued education.</li><li>• Physically visit property sites for the purpose of measuring dimensions and listing real property characteristics of residential structures for tax assessment purposes.</li><li>• Differentiate and identify quality grade, depreciated physical condition, foundation type, roof type, interior/exterior wall type, number/type of rooms, heating/cooling system, types of building attachments, etc. of all real property structures encountered.</li><li>• Completed Appraisal work in Durham County.</li><li>• Measures and appraises large commercial buildings ensuring accuracy and detail.</li><li>• Completed New Construction Appraisal work.</li></ul> <p>Bay Leaf Baptist Church (August 2016 – April 2017)</p> <ul style="list-style-type: none"><li>• This job required me to clean the campus, work with a team, work on projects independently, and set up for events. I kept stock on cleaning items and equipment. In this job, I took measurements of various objects around the campus.</li></ul>
CERTIFICATIONS	
NC DOR Certified	

# A M A N D A S M I T H

RESIDENTIAL APPRAISER

E X P E R I E N C E	
C O U R S E S	
IAAO 101, 102, 300	<p>Real Property Appraiser – Vincent Valuations (March 2017 – Present)</p> <ul style="list-style-type: none"><li>• Expert in OneTax and very computer proficient</li><li>• Experienced sketching of complex commercial and residential properties</li><li>• Completed the North Carolina Department of Revenue Examination in the Appraisal of Property for Ad Valorem Purposes</li><li>• Physically visit property sites for the purpose of measuring dimensions and listing real property characteristics of residential structures for tax assessment purposes.</li><li>• As an expert in the computer programs used at Vincent Valuations, Amanda trains on how to effectively work property tax records, measure and draw sketches of properties for data entry and how to proficiently use the CAMA software to assist Appraisers in accurate Property Valuation.</li><li>• Field Appraisal and data entry work in Durham County and Rockingham County.</li><li>• Completed complex review work in Downtown Durham, NC.</li></ul> <p>Administrative Assistant Capitol Police (January 2012- February 2017)</p> <ul style="list-style-type: none"><li>• Oversaw daily administrative paperwork and setup of new accounts</li></ul>
C E R T I F I C A T I O N S	
NC DOR Certified  Enrolled in continued Appraisal Education	



# C A M E R O N   W H I T E

RESIDENTIAL APPRAISER

E X P E R I E N C E	
	<p>Real Property Appraiser – Vincent Valuations (February 2018–Present)</p> <ul style="list-style-type: none"><li>• Physically visit property sites for the purpose of measuring dimensions and listing real property characteristics of residential structures for tax assessment purposes.</li><li>• Differentiate and identify quality grade, depreciated physical condition, foundation type, roof type, interior/exterior wall type, number/type of rooms, heating/cooling system, types of building attachments, etc. of all real property structures encountered.</li><li>• Completed Appraisal work in Durham County.</li><li>• Completed New Construction Appraisal work.</li></ul>
C E R T I F I C A T I O N S	
NC DOR Certified	

# ASHLEY COWGELL

DATA ENTRY TECHNICIAN

EXPERIENCE	
COURSES	
	<p>Real Property Appraiser - Vincent Valuations (June 2018 - Present)</p> <ul style="list-style-type: none"><li>• Expert in CAMA Softwares and very computer proficient</li><li>• Experienced sketching of complex commercial and residential properties</li><li>• Completed the North Carolina Department of Revenue Examination in the Appraisal of Property for Ad Valorem Purposes</li><li>• As an expert in the computer programs used at Vincent Valuations, Ashley trains on how to effectively work property tax records, measure and draw sketches of properties for data entry and how to proficiently use CAMA software to assist Appraisers in accurate property valuation.</li><li>• Data Entry work in Durham County, Pamlico County and Rockingham County.</li><li>• Entered and assisted in some of the most complex properties in the state of North Carolina.</li></ul>
CERTIFICATIONS	
NC DOR Certified	

# MEGHAN CARNEY

DATA ENTRY TECHNICIAN/RESIDENTIAL

APPRAISER

## EXPERIENCE

Real Property Appraiser - Vincent Valuations (July 2018 - Present)

- Physically visit property sites for the purpose of measuring dimensions and listing real property characteristics of residential structures for tax assessment purposes.
- Differentiate and identify quality grade, depreciated physical condition, foundation type, roof type, interior/exterior wall type, number/type of rooms, heating/cooling system, types of building attachments, etc. of all real property structures encountered.
- Completed Appraisal work in Pamlico County.
- Expert in OneTax and very computer proficient
- Experienced sketching of complex commercial and residential properties
- Physically visit property sites for the purpose of measuring dimensions and listing real property characteristics of residential structures for tax assessment purposes.
- As an expert in the computer programs used at Vincent Valuations, Meghan trains on how to effectively work property tax records, measure and draw sketches of properties for data entry and how to proficiently use CAMA software to assist Appraisers in accurate property Valuation.
- Field Appraisal and data entry work in Pamlico County.



# DAVID CORNELL

OFF SITE CONSULTANT

## EXPERIENCE

• President – Cornell Consultants, Manchester, NH (2016 – Present)

Focused on helping government agencies maximize their potential through technology and professional development. David brings 17 years of experience as an Appraiser at progressive levels of responsibility.

Assistant Director, Municipal and Property Division - NH Department of Revenue Administration, Concord, NH (2010-2016)

Lead initiatives in educating municipalities regarding the proper methodology and techniques of appraisal and assessment of real property.

Oversee all property assessments practices in New Hampshire.

Perform statistical test to determine the level of quality and accuracy for revaluations completed for assessing districts.

Assist in the statewide equalization process.

Manage the valuation of commercial and utility properties.

Directed a staff of 28 employees including hiring team members and ensuring goals and objectives were adhered to.

## CERTIFICATIONS

Appraisal Institute Designated Member- MAI Designation  
Appraisal Institute NH Chapter- President (2017 - present)  
Appraisal Institute NH Chapter- Board of Directors (2014 - present)  
International Association of Assessing Officers- Certified Assessment Evaluator (CAE)  
International Association of Assessing Officers- Senior National Instructor

Train and evaluate the efficiency and productivity of team members by establishing performance standards and objectives.

Provide training and development of team members monitoring goals and providing feedback.

Chairman of the Board of Assessors, City of Manchester, Manchester, NH (2006-2010)

Oversaw approximately 32,000 properties in the City of Manchester, equaling \$10 billion in market valuation.

# DAVID CORNELL

OFF SITE CONSULTANT

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## EXPERIENCE

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Performed statistical analysis of assessments to determine uniformity and equity.

Voted on all tax abatement cases.

Advised the Mayor and the Board of Aldermen on real estate valuation and acquisition issues.

Awarded "Key to the City" in 2009 by Mayor Frank Guinta for working "honorably and with great distinction."

Handled public relations including numerous newspaper, radio, and TV interviews.

Developed a successful internship program.

Commercial Appraiser - City of Manchester, Manchester, NH (2003-2006)

Identified, listed, and appraised commercial property for tax purposes.

Measured, listed and valued new construction projects.

Prepared appraisals for tax appeal cases, appearing as an expert witness before the Board of Tax and Land Appeals and Superior Court (residential, commercial, and industrial properties).

Developed a process that automated sections of appraisal reports.

Developed valuation analytic tools using geospatial analysis

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## CURRENT CLIENT LIST & COMPLETED PROJECTS

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### **DURHAM COUNTY, NC**

#### **WORK PERFORMED**

Commercial Training, commercial Appeals, residential data collection, neighborhood delineation, commercial data collection, commercial data conversion in One Tax, commercial valuation, schedule of value development assistance, statistical testing, commercial data entry into One Tax CAMA system. Commercial and Residential New Construction Appraisal.

**KIMBERLY SIMPSON - 919-560-0306**

### **MECKLENBURG COUNTY, NC**

#### **WORK PERFORMED**

Appraisal Consulting, Data Analysis

**CHRISTY LANTIS - 704-336-7600**  
**DIVISION DIRECTOR**

### **MONTGOMERY COUNTY, NC**

#### **WORK PERFORMED**

Appraisal Consulting.

**VICKIE MANESS - 910-576-4311**  
**TAX ADMINISTRATOR**

### **CHOWAN COUNTY, NC -**

#### **WORK PERFORMED**

Residential and commercial new construction appraisal

**MELISSA RADKE - 252-482-9837**  
**TAX ADMINISTRATOR**

### **ROBESON COUNTY, NC**

#### **WORK PERFORMED**

Appraisal Review and Consulting

**CINDY LOWERY - 910-671-3060**  
**TAX ADMINISTRATOR**

### **HENDERSON COUNTY, NC**

#### **WORK PERFORMED**

Appraisal Consulting, Data Analysis

**DARLENE BURGESS - 828-697-4870**  
**TAX ADMINISTRATOR**

### **PAMLICO COUNTY, NC**

#### **WORK PERFORMED**

Complete Measure and List Reappraisal (in-process). Commercial and Residential New Construction Appraisal.

**SARAH DAVIS - 252-745-3791**  
**TAX ADMINISTRATOR**

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## CURRENT REFERENCES

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### **DURHAM COUNTY, NC - CLIENT**

919-560-0306

**KIMBERLY SIMPSON**  
TAX ADMINISTRATOR

### **CHOWAN COUNTY, NC - CLIENT**

252-482-9837

**MELISSA RADKE**  
TAX ADMINISTRATOR

### **NC DOR GENERAL COUNCIL-REFERENCE**

252-532-7082

**STEPHEN PELFREY**

### **CURRITUCK COUNTY, NC - REFERENCE**

252-232-6037

**TRACY SAMPLE**  
TAX ADMINISTRATOR

### **ALEXANDER COUNTY, NC - REFERENCE**

828-632-4346

**DOUG FOX**  
ASSESSOR

### **UNC SCHOOL OF GOVERNMENT - REFERENCE**

919-397-7846

**KIRK BOONE**

### **HENDERSON COUNTY, NC - CLIENT**

828-697-4870

**DARLENE BURGESS**  
TAX ADMINISTRATOR

### **PAMLICO COUNTY, NC - CLIENT**

252-745-3791

**SARAH DAVIS**  
TAX ADMINISTRATOR

### **ROBESON COUNTY, NC- CLIENT**

910-671-3060

**CINDY LOWRY**  
TAX ADMINISTRATOR

### **MECKLENBURG COUNTY, NC CLIENT -**

704-336-7600

**CHRISTY LENTIS**  
TAX ADMINISTRATOR

### **YADKIN COUNTY, NC REFERENCE -**

336-849-7903

**CLAYTON CAMPBELL**  
TAX ADMINISTRATOR

# PROJECT COST BREAKDOWN

## Detailed Cost Quotation

Below is Vincent Valuations cost quote for Chatham County 2021 County Revaluation Project.

PROPERTY APPRAISAL PROPOSAL	PRICING
Full Measure and list reappraisal including exempts.	\$1,311,300 \$29.25 per parcel based on an estimated parcel count of 44,831
Full Measure and list reappraisal excluding exempts	\$1,277,600 \$28.50 per parcel based on an estimated parcel count of 44,831
Taxpayer Appeals	Vincent Valuations will assist the county with informal appeals, BER appeals and NC Property Tax Commission appeals. Vincent Valuations has included 50 days of appeal work in the cost of this proposal. Each additional day of appeals shall be billed at a rate of \$750.00 per day.

### Proposal Submitted By:

**Company:** Vincent Valuations

**Name:** Ryan Vincent, Manager

**Phone:** 414-531-3711

**Email:** vincentvaluations@gmail.com

## Attachment #2



VINCENT  
VALUATIONS

- Will this be a complete re-measure of all structures and appendages (porches, decks, detached buildings, etc.) to the structures? It looks like it is a modified walk around by measuring at least two sides of main structures to catch anything major?
  - This will be a complete measure and list as we discussed. We will measure accessible buildings and attachments such as decks, porches and all accessible out buildings. We will not measure behind fences or go through gates however with our laser tapes we can reach over the fence to obtain measurements where possible.
- It was mentioned that only mobile homes considered to be real estate will be re-measured. I know all of the mobile homes that are considered personal property in Chatham are currently measured and sketched by the appraisers and not revalued and depreciated each year. If they are personal property they would typically be re-valued each year as other personal property items.
  - We will measure mobile homes which are considered by the county to be real property. This is typically doublewide mobile homes on a permanent foundation with the hitch and axles removed that sit on land owned by the owner of the building. We would be glad to assist the county in the measurement and verification of personal property mobile homes however that was not included in the initial proposal.
- It mentions that they are responsible for the Schedule of Values (SOV). Does that include defending the SOV if it is appealed and the Present Use Value (PUV) is also required to be included.
  - We will be responsible for the SOV preparation and defense should it be appealed. We will work with the county on the adoption of the PUV schedules. Typically, it is the counties decision as to what rates to use for PUV. The DOR publishes PUV guidance annually what is what most counties adopt.
- Good to have weekly, by weekly, or monthly progress reports and meetings showing planned progress, variances to the





**VINCENT**  
VALUATIONS

plan by activity and plans to catch up an activity that is falling behind.

- We have no issue with scheduling status meetings.
- Photos should include parcel number and date taken.
  - This should not be a problem.
- Are they providing their own transportation (looks like it)?
  - Yes, we provide our own transportation.
- Will they assist in fielding calls from the public from the door hangers and from the reval notice of value mailing?
  - This was not something that was discussed, but I don't see any issues with assisting the county with phone calls related to reappraisal.
- Will there be a full time on site manager?
  - Yes
- They might need to go back on qualified sales further than two years (from 1/1/2021). In some instances they will probably need to go back further to establish time adjustment factors (TAF) to factor sales to the appraisal date for inflation or deflation during all of their analysis and some neighborhoods may not have sufficient sales to only look at two years back.
  - I agree depending on the area, property type and amount of valid sales.
- Does the 50 person days of appeal support include 50 person days of office reviews of mail in appeal forms or appointments and 50 person days of field checks also (total of 100 person days), or is there just 50 person days total for all appeal support? I think it is 50 total days.
  - This is 50 days total to be used in whatever way the county should decide.
- Will the county be responsible for sending appeal result letters?
  - All notices and mailing in this proposal will be the responsibility of the county, however we could revisit this topic if need be.
- Are you going to have appeal forms to return as part of the notice of value, or are you going to just schedule informal appeal appointments? I am thinking you will have from 2,500 to 3,500 informal appeals.



**VINCENT**  
VALUATIONS

- The final decision on this topic is that of the Tax Administrator. We can offer advice from previous experience and offer templates for notices to assist in this decision.
- Will they observe the same office/field hours on site as the county and are they okay to be off on the same holidays that the county observes?
  - We typically work an 8 hour day from 8am to 4:30pm with a 30 minute lunch break however this schedule could be changed as needed. We observe the same holidays as the county.
- If they find major errors during their re-measure, will you only correct them for the reval year, or will you correct for the current year you are in and forward? Need to establish guidelines.
  - This would be something we would need to decide in our initial meetings before we head to the field.
- Will they run final edits towards the end of the reval to look for large value swings (up or down) per property, per geographic areas, per property type, etc.?
  - Yes, this is something we always do.
- Will they set up edit reports in one tax for county staff to continually run to do their own quality control and also train county staff in areas they are not familiar with to use the one tax system efficiently.
  - Yes, we run edits throughout the review process. We can save these edits to a shared library within OneTax so the county staff can continually run them in subsequent years after the reappraisal. We can also assist in training the county on the design and use of these edits.
- Will they run ratio reports at the end of the project to make sure they have accurately estimated inflation and deflation since the time the sales were analyzed?
  - Yes, this is something we always do.
- Will they participate in public education presentations?
  - Absolutely, this is a very important part of a reappraisal. We typically do this about 1-2 months before the notices are mailed.



VINCENT  
VALUATIONS

- Will you be allowed to approve or disapprove who is brought on site and what is the process to remove a staff member that you feel is not doing the job you expected?
  - Yes. Should the county have any issues with any staff members we ask that they are brought to our attention right away so we can address them or remove that staff member from the project.
- How will you determine what properties will be reviewed from the office vs the field on the final valuation review?
  - Typically if we do a joint field/office review we start reviewing in the office and any difficult neighborhoods, complex properties, areas of rapid growth or change are areas sent to the field.
- The SOV should include a list of items that are considered personal property vs real property.
  - We have a chart we include in the SOV that states this. We would go over it with the county for approval before entering it into the SOV
- The SOV should include commercial and industrial ranges for rental income, expense rates, vacancy rates and cap rates by property types.
  - This is not a problem.



# Chatham County, NC

## Text File

File Number: 18-2884

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Agenda Item

Vote on a request to approve grant application to Crime Victim Services of NC Governor’s Crime Commission for VAWA funding.

Action Requested: Vote on a request to approve grant application to Crime Victim Services for funding from the NC Governor’s Crime Commission to maintain supervised visitation services for families impacted by domestic violence, child abuse, and crime.

Introduction & Background: Family Visitation Services of Chatham County has provided supervised visitation and exchanges of children since 2003, funded primarily through federal grants awarded by the Office on Violence Against Women (Dept of Justice), as well as supplemental funding from CVS-GCC and Chatham Dept of Social Services. Families are typically involved in the court system, and ordered to participate in the program so that they can have safe access to their children, and victims are protected from further abuse or risk from offenders. Chatham has received GCC awards for these services in 2009, 2010, 2012, 2015, and 2017, and 2018.

Discussion & Analysis: Award is for a one year period, to begin 10/1/19and conclude 9/30/20. A 25% match is required and will be funded through an annual contract with the Dept of Social Services to provide services for children placed in foster care. The contract with DSS is approximately \$18,200/year.

An award of \$45,000 for one year will supplement personnel costs, travel expenses, and supplies/operating costs for the agency.

In summary:

	TOTAL
Personnel	\$ 52,000
Travel	\$ 400
Supplies/Operating	\$ 17,600
<b>TOTAL PROJECT COSTS</b>	<b>\$ 60,000</b>
MATCH (25%)	\$ 15,000 *
FEDERAL REQUEST	\$ 45,000

\* Match is provided through DSS contract funds.

Budgetary Impact: This grant will continue existing positions and supplement other funding sources. It is anticipated that ongoing grant applications will be necessary to sustain services.

Recommendation: Approve permission to apply for grant award.



# Internal Grant Approval Form

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## *Instructions*

This form must be completed if you are applying for a grant, even if you expect the grant award to pass through the county to a nonprofit.

**If any of the following are true, then you must request approval from the Board of Commissioners to apply for the grant.**

- The grant requires county matching funds
- The grant will fund a new position that the county is expected to be sustained after the grant is finished
- The grant will fund a new program that the county is expected to be sustained after the grant is finished

If the grant will fund a new position, the position should have already been requested in the department Heads Up. Please submit the Heads Up form along with this form.

To enter your grant application request on the BoC consent agenda, this form and all attachments must be submitted via email to [Lindsay.ray@chathamnc.org](mailto:Lindsay.ray@chathamnc.org); [vicki.mcconnell@chathamnc.org](mailto:vicki.mcconnell@chathamnc.org), [lisa.west@chathamnc.org](mailto:lisa.west@chathamnc.org), [hope.tally@chathamnc.org](mailto:hope.tally@chathamnc.org) 14 days prior to the BoC meeting. Please refer to the Board of Commissioner meeting dates below to be sure to make the deadline.

**If none of the above conditions are true then you can bypass the Board of Commissioners and email this form to [lisa.west@chathamnc.org](mailto:lisa.west@chathamnc.org), [hope.tally@chathamnc.org](mailto:hope.tally@chathamnc.org) [vicki.mcconnell@chathamnc.org](mailto:vicki.mcconnell@chathamnc.org) at least 2 weeks prior to submitting your grant application.**

## **Board of Commissioner Meeting Dates**

At the Board of Commissioner retreat in January 2012, the Chatham County Board of Commissioners voted to move to a monthly meeting schedule beginning in February 2012.

Dated of the monthly meetings are found on the [website](http://www.chathamnc.org/index.aspx?page=45): <http://www.chathamnc.org/index.aspx?page=45>

Please check the website for the meeting dates. Agenda abstracts must be submitted two weeks prior to the meeting.



