

# LEE COUNTY

NORTH CAROLINA

*Committed Today for a Better Tomorrow*

**REGULAR MEETING  
OF THE  
LEE COUNTY BOARD OF COMMISSIONERS**  
106 HILLCREST DRIVE  
SANFORD, NORTH CAROLINA 27330

January 2, 2018  
6:00 P.M.

## **A G E N D A**

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**CALL TO ORDER** – Amy Dalrymple, Chair

**INVOCATION** – Commissioner Tim Sloan

### **PLEDGE OF ALLEGIANCE**

#### **I. ADDITIONAL AGENDA**

**II. APPROVAL OF CONSENT AGENDA** (All items listed below are routine and will be approved by one motion. No separate discussion will be held except by a request of a member of the Board. Any item removed from the Consent Agenda will be considered individually as a part of the regular agenda).

- A. Minutes from the December 11, 2017 Regular Meeting. (Pages 1-10)
- B. Minutes from the December 14, 2017 Joint Meeting. (Pages 11-14)
- C. FY 2017/18 Local Emergency Planning Committee Membership Roster (Pages 15-18)
- D. Award of bid to Deep Trekker for an Underwater Remotely Operated Vehicle for Emergency Management. (Pages 19-20)
- E. Proposed fees for Nexplanon Implant Contraception Removal. (Pages 21-22)
- F. Acceptance of Association of Food and Drug Officials grant funding to enhance conformance with the FDA Voluntary National Retail Food Regulatory Program Standards. (Pages 23-27)
- G. Acceptance of National Association of County and City Health Officials grant funding to enhance conformance with the FDA Voluntary National Retail Food Regulatory Program Standards. (Pages 28-30)
- H. Additional State Revenue for 113-Electronic Health Record Agreement Addendum. (Pages 31-37)

#### **III. PUBLIC COMMENTS**

#### **IV. OLD BUSINESS**

- A. Consideration of contract with WithersRavenel for park master planning services. – John Payne (Pages 38-49)

#### **V. NEW BUSINESS**

- A. Request to Appear from the Juvenile Crime Prevention Council. – Pamela Glover (Pages 50-52)
- B. FY 2018-19 Budget Procedure Calendar. – Lisa Minter (Pages 53-55)
- C. Budget Amendment # 01/02/18/06. – Lisa Minter (Pages 56-57)

**VI. MANAGERS' REPORTS**

- A. November 2017 Monthly Financial Report. – Lisa Minter (Pages 58-64)

**VII. COMMISSIONERS' COMMENTS**

**VIII. CLOSED SESSION**

- A. Closed session to consult with the County Attorney in order to preserve the attorney-client privilege per N.C. General Statute § 143-318.11(a)(3) in discussion of the matter of Little River, LLC v. Lee County.
- B. Closed Session to discuss the acquisition of real property per N.C. General Statute § 143-318.11(a)(5).

**ADJOURN**

ITEM #:  
**II. A.**

## LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** Minutes from the December 11, 2017 Regular Meeting

**DEPARTMENT:** Governing Body

**CONTACT PERSON:** Jennifer Gamble, Clerk to the Board

**TYPE:**     Consent Agenda     Action Item     Public Hearing     Information

REQUEST	Approve Minutes from the December 11, 2017 Meeting
BUDGET IMPACT	N/A
ATTACHMENTS	"Draft" copy of the December 11, 2017 Minutes
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Approve Minutes from the December 11, 2017 Meeting
SUMMARY	

A "draft" copy of the Minutes from the December 11, 2017 regular meeting have been prepared for approval. Attachments referenced in the Minutes are available for review in the Clerk's Office located at 408 Summit Drive, Sanford, NC. Once approved, Minutes will be recorded at the Lee County Register of Deeds Office.

# LEE COUNTY

NORTH CAROLINA

*Committed Today for a Better Tomorrow*

REGULAR MEETING  
OF THE  
LEE COUNTY BOARD OF COMMISSIONERS  
106 HILLCREST DRIVE  
SANFORD, NORTH CAROLINA 27330

DECEMBER 11, 2017

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The regular meeting of the Board of Commissioners for the County of Lee, State of North Carolina, convened at 6:00 p.m. in the Commissioners Room, First Floor, Lee County Government Center, 106 Hillcrest Drive, Sanford, North Carolina, on said date. Commissioners present when the meeting was called to order were Amy M. Dalrymple, Kevin C. Dodson, Dr. Andre Knecht, Larry "Doc" Oldham, Robert T. Reives, Cameron W. Sharpe, and Timothy S. Sloan.

**CALL TO ORDER** - County Attorney Whitney Parrish called the meeting to order.

**INVOCATION** – Reverend Estes delivered the invocation on behalf of Commissioner Dodson.

**PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.

## I. ORGANIZATION OF THE BOARD

County Attorney Whitney Parrish led the discussion on the re-organization of the Board. Attorney Parrish discussed the selection of a Chairman and a Vice Chairman for a one-year term and the means by which to vote. Commissioner Knecht moved to vote by voice. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

Attorney Parrish ruled that the motion had been adopted unanimously and that the voting would take place by voice.

