



**CABARRUS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING**

**DECEMBER 16, 2013
6:30 P.M.**

CALL TO ORDER BY THE CHAIRMAN

PRESENTATION OF COLORS

GIRL SCOUT TROOP 403
KIMBALL LUTHERAN CHURCH
KANNAPOLIS, NC

INVOCATION

FR. JAMES H. GEIGER, C.S.S.R.
SAINT JAMES THE GREATER CATHOLIC CHURCH
CONCORD, NC

MOMENT OF SILENCE

DR. HECTOR H. HENRY, II

A. APPROVAL OR CORRECTION OF MINUTES

1. Approval or Correction of Meeting Minutes Pg. 5

A-1. BOARD ORGANIZATION Pg. 22

1. Election of Chairman
2. Election of Vice Chairman
3. Comments from Chairman and Vice Chairman

B. APPROVAL OF THE AGENDA

1. Including Changes to the Agenda Pg. 445

C. RECOGNITIONS AND PRESENTATIONS

1. BOC - Proclamation - Dr. Martin Luther King, Jr. Day Pg. 25
2. Active Living and Parks - Recognition of Lenora Barron on Receipt of NCRPA Award Pg. 27
3. Communications and Outreach - Recognition of Communications and Outreach Staff for 2013 3CMA (City-County Communications & Marketing Association) National Television Awards Pg. 29

4. Human Resources - Recognition of Terri Montgomery on Her Retirement from Cabarrus County Department of Human Services Pg. 31

D. INFORMAL PUBLIC COMMENTS *(Each speaker is limited to 3 minutes)*

E. OLD BUSINESS

1. Human Services - NC FAST Update Pg. 33

F. CONSENT AGENDA

(Items listed under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.)

1. Active Living and Parks - 2014 Fees and Charges Policy Pg. 39
2. BOC - Commissioner Appointments for 2014 Pg. 82
3. BOC - Resolution Establishing the Board of Commissioners' 2014 Meeting Schedule Pg. 85
4. County Manager - County/CVB Interlocal Agreement Pg. 88
5. EMS - Approval of Ambulance Piggyback Bid Purchase Pg. 93
6. Finance - CCS QSCB Reallocation Request and Related Budget Amendment - \$13,835 Pg. 119
7. ITS - Interlocal Agreement to Provide Accela Automation Software Hosting and Licensing to the City of Concord. Pg. 123
8. ITS - Child Protective Services Mobile Solution Request Pg. 132
9. Planning and Development - Soil & Water Conservation District - Authorization to Submit a Grant Application to the N. C. Foundation for Soil and Water Conservation Pg. 161
10. Planning and Development - Soil & Water Conservation District - Authorization to Submit an Application for State Matching Funds to Purchase Agricultural Conservation Easement Pg. 166
11. Sheriff - Approval of the Trade-in/Surplus of Duty Weapons Pg. 215
12. Tax Administration - Refund and Release Report - November 2013 Pg. 218

G. NEW BUSINESS

1. Planning & Development - 2012 CDBG Scattered Site Housing Rehab Grant Closeout - Public Hearing 6:30 P.M. Pg. 233
2. Salisbury-Rowan Community Action Agency, Inc. - Presentation of FY 14-15 Application for Funding Pg. 249
3. County Manager - Foundation Repair on Mt. Pleasant Emergency Communications Tower Pg. 382

H. APPOINTMENTS TO BOARDS AND COMMITTEES

- 1. Appointment of Firemen's Relief Fund Trustees Pg.386
- 2. Appointments - Active Living and Parks Commission Pg.390
- 3. Appointments - Human Services Advisory Board Pg.395
- 4. Appointments - Juvenile Crime Prevention Council (JCPC) Pg.401
- 5. Appointments and Removals - Cabarrus County Senior Centers Advisory Council Pg.407
- 6. Appointments and Removals - Food Policy Council (FPC) Pg.412

I. REPORTS

- 1. EDC - November 2013 Monthly Summary Report Pg.418
- 2. Cabarrus County Schools (CCS) - One-Time Funding Update Pg.421
- 3. County Manager - Monthly Reports on Building Activity Pg.423
- 4. Planning & Development - CDBG Monthly Report for October Pg.429
- 5. BOC - Receive Updates from Commission Members Who Serve as Liaisons to Municipalities or on Various Boards/Committees Pg.431
- 6. Request for Applications for County Boards/Committees Pg.432

J. GENERAL COMMENTS BY BOARD MEMBERS

K. WATER & SEWER DISTRICT OF CABARRUS COUNTY

L. CLOSED SESSION

- 1. Closed Session – Pending Litigation Pg. 444

M. ADJOURN

IN ACCORDANCE WITH ADA REGULATIONS, ANYONE WHO NEEDS AN ACCOMMODATION TO PARTICIPATE IN THE MEETING SHOULD NOTIFY THE ADA COORDINATOR AT 704-920-2100 AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING.

Scheduled Meetings:

January 6	Work Session	4:00 p.m.	Multipurpose Room
January 21	Regular Meeting	6:30 p.m.	BOC Meeting Room
February 3	Work Session	4:00 p.m.	Multipurpose Room
February 17	Regular Meeting	6:30 p.m.	BOC Meeting Room

Mission: Through visionary leadership and good stewardship, we will administer state requirements, ensure public safety, determine county needs, and provide services that continually enhance quality of life.

Vision: Our vision for Cabarrus is a county where our children learn, our citizens participate, our dreams matter, our families and neighbors thrive, and our community prospers.

Channel 22 Broadcast Schedule

Cabarrus County Board of Commissioners' Meetings

The most recent Commissioners' meeting is broadcast at the following days and times. Agenda work sessions begin airing after the 1st Monday of the month and are broadcast for two weeks up until the regular meeting. Then the regular meeting begins airing live the 3rd Monday of each month and is broadcast up until the next agenda work session.

Sunday - Saturday	1:00 P.M.
Sunday - Tuesday	6:30 P.M.
Thursday & Friday	6:30 P.M.



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Approval or Correction of Minutes

SUBJECT:

Approval or Correction of Meeting Minutes

BRIEF SUMMARY:

The following meeting minutes are provided for correction or approval:

November 4, 2013 (Work Session)

November 15, 2013 (Recessed Meeting)

REQUESTED ACTION:

Motion to approve the aforementioned meeting minutes as presented.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

The Board of Commissioners for the County of Cabarrus met for an Agenda Work Session in the Multipurpose Room at the Cabarrus County Governmental Center in Concord, North Carolina on Monday, November 4, 2013 at 4:00 p.m.

Present - Chairman:	Elizabeth F. Poole
Vice Chairman:	Christopher A. Measmer
Commissioners:	Larry M. Burrage
	Stephen M. Morris
	Jason A. Oesterreich

Also present were Mike Downs, County Manager; Richard M. Koch, County Attorney; Jonathan Marshall, Deputy County Manager; Pam Dubois, Deputy County Manager; and Megan Smit, Clerk to the Board.

Call to Order

Chairman Poole called the meeting to order at 4:04 p.m.

Approval of Agenda

Chairman Poole presented the following changes to the Agenda. She also requested items 4.11, 4.12 and 4.13 be moved to the beginning of the meeting.

Additions:

Discussion Items for Action at November 18, 2013 Meeting

4.15 County Manager - Discussion Concerning Emergency Hydrants for Northeast VFD

4.16 County Manager - Transfer of Utility Easement at Patriot's Elementary School

Supplemental Information:

Discussion Items for Action at November 18, 2013 Meeting

4.14 Library - Request to approve Midland Library Concept

- Cost Estimate

Revised:

4.1 CCS - Funding Request for Central Cabarrus High School Artificial Turf Project

4.2 County Manager - CCS QSCB - Use of Sales Tax Proceeds for Parking Lot Repair at Northwest High School Gymnasium

Changes to the Agenda November 18, 2013

Additions:

C-4 Cabarrus County Extension & Community Association (ECA) - Presentation of Centennial Holiday Tree

UPON MOTION of Commissioner Burrage, seconded by Vice Chairman Measmer and unanimously carried, the Board approved the work session agenda as amended.

Discussion Items for Action at November 15, 2013 Meeting

Human Services - Transportation Department - NCDOT Public Transportation Division Section 5311 Grant for FY 2015 - Public Hearing 6:30 P.M.

Mike Downs, County Manager, advised the Transportation items that were advanced in the Agenda require a public hearing with at least 10 days' notice. He noted since the deadline for the grant applications is November 15, the Board will need to recess to Friday, November 15th to hold the public hearings in order to meet the required 10-day public hearing notice as well as the application deadline.

Randy Bass, Transportation Director, presented the following information relating to a request for the NCDOT Public Transportation Division Section 5311 Grant for FY 2015:

Cabarrus County Transportation Services (CCTS) will apply for grant funding totaling \$675,650.00 from the North Carolina Department of Transportation (NCDOT), Public Transportation Division, via the Federal Transportation Administration (FTA) Section 5311 Grant for FY 2015. The grant funds must be designated for the administrative and capital costs associated with CCTS. A public hearing on the grant application is required

in addition to a 15 percent match for the administrative grant award and a 10 percent match for the capital grant award. Further, the adoption of the Community Transportation Program Resolution and the Human Services Agency Transportation Resolution is required. The required local match will be included in the Transportation Department's FY 2015 budgetary request.

Chairman Poole advised she is the Board liaison to the Transportation Advisory Board and reviewed a handout detailing the names of the grants, what each grant covers, the grant amounts, the county match and whether the service is mandated.

A discussion ensued. During discussion Mr. Bass and Bob Bushey, Transportation Coordinator, responded to a variety of questions from the Board.

Chairman Poole advised the Board first review the Transportation items on the Agenda, followed by general discussion and scheduling of the special meeting needed to conduct the public hearings prior to the regular meeting on November 18th.

Human Services - Transportation Department - 5310 Elderly and Disabled Grant Funding - Public Hearing 6:30 P.M.

Bob Bushey, Transportation Coordinator, presented the following information relating to the 5310 Elderly and Disabled Grant Funding:

Cabarrus County Transportation plans to apply for federal transportation funding through the North Carolina Department of Transportation (NCDOT), Public Transportation Division, for funding provided by the 5310 Elderly and Disabled Transportation Grant totaling \$903,161.00 for two years. Funding for this program is designed to meet the special needs of elderly individuals and individuals with disabilities. If awarded, a County match of \$354,461.00 is required, but would come from the EDTAP portion of the ROAP funds and the HCCGB grant funds which will be included in the Department's FY 2015 budget request.

A discussion ensued. During discussion, Mr. Bushey and Randy Bass, Transportation Director responded to a variety of questions from the Board.

Human Services - Transportation Department - 5316 JARC Grant Funding - Public Hearing 6:30 P.M.

Randy Bass, Transportation Director, presented the following information relating to a request for the 5316 JARC Grant Funding:

The JARC grant is an employment-based grant designed to provide transportation to Cabarrus County residents to access transportation to and from employment or job-related training. The current JARC program (Cabarrus Links), serves Mt. Pleasant, Harrisburg, Concord, Kannapolis and Midland. The new grant will expand to provide transportation to and from the Cabarrus Vocational Opportunities Workshop. The total funding requested is \$564,122.00. A local match of \$282,061.00 is required and will be included in the Department's FY 2015 budgetary request.

Mr. Bass responded to questions from the Board. Items addressed included: expansion of services; trips dedicated to Cabarrus Vocational Opportunities (CVO); shared ride utilization; taxi services; cost per trip; revenue from grants; etc.

Chairman Poole advised, in order to meet the application deadline and the required publication of the public hearing notices, the meeting will need to be recessed to November 15th.

A discussion ensued regarding the scheduling of the recessed meeting. It was the consensus of the Board that following the closed session, the Board will recess to Friday, November 15, 2013 at 2:00 p.m. in the Board of Commissioners' meeting room.

UPON MOTION of Chairman Poole, seconded by Commissioner Morris and unanimously carried, the Board scheduled public hearings for the NCDOT Public Transportation Division Section 5311 Grant for FY 2015; 5310 Elderly and

Disabled Grant Funding; and 5316 JARC Grant Funding on Friday, November 15, 2013 at 2:00 p.m. in the Board of Commissioners' meeting room.

Discussion continued. During discussion, Commissioner Oesterreich expressed his intent to vote against the grants.

Commissioner Morris expressed support for the grants and discussion continued.

Chairman Poole stated the school board meeting begins at 6:00 p.m. and requested the school-related items be addressed next to accommodate their schedule.

Discussion Items - No Action

County Manager - Update on CCS QSCB (Qualified Schools Construction Bonds) Projects

Len Witke, Cabarrus County Schools, presented the following information as an update on the QSCB projects for CCS:

QSCB Design and Construction Projects Milestone Report

School	Project	Complete	Current Status	Issue Design Review	Bid Issue Date	Pre-Bid Meeting	Bid Opening Date	Construction Start	Substantial Completion Date	Notes
Architectural										
Central Cabarrus High	Windows and Doors	99%	Close Out					5/25/12	4/19/13	Awaiting legal process for final payment.
Northwest Cabarrus High	Gym Addition	99%	Construction					12/17/12	8/30/13	Renovation of gym, new construction - substantially complete.
Mt. Pleasant High School	Boilers Replacement	85%	Construction					7/23/13	10/22/13	New boilers are set, piped. Completing stack and electronics.
Concord High School	Weight Room & Vocational Building	95%	Construction					6/10/13	10/11/13	Landscaping, lighting remain. Subst complete in 1 - 2 weeks.
Mechanical, Electrical and Plumbing Engineering										
Roof Replacement										
J.N. Fries Middle School	Partial Roof Replacement	40%	Construction					9/17/13	12/1/13	Notice to Proceed issued. Contractor on site in late October.
Postponed Projects to be Reinstated - priority order										
Postponed Projects										
Beverly Hills Elementary	Chiller & Controls Replacement	5%	Postponed							Design Only - Funding transfer to NWCHS Gym
Northwest Cabarrus High	Entrance Canopy Modifications	0%	Postponed							Funds for NWCHS Gymnasium
Northwest Cabarrus High*	Practice Fields	5%	Postponed							Funding transferred to MFHS boiler and JNFHS Roof
Mt. Pleasant Middle School	Replace Chillers and Controls	5%	Postponed							Design Only; Funds for NWCHS Gymnasium

* Was To be used by Beger, NWCMS & NWCHS.

Report on QSCB Funded Project Status

Cabarrus County Schools												
QSCB Funded Project Status												
As of October 22, 2013												
School	Project Description	Total Original Project Budget	Change in Budget	Requested Budget Amendment	Adjusted Project Budget	Amount Encumbered	Paid to Date	Bid Amount - Not encumbered	Estimated Future Expenses	Contingency for open projects	Balance Remaining	Project complete
Architectural												
Beverly Hills Elementary	Replace Windows in Four Classrooms	50,000	26,741		76,741	-	76,741					100%
Coltrane Webb Elementary	Remodel for Magnet School Program	150,000	(70,996)		79,004	-	79,004					100%
Central Cabarrus High	Replacement Windows & Doors	525,000	(64,821)		460,179	10,140	442,840				7,199	99%
Central Cabarrus High	Office Renovation & New Entry Vest.	150,000	168,114		318,114	-	318,114					100%
Concord High School	Replace Chillers & Controls	895,451	(205,073)		690,378	-	690,378					100%
Concord High School	Dining Room Addition	500,000	76,832		576,832	-	576,832					100%
Concord High School	Auditorium Improvements	175,000	113,223		288,223	-	288,223					100%
Northwest Cabarrus High	Replace Chillers & Controls	696,171	(74,482)		621,689	-	621,689					100%
Northwest Cabarrus High	Gym Addition	1,500,000	1,384,705		2,884,705	142,707	2,716,876			25,122		99%
PLC - J.N. Fries Middle	Remodel One Wing for PLC Program	200,000	(2,608)		197,394	-	197,394					100%
Subtotal		4,841,822	1,361,837	0	6,193,259	162,847	6,008,091				26,122	7,199
Mechanical, Electrical and Plumbing Engineering												
Central Cabarrus High	Replace Chillers & Controls	576,163	115,653		791,816	-	791,816					100%
Central Cabarrus High	Electrical Vault Code Upgrades	225,000	(37,935)		187,065	-	187,065					100%
Mt. Pleasant Elementary	A/C System Replacement	785,967	(84,619)		701,338	-	701,338					100%
Northwest Cabarrus Middle	Replace Heat Pumps in 7th Grade Wing	226,696	(16,774)		209,921	-	209,921					100%
Various Schools - Breaker Panels	Electrical Panel Testing and Corrections plus Safety Equipment	375,846	(82,409)		293,438	-	288,104				5,334	100%
Subtotal		2,289,661	(104,097)	0	2,183,674		2,178,540					6,334
Roof Replacement												
J.N. Fries Middle School	Partial Roof Replacement	220,000	144,846		364,846	272,677	92,168					40%
Subtotal		220,000	144,846	0	364,846	272,677	92,168					
Food Service Improvements												
Beverly Hills Elementary	Kitchen Hood Modifications	50,000	14,880		64,880	-	64,880					100%
Mt. Pleasant Middle School	Kitchen Hood Modifications	50,000	9,582		59,582	-	59,582					100%
R. Brown McAllister Elem.	Kitchen Hood Modifications	50,000	21,905		71,905	-	71,905					100%
Subtotal		150,000	46,367	0	196,367		196,367					
Information Technology Upgrades and New Systems												
Central Cabarrus High	Servers, Switches, Wireless, Wiring	275,000	(39,350)		235,650	-	235,650					100%
Concord High School	Switches, Wireless, Wiring	90,000	(9,919)		80,081	-	80,081					100%
Concord Middle School	Servers, Switches, Wireless	200,000	(4,174)		195,826	-	195,826					100%
Jay M. Robinson High	Servers, Switches, Wireless, Wiring	300,000	2,666		302,666	-	302,666					100%
J.N. Fries Middle School	Servers, Switches, Wireless, Wiring	190,000	7,746		197,746	-	197,746					100%
Mt. Pleasant Middle School	Servers, Switches, Wireless, Wiring	190,000	(28,159)		161,841	-	161,841					100%
Northwest Cabarrus High	Switches, Wireless, Wiring	50,000	22,527		72,527	-	72,527					100%
Northwest Cabarrus Middle	Servers, Switches, Wireless, Wiring	190,000	(31,835)		158,164	-	158,164					100%
Wincoff Elementary School	Servers, Switches, Wireless, Wiring	125,000	20,555		145,555	-	145,555					100%
Subtotal		1,810,000	(80,644)	0	1,649,468		1,649,468					

Cabarrus County Schools												
QSCB Funded Project Status												
As of October 22, 2013												
School	Project Description	Total Original Project Budget	Change in Budget	Requested Budget Amendment	Adjusted Project Budget	Amount Encumbered	Paid to Date	Bid Amount - Not encumbered	Estimated Future Expenses	Contingency for open projects	Balance Remaining	Project complete
Postponed projects to be reinstated - priority order												
Coltrane Webb Elementary	Kitchen Hood Modifications	50,000	(43,848)		6,152	-	6,152					100%
Mt. Pleasant High School	New Boilers	63,000	85,461		152,461	127,608	5,875		18,978			65%
Concord High School	Weight Room Addition and Remodel	100,000	(99,544)		356	-	356					100%
Concord High School	Vocational Building Remodeling	150,000	(143,484)		506	-	506					100%
Concord High School	Weight Room & Voc Bldg Combined		370,000		370,000	93,371	263,638			12,794		95%
Northwest Cabarrus High*	Practice Athletic Fields & Buildings	600,000	(560,273)		39,727	-	39,727					5%
Postponed projects												
Beverly Hills Elementary	Replace Chillers & Controls	332,556	(305,978)		26,577	-	26,577					5%
Northwest Cabarrus High	Upgrade Entrance Canopy & Security	175,000	(175,000)		-	-	-					0%
Mt. Pleasant Middle School	Replace Chillers & Controls	476,018	(456,441)		19,577	-	19,577					5%
Projects Completed with other funds												
Hickory Ridge High School	Wireless	25,000	(25,000)		-	-	-					100%
Mt. Pleasant High School	Wireless	20,000	(20,000)		-	-	-					100%
Subtotal		1,891,674	(1,879,218)	0	816,366	220,978	382,806	-	18,978	12,794		
* Physically located adjacent to Boper Elementary and available to NW High, NW Middle and Boper Elementary.												
TOTALS FOR ALL PROJECTS		\$ 11,102,867	\$ -	\$ -	\$ 11,102,867	\$ 648,600	\$ 10,388,927	\$ -	\$ 18,978	\$ 37,918	\$ 12,633	

Mr. Witke and Kelly Kluttz, CCS Finance Director, responded to questions from the Board.

Discussion Items for Action at November 18, 2013 Meeting

County Manager - CCS QSCB - Use of Sales Tax Proceeds for Parking Lot Repair at Northwest High School Gymnasium

Len Witke, Cabarrus County Schools (CCS), presented the following information relating to the use of sales tax proceeds for parking lot repair at the Northwest High School Gymnasium:

Cabarrus County has a practice of using the sales taxes from expenditures in the construction funds to pay down debt service at the end of the construction phase. With Qualified School Construction Bonds (QSCB) funds, all proceeds must be spent on defined projects, per bond counsel. Cabarrus County Schools (CCS) has approximately \$83,917.00 in sales tax monies which they would like to apply towards repairing the parking lot at the construction site of the Northwest High School Gymnasium. The request has been reviewed by Steve Cordell, Cabarrus County bond counsel, and qualifies as an approved project. No budget revision will be necessary to accomplish this request.

CCS may have approximately \$23,000.00 in contingency funds available to be added to the \$83,917.00 which totals \$106,917.00. The bid for a portion of the surface area costs \$77,000.00 and includes unit cost to add more square footage of repairing, if funds exist. This will allow the balance of \$29,917.00, or a portion thereof, to be used to expand the repairs of the balance of the parking lot.

A discussion ensued. During discussion, Mr. Witke responded to questions from the Board. A miscalculation was noted in the above information and should be shown as:

CCS may have approximately \$25,122.00 in contingency funds available to be added to the \$83,917.00 which totals \$109,039.00. The bid for a portion of the surface area costs \$77,000.00 and includes unit cost to add more square footage of repairing, if funds exist. This will allow the balance of \$32,039.00, or a portion thereof, to be used to expand the repairs of the balance of the parking lot.

CCS - Funding Request for Central Cabarrus High School Artificial Turf Project

Kelly Kluttz, CCS Finance Director introduced the item, presenting the following information regarding the Central Cabarrus High School Artificial Turf Project:

CCS is requesting the County to provide funds in the amount of \$265,000.00 to supplement other funds from Cabarrus County Schools and a grant to support the construction of an artificial turf field on the existing football field. A PowerPoint presentation is attached for the Board's review explaining the details of the project and where the additional funds will come from.

Kevin Bryant, Central Cabarrus High School Athletic Director, reviewed a PowerPoint presentation titled the Central Cabarrus/Flowe Park Turf Project. The PowerPoint presentation included the following:

- Background
- Benefits of Turf
- Safety Concerns
- Life Span of Synthetic Fields
- Environmental Issues
- Return on Investment
- Conclusion
- Funding the Project

Mr. Bryant advised pictures of the Central Cabarrus High School fields will be sent to the Board later in the week. He recognized community members in attendance to show support of the project.

A discussion ensued. During discussion Mr. Bryant, Ms. Kluttz and Lynn Rhymer, Central Cabarrus High School Principal, responded to questions from the Board.

Michael Applegate, Senior Vice President of Sales and Services of the Cabarrus County Convention and Visitors Bureau, briefly responded to questions from the Board regarding grant funding sources for the project.

Discussion Items - No Action (Continued)

Planning and Development - Council for a Sustainable Local Economy (CSLE) Update

Shannon Johnson, Council for a Sustainable Local Economy (CSLE) Facilitator, introduced Jerry Weikle, CSLE Chairperson, who presented a brief update regarding the Council. His update highlighted some of the Council's 2013 accomplishments and goals. He also encouraged consumers to spend locally.

Recess of Meeting

The Board took a short break at 6:28 p.m. The meeting resumed at 6:48 p.m.

Discussion Items for Action at November 18, 2013 Meeting (Continued)

Emergency Management - Requested Changes to the Flowes Store Fire Protection Contract

Jonathan Marshall, Deputy County Manager, presented the following information relating to the requested changes to the Flowes Store Fire Protection Contract:

Recommendations from the Board-authorized fire study included the need for more accountability and performance standards to be added to the Fire Protection Contracts. Currently, all departments have signed the new contract, with the exception of Flowes Store Fire Department. Flowes Store is requesting changes to Section 10 of the contract. Section 10 requires departments to receive a certificate of need from the Fire Marshal's Office and to provide justified documentation for the purchase of new fire apparatus.

Kenneth Nickels, President of the Flowes Store Volunteer Fire Department (VFD) Board of Directors, addressed the Board, outlining the requested changes to the contract. He also provided a brief history of the Flowes Store VFD.

A discussion ensued. During discussion Mr. Nickels, Steve Langer, Fire Marshal and Bobby Smith, Emergency Management Director, responded to questions from the Board.

County Manager - Revised County/CVB Interlocal Agreement

This item was tabled until the December meeting.

Active Living and Parks - Development of Two Multi-Purpose Fields at Frank Liske Park

This item was tabled until the December meeting in order for more information to be gathered.

Library - Request to Approve Midland Library Concept

Richard Flowe, Town of Midland Planning, Zoning and Subdivision Administrator, presented the following information regarding the Town of Midland Library concept:

The Midland Council passed the following on October 8, 2013:
The Town of Midland is in the process of building a 16,000+ sq. ft. town hall and library building and will dedicate approximately 3,100 sq. ft. on the 2nd floor of the building to the Midland branch of the Cabarrus County Library. The Town of Midland requests the Cabarrus County Commission to approve the appropriate staff, utility, power and other necessary monthly payments for the library that will be further outlined in a contract as worked out by Cabarrus County and Midland staff.

A discussion followed. During discussion Mr. Flowe, Dana Eure, Library Director and Kyle Bilafer, General Services Director, responded to questions from the Board.

Chairman Poole requested the presence of a Midland Town Council representative at the regular meeting to address questions.

Active Living and Parks Department - Department Ordinance Related to NCGS 14-415.23

Londa Strong, Active Living and Parks Director, presented the following information regarding requested direction for the Parks Ordinance in relation to recent changes in the North Carolina General Statutes:

The North Carolina General Statutes (NCGS) have been amended regarding concealed carry permit holders, allowing those possessing a concealed carry permit to carry guns in local parks. The statute permits local jurisdictions to identify specific areas in which concealed carry permit holders are not allowed to carry, dependent on the governing body adopting an ordinance prohibiting concealed carry in specific areas and installing signs.

The areas where concealed carry can be restricted are: pools - including the attached amenities; recreation facilities - including areas with gymnasiums; and athletic facilities - including bleachers, restrooms, concession areas and parking areas in close proximity.

Concord, Kannapolis and Harrisburg have adopted an ordinance prohibiting the concealed carry of firearms in those three defined areas of their parks. Concord has signs posted and the other two municipalities are determining how to proceed.

The open carry of firearms can be prohibited in public places. The Active Living and Parks Department Ordinance currently prohibits firearms in parks, although it is not being enforced in a manner consistent with adopted statutes. Since the ordinance is in contradiction to statutes, the Active Living and Parks Ordinance needs to be updated to reflect statute changes for compliance with new general statutes (concealed carry) and/or to regulate existing ones (open carry).

A discussion followed. During discussion Ms. Strong and Richard Koch, County Attorney, responded to questions from the Board. Mike Murphy, Parks Superintendent, was also in attendance.

Chairman Poole requested a copy of the City of Concord's updated ordinance for review prior to the regular meeting.

County Manager - Qualified School Construction Bond (QSCB) Interest Earnings

Pam Dubois, Deputy County Manager, provided the following information relating to Qualified School Construction Bond (QSCB) interest earnings:

As of September 2013, the QSCB fund has earned \$12,298.00 in interest. Interest can only be spent on the defined projects listed to the state in the initial application, per bond counsel. Last month, the balance of Kannapolis City Schools funds was approved for the purchase of a generator for Kannapolis Intermediate School (KIS). The balance of the funds needed for the purchase was provided by the County's fund balance in the amount of \$38,138.00. A request is being made to allocate the interest earnings to the KIS generator purchase and to reduce the County's fund balance contribution, respectively. Interest will continue to be earned until all the funds are expended. A final adjustment between fund balance appropriated and interest earnings will need to be made at the close of the fund.

County Manager - Resolution Supporting an Abandonment from the NCDOT Maintenance System

Jonathan Marshall, Deputy County Manager, presented information relating to a request for a resolution supporting an abandonment from the NCDOT Maintenance System:

The North Carolina Department of Transportation (NCDOT), Division 10, has requested a resolution from the Board of Commissioners supporting the abandonment of a road segment from the NCDOT secondary road maintenance system. Part of the parking lot of the former Bethel Elementary School was included on the maintenance program and it is no longer eligible since it is not operated as a public school. The current property owner has been contacted but has not provided any input.

County Manager - Resolution Transferring Ownership of Weddington Communications Tower

Jonathan Marshall, Deputy County Manager, reviewed the following information relating to a resolution transferring ownership of Weddington Communications Tower:

Cabarrus County used grant funds to construct a communications tower on property owned by the City of Concord off of Weddington Road. That tower is part of the joint use communications system, but is maintained as an asset by the City of Concord. The resolution approves the transfer of the tower's ownership over to the City of Concord.

County Manager - Update on Raging Ridge Road Extension and Bridge

Jonathan Marshall, Deputy County Marshall, provided a brief update on the Raging Ridge Road Extension and Bridge Project. He advised the project was delayed in the past due to funding; however there is currently a draft agreement outlining funding sources. He requested the Board authorize a petition for voluntary annexation of two project-related parcels into the Town of Harrisburg, allowing the Town of Harrisburg to assume responsibility for the road and property maintenance. He further advised while the County owns the majority of the property for this project, the County will be responsible for acquiring a right-of-way for a portion on Stallings Road.

A brief discussion ensued. During discussion Mr. Marshall and Pam Dubois, Deputy County Manager, responded to questions from the Board.

County Manager - Discussion Concerning Emergency Hydrants for Northeast VFD

Jonathan Marshall, Deputy County Manager, presented the following information regarding emergency hydrants for Northeast Volunteer Fire Department (VFD):

The Cities of Concord and Kannapolis have begun construction on the Albemarle water line project. Cabarrus County and Northeast VFD have had discussions about the placement of an emergency hydrant on that line to permit the Northeast VFD tanker truck to be filled. Each hydrant would include a digital meter, locking device, backflow device and fencing with a locked gate. If additional property outside the existing right-of-way is required, the negotiations and cost would be the responsibility of Northeast VFD and the County. There would need to be a four-party agreement between Concord, Kannapolis, Cabarrus County and Northeast VFD. The water can be used for firefighting and

training purposes only and billing would be based on an out-of-city rate.

A discussion followed regarding the installation of emergency hydrants and the number of hydrants to be installed. During discussion Mr. Marshall and Steve Langer, Fire Marshal, responded to questions from the Board.

Mr. Langer expressed support for at least two emergency hydrants.

Chairman Poole requested the item be placed on new business for the regular meeting and for additional detail regarding the proposed emergency hydrant locations and security measures.

County Manager - Transfer of Utility Easement at Patriot's Elementary School

Jonathan Marshall, Deputy County Manager, reviewed the following information relating to a request to transfer a utility easement at Patriot's Elementary School:

Cabarrus County and Cabarrus County Schools agreed to provide a private utility easement on the property of Patriot's Elementary School when the property was purchased. That easement has been requested by NVR Ryan Homes for a sale price of \$3,188.00. It has been the practice of the Board of Commissioners to approve a budget amendment for the proceeds of these sales to benefit the affected school.

Chairman Poole requested more information regarding how the funds are allowed to be spent.

Approval of Regular Meeting Agenda

The Board discussed the placement of items on the Agenda.

UPON MOTION of Commissioner Burrage, seconded by Vice Chairman Measmer and unanimously carried, the Board approved the November 18, 2013 Agenda as follows:

Approval or Correction of Minutes

- Approval or Correction of Meeting Minutes

Recognitions and Presentations

- BOC - Historic Cabarrus Association Presentation
- CCS - Recognition of Cabarrus County Schools Personnel
- KCS - Recognition of Kannapolis City Schools Teacher of the Year
- Cabarrus County Extension & Community Association (ECA) - Presentation of Centennial Holiday Tree

Old Business

- Human Services - NC FAST Update

Consent

- County Manager - CCS QSCB - Use of Sales Tax Proceeds for Parking Lot Repair at Northwest High School Gymnasium
- County Manager - Contractual Incentive Payments for SMG (Cabarrus Arena)
- County Manager - Qualified School Construction Bond (QSCB) Interest Earnings
- County Manager - Transfer of Utility Easement at Patriot's Elementary School
- County Manager - Resolution Supporting an Abandonment from the NCDOT Maintenance System
- County Manager - Resolution Transferring Ownership of Weddington Communications Tower
- County Manager - Update on Raging Ridge Road Extension and Bridge
- Tax Administration - Refund and Release Report - October 2013

New Business

- CCS - Funding Request for Central Cabarrus High School Artificial Turf Project
- County Manager - Discussion Concerning Emergency Hydrants for Northeast VFD
- Library - Request to Approve Midland Library Concept

- Finance - Presentation of the Fiscal Year 2013 Comprehensive Annual Financial Report
- Active Living and Parks Department - Department Ordinance Related to NCGS 14-415.23
- Emergency Management - Requested Changes to the Flowes Store Fire Protection Contract

Appointments to Boards and Committees

- Appointments (Removal) - Council for a Sustainable Local Economy (CSLE)
- Appointments (Removal) - Nursing Home Community Advisory Committee
- Appointments and Removals - Cabarrus County Youth Council (CCYC)

Reports

- Cabarrus County Schools (CCS) - One-Time Funding Update
- Cabarrus County Tourism Authority - FY 2012-2013 Year End Financials and 1st Quarter FY 2013-2014 Update
- County Manager - Monthly Reports on Building Activity
- Human Services - DHS Quarterly Report for July 2013 - September 2013
- Library - Annual State Report
- Planning & Development - CDBG Monthly Report for September
- Register of Deeds - Third Quarter Records Report
- BOC - Receive Updates from Commission Members Who Serve as Liaisons to Municipalities or on Various Boards/Committees
- Request for Applications for County Boards/Committees

Moved to November 15

- Human Services - Transportation Department - NCDOT Public Transportation Division Section 5311 Grant for FY 2015 - Public Hearing 2:00 P.M.
- Human Services - Transportation Department - 5310 Elderly & Disabled Grant Funding - Public Hearing 2:00 P.M.
- Human Services - Transportation Department - 5316 JARC Grant Funding - Public Hearing 2:00 P.M.

Moved to December

- Active Living and Parks - Development of Two Multi-Purpose Fields at Frank Liske Park
- County Manager - Revised County/CVB Interlocal Agreement

Commissioner Oesterreich announced Time Warner Cable customers can view Cabarrus County Channel 22 content on channel 97.2 from newer television sets. The auto channel search feature may need to be activated to detect the channel.

Closed Session - Negotiation or Sale of Real Property and Pending Litigation

UPON MOTION of Commissioner Burrage, seconded by Vice Chairman Measmer and unanimously carried, the Board moved to go into closed session to discuss the negotiation or sale of real property and to discuss threatened or pending litigation as authorized by NCGS 143-318.11(a)(3) and (5). Jonathan Marshall, Deputy County Manager, was invited into the closed session.

UPON MOTION of Commissioner Morris, seconded by Vice Chairman Measmer and unanimously carried, the Board moved to come out of closed session.

Recess of Meeting

UPON MOTION of Vice Chairman Measmer, seconded by Commissioner Burrage, and unanimously carried, the meeting recessed at 9:36 p.m. until 2:00 p.m. on Friday, November 15, 2013 in the Board of Commissioners meeting room.

Megan Smit, Clerk to the Board

The Board of Commissioners for the County of Cabarrus met in recessed session in the Commissioners' Meeting Room at the Cabarrus County Governmental Center in Concord, North Carolina on Friday, November 15, 2013, at 2:00 p.m.

Present - Chairman: Elizabeth F. Poole
Vice Chairman: Christopher A. Measmer
Commissioners: Larry M. Burrage
Stephen M. Morris
Jason A. Oesterreich

Also present were Mike Downs, County Manager; Richard M. Koch, County Attorney; Jonathan Marshall, Deputy County Manager; Pam Dubois, Deputy County Manager; and Megan Smit, Clerk to the Board.

Chairman Poole called the meeting to order at 2:02 p.m.

APPROVAL OF THE AGENDA

Commissioner Morris requested a discussion of the ROAP (Rural Operating Assistance Program) grant be added to the Agenda.

UPON MOTION of Commissioner Morris, seconded by Commissioner Oesterreich and unanimously carried, the Board approved the Agenda as amended.

Commissioner Oesterreich requested a point of order regarding the motion. A brief discussion ensued.

Richard Koch, County Attorney, advised, according to Robert's Rules, only someone who voted for an item may move to reconsider it.

UPON MOTION of Commissioner Burrage, seconded by Chairman Poole and unanimously carried, the Board approved the Agenda with the addition of Discussion of the ROAP (Rural Operating Assistance Program) Grant.

NEW BUSINESS

Overview of NCDOT Public Transportation Division Section 5311 Grant for FY 2015, 5310 Elderly and Disabled Grant Funding, 5316 JARC Grant Funding and Rural Operating Assistance Program (ROAP) Grant Funding

Bob Bushey, Transportation Coordinator, presented the following overview of the transportation grants:

The 5311 is the administrative grant the county applies for every year, which helps cover administrative costs such as uniforms, office supplies, salaries, maintenance, etc.

The 5310 is the elderly and handicapped grant, which helps provide transportation for the elderly and handicapped to meal sites, medical appointments and other various appointments.

The 5316 is the JARC (Job Access Reverse Commute) grant, which helps transport individuals for employment needs.

The ROAP (Road Operating Assistance Program) includes three parts: RGP (Rural General Public Program); EMPL (Employment Transportation Assistance Program); and EDTAP (Elderly and Disabled Transportation Assistance Program).

Chairman Poole advised the public hearings for all three grants will be held together as one public hearing. She advised the application deadline to submit for the grants is today at 5:00 p.m. and urged everyone during the public hearing and following discussion to keep that in mind.

Chairman Poole opened the public hearing at 2:08 p.m. The Public Hearing Notice for the Public Transportation Division Section 5311 Grant for FY 2015 and 5310 Elderly and Disabled Grant Funding was published on November 6, 2013 in English and Spanish in *The Independent Tribune*. The Public Hearing Notice for the 5316 JARC Grant Funding was published on November 6, 2013 in *The Independent Tribune* in English and on November 8, 2013 in *The Independent Tribune* in Spanish. The Public Hearing Notices were also posted on the County's website (www.cabarruscounty.us) in English and Spanish on November 6, 2013 in accordance with Article 2, Administration, Section 2.1 (Use of Electronic Means to Provide Public Notices) of the Cabarrus County

Code of Ordinances. She advised the public hearing for the ROAP (Road Operating Assistance Program) was held on October 21, 2013.

Ann Gluf, resident of 181 Glendale Avenue SE in Concord, spoke in support of the transportation grant funding applications and urged the Board to support the citizens of Cabarrus County stating some citizens need more support than others.

Delton Russell, resident of 166 Cedar Drive in Concord, spoke in support of the transportation grant funding applications. He stated he works in the mental health industry and repeatedly sees issues with transportation. He urged the Boards' consideration of the best use of those funds.

Martha Macon, resident of 1619 Eastwood Drive in Kannapolis, was accompanied by Michael Macon. Ms. Macon stated Michael Macon thoroughly enjoys going to Cabarrus Vocational Opportunities. She also spoke in support of the transportation grant funding applications. She read from a letter to the editor expressing support for the transportation grant funding applications written by Antonio Montgomery and published in *The Independent Tribune* on November 13th. Michael Macon distributed invitations to the Board for the Cabarrus Vocational Opportunities open house on Sunday, November 17th.

Anna Cain, resident of 12 Cabarrus Avenue in Concord and Cabarrus Advocate with The Arc, spoke on behalf of those with disabilities. She said taking away transportation from these individuals would limit their opportunities.

Helen Hunt, resident of 8514 Middleton Circle in Harrisburg, spoke in support of the transportation grant funding applications. She stated the transportation services improve the quality of life for citizens and urged the Board to support those programs.

Vicki Harris, resident of 484 Sunnyside Drive SE in Concord, spoke in support of the transportation grant funding applications. She spoke from her personal experiences, stating that she has worked in many capacities in this community, namely for persons with disabilities. She urged the Boards' support for all three grant applications.

Andrea Robertson, resident of 1321 Geneva Drive in Concord, spoke in support of the transportation grant funding applications. She stated transportation services benefit her son, family members and friends and urged the Boards' support.

Tinna Bissette, resident of 1684 Mark Drive in Concord, spoke in support of the transportation grant funding applications. She stated her daughter relies on the transportation services to get to and from her job at the Cabarrus Vocational Opportunities (CVO). She urged the Board to visit the CVO to see the good that is done there.

Lucas Baker, resident of 293 Union Street S in Concord and local attorney, spoke in support of the transportation grant funding applications. He stated he wants to see his tax dollars going to help the less fortunate. He urged the Board to use wisdom and care in considering the impact of their decisions on the least of those in our community.

John Williams, resident of 3198 Keady Mill Loop in Kannapolis and Director of Rowan Vocational Opportunities and Cabarrus Vocational Opportunities (CVO), spoke in support of the transportation grant funding applications. He stated these organizations serve 225 disabled adults in Cabarrus, Rowan, Davey and Davidson Counties. The CVO presently serves 64 Cabarrus County citizens. He also urged the Boards' support.

Lina Gibson, resident of 161 Hillcrest Avenue SE in Concord, spoke in support of the transportation grant funding applications. She spoke on behalf of family members and friends who need transportation services and expressed support for these services for all citizens that need them.

Charles Hendrix, resident of 185 Corban Avenue SE in Concord, spoke in support of the transportation grant funding applications. He urged the Boards' support for the grants.

Earnest Macon, resident of 1619 Eastwood Drive in Kannapolis, spoke in support of the transportation grant funding applications stating they save the county money. He said if the people using these services do not have transportation, they are unable to get to work. He urged the Boards' support.

Ric Starnes, resident of Concord, spoke in support of the transportation grant funding applications.

There was no one else present to address the Board; therefore, Chairman Poole closed the public hearing.

Human Services - Transportation Department - NCDOT Public Transportation Division Section 5311 Grant for FY 2015 - Public Hearing 2:00 P.M.

Commissioner Oesterreich stated his comments from the previous work session meeting were misrepresented in the newspaper. He further advised that his comments regarding "getting yourself to work" were addressed to able-bodied persons. He expressed support for the 5310, 5311 and ROAP Grant funding.

Commissioner Burrage expressed his intent to vote for each of the grant funding applications.

Vice Chairman Measmer expressed support for transportation services.

Commissioner Morris expressed support for transportation services and his intent to vote for the grant funding applications. He also expressed his intent to vote to restore the ROAP grant funding denied at the October 21, 2013 regular meeting.

Chairman Poole commended those who came to speak to the Board and expressed her intent to vote for the grant funding applications.

UPON MOTION of Commissioner Burrage, seconded by Commissioner Oesterreich and unanimously carried, the Board adopted the FY 2015 Community Transportation Program Resolution and Human Service Agency Transportation Resolution.

Resolution No. 2013-17

COMMUNITY TRANSPORTATION PROGRAM RESOLUTION

Section 5311
FY 2015 RESOLUTION

Applicant seeking permission to apply for Community Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (Board Member's Name) Commissioner Larry M. Burrage and seconded by (Board Member's Name or N/A, if not required) Commissioner Jason A. Oesterreich for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural public transportation services consistent with the policy requirements for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, Cabarrus County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project, prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warrant, and all administrative requirements related to the applications

made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)* County Manager of (Name of Applicant's Governing Body) Cabarrus County is hereby authorized to submit a grant application for federal and state funding, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural public transportation services.

Resolution No. 2013-18

HUMAN SERVICE AGENCY TRANSPORTATION RESOLUTION
State Funds
FY 2015 RESOLUTION

Applicant seeking permission to apply for Human Service Transportation funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances, and the required local match.

A motion was made by (Board Member's Name) Commissioner Larry M. Burrage and seconded by (Board Member's Name or N/A, if not required) Commissioner Jason A. Oesterreich for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural public transportation services; and

WHEREAS, Cabarrus County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project, prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, and all administrative requirements related to the applications made to and grants received from the North Carolina Department of Transportation;

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)* County Manager of (Name of Applicant's Governing Body) Cabarrus County is hereby authorized to submit a grant application for state funding, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural public transportation services.

Human Services - Transportation Department - 5310 Elderly and Disabled Grant Funding - Public Hearing 2:00 P.M.

UPON MOTION of Commissioner Burrage, seconded by Commissioner Oesterreich and unanimously carried, the Board adopted the Public Transportation Program Resolution for the FY 2015 Elderly and Disabled Grant.

Resolution No. 2013-19

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Status and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for public transportation projects; and

WHEREAS, the purpose of the Section 5310 program is to improve mobility for seniors and individuals with disabilities throughout the country, by removing barriers to transportation services and expanding the transportation mobility

options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all area.

WHEREAS, NCDOT has been designated as the State agency with principle authority and responsibility for administering the Section 5310 Program for small urbanized and rural areas; and

WHEREAS, (Legal Name of Applicant) Cabarrus County hereby assures and certifies that it will comply with the federal and state statutes, regulations, executive orders, and all small administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U.S.C.

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)* County Manager of (Name of Applicant's Governing Body) Cabarrus County Board of Commissioners is hereby authorized to submit a grant for federal and state funding, provide the required local match, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide public transportation services.

Human Services - Transportation Department - 5316 JARC Grant Funding - Public Hearing 2:00 P.M.

Commissioner Burrage **MOVED** to adopt the Public Transportation Program Resolution for the FY 2015 JARC Grant. Commissioner Morris seconded the motion.

Commissioner Oesterreich expressed his intent to vote against the motion.

The **MOTION** carried with Chairman Poole and Commissioners Burrage and Morris voting for and Vice Chairman Measmer and Commissioner Oesterreich voting against.

Resolution No. 2013-20

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Status and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for public transportation projects; and

WHEREAS, the purpose of the Section 5316 program is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and nonurbanized areas to suburban employment opportunities; and

WHEREAS, the purpose of the Section 5317 program is to reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the ADA of 1990 by providing funding assistance that supports new transportation services and/or new public transportation alternatives beyond those required by the ADA; and

WHEREAS, NCDOT has been designated as the State agency with principle authority and responsibility for administering the Section 5316 and 5317 programs for small urban and rural areas; and

WHEREAS, (Legal Name of Applicant) Cabarrus County hereby assures and certifies that it will comply with the federal and state statutes, regulations, executive orders, and all small administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U.S.C.

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)*County Manager of (Name of Applicant's Governing Body) Cabarrus County Board of Commissioners is hereby authorized to submit a grant for federal and state funding, provide the required local match, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide public transportation services.

Human Services - Transportation Department - Rural Operating Assistance Program (ROAP) FY-2014 Funding Request

Commissioner Oesterreich **MOVED** to adopt the FY-2014 Rural Operating Assistance Program Certified Statement. Commissioner Burrage seconded the motion.

A brief discussion ensued regarding the correct fiscal year for the grant.

Commissioner Oesterreich amended the **MOTION** to adopt the FY-2015 Rural Operating Assistance Program Certified Statement. Commissioner Burrage seconded the amended motion.

The **MOTION** unanimously carried.

Resolution No. 2013-21

CERTIFIED STATEMENT
FY2014
RURAL OPERATING ASSISTANCE PROGRAM
County of Cabarrus

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CTSP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2013 to June 30, 2014 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Cabarrus North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program

expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.

- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips and services for five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.
- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2014 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in a semi-annual report and a final year-end report to NCDOT - Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2014 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$104,399	\$104,399
Employment Transportation Assistance Program (EMPL)	\$22,817	\$22,817
Rural General Public Program (RGP)	\$96,730	\$96,730
TOTAL	\$223,946	\$223,946

WITNESS my hand and county seal, this 15th day of November, 2013.

/s/ Michael K. Downs
Signature of County Manager/Administrator

Michael K. Downs
Printed Name of County
Manager/Administrator

State of North Carolina County of Cabarrus

/s/ Elizabeth F. Poole
Signature of Board of County Commissioners
Chairperson

Elizabeth F. Poole
Printed Name of Chairperson

/s/ Ann M. Wilson
Signature of County Finance Officer
Ann M. Wilson
Printed Name of County Finance Officer

Note: It was later determined that the original motion for FY-2014 was correct.

ADJOURN

UPON MOTION of Commissioner Burrage, seconded by Vice Chairman Measmer, and unanimously carried, the meeting adjourned at 3:07 p.m.

Megan Smit, Clerk to the Board



**CABARRUS COUNTY
BOARD OF COMMISSIONERS**

**REGULAR MEETING
DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY: BOARD ORGANIZATION

SUBJECT: BOC – Election of Chairman

BRIEF SUMMARY:

Section III (b) of the Rules of Procedure for the Board of County Commissioners addresses the organization of the Board in odd-numbered years. At the first regular meeting in December, the first item of business shall be the approval of the previous meeting minutes. The second item of business shall be the election of a chair and vice-chair for the ensuing year. The County Manager will preside over the meeting until the chair is elected.

REQUESTED ACTION:

1. Open the floor for nominations.
2. Close nominations.
3. Motion to elect a Chairman.

EXPECTED LENGTH OF PRESENTATION: 5 Minutes

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED: No

COUNTY MANAGER'S RECOMMENDATIONS / COMMENTS:

This item was approved by the Board for inclusion on the Agenda.



**CABARRUS COUNTY
BOARD OF COMMISSIONERS**

**REGULAR MEETING
DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY: BOARD ORGANIZATION

SUBJECT: BOC – Election of Vice Chairman

BRIEF SUMMARY:

Section III (b) of the Rules of Procedure for the Board of County Commissioners addresses the organization of the Board in odd-numbered years. At the first regular meeting in December, the first item of business shall be the approval of the previous meeting minutes. The second item of business shall be the election of a chair and vice-chair for the ensuing year. The County Manager will preside over the meeting until the chair is elected.

REQUESTED ACTION:

1. Open the floor for nominations for the position of Vice Chairman.
2. Close nominations.
3. Motion to elect a Vice Chairman.

EXPECTED LENGTH OF PRESENTATION: 5 Minutes

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED: No

COUNTY MANAGER'S RECOMMENDATIONS / COMMENTS:

This item was approved by the Board for inclusion on the Agenda.



**CABARRUS COUNTY
BOARD OF COMMISSIONERS**

**REGULAR MEETING
DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY: BOARD ORGANIZATION

SUBJECT: BOC – Comments from Chairman and Vice Chairman

BRIEF SUMMARY:

The newly elected Chairman and Vice Chairman may wish to address the Board and viewing audience.

REQUESTED ACTION:

Receive comments from the Chairman and Vice Chairman, if needed.

EXPECTED LENGTH OF PRESENTATION: 5 Minutes

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED: No

COUNTY MANAGER'S RECOMMENDATIONS / COMMENTS:

This item was approved by the Board for inclusion on the Agenda.



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Recognitions and Presentations

SUBJECT:

BOC - Proclamation - Dr. Martin Luther King, Jr. Day

BRIEF SUMMARY:

The following proclamation designates January 20, 2014 as Dr. Martin Luther King, Jr. Day in Cabarrus County.

REQUESTED ACTION:

Motion to adopt proclamation.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS

[Proclamation](#)



PROCLAMATION

WHEREAS, Dr. Martin Luther King, Jr., was born on January 15, 1929 in Atlanta, Georgia, and devoted his life to fighting poverty, injustice and racism in America; and

WHEREAS, Dr. King, through his practice of non-violent protest, promoted the importance of love, peace and freedom for humankind and challenged America to honor its promise of liberty and justice for all citizens; and

WHEREAS, during his lifetime, Dr. King sought to forge the common ground on which individuals of all ages, races and backgrounds could join together to address important community issues and provide service to their community; and

WHEREAS, the third Monday in January has been established as a national holiday to observe the anniversary of Dr. King's birth.

NOW THEREFORE, the Cabarrus County Board of Commissioners hereby proclaims Monday, January 20, 2014 as Dr. Martin Luther King, Jr. Day in Cabarrus County and encourages all citizens to join in the special programs and ceremonies to be held on January 18-20 honoring the life and work of Dr. King and his legacy of peace and equality for all citizens.

Adopted this the 16th day of December, 2013.

_____, Chairman
Cabarrus County Board of Commissioners

Attest:

Megan Smit, Clerk to the Board



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Recognitions and Presentations

SUBJECT:

Active Living and Parks - Recognition of Lenora Barron on Receipt of NCRPA Award

BRIEF SUMMARY:

The North Carolina Recreation and Parks Association (NCRPA) recognizes individuals who have made significant contributions in enhancing the quality of life. These awards are presented annually at the state conference.

The Active Living and Parks Department submitted an application nominating Lenora Barron for the Special Citation Award. Mrs. Barron is a Physical Education Teacher at Weddington Hills Elementary School. She has been the driving force behind improvements made to the school park including: pavement of the walking track, installation of a shelter, age-appropriate playground equipment, development of a nature trail, pavement of the trail, composting, gardening, plant identification and re-introduction of native plants to the campus.

Through the Active Living and Parks Department Matching Incentive Grant Program \$42,275.00 has been awarded to Weddington Hills Elementary School to assist in the improvements (\$90,550.00 total cost). Mrs. Barron has received additional grant funds from various other organizations to continue to improve the campus.

The Special Citation Award is presented annually to an individual who has demonstrated an outstanding interest in and dedication to the field of

recreation and parks, or has made a contribution to the advancement of the recreation and park profession. Mrs. Barron has been instrumental in the development of the Weddington Hills Elementary School Park, which is utilized by students as well as members of the community.

REQUESTED ACTION:

Recognize Londa Strong, Active Living and Parks Director, for the presentation of the NCRPA Award to Ms. Lenora Barron.

Commend Ms. Barron for her achievements and service to Cabarrus County.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Londa Strong, Active Living and Parks Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Recognitions and Presentations

SUBJECT:

Communications and Outreach - Recognition of Communications and Outreach Staff for 2013 3CMA (City-County Communications & Marketing Association) National Television Awards

BRIEF SUMMARY:

Communications and Outreach staff will be present for recognition of receiving 1st place Savvy and 3rd Place Award of Excellence awards from the 3CMA (City-County Communications & Marketing Association) National Television Awards for their work in Best Regular Television Programming for Historical Moments - The Phifer Family and "Cabarrus This Week" Hot Air Balloon. The only government television channel in the nation to win two national awards in the same category.

REQUESTED ACTION:

Recognize Pam Dubois, Deputy County Manager, for presentation of the awards to David Baxter, General Manager, Channel 22.

Commend David Baxter and the Communications and Outreach staff for their achievements.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Recognitions and Presentations

SUBJECT:

Human Resources - Recognition of Terri Montgomery on Her Retirement from Cabarrus County Department of Human Services

BRIEF SUMMARY:

After nine years of service to Cabarrus County and its citizens, Terri Montgomery will retire on December 31, 2013, from her position as Accounting Clerk IV.

William B. Rose will present a service award to Terri Montgomery.

REQUESTED ACTION:

Recognize Ben Rose, Human Services Director, for presentation of a service award and express appreciation for Ms. Montgomery's many years of dedicated service to the citizens of Cabarrus County.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Ben Rose, Human Services Director
Lundee Covington, Human Resources Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Old Business

SUBJECT:

Human Services - NC FAST Update

BRIEF SUMMARY:

The Department of Human Services will provide an update on the processing of food stamp applications within the Economic Services Division as the conversion to the NC FAST system continues.

REQUESTED ACTION:

Receive input.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Ben Rose, Human Services Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as an Old Business item.

ATTACHMENTS

[Letter](#)

[Spreadsheet](#)



North Carolina Department of Health and Human Services

Pat McCrory
Governor

Aldona Z. Vos, M.D.
Ambassador (Ret.)
Secretary DHHS

Sherry Bradsher
Deputy Secretary for Human Services

December 5, 2013

Dear North Carolina County Managers and Social Service Directors:

On behalf of Secretary Vos and the North Carolina Department of Health and Human Services (NC DHHS), I would like to thank every County Manager, County Director and all DSS personnel for their continued hard work and support as we strive together to implement the NC FAST Program. We are aware that recent months have been difficult and stressful for all partners. Through your commitment and perseverance nearly all of the 1.6 million food and nutrition services recipients in North Carolina are now receiving benefits.

As we move forward with implementation of the next phase of NC FAST, I want to encourage each of you to proactively address any concerns raised during your recent Project 2&6 readiness assessment. By addressing these issues now, counties can assure a greater likelihood for success moving forward.

There are several anticipated challenges moving into the next phases of implementation. Some of those include:

- Continued uncertainty around the quality of and timeframe for receiving pending Medicaid applications from the Federal Facilitated Marketplace (FFM). As of today there are more than 10,000 pending applications.
- Federal requirements that Family and Children's Medicaid re-certifications beginning in 2014 will be based on Modified Adjusted Gross Income (MAGI) rules and regulations.
 - A 90-day waiver has been implemented for all Family and Children's Medicaid re-certification for January through March 2014. Therefore counties will be processing cases from January through March in addition to the caseloads for April through June.
 - Completing re-certifications using MAGI rules will require additional household tax information from participants. This new federal requirement will likely lengthen or increase the time needed to complete Family and Children's Medicaid re-certifications.

www.ncdhhs.gov

Tel 919-855-4800 • Fax 919-715-4645

Location: 101 Blair Drive • Adams Building • Raleigh, NC 27603

Mailing Address: 2001 Mail Service Center • Raleigh, NC 27699-2001

An Equal Opportunity / Affirmative Action Employer

Attachment number 1

DHHS is working hard to plan for and provide support for counties in meeting these challenges. Some of these efforts include:

- Strengthened support provided by the NC FAST Help Desk with the addition of seasoned, knowledgeable Over-the-Shoulder-Support staff.
- Commitment to the resolution of all backlogged NC FAST Help Desk tickets by December 31, 2013.
- Closer alignment between the Work Support Strategies and NC FAST teams to share best practices to help counties prepare for and meet the challenges of processing applications and re-certifications using MAGI eligibility rules required by the Affordable Care Act.
- Reorganization and consolidation of technical assistance and consultation for all means-tested public assistance programs administered through local departments of social services, with an emphasis on Medicaid during the coming months.
- DHHS leadership will continue its efforts to counties with the opportunity to receive 75% federal reimbursement for allowable Medicaid activities. Currently, the DHHS Controller's Office is working with five counties to identify allowable cost in order to establish reporting procedures. We are optimistic that this reimbursement increase from 50% to 75% will begin in early 2014. This increased reimbursement will make available additional funds budgeted for SFY 2013-14, which may be invested in continuing best practices to ensure a successful transition to NC FAST.

Lastly, we have a new addition to the NC FAST leadership team. Angie Taylor has joined the team as Deputy Director and will work along side Anthony Vellucci to manage the overall implementation strategy. Angie brings strong project management skills as well as vast program knowledge. She has successfully led many large IT initiatives for DHHS in the past. As Project Director, Anthony Vellucci's time will be spent more on overall program governance and technology related matters while Angie Taylor will work closely with the business team and support county implementation and communications.

Clearly, by implementing the above strategies, it is our deepest desire to continue to enhance state support leading to a successful complete implementation of NC FAST.

With that being said, we strongly encourage counties to continue to pursue several key success factors including:

1. Investing in temporary staff and over time authorization for staff to help meet the increased workload detailed above over the next several months.

2. Ensuring a supportive and responsive county IT presence that stays engaged with the local DSS.
3. Ensuring county DSS facilities have appropriate network bandwidth dedicated to their use, as well as ensuring that all DSS computers meet NC FAST software and hardware requirements.
4. Adding computers or self-service kiosks for clients to use onsite at local DSS offices.

We appreciate the support of county leadership, managers and commissioners to provide county departments of social services with needed resources to be successful with NC FAST implementation. We also thank the leadership of the North Carolina Association of County Directors of Social Services for providing continuous feedback and recommendations and for their frequent and consistent communication with us. Our success depends on our continued joint efforts.

Sincerely,



Sherry Bradsher
Deputy Secretary for Human Services

cc: Joe Cooper, Chief Information Officer
Wayne Black, Division of Social Services, Director
Dennis Streets, Division of Aging and Adult Services, Director
Sandy Terrell, Division of Medical Assistance, Acting Director
Rob Kindsvatter, Division of Child Development and Early Education, Director
Laketha Miller, Controller
Anthony Vellucci, N.C. FAST Director
Rebecca Troutman, N.C. Association of County Commissioners
Tammy Schrenker, Richmond County Social Services Director, NCACDSS President

Food Stamp Applications

Month	13-Jan	13-Feb	13-Mar	13-Apr	13-May	13-Jun	13-Jul	13-Aug	13-Sep	13-Oct	13-Nov	Totals
Applications Received	828	636	536	608	608	612	676	608	585	495	398	6590
Completed Applications	828	636	536	608	608	612	676	568	450	250	163	5935
Incomplete Applications	-	-	-	-	-	-	-	40	135	245	235	655

Food Stamp Recertification's

Month	13-Jan	13-Feb	13-Mar	13-Apr	13-May	13-Jun	13-Jul	13-Aug	13-Sep	13-Oct	13-Nov	Totals
Recertification's Received	1,856	1,812	1,750	1,648	1,556	1,839	1,640	1,682	1,638	1,397	1,354	18,172
Completed Recertification's	1,856	1,812	1,750	1,648	1,556	1,839	1,640	1,680	1,622	1,289	538	17,230
Incomplete Recertifications	-	-	-	-	-	-	-	2	16	108	816	942



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Active Living and Parks - 2014 Fees and Charges Policy

BRIEF SUMMARY:

Each year the Active Living and Parks Department reviews the Fees and Charges Policy, presents to the ALP's Commission and the Sr. Centers Council, and recommends changes to the Board of Commissioners. The attached documents reflects the proposed changes to the Policy and a summary of the changes.

REQUESTED ACTION:

Motion to approve the Active Living and Parks 2014 Fees and Charges Policy.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Londa Strong, Active Living and Parks Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS

- [Summary - 2014 Fees & Charges Policy - Active Living & Parks Department](#)
 - [2014 Fees & Charges Policy - Active Living & Parks Department](#)
-

Cabarrus County Active Living and Parks Department
Summary - Proposed Changes to Fees & Charges Policy for 2014

1. Page 7 - V FEES FOR SPECIAL FACILITIES

C. Cabarrus County 501(c) 3 Charitable organizations will not be charged for one (1) fundraising event or one (1) meeting/picnic per fiscal year. **The Reservation is limited to one (1) reservable space per event. Groups larger than the capacity of available shelters will be charged 50% rates for each additional space.** These Charitable organizations must operate an office within Cabarrus County and apply all monies raised within that office **to Cabarrus County residents. Appropriate documentation as proof of 501(c)3 status must be provided at time of request.**

D. **Include Cabarrus County Active Living and Parks on all publicity (publicity materials must be submitted to the Active Living and Parks Department in advance for approval).**

2. Page 9 - VI SPECIAL CONSIDERATION FOR FEES AND CHARGES VARIANCES

F. **Special consideration will be granted to Cabarrus County Active Military personnel. This will consist of free use of picnic facilities (excluding miniature golf, paddleboats, concessions, pool, enclosed facilities, heat/AC and before and after hour charges). ~~The usage will be limited to twice for each deployment (leaving /returning)~~ This consideration will only be granted six (6) months prior to or immediately following deployment. The Reservation is limited to one (1) reservable space per event. Groups larger than the capacity of available shelters will be charged 50% rates for each additional space. Written proof of duty will be required.**

Page 10

G. **Active Living and Parks Department Director has authority to charge groups listed within this section Full Shelter fees following their reservation, if they fail to comply with Park Ordinance.**

3. Page 11 - IX Refund Policy

1. Program credit or refund will be offered in cases in which a class or program is already filled or must be cancelled because of an insufficient number of participants, or in cases in which changes in class day, time, or site prevents an individual's participation. A participant wishing to withdraw from a program will be offered a program credit. For a refund, the request must be made in writing to the Active Living and Parks Director **minus a 25% administrative fee. Refunds may be pro-rated if deemed appropriate.**

2. Refunds for Discovery Day Camp, Spring Break Camp, Athletic Camps, and Tennis Lessons will be provided less 25% administrative fee. All refund requests must be sent in writing

to the Program Supervisor prior to being submitted to the Active Living and Parks Department Director.

4. Page 11 & 12 - X RESERVATION POLICY

A. Before/After Normal Operation Hours Request

1. A charge of \$100.00 flat fee and \$25.00 per staff/per hour needed per day (determined by Park Management) to extend any park facility operation beyond normal opening and closing hours. This extension is only available if the facility is reserved by the requestor during normal operating hours. The extension is subject to Park Management approval. All extensions will be limited to the times of no earlier than 6:00am – and will not extend beyond 11:00pm.

5. Page 14 - 17- XI PARK HOURS AND RESERVATION TIME PERIODS

Reformatted and added Senior Centers hours, holiday closings, facility and equipment charges

Increased fees for park facilities: Shed I, Shed II, Lower Level Barn with heat, Upper Level Barn, Barnhardt, Hartsell, Homebuilder, Corning and Dogwood Shelters.

Page 15 - Added Pool Birthday Package

4 adults will be admitted free, Pool Birthday Parties must be approved through Camp TN Spencer Park Manager or Senior Ranger. Reservations must be booked seven (7) days in advance. Parties can sign up online or at Camp TN Spencer Park. This is only available during standard pool hours excluding Memorial Day, Fourth of July and Labor Day.

Birthday Party area will be rentable from either 10am-2pm or 3pm-7pm.

Birthday Food Packages (Only available when renting the Birthday Party Area)

Pizza Package \$2.50 Per Person

Two slices of CiCi pizza per person (choose between Pepperoni or cheese) and a drink per person. Additional pizza may be purchased but Park Staff will have to be notified when booking the reservation.

Page 16 - Added Punch Card

Cabin and Tent Site – Punch cards – full payment for 9 days will permit the bearer of the Punch Card 1 free stay. Each stay is defined as 1 day/night.

Added clarification in red

Group Camping Site – No minimum Night Reservation - 9 Tent sites available 35 people total. **Group camping site is for scout groups, church groups, and other youth groups. Adult supervision is required with a minimum of 1 adult per 7 youth.**

Cabin and tent site rentals will be subject to a 25% administrative fee for date changes.

All Parks

Groups will be charged \$25.00 if facility tables and chairs are not left in same locations at the end of their reservation.

Page 18 - Added Reservation Periods, Fees and Equipment Rentals for Senior Center Facilities

Page 19 - Added

**Kayaks & Canoes April – October 3.00 per ½ hour
5.00 per hour**

Changed from Adult to Person

5 and Under Free with 1 Paid ~~Adult~~ Person for both operations

Page 19 - Changed Miniature Golf Birthday Package from 1 hour Nature Wildlife program to **30 minute program.**

Page 19 - Road Race Events

Removed Road Race Events and added Road Race/Walk Events Application to end of policy.

Page 20 - Equipment must be checked out from Park Staff with **a valid Driver's License.** Park staff is responsible for filling out equipment check out form.

Page 22 - XIV. BALLFIELD RENTAL POLICY

Removed contract from policy and will be shown as an attachment.

6. Page 26 - XV ~~RECREATION DIVISION~~ **PROGRAM FEES AND CHARGES**

Added Field Trips

FIELD TRIPS – Fees will be changed July 1 due to school year.

Prices Effective July 1, 2014 – December 31, 2015

1-25 students with programs lasting under 2 hours: \$2.00 per student, Adults free

26+ students with programs of any length: \$3.00 per student, Adults free

Page 27 - **Added SENIOR CENTER CLASSES/WORKSHOPS**



Cabarrus County Active Living and Parks Department

FEES AND CHARGES POLICY

2013~~3~~⁴

TABLE OF CONTENTS

I. POLICY PURPOSE	3
II. POLICY	3
A. Statement of Need	3
B. Department's Philosophy	4
C. Basic Services and Basic Facilities	4
D. Special Services and Special Facilities	4
E. Fees and Charges	4
III. CRITERIA FOR ESTABLISHING FEES AND CHARGES FOR SPECIAL SERVICES AND FACILITIES	5
IV. FEES FOR SPECIAL SERVICES	6
V. FEES FOR SPECIAL FACILITIES	7
VI. SPECIAL CONSIDERATION FOR FEES AND CHARGES VARIANCES	9
VII. ALTERNATIVE SOURCES OF REVENUE	10
VIII. EVALUATION OF POLICY AND FEE SCHEDULES	10
IX. REFUND POLICY	10
X. RESERVATION POLICY	11
XI. PARK FACILITY HOURS AND RESERVATION TIME PERIODS	13
- Holiday Closings	13
FEES AND CHARGES	
Senior Centers Facility Rentals, Classes, and Workshops	
Senior Center Miscellaneous Equipment Rental	
One Time Period Rate/Two Time Periods Rate	
- Frank Liske Park	14
- North Cabarrus Park	14
- Camp T.N. Spencer Park	15
XII. OTHER FACILITY USE – FEES & CHARGES	
- Softball Fields	16
- Paddleboats	16
- Miniature Golf	16
- Group Birthday Parties	16
- Exclusive Facility Use	17
- Miscellaneous Equipment Rentals	17
- Fishing Permits	17
- Frank Liske Park Soccer Complex	17
- Camp T.N. Spencer Pool	18
XIII. CAMPING RULES POLICY	18
XIV. BALLFIELD RENTAL POLICY	20
- Ballfield Rental Fees and Rule for Tournaments	23
XV. RECREATION DIVISION FEES AND CHARGES	
- Camp Series	24

I. PURPOSE

To adopt an official policy to establish a set of fees and charges that is fair and equitable for the use of facilities and equipment and the participation in programs sponsored by the Cabarrus County Active Living and Parks Department.

This policy, upon adoption by the Cabarrus County Board of Commissioners, shall be applicable to all individuals for the use of ~~park~~ facilities and recreation equipment and the participation in programs conducted by the Cabarrus County Active Living and Parks Department until such time as it is altered, modified, or rescinded by the Cabarrus County Board of Commissioners.

II. POLICY

The Cabarrus County Board of Commissioners hereby establishes the following Active Living and Parks Fees and Charges Policy:

A. Statement of Need

The Active Living and Parks Department offers diversified recreation services to its citizens, recognizing governments' responsibility to provide public **park and** recreation facilities and leisure opportunities. Due to the demand for services, rapid increase in operation and capital costs, and the limited amount of available tax revenues, it has become difficult to maintain existing levels of service, much less provide new services. Therefore, it is deemed necessary for Cabarrus County to develop a sound and consistent fees and charges policy for **Parks and Senior Centers** services that is both fair and equitable. The underlying goals of such a policy must remain to provide the broadest services to meet needs of the community, and to assure equitable delivery of those services.

B. Department's Philosophy

The basic principle of Cabarrus County Active Living and Parks Department is to offer the most efficient and diversified recreation services to ensure all citizens equal opportunities as follows:

1. To improve the quality of life for each individual through recreation and leisure opportunities.
2. To provide and maintain parks and recreation facilities for

use by the general public.

3. To provide trained and qualified personnel for supervision and instructions ~~of in recreation~~ programs and activities and facility maintenance.
4. To welcome public input into planning and evaluation of ~~recreation~~ programs, activities, and facilities.
5. To provide the opportunity for all residents of Cabarrus County to participate in programs and activities and to fully utilize the facilities of the department.

C. Basic Services and Basic Facilities

Basic Services and Basic Facilities shall be offered at minimal or no charge. These services are those which tend to preserve and promote physical and mental well-being, provide patron safety, instruct in basic skills, and provide public parks and community facilities.

1. Basic service examples include program brochures, community assistance, program planning, clinics, and general public events.
2. Basic facilities include, but are not limited to, family picnic areas, park playgrounds, athletic facilities open spaces, walking trails and comfort stations.

D. Special Services and Special Facilities

Special services and special facilities shall be assigned participation or usage fees based on a specified percentage of the direct operation and maintenance cost.

1. Special services include, but are not limited to, organized adult athletics, **athletic tournaments**, instructional programs nature/wildlife environmental programs, a pool, classes, and tournaments.
 2. Special facilities include, but are not limited to, rental rooms and buildings, lighted ballfields, lighted tennis courts, lighted soccer fields and picnic shelters.

E. Fees and Charges

Fees and Charges shall support other resources available to the Cabarrus County Active Living and Parks Department, not replace them or be used to reduce the County's responsibility to provide public recreation facilities and leisure opportunities. They provide a means to continue, and expand as necessary, the ability to offer

both basic and special services to Cabarrus County citizens.

III. CRITERIA FOR ESTABLISHING FEES AND CHARGES FOR SPECIAL SERVICES AND FACILITIES

- A. The determination to assign a fee for a special service and/or facility shall be based on one or more of the following criteria:
 - 1. The cost per user hour. This is usually due to one of the following:
 - a. The service uses consumable materials.
 - b. The service requires a facility with operating, utility, or maintenance costs.
 - c. The service requires special preparation or clean-up.
 - d. The service requires special supervision or instruction at additional cost.
 - 2. Use of the service or facility tends to be limited to a relatively few individuals or special interest groups; therefore, those who benefit to the exclusion of others should pay extra for the privileges enjoyed.
 - 3. Charging an admission fee to a special event allows for revenues collected to be used to extend the activity or cover the cost of the event.
 - 4. Charging a fee serves an independent function such as one of the following:
 - a. Rationing limited facilities among a large number of users.
 - b. Aiding in discipline or control.
 - c. Promoting respect for an activity and/or service.
- B. One or more of the following pricing alternatives will be used in establishing the fees and charges for special services and facilities:
 - 1. To recover the partial or percentage cost of providing the service.
 - 2. To recover all of the direct operating expenses.
 - 3. To recover the actual cost of providing the service, and the interest

5

and amortization of the initial capital investment.

4. At the rate which will result in efficient use of a given area or improvement.

IV. FEES FOR SPECIAL SERVICES

- A. Fees for special services shall be reviewed annually, and adjusted as necessary, to recover an established percentage of the programs direct operation costs. Direct operation costs include, but are not limited to, the following:
 1. All part-time wages necessary to conduct the program.
 2. The payment of sports officials, recreation instructors, and contract personnel necessary to conduct the program.
 3. The rental of facilities and utility cost directly related to the program.
 4. The purchase of all equipment and supplies for use by the program participants or personnel.
- B. In the event a community and/or volunteer organization provides the required staffing and/or a portion of the services and supplies needed, and/or a portion of the costs through a sponsorship agreement, the established fee shall provide for the recovery of program operation costs related only to the direct cost incurred by the department subtracting the amount of the donation.
- C. Any surplus revenue from one program may be utilized to offset cost for other related programs.
- D. The following guidelines shall be used in determining annual departmental program fees and charges.
 1. Adult Programs: Fees for participation in these programs shall be established to recover an average of 100% of the direct operation costs required to provide the programs.

Instructional classes, workshops, and programs: Participants, regardless of age, will be charged a fee to be determined by ~~adding cost of the contract instructors, any program supplies, rental or area charge, facility maintenance, and promotional charges, and dividing this figure by the estimated number of participants necessary to successfully conduct this class.~~ the direct cost and estimated number of participants.

2. Special Programs/Events/Tournaments: In general, the design of all ongoing

6

and new special programs/events shall be structured to maximize revenues to foster future events and/or specific projects within the **Active Living and Parks** system. Corporate Sponsorship and donations shall be secured **when possible** to provide these services to the general public at minimal or no cost. **The fee will be determined by the direct cost of the program.**

V. FEES FOR SPECIAL FACILITIES

A. When not in use for department sponsored and co-sponsored activities, designated areas and facilities may be rented by organizations and the general public in accordance to established policies and procedures.

1. Area and facility rental rates will be computed by adding the personnel costs, an hourly utility cost, and any related cost for the facility in question. Groups coordinating fundraisers' such as but not limited to road races, walks, festivals, etc. must meet with park **or facility** management to discuss logistics of event and what is needed to be reserved.
2. Recreation equipment will not be rented but can be used by County Funded Departments.

B. Charges for Charitable (Non-Cabarrus County Sponsored) Activities

Charitable, non-profit, Community serving organizations who conduct an event on park property for the purpose of raising funds or meetings must pay the established rental fee calculated to cover the cost ~~of~~ **to** the County for use of said facility. Certificate of Liability Insurance is required.

C. Cabarrus County 501(c) 3 Charitable organizations will not be charged for one (1) fundraising event or one (1) meeting/picnic per fiscal year. **The Reservation is limited to one (1) reservable space per event. Groups larger than the capacity of available shelters ~~be~~ will be charged 50% rates for each additional space.** These Charitable organizations must ~~operate~~ **operate** an office within Cabarrus County and apply all monies raised within that office **to Cabarrus County residents.** **Appropriate documentation as proof of 501(c)3 status must be provided at time of request.**

D. Any organization who has ~~the County~~ Active Living and Parks Department as a co-sponsor will not be charged any facility rental fees. To be co-sponsored the event/activity must meet the following criteria:

1. Be a recognized Cabarrus County **501(c)3 organization** or a Cabarrus County/Kannapolis school organization
2. Provide a measurable impact and outcome for the patrons
3. Be open to all interested

4. Include Cabarrus County Active Living and Parks on all publicity (publicity materials must be submitted to the Active Living and Parks Department in advance for approval).
 5. Meet the Cabarrus County Local Food Policy's 10% commitment
 6. Provide Cabarrus County a minimum of \$1 million liability insurance as additional insured
- E. Commercial Activities: ~~For Profit making~~ commercial activities will not be permitted in any public facility or upon parklands without prior approval by the Director of the Active Living and Parks Department. One million dollars in comprehensive liability insurance naming Cabarrus County as additional insured is required.
- F. Reservations include existing park and recreation facilities only. Any additional equipment or activities (i.e. Spacewalks, Dunking Booths, Hot-Air Balloons, Fireworks, generators, etc.) must be approved by the Cabarrus County Safety Risk Management Officer at least two (2) weeks prior to reservation date. The equipment must be operated and supervised by the contract vendor at all times. ~~The Director will require~~ The organization or groups must provide Cabarrus County with evidence of comprehensive liability insurance sufficient to protect the County against risk, with a limit of at least \$1 million dollars for each occurrence and/or \$2 million aggregate policy which names the County as certificate holder and additional insured, or certificate of insurance acceptable to the Cabarrus County Safety Risk Management Officer. Cabarrus County may also require a waiver of subrogation from the sponsoring organization or group. Not all Park facilities are able to accommodate additional equipment or activities These facilities also may not be able to accommodate a power source or water source. There will be an additional fee of \$35 for all additional equipment that uses water from ~~our~~ Active Living and Parks facilities facility (dunking booths, generators, waterslide, etc).
- G. School vs. County-owned Facilities (Public and Private Schools that receive County tax dollars) of Cabarrus County and City of Kannapolis.
1. As mutually agreed, no charges are assessed by either party for use of schools and parks facilities. Availability of all facilities is based upon the primary user having priority and the secondary user requesting access during available periods. Any additional manpower needed shall be paid by the requesting group.
- H. Revenue Producing Facilities will be developed in parks to supplement General Fund revenue and to provide the public the broadest possible offering of recreation opportunities. The number and type of facilities shall be gauged to provide desired services without acquiring a commercial image. The service in itself must be the first priority in determining the need and standard of operation for the facility.

1. As a basic resource of the park system, special facilities shall be constructed with public funds and, depending on the nature of the service they provide, operated and maintained from user fee revenues.
2. General Fund appropriations shall be used to support the operation
 1. of the revenue producing special facilities at such times that cash flow from revenue is inadequate to maintain that facility to the high standard of service necessary.

VI. SPECIAL CONSIDERATION FOR FEES AND CHARGES VARIANCES

- A. Cabarrus County Senior Citizens Groups over the age of fifty-five (55) and Cabarrus County Funded Agencies shall be granted special consideration in the form of free use of ~~park~~ **department** facilities Monday ~~thru~~ **through** Friday 8 am until 4 pm. Any direct costs incurred, i.e., heating, air-conditioning will be charged \$40.00 per time period for **each park facility** reserved. Additional manpower costs if necessary will be passed on to the agency. This special consideration shall not include miniature golf, **pool**, paddleboats or concessions. Cabarrus County funded agencies shall be any agency whose employees are paid by Cabarrus County Government.
- B. There will be no charge for any Stonewall Jackson School activity or reservation.
- C. Corporate Sponsors, or Friends of the Park Group, approved by the Parks Commission will be permitted to utilize one park facility per year free of charge.
- D. Special Interest Groups or Individuals shall be granted no special consideration in the form of reduced rates or free services with the exception of those groups who are co-sponsoring with the Department.
- E. Proprietary or Commercial groups shall not be permitted to use park facilities for financial gain or profit without prior approval of the Active Living and Parks Director. These facilities are designed to serve the general public on a non-profit basis. The exclusive use of facilities for profit purposes is inconsistent with the Department's basic philosophy and revenue goals.
- F. Special consideration will be granted to Cabarrus County Active Military personnel. This will consist of free use of picnic facilities (excluding miniature golf, paddleboats, concessions, pool, enclosed facilities, heat/AC and before and after hour charges). ~~The usage will be limited to twice for each deployment (leaving/returning).~~ **This consideration will only be granted six (6) months prior to or immediately following deployment.**

The Reservation is limited to one (1) reservable space per event. Groups larger than the capacity of available shelters will be charged 50% rates for each additional space. Written proof of duty will be required.

- G. Active Living and Parks Department Director has authority to charge groups listed within this section Full Shelter fees following their reservation, if they fail to comply with Park Ordinance.

VII. ALTERNATIVE SOURCES OF REVENUE

A. Grants

1. Any employee of the Department, Commissioner, or interested citizen is encouraged to investigate the possibilities of securing a grant or sources of outside funding for department facilities and programs.
2. All grant applications, donations, or funding sources must be approved by the Director of Active Living and Parks, the Parks Commission, County Manager, and Cabarrus County Board of Commissioners as required.

B. Non-Appropriated Funds For Recreation Services

1. With prior approval of the Director of Active Living and Parks, solicitations, sales, benefits, donation, or gifts, may be received during County- sponsored programs.
2. Funds collected in any manner during a County-Sponsored sponsored program shall be handled in accordance with established county and department policies and procedures.

VIII. EVALUATION OF POLICY AND FEE SCHEDULES

The fees and charges policy and related fee schedules shall be reviewed annually by the Director, Staff of the Active Living and Parks Department, the Senior Centers Advisory Council, and the Cabarrus County Active Living and Parks Commission. All recommendations for policy changes or fee adjustments shall be approved by the Cabarrus County Board of Commissioners prior to implementation.

IX. REFUND POLICY

- A. All requests for refunds must be made in writing to the Director of the Active Living and Parks Department.

B. Refunds Procedures

1. Program credit or refund will be offered in cases in which a class or program is already filled, must be cancelled, or in cases in which changes in class day, time, or site prevents an individual's participation. A ~~participate~~ participant wishing to withdraw from a program will be offered a program credit. For a refund, the request must be made in writing to the Active Living and Parks Director minus a 25% administrative fee. Refunds may be pro-rated if deemed appropriate.
2. Refunds for Discovery Day Camp, Spring Break Camp, Athletic Camps, and Tennis Lessons will be provided less 25% processing fee. All refund requests must be sent in writing to the Program Supervisor prior to being submitted to the Active Living and Parks Department Director.

C. Refunds for Adult Athletic Leagues

1. A refund of the team fee less 25% processing fee will be remitted as follows:
 - a. a. If the request is more than ~~before~~ two (2) weeks before the first scheduled game - 75% refund
 - b. b. If the request is less than two (2) weeks before first scheduled game - 50% refund
 - c. c. No refunds after league schedule is completed.

D. Individual refund policies set for special events, tournaments, rentals, or any program will override this policy.

E. Refunds for Park and Facility Rentals

Every effort will be made to schedule an alternate date should a cancellation be necessary. Alternate dates may or may not be available to the park user depending upon other reservations that have been confirmed. In case of inclement weather, the park user has three (3) working days to call and schedule an alternate date. If an alternate date cannot be confirmed, a the park reservation fee Will be refunded to the park user minus a 25% administrative fee.

X. RESERVATION POLICY

A. After/Before Normal Operation Hours Request

1. A charge of \$100.00 flat fee and \$25.00 per staff/per hour needed per day (determined by Park Management) to extend any park facility operation beyond normal opening and closing hours. This extension is only available if the facility is reserved by the requestor during normal operating hours. The extension is subject to Park

Management approval. All extensions will be limited to the times of no earlier than 6:00am and will not extend beyond 11:00pm.

B. Rental Group Size

1. Groups at Frank Liske Park will be limited to 1,500 people. Groups of 400-499 people will be required to rent: the entire barn (Upper Level, Lower Level, Shed I and Shed II), the Arbor, Groups of 500-699 people will be required to rent: the entire barn (Upper level, Lower level, Shed I & Shed II), Arbor, and the W.O. Barnhardt Shelter.
2. Groups of 700 and over at Frank Liske Park will be required to rent: the entire barn (Upper level, Lower level, Shed I and Shed II), Arbor, W.O. Barnhardt Shelter and the Andy Hartsell Shelter.
3. Some variation in attendance is permissible at all parks. For reservations of up to 100 people there is an allowance of 25%, 101 to 300 people - 20%, 301 to 500 people - 15%, and over 500 people - 10%. Any groups exceeding their maximum number will be billed an additional charge. This charge will be equal to double the amount of the facilities that should have been reserved for the number of people in attendance in that group. Group attendance will be determined by Park Ranger, Facility Supervisor, and/or Park Program Manager/Coordinator.

C. Special Equipment/Requirements for Reservations and Patrons

1. Reservations include existing park and recreation facilities only. Any additional equipment or activities (i.e., spacewalks, dunking booths, generators, etc.) will not be allowed unless approved by Cabarrus County Safety Risk Management Officer. The County requires the organization or groups to provide Cabarrus County with evidence of comprehensive liability insurance sufficient to protect the County against risk, with a limit of at least \$1 million dollars for each occurrence, which names the County as certificate holder and additional insured, or certificate of insurance acceptable to the County and the County Attorney at least two weeks prior to reservation date. Cabarrus County may also require a waiver of subrogation from the sponsoring organization or group. There will be an additional fee of \$35 for all additional equipment that uses water from our facility (dunking booths, waterslide, etc).