### 1. Grant Information

Is a county match required for this grant application?	<input checked="" type="checkbox"/> Yes, cash match required <input type="checkbox"/> Yes, in-kind match required <input type="checkbox"/> No
Will the grant fund a new position or program that the county will be expected to continue after the grant is ended? **	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BoC meeting date for entry on consent agenda <i>(Answer only if you answered Yes to any of the above)</i>	12/3/18
Agency or group offering the grant	NC Governors' Crime Commission
Title of Grant	Crime Victim Services: VAWA
Is this American Recovery & Reinvestment Act funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total funding being requested from the grantor	\$60,000
Total match required	\$15,000
Source of match	DSS Contract
Length of grant term	1 yr : 10/1/19 – 9/30/20
Type of disbursement	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Lump sum up-front <input type="checkbox"/> Other (describe)
Reporting schedule	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Twice a year <input type="checkbox"/> Yearly <input type="checkbox"/> Other (describe)

### 2. Applicant Information

Department	Family Visitation Services of Chatham County
Contact Person and title	Kit Stanley, Project Director
County, non-profit, or other grant partners	DSS, Sheriff's Office, 15B District Cts, Legal Aid, Guardian ad Litem program
Name of person responsible for grant reporting and/or administration	Kit Stanley
<b>Signature of Department Head and Date</b>	

### 3. Grant Project Description

<p>Does the grant pertain to one of the measures in the department work plan or Request for New Staff Resources? <i>If so, attach that document and skip to Section 4.</i></p>	<p><input checked="" type="checkbox"/> <b>Yes, the project is included in the department work plan</b>  <input type="checkbox"/> <b>Yes, the position has been noted in the Request for New Staff Resources</b>  <input type="checkbox"/> <b>No – <u>Please explain</u></b></p>
<p>Provide a brief description of the grant project.</p>	
<p>What needs/issues/problems does the grant address?</p>	
<p>What are the measurable goals and objectives of the grant? <i>(For help with goals and objectives, see the grant planning worksheet.)</i></p>	
<p>If the grant will fund a new position, what are the responsibilities of the position? Who will supervise the new position?</p>	
<p>What are the major outcomes and benefits to the county that the grant will provide?</p>	
<p>If this is a multi-year grant, does continuation of the grant in the second year depend on meeting measurable outcomes in the first?</p>	

4. Budget and Funding (Feel free to modify item descriptions as needed)

ITEM	GRANT FUNDS YEAR 1	COUNTY/OTHER FUNDS YEAR 1	GRANT FUNDS YEAR 2	COUNTY/OTHER FUNDS YEAR 2	EXPLANATION
Salary & Benefits (use Benefit calculator)	42,000	10,000			
Grant financial oversight & reporting					
Personnel oversight					
Contracted services (program service provider, publication writing/design, speakers, consultants)					
Office supplies & equipment (photocopies, computers, printers, supplies)	2,200				
Travel & Training (mileage reimbursement, rental/fleet car usage, meals, hotel, airfare, registration fees, parking)	500				
Meetings and workshops (meeting space or rental fees, group meals or refreshments, handouts/notebooks, audio visual rental)					
Publications – professional printing fees.					
Communication (postage, telephone, internet access, advertising)					
Office space (space, utilities, furnishing)	15,000	5,000			
Dues & Subscriptions	300				
Capital Outlay (vehicles, large equipment)					
Miscellaneous (insurance, safety, other)					
<b>TOTAL COST</b>	<b>60,000</b>	<b>15,000</b>			



# Chatham County, NC

## Text File

File Number: 18-2820

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

Vote on a request to approve a Debt Write-Off for the Chatham County Public Health Department

Action Requested: Vote on a request to approve a Debt Write-Off for the Chatham County Public Health Department

Introduction & Background: Based on the Chatham County Public Health Department Fee Policy, 01-04, outstanding accounts having no activity in more than twelve (12) months shall constitute a debt write-off. These procedures allow the Health Department to clear outstanding accounts for the referenced time period.

Discussion & Analysis: Debts of client accounts having no activity for more than twelve (12) months are presented to the Board of Health and Board of County Commissioners for write-off consideration. Any activity in the client's account after the write-off shall reactivate the debt and collection efforts will resume. The write-off for Patient Fees in the Clinical & Community Health Services Division for 07-01 -16 through 06-30-17 is \$112,297.00.

How does this relate to the Comprehensive Plan: Not Applicable

Budgetary Impact: The budgetary impact of the debt write-off results in uncollectible revenue totaling \$112,297.00.

Recommendation: Vote on a request to approve a Debt Write-Off for the Chatham County Public Health Department.

Chatham County Health Department  
Debt Write-Off Report  
07-01-16 thru 06-30-17

PROGRAM	FY 16/17 Write-Off	FY 15/16 Write-Off	% Change
Adult Health	\$64,686.57	\$27,278.85	57.8%
Child Health	\$4,917.91	\$3,809.27	22.5%
Family Planning	\$19,855.50	\$10,818.04	45.5%
Immunization	\$237.00	\$170.00	28.3%
Maternal Health	\$22,480.02	\$2,955.14	86.9%
Tuberculosis	\$120.00	\$75.00	37.5%
<b>TOTALS</b>	<b>\$112,297.00</b>	<b>\$45,106.30</b>	<b>59.8%</b>

Receipts from Debt Set-OFF FY 15-16	\$7,134.68
Receipts from Debt Set-OFF FY 16-17	\$11,294.03
<b>Receipts from Debt Set-OFF to Date</b>	<b>\$139,273.17</b>

Date approved by BOH \_\_\_\_\_  
Date approved by BOC \_\_\_\_\_



# Chatham County, NC

## Text File

File Number: 18-2854

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

Vote on a request to approve \$656.94 from the Aetna Foundation to cover costs of the Healthiest Cities and Counties Challenge Site Visit.

Action Requested: Vote on a request to approve \$656.94 from the Aetna Foundation to cover costs of the Healthiest Cities and Counties Challenge Site Visit.

Introduction & Background: Chatham County has been a participant in the Healthiest Cities and Counties (HCC) Challenge for approximately two years, and is now one of five finalists competing for a \$250,000 prize. As a finalist, a team of site visitors came to Chatham in October 2018. Costs related to the site visit (dinner, breakfast and lunch) will be reimbursed by the HCC Challenge (fiscally led by the Aetna Foundation) and total \$656.94.

Discussion & Analysis: Funds are reimbursement for site visit expenditures. No matching funds are required from County.

How does this relate to the Comprehensive Plan: The Comprehensive Plan, specifically its health element, was the primary component of Chatham's HCC Challenge submission.

Budgetary Impact: No local funding requested.

Recommendation: Vote on a request to approve \$656.94 from the Aetna Foundation to cover costs of the Healthiest Cities and Counties Challenge Site Visit.





# SITE VISIT REIMBURSEMENT FORM

CITY/COUNTY: Chatham

CONTACT NAME: Michael Zelek

PHONE: 919-545-8466

Email: michael.zelek@chathamnc.org

PAYEE NAME & ADDRESS: Chatham County Public Health Department  
PO Box130/ 80 East Street  
Pittsboro, NC 27312

Please attach 2018 signed W-9

Date	Description of Expense	Amount
10/25-26/18	Breakfast & Snacks(Phoenix Bakery, Food Lion & Marketplace)	\$ 86.50
10/26/2018	Lunch (Root Cellar Cafe)	\$ 289.75
10/26/2018	Dinner-Meet & Greet (458 West)	\$ 280.69
		\$
	<b>TOTAL REIMBURSABLE for MEALS</b>	\$ 656.94

Note: Please attach/scan all receipts, invoices and sign below and submit to: Lamond Daniels, danielsl1@aetna.com. Please place in the email subject line: "Top 10 site visit reimbursement" to ensure proper and prompt delivery. Thank you.

  
\_\_\_\_\_  
Signature

11/5/18  
\_\_\_\_\_  
Date

## Site Visit Reimbursement Instructions Meals

Below are general instructions to facilitate your reimbursement for site visit expenses:

1. Please complete the *reimbursement form* and attach clear copies of all food and beverage invoices/receipts related to your site visit and email to: [danielsl1@aetna.com](mailto:danielsl1@aetna.com).
2. Reimbursement accepted for ~“Dinner meet & greet”, breakfast, snacks and lunch during site visit only.
3. Please place in the subject line: “*Top 10 Site Visit reimbursement*”
4. Please attach a copy of your organization’s signed 2018 W-9 (this is a requirement from our finance department). The payee will be the name on the W-9.
5. If you would like the check to be mailed to a different address other than the one on the W-9, please state in your email where you would like the check to be mailed and attention.

Thank you.



# Chatham County, NC

## Text File

File Number: 18-2855

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

Vote on a request to approve \$450,000 from The Duke Endowment's Healthy People Health Carolinas initiative in support of the Chatham Health Alliance

Action Requested: Vote on a request to approve \$450,000 from The Duke Endowment's Healthy People Health Carolinas initiative in support of the Chatham Health Alliance

Introduction & Background: The Chatham Health Alliance has received three additional years of funding through The Duke Endowment's Healthy People Healthy Carolinas initiative, at \$150,000 per year. This is the second grant cycle this funding has been received. The fiscal agent for the grant is Chatham Hospital, and the County invoices Chatham Hospital monthly to cover costs related to the initiative, including the Alliance Coordinator and project manager positions, as well as operating expenses and evidence-based intervention expenditures. This is the main source of funding for the Chatham Health Alliance, for which the public health department serves as the backbone organization.

Discussion & Analysis: No matching funds are required from County. This is the main source of funding for the Chatham Health Alliance and currently funds 1.725 FTE of staff time to support the Alliance's work.

How does this relate to the Comprehensive Plan: The Chatham Health Alliance was actively involved in the Comprehensive Plan process, and some of these funds were previously used to develop the Plan's health element. The Comprehensive Plan includes the strategy to "Support the work and progression of the Chatham Health Alliance."

Budgetary Impact: No local funding requested.

Recommendation: Vote on a request to approve \$450,000 from The Duke Endowment's Healthy People Health Carolinas initiative in support of the Chatham Health Alliance



November 6, 2018

Bob A. Enders Jr.  
President  
Chatham Hospital  
PO Box 649  
475 Progress Blvd.  
Siler City, NC 27344-6787

Dear Bob,

I am pleased to inform you that the Trustees of The Duke Endowment have approved a grant to Chatham Hospital (the "Grantee") in the amount of \$450,000, to expand a community coalition to increase capacity and improve population health. This letter and the attached Grant Agreement No. 6793-SP and General Terms and Conditions outline the terms of accepting our grant.

Please review the Grant Agreement and General Terms and Conditions carefully, and once we have received your executed Grant Agreement, we will make an initial payment to you within sixty (60) days of its execution.

We anticipate paying the grant according to the following schedule:

2018 - \$150,000  
2019 - \$150,000  
2020 - \$150,000

Please understand that the Endowment, in its sole discretion, reserves the right to discontinue, modify or withhold any payments if Grantee fails to: 1) satisfy the special conditions identified in the enclosed Grant Agreement; 2) make sufficient progress toward proposed outcomes; 3) provide proper accounting of grant expenditures at requested intervals; or 4) meet any other terms and conditions of this grant.

If you would like to publicize your grant through traditional and social media channels, please send a copy of the text to Jeri Krentz, our associate director of communications, at [jkrentz@tde.org](mailto:jkrentz@tde.org) for her review. You'll find helpful communication resources, including a news release template, on our website at [www.dukeendowment.org](http://www.dukeendowment.org).

We are pleased to be a part of this project.

Sincerely,

Linwood B. Hollowell III  
Director, Health Care

cc: Sarah Weller Pegna

GENERAL TERMS AND CONDITIONS  
FOR GRANTS MADE BY  
THE DUKE ENDOWMENT

These General Terms and Conditions are expressly incorporated by reference in the Grant Agreement between The Duke Endowment (the "Endowment") and the Grantee identified in that Grant Agreement and are effective as if set forth in full in that Grant Agreement.

1. **Use of Funds.** The funds provided to Grantee by the Endowment under the terms of the Grant Agreement are for the express purpose or project described in the Grant Agreement, shall be exclusively so used by Grantee, and shall be so designated on the books and records of Grantee.
2. **Tax Status.** By executing and delivering the Grant Agreement to the Endowment, Grantee represents and certifies to the Endowment that (i) it is either a charitable organization described in sections 501(c)(3) and 509(a)(1), (2) or (3) of the Internal Revenue Code of 1986, as amended (the "Code"), or a governmental entity described in Code section 170(c)(1); (ii) no person or organization has advised Grantee that it is in jeopardy of ceasing to be so described; (iii) receipt of the grant funds from the Endowment will not adversely affect its tax status; and (iv) Grantee will inform the Endowment immediately in writing of any change in its tax status. Grantee (other than a governmental entity described in Code section 170(c)(1)) shall have submitted to the Endowment a determination or confirmation letter from the Internal Revenue Service which states that Grantee is described in Code sections 501(c)(3) and 509(a)(1), (2) or (3). In its sole discretion, the Endowment may request that Grantee provide a more current letter than that presented by Grantee. Unless waived in writing by the Endowment, Grantee must have furnished to the Endowment a photocopy of such a letter before any payment will be made to Grantee under the Grant Agreement. If Grantee is a Type I, II or III supporting organization under Code section 509(a)(3), additional certifications will be required. Furthermore, if Grantee is a Type III supporting organization, Grantee represents and certifies that it is a functionally integrated Type III supporting organization under the Code.
3. **Termination by Grantee's Breach.** Notwithstanding anything to the contrary stated herein or in the Grant Agreement, the Grant Agreement shall terminate and all disbursements or expenditures to or by Grantee of the grant funds shall cease if (i) any of the representations or certifications contained in the information submitted by Grantee during the grant application process (the "Grant Request") or the Grant Agreement shall cease to be correct; (ii) Grantee shall fail to perform any of the terms of the Grant Request, the Grant Agreement or any of the requirements of the Endowment; (iii) Grantee shall become insolvent or, in the opinion of the Endowment, otherwise become unable or unwilling to honor the Grantee's obligations in the Grant Request or the Grant Agreement; or (iv) Grantee shall cease active operations. In such events, Grantee shall return immediately any unexpended portion of the grant to the Endowment and shall have no further right or claim to such funds. In addition to all other remedies available to the Endowment in such event, Grantee agrees that it will reimburse the Endowment for its attorneys', accountants' and auditors' fees and expenses and the expenses of judicial and administrative action.
4. **Prohibited Uses.** Grantee will not use any portion of the grant funds provided to it by the Endowment or any of the data, analyses or other information produced utilizing the grant funds, directly or indirectly:
  - (a) to produce literature or any other form of propaganda of any nature or kind, to campaign or otherwise to attempt to influence legislation within the meaning of the Code or other federal or state laws proscribing such activities by charitable organizations, or
  - (b) to attempt to influence the outcome of any election or to conduct or sponsor any voter registration drive within the meaning of the Code or other federal or state laws proscribing such activities by charitable organizations.
5. **Reports.** Grantee shall make interim and final reports to the Endowment setting forth in sufficient detail its progress towards achieving the grant's outcomes and expenditures. Reports should include information about evidence of success, any lessons learned, actual expenses incurred, encumbrances, unexpended balance of funds available, and other relevant facts, and shall retain in its files the supporting documentation for such reports for at least four (4) years following completion of the project or program.
6. **Unexpended Funds.** Any principal portion of the grant funds remaining unexpended at the end of the project described in the Grant Agreement shall be returned to the Endowment, and Grantee shall have no right or claim to any unexpended grant funds returned to the Endowment, except as may otherwise be approved in writing by the Endowment.
7. **Repayment by Grantee.** If, at any time within twelve (12) months, in the case of a grant for operating expenses, or within sixty (60) months, in the case of a grant for capital expenditures, after the date of the disbursement by the Endowment of the grant funds appropriated to Grantee under the Grant Agreement, (i) Grantee sells, exchanges, leases or otherwise transfers for

cash, a promissory note, an ownership interest or other valuable consideration more than fifty percent (50%) of its assets, or transfers control of more than fifty percent (50%) of the voting authority of Grantee's governing body, to an organization (or to one or more directors, officers, partners, employees or agents of an organization) that is not, at the time of such transaction or transfer of voting authority, a governmental entity or a nonprofit organization described in section 501(c)(3) of the Code eligible to receive Endowment funds, or a partnership, joint venture or limited liability company composed exclusively of such entities; or (ii) Grantee changes its form of organization to that of a for-profit or business corporation, partnership, limited liability company or other entity; or (iii) Grantee changes its operating purpose or method (whether or not such purpose or method is nonprofit or for-profit), Grantee shall, within ten (10) days after the date of such transaction or change of form, repay to the Endowment, in cash, an amount equal to the total grant funds appropriated and paid to Grantee under the Grant Agreement and not previously repaid to the Endowment by Grantee.

8. **Audit by the Endowment; Recovery.** The Endowment reserves the right to audit or have audited at its own expense the books and records of Grantee insofar as such records relate to the disposition of the funds appropriated to Grantee by the Endowment, and Grantee agrees to provide all necessary assistance in connection therewith. Should the audit reveal, in the opinion of the Endowment, irregularities in the disposition of funds appropriated to Grantee, the Endowment reserves the right to pursue any and all remedies available to it, including, but not limited to, the recovery of legal, accounting and auditing fees and expenses and the expenses of judicial and administrative action.
9. **Prohibited Benefits.** None of the grant funds provided to Grantee by the Endowment may be used by Grantee to make any gift or other payment to a Trustee or employee of the Endowment, other than a payment of reasonable compensation to such person for personal services rendered or goods provided by such person to Grantee in carrying out the activities of Grantee. The Endowment and Grantee expressly acknowledge that the appropriation made by the Endowment to Grantee in the Grant Agreement has not been influenced by or conditioned upon the making of any such compensatory payments to anyone by Grantee.
10. **Evaluation.** Grantee will cooperate with the Endowment in undertaking an evaluation of evidence of success and the use of the grants funds appropriated in the Grant Agreement, including, without limitation, allowing Trustees, employees or agents of the Endowment to inspect the premises and/or books and records of Grantee.
11. **Public Information.** Grantee will allow the Endowment to review and approve the text of any proposed publicity concerning this grant prior to its release. The Endowment may, in its sole and absolute discretion, release to the public through any means and at any time information related to this grant and its grantmaking activities, including but not limited to the grant amount, the Grantee's name and address, the purpose of the grant, and any evaluation of the Grantee or of the uses of grant funds.
12. **Governmental Action.** If any law, regulation or order now or hereafter in effect shall render any provision of the Grant Agreement void, unenforceable or unlawful, or subject the Endowment to any tax or penalty, either party may terminate the Grant Agreement forthwith by a written notice. Immediately upon such termination, all further disbursement or expenditure of the grant funds shall cease, and Grantee shall (i) return any unexpended portion of the grant funds to the Endowment and (ii) have no further right or claim to such funds or appropriations.
13. **No Waiver.** No waiver by any party of any of the covenants, agreements or obligations contained herein or in the Grant Agreement shall be construed as a waiver of any succeeding breach thereof, and no delay or omission on the part of any party to the Grant Agreement to exercise any rights acquired through the default of any other party shall be construed as a waiver of, or impair such right.
14. **Exclusive Commitment.** Grantee acknowledges and agrees that the Endowment has no further obligation to Grantee beyond that stated in the Grant Agreement, without regard to the adequacy, or inadequacy, of the grant funds for the completion of the program or project described therein.
15. **Governing Law.** The Grant Agreement shall be interpreted in accordance with the laws of the State of North Carolina, and the Endowment shall be entitled to specific performance of any provision of the Grant Agreement because of the inadequacy of monetary damages for a charitable funding organization like the Endowment.
16. **Captions.** Captions of paragraphs used herein are for convenience of reference only and shall not be used to modify or alter the express terms and conditions set forth in this document.



THE DUKE ENDOWMENT

Grant Agreement

6793-SP

November 6, 2018

To: Chatham Hospital  
PO Box 649  
475 Progress Blvd.  
Siler City, NC 27344-6787

The Duke Endowment (the "Endowment") hereby agrees, in consideration of the covenants and agreements contained herein, to provide grant funds to Chatham Hospital (the "Grantee") as follows:

Purpose: To expand a community coalition to increase capacity and improve population health.