The Board considered the appointment of a Chairman for the upcoming year. Commissioner Reives nominated Commissioner Dalrymple as Chair for the upcoming year. Commissioner Sloan moved for the nominations for Chair to be closed. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

Attorney Parrish ruled that the motion had been adopted unanimously.

Upon a vote for Commissioner Dalrymple to serve as Chair, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

Attorney Parrish ruled that the motion had been adopted unanimously and Commissioner Dalrymple would serve as Chair for the upcoming year.

The Board considered the appointment of a Vice Chairman for the upcoming year. Commissioner Sloan nominated Commissioner Oldham as Vice Chairman. Commissioner Reives moved for nominations for Vice Chairman be closed. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

Attorney Parrish ruled the motion had been adopted unanimously.

Upon a vote for Commissioner Oldham to serve as Vice Chairman, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

Attorney Parrish ruled the motion had been adopted unanimously and Commissioner Sloan would serve as Vice Chairman for the upcoming year.

Attorney Parrish presented a Resolution Setting the Meeting Schedule for the upcoming year. Commissioner Reives moved for the Board of Commissioners' meetings to be at 6:00 p.m. on the first and third Monday of the month in the Commissioners' Room. Upon a vote on the motion for the meetings to be held at 6:00 p.m., the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

Attorney Parrish ruled the motion had been adopted unanimously.

Attorney Parrish informed the Board that each year at the first meeting in December, the Board must approve official bonds for the following employees:

- Sheriff (\$25,000)
- Register of Deeds (\$50,000)
- Every other officer of the county who is required by law to give a bond for the faithful performance of his/her duties, which for our county includes the following:
  - Tax Administrator (\$100,000)
  - Finance Officer (\$100,000)
  - Any employee who handles \$100.00 or more at any one time

Commissioner Sharpe moved to approve the bonds as presented. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

Attorney Parrish ruled the motion had carried unanimously.

At this time, the meeting was turned over to Chair Dalrymple.

## II. ADDITIONAL AGENDA

The Board considered changes/additions to the *Agenda*. Commissioner Dalrymple requested to move Item B from *New Business* to the *Consent Agenda* as Item H. With no further changes requested, Commissioner Oldham moved to approve the *Agenda* as amended. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

The Chair ruled the motion had carried unanimously.

## III. APPROVAL OF CONSENT AGENDA

Commissioner Sharpe moved to approve the *Consent Agenda*, which consisted of the following items:

- Minutes from the November 13, 2017 Regular Meeting.
- Minutes from the November 13, 2017 Closed Session Meeting.
- Minutes from the November 6, 2017 Special Meeting with the Board of Education.
- Tax release and refund report for November 2017.
- Resolution to add Buckroe Drive to the NC DOT Road System.
- Request for approval of proposed fees for the provision of Intrauterine Device (IUD) and Implant Contraception Services.
- Acceptance of revenue from Triangle J Council of Governments to purchase laptop and printer for the Senior Health Insurance Information Program.
- Request for approval of COLTS Replacement Vehicle purchase.

Upon vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

The Chair ruled the motion had carried unanimously.

## IV. PUBLIC COMMENTS

Pursuant to General Statute § 152A-52.1, Chair Dalrymple opened the floor for *Public Comments*. The following person signed up to speak and was permitted 3 minutes for comments:

- Keith Clark – 306 Village Drive, Sanford, NC (BOC Role in Selecting and Funding School Sites)

## V. OLD BUSINESS

### A. 2017 Conceal Carry Survey

County Manager John Crumpton reviewed the results of an online survey that was administered to all full-time and most part-time Lee County employees. The Sheriff/Jail employees did not participate in the survey. Each employee was given the opportunity to complete an online survey via Intranet. The survey consisted of nine statements and two open-ended questions. The nine statements were broken down into five Likert Scale Questions, three Yes/No Questions, and one Yes/No/Maybe Question. Respondents were given an unlimited amount of space to write in their responses to the two open-ended questions. Of the 295 employees eligible to take the survey, 238 completed it, a response rate of 80.7%. This survey was a way to gauge the safety of our county facilities and better determine how to improve safety in Lee County. Mr. Crumpton stated a number of employees expressed a desire to install more security cameras at various County properties as a safety precaution. He further added that there are not a lot of local governments that allow conceal carry and that state law does not currently allow conceal carry at recreational facilities during scheduled organized recreational events or in K-12 systems. The Board requested further discussion on the issue of employee safety concerns at the January retreat. No action was taken.