Park Rangers may accept reservation fees. The Department has implemented a refund policy for payment for park reservation fees. Park Reservations cancelled more than (3) three days in advance are eligible for a refund less a 25% processing fee. If cancelled less than (3) three days in advance, there is no refund but may be rescheduled.

Every effort will be made to schedule an alternate date should a cancellation be necessary. One (1) alternate date may or may not be available to the park user depending upon other reservations

that have been confirmed. Contact the Park Reservations Office within (3) three working days of the original scheduled date of reservation of their intent to reschedule another date. If an alternate date cannot be confirmed, a park reservation fee will be refunded to the park user upon approval of a written request made to the Active Living and Parks Director. Refund requests must be made within thirty (30) days from date of reservation to be eligible for a refund.

Cabins and tents must be rented by an adult at least 21 years old. An adult (21) must occupy the cabin and tents during the entire rental period.

2. No nails or staples may be used on park property or senior center
3. Deep fat/grease frying is not permitted.
4. Alcohol and/or fireworks of any kind are not allowed in the parks.
5. Smoking and the use of other tobacco products on grounds of the county's parks and facilities system are prohibited.
6. Anyone not adhering to this policy or any other park policy may be asked to leave with no refund and will be banned from renting any facilities at any Cabarrus County operated parks and facilities for an indefinite period of time.

XI. PARK HOURS AND RESERVATION TIME PERIODS



CABARRUS COUNTY ACTIVE LIVING and PARKS

FLP – Frank Liske Park CSP – Camp T.N. Spencer Park
NCP – North Cabarrus Park
CSC – Concord Senior Center MPSC – Mt. Pleasant Senior Center
RESERVATION POLICY
AND
FEES AND CHARGES

PARK HOURS

MARCH 1 – MARCH 31 – ALL PARKS

Monday - Sunday 8:00 am - 8:00 pm

APRIL 1 - OCTOBER 31

FLP - Monday - Sunday 8:00 am - 9:00 pm
NCP - Monday - Sunday 8:00 am - 8:00 pm
CSP - Monday - Sunday 8:00 am - 8:00 pm

NOVEMBER 1 – FEBRUARY 28
ALL PARKS

Monday – Friday 8:00 am - 5:00 pm
Saturday & Sunday 9:00 am - 5:00 pm

RESERVATION TIME PERIODS

MARCH 1 - OCTOBER 31 – ALL PARKS

Monday - Sunday 8:30 am - 2:00 pm
 3:00 pm - 7:30pm

RESERVATION TIME PERIODS

~~MARCH 1 – OCTOBER 31 – ALL PARKS~~

~~Monday - Sunday 8:30 am - 2:00 pm~~
~~3:00 pm - 7:30pm~~

~~NOVEMBER 1 – FEBRUARY 28~~
~~ALL PARKS~~

~~Monday - Friday 8:30 am - 4:30 pm~~
~~Saturday & Sunday 9:30 am - 4:30 pm~~

NOVEMBER 1 – FEBRUARY 28

ALL PARKS
Monday – Friday 8:30 am – 4:30 pm
Saturday & Sunday 9:30 am – 4:30 pm

SENIOR CENTER HOURS

CSC Monday – Thursday 8:00 am - 9:00 pm
 Friday/Session Breaks 8:00 am - 5:00 pm
MPSC Monday - Friday 8:00 am - 5:00 pm

HOLIDAY CLOSINGS

Cabarrus County Parks will be closed under the following holiday schedule:

Thanksgiving	Thanksgiving Day
Christmas	Christmas Eve Christmas Day
New Year's	New Year's Day

Cabarrus County Sr.Senior Centers will be closed under the following holiday schedule:

New Year's Day
 Martin Luther King holiday
 Good Friday
 Memorial Day
 Fourth of July holiday
 Labor Day
 Veterans Day holiday
 Thanksgiving Day and Friday following
 Christmas Eve, Christmas Day, and day after Christmas

Facility Reservation Information

Frank Liske Park

<u>Facility</u>	<u>Description</u>	<u>Rental Fee (1/2 day/all day)</u>	<u>Capacity</u>
Arbor	Arbor	25.00 / 50.00	35
Shed I	Shed 1	40.00 / 80.00	75
		50.00 / 100.00	
Shed II	Shed II	40.00 / 80.00	100
		50.00 / 100.00	
Lower Level	LL	40.00 / 80.00	100
		50.00 / 100.00	
Lower Level- Heat	LLH	75.00 / 150.00	100
		85.00 / 170.00	
Upper Level Homebuilder	ULVL HMB	125.00 / 250.00	125
		40.00 / 80.00	
Barnhardt	WOB	60.00 / 120.00	150
		80.00 / 160.00	
Hartsell	ANDY	60.00 / 120.00	150
		80.00 / 160.00	
Philip Morris	PMOR	60.00 / 120.00	150
		80.00 / 160.00	
Wildlife	WLF	25.00 / 50.00	35

Vulcan	VUL	25.00 / 50.00	35
Corning	CRN	25.00 / 50.00	35
		30.00 / 60.00	
Amphitheatre	AMP	100.00 / 200.00	300

(Limited parking available at lake; to book amphitheater surrounding shelters must also be booked.)

North Cabarrus Park

<u>Facility</u>	<u>Description</u>	<u>Rental Fee (1/2 day/all day)</u>	<u>Capacity</u>
Hickory Shelter*	Hickory	30.00 / 60.00	50
Magnolia Shelter*	Magnolia	30.00 / 60.00	50
Oak Shelter*	Oak	30.00 / 60.00	50
Dogwood Shelter	Dogwood	50.00 / 100.00 60.00 / 120.00	100

*Facilities with an asterisk DO Not have availability for additional equipment (i.e., spacewalks, dunking booth, generators, etc.). Prior approval for additional equipment must be secured before bringing into a park.

Camp T.N. Spencer Park

<u>Facility</u>	<u>Description</u>	<u>Rental Fee (1/2 day/all day)</u>	<u>Capacity</u>
Helms Hall	Helms	60.00 / 120.00	75
	<u>Capacity is 50 during winter months</u>		
Propst A Building	Propst A	50.00 / 100.00	75
Propst B Building	Propst B	50.00 / 100.00	75
Shelter 1	Shelter 1	30.00 / 60.00	50
Shelter 2*	Shelter 2	30.00 / 60.00	50
Tent Sites	7 Sites	15.00 per night	6/2 tents
Cabins	6 Cabins	50.00 per night	6
Group Camping	9 Sites	30.00 per night	35
Pool	Birthday Party	50.00 for 4 hrs*	35 25

additional fee per attendee \$1.00 less based on age 4 adults will be admitted free, Pool Birthday Parties must be approved through Camp TN Spencer Park Manager or Senior Ranger. Reservations must be booked seven (7) days in advance. . Only available during standard pool hours excluding Memorial Day, Fourth of July and Labor Day.

Birthday Party area will be available 10am-2pm or 3pm-7pm.

Birthday Food Packages (Only available when renting the Birthday Party Area)

Pizza Package \$2.50 Per Person

Two slices of CiCi pizza per person (choose between Pepperoni or cheese) and a drink per person. Additional pizza can be purchased with prior notification.

* Shelter 2 - Only facility with adequate space to allow special equipment (i.e. moonbounce, generator, etc.). Prior approval for additional equipment must be secured before bringing into a park.

Cabin Fees – Requires a 2-day stay ~~on~~ for Friday and Saturday Reservations March – October. Maximum of 6 people per cabin.

Tent Sites – Requires a 2-day stay ~~on~~ for Friday and Saturday Reservations March - October. Maximum of 2 tents per site – 6 people per site.

Cabin and Tent Site – Punch cards - full payment for 9 stays will permit the bearer of the Punch Card 1 free stay. Each stay is defined as 1 day/night.

Group Camping Site – No minimum Night Reservation - 9 Tent sites available 35 people total. Group camping site is for scout groups, church groups, and other youth groups. Adult supervision is required with a minimum of 1 adult per 7 youth.

Cabin and tent site rentals will be subject to a 25% administrative fee for date changes.

Cabarrus County Senior Centers

RESERVATION TIME PERIODS FOR THE SENIOR CENTERS

Reservation fees are based on an initial 4-hour period, with an additional cost per hour. The minimum rental fee charged will be for a 4-hour period, even if the rental period is not 4 hours in length. Rental periods include preparation and break down time for renting group (i.e., if renting space for a 2-4pm event, but an hour is needed to decorate and an hour is needed to take down the decorations, the event will be scheduled as 1-5pm).

Concord Senior Center Fee Schedule							
Space	Size (approx.)	Capacity	Tables	Chairs	Rental Fee		Description
					4 Hour Minimum	Additional Hours	
Multipurpose	90'X40'	280 (220 seated at tables)	30	280	\$350	(\$100) for each hour over 4	Vinyl floor
Multipurpose #1	33'X40'	100 (80 seated at tables)	11	100	\$175	(\$75) for each hour over 4	Vinyl floor
Multipurpose #2	24'X40'	80 (60 seated at tables)	8	80	\$175	(\$75) for each hour over 4	Vinyl floor
Multipurpose #3	33'X40'	100 (80 seated at tables)	11	100	\$175	(\$75) for each hour over 4	Vinyl floor
Library	40'X20'	60 (40 seated at tables)	10	60	\$125	\$45 for each hour over 4	Carpet
Library #1	20'X20'	30 (20 seated at tables)	4	32	\$75	\$30 for each hour over 4	Carpet
Library #2	20'X20'	30 (20 seated at tables)	5	40	\$75	\$30 for each hour over 4	Carpet
Classroom #1	20'X21'	TBD	4	30	\$75	\$30 for each hour over 4	Vinyl floor
Classroom #2	20X21	TBD	4	30	\$75	\$30 for each hour over 4	Vinyl floor
Classroom #3	47'X17'	TBD	12	75	\$150	\$40 for each hour over 4	Vinyl floor
Classroom #3A	25'X17'	TBD	4	30	\$75	\$30 for each hour over 4	Vinyl floor
Classroom #3B	25'X17'	TBD	4	30	\$75	\$30 for each hour over 4	Vinyl floor
Lab	19'X20'	TBD	4	30	\$75	\$30 for each hour over 4	Vinyl floor
Picnic Shelter	30'X60'	150	16	NA	No Charge (All other fees apply)	No Charge (All other fees apply)	Covered area with concrete flooring, picnic tables & 2 grills

MT. PLEASANT SENIOR CENTER FEE SCHEDULE

Space	Size (approx.)	Capacity	Tables	Chairs	Rental Fee		Description
					4 Hour Minimum	Additional Hours	
Multipurpose	24'x76'	100 (84 seated at tables)	12	100	\$150	\$65	Vinyl floor
Classroom	28'x22'	30 (24 seated at tables)	4	30	\$70	\$30	Wood floor
Both Rooms		130 (108)	16	130	\$200	\$75	Full rental of the

		seated at tables					Mt. Pleasant Senior Center
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All Parks

Table and Chair Setup Fee for Upper Level of Barn, Helms or Propst Hall
\$25.00 if different than options provided.

Groups will be charged \$25.00 if facility tables and chairs are not left in same locations at the end of their reservation.

Limit of (4) four Pit Passes per individual per Fiscal Year

XI. FEES & CHARGES OTHER FACILITY USE

CABARRUS COUNTY SENIOR CENTERS

Miscellaneous Equipment Rentals

Corn Hole	2 boards, 8 beanbags and one carrying bag	No Charge
Horseshoes	1 set (4 horseshoes)	No Charge
Bocce	1 set of Bocce Balls in carrying bag	No Charge
Disc Golf	1 set of 3 discs in carrying bag	No Charge
Shuffleboard	2 cues, 8 discs and disc carrier	No Charge
Shot Put	1	No Charge
Discus	1	No Charge

FACILITY

FEES AND CHARGES

Frank Liske Park

Softball Fields	10.00 per hour per field
Softball Fields W/Lights	15.00 per hour per field
Softball Field Lining	25.00 per field

PADDLEBOATS/MINI GOLF

Paddleboats	April - October	2.00 per 1/2 hour
Kayaks & Canoes	April – October	3.00 per ½ hour 5.00 per hour
Miniature Golf	April – October	2.00 per game 8.00 all day pass

5 and Under Free with 1 Paid Adult Person for both paddleboats and miniature golf

Operations for both recreation facilities are 12:00 noon – 7:00 pm.

Group Birthday Parties

Group birthday parties may be booked at Frank Liske Park for mini golf. Reservations must be booked seven (7) days in advance. This is only available April 1 – October 31 ~~during regular operating hours.~~

Option # 1 (Minimum of 10): \$5.00 per person

- 1 game of Miniature Golf or 30 minute Nature/Wildlife Program
- Choice of Hot Dog or Corn Dog
- Bag of Chips
- Choice of Soft Drink, Water, or Fruit Juice

Option #2 (Minimum of 10): \$7.00 per person

- All you Can Play Miniature Golf (day of event only) or 30 minute ~~1 hour~~ Nature/Wildlife Program
- Choice of Hot Dog or Corn Dog
- Bag of Chips
- Choice of Soft Drink, Water, or Fruit Juice

Road Race Events

~~There will be a \$100.00 fee for any road race event scheduled at any Active Living and Park facility. The fee includes course layout and marking and race management assistance. There will be additional shelter rental fees based on the number of participants. The fee does not apply to Cabarrus County or Kannapolis City Schools.~~

Road Race and Fundraiser Walks/Events

See Attached Road Race/Walk Events Application

THE FOLLOWING RENTAL PROCEDURES APPLY ONLY DURING HOURS THESE FACILITIES ARE NOT OPEN TO THE PUBLIC AND REQUIRES A SEVEN (7) DAY NOTICE

EXCLUSIVE USE

Paddleboats 50.00 per hour – 2 hour minimum
 Miniature Golf 50.00 per hour – 2 hour minimum
 Available Monday – Friday 10:00 am – 6:00 pm or Saturday & Sunday 9:00 am – 12 noon
Exclusive Use must be completed by 12:00 noon on Saturday and Sunday.

Miscellaneous Equipment Rentals

Corn Hole Toss	2 boards and 8 bags	\$5.00*
Fishing	Fishing Reels (open or closed reels)	No Charge
Horseshoes	1 set (2 red, 2 blue)	No Charge
Volleyball	1 volleyball	No Charge
Frisbee	1 Frisbee	No Charge
Bocce	1 set of Bocce Balls	No Charge
Disc Golf	1 set of discs	No Charge
Basketball	1 Basketball	No Charge

* Price is per reservation time period. (Ref. Reservation Time Periods Above)

Equipment must be checked out from Park Staff **with a valid Driver's License**. Park staff is responsible for filling out equipment check out form.

FISHING PERMITS

Fishing Permits	1.00 per day per park
	20.00 per year to fish one park
	<u>30.00 per year for both FLP and CSP</u>

(All North Carolina Wildlife Regulations apply)

FRANK LISKE PARK SOCCER COMPLEX

Soccer Field (2 hour minimum use)	25.00 per hour
Soccer Field Light Charge (Lights Paid to Third Party)	10.00 per hour
Soccer Field Lining Preparation	50.00 per field
Soccer Field Per Day Charge	175.00 per field
Meeting Room	15.00 per hour
Meeting Room All Day	100.00 all day

NOTE: If the soccer complex is closed for any reason prior to the commencement of the event, the lessee's fee will be refunded. All soccer complex rentals are subject to Park Management approval.

CAMP T.N. SPENCER POOL

DAILY ADMISSION

Adults	(Ages 14-65)	\$ 5.00
Children	(Ages 6-13)	3.00
Children 5 & Under		Free w/Paid Adult Admission

65 & Over	2.00
Childcare Organizations	1.00

Note: Childcare organizations are defined as any summer, afterschool, and children’s camps, (excluding the Cabarrus County Boys and Girls Club). All children entering pool area must pay a fee regardless of age. Counselors will be admitted free with all organizations.

XIII. CAMPING RULES POLICY

Reservations are required and can be made by calling 704-920-3354 ~~3354~~ 3484 Monday thru Friday between the hours of 8 am and 5 pm or anytime at www.cabarruscounty.us/reservepartner . Minimum 2-night reservation is required on Friday and/or Saturday, March - October. Fourteen (14) days maximum continuous stay. Active Living and Parks Department will require a seven (7) day break for same patron/family after a fourteen (14) day continuous stay.

Registration: adults (21 years of age or older) must register and occupy site. Children under 18 years of age must not be left alone and must have adult supervision at all times. Guests are required to check in and out with the Park Ranger.

Parking: after registering vehicles may be driven to site to unload and again to load when departing.(20 minute limit) At all other times vehicles must be parked in the paved parking areas. If a handicap parking pass is presented at the time of booking a reservation, you will be permitted to leave your vehicle in the designated area for Cabins 1, 2, 3 and 4 only; however, you will not be permitted to drive your vehicle to and from the bath house or on trails throughout the park.

Camping is allowed in designated areas by permit only.

ALCOHOLIC BEVERAGES ARE PROHIBITED (Cabarrus County Ordinance Section 50-4)

Smoking and usage of Tobacco products are Prohibited (Cabarrus County Ordinance Section 50-1)

Pets must be restrained on a leash of six feet or less at all times. **Pets are not allowed inside the cabins or bath house at any time. Pets may not remain in the Park overnight. This is to included cabins, tent sites, vehicles, or kennels.**

Check in time is 3:00 pm. **Check out time** is 11:00 am. Please check in and out with the Park Ranger.

Enforcement: failure to abide by the regulations and ordinances governing Cabarrus County Active Living and Parks will subject offender to temporary or permanent expulsion from the park and/ or criminal prosecution. In the event of permit revocation, all monies paid shall be forfeited by the offender and retained by the park. All North Carolina Motor Vehicle and traffic laws apply in the Park.

TENT SITES

Each of the tent sites includes a picnic table, grill, fire circle, and trash can. A restroom/shower building is centrally located and also includes an outside utility sink.

A maximum of two tents and 6 people is allowed at each tent site.

CABINS

Each cabin includes one double bed, one set of bunk beds, a day bed, chest of drawers, dining table with chairs, and a small refrigerator. Each cabin also has heat and air conditioning. No bed linens or dishes are provided. Picnic table, charcoal grill and fire circle are provided outside each cabin.

Furniture may not be removed from the cabins.

Please remove all trash and clean cabin before checking out.

Camping tents are not permitted on cabin sites. Dining canopies are allowed.

GROUP CAMPING

Group Camping site includes a fire pit, picnic table, grill, trash can, recycling can and (9) nine tent sites with a maximum of 35 people allowed.

To qualify to stay in the Group Camping area you need to provide certification and documentation that you meet one of the following criteria: Boy Scouts of America, Girl Scouts of America, or other organized youth group.

Groups must provide documentation to meet criteria for Group Camping area use. Examples of qualifying documentation are as follows but not limited to: charters, letters on official letterhead from the group organizer, youth leader, or a 501 (c) 3 non-profit organization.

Counselor to camper ratio must be at least one (1) counselor per seven (7) youth. Counselors are considered anyone over 21 years of age and supervising the camp outing.

Group Camping excludes family functions and will not require a two-day stay on Friday and Saturday.

This area cannot be divided in to multiple reservations.

Tents must be set up within designated tent site areas.

XIV. Ballfield Rental Policy

See Attached Field Tournament Complex General Information and Tournament Contract

~~The softball complex at Frank Liske Park is available for rental to outside organizations by following the guidelines listed below.~~

~~All fees must be paid by 5:00 pm the Wednesday prior to the tournament. This fee along with the tournament reservation form must be submitted at time of fee. Failure to pay fees will result in the cancellation of the tournament and a cancellation fee as outlined below.~~

~~Security Deposit: \$250.00~~

~~Security deposit will be refunded 10-14 days after your last scheduled tournament. You may opt to roll-over the security deposit for the following year. Deposit will roll-over from tournament to tournament unless there are damages to be taken out of the deposit. If money is removed from the security deposit to cover damages or fees from a previous tournament, then the security deposit must be paid back to the original amount by 5:00 pm on the Wednesday prior to the next scheduled tournament for that organization.~~

~~Tournament Fee: \$50.00 per tournament at time of booking. This is non-refundable and is not part of your individual tournament entry fees. Fees must be paid within five (5) business days of confirmation of tournaments.~~

~~A charge of \$100.00 flat fee and \$25.00 per staff/per hour needed (determined by Park Management) to extend any park facility operation per day beyond normal opening and closing hours. This extension is only available if the facility is reserved by the renter during normal operating hours nearest the time slot that is wished to be extended. The extension is subject to Park Management approval.~~

~~**Ball Field Rental Regulations**~~

~~All games and tournament activity must be during normal park hours unless after hours charge is paid.~~

~~Park hours are:~~

~~9 am - 8 pm (March)~~

~~8 am - 9 pm (April - November)~~

~~**Field Rental:** \$500.00 due by 5:00 pm on the Wednesday prior to tournament~~

~~**Gate Fee:** \$150.00. Cabarrus County Active Living and Parks Department will provide 2 tables and 2 chairs to the gate~~

~~**Parking:** Tournament director will assist with parking by notifying all teams/coaches when special parking rules are in effect for the weekend. No vehicles are allowed beyond the fences or parked at the gates.~~

~~**Vendors:** Food/Concession vendors must be approved by park management prior to Certificate of Liability Insurance. Tournament organizers who have outside vendors (selling equipment, shirts, etc.) must have that vendor submit a Certificate of Liability Insurance two (2) weeks prior to each event (Ref. Section V).~~

~~**Field Preparation:** The county will provide the initial field preparation which will be completed by 5:00 pm on Friday before tournament.~~

~~**Field Preparation Supplies: (Optional)** \$75.00 (includes drag, line marker, 4 bags of marking dust per day). Tournament director can drag fields but only small utility type vehicles may be used (Gator, Kubotas, etc.)~~

Miscellaneous

~~Tournament organizers are responsible for picking up trash from dugouts and bleachers seating area and putting in trash cans or trash bags. Park staff will empty trash cans regularly during the tournament.~~

~~Tournament organizer/site personnel must meet with the park ranger prior to leaving the facility at the end of each day to ensure the facility is cleaned.~~

~~Restrooms will be monitored and cleaned by park staff.~~

~~Tournament organizers will be responsible for insuring that alcohol and tobacco policies are followed. Failure to comply may result in tournament cancellation. No refunds will be allowed if termination occurs.~~

~~Pop up tents are not allowed to be free standing they must be staked into the ground at all times. Tournament director is responsible for helping monitor this and informing coaches and spectators of this policy.~~

~~Tournament directors should assist park management in keeping the area/doors around the concession stand, bathrooms, and score tower free from chairs, tents, and team equipment.~~

Lights:

~~Lights are included in the tournament rental fees.~~

~~Lights will come on 15 minutes prior to sunset and go off 30 minutes after the completion of the final game (no later than 5:15 during November, 9:15 in March and 9:15 April - October.~~

~~If lights need to be turned on earlier because of overcast skies, the park ranger will need to be notified by tournament staff.~~

Concessions:

~~Concessions are operated by a third party vendor and not the Cabarrus County Active Living and Parks Department. It is in their contract that the concession stand must remain open during the entire length of the tournament. If you find them closing early, please notify the Park Program Manager.~~

Cancellations

~~A tournament cancelled after 5:00 pm (non weather related) on the Wednesday prior to the tournament, will face the following penalties:~~

~~First Cancellation: \$100.00~~

~~Second Cancellation: \$150.00~~

~~Third Cancellation: Removal of remaining tournament dates from schedule; forfeiture of security deposit.~~

Weather Cancellations

~~If the park staff determines fields are too wet for play and the tournament is cancelled prior to 5:00 pm on Friday prior to the tournament, then every effort will be made to~~

~~reschedule the tournament for another date if possible. The tournament fees will be refunded to the organization in approximately 14-20 working days or can be applied to the next tournament.~~

~~Once the tournament begins, there are no refunds of tournament fees if the tournament is shortened, cancelled, or prohibited from finishing by the tournament organizer.~~

~~Weather delays for lightning and other severe acts (tornado, etc.) are monitored by the park ranger on duty. If necessary the park ranger has the authority to notify the tournament director/site director that bad weather is approaching or imminent and appropriate actions must be taken to remove spectators to their cars.~~

~~Lightning delays are 30 minutes from the previous streak/flash of lightning. Park ranger will notify the tournament director/site director when it is clear for spectators to return to the facility.~~

~~If the park staff cancels the tournament because of weather related issues after the tournament begins a refund will be given based on the following:~~

~~First day of tournament: Prior to 3:00 pm Refund: 100%
of field rental fees~~

~~First Day of tournament: After 3:00 pm Refund: 50%
of field rental fees~~

~~Second Day of Tournament prior to starting Refund: 25%
of field rental fees~~

~~No refunds after games begin.~~

Tournament Reservations

~~The Cabarrus County Active Living and Parks Department is committed to allowing organizations the opportunity to use our facilities to conduct tournaments. However, because of the many different associations and types of programs available, conflicts will arise where the facility is being requested by more than one user. Requested dates will be assigned based on:~~

- ~~○ Tournaments will be assigned to organizations on a yearly basis.~~
- ~~○ Organizations with successful tournaments from previous years will be given first choice to have the same weekend each year~~
- ~~○ Priority is given to world, national and state tournaments over local qualifying and invitational tournaments.~~
- ~~○ Park Management has sole authority on issuing tournament dates based on availability of fields, past tournaments, history of organizations, and use of fields for new organizations.~~

~~The Cabarrus County Active Living and Parks Department will solicit for tournament requests dates from all organizations that have contracted with us during the past year for all dates for the following year. Addresses and email addresses from the previous year's tournaments will be used to send this information out. These requests must be submitted in writing and include the organization, tournament requested date, type of tournament, and if this is an existing tournament from the previous year or a new tournament.~~

~~These requests will be due to the Cabarrus County Active Living and Parks Department by December 1st.~~

~~Once the request is received, the Park Program Manager will review the requests and send confirmations to each organization with the approved / denied dates.~~

~~Once confirmations are mailed, the organization has seven (7) business days to send in their initial security deposit. If security deposit is not received in seven (7) business days then all tournaments by that organization will be removed and those dates will reopen for others.~~

~~Any dates that are available after the initial requests will be reserved on a first come first served basis.~~

XV. RECREATION DIVISION PROGRAM FEES AND CHARGES

<u>ACTIVITY</u>	<u>COST PER PARTICIPANT</u>
CAMP SERIES	
Day Camp	95.00 - 125.00 per week
Camp Series (15-18 hrs.)	35.00 - 70.00
Specialty Camp (18 hrs.)	75.00 - 95.00
Nature & Wildlife Programs	Free - 50.00
Athletic Classes	40.00
Tennis Tournaments	20.00

<u>ACTIVITY</u>	<u>COST PER TEAM</u>
ADULT SOFTBALL LEAGUE	
Fall – 2 games per week	\$550.00
Fall – 1 game per week	\$400.00
Spring – 2 games per week	\$650.00
Spring – 1 game per week	\$400.00

NOTE: Refunds will not be permitted after the league schedule has been completed.

Add \$50.00 to registration fees if paid during late registration period
(as specified in league guidelines)

Specific League Guidelines take precedence over the Fee and Charge Policy

ADULT ATHLETICS

All additional adult ~~athletics~~ **athletics programs/leagues** will be offered at a cost to cover 100% of the direct costs. These costs will be confirmed by Department Director prior to offering such programs.

| **FIELD TRIPS – Fees will be changed July 1 due to school year.**

| **Prices Effective July 1, 2014 – December 31, 2015**

1-25 students with programs lasting under 2 hours: \$2.00 per student, Adults free
 26+ students with programs of any length: \$3.00 per student, Adults free

<u>ACTIVITY</u>	(PRE-REGISTRATION)	(RACE DAY REGISTRATION)
ROAD RACES		
Individual Registration	20.00	23.00
Individual Cross Country	12.00	15.00
Individual Fun Run/Walk Registration	8.00	10.00
Team/ Group 5K Registration	15.00	N/A
(Minimum of Five (5) Members)		
Family Registration	60.00	70.00

Senior Center Classes/Workshops

PARTICIPANT

Sunset Outlook annual subscription (for direct mailing)	5.00
Craft Classes	5.00-15.00
Special Events	5.00-20.00
Duplicate Bridge	5.00
Lunch & Learn	5.00
Dance	5.00
Dinner Dance	10.00-20.00
Computer Classes/Workshops	510.00 per hour
Jewelry Class	3.00 per hour
Sign Language Class	5.00 per hour
Walking Program	1.00 per week
Tournaments	1.00 & Up
Gardening Club	5.00
Fitness Classes	9.00 (3 hr/wk class)
Fitness Classes	6.00 (2 hr/wk class)
Fitness Classes	3.00 (1 hr/wk class)
Fitness Classes	1.50 (.5 hr/wk class)
Senior Games	
Registration (early bird/late)	15.00/20.00
Registration (bridge or arts Showcases only; early bird/late)	8.00/13.00
Dinner Dance (open only to current participants & guest)	15.00
T-shirt	12.00
SilverArts Follies (adult/child 12 & under)	5.00/6.00/3.00
Follies (child 12 & under)	3.00/4.00
Luncheon	43.00
Ice Cream Social	2.00
League & Tournament play	5.00 & Up

NOTE: All activity fees are based on direct costs. Supplies may be additional. These fees are subject to change based on actual costs, rentals, increase in participants, unforeseen circumstances, etc., during the fiscal year.

Special promotions and/or discounts may be offered at various times throughout the year as approved by management.

Revised 05/03/03

Revised 02/02/04

Revised 02/08/05

Revised 02/20/06

Revised 02/08/07

Revised 02/18/08

Revised 02/03/09

Revised 01/19/10

Revised 11/23/10

Revised 10/31/11

Revised 11/22/11

Revised 11/15/12

Revision in process 9-20-13



Cabarrus County Active Living & Parks Dept. Frank Liske Park Cross Country / Road Race / Walk Application

Please fill out an application for each date that you are requesting.

Requesting Organization: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Alternate Contact Person: _____

Cell Phone: _____

Email: _____

Date/Year Requesting: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Starting Time: _____ Ending Time: _____

of Participants Expected: _____

Facility Rentals

Based on the size of the event and the number of participants expected, you will be required to rent facilities listed below that would be able to hold that number. The rental times are 8 am – 2 pm or 3 pm – 7:30 pm.

Option 1:	\$365.00	Over 400	Shed 1 2, Lower Level, Upper Level, Arbor, Barnhardt, Hartsell
Option 2:	\$270.00	300-400	Shed 1 2, Lower Level, Upper Level, Arbor
Option 3:	\$120.00	Up to 300	Barnhardt AND Hartsell
Option 4:	\$240.00	Up to 300	Philip Morris, Vulcan, Wildlife, Homebuilders
Option 5:	\$200.00	Up to 200	Philip Morris, Vulcan, Wildlife
Option 6:	\$60.00	Up to 150	Barnhardt OR Hartsell OR Philip Morris,
Option 7:	\$80.00	Up to 150	Any 2 of the following: Shed 1, Lower Level, Shed 2

Course Options

Based on your location of facility rentals you will be limited to use the course associated with that area. See attached layouts. Courses may consist of a combination of trails and grass, all trails, and include out and back and loop routes.

- Option 1: Course will consist of park trails and grass and can be an out and back or loop.
- Option 2: Course will consist of park trails and grass and can be an out and back or loop.
- Option 3: Your choice of (1) grass and trails, (2) all trails and choice of out and back or loop.
- Option 4: Your choice of (1) grass and trails, (2) all trails and choice of out and back or loop.



Cabarrus County Active Living & Parks Dept. Frank Liske Park Cross Country / Road Race / Walk Application Fee Schedule

Course Painting

Includes course being painted by park staff to mark start/finish line and turns

Course Signage

Includes course being staked with signage to indicate start and finish lines and turns throughout the course.

Aid station

Include the location of 2 tables (1 per station) and 2 coolers per station with ice and water (cups not provided)

Finish Line & Chute

30-40 feet of finish line chute and flags to indicate start and finish line

Tables

Use of 4 tables for registration, results, etc. or as needed.

	For Office Use Only		
Required Fees			
A. Facility Rental Option	_____	_____	
B. Race Fee	\$150.00	_____	
Optional Fees			
C. Course Painting	_____	\$100.00	(optional)
D. Course Signage	_____	\$100.00	(optional)
E. Aid Station (4 coolers with ice)	_____	\$25.00	(optional)
F. Finish Line Chute Flags	_____	\$50.00	(optional)
G. 4 Tables	_____	\$25.00	(optional)
Total Due	_____	Total Paid	_____



Cabarrus County Active Living & Parks Dept. Softball Complex Tournament General Information

General Information

The Cabarrus County Active Living Parks Department (CCALP) solicits tournament requests from organizations that have previously contracted with us during the past year as well as new organizations looking to hold tournaments or fundraisers in the upcoming season.

All tournament requests must be submitted on the attached application and meet the deadlines to be considered.

Tournament organizers will receive priority for the same weekend the following year **IF** the tournament was held. Tournaments that were cancelled or did not make will go back into the "OPEN WEEKENDS" and be available for requests by all organizations.

The deadline to submit requests (see attached form - Tournament Requests) to the CCALP is the first Friday of December by 5:00 pm. Once the requests are received, the Park Program Manager will review the requests and send confirmations to each requesting organization with the approval / denied dates by mid-January. Park Program Manager has full authority on all tournament dates to deny or approve.

Once the confirmations are mailed to the requesting organizations, the organization has 10 days to send in their following information to secure the dates:

1. Security Deposit of \$250.00
2. \$75.00 for each tournament date confirmed (non-refundable fee)
3. Tournament Request Form

Any date that is sent back and not wanted by the requesting organizations will go into the "OPEN WEEKENDS" and be available to all organizations on a first come first served basis.

Security Deposits are used to cover damages or fees from a previous tournament. If money is removed from the security deposit then the balance to equal \$250.00 must be paid before additional tournaments can be held.

The softball tournament application and fees must be paid and in the hands of park management by 5:00 pm on the Wednesday prior to each tournament. Failure to pay and submit paperwork by this deadline will result in the tournament being cancelled and the fields being "OPEN" for reservations to outside groups or other interested parties.

Requested Dates will be Assigned based on the following Criteria

- Tournaments are assigned on a yearly basis
- Organizations with successful tournaments from previous years will be given the first choice to the same weekend the following year
- Priority is given to world, national, and state tournaments over local qualifying and invitational tournaments
- Park Management has final authority to issue dates based on availability of fields, past tournaments, history or organizations, and use of fields for new organizations



Cabarrus County Active Living & Parks Dept. Softball Complex Tournament Regulations

Field Rental Times

All tournament games, activity must take place during normal park hours. Normal park hours are:

9 am – 8 pm (March – November)

8 am – 9 pm (April – October)

Any activity (field preparation, gate setup, team arrival) that requires entry or stay inside the park before and/or after the normal park hours will require the tournament organizer to pay the Early Opening and/or Late Closing Fees. Those fees are:

\$100.00 Flat Fee for Early Opening and/or Closing per Day

\$25.00 Per Staff Per Hour (as determined by Park Management)

All early open and late closing times will be limited to no earlier than 6:00 am and no later than 11:00 pm.

Parking

Tournament organizers will assist with parking by notifying all teams/coaches when special parking rules are in effect for the weekend. Only approved vehicles are allowed beyond the fences and parked at the gate. Vehicles with trailers, campers, and motor homes must use the overflow lot for parking.

Vendors

Vendors who are part of the tournament who are selling t-shirts, souvenirs, etc must present their Certificate of Liability 2 weeks prior to each event. This is subject to Cabarrus County Risk Management approval. For information please call 704-920-2701.

Concessions

Concessions are operated through a third party agreement. No tournament organizer is allowed to sell concessions of any kind during the tournament. Concessions are required to stay open during the entire tournament. If concession stand closes prior to the end of the tournament, please notify Park Management immediately.

Lights

Lights are included in the tournament rental fees. Lights are scheduled to come on 15 minutes prior to sunset and go off at park closing each night. If park is opened early, lights will be scheduled to come on and remain on until sunrise.

Miscellaneous

Tournament organizers are responsible for ground trash, dugout cleanup, and bleacher area trash.

Tournament organizers are responsible for the cleanup of the press box after each days use.

Park staff will empty all trash cans and replace liners throughout the day.

Park staff will clean and service all restrooms facilities.

Park ranger staff will meet with tournament director at opening of park each morning and at the end of the night to ensure that area is cleaned.

Popup tents must be secured into the ground at all times.

Popup tents are not allowed to block access to the bathrooms and concession stands.

Items such as generators, fans, heaters, etc. that require the use of electricity are not allowed for use at the softball complex without prior approval from Park Management and Certificate of Liability Insurance. Tournament organizer and/or the on site tournament director is responsible for notifying teams, players, coaches, and spectators that these items must be removed immediately.

If Park Staff witnesses any use of the above mentioned items they will:

- 1st Offense: Ask on-site tournament director to inform the individual or group to refrain from use of items
- 2nd Offense: Ask the individual or group to refrain from use of items
- 3rd Offense: Inform the on-site tournament director that their tournament reservation is being asked to leave due to violation of the Park Policies

The park is a tobacco free and alcohol free facility. Tournament organizers are asked to inform all teams, players, coaches, spectators, etc. that the park is tobacco and alcohol free. Tournament organizer and/or on-site director is responsible for making sure your tournament attendees are following policy.

If Park Staff witnesses any use of tobacco products they will:

- 1st Offense: Ask the tournament director to inform the individual or group to refrain from use
- 2nd Offense: Issue a park citation to the individual or group

If Park Staff witnesses any alcohol within the premises of the softball complex (dugout, common area, bleachers, etc.) the Sheriffs Department will be notified and the Tournament Reservation will be cancelled immediately.

Field Preparation

The tournament rental agreement begins at 5:00 pm on Friday and runs through closing on Sunday. Any additional time for field preparation, fence setup, etc. must be booked separately. The county will complete the initial field preparation by 5:00 pm on Friday prior to each tournament.

Field Supplies

The use of field supplies is available to the tournament organizer if needed. Please check on the tournament application if you want these items.

Items available are: field drag, 4 bags of marking dust per day, field rakes, line marker

Only small utility type vehicles are allowed on the field to drag (Gator, Kubota, etc.)

No cars or trucks allowed for dragging of the infield.

Cancellations

A tournament that is cancelled after 5:00 pm on Wednesday (non-weather related) will face the following penalties:

First Cancellation: \$100.00

Second Cancellation: \$100.00

Third Cancellation: \$100.00 and removal of remaining tournaments from schedule

If the park staff determines that fields are to wet for play and the entire tournament is cancelled prior to 5:00 pm on Friday, then all tournament fees will be refunded back to the tournament organizer or applied to their next tournament.

Once a tournament begins, there are no refunds of tournament fees if the tournament is shortened, cancelled, or prohibited from finishing from the tournament organizer.

Weather delays for lightning and other severe acts are monitored by the park ranger on duty. If necessary the park ranger has the authority to notify tournament organizers that bad weather is approaching and appropriate actions must be take to remove spectators from the complex.

Lightning delays are 30 minutes from the previous streak/flash. Park ranger will notify the tournament organizers when it is clear to return to the facility.

If the tournament is cancelled due to weather after it has begun, the following format will be used to determine the amount of refund:

- 1st Day of 2 Day Tournament Prior to 3:00 pm: 100% of Tournament Fees
- 1st Day of 2 Day Tournament after 3:00 pm: 50% of Tournament Fees
- 1st Day of 1 Day Tournament Prior to 3:00 pm: 50% of Tournament Fees
- 1st Day of 1 Day Tournament after 3:00 pm: No Refunds



Cabarrus County Active Living & Parks Dept. Softball Complex Tournament Fees

<u>Security Deposit:</u>	\$250.00 per year. Refunded at end of season.
<u>Field Preparation Supplies:</u>	\$75.00 per tournament
<u>Tournament Rental Fee:</u>	4 Fields \$500.00 (Friday 5:00 pm – Sunday 9:00 pm)
<u>Gate Fee:</u>	\$150.00
<u>Tournament Booking Fee:</u>	\$75.00 per tournament payable within 10 days of confirmation of tournament. This is a non-refundable fee.
<u>Early Opening/Closing:</u>	\$100.00 per day plus \$25.00 per hour per staff person as deemed by park management



Cabarrus County Active Living & Parks Dept. Softball Complex Tournament Reservation Form

This form & tournament payment must be submitted to Park Management by 5:00 pm on Wednesday prior to each tournament.

Name of Organization: _____
Tournament Director: _____
Cell Phone: _____
Email Address: _____
Alternate Contact: _____
Cell Phone: _____
Email Address: _____
Tournament Name: _____
Tournament Type _____
 (Inv., reg., state, national, World)

Tournament Date: _____
On Site Director: _____ Phone: _____
Time of First Scheduled Game: Friday: _____ Saturday: _____ Sunday: _____
Time of Last Scheduled Game: Friday: _____ Saturday: _____ Sunday: _____
Game Schedule Attached: _____ Yes _____ No # of Team in Tournament: _____ Age Groups: _____
of Fields Requested: *Circle all that apply:* F1 F2 F3 F4
Base Distances: (circle) 60 65 other _____ (Specify)
Pitching Distances: (circle) 35 40 43 other _____ (Specify)

I hereby certify that I am the authorized and responsible representative for the tournament organization, that the above statements are true to the best of my knowledge, and that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies, and fee schedule governing the use of the facility. The undersigned applicant hereby agrees to indemnify and save harmless the Cabarrus County Active Living and Parks Department from and against any and all loss, costs, damages, expense and liability causes by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees. The person to whom this facility agreement is issued to will be the contact person and/or site director for this tournament and must be on site during the duration of this event. The post tournament checklist must be completed by tournament director and park ranger and/or park manager prior to leaving at the end of each day. Failure to leave facility clean and free of trash from grounds will result in all or a portion of the security deposit being forfeited.

Signed _____ **Date** _____
Tournament Director

Signed _____ **Date** _____
Park Staff

For office use only:	
Tournament Rental:	_____ \$500.00
Gate Fee:	_____ \$150.00
Field Supplies:	_____ \$75.00
Open Early / Close Late: Open _____ Close _____	_____ \$100.00 (1 day)
Open Early / Close Late: Open _____ Close _____	_____ \$200.00 (2 days)
No. of Hours for Add'l Staff: _____ @25.00	_____
Total Amount Due:	_____
Receipt # _____	(Check One) Check _____ Cash _____ Credit Card _____
Amount Paid _____	Date Paid _____



Cabarrus County Active Living & Parks Dept. Softball Complex Post Tournament Checklist

(To be completed by Tournament Director and Park Ranger/Manager after completion of tournament)

Bases F1____ F2____ F3____ F4____ Damage: Yes No
Check if bases are on fields and in working condition. If bases are missing note which bases are missing and which fields.

Pitching Plates F1____ F2____ F3____ F4____ Damage: Yes No
Check if pitching plates on each field and in working condition. If any are missing note which ones are missing and which fields.

Home Plates F1____ F2____ F3____ F4____ Damage: Yes No
Check if home plates are on each field and in working condition. If any are missing note which ones are missing and which fields

Ground Trash F1____ F2____ F3____ F4____ Cleaned: Yes No
Check trash in dugouts and on ground and be sure it is all disposed of into proper trash bags or containers.

Bleacher Areas F1____ F2____ F3____ F4____ Cleaned: Yes No
All trash should be removed prior from bleacher areas and into proper trash bags or trash containers.

Walkway Areas Cleaned: Yes No
Trash, tables, chairs, tournament signs, etc. should be removed at close of tournament.

Press Box	Free of Trash	_____	Trash Can Emptied	_____
	Windows Locked	_____	Blinds Down	_____
	Floor Cleaned	_____	Doors Locked	_____

Failure to return fields, dugouts, trash pickup, and press box in proper working condition, free of debris, and without any damages could result in loss of security deposit.

Tournament Director

Date

Park Ranger/Management

Date

ADDITION

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

BOC - Commissioner Appointments for 2014

BRIEF SUMMARY:

The following chart outlines Commissioner appointments to various boards and committees and appointments as liaisons to the surrounding municipalities for 2014.

REQUESTED ACTION:

Motion to approve the Commissioner appointments for 2014 as set forth in the Agenda.

Motion to reappoint Jonathan Marshall to the TCC and appoint Susie Morris as an alternate to the TCC, for one-year terms ending December 31, 2015.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS

- [2014 Board Appointments](#)
-



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

BOC - Resolution Establishing the Board of Commissioners' 2014 Meeting Schedule

BRIEF SUMMARY:

The following resolution establishes the Boards' meeting schedule for 2014.

REQUESTED ACTION:

Motion to adopt resolution.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS

[Resolution](#)



**RESOLUTION
ESTABLISHING THE REGULAR MEETING SCHEDULE
FOR CALENDAR YEAR 2014**

WHEREAS, the regular agenda work sessions of the Cabarrus County Board of Commissioners are held on the first Monday of each month at 4:00 p.m. in the Multipurpose Room at the Governmental Center, except in December; and

WHEREAS, the regular meetings of the Board of Commissioners are held on the third Monday of each month at 6:30 p.m. in the Commissioners' Meeting Room at the Governmental Center; and

WHEREAS, the Martin Luther King, Jr. holiday requires a change in the regular meeting date in January 2014; and

WHEREAS, the Labor Day holiday requires a change in the agenda work session meeting date in September 2014; and

WHEREAS, the Board holds an annual goal-setting/planning retreat in the winter which is set for January 24-25 in the Multipurpose Room at the Governmental Center; and

WHEREAS, budget workshops are held annually and are scheduled for May 27, 28 and 29, 2014 from 4:00 p.m. to 7:00 p.m. in the Multipurpose Room at the Governmental Center; and

WHEREAS, the Board may attend the following conferences/gatherings and desires to give the public ample notice:

- NACo Legislative Conference in Washington, DC on March 1-5, 2014;
- NCACC County Assembly Day/Legislative Reception in Raleigh on May 28, 2014;
- NACo Annual Conference in Orleans Parish/New Orleans, Louisiana on July 11-14, 2014; and
- NCACC Annual Conference in Asheville, NC on August 14-17, 2014.

WHEREAS, North Carolina General Statute 153A-39 requires that the Board hold an organizational meeting the first Monday in December for each even numbered year; and

WHEREAS, on the first Monday in December of even numbered years, it is customary for the Board to hold a reception and swearing-in ceremony at the Governmental Center honoring incoming and outgoing elected officials prior to the commencement of the organizational meeting; and

WHEREAS, the organizational meeting will be held in the Board of Commissioners' Meeting Room and begin at 6:00 p.m.; and

WHEREAS, the December agenda work session will be held in the Board of Commissioners' Meeting Room and will commence upon the conclusion of the organizational meeting (on or about 6:15 p.m.); and

NOW, THEREFORE, BE IT RESOLVED, the Cabarrus County Board of Commissioners, pursuant to North Carolina General Statute 153A-40(a), does hereby:

- (1) Establish the Board's regular agenda work session schedule to meet at 4:00 p.m. in the Multipurpose Room at the Governmental Center on the following dates, except in December:

January 6, 2014	July 7, 2014
February 3, 2014	August 4, 2014
March 3, 2014	September 2, 2014 (Tuesday)
April 7, 2014	October 6, 2014
May 5, 2014	November 3, 2014
June 2, 2014	December 1, 2014 (6:15 p.m.)

- (2) Establish the Board's regular meeting schedule to meet at 6:30 p.m. in the Commissioner's Meeting Room at the Governmental Center on the following dates:

January 21, 2014 (Tuesday)	July 21, 2014
February 17, 2014	August 18, 2014
March 17, 2014	September 15, 2014
April 21, 2014	October 20, 2014
May 19, 2014	November 17, 2014
June 16, 2014	December 15, 2014

BE IT FURTHER RESOLVED that any recessed, special or emergency meeting will be held as needed with proper notice as required by North Carolina General Statute 153A-40.

Adopted this the 16th day of December, 2013.

Chairman, Board of Commissioners

Attest:

Megan Smit, Clerk to the Board



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

County Manager - County/CVB Interlocal Agreement

BRIEF SUMMARY:

The following agreement details the financial arrangement the County and the Cabarrus County Convention and Visitors Bureau (CVB) agreed to during the FY13-14 budget process for the collection of the room occupancy tax and a "Facilities Upgrade Fee".

REQUESTED ACTION:

Motion to approve the interlocal agreement between Cabarrus County and the CVB.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Mike Downs, County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS

- [Interlocal Agreement](#)
-

STATE OF NORTH CAROLINA

COUNTY OF CABARRUS

COUNTY – CVB

INTERLOCAL AGREEMENT

THIS COUNTY – CVB INTERLOCAL AGREEMENT (“Agreement”) is made and entered into effective July 1, 2011 by and between CABARRUS COUNTY (“County”), a body politic and political subdivision of the State of North Carolina and the CABARRUS COUNTY TOURISM AUTHORITY aka the CABARRUS COUNTY CONVENTION AND VISITORS BUREAU (“CVB”), a public instrumentality created by the County pursuant to the provisions of Chapter 658 of the 1989 North Carolina Session Laws.

PREMISES

1. Pursuant to N.C. Gen. Stat. §153A-155 and Chapter 658, the CVB receives the proceeds of the room occupancy tax (the “Tax”) levied by the County on hotel and motel occupancy revenues in the County.
2. The purpose of such Tax revenues is the promotion of tourism in the County.
3. Heretofore, the County has charged the CVB 5.0% of the gross amount of such Tax revenues for collection and administration of the Tax and has required the CVB annually to contribute 10.0% of the Tax revenues to a Sports Development Fund and \$100,000.00 for the County’s Arena.
4. The CVB and the County desire to rework the financial relationship between them in order to better promote Cabarrus County and all of its venues for tourism.
5. Such an interlocal agreement is permitted by and governed by the provisions of N.C. Gen. Stat. §160A-460 and 153A-445.

In consideration of the above Premises and the Terms contained below, which the parties agree constitute sufficient consideration to make this Agreement legally sufficient, binding and enforceable, the parties agree as follows.

TERMS

1. Beginning July 1, 2011, the County shall monthly collect and retain from the gross collected proceeds of the Tax an amount equal to 5.0% of the gross Tax as the administration fee for collecting the Tax and accounting for the proceeds to the CVB.

2. In addition to the administration fee to be collected from the Tax as provided above, beginning July 1, 2011, the County shall monthly collect and retain from the gross collected proceeds of the Tax an amount equal to 5.0% of the Tax as a “Facilities Upgrade Fee”.

3. This Facilities Upgrade Fee shall be used by the County to pay for improvements to County and local school parks, recreation and athletic facilities, including the County’s Arena, that can be utilized for events by conventions and/or visitors. It is contemplated by both parties that the choice of projects to be funded with the Facilities Upgrade Fee shall be made with the intention to increase the marketability of the project venues for CVB’s sales teams.

4. Notwithstanding the preceding paragraph, the purpose for and the timing of the expenditures for improvements to be paid from the proceeds of the Facilities Upgrade Fee shall be determined in the sole discretion of the County, but at least once annually the County shall submit a report in writing to the CVB Board accounting for the Tax proceeds collected as the Facilities Upgrade Fee, any expenditures from such proceeds and any plans for utilization of such proceeds.

5. Effective July 1, 2011, the CVB shall no longer be required to pay to the County and the County shall no longer collect from the CVB the Sports Development Fund and the annual \$100,000.00 CVB contribution for the County’s Arena.

6. The County will use reasonable efforts to coordinate the marketing and promotion by the CVB of events utilizing local school facilities and shall cooperate with the CVB to promote and market the County parks, recreation and athletic facilities, including the County’s Arena. It is contemplated that local school facilities not specifically needed for school functions and events will be made available for usage by visitors and event participants.

7. The term of this Agreement shall extend from July 1, 2011 to June 30, 2012. The term shall not be extended beyond the initial term unless the parties do not meet to review the Agreement as provided below. In such event, the term shall extend from month to month until such meeting is scheduled or takes place, whichever first occurs.

8. The parties agree to meet no later than thirty (30) days before the end of the fiscal year to review the effectiveness of the provisions of this Agreement and to consider extending this Agreement for another fiscal year.

9. This Agreement document contains the entire understanding and terms relating to its subject matter and may not be amended or modified unless in writing and signed by both parties.

10. This Agreement shall be construed in accordance with North Carolina law.

IN WITNESS, the parties have executed this Agreement, by authority duly given, as shown below.

CABARRUS COUNTY

By: _____

Date: _____

Chair, Cabarrus County
Board of Commissioners

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

Pamela S. Dubois
Finance Director

CABARRUS COUNTY TOURISM AUTHORITY aka
CABARRUS COUNTY CONVENTION AND VISITORS BUREAU

By: _____

Date: _____

Ray Soporowski
Board Chair



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

EMS - Approval of Ambulance Piggyback Bid Purchase

BRIEF SUMMARY:

EMS is requesting the approval of the purchase of three (3) New McCoy Miller Type III ambulances by piggybacking a bid which was awarded by Alger County, MI on September 9, 2013. The total purchase cost is \$424,893, including taxes and tags. By purchasing these units now, instead of next year, the County may realize a minimum of \$7,000 - \$11,000 in savings per unit. This is based on the New NFPA 1917 Ambulance Standards, which may replace the KKK Standards that have been in place since the 1970's. The new ambulances will replace ones that have outlived their usefulness and will comply with the County's vehicle replacement policy. The replacement of these units was included in the adopted FY2013-14 budget.

REQUESTED ACTION:

Motion to approve the piggyback of Alger County's bid to purchase three (3) New Type III ambulances at a cost of \$137,500 each.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Alan Thompson, EMS Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS

- [Bid documents](#)
 - [Bid documents](#)
 - [Bid documents](#)
 - [Bid documents](#)
-



Sheriff
Robert J. Hughes

Alger County Sheriff's Office
101 E. Varnum Street, Suite B
Munising, Michigan 49862
Phone: 906-387-4444
Jail Fax: 906-387-5278
Ambulance Fax: 906-387-1728



Undersheriff
Todd W. Brock

Ambulance Bid Request

Alger County Ambulance is soliciting competitive bids for a New Type III Ambulance.

Bid specifications are enclosed.

Please submit your bid by 2pm September 9th to:

Alger County Clerk
101 Court Street
Munising MI. 49862

Mark on the Package: "Ambulance Bid"

Any questions may be directed to Sheriff Robert Hughes at 906 387-7028.

ALGER COUNTY AMBULANCE BID DOCUMENT

Please see the attached detailed description and parts list as well as the attached drawings that clearly detail the configuration, options and layout of the proposed ambulance bid.

Please take careful note in the drawings of the dimensions of the cabinets and compartments, option placement, overall dimensions and layout. Although these details are not set in stone, bids that take full exception to this bid spec will not be considered. Bids that offer an alternative unit or "demo" will not be considered.

Any deviations from the included specifications or drawings shall be called out specifically on an "exceptions page" with the alternative offered. Simply stating "see specs" will not be acceptable as it will hinder this agency's ability to compare proposals to this specification.

Ambulance Brand Submitted: _____

Bidding Company Name: _____

Bidding Company Address: _____

Bidding Company Phone: _____

Bidding Company Representative: _____

Bidding Company Michigan Dealers License # (REQUIRED): _____

Bidding Company Michigan Repair Facility # (REQUIRED): _____

Total Cost of ambulance, accessories and delivery: _____

Date of expected delivery: _____

Additional Accessories to be included in the bid price:

- Stryker PowerLoad System installed
- Stryker PowerPro Cot, PowerLoad ready.
- Lettering consistent with current Alger County fleet
- Custom tubular heavy gauge steel grill guard with protection beyond side of headlights



ALGER COUNTY
 101 Court Street
 Munising, MI 49862
 906 387-4444
 906 387-5778

Type III Model 170 Medic

08/20/2013

Page 1

S	DESCRIPTION	QTY
	== Type III Model 170 Medic - 1.000 01/03/13 ==	1
	AMBULANCE CONVERSION	1
	Conversion, Type III, Model 170 Medic	1
	<i>Conversion, Type III, Headroom, 72" (Standard)</i>	1
	<i>Conversion, Type III, Body Width, 96" (Standard GMC/Chevy)</i>	1
	<i>Conversion, Type III, Body Length, 170" (Standard)</i>	1
	CHASSIS	1
S	> <i>Chassis, 2014 Chevy G4500 Cutaway, 159" WB, Diesel</i>	1
	CHASSIS COMPONENTS AND ACCESSORIES	1
<	> <i>Running Boards, One (1) Pair ADP (Type III)</i>	1
	Note body width before fabricating	
X	<i>Mirrors, Sail Mount, Velvac Heat/Motor/Turns/"Deluxe Head" Chevy</i>	1
	<i>Keyless Entry System w/(2) Key Fobs</i>	1
	Front End Alignment, Chassis Pre-Delivery w/Printed Report	1
	<i>Rubberized Vinyl Cab Flooring STD</i>	1
<	> <i>Spare Tire, Installed in Compartment</i>	1
	See prints	
<	> <i>Tire Well For Small Compartments</i>	1
	Compt #4	
	<i>Wheel Sims - Phoenix 16", Set of Four (4) Chev.</i>	1
<	> <i>Air Fill Extensions, Rear Tires, Phoenix "Air Max"</i>	1
	installed per the manufacturer's instructions	
	MODULE CONSTRUCTION	1
	<i>Roof Construction, 4X2 formed channel @ 12" oc (Standard)</i>	1
	<i>Wall Construction, 2x2's @ 12" o.c.</i>	1
	Walk-Thru, Type III, Hinged Door w/ Fixed Plexi Window	1
	<i>Floor Construction, (Standard)</i>	1
	<i>Body-to-Chassis Mounting, Type III (Standard)</i>	1
	UNDERCOATING and INSULATION	1
	Undercoating, Underside of Module Floor (Standard)	1
	Insulation, Walls and Ceiling, R11 Fiberglass Batt (Standard)	1
	Insulation, Entry Doors, 1.875" Plank Foam	1
	No Sound Insulation Required in Wheel Well Area	1
	EXTERIOR BODY TRIM and ACCESSORIES	1
<	> <i>Drip Rail Trim Mouldings Over Door Openings (Standard)</i>	1
	Mouldings to extend no more than 1/4" beyond each side of the door openings	
<	> <i>Stone Guards, ADP, Front Wall (Standard)</i>	2
	ADP installed on the lower portions of the front wall, outboard of the chassis - see prints	

Attachment number

S	DESCRIPTION	QTY
<	Rub Rails, Skirt Line, One (1) Set "Premium" Style Each rubrail section form a "C" profile	1
	Fenderettes, One (1) Pair Polished Aluminum	1
	Fuel Fill Bezel, Cast Aluminum (Standard)	1
<	Fuel Fill Splash Guard, Brushed Stainless Steel Apx. 7" x 12 3/4" - installed below fuel fill to protect body - attach to body using double sided Acrylic tape and Butyl tape - no screws - make sure edges are sanded smooth	1
	DEF Tank Fill Splash Guard, Brushed Stainless Steel	1
	Rear Bumper Assembly, Flip-Up	1
	Rear Riser, ADP (Standard)	1
	Tow Eyes-Black	2
	Tow Eyes Nuts	2
	Tow Eyes Box - Cast Products	2
>	Tow Eyes, Rear, Black, One (1) Pr. in Cast Tow Eye Boxes	1
<	License Plate Bracket, Recessed (Standard) When mounting bracket, please put ECK on all mounting screws.	1
	Mudflaps, Front, Included with Running Boards	1
<	Mudflaps, Rear, One (1) Pair Rubber, w/Logo w/ McCoy Logo	1
	DEF/Urea Tank Fill Bezel	1
X	SEE II AIRFOIL Mount on rear over rear doors	1
	Paint white to match module	
	COMPARTMENT CONSTRUCTION and COMPONENTS	1
<	Streetside-Front Compartment (#1), ADP, 1" Dished Floor (Std.) ADP - 1" dished floor Add cut out and removable panel to forward wall of compartment. Attach with 10x24 rev-nuts. Place foam tape behind panel to prevent rattling.	1
<	Streetside #2 Compartment, ADP, 1" Dished Floor (Std.) ADP, 1" dished floor	1
< >	Streetside Wheelwell Compartment (#3), Smooth Alum. (STD) .125" diamond plate - sweep-out design - door attached to a smooth aluminum slide-out tray with 200# ball bearing slides - see prints	1
< >	Streetside-Rear Compartment (#4), ADP, 1" Dished Floor (Std.) ADP - 1" dished floor	1
X	DIAMOND PLATE POCKET ON INTERIOR DOOR LINER Stair chair pocket, located at bottom of inside door liner, compt #4	1
<	Curbside-Rear Compartment (#5), ADP, 1" Dished Floor (Std.) ADP - 1" dished floor	1
<	Curbside Intermediate Compartment (#6), ADP, 1" Dished Floor (Standard) diamond plate - 1" dished floor - see prints	1
<	Side Entry Stepwell, Type III, ADP (Standard) Tube support welded in with audioguard sprayed over it.	1
	ALS Compartment Door (#8), Delete	1
<	Compartment, Curbside (#9), for Battery Storage Smooth .125" aluminum, sweep out style floor, front hinged door w/ single center mounted Nader, install	1

S	DESCRIPTION	QTY
	nylon strap as door hold-open	
	Tray and slides specified below	
	< > Compartment Size, Other Than Standard See prints	2
	Vertical Divider, Delete Standard from SS#1	1
	< Vertical Divider, Fixed, Smooth Alum. ILOS - CS-Rear Comp't. Curbside-rear compartment - DA finish	2
	< Adjustable Shelf in SS#2 (Standard) .125" ADP, includes four shelf brackets and black pinch trim installed on the outside edge of the shelf	1
	< Adjustable Shelf in Streetside-Rear (#4) Comp't. (Standard) .125" ADP, includes two shelf brackets and black pinch trim installed on the outside edge of each shelf	1
X	< NOTCH ADJUSTABLE SHELF FOR STAIR CHAIR STORAGE Shorten shelf to allow stair chair storage, compt #4	1
	< > Adjustable Shelf IATS Shelf/shelves to be full depth	1
	Compartment Adjustable Shelf Tracks, Unistrut	1
	< Slide-Out Tray, Floor Mount in Curbside Battery Compartment Black Powder coat	1
	< > Plastic Tiles on Compartment Floors Includes Mate flex matting on all compartment floors.	1
	> Plastic Tile Color - Black (STD)	1
	MODULE DOOR CONSTRUCTION and COMPONENTS	1
	Trimark, Black (Black Handle) Exterior, Automotive Style, Locking	7
	Trimark, Black (Black Handle) Exterior, Automotive Style, Locking	1
	Trimark, Black (Black Handle) Exterior, Automotive Style, Locking	1
	Trimark, Black (Black Handle) Exterior, Automotive Style, Non-Locking	1
	Trimark, Black (Chrome Handle) Interior, Automotive Style, Locking	1
	Trimark, Black (Chrome Handle) Interior, Automotive Style, Locking	1
	Trimark, Black (Chrome Handle) Interior, Automotive Style, Non-Locking	1
	Extruded/Pan Formed Hybrid Doors (Standard)	1
	Electrical Feed to All Doors - Curly Cord	1
	Compartment and Entry Door Latching Hardware (Standard)	1
	Compartment Door Handles, Trimark, Automotive Style (All Black)	7
	Compartment Door Hold Open - Spring Assist (Standard) (per Compartment)	7
	< Curbside Entry Door Reduce height of side entry door to 70"H	1
	Curbside Entry Door Handles, Tri-Mark (All Black Exterior)	1
	Curbside Entry Door Closer - Gas Strut	1
	Rear Entry Doors	1
	Rear Entry Door Handles, Tri-Mark (Black Exterior)	1
	Rear Entry Doors, Cast Grabber Door Checks	2
	WINDOWS	1
	< Window, Side Entry Door, Upper, Dark Tint black frame	1
	< Window, Rear Entry Door, Upper, Dark Tint black frame	2

S	DESCRIPTION	QTY
	Window, 19" X 18" Dark Tint Slider	1
	Window, 19" X 18" Dark Tint Fixed	2
	Window, 36" X 18" Dark Tint Fixed	1
	Clamp Ring - Window 19" X 18" - 2.28" Wall	1
	Clamp Ring - Window 19" X 18" - 2.28" Wall	2
	Clamp Ring - Window 36" X 18" 2.28" Wall	1
	REFLECTORS	
<	3" round reflector - Red	1
	Install 3" round reflectors	3
	MISCELLANEOUS BODY COMPONENTS	
	Backer Plates for Dome Lights	1
	Backer Plates for Recessed IV Hangers	10
		2
<	Backer Plates, in Ceiling For Squad Bench Web Barrier	1
	See Fabrication prints for locations	
	ELECTRICAL FEATURES and COMPONENTS	
	12 Volt Electrical System, Excel	1
	12 Volt Recepts, Cigarette Lighter Style	1
		2
	12 Volt Recepts, Cigarette Lighter Style	1
	12 Volt Recepts, Cigarette Lighter Style	1
<	Clock, Analog, Battery Operated, Trin-Tec	1
	Installed over rear doors - attached w/ 3M Dual-Loc fasteners - includes AA battery	
	12 VOLT POWER COMPONENTS	
	Idle Control, Electronic Throttle	1
	12 Volt Load Center Location [J-Box] (Standard)	1
		1
	12 Volt Electrical System, Excel	1
< >	Power Locks for Module Entry Doors	1
	Includes actuator, actuator connector, actuator pigtail, relay connector - one switch installed on CS wall just inside the side entry door, one switch installed near rear doors on squad bench	
	Includes tie in to OEM cab chassis doors (including Key faubs if chassis is so equipped)	
< >	Power Locks for Compartment Doors	6
	Includes actuator, actuator connector, actuator pigtail, relay connector - Use same switch as entry doors	
< >	Remote Power Switch to Activate Cab & Module Door Locks	1
	In grille	
<	Driver's Control Console Gauges FirstTronics incorporated in the front switch panel	1
	Door Open Indicator FirstTronics	1
<	Module Power Disconnect Switch, TST Remote	1
	mounted in the J-box and wired to operate with the ignition switch w/ 5 minute delay unless indicated otherwise	
	Battery charger is included in selected inverter	1
<	12 Volt Recepts, Cigarette Lighter Style, Two(2)	1
	(1) in the Action Area, (1) in the ALS cabinet unless specified otherwise	
<	12 Volt Recepts, Cigarette Lighter Style, One (1)	1
	See prints	
< >	12 Volt Recepts, Cigarette Style, IATS for IV Warmer	1
	see 72-20-4400 for location requirements	
>	Clock, Analog, Battery Operated, Trin-Tec	1
	110/220 VOLT WIRING AND COMPONENTS	1

S	DESCRIPTION	QTY
	Recepts, Interior 110V AC Hospital Grade Duplex	3
	Recepts, Interior 110V AC Hospital Grade Duplex	3
<	110 Volt AC Wiring And Components	1
	Electrical system - 120-Volt	
>	Shoreline, 20A Kussmaul "Super Auto-Eject"	1
>	Inverter, Pre-Wire (Standard)	1
	Refer to Part #31-20-xxxx for Specific Inverter Information	1
S <	Inverter, Vanner 2600W w/ 55A Battery Charger	1
	wired to power interior recepts	
<	Recepts, 110V AC Hospital Grade Duplexes	1
	(1) in Action Area, (1) in Defib. area, (1) in ALS cabinet	
<	Recept, 110V AC Hospital Grade Duplex, Interior IATS	3
	(1) In upper ALS next to standard, (1) In second action area next to standard and (1) At head of squad bench below switches	
X <	HUBBELL 20 AMP TWISTLOCK OUTLET W/PIGTAIL	1
	Install in ceiling, at head of cot, slightly to the left side	
	INTERIOR LIGHTING and COMPONENTS	1
<	Dome lights, 9 Diode LED, Whelen	10
	(4) Dome lights to be wired to an on/off switch located at head of squad bench and to "DOME" switch on the switch panel that will work when the truck is plugged in	
>	Dome lights, 9 Diode, Whelen LED Specify QTY	1
<	Dome Lights, Curbside Activate on Opening of Entry Doors	1
	Curbside dome lights shall automatically light on their "low" setting when the rear entry doors or the side entry door is opened.	
<	Light, Side Entry Stepwell, (1) Recessed 3/4" 2 diode LED	2
	Installed on both sides of stepwell wall - light housing must be sealed against the treadplate using butyl tape to prevent water intrusion	
	Entry Door Reflectors	1
<	Action Area Light, LED 16" 12V Strip Light	1
	wired to a switch in the AA switch panel	
	Spotlight, Handheld, Optronics "BlueEye", 400,000 CP (Std.)	1
	Spotlight Mounting Location (Required)	1
	Spotlight Mounting Location, Hardwire to console	1
	ALS Cabinet Lights, 2 7/8" Recessed Incandescent	2
	EXTERIOR LIGHTING and COMPONENTS	1
<	Exterior Lighting Requirements - General	1
	All light fixtures to be installed using nylon inserts unless directed otherwise.	1
	On secondary mode; grille, intersection, and center clear warning lights drop off.	
	DOT LIGHTING	1
	DOT Clearance and Marker Lighting	1
	DOT Clearance and Marker Lighting (Front/Rear Module Walls)- STD	1
	DOT Clearance and Marker Lighting (Side Walls-Round) - STD	2
	FRONT MODULE WALL EXTERIOR LIGHTING	1
	Lightbar, Front, None Required, 7-Light Pattern, Whel LED Warn. w/f	1
	Lightbar, Front, None Required	1
	Cab/Chassis Lighting Package, Chevy G4500	1
	Warn. Light, Grille, Pass. Side, Whel LED Warn. Chevy G, Cast	1

S	DESCRIPTION	QTY
	Warn. Light, Grille, Driver Side, Whel LED Warn. Chevy G, Cast	1
	Warn. Light, Inters., Pass Side, Whel 3x7 LED Warn. w/f	1
	Warn. Light, Inters., Driver Side, Whel 3x7 LED Warn. w/f	1
	REAR MODULE WALL EXTERIOR LIGHTING	1
	Lightbar, Rear, None Required, Whel LED Warn. w/f	1
	ARROW LIGHTBARS	1
	Rear Scene Lights, Activate on Opening of Rear Entry Doors	1
	Rear Scene Lights, Activate on Reverse Gear	1
	Warn. Light, Front Passenger Side #1, Whel LED w/f	1
	Warn. Light, Front Passenger Side #2, Whel LED w/f	1
	Warn. Light, Front Passenger Side #3, Whel LED w/f	1
	Warn. Light, Front Center, Whel LED w/f	1
	Warn. Light, Front Driver Side #3, Whel LED w/f	1
	Warn. Light, Front Driver Side #2, Whel LED w/f	1
	Warn. Light, Front Driver Side #1, Whel LED w/f	1
	Warn. Light, Rear Passenger Side, Whel LED w/f	1
	Scene Light, Rear Passenger Side, Whel w/f	1
	Warn. Light, Rear Center, Whel LED w/f	1
	Scene Light, Rear Driver Side, Whel w/f	1
	Warn. Light, Rear Driver Side, Whel LED w/f	1
	STOP, TAIL, TURN, AND BACKUP LIGHTING	1
<	T/B/T/BU Lights, Whelen,4x6,LED/Incand.,dual turns,w/f	1
	Includes one (1) pair of brake/tail lights, one (1) pair of turn signals, and one (1) pair of back-up lights mounted on the rear exterior module wall.	
	Includes one (1) pair of turn signals mounted on the front exterior module wall.	
	CURBSIDE MODULE WALL EXTERIOR LIGHTING	1
	Warn. Light, CS Front, Whel LED w/f	1
	Scene Light, CS Front, Whel w/f	1
	Scene Light, CS Rear, Whel w/f	1
	Warn. Light, CS Rear, Whel LED w/f	1
	CS Scene Lights, Do NOT Activate on Opening of Entry Door	1
	STREETSIDE MODULE WALL EXTERIOR LIGHTING	1
	Warn. Light, SS Front, Whel LED w/f	1
	Scene Light, SS Front, Whel w/f	1
	Scene Light, SS Rear, Whel w/f	1
	Warn. Light, SS Rear, Whel LED w/f	1
	SS Scene Lights, Do NOT Activate on Opening of SS Compartment Doors	1
	Rearmost Side Wall Scene Lights, Activate on Reverse Gear	1
	Whelen,3x7,Red,LED Flashing, Color Lens,w/o flange	1
	Whelen,3x7,Red,LED Flashing, Color Lens,w/o flange	1
	Whelen,3x7,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,3x7,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,4X6,Amber,Turn LED,w/ flange	1
	Whelen,4X6,Red,Brake/Tail LED,w/ flange	4
	Whelen,4X6,Clear,Backup,w/ flange	2
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	2
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Red,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Amber,LED Flashing, Color Lens,w/ flange	1
	Whelen,7x9,Clear,LED Flashing, Clear Lens,w/ flange	1
	Whelen,7x9,Clear,LED Flashing, Clear Lens,w/ flange	1

S	DESCRIPTION	QTY
	<i>Grille Bezel, Cast, Chevy G, Pass. Side</i>	1
	<i>Grille Bezel, Cast, Chevy G, Driver Side</i>	1
	<i>DOT Clearance and Marker Lighting RED</i>	5
	<i>DOT Clearance and Marker Lighting AMBER</i>	5
	License Plate Light, LED	1
	<i>Deutsch water proof connector</i>	1
	<i>Deutsch water proof connector</i>	1
	<i>Deutsch water proof connector</i>	1
	<i>Deutsch water proof connector</i>	1
	<i>Deutsch water proof connector</i>	4
	<i>Deutsch water proof connector</i>	2
	<i>Deutsch water proof connector</i>	2
	WARNING LIGHT and HEADLIGHT FLASHERS	
	I-Warning Light Flasher, Vanner 9860GCPE (Standard))	1
	Warning Light Flash Pattern, K-Spec	1
		1
	STROBE POWER SUPPLIES	
		1
	AUXILIARY LIGHTING	
	<i>3/4" Recessed 2 diode LED</i>	1
	2 7/8" Recessed Incandescent	2
	<i>2 7/8" Recessed Incandescent</i>	2
<	<i>Compartment Lights, 2 7/8" Recessed Incandescent</i>	10
	one (1) per compartment - if installed below the floor line, seal backside of flange w/ foam tape	10
	two (2) in SS#2	
	AUDIBLE WARNING DEVICES	
	Refer to Chassis Section Above for Correct Siren Speakers	1
	<i>Antenna Power and Ground</i>	1
	<i>Antenna Base</i>	2
	<i>Breaker, 20 AMP</i>	2
	Back-up Alarm, 97 dBa (Standard)	2
	Siren, Whelen 295HFSA7	1
	<i>Siren Speakers, Chevy G-Series</i>	1
		1
	COMMUNICATION PROVISIONS AND EQUIPMENT	
	<i>Antenna, Coax DELETE</i>	1
>	<i>Antenna Base, w/Coax IATS</i>	1
<	<i>Radio Power and Ground Wires IATS</i>	2
	10 ga. power (red) and ground (black) wired to a 20A breaker in the J-box - terminated _____	2
<	<i>Back-Up Camera System - Zone Defense</i>	1
	Adjust Camera field of view to ensure visibility of edge of the rear bumper.	
	Mount monitor between visors but high enough not to interfere with movement of visors	
	ENVIRONMENTAL SYSTEMS AND COMPONENTS	
	Exhaust Fans, 12V Blower	1
	Cowl Vent - 4" Polished	2
	Rectangular Vent - 8"x4" Polished	3
	<i>Heat / AC Pro Air #935 12v Ducted Combo System</i>	1
<	<i>Heat / AC Water Valve, Manual</i>	1
	On Type I Chassis please mount manual valve and electric/vacuum valve inside A/C -Heat cabinet. Not under vehicle.	2
	On Type III chassis, mount manual valves behind removable panel in streetside #1. Mount electric/vacuum valve in A/C cabinet.	
	<i>Heat / AC Water Valve, Vacuum</i>	1
	<i>Heat / AC Duct Adapters</i>	8
	<i>Heat / AC Ducted Vents</i>	8

S	DESCRIPTION	QTY
	<i>Heat / AC Ducted Vent Retainers</i>	8
	<i>Heat / AC Ducted Vent Adapter</i>	8
	<i>Heat / AC Rigid Ducting</i>	1
	<i>Heat / AC Flexible Ducting</i>	1
	<i>Heat / AC Plenum</i>	1
	<i>Heat / AC Face Plate</i>	1
	<i>Heat / AC Pad</i>	1
<	<i>Heat / AC Skirt Mount Condenser Kit</i> Install a mud flap forward and rearward of the condenser.	1
	<i>Heat / AC, Pro Air Ducted Combo System</i>	1
	<i>Heat / AC System Installed Above ALS Cabinet</i>	1
<	<i>Auxiliary AC Condensor, Pro Air Skirt Mount</i> Includes mudflaps before and after Wire to operate whenever both cab and module A/C system is on	1
<	<i>Booster Pump - 12V</i> Install in the water supply line to the heater	1
	<i>Thermostat, Pro Air (Standard)</i> Exhaust Fans, Dual 12V Blowers (Standard)	1
	INTERIOR FEATURES and COMPONENTS	1
	ENTRY DOOR FINISHES and COMPONENTS	1
	Entry Doors Liners, 2-Piece Split Design	1
	Entry Doors, Upper Liners, Aluminum w/ Multispec Face	1
	Entry Doors, Kick Plates, ADP (Standard)	1
<	<i>Entry Door Grab Bars, 1.25" S/S, 45° "V" Style</i> Backer plates must be installed inside door before sending unit to paint.	3
	WALL MOUNTED GRAB BARS	1
	Grab Handle, Chrome	2
	Wall Mounted Grab Handles, Two (2)	1
	CEILING GRAB BARS	1
<	Grab Bar, Above Cot, 1.25" x 72" Stainless Steel all fastening points must fall on roof tubes or backer plates	1
<	<i>Grab Bar, Above Squad Bench, 1.25" x 72" Stainless Steel ILOS</i> all fastening points must fall on roof tubes or backer plates	1
	UPHOLSTERY	1
< >	Upholstery, Seamless Vinyl, Solid Color (Standard) solid color seamless	1
	<i>Upholstery Color, Gunmetal</i>	1
<	Padded Vinyl Trim (Standard) Vertical and horizontal edges above the monitor/defib and action area	1
	FLOOR COVERING	1
>	<i>Flooring, Lon Seal "Lon Plate II", LWB</i>	1
	<i>Flooring Color, "Lon Plate II", Gunpowder 424TX</i>	1
	SILL, SCUFF and COT WHEEL PLATES	1
	Floor Sill Plates, Brushed Stainless Steel (Standard)	1
	<i>ABS Console - Chevy Dsl.</i>	1
	<i>Console, Cab, Chevy Floor Mount, Diesel</i>	1
	ATTENDANT'S SEAT	1
	<i>Attendant's Seat, EVS 1802 Hi-Back Child Safety</i>	1
	<i>Attendant's Seat Base, EVS Swivel 2 Pos</i>	1
	CABINETY PACKAGES	1
	<i>Interior Cabinetry, Plywood Medic LML</i>	1

S	DESCRIPTION	QTY
	Cabinetry Laminate Color: Fog (Matte) Multispec Color: Greystone MS99-6072	1
	CEILING FINISHING	1
<	Headliner, Patient Compartment, Vinyl Wrapped Luan backer w/ padded white vinyl cover	1
	ELECTRICAL (J-BOX) CONSTRUCTION	1
	Electrical (J-Box) - Standard Configuration	1
	ALS CABINET	1
	ALS Cabinet - Standard Configuration	1
<	Glove Box Cabinet, Three Hole Design Above Side Entry Use 3/8" thick Plexi - see prints	1
	SQUAD BENCH and COMPONENTS	1
<	Squad Bench Base, Wood Construction M Includes seat belts for three seated occupants or one stretcher	1
<	Scuff Plate, Brushed S/S, Squad Bench Riser, Isle Requires 3" rolled floor cove feature w/ 13" +/- S/S overlay above	1
<	Floor Cove, 3" Roll Up at Squad Bench Riser Flooring rolls up the face of the riser - 3"	1
	Squad Bench Lid, Split, 3/4" Plywood	1
	Squad Bench Interior, Plywood w/ White Lam	1
< >	Embossed Rubber Liner Under Squad Bench install on floor of storage space under squad bench - adhere rubber w/ Chemrex adhesive	1
S < >	Cabinet at Head of Squad Bench IATS Cabinet to be used as armrest with (2) cup holders. Cover in padding. Install (2) glove box holders on side entry side of armrest	1
<	Net At Forward End of Squad Bench to Ceiling - Black a net from squad bench to ceiling at forward end - seatbelt buckles at top and bottom - add backer plates in ceiling - thru-bolt at squad riser or lid w/ backer plates	1
< >	Cabinet Above Squad Bench 8" depth (overall) unless otherwise noted. See Prints. Maximum Height 8 1/4". No struts.	1
<	Aluminum Frame Sliding Panel Dry Erase Board Installed Aluminum frame, multispec coating, sliding panels	1
<	Glove Box Cabinet, Two Glove Boxes Above Rear Entry Use 3/8" thick Plexi - see prints	1
	STREETSIDE CABINETRY	1
	Streetside Cabinetry - Standard Configuration	1
< >	Scuff Plate IATS, Brushed S/S, Lower Streetside Cabinet Wall Installed from CPR seat down with bend to create lip at bottom	1
	CPR SEAT	1
	Refer to Part #14-25-xxxx for CPR Seat Construction Info.	1

S	DESCRIPTION	QTY
	<p>< > CPR Seat w/ Hinged Backrest and Fixed Seat Hinged backrest, fixed seat lid - includes lap style seat belt</p>	1
	<p>CPR Seat Interior, Plywood w/ White Lam</p>	1
	<p>< > Embossed Rubber Liner Under CPR Seat installed on floor of storage space only - adhere rubber w/ Chemrex adhesive</p>	1
	<p>< > Cabinet Above CPR Seat See prints. Maximum Height 8 1/4". No struts.</p>	1
	ACTION / MONITOR-DEFIB. AREA COMPONENTS	
	<p>< > Countertop, Action Area, Solid Surface Material Build cabinets with flat counter tops (no lips) - bottom screws in back wall to be lowered and sunk flush so they are hidden by the solid surface top - color to match the action area counter</p>	1
	<p>< > Countertop, Monitor/Defib, Solid Surface Material Build cabinets with flat counter tops (no lips) - bottom screws in back wall to be lowered and sunk flush so they are hidden by the solid surface top - color to match the action area counter</p>	1
	<p>Solid Surface Countertop Color - Dusk</p>	1
	SHELVES and SHELVING COMPONENTS	
	<p>> Cabinet Shelves, 3/4" Plywood w/ Laminate</p>	1
	<p>< > Cabinet Shelf Track, Unistrut Aluminum Upgrades all interior cabinet shelf tracks - including ALS cabinet</p>	1
	DIVIDERS	
	CABINET DOORS/WINDOWS and DRAWERS	
	<p>< Cabinet Doors/Windows, General (Plywood) See prints.</p>	1
	<p>All Sliding Plexiglas Doors to have stops placed in window track.</p>	
	<p>Plexiglas Color, Clear</p>	1
	<p>< > Door/Drawer Latch, Thumb Style, Chrome, Locking see prints</p>	1
	<p>Located on cabinet over walk-thru</p>	
	MEDICAL SYSTEMS and COMPONENTS	
X	<p>< DEFIBRILLATOR M-200 MEDTRONIC LIFEPAK 15 Install on second action area, to swivel from facing patient to facing CPR seat</p>	1
S	<p>IV Hangers, Cast Products Recessed in Ceiling</p>	2
S	<p>< Sharps Container, Mail Box Style, 5-Quart Install on wall at foot of squad bench</p>	1
S	<p>< Sharps Container Bracket 5-Quart Install on wall at foot of squad bench</p>	1
	<p>Oxygen / Vacuum / Medical Air Trim Bezel</p>	2
	<p>Oxygen / Vacuum / Medical Air Trim Bezel</p>	3
	<p>Oxygen Outlets, Ohio Style Quick Disconnect</p>	2
	<p>Oxygen Outlets, Ohio Style Quick Disconnect</p>	3
	<p>Vacuum Pump, Gast</p>	1
	<p>On-Board Cylinder Base</p>	1
	<p>On-Board Cylinder Base</p>	1
	<p>On-Board Cylinder Bracket</p>	2
	<p>On-Board Cylinder Bracket</p>	2

S	DESCRIPTION	QTY
	Nylon Insulator <i>Nylon Insulator</i>	4
	OXYGEN SYSTEM and EQUIPMENT	4
<	<i>On-Board Oxygen Cylinder Bracket</i> Bracket needs to hold a "H" tank	1
<	<i>On-Board Oxygen Cylinder Bracket</i> Bracket needs to hold a "H" tank	1
	Oxygen Cylinder Wrench (Standard)	1
< >	Oxygen Outlets, Ohio Style Quick Disconnect (2 in Action Area) (2) in Action Area	1
< >	<i>Oxygen Outlets, Ohio Style Quick Disconnect IATS</i> (2) Above squad bench and (1) In ceiling	3
X <	O2 CONTENTS GAUGE IN ACTION AREA Gauge needs to show the contents of the tank being used	1
	MEDICAL AIR SYSTEM and EQUIPMENT	1
	VACUUM SYSTEM and EQUIPMENT	1
	Vacuum System, On-Board w/o Ohio Style Outlet	1
<	Vacuum Pump, Gast (Standard Types I and III) Installed in SS#2 w/ mesh wire cover unless specified otherwise	1
	Vacuum, Aspirator, RICO RS4X Disposable	1
	IV SYSTEM and EQUIPMENT	1
	IV Hangers, Cast Products Recessed in Ceiling	1
< >	<i>IV Warmer, Smithworks, 14"w x 12"d x 2.5"h</i> Located in top of ALS on bottom shelf, to the right side	1
X <	MAC MEDICAL SINGLE CHAMBER BLANKET WARMER Install in lower ALS, on right side	1
	BIO-WASTE CONTAINERS	1
>	<i>Sharps Container, Mail Box Style, 5-Quart w/ Wire Bracket</i>	1
	COT AND STRETCHER EQUIPMENT	1
	PRIMARY COTS	1
S <	<i>Cot, Stryker Power-Pro Model 6506</i> cot w/ mattress and straps	1
	COT FASTENERS	1
X	STRYKER POWER LOAD FLOOR PLATE	1
	<i>Cot Fastener, Stryker 6370 Single Position</i>	1
	<i>Cot Mounts, Set for Stryker MX-Pro Model 6082 - Center</i>	1
	COT EQUIPMENT	1
	STRETCHERS and EQUIPMENT	1
	<i>Stair Chair, Stryker Stair-Pro Model 6252 w/ Straps</i>	1
	DECALS and LETTERING	1
	K-SPEC LETTERING	1
	STAR-OF-LIFE DECALS	1
	CUSTOM DECALS	1
<		1
	CUSTOM LETTERING	1

S	DESCRIPTION	QTY
	DECAL STRIPING	1
	CHEVRON STRIPING - DOORS and SIDES	1
< >	<i>Decals, Chevron Striping, Sides Only, 6" Wide Tape, 2 Color - Diamond Grade Lime yellow and white</i>	1
	CHEVRON STRIPING - INTERIOR ENTRY DOOR	1
>	No Interior Entry Door Chevron Striping Decals Required	1
<	<i>Decals, Striping, White Reflective</i> includes white reflective tape in the center section - see prints.	1
	PAINT	1
	MODULE PAINT	1
<	<i>Paint, Module, PPG - White (Standard)</i> Wheels remain OEM color	1
	CHASSIS PAINT	1
	PAINT STRIPING	1
	MISCELLANEOUS EQUIPMENT and COMPONENTS	1
<	<i>Stretcher Strap, Exterior Compartment (Standard)</i> Installed in CS-rear compartment unless directed otherwise - nylon strap with two (2) footmans loops	1
< >	<i>Equipment Strap(s), Seat Belt Style IATS</i> Nylon web strap w/ seat belt clip/buckle and two (2) footmans loops	1
<	Interior Safety Signs (Standard) Two (2) NO SMOKING-OXYGEN EQUIPPED and two (2) FASTEN SEAT BELTS signs, one (1) each in the cab and in the patient compartment, 110V for each 110V outlet, cleaning sticker in Action Area, "Authorized Service Only" sticker in J Box.	1
	Owner's Manual / Equipment Packet / OEM Manual	1

**ALGER COUNTY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

September 16, 2013

Minutes are subject to corrections and approval

Pursuant to recess, the Alger County Board of Commissioners convened in the conference room of the county building at 4:00 p.m. on the above date.