Amount Approved: \$450,000

Grant Payment: \$150,000 payable within sixty days after this Agreement has been fully executed, with the balance of \$300,000 payable in increments through December 31, 2021, and in the sole and absolute discretion of the Endowment.

General Conditions: This Agreement expressly incorporates herein all of the terms, conditions, covenants and agreements contained in the General Terms and Conditions for Grants Made by The Duke Endowment, effective November 6, 2007 (the "General Terms and Conditions"), and Grantee agrees to abide by all such terms, conditions, covenants and agreements as if they were fully set forth herein.

Special Conditions:

1. Grantee hereby certifies to the Endowment (a) that the factual statements contained in the documents submitted by Grantee during the grant application process, including without limitation the budget for the project or purpose described therein, all of which are hereby incorporated by reference, are true, accurate and complete and may be relied upon by the Endowment in making this grant to Grantee, and (b) that Grantee has received a copy of the General Terms and Conditions.
2. Reports on the progress of the grant's outcomes and its expenditures will be made by the Grantee to the Endowment upon request in accordance with paragraph 5 of the General Terms and Conditions.
3. The balance of all funds necessary to achieve the project at its proposed scale and scope is available, and the Grantee is committed to covering budget shortfalls resulting from operations.

This Agreement is to be signed by the President or other executive officer of Grantee expressly authorized by Grantee's governing body to execute such agreements. The signature of such officer will indicate acceptance by Grantee of all the terms and conditions set forth in this Agreement and in the General Terms and Conditions.

The Duke Endowment

Signature \_\_\_\_\_  
Linwood B. Hollowell III  
Director, Health Care

Chatham Hospital

Signature Arnet A. Enders

Date 11/15/18

Title President



# Chatham County, NC

## Text File

File Number: 18-2877

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and Consent Agenda

**In Control:** Finance

**File Type:** Agenda Item

Vote on a request to approve Fiscal Year 2018-2019 Budget Amendments

Action Requested: Vote to approve budget amendments as proposed by staff

Introduction & Background: During the fiscal year, the budget must be amended as changing conditions warrant. The fiscal year 2018-2019 budget ordinance authorizes the County Manager to transfer funds within a department without limitation. The Manager may also transfer amounts of up to \$5,000 between departments of the same fund and transfer amounts up to \$50,000 from contingency with a memorandum report of such transfers to the Board. Resolution #2000-43 allows the Finance Officer to transfer amounts from the vehicle replacement fund for the purchase of vehicles approved for replacement in accordance with the fleet management replacement criteria. The Board must approve all other transfers.

Discussion & Analysis: The attached proposed amendments must be approved by the Board of Commissioners for fiscal year 2019.

The Parks and Recreation's budget is being increased by \$2,500 to cover the repair of a building that was damaged during Hurricane Florence with insurance claim reimbursements.

The Family Visitation Service's budget is being increased by \$10,785 to cover grant expenses related to a violence against women state grant.

The Court Service's budget is being increased by \$10,445 to cover grant expenses related to Victims of Crime Act DV/SA.

The Sheriff's budget is being increased by \$7,222 to cover grant expenses related to an electronic monitoring grant and to reflect additional youth services donations received.

The Non-Profits' budget will be increased by \$174,959 to cover Rural Operating Assistance Program funds.

The Emergency Management's budget is being increased by \$30,513 to cover grant expenses related to a homeland security grant award.

The Solid Waste's budget is being increased by \$3,286 to cover grant expenses related to an NCDA grant.

Budgetary Impact: The proposed amendments increase the General Fund by \$236,424 and increase the Solid Waste Fund by \$3,286.

Recommendation: Vote to approve budget amendments as proposed by staff.

**FY 2019 Budget Amendments**

**General Fund**

<u>Fund</u>	<u>Department/Division</u>	<u>Account Description</u>	<u>Revenue</u>	<u>Expense</u>	<u>Description</u>
General	Family Visitation Services	Safe Havens Grant Revenue	10,785		Safe Havens State Grant
General	Family Visitation Services	Safe Haven Travel-Mileage		495	
General	Family Visitation Services	Safe Haven Supplies-General		1,915	
General	Family Visitation Services	Safe Haven Comm-Telephone		1,500	
General	Family Visitation Services	Safe Haven Comm-Postage		100	
General	Family Visitation Services	Safe Haven Rent - Office Space		6,600	
General	Family Visitation Services	Safe Haven Dues and Subscriptions		175	
General	Court Related Programs	Domestic Violence Grant Revenue	10,445		Domestic Violence State Grant
General	Court Related Programs	Domestic Violence Grant Expense		10,445	
General	Parks and Recreation	Misc-Insurance Reimb	2,500		CR 057-Reimb from Storm Damage
General	Parks and Recreation	Park Maint - Building		2,500	
General	Sheriff	Youth Services Donations	3,172		Additional Youth Services Donations
General	Sheriff	Program-Youth Services		3,172	
General	Sheriff	State Grant Revenue	4,050.00		Electronic Monitoring Grant
General	Sheriff	State Grant Expense		4,050.00	
General	Non-Profit Pass Through	Work First Transit Revenue	15,806		FY19 Rural Operating Assistance Program Funds
General	Non-Profit Pass Through	Elderly/Handicapped Trans Revenue	159,153		
General	Non-Profit Pass Through	Pass Through-ROAP EDTAP		174,959	
General	Emergency Management	Emergency Mgmt Grant	30,513		Homeland Security Grant
General	Emergency Management	Capital Outlay - Equipment		30,513	

**Total General Fund Budget Increase (Decrease):** 236,424 236,424

**FY19 General Appropriated Fund Balance:** 6,565,660

**Additional Appropriation with Amendments:**

**FY19 Total General Appropriated Fund Balance:** 6,565,660

**FY 2019 Budget Amendments**

<u>Fund</u>	<u>Department/Division</u>	<u>Account Description</u>	<u>Revenue</u>	<u>Expense</u>	<u>Description</u>
Solid Waste	Solid Waste	Other Grants -State	3,286		
Solid Waste	Solid Waste	Capital Outlay - Equipment		3,286	NCDA Grant -Pesticide Container
<b>Total Solid Waste Budget Increase (Decrease):</b>			<u>3,286</u>	<u>3,286</u>	

**FY19 Solid Waste Appropriated Fund Balance:** 568,974

**Additional Appropriation with Amendments:**

**FY19 Total Solid Waste Appropriated Fund Balance:** 568,974





# Chatham County, NC

## Text File

File Number: 18-2871

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Tax Office Assessor

**File Type:** Agenda Item

Vote on a request to approve Tax Releases and Refunds

Action Requested: Vote on a request to approve Tax Releases and Refunds.

Introduction & Background: The attached list of taxpayers have requested a release or refund of their tax bills.

Discussion & Analysis: In accordance with G.S. 105-381, the attached list of taxpayers have requested a release or refund of their tax bills.

Recommendation: Vote to approve Tax Releases and Refunds.



SKIP NEGATIVE ABATEMENTS OMIT ABATE CODES ERROR BOER CHGOF PTC  
 TAX DEPOSIT

YEAR TAXPAYER NAME DATE RECEIPT DIST REAL PERSONAL M VEH MV FEE S WASTE REASON ABTCD

=====

2014	VOUGHT RALPH	11/20/2018	2121927	107		78.72					BILLED TO NEW OW PPSLD
2014	WOLFE KEVIN	11/06/2018	2127344	107		31.63					PROP SOLD MOVED MVDOS

\*\* YEAR TOTALS \*\* 110.35

2015	VOUGHT RALPH	11/20/2018	2184387	107		72.33					BILLED TO NEW OW PPSLD
2015	WOLFE KEVIN	11/06/2018	2189414	107		29.11					PROP SOLD MOVED MVDOS

\*\* YEAR TOTALS \*\* 101.44

2016	VOUGHT RALPH	11/20/2018	2247215	107		66.13					BILLED TO NEW OW PPSLD
2016	WOLFE KEVIN	11/06/2018	2252006	107		26.66					PROP SOLD MOVED MVDOS

\*\* YEAR TOTALS \*\* 92.79

2017	VOUGHT RALPH	11/20/2018	2310700	107		59.03					BILLED TO NEW OW PPSLD
2017	WOLFE KEVIN	11/06/2018	2315187	107		23.80					PROP SOLD MOVED MVDOS

\*\* YEAR TOTALS \*\* 82.83

2018	ANTIEAU NEIL BRYANT	11/27/2018	2379169	105		136.70					SOLD PER BILL OF PPSLD
2018	CATERPILLAR FINANCIAL SERVICES	11/19/2018	2363746	107		95.14					PROOF OF MAILING PPVAL
2018	CATERPILLAR FINANCIAL SERVICES	11/19/2018	2382275	105		2688.06					SENT PROOF OF MA PPVAL
2018	DEALBERDI JULIO	11/14/2018	2404914	107	519.22			125.00			HOUSE NOT 100% C RPVAL
2018	FLINK CHARLES A	11/02/2018	2368159	112				34.00			REMOVE DISPOSAL SWFEE
2018	JUSTICE MONTY GLENN	11/15/2018	2419899	202		2.20					REMOVAL OF LLP NOLL
2018	JUSTICE PAUL DAVID	11/15/2018	2406772	202		2.20					MH SOLD PER 2018 OWNER
2018	LANGLOIS JOHN M	11/27/2018	2367810	107				34.00			REMOVAL OF DISPO SWFEE
2018	LUSSIER DANIEL	11/27/2018	2398931	107		4.03					TAXPAYER NOTIFY PPSLD
2018	MCDONNELL JULIE BURKETT	11/13/2018	2366851	104		3.95					BILLED ON ACCT # DBLST
2018	MOORE CHARLES A	11/20/2018	2407728	103		5.23					CORRECT VALUE DBLST
2018	MOORE CHARLES AARON	11/20/2018	2357391	103		18.05					DOUBLE LIST W #1 DBLST
2018	PK VENTURES I LTD PARTNERSHIP	11/01/2018	2354114	106		436.20					50% REDUCTION, I PPVAL
2018	SM RALEIGH LLC	11/08/2018	2397802	203				125.00			NO SWFEE FOR DIS SWFEE
2018	SMITH LISELOTTE EDELTRUD BUTLE	11/09/2018	2376960	109				125.00			REMOVE SWFEE PER SWFEE
2018	STIGITZ WENDY WEYERS	11/09/2018	2392861	107		29.61					VALUE ADJUSTMENT PPVAL
2018	SWEPSON LEROY G	11/01/2018	2413324	107		6.51					SOLD IN 2012 PPSLD
2018	VOJTA JEFFERY SCOTT	11/19/2018	2419895	112		43.76					VALUE ADJ PER BO PPVAL
2018	VOUGHT RALPH	11/20/2018	2374308	107		53.16					BILLED TO NEW OW PPSLD
2018	WOLFE KEVIN	11/06/2018	2378491	107		21.40					PROP SOLD MOVED MVDOS

\*\* YEAR TOTALS \*\* 519.22 3546.20 443.00

\*\*\* FINAL TOTALS \*\*\* 519.22 3933.61 443.00

\*\*\* NORMAL END OF JOB \*\*\*

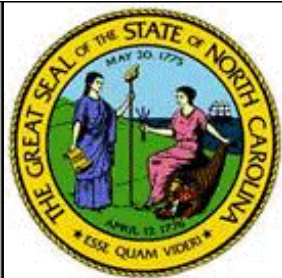


North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
ANDRES, DENNIS JOHN	ANDRES, DENNIS JOHN	ANDRES, MARY CATHERINE	200 DOMINICAN DR #2208		MADISON, MS 39110	Proration	0037600104	PKZ2624	AUTHORIZED	97200406	Refund Generated due to proration on Bill #0037600104-2017-0000-00
ANTIEAU, NEIL BRYANT	ANTIEAU, NEIL BRYANT		2501 CORINTH RD		MONCURE, NC 27559	Proration	0036997292	5M9515	AUTHORIZED	96820534	Refund Generated due to proration on Bill #0036997292-2017-0000-00
ARBOR ENTERPRISE S INC	ARBOR ENTERPRISE S INC		PO BOX 1429		PITTSBORO, NC 27312	Proration	0014478117	AR30481	AUTHORIZED	96202558	Refund Generated due to proration on Bill #0014478117-2017-0000-00
ASHCROFT, BRYAN CHRISTOPHER	ASHCROFT, BRYAN CHRISTOPHER		24 GREY OAK CT		PITTSBORO, NC 27312	Proration	0043925281	FJC9337	AUTHORIZED	97364596	Refund Generated due to proration on Bill #0043925281-2018-0000-00
BADDERS, BRENDA REYNOLDS	BADDERS, BRENDA REYNOLDS		459 RIVER FORKS RD		SANFORD, NC 27330	Proration	0018807086	XWV1458	AUTHORIZED	96688632	Refund Generated due to proration on Bill #0018807086-2017-0000-00

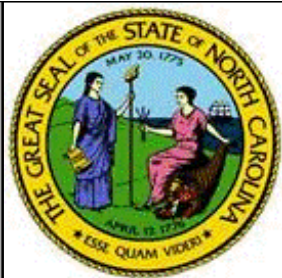


North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Tag Surrender	11/28/2018	11/28/2018 10:51:44 AM
ie	Vehicle Sold	11/19/2018	11/19/2018 4:24:07 PM
ie	Vehicle Sold	11/02/2018	11/2/2018 9:26:36 AM
ie	Vehicle Sold	11/30/2018	11/30/2018 1:23:11 PM
ie	Vehicle Sold	11/15/2018	11/15/2018 10:19:05 AM



North Carolina Ver

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$35.17)	\$0.00	(\$35.17)
07	Tax	(\$5.77)	\$0.00	(\$5.77)
			Refund	\$40.94
00	Tax	(\$40.66)	\$0.00	(\$40.66)
05	Tax	(\$8.09)	\$0.00	(\$8.09)
			Refund	\$48.75
00	Tax	(\$0.31)	\$0.00	(\$0.31)
06	Tax	(\$0.06)	\$0.00	(\$0.06)
			Refund	\$0.37
00	Tax	(\$34.63)	\$0.00	(\$34.63)
06	Tax	(\$6.75)	\$0.00	(\$6.75)
			Refund	\$41.38
00	Tax	(\$23.97)	\$0.00	(\$23.97)
06	Tax	(\$4.67)	\$0.00	(\$4.67)
			Refund	\$28.64

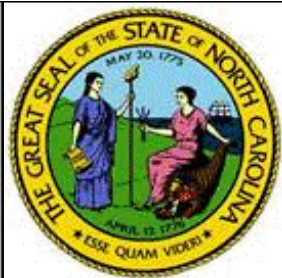


North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
BARTEE, DOUGLAS WILLIAM III	BARTEE, DOUGLAS WILLIAM III		734 JERRY FRYE RD		BENNETT, NC 27208	Proration	0036372061	ECP4168	AUTHORIZED	96819680	Refund Generated due to proration on Bill #0036372061-2017-0000-00
BOYD, ROY LINWOOD	BOYD, ROY LINWOOD	BOYD, NANCY WATKINS	2144 HENDERSON TANYARD RD		PITTSBORO, NC 27312	Proration	0001298602	TRL3368	AUTHORIZED	97048712	Refund Generated due to proration on Bill #0001298602-2017-0000-00
BURNS, SARA JO	BURNS, SARA JO		230 WAYLON STINSON RD		GOLDSTON, NC 27252	Adjustment < \$100	0045109132	FJH7469	AUTHORIZED	144598752	Refund Generated due to adjustment on Bill #0045109132-2018-0000
CHEEK, CHARLES EARL	CHEEK, CHARLES EARL		1605 MOON CHAPEL CHURCH	RD	SILER CITY, NC 27344	Adjustment < \$100	0040576667	PDP9785	AUTHORIZED	144303846	Refund Generated due to adjustment on Bill #0040576667-2017-0000
COTA, ARNOLD CLARK JR	COTA, ARNOLD CLARK JR		374 RIVER POINT RD		MONCURE, NC 27559	Proration	0025393139	AEN5201	AUTHORIZED	96399522	Refund Generated due to proration on Bill #0025393139-2017-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/19/2018	11/19/2018 9:23:15 AM
ie	Tag Surrender	11/26/2018	11/26/2018 11:03:55 AM
ie	Situs error	11/07/2018	11/7/2018 9:56:11 AM
ie	Situs error	11/02/2018	11/2/2018 9:29:40 AM
ie	Vehicle Sold	11/07/2018	11/7/2018 1:57:24 PM



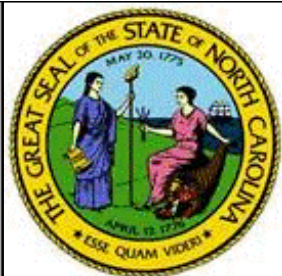


North Carolina Ver

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$55.53)	\$0.00	(\$55.53)
13	Tax	(\$7.95)	\$0.00	(\$7.95)
			Refund	\$63.48
00	Tax	(\$3.86)	\$0.00	(\$3.86)
09	Tax	(\$0.42)	\$0.00	(\$0.42)
			Refund	\$4.28
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$6.59)	\$0.00	(\$6.59)
04	Tax	\$1.37	\$0.00	\$1.37
			Refund	\$5.22
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$27.73)	(\$2.84)	(\$30.57)
01	Tax	\$5.76	\$0.59	\$6.35
			Refund	\$24.22
00	Tax	(\$27.72)	(\$1.59)	(\$29.31)
05	Tax	(\$5.52)	(\$0.32)	(\$5.84)
			Refund	\$35.15



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
CREEHAN, WILLIAM JOHN	CREEHAN, WILLIAM JOHN	CREEHAN, DEBRA LYNN	653 LIPFORD DR		CARY, NC 27519	Proration	0010739860	ZZR7461	AUTHORIZED	145112445	Refund Generated due to proration on Bill #0010739860-2017-0000-00
CRUICKSHANK, JUDITH ARLENE	CRUICKSHANK, JUDITH ARLENE		665 REBECCA LN		SILER CITY, NC 27344	Proration	0042860558	DJN1799	AUTHORIZED	96820254	Refund Generated due to proration on Bill #0042860558-2017-0000-00
DI BARTOLOMEO, FRANCESCO	DI BARTOLOMEO, FRANCESCO		4324 DEL WEBB AVE		CARY, NC 27519	Proration	0032047702	XNJ8516	AUTHORIZED	145113069	Refund Generated due to proration on Bill #0032047702-2017-0000-00
DOWDY, LARRY GENE	DOWDY, LARRY GENE		332 PINECREST DR		BEAR CREEK, NC 27207	Adjustment < \$100	0045415824	TPT1723	AUTHORIZED	194728444	Refund Generated due to adjustment on Bill #0045415824-2018-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/16/2018	11/16/2018 8:54:10 AM
ie	Vehicle Totalled	11/19/2018	11/19/2018 1:31:23 PM
ie	Vehicle Sold	11/16/2018	11/26/2018 4:04:43 PM
ie	Situs error	11/30/2018	11/30/2018 9:22:12 AM



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$11.49)	\$0.00	(\$11.49)
23	Tax	(\$6.40)	\$0.00	(\$6.40)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$17.89
00	Tax	(\$59.42)	\$0.00	(\$59.42)
09	Tax	(\$6.48)	\$0.00	(\$6.48)
			Refund	\$65.90
00	Tax	(\$173.99)	\$0.00	(\$173.99)
23	Tax	(\$96.96)	\$0.00	(\$96.96)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$270.95
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$86.70)	\$0.00	(\$86.70)
04	Tax	\$18.01	\$0.00	\$18.01
02	Tax	\$30.02	\$0.00	\$30.02
			Refund	\$38.67



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
EVANS, AARON MCRAE	EVANS, AARON MCRAE		1341 MITCHELLS CHAPEL RD		PITTSBORO, NC 27312	Proration	0043626644	FDR1476	AUTHORIZED	97129532	Refund Generated due to proration on Bill #0043626644-2018-2018-0000-00
FLAIR, KIMBERLY ANN	FLAIR, KIMBERLY ANN	GACHECHILA DZE, ANZOR	139 OLD LYSTRA RD		CHAPEL HILL, NC 27517	Proration	0032130944	RZT8905	AUTHORIZED	96820498	Refund Generated due to proration on Bill #0032130944-2017-2017-0000-00
HANSELL, JAMES RAY	HANSELL, JAMES RAY	HANSELL, LINDA MARIE	558 WOODBRIDGE WAY		THE VILLAGES, FL 32163	Proration	0041719008	YYF8065	AUTHORIZED	97128782	Refund Generated due to proration on Bill #0041719008-2017-2017-0000-00
HANSELL, LINDA M	HANSELL, LINDA M	HANSELL, JAMES RAY	558 WOODBRIDGE WAY		THE VILLAGES, FL 32163	Proration	0018812926	FFR3837	AUTHORIZED	97128794	Refund Generated due to proration on Bill #0018812926-2017-2017-0000-00
HAVILL, RICHARD BLAKE	HAVILL, RICHARD BLAKE		12075 MOREHEAD		CHAPEL HILL, NC 27517	Proration	0018811605	YATAYATA	AUTHORIZED	97364778	Refund Generated due to proration on Bill #0018811605-2017-2017-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Tag Surrender	11/27/2018	11/30/2018 9:22:28 AM
ie	Vehicle Sold	11/19/2018	11/19/2018 3:59:08 PM
ie	Reg . Out of state	11/27/2018	11/30/2018 9:22:28 AM
ie	Reg . Out of state	11/27/2018	11/27/2018 11:35:47 AM
ie	Tag Surrender	11/30/2018	11/30/2018 3:00:20 PM





North Carolina Ver

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$100.56)	\$0.00	(\$100.56)
06	Tax	(\$19.61)	\$0.00	(\$19.61)
			Refund	\$120.17
00	Tax	(\$68.52)	\$0.00	(\$68.52)
07	Tax	(\$11.23)	\$0.00	(\$11.23)
			Refund	\$79.75
00	Tax	(\$169.92)	\$0.00	(\$169.92)
07	Tax	(\$27.86)	\$0.00	(\$27.86)
			Refund	\$197.78
00	Tax	(\$16.44)	\$0.00	(\$16.44)
07	Tax	(\$2.69)	\$0.00	(\$2.69)
			Refund	\$19.13
00	Tax	(\$34.42)	\$0.00	(\$34.42)
07	Tax	(\$5.65)	\$0.00	(\$5.65)
			Refund	\$40.07



Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
HINES, WALDEN WENDELL	HINES, WALDEN WENDELL	COLE, ROSE ANN	1320 RUFUS BREWER RD		SILER CITY, NC 27344	Adjustment < \$100	0045238999	10V6DV	AUTHORIZED	97129400	Refund Generated due to adjustment on Bill #0045238999-2018-0000-00
HOFFMAN, IVY FAY	HOFFMAN, IVY FAY		1995 REDBUD RD		PITTSBORO, NC 27312	Proration	0018807028	SZJ3268	AUTHORIZED	97048756	Refund Generated due to proration on Bill #0018807028-2017-0000-00
HOLBROOK, BARBARA ANN	HOLBROOK, BARBARA ANN		107 BROOKESBY CT		CARY, NC 27519	Proration	0001295752	YYK9811	AUTHORIZED	145801992	Refund Generated due to proration on Bill #0001295752-2017-0000-00
HOLDER, JACQUELINE DOREEN	HOLDER, JACQUELINE DOREEN		54 GATEWAY STREET		MONCURE, NC 27559	Adjustment < \$100	0045206122	PDM3557	AUTHORIZED	145115076	Refund Generated due to adjustment on Bill #0045206122-2018-0000-00
HOLLAND, ELIZABETH GOODWIN	HOLLAND, ODIS ALFRED	HOLLAND, ELIZABETH GOODWIN	440B POOLE RD E		NEW HILL, NC 27562	Proration	0014478082	XTK8378	AUTHORIZED	97048772	Refund Generated due to proration on Bill #0014478082-2016-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Exempt Property	11/27/2018	11/27/2018 3:18:36 PM
ie	Tag Surrender	11/26/2018	11/26/2018 11:24:40 AM
ie	Vehicle Sold	11/29/2018	11/29/2018 11:51:02 AM
ie	Situs error	11/16/2018	11/16/2018 4:58:26 PM
ie	Vehicle Sold	11/26/2018	11/26/2018 11:37:38 AM



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$73.36)	\$0.00	(\$73.36)
09	Tax	(\$9.17)	\$0.00	(\$9.17)
			Refund	\$82.53
00	Tax	(\$16.41)	\$0.00	(\$16.41)
07	Tax	(\$2.69)	\$0.00	(\$2.69)
			Refund	\$19.10
00	Tax	(\$26.96)	\$0.00	(\$26.96)
23	Tax	(\$15.02)	\$0.00	(\$15.02)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$41.98
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$50.48)	\$0.00	(\$50.48)
05	Tax	\$14.56	\$0.00	\$14.56
			Refund	\$35.92
00	Tax	(\$2.43)	\$0.00	(\$2.43)
05	Tax	(\$0.48)	\$0.00	(\$0.48)
			Refund	\$2.91



Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
HOLLIMAN, DAVID BRUCE	HOLLIMAN, DAVID BRUCE		4221 DEL WEBB AVE		CARY, NC 27519	Proration	0044298286	PKS1025	AUTHORIZED	145036158	Refund Generated due to proration on Bill #0044298286-2018-0000-00
HUCKLE, PAUL DERRICK	HUCKLE, PAUL DERRICK		12911 MOREHEAD		CHAPEL HILL, NC 27517	Adjustment < \$100	0001313064	9608	AUTHORIZED	96742056	Refund Generated due to adjustment on Bill #0001313064-2018-0000-00
HUMBER, ANN KIMREY	HUMBER, ANN KIMREY		3000 GALLOWAY RDG	APT D001	PITTSBORO, NC 27312	Proration	0018812420	CAM7154	AUTHORIZED	96819756	Refund Generated due to proration on Bill #0018812420-2017-0000-00
HUNTER, THOMAS ROBERTSON	HUNTER, THOMAS ROBERTSON		90122 HOEY		CHAPEL HILL, NC 27517	Proration	0023973115	VWJ4008	AUTHORIZED	96136714	Refund Generated due to proration on Bill #0023973115-2017-0000-00
HUTCHINSON, KEVIN MICHAEL II	HUTCHINSON, KEVIN MICHAEL II		376 BEAR TREE CRK		CHAPEL HILL, NC 27517	Proration	0043606401	CAB2447	AUTHORIZED	96202552	Refund Generated due to proration on Bill #0043606401-2017-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/15/2018	11/15/2018 4:06:00 PM
ie	Adjustment	11/16/2018	11/16/2018 10:36:47 AM
ie	Vehicle Sold	11/19/2018	11/19/2018 10:14:01 AM
ie	Vehicle Sold	11/01/2018	11/1/2018 11:28:12 AM
ie	Vehicle Sold	11/02/2018	11/2/2018 9:24:25 AM





North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$33.18)	\$0.00	(\$33.18)
23	Tax	(\$18.49)	\$0.00	(\$18.49)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$51.67
00	Tax	(\$6.87)	\$0.00	(\$6.87)
07	Tax	(\$1.12)	\$0.00	(\$1.12)
			Refund	\$7.99
00	Tax	(\$22.94)	\$0.00	(\$22.94)
07	Tax	(\$3.76)	\$0.00	(\$3.76)
			Refund	\$26.70
00	Tax	(\$83.16)	\$0.00	(\$83.16)
07	Tax	(\$13.63)	\$0.00	(\$13.63)
			Refund	\$96.79
00	Tax	(\$12.25)	\$0.00	(\$12.25)
07	Tax	(\$2.01)	\$0.00	(\$2.01)
			Refund	\$14.26



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
JOHNSON, DEBORAH JOY	JOHNSON, DEBORAH JOY	JOHNSON, SEYMOUR	155 ABEYANCE RD		MONCURE, NC 27559	Proration	0030782308	DFZ1071	AUTHORIZED	97048614	Refund Generated due to proration on Bill #0030782308-2017-0000-00
KINER, MELISSA ANNE LEROY	KINER, MELISSA ANNE LEROY		85 HUDSON WOODS RD		PITTSBORO, NC 27312	Proration	0039351512	U396L	AUTHORIZED	96577108	Refund Generated due to proration on Bill #0039351512-2017-0000-00
KLOEBLEN, PAUL ALBERT	KLOEBLEN, PAUL ALBERT		308 FENMORE PL		CARY, NC 27519	Proration	0043194134	PJR9723	AUTHORIZED	145229820	Refund Generated due to proration on Bill #0043194134-2017-0000-00
LAVANDOWS KI, DIANE MARIE	LAVANDOWS KI, DIANE MARIE		176 VICTORIA DR		PITTSBORO, NC 27312	Proration	0043522490	EEH3999	AUTHORIZED	96820142	Refund Generated due to proration on Bill #0043522490-2018-0000-00
LEWIS, THOMAS CHARLES	LEWIS, THOMAS CHARLES		PO BOX 137		MONCURE, NC 27559	Adjustment < \$100	0023613162	DAW3436	AUTHORIZED	97200562	Refund Generated due to adjustment on Bill #0023613162-2018-0000-00

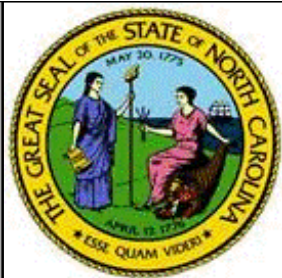


North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Tag Surrender	11/26/2018	11/30/2018 9:22:28 AM
ie	Vehicle Totalled	11/13/2018	11/13/2018 1:34:45 PM
ie	Vehicle Sold	11/19/2018	11/19/2018 11:12:14 AM
ie	Vehicle Totalled	11/19/2018	11/19/2018 11:54:01 AM
ie	Over Assessment	11/28/2018	11/28/2018 1:01:22 PM



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$122.52)	\$0.00	(\$122.52)
06	Tax	(\$23.89)	\$0.00	(\$23.89)
			Refund	\$146.41
00	Tax	(\$31.72)	\$0.00	(\$31.72)
07	Tax	(\$5.20)	\$0.00	(\$5.20)
			Refund	\$36.92
00	Tax	(\$20.08)	\$0.00	(\$20.08)
23	Tax	(\$11.19)	\$0.00	(\$11.19)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$31.27
00	Tax	(\$27.51)	\$0.00	(\$27.51)
09	Tax	(\$3.44)	\$0.00	(\$3.44)
			Refund	\$30.95
00	Tax	(\$10.02)	\$0.00	(\$10.02)
05	Tax	(\$2.00)	\$0.00	(\$2.00)
			Refund	\$12.02



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
MELVIN, WILLIAM CHARLES	MELVIN, WILLIAM CHARLES		102 GET-A-WAY LN		BAHAMA, NC 27503	Proration	0042762001	FFC7913	AUTHORIZED	97129386	Refund Generated due to proration on Bill #0042762001-2017-0000-00
MILLER, ROGER DAVID	MILLER, ROGER DAVID		1405 VENTNOR PL		CARY, NC 27519	Proration	0034335455	EFF3198	AUTHORIZED	145032813	Refund Generated due to proration on Bill #0034335455-2017-0000-00
MOON, ROCHELLE BUCKNER	MOON, ROCHELLE BUCKNER		3665 MOON LINDLEY RD		SNOW CAMP, NC 27349	Proration	0014485911	XWT7608	AUTHORIZED	97200964	Refund Generated due to proration on Bill #0014485911-2017-0000-00
MURPHY, HEATHER ELLEN	MURPHY, HEATHER ELLEN	MURPHY, GLENN JOSEPH	89 SALT CEDAR LN		CHAPEL HILL, NC 27516	Proration	0026493202	WZJ8787	AUTHORIZED	96845416	Refund Generated due to proration on Bill #0026493202-2017-0000-00
OHRI, VISHAL	OHRI, VISHAL		512 FINNBAR DR		CARY, NC 27519	Proration	0024912615	BKW3779	AUTHORIZED	145573086	Refund Generated due to proration on Bill #0024912615-2017-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/27/2018	11/27/2018 3:09:04 PM
ie	Vehicle Totalled	11/15/2018	11/15/2018 8:57:07 AM
ie	Vehicle Sold	11/29/2018	11/29/2018 8:18:40 AM
ie	Vehicle Totalled	11/20/2018	11/20/2018 11:52:33 AM
ie	Vehicle Sold	11/26/2018	11/26/2018 11:08:18 AM



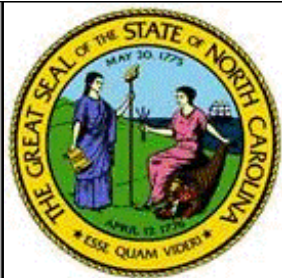
North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$2.51)	\$0.00	(\$2.51)
06	Tax	(\$0.49)	\$0.00	(\$0.49)
			Refund	\$3.00
00	Tax	(\$29.43)	\$0.00	(\$29.43)
23	Tax	(\$16.40)	\$0.00	(\$16.40)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$45.83
00	Tax	(\$5.80)	\$0.00	(\$5.80)
09	Tax	(\$0.63)	\$0.00	(\$0.63)
			Refund	\$6.43
00	Tax	(\$48.26)	\$0.00	(\$48.26)
07	Tax	(\$7.92)	\$0.00	(\$7.92)
			Refund	\$56.18
00	Tax	(\$12.42)	\$0.00	(\$12.42)
23	Tax	(\$6.92)	\$0.00	(\$6.92)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$19.34





North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
PIKE, JERRY PAUL	PIKE, JERRY PAUL		282 PINE COURT DR		SILER CITY, NC 27344	Proration	0014485410	CJN7772	AUTHORIZED	97048610	Refund Generated due to proration on Bill #0014485410-2017-0000-00
POLLARD, JAMES EDWARD	POLLARD, JAMES EDWARD		3120 CHRISTIAN CHAPEL CH		NEW HILL, NC 27562	Adjustment < \$100	0044793780	CK77999	AUTHORIZED	96576798	Refund Generated due to adjustment on Bill #0044793780-2018-0000-00
RIVERA, FRANCISCO CORDERO	RIVERA, FRANCISCO CORDERO		3264 HAMLETT CH RD		PITTSBORO, NC 27312	Proration	0014488662	WSK2304	AUTHORIZED	96399270	Refund Generated due to proration on Bill #0014488662-2017-0000-00
ROGERS, ELISABETH POE	ROGERS, ELISABETH POE	ROGERS, JAMES LEE	1807 W CANTON PL		BROKEN ARROW, OK 74012	Proration	0036897671	AHM7052	AUTHORIZED	96445354	Refund Generated due to proration on Bill #0036897671-2017-0000-00
ROGERS, JAMES LEE	ROGERS, JAMES LEE	ROGERS, ELISABETH POE	1807 W CANTON PL		BROKEN ARROW, OK 74012	Proration	0041073302	TPT3977	AUTHORIZED	96445368	Refund Generated due to proration on Bill #0041073302-2017-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/26/2018	11/26/2018 9:57:04 AM
ie	Over Assessment	11/13/2018	11/13/2018 10:27:04 AM
ie	Vehicle Sold	11/07/2018	11/7/2018 11:01:17 AM
ie	Reg . Out of state	11/08/2018	11/26/2018 4:04:43 PM
ie	Reg . Out of state	11/08/2018	11/8/2018 11:48:15 AM



North Carolina Ver

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$5.02)	\$0.00	(\$5.02)
01	Tax	(\$0.72)	\$0.00	(\$0.72)
			Refund	\$5.74
00	Tax	(\$3.14)	\$0.00	(\$3.14)
05	Tax	(\$0.62)	\$0.00	(\$0.62)
			Refund	\$3.76
00	Tax	(\$3.15)	\$0.00	(\$3.15)
07	Tax	(\$0.52)	\$0.00	(\$0.52)
			Refund	\$3.67
00	Tax	(\$82.96)	\$0.00	(\$82.96)
21	Tax	(\$57.23)	\$0.00	(\$57.23)
			Refund	\$140.19
00	Tax	(\$12.62)	\$0.00	(\$12.62)
21	Tax	(\$8.70)	\$0.00	(\$8.70)
			Refund	\$21.32



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
ROURKE, CORY JOHN	ROURKE, CORY JOHN	ROURKE, RAYMOND ROBERT	181 SEVEN ISLAND RD		PITTSBORO, NC 27312	Proration	0025115944	DDF1283	AUTHORIZED	97364752	Refund Generated due to proration on Bill #0025115944-2017-0000-00
SAVAGE, CHARLES	SAVAGE, CHARLES		PO BOX 16184		CHAPEL HILL, NC 27516	Proration	0030564514	EAB1107	AUTHORIZED	96577100	Refund Generated due to proration on Bill #0030564514-2017-0000-00
SHERWOOD, KEVIN CURTIS	SHERWOOD, KEVIN CURTIS		50007 BROGDEN		CHAPEL HILL, NC 27517	Proration	0040464156	DRJENNI	AUTHORIZED	96399250	Refund Generated due to proration on Bill #0040464156-2017-0000-00
SIR PIZZA OF SILER CITY, INC	SIR PIZZA OF SILER CITY, INC		1403 E 11TH ST		SILER CITY, NC 27344	Proration	0030845297	SIRPIZZA	AUTHORIZED	145229802	Refund Generated due to proration on Bill #0030845297-2017-0000-00
SIZEMORE, LAWRENCE LEE II	SIZEMORE, LAWRENCE LEE II		100 HIGHLAND TRL		CHAPEL HILL, NC 27516	Proration	0028911670	DLE1809	AUTHORIZED	96202760	Refund Generated due to proration on Bill #0028911670-2017-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/30/2018	11/30/2018 2:37:59 PM
ie	Tag Surrender	11/13/2018	11/13/2018 1:31:29 PM
ie	Vehicle Sold	11/07/2018	11/7/2018 10:48:37 AM
ie	Tag Surrender	11/19/2018	11/26/2018 4:04:43 PM
ie	Vehicle Sold	11/02/2018	11/2/2018 11:36:57 AM

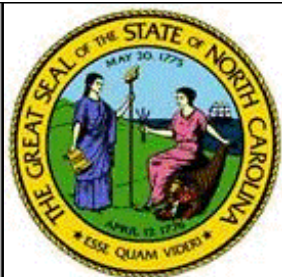


North Carolina Ver

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$26.40)	\$0.00	(\$26.40)
07	Tax	(\$4.33)	\$0.00	(\$4.33)
			Refund	\$30.73
00	Tax	(\$14.38)	\$0.00	(\$14.38)
07	Tax	(\$2.36)	\$0.00	(\$2.36)
			Refund	\$16.74
00	Tax	(\$64.88)	\$0.00	(\$64.88)
07	Tax	(\$10.64)	\$0.00	(\$10.64)
			Refund	\$75.52
00	Tax	(\$171.64)	\$0.00	(\$171.64)
22	Tax	(\$139.37)	\$0.00	(\$139.37)
22	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$311.01
00	Tax	(\$2.34)	\$0.00	(\$2.34)
07	Tax	(\$0.38)	\$0.00	(\$0.38)
			Refund	\$2.72



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
SNIVLEY, ALLEN BURKE JR	SNIVLEY, ALLEN BURKE JR	SNIVELY, TANJA SUZETTE	77014 MILLER		CHAPEL HILL, NC 27517	Proration	0040025310	EHL3656	AUTHORIZED	97129234	Refund Generated due to proration on Bill #0040025310-2017-0000-00
STONEMAN, MARK DANIEL	STONEMAN, MARK DANIEL	STONEMAN, STEVEN GARY	411 LUTHER RD		APEX, NC 27523	Proration	0043252773	PKD1625	AUTHORIZED	96819694	Refund Generated due to proration on Bill #0043252773-2017-0000-00
THESING, GLENN ANTHONY	THESING, GLENN ANTHONY		133 WINDSONG DR		PITTSBORO, NC 27312	Proration	0029966009	DMZ7745	AUTHORIZED	97129320	Refund Generated due to proration on Bill #0029966009-2017-0000-00
VANNESS, MILLICENT LAING	VANNESS, MILLICENT LAING		109 HICKORY LN		PITTSBORO, NC 27312	Proration	0014483897	TTV2587	AUTHORIZED	97200542	Refund Generated due to proration on Bill #0014483897-2017-0000-00
VIVOLO, JENNIFER DITTMER	VIVOLO, JENNIFER DITTMER		103 CASABLANCA CT		CARY, NC 27519	Proration	0037590466	PCM9139	AUTHORIZED	145112436	Refund Generated due to proration on Bill #0037590466-2017-0000-00