The meeting was called to order by Vice-Chairman Mattson with the following Commissioners present: Commissioners Pullen, Rondeau, and Mattson. Absent – Commissioners Doucette and VanLandschoot.

The board of commissioners said the Pledge of Allegiance.

Public comment session was open. There was no public comment from the floor; thus, the public comment session was closed.

On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to approve the agenda as presented. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Rondeau and seconded by Commissioner Pullen to approve the Regular Board of Commissioners minutes of August 19, 2013 and the Committee of the Whole minutes of September 9, 2013. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

There was discussion on getting estimates on the roof. Murray Donnelly discussed the estimates for the roof provided by Independent Roofing & Siding Co. Commissioner Pullen discussed having Independent Roofing do the job. It was discussed that from this point on, there should be more than one bid. On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to authorize the work on the roof for the ballast, flashing and the fascia for a total amount of \$7,904. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

There was discussion on the county using Abilita for phone consulting and savings. MAC (Michigan Association of Counties) endorses the use of Abilita. Murray explained what Abilita does and that the only time they will get paid is when there is a savings. He said that they will go over cost saving ideas and then the county would pay 50% of all savings realized as a result of the acceptance of recommendations made by Abilita. On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to postpone this until the October meeting. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

Karen LaFoille discussed her retiring and the judicial committee meeting. She said that they have looked at the how the replacements could work very carefully. She said that there are four counties involved and that they are trying to come up with the most efficient and cost effective way to cover circuit court. She said that this job is more than a one person job. There was discussion on Karen LaFoille retiring and replacing her with Chelsea Heyrman and for her to work no more than 29 hours per week. In exceptional trial circumstances, both Stacey Masters and Jill Maddox have volunteered to step up and assist with the circuit court recording. Karen also discussed needing and hiring a part-time person at \$13.68 per hour in Schoolcraft County to help in the circuit court office. This cost for the office help will be split between the four counties (Alger, Luce, Mackinac, and Schoolcraft). She said that they would like to advertise for this position. On a motion by Commissioner Rondeau and seconded by Commissioner Pullen to authorize Karen to advertise for a part-time assistant to the court administrator/scheduling clerk position in Schoolcraft County for 24 hours per week at \$13.68 per hour. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot. The circuit court recorder will be discussed more at the next Committee of the Whole meeting in October.

On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to authorize passing and signing the Annual Child Care budget. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Rondeau and seconded by Commissioner Pullen to authorize the clerk to turn over the delinquent health insurance policies of Marcus Jones and Dave Latvala to the Ann Arbor Credit Bureau. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to approve and authorize anyone that goes onto cobra insurance has to deal with MAC (Michigan Association of Counties) directly, except the ones that are paid for directly by the county. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

The sheriff reiterated on needing to hire a full-time person. On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to authorize the sheriff to hire one full-time employee. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

There was discussion on authorizing the sheriff to purchase a new ambulance. He discussed the Stryker lift and chair equipment. He said that the old ambulance will go to Mathias Township. He said that the board could delay the decision one month, but the Stryker equipment would increase \$1,179 next month. The sheriff's recommendation is to go with Michigan First Response with the McCoy Miller ambulance. The cost would be \$180,550 plus an additional \$26,108.30 for a Lifepak for a total amount of \$206,658.30. He said that he has \$160,000 for vehicle replacement in this year's budget and the rest would come from next year's budget. He also thought that he would only have to pay 50% of the cost to order the new ambulance. On a motion by Commissioner Rondeau and seconded by Commissioner Pullen to authorize the sheriff to purchase the new ambulance from Michigan First Response in the total amount of \$180,550 plus \$26,108.30 for a new Lifepak. The monies are to come from the ambulance fund. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Rondeau and seconded by Commissioner Pullen to authorize the sheriff to contact salvage dealers and to scrap the 2002 Ford Explorer to the highest bidder. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to authorize the sheriff to purchase a new computer from Compudyne in the amount of \$1,147.69. \$286.92 is to come from the ambulance fund, the 911 fund, and the jail budget. \$286.93 is to come from the sheriff's budget. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Rondeau and seconded by Commissioner Pullen to authorize up to three commissioners to attend the U.P. Association of County Commissioners Conference October 17-18, 2013. Registration is \$50 per person and the room is \$70.85 for single or double occupancy. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

Authorizing an administrative leave policy was next on the agenda. The clerk said that the Hillsdale County Clerk is trying to find the policy. The Hillsdale County Clerk said she didn't know of one, but she would check with the commissioners that were here and said that they had one. On a motion by Commissioner Rondeau and seconded by Commissioner Pullen to postpone an administrative leave policy until the information is available. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

Old business was next. There was none.

On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to authorize payment to NorthCare Network for their substance abuse appropriation in the amount of \$15,281. The monies are to come from their appropriation (101-631-969.000). Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

Board bills were discussed. On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to approve payment of all of the board bills. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to approve the financial reports for all funds. A full 30-page report is available upon request with the treasurer. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to authorize the treasurer to create department #870 (expenditure miscellaneous budget). Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Rondeau and seconded by Commissioner Pullen to authorize the treasurer to transfer from the general fund to eliminate the deficit funds for the year ending 2012. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to authorize the treasurer to transfer from the foreclosure fund #517 into the general fund the amount of \$17,201.47. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Rondeau and seconded by Commissioner Pullen to authorize the treasurer to transfer in summer tax collection (101-000-444.200) in the amount of \$1,900 out of the summer tax collection fund (602-000-995.101). Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to authorize the treasurer to amend the following revenues:

REVENUE AMENDMENTS

- A. Authorize the treasurer to amend the general fund transfer in foreclosure fund (101-000-446.000) in the amount of \$12,701.47
- B. Authorize the treasurer to amend the general fund postage (101-000-649.000) in the amount of \$2,500
- C. Authorize the treasurer to amend the revenues in the general fund federal park patrol (101-000-506.000) in the amount of \$2,390.49
- D. Authorize the treasurer to amend the revenues in the general fund miscellaneous revenue in the amount of \$25,732.09 (101-000-677.000).

Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

On a motion by Commissioner Rondeau and seconded by Commissioner Pullen to authorize the clerk to amend the following expenditures:

EXPENDITURE AMENDMENTS

- A. Authorize the clerk to amend the expenditures in the treasurer’s budget in the amount of \$12,701.47
- B. Authorize the clerk to amend the expenditures in the general fund postage account (101-288-729.000) in the amount of \$2,500
- C. Authorize the clerk to amend the expenditures in the general fund federal park patrol in the amount of \$2,390.49
- D. Authorize the clerk to amend the audit budget (101-105-811.000) in the amount of \$4,300
- E. Authorize the clerk to amend the expenditures in the attorneys/consultants budget in the amount of \$2,432.09 (101-135-969.000)
- F. Authorize the clerk to amend the expenditures in miscellaneous budget (101-870-995.000) in the amount of \$19,000

Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

There were no miscellaneous items.

There was discussion on resolution #2013-12. On a motion by Commissioner Pullen and seconded by Commissioner Rondeau to approve and authorize the chair to sign the following resolution #2013-12:

RESOLUTION #2013-12

WHEREAS, property owners wanting to appeal the assessed values of their property can do so through the State of Michigan Tax Tribunal, who has the authority under the Tax Tribunal Act to review and reevaluate the assessments and valuation of property under the General Property Tax Act (PA 206 of 1893); and

WHEREAS, recent decisions by the Tax Tribunal appear to set a trend for reversing and significantly lowering the property assessments set by local municipalities for larger retail property owners, by using a valuation comparison of “dark stores” which are closed, abandoned, former retail stores with thriving, occupied retail spaces; and

WHEREAS, this concerning trend is costing local municipalities not only in the legal costs to defend their assessments before the Tax Tribunal, but also in the reduced tax income as a result of the Tax Tribunal lowering the property values; and

WHEREAS, local municipalities right here in Alger County are being hurt financially by the inaccurate and arguably unfair valuation methods being utilized by the Tax Tribunal; and

WHEREAS, Senator Casperson and State Representative Kivela have presented a bill which amends the General Property Tax Act (specifically MCL §211.27), and defines “existing use” in determining true cash value of property as being based on its use at the time of assessment and current value received from property. It further deems the “existing use” to be the highest and best use where the use is financially feasible and more profitable than modification or redevelopment; and

WHEREAS, with the more specific definitions to the General Property Tax Act, which the Tax Tribunal follows, the detrimental trend of reduced property valuations should cease.

NOW, THEREFORE, BE IT RESOLVED that the Alger County Board of Commissioners supports Senator Casperson's and Representative Kivela's bill to amend MCL §211.27, which will better define terms used to assess property values in the State of Michigan.

Adopted this 16th day of September, 2013.

Jerry Doucette, Chair
Alger County Board of Commissioners

Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

Committee reports were next. Commissioner Mattson discussed the Brownfield meeting. He said that two townships (Burt and AuTrain) attended the meeting and will be attending future meetings.

Correspondence was read from the LMAS and Metropolitan Telecommunications d/b/a Mettel. The correspondence will be placed in the file.

Board comments were next. There were no board comments.

Staff comments were next. The sheriff thanked the board for the new ambulance and the staff and for understanding the need. The undersheriff discussed Ron Koski, Supervisor for the UPSET Team, and the meth problems starting in Alger County. He discussed that he would like Mr. Koski to come up and give the board a presentation and an idea of what is going on and what kind of drug problems there are. The sheriff also commented that Bill Paige with MMRMA would come and give a presentation on administrative leave. Commissioner Mattson discussed an issue that happened in a federal park in Montana with a wife that pushed her husband off of a cliff and that it was turned over to a federal court system. The sheriff discussed the Richardson case. There were no other staff comments.

Public comment session was open. There was no public comment from the floor; thus, the public comment session was closed.

It was moved by Commissioner Rondeau and seconded by Commissioner Pullen to adjourn the meeting at 5:38 p.m. Motion carried by the following vote: Ayes – Commissioners Pullen, Rondeau, and Mattson. Nays – none. Absent – Commissioners Doucette and VanLandschoot.

Jerry Doucette, Chairman
Alger County Board of Commissioners

Mary Ann Froberg
Alger County Clerk

AWARDING A CONTRACT TO
SOUTHEASTERN SPECIALTY VEHICLES
For AMBULANCES
BY PIGGYBACKING A BID AWARDED
PREVIOUSLY BY
Alger County, Michigan

Pursuant to North Carolina General Statute 143-129 notice is hereby given that at the regularly scheduled meeting in December 2013, the Board of Commissioners of Cabarrus County, North Carolina will consider a request from the Cabarrus County Emergency Medical Services department to piggyback the purchase of (3) ambulances contracted by Alger County, Michigan as awarded to Southeastern Specialty Vehicles in September 2013.

Written inquiries relative to the proposed intent should be directed to Sherri Barnhardt, Purchasing Agent, Cabarrus County Finance, PO Box 707, Concord, North Carolina 28026-0707. Interested citizens may also inquire by telephone at (704) 920-2884, Monday through Friday, between the hours of 8:00am and 5:00pm, or personally inquire at the Purchasing Agent's office which is located in the Finance Department on the second floor of the Cabarrus County Government Center, 65 Church Street, SE, Concord, North Carolina.

This notice is hereby given this date, November 6, 2013.

Sherri Barnhardt, CLGPO, CPPB
Purchasing Agent/Contract Administrator
Cabarrus County, North Carolina



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Finance - CCS QSCB Reallocation Request and Related Budget Amendment - \$13,835

BRIEF SUMMARY:

Cabarrus County Schools (CCS) Finance staff are requesting QSCB (Qualified School Construction Bonds) reallocations, outlined in the enclosed memo and related budget amendment request totaling \$13,835. There is \$13,835 remaining in the Central Cabarrus Window/Door project (\$8,501) and the Breaker Panel project (\$5,334). The reallocation requested will be for the Mt. Pleasant High School Boiler project (\$10,892) and the Northwest Cabarrus High School Gymnasium (\$2,943) project.

REQUESTED ACTION:

Motion to approve the Cabarrus County School's QSCB reallocation of various project budgets totaling \$13,835 and related budget amendment contingent on Cabarrus County Board of Education's approval on December 2, 2013.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Len Witke, Cabarrus County Schools

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

BUDGET AMENDMENT:

Date: 11/21/2013 **Amount:** \$13,835

Dept. Head: Susan Fearrington, Asst. Finance Director **Department:** Finance - QSCB

Internal Transfer Within Department Transfer Between Departments/Funds
 Supplemental Request

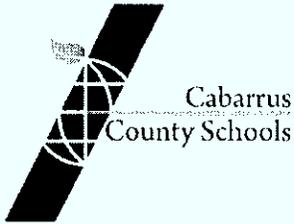
Purpose:

This budget amendment reallocates funds from the completed Central Cabarrus Window/Door project and the Breaker Panel projects to the Mt. Pleasant High School Boiler and Northwest High School Gym Addition projects.

Account Number	Account Name	Approved Budget	Inc Amount	Dec Amount	Revised Budget
36797307-9821-GEN	Bldg & Reno-GEN-CCHS	\$778,293.00		\$8,501.00	\$769,792.00
36797338-9821-MEP	Bldg & Reno - MEP	\$293,438.00		\$5,334.00	\$288,104.00
36797337-9821-MEP	Bldg & Reno - MEP-MPHS	\$152,461.00	\$10,892.00		\$163,353.00
36797308-9821-GEN	Bldg & Reno GEN NWHS	\$3,546,121.00	\$2,943.00		\$3,549,064.00
	Total	\$4,770,313.00	\$13,835.00	\$13,835.00	\$4,770,313.00

ATTACHMENTS

[School Request Memo](#)



4401 Old Airport Road
PO Box 388
Concord, NC 28026.0388

(704) 262-6144
(704) 262-6141 Fax

Date: November 20, 2013
To: Board of Commissioners
From: Kelly H. Klutz, Chief Financial Officer
Cabarrus County Schools
RE: Request to move QSCB funds

Cabarrus County Schools request the following movement of QSCB funds. The request is being presented to the Board of Education on December 2, 2013 and the Board of Commissioners on December 2, 2013. Once a formal budget amendment has been approved, a signed budget amendment will be presented to formally reflect the change.

As the final QSCB projects wind down, it is important to distribute surplus funds from completed projects to those few remaining unfinished projects that require additional funds to enable them to be completed.

There is currently \$8,501 remaining in the Central Cabarrus High School Windows and Doors project and \$5,334 in the Various Schools Breaker Panels plus Safety Equipment project that will not be used due to expenses being less than anticipated.

Our request is to move \$10,892 of this money to the Mt. Pleasant High School Boiler project and the remaining \$2,943 to the Northwest Cabarrus High School Gym project. The addition of funds to these two projects will provide funds for required change orders.

Signed:

A handwritten signature in black ink, appearing to read 'Kelly H. Klutz', written over a horizontal line.

Kelly H. Klutz, CPA
Chief Financial Officer

Requested Budget Amendments

	Current Budget	Amendment	New Budget
Central Cabarrus High - Windows and Doors	460,179.00	(8,501.00)	451,678.00
Various Schools - Breaker Panels plus Safety Equipment	293,438.00	(5,334.00)	288,104.00
Mt. Pleasant High - New Boilers	152,461.00	10,892.00	163,353.00
Northwest Cabarrus High - Gym Addition	2,884,705.00	2,943.00	2,887,648.00
	3,790,783.00	-	3,790,783.00

The requested budget amendment allows Cabarrus County Schools to distribute funds from CCHS - Windows & Doors and Various Schools - Breaker Panels to MPHS - Boilers and NWCHS - Gym Addition projects.

UPDATED

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

ITS - Interlocal Agreement to Provide Accela Automation Software Hosting and Licensing to the City of Concord.

BRIEF SUMMARY:

Cabarrus County has been using Accela since 2008, and began work on a joint City-County project in 2013 which will allow the City of Concord to share the Accela Automation software. The City, in conjunction with the County, has completed a Scope of Work leading to a contract proposal from Accela to implement the software solution for the City utilizing the County's existing computer infrastructure. As part of the proposal, Accela requires the establishment of an intergovernmental agreement between the City and the County. This agreement will allow Accela to amend their license agreement with the County, naming Concord as a third-party beneficiary to use the Accela Automation software within Concord's geographical and political boundaries.

REQUESTED ACTION:

Motion to approve the Interlocal Agreement between Cabarrus County and City of Concord and authorize the County Manager to execute the agreement on behalf of Cabarrus County, subject to review and/or revision by the County Attorney.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Deborah A. Brannan, CGCIO Cabarrus County, Information Technology Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS

- [Interlocal Agreement City of Concord](#)
 - [Agreement Amendment](#)
-

This INTERLOCAL AGREEMENT (“Agreement”), permitted by N.C. Gen. Stat. §160A-460 et seq., is made as of _____, 2013 by and between CABARRUS COUNTY, (“County”) and the CITY OF CONCORD, North Carolina (“City”).

Background

The Accela Automation software is licensed to Cabarrus County and housed on servers located at 65 Church St SE in Concord. The County has been using Accela for over 5 years and in early 2013, a joint project City-County project was proposed to allow the City of Concord to share the Accela Automation software. The City in conjunction with the County has completed a Scope of Work leading to a contract proposal from Accela to implement the software solution for the City using the County computer infrastructure. As part of the proposal, Accela requires the establishment of an intergovernmental agreement between the City and the County. This agreement will allow Accela to amend their service agreement with the county allowing Concord to be named as a third-party beneficiary to use the Accela Automation software within Concord’s geographical and political boundaries.

Section 1- License Requirements and Ownership

To add the City to the Accela system, the County will need to purchase the quantities of Accela Automation licenses listed in Table 1. The City will agree to reimburse the County for their cost for the additional licenses and to reimburse the County for the annual maintenance on these licenses. All Accela Automation licenses will be the property of the County until such time the City decides to no longer use the County to host the Accela Automation software as outlined in section 5. All, City process configuration, and training of the Accela Automation software are the responsibility of the City; however, based on the goal to integrate business processes and related technology the City and County Accela Administrators will work together to modify and implement configuration in the Accela software.

Table 1

License	Quantity	Fees
Accela Automation-5 User Pack	7	\$76,965.00
Accela Mobile Office- 5 User Pack	2	\$21,990.00
Accela GIS – 5 User Pack	7	\$23,065.00
15% Customer Discount on Licenses	N/A	(\$18,303.00)
First-Term Annual Maintenance for Accela Automation Land Management Additional Named Users 1	35	\$15,393.00

First-Term Annual Maintenance for Accela Mobile Office Additional Named Users	10	\$4,398.00
First-Term Annual Maintenance for Accela GIS Additional Named Users 1	35	\$4,613.00
	Total of Fees	\$128,121.00

Section 2- Annual Fees

At the July 1 beginning of each fiscal year, the City will be responsible for the payment to the county for the Accela annual maintenance fee as outlined in Table 1. This fee is currently 20% of the original license fee and is listed as the First-Term Annual Maintenance. The annual cost for this maintenance fee will be \$24,404. The annual cost for managed services payable to the County is \$11,299.44. Annual maintenance costs are based on actual Accela charges. Annual maintenance costs are based on number of named user licenses as outlined below.

Cabarrus County ACCELA Hosted Managed Services - 10/2013 Annual Charge Based on Number of Licenses		
Accela Land Management - 35 Users	\$250.00	\$8,750.00
Accela Mobile Office - 10 Users	\$50.00	\$500.00
Accela GIS - 35 Users	\$12.50	\$437.50
Accela Citizen Access - 80,597	\$.02	\$1,611.94
		\$11,299.44

Section 3- County Responsibility

As the hosting agent for the Accela Automation software, the County will be responsible for the following

1. Server application and storage maintenance
2. Data and network security
3. Backup and recovery
4. VPN administration where required
5. Windows server configuration and maintenance
6. SQL Database administration
7. Hosting of Accela Automation production and test databases
8. The County will provide availability to the system 7 days a weeks, 24 hours a day except for regularly scheduled maintenance.
9. All significant system change requests will be made through the City Manager or designee of the City Manager to Cabarrus County Information Technology Services (I.T.S) and must be made at least 30 days in advance of the requested changes. Examples of this would be server and hardware upgrades or addition of new Accela modules.
10. Support requests outside of the City support staff will be submitted to the County I.T.S.

11. All additional software Accela software licenses must be ordered and installed by the County I.T.S staff and will be paid by the county and reimbursed by the City.
12. County will implement changes to the Accela production configuration via the ITS change management processes and policies.

Section 4- City Responsibility

The City will be responsible for the following:

1. Compliance with Accela license agreement
2. General administration of City named users
3. Providing and configuring user hardware per Accela specifications
4. Providing City user training and daily support
5. Annual license maintenance fees
6. Creation of end-user reports not currently available
7. Creation and maintenance of interfaces to other City systems

Section 5- Termination of Agreement

If the City decides to no longer use the County as the host for the Accela software, the City Manager or his designee will notify the County of the City's intentions by December 31 of each year to terminate the hosting solution. Migration from the City to the County will be completed by the following July 1. At that time, the licenses will become property of the City.

As part of this termination, the City will need to do the following with Accela:

1. Purchase Accela Server licenses,
2. Pay Accela a one-time fee to separate out the City databases,
3. Contract with Accela to move the environment to the City system.

The costs incurred by Accela for this migration will be the responsibility of the City. The City will be responsible for providing the required hardware and operating system software. Accela will facilitate the transfer of the licenses in Table 1 from the County to the City with costs associated with the transfer being the responsibility of the City. The County will provide the data via SQL Database backup file(s) to provide the migration to the City system at no cost to the City or County.

If the City no longer desires to use the Accela Automation software, the County will provide the required database information in an agreed to Microsoft SQL format within 90 days of the request. All Accela licenses will be terminated as of June 30 following the December 31 notification.

Section 6. Indemnification.

Each party agrees to indemnify and hold harmless the other party from any damage, claim, loss or expense (including attorney fees) arising from the acts or omissions of the indemnifying party relating to the duties or obligations of each party required by this Agreement to the extent permitted by law.

Section 7. Term.

This Agreement shall be for a term of one (1) year from the initial effective date and shall be renewed automatically for additional one (1) year terms unless either party notifies the other of non-prior renewal of this Agreement no later than thirty (30) days prior to the anniversary date of this Agreement.

Section 8. Miscellaneous.

- (a) This document contains the entire understanding of the parties with reference to the hosting of the Accela Automation software. Any modification of this Agreement must be in writing and executed by both parties.
- (b) This Agreement is governed by the laws of the State of North Carolina.

IN WITNESS, the parties have executed this Agreement effective the day and year first written above.

IN WITNESS, the parties have executed this Agreement effective the day and year first written above.

CITY OF CONCORD

CABARRUS COUNTY

By: _____
Mayor

By: _____
Chair, Board of Commissioners

ATTEST:

ATTEST:

By: _____
City Clerk

By: _____
Clerk to the Board

Approved as to Form

Approved as to Form

By: _____
City Attorney

By: _____
County Attorney

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

By: _____
County Finance Director

Date: _____

By: _____
City Finance Director

Date: _____

AMENDMENT

- | | | |
|-------------------|---|---|
| 1. <u>Parties</u> | ACCELA
Accela, Inc.
2633 Camino Ramon, Suite 500
San Ramon, California 94583
Attention: Contracts Administration
T: 925.659.3200
F: 925.407.2722
e-Mail: contractsadmin@accela.com | CUSTOMER
County of Cabarrus, North Carolina
Post Office Box 707
Concord, North Carolina 28026
Attention: N/A
T: N/A
F: N/A
e-Mail: N/A |
|-------------------|---|---|

2. Effective Date Provided that Customer signs and returns this Amendment to Accela **no later than November 22, 2013**, this Amendment to the License Agreement, dated June 14, 2007, and the Maintenance Agreement, dated June 14, 2007, between Accela and County of Cabarrus, North Carolina is effective as of the date of Customer's signature ("Effective Date").

3. Deliverables and Compensation The following licenses are being purchased by Customer for benefit of City of Concord:

Deliverables	Quantity	Fees
Accela Automation® Land Management Additional Named User Packs	7	\$76,965.00
Accela Mobile Office™ Additional Named User Packs	2	\$21,990.00
Accela GIS™ Additional Named User Packs	7	\$23,065.00
15% Customer Discount on Licenses	N/A	(\$18,303.00)
First-Term Annual Maintenance for Accela Automation Land Management Additional Named Users ¹	35	\$15,393.00
First-Term Annual Maintenance for Accela Mobile Office Additional Named Users ¹	10	\$4,398.00
First-Term Annual Maintenance for Accela GIS Additional Named Users ¹	35	\$4,613.00
Total of Fees		\$128,121.00

- ¹ Maintenance fees are associated with the software licensing purchased herein and are in addition to, not in lieu of, Customer's existing maintenance fees for previously-licensed Accela software products.

4. Terms and Conditions

- 4.1. License and Maintenance Fees are due upon signing.
- 4.2. Customer will be invoiced for all amounts as they become due; the payment terms of all invoices are net thirty (30) days from the date of the invoice. Accela may at its discretion suspend work, including but not limited to professional or maintenance services, until payments for all past-due billings have been paid in full by Customer.
- 4.3. The license terms and maintenance terms applicable to the deliverables listed hereinabove are those described in the License Agreement and Maintenance Agreement between the parties. Said agreements are hereby amended as follows:
 - Section 1 of each agreement is amended by appending the following to the first sentence "and the City of Concord, North Carolina as a third-party beneficiary".
 - Section 2.2 of each agreement is amended by appending the following sentence: "As Customer's supported agency pursuant to the terms of an intergovernmental agreement between Customer and City of Concord, acts and omissions of City of Concord relating to its use of Accela software will be treated by the Parties as if these are acts and omissions of Customer. Customer will monitor and ensure the compliance of City of Concord users with the

terms of this agreement for so long as such users are permitted access to Customer's implementation of the Accela software."

- Section 3.1.1 of the License Agreement is amended by appending the words "and employees of City of Concord, North Carolina".
- The second bullet in Section 3.1.7 of the License Agreement is amended by appending the following sentence: "City of Concord may use the Software only to process transactions relating to properties within both its own geographical and political boundaries and may not sell, rent, assign, sublicense, lend, or share any of its rights under this LA."
- Section 3.1.9 of the License Agreement is amended by replacing the word "Customer" with the words "Customer or City of Concord".

4.4. As part of its intergovernmental agreement with City of Concord, Customer will include an obligation on the part of City of Concord to abide by the license terms of its License Agreement with Accela, as hereby amended, and to abide by the confidentiality terms of said agreement and the Maintenance Agreement between the Parties.

4.5. This Amendment is governed by the laws of the State of North Carolina. Any controversy or claim arising out of or relating to this Amendment, or the breach thereof, will be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, including the Emergency Interim Relief Procedures, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The place of arbitration will be Cabarrus County, North Carolina. Either party may apply to the arbitrator for injunctive relief until the arbitration award is rendered or the controversy is otherwise resolved. Either party also may, without waiving any remedy under this Amendment, seek from any court having jurisdiction any interim or provisional relief that is necessary to protect the rights or property of that party, pending the arbitrator's determination of the merits of the controversy. Each party will initially bear its own expenses and an equal share of the costs of the arbitration, but the prevailing party may be awarded its expenses, reasonable attorneys' fees, and costs. The failure of either party to object to a breach of this Amendment will not prevent that party from thereafter objecting to that breach or any other breach of this Amendment.

4.6. Unless specifically amended, modified, or supplemented by this document, all terms and conditions of prior written agreements between the parties shall remain unchanged and in full force and effect. The parties expressly disclaim any alternate terms and conditions accompanying drafts and/or purchase orders issued by Customer.

4.7. If any particular provision of this document is determined to be invalid or unenforceable, that determination shall not affect the other provisions which shall be construed in all respects as if the invalid or unenforceable provision were omitted.

ACCELA

CUSTOMER

By: _____
Signature

By: _____
Signature

Print Name

Print Name

Its _____
Title

Its _____
Title

Dated: _____
Month, Day, Year

Dated: _____
Month, Day, Year

END OF DOCUMENT

UPDATED

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

ITS - Child Protective Services Mobile Solution Request

BRIEF SUMMARY:

Compass® CoPilot is a mobile application that puts the functionality of Compass Pilot on a tablet computer. Social workers in the field use Compass CoPilot to access all case and client information, forms, documents, tasks and appointment information, just as they would in the office. This technology ensures social workers are never without the files and information they need while they're in the field. During client visits, social workers can use Compass CoPilot to record interviews, take photos, and document and notate their findings in the files. Being able to accomplish all of this with a tablet makes gathering the information less intrusive, helping put clients at ease and allowing for better interactions. Compass CoPilot automatically syncs the new information with the agency's Compass® system back at the office.

Cost Breakdown for Contract Price
Hardware & Software \$38,000.00
First Year Support & TPOC Training \$7,600.00
Northwoods Professional Services \$135,240.00
Totals by Contract Cost \$180,840.00

REQUESTED ACTION:

Motion to approve the contract between Cabarrus County and Northwoods and adopt the related budget amendment; and to authorize the County Manager to execute the contract on behalf of Cabarrus County, subject to review and/or revision by the County Attorney.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Todd Shanley, ITS Manager
Derrick Heath, CPS Social Worker Program Manager

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

BUDGET AMENDMENT:

Date: 12/6/2013 **Amount:** \$180,840.00

Dept. Head: Debbie Brannan **Department:** ITS

“Internal Transfer Within Department” Transfer Between Departments/Funds
Supplemental Request

Purpose:
Northwoods Co-Pilot Project

Account Number	Account Name	Approved Budget	Inc Amount	Dec Amount	Revised Budget
00165610-9601	Fund Balance	\$31,494.00	\$180,840.00	\$0.00	\$212,334.00
00195610-9605-383-1	Consultants	\$0.00	\$135,240.00		\$135,240.00
00195610-9342-383-1	Minor Technology Equip	\$153,190.00	\$38,000.00		\$191,190.00
00195610-9570-383-1	Service Contracts	\$210,187.00	\$7,600.00		\$217,787.00
	Total				

ATTACHMENTS

- [Scope of Work](#)
- [Northwoods Quote](#)
- [Automation For Child Welfare](#)



NORTHWOODS®

Statement of Work

Mobile Solution Project

Cabarrus County

Department of Social Services, Child

Protective Services

Prepared By: Northwoods Consulting Partners
August 21, 2013

Attachment number 1



Copyright and Trademarks Notice

Copyright © 2013 Northwoods Consulting Partners, Inc. All rights reserved.

Northwoods, the Northwoods Bear Logo, “Revolutionizing the Delivery of Human Services,” and Compass are all registered trademarks and service marks of Northwoods Consulting Partners, Inc. Rather than repeat the trademark and service mark attributions throughout this document, Northwoods hereby asserts its rights for all of its products and services.

All other trademarks and service marks are the property of their respective owners. Unless stated to the contrary, no association with any other company or product is intended nor inferred.

Table of Contents

Purpose	2
Project Scope.....	2
Scope Statement	2
Deliverables.....	2
Milestones.....	8
Work Requirements	10
Phase 1 – Startup	10
Phase 2 – Design	12
Phase 3 –Test	13
Phase 4 – Deploy	14
Phase 5 – Closeout	16
Roles and Responsibilities	17
Executive Review Committee.....	17
Policy Team	17
Project Team	17
Cabarrus County IT	18
Cabarrus County DSS.....	18
Northwoods.....	18
Location and Hours of Work	19
Approval	19

Purpose

This Statement of Work (SOW) is an agreement between Cabarrus County Department of Social Services (DSS) and Northwoods Consulting Partners (Northwoods). The purpose of this SOW is to specify the terms of work for implementation of a Mobile Solution project for Cabarrus County DSS, Child Protective Services (CPS). The SOW describes the scope, requirements, and deliverable work products be performed in developing and/or producing the goods or services. If the scope requirements change over the course of the project, Northwoods will implement Change Management procedures.

Project Scope

Scope Statement

The Project has the charter to make mobile technologies operational in Cabarrus County DSS’s production environment for nineteen (19) CPS end users.

Deliverables

Project deliverables are subsidiary elements of the final project deliverable, each with its own separate but interdependent deliverable scope. The Northwoods Project Manager is responsible for ensuring the delivery, quality, and timeliness of the following project deliverables.

Deliverable ID - Name	Description	Review Method and Acceptance Criteria
DEL-01 – Baseline Project Schedule	Defines work breakdown activities associated with developing project deliverables and executing project work.	<p><u>Review Method:</u> Functional Review</p> <p><u>Acceptance Criteria</u></p> <p>The baseline Project Schedule has been submitted and addresses the following.</p> <ul style="list-style-type: none"> • Deliverable task activities • Estimated work effort and durations for each task activity • Resource assignments for each task activity • Estimated start and finish dates for all task activities • Intermediate and terminating milestones • Summary tasks that roll up task activities and milestones

<p>DEL-02 – Functional Specification</p>	<p>Details how software module will be configured.</p>	<p><u>Review Method:</u> Formal Evaluation <u>Acceptance Criteria</u> The Functional Specification has been submitted and addresses how system software module will be configured to satisfy each functional requirement.</p>
<p>DEL-03 – Software Configuration</p>	<p>Configuration of application to Functional Specification.</p>	<p><u>Review Method:</u> Functional Review <u>Acceptance Criteria</u> Test cases for each software module have been developed. Each functional requirement is linked to at least one test case. The production system has passed system integration testing with the following results.</p> <ul style="list-style-type: none"> • All test cases have been executed • Zero high priority (critical) or medium priority (moderate) defects <p>Final test results are provided in a System Test Summary Report indicating the following.</p> <ul style="list-style-type: none"> • The outcome of each test (pass/fail) • The name of the person executing the test • The date of the test • A description of any discrepancies between the outcome of a test and the expected results • Compliance with specified requirements <p>Configuration settings have been baselined and placed under configuration management.</p>

<p>DEL-04– Forms Conversion</p>	<p>Convert existing paper-based and electronic forms into Compass Forms format by Cabarrus County form designers.</p>	<p><u>Review Method:</u> Functional Review <u>Acceptance Criteria</u> Cabarrus County CPS form designers have converted all necessary county/state forms into Compass Forms format.</p>
<p>DEL-05 – Tablet Hardware Deployment</p>	<p>Deployment of tablet hardware to the end user community by Cabarrus County DSS/IT.</p>	<p><u>Review Method:</u> Walk-through Inspection <u>Acceptance Criteria</u> Northwoods has provided technical specifications for Cabarrus County IT to deploy tablet hardware. Cabarrus County IT has performed the following activities for tablet customization.</p> <ul style="list-style-type: none"> • Create Box.com account for each tablet • Tablet encryption • Configuration settings for font, Wi-Fi, 3g, Bluetooth • Installation of Mobile Device Management (MDM) hardware (recommended). <p>Cabarrus County IT has performed firewall exclusion for the Temp CoPilot folder to ensure a reasonable sync time.</p>
<p>DEL-06 – End User Training</p>	<p>Training delivery and materials necessary to enable social workers and their supervisors to perform case management using basic software functionality and related hardware peripherals.</p>	<p><u>Review Method:</u> Functional Review <u>Acceptance Criteria</u> Consistent with the approved training schedule and course descriptions, the following training courses have been delivered.</p> <ul style="list-style-type: none"> • Compass CoPilot Case Manager Skills Training • Compass CoPilot Coaches Training • Compass CoPilot Case Manager Skills Training
<p>DEL-07 – Implementation Support</p>	<p>Implementation support for end users.</p>	<p><u>Review Method:</u> Functional Review <u>Acceptance Criteria</u></p>

		<p>The following implementation support has been provided by the Northwoods project team.</p> <ul style="list-style-type: none"> • In-unit implementation support for Compass CoPilot end users. • “Ride-along” coaching for Compass CoPilot limited production pilot team.
DEL-08 – System Administration Training	Training delivery and materials necessary to administer application software.	<p><u>Review Method:</u> Functional Review</p> <p><u>Acceptance Criteria</u></p> <p>Consistent with the course description and approved Training Schedule, system administration training has been delivered for up to three (3) Cabarrus County system administrators.</p>

Depending on its review classification, project deliverables are reviewed through functional review, formal evaluation, or walk-through inspection. The purpose of review classification is to ensure each deliverable receives the appropriate level of review and acceptance.

- Formal Evaluation – The formal, systematic process of evaluating a deliverable for compliance to specifications. Formal evaluation is most appropriate for written deliverables requiring review by multiple subject matter experts.
- Functional Review – The informal and immediate validation of a deliverable. The purpose is to gain immediate feedback about the technical quality or content of the deliverable. Alterations to the deliverable product may occur as the deliverable is reviewed. Functional reviews are appropriate for performance based deliverables within the area of expertise and/or responsibility of a single person or small work group.
- Walk-through Inspection – The physical examination of material or equipment. The purpose is to validate the completion of a deliverable work activity. Walk-through inspections are most appropriate when inspection can be made by a single person or small work group.

Functional reviews and walk-through Inspections reviews typically allow for faster turnaround time for review and acceptance than formal evaluation. They differ from formal evaluation with their openness of structure in which direct verification occurs at the time of review or inspection.

Formal Evaluation – The following deliverable acceptance procedure describes the formal evaluation process.

1. The Northwoods Project Manager submits a Deliverable Acceptance Form when the deliverable is completed. Within five (5) business days, the Cabarrus County DSS Project Manager and any

necessary subject matter experts complete an evaluation of the deliverable for the conformance to acceptance criteria.

2. If the deliverable meets the outlined specifications, the Cabarrus County DSS Project Manager signs the Deliverable Acceptance Form acknowledging acceptance of the deliverable. The Cabarrus County DSS Project Manager then returns the form to the Northwoods Project Manager within the five day review period, and no further action is necessary.
3. Should a deliverable fail to conform to acceptance criteria, the Cabarrus County DSS Project Manager documents the deficiencies in the Deliverable Acceptance Form and returns the form to the Northwoods Project Manager within the five (5) day review period. The Northwoods Project Manager then facilitates corrective action and returns the corrected deliverables within a mutually agreed-upon timeframe. The Northwoods Project Manager and Cabarrus County DSS Project Manager may mutually agree to a time extension if additional time is necessary for corrective action.
4. The Cabarrus County DSS Project Manager evaluates and approves or rejects corrected deliverables received from the Northwoods Project Manager within five (5) business days, unless the Cabarrus County DSS Project Manager notifies the Northwoods Project Manager within the five days that additional time is required for the review. Both Northwoods Project Manager and Cabarrus County DSS Project Manager must mutually agree to the time of the extension.
5. Any deliverable not returned to the Northwoods Project Manager for correction within the agreed upon period are considered accepted by the Cabarrus County DSS Project Manager.

Functional Review – The following deliverable acceptance procedure describes the process for functional reviews.

1. The Northwoods Project Manager submits a Deliverable Acceptance Form when the deliverable is completed and meets with the Cabarrus County DSS Project Manager to review the deliverable for conformance to acceptance criteria. As needed, additional reviewers may review the deliverable based on specific areas of expertise.
2. The Cabarrus County DSS Project Manager determines if the deliverable should be accepted or rejected. If the deliverable meets the outlined specifications, the Cabarrus County DSS Project Manager signs the Deliverable Acceptance Form acknowledging acceptance of the deliverable, and no further action is necessary.
3. If a deliverable fails to conform to acceptance criteria, the Northwoods Project Manager and the Cabarrus County DSS Project Manager attempt to immediately resolve any deficiencies. If additional time is needed to facilitate corrective action, the Northwoods Project Manager and Cabarrus County DSS Project Manager agree to a time extension to allow for necessary for corrective action.

4. Following corrective action, the Northwoods Project Manager meets with the Cabarrus County DSS Project Manager to review the corrected deliverable. If the deficiencies are resolved, the Cabarrus County DSS Project Manager signs the Deliverable Acceptance Form acknowledging acceptance of the deliverable. Both Northwoods Project Manager and Cabarrus County DSS Project Manager must mutually agree to an additional time extension should the deliverable fail to conform to acceptance criteria.
5. Any deliverable not returned to the Northwoods Project Manager for correction within the agreed upon period are considered accepted by the Cabarrus County DSS Project Manager.

Walk-through Inspection – The following deliverable acceptance procedure describes the process for walk-through inspections.

1. The Northwoods Project Manager submits a Deliverable Acceptance Form when the deliverable is completed and meets with the Cabarrus County DSS Project Manager to inspect the deliverable for conformance to acceptance criteria. As needed, additional reviewers may inspect the deliverable based on specific areas of expertise.
2. The Cabarrus County DSS Project Manager determines if the deliverable should be accepted or rejected. If the deliverable meets the outlined specifications, the Cabarrus County DSS Project Manager signs the Deliverable Acceptance Form acknowledging acceptance of the deliverable, and no further action is necessary.
3. Should a deliverable fail to conform to acceptance criteria, the Cabarrus County DSS Project Manager documents the deficiencies in the Deliverable Acceptance Form, returns the form to the Northwoods Project Manager, and immediately notifies the Northwoods Project Manager. The Northwoods Project Manager then facilitates corrective action and returns the corrected deliverables within a mutually agreed-upon timeframe. The Northwoods Project Manager and Cabarrus County DSS Project Manager may mutually agree to a time extension if additional time is necessary for corrective action.
4. The Cabarrus County DSS Project Manager inspects and approves or rejects corrected deliverables within five (5) business days, unless the Cabarrus County DSS Project Manager notifies the Northwoods Project Manager within the five days that additional time is required for the review. Both Northwoods Project Manager and Cabarrus County DSS Project Manager must mutually agree to the time of the extension.
5. Any deliverable not inspected and returned to the Northwoods Project Manager for correction within the agreed upon period are considered accepted by the Cabarrus County DSS Project Manager.

The Northwoods Project Manager maintains an acceptance log to document the delivery and approval of each deliverable. The acceptance log includes the following information:

- ID – The identification number assigned to the deliverable.

- Deliverable Description – brief identification of the deliverable which may include the cross reference from the Project Management Plan or Acceptance Delivery Plan for the deliverable.
- Date Submitted – the date the Northwoods Project Manager presents the deliverable to the Cabarrus County DSS Project Manager for acceptance.
- Approval Decision– Indicates whether or not the deliverable is approved or rejected by the Cabarrus County DSS Project Manager.
- Date of Decision – Date that the approval or rejection decision by the Cabarrus County DSS Project Manager took place.

A mutually agreed upon project schedule, establishes the baseline schedule and when related deliverables are expected to be submitted throughout the project. The schedule is routinely evaluated by the Northwoods Project Manager for comparison of baseline data against actual performance. Risks and deviations to the schedule are discussed during project team status meetings. As a result, the Northwoods Project Manager identifies schedule variance and potential problems, makes adjustments to the schedule and/or reassigns resources, and reports progress to appropriate stakeholders and team members.

Milestones

The following milestones represent significant project achievements.

- Project Kickoff
- Release to Production
- Project Acceptance

Project Kickoff – This milestone includes a project overview presentation and product demonstration for all DSS end users. Project kickoff is intended to generate excitement and provide end user with a common understanding of project scope and objectives.

Release to Production – The milestone target is to place the mobile solution into production after the final product deliverable has reached an acceptable level of stability and after all functional requirements have been fulfilled in the system design. Testing of the system consists of a series of tests of the system components, with each set of tests being performed against a progressively larger grouping of components until the operational system has been verified in its entirety. Preliminary testing efforts are limited to those individuals involved in the configuration. Following successful testing, configuration settings are re-baselined, representing the completed, client-accepted system ready for the production release.

System testing of the complete, integrated production system by the Northwoods project team confirms the system's compliance with specified requirements. System testing involves testing of the complete

end-to-end system to verify all system functional and performance requirements. This stage of testing includes the execution of a comprehensive set of functional and operational tests.

During system testing, the traceability of functional requirements demonstrates the realization of user requirements into the delivered product. Test cases form the basis for functional testing. Each test case is linked to at least one functional requirement. As the test cases are executed, the results are recorded and analyzed to address:

- Compatibility of all system components within the operating environment.
- End-to-end verification across all subsystems.
- Reliability and usability of the subsystem interfaces.
- Integrity of system design using “real” test data, users and procedures.
- System ability to perform in operational scenarios.

The execution of each test case results in a pass or fail outcome. All functional requirements related to a test case are considered satisfied upon successful execution of a particular test case. As test cases are executed, defects are recorded, reviewed, clarified, investigated, and confirmed by the test engineer. Once defects have been confirmed, they are categorized for severity as follows:

PRIORITY	SEVERITY	DESCRIPTION
High	Critical	Absence of this feature or system function will degrade system capabilities.
Medium	Important	Absence of this feature or system function will impair operational effectiveness.
Low	Desirable	Absence of this feature or system function will have little or no impact on efficiency.

Release to Production criteria includes the completion of System Testing with the following results:

- Each functional requirement is linked to at least one test case.
- All test cases have been executed with a pass/fail result.
- All high priority (critical) and medium priority (important) functional requirements have passed System Testing.

Following Release to Production, configuration settings are baselined and placed under Configuration Management. Subsequent changes are strictly controlled and subject to Change Management.

Project Acceptance – The following acceptance criteria are used to acknowledge acceptance of the final project deliverable:

- Release to Production criteria has been achieved.
- All project work requirements have been completed.
- All project deliverables have been accepted.

- Any approved change orders have been completed.

The Northwoods Project Manager submits a Project Acceptance form once the project is completed. The Cabarrus County DSS Project Sponsor, or authorized designee, completes an evaluation of the final project deliverable for the conformance to project acceptance criteria. If the final project deliverable meets the outlined criteria, the Cabarrus County DSS Project Sponsor, or authorized designee, signs the Project Acceptance form to acknowledge acceptance of the project.

Should the final project deliverable fail to conform to acceptance criteria, the Cabarrus County DSS Project Sponsor, or authorized designee, documents any deficiencies in the Project Acceptance form and returns the form to the Northwoods Project Manager. The Northwoods Project Manager then facilitates corrective action and re-submits the Project Acceptance form once corrective action is complete.

Work Requirements

The project team consists of human resources from Cabarrus County DSS and Northwoods. The work requirements authorized in this section are necessary for the successful completion of project deliverables. Key Northwoods personnel are assigned to the project and the tasks required for their position, but are not necessarily considered full time for the duration of the project. A mutually agreed upon Project Schedule is developed as a project deliverable. It is assumed that all project participants will provide the necessary resources (i.e. human resources, facilities, equipment, etc.) consistent with project scope and established timelines.

Phase 1 – Startup

Objectives

- Plan and initiate the project.
- Assemble the project team and secure required resources.

Deliverables

- Baseline Project Schedule

Milestones

- Project Kickoff

Related Activities

ID	Description	Responsible Party
STR-01	Identify Northwoods project team members and provide Cabarrus County DSS Project Manager with appropriate contact information.	Northwoods

STR-02	Provide Cabarrus County DSS Project Manager with Technology and Training Survey to assist in assignment of Cabarrus County DSS project pilot team members.	Northwoods
STR-03	Complete Technology and Training Survey.	Cabarrus County DSS
STR-04	Analyze results of Technology and Training Survey.	Northwoods
STR-05	Assign Cabarrus County project team members based on Technology and Training Survey and team member roles identified in roles and responsibilities section.	Cabarrus County DSS
STR-06	Identify and assign Cabarrus County IT project team members based on team member roles identified in roles and responsibilities section.	Cabarrus County IT
STR-07	Facilitate planning meeting with Project Sponsor and other key stakeholders to outline project goals and roles and responsibilities of team members; clarify the expectations of all parties; and create a shared commitment towards project success.	Northwoods
STR-08	Facilitate technology meeting with Cabarrus County DSS staff to identify technical requirements and discuss implementation timelines.	Northwoods
STR-09	Review project management controls procedures (i.e. schedule management, deliverable review procedures, change control procedures, etc.) with Cabarrus County DSS Project Manager.	Northwoods
STR-10	Review the format and frequency of status reports and status meetings with Cabarrus County DSS Project Manager.	Northwoods
STR-11	Approve the format and frequency of status reports and status meetings.	Cabarrus County DSS
STR-12	Develop and submit Project Schedule to Cabarrus County DSS Project Manager for review.	Northwoods
STR-13	Consistent with deliverable review procedures, evaluate Project Schedule.	Cabarrus County DSS
STR-14	Provide Cabarrus County DSS Project Manager with work activities and target completion dates required for Cabarrus County DSS project team members.	Northwoods
STR-15	Facilitate on-site project kickoff meeting to formally kickoff project.	Northwoods
STR-16	Schedule agency staff and provide facilities/equipment for project kickoff meeting.	Cabarrus County DSS
STR-17	Facilitate status review meetings.	Northwoods
STR-18	Attend status review meetings.	Cabarrus

		County DSS
STR-19	Prepare and distribute written status reports.	Northwoods
STR-20	Review written status reports.	Cabarrus County DSS

Phase 2 – Design

Objectives

- Identify business (functional) and system (non-functional) requirements.
- Complete preliminary system design.

Deliverables

- Functional Specification
- Forms Conversion

Related Activities

ID	Description	Responsible Party
DES-01	Facilitate business requirements interviews with Cabarrus County DSS subject matter experts.	Northwoods
DES-02	Participate in business requirements interviews.	Cabarrus County DSS
DES-03	Develop Functional Specification and submit to Cabarrus County DSS Project Manager for review.	Northwoods
DES-04	Consistent with deliverable review process and acceptance criteria, evaluate Functional Specification.	Cabarrus County DSS
DES-05	Configure software to Functional Specification.	Northwoods
DES-06	Deliver 2-day Compass Forms Design Workshop for up to 5 Cabarrus County CPS forms designers.	Northwoods
DES-07	Deliver 2-day Compass Forms Design Workshop for up to 5 Cabarrus County Economic Services and/or Adult Protective Services forms designers.	Northwoods
DES-08	Convert existing paper-based and electronic forms into Compass Forms format.	Cabarrus County DSS
DES-09	Facilitate status review meetings.	Northwoods
DES-10	Attend status review meetings.	Cabarrus County DSS

DES-11	Prepare and distribute written status reports.	Northwoods
DES-12	Review written status reports.	Cabarrus County DSS

Assumptions/Dependencies

- Existing database and application servers are in place from a previous installation/implementation.
- Cabarrus County DSS will provide:
 - Appropriate network access and security privileges for the Northwoods project team to include remote network access (Cisco VPN, Hamachi, or Microsoft VPN) to connect to database and application servers.
 - Technical assistance during the performance work requirements.
- Configuration will occur in the production environment. No additional environments (development, test, training, etc.) are provided by Northwoods.
- An upgrade to Compass software must occur prior to implementation.
- Upon request and as a courtesy, the Northwoods project team may import state forms previously converted by other customers to facilitate the conversion of state forms. In the event Cabarrus County DSS requests the Northwoods project team to import state forms previously converted by other CPS customers:
 - Northwoods is not responsible for the accuracy or quality of imported state forms.
 - Cabarrus County CPS form designers is responsible for reviewing and updating all imported state forms.

Phase 3 –Test

Objectives

- Verify that all functional and non-functional requirements are satisfied prior to production deployment.

Deliverables

- System Configuration

Milestones

- Release to Production

Related Activities

ID	Description	Responsible Party
TST-01	Perform system testing.	Northwoods
TST-02	Prepare and submit System Test Summary Report to Cabarrus County DSS Project Manager.	Northwoods
TST-03	Consistent with deliverable review procedures, evaluate System Configuration deliverable.	Cabarrus County DSS
TST-04	Authorize Release to Production	Cabarrus County DSS
TST-05	Facilitate status review meetings	Northwoods
TST-06	Attend status review meetings	Cabarrus County DSS
TST-07	Prepare and distribute written status reports	Northwoods
TST-08	Review written status reports	Cabarrus County DSS

Assumptions/Dependencies

- System testing will occur in the production environment.

Phase 4 – Deploy

Objectives

- Train and support end users on system functions and new/revised business processes.

Deliverables

- Tablet Hardware Deployment
- End User Training
- Implementation Support
- System Administration Training

Related Activities

ID	Description	Responsible Party
DEP-01	Provide technical specifications for Cabarrus County DSS to deploy tablet hardware.	Northwoods

DEP-02	Provision a Box.com user account for each user of Compass CoPilot.	Cabarrus County DSS/IT
DEP-03	Consistent with specifications, deploy tablet hardware.	Cabarrus County DSS
DEP-04	Confirm tablet hardware has been properly deployed.	Northwoods
DEP-05	Consistent with deliverable review procedures, evaluate Tablet Hardware Deployment deliverable.	Cabarrus County DSS
DEP-06	Develop Training Schedule.	Northwoods
DEP-07	Consistent with approved Training Schedule, provide the appropriate training facilities for on-site training sessions (available for set up one day in advance of any scheduled training).	Cabarrus County DSS
DEP-08	Deliver the following end user training courses. <ul style="list-style-type: none"> • Compass CoPilot Case Manager Skills Training • Compass CoPilot Coaches Training 	Northwoods
DEP-09	Provide the following implementation support for <u>limited production end users</u> . <ul style="list-style-type: none"> • In-unit implementation support • “Ride-along” coaching 	Northwoods
DEP-10	Provide the following implementation support for <u>full production end users</u> . <ul style="list-style-type: none"> • In-unit implementation support • “Ride-along” coaching 	Cabarrus County DSS
DEP-11	Deliver system administration training for up to three (3) Cabarrus County DSS staff.	Northwoods
DEP-12	Facilitate status review meetings.	Northwoods
DEP-13	Attend status review meetings.	Cabarrus County DSS
DEP-14	Prepare and distribute written status reports.	Northwoods
DEP-15	Review written status reports.	Cabarrus County DSS

Assumptions/Dependencies

- A mutually agreed upon Training Schedule is developed as a file separate from the Project Schedule. The purpose of the Training Schedule is for Cabarrus County DSS to schedule learners for appropriate training sessions for each course.

- The use of mobile device management (MDM) applications from third party sources by Cabarrus County IT to enhance security on a tablet is recommended. MDM applications, such as AirWatch, allow users to lock or wipe the tablet if it is lost or stolen.
- Cabarrus County DSS will provide an on-premise training facility for all scheduled classroom training sessions. The training facility must be available for setup one day in advance of any schedule classroom training sessions, and include a whiteboard, projector (for presentations), and appropriate space, desks and chairs computer workstations for up to ten (10) learners and one training instructor.
- Northwoods is not responsible for additional training of Cabarrus County DSS staff who do not attend scheduled training sessions.

Phase 5 – Closeout

Objectives

- Confirm Project Acceptance criteria has been achieved.
- Formally close the project.

Milestones

- Project Acceptance

Related Activities

ID	Description	Responsible Party
CLS-01	Review outstanding issues and workarounds with Cabarrus County DSS Project Manager.	Northwoods
CLS-02	Facilitate status review meetings.	Northwoods
CLS-03	Attend status review meetings.	Cabarrus County DSS
CLS-04	Prepare and distribute written status reports.	Northwoods
CLS-05	Review written status reports.	Cabarrus County DSS
CLS-06	Prepare and distribute Project Acceptance Form.	Northwoods
CLS-07	Consistent with Project Acceptance procedures evaluate Project Acceptance.	Cabarrus County DSS Sponsor
CLS-08	Review maintenance and support protocol/procedures with Cabarrus County DSS /It staff.	Northwoods

CLS-09 Perform administrative closure: final invoicing; collection and archival of project records; release of project resources (staff, facilities, automated systems, etc.) Northwoods

Roles and Responsibilities

The roles and responsibilities in this section are recommended for the project.

Executive Review Committee

The purpose of the Executive Review Committee is to sponsor the mobile solution project and audit progress toward achieving the project’s objectives. The following people compose the Executive Review Committee:

PROJECT ROLE	RESPONSIBILITY
Project Sponsor	Responsible for auditing progress of project objectives. Provides executive sponsorship for the project and authorizes release of payment according to contract terms.
IT Advisory Chair	Responsible for auditing progress of project objectives. Represents IT stakeholder interests regarding information technology decisions and/or changes. Ensures appropriate Cabarrus County IT resource allocation.
DSS Advisory Chair	Responsible for auditing progress of project objectives. Represents Cabarrus County DSS stakeholder interests regarding business process decisions and/or changes. Ensures appropriate Cabarrus County DSS resource allocation.

Policy Team

The Policy Team, which is comprised of a select group of managers and/or supervisors from Cabarrus County DSS, is responsible for the development, review, evaluation, and communication of business practices/policies related to the mobile solution implementation. Having this team in place ensures that business process changes for the mobile solution project are consistent with the organization’s policies and procedures. When new or revised practices/policies are identified, the project team works with the Policy Team to develop them and incorporate their implementation at the same time the technology is implemented.

Project Team

The project team ensures that implementation tasks are completed as planned. The following roles compose the project team:

Cabarrus County IT

PROJECT ROLE	RESPONSIBILITY
Hardware Technician	Installs mobile device management software of tablet hardware (recommended). Deploys table hardware.
System Administrators	Provide remote access and local administrator rights to Northwoods project team. Attend system administration training and assume responsibility for ongoing (post-project) system administration.

Cabarrus County DSS

PROJECT ROLE	RESPONSIBILITY
Project Manager	Coordinates Cabarrus County DSS project activities. Evaluates quality and timeliness of project deliverables. Serves as a single point of contact for county decisions and approval.
Subject Matter Experts	Attend business requirements discovery sessions. Recommend policy changes to Cabarrus County DSS Policy Team (via Northwoods Project Manager).
Coaches	Attend Compass CoPilot Coach Training. Provide in-unit implementation support “ride-along” coaching for full production end users. Provide ongoing peer support.
Forms Designers	Convert all necessary forms into Compass Forms format.

Northwoods

PROJECT ROLE	RESPONSIBILITY
Project Manager	Responsible for successful Implementation of all project deliverables within constraints of scope, schedule, budget and quality. Ensures the delivery quality and timeliness of work requirements. Monitors and controls all project activities.
Solutions Architect	Installs server hardware and client side hardware. Configures software module according to Design Specifications and Software Standard Features. Delivers system administration training.
Solutions Analyst	Facilitates business requirement discovery interviews. Prepares and maintains Design Specification. Delivers Design Specification to Systems Engineer. Leads system testing activities.
Training Instructor	Prepares training curriculum/documentation. Delivers end user training.
Coach	Provides in-unit implementation support for end users and “ride-along” coaching for limited production pilot end users.

Location and Hours of Work

In order to improve implementation costs and reduce deployment barriers, the work activities performed by the Northwoods project team are performed remotely and on location at Cabarrus County. As a result, Cabarrus County DSS/IT must provide the following to the Northwoods project team:

- Open/escorted facility access for project team members (including after hours when work activities cannot be accomplished during normal business hours)
- Office space and/or cubicles with the ability to be secured (under lock and key) and at least one active network jack (Ethernet connection) and one electrical connection
- Office furniture (desks and chairs)
- Telephone (local use only)
- Shared networked printer(s)
- Meeting rooms with an overhead projector, whiteboard, and supplies, for conducting scheduled meetings
- Free facility parking

When possible, onsite work by the Northwoods project team occurs during regular business hours. On occasion, the Northwoods project team may work onsite during evenings, nights, weekends, holidays, and other non-standard work hours to maintain the project schedule. As a result, facility access during non-standard hours may be necessary.

The following key activities are performed on location at Cabarrus County DSS:

- Planning meeting
- IT planning meeting
- Project kickoff
- Business requirements discovery sessions
- End user training sessions
- In-unit implementation support
- System administration training

When working remotely, the Northwoods project team ensures the effective exchange of information and transfer of knowledge by using alternate methods of communication including but not limited to email, teleconferencing, and remote network access. A detailed project schedule produced by the Northwoods Project Manager and approved by the Cabarrus County DSS Project Manager will identify anticipated start and finish dates for all related project activities.

Approval

By signing below each party agrees to the proposed project scope and authorizes work to begin.

Cabarrus County DSS

Northwoods Consulting Partners, Inc.

Signature

Signature

Printed Name

Mark Kaple

Printed Name

Title

Senior Manager Integration Services

Title

Date

8/7/2013

Date



Cabarrus County DSS CoPilot for CPS
Document Management Solution
Fixed Cost Estimate
8/20/2013

Functional Group - Compass Software

Compass Software - Capture

Description	Code	Price Each	Qty	Total Price
N/A				\$0.00
Total for Capture Software				\$0.00

Compass Software - Pilot and Connect - CoPilot

Description	Code	Price Each	Qty	Total Price
Connect - CoPilot (1-100)	SW-CON-U1	\$2,000.00	19	\$38,000.00
Total for Pilot and Connect - CoPilot Software				\$38,000.00

Compass Software - Forms

Description	Code	Price Each	Qty	Total Price
N/A			0	\$0.00
Total for Forms Software				\$0.00

Functional Group - DMS Software

Laserfiche Software

Description	Code	Price Each	Qty	Total Price
Laserfiche RIO Named User		IN PLACE	0	\$0.00
Total for Laserfiche Software				\$0.00

Functional Group - Training and Services

Northwoods Professional Services

Description	Code	Price Each	Qty	Total Price
Total for Professional Services				\$135,240.00

Electronic Document Management Total Solution Price..... \$173,240.00

Functional Group - Annual Support

Annual Support Agreements

Description	Code	Price Each	Qty	Total Price
Compass Software Support - Silver Level	MS-SVR-A1	\$7,600.00	1	\$7,600.00
Total for Annual Support Agreements				\$7,600.00

Total Solution Price Including First Year Support..... \$180,840.00



**Cabarrus County DSS CoPilot for CPS
Pricing Summary
8/20/2013**

Functional Group	Solution Price	Support Price	Total First Year
Document Management	\$173,240.00	\$7,600.00	\$180,840.00
Hardware and Other Software	\$0.00	\$0.00	\$0.00
Totals by Functional Group	\$173,240.00	\$7,600.00	\$180,840.00 *

Category	Solution Price	Support Price	Total First Year
Compass Software	\$38,000.00	\$7,600.00	\$45,600.00
DMS Software	\$0.00	\$0.00	\$0.00
Hardware and Other Software	\$0.00	\$0.00	\$0.00
Northwoods Professional Services	\$135,240.00	\$0.00	\$135,240.00
Totals by Category	\$173,240.00	\$7,600.00	\$180,840.00 *

Cost Breakdown for Contract	Price
Hardware & Software	\$38,000.00
First Year Support & TPOC Training	\$7,600.00
Northwoods Professional Services	\$135,240.00
Totals by Contract Cost	\$180,840.00 *

Expense & Lease Breakdown	Price
Total to Expense (Training & Support)	\$138,640.00
Total to Depreciate (SW, HW, & Installation)	\$42,200.00
Totals	\$180,840.00 *

NOTE: The following items are NOT included in the pricing above. It is the Customer's responsibility to plan for and purchase these items if applicable for Customer's project.

1. Electrical outlets for Servers, Distributed Scan Stations, Appointment Kiosks, etc.
2. Network drops for Servers, Distributed Scan Stations, Appointment Kiosks, etc.
3. Fax lines for Fax Server
4. Consumables for Printers, Scanners, etc.

* - Sales Tax Not Included

Automation for Child Welfare

This system would encompass all areas of child welfare, from Intake (including on –call), Investigations, In-Home Services, and Foster Care. This document each worker will be able to work out of live and each supervisor will be able to review their worker’s documentation.

Intake:

1. At time of contact with reporter the intake worker will start developing the report within the program.
2. The program would need to have all of the information that is in the current intake report.
3. Once report is taken the intake supervisor will review the report with worker and screen it based on the NC state screening tool.
4. The report is then assigned to the investigative worker and their supervisor. They are both notified that there is a case assigned to them via email.
5. Intake needs reporter letters, Law enforcement letters, and DA letters to be generated off of the intake report.
6. Intake workers need to be able to attach central registry to intake reports.
7. There also needs to be a comment section that the intake worker can write a specific comment to the investigative worker.

Investigations:

8. Investigative worker and supervisor are alerted that they have a case.
9. Investigative worker can pull up all of intake’s documentation, i.e. report, letters, central registry, and CPS history pertaining to the family.
10. Investigative worker will be able to work out the program and save as they go. They will be able to type in dictation and keep it as a live running document.
11. Supervisor will be able to view any documentation their worker puts in the system at any time.
12. Supervisors also need a comment section that can serve as staffing, a “to do list”, or corrections that need to be made.
13. Investigative worker will be able to scan into the program all state required paperwork such as safety assessments, risk ax, strength and needs, kinship ax, and etc.
14. The program needs to have unlimited amount of characters as investigative reports can be lengthy.
15. Once the investigation is completed the worker alerts the supervisor that the case is ready for review.
16. Supervisor reviews final document and closes case out when all work has been completed.

In Home Services:

17. In Home Worker and their supervisor receives access to the case once the case is transferred to them.
18. In Home Worker will document all activities throughout the life of the case.
19. Supervisors will have access to their worker's documentation at all times.
20. In Home Worker will have access to scan all documents such as family services case plan, risk reassessment, safety assessment, kinship ax and etc.
21. Supervisors also need a comment section that can serve as staffing, a "to do list ", or corrections that need to be made.
22. The program needs to have unlimited amount of characters as in-home services reports can be lengthy.
23. Once the case is completed the worker alerts the supervisor that the case is ready for review.
24. Supervisor reviews final document and closes case out when all work has been completed.

Foster Care:

25. Foster care worker and their supervisor receive access to the case once the petition is filed.
26. Foster Care worker will document all activities throughout the life of the case.
27. Foster Care Worker will have access to scan all documents such as letters, referrals, and case plans.
28. Supervisors also need a comment section that can serve as staffing, a "to do list ", or corrections that need to be made.
29. The program needs to have unlimited amount of characters as foster care case can be lengthy.
30. Once the case is completed the worker alerts the supervisor that the case is ready for review.
31. Supervisor reviews final document and closes case out when all work has been completed.

Legal:

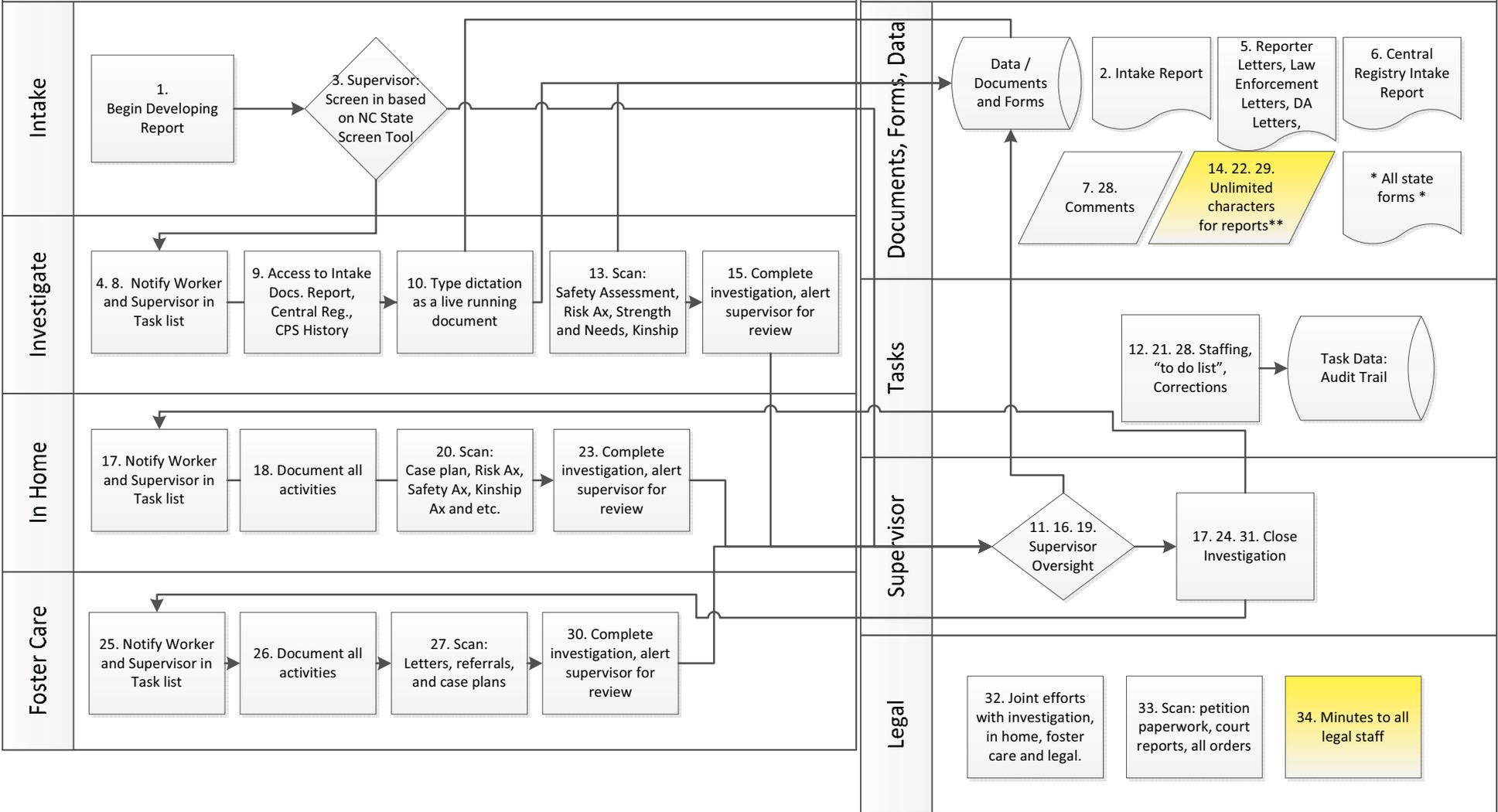
32. This program needs to allow joint efforts between investigation, in-home, foster care, and legal.
33. In this section all legal documents need to be scanned such petition paperwork, all types of court reports (ie 7-day through adjudication and reviews), and all orders (including judges orders).
34. Minutes to all legal staffings

All state forms need to be put in this program

Automation for Child Welfare

Functional

Cross Functional Resources





CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Planning and Development - Soil & Water Conservation District -
Authorization to Submit a Grant Application to the N. C. Foundation for
Soil and Water Conservation

BRIEF SUMMARY:

The Cabarrus County Soil & Water District Board plans to submit an application to the N. C. Foundation for Soil and Water Conservation for an Outdoor Education Learning Center grant. This grant would provide funding for scientific monitoring equipment to be used with the District's emerging Conservation Field School at Clarke Creek.

REQUESTED ACTION:

Motion to approve the Soil & Water District Board's submission of a grant application.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Dennis Testerman, Senior Resource Conservation Specialist

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS

- [NCFSWC OELC Grant Application](#)
-



Foundation Grant Application Form – Outdoor Environmental Learning Centers

Applicant Information

Name of Conservation District

Mailing Address

Telephone Email

District Board Chairperson

Name and Title of Contact Person

Telephone Email

Financial Information – Include all funds from all sources

Total Budget (Income and Expenses) of your Conservation District for the Last Three Years

YEAR	2013	2012	2011
INCOME	\$ 227,162	\$ 239,082	\$ 233,858
EXPENSES	\$ 219,566	\$ 218,116	\$ 242,480

List the District's project (4) funding sources in the past three years (EQIP, ACSP, CCAP, grants, etc.)?

Funds Source	Project	Amount	Date Provided	Date Completed
NC CWMTF	Clarke Creek Restoration	\$953,403	10/11/2010	TBD
ADFP	Porter Farms	\$175,000	10/2011	TBD
ADFP	Dan Barrier	\$89,600	10/2012	TBD
FRPP	Porter Farms	\$350,000	9/2012	TBD

Proposed Project Information - Foundation Program Category: Educating the Citizen

This Project's Name

Project Address

School / Facility Contact and Title

Mailing Address

Telephone Email

Amount Requested of the Foundation for this Project: \$

Total Project Budget: \$

Other Sources of Funding for the Project:

<u>Source</u>	<u>Amount Requested</u>	<u>Amount Committed</u>
<input type="text" value="Cabarrus Countv"/>	\$ <input type="text" value="26,792"/>	\$ <input type="text" value="26,792"/>
<input type="text" value="Boy Scouts of America"/>	\$ <input type="text" value="1,000"/>	\$ <input type="text" value="1,000"/>
<input type="text" value="Altria"/>	\$ <input type="text" value="50,000"/>	\$ <input type="text" value="35,000"/>

Period of Time this Grant will be used: Month/Year start Month/Year end

How will the OELC be maintained after completion of the project? Please identify specific people to be in charge of the site in the future years.

Cabarrus Soil and Water Conservation District staff and Cabarrus County staff will maintain this project after completion. By keeping the project clean, monitoring the project regularly, and doing maintenance on the project as needed. Cabarrus Soil and Water Conservation District staff is the people in charge of this project.

Certification and Signatures

Does your Conservation District have a Formal Policy on Compliance with Civil Rights Laws concerning Equal Employment Opportunities and Access to Public Programs? Yes No

Our District Board of Supervisors understands that to be considered for funding, this application including the proposal summary must be completed in its entirety and all attachments referenced in the Foundation's grant program guidelines must be provided as integral parts of this proposal. We certify that we will execute the project as approved and on a schedule mutually agreed to by and between the District and the Foundation.

This application for financial support from the Foundation was approved by official action of the District's Board of Supervisors during a meeting held on

Signed By:

Chairperson

Date

Board Member

Date

PROPOSAL Narrative - This Section Must Be Completed Using This Form

Name of Conservation District:

Cabarrus Soil and Water Conservation District

Title of Project: Conservation Field School

Amount Requested: \$ 2,500

In the space below, briefly describe your project, its purpose, and plan of action. Describe how you will use the Foundation grant and all other funds identified in your proposal to complete the project. This summary should provide a snapshot of the project supporting the details included in your application package. You may use this space to provide any additional information not shown otherwise in support of your request for funds.

The project is a Conservation Field School that is designed to educate adults and youth alike. It will be used to support Envirothon training and citizen science. The money will go towards partial funds for obtaining an automatic water quality sampler which costs approximately \$6,400. Water quality monitoring will be beneficial to the stream due to the fact that it is listed as an impaired stream. Attached is a picture of the site.



(Box will expand as you type but Do Not Exceed One Page)



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Planning and Development - Soil & Water Conservation District - Authorization to Submit an Application for State Matching Funds to Purchase Agricultural Conservation Easement

BRIEF SUMMARY:

In 2012, the Conservation District Board submitted a grant application to the N. C. Department of Agriculture and Consumer Sciences Agricultural Development and Farmland Preservation Trust Fund in the amount of \$44,400 for the purchase of a permanent agricultural conservation easement on 35.52 acres of farmland owned by Michael Barrier. After that grant application was denied earlier this year, the Trust Fund made the decision to invite applicants to resubmit. The District intends to apply for federal matching funds from the Farm and Ranchland Protection Program, a federal Farm Bill program administered by the Natural Resources Conservation Service in the U.S. Department of Agriculture. The county match on this application is limited to an in-kind match. A budget amendment will be submitted at a later date if the grant funds are awarded.

Farmland preservation supports goals of both the Board of Commissioners and the Conservation District board by improving the quality of life for County citizens. Permanently protecting farmland ensures the land base necessary for the County's agricultural economy while simultaneously keeping the tax burden low by maximizing land acreage where the cost of County services is lower.

REQUESTED ACTION:

Motion to authorize the District board to resubmit a grant application to the N. C. Department of Agriculture and Consumer Sciences Agricultural

Development and Farmland Preservation Trust Fund in the amount of \$44,400 for the purchase of a permanent agricultural conservation easement on 35.52 acres of farmland owned by Michael Barrier.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Dennis Testerman, Manager/Sr. Resource Conservation Specialist

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS

[Grant Application](#)

Instructions for Filling out ADFP Grant Application

***** Applicant will be disqualified for modification of ADFP application. Layout and page numbers must remain the same. All typing must be in either 10 or 12 point fonts and remain in the designated response areas.*****

**NCDA&CS ADFP Trust Fund
Grant Cycle VI Easement Application Checklist**

This Easement Application Checklist is provided as a means to ensure that all applications are submitted with the required information. Failure to include all information may result in ineligibility to receive funding. This document must be completed **IN BLUE INK** and filed with submission of the 2012 Easement Application no later than 5:00 PM on December 17, 2012 in order to be considered.

Applicant Name:	Cabarrus Soil and Water Conservation District	
Applicant Tax Identification Number:	56-6000281 (Cabarrus County)	
DUNS Number	965929263	
Project Title:	Michael Barrier Permanent Conservation Easement (Cabarrus)	
GRANTEE USE ONLY	The following items are required for <u>ALL</u> applicants.	ADFP USE ONLY
<input checked="" type="checkbox"/>	1. Compliance with NC Openbook.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2. Letters of Commitment from matching funds sources <u>only</u> .	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3. Location maps showing roads, proximity to towns, other conserved lands, markets, etc.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4. Map or area photo of property with bodies of water, structures, land cover, and dwellings.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	5. Soils map with boundaries developed under USDA-NRCS Cooperative Soil Survey (only one map with local SWCD officer signature verifying prime soils and acreage)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	6. Photographs of landscape, structures, and equipment (limited to two 8 1/2 x 11 pages)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	7. Financial affidavit (only if claiming <i>Limited Resource</i> or <i>Beginning Farmer</i>)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	8. Mapped directions to land parcel from NCDA&CS Raleigh Office (2 W Edenton Street, Raleigh, NC 27601) i.e.: Google Maps, MapQuest	<input type="checkbox"/>
<input checked="" type="checkbox"/>	9. Original Signatures in BLUE INK are needed on pages 14 and 22.	<input type="checkbox"/>
GRANTEE USE ONLY	The following items are required for <u>Non-Profit Non-Governmental Organization Applicants Only</u>. <u>ALL DOCUMENTS REQUIRING SIGNATURE MUST BE COMPLETED IN BLUE INK OR THEY WILL NOT BE ACCEPTED.</u>	ADFP USE ONLY
<input type="checkbox"/>	1. 501(c)(3) Certification and Letter of Federal Tax Exemption Status from the Internal Revenue Service (Need 2 originals)	<input type="checkbox"/>
<input type="checkbox"/>	2. Current Conflict of Interest and Certification Policy (addressing conflicts of interest involving the applicant's management, employees, and the members of its board of directors or other governing body that may arise): <i>The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the applicant's employees or members of its board of other governing body, from the applicant's disbursing of State funds, and shall include actions to be taken by the applicant or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before the funds may be disbursed to the applicant. An example policy may be accessed from the State Auditor's website. (Need 2 originals)</i>	<input type="checkbox"/>
<input type="checkbox"/>	3. Sworn Statement of No Overdue Taxes shall be made under oath and shall be filed prior to the disbursement of any State funds. (Need 2 originals) <i>Information can be accessed from the state auditor's website.</i>	<input type="checkbox"/>
<input type="checkbox"/>	4. List of current grants held by the applicant organization and respective amounts	<input type="checkbox"/>
<input type="checkbox"/>	5. List of board members	<input type="checkbox"/>
<input type="checkbox"/>	6. Articles of Incorporation	<input type="checkbox"/>

**NCDA&CS ADFP Trust Fund
Grant Cycle VI Easement Application**
For Agricultural, Horticultural, & Forestry Programs

Departmental Use Only	
Date Received:	_____
Application #:	_____
Requested Amount:	\$ _____
Project Value:	\$ _____



Please direct all questions and concerns to:
NCDA&CS ADFP Trust Fund
2 W. Edenton Street
Raleigh, NC 27601
919.733.3071
Fax: 919.716.0105

ncadfp@ncagr.gov □ www.ncadfp.org

All information in this application is required. Incomplete applications will be considered ineligible for funding. Application must be delivered to the ADFP Trust Fund office no later than 5:00 PM on December 17, 2012.

Project Title: Michael Barrier Permanent Conservation Easement (Cabarrus)
(5 words or less, must denote County and ownership)

County / Counties of Project Location: Cabarrus

Funds Requested of ADFP: \$44,400.00 **Matching Funds At Time of Application:** \$ 155,451.00

Size of Easement: 35.52 acres **Estimated Easement Value:** \$177,600.00

(Permanent) or Term *(circle appropriate)* If term, designate number of years:

APPLICANT IDENTIFICATION INFORMATION

Name of Applicant: <i>(Must be a county or non-profit conservation organization)</i>	Cabarrus Soil and Water Conservation District
Applicant Tax Identification Number	56-6000281
DUNS Number	965929263
Applicant Website Address <i>(if applicable)</i>	www.cabarruscounty.us/conservation
Person responsible for working with the project	Dennis Testerman
Telephone numbers: Office:	704-920-3303
Mobile:	980-521-4871
Fax:	704-795-6432
Alternate Contact Person	Amy Griffith
Telephone numbers: Office:	704-920-3331
Mobile:	
Fax:	704-795-6432
Applicant Mailing Address: <i>(if delivered by US Postal Service)</i>	Applicant Physical Address: <i>(if delivered by any other means)</i>
Street: 715 Cabarrus Avenue West	Street: 715 Cabarrus Avenue West
City: Concord	City: Concord
State: North Carolina	State: North Carolina
Zip Code: 28027-6214	Zip Code: 28027-6214
Applicant Email Address <i>(if applicable):</i>	detesterman@cabarruscounty.us

Project Profile

Projects may not begin before July 1, 2013.

Property Identification Information

Property Address:

Street: 6100 Crayton Road
City: Mt Pleasant
State: North Carolina
Zip Code: 28124-9146

Attach a Map showing the property location – County road map or equivalent. This must be adequate to allow ease of travel to the site from 2 W Edenton Street, Raleigh, NC 27601

Landowner's Contact Information:

Name: Michael Barrier
Street: 6100 Crayton Road
City: Mt Pleasant
State: North Carolina
Zip Code: 28124-9146

Phone: 704-786-3667

If this involves multiple ownerships (as noted on property deed), does the individual listed above have the authority to represent all owners? Circle: YES NO If yes, include written authorization.

Matching Funds Rate & Matching Funds

1.) Designate (*circle*) whether the Applicant is:

- (a county agency) (*if designated go to #2*)
- OR
- a private non-profit organization (*if designated go to #3*)

2.) County Agencies only!

- A.) Cabarrus County is a Tier 1, 2, or (3) Enterprise County
(*The 2012 tier designation can be found at www.nccommerce.com/research-publications/incentive-reports/county-tier-designations*)
- B.) Cabarrus County has a Farmland Protection Plan (FLPP), approved by NCDA&CS prior to time of application (*circle*) (YES) NO
- C.) i. If County is Tier 1 with an approved FLPP then no (0%) Matching Funds are required for the project.
ii. If County is either Tier 2 or Tier 3 with an approved FLPP, the Matching Funds must equal or exceed 15% (0.15) of the amount requested from the ADFP Trust Fund.
iii. If County is Tier 1, 2, or 3 and does NOT have a FLPP, then matching funds must equal or exceed 30% (0.30) of the amount requested from the ADFP Trust Fund.
- D.) The Matching Funds Rate (MFR) for this proposal as determined in question 2 C above is: 15%. (*This will be used in question number 10.*)
- E.) Provide letters of intent from matching funds sources only.

3.) Non-Governmental Agencies only!

- A.) If the applicant is a private non-profit conservation organization then Matching Funds Rate (MFR) must equal or exceed 30%. The MFR for non-governmental agencies is .30. (*This will be used in question number 10.*)
- B) Provide letters of intent from matching funds sources only.

Length of Easement

4.) Is this application for a Permanent Easement? (circle) (YES) NO

A. If yes, your Easement Multiplier (EM) is 1. Go to question 5.

B. If no, then this is an application for a term easement of:
(circle one) 20 years 30 years 40 years 50 years _____years (if different)

The Easement multiplier is the decimal equivalent of the years in the Term Easement. Use the following guidelines to determine term multiplier for this project.

- For less than 50 years use .01 for each year
- For 50 years and greater use .10 + .01 for each year up to .99

The Easement Multiplier (EM) for this term easement is: _____.

Determining Estimated Values

(Use only easement property and non-mobile agricultural structures on the property used in the farming operation)

5.) Total value of property to be covered by easement \$355,200.00. *(Must use minimum of 2 comparable property sales since Jan 1, 2011 or a 2012 certified appraisal estimate or county tax value.)*

6.) Agricultural value \$177,600.00. *(Appraised value of land by County Tax Office and permanent structures on property used for production of agriculture.)*

7.) Subtract the agricultural value in question 6 from the value of the property in question 5. This gives an Estimated Easement Value (EV) of \$177,600.00. The EV is the value that is to be removed.