North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/27/2018	11/27/2018 1:55:37 PM
ie	Vehicle Totalled	11/19/2018	11/26/2018 4:04:43 PM
ie	Tag Surrender	11/27/2018	11/27/2018 2:42:05 PM
ie	Tag Surrender	11/28/2018	11/28/2018 12:43:08 PM
ie	Vehicle Totalled	11/16/2018	11/26/2018 4:04:43 PM

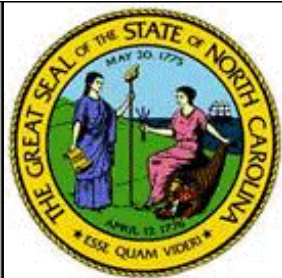


North Carolina Ver

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$73.95)	\$0.00	(\$73.95)
07	Tax	(\$12.13)	\$0.00	(\$12.13)
			Refund	\$86.08
00	Tax	(\$116.22)	(\$6.67)	(\$122.89)
07	Tax	(\$19.06)	(\$1.10)	(\$20.16)
			Refund	\$143.05
00	Tax	(\$30.10)	\$0.00	(\$30.10)
21	Tax	(\$20.76)	\$0.00	(\$20.76)
			Refund	\$50.86
00	Tax	(\$10.61)	\$0.00	(\$10.61)
07	Tax	(\$1.74)	\$0.00	(\$1.74)
			Refund	\$12.35
00	Tax	(\$64.32)	\$0.00	(\$64.32)
23	Tax	(\$35.84)	\$0.00	(\$35.84)
23	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
			Refund	\$115.16



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
WHITE, STEPHEN TODD	WHITE, STEPHEN TODD	WHITE, KATHY GARNER	524 VAUGHN BRAY RD		SILER CITY, NC 27344	Proration	0018805083	CAR8520	AUTHORIZED	96399258	Refund Generated due to proration on Bill #0018805083-2017-0000-00
WILLIAMS, BRIAN JOSEPH	WILLIAMS, BRIAN JOSEPH		107 STONES THROW		CHAPEL HILL, NC 27516	Proration	0023724385	BEK5869	AUTHORIZED	96819676	Refund Generated due to proration on Bill #0023724385-2017-0000-00
ZOLTOSKI, MARTIN EDWARD	ZOLTOSKI, MARTIN EDWARD	ZOLTOSKI, ELLEN MARTHA	711 NEVINS PL		CARY, NC 27519	Proration	0014493142	AEF1052	AUTHORIZED	144668022	Refund Generated due to proration on Bill #0014493142-2017-0000-00



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	11/07/2018	11/26/2018 4:04:43 PM
ie	Vehicle Sold	11/19/2018	11/19/2018 9:19:16 AM
ie	Tag Surrender	11/08/2018	11/8/2018 11:32:19 AM



North Carolina Veh

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$105.94)	\$0.00	(\$105.94)
13	Tax	(\$15.18)	\$0.00	(\$15.18)
			Refund	\$121.12
00	Tax	(\$8.12)	\$0.00	(\$8.12)
07	Tax	(\$1.33)	\$0.00	(\$1.33)
			Refund	\$9.45
00	Tax	(\$35.92)	\$0.00	(\$35.92)
23	Tax	(\$20.02)	\$0.00	(\$20.02)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$55.94
			Refund Total	\$3116.35



North Carolina Ver

NCVTS Pending

Report Date 12/3/2018 9:58:13 AM

Tax Jurisdiction	District Type	Net Change
00	COUNTY	(\$2,284.41)
21	CITY	(\$261.03)
22	CITY	(\$139.37)
23	CITY	(\$242.24)
01	FIRE	\$5.63
04	FIRE	\$19.38
05	FIRE	(\$2.47)
06	FIRE	(\$55.47)
07	FIRE	(\$143.12)
09	FIRE	(\$20.14)
13	FIRE	(\$23.13)
02	SPECIAL	\$30.02
Total		(\$3,116.35)



North Carolina Ver

**NCVTS Pending**

Report Date 12/3/2018 9:58:13 AM





North Carolina Ver

**NCVTS Pending**

Report Date 12/3/2018 9:58:13 AM

Report Parameters



**Manual Refunds for VTS payments**

<b>Taxpayer Name</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
KLEBERG, CRAIG CHARLES	104 Hudson HILLS RD	PITTSBORO	NC	27312
<b>Refund</b>				

<b>Taxpayer Name</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Refund</b>				

<b>Taxpayer Name</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Refund</b>				

County Tax Pd	District Tax Paid	Interest paid	Total Paid	Date Paid	Date Tag Expires
502.08	82.34			584.42	9/24/2018
175.22	28.74		0.00	203.96	

County Tax Pd	District Tax Paid	Interest paid	Total Paid	Date Paid	Date Tag Expires
				0.00	
0.00	0.00		0.00	0.00	

County Tax Pd	District Tax Paid	Interest paid	Total Paid	Date Paid	Date Tag Expires
				0.00	
0.00	0.00		0.00	0.00	

Turn in Date # months District #  
107

Turn in Date # months District #

Turn in Date # months District #



# Chatham County, NC

## Text File

File Number: 18-2869

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Finance

**File Type:** Ordinance

Vote on a request to approve amended project ordinances as proposed by staff

Action Requested: Approve amended project ordinances as proposed by staff

Introduction & Background: Section 13.2 of Chapter 159 of the General Statutes of North Carolina states that a project ordinance shall be adopted by the governing board for all capital projects.

Discussion & Analysis: Attached are amended project ordinances for the following projects: the Animal Shelter Expansion and Renovation, the Central Carolina Business Campus, the New Emergency Medical Services Base, the Haywood Water Main Replacement, the Chatham Grove Elementary School, the Schools Locker Room Renovations, and the Seaforth High School. All of these project ordinances have been amended to reflect the most current project total estimates as recently approved by the Board of Commissioners in the FY 2020-2026 Capital Improvements Program.

Budgetary Impact: The project budget for the Animal Shelter Expansion and Renovation project totals \$5,585,630. The project budget for the Central Carolina Business Campus project totals \$9,277,026. The project budget for the New Emergency Medical Services Base project totals \$1,329,715. The project budget for the Haywood Water Main Replacement project totals \$140,552. The project budget for the Chatham Grove Elementary School project totals \$33,109,621. The project budget for the Schools Locker Room Renovations project totals \$1,139,950. The project budget for the Seaforth High School project totals \$74,831,148.

Recommendation: Motion to approve amended project ordinances as proposed by staff.

**Project Ordinance for Animal Shelter Expansion and Renovation**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance originally adopted on December 18, 2017 is hereby amended:

Section 1. The project authorized consists of building a 7,931 square foot addition to the existing Animal Control shelter and renovation of the existing 2,600 square foot building.

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Design & Administration	608,750
Construction	4,593,130
Furnishings & Equipment	108,012
Contracted Services	27,250
Permits & Fees	21,800
Contingency	<u>226,688</u>
Total Expenditures	\$5,585,630

Section 4. The following revenue is anticipated to be available to complete this project:

Transfer from Capital Reserve	\$5,585,630
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Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project annually.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17<sup>th</sup> day of December 2018.

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Diana Hales, Chairman  
Chatham County Board of Commissioners

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Lindsay Ray, Clerk to the Board  
Chatham County



**Project Ordinance Concerning the  
Central Carolina Business Campus**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance originally adopted on June 20, 2005 is hereby amended:

Section 1. The project authorized consists of the construction of roadways, and water and sewer lines to serve the Central Carolina Business Campus.

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Construction	\$8,108,414
Design/Engineering/Administration	\$1,031,146
Land Acquisition	<u>\$137,466</u>
<b>Project Total</b>	<b>\$9,277,026</b>

Section 4. The following revenue is anticipated to be available to complete this project:

Certificates of Participation	\$7,364,593
Grants/Gifts/Etc	399,882
Interest	28,056
Transfer from General Fund	257,695
Transfer from General Capital Reserve	888,986
Transfer from Water Capital Reserve	<u>337,814</u>
<b>Total Revenue</b>	<b>\$9,277,026</b>

Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17<sup>th</sup> day of December 2018.

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Diana Hales, Chairman  
Chatham County Board of Commissioners

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Lindsay Ray, Clerk to the Board  
Chatham County

**Project Ordinance Concerning the  
New Emergency Medical Services Base**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance originally adopted on December 18, 2017 is hereby amended:

Section 1. The project authorized consists of the construction of a new 3-bay EMS base on 15-501 near Fearington Village and Briar Chapel.

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Design & Administration	\$206,000
Construction	782,075
Furnishings & Equipment	263,432
Contingency	<u>78,208</u>
Total Expenditures:	\$1,329,715

Section 4. The following revenue is anticipated to be available to complete this project:

Transfer from Capital Reserve Fund	\$1,329,715
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Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project annually.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Diana Hales, Chairman  
Chatham County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Lindsay K. Ray, Clerk to the Board  
Chatham County

**Project Ordinance Concerning the  
Haywood Water Main Replacement**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance originally adopted on October 20, 2014 is hereby amended:

Section 1. The project authorized consists of replacing the existing four-inch water main under the railroad tracks on Haywood Road with a six-inch water main.

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Construction	\$112,100
Design/Engineering/Adm	<u>28,452</u>
Total Expenditures:	\$140,552

Section 4. The following revenue is anticipated to be available to complete this project:

Water Capital Reserve	<u>\$140,552</u>
Total Revenue:	\$140,552

Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17<sup>th</sup> day of December, 2018.

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Diana Hales, Chairman  
Chatham County Board of Commissioners

Attest:

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Lindsay K. Ray, Clerk to the Board  
Chatham County

**Project Ordinance Concerning the  
Chatham Grove Elementary School**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance originally adopted August 15, 2016 is hereby amended:

Section 1. The project authorized consists of the construction of a new northeast elementary school.

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Design, Engineering, & Admin	\$1,713,200
Contracted Services	540,666
Furnishings & Equipment	1,506,481
Land	754,788
Financing Costs	119,649
Construction	27,118,892
Contingency	<u>1,355,945</u>
Total	<u>\$33,109,621</u>

Section 4. The following revenue is anticipated to be available to complete this project:

Limited Obligation Bonds	<u>\$33,109,621</u>
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Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17th day of December 2018.

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Diana Hales, Chairman  
Chatham County Board of Commissioners

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Lindsay K. Ray, Clerk to the Board  
Chatham County

## **Project Ordinance for Schools Locker Room Renovations**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance originally adopted on December 18, 2017 is hereby amended:

Section 1. The project authorized consists of the renovating the lockers rooms at Jordan Matthews, Chatham Central, Moncure, JS Waters, and Northwood schools.

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Construction	\$1,090,450
Design & Engineering	<u>49,500</u>
	\$1,139,950

Section 4. The following revenue is anticipated to be available to complete this project:

Transfer from Capital Reserve Fund	\$1,139,950
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Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17<sup>th</sup> day of December 2018.

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Diana Hales, Chair  
Chatham County Board of Commissioners

Attest:

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Lindsay K. Ray, Clerk to the Board  
Chatham County

**Project Ordinance Concerning the  
Seaforth High School**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance originally adopted on August 15, 2016 is hereby amended:

Section 1. The project authorized consists of the construction of a new high school located in the northeast quadrant of the county.

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Design, Engineering, & Admin	\$3,747,200
Contracted Services	1,064,974
Furnishings & Equipment	3,727,405
Construction	61,678,231
Land	1,409,472
Financing Costs	119,649
Contingency	<u>3,084,217</u>
Total	<u>\$74,831,148</u>

Section 4. The following revenue is anticipated to be available to complete this project:

Limited Obligation Bonds	<u>\$74,831,148</u>
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Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17th day of December 2018.

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Diana Hales, Chairman  
Chatham County Board of Commissioners

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Lindsay K. Ray, Clerk to the Board  
Chatham County



# Chatham County, NC

## Text File

File Number: 18-2873

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Finance

**File Type:** Ordinance

Vote on a request to adopt the proposed Schools Central Services Building Project Ordinance

Action Requested: Motion to adopt the proposed Central Services Building Project Ordinance

Introduction & Background: Section 13.2 of Chapter 159 of the General Statutes of North Carolina states that a project ordinance shall be adopted by the governing board for all capital projects.

Discussion & Analysis: Attached is a proposed project ordinance for the Schools Central Services Building Project. The project ordinance reflects the estimates presented in the FY2020-2026 Approved Capital Improvements Program.

Budgetary Impact: The budget for the Schools Central Services Building Project totals \$11,142,055 and will be funded with the issuance of debt.

Recommendation: Motion to adopt the proposed Schools Central Services Building Project Ordinance



**Project Ordinance Concerning the  
Schools Central Services Building**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized consists of the construction of a new two-story building for Central Services

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Design, Engineering, & Admin	\$630,112
Contracted Services	173,346
Furnishings & Equipment	637,912
Financing Costs	166,667
Construction	8,667,288
Contingency	<u>866,730</u>
Total	<u>\$11,142,055</u>

Section 4. The following revenue is anticipated to be available to complete this project:

Limited Obligation Bonds	<u>\$11,142,055</u>
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Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17th day of December 2018.

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Diana Hales, Chairman  
Chatham County Board of Commissioners

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Lindsay K. Ray, Clerk to the Board  
Chatham County



# Chatham County, NC

## Text File

File Number: 18-2874

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Finance

**File Type:** Ordinance

Vote on a request to adopt the proposed Schools Indoor Bleacher Replacements Project Ordinance

Action Requested: Motion to adopt the proposed Indoor Bleacher Replacements Project Ordinance

Introduction & Background: Section 13.2 of Chapter 159 of the General Statutes of North Carolina states that a project ordinance shall be adopted by the governing board for all capital projects.

Discussion & Analysis: Attached is a proposed project ordinance for the Schools Indoor Bleacher Replacements Project. The project ordinance reflects the estimates presented in the FY2020-2026 Approved Capital Improvements Program.

Budgetary Impact: The budget for the Schools Indoor Bleacher Replacements Project totals \$272,250 and will be funded from the capital reserve.

Recommendation: Motion to adopt the proposed Schools Indoor Bleacher Replacements Project Ordinance

**Project Ordinance for Schools Indoor Bleacher Replacements**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized consists of renovating and/or installing new indoor bleachers at Chatham Central, Jordan-Matthews, J.S. Waters, Moncure, and Horton Middle.

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Construction	\$272,250
Total Expenditures:	\$272,250

Section 4. The following revenue is anticipated to be available to complete this project:

Transfer from Capital Reserve Fund	\$272,250
Total Revenues:	\$272,250

Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17<sup>th</sup> day of December 2018.

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Diana Hales, Chair  
Chatham County Board of Commissioners

Attest:

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Lindsay K. Ray, Clerk to the Board  
Chatham County



# Chatham County, NC

## Text File

File Number: 18-2875

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Finance

**File Type:** Ordinance

Vote on a request to adopt the proposed Increased Capacity for Data Storage Project Ordinance

Action Requested: Motion to adopt the proposed Increased Capacity for Data Storage Project Ordinance

Introduction & Background: Section 13.2 of Chapter 159 of the General Statutes of North Carolina states that a project ordinance shall be adopted by the governing board for all capital projects.

Discussion & Analysis: Attached is a proposed project ordinance for the Increased Capacity for Data Storage Project. The project ordinance reflects the estimates presented in the FY2020-2026 Approved Capital Improvements Program.

Budgetary Impact: The budget for the Increased Capacity for Data Storage Project totals \$723,906 and will be funded from the capital reserve.

Recommendation: Motion to adopt the proposed Increased Capacity for Data Storage Project Ordinance

**Project Ordinance Concerning  
Increased Capacity for Data Storage**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized consists of providing a secure storage system for the County's increasing data storage needs.

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Equipment	\$723,906
Total Expenditures:	\$723,906

Section 4. The following revenue is anticipated to be available to complete this project:

Capital Reserve	\$723,906
Total Revenue:	\$723,906

Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17<sup>th</sup> day of December 2018.

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Diana Hales, Chair  
Chatham County Board of Commissioners

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Lindsay K. Ray, Clerk to the Board  
Chatham County



# Chatham County, NC

## Text File

File Number: 18-2876

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Finance

**File Type:** Ordinance

Vote on a request to adopt the proposed Emergency Operations Center Expansion Project Ordinance

Action Requested: Motion to adopt the proposed Emergency Operations Center Expansion Project Ordinance

Introduction & Background: Section 13.2 of Chapter 159 of the General Statutes of North Carolina states that a project ordinance shall be adopted by the governing board for all capital projects.

Discussion & Analysis: Attached is a proposed project ordinance for the Emergency Operations Center Expansion Project. The project ordinance reflects the estimates presented in the FY2020-2026 Approved Capital Improvements Program.

Budgetary Impact: The budget for the Emergency Operations Center Expansion Project totals \$10,000,000 and will be funded from the issuance of debt.

Recommendation: Motion to adopt the proposed Emergency Operations Center Expansion Project Ordinance

**Project Ordinance Concerning the  
Emergency Operations Center Expansion**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized consists of the expansion of the Emergency Operations Center.

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Construction	\$10,000,000
Total Expenditures:	\$10,000,000

Section 4. The following revenue is anticipated to be available to complete this project:

Limited Obligation Bonds	\$10,000,000
Total Revenue	\$10,000,000

Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project annually.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Diana Hales, Chairman  
Chatham County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Lindsay K. Ray, Clerk to the Board  
Chatham County





# Chatham County, NC

## Text File

File Number: 18-2878

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Finance

**File Type:** Ordinance

Vote on a request to adopt the proposed Radio System Upgrade Project Ordinance

Action Requested: Motion to adopt the proposed Radio System Upgrade Project Ordinance

Introduction & Background: Section 13.2 of Chapter 159 of the General Statutes of North Carolina states that a project ordinance shall be adopted by the governing board for all capital projects.

Discussion & Analysis: Attached is a proposed project ordinance for the Radio System Upgrade Project. The project ordinance reflects the estimates presented in the FY2020-2026 Approved Capital Improvements Program.

Budgetary Impact: The budget for the Radio System Upgrade Project totals \$16,186,525 and will be funded from the capital reserve and the issuance of debt.

Recommendation: Motion to adopt the proposed Radio System Upgrade Project Ordinance

**Project Ordinance Concerning the  
Radio System Upgrade**

BE IT ORDAINED by the Governing Board of the County of Chatham, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized consists of the replacement of the current emergency radio system infrastructure with a reliable and industry standard P25 radio system.

Section 2. The County Manager is hereby directed to proceed with the capital project with the authority to sign all contracts and change orders within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Design & Administration	\$3,725,247
Construction	2,047,256
Equipment	10,247,355
Other Contracted Services	<u>166,667</u>
Total Expenditures:	\$16,186,525

Section 4. The following revenue is anticipated to be available to complete this project:

Transfer from Capital Reserve Fund	\$4,234,774
Enhanced 911 Funds	960,745
Limited Obligation Bonds	<u>10,991,006</u>
Total Revenues:	\$16,186,525

Section 5. The County Manager is directed to include a detailed analysis of past and future costs and revenues on this capital project annually.

Section 6. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the County Manager and Finance Officer for direction in carrying out this project.

ADOPTED, this 17<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Diana Hales, Chairman  
Chatham County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Lindsay K. Ray, Clerk to the Board  
Chatham County



# Chatham County, NC

## Text File

File Number: 18-2865

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Appointment

Vote on a request to appoint Chanel Haugh to the Triangle South Workforce Development Board.

Action Requested: Vote on a request to appoint Chanel Haugh to the Triangle South Workforce Development Board.

Introduction & Background: Rosalind M. Cross, Director of Workforce Development and WIOA Programs, recommends Chanel Haugh to fill the private section vacancy on the Triangle South Workforce Development Board.

Discussion & Analysis:

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation: Motion to appoint Chanel Haugh to the Triangle South Workforce Development Board.



T. 919.775.5401 F. 919.777.7796

Lifelong Learning Center at W.B. Wicker Business Campus  
900 South Vance Street Sanford, NC 27330

[www.trianglesouthworkforce.com](http://www.trianglesouthworkforce.com)

November 28, 2018

Chatham County Board of Commissioners  
P.O. Box 1809  
Pittsboro, NC 27312

**Re: Recommendation for Appointment**

Dear Commissioners:

Ms. Chanel Haugh, a resident of Chatham County and the Principal/Advisor of Haugh Realty Advisors, has submitted a nomination form for consideration of appointment to the Triangle South Workforce Development Board. Ms. Haugh represents the private sector with a number of years of experience in the service industry.

Based upon information that was provided with Ms. Haugh's nomination form, I am recommending her appointment to the Triangle South Workforce Development Board to fulfill the private sector appointment. The Workforce Innovation and Opportunity Act (WIOA) requires specific representation on the board and this appointment will allow the board to be in compliance of this regulation.

Thank you for the consideration and we look forward to hearing from you soon.

Sincerely,

*Rosalind M. Cross*

Rosalind M. Cross, Director  
Workforce Development and WIOA Programs

*"An Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities."*

**NOMINATION FORM – TRIANGLE SOUTH WORKFORCE DEVELOPMENT BOARD**  
**Workforce Development and Workforce Innovation and Opportunity Act Programs**  
**Serving the North Carolina Counties of Chatham, Harnett, Lee and Sampson**

Name: Chanel Haugh

Address: 568 Horizon Drive, Pittsboro, NC 27312

County of Residence (Please Check One): Chatham      Harnett      Lee      Sampson

Telephone: 919-274-5149      Email: chaugh@haughra.com

Present Occupation/Job Title: Principal/Advisor

Employer: Haugh Realty Advisors (self)      Years with current employer: 1

Years of formal education: BS Chemistry, BS Food Science (Undergrad, NCSU)

**Workforce Development Board Composition Requirements:**

- ◆ Business/Private Sector (at least 51% private sector members)
- ◆ Labor Representative, Community-Based Organization or apprenticeship (must equal 20%)
- ◆ Adult Education and Literacy
- ◆ Higher Education (secondary and post-secondary)
- ◆ Vocational Rehabilitation Agency Representative
- ◆ Economic Development
- ◆ State Employment Service

**Sector of Representation (Please list your job title):**

Business (Small or large – private sector including medical, manufacturing, construction, retail, etc) –

Small Business - Commercial Real Estate Advisory & Brokerage

Labor or Union Representative (Nominated by local labor federation or employees of federation – or where none exists, representative of employees including organizations that serve veterans) –

Community Based Organization (Includes organizations that serve individuals with disabilities, veterans, youth, literacy and community action agencies) –

Willow Oak Montessori Foundation - Institutional Advancement Committee

Apprenticeship (Including joint-labor management registered apprenticeship programs) –

Adult Education and Literacy –

Higher Education –

Vocational Rehabilitation Agency –

Economic Development –

State Employment Service –

**Sector of Representation (Please list your job title) continued:**

Other (Please list) –

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Community, Civic and Professional organizations in which you have participated:

Triangle Commercial Association of Realtors - Board 2014-2017, Membership - 2012, Marketing, Events, & Networking Committees, 2015-2017  
Governor's Square HOA Board - 2007/2008

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Willow Oak Montessori - Institutional Advancement Committee - 2018

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Junior League Northern VA - 2011-2012;

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NC Certified Commercial Investment Member - 2012- 2014, Events, Education, Networking committee, Presently member at large

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Please describe briefly why you would like to serve on the Workforce Development Board.

I am a mother of 2, former Sanford resident, retired veteran's wife, business owner, and a commercial real estate advisor. I know skilled labor supports regional economic development. I believe local workforce skill composition is critically important to Chatham, Lee, Harnett, & Sampson's economic prospects. As a business owner, with a plan to grow, I am tuned to the challenges of sourcing skilled labor who can efficiently onboard for immediate and maximum impact. I bring a mindset that workforce development is one of the most resource intensive, mission critical activities undertaken by businesses. Getting it right often makes or breaks success, so proximity to skilled labor naturally attracts economic development, creating prosperity and solutions where currently none exist. Our labor force holds and is the key to the toolkit needed for economic opportunity.

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Signature: Chanel McHardy Date: 11/7/2018 

**Please send nomination form and letters to:**

**Rosalind M. Cross**, Director of Workforce Development and WIOA  
1105 Kelly Drive  
Sanford, NC 27330  
(919) 777-7795  
[rcross@cccc.edu](mailto:rcross@cccc.edu)

The Director will forward nomination forms to respective County Commissioners for consideration and appointment to the Workforce Development Board.

## SECTION 107 of the Workforce Innovation and Opportunity Act of 2014

### LOCAL WORKFORCE DEVELOPMENT BOARDS

(a) **ESTABLISHMENT.**—Except as provided in subsection (c)(2)(A), there shall be established, and certified by the Governor of the State, a local workforce development board in each local area of a State to carry out the functions described in subsection (d) (and any functions specified for the local board under this Act or the provisions establishing a core program) for such area.

(b) **MEMBERSHIP.**—

(1) **STATE CRITERIA.**—The Governor, in partnership with the State board, shall establish criteria for use by chief elected officials in the local areas for appointment of members of the local boards in such local areas in accordance with the requirements of paragraph (2).

(2) **COMPOSITION.**—Such criteria shall require that, at a minimum—

(A) a majority of the members of each local board shall be representatives of business in the local area, who—

(i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;

(ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and

(iii) are appointed from among individuals nominated by local business organizations and business trade associations;

(B) not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who—

(i) shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other Representatives of employees;

(ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;

(iii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and

(iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;

(C) each local board shall include representatives of entities administering education and training activities in the local area, who—

(i) shall include a representative of eligible providers administering adult education and literacy activities under title II;

(ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);

(iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;

(D) each local board shall include representatives of governmental and economic and community development entities serving the local area, who—

(i) shall include a representative of economic and community development entities;

(ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;

(iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;

(iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and

(v) may include representatives of philanthropic organizations serving the local area; and



(E) each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

CHAIRPERSON.—The members of the local board shall elect a chairperson for the local board from among the representatives described in paragraph (2)(A).

**Required Board Makeup** (minimum categories and membership)

- ◆ Business/Private Sector (at least 51% private sector members)
- ◆ Labor Representative, Community-Based Organization or apprenticeship (must equal 20%)
- ◆ Adult Education and Literacy
- ◆ Higher Education (secondary and post-secondary)
- ◆ Vocational Rehabilitation Agency Representative
- ◆ Economic Development
- ◆ State Employment Service



# Chatham County, NC

## Text File

File Number: 18-2882

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** County Manager's Office

**File Type:** Resolution

Vote on a request to adopt a resolution appointing Stephanie Watkins-Cruz as the Fair Housing Officer for Chatham County

**Action Requested:**

Vote on a request to adopt a resolution appointing Stephanie Watkins-Cruz as the Fair Housing Officer for Chatham County

**Introduction & Background:**

The county has applied for Community Development Block Grant (CDBG) Neighborhood Revitalization Funding (October 2018). In order to maintain compliance with the grant requirements the county must commit to further fair housing, which requires that a Fair Housing Officer be appointed to provide assistance as needed and connect citizens to the appropriate and available resources.

**Discussion & Analysis:**

Jason Sullivan, Planning Director was named the Fair Housing Officer in 2009. He has expressed interest in passing this role on to Stephanie Watkins-Cruz who is extremely involved in housing and community development projects in Chatham County. Once the Board appoints a replacement Officer, staff will proceed to update Fair Housing Materials, and make the respective changes to the in progress update to the County Analysis of Impediments to Fair Housing Study & Plan in order to maintain compliance with the CDBG program.

How does this relate to the Comprehensive Plan: Foster a Health Community

Housing is intricately connected to health in a physical, mental, and emotional way. Unstable housing due to poor conditions or discrimination and improper treatment is not only illegal and immoral but it is a detriment to the health of Chatham County citizens. The Fair Housing Officer's role is critical to assisting citizens in these situations and connect them to the appropriate resources to mitigate these situations.

Budgetary Impact: N/A

**Recommendation:** Motion to adopt a resolution appointing Stephanie Watkins-Cruz as the Fair Housing Officer for Chatham County





Established 1771

## CHATHAM COUNTY COMMISSIONERS

Mike Dasher, Chair  
Diana Hales, Vice Chair  
Jim Crawford  
Karen Howard  
Walter Petty

## COUNTY MANAGER

Dan LaMontagne

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P. O. Box 1809, Pittsboro, NC 27312-1809 • Phone: (919) 542-8200

## Resolution of the Chatham County Board of Commissioners

WHEREAS, the Chatham County Board of Commissioners are familiar with Title VIII, Civil Rights Act of 1968, amended by the Housing and Community Development Act of 1974; and

WHEREAS, the Chatham County Board of Commissioners are aware that they are obligated to be in compliance with the "State Fair Housing Act", (under Chapter 41A of the General Statutes of North Carolina); and

WHEREAS, the Chatham County Board of Commissioners will administer programs and activities relating to housing and urban development in a manner to affirmatively further fair housing.

NOW, THEREFORE LET IT BE RESOLVED, that the Chatham County Board of Commissioners agrees to commit to fair housing within Chatham County's jurisdiction and will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable in their efforts to further fair housing within Chatham County.

BE IT FURTHER RESOLVED, that Stephanie Watkins-Cruz, Policy Analyst, is hereby named Fair Housing Officer in order to provide counseling and referral services to persons having complaints about housing discrimination and housing conditions within Chatham County.

Adopted, this the \_\_\_\_ day of \_\_\_\_\_.

---

Mike Dasher, Chairman  
Chatham County Board of Commissioners

ATTEST:

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Lindsay K. Ray, NCCCC, Clerk to the Board  
Chatham County Board of Commissioners



# Chatham County, NC

## Text File

File Number: 18-2886

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Appointment

Vote on a request to approve the appointment of Joan Burton to the Chatham County Housing Authority.

Action Requested: Vote on a request to approve the appointment of Joan Burton to the Chatham Housing Authority.

Introduction & Background: Chatham County Housing Authority board member, John Cross, passed away November 29, 2018. When he became too ill to attend board meetings, Mr. Cross recommended that Joan Burton, Chatham County Housing Authority resident, fill his seat on the board if his condition did not permit him to return. The Housing Authority recommends Ms. Burton fulfill Mr. Cross's remaining term. The term will expire September 17, 2022.

Discussion & Analysis: Under the U.S. Department of Housing and Urban Development (HUD), a resident is required to serve on the board.

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation: Motion to approve the appointment of Joan Burton to the Chatham Housing Authority.



## Chatham County Housing Authority

13450 U. S. Hwy 64 W. ~ P.O. Box 571 ~ Siler City, North Carolina 27344  
Phone 919-742-1236 ~ Fax 919-742-1099 ~ (TRS) – Dial “711”

*“Building a Stronger Community One Family at a Time”*

December 5, 2018

Lindsay Ray  
Clerk to the Board  
Chatham County Manager’s Office  
12 East Street  
P.O. Box 1809  
Pittsboro, North Carolina 27312

Dear Ms. Ray:

Re: Appointment to Chatham County Housing Authority Board

This letter is in reference to an appointment to the Board of Commissioners, Chatham County Housing Authority, Siler City, North Carolina. Mr. John Cross, a member of the Board of Commissioners, Chatham County Housing Authority, recently passed away on November 29, 2018. He had requested before he became too ill to attend board meetings that Joan Burton, a Chatham County Housing Authority resident, attend meetings in his stead until he was able to return. Mr. Cross further recommended that Ms. Burton fulfill his remaining term on the board if his condition did not permit him to return. We strongly recommend that Ms. Burton be appointed to fulfill Mr. Cross’s remaining term.

Under U.S. Department of Housing and Urban Development (HUD) regulations, a resident is required to serve on the board. Please see the enclosed. In our last correspondence from HUD, we were reminded to appoint a resident to the board when the next vacancy occurs. The appointment of Ms. Burton will satisfy HUD requirements, comply with their directive, and satisfy Mr. Cross’s wishes.

If any additional information is needed, please do not hesitate to contact me at [jd.ccha@embarqmail](mailto:jd.ccha@embarqmail) or by telephone at (919) 742-1236, extension 23.

Thanks.

Sincerely,

Jo-Ann J. Davis  
Executive Director  
Chatham County Housing Authority

Enclosure

## Jo-Ann Davis

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**From:** Baker, Richard <Richard.E.Baker@hud.gov>  
**Sent:** Monday, November 7, 2018 12:40 PM  
**To:** jdccha@embarqmail.com  
**Cc:**  
**Subject:** Agency Follow-Up

Good afternoon, Ms. Davis!

I am conducting follow-ups with all of the agencies in my portfolio whose year-end was June 30<sup>th</sup> and after the submission and rating of your SEMAP score. On behalf of the Greensboro Field office, I congratulate you on maintaining a high performance rating. You and your staff are to be commended for your dedication and hard work.

Upon reviewing your agency's policies, Board minutes, by-laws and related operational procedures, it was noted by the previous Portfolio Management Specialist that there is no resident member on your Board of Commissioners. Therefore, please take action to ensure that the next vacancy on your Board is filled by a program participant.

If I can be of further assistance, please do not hesitate to contact me.

Richard Baker  
Portfolio Management Specialist  
North Carolina Office of Public Housing  
U.S. Department of Housing and Urban Development  
1500 Pinecroft Drive, Suite 500  
Greensboro NC 27407  
336/851-8097  
Richard.E.Baker@hud.gov



Southeast Network (SEN): "Supporting Everyone's Need for a safe and loving home."





# Chatham County, NC

## Text File

File Number: 18-2881

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Appointment

**Agenda Number:**

Vote on a request to approve appointments to the Planning Board.

Action Requested: Vote on a request to approve appointments to the Planning Board.

Introduction & Background: Six Planning Board members are eligible for reappointment. Commissioner Hales wishes to reappoint Emily Moose and Allison Weakley to represent District 3. Commissioner Crawford would like to reappoint Carolina Siverson to represent District 4. Commissioner Petty would like to reappoint Gene Galin to represent District 5. All five members would have terms expiring December 31, 2022. George Lucier wishes to be reappointed by the full Board of Commissioners.

Discussion & Analysis: Commissioner Petty wishes to appoint Cecil Wilson to fill the vacancy for District 5. Mr. Wilson's term will expire December 31, 2022.

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation: Motion to approve appointments to the Planning Board.



# Chatham County, NC

## Text File

File Number: 18-2864

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Appointment

Vote on a request to approve reappointments to the Board of Equalization and Review

Action Requested: Vote on a request to approve reappointments to the Board of Equalization and Review

Introduction & Background: Commissioner Hales wishes to reappoint Lillian Alston to represent District 3. Commissioner Howard wishes to reappoint Peter Hewitt to represent District 1. Both Ms. Alston and Mr. Hewitt will have terms expiring December 31, 2021.

Discussion & Analysis:

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation: Vote on a request to approve reappointments to the Board of Equalization and Review



# Chatham County, NC

## Text File

File Number: 18-2887

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Agenda Ready

**In Control:** County Manager's Office

**File Type:** Resolution

**Agenda Number:**

Approve and present a plaque honoring Carl Henry Outz, Jr. for 30 Years of Service.

Action Requested: Approve and present a plaque honoring Carl Henry Outz, Jr.

Introduction & Background:

Henry Outz retires with 30 years of service at the end of December 2018. He has worked the entire time with the Chatham Soil & Water Conservation District in various positions. He currently is the department head and environmental specialist.

Discussion & Analysis: N/A

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation: Approve and make the presentation.



# Chatham County, NC

## Text File

File Number: 18-2845

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Public Hearing

**In Control:** Planning

**File Type:** Agenda Item

A Legislative Public Hearing to consider County-initiated rezonings of 5 parcels in the formerly unzoned portion of Chatham County.

### **Action Requested:**

A Legislative Public Hearing to consider County-initiated rezonings of 5 parcels in the formerly unzoned portion of Chatham County.

### **Introduction & Background:**

After nearly two years of discussion and study, on August 15th, 2016, the Chatham County Board of Commissioners voted to zone the formerly unzoned portions of the county to R-1 and R-5 residential. The Comprehensive Land Use Plan specifically supports "rezonings for businesses uses or properties made non-conforming by the extension of zoning in 2016." (Land Use Policy #7, Strategy 7.2). Consequently, prior to the adoption of county-wide zoning, the Chatham County Planning Department sent a business listing form to every property owner in the unzoned portion of the county. Nearly 13,000 forms were mailed. The business listing form asked property owners to list any non-residential use of their land, so the Planning Department could properly document any non-conforming uses and prepare for future rezonings. The Planning Department received over 1,000 forms. Approximately 300 forms described non-conforming businesses, while the remaining 700 listed either agricultural uses of the land (which were exempted from zoning regulations via the bona fide farm exemption) or otherwise permitted uses, such as a residence. Aerial images of these 300 businesses were captured, as well, in order to further establish non-conforming status.

### **Discussion & Analysis:**

In addition to mailing and documenting business listing forms, Planning staff compiled tax and fire inspection records to determine if there were any other businesses in the formerly unzoned portions of the county. After combining tax and fire inspection records, along with the business listing forms, staff determined that 524 parcels in the formerly unzoned part of the county may contain non-conforming uses or businesses. In order to confirm that these non-conforming uses actually existed, staff performed site visits to each parcel, spoke with the property owners, and documented the current use of the property. After several months of visiting properties, the following observations were made by staff:

- 204 parcels appear to be eligible for rezoning to a non-residential zoning district

- 48 parcels are eligible for the issuance of a home occupation permit (HOP)
- 272 parcels are not eligible for rezoning or issuance of a home occupation permit

During the site visiting process, the interior of multiple parcels were inaccessible to staff due to “No Trespassing” signage, the presence of loose dogs, or physical barriers, such as locked gates, fences, or washed out roads. However, the tax data, aerial imagery, and some visual confirmation from the site visits allowed staff to recommend rezonings, issuance of HOPs, or maintenance of the status quo for these parcels.

Based on the observed use, staff determined which zoning classification would be most appropriate to consider to use for rezoning the property. Since many uses are permitted in multiple zoning classifications, staff recommended that the parcels be eligible for rezoning to the least intensive permitted zoning classifications possible. For example, if a use were allowed in both light and heavy industrial zoning district, then staff recommended that the parcel should be eligible to be rezoned to the light industrial classification. Furthermore, some uses are permitted in an R-1 or R-5 district with the issuance of Conditional Use Permit. It should be noted that many of the non-conforming uses on parcels eligible for rezoning do not occur across the entirety of the parcels. Many uses are limited to a single building or small portion of the parcel.

After the inventory of businesses was completed, the next step was to meet with property owners eligible for a rezoning to determine if they wish to rezone their property, and if so, how much of the property they would like to rezone. Planning staff contacted property owners and scheduled these meetings. Additionally, planning staff coordinated with representatives from the Chatham County Tax Department, as the issue of changes in tax value was likely to arise. In addition, on March 1st, at the direction of the Board of Commissioners, Planning staff also sent a letter to 35 property owners who have vacant buildings on their property in the formerly unzoned portion of the county, offering them the opportunity to request a rezoning to any zoning district. These vacant buildings had been previously identified by Planning staff during site visits in the summer of 2017.

For the first round of business rezoning cases that were processed earlier this year, 52 parcels were requested by their owners to be rezoned, 20 parcels were requested to remain in their current zoning district, and 180 parcels’ owners did not respond to the letter regarding rezoning. Out of 51 Home Occupation permit applications sent out to properties that qualified for an HOP, 17 have been completed and returned to Planning staff. Of the 52 properties considered for rezoning 49 were approved and 3 were denied (click the following link for more information about those rezoning cases - <http://www.chathamnc.org/government/departments-programs/planning/rezonings-subdivision-cases/2018-items/businesses-rezoning-52-properties> ). Since the first round of business rezonings cases was initiated, staff has received requests to rezone an additional 17 properties.