- ★ Applicant may use another method of determining EV provided documentation of the procedure used is included such as a 2012 state certified appraisal indicating development rights value.

8.) Multiply the Easement Value (determined in question 7) by the Easement Multiplier (determined in question 4). This gives you the estimated Maximum Allowable Request (MAR) for the easement.
(EV X EM = MAR)

The Maximum Allowable Request (MAR) is \$177,600.00

9.) What is the grant amount requested from the ADFP Trust Fund? \$44,400.00
This may not exceed the MAR established in question 8. *(Place in appropriate line on page 1.)*

10.) To determine the Minimum Required Match needed for the project, multiply the ADFP Grant Request (determined in question 9) by the Matching Funds Rate (MFR) (identified in question 2 or 3).
(ADFPV X MFR = Minimum Required Match)

The Minimum Required Match (MRM) for this project is \$6,660.00

11) Matching Funds at time of application:

Total Secured Match (Committed in writing)	\$ 66,651.00
Total Unsecured Match (Not committed but requested)	\$ 0.00
★ Total Match (Secured & Unsecured)	\$155,451.00

- ★ *(Same as noted on page 1. Must be greater than or equal to Minimum Required Match)*

All secured match resources, both of cash and in-kind, must provide a letter of commitment and any qualifying parameters associated with those commitments.

Description of Land Unit Subject to Easement

1. Is the land unit a portion of a larger farm / forestry operation? (circle) (YES) NO
If yes, what are the number acres in the entire farm / forestry operation? 211 acres.

2. What is the number of total acres in the subject easement property? 35.52 acres.

3. Describe the easement property.

- a. Acres in cropland 26.02 acres.
- b. Acres in pasture 0 acres.
- c. Acres in forestry 7.5 acres.
- d. Acres in horticulture 0 acres.
- e. Acres in aquaculture 0 acres.
- f. Acres in ponds, streams, wetlands or other natural areas not being used for production purposes 0 acres.
- g. Acres to be included that are for support purposes (barns, sheds, tenant housing etc.) 2.0 acres.
- h. Describe existing homestead in easement (if applicable).

★ Total of all described easement acres in question 3 must equal subject easement acres in question 2 of this page.

4. List species and approximate numbers of livestock, poultry, crop acreage and aquaculture that the farm has currently.

Name of Species	Numbers
Cattle (none on prop)	100
_____	_____
_____	_____
_____	_____
_____	_____

5. What percentage of the proposed easement acreage of land is Prime, Unique or soils of statewide importance? 97.6%.

a. Please list the contact information of Soil Conservationist providing the determination.

- i. Name: Daniel McClellan
- ii. County: Cabarrus
- iii. Phone Number: 704-920-3301
- iv. Email: wdmcclellan@cabarruscounty.us

Landowner Information

1. Is the land owner the operator of the farm operation or is the farm leased? If partially leased then explain who is responsible for production decisions on which land.

Subject property is owned and operated by Michael Barrier, with assistance from Landon, son of Michael's brother, Dan.

2. What percentage of the landowner(s)'s gross income is derived from agriculture, horticulture and forestry? 100%

3. Are the landowners:

a. Beginning Farmers as defined by USDA? (circle) YES (NO)

Definition of A Beginning Farmer is person who has not operated a farm or ranch or who has operated a farm or ranch for not more than 10 consecutive years.

b. Limited Resource Farmers as defined by USDA? (circle) YES (NO)

Definition of A Limited Resource Farmer or Rancher or Forest Owner is a person with direct or indirect gross farm sales not more than \$155,200 in each of the previous two years AND A person with a total household income at or below the national poverty level for a family of four or less than 50 percent of county median household income in each of the previous two years.

4. Is anyone else directly involved in agriculture, forestry, horticulture production on the easement property?

(circle) (YES) NO

If yes, briefly list and describe duties.

Dan Barrier, Michael's brother, operates a firewood business on the farm
Landon Barrier, Dan's son is a partner in cattle and row-cropping operations

Planning, Management and Operation

1. Does the county in which the easement is located have a Voluntary Agricultural District (VAD) Program?

(circle) (YES) NO

2. Is the proposed easement property enrolled in a VAD? (YES) NO N/A

3. Does the county in which the easement is located have an Enhanced Voluntary Agricultural District (EVAD) Program? (circle) (YES) NO

4. Is the proposed easement property enrolled in an EVAD? (circle) (YES) NO N/A

5. Is the proposed easement property located in a county with an approved Farmland Protection Plan (FPP)? (circle) (YES) NO

6. Is the landowner a member of an advisory committee affiliated with a VAD, EVAD or County FPP? (circle) YES (NO) N/A

7. Are any of the property owners members of:

Goodness Grows in North Carolina	(circle) YES	(NO)
American Tree Farmer	(circle) YES	(NO)
Forest Stewardship Program	(circle) YES	(NO)
Century Farm Family	(circle) YES	(NO)

8. Management Plans:

A.) Does the property have a conservation plan on file at the NRCS / Local Soil & Water District office?

(circle) (YES) NO N/A

If No, you must provide reasoning for not having by a NRCS / District representative.

B.) If the property has 20 or more acres of woodland, does it have a current forest management plan? (circle) (YES) NO N/A

Explain: Both subject tracts have forestry management plans.

C.) Is the farm required to have an animal waste management plan? (circle) YES (NO)

If yes, provide your state General Permit number or NPDS permit number: _____.

9. Is the property currently being used for agriculture production? (circle) (YES) NO

If No, Why not? _____

Regional Landscape Interests

1. What is the distance to nearest privately owned farm or forest land that is protected by easement? Provide farm name, easement holder and distance.

The proposed easement is 1,570 feet from the pending ADFPTF-funded c. easement on the Dan Barrier tract.

2. What is the distance to any nearby (within 5 miles) state or federally owned land that is protected or managed for the protection of agriculture, plants, forestry, wildlife, historic or cultural sites? Provide farm name, property managing agency and distance.

Reed Gold Mine State Historic Site, administered by the NC Department of Cultural Resources, is 2.6 miles from Michael Barrier's home tract.

3. Identify any nearby military installations (within 5 miles) or where there is a designated military air space over the proposed easement property or other interaction with military exercises. (Must provide documentation) State the branch of the military, distance from the property and describe any relationship that may be appropriate.

N/A

4. Provide a county/regional map that shows the location proximity of the easement property to the properties described in 1, 2 and 3 above.

5. Provide a map or aerial photo that identifies farm structures, water features and property boundaries.

6. What is the closest distance to a town or city limits? 1.3 miles

7. What is the closest distance to non-farm development (identify) that has been constructed within the previous 5 years.

A 33.9-acre tract across Crayton Road was subdivided in 2008 into four lots. One of the lots sold. Barrier Bros. previously farmed this land. Nearest developed subdivision is 2 miles away.

Overview

1. Provide a background on the ownership and use of the easement property. This should relate the farm to the region, economy and history. (200 words or less)

Michael and Dan Barrier inherited the land they now own and farm from their father, C. Lipe Barrier, a former Cabarrus Soil & Water Conservation District board member. Their grandfather, Cleveland Barrier, began the family farm, which may be Century Farm eligible when their late aunt's estate is settled. The farm included a dairy until the late 1980's. Michael, and Dan's son Landon, manage the cattle and row crop operations while Dan manages a firewood business on the farm. The Barrier's lease cropland in addition to the land they own.

2. Explain any threats of conversion to the easement site. This should focus on actions that may occur within the next 5 years. (this may include such items as condemnation, loss of supply and market infrastructure, inheritance/ estate issues, etc.) (200 words or less)

The Barrier Brothers are located between the towns of Locust, Midland and Mt. Pleasant, which annexed aggressively over the past two decades. The unincorporated land surrounding the towns where the Barrier Brother farm is located is zoned "Agricultural Open." New annexation laws passed by the 2011 NC General Assembly may limit residential development in the near future, though a number of approved subdivision preliminary plats exist. A prominent real estate investor has also bought up several farms in the Mt. Pleasant area. The Barrier's farm operation is located near Southern States and John Deere dealerships. Their profitability is enhanced by the fact they own their own grain storage bins and shop.

3. Describe any conservation or environmental practices which have been implemented on the property. (200 words or less)

Barrier Brothers were early adopters of no-till conservation farming two and a half decades ago. Michael was also an early participant in the state agricultural cost share program's 5-year crop sod-based rotation incentive practice on the tract proposed for a conservation easement where he lives. He currently practices conservation tillage on this tract.

4. Explain any limitations on production due to lack of, or distance to farm infrastructure (ie. Equipment parts and repair, feed, seed, fertilizer, chemicals, markets, processing etc.). (200 words or less)
Barrier Brothers are located close to John Deere and Southern States dealers in nearby Stanly
County. Grain storage bins are located on the farm. Most equipment repairs can be handled
in the farm shop.

5. Explain actions the landowners have taken to transition the land to future farmers/ foresters. (200 words or less)
Dan's son, Landon, is currently responsible for forty percent of the farming operation as a
decision-maker and partner. He has proven himself to be an astute decision-maker who has
the ability to improve the profitability of the farming operation. The opportunity exists for a
fifth generation of Barriers to continue the family's farming tradition.

6. List of any capital investments by year, related to production on the easement, of \$5,000 or greater that have occurred in the past 10 years. This may include farm equipment, barns, housing for labor, conservation practices and others.

<i>Equipment</i>	<i>Cost</i>	<i>Year</i>
Square Baler	\$16,000.00	2001
Grain Trucks (2)	\$24,000.00	2002
Hay Rake	\$4,600.00	2007
Hay Mower	\$21,000.00	2008
Tractor	\$46,000.00	2009
Square Baler	\$21,000.00	2009
Combine	\$153,000.00	2010
Tractor	\$90,000.00	2012

Cycle VI - Scope of Work

Applicant Name:	Cabarrus Soil and Water Conservation District
Applicant Tax Identification Number:	56-6000281 (Cabarrus County)
DUNS Number:	965929263
Project Title:	Michael Barrier Permanent Conservation Easement (Cabarrus)

1. What is the purpose of the project?

(200 words or less.)

The purpose of this project is to place a permanent agricultural conservation easement on the land. Michael Barrier does not intend for his land to be developed. He is considering purchase of additional land with the easement payment money to make their farming operation more sustainable. Plans are to use NCADFPTF and USDA FRPP matching funds to establish a permanent agricultural conservation easement on 35.52 project acres proposed for the \$44,400.00 grant award.

2. What community need(s) will the project serve?

(200 words or less.)

The primary community needs addressed by protection of this initial one-sixth of the Barrier Brothers farm with a permanent agricultural conservation easement include food commodity production, employment opportunities, support of the local and regional agribusiness economy and environmental services associated with private working. The Barrier Brothers cattle operation is a potential supplier for the Cruse Meat Processing harvesting facility that opened the summer of 2012 with partial funding from the ADFPTF.

3. Are other organizations, programs, projects, etc. serving the community needs noted in item #2? If so, how is this project different/why is this project necessary?

(200 words or less.)

Farmland protection through permanent agricultural conservation easements is foundational to sustainable agriculture in Cabarrus County. Farmland preservation on the urban/suburban fringe in areas like the towns of Locust and Mt. Pleasant is essential for a local food system in Cabarrus County. Cabarrus SWCD and the Land Trust for Central NC partner under a memorandum of agreement believed to be the first of its kind in the country. The LTCNC is a partner on this application and the intended contingency grantee on any conservation easement.

Cycle VI - Project Timeline
Projects may not begin before July 1, 2013.

Applicant Name:	Cabarrus Soil and Water Conservation District
Applicant Tax Identification Number:	56-6000281 (Cabarrus County)
DUNS Number	965929263
Project Title:	Michael Barrier Permanent Conservation Easement (Cabarrus)
Applicant's Fiscal Year	7/01 to 6/30

Grant Year One

Quarter (Year One)	Tasks/Goals	ADFP Funding to be Used	Matching Funds (cash or in-kind) to be Used	Total Funding to be Used
July 1 – Sept. 30				
Oct. 1 – Dec. 31	Travel Apply for FRPP		\$50.00	\$50.00
Jan. 1 – March 31				
April 1 - June 30	Personnel and Administration		\$2,550.00	\$2,550.00

Grant Year 1 Subtotal

	\$2,600.00	\$2,600.00
--	------------	------------

Grant Year Two

Quarter (Year Two)	Tasks/Goals	ADFP Funding to be Used	Matching Funds (cash or in-kind) to be Used	Total Funding to be Used
July 1 – Sept. 30	Travel & Survey		\$5,049.00	\$5,049.00
Oct. 1 – Dec. 31				
Jan. 1 - March 31	Purchase Conservation Easement; Appraisal; BDR; EA	\$44,400.00	\$140,200.00	\$184,600.00
April 1 - June 30	Personnel & Administration; Legal Costs; Closing Costs; Stewardship Fund		\$7,602.00	\$7,602.00

Grant Year 2 Subtotal

\$44,400.00	\$152,851.00	\$197,251.00
-------------	--------------	--------------

Entire Grant Total

\$44,400.00	\$155,451.00	\$199,851.00
-------------	--------------	--------------

★ Project Timeline Totals must match Project Budget Totals on page 13.

Cycle VI - Project Budget

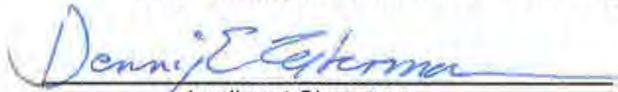
List the funds requested from ADFP, the cash match anticipated, and in-kind match in the table below by line item and state the totals for each. Then, state the "Total Project Value" on the line below by adding the total ADFP funds requested, the total cash match anticipated, and the total in-kind match anticipated. In the Budget Narrative section provide an explanation of how the ADFP funds will be expended.

Applicant Name:	Cabarrus Soil and Water Conservation District
Applicant Tax Identification Number:	56-6000281 (Cabarrus County)
DUNS Number	965929263
Project Title:	Michael Barrier Permanent Conservation Easement (Cabarrus)
Applicant's Fiscal Year	July 1 to June 30

Expenditure Categories	ADFP Funds Requested	Cash Match	In-Kind Match	Total
204 Travel (applicable state rates)			\$99.00	\$99.00
207 Personnel & Administrative			\$5,100.00	\$5,100.00
211 Stewardship Endowment		\$3,552.00		\$3,552.00
212 Survey		\$5,000.00		\$5,000.00
213 Appraisal			\$5,000.00	\$5,000.00
214 Baseline Documentation Report			\$1,000.00	\$1,000.00
215 Environmental Assessment/Audit			\$1,000.00	\$1,000.00
216 Legal Fees			\$1,000.00	\$1,000.00
217 Closing Costs			\$500.00	\$500.00
220 Easement Purchase (+ FRPP)	\$44,400.00	\$88,800.00	\$44,400.00	\$177,600.00
Total Budget	\$44,400.00	\$97,352.00	\$58,099.00	\$199,851.00

Total Project Value (ADFP Funds + Cash Match + In-Kind Match) = \$199,851.00

★ Project Budget Totals must match Project Timeline Totals on page 12.


Applicant Signature

12.15.12
Date

ADFP Trust Fund Budget Officer Signature

Date

ADFP Trust Fund Program Manager Signature

Date

Cycle VI - Budget Narrative

Provide a short explanation of the purpose of the line expenditures listed below based on the budget you completed on page 14.

Line Item	Expenditures	Budget Narrative
204	Travel (applicable state rates)	To and from farm
207	Personnel & Administrative	Staff assistance
211	Stewardship Endowment	Landowner contribution
212	Survey	Payment of surveyor fee
213	Appraisal	Paid by landowner
214	Baseline Documentation Report	Performed by SWCD staff
215	Environmental Assessment/ Audits	Performed by SWCD staff
216	Legal Fees	Payment of county attorney
217	Closing Costs	Payment of county attorney
220	Easement Purchase	ADFP funds and donated value

Cycle VI - Matching Funds Information

Instructions: Identify all funding sources for this project outside of ADFP Trust Fund monies. List the contact information for each source in the bottom section.

Source of Funds	Amount of Funds	Cash [C] or In-kind [IK]	Description	Rate of Pay & Hours
ABC Agency	Ex: \$300	IK	administrative assistant	\$10/hr for 30 hrs
Cabarrus Co.	\$99.00	IK	Travel	180 mi at .55
Cabarrus Co.	\$1,080.00	IK	Administrative Secretary	\$24/hr for 45hr
Cabarrus Co.	\$1,395.00	IK	Resource Conservation Spec.	\$31/hr for 45hr
Cabarrus Co.	\$2,625.00	IK	Sr. Resource Conservation Spec.	\$35/hr for 75hr
Cabarrus Co.	\$5,000.00	C	Easement Boundary Survey	\$5,000.00
Michael Barrier	\$5,000.00	IK	Appraisal	
Cabarrus Co.	\$1,000.00	IK	Baseline Documentation Report	\$1,000.00
Cabarrus Co.	\$1,000.00	IK	Environmental Assessment	\$1,000.00
Cabarrus Co.	\$1,000.00	IK	County Attorney	\$1,000.00
Cabarrus Co.	\$500.00	IK	Closing Costs	\$500.00
Michael Barrier	\$44,400.00	IK	Donated Value of Easement	\$44,400
Michael Barrier	\$3,552.00	IK	Stewardship Fund Contribution	\$3,552

Total \$66,651.00

Notes:

Contact Information for Outside Funding Sources listed above

Name	Agency	Phone Number	Email Address
Dennis Testerman	Cabarrus SWCD	704-920-3303	detesterman@cabarruscounty.us

★ Match Funds should be the same as noted in the Project Budget and Project Timeline on pages 12 and 13.

NC OPENBOOK SUPPLEMENTAL INFORMATION

INSTRUCTIONS: Complete the information below and return it to the Contract Administrator identified in your original contract. This information must be submitted as part of your contract. If you have questions, please contact the Contract Administrator or the Alternate Contact as reflected in your contract.

PURPOSE: In January 2009, Executive Order 4 was signed by the Governor of North Carolina. This Executive Order requires certain information be collected from Grantees to enhance accountability and transparency of State funds. Therefore, the information outlined below shall be submitted prior to the disbursement of any State funds by the North Carolina Department of Agriculture and Consumer Services.

DUNS Number: 965929263
 Contract Number: _____ Amendment Number: _____
 Grantee Name: Cabarrus Soil and Water Conservation District
 TAX ID Number: 56-6000281
 Fiscal Year Ends: June 30

1. Brief Description and Background/History of your Organization.

Be sure to include the number of years in existence, number of employees, mission and goals of your organization.
 Cabarrus SWCD was formed in 1963 and is currently served by a staff of 3. The Cabarrus SWCD's mission is to initiate and carry out a local program to assist and educated landowners, land users, responsible institutions and various groups in the community to plan, apply and maintain sound conservation practices and land use. Cabarrus SWCD exists to encourage the informed and responsible use of the land and all its natural resources. Top goals include conservation easements and land use planning, legislative initiatives, conservation education and community conservation. The District owns property and holds conservation easements.

2. Current project timeline: Begin July 1, 2013 End June 30, 2015

3. Expected outcomes and specific deliverables.

EXPECTED OUTCOMES AND SPECIFIC DELIVERABLES

(Example: Expected Outcome: Aquaculture operation will remain in business. Deliverable: Healthy food made available for human consumption.)
 Expand farm land base through purchase of more land, hopefully by taking advantage of an IRS 1031 exchange. Expansion of farm will buffer core operations from development. Existence of permanent agricultural conservation easement on a portion of Barrier Bros farming operation will improve the ranking of future applications/proposals for and protection in the Mt. Pleasant area of Cabarrus County.

4. The Grantee's WEB URL: www.cabarruscounty.us/conservation

5. * Primary County of Performance. County Name: Cabarrus
(CONGRESSIONAL DISTRICT # MUST BE IDENTIFIED) Congressional District #: 8

6. **County of Benefit: Single County: Yes No County Name: Cabarrus
 Statewide: Yes No
 Regional: Yes No

7. If the answer to question number 6 is "Regional", list the counties receiving benefit.

***Primary County of Performance: County in which grantee is located.**
 Cabarrus

****County of Benefit: Identified county or counties in which funding will be spent and/or food commodities will be received.**
 Cabarrus

REQUESTING A D-U-N-S NUMBER

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

D-U-N-S Request by Email

To request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within **1 business day**. <http://fedgov.dnb.com/webform>

For technical difficulties, contact govt@dnb.com

D-U-N-S Request by Phone

1-866-705-7511

For U.S., Puerto Rico, and US Virgin Islands Requests only

Contact the D&B Government Customer Response Center
U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

Have the following attachments been included?

Failure to provide all applicable attachments may result in application disqualification.

Map to Property and Directions from 2 W Edenton St, Raleigh, NC 27601.	(YES)	NO	
Authorization to represent landowner(s).	(YES)	NO	
A letter must be provided from either NRCS or the local Soil and Water Conservation District which certifies the percentage of Prime Unique and Soils of Statewide Importance, and a statement of an existing conservation plan.	(YES)	NO	
Provide a list of all matching funds and sources.	(YES)	NO	
All sources of matches, both cash and in-kind, must provide a letter of commitment or explain any circumstances where the match has been applied for and is awaiting review and approval.	(YES)	NO	
Provide a county/ regional map that shows the location and proximity of the easement property to protected farmlands, military bases and operational areas, cultural or historic sites, state or federal lands managed for the protection of agriculture, forestry, plants or wildlife.	(YES)	NO	
Provide a map or aerial photo that identifies farm structures, water features and property boundaries.	(YES)	NO	
A listing of capital investments.	(YES)	NO	
Financial affidavit (only if claiming Limited Resource or Beginning Farmer). N/A	YES	(NO)	
Photographs of typical landscape, structures and equipment. Maximum of two 8.5X 11 inch pages.	(YES)	NO	N/A
Budget, Timeline and Budget Narrative sheets.	(YES)	NO	
Non-governmental Applicants must also provide: A copy of the organization's Articles of Incorporation. A list of current Board Members.	YES	NO	(N/A)

A list of current grants. YES NO (N/A)

A copy of the organization's current conflict of interest and certification policy statement. (Documents must be completed and signed in BLUE INK. Must have two originals). YES NO (N/A)

A Sworn Statement of No Overdue Taxes. (This must be notarized and dated in BLUE INK. Must have two originals). YES NO (N/A)

Signed and dated in BLUE INK pages 14 & 22 (YES) NO



**ADFP Trust Fund
NCDA&CS**

I certify that the information contained in this document is true and accurate and will follow reporting requirements for use of state funds as mandated by G.S. 143C-6-23.

I certify that I am authorized by the applicant organization or agency to enter into a contractual arrangement on its behalf, with the granting agency.

I understand that this application and all attachments submitted with it are public records subject to the Freedom of Information Act.

Signature _____ Date _____
(Representative Authorized to Sign on Behalf of the Applicant)

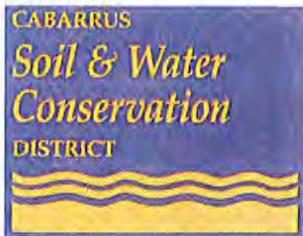
Title: _____

Organization: _____

I agree not to pursue or contract the sales of my property for 240 days after the application date, unless petition to board for reasons of bankruptcy, death, and or financial hardship.

Landowner Signature	<u>Michael Barrier</u>	Date	<u>12-15-12</u>
(Please Print Name)	<u>MICHAEL BARRIER</u>	Date	<u>12-15-12</u>
Co-owner Signature	<u>Flora Barber</u>	Date	<u>12-15-12</u>
	<u>Donna Barber Barrier</u>	Date	<u>12-15-12</u>
	_____	Date	_____

Please direct all questions and concerns to:
Elizabeth Heath
NCDA&CS
ADFP Trust Fund
2 W. Edenton Street
Raleigh NC 27601
919.707.3071
ncadfp@ncagr.gov
www.ncadfp.org



715 Cabarrus Ave. W.
Room 301
Concord, NC 28027-6214
Telephone: 704-920-3300
Fax: 704-795-6432
Email:

detesterman@cabarruscounty.us
Website: www.cabarruscounty.us/SandW/

BOARD OF SUPERVISORS

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Louis Suther
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Robert Brown
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Tommy Porter
Associate Member

Bob Ritchie
Associate Member

STAFF

Amy Griffith
Administrative Secretary

Daniel McClellan
Resource Conservation Specialist

Dennis Testerman
Resource Conservation Specialist

December 14, 2012

Elizabeth Heath
Agriculture Development and Farmland Preservation Trust Fund
NCDA&CS
2 W. Edenton Street
Raleigh, NC 27601

Dear Ms. Heath:

At the regular meeting of our board on December 4, we voted unanimously by consent to endorse an Agriculture Development and Farmland Preservation Trust Fund application resubmittal to secure partial funding to purchase permanent agricultural conservation easement on a tract that makes up one sixth of the Barrier Brothers farm outside Mt. Pleasant. The vote was made by consent via the Staff Report, which documents that staff is following the board's direction on this action. This tract, owned by Mike Barrier, is located just over a quarter of a mile from the parcel owned by his brother, Dan, which was approved for funding last year.

We have been working collaboratively with the Land Trust for Central North Carolina on farmland protection on the Barrier Brothers farm since 2008. We anticipate that the LTCNC will be a contingent grantee on this easement in the event that the enclosed application is successful. We plan to seek Farm and Ranchland Protection Program matching funds for this easement.

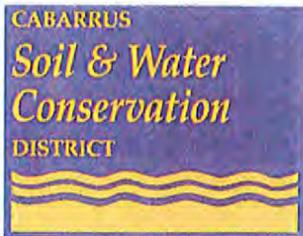
Land tenure is a top priority for our board, and we are systematically trying to protect private working lands with easements. In the eastern portion of our county, there is a window of opportunity to provide long-term protection to land that is currently zoned "Agriculture Open." We are attempting to develop clusters of conservation easements in an effort to foster greater efficiencies in our local agricultural economy. Barrier Brothers farm is carrying on a family tradition of conservation leadership in our county that is helping secure the future of agriculture here.

We value our partnership with NCDA&CS, which has grown with the transfer of the Division of Soil and Water Conservation to NCDA&CS. We look forward to working together with you and your colleagues on land stewardship initiatives such as this one.

Sincerely,

A handwritten signature in black ink that reads "Ned y. Hudson".

Ned Hudson



715 Cabarrus Ave. W.
Room 301
Concord, NC 28027-6214
Telephone: 704-920-3300
Fax: 704-795-6432
Email:
detesterman@cabarruscounty.us
Website:
www.cabarruscounty.us/Conservation

BOARD OF SUPERVISORS

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Chairman

Vicky Porter
Vice-Chairman

Ned Hudson
Secretary-Treasurer

Robert Brown
Member

Louis Suther
Member

Tommy Porter
Associate Member

Bob Ritchie
Associate Member

STAFF

Amy Griffith
Administrative Secretary

Daniel McClellan
Resource Conservation Specialist

Dennis Testerman
Sr. Resource Conservation Specialist

December 15, 2012

To Whom It May Concern:

Cabarrus Soil and Water Conservation District staff researched and verified 97.6% prime unique and soils of statewide Importance on the proposed conservation easement acres owned by Michael Barrier that are part of the Barrier Brothers farming operation.

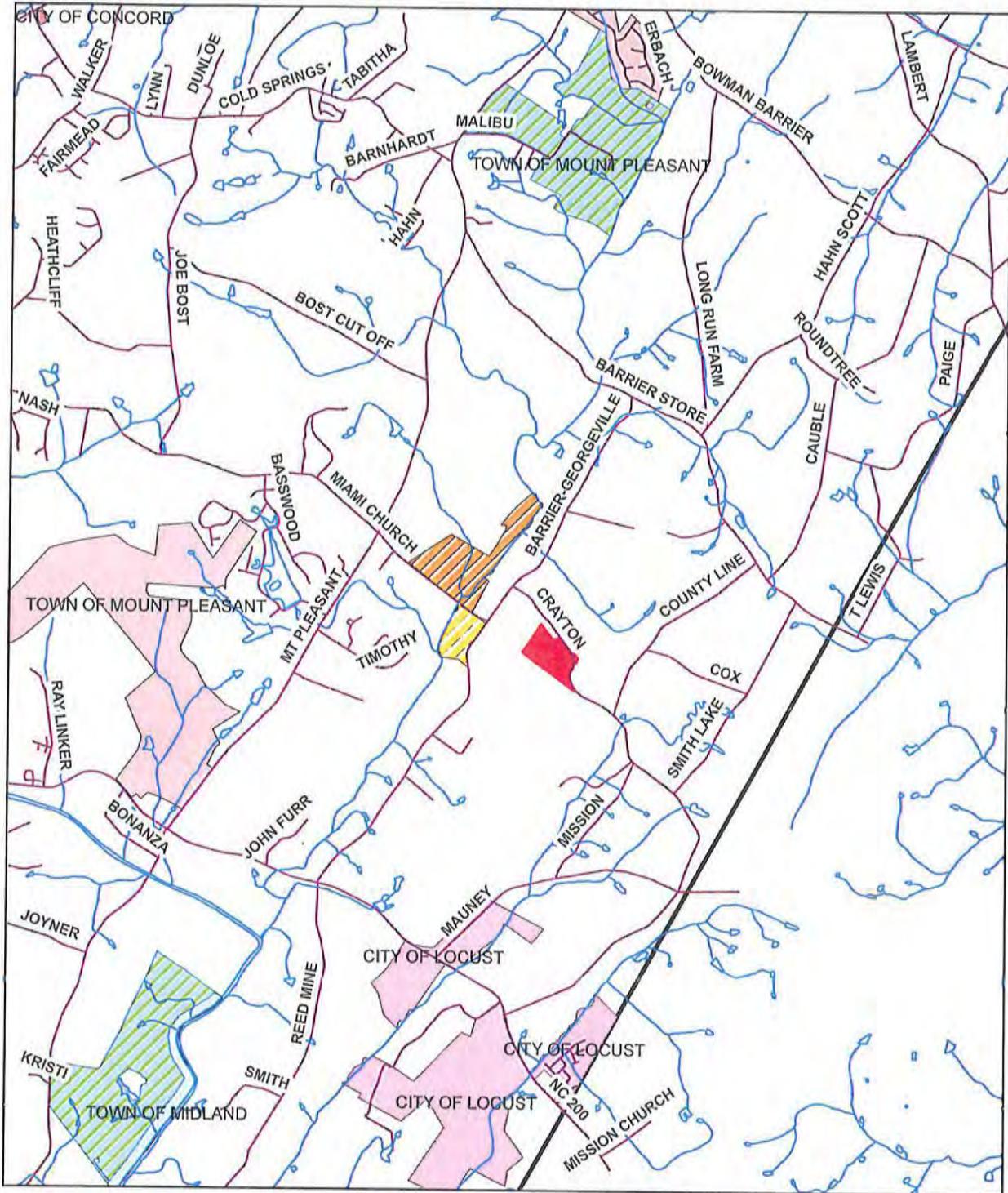
A conservation plan exists for this tract.

Sincerely,

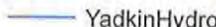
A handwritten signature in blue ink that reads "Dennis Testerman".

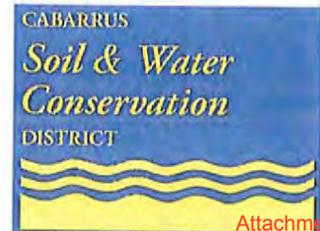
Dennis Testerman

Michael Barrier Location Map



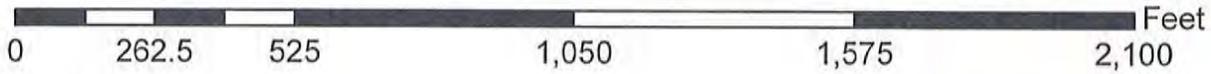
Legend

-  YadkinHydro
-  Michael Barrier Proposed Con Easement
-  Daniel Barrier Conservation Easement(In Progress)
-  Porter 111ac easement (In Progress)
-  CabarrusCounty



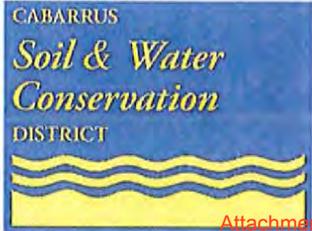
Attachment number 1

Michael Barrier Farm



Legend

- YadkinHydro
- Michael Barrier Structures
- Michael Barrier Proposed Con Easement
- CabarrusCounty



Attachment number 1



Trip to:

6100 Crayton Rd

Mount Pleasant, NC 28124-9146

120.34 miles / 2 hours 32 minutes

Notes

GOOD HANDS[®]
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FOR IMMEDIATE DISPATCH CALL 1-800-ALLSTATE

A 2 W Edenton St, Raleigh, NC 27601-1020

- | | | |
|--|---|---------------------------|
| | 1. Start out going west on W Edenton St toward N Salisbury St. Map | 0.2 Mi
0.2 Mi Total |
| | 2. Turn left onto N Dawson St / US-70 E / US-401 S / NC-50 S. Continue to follow US-70 E / US-401 S / NC-50 S. Map
<i>US-70 E is just past N McDowell St
If you reach Harrington St you've gone a little too far</i> | 2.0 Mi
2.2 Mi Total |
| | 3. Merge onto I-40 W / US-64 W toward Cary / Durham. Map
<i>If you reach Granite St you've gone about 0.3 miles too far</i> | 4.8 Mi
7.0 Mi Total |
| | 4. Take the US-1 / US-64 W / I-440 E exit, EXIT 293, toward Cary / Raleigh / Wake Forest. Map | 0.6 Mi
7.6 Mi Total |
| | 5. Merge onto US-1 S / US-64 W via EXIT 293A toward Cary / Asheboro. Map | 3.8 Mi
11.4 Mi Total |
| | 6. Merge onto US-64 W via EXIT 98B toward Pittsboro / Asheboro. Map | 62.2 Mi
73.6 Mi Total |
| | 7. Turn left onto Connector Rd. Map
<i>Connector Rd is just past Dundee St
If you reach Fisher Cir you've gone a little too far</i> | 0.10 Mi
73.7 Mi Total |
| | 8. Turn right onto NC-49 S. Map | 40.1 Mi
113.8 Mi Total |
| | 9. Turn left onto N Main St. Map
<i>N Main St is 0.1 miles past Jackson St
Hardee's is on the corner
If you reach N Skyland Dr you've gone about 0.3 miles too far</i> | 1.3 Mi
115.1 Mi Total |
| | 10. N Main St becomes Mt Pleasant Rd S. Map | 3.7 Mi
118.7 Mi Total |
| | 11. Turn left onto Miami Church Rd. Map
<i>Miami Church Rd is 0.9 miles past Bost Cutoff Rd
If you reach Corina Dr you've gone about 0.3 miles too far</i> | 0.9 Mi
119.6 Mi Total |
| | 12. Turn left onto Barrier-Georgeville Rd. Map | 0.3 Mi
119.9 Mi Total |
| | | 0.5 Mi |



13. Take the 1st right onto Crayton Rd. [Map](#)
If you reach Barrier Store Rd you've gone about 1.3 miles too far

120.3 Mi Total



14. 6100 CRAYTON RD is on the right. [Map](#)
If you reach County Line Rd you've gone about 0.5 miles too far



6100 Crayton Rd, Mount Pleasant, NC 28124-9146

Total Travel Estimate: 120.34 miles - about 2 hours 32 minutes



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Office of the County Manager

December 12, 2012

To Whom It May Concern:

Cabarrus County fully supports farmland preservation efforts through the Cabarrus Soil and Water Conservation District. In support of the Mike Barrier Permanent Conservation Easement (Cabarrus) program, Cabarrus County has budgeted county staff time, travel, attorney fees and contract work in the annual budget. Based on similar past projects, staff is projecting 45 hours of Administrative Secretary time, 45 hours of the Resource Conservation Specialist time and 75 hours of the Senior Resource Conservation Specialist time. Travel and attorney fees are in the annual budget and will be provided as necessary.

We believe this will provide sufficient support to complete this project. If you have further questions, please feel free to contact me at 704-920-2139 or Dennis Testerman, the Senior Resource Conservation Specialist who will be working on this project at 704-920-3303.

Sincerely,

Mike Downs
County Manager

Cabarrus County Map



Tax Parcels

Attribute	Value
PIN14	55771975300000
Sheet	5577
Block	19
Parcel Number	7530
Code	CO
Subdivision Name	
Lot Number	
Neighborhood Name	MIAMI CHURCH RD
Neighborhood Number	16001
Calculated Acreage	34.12665915
Parcel	55771975300000
Legal Description	S/W SIDE OF CRAYTON RD
Land Units	35.52
Plat Book	
Plat Page	
Units Type	AC
Account Number	61882
Property Owner	BARRIER MICHAEL T

Sale Month	3
Sale Price	0
Sale Year	2009
Transfer or Split	T
Vacant or Improved	I

Map Printed On {2012-12-11 16:15}

Disclaimer Cabarrus County shall not be held liable for any errors in the data represented on this map. This includes errors of omission, commission, concerning the content of the data, and relative positional accuracy of the data. The data cannot be construed to be a legal document. Primary sources from which this data was compiled must be consulted for verification of information represented on this map document.

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CONSTRUCTION DETAIL										MARKET VALUE					DEPRECIATION					CORRELATION OF VALUE				
Foundation - 3										Eff. Area					Standard					CREDENCE TO				
Continuous Footing 5.00										1,213 103 70.04 87208 1980 1900					0.32000					MARKET				
Sub Floor System - 5										USE MOD					%					DEPR. BUILDING VALUE - CARD				
Wood 9.00										01R 01					68.0					59,300				
Exterior Walls - 10										TYPE: SINGLE FAMILY RURAL										DEPR. OB/XF VALUE - CARD				
Aluminum/Vinyl Siding 30.00										SINGLE FAMILY HOME										760				
Roofing Structure - 03										STORIES: 1 - 1.0 Story										MARKET LAND VALUE - CARD				
Gable 7.00																				340,140				
Roofing Cover - 01																				TOTAL MARKET VALUE - CARD				
Min. Roofing (Corr. or SH. M.) 2.00																				400,200				
Interior Wall Construction - 5																				TOTAL APPRAISED VALUE - CARD				
Drywall/Sheetrock 20.00																				503,920				
Interior Floor Cover - 08																				TOTAL PRESENT USE VALUE - PARCEL				
Sheet Vinyl 8.00																				224,280				
Interior Floor Cover - 09																				TOTAL VALUE DEFERRED - PARCEL				
Pine or Soft Woods 0.00																				279,640				
Heating Fuel - 04																				TOTAL TAXABLE VALUE - PARCEL				
Electric 1.00																				224,280				
Heating Type - 10																								
Heat Pump 4.00																								
Air Conditioning Type - 03																								
Central 4.00																								
Bedrooms/Bathrooms/Half-Bathrooms																								
2/1/0 7.000																								
Bedrooms																								
BAS - 2 FUS - 0 LL - 0																								
Bathrooms																								
BAS - 1 FUS - 0 LL - 0																								
TOTAL POINT VALUE																				97,000				
BUILDING ADJUSTMENTS																								
Shape/Design 3 Slight Irregular 1,0000																								
Quality 3 Average 1,0000																								
Size Size Size 1,0600																								
TOTAL ADJUSTMENT FACTOR 1.050																								
TOTAL QUALITY INDEX 103																								
SUBAREA																								
TYPE GS AREA % RPL CS										CODE DESCRIPTION LTH WTH UNITS UNIT PRICE ORIG % COND BLDG# L/B SIZE FACT AYB EYB ANN DEP RATE OVR % COND OB/XF DEPR. VALUE														
BAS 1,130 100 79145										03L CARPORT ML 35 24 840 3.25 100 1 L 0.93 1965 1985 55 30										762				
FOP 236 035 5813																				762				
FIREPLACE 3 - 1 Story Single 2,250																								
SUBAREA 1,366 87,208																								
TOTALS																								
BUILDING DIMENSIONS BAS=W18S13W18S11E4S14E2 FOP=S10E28N6W11N4W17S E17S4E13N42S.																								
LAND INFORMATION																								
HIGHEST AND BEST USE										OTHER ADJUSTMENTS AND NOTES														
RURAL AC 0120 AO 2015 0 0.9790 4 1.0300										RF AC LC TO OT														
TOTAL MARKET LAND DATA																								
HOMESITE 5000 AO 0 0 2.4000 5 1.0000																				35,520 340,140				
Agricultural II 5210 AO 0 0 1.0000 5 1.0000																				9,500.00 2,000 AC 2,400 22,800.00 45600				
Agricultural III 5310 AO 0 0 1.0000 5 1.0000																				590.00 12,630 AC 1,000 590.00 7452				
Forestry II 6210 AO 0 0 1.0000 5 1.0000																				385.00 13,390 AC 1,000 385.00 5155				
TOTAL PRESENT USE DATA																				305.00 7,500 AC 1,000 305.00 2288				
																				35,520 60,500				

[Previous Card]

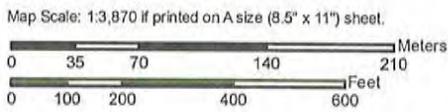
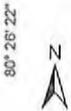
CABARRUS COUNTY, NC 12/11/2012 4:18:33 PM

BARRIER MICHAEL T BARRIER NONA ANNETTE BARBEE/WF Return/Appeal Notes: 5577 19 7530 0000
 6100 CRAYTON RD
 61882

COUNTY TAX (100), GEORGEVILLE FIRE TAX (100) ID NO: 09 005 0035.00 0000
 S/W SIDE OF CRAYTON RD CARD NO. 2 of 2
 35.520 AC SRC= Inspection
 Appraised by JE on 06/17/2011 16001 MIAMI CHURCH RD TW-09 C-00 EX- AT- LAST ACTION 20111122

CONSTRUCTION DETAIL		MARKET VALUE				DEPRECIATION				CORRELATION OF VALUE									
Foundation - 3		USE	MOD	Area	Eff.	BASE	RCN	EYB	AYB	Standard	0.09000	CREDENCE TO	MARKET						
Continuous Footing	5.00	01	01	1,949	86	58.48	113978	2003	2002	% GOOD	91.0	DEPR. BUILDING VALUE - CARD	103,720						
Sub Floor System - 4	8.00	TYPE: SINGLE FAMILY RESIDENTIAL										DEPR. OB/XF VALUE - CARD	0						
Plywood		SINGLE FAMILY HOME										MARKET LAND VALUE - CARD	0						
Exterior Walls - 10		STORIES: 3 - 2.0 Stories										TOTAL MARKET VALUE - CARD	103,720						
Aluminum/Vinyl Siding	30.00											TOTAL APPRAISED VALUE - CARD	103,720						
Roofing Structure - 03	7.00											TOTAL APPRAISED VALUE - PARCEL	503,920						
Gable												TOTAL PRESENT USE VALUE - PARCEL	224,280						
Roofing Cover - 03	3.00											TOTAL VALUE DEFERRED - PARCEL	279,640						
Asphalt or Composition Shingle												TOTAL TAXABLE VALUE - PARCEL	224,280						
Interior Wall Construction - 5	20.00											PRIOR							
Drywall/Sheetrock	0.00											BUILDING VALUE	183,730						
Interior Floor Cover - 08	6.00											OBXF VALUE	850						
Sheet Vinyl												LAND VALUE	435,190						
Interior Floor Cover - 14	1.00											PRESENT USE VALUE	74,780						
Carpet												DEFERRED VALUE	360,410						
Heating Fuel - 03	1.00											TOTAL VALUE	619,770						
Gas												PERMIT							
Heating Type - 04	4.00											CODE	DATE	NOTE	NUMBER	AMOUNT			
Forced Air - Ducted												ROUT: WTRSHD:							
Air Conditioning Type - 03	4.00											SALES DATA							
Central												OFF.	RECORD	DATE	DEED	INDICATE			
Bedrooms/Bathrooms/Half-Bathrooms	12.0000											BOOK	PAGE	MO/YR	TYPE	Q/U/V/I	SALES		
3/2/0												PRICE							
Bedrooms												HEATED AREA 1,568							
BAS - 3 FUS - 0 LL - 0												NOTES							
Bathrooms												PMT 42551 MOD/HSE							
BAS - 2 FUS - 0 LL - 0																			
TOTAL POINT VALUE	100.000																		
BUILDING ADJUSTMENTS																			
Shape/Design	2	Rectangle	0.9600																
Quality	2	Below Average	0.9000																
Size	Size	Size	0.9900																
TOTAL ADJUSTMENT FACTOR	0.860																		
TOTAL QUALITY INDEX	86																		
SUBAREA		CODE	QUALITY	DESCRIPTION	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG#	L/B	SIZE FACT	AYB	EYB	ANN DEP RATE	% OVR	COND	OB/XF DEPR. VALUE	
BAS	1,568	100	91697																
UAT	672	010	3918																
UBM	1,568	020	18363																
FIREPLACE	1 - None																		
SUBAREA TOTALS	3,808																		
BUILDING DIMENSIONS BAS=W56 PTR=N10 UAT=E56N12W56S12\$ S10\$ S28E56 PTR=S10 UBM=W56S28E56N28\$ N10\$ N28\$.																			
LAND INFORMATION																			
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRON TAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJUSTMENTS AND NOTES	ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNT TYP	TOTAL ADJUST	ADJUSTED UNIT PRICE	LAND VALUE	LAND NOTES			
TOTAL MARKET LAND DATA																			
TOTAL PRESENT USE DATA																			

Farmland Classification—Cabarrus County, North Carolina
(5577197530)



MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Units

Soil Ratings

-  Not prime farmland
-  All areas are prime farmland
-  Prime farmland if drained
-  Prime farmland if protected from flooding or not frequently flooded during the growing season
-  Prime farmland if irrigated
-  Prime farmland if drained and either protected from flooding or not frequently flooded during the growing season
-  Prime farmland if irrigated and drained
-  Prime farmland if irrigated and either protected from flooding or not frequently flooded during the growing season

-  Prime farmland if subsoiled, completely removing the root inhibiting soil layer
-  Prime farmland if irrigated and the product of I (soil erodibility) x C (climate factor) does not exceed 80
-  Prime farmland if irrigated and reclaimed of excess salts and sodium
-  Farmland of statewide importance
-  Farmland of local importance
-  Farmland of unique importance
- Not rated or not available

Political Features

 Cities

Water Features

 Streams and Canals

Transportation

-  Rails
-  Interstate Highways
-  US Routes

 Major Roads

 Local Roads

MAP INFORMATION

Map Scale: 1:3,870 if printed on A size (8.5" × 11") sheet.

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for accurate map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>
Coordinate System: UTM Zone 17N NAD83

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Cabarrus County, North Carolina
Survey Area Data: Version 10, May 28, 2009

Date(s) aerial images were photographed: 6/18/2006

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Farmland Classification

Farmland Classification— Summary by Map Unit — Cabarrus County, North Carolina (NC025)				
Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
BaB	Badin channery silt loam, 2 to 8 percent slopes	Farmland of statewide importance	13.8	40.3%
BaD	Badin channery silt loam, 8 to 15 percent slopes	Farmland of statewide importance	7.3	21.3%
EnB	Enon sandy loam, 2 to 8 percent slopes	All areas are prime farmland	12.3	36.0%
GoC	Goldston very channery silt loam, 4 to 15 percent slopes	Not prime farmland	0.8	2.4%
Totals for Area of Interest			34.2	100.0%

Description

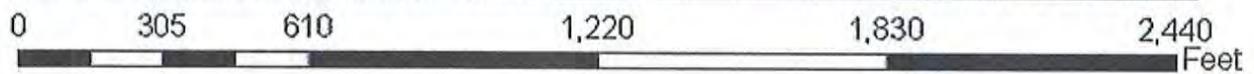
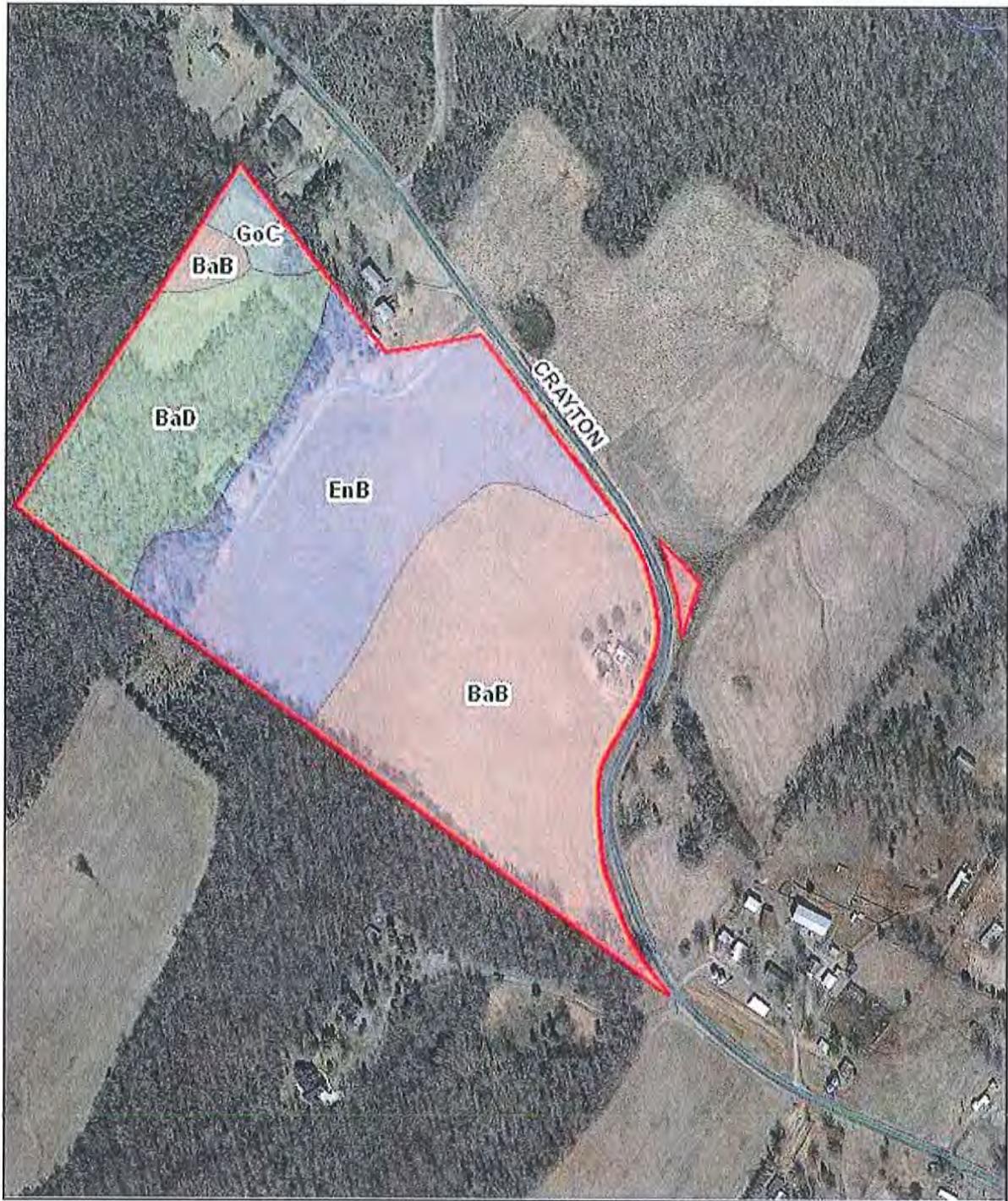
Farmland classification identifies map units as prime farmland, farmland of statewide importance, farmland of local importance, or unique farmland. It identifies the location and extent of the soils that are best suited to food, feed, fiber, forage, and oilseed crops. NRCS policy and procedures on prime and unique farmlands are published in the "Federal Register," Vol. 43, No. 21, January 31, 1978.

Rating Options

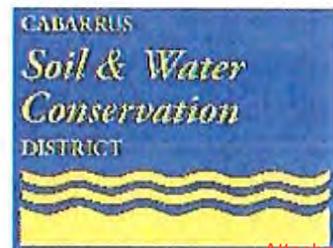
Aggregation Method: No Aggregation Necessary

Tie-break Rule: Lower

Barrier 5577197530 Soils

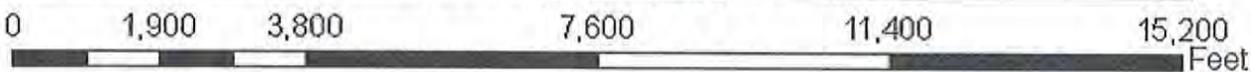
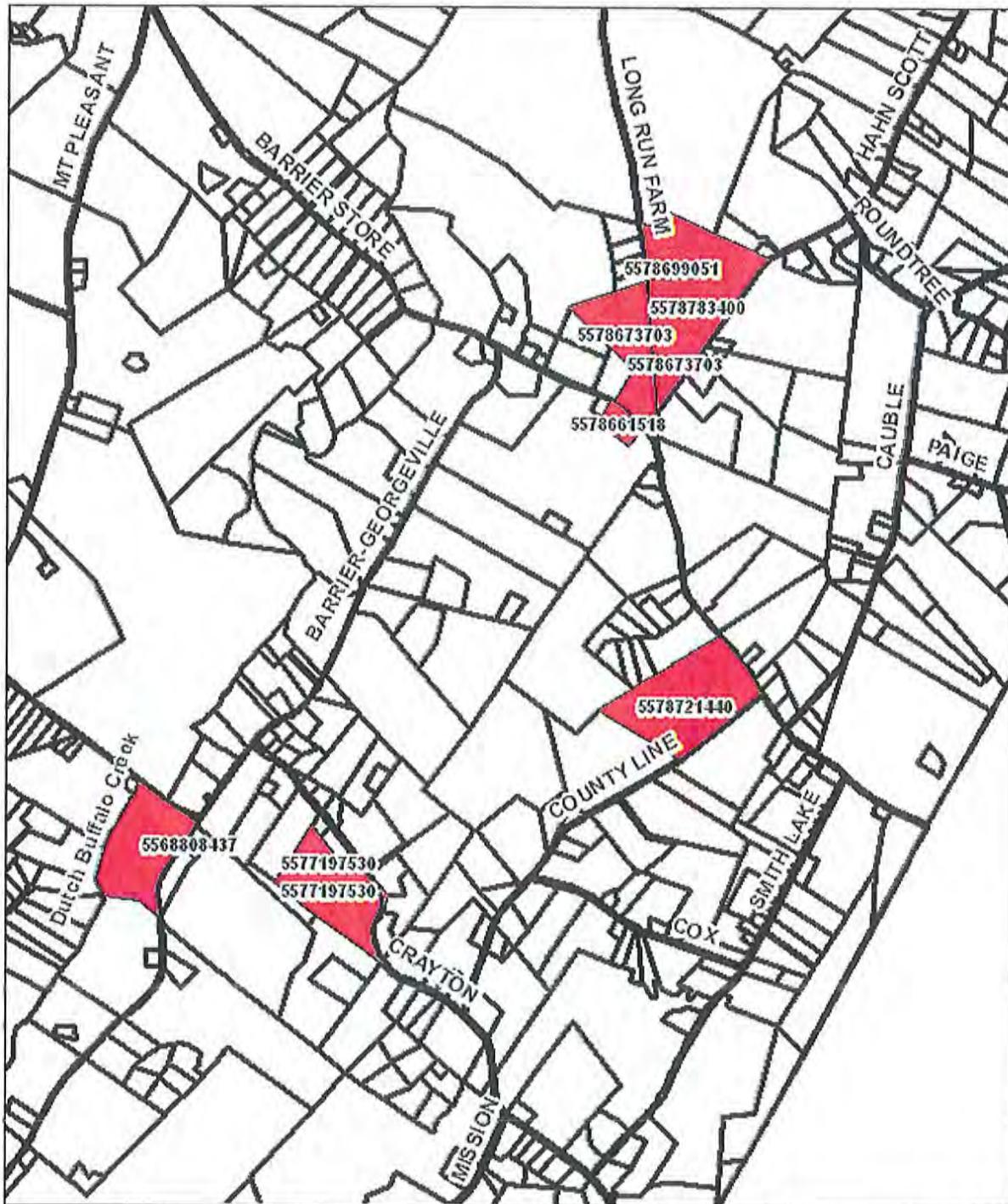


Legend



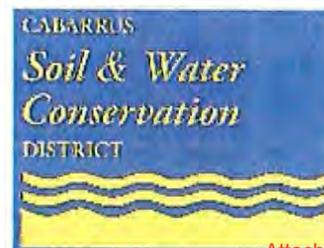
Attachment number 1

Barrier Farm Tracts



Legend

-  Cabarrus County
-  Barrier_Farm_Tracts



December 13, 2012

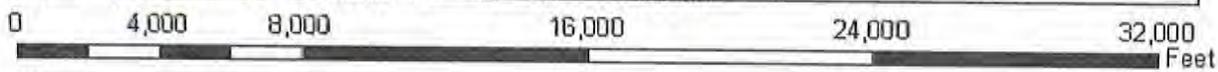
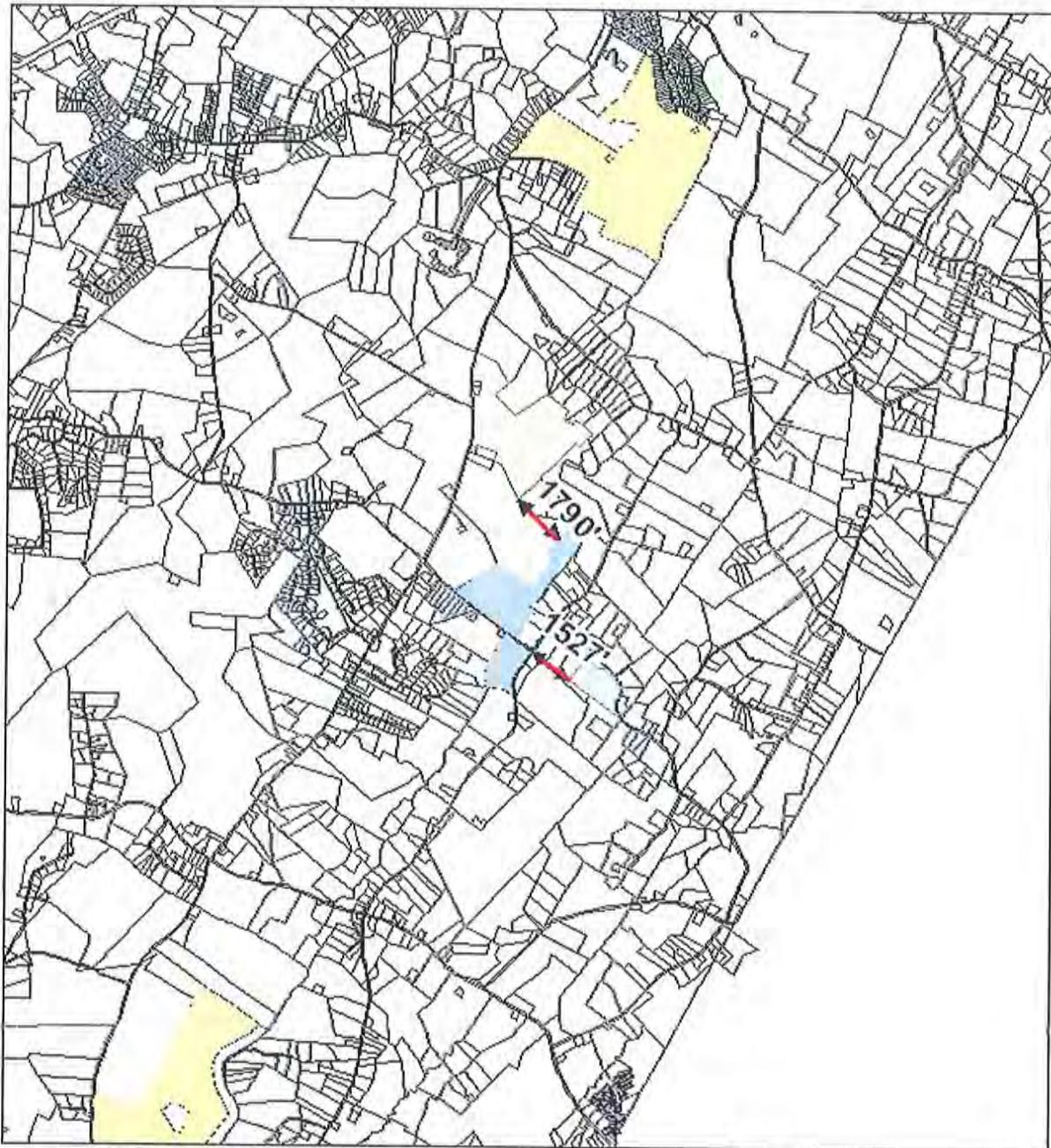
To Whom It May Concern:

It is the intent of all family members of Barrier Brothers for our 4th-generation farm to continue as a working farm for future generations. If our application for a permanent conservation easement is funded, we are willing to donate up to 50% of the development rights as a match.

Sincerely,

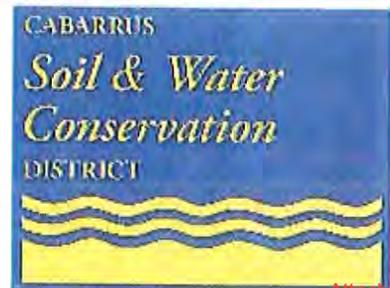
Michael T. Barrier

Conservation Easement Vicinity Map



Legend

- Micheal Barrier Proposed easement
- Dan Barrier Con Easement(In Process)
- CabarrusGIS.CAB_DBO.RecordedConservationEasement
- Porter Proposed Easement
- Porter Con Easement (In Process)
- cabarrusgis.CAB_DBO.TaxParcels



ADFP Trust Fund Grant VI Cycle Easement Application Supplement

Recipient: Mike Barrier

Applicant: Cabarrus Soil and Water Conservation District

Description of Land Unit Subject to Easement (p. 5)

Item 3 (h) "Describe existing homestead in easement"

On parcel 5577197530, there are two existing houses on septic systems and wells:

- a one story, 1,200 sq. ft., frame, rural single-family (rental) residence
- a two-story, 1,950 sq. ft., frame, rural single-family (owner's) residence

OVERVIEW Section

Item #6—Capital Investments (p. 9)

YEAR	ITEM	COST \$
2001	Square baler	16,000
2002	Grain trucks (2)	24,000
2007	Hay Rake	4,600
2008	Hay Mower	21,000
2009	Tractor	46,000
2009	Square baler	21,000
2010	Combine	153,000
2012	Tractor	90,000



Mike Barrier Tract Crayton Road



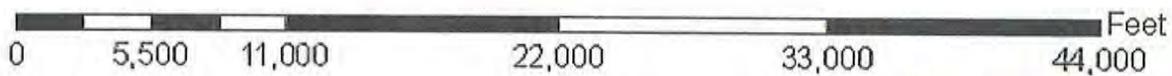
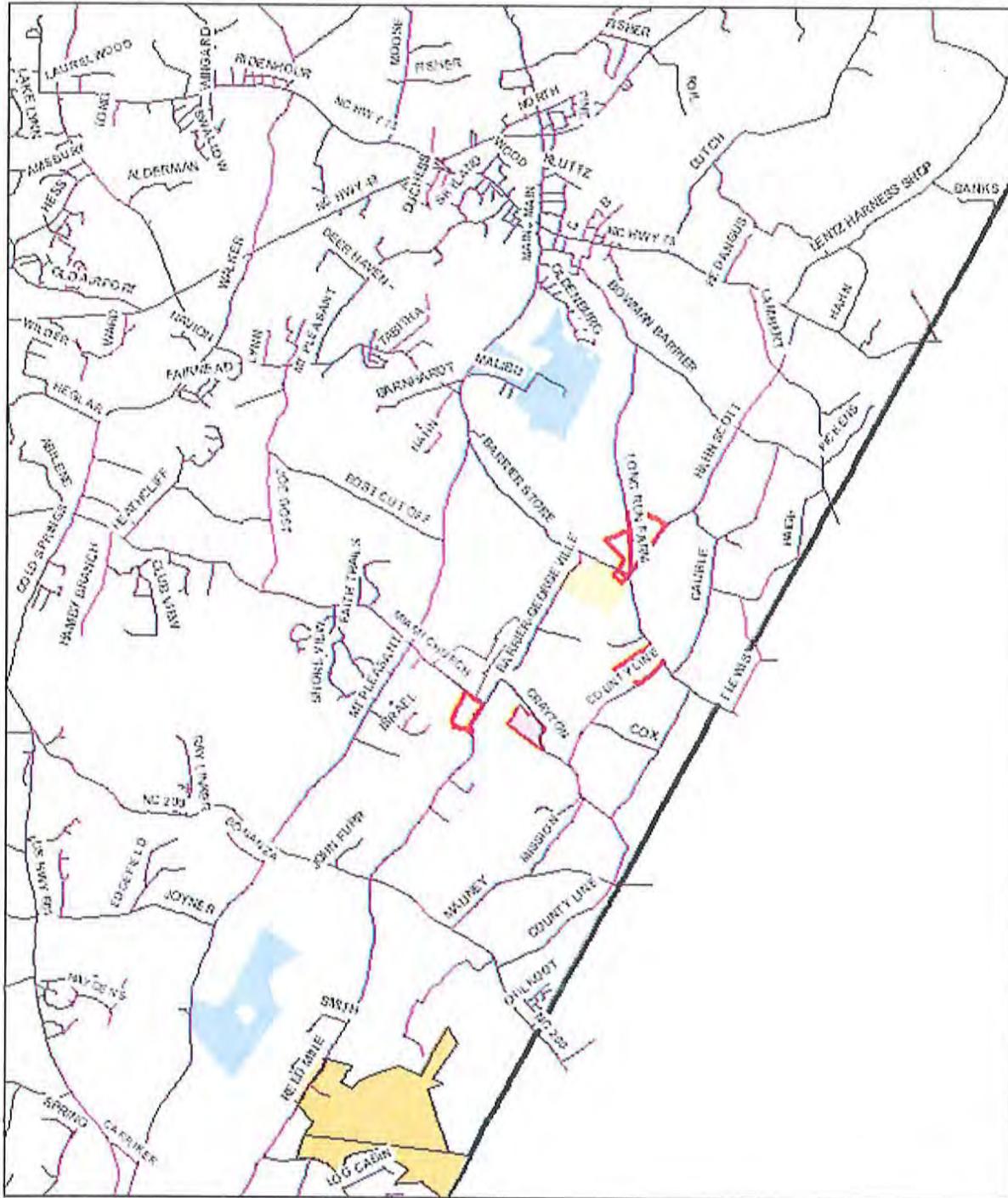


Barrier Brothers Grain Bins



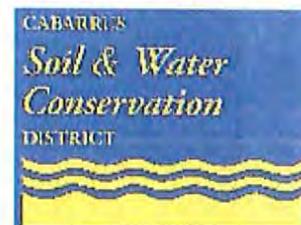
Barrier Brothers Office and Shop

Mike Barrier Farm Vicinity Map



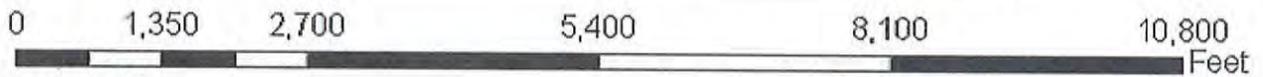
Legend

-  Mke_Barrier_Tracts
-  Porter 110ac proposed easement
-  Reed_Gold_Mine_State_Property
-  CabarrusGIS.CAB_DBO.RecordedConservationEasement
-  CabarrusCounty
-  Helen Barrier Studdert Estate



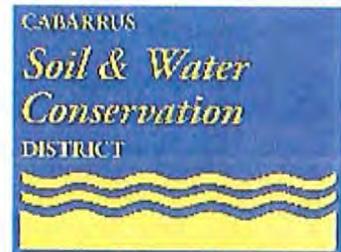
Attachment number 1

Porter Farm & Barrier Farm



Legend

-  Barrier Tract
-  Barrier Tract
-  Barrier Tract
-  Porter Whole_Farm
-  Porter 111.9 Ac Conservation Easement *(pending)*





CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Sheriff - Approval of the Trade-in/Surplus of Duty Weapons

BRIEF SUMMARY:

The Sheriff's Office is requesting to trade-in 140 older Sig Sauer P226 .40 caliber handguns in exchange for brand new Sig Sauer P226 .40 caliber handguns. Lawmen's, a state contract vendor for firearms, has extended this trade-in offer to the Cabarrus County Sheriff's Office. Lawmen's is offering to give the Sheriff's Office \$400 per handgun, with the new handgun costing \$199.99. The regular cost of a new handgun is \$599.99. Most of the 140 handguns recommended for trade-in are 10 years old.

The total trade-in value of the 140 handguns is \$56,000, an amount exceeding the County Manager's \$30,000 surplus limit.

REQUESTED ACTION:

Motion to approve the trade-in of 140 surplus handguns with a trade-in value of \$56,000 for the Cabarrus County Sheriff's Office.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Paul Hunt, Chief Deputy

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS

[Quote from Lawmen's](#)



Ellie
204

Asst. For.

SALES QUOTE	
SQ-186022	10/14/2013

REMIT TO:

3319 Anvil Place
Raleigh, NC 27603
Ph: 919.779.6141

3440 St. Vardell Ln. Ste H
Charlotte, NC 28217
Ph: 704.494.7575

3315 Broad River Rd. Ste 120
Columbia, SC 29210
Ph: 803.798.2253



Customer	Contact	Ship To
CABARRUS CO SHERIFFS OFF. ATTN: ACCOUNTS PAYABLE PO BOX 525 CONCORD NC 28026 Tel: (704)920-2832 Fax: (704)784-1919		CABARRUS CO SHERIFFS OFF. INGRAM 30 CORBAN AVENUE SE CONCORD NC 28025
#4619 → 2112-9838		

Account	Terms	Due Date	Account Rep	Schedule Date
CABARR	NET 15	10/29/2013	GREG PLUNKETT	10/14/2013
Quotation	PO #	Reference	Ship VIA	Page Printed
SQ-186022		PRODUCT TRADE		1 10/25/2013 3:07:55PM

L	Item / Model / Brand Description	Qty	Price UM	Discount %	Amount
1	SIGWE26R40BSS / 798681423828 P226R-40 B, W/ACC RAIL ALUM FRAME, SLITE -2 MAGAZINES ONLY-	140	\$599.99 EA	\$0.00	\$83,998.60
2	TRADEINRAL A CREDIT WILL BE APPLIE FOR EVERY SIG TRADED IN AT A 1 FOR 1 PURCHASE. EACH TRADE WILL BE VALUED AT \$400 PER GUN. \$400 X 140= \$56,000 CREDIT EACH GUN TO HAVE 2 MAGAZINES AND IN STANDARD WORKING CONDITION	1	\$-56,000.00 EA	\$0.00	\$-56,000.00
3	SIG-MI 1201185 FLOOR PLATES	280	\$6.00 EA	\$0.00	\$1,680.00

<p>**PLEASE VERIFY THAT THE PART NUMBERS AND DESCRIPTIONS ARE CORRECT BEFORE SUBMITTING YOUR ORDER.</p> <p>**RESTOCKING FEES MAY APPLY TO RETURNED ITEMS.</p> <p>**FREIGHT WILL BE ADDED TO ALL INVOICES.</p> <p>**PRICES QUOTED ARE BASED ON PAYMENT BY CHECK OR CASH.</p> <p>**QUOTE IS GOOD FOR 30 DAYS.</p>	<p>Tax Details EXEMPT \$0.000 NCCTTY7.00 \$5997.502</p>	<p>Taxable</p> <p>Total Tax \$5,997.50 Exempt -\$56,000.00 Total \$35,676.10</p> <p>Balance \$35,676.10</p>	<p>\$85,678.60</p>
---	--	--	--------------------

Attachment number 1



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Tax Administration - Refund and Release Report - November 2013

BRIEF SUMMARY:

Release report contains taxpayers' names, bill numbers, valuations, tax amounts, along with the justifications for releasing the valuation/tax amounts for outstanding levies in accordance with N.C.G.S. 105-381. Refund report is a summary sheet which lists data from each refund request form, along with the justification for the refunds to the taxpayers in accordance with N.C.G.S. 105-381.

Note: Due to the transition of motor vehicles onto the new North Carolina Vehicle Tax System (NCVTS), motor vehicle-related refunds and releases will begin to be displayed on the new report generated by NCVTS.

REQUESTED ACTION:

Motion to approve the November 2013 Refund-Release report, along with the NCVTS Refund report, as submitted and grant authority to the Tax Collector to process the refunds and releases.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

J. Brent Weisner, Tax Administrator

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS

- [Release Refund Summary](#)
 - [Release Refund Detail](#)
 - [NCVTS Refund Detail](#)
-

Summary of Releases and Refunds for the Month of NOVEMBER 2013

RELEASES FOR THE MONTH OF: NOVEMBER 13

\$35,035.42

BREAKDOWN OF RELEASES:

COUNTY	\$26,732.07
CITY OF CONCORD	\$4,616.33
CITY OF KANNAPOLIS	\$2,713.85
CITY OF LOCUST	\$83.18
CITY OF STANFIELD	\$0.00
TOWN OF HARRISBURG	\$76.66
TOWN OF MIDLAND	\$4.68
TOWN OF MT. PLEASANT	\$132.60
ALLEN F/D	\$84.67
COLD WATER F/D	\$4.62
ENOCHVILLE F/D	\$0.00
FLOWES STORE F/D	\$54.30
GEORGEVILLE F/D	\$61.52
GOLD HILL F/D	\$15.21
HARRISBURG F/D	\$97.18
JACKSON PARK F/D	\$36.78
MIDLAND F/D	\$22.70
MT MITCHELL F/D	\$33.00
MT PLEASANT F/D	\$145.28
NORTHEAST F/D	\$12.09
ODELL F/D	\$69.83
POPLAR TENT F/D	\$0.00
RICHFIELD F/D	\$0.00
RIMER F/D	\$8.45
KANNAPOLIS RURAL F/D	\$30.42
CONCORD RURAL F/D	

REFUNDS FOR THE MONTH OF: NOVEMBER 13

\$1,532.48

BREAKDOWN OF REFUNDS:

COUNTY	\$867.64
CITY OF CONCORD	\$307.29
CITY OF KANNAPOLIS	\$353.34
CITY OF LOCUST	\$0.00
CITY OF STANFIELD	\$0.00
TOWN OF HARRISBURG	\$4.21
TOWN OF MIDLAND	\$0.00
TOWN OF MT. PLEASANT	\$0.00
ALLEN F/D	\$0.00
COLD WATER F/D	\$0.00
ENOCHVILLE F/D	\$0.00
FLOWES STORE F/D	\$0.00
GEORGEVILLE F/D	\$0.00
GOLD HILL F/D	\$0.00
HARRISBURG F/D	\$0.00
JACKSON PARK F/D	\$0.00
MIDLAND F/D	\$0.00
MT. MITCHELL F/D	\$0.00
MT. PLEASANT F/D	\$0.00
NORTHEAST F/D	\$0.00
ODELL F/D	\$0.00
POPLAR TENT F/D	\$0.00
RICHFIELD F/D	\$0.00
RIMER F/D	\$0.00
WINECOFF F/D	\$0.00
KANNAPOLIS RURAL F/D	\$0.00
CONCORD RURAL F/D	\$0.00

November 2013 Release Report

Name	Bill#	Reason	District	Amount
ABBOTT SHANTI DEVI	2013-560381	PRORATION	C ADVLTAX	97.44
ABBOTT SHANTI DEVI	2013-560381	PRORATION	CI04ADVLTX	77.96
ACCARDO TERRI WALLACE	2013-582466	ADJUSTED VALUE TO \$3,500	C ADVLTAX	325.50
ACCARDO TERRI WALLACE	2013-582466	ADJUSTED VALUE TO \$3,500	FR04ADVLTX	20.93
ALI MARIAMA NADIRA	2013-579937	PRORATION	C ADVLTAX	4.75
ALI MARIAMA NADIRA	2013-579937	PRORATION	CI02ADVLTX	3.25
ANDERSON JENNIFER NICOLE	2011-575028	DUPLICATE GR FEE	C GARNFEE	60.00
ARAZIE LAWRENCE EDWARD	2013-12707	ERROR IN HOMESTEAD	C ADVLTAX	183.81
ARAZIE LAWRENCE EDWARD	2013-12707	ERROR IN HOMESTEAD	CI03ADVLTX	132.60
ARTHUR LINWOOD EARL JR	2012-665726	PRORATION	C ADVLTAX	38.78
ARTHUR LINWOOD EARL JR	2012-665726	PRORATION	FR03ADVLTX	2.77
ASHTON KENT JOHN	2013-579328	SOLD VEHICLE AND TURNED IN	C ADVLTAX	7.30
ASHTON KENT JOHN	2013-579328	SOLD VEHICLE AND TURNED IN	CI02ADVLTX	5.00
BAILEY-MIKE LENAIR MARIE	2012-669465	PRORATION	C ADVLTAX	42.05
BAILEY-MIKE LENAIR MARIE	2012-669465	PRORATION	CI04ADVLTX	33.64
BAKER KRISTIN MICHELLE	2013-551346	PRORATION	C ADVLTAX	20.02
BAKER KRISTIN MICHELLE	2013-551346	PRORATION	CI01ADVLTX	4.53
BAKER KRISTIN MICHELLE	2013-551346	PRORATION	FR19ADVLTX	3.19
BALDWIN ANN MANTOOTH	2012-618287	Last day of employment	C GARNFEE	60.00
BANNER SHARON MONIQUE	2013-510842	DUPLICATE GR FEE	C GARNFEE	60.00
BAPTIST RETIREMENT HOME OF NC INC	2013-568032	EXEMPTION APPLICATION	C ADVLTAX	48.93
BAPTIST RETIREMENT HOME OF NC INC	2013-568032	EXEMPTION APPLICATION	CI02ADVLTX	33.55
BAPTIST RETIREMENT HOME OF NC INC	2013-568032	EXEMPTION APPLICATION	CTAGFFEEFEE	15.00
BAPTIST RETIREMENT HOME OF NC INC	2013-568661	EXEMPTION APPLICATION	C ADVLTAX	20.30
BAPTIST RETIREMENT HOME OF NC INC	2013-568661	EXEMPTION APPLICATION	CI02ADVLTX	13.92
BAPTIST RETIREMENT HOME OF NC INC	2013-568661	EXEMPTION APPLICATION	CTAGFFEEFEE	15.00
BAPTIST RETIREMENT HOMES OF NC INC	2013-584829	APPL FOR MV EXEMPTION	C ADVLTAX	51.66
BAPTIST RETIREMENT HOMES OF NC INC	2013-584829	APPL FOR MV EXEMPTION	CI02ADVLTX	35.42
BAPTIST RETIREMENT HOMES OF NC INC	2013-584829	APPL FOR MV EXEMPTION	CTAGFFEEFEE	15.00
BEATTY MITCHELL HOLLY	2008-584935	RELEASE GR FEE-NOT	C GARNFEE	60.00
BECK GERALD THOMAS	2013-553493	FULL RELEASE-TURNED IN	C ADVLTAX	92.33
BECK GERALD THOMAS	2013-553493	FULL RELEASE-TURNED IN	FR04ADVLTX	5.94
BELK ASHLEIGH BROOKE	2012-589369	RELEASE GR FEE-NO WAGES	C GARNFEE	60.00
BELLIS STEVEN BRIAN	2013-553537	PRORATION	C ADVLTAX	20.16
BELLIS STEVEN BRIAN	2013-553537	PRORATION	CI02ADVLTX	13.82
BERHE SAHARA SEMERE	2012-800597	PRORATION	C ADVLTAX	48.71
BERHE SAHARA SEMERE	2012-800597	PRORATION	CI02ADVLTX	33.40
BERNSTEIN STEVEN HARRIS	2013-572006	VALUE ADJUSTMENT PER HIGH	C ADVLTAX	49.89
BERNSTEIN STEVEN HARRIS	2013-572006	VALUE ADJUSTMENT PER HIGH	CI02ADVLTX	34.21
BERNSTEIN STEVEN HARRIS	2013-572006	VALUE ADJUSTMENT PER HIGH	C ADVLTAX	-49.89
BERNSTEIN STEVEN HARRIS	2013-572006	VALUE ADJUSTMENT PER HIGH	CI02ADVLTX	-34.21
BERNSTEIN STEVEN HARRIS	2013-572006	ADJUSTMENT PER HIGH	C ADVLTAX	64.85
BERNSTEIN STEVEN HARRIS	2013-572006	ADJUSTMENT PER HIGH	CI02ADVLTX	44.47
BESSENT PAUL STEVENS JR	2012-670005	PRORATION	C ADVLTAX	106.21
BESSENT PAUL STEVENS JR	2012-670005	PRORATION	CI04ADVLTX	84.97
BLACK KEVIN	2013-549820	PRORATION	C ADVLTAX	22.49
BLACK KEVIN	2013-549820	PRORATION	CI04ADVLTX	17.99
BLANKENSHIP AMANDA LEWIS	2013-593135	SITUS ERROR---RELEASE KANN	FR01ADVLTX	9.81
BOST BRITTANY MICHELLE	2012-653897	DUPLICATE GR FEE	C GARNFEE	60.00
BRIDGES DANIEL RICHARD	2013-594204	VALUE ADJUSTED LAST YEAR.	C ADVLTAX	86.98
BRIDGES DANIEL RICHARD	2013-594204	VALUE ADJUSTED LAST YEAR.	FR08ADVLTX	8.45
BRINDLE CHRISTINA JOY	2013-572796	RELEASED 8 MOS--TRADED IN	C ADVLTAX	61.23
BRINDLE CHRISTINA JOY	2013-572796	RELEASED 8 MOS--TRADED IN	FR16ADVLTX	7.26
BROOME KEVIN LAMAR	2013-585758	PRORATION	C ADVLTAX	75.19
BROOME KEVIN LAMAR	2013-585758	PRORATION	CI04ADVLTX	60.15
BROWN MILTON RAE SHAWN FRANK	2012-650533	PRORATION	C ADVLTAX	37.42
BROWN MILTON RAE SHAWN FRANK	2012-650533	PRORATION	CI04ADVLTX	29.94
BRUZZDZINSKI JOHN JOSEPH	2013-570966	PRORATION	C ADVLTAX	91.40
BRUZZDZINSKI JOHN JOSEPH	2013-570966	PRORATION	FR11ADVLTX	7.58
BUCK ELAINE WILSON	2012-607702	DUPLICATE GR FEE	C GARNFEE	60.00
CALDWELL BREE MYERS	2013-545410	PRORATION	C ADVLTAX	39.03
CALDWELL BREE MYERS	2013-545410	PRORATION	FR07ADVLTX	6.22
CANUPP LANNY EUGENE	2013-579280	RELEASED BILL IN FULL	C ADVLTAX	32.12
CANUPP LANNY EUGENE	2013-579280	RELEASED BILL IN FULL	FR16ADVLTX	3.81
CARAWAN GARRY KIT	2013-23620	MOVED TO SC IN 2012.	C ADVLTAX	98.11
CARAWAN GARRY KIT	2013-23620	MOVED TO SC IN 2012.	C PEN FEE	9.81
CARAWAN GARRY KIT	2013-23620	MOVED TO SC IN 2012.	CI04ADVLTX	78.49
CARAWAN GARRY KIT	2013-23620	MOVED TO SC IN 2012.	CI04PEN FEE	7.85
CARPENTER HEATHER LEE	2013-587413	PRORATION	C ADVLTAX	11.29
CARPENTER HEATHER LEE	2013-587413	PRORATION	CI02ADVLTX	7.75
CARPENTER HEATHER LEE	2013-587413	PRORATION	C ADVLTAX	-11.29
CARPENTER HEATHER LEE	2013-587413	PRORATION	CI02ADVLTX	-7.75
CARPENTER HEATHER LEE	2013-587413	PRORATION	C ADVLTAX	10.27
CARPENTER HEATHER LEE	2013-587413	PRORATION	CI02ADVLTX	7.04
CARPENTER STEPHEN C	2012-24116	GR fee- Bankruptcy	C GARNFEE	60.00
CARROLL CHARLES FISHER JR	2013-558474	PRORATION	C ADVLTAX	62.72
CARROLL CHARLES FISHER JR	2013-558474	PRORATION	CI02ADVLTX	43.01
CARSON JERMEDIA LESHELL	2013-556304	PRORATION	C ADVLTAX	24.05
CARSON JERMEDIA LESHELL	2013-556304	PRORATION	CI04ADVLTX	19.24
CARTNER JACOB ALEXANDER	2012-631691	VEHICLE SOLD. TAG TURNED	C ADVLTAX	66.69
CARTNER JACOB ALEXANDER	2012-631691	VEHICLE SOLD. TAG TURNED	FR16ADVLTX	6.00
CECCONI DANIEL JOSEPH	2013-573712	PRORATION	C ADVLTAX	77.77
CECCONI DANIEL JOSEPH	2013-573712	PRORATION	CI02ADVLTX	53.33
CHAPMAN GARLAND E	2012-25460	WRONG AMOUNT	C LEGLFEE	23462.0
CHAPPELLE JERALD EUGENE	2013-567461	PRORATION	C ADVLTAX	7.93
CHAPPELLE JERALD EUGENE	2013-567461	PRORATION	CI04ADVLTX	6.35

CHEN LI-HUA	2010-651407	GR Fee not collected	C GARNFEE	60.00
CLANTON LINDA BARKER	2013-588665	PRORATION	C ADVLTX	92.34
CLANTON LINDA BARKER	2013-588665	PRORATION	CI04ADVLTX	73.88
CLEMENTE YASMIN	2013-539620	PRORATION	C ADVLTX	26.60
CLEMENTE YASMIN	2013-539620	PRORATION	CI02ADVLTX	18.24
CLOWNEY WILLIE LEWIS	2013-579822	ADJUSTED VALUE TO \$500 PER	C ADVLTX	75.78
CLOWNEY WILLIE LEWIS	2013-579822	ADJUSTED VALUE TO \$500 PER	FR01ADVLTX	3.79
COAN WILLIAM RICHARD III	2011-559485	AGED CLOSED 11/7/13	C GARNFEE	60.00
COCHRANE DAVID LEE	2013-590615	PRORATION	C ADVLTX	61.22
COCHRANE DAVID LEE	2013-590615	PRORATION	CI02ADVLTX	41.97
COOKE DARTHA W	2013-28599	LATE APPLICATION APPROVED	C ADVLTX	167.94
COOKE DARTHA W	2013-28599	LATE APPLICATION APPROVED	CI04ADVLTX	134.36
CORADINI STEVEN JOSEPH	2013-570104	PRORATION	C ADVLTX	73.60
CORADINI STEVEN JOSEPH	2013-570104	PRORATION	FR07ADVLTX	11.72
CORE VISUAL INSPECTION SERVICES	2013-587488	PRORATION	C ADVLTX	13.61
CORE VISUAL INSPECTION SERVICES	2013-587488	PRORATION	CI01ADVLTX	3.08
CORE VISUAL INSPECTION SERVICES	2013-587488	PRORATION	FR19ADVLTX	2.17
COX HEATHER GENEVA	2012-645582	Terminated 10/10/13 per	C GARNFEE	60.00
COX JAMES RONALD	2013-578872	RELEASED BILL TO ROWAN	C ADVLTX	350.00
COX JAMES RONALD	2013-578872	RELEASED BILL TO ROWAN	CI02ADVLTX	240.00
COX JAMES RONALD	2013-578872	RELEASED BILL TO ROWAN	CTAGFFEEFEE	15.00
COX JIMMY RAY	2013-539297	RELEASED BILL IN FULL DUE	C ADVLTX	3.50
COX JIMMY RAY	2013-539297	RELEASED BILL IN FULL DUE	CI02ADVLTX	2.40
COX JIMMY RAY	2013-539297	RELEASED BILL IN FULL DUE	CTAGFFEEFEE	15.00
COX JIMMY RAY	2013-533493	ADJUSTED TAX BILL DUE TO	CI02ADVLTX	3.52
COX JIMMY RAY	2013-533493	ADJUSTED TAX BILL DUE TO	CTAGFFEEFEE	15.00
CRESS TERRY MICHAEL	2013-535623	RELEASE GR FEE-GR NOT SENT	C GARNFEE	60.00
CRUTCHFIELD PRICE DEWITT	2013-586788	VALUE ADJUSTMENT PER	C ADVLTX	2.00
CRUTCHFIELD PRICE DEWITT	2013-586788	VALUE ADJUSTMENT PER	CI02ADVLTX	1.37
CUMMINGS DYANA MARIE	2013-535245	RELEASED 6 MOS---SOLD VEH	C ADVLTX	9.98
CUMMINGS DYANA MARIE	2013-535245	RELEASED 6 MOS---SOLD VEH	CI02ADVLTX	6.84
DAMERON LEWIS WADE	2013-566181	PRORATION	C ADVLTX	16.38
DAMERON LEWIS WADE	2013-566181	PRORATION	CI06ADVLTX	4.68
DARBY JOSHUA ROBERT	2012-535592	NO MONEY EVER RCVD FROM	C GARNFEE	60.00
DAVIS RITCHIE ANROLD	2013-555035	VEHICLE SOLD, PLATE TURNED	C ADVLTX	145.02
DAVIS RITCHIE ANROLD	2013-555035	VEHICLE SOLD, PLATE TURNED	CI02ADVLTX	99.44
DAY ENTERPRISES, INC	2013-555771	VEHICLE SOLD. TAG TURNED	C ADVLTX	154.37
DAY ENTERPRISES, INC	2013-555771	VEHICLE SOLD. TAG TURNED	CI04ADVLTX	123.49
DEALS AUTO GLASS SERVICE INC	2013-582069	ADJUSTED VALUE TO \$4,071	C ADVLTX	14.83
DEALS AUTO GLASS SERVICE INC	2013-582069	ADJUSTED VALUE TO \$4,071	CI04ADVLTX	11.87
DEAL'S AUTO GLASS SERVICE INC	2013-590630	ADJUSTED VALUE TO \$7,811	C ADVLTX	13.85
DEAL'S AUTO GLASS SERVICE INC	2013-590630	ADJUSTED VALUE TO \$7,811	CI04ADVLTX	11.08
DORSETT TIMOTHY GORDON	2013-570032	RELEASED 11 MO--SOLD VEH &	C ADVLTX	23.16
DORSETT TIMOTHY GORDON	2013-570032	RELEASED 11 MO--SOLD VEH &	CI02ADVLTX	15.89
DOWLING GERALD EMMETT	2013-575289	ADJUSTED VALUE TO \$89,502	C ADVLTX	71.29
DOWLING GERALD EMMETT	2013-575289	ADJUSTED VALUE TO \$89,502	CI02ADVLTX	48.88
DRYE SUSAN DOVER	2013-550118	RELEASED 11 MONTHS---	C ADVLTX	36.96
DRYE SUSAN DOVER	2013-550118	RELEASED 11 MONTHS---	CI02ADVLTX	25.35
DUTTERER BRIAN SCOTT	2013-551640	PRORATION	C ADVLTX	47.60
DUTTERER BRIAN SCOTT	2013-551640	PRORATION	CI01ADVLTX	10.78
DUTTERER BRIAN SCOTT	2013-551640	PRORATION	FR19ADVLTX	7.58
EARLL CHRISTOPHER JAMES	2013-586502	PRORATION	C ADVLTX	61.86
EARLL CHRISTOPHER JAMES	2013-586502	PRORATION	FR11ADVLTX	5.12
EARLL CHRISTOPHER JAMES	2013-580646	PRORATION	C ADVLTX	22.11
EARLL CHRISTOPHER JAMES	2013-580646	PRORATION	FR11ADVLTX	1.83
ERKSON MARY KATHERINE	2013-580982	PRORATION	C ADVLTX	15.58
ERKSON MARY KATHERINE	2013-580982	PRORATION	CI02ADVLTX	10.68
ERVIN CAROLYN SMALL	2013-560932	VEHICLE SOLD. TAG TURNED	C ADVLTX	33.81
ERVIN CAROLYN SMALL	2013-560932	VEHICLE SOLD. TAG TURNED	CI02ADVLTX	23.18
ERVIN JUSTIN ANDREW	2013-526069	EMPLOYMENT TERMINATED	C GARNFEE	60.00
FERRELL PAMELA MICHELLE	2013-557198	SITUS ERROR-RELEASE	C ADVLTX	98.77
FERRELL PAMELA MICHELLE	2013-557198	SITUS ERROR-RELEASE	CI04ADVLTX	79.02
FERRELL PAMELA MICHELLE	2013-557198	SITUS ERROR-RELEASE	KTAGFFEEFEE	15.00
FIRST ASSEMBLY OF GOD	2013-588895	RELEASED BILL IN FULL TO	C ADVLTX	29.40
FIRST ASSEMBLY OF GOD	2013-588895	RELEASED BILL IN FULL TO	CI01ADVLTX	6.66
FIRST ASSEMBLY OF GOD	2013-588895	RELEASED BILL IN FULL TO	FR19ADVLTX	4.68
FLOWERS CATRELL SINCLAIR	2010-540130	TERMINATED	C GARNFEE	60.00
FLYNN ELIDA JORGELINA	2013-589018	PRORATION	C ADVLTX	50.87
FLYNN ELIDA JORGELINA	2013-589018	PRORATION	FR04ADVLTX	3.27
FOX KEIRA SHONNICE	2012-645718	GR Release- no longer	C GARNFEE	60.00
FRANKLIN CARLENE DESIREE	2012-662083	RELEASED 3 MOS---VEH	C ADVLTX	11.64
FRANKLIN CARLENE DESIREE	2012-662083	RELEASED 3 MOS---VEH	CI02ADVLTX	7.98
FUNDERUD DEBORAH PRESNELL	2013-558534	RELEASED 10 MOS---SOLD VEH	C ADVLTX	76.36
FUNDERUD DEBORAH PRESNELL	2013-558534	RELEASED 10 MOS---SOLD VEH	FR14ADVLTX	5.02
FURR LINDA HELTON	2013-537922	VEHICLE SOLD. PLATE TURNED	C ADVLTX	13.56
FURR LINDA HELTON	2013-537922	VEHICLE SOLD. PLATE TURNED	CI02ADVLTX	9.30
FURR TIMOTHY FRANKLIN	2013-583775	ADJUSTED VALUE TO \$6,300	C ADVLTX	72.80
FURR TIMOTHY FRANKLIN	2013-583775	ADJUSTED VALUE TO \$6,300	CI04ADVLTX	58.24
GABLE DAVID NATHAN	2013-554938	VEHICLE TOTALLED. PLATE	C ADVLTX	53.53
GABLE DAVID NATHAN	2013-554938	VEHICLE TOTALLED. PLATE	CI02ADVLTX	36.71
GALLAGHER ALISSA DARCY	2013-556291	PRORATION	C ADVLTX	67.25
GALLAGHER ALISSA DARCY	2013-556291	PRORATION	CI02ADVLTX	46.12
GARMON MARGARET AMANDA	2011-800574	CREATED NEW ADD BILL	C ADVLTX	23.88
GARMON MARGARET AMANDA	2011-800574	CREATED NEW ADD BILL	CI05ADVLTX	13.64
GARMON MARGARET AMANDA	2011-800574	CREATED NEW ADD BILL	FR13ADVLTX	2.27
GARMON MARGARET AMANDA	2011-800574	CREATED NEW ADD BILL	LTAGFFEEFEE	10.00
GARRARD DAVID WAYNE	2013-551375	PRORATION	C ADVLTX	6.53
GARRARD DAVID WAYNE	2013-551375	PRORATION	CI02ADVLTX	4.48
GAYAZOV VLADIMIR NIKOLAEVICH	2013-555101	PRORATION	C ADVLTX	38.55
GAYAZOV VLADIMIR NIKOLAEVICH	2013-555101	PRORATION	CI02ADVLTX	26.43

GELCO CORPORATION	2013-554358	PRORATION	C	ADVLTAX	46.26
GELCO CORPORATION	2013-554358	PRORATION	CI02ADVLTAX		31.72
GELCO CORPORATION	2013-555337	PRORATION	C	ADVLTAX	120.56
GELCO CORPORATION	2013-555337	PRORATION	CI02ADVLTAX		82.67
GODFREY CATHERINE ELIZABETH	2013-569532	ADJUSTED VALUE TO \$6,521	C	ADVLTAX	6.22
GODFREY CATHERINE ELIZABETH	2013-569532	ADJUSTED VALUE TO \$6,521	CI01ADVLTAX		1.41
GODFREY CATHERINE ELIZABETH	2013-569532	ADJUSTED VALUE TO \$6,521	FR19ADVLTAX		0.99
GOERTZEN CHRISTOPHER GLENN	2013-581269	RELEASED 11 MONTHS---SOLD	C	ADVLTAX	25.92
GOERTZEN CHRISTOPHER GLENN	2013-581269	RELEASED 11 MONTHS---SOLD	CI02ADVLTAX		17.77
GONPUE TELO BRACEWELL	2013-534994	VEHICLE IN NEW OWNERS NAME	C	ADVLTAX	7.18
GONPUE TELO BRACEWELL	2013-534994	VEHICLE IN NEW OWNERS NAME	FR07ADVLTAX		1.14
GOOD RANONE MONQUETTE	2012-653273	TERMINATED 6/27/13	C	GARNFEE	60.00
GRAY DAVIEUS ORMAR	2012-653415	PRORATION	C	ADVLTAX	29.09
GRAY DAVIEUS ORMAR	2012-653415	PRORATION	CI02ADVLTAX		19.94
GRAY DAVIEUS ORMAR	2012-530385	PRORATION	C	ADVLTAX	0.68
GRAY DAVIEUS ORMAR	2012-530385	PRORATION	CI02ADVLTAX		0.45
GRAY TARISA CRYSTAL	2013-572977	MILITARY EXEMPTION	C	ADVLTAX	171.22
GRAY TARISA CRYSTAL	2013-572977	MILITARY EXEMPTION	FR11ADVLTAX		14.19
HAGEN-PORTELL KIMBERLY LYNNE	2013-800536	RECEIVED 2 REOUSETS FROM	C	ADVLTAX	96.32
HAGEN-PORTELL KIMBERLY LYNNE	2013-800536	RECEIVED 2 REOUSETS FROM	FR13ADVLTAX		12.66
HAGEN-PORTELL KIMBERLY LYNNE	2013-800536	RECEIVED 2 REOUSETS FROM	CI05ADVLTAX		49.54
HAGEN-PORTELL KIMBERLY LYNNE	2013-800536	RECEIVED 2 REOUSETS FROM	LTAGFFEEFEE		10.00
HAIGLER WALTER LEE	2013-581437	BILLED AT RENEWAL BY US	C	ADVLTAX	13.44
HAIGLER WALTER LEE	2013-581437	BILLED AT RENEWAL BY US	CI02ADVLTAX		9.22
HAIGLER WALTER LEE	2013-581437	BILLED AT RENEWAL BY US	CTAGFFEEFEE		15.00
HANSON CRAIG ALLAN	2013-589010	RELEASED 11 MOS---SOLD VEH	C	ADVLTAX	110.11
HANSON CRAIG ALLAN	2013-589010	RELEASED 11 MOS---SOLD VEH	CI02ADVLTAX		75.51
HARRINGTON CAROLYN ANDERSON	2012-622755	GR Fee-	C	GARNFEE	60.00
HARTSELL JOSEPH EDWIN	2013-515893	RELEASING GR DUE TO	C	GARNFEE	60.00
HARTSELL JOSEPH EDWIN	2013-515893	ADJUSTED VALUE TO \$4,250	C	ADVLTAX	320.25
HARTSELL JOSEPH EDWIN	2013-515893	ADJUSTED VALUE TO \$4,250	CI02ADVLTAX		219.60
HEMMINGSON THOMAS CHARLES	2013-561831	PRORATION	C	ADVLTAX	92.79
HEMMINGSON THOMAS CHARLES	2013-561831	PRORATION	CI02ADVLTAX		63.63
HERBERT DEBORAH JEAN	2013-584765	PRORATION	C	ADVLTAX	41.58
HERBERT DEBORAH JEAN	2013-584765	PRORATION	CI04ADVLTAX		33.26
HILTON RICKY FRANKLIN	2010-801638	BILL ON GR HAD NOT BEEN	C	GARNFEE	60.00
HINES TONJA DENINE	2013-571622	SITUS ERROR BY DMV---	C	ADVLTAX	76.86
HINES TONJA DENINE	2013-571622	SITUS ERROR BY DMV---	CI02ADVLTAX		52.70
HINES TONJA DENINE	2013-571622	SITUS ERROR BY DMV---	CTAGFFEEFEE		15.00
HODGENS RALPH JAMES JR	2012-655411	PRORATION	C	ADVLTAX	67.52
HODGENS RALPH JAMES JR	2012-655411	PRORATION	CI04ADVLTAX		54.02
HOGGARD KRISTINA HARPER	2013-591531	ADJUSTED VALUE TO \$6,050	C	ADVLTAX	58.10
HOGGARD KRISTINA HARPER	2013-591531	ADJUSTED VALUE TO \$6,050	CI02ADVLTAX		39.84
HOLMES EDWARD LEE JR	2013-546578	PRORATION	C	ADVLTAX	6.94
HOLMES EDWARD LEE JR	2013-546578	PRORATION	CI02ADVLTAX		4.76
HOLT LEIGH MARK	2013-567046	PRORATION	C	ADVLTAX	14.84
HOLT LEIGH MARK	2013-567046	PRORATION	CI02ADVLTAX		10.17
HOMSEY RUTH LOUISE	2013-515631	Terminated 11/16/13 per	C	GARNFEE	60.00
HONEYCUTT ROBERT BANKS JR	2013-592851	PRORATION	C	ADVLTAX	77.47
HONEYCUTT ROBERT BANKS JR	2013-592851	PRORATION	CI02ADVLTAX		53.12
HOOKS PAMELA EARNHARDT	2012-628702	TERMINATED 8/31/2010	C	GARNFEE	60.00
HOOKS RUSSELL DAVIS	2013-537032	RELEASE GARNISHMENT FEE	C	GARNFEE	60.00
HUDSON DENNIS WAYNE	2010-15574	Submit for foreclosure-	C	GARNFEE	60.00
HUNT JASON ALAN	2013-589440	SITUS ERROR-RELEASE	FR07ADVLTAX		0.84
INDEPENDENCE RENTALS INC	2013-800512	RELEASED TO MECK COUNTY-	C	ADVLTAX	280.77
INDEPENDENCE RENTALS INC	2013-800512	RELEASED TO MECK COUNTY-	CI02ADVLTAX		192.53
INDEPENDENCE RENTALS INC	2013-800512	RELEASED TO MECK COUNTY-	CTAGFFEEFEE		15.00
JEFFERY CLIFTON JR	2012-646603	RELEASED 8 MONTHS---USED	C	ADVLTAX	15.35
JEFFERY CLIFTON JR	2012-646603	RELEASED 8 MONTHS---USED	FR04ADVLTAX		0.99
JEWELL JAMES KENNETH	2013-517189	PRORATION	C	ADVLTAX	72.33
JEWELL JAMES KENNETH	2013-517189	PRORATION	CI02ADVLTAX		49.60
JOHNSON JIMMY JOE	2013-588154	PRORATION	C	ADVLTAX	50.69
JOHNSON JIMMY JOE	2013-588154	PRORATION	FR14ADVLTAX		3.33
JOHNSON RANDY EUGENE	2013-524671	RELEASED 6 MOS---VEH	C	ADVLTAX	17.68
JOHNSON RANDY EUGENE	2013-524671	RELEASED 6 MOS---VEH	CI02ADVLTAX		12.12
JONES MARC ANTHONY	2013-567742	ADJUSTED VALUE TO \$10,690	C	ADVLTAX	275.17
JONES MARC ANTHONY	2013-567742	ADJUSTED VALUE TO \$10,690	CI02ADVLTAX		188.69
JOSEY AKIMI ANNETTE	2013-536071	VEHICLE SOLD. PLATE TURNED	C	ADVLTAX	24.62
JOSEY AKIMI ANNETTE	2013-536071	VEHICLE SOLD. PLATE TURNED	CI04ADVLTAX		19.69
KETCHIE CHANDRA ELIZABETH	2013-538245	PRORATION	C	ADVLTAX	12.65
KETCHIE CHANDRA ELIZABETH	2013-538245	PRORATION	CI04ADVLTAX		10.13
KIKER KATHERINE HENDERSON	2012-637047	GR FEE	C	GARNFEE	60.00
KNORR DAVID RODGER	2013-563594	RELEASED 10 MOS--SOLD VEH	C	ADVLTAX	7.76
KNORR DAVID RODGER	2013-563594	RELEASED 10 MOS--SOLD VEH	CI01ADVLTAX		1.76
KNORR DAVID RODGER	2013-563594	RELEASED 10 MOS--SOLD VEH	FR19ADVLTAX		1.23
KNOX ATHENA BENITA	2011-531079	GR FEE	C	GARNFEE	60.00
KUNZE DYLAN NICHOLAS	2013-532455	PRORATION	C	ADVLTAX	8.63
KUNZE DYLAN NICHOLAS	2013-532455	PRORATION	CI02ADVLTAX		5.92
LANKFORD MICHAEL TODD	2013-588954	PRORATION	C	ADVLTAX	74.59
LANKFORD MICHAEL TODD	2013-588954	PRORATION	FR07ADVLTAX		11.88
LEPAK ROBIN L	2013-59776	RELEASE 7 MONTHS MT	FR16ADVLTAX		61.97
LESKO RANDY JOSEPH	2013-590858	RELEASE TO MECKLENBURG	C	ADVLTAX	82.04
LESKO RANDY JOSEPH	2013-590858	RELEASE TO MECKLENBURG	CI01ADVLTAX		18.58
LESKO RANDY JOSEPH	2013-590858	RELEASE TO MECKLENBURG	FR19ADVLTAX		13.07
LITCHFIELD VILLAGE	2013-60569	CLERICAL ERROR DUE TO	C	ADVLTAX	1546.86
LITCHFIELD VILLAGE	2013-60568	CLERICAL ERROR DUE TO	C	ADVLTAX	294.63
LITCHFIELD VILLAGE	2013-60568	ERROR IN TRANSFER.	C	ADVLTAX	21.00
LITCHFIELD VILLAGE	2013-60566	CLERICAL ERROR DUE TO	C	ADVLTAX	1273.58
LITCHFIELD VILLAGE	2013-60567	CLERICAL ERROR DUE TO	C	ADVLTAX	372.05
LITCHFIELD VILLAGE	2013-60570	CLERICAL ERROR DUE TO	C	ADVLTAX	220.50

LITCHFIELD VILLAGE	2013-60571	CLERICAL ERROR DUE TO	C	ADVLTX	220.50
LITCHFIELD VILLAGE	2013-60572	CLERICAL ERROR DUE TO	C	ADVLTX	220.50
LITTLE JAMES MARSHALL III	2012-629734	VALUE ADJUSTMENT BASED ON	C	ADVLTX	350.00
LITTLE JAMES MARSHALL III	2012-629734	VALUE ADJUSTMENT BASED ON	FR14ADVLTX		23.00
LOCAL MOVERS,LLC	2013-546753	VEHICLE SOLD AND TAG	C	ADVLTX	7.88
LOCAL MOVERS,LLC	2013-546753	VEHICLE SOLD AND TAG	CI02ADVLTX		5.40
LONG ANGELA WOODLIFF	2013-552870	VEHICLE SOLD. TAG TURNED	C	ADVLTX	16.22
LONG ANGELA WOODLIFF	2013-552870	VEHICLE SOLD. TAG TURNED	CI02ADVLTX		11.12
MACK JOSEPH JAMES	2013-589763	SITUS ERROR/TAXPAYER MOVED	CI04ADVLTX		45.25
MACK JOSEPH JAMES	2013-589763	SITUS ERROR/TAXPAYER MOVED	KTAGFFEEFEE		15.00
MARSTON CEASAR RAMON	2013-578133	RELEASED 10 MOS---VEH	C	ADVLTX	186.03
MARSTON CEASAR RAMON	2013-578133	RELEASED 10 MOS---VEH	CI02ADVLTX		127.56
MASSEY BRANDON TYLER	2012-573012	GR fee	C	GARNFEE	60.00
MAST SHANNON RENEE	2012-523772	RELEASE GR FEE-NO PMTS-NO	C	GARNFEE	60.00
MCCLENNEY CECIL	2013-64693	LISTED IN ERROR, TAGGED	C	ADVLTX	177.45
MCCLENNEY CECIL	2013-64693	LISTED IN ERROR, TAGGED	FR17ADVLTX		15.21
MCCLURE MARICO ANTWAIN	2013-572510	VALUE ADJUSTMENT PER	C	ADVLTX	7.70
MCCLURE MARICO ANTWAIN	2013-572510	VALUE ADJUSTMENT PER	CI01ADVLTX		1.74
MCCLURE MARICO ANTWAIN	2013-572510	VALUE ADJUSTMENT PER	FR19ADVLTX		1.23
MCDANIEL ALEX STEVEN	2013-565087	SITUS CHANGE. REMOVED CITY	CI04ADVLTX		19.15
MCDANIEL ALEX STEVEN	2013-565087	SITUS CHANGE. REMOVED CITY	KTAGFFEEFEE		15.00
MCDANIELS AMBER NICOLE	2013-579040	WRONG TAXPAYER BILLED FOR	C	ADVLTX	14.63
MCDANIELS AMBER NICOLE	2013-579040	WRONG TAXPAYER BILLED FOR	CI02ADVLTX		10.03
MCDANIELS AMBER NICOLE	2013-579040	WRONG TAXPAYER BILLED FOR	CTAGFFEEFEE		15.00
MCGEE KRISTIE JANE	2010-504460	GR DUPLICATE	C	GARNFEE	60.00
MEDLIN BILLY TODD	2013-512348	RELEASED ONE (1) MO---SOLD	C	ADVLTX	14.60
MEDLIN BILLY TODD	2013-512348	RELEASED ONE (1) MO---SOLD	FR04ADVLTX		0.94
MELO MARITZA CASTELLANO	2013-66666	MOBILE HOME TITLED IN NEW	C	ADVLTX	85.34
MELO MARITZA CASTELLANO	2013-66666	MOBILE HOME TITLED IN NEW	C	PEN FEE	8.53
MIDDLETON EDWIN WAYNE	2013-557594	PRORATION	C	ADVLTX	136.71
MIDDLETON EDWIN WAYNE	2013-557594	PRORATION	FR04ADVLTX		8.79
MIDDLETON EDWIN WAYNE	2013-580560	PRORATION	C	ADVLTX	14.54
MIDDLETON EDWIN WAYNE	2013-580560	PRORATION	FR04ADVLTX		0.94
MILLER BILLY WARD JR	2013-556918	PRORATION	C	ADVLTX	80.90
MILLER BILLY WARD JR	2013-556918	PRORATION	CI02ADVLTX		55.48
MILLER ELIZABETH KEEFEE	2013-542489	FULL RELEASE-PLATE TURNED	C	ADVLTX	120.82
MILLER ELIZABETH KEEFEE	2013-542489	FULL RELEASE-PLATE TURNED	FR01ADVLTX		6.04
MILLER JEREMY RYAN	2013-588296	RELEASED 9 MOS---TRADED IN	C	ADVLTX	151.52
MILLER JEREMY RYAN	2013-588296	RELEASED 9 MOS---TRADED IN	CI02ADVLTX		103.90
MONTGOMERY BRIAN KEITH	2013-568119	ADJUSTED VALUE TO \$1,500	C	ADVLTX	339.50
MONTGOMERY BRIAN KEITH	2013-568119	ADJUSTED VALUE TO \$1,500	CI02ADVLTX		232.80
MOODY PHILIP LESTER	2013-580101	SITUS ERROR-RELEASED TO	C	ADVLTX	2.10
MOODY PHILIP LESTER	2013-580101	SITUS ERROR-RELEASED TO	CI02ADVLTX		1.44
MOODY PHILIP LESTER	2013-580101	SITUS ERROR-RELEASED TO	CTAGFFEEFEE		15.00
MOODY PHILIP LESTER	2013-586322	SITUS ERROR-RELEASED TO	C	ADVLTX	272.97
MOODY PHILIP LESTER	2013-586322	SITUS ERROR-RELEASED TO	CI02ADVLTX		187.18
MOODY PHILIP LESTER	2013-586322	SITUS ERROR-RELEASED TO	CTAGFFEEFEE		15.00
MORGAN HELEN GILREATH	2013-594606	ADJUSTED VALUE TO \$500 PER	C	ADVLTX	89.95
MORGAN HELEN GILREATH	2013-594606	ADJUSTED VALUE TO \$500 PER	CI04ADVLTX		71.96
MORRIS DAVID MATTHEW	2013-574615	VALUE ADJUSTMENT OF 6500	C	ADVLTX	274.05
MORRIS DAVID MATTHEW	2013-574615	VALUE ADJUSTMENT OF 6500	CI02ADVLTX		187.92
MORRIS TIFFANEY DAWN	2009-630071	TERMINATED	C	GARNFEE	60.00
NEIRA MICHELLE MENENDEZ	2013-569699	VEHICLE MOVED TO FLORIDA,	C	ADVLTX	73.59
NEIRA MICHELLE MENENDEZ	2013-569699	VEHICLE MOVED TO FLORIDA,	CI02ADVLTX		50.47
NEXTEL SOUTH CORP	2013-72020	PER DOR STRUCTURES TO BE	C	ADVLTX	23.31
NEXTEL SOUTH CORP	2013-72017	PER DOR STRUCTURES TO BE	C	ADVLTX	127.57
NEXTEL SOUTH CORP	2013-72017	PER DOR STRUCTURES TO BE	CI04ADVLTX		102.05
NEXTEL SOUTH CORP	2013-72015	PER DOR STRUCTURES TO BE	C	ADVLTX	342.90
NEXTEL SOUTH CORP	2013-72015	PER DOR STRUCTURES TO BE	FR02ADVLTX		28.41
NEXTEL SOUTH CORP	2013-72014	PER DOR STRUCTURES TO BE	C	ADVLTX	499.01
NEXTEL SOUTH CORP	2013-72013	PER DOR STRUCTURES TO BE	C	ADVLTX	248.31
NEXTEL SOUTH CORP	2013-72013	PER DOR STRUCTURES TO BE	FR05ADVLTX		22.70
NEXTEL SOUTH CORP	2013-72012	PER DOR STRUCTURES TO BE	C	ADVLTX	437.65
NEXTEL SOUTH CORP	2013-72011	PER DOR STRUCTURES TO BE	C	ADVLTX	138.04
NEXTEL SOUTH CORP	2013-72010	PER DOR STRUCTURES TO BE	C	ADVLTX	215.59
NEXTEL SOUTH CORP	2013-72010	PER DOR STRUCTURES TO BE	FR01ADVLTX		10.78
NEXTEL SOUTH CORP	2013-72009	PER DOR STRUCTURES TO BE	C	ADVLTX	4.90
NEXTEL SOUTH CORP	2013-72008	PER DOR STRUCTURES TO BE	C	ADVLTX	342.85
NEXTEL SOUTH CORP	2013-72007	PER DOR STRUCTURES TO BE	C	ADVLTX	8.35
NEXTEL SOUTH CORP	2013-72006	PER DOR STRUCTURES TO BE	C	ADVLTX	120.62
NEXTEL SOUTH CORP	2013-72004	PER DOR STRUCTURES TO BE	C	ADVLTX	15.45
NEXTEL SOUTH CORP	2013-72003	PER DOR STRUCTURES TO BE	C	ADVLTX	2257.12
NEXTEL SOUTH CORP	2013-72000	PER DOR STRUCTURES TO BE	C	ADVLTX	344.12
NEXTEL SOUTH CORP	2013-71999	PER DOR STRUCTURES TO BE	C	ADVLTX	126.33
NEXTEL SOUTH CORP	2013-71999	PER DOR STRUCTURES TO BE	FR16ADVLTX		14.98
NEXTEL SOUTH CORP	2013-71998	PER DOR STRUCTURES TO BE	C	ADVLTX	303.03
NEXTEL SOUTH CORP	2013-71997	PER DOR STRUCTURES TO BE	C	ADVLTX	240.18
NEXTEL SOUTH CORP	2013-71997	PER DOR STRUCTURES TO BE	FR09ADVLTX		28.34
NEXTEL SOUTH CORP	2013-71996	PER DOR STRUCTURES TO BE	C	ADVLTX	234.70
NEXTEL SOUTH CORP	2013-71996	PER DOR STRUCTURES TO BE	FR04ADVLTX		15.09
NEXTEL SOUTH CORP	2013-71995	PER DOR STRUCTURES TO BE	C	ADVLTX	243.37
NEXTEL SOUTH CORP	2013-71994	PER DOR STRUCTURES TO BE	C	ADVLTX	275.95
NEXTEL SOUTH CORP	2013-71994	PER DOR STRUCTURES TO BE	FR14ADVLTX		18.13
NEXTEL SOUTH CORP	2013-71993	PER DOR STRUCTURES TO BE	C	ADVLTX	132.60
NEXTEL SOUTH CORP	2013-71992	PER DOR STRUCTURES TO BE	C	ADVLTX	11.65
NEXTEL SOUTH CORP	2013-71991	PER DOR STRUCTURES TO BE	C	ADVLTX	11.61
NEXTEL SOUTH CORP	2013-71991	PER DOR STRUCTURES TO BE	CI04ADVLTX		9.29
NEXTEL SOUTH CORP	2013-71990	PER DOR STRUCTURES TO BE	C	ADVLTX	8.01
NEXTEL SOUTH CORP	2013-71988	PER DOR STRUCTURES TO BE	C	ADVLTX	22.53
NEXTEL SOUTH CORP	2013-71989	PER DOR STRUCTURES TO BE	C	ADVLTX	420.72

NEXTEL SOUTH CORP	2013-72001	PER DOR STRUCTURES TO BE	C	ADVLTAX	367.69
NEXTEL SOUTH CORP	2013-72001	PER DOR STRUCTURES TO BE	CI04	ADVLTAX	294.15
NEXTEL SOUTH CORP	2013-72002	PER DOR STRUCTURES TO BE	C	ADVLTAX	318.58
NEXTEL SOUTH CORP	2013-72002	PER DOR STRUCTURES TO BE	FR11	ADVLTAX	26.40
NEXTEL SOUTH CORP	2013-72005	PER DOR STRUCTURES TO BE	C	ADVLTAX	3.89
NEXTEL SOUTH CORP	2013-72016	PER DOR STRUCTURES TO BE	C	ADVLTAX	37.77
NEXTEL SOUTH CORP	2013-72021	PER DOR STRUCTURES TO BE	C	ADVLTAX	304.36
NEXTEL SOUTH CORP	2013-72021	PER DOR STRUCTURES TO BE	FR16	ADVLTAX	36.09
NEXTEL SOUTH CORP	2013-72023	PER DOR STRUCTURES TO BE	C	ADVLTAX	126.33
NEXTEL SOUTH CORP	2013-72023	PER DOR STRUCTURES TO BE	FR11	ADVLTAX	10.47
NEXTEL SOUTH CORP	2013-72018	PER DOR STRUCTURES TO BE	C	ADVLTAX	491.20
NEXTEL SOUTH CORP	2013-72019	PER DOR STRUCTURES TO BE	C	ADVLTAX	126.33
NEXTEL SOUTH CORP	2013-72019	PER DOR STRUCTURES TO BE	FR15	ADVLTAX	12.09
NEXTEL SOUTH CORP	2013-72022	PER DOR STRUCTURES TO BE	C	ADVLTAX	13.25
NGUYEN NHAN THEIN	2012-638186	PRORATION	C	ADVLTAX	14.06
NGUYEN NHAN THEIN	2012-638186	PRORATION	CI02	ADVLTAX	9.64
NGUYEN NHAN THEIN	2013-538867	PRORATION	C	ADVLTAX	5.20
NGUYEN NHAN THEIN	2013-538867	PRORATION	CI02	ADVLTAX	3.57
NGUYEN NHAN THEIN	2012-619551	PRORATION	C	ADVLTAX	5.74
NGUYEN NHAN THEIN	2012-619551	PRORATION	CI02	ADVLTAX	3.93
NIEHAUS FREDERICK JOSEPH	2013-586287	VEHICLE SOLD, PLATE TURNED	C	ADVLTAX	139.95
NIEHAUS FREDERICK JOSEPH	2013-586287	VEHICLE SOLD, PLATE TURNED	CI02	ADVLTAX	95.97
NUCKOLLS DANIEL LYNN	2013-582752	PRORATION	C	ADVLTAX	33.21
NUCKOLLS DANIEL LYNN	2013-582752	PRORATION	CI02	ADVLTAX	22.77
OLIVERA NOE S	2013-572444	PRORATION	C	ADVLTAX	50.98
OLIVERA NOE S	2013-572444	PRORATION	CI02	ADVLTAX	34.96
OMEGA GRAPHICS INC	2013-568644	RELEASED BILL IN FULL DUE	C	ADVLTAX	5.59
OMEGA GRAPHICS INC	2013-568644	RELEASED BILL IN FULL DUE	CI04	ADVLTAX	4.47
OMEGA GRAPHICS INC	2013-568644	RELEASED BILL IN FULL DUE	KTAG	FFFFE	15.00
OVERCASH WILLIAM JASON	2013-564648	ADJUSTED VALUE TO \$2,060	C	ADVLTAX	335.58
OVERCASH WILLIAM JASON	2013-564648	ADJUSTED VALUE TO \$2,060	CI04	ADVLTAX	268.46
PARK ERIC JOHN	2013-586557	PRORATION	C	ADVLTAX	2.92
PARK ERIC JOHN	2013-586557	PRORATION	CI02	ADVLTAX	2.00
PEARSON ROBIN ELLEN	2013-544380	Mailed in payment prior to	C	GARNFEE	60.00
PERDUE CLAIBORNE TUCKER JR	2013-590437	PRORATION	C	ADVLTAX	114.71
PERDUE CLAIBORNE TUCKER JR	2013-590437	PRORATION	FR16	ADVLTAX	13.61
PLOTT ALISHA BAYNARD	2013-569836	SITUS ERROR-MINUS	CI04	ADVLTAX	67.26
PLOTT ALISHA BAYNARD	2013-569836	SITUS ERROR-MINUS	KTAG	FFFFE	15.00
POWERS JERRY CLIFFORD II	2013-537711	RELEASED 8 MONTHS---TOTAL	C	ADVLTAX	2.59
POWERS JERRY CLIFFORD II	2013-537711	RELEASED 8 MONTHS---TOTAL	CI04	ADVLTAX	2.07
POWERS MELISSA LEE	2013-570783	RELEASED 8 MOS---VEH TOTAL	C	ADVLTAX	17.17
POWERS MELISSA LEE	2013-570783	RELEASED 8 MOS---VEH TOTAL	FR03	ADVLTAX	1.47
PRICE JOSEPH RANDALL	2013-590687	RELEASE KANNAPOLIS + FEE	CI04	ADVLTAX	72.69
PRICE JOSEPH RANDALL	2013-590687	RELEASE KANNAPOLIS + FEE	KTAG	FFFFE	15.00
PRICE JOSEPH RANDALL	2013-590413	RELEASE KANNAPOLIS + FEE	CI04	ADVLTAX	142.35
PRICE JOSEPH RANDALL	2013-590413	RELEASE KANNAPOLIS + FEE	KTAG	FFFFE	15.00
PRUITT RANDI JO	2012-630579	PRORATION	C	ADVLTAX	7.83
PRUITT RANDI JO	2012-630579	PRORATION	CI04	ADVLTAX	6.27
PRUITT RANDI JO	2012-631844	PRORATION	C	ADVLTAX	14.04
PRUITT RANDI JO	2012-631844	PRORATION	CI04	ADVLTAX	11.23
QUINN LINDA GAYLE	2012-638598	TRADED IN VEH & TURNED IN	C	ADVLTAX	3.79
QUINN LINDA GAYLE	2012-638598	TRADED IN VEH & TURNED IN	CI04	ADVLTAX	3.03
RADE JOHN ANDREW	2012-652688	Terminated/Release GR Fee	C	GARNFEE	60.00
RAMIREZ JOANNA PAOLA	2013-548278	RELEASED 10 MOS---SOLD VEH	C	ADVLTAX	8.63
RAMIREZ JOANNA PAOLA	2013-548278	RELEASED 10 MOS---SOLD VEH	CI02	ADVLTAX	5.92
RAMIREZ SALVADOR DAZA	2013-589486	ADJUSTED VALUE TO \$1,000	C	ADVLTAX	343.00
RAMIREZ SALVADOR DAZA	2013-589486	ADJUSTED VALUE TO \$1,000	FR04	ADVLTAX	22.05
REDDEN THOMAS WALTER III	2013-548977	VEHICLE SOLD AND TAG	C	ADVLTAX	4.30
REDDEN THOMAS WALTER III	2013-548977	VEHICLE SOLD AND TAG	CI02	ADVLTAX	2.95
REED CINDY BALLARD	2013-585211	PRORATION	C	ADVLTAX	98.88
REED CINDY BALLARD	2013-585211	PRORATION	CI02	ADVLTAX	67.81
REYNOLDS KEVIN DALE	2013-513540	PRORATION	C	ADVLTAX	25.48
REYNOLDS KEVIN DALE	2013-513540	PRORATION	CI04	ADVLTAX	20.38
RHOADS TIFFANY NICOLE	2013-575885	PRORATION	C	ADVLTAX	69.63
RHOADS TIFFANY NICOLE	2013-575885	PRORATION	CI04	ADVLTAX	55.70
RHODES KENNETH	2013-568482	VEHICLE SOLD AND TAG	C	ADVLTAX	22.63
RHODES KENNETH	2013-568482	VEHICLE SOLD AND TAG	FR14	ADVLTAX	1.49
RICCON DEVELOPMENT INC	2013-545129	PRORATION	C	ADVLTAX	57.17
RICCON DEVELOPMENT INC	2013-545129	PRORATION	FR09	ADVLTAX	4.66
RITCHIE DANA DOBSON	2013-585179	VEHICLE NEVER TITLED IN	C	ADVLTAX	31.78
RITCHIE DANA DOBSON	2013-585179	VEHICLE NEVER TITLED IN	FR13	ADVLTAX	4.18
ROGERS TAMITHA FUNDERBURK	2012-558193	GR Fee- no longer employed	C	GARNFEE	60.00
ROSS KIONA TUANETTE	2012-606531	CLOSED 11/7/13	C	GARNFEE	60.00
RUCKER BRYTTANI MICHELE	2013-530100	PRORATION	C	ADVLTAX	51.68
RUCKER BRYTTANI MICHELE	2013-530100	PRORATION	CI04	ADVLTAX	41.35
RUIZ GASPAS	2012-642789	PRORATION	C	ADVLTAX	55.30
RUIZ GASPAS	2012-642789	PRORATION	CI04	ADVLTAX	44.24
RUSHING DANNY JOE	2013-564923	PRORATION	C	ADVLTAX	72.02
RUSHING DANNY JOE	2013-564923	PRORATION	FR04	ADVLTAX	4.63
RUSSO LISENIA JESSICA	2013-532810	PRORATION	C	ADVLTAX	5.51
RUSSO LISENIA JESSICA	2013-532810	PRORATION	FR14	ADVLTAX	0.36
SARVER KAREN SUE	2013-571336	PRORATION	C	ADVLTAX	17.15
SARVER KAREN SUE	2013-571336	PRORATION	FR04	ADVLTAX	1.10
SCHEELER ELIZABETH ANN	2013-593895	VALUE ADJUSTMENT PER HIGH	C	ADVLTAX	25.66
SCHEELER ELIZABETH ANN	2013-593895	VALUE ADJUSTMENT PER HIGH	CI02	ADVLTAX	17.59
SCHMIEDING T PAUL	2013-846664	BOER APPROVED LATE	C	ADVLTAX	198.73
SCHOMBERG LUKE MICHAEL	2013-800538	RELEASE IN FULL- PLATE WAS	C	ADVLTAX	91.28
SCHOMBERG LUKE MICHAEL	2013-800538	RELEASE IN FULL- PLATE WAS	CI02	ADVLTAX	62.59
SCHOMBERG LUKE MICHAEL	2013-800538	RELEASE IN FULL- PLATE WAS	KTAG	FFFFE	15.00
SELLERS ALSTON DEAN	2012-85159	DUPLICATE GR FEE	C	GARNFEE	60.00

SHARPE BRITTANY CAROLINA	2012-638396	PRORATION	C	ADVLTAX	36.72
SHARPE BRITTANY CAROLINA	2012-638396	PRORATION	CI04	ADVLTAX	29.38
SHEAFFER VANNY	2013-510788	RELEASED 6 MOS---VEH TOTAL	C	ADVLTAX	42.35
SHEAFFER VANNY	2013-510788	RELEASED 6 MOS---VEH TOTAL	CI02	ADVLTAX	29.04
SINGH SHIV	2013-593751	ADJUSTED VALUE TO \$8,805	C	ADVLTAX	61.64
SINGH SHIV	2013-593751	ADJUSTED VALUE TO \$8,805	CI04	ADVLTAX	49.31
SLIMER MARK JAY	2013-577024	PRORATION	C	ADVLTAX	78.96
SLIMER MARK JAY	2013-577024	PRORATION	CI02	ADVLTAX	54.15
SMITH ALESHA MICHELLE	2013-510785	Terminated 7/24 per fax	C	GARNFEE	60.00
SMITH ANDREA JUDIE	2013-571521	VALUE ADJUSTED PER HIGH	C	ADVLTAX	13.17
SMITH ANDREA JUDIE	2013-571521	VALUE ADJUSTED PER HIGH	FR16	ADVLTAX	1.56
SMITH BILLY H	2013-87968	LATE HOMESTEAD APPLICATION	C	ADVLTAX	242.59
SMITH DARREN PAUL JR	2013-576474	PRORATION	C	ADVLTAX	47.27
SMITH DARREN PAUL JR	2013-576474	PRORATION	CI02	ADVLTAX	32.41
SPAUGH GORDON LASH JR	2013-590636	PRORATION	C	ADVLTAX	19.12
SPAUGH GORDON LASH JR	2013-590636	PRORATION	CI02	ADVLTAX	13.11
SPIDEL RACHEL L	2013-89940	Returned Check Fee/	C	BDCKFEE	25.00
SPRIGGS CHRISTOPHER LAWRENCE	2013-800534	RELEASE IN FULL. SENT HERE	C	ADVLTAX	130.62
SPRIGGS CHRISTOPHER LAWRENCE	2013-800534	RELEASE IN FULL. SENT HERE	CI04	ADVLTAX	104.50
SPRIGGS CHRISTOPHER LAWRENCE	2013-800534	RELEASE IN FULL. SENT HERE	KTAG	FFEEFEE	15.00
STARNS R SHANE	2012-90461		C	GARNFEE	60.00
STILLER JUDY B	2012-91094	DUPLICATE GR BILL	C	GARNFEE	60.00
STIMSON GINA MARIE	2013-564870	ADJUSTED VALUE TO \$500	C	ADVLTAX	28.62
STIMSON GINA MARIE	2013-564870	ADJUSTED VALUE TO \$500	CI04	ADVLTAX	22.89
STURGIES BRYAN SHELDON	2012-638652	RELEASED 5 MONTH--SOLD VEH	C	ADVLTAX	45.15
STURGIES BRYAN SHELDON	2012-638652	RELEASED 5 MONTH--SOLD VEH	FR14	ADVLTAX	2.97
SUMERACKI JEFFREY THOMAS	2013-532741	PRORATION	C	ADVLTAX	5.08
SUMERACKI JEFFREY THOMAS	2013-532741	PRORATION	CI02	ADVLTAX	3.48
SWAN KATIE LEANNE	2013-592889	ADJUSTED VALUE TO \$18,750	C	ADVLTAX	4.41
SWAN KATIE LEANNE	2013-592889	ADJUSTED VALUE TO \$18,750	FR03	ADVLTAX	0.38
T&J CONSTRUCTION CO INC	2013-558985	PRORATION	C	ADVLTAX	53.67
T&J CONSTRUCTION CO INC	2013-558985	PRORATION	CI02	ADVLTAX	36.80
TAYLOR GLENN WYATT	2013-567251	RELEASED 10 MOS---SOLD VEH	C	ADVLTAX	11.73
TAYLOR GLENN WYATT	2013-567251	RELEASED 10 MOS---SOLD VEH	CI02	ADVLTAX	8.04
THAYER GARY TAYLOR	2013-575333	VEHICLE SOLD. TAG TURNED	C	ADVLTAX	62.58
THAYER GARY TAYLOR	2013-575333	VEHICLE SOLD. TAG TURNED	FR07	ADVLTAX	9.97
THOMAS KAREN ELIZABETH	2013-587982	RELEASED 11 MOS---SOLD VEH	C	ADVLTAX	35.81
THOMAS KAREN ELIZABETH	2013-587982	RELEASED 11 MOS---SOLD VEH	CI01	ADVLTAX	8.10
THOMAS KAREN ELIZABETH	2013-587982	RELEASED 11 MOS---SOLD VEH	FR19	ADVLTAX	5.70
THOMAS NANCY SEAMON	2013-536635	PRORATION	C	ADVLTAX	20.86
THOMAS NANCY SEAMON	2013-536635	PRORATION	CI02	ADVLTAX	14.31
THOMASON MICHELLE LYNN	2013-573483	ADJUSTED VALUE TO \$5,087	C	ADVLTAX	28.58
THOMASON MICHELLE LYNN	2013-573483	ADJUSTED VALUE TO \$5,087	CI02	ADVLTAX	19.60
THORNTON TIMOTHY NATHAN	2013-564538	VEHICLE SOLD. TAG TURNED	C	ADVLTAX	3.21
THORNTON TIMOTHY NATHAN	2013-564538	VEHICLE SOLD. TAG TURNED	CI02	ADVLTAX	2.20
TILLMAN TOMMY LEE	2013-593367	MILITARY EXEMPTION-FULL	C	ADVLTAX	260.61
TILLMAN TOMMY LEE	2013-593367	MILITARY EXEMPTION-FULL	CI02	ADVLTAX	178.70
TILLMAN TOMMY LEE	2013-593367	MILITARY EXEMPTION-FULL	CTAG	FFEEFEE	15.00
TOPPING RICHARD FRANCIS	2013-576844	SITUS ERROR-RELEASED TO	C	ADVLTAX	236.53
TOPPING RICHARD FRANCIS	2013-576844	SITUS ERROR-RELEASED TO	CI02	ADVLTAX	162.19
TOPPING RICHARD FRANCIS	2013-576844	SITUS ERROR-RELEASED TO	CTAG	FFEEFEE	15.00
TOSHIBA FINANCIAL SERVICE	2013-94893	INCORRECT NAME, RELEASE IN	C	ADVLTAX	28.43
TOSHIBA FINANCIAL SERVICE	2013-94893	INCORRECT NAME, RELEASE IN	C	PEN FEE	2.84
TOSHIBA FINANCIAL SERVICE	2013-176	INCORRECT NAME, RELEASE IN	C	ADVLTAX	45.48
TOSHIBA FINANCIAL SERVICE	2013-176	INCORRECT NAME, RELEASE IN	C	PEN FEE	9.10
TOSHIBA FINANCIAL SERVICE	2013-177	INCORRECT NAME, RELEASE IN	C	ADVLTAX	61.40
TOSHIBA FINANCIAL SERVICE	2013-177	INCORRECT NAME, RELEASE IN	C	PEN FEE	18.42
TOSHIBA FINANCIAL SERVICE	2013-178	INCORRECT NAME, RELEASE IN	C	ADVLTAX	81.86
TOSHIBA FINANCIAL SERVICE	2013-178	INCORRECT NAME, RELEASE IN	C	PEN FEE	32.74
TOVORNIK MATTHEW ADAM	2013-502388	PRORATION-OVERLAPPING	C	ADVLTAX	15.68
TOVORNIK MATTHEW ADAM	2013-502388	PRORATION-OVERLAPPING	CI02	ADVLTAX	10.75
TROUTMAN PERRY ALAN	2013-542987	RELEASE GR FEE-BILL PAID	C	GARNFEE	60.00
TURLAPATI GIRISH	2013-576137	SITUS ERROR-RELEASED TO	C	ADVLTAX	139.51
TURLAPATI GIRISH	2013-576137	SITUS ERROR-RELEASED TO	CI02	ADVLTAX	95.66
TURLAPATI GIRISH	2013-576137	SITUS ERROR-RELEASED TO	CTAG	FFEEFEE	15.00
UNDERWOOD BRIAN SCOTT	2013-549035	PRORATION	C	ADVLTAX	9.33
UNDERWOOD BRIAN SCOTT	2013-549035	PRORATION	FR07	ADVLTAX	1.49
URBAN BRAD	2013-574177	VEHICLE SOLD AND TAG	C	ADVLTAX	244.44
URBAN BRAD	2013-574177	VEHICLE SOLD AND TAG	CI02	ADVLTAX	167.62
VANDYKE DAVID ALLEN	2013-527285	ADJUSTED VALUE TO \$3,900	C	ADVLTAX	322.70
VANDYKE DAVID ALLEN	2013-527285	ADJUSTED VALUE TO \$3,900	FR13	ADVLTAX	42.41
VASQUEZ MARIO RENE	2012-572125	DUPLICATE GR FEE	C	GARNFEE	60.00
WAGUESPACK KAREN VOWELL	2013-576753	PRORATION	C	ADVLTAX	37.47
WAGUESPACK KAREN VOWELL	2013-576753	PRORATION	CI01	ADVLTAX	8.49
WAGUESPACK KAREN VOWELL	2013-576753	PRORATION	FR19	ADVLTAX	5.97
WALTERS LISA ANNETTE	2010-651417	RELEASE GR FEE-SUBMITTED	C	GARNFEE	60.00
WARD EDGAR FORT III	2013-584833	Situs error, release Town	CI04	ADVLTAX	65.80
WARD EDGAR FORT III	2013-584833	Situs error, release Town	KTAG	FFEEFEE	15.00
WARREN JACKIE REX	2013-522623	VEHICLE TOTALED. PLATE	C	ADVLTAX	22.52
WARREN JACKIE REX	2013-522623	VEHICLE TOTALED. PLATE	CI02	ADVLTAX	15.44
WEATHERFORD WILLIAM JENNINGS JR	2013-573952	ADJUSTED VALUE TO \$8,537	C	ADVLTAX	50.91
WEATHERFORD WILLIAM JENNINGS JR	2013-573952	ADJUSTED VALUE TO \$8,537	CI01	ADVLTAX	11.53
WEATHERFORD WILLIAM JENNINGS JR	2013-573952	ADJUSTED VALUE TO \$8,537	FR19	ADVLTAX	8.11
WHITE DAMIKA RASHELL	2012-671264	Release GR Fee	C	GARNFEE	60.00
WHITLEY REBECCA PORTER	2013-577849	VEHICLE SOLD. TAG TURNED	C	ADVLTAX	72.33
WHITLEY REBECCA PORTER	2013-577849	VEHICLE SOLD. TAG TURNED	CI02	ADVLTAX	49.60
WILSON TAMARA NA'CHIE	2012-666900	PRORATION	C	ADVLTAX	23.85
WILSON TAMARA NA'CHIE	2012-666900	PRORATION	CI02	ADVLTAX	16.35
WRIGHT GREGORY MASON	2013-551200		CI02	ADVLTAX	22.27
WRIGHT GREGORY MASON	2013-551200		CTAG	FFEEFEE	15.00

WYATT ERICA MARIE	2013-566900	PRORATION	C ADVLTAX	51.22
WYATT ERICA MARIE	2013-566900	PRORATION	FR11ADVLTX	4.24
ZILKA VALERIE MAE	2013-575480	PRORATION	C ADVLTAX	60.74
ZILKA VALERIE MAE	2013-575480	PRORATION	CI02ADVLTX	41.66
ZVARA RHONDA SHARLENE	2013-577749	PRORATION	C ADVLTAX	100.94
ZVARA RHONDA SHARLENE	2013-577749	PRORATION	FR02ADVLTX	8.37



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 12/4/2013 4:18:48 PM

Name	Address 1	Address 2	Address 3	Refund Type	Bill #	Status	Transaction #	Refund Description	Refund Reason	Create Date	Tax District	Levy Type	Change	Interest Change	Total Change
BOBBY COLE UTLEY	5100 IRISH POTATO RD		KANNAPOLIS, NC 28083	Adjustment < \$100	0009588470	PENDING	2488448	Refund Generated due to adjustment on Bill #0009588470-2013- 2013-0000-00	Over Assessment	11/14/2013	CABARRUS COUNTY TAX	Tax	(\$70.27)	\$0.00	(\$70.27)
											RIMER FIRE	Tax	(\$6.83)	\$0.00	(\$6.83)
											Refund			\$77.10	
CHARLES DANIEL HELM	2350 BARNHARDT AVE		CONCORD, NC 28027	Proration	0008590464	PENDING	3652356	Refund Generated due to proration on Bill #0008590464-2012- 2012-0000-00	Vehicle Sold	11/13/2013	CABARRUS COUNTY TAX	Tax	(\$20.92)	\$0.00	(\$20.92)
											CONCORD CITY TAX	Tax	(\$14.35)	\$0.00	(\$14.35)
											CONCORD CITY TAX	Vehicle Fee	\$0.00	\$0.00	\$0.00
Refund			\$35.27												
CYNTHIA SHENK CARTER	PO BOX 1982		CONCORD, NC 28026	Adjustment >= \$100	0009419732	PENDING	4743588	Refund Generated due to adjustment on Bill #0009419732-2013- 2013-0000	Situs error	11/12/2013	CABARRUS COUNTY TAX	Tax	\$0.00	\$0.00	\$0.00
											CONCORD CITY TAX	Tax	(\$99.55)	(\$4.98)	(\$104.53)
											CONCORD CITY TAX	Vehicle Fee	(\$15.00)	(\$0.75)	(\$15.75)
											RIMER FIRE	Tax	\$14.10	\$0.70	\$14.80
Refund			\$105.48												
DALE ALLEN FRADY,JR	5480 NORTHWEST DR APT 102		MESQUITE, TX 75150	Proration	0000843501	AUTHORIZED	4115859	Refund Generated due to proration on Bill #0000843501-2013- 2013-0000-00	Reg . Out of state	11/26/2013	CABARRUS COUNTY TAX	Tax	(\$102.22)	\$0.00	(\$102.22)
											CONCORD CITY TAX	Tax	(\$70.09)	\$0.00	(\$70.09)
											CONCORD CITY TAX	Vehicle Fee	\$0.00	\$0.00	\$0.00
Refund			\$172.31												
DARRYL JAY BOBZIN	1811 BRANTLEY RD		KANNAPOLIS, NC 28083	Adjustment >= \$100	0000857937	PENDING	3216780	Refund Generated due to adjustment on Bill #0000857937-2012- 2012-0000-00	Sold/Traded	11/05/2013	CABARRUS COUNTY TAX	Tax	(\$68.78)	\$0.00	(\$68.78)
											KANNAPOLIS CITY TAX	Tax	(\$55.02)	\$0.00	(\$55.02)
											KANNAPOLIS CITY TAX	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
Refund			\$138.80												
DAVID LELAND MCLAIN	3501 CEDAR SPRINGS DR SW		CONCORD, NC 28027	Adjustment < \$100	0000774307	PENDING	3216801	Refund Generated due to adjustment on Bill #0000774307-2013- 2013-0000-00	Sold/Traded	11/05/2013	CABARRUS COUNTY TAX	Tax	(\$22.47)	\$0.00	(\$22.47)
											CONCORD CITY TAX	Tax	(\$15.41)	\$0.00	(\$15.41)
											CONCORD CITY TAX	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
Refund			\$52.88												
DONEL BROWN	1347 MISTLETOE		CONCORD, NC 28027	Proration	0000774007	PENDING	3817080	Refund Generated due to proration on Bill	Vehicle Sold	11/15/2013	CABARRUS COUNTY TAX	Tax	(\$26.31)	(\$1.32)	(\$27.63)



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 12/4/2013 4:18:48 PM

Owner Name	Address	City	County	Reason	Bill #	Status	Vehicle ID	Refund Reason	Date	Item	Amount	Refund	Total	
HOLCOMB	RIDGE PL							#0000774007-2012-2012-0000-00			CONCORD CITY TAX	(\$18.04)	(\$0.90)	(\$18.94)
											CONCORD CITY TAX	Vehicle Fee	\$0.00	\$0.00
												Refund	\$46.57	
DONNA GUISE ANGEL	6040 IRONWOOD CT	HARRISBURG, NC 28075		Adjustment < \$100	0009827916	PENDING	7258780	Refund Generated due to adjustment on Bill #0009827916-2013-2013-0000	Situs error	11/25/2013	CABARRUS COUNTY TAX	Tax	\$0.00	\$0.00
											CONCORD CITY TAX	Tax	(\$137.18)	\$0.00
											CONCORD CITY TAX	Vehicle Fee	(\$15.00)	\$0.00
											HARRISBURG FIRE CITY	Tax	\$31.87	\$0.00
											HARRISBURG CITY TAX	Tax	\$45.30	\$0.00
												Refund	\$75.01	
JAMES ALAN HICKS	812 BOSTWOOD LN	CONCORD, NC 28025		Proration	0008910216	PENDING	2144468	Refund Generated due to proration on Bill #0008910216-2013-2013-0000-00	Tag Surrender	11/05/2013	CABARRUS COUNTY TAX	Tax	(\$163.31)	\$0.00
											ALLEN FIRE	Tax	(\$10.50)	\$0.00
												Refund	\$173.81	
JAMES JOSEPH CORCORAN, IV	9734 CAPELLA AVE NW	CONCORD, NC 28027		Proration	0000854089	PENDING	4049574	Refund Generated due to proration on Bill #0000854089-2012-2012-0000-00	Tag Surrender	11/19/2013	CABARRUS COUNTY TAX	Tax	(\$112.58)	\$0.00
											CONCORD CITY TAX	Tax	(\$77.20)	\$0.00
											CONCORD CITY TAX	Vehicle Fee	\$0.00	\$0.00
												Refund	\$189.78	
JOHNNY WILLIAM CANUP	58 KENTUCKY AVE SW	CONCORD, NC 28027		Proration	0008539250	PENDING	3216690	Refund Generated due to proration on Bill #0008539250-2012-2012-0000-00	Tag Surrender	11/05/2013	CABARRUS COUNTY TAX	Tax	(\$4.94)	\$0.00
											CONCORD CITY TAX	Tax	(\$3.39)	\$0.00
											CONCORD CITY TAX	Vehicle Fee	\$0.00	\$0.00
												Refund	\$8.33	
JULIE KRISTEN SOUTH	965 BRAXTON DR	CONCORD, NC 28025		Proration	0000889195	PENDING	2991676	Refund Generated due to proration on Bill #0000889195-2012-2012-0000-00	Vehicle Sold	11/27/2013	CABARRUS COUNTY TAX	Tax	(\$40.54)	(\$2.03)
											ALLEN FIRE	Tax	(\$2.61)	(\$0.13)
												Refund	\$45.31	
KEVIN LEE SOWARDS	1834 BIRKDALE CT	MT PLEASANT, NC 28124		Proration	0009209160	PENDING	2644408	Refund Generated due to proration on Bill #0009209160-2013-2013-0000-00	Vehicle Sold	11/18/2013	CABARRUS COUNTY TAX	Tax	(\$20.92)	\$0.00
											MT PLEASANT FIRE	Tax	(\$2.48)	\$0.00
												Refund	\$23.40	



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 12/4/2013 4:18:48 PM

LAUREN ELIZABETH SMITH	5954 VILLAGE DR NW	CONCORD, NC 28027	Proration	0009748675	PENDING	4487280	Refund Generated due to proration on Bill #0009748675-2013-2013-0000-00	Vehicle Sold	11/27/2013	CABARRUS COUNTY TAX	Tax	(\$49.02)	(\$2.45)	(\$51.47)
										CONCORD CITY TAX	Tax	(\$33.61)	(\$1.68)	(\$35.29)
										CONCORD CITY TAX	Vehicle Fee	\$0.00	\$0.00	\$0.00
										Refund			\$86.76	
LEFLER ELECTRONICS INC	2610 OAKVIEW DR SW	CONCORD, NC 28027	Proration	0008535976	PENDING	3652347	Refund Generated due to proration on Bill #0008535976-2012-2012-0000-00	Vehicle Sold	11/13/2013	CABARRUS COUNTY TAX	Tax	(\$43.38)	\$0.00	(\$43.38)
										CONCORD CITY TAX	Tax	(\$29.75)	\$0.00	(\$29.75)
										CONCORD CITY TAX	Vehicle Fee	\$0.00	\$0.00	\$0.00
										Refund			\$73.13	
LOUIS RONALD CLEAVER	2584 CAPTAINS WATCH	KANNAPOLIS, NC 28083	Proration	0009179952	AUTHORIZED	4184952	Refund Generated due to proration on Bill #0009179952-2013-2013-0000-00	Vehicle Sold	11/26/2013	CABARRUS COUNTY TAX	Tax	(\$20.60)	\$0.00	(\$20.60)
										CONCORD CITY TAX	Tax	(\$14.13)	\$0.00	(\$14.13)
										CONCORD CITY TAX	Vehicle Fee	\$0.00	\$0.00	\$0.00
										Refund			\$34.73	
MAXINE FOULKES WILLIAMS	8610 VERBENA CT	HARRISBURG, NC 28075	Adjustment < \$100	0009050795	PENDING	3652344	Refund Generated due to adjustment on Bill #0009050795-2013-2013-0000-00	Mileage	11/13/2013	CABARRUS COUNTY TAX	Tax	(\$57.74)	\$0.00	(\$57.74)
										HARRISBURG FIRE CITY TAX	Tax	(\$9.20)	\$0.00	(\$9.20)
										HARRISBURG CITY TAX	Tax	(\$13.07)	\$0.00	(\$13.07)
										Refund			\$80.01	
MICHAEL JEMAR DYSON	1204 PINE ST	KANNAPOLIS, NC 28081	Proration	0008554721	AUTHORIZED	3817095	Refund Generated due to proration on Bill #0008554721-2013-2013-0000-00	Insurance Lapse	11/26/2013	CABARRUS COUNTY TAX	Tax	(\$66.41)	\$0.00	(\$66.41)
										KANNAPOLIS CITY TAX	Tax	(\$53.13)	\$0.00	(\$53.13)
										KANNAPOLIS CITY TAX	Vehicle Fee	\$0.00	\$0.00	\$0.00
										Refund			\$119.54	
PATSY TROUTMAN SUDDETH	7720 ORCHARD PARK CIR	HARRISBURG, NC 28075	Proration	0000849791	PENDING	3216594	Refund Generated due to proration on Bill #0000849791-2013-2013-0000-00	Tag Surrender	11/05/2013	CABARRUS COUNTY TAX	Tax	(\$6.87)	\$0.00	(\$6.87)
										HARRISBURG FIRE CITY TAX	Tax	(\$1.09)	\$0.00	(\$1.09)
										HARRISBURG CITY TAX	Tax	(\$1.56)	\$0.00	(\$1.56)
										Refund			\$9.52	
ROLAND JOHN MAYS	720 BRAFFORD DR	CONCORD, NC 28025	Adjustment < \$100	0009482297	PENDING	2903516	Refund Generated due to adjustment on Bill	Over Assessment	11/25/2013	CABARRUS COUNTY TAX	Tax	(\$43.93)	\$0.00	(\$43.93)



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 12/4/2013 4:18:48 PM

Owner Name	Address	City	Reason	Bill #	Status	Vehicle ID	Refund Reason	Date	Item	Type	Amount	Refund	Total
				#0009482297-2013-2013-0000-00					COLD WATER FIRE	Tax	(\$3.77)	\$0.00	(\$3.77)
										Refund		\$47.70	\$47.70
SHEREE JENKINS SUTHER	1051 MICHAEL AVE	CONCORD, NC 28025	Adjustment < \$100	0008680040	PENDING	4289060	Refund Generated due to adjustment on Bill #0008680040-2012-2012-0000	11/05/2013	CABARRUS COUNTY TAX	Tax	\$0.00	\$0.00	\$0.00
									CONCORD CITY TAX	Tax	(\$59.42)	\$0.00	(\$59.42)
									CONCORD CITY TAX	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
									COLD WATER FIRE	Tax	\$6.19	\$0.00	\$6.19
										Refund		\$68.23	\$68.23
STEPHAN ROBERT TOMLINSON	558 GATSBY PL	CONCORD, NC 28027	Proration	0009445362	PENDING	4427334	Refund Generated due to proration on Bill #0009445362-2013-2013-0000-00	11/26/2013	CABARRUS COUNTY TAX	Tax	(\$29.20)	\$0.00	(\$29.20)
									CONCORD CITY TAX	Tax	(\$20.02)	\$0.00	(\$20.02)
									CONCORD CITY TAX	Vehicle Fee	\$0.00	\$0.00	\$0.00
										Refund		\$49.22	\$49.22
TERRY CORNELIUS BORDEN	202 YORK AVE	KANNAPOLIS, NC 28083	Proration	0000876277	AUTHORIZED	4260984	Refund Generated due to proration on Bill #0000876277-2012-2012-0000-00	11/26/2013	CABARRUS COUNTY TAX	Tax	(\$117.13)	\$0.00	(\$117.13)
									KANNAPOLIS CITY TAX	Tax	(\$93.71)	\$0.00	(\$93.71)
									KANNAPOLIS CITY TAX	Vehicle Fee	\$0.00	\$0.00	\$0.00
										Refund		\$210.84	\$210.84
TIMOTHY MICHAEL CONNELLY	5775 DOVE POINT DR	CONCORD, NC 28025	Adjustment < \$100	0009362450	PENDING	3557682	Refund Generated due to adjustment on Bill #0009362450-2013-2013-0000-00	11/12/2013	CABARRUS COUNTY TAX	Tax	(\$57.40)	\$0.00	(\$57.40)
									CONCORD CITY TAX	Tax	(\$39.36)	\$0.00	(\$39.36)
									CONCORD CITY TAX	Vehicle Fee	\$0.00	\$0.00	\$0.00
										Refund		\$96.76	\$96.76
WILLIAM ALLAN CRUTCHFIELD	517 KANSAS ST	KANNAPOLIS, NC 28083	Proration	0000799291	PENDING	3966555	Refund Generated due to proration on Bill #0000799291-2012-2012-0000-00	11/18/2013	CABARRUS COUNTY TAX	Tax	(\$28.41)	\$0.00	(\$28.41)
									KANNAPOLIS CITY TAX	Tax	(\$22.72)	\$0.00	(\$22.72)
									KANNAPOLIS CITY TAX	Vehicle Fee	\$0.00	\$0.00	\$0.00
										Refund		\$51.13	\$51.13
WILLIAM FRED PILKINGTON	583 PENELOPE PL NE	CONCORD, NC 28025	Proration	0008731495	PENDING	3652068	Refund Generated due to proration on Bill #0008731495-2012-2012-0000-00	11/13/2013	CABARRUS COUNTY TAX	Tax	(\$51.46)	\$0.00	(\$51.46)
									CONCORD CITY TAX	Tax	(\$35.29)	\$0.00	(\$35.29)



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

New Business

SUBJECT:

Planning & Development - 2012 CDBG Scattered Site Housing Rehab Grant Closeout - Public Hearing 6:30 P.M.

BRIEF SUMMARY:

Cabarrus County administered the 2010-2012 CDBG Scattered Site Housing Rehabilitation program. Staff projected five full rehabilitations and five urgent repairs in the application for the grant. Four full rehabilitations were completed and five urgent repairs for a total cost of \$255,290. A public hearing will need to be held to submit the closeout documentation to the NC Division of Community Assistance.

REQUESTED ACTION:

Hold a public hearing.

Motion to authorize the Chairman of the Board of Commissioners to sign the closeout report.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kelly Sifford, AICP
Planning and Development Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a New Business item.

ATTACHMENTS

- [CDBG Closeout Accomplishments Form](#)
 - [Public Hearing Notice - Newspaper](#)
 - [Public Hearing Notice Webpage](#)
 - [Public Hearing Notice - Website](#)
-

CLOSE OUT ACCOMPLISHMENTS, SPECIAL INSTRUCTIONS

1 Start with the Cover Sheet (tab labeled START_HERE) then move through the tabs from left to right

Enter Grantee and Grant Number in the appropriate cells

These entries will be automatically entered on the other sheets

Note:

Grantee name= the name shown in Block 1 of the DCA Funding Approval Form.

Grant number=the number shown in Block 2 of DCA Funding Approval Form.

Project number= the number shown in Block 3 of DCA Funding Approval form.

Project Name= the name shown in Block 3 of DCA Funding Approval Form.

2 You may move the activity worksheets that pertain to your grant and delete unneeded worksheets.

For example if your grant has Admin, Clearance, and Water Improvements, the tabs at the bottom of your spreadsheet would be as follows:

Cover

Closeout Data Entry Sheet

Administration

Clearance

Water Improvements

Certificate of Completion

3 Some cells have formulas for calculations, don't override these

4 Please e-mail a copy of this workbook to your DCA Representative. Please note, the signed paper copies of this package are still required to be mailed to DCA.



DIVISION OF COMMUNITY ASSISTANCE

CDBG Closeout Forms

Grantee	Cabarrus County
Grantee Address	P.O. Box 707, Concord, NC
Grant Number	10-C-2166
Project Name	Cabarrus County Scattered Site Single Family Rehab
1st Project Number	
2nd Project Number	
3rd Project Number	
Period	2010-2013
Authorized Representative	
Name	
Title	Chariman, Cabarrus County Board of Commissioners
Preparer of Information	
Name	Kelly Sifford
Address	P.O. Box 707. Concord, NC 28026
Telephone Number	704-920-2142
Email Address	kfsifford@cabarruscounty.us
Property acquired with CDBG funds?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**NORTH CAROLINA DEPARTMENT OF COMMERCE
CDBG FINAL PERFORMANCE REPORT**

GRANT NO. 10-C-2166

PROJECT NO. 10-C-2166 **Period:** 2010-2013

USE OF PROGRAM INCOME PAGE

1 Anticipated Program Income	2 Actual Program Income Received	3 Program Income Expended	4 Expended On Activity Name	5 Expended On Activity Code
\$10,000	\$10,000	\$10,000	Repair	10

Will grantee exceed \$25,000 in Program Income during the next 12 months? YES ___ NO X

What is the approximate date for exceeding \$25,000 in Program Income?

#116-F (4/97)

Grantee	Cabarrus County	Activity Name	Administration
Grant Number	10-C-2166	Project:	Cabarrus County Scattered Site Single
Acct Number	1060		C1
Activity Code	13		L1
Budgeted	\$33,000.00	Expended	\$26,205.50
			Proposed
			Actual
Linear Feet			
Properties			
Units, Dwelling			
Households by percentage of HUD Median Family Income Levels			
Above Moderate Income Households > 80%			
Moderate Income Households 51-80%			
Low Income Households 30-50%			
Very Low Income Households <30%			
Total Households			0
Persons by percentage of HUD Median Family Income Levels			
Above Moderate Income Households > 80%			
Moderate Income Households 51-80%			
Low Income Households 30-50%			
Very Low Income Households <30%			
Total Persons			0
Jobs			
Micro Enterprise			
Female Head of Household			
Hispanic			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
American Indian or Alaska Native & White			
Asian & White			
Black or African American & White			
American Indian or Alaska Native & Black or African American			
Other Multi-Racial			
Non-Hispanic			
American Indian or Alaska native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
American Indian or Alaska Native & White			
Asian & White			
Black or African American & White			
American Indian or Alaska Native & Black or African American			
Other Multi-Racial			

Grantee	Cabarrus County	Activity Name	Planning
Grant Number	10-C-2166	Project:	Cabarrus County Scattered Site Single
Acct Number	1058		C1
Activity Code	12		L1
Budgeted	\$7,000.00	Expended	\$0.00

	Proposed	Actual
Linear Feet		
Properties		
Units, Dwelling		
Households by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
Total Households	<u>0</u>	<u>0</u>
Persons by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
Total Persons	<u>0</u>	<u>0</u>
Jobs		
Micro Enterprise		
Female Head of Household		
Hispanic		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
Non-Hispanic		
American Indian or Alaska native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		

Grantee	Cabarrus County	Activity Name	Rehabilitation, Private
Grant Number	10-C-2166	Project:	Cabarrus County Scattered Site Single
Acct Number	1042		C1 X
Activity Code	9A		L1
Budgeted	\$320,000.00	Expended	\$191,674.75

	Proposed	Actual
Linear Feet		
Properties	5	4
Units, Dwelling		
Households by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%	2	1
Very Low Income Households <30%	3	3
Total Households	5	4
Persons by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%	4	2
Very Low Income Households <30%	3	5
Total Persons	7	7
Jobs		
Micro Enterprise		
Female Head of Household	3	3
Hispanic		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
Non-Hispanic		
American Indian or Alaska native		
Asian		2
Black or African American	4	2
Native Hawaiian or Other Pacific Islander		
White	3	5
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		

Grantee	Cabarrus County	Activity Name	Rehabilitation, Urgent Repair
Grant Number	10-C-2166	Project:	Cabarrus County Scattered Site Single
Acct Number	1044		C1
Activity Code	10		L1 X
Budgeted	\$40,000.00	Expended	\$37,409.89

	Proposed	Actual
Linear Feet		
Properties	5	5
Units, Dwelling		
Households by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%	3	3
Very Low Income Households <30%	2	2
Total Households	5	5
Persons by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%	4	6
Very Low Income Households <30%	2	2
Total Persons	6	8
Jobs		
Micro Enterprise		
Female Head of Household	3	4
Hispanic		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
Non-Hispanic		
American Indian or Alaska native		
Asian		2
Black or African American	3	5
Native Hawaiian or Other Pacific Islander		
White	2	1
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		

INSTRUCTIONS FOR PREPARING CERTIFICATION OF COMPLETION

Prepare original and one copy with original signatures. (A separate page 1 must be completed for each project). All dollar amounts, which are entered on this form, must be shown to two places past the decimal. Example: \$25,000.00.

Sections 1 - 4 will autofill from information entered on cover sheet and closeout data entry sheet

Section 5. Final Statement of Cost:

Column (b)

Lines a through j, l and m—will autofill from information entered on activity tabs

Line k, n, and p—will automatically total

Line o - Enter the amount of program income to be applied to the payment of unpaid program costs.

Column (c)

Line a through j, l and m—For each applicable program activity category listed, enter unpaid costs chargeable to the approved grant amount or to the program income and claimed as eligible for inclusion in the total program costs. Unpaid costs are firmly determined costs for which payment has not as yet been made (i.e., accounts payable and relocation payments owed in the future). Do not include amounts budgeted for unsettled third-party claims.

Line k, n, and p—will automatically total

Line o—Enter the amount of program income to be applied to the payment of unpaid program costs.

Column (d) –will automatically total

Column (e) –For DCA use only.

Section 6. Computation of Grant Balance

Column (b)

Line 1 –will autofill from Line p, Column (d).

Line 2 –Enter the amount budgeted for unsettled third-party claims against the recipient’s grant.

Unsettled third-party Claims are liabilities that are contingent on the outcome of disputes involving the recipient and third-parties. This amount shall not be included in Section C.

Line 3 –will autofill the sum of lines 1 and 2.

Line 4 –Enter the sum of the grant amounts shown on DCA Funding Approval Form.

Line 5 –will autofill line 4 minus line 3

Line 6 –Enter the amount of grant funds received to date.

Line 7 –will autofill line 3 minus line 6

Column (c) For DCA use only.

Section 7. Program Income

(a) Enter the amount of program income on hand at the present time.

(b) Enter the amount of program income that you expect to receive in the future as a result of this grant.

(c) If program income is on hand or if it is anticipated, describe how you intend to spend it.

Section 8. Unpaid Costs and unsettled Third-Party Claims

List any unpaid costs and unsettled third-party claims, and describe the circumstances and amounts involved.

The total amount of unpaid costs described must equal the amount shown on Line n, Column (c), and the total amount of unsettled third-party claims described must equal the amount shown on Line 2, Column (b) of Section 6.

Section 9. Remarks – For DCA use only.

Section 10. Certification of Recipient – Self explanatory.

Section 11. DCA Approval- For DCA use only.

7. Program Income

a) Amount of existing program income: \$0.00

b) Amount of anticipated program income: \$0.00

c) If program income exists or is anticipated, describe the proposed application(s):
 \$10,000 in program income was received just prior to the grant beginning and it was expended during the grant. No program income is expected to be generated at this time.

8. Unpaid Costs and Unsettled Third Party Claims

Are there any unpaid costs or unsettled third party claims against the recipient's grant? Type "yes" or "no."
 If yes, in the box below describe the circumstances and amounts involved.

9. Remarks (For DOC Use Only)

- Please note that all financial records, supporting documents and other records pertinent to the community development program must be retained for a minimum of five (5) years from the date of this letter.
- This grant is closed pending receipt and approval of your final audit by Division of Community Assistance (CA).
- Town
- City
- County

10. Certification of Recipient

It is hereby certified that all activities undertaken by the Recipient with funds provided under the grant agreement identified on page 1 hereof, have, to the best of my knowledge, been carried out in accordance with the grant agreement; that proper provisions have been made by the Recipient for the payment of all unpaid costs and unsettled third party claims identified on page 1 hereof; that the State of North Carolina is under no obligation to make any further payment to the Recipient under the grant agreement in excess of the amount identified on Line 7 hereof; and that every other statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.

Date	Typed Name and Title of Recipient's Authorized Representative _____ (Name) 0 (Title)	Signature of Recipient's Authorized Representative _____
------	---	--

11. DOC Approval

This Certification of Completion is hereby approved. Therefore, I authorize cancellation of the unutilized contract commitment and related funds reservation and obligation of \$ _____, less \$ _____ previously authorized for cancellation (from Section 6, line 6, page 1).

Date	Typed Name and Title of DOC Authorized Representative Richard B. Self Director	Signature of DOC's Authorized Representative _____
------	---	--

THE INDEPENDENT TRIBUNE

December 4 and 8, 2013



Public Hearing Notice
Monday, December 16th
6:30 p.m.

Cabarrus County Governmental Center
65 Church St. SE, Concord, NC 28025

1. Public Hearing on the closeout of the 2010 Scattered Site CDBG Single Family Housing Rehabilitation. Cabarrus County completed 4 full rehabilitations and 5 urgent repairs at a total Cost of \$255,290.

Any questions concerning this item should be addressed to the Cabarrus County Planning & Development Department- Community Development Division at (704) 920-2142.

IF REASONABLE ACCOMMODATIONS ARE NEEDED PLEASE CONTACT THE ADA COORDINATOR AT (704) 920-2100 AT LEAST 48 HOURS PRIOR TO THE PUBLIC HEARING.

Publish: December 4, 8, 2013.



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Public Notices

Board of Commissioners Public Hearing Notices - 6:30 pm

Notice Subject	Meeting Date	Posted Date
2010-2012 Scattered Site CDBG Grant Closeout NEW	12/16/2013	12/4/2013
NC DOT Public Transportation Division Section 5311 Grant	11/15/2013	11/4/2013
Transportation 5310 Elderly & Disabled Grant Funding	11/15/2013	11/4/2013
Transportation 5316 JARC Grant Funding	11/15/2013	11/4/2013
Rural Operating Assistance Program (ROAP) Funding	10/21/2013	10/9/2013
TEXT2013-00003 - Proposed Changes to the Cabarrus County Zoning Ordinance	9/16/2013	9/4/2013
2012-2013 HOME CAPER Annual Report	8/19/2013	8/7/2013
Revision of Chapter 78, Article III "Sewer Use"	8/19/2013	8/7/2013
Windshear Economic Development Incentive Grant	8/19/2013	8/7/2013
Proposed Budget FY 2014	6/17/2013	5/8/2013
Creation of a Consolidated Human Services Agency	6/17/2013	5/15/2013
Revision of Chapter 34 "Fire Prevention and Protection"	6/17/2013	5/22/2013
Carolina International School Public Hearing	6/17/2013	6/4/2013
Abandonment of Public Right-of-Way	5/20/2013	5/1/2013
TEXT2013-0001 Proposed Changes to Zoning Ordinance and TEXT2013-00002 Proposed Changes to Subdivision Ordinance	5/20/2013	5/8/2013

1 2 3

Public Notices

Notice Subject	Meeting Date	Posted Date
Conservation Board Meeting	10/8/2013	9/30/2013
Conservation Board Meeting	9/20/2013	9/19/2013
Board of Commissioners Special Meeting Notice March 18, 2013	3/18/2013	3/12/2013
Board of Commissioners Notice of Special Meeting	11/29/2012	11/21/2012
Mt. Pleasant High School Communications Tower Lease	9/17/2012	8/21/2012
Advertisement for Upset Bids Sale of County Property (Old Bethel School Property)	8/27/2012	8/17/2012
Advertisement for Sealed Bids Sale of County Property (Old Bethel School Property)	8/17/2012	8/7/2012
Advertisement for Sealed Bids Sale of County Property (Old Bethel School Property)	8/16/2012	8/6/2012
Advertisement for Sealed Bids Sale of County Property (Old Bethel School Property)	8/6/2012	7/27/2012
Board of Commissioners Notice of Special Meeting	8/1/2012	7/24/2012

1 2

Planning & Zoning Commission Public Hearing Notices - 7pm

Notice Subject	Meeting Date	Posted Date
Rezoning Request: Applicant - Larry Wallace Engines	3/13/2012	4/9/2012
Conditional Use Permit Request by WSACC	9/11/2012	8/16/2012
Rezoning Request	3/12/2013	3/5/2013
Conditional Use Permit Request	6/11/2013	6/3/2013
Conditional Use and Rezoning Request	9/10/2013	8/28/2013
Conditional Use Permit Request	11/12/2013	10/30/2013

1

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Attachment number 3



**Public Hearing Notice
Monday, December 16th
6:30 p.m.
Cabarrus County Governmental Center
65 Church St. SE, Concord, NC 28025**

- 1. Public Hearing on the closeout of the 2010 Scattered Site CDBG Single Family Housing Rehabilitation. Cabarrus County completed 4 full rehabilitations and 5 urgent repairs at a total Cost of \$255,290.**

Any questions concerning this item should be addressed to the Cabarrus County Planning & Development Department - Community Development Division at (704) 920-2142.

If reasonable accommodations are needed, please contact the ADA Coordinator at 704-920-2100 at least 48 hours prior to the public hearing.

Megan Smit, Clerk to the Board

Posted December 4, 2013



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

New Business

SUBJECT:

Salisbury-Rowan Community Action Agency, Inc. - Presentation of FY 14-15 Application for Funding

BRIEF SUMMARY:

Representatives from the Salisbury-Rowan Community Action Agency, Inc. (SRCAA) will present their FY2014-15 Application for Funding. This agency provides services for low income citizens in Cabarrus and Rowan Counties.

Per North Carolina Code NCAC 97C.0111(8), the agency is required to submit the application to the Board of Commissioners for review.

REQUESTED ACTION:

Motion to acknowledge receipt of the SRCAA's FY2014-15 Community Services Block Grant application.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Dr. Jean Harvey, Salisbury-Rowan Community Action Agency, Inc.
Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a New Business item.

ATTACHMENTS

- [Presentation](#)
 - [Grant Application](#)
-



**Salisbury-Rowan Community Action Agency, Inc.
2014-2015 Grant Application**

What are Community Action Agencies?

Community Action Agencies (CAAs) are nonprofit private and public organizations established under the Economic Opportunity Act of 1964 to fight America's War on Poverty. Community Action Agencies help people to help themselves in achieving self-sufficiency. Today there are approximately 1,100 Community Action Agencies in the United States.

SRCAA has been serving individuals and families for 40 years.

Agency Mission

Salisbury-Rowan Community Action Agency, Inc. provides services for individuals, children and families to enhance their quality of life and promote opportunities for self-sufficiency.

Agency Vision

Everyone will have opportunity for success in life.



Community Service Block Grant

The Community Service Block Grant provides anti-poverty funding for income eligible individuals.