Planning staff is now ready to move forward with a County-initiated rezoning of the additional 17 business properties and this request include 5 parcels that are currently approved for a mining operation. A GIS web application (<https://chathamncgis.maps.arcgis.com/apps/webappviewer/index.html?id=8a3a205b2dbd41459379332f46537df3>) has been created identifying the properties

that have the potential for rezoning, and the list of the 17 parcels requested to be rezoned has been included as an attachment. It should be noted that Planning staff may receive more requests for eligible business properties to be rezoned in the future and we will bring those forward for a third and final round of county initiated rezonings. Based on staff's prior conversations with the board, we will be contacting the property owners who have not responded to the offer to rezone their property and offer them one final chance to have their property rezoned at no cost to them.

**How does this relate to the Comprehensive Plan:**

Goal #4: Diversify the tax base and generate more high-quality, in-county jobs to reduce dependence on residential property taxes, create economic opportunity and reduce out-commuting. Specifically, Land Use Policy #7, Strategy 7.2 supports "rezonings for businesses uses or properties made non-conforming by the extension of zoning in 2016."

**Recommendation:**

Hold the hearing and forward to the Planning Board for a recommendation.



# Chatham County, NC

## Text File

File Number: 18-2842

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Board Priorities

**In Control:** Board of Commissioners

**File Type:** Agenda Item

**Agenda Number:**

Receive update on coal ash fund spending and vote on a request to approve a request by the Moncure/Haywood Event for \$25,000 a year for the next three years.

<u>TOTAL RECEIVED</u>	
COAL ASH FUNDS	9,369,759.00
INTEREST	142,990.57
<u>TOTAL EXPENDED</u>	
ENVIRONMENTAL-BOTTLED WATER	657.84
ENVIRONMENTAL-TESTING	179,613.75
LEGAL	18,085.25
MONCURE FIRE STATION 14-FIRE ENGINE	380,000.00
MONCURE FIRE STATION 14-RENOVATION	375,000.00
MONCURE FIRE STATION 8-FIRE ENGINE	490,000.00
MONCURE FIRE STATION-DEBT	984,817.00
MONCURE MEGASITE	1,776.00
MONCURE SEWER EXTENSION	3,459,750.00
SPROTT YOUTH CENTER	300,000.00
	15,425.23
BALANCE	3,307,624.50





# Financial Report

Moncure/Haywood Food Truck Festival

2018

# Post Event Statement

2018



## Objective

The Financial Statement and Post Event report involves the financial charge, execution, and responsibility of the Moncure/Haywood Event organization for the Moncure/Haywood Food Truck Festival. In compliance with the Memorandum of Agreement, the organization submitted a budget with detailed listing and anticipated costs for \$21,450.00. The County agreed to advance reasonable funds to Moncure/Haywood in accordance with County policy for advance payments, including proper evidence of advance costs. Any funds advanced by the County for the Festival, but not used by Moncure/Haywood as provided in this MOA, shall be returned to the County prior to October 31, 2018.

## Date

Saturday, September 29, 2018

## Location

Moncure School, 600 Moncure School Road, Moncure, North Carolina

## Time

2:00pm until 7:00pm

We have compiled the accompanying balance information, Emergency Action Plan, and mapping of the Moncure/Haywood Food Truck Festival as of October 1, 2018. In addition, a letter of recommendation from Principal Justin Sudol is included. The objective of this summary further reflects the organization's diligence to conduct a festival on September 29, 2018 in the Moncure area of southeast Chatham County. We were to provide recreation and entertainment for the citizens and residents of the area to foster community spirit and pride in the area (the "Festival").

The construct and framing of this event and other events are conceptual based on the dynamics initiated by the organization:

- Uncover and celebrate the unique contributions, accomplishments, milestones (artistic, historical, and educational) of past/present residents.
- Build trust and valuable connections through shared time/bonding.
- Increase respectful activities among those from diverse cultures, strengthen alliances of community members, and build enthusiasm.
- Build and sustain impactful/diverse events and presentations that are family friendly, ensure safety, and respect for all regardless of cultural backgrounds.
- Engagement with community members, organizations and volunteers seeking to uplift community building, diversity, and community cohesion.
- Increase organizational citizenship behavior.

## Description

It is a family friendly festival which included free admission, free shuttle parking, pop-up museum, kid's zone, live entertainment, and Car/Bike Show. The event procured 6 Deputies for security, traffic, and crowd control.

## Entertainment

Several Genres of Music- The Hall Sisters (Country), Nu-Blu (Bluegrass), Darryl Murrill and Jazzpell (Jazz) along with Folk Dance by the Sapphire Cloggers.

The Kids Zone included an air-conditioned thirty-two seat gaming truck, rock climbing, face painting and balloon twister, two bounce houses, and N.C. State and UNC-Chapel Hill Corn holes.

There were seven Food Truck Vendors on site: Favors Desserts, Durham, NC; Bagguettaboutit, Raleigh, N.C.; Theo's Pig and Cow, Chapel Hill, N.C.; The Dominican Height's Kitchen, Raleigh, NC.; Flattz, Raleigh, N.C.; A's Beignets, Apex, N.C.; and 815Gourmet Grill, Garner, N.C..

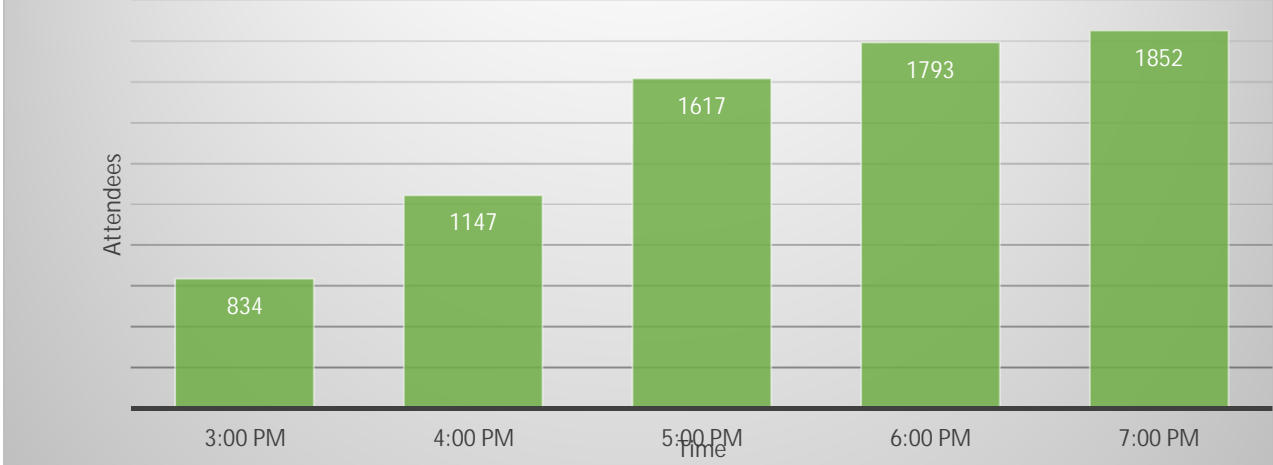
There were tent business vendors, which included Paparazzi Jewelry, Pure Romance, Piedmont Health Services, White Oak Foundation, UNC Women's Health, Justin Miller, Zaxby's, Davis Car and Detail, and Weiban Vacuums and Jewelry.

The event included a Car and Bike Show display of various models and types. There were 4 designated free shuttle parking locations utilizing 3 shuttle vans. All attendees received a tote bag and coupons from Zaxby's.

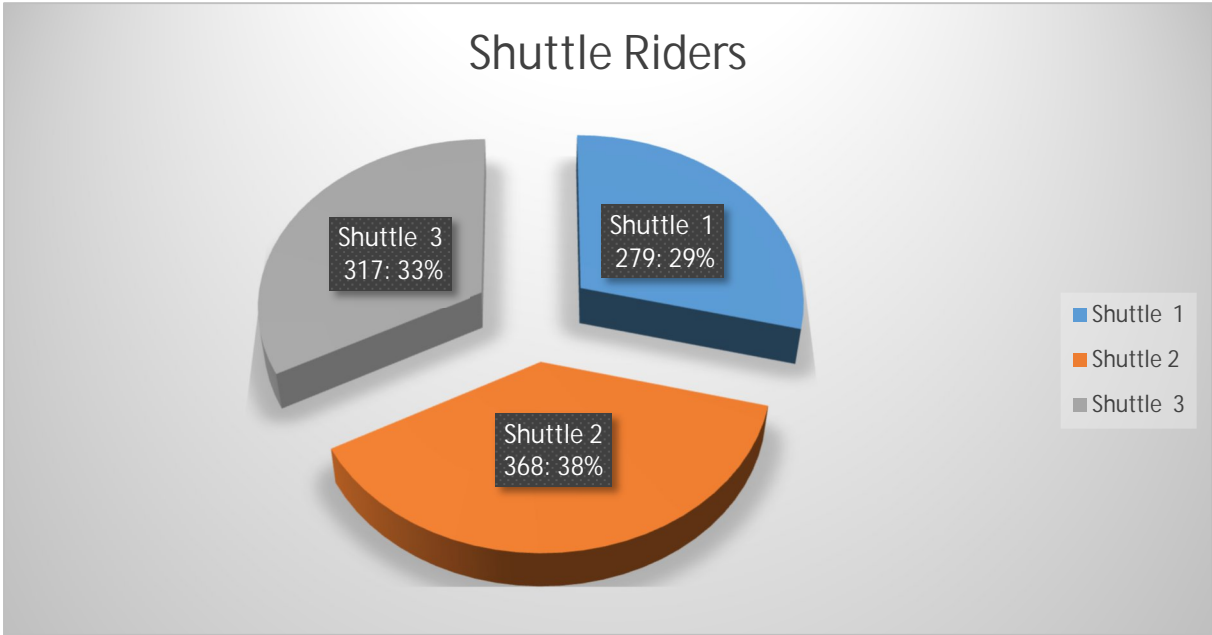
## Attendance

The recorded total attendance was 1,852 people/ 624 children. The attendance included past and present residents as well as several attendees who traveled from out-of-state.

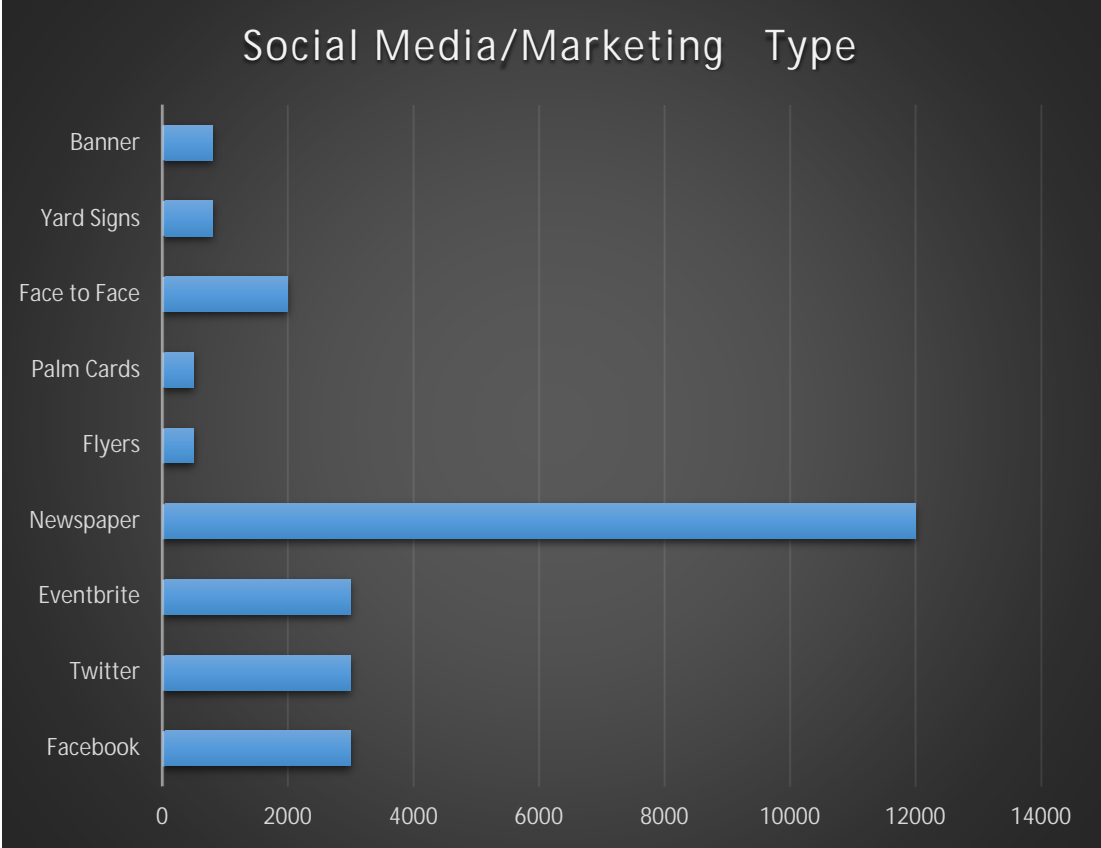
# Attendance



# Shuttle Riders



# Advertising



## Expenditures

Category	Item	Number	Cost per Item	Total Item Cost	Subtotal	Amount Requested
<b>Kids Zone:</b>						
	Bounce House	2	\$175	\$400		\$313.80
	Face Painters & Balloon Artist	1	\$275.00	\$275.00		290
	Kid's games	1	\$150.00	\$150.00		
	NC State Bean bag cornhole	1	\$30.00	\$30.00		214.5
	UNC Bean bag cornhole	1	\$30.00	\$30.00		
	Video Gaming Truck	1	\$600.00	\$600.00		\$575
	Sir Purr Carolina Panther	1	\$425.00	\$425.00		
	UNC Planetarium	1	\$450.00	\$450.00		423.63
					\$1,910.00	\$1,816.93
<b>Amphitheater:</b>						
	Professional Staging	1	\$1,200.00	\$1,200.00		1200
	Generator from Tarheel Generators	1	\$400.00	\$400.00		340
					\$1,600.00	\$1,540.00
<b>Performances:</b>						
	Fiddler & Banjo Player	1	\$0.00	\$0.00		
	Hall Sisters	1	\$1,000.00	\$1,000.00		900
	Darryl Murrill & Jazzpel	1	\$1,100.00	\$1,100.00		1,100.00
	Darnell Showcase Taylor		\$0.00	\$0.00		
	Nu Blu Bluegrass	1	\$1,200.00	\$1,200.00		1200
	Sapphire Cloggers	1	\$150.00	\$150.00		
	DJ for all day	1	\$300.00	\$300.00		300
					\$3,750.00	\$3,500.00
<b>Pop-up Museum:</b>						
	Tent	1	\$550.00	\$550.00		\$536.25
	Easels	22	\$22.00	\$484.00		
	Printing	22	\$1.00	\$22.00		
	Frames and Matting	22	\$20.00	\$440.00		585.59
					\$1,496.00	\$1,121.84
<b>Security:</b>						
	Sheriffs	6	\$210.00	\$1,260.00		1,170.00
	Event Staff T-shirts	30	\$10.00	\$300.00		\$305.66
	Walkie Talkies (sets)	2	\$75.00	\$150.00		120.32
					\$1,710.00	\$1,595.98
<b>Advertising:</b>						
	Banner	1	\$321.00	\$321.00		\$175.00
	Signs	16	\$12.00	\$192.00		\$128.70
	Newspaper	1	\$300.00	\$300.00		\$326.26
	Printing	1	\$400.00	\$400.00		
					\$1,213.00	\$629.96
<b>Miscellaneous:</b>						
	Insurance			480		480.03
	Van Rentals/Enterprise	2	\$160.00	\$320.00		290.92
	Gas	1	\$125.00	\$125.00		80
	Picnic Tables	10	\$105.00	\$1,050.00		640.5
	Trash Cans	6	\$35.00	\$210.00		48.09
	Parking on site/ event signage	1	\$75.00	\$75.00		
	Permits	2	\$125.00	\$250.00		125
	Rental of Moncure School (hours)	12	\$200.00	\$2,400.00		562.5
	Tributes: Certificates and Frames	40	\$10.00	\$400.00		
	Incidentals:	1	\$250.00	\$250.00		
	Plywood for sub-staging for cloggers,	1	\$70.00	\$70.00		
	Rope and barricades for site	20	\$75.00	\$1,500.00		
	Sandwich/Sign Boards	15	\$35.00	\$525.00		\$600.60
	Props for staging	1	\$400.00	\$400.00		117.44
	Tote Giveaway	1000	\$1.02	\$1,020.00		1,072.83
	Flowers	5	\$35.00	\$175.00		
	Golf Cart	1	\$224.00	\$224.00		\$165.17
	No parking cones	15	\$11.00	\$165.00		<b>379.45</b>
	Traffic Cones	20	\$11.00	\$220.00		
	Port-a-Johns	4	\$75.00	\$300.00		
	Moncure Self Storage (10x10)	12	\$80.00	\$960.00		0
	Emergency Kits	2	\$20.00	\$40.00		
	Herc Tower Lighting	2	\$125.00	\$250.00		407.53
	Tower Lighting Delivery & Pickup	2	\$150.00	\$300.00		250
					\$11,709.00	\$5,220.06
<b>Sum Total</b>					<b>\$23,388.00</b>	<b>\$15,424.77</b>

Total funds requisitioned            \$21,450

Total spending:                            \$15,425

Unspent:                                      \$ 6,025



# Photos from the Moncure/Haywood Food Truck Festival







# MONCURE SCHOOL

*Home of the Panthers*

600 Moncure School Rd.  
Moncure, NC 27559  
Phone: 919.542.3725  
Fax: 919.542.2035



Justin Sudol  
Principal

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October 18, 2018

Mr. Murray,

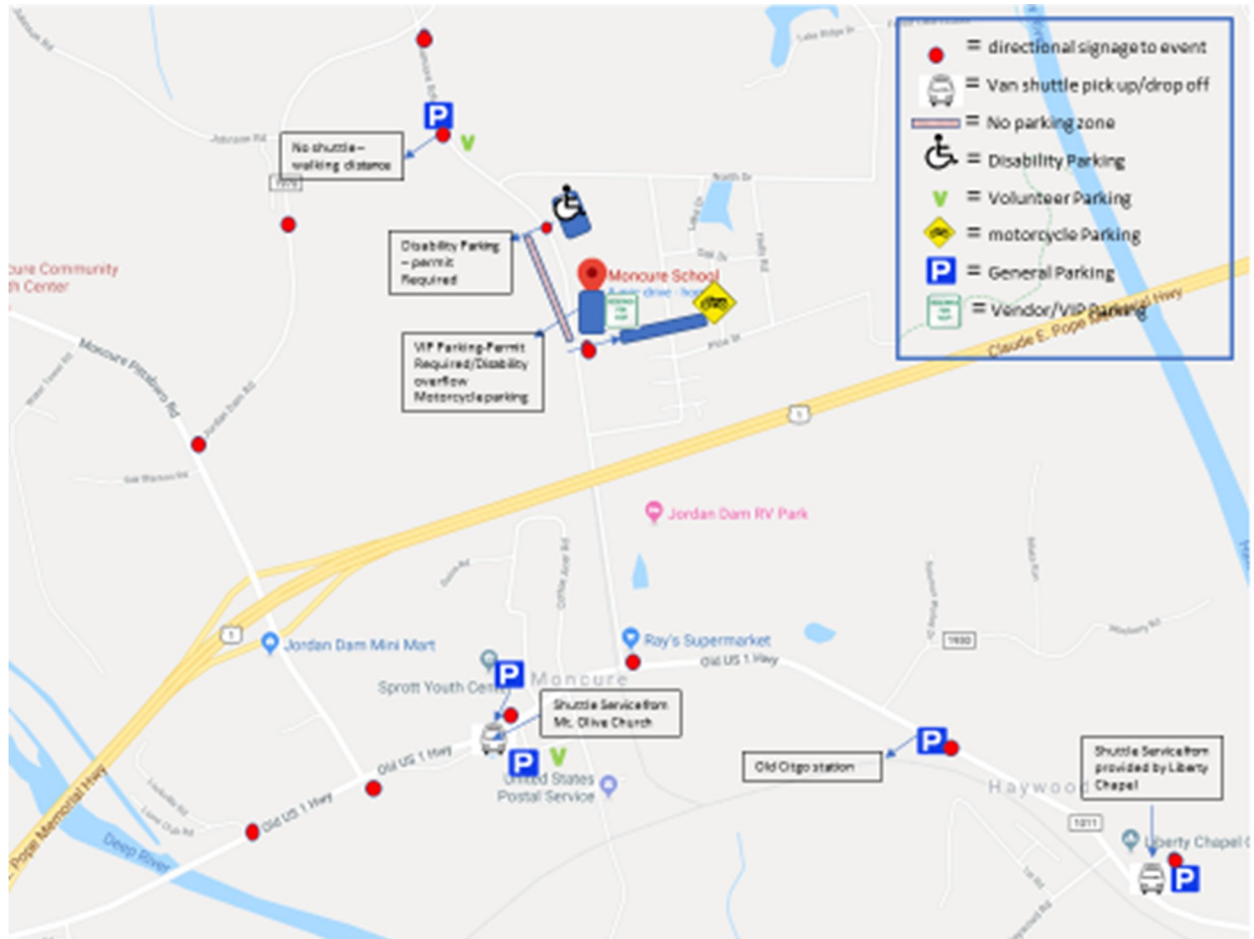
I am writing to commend you the organization and management of September 29<sup>th</sup>'s Moncure/Haywood Food Truck festival. The event brought together large portions of the Moncure community and provided the community with meaningful educational opportunities. I appreciated the traveling museum, I learned a lot about the community that I had previously not known. I want to especially thank you for your attention to the condition of our campus. It was highly evident that you respected our campus and expected the same respect from those at the event.