SRCAA Long Range Goal - (CSBG)

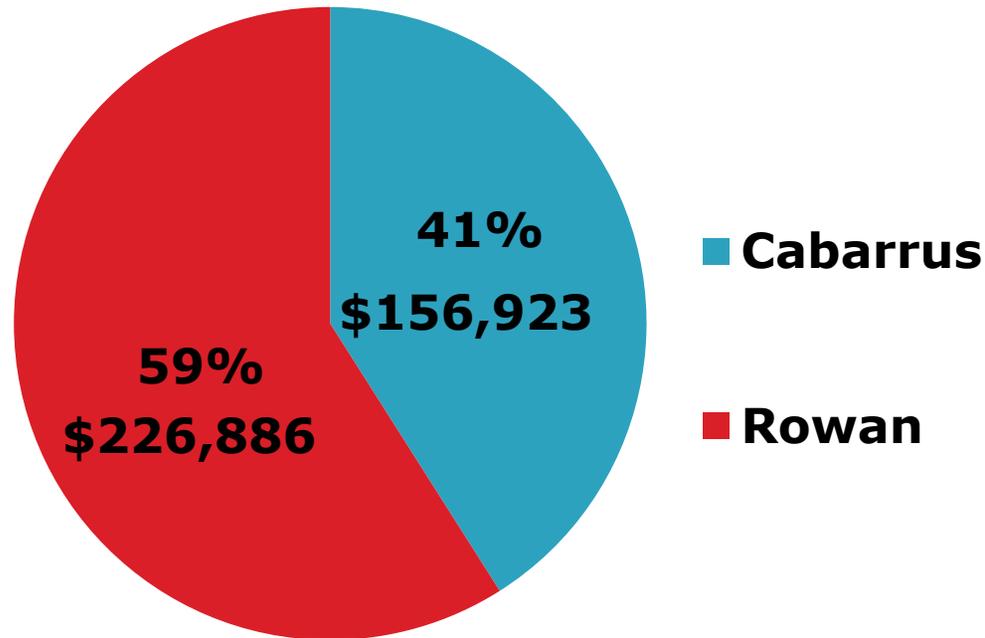
To provide support and comprehensive services for individuals and families to develop skills and increase income so that forty-five (45) may rise above the poverty level between July 1,2013 and June 30,2016.



SRCAA CSBG Budget Overview

Total Annual Budget - \$383,809

Funding by County



Participant Services - \$54,480.00
Return on Investment:
15 participants above poverty level

Services Provided through CSBG

- Outreach
- Securing Standard Housing
- Education
- Childcare Assistance
- Transportation (*Transit passes, fuel*)
- Employment
- Health Care
- Food
- Clothing
- Furniture/Appliances



Community Impact in 2013

OUTCOME	COUNTY	COUNTY
	CABARRUS	ROWAN
Rose Above the Poverty Guidelines	11	10
Obtained Employment	12	17
Obtained Better Employment	8	2
Obtained a job with medical benefits	4	2
Completed Education/Training	4	10
Secured Standard Housing	7	4
Received Emergency Assistance	10	17

Projected Outcome: 110 persons served
 Actually Outcome: 113 persons served



NAZEVYANGA MEMBE

United States Veteran and recent graduate of ECPI University earning an Associate's Degree in Network Security.



KENDALL FRYE

Obtained her Pharmacy Technician Certificate from Rowan Cabarrus Community College (RCCC).



TEWELL FAMILY

Following an extended period of homelessness, Cabarrus County residents, James and Amy Tewell received assistance from SRCAA to obtain housing for their family.



Additional Education Accomplishments - 2013

Through support and financial assistance from SRCAA, program participants were able to achieve the following vocational/educational goals:

- ✓ 7 Nursing Assistant Certifications (CNA's)-RCCC
- ✓ 1 Customer Service Call Center Certificate-RCCC
- ✓ 1 Certificate in Conversational Spanish- RCCC
- ✓ 1 Associates Degree in Applied Business Administration-RCCC
- ✓ 1 Associates Degree in Business Administration- RCCC
- ✓ 1 Associates Degree in Network Security-ECPI
- ✓ 1 BA in Sports Management –Livingstone College



Employment Accomplishments -2013

SRCAA Family Development Specialists assisted participants with gaining employment and entrepreneurship skills. Many have obtained jobs with various employers

- American Red Cross
- Vocational Rehabilitation
- Stanley Tools
- Men's Warehouse
- HomeInstead
- Day Mark Recovery
- Food Lion Corporate Office
- American Health
- Connexions
- YMCA of Greater Charlotte



CANDICE MILLER

Through support and guidance, she was taught entrepreneurship skills which lead to her own business. She is now the proud owner of Southern Charm Commercial & Residential Cleaning.



Self-Help Training & Workshops Provided

1. Understanding goal and activity planning
2. Conducting employment searches
3. Parenting skills
4. Maintaining good health and nutrition
5. Building healthy relationships
6. Budgeting and Financial Literacy
7. Preparing for Homeownership/Building credit scores
8. Job and Career Readiness
9. Navigating Higher Education
10. Entrepreneurship-being your own boss

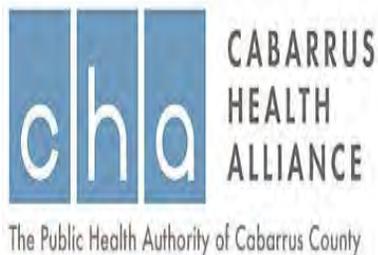
Program participant Carl Carr is taking part in one of our featured monthly workshops "Preparing Low Cost Healthy Meals" facilitated by Pam Outen, a NC Cooperative Extension Services' Representative.



SRCAA Partners



City of Kannapolis



SRCAA's Family Services Program funded by
North Carolina Department of
Health and Human Services
Department of Economic Opportunity
Community Service Block Grant Program



Salisbury Rowan Community Action Agency



Cabarrus Office
1413 Sedan Avenue
Kannapolis, NC 28083
(704) 939-6154



Salisbury-Rowan COMMUNITY ACTION AGENCY, INC.

1300 W. Bank St. • Salisbury, NC 28144 • Phone: (704) 633-6633 • Fax: (704) 633-7814

William "Pete" Kennedy, Board Chairman
Donna W. Cook, Vice Chair
Suzette Davis, Secretary



Tammy Corpening, Treasurer
Carlos Watson, Parliamentarian
Stanley Wilson, Executive Director

November 21, 2013

Megan Smit, Clerk to the Board
Cabarrus County Board of Commissioners
P. O. Box 707
Concord, NC 28026-0707

Dear Ms. Smit:

Enclosed you will find a copy of the Salisbury Rowan Community Action Agency's Community Services Block Grant (CSBG) for FY 2014-2015. The North Carolina Code NCAC 97C .0111(8) requires the agency to submit the application to its local board(s) of commissioners in each county service for review. If applicable, please provide comments, send a copy of the board agenda, and complete and notarize the form which is enclosed as it needs to accompany the application.

If you have any additional questions or concerns, please contact met at 704-633-6633.

Sincerely,

A handwritten signature in black ink, appearing to read "Stan Wilson", written over a horizontal line.

Stan Wilson
Executive Director
Salisbury Rowan Community Action Agency

North Carolina Department of Health and Human Services

Division of Social Services/Economic and Family Services



Community Services Block Grant Program

**Fiscal Year 2014-15 Application for Funding
Project Period July 1, 2014 – June 30, 2015
Application Due Date: January 31, 2014**

Applicant Information	
Agency:	Salisbury Rowan Community Action Agency, Inc.
Federal I.D.	560840196
DUNS Number:	170667315
Administrative Office Address:	1300 West Bank Street Salisbury, NC 28144
Mailing Address:	1300 West Bank Street Salisbury, NC 28144
Telephone Number:	704-633-6633
Fax Number:	704-633-3773
Board Chairperson:	William Pete Kennedy
Board Chairperson's Address: (where communications should be sent)	1300 West Bank Street, Salisbury, NC 28144
Board Chairperson's Term of Office:	December 2011-December 2013
Executive Director:	Stan Wilson
Executive Director Email Address:	stanwilson@srcaa.com
Agency Fiscal Officer:	Judi Klass
Fiscal Officer Email Address:	judiklass@srcaa.com
CSBG Program Director:	Dr. Jean Harvey
CSBG Program Director Email Address:	jeanharvey@srcaa.com
Counties Served with CSBG funds:	Rowan and Cabarrus

North Carolina Department of Health and Human Services
Office of Economic Opportunity - Verna P. Best, Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420
<http://www.ncdhhs.gov/oeo/>

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application

Please put a check mark in the appropriate box to show that you have included the completed document with your application. All documents are required with the exception of those that say "if applicable."

Item	Included (✓)
Signed Application Certification (blue ink only)	
Signed Board Membership Roster (blue ink only)	
Board of Directors Officers and Committees	
Planning Process Narrative	
Form 210 – Agency Strategy for Eliminating Poverty	
Form 212 – One-Year Work Program	
Monitoring, Assessment and Evaluation Plan	
Form 212A – CSBG Administrative Support Worksheet (if applicable)	
Form 225 – Agency Budget Information	
Form 225N-Budget Narrative	
<u>Appendices (to be attached by the Applicant):</u>	
• Organizational Chart	
• Job Description and Resume for the Agency's Executive Director	
• Job Description and Resume for the Agency's Chief Financial Officer	
• Job Descriptions for all CSBG employees (do not include names)	
• Affirmative Action Plan	
• Documentation of Public Hearings for Initial Planning Process:	
Copy of Public Notice(s) from Newspaper(s)	
Agenda of Public Meeting(s)	
Copy of Attendance Sheet(s)	
Minutes of Public Meeting(s)	
• Documentation for Notice of Intent to Apply:	
Copy of advertisement(s)	
• Documentation of Submission to County Commissioners:	
Certified document from county clerk	
Commissioners' comments or minutes (if applicable)	
• Cognizant-Approved Indirect Cost Agreement	
• Cost Allocation Plan (if applicable)	
• IRS State Exempt Letter	
• Contracts and Leases	
<u>Forms to be completed by the Applicant. The forms are included:</u>	
• Verification of 501(C)(3) Status (Annual)	
• Notarized Conflict of Interest Policy/Acknowledgement	
• Conflict of Interest Verification (Annual)	
• State Grant Certification – No Overdue Tax Debts	
• State Certification - Contractor Certifications Required by N.C. Law	
• Federal Certifications	
• Federal Funding Accountability and Transparency Act (FFATA) Attach evidence of Central Contractor Registration (CCR)	
• Vehicle Registrations	

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on November 25, 2013 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 25, 2013	Cabarrus		
November 25, 2013	Rowan		

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on 12/2/13 Cabarrus and 12/3/13 Rowan as required by 10A NCAC 97C .0111(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
12/2/13	Cabarrus		
12/3/13	Rowan		

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: 1/16/14

Board Chairperson: _____ 1/16/14
(Signature) (Date)

Finance Committee Chairperson: _____ 1/16/14
(Signature) (Date)

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	15			Total Current Vacant Seats	0	
Total Number of Seats Reserved for Each Sector	Poor	5	Public	5	Private	5
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	0	Private	0

Name	County of Residence	Address	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor						
1. Ida Finger	Rowan	317 Institute Street Salisbury, NC 28144	West End Comm. Club	10/2006	1	10/2013
2. Mary Lowe	Rowan	PO Box 185 Granite Quarry, NC 28072	South Rowan Neighborhood Club	08/2011	0	08/2018
3. Kay Woods	Rowan	805 Newsome Road Apt. 101 Salisbury, NC 28144	Eastside Community	10/2007	0	10/2014
4. Mildred Vann	Davidson	1204 Liberty Drive Thomasville, NC 27360	Head Start Program	01/2009	0	01/2016
5. Nathan Currie	Rowan	PO Box 2349, Salisbury, NC 28145	Head Start Program	01/2013	0	01/2020
Public Elected Officials						
1. William Kennedy	Rowan	PO Box 335 Salisbury, NC 28145	Salisbury City Council	11/2005	1	N/A
2. Donna Cook	Cabarrus	1208 Crossbow Circle Concord, NC 28087	Concord City Council	06/2004	1	06/2014
3. Tammy Corpening	Rowan	PO Box 152 East Spencer, NC 28039	Town of East Spencer	03/2010	0	03/2017
4. Deborah Howell	Rowan	2300 Innes Street Salisbury, NC 28145	Rowan County Board of Commissioners	04/2012	0	03/2014
5. Jeff Janke	Rowan	5575 Creekwood Drive, Salisbury, NC 28147	Rowan County Board of Commissioners	08/2012	0	08/2019
Representatives of Private Organizations						
1. Essie Ruffin	Rowan	1095 Viola Lane, Salisbury, NC 28146	Dunbar Alumni Ass.	04/2013	0	4/2020
2. Suzette Davis	Rowan	403 Ashbrook Road Salisbury, NC 28144	Livingstone College	07/2011	0	07/2018
3. Vernoica Cherry	Cabarrus	2010 Applegate Drive Concord, NC 28027 (Cabarrus)	Liberty Primitive Baptist Church	09/2011	0	09/2018
4. Carlos Watson	Cabarrus	5901 Underwood Ave. Charlotte, NC 28213 (Cabarrus)	Kappa Foundation	09/2011	0	09/2018
5. Douglas Lawrie	Moore	808 Mimosa Drive, Vass, NC 28394	Cypress House	01/2013	0	01/2020

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincide with the directives outlined in the agency's bylaws. A current Board of Directors Member Profile is on file for each member.

William (Pete) Kennedy

Board of Directors Chairperson

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
William Pete Kennedy	Board Chairman	Public	Rowan
Dr. Donna White-Cook	Vice Board Chairman	Public	Cabarrus
Suzette Davis	Secretary	Private	Rowan
Tammy Corpening	Treasurer	Public	Rowan
Committee Name: Executive Committee			
William Kennedy	Committee Chair	Public	Rowan
Donna White-Cook		Public	Cabarrus
Deborah Howell		Public	Rowan
Tammy Corpening		Public	Rowan
Suzette Davis		Private	Rowan
Ida Finger		Poor	Rowan
Committee Name: Personnel Committee			
Deborah Howell	Committee Chair	Public	Rowan
Suzette Davis		Private	Rowan
Mary Lowe		Poor	Rowan
Carlos Watson		Private	Cabarrus
Nathan Currie		Poor	Rowan
Committee Name: Finance Committee			
Tammy Corpening	Committee Chair	Public	Rowan
Donna White-Cook		Public	Cabarrus
Suzette Davis		Private	Rowan
Mary Lowe		Poor	Rowan
Douglas Lawrie		Private	Moore
Nathan Currie		Poor	Rowan
Committee Name: Planning & Evaluation Committee			
Ida Finger	Committee Chair	Low Income	Rowan
Suzette Davis		Private	Rowan
Kay Woods		Poor	Rowan
Veronica Cherry		Private	Cabarrus
Nathan Currie		Poor	Rowan
Committee Name: By Laws Committee			
Carlos Watson	Committee Chair	Private	Cabarrus
Kay Woods		Poor	Rowan
Mildred Vann		Poor	Rowan
Donna White-Cook		Public	Cabarrus
Douglas Lawrie		Private	Moore
Committee Name: Membership Committee			
Donna White-Cook		Public	Cabarrus
Ida Finger		Poor	Rowan
Mildred Vann	Committee Chair	Poor	Rowan
Tammy Corpening		Public	Rowan
Veronica Cherry		Private	Cabarrus

*To be completed by agencies serving multiple counties.

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
Planning Process Narrative**

<p>ROMA Goals 1, 3 and 5 Low income People Become More Self-Sufficient; Low income People Own a Stake in their Community; Agencies increase their capacity to achieve results</p>	<p>DHHS Excels-Goal 2 Expand understanding and use of information to enhance the health and safety of North Carolinians</p>
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1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.
 - a. **The Poor:** Low income persons are seated on the SRCAA, Inc. Board of Directors to ensure broad community participation and involvement. The Head Start Policy Council Advisory is made up of low-income person who meet once per month to review programs and to address meeting the needs of the low-income community. Members from that Council are represented on the Board. A community assessment was conducted in the Spring/Summer of 2012. Low income residents were surveyed in both counties and their feedback (results of the survey) on community needs were integrated in the report. Those results were used to inform the work of the Board at their annual retreat in the fall of 2012. The Board meets annually and recently attended their retreat in October 2013. The strategic plan is a living document which the Board and the Executive Director use to ensure services delivered to low-income families meet their needs. Representatives of the Poor on the Board advocate for the needs of the participants at varying levels. Participants themselves are free to express their concerns with staff and the program director. They are surveyed during workshops facilitated to improve their skills and knowledge about the services provided to them.
 - b. **The Staff:** Staff are encouraged to participate in partnerships and collaborations with Community Partners and task forces designed to meet the needs of mutually served participants. These monthly partnerships offer forums for input and sharing to address the cause, concerns, and resources in low-income communities where staff work. Staff as well as partners serving the same populations were surveyed during the community assessment process and participated in focus groups. Staff and partner feedback was considered in the development and revisions of the strategic plan and the management of service delivery at SRCAA in 2012 as part of the strategic plan's Collaboration Project. The Collaboration Project was aimed at identifying overlap in the service delivery as well as procedures and processes used by various departments. In FY 2013-2014 steps have been taken to cross train the Intake Specialist and Contract Manager as part of the ongoing collaboration effort between programs to meet the needs of low-income families in Family Services. The inclusion of these two staff in the process is moving the agency toward a more seamless service delivery system. .
 - c. **The Board:** The SRCAA, Inc. Board of Directors whose members volunteer on the Planning and Evaluation committee, in conjunction with the Executive Director, review all phases of the planning process and make recommendations to the full Board of Directors. The Board is responsible for identifying the needs of low income people. The Board utilizes the strategic planning process to provide direction for the agency and the staff in order to address that need. In 2012, the Board utilized the ROMA Goals to guide the process. By integrating the ROMA goals into the development of the plan they were able to:
 - Assess poverty needs and conditions within the community;

- Define a clear agency anti-poverty mission for community action and a strategy to address those needs.
- Identify both immediate and longer term strategies in the context of existing resources and opportunities in the community;
- Identify specific improvements, or results, to be achieved among low-income people and the community; and
- Organize and implement programs, services, and activities, such as advocacy, within the agency and among “partnering” organizations, to achieve anticipated results.

These aspects of the strategic plan were revisited at this year’s agency’s retreat. One recurring concern for the agency is the need for affordable housing solutions in both counties. The Board discussed and committed to making ongoing assessments of the housing need for participants and developing plans for addressing that need for low income families being served.

<p>ROMA Goal 5 Agencies increase their capacity to achieve results</p>	<p>DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians</p>
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2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.
Our agency identifies poverty causes by staying abreast of current literature on poverty, being active in the North Carolina and National Community Action Agency Associations, attending conferences, workshops and State (OEO) conferences, being knowledgeable about the communities and the participants in those communities, and assessing community need by asking low-income people and the people and agencies who serve them what those causes are. In 2012 the Community Assessment process conducted (for our agency by a Head Start consultant) a needs assessment and planning process that asks not only low income individuals but partners about changes in the socio-economic landscape of our counties, state and our nation. The Head Start requirement for this assessment is every three years.

Certain factors that are determined to impact poverty or change the current landscape are consistent over the years. However, other socio/environmental factors such as economic downturns, fluctuation in the job market, growth in various industries or simultaneous decline in others, impact communities and the ability of residents to gain, maintain or improve employment options. Other shifts at the federal and state level, Department of Health and Human Services and the NC Dept. of Human Services, Commerce, and Health etc. such as adverse changes in Unemployment Insurance, Medicaid, SNAP, WorkFirst, and Child Care subsidies adversely affect our program participants and will continue to adversely impact the ability of our constituents to rise above poverty. One most recent example is the reauthorization of Food Stamps that has caused many participants to go long periods without assistance. This has created a shift of need regarding our services around keeping families fed.

Based on the Community Assessment and other methods of feedback from our participants, the Board and Program staff determine and prioritize the service delivery strategies that can be implemented to best meet the needs of low-income persons.

Strategies that have been used in the past and new strategies to be implemented to address poverty causes include:

1. **Community Resources-** Identifying other community resources that are available to refer our participants for additional financial and other resources to supplement SRCAA efforts.
2. **Developing Partners-** Partnering with various human service agencies and state divisions of work and employment services to gain knowledge of availability of jobs, training and vocational and occupational resources.
3. **Education and Vocation –** Involving other ancillary services that help to remediate the barriers participants have to employment. SRCAA participates on Boards and Committees and partners with the community colleges in the two service counties. Participants in our program participate in academic and certification programs offered there. Education and vocational training help the participants improve skills and competencies. SRCAA provides financial assistance for many participants interested in short term programs, associate degrees, some Bachelor degrees. Books, tuition assistance, transportation and application fees assist the participants in getting closer to the goal of self-sufficiency.
4. **Addressing External Barriers-** Barriers such as no or little public transportation, insufficient jobs, lack of education, lack of job training skills, underemployment, lack of resources, lack of health care coverage, and limited affordable housing availability are external factors that impact participants. Multi-level strategies are implemented, for instance- the Board and the Executive Director work with national, state and local government and corporate partners to address macro-level needs of low income person. The Program Director partners with community and state administrators and managers to address needs that can be solved at the community and individual level. The Staff effectively partner (at the micro or individual level) with staff and community persons to solve challenges of individuals and families served by the agency.

<p>ROMA Goal 1, 2, 3 and 6 Low income People Become More Self-Sufficient; The conditions in which low income people live are improved; Low-income people own a stake in their community; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p>	<p>DHHS Excels- Goal 4 Provide services to individuals and families identified as being at risk of compromised health and safety.</p>
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3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

In May 2012, SRCAA made a conscientious choice to shift the approach used with families from a deficit-based model to one of empowerment and strengths. This model requires the entire network to think of ways to empower families to achieve their own goals and to improve the internal systems of service delivery to be able to meet people where they are. The last few years in North Carolina and in the U. S. have left many families in the lower socio-economic strata to be faced with more challenges to their economic independence and their present and future security.

SRCAA is currently training all staff working directly with families and individuals in the strengths-based model called the “Family Development Credential”. This initiative began sweeping the country in the 1980s in an effort to teach workers to effectively serve, advocate and empower families and teach those same skills to families. The model teaches workers to partner with families and help them set proper goals and activities for themselves so they can become self-sufficient. Advocacy is taught in the curriculum and

SRCAA staff learn skills and core competencies that when used with families improves the families' ability to not only identify, but reach those goals. The current economic climate has created more challenges and staff are constantly brainstorming strategies to meet the families' constantly changing needs.

Other strategies involve, inviting families to participate in volunteer activities and to represent the agency at community forums, and other agency events, to tell their story and to be proud to share their accomplishments when asked. This year, success stories are being published regularly in the agency's electronic newsletter and two Family Services participants who have risen above poverty will speak at the Annual Board meeting.

SRCAA will continue to provide various educational workshops and training mechanisms to empower low-income families and individuals. The overall goal of SRCAA is to assist low-income individuals to gain a sense of ownership and a stake in their community while strengthen their families. The agency will continue to be an active member of state and national associations that advocate on behalf of low-income families to eradicate poverty.

<p>ROMA Goals 1, 2, 4, 5 and 6 Low income People Become More Self-Sufficient; The conditions in which low income people live are improved; Agencies increase their capacity to achieve results; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and support systems</p>	<p>DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians</p>
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4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

SRCAA staff, program managers and the Executive Director participate on relevant Boards, Committees and planning entities in both Rowan and Cabarrus Counties such as the NC Workforce Development Board managers and partners meetings; the Salisbury and East Spencer Housing Authority partner meeting, the Goodwill sponsored Business Advisory Board, the Project Re-Entry partners meeting and many more. Our agency will continue to increase our visibility and our impact by forming new partnerships with organizations and continuing to host Community Forums.

Two recent examples of increasing our visibility and our impact are: In the summer of 2013 SRCAA participated in funding allocation committees at the local United Way (UW). While the goal of the allocation planning process was to renew funding for other UW organizations, it allowed the UW and 70 other community partners to get to know SRCAA and our purpose.

Secondly, SRCAA now has a signed memorandums of understanding in Cabarrus County with for profit entities to help meet the needs of participants like – County Cleaners, Dollar General, O'Reilly's AutoParts, Homewood Suites (for reduced hotel nights for homeless families) and Shaw University for space usage and student referrals for higher education.

These are real examples of how public-private nonprofit partnerships can address and reduce barriers to poverty for community residents. It is SRCAA's goal to explore other similar options in Rowan County.

In the 2013 relationships were established in Rowan with service providers and the local DSS office at the Director's level. The Director of Youth and Family Services meets monthly with the Director of DSS and other prominent, child welfare, domestic violence, health care clinic directors to address area concerns and find creative solutions for Rowan County. One of the most recent topics for discussion was helping our program participants maneuver through the Healthcare Marketplace.

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

(See number 4 above).

Collaboration with our local Departments of Human Services, Divisions of Workforce Solutions, Rowan Helping Ministries, Cooperative Christian Ministries, Goodwill Industries, the Salvation Army, and various faith-based and nonprofit organizations, enables SRCAA to serve, refer and minimize the duplication of services. By sitting on committees such as Joblink monthly, staff are keenly aware of services provided by other agencies and organizations. An example of preventing the duplication of services is the utilization of Cooperative Extensions and Health Departments to provide food, nutrition and health services and training and Goodwill Industries to provide resume preparation, interviewing techniques and certification training - instead of doing it ourselves. By continuing to collaborate with other human service agencies this helps to close any service gaps in SRCAA areas.

SRCAA is closing service gaps internally as well. Since participation in all programs is determined by income eligibility, staff are now becoming intentional about enrolling CSBG participants in WIA youth and/or adult services and ensuring that their young are enrolled in Head Start. Case consultation with external agencies and internal case managers occurs to meet the family development needs of participants. In real time, there can effectively be several persons assigned to one family. By holding case conferencing, families can be less overwhelmed by competing goals and requirements by multiple organizations.

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
Planning Process Narrative (continued)**

<p>ROMA Goal 2, 4 and 6 Low income People Become More Self-Sufficient; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p>	<p>DHHS Excels-Goals 1 and 3 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Offer outreach and services to individuals and families identified as being at risk of compromised health and safety.</p>
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6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

SRCAA continues to participate in community-wide coalition-building and resource development to meet the needs of individuals and families and reduce barriers to family and community growth. At the beginning of the school year, parents sign a partnership agreement that they will be fully involved with their children, and set goals for their family. This gives low-income families the capability to make decisions, initiate programs, and obtain resources to encourage stronger families in our area. Parent trainings are also offered in areas such as: Parenting skills, child and health development, preparations of food, and child abuse and neglect. By offering these services, parents' skills are strengthened and parents' understand the responsibility they have to their children. SRCAA continues to provide support to families as they learn new skills.

Internally, the merging of departments included an intentional effort to train Family Development Specialists in Head Start in the Parent, Family and Community Engagement Framework. The ultimate goal of the framework is to ensure families understand what school readiness is. During the upcoming months and years, FDS will train families in core competencies of parenting and school readiness. SRCAA will also be in conversation with the National Fatherhood Initiative (NFI) to increase father-focus. Family Services (CSBG) will partner with Head Start to improve the way fathers are treated as integral family members in goal the goal attainment process.

<p>ROMA Goal 5 and 6 Agencies increase their capacity to achieve results; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p>	<p>DHHS Excels-Goals 1 and 5 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Provide services and protection to individuals and families experiencing serious health and safety needs who are not, at least temporarily, able to assist themselves.</p>
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7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

Salisbury Rowan Community Action Agency, Inc. has established partnerships with local food banks, churches, and nonprofit organizations. Referrals are given to the participants to

obtain emergency food assistance as well as referrals to the local Department of Social Services for the Food and Nutrition Program. We also offer food and nutrition workshops hosted by the North Carolina Cooperative Extension. SRCAA staff ensure that income eligible participants are enrolled in SNAP however in 2013 most if not all participants had to undergo Food Stamp reauthorization and that process has families going up to four months without food assistance. For those families and those who are not SNAP eligible food banks and food cards from local emergency organizations, SRCAA can provide emergency assistance.

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

SRCAA, Inc. will continue to contract with Centralina Workforce Development Board to provide WIA Title I youth services in Rowan and Cabarrus counties. The WIA youth services include: academic learning, work experience, summer employment opportunities, and other related supportive services. Connected through the local Workforce Investment System, SRCAA, Inc. will continue to connect with other youth resources.

In 2013, WIA Adult Services in NC were transferred through contractual agreement from the Division of Workforce Solutions (DWS) to some private contractors as part of the Integrated Service Delivery model being implemented statewide. The contracted provider in both Rowan and Cabarrus (our service area) has become a partner with SRCAA and referral source. Meetings were held recently in both counties to forge a relationship that will be mutually beneficial for both entities and reduce replication of services in similar populations. Other county resources that continue to engage in planning with the DWS are the Department of Human Services, Health Department, Public Schools, Community Colleges, and Vocational Rehabilitation. Connections with employment and training activities will provide interventions and a direct link to the labor market. For adults in our program that are eligible for adult and dislocated worker services referrals are made to the local DWS offices and/or the provider ResCare.

<p>ROMA Goal 4 and 6 Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p>	<p>DHHS Excels-Goal 5 Provide services and protection to individuals and families experiencing serious health and safety needs who are not, at least temporarily, able to assist themselves.</p>
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9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

SRCAA, Inc. has a Weatherization / HARRP Program and will continue to coordinate services to participants in Rowan County to save on their overall energy cost. Referrals will also be given to participants to enroll in the Crisis Intervention Program through the Department of Human Services, Cooperative Christian Ministries, Rowan Helping Ministries, and the Salvation Army.

The staff at SRCAA, Inc. will continue to coordinate services through continuous partners meetings to stay abreast of any changes with the Crisis Intervention Program. Weatherization referrals are given to eligible participants in Cabarrus County as well.

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
Planning Process Narrative (continued)**

<p>ROMA Goals 4 and 5 Partnerships among supporters and providers of services to low-income people are achieved; Agencies increase their capacity to achieve results</p>	<p>DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians</p>
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10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

SRCAA, Inc. Career and Education Training Services (Workforce Investment Act Program) continues to serve 70 low-income youth whose needs include basic literacy skills, a GED, housing due to homelessness, runaway, foster and pregnant teen as well as, offender and disability services. The Career and Education Training Services (WIA) Program commits to an intensive and detailed case management approach for service delivery. The Program assumed the responsibility for providing extensive coordination, necessary between all service providers such as:

- DWS Job Link Center – (Rowan and Cabarrus)
- Rowan Cabarrus Community College
- Rowan Salisbury Schools
- Department Of Social Services – (Rowan and Cabarrus)
- Vocational Rehabilitation - (Rowan and Cabarrus)
- Career Connections
- NC Research Center
- Health Department - (Rowan and Cabarrus)
- Juvenile Justice
- NC Agriculture Extension Service
- Adolescent Pregnancy Council
- Team Chevrolet
- Livingstone College
- Barber Scotia College
- Goodwill – (Rowan and Cabarrus)
- Project SAFE (Rowan)
- Project Re-Entry – (Cabarrus)

The Board of Directors merging of two departments Career and Education Training Services (WIA Youth) and the Family Services (CSBG) strategically aligned SRCAA to serve youth and families. This has helped to unify our approach to case management and youth and family development.

<p>ROMA Goals 1 and 5 Low-income People Become More Self-Sufficient; Agencies increase their capacity to achieve results</p>	<p>DHHS Excels-Goal 1 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians.</p>
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11. Describe activities that your agency has undertaken or plans to undertake to establish a pool of unrestricted funds to further the agency's mission and reduce dependency on government funding.

- a. Funds to support services for low-income persons

In the past, SRCAA, Inc. has used local faith-based organizations and private sources in Rowan to donate services and finances throughout the year to help our agency serve the low-income community when CSBG funds are not available. SRCAA seeks additional, appropriate grants to meet the needs of our population beyond CSBG funding. In the past year a corporate partnership has been solidified and we are in conversation with the Community Relations Departments of area banks to begin increasing our unrestricted funds from corporations and foundations. One Bank – Fifth Third has awarded SRCAA a \$10,000 grant.

b. Funds to support the overall agency

The SRCAA, Inc. Board of Directors lead by its Fundraising Committee will continue with its current fund development strategy.

1. Identify and develop a fundraising goal for 2014-2015 (ongoing)
2. Develop and expand the current donor base (ongoing)
3. Seek small community development awards from corporations (one received)
4. Become an option for United Way donations (current)
5. Seek United Way funding (on grant received)
6. Identify other potential leaders/donors (ongoing)
 - Corporate sponsors
 - Foundations
 - Major gifts
 - Private corporate and individual donors
7. Continue improving our technology and ability to reach more people through fundraising through social media (technology and internal communications has improved since last year)

The agency has identified the following as opportunities to expand technology and fundraising:

- Sales force, which is a web-based program for non-profits that assist in managing and tracking donors, grants, donations, and recurring gifts.
- Actively use Facebook, Twitter or other social media
- The SRCAA Website has been upgraded
- The goal is to allow for direct donations and to demonstrate the agency's performance through our website.

<p>ROMA Goal 2, 4 and 6 Low income People Become More Self-Sufficient; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p>	<p>DHHS Excels-Goals 1 and 3 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Offer outreach and services to individuals and families identified as being at risk of compromised health and safety.</p>
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12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

Assessments are completed at intake to address the need of the families. Referrals are made to Rowan and Cabarrus County Department of Social Services Child Support Division if custodial parents do not have an active Child Support order. Family Development Specialists also download applications from the NC Department of Health and Human Services website and assist them with completing the application.

13. Does your agency calculate return on investment for your CSBG program? If so, please explain and give the calculation.

SRCAA, Inc. considers the investment per client and the percentage of clients that rise above the poverty level to calculate a return on investment. An example is shown below:

The amount of client services \$54,480. \div 15 (successful clients -APGL) = \$3,632 (cost of success) or 15 (successful clients) \div 120 clients served= 12.5% ROI

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: 7/1/2013-6/30/2016 _____

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name, rank the poverty cause(s) and identify which one(s) the agency will address.

Assess poverty needs and conditions within the community facing low-income participants related to a) no or underemployment, b) little or no education or vocational skills and c) no or substandard housing. SRCAA will provide supportive services for families or individuals to develop skills and increased income so they may rise above the income poverty level.

SRCAA Family Services will use the Family Development approach to partner with participants and the community to:

- **Develop/Sustain a strategy to address those needs, both immediate and longer term, in the context of existing resources and opportunities in the community;**
 - **Identify specific outcomes to be achieved among low-income people and the community; and**
 - **Organize and implement program services, and activities, such as advocacy, support and guidance within the agency and among “partnering” organizations, to achieve anticipated results.**
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data. Explain why the problem exists. Identify the segment of the population and give the number of people experiencing the problem. Explain how the persons are adversely affected.

The population of North Carolina is estimated to be 9,656, 401 in 2011 according to the census bureau. Rowan County’s population estimate is 138, 019 and Cabarrus County which is more densely populated is 181,468. The median income in NC is \$46,291 and is lower in Rowan than Cabarrus by over \$11,000. Rowan County’s median income is \$43,121 and Cabarrus County’s median income is \$54,280. For the purposes of this grant whose participants must be income eligible, 16.9% of Rowan’s population is below the poverty level and only 11.9% of Cabarrus is under the poverty level.

With regard to race, 72% of North Carolinians are White, 22% are Black and 9% are of Hispanic or Latino origin. In Rowan 80% are White, 17% are Black and 8% are of Hispanic origin. In Cabarrus 80% are White, 16% are Black and 10% are of Hispanic origin. As of November 2012, the opposite demographic is true. 88% of our participants are Black, 10% are White and only one family self-identified as Hispanic. Approximately half were employed, about 40% were unemployed and 90% of them are renting. These demographics depict the constituents who are most in need of the services in these two counties. The

Board, Executive Director and Program Director are working with staff to increase recruitment to the Hispanic community.

Unemployment/Underemployment

In the last year, no significant job growth has occurred in either Rowan or Cabarrus counties. This continues to impact our service area tremendously and high unemployment rates keep our waiting lists above 50 in Rowan County and 30 in Cabarrus. The long waits to receive services has forced us to develop a different approach to our intake strategy. We have found that constituents in need of self-sufficiency services do not want to wait six months to a year. Therefore we have attempted to send letters of interest first to persons on the wait list and found that many have moved or are difficult if unable to contact.

There are some distinguishable differences anecdotally, between the counties and the services requested. In Rowan more of the applicants need additional training and jobs. In Cabarrus, people have had jobs, lost them due to a variety of factors and are seeking re-employment. On some levels, Cabarrus residents have had higher educational attainment prior to applying. However people still come to SRCAA affected by mill closings, Phillip Morris closing and in Rowan a possible outsourcing by Westinghouse will add to more job elimination. As of October 30, 2013 the current unemployment rate for Rowan County is 9.7% or six thousand nine hundred and twenty nine (6,929). People that are receiving benefits in Cabarrus County is lower at 8.7% or seven thousand nine hundred and seventy three (7,973). Cabarrus has more opportunities for growth and is adjacent to Mecklenberg County (Charlotte). Although Charlotte is about 45 miles from Rowan, more participants are choosing to look for jobs there. For lower paying jobs, transportation costs are cost prohibitive and severely impact the participants' personal budgets.

Education/Vocation

The 2012 Closing the Gap, 2012 Skills Survey of NC conducted by the Centralina Workforce Development Board Report states that "National trends continue to indicate that communities throughout the country are facing current or imminent shortage of skilled workers to meet the demands of local employers". This fact adds to the continued high unemployment rate and requires service providers to discuss alternative education/vocation options to attain the skills that employers want.

Families are at risk due to the lack of jobs, not enough or the right education and skills for the jobs available. According to the census bureau North Carolina's High school graduation rate for persons over 25 is 84.1%. In Cabarrus County, the graduation rate for this same group is 85.5% and persons with Bachelor's Degrees or higher is 24.1% compared to the states 26.5%. In Rowan County, there is a marked difference. High school graduates over 25 years of age, is only 80.4 % and those with Bachelor's degrees or higher dips to 17.4%. This explains why more requests in Rowan are for education/skills training. Persons who are unemployed or underemployed are at risk for related social factors like mental health disorders, depression, drug and alcohol use, and anxiety and can experience compromised decision making regarding meeting the basic needs for their family. SRCAA provides more support for educational/vocational attainment than any other service request.

Housing/Homelessness

Homeownership rates in NC are approximately 68% of the population; in Rowan nearly 71% of the population are homeowners and nearly 74% of the population in Cabarrus are homeowners. Most of the persons served in the Self-Sufficiency program are not homeowners and are not eligible for

homeownership due to low incomes and poor credit ratings. Services related to improving credit stability and financial literacy are offered every year.

Reduced subsidized housing stock and long waitlists for city and county housing authorities in both counties contribute to program participants making choices to live in substandard housing or in crowded conditions with family members. CSBG funds are utilized to relocate participants and improve their housing conditions. Area shelters are over-crowded and the homeless rate has increased with a continuous migration from other service areas causing shelters to reach capacity.

Rowan County Helping Ministries for the homeless has sheltered 623 different men, women and children with 22,009 nights of shelter services in the last year. This high increase of individuals needing shelter still contributes to families living in cars, abandoned homes or wherever they can find shelter. Each year those in our community who struggle financially seem to face additional challenges. Families continue to be at risk for homelessness due to the lack of jobs, education and limited job skills.

In Cabarrus County over the last several months (according to Cooperative Christian Ministries who operate the shelters), both the men's, women's and women with children programs designed to serve the homeless in Cabarrus have been full. The last five (5) applicants to the SRCAA Cabarrus Self-Sufficiency program indicated their housing status as homeless. They were living in shelters, temporarily with families, in cars and in hotels. Cabarrus County does not have a unified strategy to address homelessness, primarily because social service providers were formerly able to meet the need. That is no longer the case. Subsidized housing waitlists in both counties can be as long as two years and private income-based housing options are full and wait listed as well.

Salisbury Rowan Community Action Agency, Inc. intends to address the issues related to employment, education and housing, that face our families. In their quests for self-sufficiency. We want our families to have the opportunity to be employed or better employed, obtain better educations and job training skills, and live in the housing of their choice, strengthening their families and their communities.

Section II: Resource Analysis (use additional sheets if necessary)

3. Resources Available:

Salisbury Rowan Community Action Agency has the internal capacity to serve its families. Support from three other programs internally for Youth, Weatherization and Head Start and Early Head Start allow us to assess families' needs beyond what is provided by CSBG funding. Family and Youth Development Specialists are now collaborating on referrals within the agency. They work together to help families solve their own problems and meet their goals. This shift to collaboration increases the potential for success for program participants while it minimizes the stress for competing goals set by multiple programs. It also enhances the capacity for families to receive additional services of which they were not previously aware.

a. Community Resources:

SRCAA partners with many nonprofit human service agencies, schools, colleges, community development organizations, governmental entities and faith organizations to aid our participants in

reaching their goals and to change the way business is conducted in the community on their behalf. Managers and staff in both counties actively build partnerships and work together with those partners to address poverty causes and seek solutions for the eradication of the barriers to economic self-sufficiency for Rowan and Cabarrus county residents. Some partners are Rowan and Cabarrus County Department of Social Services, Rowan Helping Ministries, Cooperative Christian Ministries, Rowan and Cabarrus County Salvation Army and various other faith based, and non-profit organization, all who help us serve our constituents more efficiently.

4. Resources Needed:

b. Agency Resources:

SRCAA is in the process of revamping internal systems. The information technology systems used by our staff provide some outcome data however there are multiple departments using different systems. In January 2013, IT was outsourced to improve internal IT communication systems, consequently sites external to the main office in Salisbury were better connected through email and IT services. This advancement allows staff working with families to serve them more efficiently and expediently. Other resources are needed and being sought to develop a database system for interface and tracking the work being done with families. Reporting of outcomes to various funders would be greatly enhanced if these resources come available.

In the past 12 months, sequestration cuts at the Federal Level have adversely impacted the Head Start community and our administrative capacity to serve families. CSBG funds were spared any cuts to date but budgets have not been finalized. Strategies to supplement the CSBG funding will put the agency in a strategic position economically.

c. Community Resources:

Community resources that address the rising numbers of homeless persons and or those in need of Affordable Housing in Cabarrus and Rowan counties is a resource need yet untapped. Providers at Workforce meetings have identified the need for a strategy to address housing and homelessness. At the SRCAA Board Retreat in October 2013, affordable housing options were a prioritized topic. While the Board discussed home ownership, more immediate solutions for low-income families to reduce homelessness or transiency, will be at the center of future Board Planning discussions. Additional community resources and a community-wide strategy to end homelessness, is important to our participants coupled with a strategy to expedite placements in subsidized housing options.

Section III: Goal and Strategy

5. Long-Range Goal:

To provide support and comprehensive services to low-income families and individuals to develop skills and income so that forty-five (45) may rise above the poverty income level before 06/30/2016.

6. Strategies for Achieving Long-Range Goal:

To provide supportive services for families or individuals to develop skills and increased income so they may rise above the income poverty level.

Objectives

- To provide family development and case management services for low-income families so that they can rise above the poverty level.
- To ensure that program participants understand their role in the partnership with SRCAA so they are able to identify, create and attain their goals.
- To continue our partnership with area corporate, private and community partners to eliminate the barriers to poverty that prevent our participants from being successful
- To work closely with local offices of the Department of Human Services to address the needs of our participants.
- To work closely with the Department of Workforce Solutions to keep the community abreast of the employment trends and available work.
- Continue to provide Community Forums, individual participant counseling, mentoring and referrals to increase participant awareness of community and agency resources.
- To plan and implement goals and set strategies with the families.
- To continue to invite low-income individuals to join advisory boards and committees.
- To increase fund development to close the gap between CSBG funding and participants need.
- To continue to research, participate in national and local conversations about poverty and its eradication, expanding the knowledge base of staff and participants.

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Self-Sufficiency Program						
2. Poverty Cause Name:	Assess poverty needs and conditions within the community facing low-income participants related to a) no or underemployment, b) little or no education or vocational skills and c) no or substandard housing.						
3. Long-Range Goal:	To provide support and comprehensive services for individuals and families to develop skills and increase income so that forty-five (45) may rise above the poverty level by 06/30/2016.						
4. Selected Strategy:	To provide supportive services for families or individuals to develop skills and increased income so they may rise above the income poverty level.						
5. Project Period:	July 1, 2014	To	June 30, 2015	Plan Year	2	of	3
6. CSBG Funds Requested for this Project:	\$383,809						
7. Total Number Expected to Be Served:	110						
a. Expected Number of New Clients	45						
b. Expected Number of Carryover Clients	65						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							15
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Objective: To provide support and comprehensive services to assist forty (40) new individuals and seventy (70) carryover families to increase their skills and income to rise above poverty level by June 30, 2015	Director of Youth and Family Services; Family Development Specialists	70	90 (20)	100 (10)	110 (10)	
Maintain an adequate record-keeping system to ensure accurate accountability of the project activities.	Director of Youth and Family Services; Contract Manager, Family Development Specialists	7/01/14- 9/30/14	10/1/14- 12/31/14	1/1/15- 3/31/15	4/1/15- 6/30/15	

Provide program administrative oversight/assistance such as waiting list, office functions, communications with funders, partners, staff, participants	Director of Youth and Family Services; Intake Specialist	7/01/14-9/30/14	10/1/14-12/31/14	1/1/15-3/31/15	4/1/15-6/30/15
Monitor AR4CA to ensure that data to support program activities are entered into the database.	Director of Youth and Family Services, Contract Manager	7/01/14-9/30/14	10/1/14-12/31/14	1/1/15-3/31/15	4/1/15-6/30/15
Prepare and submit monthly, quarterly, and yearly reports to the agency Board of Directors and to the Office of Economic Opportunities.	Director of Youth and Family Services	7/01/14-9/30/14	10/1/14-12/31/14	1/1/15-3/31/15	4/1/15-6/30/15
Staff Development and Training Research, Plan, and inform CSBG staff about upcoming training opportunities to enhance and improve effective and efficient job performance and delivery of services to participants.	Director of Youth and Family Services	7/01/14-9/30/14	10/1/14-12/31/14	1/1/15-3/31/15	4/1/15-6/30/15
Supportive Services Provide supportive services to assist low-income families and individuals in coordinating activities towards becoming self-sufficient.	Director of Youth and Family Services and Family Development Specialists	70	90 (20)	100 (10)	110 (10)
Provide intake, eligibility, family development, goal planning and supportive services to participants enrolling in and active participants in the Self-Sufficiency Program.	Director of Youth and Family Services and Family Development Specialists	70	90 (20)	100 (10)	110 (10)
Complete quarterly assessments on Self Sufficiency participants.	Director of Youth and Family Services and Family Development Specialists	70	90 (20)	100 (10)	110 (10)
Provide one on one counseling to address barriers and develop problem solving skills.	Family Development Specialists	70	90 (20)	100 (10)	110 (10)
Conduct one home visit per year to participants after enrollment.	Family Development Specialists	70	90 (20)	100 (10)	110 (10)
To provide 10 self-help workshops per county for program participants to enhance life skills and personal development such as: . 1. <i>Understanding goal and activity planning</i> 2. <i>Conducting employment searches</i> 3. <i>Parenting skills</i> 4. <i>Maintaining good health and nutrition</i> 5. <i>Building healthy relationships</i> 6. <i>Budgeting and Financial Literacy</i> 7. <i>Preparing for Homeownership/Building credit scores</i> 8. <i>Job and Career Readiness</i> 9. <i>Navigating Higher Education</i> 10. <i>Entrepreneurship-being your own boss</i>	Director of Youth and Family Services and Family Development Specialists	2	5 (3)	8 (3)	10 (2)
Outreach Provide referrals to other Human Service agencies for additional services such as crisis, food, clothing, housing/shelter, health care, mental health services, and WIC.	Family Development Specialists	7/01/14-9/30/14	10/1/14-12/31/14	1/1/15-3/31/15	4/1/15-6/30/15

Establish partnerships with other Human Service agencies in Cabarrus and Rowan County.	Director of Youth and Family Services and Family Development Specialists	7/01/14-9/30/14	10/1/14-12/31/14	1/1/15-3/31/15	4/1/15-6/30/15
Developing innovative ways to get the participants more involved in their community.	Director of Youth and Family Services and Family Development Specialists	7/01/14-9/30/14	10/1/14-12/31/14	1/1/15-3/31/15	4/1/15-6/30/15
Outcomes					
Securing Standard Housing	Director of Youth and Family Services; Family Development Specialists	1	2 (1)	3 (1)	4 (1)
Assisting participants with mortgage assistance to secure and maintain standard housing.					
Emergency Assistance	Director of Youth and Family Services; Family Development Specialists	6	11 (5)	15 (4)	20 (5)
To assist participants with rent, rental deposit and utilities (<i>water, lights, gas, fuel oil, kerosene</i>) to avoid eviction and disconnection.					
Education	Director of Youth and Family Services; Family Development Specialists	5	8 (3)	11 (3)	15 (4)
Provide assistance with Books, tuition, supplies, computers, uniforms, room & board fees, testing fees, and graduation fees to assist participants with completing education or training programs.					
Assist participants with researching appropriate educational institutions for the GED Program, higher learning training, certificate programs, and universities.					
Daycare Assistance	Director of Youth and Family Services; Family Development Specialists	2	3 (1)	4 (1)	5 (1)
Provide assistance with tuition payments, enrollment fees, and application fees					
Transportation	Director of Youth and Family Services; Family Development Specialists	4	8 (4)	12 (4)	16 (4)
Assist clients with bus passes, taxi services, vehicle repair, gas, insurance assistance, driving school, and tag fees.					
Employment (15) 5d Better Employment (5)	Director of Youth and Family Services; Family Development Specialists	5	10 (5)	15 (5)	20 (5)
Coordinate with NC Department of Commerce and temporary agencies to assist with drug screening, finger prints, criminal background checks, uniforms, and supplies.					
Monitor employment and/or completing assessments in thirty (30), sixty (60) and ninety (90) days.	Director of Youth and Family Services; Contract Manager, Family Development Specialists	7/01/14-9/30/14	10/1/14-12/31/14	1/1/15-3/31/15	4/1/15-6/30/15
Health Care	Director of Youth and Family Services; Family Development Specialists	2	4 (2)	6 (2)	8 (2)
Provide assistance with medication assistance, physicals, medical co-payments, eye care/glasses assistance, and mental health counseling on an "as needed" basis.					

Food -Emergency food assistance up to \$200.00 per family.	Director Youth and Family Services; Youth Development Specialists	3	6 (3)	9 (3)	12 (3)
Clothing -Emergency clothing vouchers up to \$100.00 per family.	Director Youth and Family Services; Youth Development Specialists	2	4 (2)	7 (3)	10 (3)
Furniture/Appliances -Used refrigerators up to \$150.00 and used furniture (bed frame and mattress) up to \$200.00 per family.	Director of Youth and Family Services; Family Development Specialists	2	4 (2)	7 (3)	10 (3)

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

10. Use the tables below to enter your agency's projected outcome results (targets). The outcome measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to complete Table 1. All CSBG grantees operating non self-sufficiency projects are required to enter applicable outcomes in the Table 2. If your agency operates more than one non self-sufficiency project, please add tables as needed. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Self-Sufficiency Projects	
Project Name:	Expected to Achieve the Outcome in Reporting Period (Target)
Outcome Measures	
Number of persons served	110
The number of low-income families rising above the poverty level	15
The average change in annual income per participant family (in whole #'s)	\$7,000
The number of participants obtaining employment	15
The number of participants obtaining jobs with medical benefits	5
The participant average wage rate	\$9.00
The number of participants completing education/training programs	15
The number of participants securing standard housing	4
The number of participants provided emergency assistance	20

Table 2 Outcome Measures for Non Self-Sufficiency Projects	
Project Name:	Expected to Achieve the Outcome in Reporting Period (Target)
Outcome Measures	
Number of persons served	

**Community Services Block Grant Program
 Fiscal Year 2014-15 Application for Funding
 One-Year Work Program
 OEO Form 212 (continued)**

11. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total *number of persons served* in the table.

Number of Families to be Served Per County											
Agency Name: Salisbury Rowan Community Action Agency											
Project Name: Family Self-Sufficiency Program											
County	Rowan	Cabarrus									Total
Total Planned	65	45									110
Project Name:											
County											Total
Total Planned											

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.
 - a. Board of Directors:
The Board of Directors is responsible for the overall performance and evaluation of all agency programs. The Planning and Evaluation Committee is responsible for working with the Executive Director and staff to develop agency programs and services. The committee has direct oversight to review, evaluate, and monitor all programs to ensure compliance. The Board of Directors receives and reviews monthly reports detailing the performance of the agency's programs at each Board meeting.
 - b. Low-Income Community:
The low-income community has input in the agency's programs through public hearings, participating on community forums, and representation on the agency's Board of Directors.
 - c. Program Participants:
Program participants have the opportunity to evaluate the program by completing evaluations/surveys, participating in community forums and by serving as volunteers.
 - d. Others:
Partners participate in Community Round Tables during tri-annual Community Assessments in both Rowan and Cabarrus Counties. This allows the agency and its partners to identify collaboration opportunities and improve service delivery. It also allows others to express concerns about meeting the needs of our participants during a formalized feedback process.

2. Describe how administrative policies and procedures are monitored by the Board of Directors.
The Board of Director's reviews the agencies administrative policies on an annual basis. These policies include fiscal, personnel and procurement. When necessary the policies are revised and updated. At the October 2013 Retreat, the Board of Directors approved a new Personnel Policy Manual. The changes in that Manual and an Employee Handbook will be introduced to staff during the next quarter. The policies are monitored as part of the self-assessment process.

3. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board of Directors reviews all monitoring, assessment and evaluation reports. The board also reviews corrective measures and ensures that policies and procedures are modified based on the reports that are received. The Board also ensures that the results of the assessment are put into an action plan to improve the agency's performance.

4. Describe the Board's procedure for conducting the agency self-evaluation.

The Board of Directors along with staff annually evaluation of program governance, management systems, fiscal, partnership engagement and program effectiveness. The evaluation is documented and a work plan is completed.

5. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate when the next evaluation will begin and be completed.

The results from the evaluation include: a) the need to increase and enhance our service delivery to the Hispanic community, b) improve our partnership collaborations around education and connectivity to housing, c) the need to expand funding beyond federal dollars. The information from the last self-evaluation information is included in the strategic plan, departmental work plans and staff performance plans. The information is also used to develop training for the next year, (board and staff). The next assessment will be conducted in June 2014 and will be broadened to include the proposed Accreditation Standards.

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A**

1. Administrative Support requested for (Name of Grant):		
2. Total amount of Administrative Support requested: \$		
3. Brief description of grant including the name of the funding source:		
4. Total Grant Amount:		\$
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)		
6. How will the agency track the CSBG funds used for Administrative Support?		
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)		
Indirect Costs		
Indirect Cost Base:		
Indirect Cost Rate %:		%
Indirect cost base amount for this grant:		\$
Percent indirect allowed by funding source for this grant:		%
Dollar amount indirect allowed by funding source for this grant:		\$
Cost Allocation		
Percent of administrative costs allowed by funding source for this grant %:		%
Dollar amount of administrative costs allowed by funding source for this grant:		\$
8. Actual numerical calculation used to determine Administrative Support needed:		
9. Administrative Support to be applied: (choose one)	Monthly	
	Quarterly	
	Annually	

SRCAA-CSBG Budget Information

AGENCY BUDGET INFORMATION

Budget Type: Annual Application: X Amendment: Budget Change:

Section 1. IDENTIFICATION

Agency Name: Salisbury-Rowan Community Action Agency, Inc. Contract Period: July 1, 2014 - June 30, 2015

SECTION II. CONTRACT SUMMARY

CSBG	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contract Amount
	\$356,758	\$27,052		\$383,809
TOTAL OEO CONTRACT AMOUNT				\$383,809

CSBG ADMINISTRATIVE SUPPORT: Insert name of program supported by CSBG and the amount of support indicated on the Administrative Support Worksheet (OEO Form 212A).

(Insert Program Name)

SECTION III. BUDGET SUMMARY

OBJECT CATEGORIES	Youth & Family Services	(Insert Program Name)	PROGRAM TOTALS	COUNTY TOTALS
Salaries & Wages	\$214,590		\$214,590	\$214,590
Fringe Benefits	\$55,926		\$55,926	\$55,926
Equipment				
Communication	\$3,960		\$3,960	\$3,960
Space Cost	\$8,708		\$8,708	\$8,708
Travel	\$3,500		\$3,500	\$3,500
Supplies/Materials	\$3,300		\$3,300	\$3,300
Contractual	\$6,038		\$6,038	\$6,038
Client Services	\$43,550		\$43,550	\$43,550
Other	\$17,184		\$17,184	\$17,185
Total Direct Costs	\$356,757		\$356,757	\$356,758
Indirect Costs				
Approved Rate: 10%	\$27,052		\$27,052	\$27,052
Base : Salaries & Fringe Benefits				
TOTALS	\$383,809		\$383,809	\$383,809

SECTION IVb - BUDGET SUPPORT DATA

COST CATEGORY	Youth & Family Services	(Insert Program Name)	TOTAL
SPACE COST			
Rent - Cabarrus Office (\$1,100/month - 45% of space used by CSBG x 12 months)	\$5,148		\$5,148
Utilities - Cabarrus Office (included in rent \$0 x 12 months)			
Utilities - Rowan Office - Gas (\$75 /month x 12 months)	\$900		\$900
Utilities - Rowan Office - Electric (\$200 /month x 12 months)	\$2,400		\$2,400
Utilities - Rowan Office - Water/Sewer (\$5/month x 12 months)	\$60		\$60
Repairs & Maintenance - Cabarrus Office			
Repairs & Maintenance - Rowan Office	\$200		\$200
TOTAL SPACE COSTS	\$8,708		\$8,708
TRAVEL			
Staff Travel - Mileage Reimb.	\$3,500		\$3,500
TOTAL TRAVEL	\$3,500		\$3,500
SUPPLIES/MATERIALS			
Office Supplies - pens, pencils, paper, staples, paper clips, tape, binder clips, etc.	\$2,300		\$2,300
Copies/Duplications	\$1,000		\$1,000
TOTAL SUPPLIES/MATERIALS	\$3,300		\$3,300

COUNTY BUDGET

FISCAL YEAR

July 1, 2014 - June 30, 2015

AGENCY

Salisbury-Rowan Community Action Agency, Inc.

	COUNTY NAME(S)										TOTAL
	Cabarrus	Rowan	(County)								
Per County Allocation											
Expense Categories											
Salaries & Wages	\$91,835	\$122,755									\$214,590
Fringe Benefits	\$28,885	\$27,041									\$55,926
Equipment											
Communication	\$1,440	\$2,520									\$3,960
Space Costs	\$5,148	\$3,560									\$8,708
Travel	\$1,435	\$2,065									\$3,500
Supplies/Materials	\$1,353	\$1,947									\$3,300
Contractual	\$2,485	\$3,553									\$6,038
Client Services	\$17,856	\$25,695									\$43,550
Other	\$7,066	\$10,119									\$17,185
Total Direct Costs	\$157,503	\$199,254									\$356,758
Indirect Costs	\$12,072	\$14,980									\$27,052
Admin Support (CSBG only)											
Total Costs	\$169,575	\$214,234									\$383,809

TOTAL AGENCY BUDGET

FISCAL YEAR

July 1, 2014 - June 30, 2015

AGENCY

Salisbury-Rowan Community Action Agency, Inc.

Please check one

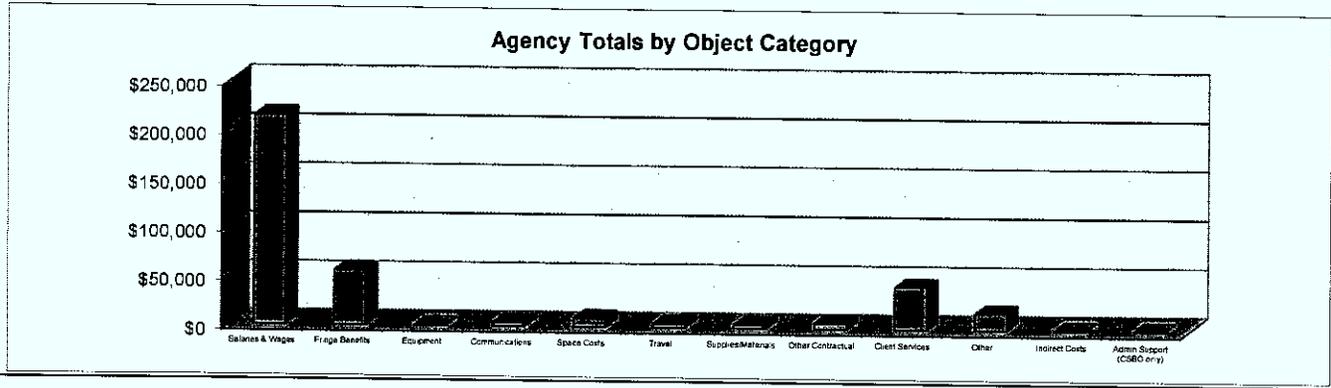
INDIRECT COST BASE:	Total Direct Costs	Salaries/Wages	Salaries/Fringes
INDIRECT COST RATE:			

OBJECT CATEGORIES	PROGRAM NAMES										TOTAL
	CSBG	(Insert Program Name)									
Salaries & Wages	\$214,590										\$214,590
Fringe Benefits	\$55,926										\$55,926
Equipment											
Communication	\$3,960										\$3,960
Space Cost	\$8,708										\$8,708
Travel	\$3,500										\$3,500
Supplies/Materials	\$3,300										\$3,300
Contractual	\$6,038										\$6,038
Client Services	\$43,550										\$43,550
Other	\$17,184										\$17,184
Total Direct Costs	\$356,757										\$356,757
Indirect Costs											
Admin Support (CSBG only)											
Total Costs	\$356,757										\$356,757

OBJECT CATEGORIES	PROGRAM NAMES										TOTAL
	(Insert Program Name)	OTHER									
Salaries & Wages											
Fringe Benefits											
Equipment											
Communications											
Space Costs											
Travel											
Supplies/Materials											
Contractual											
Client Services											
Other											
Total Direct Costs											
Indirect Costs											
Total Costs											

TOTALS BY OBJECT CATEGORY

OBJECT CATEGORY	TOTALS
Salaries & Wages	\$214,590
Fringe Benefits	\$55,926
Equipment	
Communications	\$3,960
Space Costs	\$8,708
Travel	\$3,500
Supplies/Materials	\$3,300
Other Contractual	\$6,038
Client Services	\$43,550
Other	\$17,184
Total Direct Costs	\$356,757
Indirect Costs	
Admin Support (CSBG only)	
Agency Totals	\$356,757



OEO Form 225N-The Budget Narrative

Section III-Budget Summary			
Indirect Cost Rate Information: 10% of Salaries and Fringes: Total \$27,052.			
Section IV-Salary and Wages			
Staff Names and Positions: Jean Harvey, Director - Joann P. Diggs, Contract Manager – Lucilita Ancheta, Intake/Admin. – Denita Caldwell, Case Manager – Dione Atkins, Case Manager – Chiquita Breland, Case Manager – Brandi Watson, Case Manager and Blanca Palma, Case Manager. Total \$214,590.			
Section IVa-Budget Support Data			
Fringe Benefits: FICA, Short-Term Disability, Employee Assistance Program, Life Insurance, Health Insurance, Retirement Plan -401k, Workers Compensation. Total \$55,926.			
Communications: Telephone, fax, internet and postage. Total \$3,960.			
Section IVb-Budget Support Data			
Equipment: \$0			
Section IVc-Budget Support Data			
Space Costs: Rent, Utilities (gas, electric, water/sewer), Repairs & Maintenance. Total \$8,703.			
Travel: Staff travel –mileage reimbursement. Total \$3,500.			
Supplies/Materials: Office supplies – pens, pencils, paper, staples, paper clips, tape, binders clips, etc. and copies/duplications. Total \$3,300.			
Section IVd-Budget Support Data-Contractual			
Sub-contractor [DBA if applicable]	Community Action Opportunities	Primary Contact	
Address/Phone	25 Gaston Street Asheville, NC 28801 828-252-2495		
Service Description	AR4CA Subscription		
Payment Arrangement	Annual Payment	Contract Duration	Annual
Sub-contractor [DBA if applicable]	Modern Impressions	Primary Contact	Scott Hannah
Address/Phone	5029-B West WT Harris Blvd, Charlotte, NC 28269 336-363-5127		
Service Description	Copier Lease		
Payment Arrangement	Monthly Payment	Contract Duration	39 months
Section IVe-Budget Support Data			
Client Services: Standard Housing, \$800., Emergency Assistance, \$5,000., Education- \$15,000., Daycare Assistance- \$1,000., Transportation-\$1,600., Employment-\$6,000., Health Care-\$1,600., Food-\$2,400., Clothing-\$1,000., Furniture-\$2,000., Workshops/Seminars-\$7,150.			
Other: Staff Training – Conferences (Registration, hotel and meals), -NCAA Membership-annual dues, Liability Insurance, Public Affairs-Advertising, Public Affairs-promotional items, Miscellaneous – drug testing and retirement plan fees. Total \$17,184..			

VERIFICATION OF 501 (C) (3) STATUS

We, the undersigned entity, hereby testify that the undersigned entity's 501 (c) (3) status is on file with the North Carolina Department of Health and Human Services, Division of Social Services is still in effect.

Salisbury Rowan Community Action Agency
Name of Agency

Chairman, Executive Director, or other Authorized Official

Sworn to and subscribed before me,

This is the _____ day of _____, 20_____.

Notary Public

My Commission expires: _____

NOTARIZED CONFLICT OF INTEREST POLICY

State of North Carolina

County of Rowan

I, _____, Notary Public for said County and State, certify that
_____ personally appeared before me this day and acknowledged
that he/she is _____ of _____
[enter name of entity]

and by that authority duly given and as the act of the Organization, affirmed that the foregoing Conflict of Interest Policy
was adopted by the Board of Directors/Trustees or other governing body in a meeting held on the _____ day of
_____, _____.

Sworn to and subscribed before me this _____ day of _____, _____.

(Official Seal)

Notary Public

My Commission expires _____, 20 ____

Instruction for Organization:

Sign and attach the following pages after adopted by the Board of Directors/Trustees or other governing body OR replace the following with the current adopted conflict of interest policy.

____ Salisbury Rowan Community Action Agency _____
Name of Organization

Signature of Organization Official

Conflict of Interest Policy

Instructions: This document is intended as an aid to assist non-State entities in establishing a conflict of interest policy. It is not intended to be used verbatim, but rather to serve as a template for nongovernmental organizations as they craft their individual conflict of interest policy. This example includes definitions of what is considered unacceptable, and the consequences of any breaches thereof. Each organization that chooses to use this template should take care to make changes that reflect the individual organization.

The Board of Directors/Trustees or other governing persons, officers, employees or agents are to avoid any conflict of interest, even the appearance of a conflict of interest. The Organization's Board of Directors/Trustees or other governing body, officers, staff and agents are obligated to always act in the best interest of the organization. This obligation requires that any Board member or other governing person, officer, employee or agent, in the performance of Organization duties, seek only the furtherance of the Organization mission. At all times, Board members or other governing persons, officers, employees or agents, are prohibited from using their job title, the Organization's name or property, for private profit or benefit.

A. The Board members or other governing persons, officers, employees, or agents of the Organization should neither solicit nor accept gratuities, favors, or anything of monetary value from current or potential contractors/vendors, persons receiving benefits from the Organization or persons who may benefit from the actions of any Board member or other governing person, officer, employee or agent. This is not intended to preclude bona-fide Organization fund raising-activities.

B. A Board or other governing body member may, with the approval of Board or other governing body, receive honoraria for lectures and other such activities while not acting in any official capacity for the Organization. Officers may, with the approval of the Board or other governing body, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If a Board or other governing body member, officer, employee or agent is acting in any official capacity, honoraria received in connection with activities relating to the Organization are to be paid to the Organization.

C. No Board member or other governing person, officer, employee, or agent of the Organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The Board member or other governing person, officer, employee, or agent;
2. Any member of their family by whole or half blood, step or personal relationship or relative-in-law;
3. An organization in which any of the above is an officer, director, or employee;
4. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment or contracts.

D. **Duty to Disclosure** -- Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to the Board or other governing body or one's supervisor immediately.

E. **Board Action** -- When a conflict of interest is relevant to a matter requiring action by the Board of Directors/Trustees or other governing body, the Board member or other governing person, officer, employee, or agent (person(s)) must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Board and members of committees with governing board delegated powers considering the possible conflict of interest. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is

discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall leave the meeting during the discussion of and vote of the Board of Directors/Trustees or other governing body.

F. Violations of the Conflicts of Interest Policy -- If the Board of Directors/Trustees or other governing body has reasonable cause to believe a member, officer, employee or agent has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Directors/Trustees or other governing body determines the member, officer, employee or agent has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

G. Record of Conflict -- The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement that presents a possible conflict of interest, the content of the discussion, including any alternatives to the transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Approved by:

Salisbury Rowan Community Action
Name of Organization

Signature of Organization Official

Date

Conflict of Interest Verification (Annual)

We, the undersigned entity, hereby testify that our Organization's Conflict of Interest Acknowledgement and Policy adopted by the Board of Directors/Trustees or other governing body, is on file with the North Carolina Department of Health and Human Services (DHHS). If any changes are made to the Conflict of Interest Policy, we will submit a new Conflict of Interest Acknowledgment and Policy to the Department (DHHS).

Salisbury Rowan Community Action Agency
Name of Organization

Chairman, Executive Director, or other Authorized Official Date

State Grant Certification – No Overdue Tax Debts

Instructions: Grantee/Provider should complete this certification for all state funds received. Entity should enter appropriate data in the yellow highlighted areas. The completed and signed form should be provided to the state agency funding the grant to be attached to the contract for the grant funds. A copy of this form, along with the completed contract, should be kept by the funding agency and available for review by the Office of State Budget and Management.

Note: If you have a contract that extends more than one state fiscal year, you will need to obtain an updated certification for each year of the contract.

Entity's Letterhead [Date of Certification (mmddyyyy)]

To: State Agency Head and Chief Fiscal Officer

Certification:

We certify that the [Salisbury Rowan Community Action Agency] does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. 143C-10-1b.

Sworn Statement:

[William "Pete" Kennedy] and [Stan Wilson] being duly sworn, say that we are the Board Chair and [Executive Director], respectively, of [Salisbury Rowan Community Action Agency] of [Salisbury] in the State of [North Carolina]; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

William Kennedy

[Board President]

Sworn to and subscribed before me on the day of the date of said certification.

(Notary Signature and Seal)

My Commission Expires: _____

If there are any questions, please contact the state agency that provided your grant. If needed, you may contact the North Carolina Office of State Budget and Management:
NCGrants@osbm.nc.gov-(919)807-4795

¹ G.S. 105-243.1 defines: Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement."

State Certification

Contractor Certifications Required by North Carolina Law

Instructions

The person who signs this document should read the text of the statutes cited herein and consult with counsel and other knowledgeable persons before signing. The text of G.S. 143-59.1 can be found online at:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.1.pdf

The text of G.S. 143-59.2 can be found online at:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.2.pdf

The text of G.S. 105-164.8(b) can be found online at:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_105/GS_105-164.8.pdf

Certifications

- (1) **Pursuant to G.S. 143-59.1(b)**, the undersigned hereby certifies that the Contractor named below is not an “ineligible Contractor” as set forth in G.S. 143-59.1(a) because:
 - (a) Neither the Contractor nor any of its affiliates has refused to collect the use tax levied under Article 5 of Chapter 105 of the General Statutes on its sales delivered to North Carolina when the sales met one or more of the conditions of G.S. 105-164.8(b); **and**
 - (b) [check **one** of the following boxes]
 - Neither the Contractor nor any of its affiliates has incorporated or reincorporated in a “tax haven country” as set forth in G.S. 143-59.1(c)(2) after December 31, 2001; **or**
 - The Contractor or one of its affiliates **has** incorporated or reincorporated in a “tax haven country” as set forth in G.S. 143-59.1(c)(2) after December 31, 2001 **but** the United States is not the principal market for the public trading of the stock of the corporation incorporated in the tax haven country.
- (2) **Pursuant to G.S. 143-59.2(b)**, the undersigned hereby certifies that none of the Contractor’s officers, directors, or owners (if the Contractor is an unincorporated business entity) has been convicted of any violation of Chapter 78A of the General Statutes or the Securities Act of 1933 or the Securities Exchange Act of 1934 within 10 years immediately prior to the date of the bid solicitation.

FEDERAL CERTIFICATIONS

The undersigned states that:

- 1. He or she is the duly authorized representative of the Vendor named below;
2. He or she is authorized to make, and does hereby make, the following certifications on behalf of the Vendor, as set out herein:
a. The Certification Regarding Nondiscrimination;
b. The Certification Regarding Drug-Free Workplace Requirements;
c. The Certification Regarding Environmental Tobacco Smoke;
d. The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; and
e. The Certification Regarding Lobbying;
3. He or she has completed the Certification Regarding Drug-Free Workplace Requirements by providing the addresses at which the contract work will be performed;
4. [Check the applicable statement]

[] He or she has completed the attached Disclosure Of Lobbying Activities because the Vendor has made, or has an agreement to make, a payment to a lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action;

OR

[X] He or she has not completed the attached Disclosure Of Lobbying Activities because the Vendor has not made, and has no agreement to make, any payment to any lobbying entity for influencing or attempting to influence any officer or employee of any agency, any Member of Congress, any officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action.

5. The Vendor shall require its subcontractors, if any, to make the same certifications and disclosure.

Signature Title

Vendor Date

[This Certification Must Be Signed By the Same Individual Who Signed the Proposal Execution Page]

I. Certification Regarding Nondiscrimination

The Vendor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

II. Certification Regarding Drug-Free Workplace Requirements

1. **The Vendor certifies** that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Vendor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Vendor's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the agreement, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (e) Notifying the Department within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2. The sites for the performance of work done in connection with the specific agreement are listed below (list all sites; add additional pages if necessary):

Street Address No. 1: _____ 1300 West Bank Street _____

City, State, Zip Code: __Salisbury, NC 28144_____

Street Address No. 2: _____ 1413 Sedan Avenue _____

City, State, Zip Code: __Kannapolis, NC 28083_____

3. Vendor will inform the Department of any additional sites for performance of work under this agreement.

4. False certification or violation of the certification may be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment. 45 C.F.R. 82.510.

III. Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000.00 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Vendor certifies that it will comply with the requirements of the Act. The Vendor further agrees that it will require the language of this certification be included in any subawards that contain provisions for children's services and that all sub-grantees shall certify accordingly.

IV. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Instructions

[The phrase "prospective lower tier participant" means the Vendor.]

1. By signing and submitting this document, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originate may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549, 45 CFR Part 76. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

Certification

- a. **The prospective lower tier participant certifies**, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

V. Certification Regarding Lobbying

The Vendor certifies, to the best of his or her knowledge and belief, that:

- 1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal, state, or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress, or an employee of a Member of the General Assembly in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal, state or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress or an employee of a Member of the General Assembly in connection with this Federally funded contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form SF-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- 3. The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) who receive federal funds of \$100,000.00 or more and that all subrecipients shall certify and disclose accordingly.
- 4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

VI. Disclosure of Lobbying Activities

Instructions

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any Federal or state or local agency, a Member of Congress, a Member of the General assembly, an officer or employee of Congress, an officer or employee of the General Assembly,, an employee of a Member of Congress or an employee of a Member of the General Assembly in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

- 1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- 2. Identify the status of the covered Federal action.
- 3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
- 4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

Attachment number 2

5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10.
 - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate boxes. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate boxes. Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D. C. 20503

FFATA REPORTING SECTION FOR PRIOR FISCAL YEAR

Entities Required to Provide FFATA Data:

All entities which receive federal funding are required to provide the following information per the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA).

- Attach evidence of your registration with the Central Contractor Registration (CCR) (i.e., a printout of the results page from a CCR search on your entity's name or DUNS number).

Entity's Legal Name: Salisbury Rowan Community Action Agency, Inc.

DUNS Number of Entity: 170667315 **DUNS Number of Entity's Parent (if applicable):** _____

Location of Entity:
 Street Address: 1300 West Bank Street
 City/State/Zip: Salisbury, North Carolina 28144
 Congressional District/ County: 12th Congressional District Rowan County

Contract Number Associated with Performance Locations 0027069

Locations of Performance Under the Award (add additional pages if necessary)

address	<u>1300 West Bank Street</u>	address	<u>1413 Sedan Avenue</u>
city / state / zip	<u>Salisbury, NC 28144</u>	city / state / zip	<u>Kannapolis, NC 28083</u>
congressional district / county	<u>12th Congressional District Rowan County</u>	congressional district / county	<u>8th Congressional District Cabarus County</u>
address	_____	address	_____
city / state / zip	_____	city / state / zip	_____
congressional district / county	_____	congressional district / county	_____
address	_____	address	_____
city / state / zip	_____	city / state / zip	_____
congressional district / county	_____	congressional district / county	_____

Entities Required to Provide Executive Compensation Data

List Executive Compensation for the five most highly compensated Officers:

	<u>Title</u>	<u>Name</u>	<u>Total Compensation</u>
1.	<u>Executive Director</u>	<u>Stan Wilson</u>	<u>\$80,000</u>
2.	<u>Head Start Director</u>	<u>Lucinda Barbour</u>	<u>\$74,400</u>
3.	<u>Contract Manager</u>	<u>Joann Diggs</u>	<u>\$71,600</u>
4.	<u>Director of Youth & Family</u>	<u>Jean Harvey</u>	<u>\$67,000</u>
5.	_____	_____	_____

Provide signature below of person completing the above information.

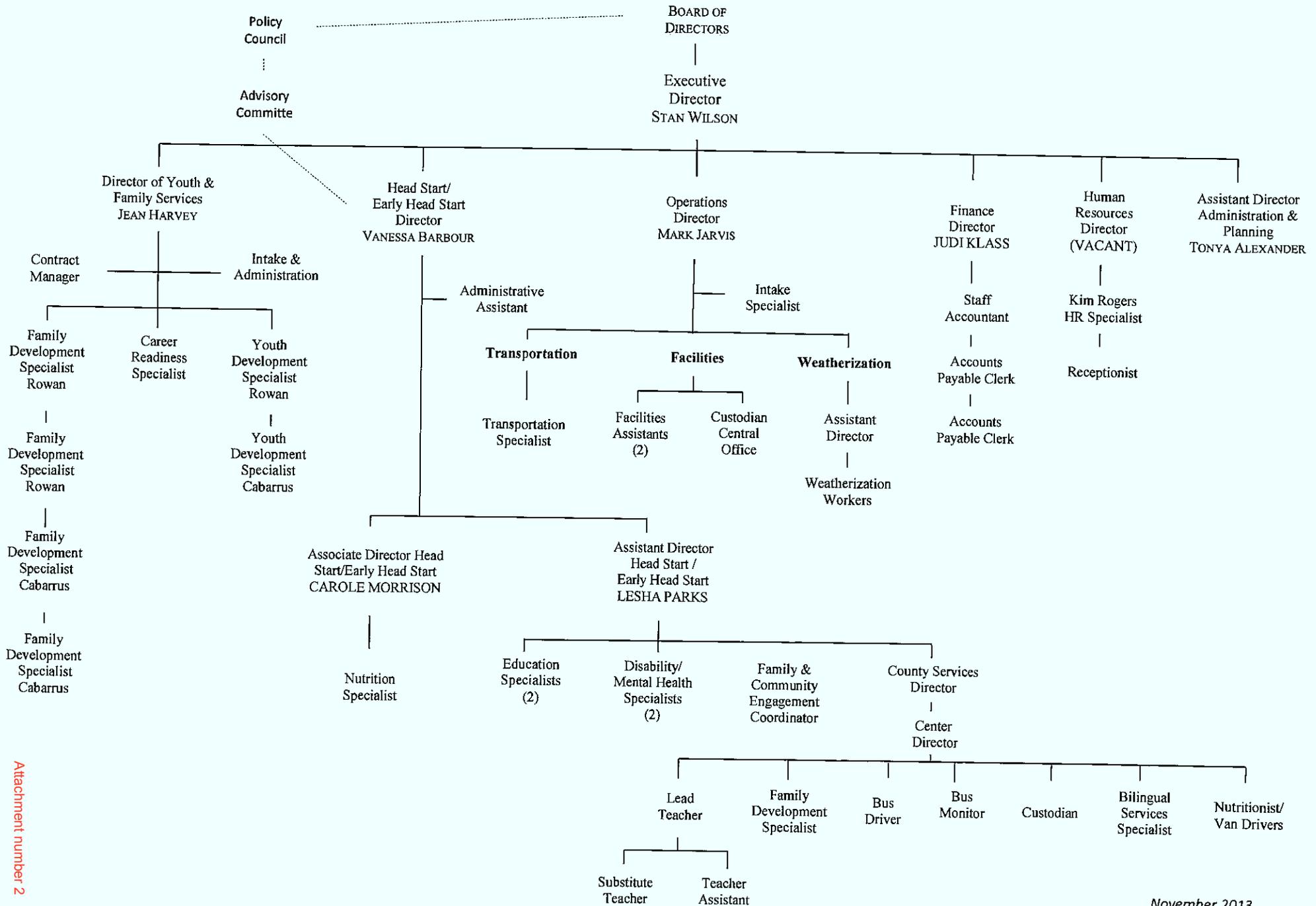
Entity: Salisbury Rowan Community Action Agency, Inc.
Name: Stan Wilson **Title:** Executive Director
Signature _____ **Date:** _____

Questions and Submission - Please Contact: Glenda Pearce, NC Grants Manager
DHHS- Social Services
2401 Mail Service, Center, Raleigh, NC 27699-2401
Telephone Number: 919-527-6425
Email: glenda.pearce@dhhs.nc.gov

APPENDICES

SRCAA – CSBG
2014 -2015

**SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.
ORGANIZATION CHART**



Attachment number 2

SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.

EXECUTIVE DIRECTOR JOB DESCRIPTION SUPERVISOR: Board of Directors

Exemption Status: Exempt

Duties and Responsibilities:

The Executive Director is the Chief Executive Officer of the Salisbury-Rowan Community Action Agency, Inc. (SRCAA, Inc.). The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. In program development and administration, the Executive Director will:

Specific committee responsibilities:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.

In communications, the Executive Director will:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Revised December 2012

SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Qualifications:

Minimum: Bachelor's degree in Social Work, Business Administration, Public Administration, Planning or related field; five (5) years' experience as a Senior Administrative Officer of which two (2) must have been at a supervisory level; Planning and working with the Board of Directors and elected officials; Non-profit administrative and fiscal management and ability to create, develop and monitor budgets; Must be bondable, able to administer and write grants and work with low-income population; Basic computer skills including word processing, e-mail, Internet usage, spreadsheets or other business related applications; Must submit and satisfactorily pass a pre-employment drug test and criminal background check; Must live within a 50 mile radius of the main office (Salisbury, NC) within six (6) months after hiring; Attend periodic conferences; Possess valid driver's license and reliable transportation.

Preferred: Master's degree in Social Work, Business Administration, Public Administration, Planning or related field and above minimum qualifications.

Signature of Employee Accepting Position

Date

STANLEY E. WILSON
10931 Huntington Meadow Lane, Charlotte, NC 28273
Telephone: (980) 230-9837 Email: stanleywilson96@yahoo.com

PROFESSIONAL OVERVIEW

Proven leadership professional with over twenty years of success in diverse areas of business (public and private sector, non-profit and small business). Strengths include: Organizational skills, operations, communication skills, detail oriented, results-oriented self starter.

PROFESSIONAL EXPERIENCE

Executive Director

Salisbury-Rowan Community Action Agency, Inc.
1300 West Bank Street, Salisbury, NC 28144
October 2011 to Present

- Responsible for leading the direction of the Salisbury-Rowan Community Action Agency, Inc. (SRCAA, Inc.) an non-profit agency with an annual budget of approximately \$13.3 million and a staff of over 300. The position reports directly to the Board of Directors.
- Responsible for annual strategic and operating plans to ensure that the agency. Maximizes opportunities and meets its goals.
- Provides direction and oversight of staff and programmatic areas that include head start, workforce investment act, (WIA), community services block grant (CSBG), weatherization and administrative areas such as human resources and finance.
- Responsible for the development of effective communication systems to educate legislators, the general public, and other providers regarding issues of poverty and effective solutions provided by the SRCAA, Inc.
- Creates local, state and national alliances and partnerships that strengthen the agency's mission and develop a diverse and adequate resource base.
- This position reports to the SRCAA, Inc. Board of Directors.

Executive Vice President – Operations and Planning

Builders of Hope
310 N. Harrington Street, Raleigh, NC
July 2010 – September 2011

Provide leadership and oversight in the following areas:

- Development, implementation and monitoring of the organization's strategic planning process and corporate scorecard.
- Oversaw the organizations' human resources and development activities.
- Provided oversight of the Builders of Hope's local and regional offices located in Raleigh, Charlotte, New Orleans and Dallas.
- Areas of responsibilities included:
 - Project Development -- identifying opportunities to implement Builders of Hope's reuse/rehabilitation program to increase the supply of affordable housing.
 - Collaborate with strategic partners including local, state and federal government officials, neighborhood leaders and non-profit partners.
 - Coordinate fundraising activities for operations and affordable housing development from local, state, federal (HUD), foundations, donors and other sources.

Housing Director

City of Charlotte
600 East Trade Street, Charlotte, NC
June 1998 – June 2010

Responsible for the overall leadership and management of the City of Charlotte's housing programs.

- Provide oversight and leadership of an annual capital and operating budget in excess of \$20-\$25 million and a staff of 24 professionals.
- Oversaw and participated in the establishment of the City of Charlotte's first Housing Trust Fund. The \$67 million fund provides funding to developers to build affordable housing.
- Responsible for asset management of a City loan portfolio in excess of \$60 million; assets include city-owned property and investments in multi-family rental developments and single-family home.
- Develop the Housing Division's annual Strategic Operating and Business Plans.
- Manage multiple program funding sources; local innovative housing funds, tax-exempt bonds, Community Development Block Grant, HOME, ESG, HOPWA, Neighborhood Stabilization Program (NSP), Homeless Prevention and Rapid Re-Housing Program (HPRP) and Lead Hazard Reduction Program.
- Responsible for federal compliance of HUD-funded programs.
- Extensive procurement and contract administration experience.
- Experience working with City Council, citizen advisory boards and neighborhood representatives.

National Housing Director

Neighborhood Assistance Corporation of America (NACA)
3607 Washington Street, Jamaica Plain, MA 02130
April 1996 – June 1998

- Responsible for day-to-day housing operations of the national not-for-profit organization.
- Lead the housing activities in branch offices located in Atlanta, GA, Augusta, GA, Baltimore, MD, Boston, MA, Buffalo, NY, Charlotte, NC, Columbia, SC, Jacksonville, FL, Lawrence, MA, and Washington, D.C.
- NACA provides homeowner education (workshops, one-on-one counseling), mortgage origination and underwriting and real estate brokerage services throughout the country.