With respect,

A handwritten signature in black ink, appearing to read 'Justin Sudol'. It is written over the typed name.

Justin Sudol

# Mapping





# SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Moncure-Haywood Food Truck Festival /Car-Bike Show "will be held Saturday, September 29, 2018 at Moncure Elementary School 600 Moncure School Road, Moncure, North Carolina 27599.

## II. PURPOSE PROCESS

- A. This emergency action plan predetermines actions to take before and during the "Moncure-Haywood Food Truck Festival" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

## III. ASSUMPTIONS

- A. The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

## IV. BASIC PLAN

- A. EAP Event Representative
  - 1. The EAP event representative will be identified as the point of contact for all communications regarding the event.
    - a. PRIMARY CONTACT: Quentin Murray
    - b. TELEPHONE NUMBER: 919-478-9673
- B. Emergency Notification
  - 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator:
    - a. Location of the emergency
    - b. Nature of the emergency
    - c. Contact person with callback number
  - 2. We will have on-site Moncure Fire Department

- a. This information can be filled out after coordination through the Special Events Office.
3. We will have on-site Chatham County Deputies (6) –
  - a. This information can be filled out after coordination through the Special Events Office.

C. Severe Weather

1. Weather Forecasts and current conditions will be monitored through National Weather Service's Raleigh Weather Forecast Office website at [www.weather.gov/rah](http://www.weather.gov/rah).
2. Before the event – If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible for monitoring the weather conditions before and during the event.
3. During the event – If severe weather occurs during the event, the EAP event representative or his/her designee will notify those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the events of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.
  - a. In the event of severe weather, the Special Events Manager or his/her designee has the authority, above and beyond the EAP event representative, to delay and/or cancel an event.

D. Fire

1. No specific hazard has been identified as an increased risk of fire at this event.
  - a. In certain high-risk cases, on-site Fire Department personnel may be required. This judgment will be made by City staff.
2. All staff will be instructed on the safe use of Portable Fire Extinguishers.
3. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator:
  - a. Location of the emergency
  - b. Nature of the emergency
  - c. Contact person with callback number

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries.

2. The limited provisions for on-site Emergency Medical Services at this event include:
  - a. First Aid Tent
  - b. Moncure Fire Department
  - c. Chatham County Deputies
3. Should an incident occur that requires Emergency Medical Services, the on-site Deputy will be contacted to request this resource. If there is no on-site EMS officer, the EAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site EMS officer or 911:
  - a. Location of the emergency
  - b. Nature of the emergency
  - c. Contact person with callback number

#### F. Law Enforcement

1. Should an incident occur that requires Law Enforcement, the on-site Chatham County Deputy will be contacted to request this resource. If there is no on-site Deputy, the EAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site RPD officer or 911:
  - a. Location of the emergency
  - b. Nature of the emergency
  - c. Contact person with callback number

#### G. Emergency Vehicle Access

1. Access for emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not obstruct protective features, sidewalks, or public thoroughways.
4. Crowd control will be managed by STAFF/Designated SECURITY of the Moncure-Haywood Event Committee
  - a. Marilyn Hill
  - b. Quentin Murray
  - c. Karen Jenkins-Cheek
  - d. Lamont Smith
5. Parking for vendor and staff vehicles will be North side of Moncure School/Bus Parking lot
6. Parking for attendee vehicles will be as follow:
7. Disability Parking – Moncure School Staff parking lot
  - a. General Public – Mt. Olive Church\*
  - b. Liberty Chapel Church\*
  - c. Sprott Youth Center\*

\*(Shuttle Service provided)

V. Contact Information

Event Organizer	Quentin Murray	919-478-9693
EAP Event Representative	Quentin Murray/Karen Jenkins	919-478-9673-919-770-2089
Crowd Manager	Marilyn Hill	919-636-1567
Chatham County Sherriff Department	On-Site Supervisor's Name	Cell Phone
Emergency Medical Services	Laverne Burnette	919-414-7805
Moncure Fire Department	Mrs. Brenda Thomas	919-545-9132
General Emergency	Nearest medical facility	911

VI. Event Area Map (attached next page)

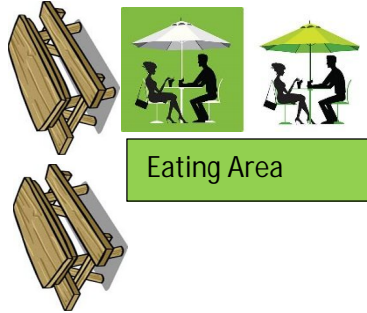
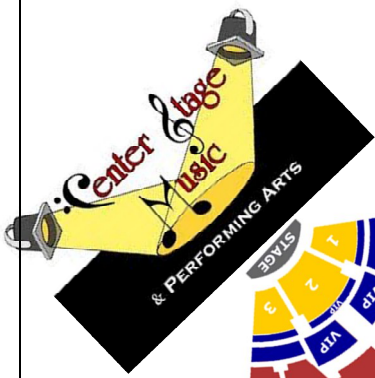
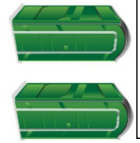
# Moncure/Haywood Food Truck Festival Map



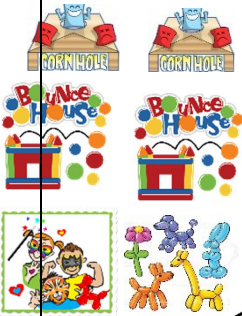
## Food Truck Lineup



Port A Johns



## Kids Zone



## Lawn Chairs for Handicap



POP-UP MUSEUM  
MAIN STREET PROJECT



Port A Johns



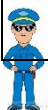
Main Entrance



VENDOR PARKING ONLY  
RESERVED FOR VIP



Moncure School Road







# Chatham County, NC

## Text File

File Number: 18-2883

**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Approval of Agenda and Consent Agenda

**In Control:** County Manager's Office

**File Type:** Policies and Procedures

Vote on a request to approve Reimbursement Policy Changes for Affordable Housing

Action Requested: Vote on a request to approve Reimbursement Policy Changes for Affordable Housing

### Introduction & Background:

The way the current 1999 reimbursement policy for impact fees stands, only non-profit organizations developing affordable housing for owner-occupied households may request an impact fee reimbursement. With the upcoming Siler School Square project, and future potential projects the county may take part in, the way the policy currently stands is limiting for both households and prospective development partners.

### Discussion & Analysis:

The intent of these edits is to ensure that projects for affordable housing both in the pipeline (Siler School Square) and potential affordable housing projects to come, can benefit from this incentive. Affordable Housing is not built only by non-profit developers, but often times by experienced, talented for-profit developers as well. This minor change to the policy would allow for the Siler School Square developers to receive this benefit, and clear the path for other strategic affordable housing partnerships in the future.

The key changes to the policy language include:

- Shifting application request processing and recommendation duties to County Policy Analyst in order to begin linking to housing initiatives in progress or recently adopted (example: Housing Trust Fund)
- Eligibility Criteria Section 1
  - o Addition of "for profit organization"
  - o Addition of "or renter-occupied"
  - o Addition of " a County Sponsored project"
- Procedure:
  - o Section 4 - Addition of "for-profit organization participating in the county sponsored project"
  - o Section 5 - " the addition of /for-profit organization"

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: \$0, fees would be accepted and reimbursed upon agreed upon date

Recommendation: Motion to approve the edits proposed to the reimbursement policy for affordable housing

**IMPACT FEE REIMBURSEMENT POLICY CONCERNING AFFORDABLE  
HOUSING FOR LOW INCOME INDIVIDUALS**

**Guiding Principles for the Policy:**

1. Reimbursements made under this policy must satisfy the public purpose requirement for spending County money.
2. All reimbursements are made subject to budgetary constraints, and are limited solely to the County's annual appropriations for reimbursement. Thus there is no entitlement to these reimbursements even for projects that qualify.

**Eligibility Criteria:**

1. A 501(c) (3) non-profit organization which develops affordable housing to be owner-occupied by homebuyers with incomes at or below 80% of the HUD published area median income for the Raleigh-Durham-Chapel Hill, North Carolina MSA.
2. Affordable Housing is defined as owner-occupied housing for which the monthly mortgage payment does not exceed 30% of the monthly gross income of the household at the time of sale.
3. An organization requesting impact fee reimbursement must certify in writing that it will remain affordable to the anticipated beneficiary or beneficiaries for a period of a minimum of ten (10) years, or longer if required by applicable HUD policy or the impact fee will be paid to the County if the dwelling is conveyed to an entity other than the original seller. Evidence must be provided that agency and program guidelines are in place to assure affordability compliance.

**Procedure:**

1. An organization requesting impact fee reimbursement must anticipate reimbursement needs for a given fiscal year and submit a request for fee reimbursement at the time for submission of the County's annual budget, non-departmental funding requests. Further, at no time should an organization presume impact fee reimbursement, and in particular, presume a lump sum reimbursement payment or total reimbursement payments in one fiscal year. Therefore, the cost of impact fees should be budgeted when developing housing development projects and should be included in all grant and loan applications.

A written request for impact fee reimbursement should be submitted to the Chatham County Planning Director within fifteen (15) days of obtaining the building permit. The request should include all information necessary for a determination of eligibility including so much of the following that is pertinent: a description of the anticipated beneficiary (homeowner), a detailed construction budget including amounts for individual houses, an estimated completion date, the house selling price and evidence of payment of the impact fee..

If funding is unavailable in the current fiscal year budget, the Planning Director will notify the non-profit organization. In such cases, the applicant may re-submit its application for reimbursement during the first fifteen (15) days of the next fiscal year. Applications will be considered on a first in, first out basis

2. Requests will be reviewed within 15 working days and the Planning Director will make a recommendation to the County Manager. The recommendation of the Planning Director will be based on whether or not the application satisfies the eligibility criteria, includes all of the information required by this policy and whether or not the project budget is adequate for the proposed housing project.

3. The Manager's decision on the application for reimbursement will be conveyed to the applicant in writing by the Manager within 15 working days after the Manager receives the recommendation of the Planning Director. The decision of the Manager will be based on the recommendation of the Planning Director AND whether or not there are adequate funds budgeted in the current fiscal year to reimburse the applicant for impact fees paid by it.

4. If the Manager's decision is favorable, the non-profit organization will be reimbursed for the impact fee that it has paid.

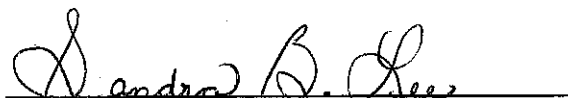
5. The Manager will communicate the decision to the Finance Officer for processing of the reimbursement. The non-profit organization is responsible for providing documentation of impact fee payment to the Finance Officer.

Adopted this 22 day of June 1999, by a vote of 5 For and 0 Against.



\_\_\_\_\_  
Rick Givens, Chair  
Chatham County Board of Commissioners

ATTEST:



\_\_\_\_\_  
Sandra B. Lee, Clerk to the Board

## IMPACT FEE REIMBURSEMENT POLICY CONCERNING AFFORDABLE HOUSING

### Guiding Principles for the Policy

1. Reimbursements made under this policy must satisfy the public purpose requirement for spending County money.
2. All reimbursements are made subject to budgetary constraints and are limited solely to the County's annual appropriations for reimbursement. Thus there is no entitlement to these reimbursements even for projects that qualify. This may be subject to change.

### Eligibility Criteria:

1. A 501(c) (3) non-profit, or for-profit organization which develops affordable housing to be owner-occupied or renter-occupied for households at or below 80% Area Median Income and is participating in a County sponsored project.
2. Affordable housing is defined as owner or renter-occupied housing for which the monthly mortgage/rent payment does not exceed 30% of the monthly gross income of the household.
3. An organization requesting impact fee reimbursement must certify in writing that it will remain affordable to the anticipated beneficiary or beneficiaries for a minimum of ten (10) years, or longer if required by applicable HUD policy or the impact fee will be paid to the County if the dwelling/development is conveyed to an entity other than the original seller. Evidence must be provided that an agency and program guidelines are in place to assure affordability compliance.

### Procedure:

1. An organization requesting reimbursement must anticipate reimbursement needs for a given fiscal year and submit a request for fee reimbursement at the time for submission of the County's annual budget, non-departmental funding requests. Further, at no time should an organization presume impact fee reimbursement, and in particular, presume a lump sum reimbursement payment or total reimbursement payments in one fiscal year. Therefore, cost of impact fees should be budgeted when developing housing development project and should be included in all grant and loan applications.

A written request for impact fee reimbursement should be submitted to the Chatham County Policy Analyst within fifteen (15) days of obtaining the building permit. The request should include all information necessary for a determination of eligibility including so much of the following that is pertinent: a description of anticipated beneficiaries, a construction or development budget including per unit costs and estimated completion date, the rent roll and the house sale price, and evidence of payment of the impact fee.

If funding is unavailable in the current fiscal year budget, the County Policy Analyst will notify the organization. In such cases the applicant may re-submit its application for reimbursement

during the first fifteen (15) days of the next fiscal year. Applications will be considered on a first in, first out basis.

2. Requests will be reviewed within 15 working days and the County Policy Analyst will make a recommendation to the County Manager. The recommendation of the County Policy Analyst will be based on whether or not the application satisfies the eligibility criteria, includes all of the information required by this policy, aligns well with the county's housing trust fund priorities, and whether or not the project budget is adequate for the proposed housing
3. The Manager's decision on the application for reimbursement will be conveyed to the applicant in writing by the Manager within 15 working days after the Manager receives the recommendation of the Planning Director. The decision of the Manager will be based on the recommendation of the Planning Director AND whether or not there are adequate funds budgeted in the current fiscal year to reimburse the applicant for impact fees paid by it.
4. If the Manager's decision is favorable, the non-profit/for-profit organization participating in the county sponsored project will be reimbursed for the impact fee that it has paid.
5. The Manager will communicate the decision to the Finance Officer for processing of the reimbursement. The non-profit/for-profit organization is responsible for providing documentation of impact fee payment to the Finance Officer.

Adopted this \_\_\_\_ day of December 2018



# Chatham County, NC

## Text File

File Number: 18-2860

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**Agenda Date:** 12/17/2018

**Version:** 1

**Status:** Board Priorities

**In Control:** County Manager's Office

**File Type:** Agenda Item

### Review and Update Commissioner Liaisons for County Boards & Committees

**Action Requested:** Review the current assignments of individual commissioners to serve as liaisons to the various county and regional boards and committees and make changes as needed.

**Introduction & Background:** The Board of Commissioners typically reviews and updates who will serve as the liaisons for specific boards and committees. Most are county bodies but a few are regional. A list of the current assignments is attached.

**Discussion & Analysis:**

**Budgetary Impact:** NA

**Recommendation:** Make adjustments in assignments as needed.



## Chatham County Board of County Commissioners 2016 Board & Committee Assignments

Each of the five members serves as a member of or liaison to several volunteer committees or boards that focus on specific county issues. The table summarizes each member's board and committee assignments. The list provides guidance on the most appropriate commissioner to contact about specific issues. **An asterisk (\*)** by the committees or boards listed below indicates that the commissioner is a **voting member** of this group. Groups highlighted in **RED** are required by state law. Groups highlight in **GREEN** are mandated under certain conditions that the county has met (has zoning, accepts federal funding for rental housing, etc.). Regional/state groups are in **BLUE**.

Commissioner Karen Howard District 1	Commissioner Mike Dasher District 2	Commissioner Diana Hales District 3	Commissioner Jim Crawford District 4	Commissioner Walter Petty District 5
<ul style="list-style-type: none"> <li>• <b>Board of Education</b> (separate elected body)</li> <li>• Chatham Partnership for Children</li> <li>• <b>Community Child Protection Team</b></li> <li>• <b>Child Fatality Team</b></li> <li>• Economic Development Corporation</li> <li>• Joint Orange-Chatham Community Action*</li> <li>• Juvenile Crime Prevention Council*</li> <li>• Library Advisory Committee</li> <li>• Local OPC Mental Health Advisory Committee*</li> <li>• Durham-Chapel Hill-Carrboro Metropolitan Planning Organization* Delegate</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Alcohol Beverage Control Board</b></li> <li>• <b>Appearance Commission</b></li> <li>• Transportation Advisory Committee</li> <li>• Triangle Area Rural Planning Organization*</li> <li>• <b>Board of Social Services</b></li> <li>• TJCOG Smart Growth Committee</li> <li>• <b>Board of Elections</b></li> <li>• Orange-Chatham Task Force</li> <li>• Economic Development Corporation</li> <li>• Affordable Housing Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Climate Change Advisory Committee</li> <li>• Environmental Review Advisory Committee</li> <li>• <b>NC Association of County Commissioners</b></li> <li>• <b>NC Association of County Commissioners Environment Committee</b></li> <li>• Pittsboro-Siler City Convention &amp; Visitors Bureau Advisory Committee</li> <li>• Planning Board</li> <li>• Triangle J Council of Governments Alternate Delegate*</li> <li>• <b>NC Association of County Commissioners Voting Delegate</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Board of Equalization &amp; Review</b></li> <li>• <b>Board of Health*</b></li> <li>• Chatham Transit Network Board</li> <li>• <b>Chatham County Council on Aging</b></li> <li>• Triangle J Council of Governments Delegate*</li> <li>• Triangle J Regional Council on Aging</li> <li>• <b>Home &amp; Community Care Block Grant*</b></li> <li>• Durham-Chapel Hill-Carrboro Metropolitan Planning Organization* Alternate Delegate</li> <li>• Orange-Chatham Task Force</li> <li>• Chatham Health Alliance</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Adult Care &amp; Nursing Home Committee</b></li> <li>• Agriculture Advisory Committee</li> <li>• Chatham Trades</li> <li>• <b>Enhanced 911 Committee*</b></li> <li>• <b>Local Emergency Planning</b></li> <li>• Recreation Advisory Committee</li> <li>• <b>Research Triangle Regional Partnership*</b></li> </ul>

**NOTE:** The full Board of Commissioners also serves as the Southeast Water Board and Southwest Water Board.

**UPDATED: December 19, 2017**