EDUCATION PROFILE

Bachelor of Science, Business Administration & Management
Western New England University • Springfield, Massachusetts 01119

ASSOCIATIONS AND MEMBERSHIPS

- Board Member – NC Housing Coalition
- Board Member – Centralina Workforce Development Board
- Advisory Board Member – TEKA Foundation
- NC Center for Nonprofits
- NC Community Action Association
- Community Action Partnership
- National Community Action Foundation

SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.
DIRECTOR OF FINANCE
JOB DESCRIPTION

Reports To: Executive Director

Status: Exempt

Summary

The Director of Finance is responsible for the fiscal operations of the Agency. The Director manages the accounting, reporting and budgeting functions of the organization. Financial audits and cash management are also part of the Director's responsibility. The DF reports to the Executive Director, is part of the SRCAA, Inc. Leadership Team and supervises three staff persons in the Business Office.

DUTIES AND RESPONSIBILITIES:

Financial Management

1. Maintain the Chart of Accounts
2. Oversee the appropriate allocation of costs
3. Assure timely and correct recording of invoices and processing of checks
4. Enter monthly journal entries
 - o Make needed adjustments and corrections
 - o Record EFT transactions
 - o Enter payroll & benefit transactions
5. Protect the integrity of restricted funds
6. Prepare year-end accruals and closing entries
7. Oversee payables function, evaluating purchase orders to assuring requests are within budget guidelines and are coded according to budget component and funding source.
8. Monitor allocations within budget components.
9. Prepare program grant application budgets
10. Prepare budget revisions in a timely manner.
11. Assist Program Directors with budget data for grant applications
12. Maintain and update the Financial Policies and Procedures Manual for the Agency.
13. Manage the budget process for the various programs.
14. Close books for the year end and prepare all necessary reports.
15. Maintain accurate and current information regarding all revenue and expenditures, transactions and financial obligations of the Agency.
16. Maintain computerized financial recordkeeping system, (currently the Financial Edge).
17. Calculate expenditures and revenues, prepare and submit financial status reports and budget analysis to various funding sources and Forms 990 and 5500 to the IRS.
18. All other duties as assigned by the Executive Director.

Cash Management

- Draw funds in a timely manner
- Oversee recording of cash receipts
- Maintain documentation of all cash transactions
- Reconcile all bank statements, investment accounts, accounts receivable and payable accounts, miscellaneous accounts, expense accounts, fund balance accounts and all miscellaneous general ledger accounts.
- Post all cash receipts, cash disbursements and adjust entries and run necessary reports.

Non Federal Share of Head Start Grant

- Oversee gathering of data to support "in-kind" and NFS income
- Continually explore additional ways of generating NFS income
- Ensure maintenance of complete & accurate records supporting this income

Fixed Asset Management

- Maintain complete and accurate fixed asset records including identification of those assets purchased with federal funds
- Assure computation of annual depreciation expense (if applicable)
- Keep file of leases and contracts
- Oversee annual recording of inventories

Compliance and Reporting

- Prepare monthly financial statements for Boards and management.
- Comply with all federal and state reporting requirements.
- Prepare for and work with annual financial audit; review and interpret results.
- Prepare for and participate in triennial monitoring review (Head Start) and any other program monitoring.
- Keep up to date on all financial requirements and regulations pertaining to the various programs operated by the Agency.
- Work with the Program Directors to prepare and submit required monthly reports.
- Regularly monitor functional areas (fiscal and payroll) to assure compliance with requirements of Head Start Performance Standards, other Program requirements and local, state and federal regulations.
- Working knowledge of OMB Circulars.

Supervision

- Promote consistent exchange of information and a cooperative environment.
- Supervise the staff in the Business Office
- Train and develop staff, including the delegation of responsibilities
- Supervisor and prepare annual staff evaluations

Communication

- Keep the Executive Director and Finance Committee apprised of the organization's financial status and any critical financial issues involving the agency and its programs.
- Attend Board of Director meetings to present monthly financials and to address any questions that may arise in the absence of the Board Treasurer.
- Attend Leadership Team meetings.
- Meet monthly with the Executive Director and Program Directors and provide relevant financial information.
- Meet with the Policy Council and any other Advisory Board committees as required by the Executive Director.
- Meet monthly with the Board Treasurer to review the financials.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in financial management of a non-profit agency
- Understanding of fund accounting
- Solid computer skills, ability to learn new software easily
- Working knowledge of The Financial Edge a major plus
- Attention to detail as well as the ability to see the big picture
- Strong organizational and analytical skills
- Ability to work under pressure and meet deadlines
- Initiative and independence
- Written and oral communication skills

QUALIFICATIONS:

Minimum: Bachelors degree in accounting with 5 years accounting expertise and 3 years of accounting experience with a non-profit. Possess excellent oral, written communication and organization skills.

Preferred: Certified Public Accountant or Certified Management Accountant plus 5 years accounting expertise and 5 years of accounting experience with a non-profit. Possess excellent oral, written communication and organization skills.



Judi Klass

7006 Blacksmith Court, Summerfield, NC 27358
Home : (336) 441-2008 • Cell: (540) 809-2918
Judiklass73@gmail.com

NON-PROFIT AND CORPORATE FINANCE EXECUTIVE OFFERING OVER 20 YEARS OF EXPERIENCE BUILDING, LEADING AND ADVISING THROUGH COMPLEX RESTRUCTURINGS, EXPANSIONS AND SYSTEM CONVERSIONS. AN EXCELLENT LEADER WITH A TRACK RECORD OF DOCUMENTED CONTRIBUTIONS LEADING TO IMPROVED FINANCIAL PERFORMANCE, HEIGHTENED PRODUCTIVITY, AND ENHANCED INTERNAL CONTROLS.

PROFESSIONAL EXPERIENCE:

- 2007 –Oct. 2012** **VP Finance and Administration**, VHBG, Richmond, Virginia
Responsibilities include managing 5 direct reports (Accounting Manager, Data Entry Clerk Maintenance Manager, HR Manager and Director of Quality Improvement and Risk Management). Responsible for department and organization strategic planning; Responsible for development of quality improvement process program and data utilization review implementation; Manage all capital improvement plans; Direct and coordinate month end and year end close of accounting records; Prepare and distribute monthly financial statements; Prepare and present financial presentations to Board of Governors, Partners, Senior Management, and 3 Board Of Governors Committees to include Finance; Audit; HR; Strategic Direction; Direct and coordinate the 403B interim and annual audit; Coordinate and direct the annual budget process and maintain and update monthly projections; Responsible for revenue/expense monthly forecasting; Act as plan administrator for the 403B plan; Maintain GL integrity; Oversee reconciliation of all key BS accounts, responsible for all controls relative accounting/financial/organizational related functions and maintain monthly deadlines; Reconcile cash accounts; Write and respond to all budget components to organizational RFP's.
- 2005 –2007** **Senior Controller/Division Leader**, Experient, Inc., Twinsburg, Ohio
Responsibilities include managing 3 direct reports (AP Manager, AR Manager, and Payroll Manager) and directly overseeing accounting staff of 14 across 3 divisions. Direct and coordinate month end and year end close of accounting records; Prepare and distribute monthly financial statements; Direct and coordinate the interim and annual audit; Coordinate and direct the budget process and maintain and update projections; Responsible for revenue/expense forecasting; Maintain GL integrity; Oversee reconciliation of all key BS accounts and maintain monthly deadlines; Reconcile intercompany and cash accounts.
- 2001 – 2004** **Assistant Controller, Store Accounting**, DairyMart, Hudson, Ohio
Responsibilities include managing cash department & accounts payable/vendor correspondence, HR departments. Responsible for cash account reconciliations, all accounts payable department functions for 1,700 store chain. Worked on various post-bankruptcy projects including gas accounting reconciliation, payroll tax reconciliation, G&A expense maintenance and reporting, and various other duties as assigned.
- 1997 – 2001** **Senior Controller**, I.B.E.W. Local 2067, Regina, Saskatchewan, Canada
Responsibilities included accounts payable/receivable reconciliation, payroll, month-end/year-end financial statements including all financial reporting, presentation, auditing and filing. Responsible for yearly budget planning, analysis and administration. Maintained \$1M in investments and pension administration. Maintained insurance plans including life, disability, accident. Extensively maintained several multi-levelled databases.
- 1994 - 1997** **Controller/Office Manager**, Culligan Water Conditioning, Regina, Saskatchewan, Canada
Responsibilities included accounts payable/receivable reconciliation, month-end/year-end financial statements including all financial reporting, presentation, auditing and filing. Responsible for yearly budget planning, analysis and administration.

1989 -1994

Controller/Office Manager, Culligan Water Conditioning, Saskatoon, SK, Canada
Responsibilities included managing staff of 10 accounts personal. Responsible for accounts payable/receivable reconciliation, month-end/year-end financial statements including all financial reporting, presentation, auditing and filing. Responsible for yearly budget planning, analysis and administration. Responsible for payroll maintenance and year-end filing of T-4's, and employee benefit plans.

EDUCATION:

1984– 1987

McMaster University, Hamilton, Ontario, Canada
Honours Commerce Degree, Major - Accounting.

PROFESSIONAL DESIGNATIONS:

1990

CMA, Hamilton, Ontario, Canada

1985

NCCP LEVEL IV INTERNATIONAL PROFESSIONAL FIGURE SKATING COACH.
Toronto, Ontario, Canada

SKILLS:

I possess strong interpersonal skills and excellent verbal and written communication skills. I have a keen ability to organize, multi-task and problem solve. I enjoy challenges and feel comfortable in a fast paced computerized environment. I possess extremely strong leadership skills.

FOREIGN LANGUAGES:

FRENCH (SPEAK, WRITE, READ)

VOLUNTEER COMMUNITY ASSOCIATIONS:

1989 – 2001 Volunteer Special Olympics (figure skating)

PERSONAL INTERESTS:

COMPETITIVE FIGURE SKATER

COMPETITIVE PROFESSIONAL FIGURE SKATING COACH

COMPUTER SKILLS:

Training and working knowledge of:

- Blackbaud Financial Edge
- Sage Business Works
- Great Plains
- Asset Keeper
- SalesLogix database
- New Views
- SAP
- AccPac (All Modules)
- Simply Accounting
- Axon customized accounting software
- PDI
- Lawson
- Various other Mainframe accounting software applications including SAP
- Microsoft 2010 Office Professional including advance excel user and power point

REFERENCES:

:

Available upon request

SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.
DIRECTOR – YOUTH AND FAMILY SERVICES
JOB DESCRIPTION

Department: Youth and Family Services

Reports To: Executive Director

Status: Exempt

Summary

The Director of Youth and Family Services (YFS) is responsible for the agency's strategy around youth, family engagement activities. This leadership position provides program management for family services, career and education training services and takes the lead in the implementation of head start's parent, family and community engagement framework (PFCE). The Director is responsible for managing participant intake and assessing the needs of program participants and the development and implementation of programs and services to improve their lives. The Director is responsible for developing a long-term vision that connects with key departments to create a consistent service delivery model. The Director of YFS is responsible for managing program budgets and compliance with regulations for the workforce investment act (WIA), community services block grant (CSBG) and Head Start (PFCE) program funding sources. The Director creates department performance goals and individual staff performance targets for annual performance reviews.

DUTIES AND RESPONSIBILITIES:

- A. Oversee all programs and initiatives offered through the community services block grant, workforce investment act and the head start, (PFCE).
- Plan and organize the department programs to best meet the needs of families and individuals receiving agency services.
 - Develop, manage and implement the annual department budgets, including timely submission of any budget revisions.
 - Responsible for developing, monitoring and achieving annual program goals and performance targets.
 - Provides leadership for a staff of family development specialists, family and community engagement coordinators, youth development & career readiness specialist, contract manger and intake/administrative staff.
 - Develop, maintain and monitor effective consultant services.
 - Establish an aggressive outreach and community engagement program to increase the number of participants, partners and awareness of the agency.

- Ensure that families and individuals are getting the full benefit of the agency's programs and services.
- Responsible for developing meaningful, results-oriented collaborations with local agencies for housing, emergency assistance, education and job training and placement resources.
- Provide career and education and training services for youth to include; initial assessment, GED classroom instruction, implementation of a youth curriculum, counseling, etc.
- Implement an effective career readiness/transition program to maintain contact with program participants as required by WIA, to assist youth in developing job skills (i.e. resume writing, interview skills letter writing, etc. and job placement).
- Stay abreast of the labor market, industry data, skills gap analyses and other information critical to youth and employment in general.
- Work with head start family development specialists (in all counties) to effectively implement the parent, family and community engagement framework.
- Participate in the development and implementation of the agency's school readiness program and goals.
- Work in collaboration with head start to meet ERSEA requirements.
- Provide technical assistance to assist staff in the areas of parent involvement, family and community partnerships.
- Assist in developing mentoring programs and fatherhood initiatives.
- Develop, maintain and document effective partnerships to improve services delivery and leverage resources.
- Play a key role in the development of the agency's annual Strategic Plan.
- Participate in developing annual and three-year Community Assessments.
- Organize workshops, trainings and meetings to engage program participants, parents, staff and key partners.
- Responsible for applying for annual grants for CSBG and WIA and participating in Head Start grants submissions where appropriate.
- Where feasible seek opportunities to apply for private, local, state or federal funding.
- Stay abreast of industry best practices and inform the Executive Director where program improvements are warranted.
- Other duties as assigned.

B. Compliance and Reporting:

- Responsible for compliance monitoring based on program, federal and state requirements.
- Prepare and submit monthly and annual reports as required by the various program requirements.
- Develop and implement an annual compliance schedule that includes activities and dates for monitoring (including file reviews).
- Ensure that information is entered into the State and agency systems (i.e. Workforce Plus, Child Plus and AR4CA) in accordance with program requirements.

- Ensure that program participant files (case notes, goal plan documentation, eligibility determination etc.) are monitored to make certain that they are accurate and complete.
- Prepares and submits monthly and annual reports to the Director of Youth and Family Services.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience in working with federally funded programs and contracts.
- Extensive knowledge in family development, training and program development.
- Ability to prepare contract performance reports that related to both financial and performance data.
- Must possess strong leadership and interpersonal skills, be very detail oriented, have strong organizational and time management skills.
- Ability to work independently and maintain professional boundaries and confidentiality.
- Strong organization and time management skills, ability to meet tight deadlines and work under pressure.
- Requires some travel between counties served by the agency.
- Must have a valid driver’s license.

QUALIFICATIONS:

Minimum: Bachelor’s Degree in human services-related discipline, business administration, or public administration. Minimum of three years of progressively responsible work and experience in human services or social work that includes working with low-income families and individuals with two years of successful experience in a supervisory capacity or a combination of work and experience. Possess good oral, written communication skills; able to attend out of town workshops/conferences.

Preferred: Master’s Degree in human services-related discipline, business administration, or public administration. Minimum of five years of progressively responsible work and experience in human services or social work that includes working with low-income families and individuals with five years of successful experience in a supervisory capacity or a combination of work and experience. Possess good oral, written communication skills; able to attend out of town workshops/conferences.

Family Development Credential (FDC) and knowledge of Family Development approach as an integrated strengths-based model for working with youth and families. The FDC or the ability to attain the credential must be done within one year of hire.

SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.
CONTRACT MANAGER
JOB DESCRIPTION

Department: Youth and Family Services

Reports To: Director – Youth and Family Services

Status: Exempt

Summary

The contract manager is responsible for managing funding contracts for workforce investment act (WIA) and community services block grant (CSBG), ensuring that work performed is in accordance with Federal and State laws, regulations and performance standards. The contract manager will assist the Youth and Family Services director in the preparation of existing and new contract and grant preparation. The contract manager will conduct regular reviews of the work performed and documentation of that work to ensure compliance. The contract manager also ensures the completion of required monthly, quarterly and annual reports and performance data.

DUTIES AND RESPONSIBILITIES:

General Duties:

Contract Management:

1. Provide leadership for the contracts administration for Youth and Family Services.
2. Ensures that the work performed meets the contract requirements of the community services block grant and workforce investment act.
3. Review and prepares modifications, extensions and contract closeout documents.
4. Responsible for issuing requests for proposals, soliciting and identifying qualified consultants for staff, family and youth training and monitoring performance according to benchmarks and program outcomes.
5. Periodically attends consultant workshops/trainings to ensure consistency with curriculum, participant attendance and consultant performance.
6. Perform other duties as requested by Director of Youth and Family Services.
7. Obtain surveys from program participants after each training/workshop to document participants' perspective on the effectiveness of the training/workshop.
8. Manage contracts to ensure cost, service and quality requirements are met.
9. Achieve performance targets as outlined by the Director of Youth and Family Services.
10. Other contract management related duties as assigned.

Compliance and Reporting:

- Responsible for compliance monitoring based on program, federal and state requirements.
- Develop and implement an annual compliance schedule that includes activities and dates for monitoring (including file reviews).
Ensure that information is entered into the State systems (i.e. Workforce Plus and AR4CA) in accordance with program requirements.
- Monitors program participant files (case notes, goal plan documentation, eligibility determination etc.) to ensure that they are accurate and complete and in compliance with contract requirements and submits the results and recommendations to the Director of Youth and Family Services.
- Prepares and submits monthly and annual reports to the Director of Youth and Family Services.
- Recommend and conduct staff training on contract and/or program requirements.
- Attend and document monitoring reviews or visits related to community services block grant and workforce investment act funds.
- Develop and monitor plan for corrective actions that may result from monitoring visits or reviews.
- Achieve performance targets as outlined by the Director of Youth and Family Services.
- Other compliance and reporting related duties as assigned.

Outreach/Community Engagement:

- Manage consistent outreach campaigns and organizing efforts to increase the number of program participants in Cabarrus and Rowan counties for Career and Education Training and Family Services.
- Develop and implement a grassroots outreach/marketing efforts.
- Recruit and maintain adult mentors to meet the 12-month requirements of the workforce investment act.
- Under the direction of the Director of Youth and Family Services, develops a strategy to engage and support families in youth activities.
- Assists in identifying and developing key strategic community partnerships.
- Prepare memorandums of understanding for key partners.
- Achieve performance targets as outlined by the Director of Youth and Family Services.
- Other outreach related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience in working with federally funded programs and contracts.
- Ability to prepare contract performance reports that related to both financial and performance data.
- Must possess strong leadership and interpersonal skills, be very detail oriented, have strong organizational and time management skills.

- Experience in working with consultant services including but not limited to contracting for services, monitoring payments, obtaining surveys from participants and documenting performance.
- Ability to work independently and maintain professional boundaries and confidentiality.
- Strong organization and time management skills, ability to meet tight deadlines and work under pressure.
- Requires some travel between Cabarrus and Rowan Counties.

QUALIFICATIONS:

Minimum: Bachelor's Degree in business administration, public administration or human services-related discipline. Minimum two years experience in contract management including federal and state funded contracts. Minimum of two years experience in contract compliance with an emphasis on federal and/or state-funded contracts. Possess good oral, written communication and organization skills.

Preferred: Masters Degree in business administration, public administrations or other related area is preferred and or a combination of education and experience that meets the requirements of the position. Minimum of five years experience in contract management and contract compliance with an emphasis on federal and/or state-funded contracts. Advanced computer skills, experience with Microsoft Office, e-mail and internet. Excellent written and verbal communication skills.

Family Development Credential (FDC) and knowledge of Family Development approach as an integrated strengths-based model for working with youth and families. The FDC or the ability to attain the credential must be done within one year of hire.

SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.

FAMILY DEVELOPMENT SPECIALIST JOB DESCRIPTION

SUPERVISOR: CSBG Program - Director of Family Services

EXEMPTION STATUS: Exempt

DATE: _____

QUALIFICATIONS:

Education and Experience Requirements

Minimum: Associates Degree or Equivalent and/or 7 years experience or *Preferred:* BS/BA degree and 5 years experience or Masters Degree and 2 years experience in Sociology, Social Welfare, Social Work, Psychology or related field; Earned Family Development Credential or enroll and obtain within two years of employment.

All candidates must possess:

An understanding of family development, family support, social services and social welfare; an applied and working knowledge of the economically disadvantaged; good written and oral communication skills; financial and computer literacy ; a valid driver's license and reliable transportation; ability to attend periodic out-of-town meeting, workshops and conferences

Duties & Responsibilities:

- Responsible for determining eligibility of program participants and developing participant-driven individual action plans once eligibility is established..
- Responsible for planning and coordinating daily activities and services for participants of the Community Services Block Grant (CSBG) self-sufficiency program.
- Responsible for identifying the needs of participants, supporting them in goal development and achievement and leveraging resources for assisting them in becoming self-sufficient.
- Responsible for developing community partnerships for the benefit of the participants.
- Responsible for conducting regular outreach to the service community, ensuring maximum saturation and service delivery.
- Responsible for coordinating public relation activities connected with program service projects.
- Responsible for the identification and coordination of resources such as local housing, emergency assistance, education, health and other social service providers.
- Responsible for providing counseling on budgeting, housing, and job skills etc.
- Responsible for developing appropriate and progressive strategies for project implementation.
- Responsible for conducting a minimum of a one bi-weekly contact for each participant and a 1 home visit per participant per year.
- Responsible for having a minimum of four (4) face to face contacts per month overall.
- Responsible for maintaining participant records in the established file format, accurate case notes and entering all data into AR4CA system in a timely manner.
- Periodically attend conferences/workshops to enhance job performance.

SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.

This position is responsible to the Director of Family Services for any and all duties deemed necessary to ensure the smooth operation of the CSBG program.

Signature of Employee Accepting Position

Witness

Date _____

Date _____

SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.

INTAKE SPECIALIST JOB DESCRIPTION

SUPERVISOR: Director Youth and Family Services

EXEMPTION STATUS: Non-Exempt

DATE: _____

QUALIFICATIONS:

Minimum: High School diploma; 1-2 years experience working with the economically disadvantaged; good written and oral communication skills; computer literate; valid driver's license and reliable transportation, able to attend periodic out of town workshops.

Preferred: Associates Degree or BS/BA Degree in Sociology, Social Welfare, Psychology, or related field; 2 years experience working with the economically disadvantaged; good written and oral skills; computer literate; valid driver's license and reliable transportation; able to attend periodic out of town workshops.

Duties & Responsibilities:

- Responsible for answering telephone, taking messages, and transferring calls.
- Responsible for greeting participants and directing them to the appropriate staff member.
- Responsible for completing intake applications with participants.
- Responsible for screening participants for eligibility.
- Responsible for identification of and coordination with local emergency assistance programs.
- Responsible for mailing newsletters and other correspondences to participants.
- Responsible for organizing and filing documentation for case managers.
- Responsible for confirming appointments.
- Responsible for typing meeting notes and reports.
- Responsible for validation of participant's files.
- Responsible for entering demographic information into AR4CA system in a timely manner.
- Periodically attending workshops to enhance job performance.

This position is also responsible to the Director of Youth and Family Services for any and all duties deemed necessary to ensure the smooth operation of the Family Services Program.

Signature of Employee Accepting the Position

Witness

SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.

AFFIRMATIVE ACTION PLAN JANUARY 2012

This plan was approved by the SRCAA, Inc. Board of Directors on February 6, 2012

SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.
ON
AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

Consistent with federal and state laws and guidelines established for affirmative action and equal employment opportunity, the agency affirms its continuing policy to provide equal employment and advancement opportunity in all job classifications of this agency without regard to political or religious opinion or affiliation, race, color, creed, gender, age, national origin or physical handicap, so long as the physical handicap does not render the person unable to do the work for which he/she is employed.

The principles of equal employment opportunity apply to all employment practices and personnel actions throughout the agency, including recruiting, hiring, promotions, demotions, separations, transfers, reduction in force, recall, compensation, benefits and all other terms and conditions of employment. The agency reminds each employee that all personnel actions, as well as decisions relating to employment practices, are to be based in accordance with the spirit of equal employment opportunity for all.

The agency has developed an Affirmative Action Plan to help us achieve our goal of equal employment opportunity for all. The Executive Director, has the responsibility of implementing the plan, including monitoring and evaluating the agency's progress.

In addition, the Human Resources Director is assigned to serve as Affirmative Action/Equal Employment Opportunity Officer for this agency. The Human Resources Director will be available to any employee having questions or needing assistance in regards to affirmative action or equal employment opportunity in this agency.

The agency's commitment to this policy is complete and each and every employee is expected to perform their duties and responsibilities in a manner that will demonstrate this agency's strong commitment in the areas of affirmative action and equal employment opportunity.

DUTIES OF THE AFFIRMATIVE ACTION COMMITTEE
(Defined as the Human Rights Committee in the SRCAA, Inc. By-Laws)

1. The Affirmative Action Committee shall be composed of Board Members. The Equal Opportunity Officer (Human Resources Director) will assist the Affirmative Action committee in an advisory capacity.
2. **The Affirmative Action Committee shall:**
 - A. Insure that all committee members are cognizant that Local, State and federal Civil Rights Laws and Legislation exist, which are applicable to the programs we operate.
 - B. Review and evaluate current methods of Equal Opportunity and nondiscrimination practices within the total operation and support functions of the agency, and identify and solve existing problems.
 - C. Approve agency written Affirmative Action Plan and Equal Opportunity goals and objectives.
 - D. Provide for periodic evaluation of the Agency Affirmative Action Plan, so that progress may be assessed and future revisions and programs are made more effective.
 - E. Demonstrate and seek compliance with existing Civil Rights Laws and mandates, and be prepared to bring violations of such laws to the attention of the appropriate law enforcement authorities.
 - F. Utilize Community Action Agency practices to affect change of any institutional policy which discriminates against any individual within the areas of Community Development, health, housing, education, voting rights and all other areas of Civil Rights protection.
3. Individual members of the Affirmative Action Committee may be assigned the authority for the accomplishment of various goals and objectives, or the Affirmative Action Committee may delegate various members of the Board, or agency staff.
4. The Affirmative Action Committee shall meet as called by the committee chairperson, for considering any matters coming within the purview of Affirmative Action.

POLICIES, PROCEDURES, AND RESPONSIBILITIES

SECTION I

Equal Employment Opportunity General Policy Statement:

It is the policy of Salisbury-Rowan Community Action Agency, Inc., Board of Directors to be fair and equitable in all its relations with the employees and applicants for employment without regards to race, color, religion, creed, sex, national origin, age, ancestry, disability, marital status, pregnancy, political affiliation or belief, or membership in a recognized uniformed service. The Board of Directors continues to be committed to the concept of Equal Employment Opportunity as a necessary element of basic merit system principles that all persons shall be afforded equal access to a vacant position in the agency limited only by their ability to perform the task. Equal opportunity can best be affected through definite programmed Affirmative Action. Positive steps must be taken to remove conditions which could result in unlawful employment discrimination. The Board of Directors believes that an effective Affirmative Action Plan not only benefits those who could have been denied Equal Employment Opportunity, but also benefits those agency programs and services, which could have underutilized useful talents, resources, and skills, especially among women, minorities, individuals with a disability and other identified groups. The Board of Directors, through adoption of the Affirmative Action Plan, commits the agency and all its programs to a result oriented personnel program aimed at achieving Equal Employment Opportunity in all occupational levels.

SECTION II

General Objectives of the Agency Affirmative Action Plan

- A. To achieve and maintain employment levels for identifiable groups throughout the classes of positions in proportion to their availability in the relevant labor force and in proportion to the types of clients that we serve. This will be achieved through proper recruitment, hiring, promotion, and training actions.
- B. To assign responsibility and accountability for Affirmative Action compliance, the most crucial parts for policy implementation are at supervisory levels, where decisions affecting hiring, assignment, training, promotion, compensation and disciplinary action are initiated.
- C. To promote harmonious employee relations by providing training regarding Salisbury-Rowan Community Action Agency, Inc. Personnel Policies and fair employment practices to supervisory employees, increasing employees' awareness and acceptance of race/cultural, sex and disability differences among employees and prohibiting unlawful harassment of employees in the workforce.

SECTION III

Applicable Laws

- A. **Title VII of the Civil Rights Act of 1964** - Prohibits discrimination in any aspect of employment, including "help wanted" advertising and pre-job testing, on the basis of race, color, religion, sex or national origin. In 1978, the Pregnancy Discrimination Act amended Title VII to prohibit bias on the basis of pregnancy.
- B. **The Equal Pay Act of 1963** - Part of the Fair Labor Standards Act, this law prohibits pay differential based on sex.
- C. **The Age Discrimination in Employment Act of 1967** - This statute prohibits employment discrimination against individuals aged 40 or older. It applies to employers of 20 or more workers, labor unions, and employment agencies.
- D. **The Rehabilitation Act of 1973** - Section 503 of the law prohibits discrimination against handicapped persons by Federal contractors. These employers are required to take Affirmative Action in hiring qualified individuals with disabilities. Section 504 of the Act prohibits discrimination against qualified individuals with handicaps by institutions of programs that receive federal funds.
- E. **The Vietnam-Era Veteran's Readjustment Assistance Act of 1974** - This law requires Affirmative Action by Government contractors to employ and advance in employment qualified veterans of the Vietnam era and disabled veterans.
- F. **The Immigration Reform and Control Act of 1986** - An amendment to the Immigration and Naturalization Act, this statute prohibits employers of four or more workers from discriminating on the basis of citizenship status or national origin. The Act's anti-discrimination provisions do not apply to illegal aliens, and there are exceptions where citizenship is required by law.
- G. **The American With Disabilities Act of 1990** - Effective in 1992, this statute prohibits employment discrimination against individuals with disabilities and requires places of public services and accommodations to be usable and accessible. Employers with 25 or more workers are covered by the law as of July 26, 1992 and employers of 15 or more workers are covered beginning July 26, 1994. There are no Affirmative Action requirements under ADA.
- H. **Executive Orders** - E.O. 11246 bans discrimination on the basis of race, sex, religion, color, and national origin by Federal contractors in excess of \$10,000.00. The order includes Affirmative Action requirements. E.O. 11411 prohibits discrimination on the basis of age by Federal contractors.

- I. **The Civil Rights Act of 1991** - This act reverses seven U.S. Supreme Court decisions and creates rights to compensatory and punitive damages, as well as a jury trial for victims of intentional discrimination.
- J. **The Family and Medical Leave Act** - Requires employers with 50 or more employees to provide up to 12 weeks unpaid leave for specific reasons outlined in the act. Effective August 1993.
- K. **Uniformed Services Employment and Reemployment Rights Act of 1994** - Prohibits employers from discriminating against prospective or current employees in hiring, reemployment, retention in employment, and promotion, or any employment benefit, because of past, current, or future service or application for or membership in a uniformed service.
- L. **The Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) as amended by the Veterans Employment Opportunities Act of 1998** - Stipulates that federal contractors or subcontractors with contracts of \$25,000 or more must take affirmative action to hire and promote qualified special disabled and Vietnam-era veterans, as well as other veterans who served on active duty during a war or earned a campaign or expedition badge. In addition, employers covered by the VEVRAA must list "all employment openings" with an appropriate local office of the federal-state employment service system, which will give priority in referrals to veterans. Employers with 50 or more workers and federal contracts of at least \$50,000 are required to develop written affirmative action plans to improve the hiring and advancement of veterans.

SECTION IV

Assignment of Responsibilities in Support of the Program

BOARD OF DIRECTORS

THE BOARD OF DIRECTORS WILL:

- 1. Actively and aggressively support the Salisbury-Rowan Community Action Agency, Inc., for Equal Employment Opportunity through encouragement and dissemination of Affirmative Action oriented information to the general public and by requiring and reviewing Affirmative Action Progress Reports.

THE EXECUTIVE DIRECTOR

THE SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC. EXECUTIVE DIRECTOR WILL:

- 1. Support the agency's Affirmative Action Plan;

2. Provide continuing top management support for the Affirmative Action Program;
3. Appoint an EEO Officer to develop/monitor and execute the agency's Affirmative Action Program;
4. Evaluate the degree to which the goals and objectives of the Affirmative Action Plan have been attained;
5. Provide yearly audit reports to the SRCAA, Inc. Board of Directors. Said audit reports will review the status of year-to-date hiring, promotions, terminations, age, race/ethnicity and sex of employees;
6. Resolve any problem areas reported by the EEO Officer.

THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER (EEO)

THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER WILL:

1. Develop the Affirmative Action Plan;
2. Design and implement a control system to periodically evaluate program effectiveness and determine the degree to which goals have been met;
3. Identify problem areas, report findings to the Executive Director and recommend solutions to problems, including remedial or disciplinary action;
4. Develop and implement the internal and external communication system for promoting the Equal Employment Opportunity Program of the agency;
5. Keep the agency informed of developments in the EEO area.
6. Conduct periodic audits of agency programs to remove impediments to goal attainment;
7. Serve as liaison between programs, enforcement agencies, minority/woman groups and other community groups as appropriate.
8. Receive, investigate and work to resolve internal complaints of alleged discrimination;
9. Provide technical assistance to the Affirmative Action Committee and Board of Directors regarding policies, procedures and resources available to the program.

DIRECTORS AND MANAGEMENT PERSONNEL

THE MANAGEMENT STAFF WILL:

1. Communicate the agency's EEO policies and familiarize employees with the Affirmative Action Plan;
2. Assist in problem identification and establishment of goals and objectives;
3. Review qualifications of all employees to ensure minorities and females are given full promotional and transfer opportunities;
4. Analyze and evaluate employment practices;

EMPLOYEES

EMPLOYEES WILL:

1. Familiarize themselves with the agency's EEO policies and Affirmative Action Plan and make a good faith effort to adhere to their responsibilities within the Plan;
2. Aid Directors in carrying out their responsibilities with regard to the Equal Employment Opportunity Program;
3. Apply all laws, rules, regulations, policies and procedures fairly and impartially to all persons, without regard to race, color, sex, age, or national origin;
4. Exhibit an attitude of mutual respect, courtesy, and cooperation toward fellow employees and the public.

DISTRIBUTION OF THE PLAN AND POLICY

INTERNAL DISTRIBUTION

In order to ensure that the Salisbury-Rowan Community Action Agency, Inc. is an Equal Employment Opportunity agency, the Affirmative Action Plan will be submitted to the SRCAA, Inc. Board of Directors for approval.

Each Program Director will receive copies of the entire plan for their staff and answer questions the employees might have about the plan.

All employees will be informed of the agency's policy on Equal Employment Opportunity and

the Affirmative Action Program through such means as:

1. Presentation and discussion of the program by immediate supervisors for all new hires during initial orientation, and at general employment orientations and training programs dealing with agency employment practices.
2. Posting of EEO Policy Standards and Federal EEO Notices on the agency bulletin board, distribution of Affirmative Action Plan and personnel rules to all programs.

POLICY DISTRIBUTION

The agency will distribute the Affirmative Action Policy and Plan to any SRCAA, Inc. funding source at their request or to meet funding source requirements. When position vacancies exist within the agency, the Salisbury-Rowan Community Action Agency, Inc. will make them available to all employees according to the internal promotion guidelines adopted by the agency Board of Directors. All job announcements indicate that this agency is an Equal Employment Opportunity agency. Written and personal contact will be made with minority and women's organizations, community agencies and employment training programs to inform them that Salisbury-Rowan Community Action Agency, Inc., is an Equal Employment Opportunity Employer, and encourage employment application by minorities, women, disabled, and other protected group members.

SECTION V

Purchasing and Sub-Contractors

Purchasing and subcontracting preference shall be given by this agency to vendors, contractors and suppliers who are in compliance with Federal, State, and Local law, ordinances and regulations defining and regulating Equal Employment Opportunity. Minority owned businesses will be utilized to the fullest practicable extent.

703 No-Harassment Policy

Effective Date: 4/1/00 Revised: 3/1/08

POLICY

S-RCAA, Inc. is committed to maintaining a work environment that is free from discrimination and in which employees at all levels can devote their full attention and best efforts to the job. Harassment has no place in the work environment. S-RCAA, Inc. does not authorize and will not tolerate any form of harassment based on the following factors:

- Race
- Sex
- National Origin
- Age

- **Disability**
- **Religion**
- **Any other Characteristic that is protected by Law.**

This policy applies to management and non-management employees alike, and even to non-employees who harass our employees.

Hostile work environment harassment occurs when unwelcome comments or conduct based on any of the above legally protected characteristics unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Examples of "harassment" that is covered by this policy include offensive language, jokes, or other physical, verbal, written, or pictorial conduct relating to the employee's sex, race, religion, national origin, age, or disability. Any other factor protected by law that would make a reasonable person experiencing such behavior feel uncomfortable or would interfere with the person's work performance is also considered to be harassing behavior.

The examples below are just those—examples. It is impossible to list every type of behavior that can be considered harassment in violation of this policy. In general, any conduct based on these traits that could interfere with an individual's work performance or could create an offensive environment will be considered harassment in violation of this policy.

This is the case even if the offending employee did not mean to be offensive. It is essential that employees be sensitive to the feelings of others.

Sexual harassment (whether opposite-sex or same-sex) is strictly prohibited. Examples of the types of behavior that are considered sexual harassment in violation of this policy include:

- Sexist comments or behavior (in other words, conduct that demeans other individuals because of their sex, even if not vulgar, lewd, or sexually provocative)
- Sexually offensive jokes or comments
- Physical assaults or other touching that is sexual in nature
- Promising favorable treatment or threatening unfavorable treatment based on the employee's response to sexual demands
- Displays of sexually oriented reading materials or pictures, including electronic materials
- Punishing an employee for complaining of sexual harassment, including but not limited to, any of the above.

Harassment Based on Race, National Origin, Age, Disability or Religion deserves special mention and is also strictly prohibited. Examples of the types of behavior that will be considered harassment based on these characteristics include:

- Jokes or negative comments about these characteristics
- Displays of reading materials or pictures containing negative material about these characteristics, including electronic materials
- Vandalism or "pranks" based on these characteristics
- Name-calling based on these characteristics
- Punishing an employee for complaining about harassment based on Race, National Origin, Age, Disability or Religion harassment, including but not limited to, any of the above.

S-RCAA, Inc. cannot resolve matters that it does not know about. Every employee has a duty to immediately report harassment so that S-RCAA, Inc. can try to resolve the situation. You should report harassment anytime you feel that you have been harassed.

This is true whether the alleged harasser is an employee, a supervisor or manager, or even a non-employee, such as a client or vendor with whom S-RCAA, Inc. does business.

To report harassment, you must contact the Human Resources Department at (704) 633-6633.

Once your report has been received, S-RCAA, Inc. will

- Conduct a prompt and thorough investigation
- Discuss the results with the complaining employee and, where appropriate, the action to be taken
- Keep the investigation and results as confidential as possible
- If the complaint is verified, take appropriate corrective action, up through and including termination

No employee will be punished for bringing a report of harassment to the company's attention or for cooperating in an investigation.⁵³

Finally, if you feel that S-RCAA, Inc. has not met its obligations under this policy, or if you are not satisfied with the way in which your report of harassment was handled, you should contact the Executive Director. An effective No-Harassment policy depends on all of us, working together, to address this very important subject.

PROCEDURE FOR FILING A HARASSMENT COMPLAINT

S-RCAA, Inc. has a zero tolerance for harassment of any type. Employees who feel they are a victim of harassment should complete a Harassment Complaint Form.

When completing the form, the employee should:

- Give as much detail as possible
- Be sure to include the names of any witnesses
- Make sure to include the name of the person(s) doing the harassing
- Be sure to include the date and place of the harassment
- Make sure he/she dates and signs the form.

The completed Harassment Complaint Form should be turned into the Human Resource Department. The Human Resource Director (or designee) will route the form to the staff responsible for conducting an investigation.

The investigation will include, but is not limited to, questioning witnesses to the incident, the person filing the complaint and the alleged harasser, unless there is reason to believe the alleged harasser would harm the accuser. If there appears to be any reason to believe the harassment or the complaints of harassment may escalate, the accused harasser may be suspended with pay pending the outcome of the investigation. Generally, unless there are unforeseen circumstances, the investigation will be concluded within 10 working days.

If the harasser is found guilty of the complaint, his/her position with S-RCAA, Inc. will be terminated in accordance with the Progressive Discipline Policy (#710). Any serious allegation such as alleged rape or sexual assault will be turned over to the appropriate authorities. Employees filing a harassment complaint are free to do so without fear of disciplinary action or a reprisal of any kind. However, if it is found the employee has maliciously filed a false complaint, he/she will be subject to immediate dismissal for falsification of records/information. Furthermore, any employee involved (i.e. witnesses) that intentionally provides false information will be subject to immediate dismissal for falsification of records/information.

713 Grievance

Effective Date: 4/1/00 Revised: 11/1/01

An employee may file a Grievance if relief is sought, and not satisfactorily received, from a complaint/problem filed through the S-RCAA's Internal Dispute Resolution process if:

- The complaint/problem stems from the failure of a Board of Director's member, Policy Council member or staff member, to follow S-RCAA's Policies & Procedures, or ,
- If a Federal, State or local law, rule or regulation has been broken,

When a Grievance is filed and an accusation has been filed alleging discrimination, the Human Resource Department will notify all funding sources of the charge. Once the Grievance procedure has concluded, the funding sources will be notified of the outcome and if it is deemed that the accusation has merit, when appropriate, the necessary authorities will be notified.

PROCEDURE FOR FILING A GRIEVANCE:

- The aggrieved employee will complete a Notice of Grievance Form within fifteen (15) working days from the conclusion of the Internal Dispute Resolution process and turn it in to the Human Resource Director.
- The Human Resource Director will indicate the date received on the form and ensure the Equal Opportunity Officer (EOO) and Equal Opportunity Counselor (EOC) (if applicable) are given copies.
- The Human Resource Director (or designee) will notify the Board of Directors' Chairperson & Personnel Committee Chairperson, Policy Council Chairperson (if filed by or against a Head Start/Early Head Start employee), Executive Director and Program Director that the Grievance has been filed.
- The EOO and/or EOC will interview the aggrieved employee within five (5) working days from the date the grievance is received to ensure all information is complete and accurate and that it is the intent of the aggrieved employee to continue.
- If the grievance is against another staff member(s), the EOO will send notification to the accused employee(s) within five (5) business days of the conclusion of the interview with the aggrieved staff.

- The EOO and/or EOC will conduct an investigation, including but not limited to, questioning witness(s) about the event/thing causing the grievance. This investigation should be concluded, pending any unforeseen complications, within thirty (30) days.
- If the grievance involves another employee(s) and the EOO and/or EOC determine there is validity to the grievance upon completion of their investigation, the other employee(s) involved will be interviewed.
- When this interview is complete, the EOO and/or EOC will submit all supporting documentation, a written summary of the findings and their conclusion as to whether the grievance is justifiable, to the Human Resource Director.
- The EOO and/or EOC will meet with the Board Chairperson & Personnel Committee Chairperson, Policy Council Chairperson (if filed by or against a Head Start/Early Head Start employee), Executive Director, Human Resource Director, Program Director, the accused person(s) and the aggrieved employee to render his/her decision. This decision is the final, binding decision.
- The Human Resource Director (or designee) will notify the aggrieved and accused employee of the EOO's final decision. If the accused employee is found guilty, he/she will be furnished with copies of the EOO/EOC's final report.

If the EOO and/or EOC determine the Grievance is justifiable, the accused party(s) will be subject to appropriate disciplinary action(s) in accordance with S-RCAA, Inc.'s Progressive Discipline Policy.

Generally, unless there are unforeseen circumstances, all grievances will be resolved within thirty (30) days from the day the investigation is completed. Any employee involved (i.e. witnesses) that intentionally provides false information will be subject to immediate dismissal for falsification of records/information.

Employees are strongly encouraged to follow the procedures established by S-RCAA, Inc. to settle differences before seeking outside assistance.

PUBLIC HEARING DOCUMENTATION

Want to buy Lionel trains to run around the inside of a new library. 704-333-7850

WANTED: Nam radio equip (vintage/modern), tubes, audio HIFI, test equip. Call 775-313-2823

Watches - and scrap gold jewelry. 704-636-9277 or cell 704-239-9298

Notices

Free Dog, black with some white, young collie mix. Sweet and playful. Call 704-633-1989

I WILL REMOVE All Non-Running Riding Mowers, & any outdoor Power Equip. Free. 704-647-0036

HEAVEN... How to know you'll get 4 min. recorded message. Call now. 704-983-8841

Found Chihuahuas, 3 females. Sloan Park area on 11/3. Call 704-806-1532 to identify.

Found dog. Mixed breed, brown/mole. At Rowan Memorial Cemetery on Oct. 24. 704-647-4854

Found female lab mix, black and white, 4 months old on Liberty Rd. & Hwy 52. Call 704-209-3163

Like Us On Facebook, help reunite Lost & Found Pets www.facebook.com/Rowancountylostfound

Shopy's HANDICAP Are you ready? Bring your new or gently used... to the Salisbury Post at 181 W. Union St. and come back for the sale!

Public Hearing Notice The Salisbury-Rowan Community Action Agency, Inc. (SRCAA), Community Service Block Grant (CSBG) Program has scheduled a public hearing at 4:00p.m. on Monday, November 25, 2013. The purpose of the hearing is to consider the Community Service Block Grant budget of \$890,809.00 for the 2014-2015 program year. The hearing will be held in the library of the SRCAA at 1300 West Bank Street, NC 28144. All interested persons are invited to attend and participate in the public hearing. For more information, please call 704.633.6633. Stanley E. Wilson, Executive Director

LOST - FEMALE YELLOW LAB named LANEY on Hwy 152E side of Rockwell on 11/5/13. Very friendly, darker yellow with a pinkish nose. Please call 704-431-3807 or any information.

REWARD LOST 5 yr. old Yorkie, blonde/ten answers to Sophie. Vicinity of 530 Confederate Ave./Salisbury Country Club entrance/tennis courts. Call 828-200-6365 or 704-431-4689.

Real Estate

Withshire Village ESTATE SALE. Priced at \$55,000. 2 story end unit, 3 BR, 1.5 BA condo in move-in condition. Assessed value \$62,274. Outside storage area, adjacent patio w/privacy fence. Amenities: tennis courts & swimming pool. 2013 taxes are \$737.95. The HOA dues are \$167/mo. The HOA dues pay for outside maintenance, ins., water, tennis court & pool maint., parking lot & street maint. Call David R. McCoy, Executor, at 704-213-2449.

Found female lab mix, black and white, 4 months old on Liberty Rd. & Hwy 52. Call 704-209-3163

Like Us On Facebook, help reunite Lost & Found Pets www.facebook.com/Rowancountylostfound

Call Classifieds to place your yard sale ad... 704-797-4220 Salisbury Post

Retail space for LEASE. Located in Granite Quarry shops. Two spaces available with 1,000 SF ea. Call Staci Wanda, 704-608-7207 or 704-232-3805. Keller Williams Realty, www.yourdreamteam.com

Nice brick 3BR 2.5BA home, double garage, great neighborhood! Privacy fence, sunroom. Office of MBR suitable for 4th BR! 3BR/2 1/2 BA nurse's Rector's home. R55544 \$289,900. Karen Ruffy, B&R Realty, 704-202-8041

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Great Agent Wanda has listed 7 new properties this month and several other offers in process. If you want an agent that will work hard for you and wants your business then call Wanda at 704-432-3805 Keller Williams

Call Classifieds to place your yard sale ad... 704-797-4220 Salisbury Post

Bank foreclosures & distress sales. These homes need work For a FREE list: www.applehouse.realty.com

BUYER BEWARE The Salisbury Post Classified Advertising staff monitors all ad submissions for honesty and integrity. However, some fraudulent ads are not detectable. Please protect yourself by checking the validity of any offer before you invest money in a business opportunity, job offer or purchase.

China Grove Beautiful Home Landscaped home is perfect for a big family! 13' x 12' balcony off master BR, 3 additional BR, 3BA. Nice stone fireplace, private yard, over 2 ac. R54385 \$169,900. Karen Ruffy of B&R Realty at 704-202-8041

China Grove Home Sweet Home by Christmas! So much potential in this 3BR, 1BA1 Huge front porch, large foyer, beautiful wood floors, several out-buildings, some remodels. A must see. R54909 \$133,900 Dale Yantz B&R Realty 704-202-3883

China Grove Forest Pines - 3BR, 2BA windows galore, .54 acres. Fenced yard, large bonus room, dbl attached garage. \$209,900 Call Beth or Rob Bean R/Max Leading Edge 704-640-5230 or 704-433-4951

Granite Quarry New Listing Very nice 3 BR 2 BA home! Exterior just painted, attic could be easily finished. Call today! R57571 \$78,900 Karen Ruffy B&R Realty 704-202-8041

Granite Quarry Retail space for LEASE. Located in Granite Quarry shops. Two spaces available with 1,000 SF ea. Call Staci Wanda, 704-608-7207 or 704-232-3805. Keller Williams Realty, www.yourdreamteam.com

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Granite Quarry Timber Run location

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High Rock Lake, 4800 sq. ft. 4 BR, 4 1/2 BA, oak cabinets, wood & tile floors, family room w/pool table, 2 car attached garage, 2 car detached garage w/bonus room, deck, concrete patio w/irrig & water feature, pier, \$525K. OPEN HOUSE NOV 24, 3-5 PM, 840 Waters Rd., Salisbury, 704-639-4089 shown by appt.

Historic Gold Hill A Must See! So much potential in this 3BR, 1BA1 Huge front porch, large foyer, beautiful wood floors, several out-buildings, some remodels. A must see. R54909 \$133,900 Dale Yantz B&R Realty 704-202-3883

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Perfect Location 3BR, 2BA, large lot, East Schools, Island Kitchen, designer redeo, vaulted ceilings, fireplace, milled cabinets, \$164,000 Land Or Lake Realty 704-638-7873 MLS 2188624

Rockwell Humbers Point Subdivision 3BR, 2BA, 2 car garage PLUS a single detached garage with additional work space! \$159,900 Bath or Rob Bean R/Max Leading Edge 704-640-5230 or 704-433-4951

China Grove Beautiful Home Landscaped home is perfect for a big family! 13' x 12' balcony off master BR, 3 additional BR, 3BA. Nice stone fireplace, private yard, over 2 ac. R54385 \$169,900. Karen Ruffy of B&R Realty at 704-202-8041

China Grove Home Sweet Home by Christmas! So much potential in this 3BR, 1BA1 Huge front porch, large foyer, beautiful wood floors, several out-buildings, some remodels. A must see. R54909 \$133,900 Dale Yantz B&R Realty 704-202-3883

China Grove Forest Pines - 3BR, 2BA windows galore, .54 acres. Fenced yard, large bonus room, dbl attached garage. \$209,900 Call Beth or Rob Bean R/Max Leading Edge 704-640-5230 or 704-433-4951

Granite Quarry New Listing Very nice 3 BR 2 BA home! Exterior just painted, attic could be easily finished. Call today! R57571 \$78,900 Karen Ruffy B&R Realty 704-202-8041

Granite Quarry Retail space for LEASE. Located in Granite Quarry shops. Two spaces available with 1,000 SF ea. Call Staci Wanda, 704-608-7207 or 704-232-3805. Keller Williams Realty, www.yourdreamteam.com

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Salisbury Drastically Reduced Fantastic 4BR/bonus, 2.5 BA. Nicely landscaped corner lot. New windows, parts of home freshly painted, new patio w/wired shed, security system. R54212 \$199,800 Dale Yantz B&R Realty 704-202-3883

Rockwell Fresh Paint Inside! A really nice 3BR, 3BA home w/new roof July 2013. Very inviting 16'x32' in-ground pool for you to enjoy! R55483, \$129,900 Dale Yantz B&R Realty 704-202-3883

China Grove Beautiful Home Landscaped home is perfect for a big family! 13' x 12' balcony off master BR, 3 additional BR, 3BA. Nice stone fireplace, private yard, over 2 ac. R54385 \$169,900. Karen Ruffy of B&R Realty at 704-202-8041

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Salisbury Home on the Water Wonderful basement with a ton of potential! Bonus 26' x 30' room in above detached garage. Great back deck, dock, R55473 \$526,000 Karen Ruffy B&R Realty, 704-202-8041

China Grove Beautiful Home Landscaped home is perfect for a big family! 13' x 12' balcony off master BR, 3 additional BR, 3BA. Nice stone fireplace, private yard, over 2 ac. R54385 \$169,900. Karen Ruffy of B&R Realty at 704-202-8041

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Salisbury Quiet Neighborhood 3 BR, 2 full BA, 2 half BA. Deck overlooking big back yard, screened-in patio, covered front porch. R55437 \$157,500 Tom Bost B&R Realty 704-202-4676

China Grove Beautiful Home Landscaped home is perfect for a big family! 13' x 12' balcony off master BR, 3 additional BR, 3BA. Nice stone fireplace, private yard, over 2 ac. R54385 \$169,900. Karen Ruffy of B&R Realty at 704-202-8041

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Salisbury 7.49 Acres! Older 1900's home off Field Rd. Wonderful for a development! Home is right past Charley's store about a half mile on right. Mostly cleared. R54570 \$149,900 Karen at B&R Realty - 704-202-8041

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Nice brick 3BR 2.5BA home, double garage,

Furniture & Appliances

Large china cabinet with glass doors \$250. Excellent condition. 704-279-6290

Living room sitting chair, nice condition, \$35 OBO. Call Stephanie if interested 704-754-7376

Loveseat & sofa for sale, blue, good condition. \$30 for both. Call 704-633-6010 after 7pm leave message & number

Maple bedroom suite 5 pc. \$400. Dtb bed, nice stand, tall dresser, vanity dresser, w/stool. Very good cond. 704-279-6290

Matress/boxspring. 2 twin sets. Brand new, not in plastic. incl. pillows & sheets. \$350 for all or sell separately. 338-816-2529

Microwave, Panasonic. Family size, 2.2 cu.ft. 1250 wats. 4.5 yrs old. Like new w/cart. \$70 obo. 704-603-4312

New La-Z-Boy Rocker Recliner for only \$299.95 Hometown Furniture 322 S. Main St. 704-633-7777

Recliners, two, used, nice. \$150 ea. One rust, one beige. Entertainment center, new. \$200. 704-212-7807

Thread catmanner love seat recliner. \$150. Call 704-636-3604

Washer/dryer, upright. New Fridgidaire, Gallery Series. Commercial heavy duty. Super capacity. \$500. 704-279-6290

Lawn & Garden

Agri-Fab pull behind leaf vac. Works great. \$300 Call 336-492-7549 for more information.

Molshouser Cycle Shop Lawn mower repairs & trimmer sharpening. Pick up & delivery. 704-637-2856

Medical Equipment

Wheelchair for large person. \$200. Please call 704-933-4905

Misc For Sale

Air purifier. Removes smoke & pet odors. \$75. Call 704-213-6201

ANDERSON'S SEW & SO, Husqvarna, Viking Sewing Machines, Notions, Fabrics, 10104 Old Beatty Ford Rd., Rockwell. 704-278-3647

Blue Ox low bar for RV. \$85. Call 704-213-6201

Misc For Sale

Electric dirtbike, Razor MX500, new battery. \$175. Please call 336-492-7380

Folding step for RV. New \$98. Asking \$45. Call 704-213-6201

GATHER YOGAL BAND TICKETS: Concert is Friday, Nov. 22 at Cabarrus Arena. Great seats on "Reserved Floor" Section 100. Paid \$78.50 ea. Will sacrifice - \$70 for one or both for \$120. Call 704-245-5561

Husky outvator like new \$185. Call 704-279-4106 or 704-798-7306 for more information.

If you love Danielle Steel I have a deal for you! Over 75 books for \$50. Call 704-857-0869, leave message if no answer.

Kerosene Heater, Duraheat. 23,000 BTU, used once. \$75. Call 336-492-7360

METAL: Angle, Channel, Pipe, Sheet & Plate Shear Fab. & Welding FAB DESIGNS 2231 Old Wilkesboro Rd Open Mon-Fri 7-3:30 704-638-2348

Mini electric blower for RV. \$15. 704-213-6201

NEW SNOW CHAINS Estate of Curry W. Kinder, Snow Chains 421 N. Lee St. Salisbury, NC. Saturday November 16, from 9am-1pm. Dealers welcome. Call 704-830-0479 for info. \$20-\$30 ea.

Retro Christmas plastic light ups & snowman \$20. Good cond. Call 704-267-4258 before 5pm

STEEL, Channel, Angle, Flat Bars, Pipe Orders Cut to Length. Mobile Home Tuss-66 ea.; Vinyl floor covering-\$4.29 yd.; Carpet-\$5.95 yd.; Masonite Siding 4x8-\$15.75; 12"x16" lap siding at \$6.95 ea.

RECYCLING: Top prices paid for Aluminum cans, Copper, Brass, Radiators, Aluminum. Davls Enterprises Inc. 7585 Shermils Ford Rd. Salisbury, NC 28147 704-636-9821

Sump Pump, Wayne, 1/3 hp, 2900 GPH, used once. \$75. Please call 336-492-7360

Vital wrap system \$50 heat therapy neck machine, lakes water & medium sizes, good cond. 704-267-4258 before 6pm

5-drawer dresser \$30, Call 704-279-4106 or 704-798-7306 for more information

TV DVD & Video

Regular TV, good condition. \$15. Call 704-633-6010 after 7pm leave message & number

TV, 19 inch, color. Very good condition. \$50, 704-638-8965

Want To Buy Merchandise

All Coin Collections Silver, gold & copper. Will buy foreign & military items. 704-636-8123

Buying Coin Collections, scrap gold/silver, rare coins, proof sets, free appraisals. Bill Watts 704-938-3472.

Buying furniture, records, glassware, tools, old items. Cleaning or moving? 704-855-1863

Timber wanted - Pine or hardwood. 5 acres or more select or clear cut. Shaver Wood Products, Inc. Call 704-278-9291.

Want to buy Lionel trains to run around the inside of a new library. 704-333-7850

Watches - and scrap gold jewelry. 704-636-9277 or cell 704-238-9298

Notices

Free Ads

I WILL REMOVE All Non-Running Riding Mowers, & any outdoor Power Equip. Free. 704-647-0036

Instruction

HEAVEN... How to know you'll get 4 min. recorded message. Call now. 704-983-8841

Lost and Found

FOUND Boston Terrier, black & white on Castor Road. Call 704-279-3439 to identify.

Found Dachshund on Statesville Blvd. Wearing collar. Call 704-798-4442

Found dog, male shepherd/rottweiler mix, tan & leather collar in Country Club Hills near Mocksville Ave. Call 704-633-6001

Found female lab mix, black & white, 4 months old on Liberty Rd. & Hwy 52. Call 704-209-3183

Lost and Found

Found keys on Thomas Ave. Turned in to police department. Please go to police department to identify.

Found male dog, black and white Corgi mix in the City Park area. Please call 704-431-7876 to identify

Like Us On Facebook, help reunite Lost & Found Pets www.facebook.com/Rowancountylostandfound

China Grove Beautiful Home

Landscape home is perfect for a big family! 13' x 12' balcony off master BR, 3 additional BR, 3BA. Nice stone fireplace, private yard, over 2 ac. R54985 \$169,900. Karen Ruffy of B&R Realty at 704-202-6041

Lost German Shepherds Large Reward. Lost 2 female G. 2-10 month olds. Rare blk/wht & 1 sable. Bringle Ferry Rd. Answer to Anabel, and JoJene. Friendly. 704-636-7929

New Listing

Very nice 3 BR 2 BA home! Exterior just painted, attic could be easily finished. Call today! R55701 \$78,900 Karen Ruffy B&R Realty 704-202-6041

Real Estate

Condos Townhomes

Within Village ESTATE SALE. Priced at \$55,000. 2 story end unit, 3 BR, 1.5 BA condo in move-in condition. Assessed value \$62,274. Outside storage area, adjacent patio w/privacy fence. Amenities: tennis courts & swimming pool. 2013 taxes are \$737.95. The HOA dues are \$167/mo. The HOA dues pay for outside maintenance, ins., water, tennis court & pool maint., parking lot & street maint. Call David R. McCoy, Executor, at 704-213-2448.

Retail space for LEASE. Located in Granite Quarry shops. Two spaces available with 1,000 SF ea. Call Staci at 704-232-3665. Keller Williams Realty. www.yourdreamteam.com

Timber Run location

Nice brick 3BR 2.5BA home, double garage, great neighborhood. Privacy fence, sunroom. Office off MBR suitable for 4th BR or nursery. Realtor's home. R55544 \$289,900. Karen Ruffy, B&R Realty, 704-202-6041

Homes For Sale

Bank foreclosures & distress sales. These homes need work for a FREE list. www.applehousearealty.com

Public Hearing Notice

The Salisbury-Rowan Community Action Agency, Inc. (SRCAA), Community Service Block Grant (CSBG) Program has scheduled a public hearing at 4:00pm on Monday, November 25, 2013. The purpose of the hearing is to consider the Community Service Block Grant budget of \$383,809.00 for the 2014-2015 program year. The hearing will be held in the library of the SRCAA at 1900 West Bank Street, NC 28144. All interested persons are invited to attend and participate in the public hearing. For more information, please call 704.633.8633. Stanley E. Wilson, Executive Director

First Time on the Market

160 Belmont Place, Rockwell

For Sale

BUYER BEWARE

The Salisbury Post Classified Advertising staff monitors all ad submissions for honesty and integrity. However, some fraudulent ads are not detectable. Please protect yourself by checking the validity of any offer before you invest money in a business opportunity, job offer or purchase.

Beautiful Home

Landscape home is perfect for a big family! 13' x 12' balcony off master BR, 3 additional BR, 3BA. Nice stone fireplace, private yard, over 2 ac. R54985 \$169,900. Karen Ruffy of B&R Realty at 704-202-6041

Granite Quarry

New Listing

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First Time on the Market

160 Belmont Place, Rockwell

Homes For Sale

Great Agent

Wanda has listed 7 new properties this month and several offers in process. If you want an agent that will work hard for you and wants your business then call Wanda at 704-232-3605 Keller Williams.

you want an agent that will work hard for you and wants your business then call Wanda at 704-232-3605 Keller Williams.

Beautiful Home!

5 BR 5 1/2 BA, hardwood floors, updated, huge granite kitchen, sunroom, bar/kitchen downstairs, 3 FP, beautiful landscaping & custom stonework, 3 car garage \$475,000. (Trades Considered) (Broker Owned) 704-202-6592

Bonus brick 3 BR 2.5 BA w/open floor plan. Hardwoods, brick fireplace. Master BR w/ screened porch overlooking in-ground pool. R55064 \$248,000 Tom Best B&R Realty 704-202-4676

Drastically Reduced

Fantastic 4BR/bonus, 2.5 BA. Nicely landscaped corner lot. New windows, parts of home freshly painted, new patio w/wired shed, security system. R54212 \$159,900 Dale Yontz B&R Realty 704-202-3863

A Must See!

So much potential in this 3BR, 1BA! Huge front porch, large foyer, beautiful wood floors, several out-buildings, some remodels. A must see. R54909 \$133,900 Dale Yontz B&R Realty 704-202-3863

Home Sweet Home by Christmas!

SELLERS CAN BE OUT IN 30 DAYS! Salisbury - Open floor plan, 2-car garage, lg corner lot, deck, out-building, new roof. Home Warranty incl. \$129,000 Mary Stafford, Realtor/Broker, Keller Williams Realty 704-207-4487

Kennapolis! 1704 Moose Rd.

3 BR, 1 BA, \$675/mo. NO PETS. Fireplace can not be used. KREA:704-933-2231. Call us for complete list of available rentals.

Karen Ruffy - Broker/Realtor

Karen Ruffy, owner of B&R Realty, has been selling commercial & residential real estate for over 24 years, & has sold millions this year so far. If you need help selling or buying... call Karen at 704-202-6041.

Penny Sides - Realtor

Penny Sides of B & R Realty has 18 years of real estate experience! She is happy to help you with your real estate needs. Please give her a call at 704-640-3555

New Listing

Nice price on this 4 BR 2 BA home! Buyer picks out carpet, owner installs. Most of back yard fenced-in. Call soon! R55691 \$69,900 Tom Best B&R Realty 704-202-4676

Homes For Sale

Quiet Neighborhood

3 BR, 2 full BA, 2 half Deck overlooking back yard, screened patio, covered porch, R55437 \$157, Tom Best B&R Realty 704-202-4676

3 BR, 2 full BA, 2 half Deck overlooking back yard, screened patio, covered porch, R55437 \$157, Tom Best B&R Realty 704-202-4676

REDUCED

4 BR, 2 BA home is now decorated with fresh paint, new carpet. Double pane windows, ins laundry, carport. R525 \$69,900. Karen Ruffy B&R Realty, 704-202-6041

REDUCED!

Cute 3BR, 2BA house w/ nice landscaping. Paved backyard, carport tile in kitchen, deck back. USDA area. R525 \$108,900 Dale Yontz B&R Realty, 704-202-3863

Fresh Paint Inside!

A really nice 3BR, 3BA home w/new roof July 2013. Very inviting 16'x32' in-ground pool for you to enjoy! R55483, \$129,900 Dale Yontz B&R Realty 704-202-3863

Westcliff

HOUSE WANTING A FAMILY! 4BR, 3BA, living/dining room, new carpet. Fenced backyard, workshop, 2-car carport \$129,000 Call Penny Sides B&R Realty 704-640-3555

7.49 Acres!

Older 1800's home, Faith Rd. Wonderful for development! Home right past Charley's stop about a half mile on right. Mostly cleared. R5451 \$149,900 Karen at B&R Realty - 704-202-6041

Home on the Water

Wonderful basement with a ton of potential! Bonus 26' x 30' room above detached garage. Great back deck, dock. R55473 \$625,000. Karen Ruffy B&R Realty, 704-202-6041

Tom Best - Broker

in construction, build and properly development for over 35 years as well as being active in the community. Give Tom a call at 704-202-4676

TO PLACE AN AD any time, 24 hours a day, call salisburypost.com

Pets

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Cats, Dogs, Services & Supplies



THE ASSOCIATED PRESS

Patrick Cannon is congratulated by supporters after giving his acceptance speech at the campaign watch party at the Sheraton Charlotte on Tuesday.

Patrick Cannon: 'There is new day in Charlotte'

math course rigor, the ACT WorkKeys, the four-year graduation rate, the five-year graduation rate and whether or not there is a required graduation project.

Even before Thursday's release, educators around the state were preparing students, parents and the community for lower end-of-course (EOC) and end-of-grade (EOG) test scores due to higher standards and new tests. Also because of these changes, they said test scores cannot be compared to previous years.

"Students today are expected to solve problems

The Cabarrus system was 50.3 percent proficient on all EOG and EOC tests combined.

The areas where the district had the highest proficiency rates were eighth-grade science, with 70.8 percent, compared to the state's 59.1 percent, and English II, with 57.2 percent, compared to the state's 51.1 percent.

Sixth-grade math, with 41.0 percent, compared to the state's 38.9 percent, and fifth-grade science, with 42.8 percent, compared to the state's 45.4 percent, were the areas with the lowest proficiency scores across the Cabarrus

that 87 of 91 federal targets were met, or 95.6 percent, and 187 of 210 state targets, or 89 percent, were met.

The Cabarrus system met 81 of 86 federal targets, or 94.2 percent, and 168 of 185 state targets, or 90.8 percent.

The Kannapolis system met 51 of 67 federal targets, or 76.1 percent, and 109 of 140 state targets, or 77.9 percent.

For more information about the results, visit www.ncpublicschools.org/accountability/reporting.

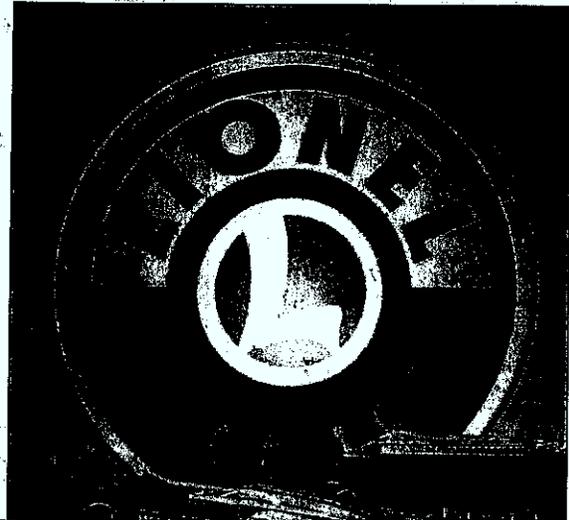
Contact reporter Jessica Groover
Phone: 704-789-9152

Public Hearing Notice

The Salisbury-Rowan Community Action Agency, Inc. Community Service Block Grant (CSBG) Program has scheduled a Public Hearing at 4:00 p.m. on Monday, November 25, 2013. The purpose of the hearing is to consider the Community Service Block Grant budget of \$383,809.00 for the 2014-2015 program year. The hearing will be held in the library of the Salisbury Rowan Community Action Agency (Cabarrus Office) at 1413 Sedan Avenue, Kannapolis, NC 28083.

All interested persons are invited to attend and participate in the Public Hearing. For more information, please call 704.633.6633. Stanley E. Wilson, Executive Director

LIONEL SALE ON TRACK IN CONCORD



World famous model train maker Lionel Corp. will hold its second annual warehouse sale on Saturday from 8 a.m. to 5 p.m. at its Concord headquarters at 6301 Performance Drive SW. The event will feature dozens of working trains at different price levels, as well as NASCAR die casts, Christmas ornaments and other items.

and a friend known only as "Darion" went to Gastonia to drink and smoke crack cocaine.

They came back to the Kannapolis house early the next morning, and Mays said in his statement that Christi Stewart had been drinking and had rearranged the furniture, and items belonging to May's deceased mother were strewn about.

It was then, Mays said,

the kitchen for different knives, and wet rags in the kitchen and bathroom sinks suggest Mays tried to clean up after himself.

Mays took a flat-screen TV, a Wii gaming system, Christi Stewart's Ford Explorer and several of her personal items with him, which were later found in a mobile home in Gastonia.

Vaneekhoven said Mark Stewart probably came to

sentence, even Bridges looked jarred by the horrendous crime.

"Words are not sufficient, I know, to describe the pain and suffering that you been going through," he told the family. "I don't know if this plea will ever provide closure, because the loss has been so great."

Contact reporter Tim Reaves at 704-789-9131.

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SWEET COMPETITION



Art

From Page 1A

Payne's mural depicts a city scene adorning the side of a building owned by Jerry and Marsha Kelly at 14 Church Street S., adjacent to the Bicentennial parking lot. To the viewer, it almost looks as though one could step right into the painting.

Both artists praised the city for its efforts to invest in public art. Downtown leaders want to continue the momentum from those two projects. They have asked the committee that helped plan the murals to continue meeting and discuss the best way to make public art projects a long-

term effort for Concord. "We don't view this as a long-term committee to manage public art," Young said, adding that the committee would just help determine the best way to oversee a public art program moving forward.

Supporting public art projects is a way to beautify a city and support the arts at the same time. Since 1995, the Arts & Science Council has managed the public art programs for Charlotte and Mecklenburg County. The Public Art Commission is responsible for the community-based artist selection and design review process for each public artwork. The commission is an appointed board of volunteers from the arts, educa-

tion and business sectors, according to the ASC website.

In Concord, the committee, that led the effort to complete the two murals consisted of city council members Jim Ramsey and Ella Mae Small, and staff members from the City of Concord, Cabarrus Arts Council and Concord Downtown Development Corporation. Work began in 2012.

The budget for the mural project was \$66,000, which included the art creation, large-scale printing, wall preparation and installation. The projects came in under budget, city officials said.

Contact reporter Karen Cimino Wilson: 704-789-9141.

Osborne

From Page 1A

Osborne was employed as a grounds maintenance worker by Cabarrus County Schools and coached many athletic teams for middle schools throughout Cabarrus County as a volunteer, according to information

provided by the Cabarrus County Sheriff's Office and Cabarrus County Schools. He was suspended by the school system prior to his arrest.

He was a substitute teacher for CCS from 2004 to 2006 and began paid employment with school system in May 2007, said Ronnye Boone, public rela-

tions director for Cabarrus County Schools. Grounds maintenance workers perform their duties at all the schools in the system.

A federal detention hearing in Osborne's case is scheduled for Nov. 19 in Winston-Salem. Attorney Helen Poisonage has been appointed to represent Osborne.

Today's Weather

Local 5-Day Forecast

Thu 11/14	Fri 11/15	Sat 11/16	Sun 11/17	Mon 11/18	Tue 11/19
57/42	66/49	69/59	69/39	54/27	
Cloudy skies early. A few showers developing later in the day. High 57F.	Mostly Cloudy. Highs in the mid 60s and lows in the upper 40s.	Mostly Cloudy. Highs in the upper 60s and lows in the upper 50s.	Mostly Cloudy. Highs in the upper 60s and lows in the upper 50s.	Scattered thunderstorms possible.	Times of sun and clouds. Highs in the mid 50s and lows in the upper 20s.
Sunrise 6:58 AM Sunset 5:16 PM	Sunrise 6:59 AM Sunset 5:15 PM	Sunrise 7:00 AM Sunset 5:15 PM	Sunrise 7:01 AM Sunset 5:14 PM	Sunrise 7:02 AM Sunset 5:13 PM	

AmericanProfile

North Carolina At A Glance



The Independent Tribune

in partnership with these neighborhood businesses encourage you to

SHOP LOCAL

For every \$100 spent in independently owned stores, \$68 of it recirculates into the community through taxes, payroll, and other expenditures.

- Barbee Import Services
- Bare Furniture
- Baucom Phillips Jewelers
- Cannon Pharmacy
- Carolina Mall Cinemas
- Doug Miller Carpet Sales
- Faith Farm & Equipment
- Fred's Beds
- Furniture Depot
- GEM Theatre
- Harrisburg Hometown Pharmacy
- Hartsell Funeral Home
- JA Fisher
- Moss & Moore
- Old Courthouse Theatre
- Whitley's Funeral Home
- Wilkinson Funeral Home

Cabarrus Here Now.

Public Hearing Notice

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All interested persons are invited to attend and participate in the Public Hearing. For more information, please call 704.633.6633. Stanley E. Wilson, Executive Director

SUPPORT LETTERS

SRCAA-CSBG

2014-2015

HOUSING
AUTHORITY of the city of
SALISBURY, N.C.

SAM FOUST, EXECUTIVE DIRECTOR

ADMINISTRATIVE OFFICES, 200 S. MLK JR. AVE • POST OFFICE BOX 159 • SALISBURY, NC 28145-0159 • (704) 636-1410

November 7, 2013

North Carolina Department of Health and Human Services
Office of Economic Opportunity
Verna P. Best, Director
2420 Mail Service
Raleigh, NC 27699-2420

Dear Mr. Wilson:

As the Executive Director of the Housing Authority of the City of Salisbury, I would like to express my strong support of the Salisbury-Rowan Community Action Agency's application for a CSBG Grant.

A total of two hundred and thirty-five (235) families in Salisbury and Rowan County are living below the poverty-level and are currently on our wait list. Our Family Self-Sufficiency program promotes resident self-sufficiency by providing training, education, and monetary assistance to families aspiring to be self-sufficient.

In an effort to mutually promote economic self-sufficiency opportunities for low to moderate income families, Salisbury Housing Authority and Salisbury-Rowan Community Action Agency entered into a Memorandum of Understanding (MOU). The purpose of the MOU is to provide additional resources for in common clients such as housing, financial support, transportation, education, child care, health related needs and family development services to assist with becoming more self-sufficient.

Therefore, I am supportive of the opportunities the CSBG provides with this grant. I strongly recommend the awarding of this grant to the Salisbury-Rowan Community Action Agency.

Please contact me at 704-636-1410, extension 126, if additional information is required.

Sincerely,

HOUSING AUTHORITY OF THE
CITY OF SALISBURY, N.C.



Sam Foust
Executive Director

November 11, 2013

Rosa L. Adkins, Manager
Goodwill Industries, NWNC
1923 South Main Street
Salisbury, NC 28145

Verna Best, Director
Office of Economic Opportunity
NC Department of Health and Human Services
2420 Mail Service Center
Raleigh, NC 27699-2420

Re: Letter of Support

Dear Ms. Best:

As Manager of Goodwill Career Connections located in Salisbury, NC, I am pleased to express our support for The Salisbury Rowan Community Action Agency's Community Services Block Grant, Self Sufficiency Program, a program that like Goodwill Career Connections supports and gives encouragement to the residents of Rowan and Cabarrus County.

Goodwill Career Connections value our partnership with the Salisbury Rowan Community Action Agency, and feel that the Self-Sufficiency Program plays a vital role in the community by helping families identify strengths and barriers, while giving support with obtaining and maintaining employment, safe, affordable housing, child care, health care needs, transportation, attending and completing education and/or vocational training, and making the best use of their available income.

In conclusion, Goodwill Career Connections fully support the efforts of the Self-Sufficiency program and by supporting our civic and business partners, as well as our community members, we can enhance the outreach of organizations such as the Salisbury Rowan Community Action Agency, Inc. that enrich the quality-of-life of residents in our community.

Sincerely,

Rosa L. Adkins

Rosa L. Adkins
Goodwill Industries Northwest NC
Salisbury Career Connections Manager

"We create opportunities for people to enhance their lives through training, workforce development services and collaboration with other community organizations"



For more information on
Goodwill's BACs, visit
www.GoodwillBAC.org.



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Stay connected! Join
the BAC LinkedIn Group at
<http://linkd.in/GoodwillBAC>



KANNAPOLIS

November 11, 2013

Verna Best, Director
Office of Economic Opportunity
NC Department of Health and Human Services
2420 Mail Service Center
Raleigh, NC 27699-2420

Dear Ms. Best:

As the Community Development Program Administrator for the City of Kannapolis, I am pleased to express my support for The Salisbury-Rowan Community Action Agency's Community Services Block Grant, Self-Sufficiency Program. A program such as the Community Action Agency supports and gives encouragement to residents of Rowan and Cabarrus County.

The City of Kannapolis values its partnership with the Salisbury-Rowan Community Action Agency because the Self-Sufficiency Program plays a vital role in the community by helping families identify their strengths and barriers. The agency offers support to help individuals obtain and maintain employment, provide safe, affordable housing, childcare, health care needs, transportation, attend and complete educational and/or vocational training, and makes the best use of their available income.

The City of Kannapolis fully supports the efforts of the Self-Sufficiency Program. Should you have any questions or need additional information, please feel free to contact us at (704) 920-4332.

Sincerely,


Sherry B. Gordon

Community Development Program Administrator

246 Oak Avenue

T 704.920.4332

P.O. Box 1199

F 704.933.7463

Kannapolis, NC 28082

www.cityofkannapolis.com



Salisbury Community Development Corporation

November 20, 2013

Verna P. Best, MSA
N.C. Department of Health and Human Services
Director – Office of Economic Opportunity
820 S. Boylan Avenue – Hargrove Building
2420 Mail Service Center
Raleigh, North Carolina 27699

Dear Ms. Best

The Salisbury CDC strongly supports the Salisbury-Rowan Community Action Agency's 2014-2015 Community Services Block grant application. The SRCAA's programs are critical to Rowan County and specifically the West End neighborhood.

The Salisbury CDC has been a partner of the Salisbury-Rowan Community Action Agency, Inc. (SRCAA) for a number of years. Our collaboration continues to help support and strengthen low-income residents in Rowan County.

If I can answer any questions or provide additional information, please do not hesitate to contact me.

Sincerely

Chanaka Yatawara
Executive Director

COMMISSIONERS MEETING DOCUMENTATIONS

Need

- CERTIFIED DOCUMENTS FROM COUNTY CLERK
 - Commissioners' comments or minutes



Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Salisbury Rowan Community Action Agency

County: Cabarrus

Date of Application Submission:

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO January 31, 2014.

Clerk to the Board should initial all items below.

- The agency submitted a complete grant application for Commissioner review.
The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.
Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Witness/Notary

Date



Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b) (1) (A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Salisbury Rowan Community Action Agency

County: Rowan

Date of Application Submission:

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO January 31, 2014.

Clerk to the Board should initial all items below.

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The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.
Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Witness/Notary

Date

CONFLICT OF INTEREST POLICY AND AGREEMENT FOR DIRECTORS AND STAFF OF THE COMMUNITY ACTION AGENCY¹

It is important for Community Action Agency ("CAA") Directors and Staff to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur in the course of conducting the affairs of CAA and that the appearance of conflict can be troublesome even if there is in fact no conflict whatsoever. Conflicts occur because the many persons associated with CAA should be expected to have, and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. In these situations a person will sometimes owe identical duties of loyalty to two or more organizations.

Conflicts are undesirable because they potentially or apparently place the interests of others ahead of CAA's obligations to its charitable purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long range best interests of CAA do not require the termination of all association with persons who may have real or apparent conflicts that are harmless to all individuals or entities involved.

Therefore, because CAA's Directors and Staff may be involved with other organizations that may have business dealings or affiliations with or seek grants from CAA, the following general principles have been established:

1. Each member of the Board of Directors and the Staff of CAA has a duty of loyalty to CAA. The duty of loyalty generally requires a Director or staff member to prefer the interests of CAA over the director's/staff's interest or the interests of others. In addition, Directors and staff of CAA shall avoid acts of self-dealing which may adversely affect the tax-exempt status of CAA or cause there to arise any sanction or penalty by a governmental authority.
2. In the event any Director or a member of his or her family has a personal or business interest in, or is involved in any way with, an organization with which the Board is considering a grant request or business contract, such interest or involvement shall be disclosed to the Board. In such event, the interested Director shall neither vote nor participate in the discussion of the matter. The interested Director shall be excused from the actual discussion and presence at that portion of the meeting when the matter giving rise to the apparent conflict is discussed. However, any Director who is excluded from voting or presence pursuant to this policy may answer pertinent questions of other Directors and be present when the interested Director's knowledge regarding the matter will assist the Board.
3. The minutes of the meeting shall indicate that the interested Director disclosed the interest or involvement in the matter being considered by the board, recused herself/himself from the discussion, and abstained from voting on the matter.
4. Employees and Board Members are not allowed to personally, financially or materially gain or benefit from their relationship with Salisbury Rowan Community Action Agency Inc, (hereinafter SRCAA Inc.) and an agency business relationship. Employees are responsible for avoiding any and all known and discovered conflict of interest situations.
5. Employees and Board Members who are in a fiduciary position, who have the apparent or actual authority to make contractual decisions regarding business contracts that relate to the operation of SRCAA Inc., are prohibited from accepting gifts, contributions, current or future monetary exchanges or anything of value in exchange for contractual agreements.

¹ Provided to CAPLAW by Joel Kaleva, Esq., of Crowley, Haughey, Hanson, Toole & Dietrich in Helena, Montana. 406-449-4165

6. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees and board members have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to Executive Director of S-RCAA, Inc. as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
7. Personal gain is when an employee, board member or their relative owns a significant percentage in a firm that does business with S-RCAA. Additionally, personal gain is when an employee, board member or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving S-RCAA, Inc.
8. Violation of this policy will result in termination of employment with the Salisbury Rowan Community Action Agency Inc. All persons who represent SRCAA Inc., (employees, board members, volunteers, and program participants, shall be governed by this policy.)

I HAVE READ AND UNDERSTAND THE FOREGOING CONFLICT OF INTEREST POLICY AND AGREEMENT, I AGREE TO ITS TERMS, AND MY ACTIONS HAVE BEEN AND WILL CONTINUE TO BE GUIDED THEREBY.

Salisbury-Rowan Community Action Agency, Inc.

Director's Name (Print)

Employee's Name (Print)

Director's Signature

Employee's Signature

Date

Date

Contracts And Leases

NORTH CAROLINA

LEASE

CABARRUS COUNTY

THIS LEASE AND AGREEMENT made and entered into this 7th day of November, 2012, by and between **Farrar Griggs, Jr.**, of Cabarrus County, North Carolina (hereinafter referred to as **LESSOR**) and **Salisbury-Rowan Community Action Agency, Inc.**, a North Carolina Non-Profit Corporation, of Rowan County, North Carolina (hereinafter referred to as **LESSEE**):

WITNESSETH:

LESSOR hereby leases unto LESSEE certain premises hereinafter described, subject to the terms and conditions hereinafter set forth, said LESSEE accepting the lease and covenanting to observe such terms and conditions.

1. **DEMISED PREMISES:**

The property leased is described as that office duplex space bearing an address of **1413 Sedan Avenue**, Kannapolis, NC 28083 and consisting of a private ½ bathroom, three executive offices, a reception area and clerical office and a conference room, and excepting that vault space contained therein, which is retained for use by LESSOR. LESSEE shall also have shared access for its employees to the kitchen/break room. An outline of the space is attached as Exhibit A.

TO HAVE AND TO HOLD said premises under this Lease under the following terms and conditions:

2. **TERM:**

LESSOR shall lease the property to LESSEE, together with all the appurtenances, rights, privileges, and easements thereunto belonging or in any wise appertaining, which leasehold interest shall be subject to such easements and rights of way as exist at the time of execution of this Agreement. The specific term of the lease shall be as follows:

- (a) **Term.** This lease shall begin as of the **1st day of December, 2012**, and shall exist for a period of **two years** to and including the **30th day of November, 2014**.

LESSEE shall continuously maintain and pay the premiums upon a policy of fire insurance and extended coverage insurance to the full insurable value of the improvements.

- (a) If, at any time during the term of this lease, or an extension hereof, the building situated on the demised premises is destroyed or damaged to the extent of seventy-five percent (75%) of its value by fire, windstorm, or other occurrence not due to natural wear and tear, either party shall have the right by giving written notice to the other party of its intention to terminate this lease and any renewal of it, such notice to be given within ten (10) days after such damage occurs, and thereupon the rights of the parties hereto shall be the same as if the period of the lease had expired upon the date of the giving of such notice, provided that the right of LESSEE to so terminate shall be contingent upon the occurrence not being due to the negligence of or intentional act or omission of LESSEE. In the event of any destruction or damage to the building from any such cause at any time during the term of this lease or any renewal of it, LESSOR shall, unless LESSOR or LESSEE shall elect to surrender and terminate this lease or any renewal thereof as hereinabove provided, promptly rebuild and restore the building to its original conditions by using the proceeds of the insurance policies insuring the value of the building as opposed to its contents, provided that the obligation and liability of LESSOR to rebuild the building shall be limited to the use of the proceeds of the insurance policies insuring the value of the building and LESSOR shall not be obligated to use any monies from any other source.
- (b) There shall be no liability upon LESSEE, its successors or assigns, for any rent payable under the terms of this Agreement so long as LESSEE shall be unable to occupy and use said building for the operation of its business by reason of any destruction or damage to the building or other improvements upon the premises not due to the negligent act or omission of LESSEE. If, after such destruction or damage, and before the completion of such repairs and restoration of such building. LESSEE

when caused by delivery trucks delivering merchandise to be used by LESSEE, nor for glass breakage or for door or window repair, upkeep or replacement, nor for interior ceiling, lighting or interior wall repair, upkeep or maintenance. LESSOR shall be responsible for maintenance, repair and replacement of heating, air conditioning, plumbing or electrical systems.

LESSEE shall make no non-structural alterations of the demised premises without the prior written consent of LESSOR. Where such consent is given, said non-structural alterations are to be made in a workmanlike manner without damage to the demised premises. In no event shall any structural alterations be made by LESSEE without the prior written consent of LESSOR.

LESSEE may erect on the premises such signage as is permitted by applicable law, and may remove the same at the expiration of this lease, subject to paragraph 9, herein. LESSEE may use the sign pole currently erected on the premises.

LESSEE shall promptly pay all contractors and materialmen hired by LESSEE to furnish any labor or materials. Should any lien be filed, LESSEE shall bond against or discharge same within ten (10) days after written request by LESSOR.

All permanent alterations or improvements made to the demised premises by LESSEE shall become the property of the LESSOR upon the termination of this lease.

11. **REMOVAL OF FURNITURE, EQUIPMENT AND PERSONAL PROPERTY:**

All furnishings, equipment, and personal property installed in the demised premises by LESSEE may be removed at any time during or at the expiration or termination of this lease, provided that, after removal, the premises are restored to the condition at least as good as before the installation of the same.

12. **ASSIGNMENT AND SUBLETTING:**

LESSEE shall not assign the premises in whole or in part without the prior written consent of the LESSOR, and shall thereafter continue to remain responsible primarily for payment of rental as required by this lease.

13. **DEFAULT:**

In case of default by the LESSEE in any of the covenants on its part herein contained, LESSOR may enforce performance of this lease in any manner provided by

17. HOLD HARMLESS COVENANT; INDEMNITY:

LESSEE agrees to provide and maintain a policy of general liability insurance with a company reasonably acceptable to LESSOR, with limits of **\$1,000,000.00** for injury to persons and **\$1,000,000.00** for damage to property, which policy shall name LESSOR as an additional insured. LESSEE shall promptly deliver to LESSOR certificates for such insurance. If LESSEE carries a blanket policy covering the demised premises, LESSEE may furnish to LESSOR a certificate of its insuring company that such demised premises are covered by such blanket policy.

In any event, LESSEE agrees to be fully responsible and shall indemnify, save and hold LESSOR harmless from all liabilities resulting from the use of the demised premises by LESSEE.

18. CONDEMNATION:

If any part of the demised premises should be lawfully condemned, the award in condemnation shall be shared by LESSOR and LESSEE as their interest may appear, and in the event that they are unable to agree on a division of the award or on abatement of rent because of the space so taken, the matter shall be submitted to arbitration in the County of Cabarrus, State of North Carolina, in accordance with the rules of the American Arbitration Association then in force for the determination of the respective fair market value of LESSOR'S interest and LESSEE'S interest and the reasonable amount of any abatement in rent.

19. LEASE BINDING ON HEIRS; MODIFICATION:

All covenants and agreements herein made shall extend to and be binding upon the successors in interest, and assigns of both LESSOR and LESSEE, and no modification of this lease shall be binding unless evidenced by an agreement in writing signed by LESSOR and LESSEE. This writing contains the entire agreement of the parties.

NORTH CAROLINA

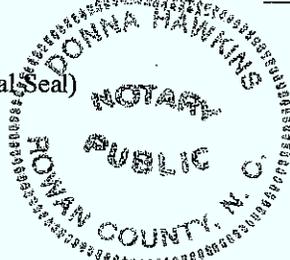
CABARRUS COUNTY

I, Donna Hawkins, a Notary Public of the County and State aforesaid, do hereby certify that **Farrar Griggs, Jr.**, LESSOR, either being personally known to me or proven by satisfactory evidence, personally appeared before me this day and acknowledged the voluntary due execution of the foregoing instrument by him for the purposes stated therein. Witness my hand and official stamp or seal, this 9th day of November, 2012.

My Commission Expires: 4-13-17

Donna Hawkins
Notary Public

(Official Seal)



NORTH CAROLINA

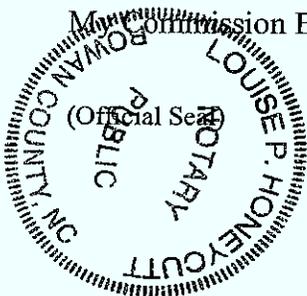
ROWAN COUNTY

I, Louise P. Honeycutt, a Notary Public of the County and State aforesaid, do hereby certify that **William P. Kennedy**, in his capacity as Board Chair, Salisbury-Rowan Community Action Agency, Inc., LESSEE, either being personally known to me or proven by satisfactory evidence, personally appeared before me this day and acknowledged the voluntary due execution of the foregoing instrument by him for the purposes stated therein. Witness my hand and official stamp or seal, this 8th day of November, 2012.

My Commission Expires: 3/27/2015

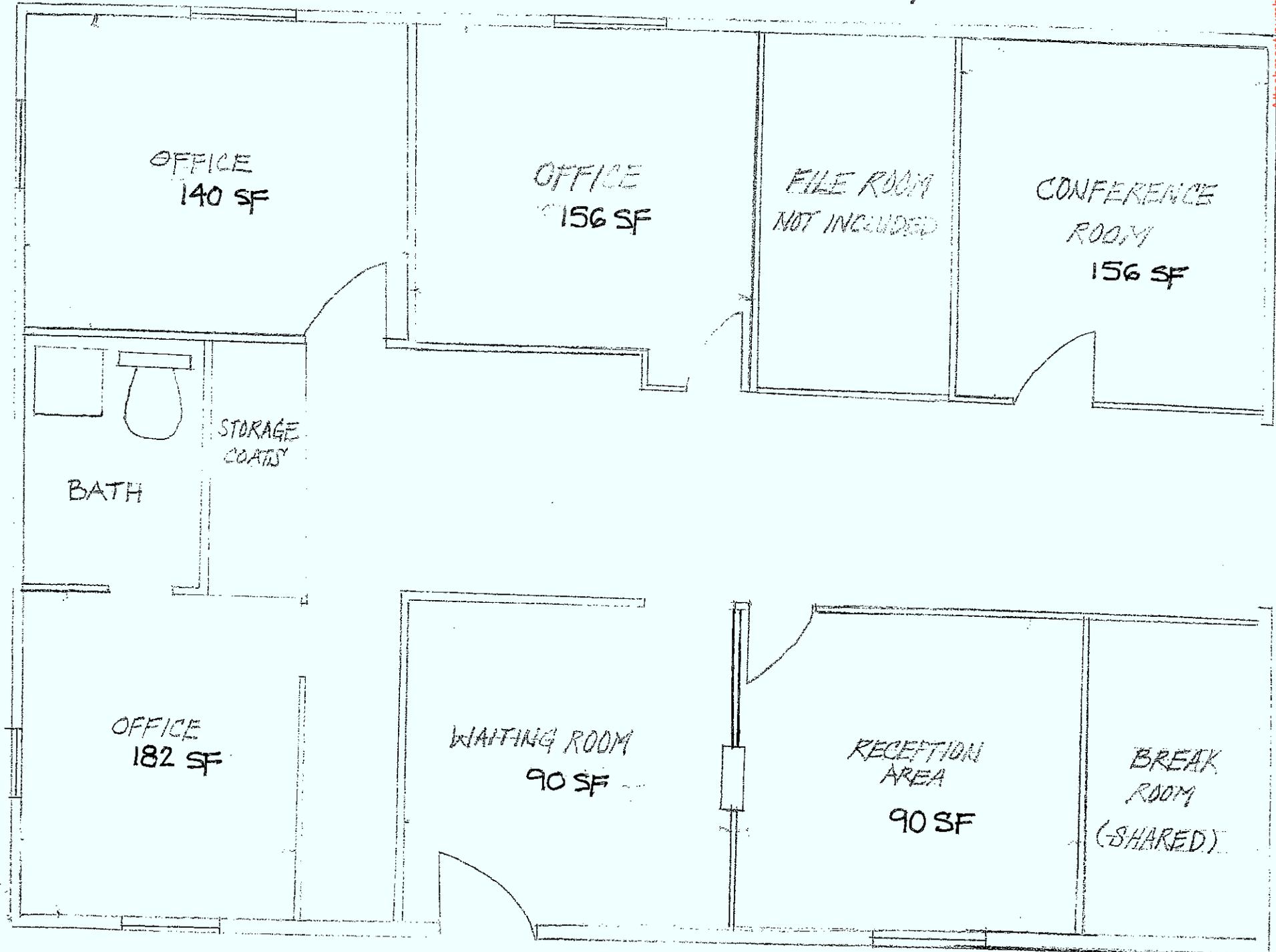
Louise P. Honeycutt
Notary Public

(Official Seal)



LEASE AGREEMENT ATTACHMENT
COACH STREET PROPERTY

Attachment number 2



CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

New Business

SUBJECT:

County Manager - Foundation Repair on Mt. Pleasant Emergency Communications Tower

BRIEF SUMMARY:

It has been determined that the foundation for the Mt. Pleasant Emergency Communications Tower needs major repairs and enhancement. The cost of the work will be split by Cabarrus County and private providers with space leased on that tower. All work will be managed by the County and engineering consultants hired for that purpose. All costs for this project will be paid from the Construction & Renovation Fund set up to pay for telecommunications equipment and partially funded by rental receipts for this tower. This work must be done as soon as possible to ensure the integrity of the structure.

REQUESTED ACTION:

Motion to approve an expansion of the existing contract with Professional Resources & Services (PRS).

Motion to approve the attached budget amendment to the Construction & Renovation Fund.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Jonathan B. Marshall, Deputy County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS

[Budegt Amendment](#)

[Price Quote from PRS](#)

Date: 12/6/2013

Amount: \$146,545.00

Dept. Head: Susan Fearington, Asst. Finance Director

Department: Construction & Renovation Fund

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

Purpose:

Radio tower fees are being collected from three cellular companies that occupy space on the Communications tower located at Mt. Pleasant High School. This budget amendment increases the Tower Rental Fee revenue account and corresponding Equipment expenditure account to the estimated revenue that will be collected through June 30, 2014. Approximately \$88,000 is collected annually and recorded in the multi-year Construction and Renovation Fund. Foundation repairs are being made on the Mt. Pleasant Emergency Communications Tower. The costs for the project will be paid from the Construction & Renovations Fund. The costs will be split between Cabarrus County and private providers. This budget amendment records the contribution from the providers.

Account Number	Account Name	Approved Budget	Inc Amount	Dec Amount	Revised Budget
34362740-6614	Rental Fees - Tower	\$321,592.00	\$96,545.00		\$418,137.00
34362740-6805-COST	Construction Cost Shar	\$0.00	\$50,000.00		\$50,000.00
34392740-9331	Equipment	\$1,586,726.08	\$146,545.00		\$1,733,271.08
Total					

Budget Officer

- Approved
- Denied

County Manager

- Approved
- Denied

Board of Commissioners

- Approved
- Denied

Signature

Signature

Signature

Date

Date

Date



Professional Resources & Services, Inc.

**549 Webb Road
 Concord, NC 28025
 Office (704)784-4449 * Fax (704)784-4451**

Pricing Quote

Date	Estimate #
12/10/2013	3397

Name / Address
Jody Johnson Cabarrus County P.O. Box 525 Concord, NC 28026-0525

Terms	Rep	Project	Site Address	Site ID	
Net 10 days		MP Structural Modif...	600 Walker Road, Mount Pleasan	Mt. Pleasant	
Item	Description		Qty	Cost	Total
	Site Name: Mount Pleasant Tower				
	Site Address: 700 Walker St, Mt. Pleasant, NC				
	SOW: Foundation Upgrade Project Management				
STRUCTURAL	Foundation Work to be done by GC Piedmont Asphalt - Pass Through		1	99,150.00	99,150.00
Structural Analysis	Foundation Upgrade Inspections by TEP - Pass Through		1	7,000.00	7,000.00
Project Management	Project Coordination, Field Project Management - Sylvie Langevin's Time - Estimated Through March 2013. Charged hourly rate of \$75/hr. Only actual hours will be charged.		1	24,000.00	24,000.00
<i>Thank You for your business!!</i>			Subtotal		\$130,150.00
<i>Insurance: PRS is a fully insured company, we carry all required workman's compensation for all employees. Please visit our Website @http://www.prswireless.com</i>			Sales Tax (7.0%)		\$0.00
			Total		\$130,150.00

This Quote is good for 90 days

Accepted By: _____

ADDITION

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Appointments to Boards and Committees

SUBJECT:

Appointment of Firemen's Relief Fund Trustees

BRIEF SUMMARY:

The following trustees request to be reappointed to serve as Firemen's Relief Fund Trustees for two-year terms ending January 31, 2016: Allen - Jimmy Morgan; Cold Water - John Walker; Flowe's Store - Tommy Lowder; Harrisburg - Lee Connor; Midland - Joe Eudy; Mt. Mitchell - Bobby Kanipe; Mt. Pleasant - Del Eudy; Odell - Jacob Williams; Rimer - Earlene Cox.

The following trustees request to be appointed to serve as Firemen's Relief Fund Trustees for two-year terms ending January 31, 2016: Georgeville - Nicole Beaver; Northeast - Richard E. Earnhardt.

The following trustees resigned their position and the appointees to fill the unexpired term ending January 31, 2015, are: Midland - Clyde Kuntz resigning, appointing Darrell Page; Mt. Pleasant - Rick Burleyson resigning, appointing James Sells. Letters of resignation attached.

REQUESTED ACTION:

Motion to reappoint: Allen - Jimmy Morgan; Cold Water - John Walker; Flowe's Store - Tommy Lowder; Harrisburg - Lee Connor; Midland - Joe Eudy; Mt. Pleasant - Del Eudy; Mt. Mitchell - Bobby Kanipe; Odell - Jacob Williams; Rimer - Earlene Cox; to serve as Firemen's Relief Fund Trustees for a two-year term ending January 31, 2016.

Motion to appoint: Georgeville - Nicole Beaver; Northeast - Richard E. Earnhardt; to serve as Firemen's Relief Fund Trustees for a two-year term ending January 31, 2016.

Motion to appoint Darrell Page, Midland and James Sells, Mount Pleasant Rural, to serve as Firemen's Relief Fund Trustees to complete unexpired terms ending January 31, 2015.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Steven M. Langer, Fire Marshal

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS

[Firemen's Relief Trustees](#)

MEMORANDUM

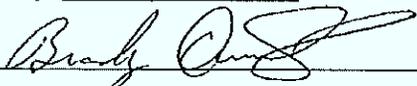
DATE: 09/11/2013
TO: Cabarrus County Board of Commissioners
FROM: Bradley Overcash, Mt. Pleasant Fire Department
SUBJECT: Mt. Pleasant Fire Department Firemen's Relief Fund Trustee
Appointed by the Cabarrus County Board of Commissioners

This is to notify the Cabarrus County Board of Commissioners that Rick Burleyson has resigned as trustee for the above position. As Fire Chief, I am recommending that this resignation be accepted and James Sells be appointed to serve as replacement for this position.

Signature of Resigning Trustee: _____

Please check this box if the resigning trustee could not be reached for his/her signature.

Fire Chief Name (Printed): Bradley Overcash

Fire Chief Signature: 

MEMORANDUM

DATE: 10-09-2013
TO: Cabarrus County Board of Commissioners
FROM: Midland Volunteer Fire and Rescue, Inc.
SUBJECT: Midland Fire Department Firemen's Relief Fund Trustee
Appointed by the Cabarrus County Board of Commissioners

This is to notify the Cabarrus County Board of Commissioners that Clyde Kuntz has resigned as trustee for the above position. As Fire Chief, I am recommending that this resignation be accepted and Darrell Page be appointed to serve as replacement for this position.

Signature of Resigning Trustee: _____

Please check this box if the resigning trustee could not be reached for his/her signature.

Fire Chief Name (Printed): Allen Burnette

Fire Chief Signature: 



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Appointments to Boards and Committees

SUBJECT:

Appointments - Active Living and Parks Commission

BRIEF SUMMARY:

At the November 21, 2013 Active Living and Parks Commission meeting, the Commission voted unanimously to recommend the reappointment of John DeVitto "Eastern Area" and Gina Lowery "Concord Area" to the Active Living and Parks Commission for three-year terms ending January 31, 2017.

REQUESTED ACTION:

Motion to reappoint John DeVitto "Eastern Area" and Gina Lowery "Concord Area" to the Cabarrus County Active Living and Parks Commission for three-year terms ending January 31, 2017.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Londa Strong, Active Living and Parks Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS

- [Roster](#)
 - [Applications on File](#)
-

Active Living and Parks Commission

3-Year Terms
11-Member Commission

<u>APPOINTEE</u>	<u>PLANNING AREAS</u>	<u>DATE OF APPOINTMENT</u>
Gina Lowery 713 Ideal Drive Concord, NC 28025	Concord	APPOINTMENT: 02/21/11 TERM EXPIRING: 01/31/14
John DeVitto 6390 Cress Road Concord, NC 28025	Eastern	APPOINTMENT: 02/21/11 TERM EXPIRING: 01/31/14
Mike Plowman 7425 Millbrook Road Harrisburg, NC 28075	Senior Centers Advisory Committee Member	APPOINTMENT: 04/15/13 TERM EXPIRING: 01/31/16
Blake Kiger 9803 Scheer Court Harrisburg, NC 28075	Cabarrus School Board	APPOINTMENT: 02/21/11 (unexpired term) REAPPOINTMENT: 02/20/12 TERM EXPIRING: 01/31/15
Donnie Eugene Broome 835 Rubens Court Concord, NC 28027	Central	APPOINTMENT: 03/16/09 REAPPOINTMENT: 02/21/11 REAPPOINTMENT: 02/20/12 TERM EXPIRING: 01/31/15
Martha Macon 1619 Eastwood Drive Kannapolis, NC 28083	Kannapolis	APPOINTMENT: 02/20/12 TERM EXPIRING: 01/31/15
John Parker 4580 Miami Church Road Concord, NC 28025	At-Large	APPOINTMENT: 11/17/08 (unexpired term) REAPPOINTMENT: 02/15/10 REAPPOINTMENT: 02/18/13 TERM EXPIRING: 01/31/16
Danita Rickard 1501 Meadow Avenue Kannapolis, NC 28083	Kannapolis School Board	APPOINTMENT: 02/20/12 TERM EXPIRING: 01/31/15
Andy Coley 2735 Parks Lafferty Road Concord, NC 28025	Midland	APPOINTMENT: 02/18/13 TERM EXPIRING: 01/31/16

Tracy T. Broome 4939 Copper Creek Trail Kannapolis, NC 28081	Northwest Cabarrus	APPOINTMENT: 02/15/10 REAPPOINTMENT: 02/18/13 TERM EXPIRING: 01/31/16
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Scott Brown 6052 Roseway Court Harrisburg, NC 28075	Harrisburg	APPOINTMENT: 02/20/12 TERM EXPIRING: 01/31/15
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Commissioner Larry Burrage is the liaison.

Note: The Board approved the reorganization of the Parks and Recreation Commission on August 21, 2006, converting the Commission from townships to geographic planning areas. Further, two additional positions were created for the Midland and Harrisburg planning areas.

Note: The Parks Commission meets on the 3rd Thursday of the month at the Governmental Center (Multipurpose Room) at 6:00 p.m.

Note: The Parks Commission adopted new Bylaws at its October 18, 2012 meeting. The name was changed to Active Living and Parks Commission and according to the Bylaws, Article IV Section 2, the Active Living and Parks Commission shall be composed of ten (10) Cabarrus County Citizens, one (1) Sr. Centers Advisory Council Member, and one (1) representative from the Cabarrus County board of Commissioners serving as a non-voting liaison.

At the October 18, 2012 Active Living and Parks Commission meeting, new by-laws were adopted.

**Active Living and Parks Commission
Applications on File
December 3, 2013**

John DeVitto*	6390 Cress Road	Concord, NC 28025
Michael Kirby	8020 Cotton Street	Harrisburg, NC 28075
Phillip Linker	5220 Old Concord Salisbury Road	Kannapolis, NC 28083
Gina Lowery*	713 Ideal Drive	Concord, NC 28025

*Current member

ADDITION

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Appointments to Boards and Committees

SUBJECT:

Appointments - Human Services Advisory Board

BRIEF SUMMARY:

Appointments are needed for the Human Services Advisory Board. This advisory board is appointed by the Board of Commissioners to advocate, advise and consult regarding services within the Department of Human Services. The board is composed of five members who are appointed for three-year terms. In the first year of its organization, the terms will be staggered with three members appointed to three-year terms and two members appointed to two-year terms.

REQUESTED ACTION:

Motion to appoint members to the Human Services Advisory Board.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS

- [Adopted Resolution](#)
 - [Website Advertisement](#)
 - [Applications on File](#)
-

**RESOLUTION OF THE CABARRUS COUNTY
BOARD OF COMMISSIONERS CREATING A CONSOLIDATED
HUMAN SERVICES AGENCY WHICH THE BOARD OF
COMMISSIONERS WILL GOVERN AND RELATED ACTIONS**

WHEREAS, the Cabarrus County Board of Commissioners (“Board”) and Cabarrus County staff have spent considerable time analyzing and evaluating the provision of services to the residents of Cabarrus County by the County’s existing Department of Transportation, its Department of Aging and its Department of Social Services.

WHEREAS, this analysis and evaluation has led to the conclusion by the Board that the provision of County transportation services, aging services and social services can more effectively and economically be delivered if these County departments were consolidated.

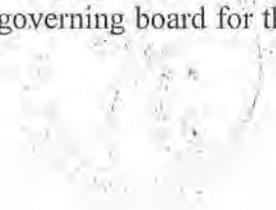
WHEREAS, part of the reason for this conclusion is that the existing services presently provided by the Department of Transportation, the Department of Aging and the Department of Social Services are complementary and occasionally overlapping, so that having an integrated management and serviceability structure would eliminate any overlap and better allow the coordination of the services of these departments.

WHEREAS, the provision of N.C. Gen. Stat. §153A-77 set forth specific rules and procedures for creating a consolidated human services agency and providing for the governance of that agency.

WHEREAS, these provisions of N.C. Gen. Stat. §153A-77 require that a public hearing be held by the Board after 30 days prior published notice as required by law. This Board duly voted to call for a public hearing at its May 6, 2013 work session and set the public hearing for its June 17, 2013 regular meeting. The notice of the public hearing was duly published as required by law.

WHEREAS, based on the evaluation and analysis of the Board and County staff, at the time of calling for the public hearing, the Board contemplated taking the following sequential actions:

- a) abolishing the Cabarrus County Board of Social Services; and
- b) creating a consolidated human services agency, consisting of the existing County Departments of Transportation, Aging and Social Services; and
- c) appointing the Board to serve as the governing board for this consolidated human services agency.



WHEREAS, the Board combined input from the public at its June 17, 2013 regular meeting, reviewed the recommendations of County staff and deliberated in open session concerning the relative merits of consolidation of the Transportation, Aging and Social Services Departments.

Based on the foregoing statements and considerations, IT IS HEREBY RESOLVED BY THE CABARRUS COUNTY BOARD OF COMMISSIONERS by majority vote as follows:

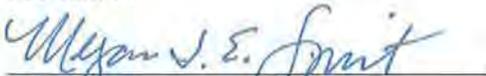
1. The existing Cabarrus County Board of Social Services is abolished, effective July 1, 2013, with thanks to the existing members of that board for their services; and
2. A County (consolidated) Human Services Agency is hereby created, consisting of the employees of the existing Department of Social Services, the Department of Aging and the Department of Transportation, with consolidation of these three departments to be effective July 1, 2013; and
3. The governing body for this (consolidated) Human Services Agency will be the Board of Commissioners of Cabarrus County, to be effective July 1, 2013; and
4. The appointment of an advisory board to the new Human Services Agency will be considered at a later date.

DATED this 17th day of June, 2013.

CABARRUS COUNTY
BOARD OF COMMISSIONERS


Elizabeth F. Poole, Chair

ATTEST:


Megan I. E. Smit, Clerk to the Board





Human Services Advisory Board – Applicants Needed

The Cabarrus County Board of Commissioners is seeking applicants for five (5) positions on the Human Services Advisory Board. Applicants must reside in Cabarrus County and not own or be married to an owner of an adult care home in North Carolina. Candidates must be able to attend regular monthly meetings, special meetings and other agency events and trainings as required. Residents of Cabarrus County are urged to apply for membership. Appointment applications are available at the County Manager's Office, may be downloaded from the County's website at www.cabarruscounty.us or may be requested by calling 704-920-2100.

For additional information, please contact Megan Smit, Clerk to the Board at 704-920-2109.

Posted July 15, 2013

Human Services Advisory Board

Applications on File
November 21, 2013

Betty Babb*	590 Westwood Drive	Kannapolis, NC 28081
Cedric Bass	1908 Duke Adam Street	Kannapolis, NC 28083
Anna Cain	12 Cabarrus Avenue East	Concord, NC 28025
Kay Scott	P.O. Box 502	Mt. Pleasant, NC 28124
Diamond Staton-Williams	6626 Burkwood Court	Harrisburg, NC 28075
Mary Stewart**	364 Spring Street	Concord, NC 28025
Eric Williamson	P.O. Box 936	Concord, NC 28026

*Serves on Home and Community Care Block Grant Committee

**Serves on the Adult Care Home Community Advisory Committee



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Appointments to Boards and Committees

SUBJECT:

Appointments - Juvenile Crime Prevention Council (JCPC)

BRIEF SUMMARY:

An application has been submitted for the Juvenile Crime Prevention Council (JCPC) from Rodney Harrison, II, a student at Cox Mill High School. At its November 20, 2013, the JCPC met and voted to nominate Mr. Harrison to the JCPC to fill the Cabarrus County Schools (CCS) position on the Council.

REQUESTED ACTION:

Motion to appoint Rodney Harrison, II to the JCPC as the Cabarrus County Schools representative to complete an unexpired term ending June 30, 2014.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS

- [Roster](#)
 - [Applications on File](#)
-

JUVENILE CRIME PREVENTION COUNCIL
2-Year Terms

<u>Appointee</u>	<u>Representing</u>	<u>Term of Appointment</u>
(1) Susan Burns Cabarrus County Schools P. O. Box 388 Concord, NC 28025	School Superintendent (Designee)	Appointment: 09/17/07 Reappointment: 09/22/08 Reappointment: 09/20/10 Reappointment: 08/20/12 Term Ending: 09/30/14
(2) David Zienka 314 S. Main Street Kannapolis, NC 28081	Police Chief (designee)	Appointment: 10/15/12 Reappointment: 09/16/13 Term Ending: 09/30/15
(3) LuAnn Andrews Sheriff's Department 2751 Wheatfield Place Concord, NC 28025	Sheriff (or designee)	Appointment: 07/20/09 (unexpired term) Reappointment: 09/20/10 Reappointment: 08/20/12 Term Ending: 09/30/14
(4) Megan Baumgardner 7120 Macedonia Ch. Rd. Concord, NC 28027	District Attorney (or designee)	Appointment: 01/19/10 (unexpired term) Reappointment: 06/21/10 Reappointment: 06/18/12 Term Ending: 06/30/14
(5) Emily Coltrane Juvenile Court Services P. O. Box 70 Concord, NC 28026-0070	Chief Court Counselor (Designee)	Appointment: 08/20/12^^ Term Ending: 09/30/14
(6) LaShay Avery 245 LePhillip Court NE Concord, NC 28025	Area Mental Health Director (Designee)	Appointment: 09/16/13 (unexpired term) Term Ending: 09/30/14
(7) Jane Cauthen Department of Social Services 1303 S. Cannon Boulevard Kannapolis, NC 28083 <i>(exception to appt. policy)</i>	DSS Director (Designee)	Appointment: 10/17/05 Reappointment: 09/17/07 Reappointment: 09/21/09 Reappointment: 09/19/11* Reappointment: 09/16/13* Term Ending: 09/30/15
(8) Susan Fearington P. O. Box 707 Concord, NC 28026-0707	County Manager (or Designee)	Appointment: 08/20/12 (unexpired term) Reappointment: 09/16/13 Term Ending: 09/30/15
(9) Katherine Fitzgerald 109 S East Avenue Kannapolis, NC 28083	Substance Abuse Professional	Appointment: 05/16/11 Reappointment: 07/15/13 Term Ending: 06/30/15

(10)	Steven Ayers 296 Trillium Street Concord, NC 28027	Member of Faith Community	Appointment: 09/19/11 Reappointment: 09/16/13 Term Ending: 09/30/15
(11)	Steve Morris P. O. Box 707 Concord, NC 28026	County Commissioner	Appointment: 12/17/12 Term Ending: 12/31/13
(12a)	Vacant	Student < 18 CCS	Appointment: Term Ending: 06/30/14
(12b)	Vacant	Student <18 KCS	Appointment: Term Ending:
(13)	Vacant	Juvenile Defense Attorney	Appointment: Term Ending: 06/30/13
(14)	Judge Brent Cloninger County Courthouse P. O. Box 70 Concord, NC 28026-0070	Chief District Court Judge (Designee)	Appointment: 02/21/11 (unexpired term) Reappointment: 06/20/11 Reappointment: 05/20/13 Term Ending: 06/30/15
(15)	Mark Boles 117 Academy Avenue NW Concord, NC 28025	Member of Business Community	Appointment: 02/18/13 Reappointment: 09/16/13 Term Ending: 09/30/15
(16)	Sonja Bohannon-Thacker 2110 Dairy Farm Road Concord, NC 28025	Local Health Director (Designee)	Appointment: 09/16/13 Term Ending: 09/30/15
(17)	Carolyn Carpenter (Vice Chair) 6526 Weldon Circle Concord, NC 28027	Rep.United Way/Other Non-Profit	Appointment: 11/27/06 Reappointment: 07/20/09 Reappointment: 06/20/11 Reappointment: 05/20/13* Term Ending: 06/30/15
(18)	Perry Gabriel Parks P. O. Box 707 Concord, NC 28026-0707	Active Living & Parks	Appointment: 09/20/10 Reappointment: 08/20/12 Term Ending: 09/30/14

(19a)	Marie Ramseur 2989 Brantley Road Kannapolis, NC 28083	Appointment: 07/15/13 (unexpired term) Term Ending: 09/30/14
(19b)	Edie Moss 991 Scotland Drive Concord, NC 28025	Appointment: 01/20/09 (unexpired term) Reappointment: 06/21/10 Reappointment: 06/18/12 Term Ending: 06/30/14
(19c)	Troy W. Barnhardt* (Chairman) 8501 East Franklin Street Mount Pleasant, NC 28124 (<i>exception to appt. policy</i>)	Appointment: 10/22/01 Reappointment: 08/18/03 Reappointment: 09/17/07 Reappointment: 09/21/09 Reappointment: 09/19/11* Reappointment: 09/16/13* Term Ending: 09/30/15
(19d)	Michelle Wilson 41 Eastcliff Drive SE Concord, NC 28025	Appointment: 05/20/13** (unexpired term) Term Ending: 06/30/14
(19e)	Connie Philbeck 1100 Braughton Avenue Concord, NC 28025	Appointment: 05/20/13*** Term Ending: 06/30/15
(19f)	Angela Ward 572 Dogwood St., SE Concord, NC 28025	Appointment: 09/17/07 Reappointment: 10/20/08 Reappointment: 09/20/10 Reappointment: 08/20/12 Term Ending: 09/30/14
(19g)	Marta Meares 178 Mary Circle Concord, NC 28025	Appointment: 05/18/09 (unexpired term) Reappointment: 09/21/09 Reappointment: 09/19/11 Reappointment: 09/16/13 Term Ending: 09/30/15

* Note: An exception to the Appointment Policy “Length of Service” was granted.

^ Note: An exception to the Appointment Policy “Residency Requirement” & Multiple Service” provisions to the Appointment Policy was granted.

^^ Note: At the 8/20/12 meeting, Emily Coltrane was appointed to complete an unexpired term ending 09/30/12 and a subsequent 2-yr term ending 09/30/14.

**Michelle Wilson was appointed as the “Local Health Director/Designee” representative on 11/16/09 (unexpired term) And reappointed 09/19/11. She was appointed to an “At-large” position on 05/20/13.

***Connie Philbeck was appointed on 05/20/13 to complete an unexpired term and an additional 2-year term ending June 30, 2015.

**Juvenile Crime Prevention Council
Applications on File
November 20, 2013**

Cedric Bass

1908 Duke Adams Street

Kannapolis, NC 28083

Rodney Harrison, II

10383 Wesson Hunt Road NW

Huntersville, NC 28078



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Appointments to Boards and Committees

SUBJECT:

Appointments and Removals - Cabarrus County Senior Centers Advisory Council

BRIEF SUMMARY:

At the November 18, 2013 meeting, the Cabarrus County Senior Centers Advisory Council voted unanimously to recommend the appointment of Sharon Hatley, Pat Martin, Earnest Morrissey and Mary Watts to three-year terms ending December 31, 2016.

The terms of appointment for Kay Scott, Jean Chandler, Anita Helms, Virginia "Boots" Walker, end December 31, 2013. It is requested to remove their names from the roster. Kay Scott, Jean Chandler and Anita Helms are not eligible for reappointment since they are completing their second three-year terms. Virginia "Boots" Walker is eligible for reappointment, but declined due to personal reasons.

The CCSC Advisory Council voted unanimously to re-appoint Annette Young to a three-year term ending December 31, 2016.

Jean Chandler is a Cabarrus delegate to the Region F Aging Advisory Council and will fill that position on the Council.

REQUESTED ACTION:

Motion to appoint Sharon Hatley, Pat Martin, Earnest Morrissey and Mary Watts to the Cabarrus County Senior Centers Advisory Council for three-year terms ending December 31, 2016.

Motion to re-appoint Annette Young to the Cabarrus County Senior

Centers Advisory Council for a three-year term ending December 31, 2016.

Motion to remove Kay Scott, Anita Helms, Virginia "Boots" Walker and Jean Chandler, from the Cabarrus County Senior Centers Advisory Council roster and thank them for their many years of service.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Londa Strong, Director
Active Living and Parks Department

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS

- [Roster](#)
 - [Applications on File](#)
-

CABARRUS COUNTY SENIOR CENTERS ADVISORY COUNCIL

15-Member Board*

Kay F. Scott P. O. Box 502 Mt. Pleasant, NC 28124	APPOINTMENT: 06/18/07 (unexpired term) REAPPOINTMENT: 12/17/07 REAPPOINTMENT: 12/20/10 TERM EXPIRING: 12/31/13
Jean Chandler 4977 Hilton Lake Road Kannapolis, NC 28083	APPOINTMENT: 12/17/07 REAPPOINTMENT: 12/20/10 TERM EXPIRING: 12/31/13
Anita Helms 6910 Hwy. 49 North Mt. Pleasant, NC 28124	APPOINTMENT: 12/17/07 REAPPOINTMENT: 12/20/10 TERM EXPIRING: 12/31/13
Annette Young 7865 Grimsley Circle Harrisburg, NC 28075	APPOINTMENT: 09/20/10 (unexpired term) REAPPOINTMENT: 12/20/10 TERM EXPIRING: 12/31/13
Virginia Walker 13850 Hopewell Church Road Midland, NC 28107	APPOINTMENT: 01/18/11 TERM EXPIRING: 12/31/13
Betty Barnhardt 3323 Gold Hill Road Concord, NC 28025	APPOINTMENT: 12/15/08 REAPPOINTMENT: 12/19/11 TERM EXPIRING: 12/31/14
Ann Eaves 1600 Flowes Store Road East Concord, NC 28025	APPOINTMENT: 01/20/09 REAPPOINTMENT: 12/19/11 TERM EXPIRING: 12/31/14
Rosa Santos 3821 Carl Parmer Drive Harrisburg, NC 28075	APPOINTMENT: 12/19/11 TERM EXPIRING: 12/31/14
Michael Plowman 2425 Millbrook Road Harrisburg, NC 28075	APPOINTMENT: 12/15/08 REAPPOINTMENT: 12/19/11 TERM EXPIRING: 12/31/14
Thomas E. Kurzel 7139 Bovine Lane Harrisburg, NC 28075	APPOINTMENT: 12/21/09 REAPPOINTMENT: 01/22/13 TERM EXPIRING: 12/31/15

Ella Walters
161 Moose Road North
Mt. Pleasant, NC 28124

APPOINTMENT: 09/20/10
(unexpired term)
REAPPOINTMENT: 01/22/13
TERM EXPIRING: 12/31/15

Ex-officio Members:

Gloria Simmons, President of the Cabarrus County Council on Aging (elected annually by COA)

Ted Drain, Cabarrus Delegate to the NC Senior Tar Heel Legislature

Member of the Cabarrus County Delegation to the Area Agency on Aging, Region F Advisory Council (appointed by the Chairperson)

John Parker, Active Living and Parks Commission Member appointed annually by ALPs Commission

Third Monday of each month at 11:00 A.M. at the Senior Center

Note: At its December 17, 2012 meeting, members of the Department of Aging Advisory Board adopted new bylaws and changed the name of the Board to the Cabarrus County Senior Centers Advisory Council.

*Eleven (11) members appointed by the Board of Commissioners plus four (4) ex-officio members with rights and privileges of all members including the right to vote.

**Cabarrus County Senior Centers Advisory Council
Applications on File
November 20, 2013**

Barbara Burrage	558 Sagewood Place SW	Concord, NC 28025
Sharon Hatley	3717 Rimer Road	Concord, NC 28025
Patricia Martin	116 Oakside Drive	Harrisburg, NC 28075
Earnest Morrissey	5710 Shoreview Drive	Concord, NC 28025
Vincent Polidori	2570 Roswell Court	Concord, NC 28027
Mary Watts	4548 Triumph Drive SW	Concord, NC 28027
Annette Young*	7865 Grimsby Circle	Harrisburg, NC 28075

***Current Member**



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Appointments to Boards and Committees

SUBJECT:

Appointments and Removals - Food Policy Council (FPC)

BRIEF SUMMARY:

The following members have expiring terms and are not seeking reappointment to the Food Policy Council:

Gina Guthrie, Ed Hosack, David Bettendorf, David Kataja, Dana Ritchie, Greg Kesterson and Chad VonCannon.

Several members with expiring terms respectfully request to be reappointed to the Food Policy Council for three-year terms ending on December 31, 2016. The members recommended for reappointment are Erin Bayer, Chris Jones, Penelope Perkins-Veazie and Lisa Wacheldorf.

The following applicants are recommended for appointment to the Food Policy Council for three-year terms ending on December 31, 2016: Dawn Simone "At-large", Jim Dudley "Hunger Relief", Rene Shuford "At-large" and James Douglas Crawford "Food Production".

REQUESTED ACTION:

Motion to appoint Dawn Simone "At-large", Jim Dudley "Hunger Relief", Rene Shuford "At-large" and James Douglas Crawford "Food Production" to the Food Policy Council for three-year terms ending December 31, 2016.

Motion to reappoint Erin Bayer "Medical Industry", Chris Jones "Food Distribution", Penelope Perkins-Veazie "Education" and Lisa Wacheldorf "Food Distribution" to the Food Policy Council for three-year terms ending December 31, 2016.

Motion to remove Gina Guthrie, Ed Hosack, David Bettendorf, David Kataja, Dana Ritchie, Greg Kesterson and Chad VonCannon from the Food Policy Council roster and thank them for their service.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Aaron Newton, Local Food System Program Coordinator
Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS

- [Roster](#)
 - [Applications on File](#)
-

CABARRUS COUNTY FOOD POLICY COUNCIL
 21 Members
 2 Alternates

<u>MEMBER</u>	<u>AGENCY REPRESENTED</u>	<u>TERM OF APPOINTMENT</u>
Brenda Johnson 4592 Triumph Drive SW Concord, NC 28027	Food Production	APPOINTMENT: 04/15/13 TERM EXPIRING: 12/31/15
David Bettendorf 1443 Haverford Road NW Concord, NC 28027	Food Preparation	APPOINTMENT: 05/25/10 TERM EXPIRING: 12/31/13
Patricia (Trish)Cramer 901 Coach House Place NW Concord, NC 28027	Finance	APPOINTMENT: 05/25/10 REAPPOINTMENT: 12/19/11 TERM EXPIRING: 12/31/14
Frank Fiorella 10901 Stone Bunker Drive Mint Hill, NC 28227	Food Distribution	APPOINTMENT: 04/15/13 TERM EXPIRING: 12/31/15
Erin Bayer 371 Beacon Street NW Concord, NC 28027	Medical Industry	APPOINTMENT: 04/15/13 (unexpired term) TERM EXPIRING: 12/31/13
Randy Fisher 7417 Untz Road Concord, NC 28027	Alternate	APPOINTMENT: 05/25/10 REAPPOINTMENT: 12/19/11 TERM EXPIRING: 12/31/14
Wade Holland 128 Louise Drive Concord, NC 28025	Alternate	APPOINTMENT: 05/16/11 (unexpired term) REAPPOINTMENT: 12/19/11 TERM EXPIRING: 12/31/14
Gina Marie Guthrie 1254 Greenside Drive Concord, NC 28027	Food Preparation	APPOINTMENT: 05/25/10 TERM EXPIRING: 12/31/12
Lynn MacDougall-Fleming 7201 Trail Road Concord, NC 28027	Food Production	APPOINTMENT: 04/15/13 TERM EXPIRING: 12/31/15
Ed Hosack 1421 McBeth Drive Kannapolis, NC 28083	Hunger Relief	APPOINTMENT: 05/25/10 TERM EXPIRING: 12/31/12

Chris Jones 3405 Burnage Hall Road Harrisburg, NC 28075	Food Distribution	APPOINTMENT: 05/25/10 TERM EXPIRING: 12/31/13
David Kataja 5930 Moray Court Concord, NC 28027	At-large	APPOINTMENT: 05/25/10 TERM EXPIRING: 12/31/12
David Orr 8263 Quail Hollow Drive Harrisburg, NC 28075	At-large	APPOINTMENT: 12/19/11 TERM EXPIRING: 12/31/14
Colleen McDaniel 104 York Avenue Kannapolis, NC 28083	Food Production	APPOINTMENT: 05/25/10 REAPPOINTMENT: 12/19/11 TERM EXPIRING: 12/31/14
Penelope Perkins-Veazie 137 Edinburg Drive Kannapolis, NC 28083	Education	APPOINTMENT: 05/25/10 TERM EXPIRING: 12/31/13
Megan Poole 210 Ravine Circle Concord, NC 28025	Medical Industry	APPOINTMENT: 12/19/11 (unexpired term) REAPPOINTMENT: 04/15/13 TERM EXPIRING: 12/31/15
Dana Ritchie 5000 Basswood Drive Concord, NC 28025	Finance	APPOINTMENT: 05/25/10 TERM EXPIRING: 12/31/12
Greg Kesterson 9642 Walker Glen Drive NW Concord, NC 28027	At-large	APPOINTMENT: 07/18/11 (unexpired term) TERM EXPIRING: 12/31/13
Jessica Castrodale 419 Winfield Blvd. SE Concord, NC 28025	At-large	APPOINTMENT: 02/21/11 (unexpired term) REAPPOINTMENT: 12/19/11 TERM EXPIRING: 12/31/14
Keila Snelling 5600 Meadow Bluff Court Concord, NC 28027	At-large	APPOINTMENT: 09/19/11 (unexpired term) REAPPOINTMENT: 12/19/11 TERM EXPIRING: 12/31/14

Chad VonCannon 7611 Mt. Olive Road Concord, NC 28025	Food Production	APPOINTMENT:	05/25/10
		TERM EXPIRING:	12/31/13

Lisa Wacheldorf 4112 Sandy Lane Concord, NC 28027	Food Distribution	APPOINTMENT:	05/25/10
		TERM EXPIRING:	12/31/13

Marcia Brashear 6585 Gatehouse Court Concord, NC 28027	Education	APPOINTMENT:	07/18/11
		(unexpired term)	
		REAPPOINTMENT:	12/19/11
		TERM EXPIRING:	12/31/14

At the February 21, 2011 Board of Commissioners meeting, the "alternate" (florist/farmer) position held by Jane Henderson was reclassified to a regular voting position; and the "physician" seat originally held by Linda Goodwin was reclassified as an "alternate" position.

At the May 16, 2011 Board of Commissioners' meeting, the Board approved the "Agency Represented" designations and reset the terms of initial appointment to reflect one, two, and three year terms ending on December 31st, 2011, 2012 and 2013 respectively.

FOOD POLICY COUNCIL

Applications on File

November 20, 2013

Shannon Anderson	939 Rocky Meadows Lane	Concord, NC 28025
James Crawford	448 Union Street South	Concord, NC 28025
Jim Dudley	8413 Wellington Lane	Harrisburg, NC 28075
Heath Richie*	230 Eastover Drive SE	Concord, NC 28025
Rene Shuford	154 Eastover Drive SE	Concord, NC 28025
Dawn Simone	212 Edgewater Drive	Concord, NC 28027

* Serves on the Council for a Sustainable Local Economy

ADDITION

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Reports

SUBJECT:

EDC - November 2013 Monthly Summary Report

BRIEF SUMMARY:

The Cabarrus Economic Development Corporation (EDC) provides monthly updates on local economic and industry activity in the form of the included report. The EDC Monthly Report for the month of November is attached.

REQUESTED ACTION:

For informational purposes. No action required.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Margie Bukowski, EDC Senior Vice President of Economic Development

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS

[Report](#)



Cabarrus Economic Development

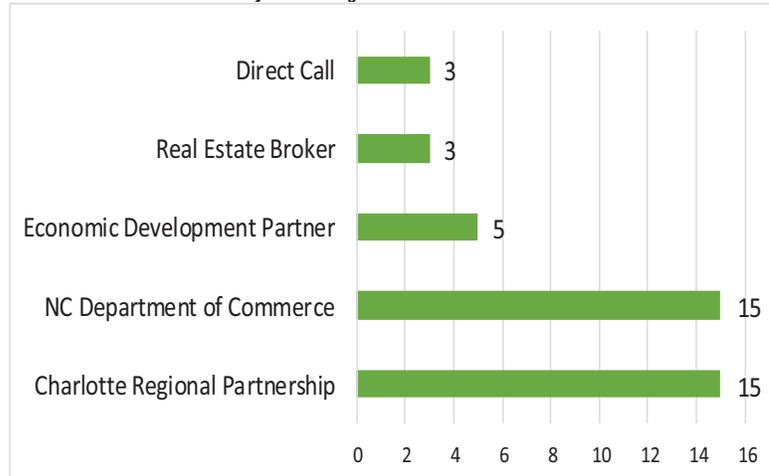
Monthly Summary—November 2013

PROJECT ACTIVITY

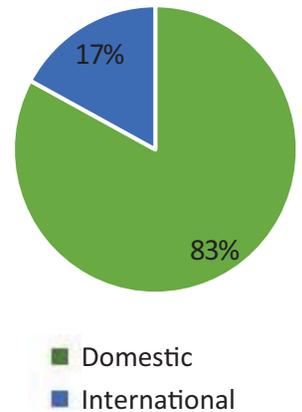
Current Active Projects

41

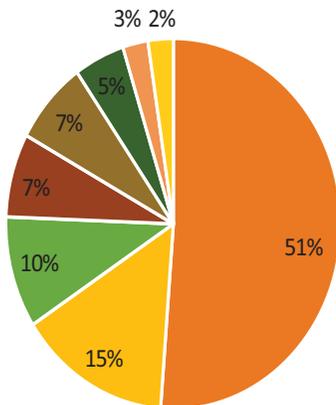
Projects by Source



Domestic vs. International Activity



Current Projects by Industry



- Manufacturing
- Sales Service/Back Office
- Other/Did Not Know
- Distribution
- Headquarters
- Entertainment/Attraction
- Motorsports
- Research

The month of November had 1 client/consultant visit and 2 Requests for Information that were submitted to site selection consultants for review.

Missed Opportunity

11/11/2013	No existing building of 10,000 sq. ft. that was a previous data center with raised floor, timeline was immediate.
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WEB STATS—CABARRUSED.COM

November Statistics by Year



Top Webpages

Concord Map
Staff Directory
Board of Directors
Major Employers
Sites & Buildings
Employment
Workforce

Top Downloads

Philip Morris Fact Sheet
How to Start a Small Business, Rowan-Cabarrus
Cabarrus Overview
Wage & Salary Rates
Grant Information
Film Industry



- Six existing businesses were visited this month in the areas of architecture, distribution and manufacturing.
- Tour of Mechanical Trades Carolina, a vocational training center for productive careers in Plumbing, Pipefitting, Pipe Welding or HVAC.
- NC Back to Work Leadership Team meeting.

Concord Regional Airport Facts & Figures

- 5th busiest airport in North Carolina.
- 60,000 takeoffs and landings per year.
- Twelve 737 aircraft flights per week.
- 186 aircraft are based at Concord Regional Airport.
- 40,000 passengers embark and debark annually.
- Allegiant Air, a Las Vegas-based commercial airline, will begin passenger service between Concord and Orlando December 20.
- Additional commercial flights are expected to increase airport revenue by \$230,000 in the first five years.
- Expansion plans are being prepared for a 10,000 sq. ft terminal to handle the additional passengers.
- Rick Cloutier is the Aviation Director at Concord Regional Airport.



Noteworthy

- 11/15 Secretary Decker's Listening Tour for the region, Bukowski & Wilson.
- 11/18 EDC team makes presentation to NC Department of Commerce.
- 11/19 Groundbreaking for Data Chambers at NC Research Campus, Bukowski & Wilson
- 11/21 Margie spoke with Kannapolis Downtown Incorporated about the economic development process and how it works with site consultants.

Upcoming Events:

- 12/5 Cabarrus Regional Chamber's Economic Development Summit with the Governor, Bukowski, Wilson & Grass
- 12/6 Charlotte Auto Racing Show, Wilson & Grass
- 12/9 NC State Chamber meeting in Charlotte, Bukowski
- 12/16 Department of Commerce Site Selectors trip Atlanta, Bukowski & 17

Chamber and EDC offices are closed December 24, 25 & 26

Cabarrus Economic Development Team

Margie Bukowski, Senior Vice President of Economic Development, mbukowski@cabarrus.biz, 704-260-8107
Anna Lu Wilson, Vice President of Business Services, awilson@cabarrus.biz, 704-260-8109
Samantha Grass, Existing Industry Specialist, sgrass@cabarrus.biz, 704-260-8108
3003 Dale Earnhardt Blvd, Suite 2, Kannapolis, NC 28083



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Reports

SUBJECT:

Cabarrus County Schools (CCS) - One-Time Funding Update

BRIEF SUMMARY:

On November 19, 2012, the County allocated \$1,800,700 in one-time funds for several projects for Cabarrus County Schools facilities. An update on the progress of these projects is attached for review.

REQUESTED ACTION:

Receive report. No further action required.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Kelly Kluttz, CCS Chief Financial Officer

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS

[Report](#)

Cabarrus County Schools
One Time Funded Project Status
As of November 15, 2013
Monies Appropriated November 19, 2012

School	Project Description	Budget	Amount Encumbered	Paid to Date	Balance Remaining	Target Bid Date	Target Start Date	Target Completion Date	Project Completion Percentage
Furr, Allen, Patriots, Boger	Replace Locks	40,000	-	7,296	32,704	7/17/2013	8/8/2013	08/26/13	100%
Central Cabarrus High	Camera System Upgrades	137,000	110,669	11,578	14,753	8/12/2013	8/26/2013	02/28/14	55%
Northwest Cabarrus High	Camera System Upgrades	153,380	136,957	5,113	11,310	8/12/2013	8/26/2013	02/28/14	50%
Concord High School	Camera System Upgrades	164,000	135,165	11,578	17,257	8/12/2013	8/26/2013	02/28/14	50%
J.M. Robinson High School	Camera System Upgrades	147,000	119,747	11,578	15,675	8/12/2013	8/26/2013	02/28/14	50%
Glenn Center	Camera System Upgrades	128,620	104,374	11,578	12,668	8/12/2013	8/26/2013	02/28/14	50%
Mt. Pleasant High School	Camera System Upgrades	167,000	138,685	11,578	16,737	8/12/2013	8/26/2013	02/28/14	55%
Education Center	Emergency Generator	101,200	56,260	5,000	39,940	8/1/2013	8/15/2013	11/30/13	90%
Concord High School	Reconstruct Tennis Courts	137,500	-	109,456	28,044	4/24/2013	6/10/2013	09/04/13	100%
J.M. Robinson High School	Field House	300,000	261,413	38,587	-	8/29/2013	9/23/2013	12/31/13	45%
Mt. Pleasant High School	Reconstruct Tennis Courts	125,000	119,500	-	5,500	4/24/2013	6/10/2013	11/30/13	99%
Total		\$ 1,600,700	\$ 1,182,770	\$ 223,342	\$ 194,588				



CABARRUS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Reports

SUBJECT:

County Manager - Monthly Reports on Building Activity

BRIEF SUMMARY:

The Board of Commissioners requested monthly reports of building and permit activity including the information of plans under review.

REQUESTED ACTION:

For informational purposes. No action required.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Jonathan B. Marshall, Deputy County Manager
Kelly F. Sifford, Planning & Development Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS

- [Building Activity Report](#)
 - [Building Activity Report](#)
-

Cabarrus County Construction Standards Dodge Report 11/1/2013-11/30/2013

Jurisdiction: All

New Construction

Description	Const Code	Buildings	Housing Units	Estimated Cost
Single Family Houses Detached	101	77	76	\$10,588,641.00
Amusement, Social, and Recreational	318	4	0	\$427,600.00
Industrial Buildings	320	1	0	\$6,000,000.00
Office, Bank, and Professional Buildings	324	1	1	\$1,500.00
Other Nonresidential Buildings	328	2	1	\$120,000.00
Structures Other Than Buildings	329	7	0	\$175,300.00
Other	999	6	0	\$318,700.00
Sub Total (New Construction)		98	78	\$17,631,741.00

Addition, Alteration, and Conversion

Description	Const Code	Buildings	Housing Units	Estimated Cost
Additions, Alterations and Conversions - Residential	434	34	1	\$636,854.00
Additions, Alterations and Conversions - Nonresidential and No housekeeping	437	8	1	\$3,374,766.00
Additions of Residential Garages and Carports	438	4	0	\$106,300.00
Sub Total (Addition, Alteration, and Conversion)		46	2	\$4,117,920.00

Demolition of Buildings

Description	Const Code	Buildings	Housing Units	Estimated Cost
Single Family Houses	645	4	0	\$6,475.00
All Other Buildings and Structures	649	7	0	\$132,300.00
Sub Total (Demolition of Buildings)		11	0	\$138,775.00
Grand Total		155	80	\$21,888,436.00

Cabarrus County Commercial Building Plan Review Summary

Begin Date: 11/1/2013 through End Date: 11/30/2013

	File Date	Address	Application Name	Description	Est Cost	Est Sq Ft
BU2013-02311	11/5/2013	3900 STALLINGS RD HARRISBURG, NC 28075	HARRISBURG ELEMENTARY SUNSHADE	SUNSHADE	\$0	2,160
BU2013-02313	11/5/2013	4401 WEDDINGTON RD CONCORD, NC 28027	WEDDINGTON HILLS ELEMENTARY SCHOOL	SUN SHADES	\$0	2,564
BU2013-02314	11/5/2013	5150 DOVE FIELD LN KANNAPOLIS, NC 28081	C E BOGER ELEMENTARY SCHOOL SUNSHADES	2 SUNSHADES	\$0	2,088
BU2013-02321	11/5/2013	920 CHURCH ST CONCORD, NC 28025	CAROLINA MEDICAL CENTER NORTHEAST	COMM UPFIT ENERGY PLANT CHILLER/TOWWER INSTALLATION	\$0	1,100
BU2013-02322	11/5/2013	2050 HOLDEN AVE CONCORD, NC 28025	EDGEWATER POOLS LLC	COMMERCIAL/NEW	\$0	0
BU2013-02329	11/6/2013	825 LANGLEY DR CONCORD, NC 28025	Niblock Dev.	Temp. sales office	\$7,500	528
BU2013-02331	11/6/2013	860 UNION ST CONCORD, NC 28025	FOOD LION #377 SITE LIGHTING/PHASE #2	FOOD LION #377 SITE LIGHTING/OWNER'S SECTION	\$0	0
BU2013-02339	11/6/2013	350 GEORGE W LILES PKWY CONCORD, NC 28027	Marco's Pizza (Plan Review Fee) (Still need to pay permit fee)	UPFIT PERMIT	\$0	1,200
BU2013-02344	11/7/2013	4001 STOUGH RD CONCORD, NC 28027	CABARRUS COUNTY	LIGHTING UPGRADES	\$0	0
BU2013-02355	11/12/2013	201 DALE EARNHARDT BLVD KANNAPOLIS, NC 28081	CHS NCRD MOBIL MRI MOVE	COMM UPFIT	\$0	551
BU2013-02360	11/12/2013	45 CHURCH ST CONCORD, NC 28025	45 CHURCH STREET LLC	45 CHURCH STREET LLC COMMERCIAL UPFIT	\$450,000	6,000
BU2013-02362	11/12/2013	11234 HARRIS RD HUNTERSVILLE, NC 28078	SBA Cell Tower- Coach's Dream	NEW WIRELESS COMMUNICATIONS TOWER	\$0	0
BU2013-02365	11/13/2013	5333 DAVIDSON HWY CONCORD, NC 28027	CARDINAL FREIGHT OPEN AIR SHELTER	CARDINAL FREIGHT OPEN AIR SHELTER	\$148,000	800
BU2013-02373	11/14/2013	5001 HAAS WAY CONCORD, NC 28027	SITE WORKS	4 RETAINING WALLS	\$1,500,000	0
BU2013-02374	11/14/2013	8111 CONCORD MILLS BLVD CONCORD, NC 28027	HAGGAR CONCORD MILLS SPACE 418	COMM INTERIOR REMODEL	\$0	3,098
BU2013-02378	11/14/2013	920 CHURCH ST CONCORD, NC 28025	CMC NE MRI REPLACEMENT & SAFETY UPGRADE	CMC NE MRI REPLACEMENT & SAFETY UPGRADE	\$0	2,750
BU2013-02403	11/19/2013	6036 BAYFIELD PKWY CONCORD, NC 28027	RITE LITE SIGNS	WALL SIGN FOR BATTERIES PLUS	\$7,500	0
BU2013-02410	11/20/2013	8111 CONCORD MILLS BLVD CONCORD, NC 28027	EDDIE BAUER SPACE 614A	COMM UPFIT SPACE 614A	\$0	5,940

BU2013-02411	11/20/2013	104 OLD DAVIDSON PL CONCORD, NC 28027	VERIZON AWS	ANTENNA REPLACEMENT	\$0	0
BU2013-02414	11/20/2013	575 PLEASANT AVE KANNAPOLIS, NC 28081	VERIZON WIRELESS LOOP ROAD	VERIZON WIRELESS EQUIPMENT UPGRADE	\$0	0
BU2013-02422	11/21/2013	1027 CENTRAL DR CONCORD, NC 28027	MR. STORAGE	MR. STORAGE 5 STORAGE BUILDINGS	\$0	16,500
BU2013-02423	11/21/2013	981 CENTRAL DR CONCORD, NC 28027	FANCY'S	WALL AND PANEL SIGN SUITE 140	\$5,000	0
BU2013-02429	11/22/2013	1000 COPPERFIELD BLVD CONCORD, NC 28025	KEMPTER FAMILY DENISTRY	KEMPTER FAMILY DENISTRY COMMERCIAL UPFIT SUITE 160	\$0	0
BU2013-02431	11/22/2013	1012 GROFF ST CONCORD, NC 28027	AT&T 074P0518	cell tower mod.	\$0	0
BU2013-02437	11/25/2013	1729 FURMAN CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 1 1729,1731,1733, 1735 FURMAN	\$1,225,340	0
BU2013-02438	11/25/2013	1713 FURMAN CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 2 1713,1715,1717,1719,1721,1723,1725,1727FURMAN CT	\$2,411,745	0
BU2013-02439	11/25/2013	1713 FURMAN CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 3 1701,1703,1705,1707,1709,1711 FURMAN COURT	\$1,548,500	0
BU2013-02440	11/25/2013	1712 FURMAN CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 4 1712,1714,1716,1718,1720,1722,1724,1726 FURMAN COURT	\$2,411,745	0
BU2013-02441	11/25/2013	1728 FURMAN CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 5 1728,1730,1732,1734 FURMAN COURT	\$1,225,340	0
BU2013-02442	11/25/2013	1725 CITADEL CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 6 1725,1727,1729,1731 CITADEL COURT	\$1,225,340	0
BU2013-02443	11/25/2013	1709 CITADEL CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 7 1709,1711,1713,1715,1717,1719,1721,1723 CITADEL COURT	\$2,411,745	0

BU2013-02444	11/25/2013	1709 CITADEL CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 8 1701,1703,1705,1707 CITADEL COURT	\$1,225,340	0
BU2013-02445	11/25/2013	1708 CITADEL CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 9 1708,1710,1712,1714,1716,1718,1720,1722 CITADEL COURT	\$2,411,745	0
BU2013-02446	11/25/2013	1737 CLEMSON CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 11 1737,1739,1741,1743,1745,1747,1749,1751 CLEMSON COURT	\$2,411,745	0
BU2013-02447	11/25/2013	399 WOODHAVEN PL CONCORD, NC 28027	VERIZON WIRELESS-POPLAR TENT	VERIZON WIRELESS-POPLAR TENT EQUIPMENT UPGRADE	\$0	0
BU2013-02448	11/25/2013	1725 CLEMSON CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 12 1725,1727,1729,1731,1733,1735 CLEMSON COURT	\$1,837,730	0
BU2013-02449	11/25/2013	1713 CLEMSON CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 13 1713,1715,1717,1719,1721,1723 CLEMSON COURT	\$1,837,730	0
BU2013-02450	11/25/2013	1701 CLEMSON CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 14 1701,1703,1705,1707,1709,1711 CLEMSON COURT	\$2,069,120	0
BU2013-02451	11/25/2013	1712 CLEMSON CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 15 1712,1714,1716,1718,1720,1722 CLEMSON COURT	\$1,837,730	0
BU2013-02452	11/25/2013	1724 CLEMSON CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 16 1724,1726,1728,1730,1732,1734 CLEMSON	\$1,837,730	0
BU2013-02453	11/25/2013	1736 CLEMSON CT KANNAPOLIS, NC 28083	UNIVERSITY PARK	UNIVERSITY PARK COMMERCIAL UPFIT BUILDING 17 1736,1738,1740,1742,1744,1746,1748,1750 CLEMSON COURT	\$2,411,745	0
BU2013-02456	11/25/2013	920 CHURCH ST CONCORD, NC 28025	CMC-NE LINEAR ACCELERATOR REPLACEMENT IN BASEMENT	COMM UPFIT LOCATED IN BASEMENT	\$0	2,655
BU2013-02457	11/25/2013	8665 CONCORD MILLS BLVD CONCORD, NC 28027	PDQ ROOF SCREEN	COMM UPFIT	\$0	1,476

BU2013-02468	11/26/2013	65 CHURCH ST CONCORD, NC 28025	AUTUMN CREST APARTMENTS	AUTUMN CREST APARTMENTS NEW BUILDINGS (THIS IS TEMP ADDRESS)	\$0	110,259
BU2013-02477	11/27/2013	8261 CONCORD MILLS BLVD CONCORD, NC 28027	CASCO SIGNS	WALL SIGN	\$1,500	0
BU2013-02481	11/27/2013	420 STARMOUNT PARK BLVD CONCORD, NC 28027	AFTON RIDGE APARTMENT/BUILDING 5	BUILDING 5	\$0	29,521

Total Plans Reviewed: 46 ##### 945,950



CABARRUS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Reports

SUBJECT:

Planning & Development - CDBG Monthly Report for October

BRIEF SUMMARY:

Attached is the monthly report for CDBG activity during October 2013, as required by the CDBG Scattered Site Grant to be submitted to the Board of Commissioners for review. This month the grant closeout hearing is also occurring in another item.

REQUESTED ACTION:

Receive report. No further action required.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Kelly Sifford, AICP
Planning and Development Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS

[CDBG Monthly report](#)



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Reports

SUBJECT:

BOC - Receive Updates from Commission Members Who Serve as Liaisons to Municipalities or on Various Boards/Committees

BRIEF SUMMARY:

This time is allotted during regular meetings to receive updates from commission members that serve as liaisons to local municipalities or that serve on various boards/committees, if needed. This opportunity allows the board as a whole to learn more about what is going on with the boards each commissioner is individually involved with.

REQUESTED ACTION:

Receive updates and discuss as needed.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.



CABARRUS COUNTY

BOARD OF COMMISSIONERS REGULAR MEETING

DECEMBER 16, 2013
6:30 P.M.

AGENDA CATEGORY:

Reports

SUBJECT:

Request for Applications for County Boards/Committees

BRIEF SUMMARY:

Applications are being accepted for the following County Boards/Committees:

Active Living and Parks Commission - *2 Positions with Expiring Terms*
Adult Care Home Community Advisory Committee - *5 Vacant Positions*
Agricultural Advisory Board - *3 Positions with Expiring Terms*
Cabarrus County Senior Centers Advisory Council - *5 Positions with Expiring Terms*
Cardinal Innovations Healthcare Solutions Community Oversight Board - *1 Vacant Position*
Concord Planning and Zoning Commission (ETJ) - *1 Vacant Position*
Council for a Sustainable Local Economy - *10 Positions with Expiring Terms and 1 Vacant Position*
Food Policy Council - *7 Positions with Expiring Terms and 4 Positions with Expired Terms*
Home and Community Care Block Grant Committee - *1 Vacant Position and 2 Positions with Expiring Terms*
Human Services Advisory Board - *5 Vacant Positions*
Industrial Facilities and Pollution Control Financing Authority - *1 Expired Term and 2 Vacant Positions*
Juvenile Crime Prevention Council - *3 Vacant Positions*
Nursing Home Community Advisory Committee - *7 Vacant Positions*
Transportation Advisory Board - *1 Position with Expired Term and 4 Vacant Positions*
Youth Council - *6 Vacant Positions*

A description of each board/committee is attached along with an application for

appointment. For more information, contact the Clerk at 704-920-2109 or go to <http://www.cabarruscounty.us/government/departments/commissioners/boards-committees/Pages/default.aspx>

REQUESTED ACTION:

Review the aforementioned list of County Boards/Committees for the benefit of the viewing audience and encourage citizens to participate.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Megan Smit, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS

- [Vacancies](#)
 - [Concord ETJ Map](#)
 - [Harrisburg ETJ Map](#)
 - [Application](#)
 - [Youth Council Application](#)
-

CABARRUS COUNTY

BOARDS, COMMITTEES, COMMISSIONS AND AUTHORITIES

The Cabarrus County Board of Commissioners makes appointments to a number of boards, committees, commissions and authorities. All citizens of Cabarrus County are encouraged to volunteer to serve on these boards/committees. To obtain an application for appointment or for more information, please contact Megan Smit, Clerk to the Board, at the Governmental Center, 65 Church Street, SE, Concord, or call (704) 920-2109. The application may also be downloaded from the County's website at www.cabarruscounty.us.

A listing of the boards/committees is as follows:

ACTIVE LIVING AND PARKS COMMISSION

This commission advises on parks and recreation needs of County residents and assists the Parks Department in planning facilities and operational activities. The 11-member commission includes a representative from each of the 7 planning areas (Concord, Eastern, Kannapolis, Central, Midland, Northwest Cabarrus and Harrisburg), 2 at-large representatives, 1 representative from the Cabarrus School Board and 1 representative from the Kannapolis School Board. Appointments are for terms of three years.

ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE

This committee seeks to maintain the intent of the Adult Care Home Residents Bill of Rights and to promote community involvement with the homes (homes for the aged, family care homes and homes for developmentally disabled adults). Members cannot be employed by an adult care home nor have any financial interest, directly or indirectly, in an adult care home. Immediate family of an adult care home resident in Cabarrus County cannot serve on the committee. Initial appointment is for a term of one year with successive appointments of three-year terms.

AGRICULTURAL ADVISORY BOARD

The Agricultural Advisory Board is designed to implement the provisions of the Voluntary Agricultural District Ordinance. The Board is charged with accepting applications to the voluntary agricultural districts, promoting the enhancement of agriculture in our county, and assisting the Cabarrus County Commissioners with information and positions regarding decisions impacting agricultural production in our county.

CABARRUS COUNTY SENIOR CENTERS ADVISORY COUNCIL

This advisory board helps to determine the senior citizen activities to be provided by the County as well as the activities and operation of the Senior Center. The 15-member board works closely with Active Living and Parks Department. Appointments are for terms of three years.

CARDINAL INNOVATIONS HEALTHCARE SOLUTIONS – Community Oversight Board

By resolution as a result of new legislation, the Boards of County Commissioners of Alamance, Cabarrus, Caswell, Chatham, Davidson, Franklin, Granville, Halifax, Orange, Person, Rowan, Stanly, Union, Vance and Warren Counties agreed to be served by a single Area Authority operating as a Managed Care Organization with a governance structure that will function under existing law, as well as under the new governance legislation. It is in the interest of the public health and welfare to create an Area Authority to operate North Carolina's 1915(b)/(c) Medicaid Waiver as a Managed Care Organization and to manage all public resources that may become available for mental health, intellectual and developmental disabilities, and substance abuse services, including federal block grant funds, federal funding for Medicaid and Health Choice, and all other public funding sources. The Community Oversight Board (COB) is part of Cardinal Innovations Healthcare Solutions' governance structure. The COB consists of three (3) members from each County, appointed by each County's Board of Commissioners, and will include a County Commissioner or designee, a consumer or family member, and another citizen or stakeholder; and one (1) member from the Local Consumer and Family Advisory Committee, either the Chair or other elected official. Appointments are for terms of three years.

CONCORD PLANNING AND ZONING COMMISSION

The Commission guides, reviews and regulates land developments within and around the boundaries of the City of Concord. The County Commissioners appoint one member who resides in Concord's extraterritorial jurisdiction area for a term of three years.

COUNCIL FOR A SUSTAINABLE LOCAL ECONOMY (CSLE)

The CSLE is charged with performing research and analysis, educating the community, developing strategies and making policy recommendations that encourage the development of a resilient, robust and sustainable local economy in which entrepreneurs and creativity thrive and the community prospers. The CSLE is given discretion in fulfilling its charge; however, it is specifically directed to address the following:

1. To the extent possible, identify "leakage" in the local economy. That is, determine how much money is spent by local businesses, institutions, governments and residents purchasing goods and services from outside Cabarrus County that are available from businesses within Cabarrus County. Additionally, determine the impact, in terms of the number of jobs, of diverting some or all of that spending from outside the county to businesses inside the county.
2. Identify barriers to success encountered by small businesses as a result of government policies and regulations. Conversely, identify government policies and regulations, existing or new, which are helpful to small businesses.

FOOD POLICY COUNCIL

This Council will identify and strengthen the connections between food, health, natural resource protection, economic development and the agricultural community. The Food Council will be charged with performing research, educating the community, developing strategies and making policy recommendations that will encourage the development of a robust, sustainable local food economy and a healthier population.

HOME AND COMMUNITY CARE BLOCK GRANT ADVISORY COMMITTEE

This advisory committee provides information about the needs of Cabarrus County seniors to the Board of Commissioners and advises the Board of Commissioners on matters relating to services, resources, funding and long-range planning. The committee is comprised of appointed agency representatives and individuals who will represent the needs of the senior population.

HUMAN SERVICES ADVISORY BOARD

This board is appointed by the Board of Commissioners to advocate, advise and consult regarding services within the Department of Human Services. The board is composed of five members who are appointed for three-year terms.

In the first year of organization, the terms will be staggered with three members appointed to three-year terms and two members appointed to two-year terms.

INDUSTRIAL FACILITIES AND POLLUTION CONTROL FINANCING AUTHORITY

This authority provides for the issuance of revenue bonds to aid in financing (1) industrial and manufacturing facilities which provide job opportunities or better ways to help alleviate unemployment and raise below-average manufacturing wages and (2) pollution control facilities for industries. The 7-member authority meets as needed. Appointments are for terms of six years.

JUVENILE CRIME PREVENTION COUNCIL

The council plans for the needs of adjudicated and at-risk youth and assesses the need for delinquency treatment and prevention services in Cabarrus County. The 25-member council is made up of a variety of judicial and public agency representatives as well as seven at-large members. Appointments are for terms of two years.

NURSING HOME COMMUNITY ADVISORY COMMITTEE

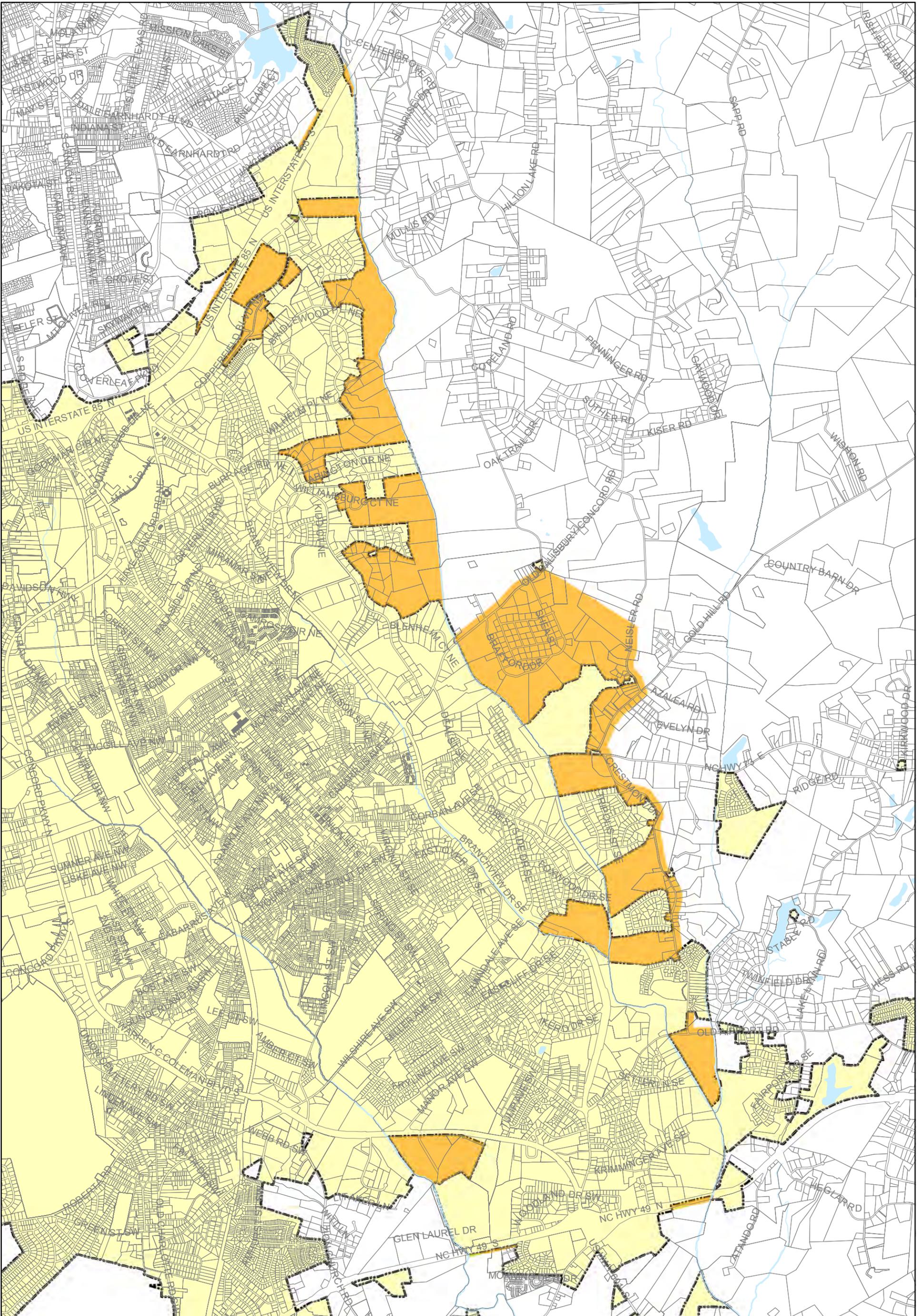
This committee seeks to maintain the intent of the Nursing Home Residents Bill of Rights for those persons residing in nursing homes, works to ensure appropriate conditions within the nursing homes and promotes community involvement with those homes. Members cannot be employed by a nursing home nor have any financial interest, directly or indirectly, in a nursing home. Also, no immediate family of a nursing home resident in Cabarrus County can serve on the committee. Initial appointments are made for terms of one year with successive appointments of three years.

TRANSPORTATION ADVISORY BOARD

This board works to advance coordination between the County and human service agencies, to monitor transportation services and to advise the Board on issues related to human service transportation policy matters. Members include representatives from Human Services, Cabarrus Health Alliance, Cabarrus EMS, L.I.F.E. Center, Cabarrus Workshop, Healthy Cabarrus, Head Start, Cardinal Innovations Healthcare Solutions and a representative of the visually impaired in the county.

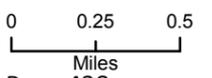
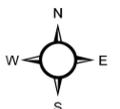
YOUTH COUNCIL

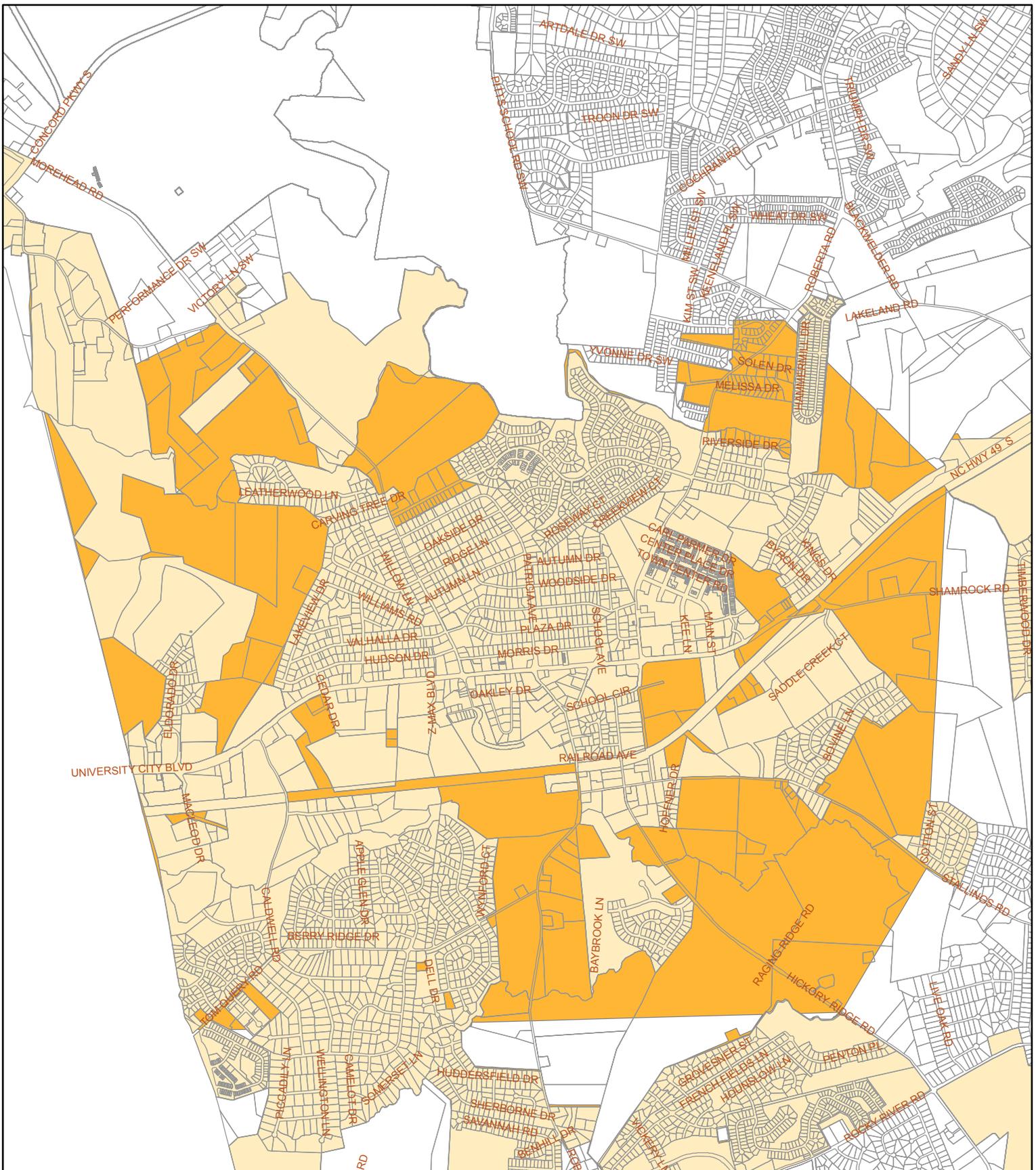
The purpose of the Youth Council is to provide teens in the community an opportunity to be active citizens. Through experiences and education, youth will be empowered in the community. The Youth Council will expose teens to county government, allow teens an opportunity to discuss issues, and interact with county commissioners and employees through youth-adult partnerships.



**City of Concord
Extraterritorial Jurisdiction (ETJ)**

- ETJ
- City of Concord
- Parcels
- Rivers
- Lakes & Ponds



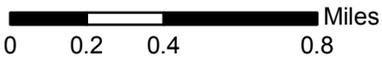


Legend

-  Tax Parcels
-  Harrisburg Municipal Limits
-  Harrisburg ETJ Boundary



**Town of Harrisburg, NC
ETJ Boundary**



Cabarrus County shall not be held liable for any errors in these data. This includes errors of omission, commission, errors concerning the content of the data, and relative and positional accuracy of the data. These data cannot be construed to be a legal document. Primary sources from which these data were compiled must be consulted for verification of information contained within the data.

Map Prepared by Cabarrus County Planning Services, June 2009.

Attachment number 3

Office Use Only
DATE RECEIVED:

Application for Appointment to Cabarrus County Advisory Boards and Committees

The Cabarrus County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's various advisory boards. If you wish to be considered for appointment to an advisory board, please complete the information below and return it to the CLERK TO THE BOARD OF COMMISSIONERS, P. O. BOX 707, CONCORD, NC 28026-0707, Fax (704) 920-2820. For more information about the various boards, you may contact the Clerk at (704) 920-2109.

Advisory Board(s) / Committee(s) Interested In: (Please list in order of preference)

1. _____
2. _____
3. _____

XXXXXXXXXXXXXXXX

Name: _____

Home Address: _____

Mailing Address (if different): _____

City / State / ZIP: _____

Resident of Cabarrus County: Yes No

Telephone: Home: _____ Work: _____

Cell: _____ Fax: _____

Email Address: _____

Occupation: _____

Business Address: _____

City / State / Zip: _____

Do You Have a N. C. Driver's License? Yes No Age (optional): _____

Number hours available per month for this position: _____

Best time of day/or days available: _____

- over -

Educational Background: _____

Business and Civic Experience: _____

Areas of Interest / Skills: _____

Other County Boards / Committees / Commissions presently serving on: _____
 _____ Term Expiration Date: _____

Have you ever been charged with and / or convicted of a criminal offense? _____ If so, please explain _____

References

List three persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying.

Name	Business / Occupation	Address	Telephone

I understand that this application will be kept on active file for two years and I hereby authorize Cabarrus County to verify all information included in this application. I further understand this application is subject to the N. C. Public Records Law (NCGS 132-1) and may be released upon request. Meetings of the appointed boards and committees are subject to the N. C. Open Meetings Law (NCGS 143-318.10).

_____ Date

_____ Signature of the Applicant

**Cabarrus County Youth Council
Application**

Full Name: _____ M _____ F (check one)

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone (home): (____) _____ (cell): (____) _____

E-mail: _____ Date of Birth: _____

Name(s) of Parents or Guardians: _____

High School: _____ Grade: _____

Cumulative High School GPA: _____ Year of Expected Graduation: _____

School groups/clubs/activities in which you participate: _____

List other activities you have been involved in through church, clubs, community, etc. _____

What interests you about being a member of the Youth Council? _____

What do you hope to accomplish though being a member of the Youth Council? What do you hope to learn?

Are you available for evening meetings? _____

References:

Name: _____ Phone: _____

Relationship to you: _____

Name: _____ Phone: _____

Relationship to you: _____

Applicant Signature: _____ Date: _____

Parent/Guardian Signature: _____

Please return this application in person or via mail to:

Megan Smit
Clerk to the Board
Cabarrus County
P.O. Box 707
Concord, NC 28026-0707
Fax: 704-920-2820
mismit@cabarruscounty.us





ADDITION

CABARRUS COUNTY

**BOARD OF COMMISSIONERS
REGULAR MEETING**

**DECEMBER 16, 2013
6:30 P.M.**

AGENDA CATEGORY:

Closed Session

SUBJECT:

Closed Session – Pending Litigation

BRIEF SUMMARY:

A closed session is needed to consult with the county attorney concerning threatened or pending litigation as authorized by NCGS 143-318.11(a)(3).

REQUESTED ACTION:

Motion to into closed session to discuss threatened or pending litigation as authorized by NCGS 143-318.11(a)(3).

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Mike Downs, County Manager

BUDGET AMENDMENT REQUIRED:

COUNTY MANAGER'S RECOMMENDATIONS / COMMENTS:



**CABARRUS COUNTY BOARD OF COMMISSIONERS
CHANGES TO THE AGENDA
DECEMBER 16, 2013**

ADDITIONS:

New Business

- F-2 BOC – Commissioner Appointments for 2014**
(Already included in the Agenda)

New Business

- G-3 County Manager – Foundation Repair on Mt. Pleasant Emergency Communications Tower**
(Already included in the Agenda)

Appointments to Boards and Committees

- H-1 Appointment of Firemen’s Relief Fund Trustees**
(Already included in the Agenda)
- H-2 Appointments – Human Services Advisory Board**
(Already included in the Agenda)

Reports

- I-1 EDC – November 2013 Monthly Summary Report**
(Already included in the Agenda)

Closed Session

- L-1 Closed Session – Pending Litigation**
(Already included in the Agenda)

UPDATED:

Consent

- F-7 ITS – Interlocal Agreement to Provide Accela Automation Software Hosting and Licensing to the City of Concord**
(Already included in the Agenda)

F-8 ITS – Child Protective Services Mobile Solution Request
(Already included in the Agenda)

New Business

G-3 County Manager – Foundation Repair on Mt. Pleasant Emergency Communications Tower

- **Updated budget amendment**
(Already included in the Agenda)