### B. Request for Approval of Final Bid on 0 Ashe Street (PIN 9642-76-8286-00)

County Attorney Whitney Parrish requested final approval of an upset bid for property located on 0 Vacant Ashe Street PIN 9642-76-8286-00. The property is owned by Lee County and the City of Sanford. The City of Sanford deeded its interest in the property to the County, as recorded in Deed Book 1476 Page 782, for the County to dispose of the property through the upset bid process and remit any recouped costs to the City in accordance with the Interlocal Agreement for Tax Collections. Mr. Duran Johnson submitted an offer of \$500.00 on October 4, 2017. At the regular Board meeting on October 16, 2017, the Board accepted the offer and authorized the offer to be advertised. The offer was advertised in The Sanford Herald on November 8, 2017. Staff also sent letters notifying the adjoining property owners of the offer. No upset bids were submitted. Commissioner Oldham moved to accept the final upset bid and to authorize staff and officials to close on the property, a copy of the Resolution is attached to these minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

The Chair ruled the motion had carried unanimously.

### C. Consideration of a Purchase Agreement for the Purchase of Property Including Nine Parcels from the Ruby McSwain Trust

County Attorney Whitney Parrish stated that in order to expand the property at the Lee County courthouse to meet the County's growing needs, the County is considering purchasing nine parcels of land from the Ruby McSwain Trust. The purchase price of the parcels is \$1,090,000.00 and the County will pay recording costs and attorney fees. The County will also agree to allow the owner until June 30, 2018 to remove all personal items from the property. Commissioner Reives moved to approve the purchase agreement and authorize staff to take necessary actions to finalize the purchase of the property, a copy of the agreement is attached to these minutes and by this reference made a part hereof. Commissioner Reives also requested a recording of all property purchased. Upon a vote motion to approve, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

The Chair ruled the motion had carried unanimously.

D. Consideration of a Proposal for Legal Services in Developing Oil, Gas, and Mining Ordinances

County Attorney Whitney Parrish stated that Lee County voted to extend the moratorium on oil, gas and mining development in Lee County on November 13, 2017 for twenty-four months. Chatham County has also extended their moratorium on oil and gas development for twelve months. Once Chatham County completed their study with Dr. Yuill, Lee County engaged Dr. Yuill to complete a similar study in Lee County. Lee County's Land Use Plan is still being updated and will hopefully be taken to all Boards early next year. The moratorium causes the County to make changes/updates to our unified development ordinance so they are in compliance with state statutes. Chatham and Lee Counties are proposing to enter into a legal services agreement with Poyner Spruill LLP to help both counties assist in this task. This task requires expertise in the field of environmental law and the attorneys will work with staff to give recommendations where regulation is needed. A Technical Committee of staff will be formed who will work with the attorneys at Poyner Spruill. They will identify the areas of regulation and how those regulations can be accomplished and then these recommendations will be presented to both Boards of Commissioners. Poyner Spruill will draft the ordinances. Staff is seeking services for developing both an oil and gas ordinance and a mining ordinance. Commissioner Knecht requested a timeframe for the ordinance development. Commissioner Oldham moved to approve the proposals for developing oil and gas and mining ordinances and authorizing staff to negotiate an agreement for these services. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

The Chair ruled the motion had carried unanimously.

E. Consideration of an Economic Development Incentive Agreement with Wyeth Holdings, LLC, Doing Business as Pfizer

County Manager Crumpton requested a motion to excuse Commissioner Sloan from taking part in the discussion and vote due to a potential conflict of interest based on his employment. Commissioner Reives moved to excuse Commissioner Sloan. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

The Chair ruled the motion had carried and Commissioner Sloan excused himself from the board room.

County Attorney Parrish stated that on February 20, 2017, the Board held a public hearing proposing to participate in an economic development project, Project Panda which consists of a life science research and product manufacturing process with a taxable investment of at least one hundred million dollars and the hiring of fifty new jobs at an average salary of ninety thousand dollars over a five year period. The Investment from the County will be up to \$1,412,715.00. No one spoke in favor or in opposition of the project at the public hearing. After the public hearing, the Board voted to approve the agreement. Commissioner Reives moved to



approve the economic development incentive agreement with Wyeth Holdings LLC, doing business as Pfizer, a copy of the agreement is attached to these minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Oldham, Reives, Sharpe  
Nay: Knecht  
Abstain: Sloan

The Chair ruled the motion carried 5 to 1. Commissioner Knecht delivered a quote from Governor Cooper stated "Instead of continuing to offer tax giveaways to billionaires and giant corporations, I encourage leaders to work with me to invest in our schools and make North Carolina a top 10 education state." Commissioner Sloan rejoined the meeting.

F. Request for Approval of Contract for Courthouse Architectural Services with Moseley Architects

County Manager John Crumpton presented a contract with Moseley Architects for the renovations of the New Courthouse, Old Courthouse, Old Bowling Alley and potentially the Old Firehouse Building for the Board's consideration. The first step in this contract is the survey of space needs for the existing departments located in these facilities. Moseley plans on beginning this project in January. We are currently contracting for Phase 1 which is the examination of operational analysis of major departments located at the courthouse and documenting what needs to be done going forward. This process is estimated to take about 120 days at a cost not to exceed \$53,500.00. Before they begin Phase 2, we will evaluate the schematic plan they have developed in Phase 1 from their recommendations will determine what they will be doing going forward. Commissioner Oldham moved to approve the contract with Moseley Architects, a copy of the contract is attached to these minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

The Chair ruled the motion had carried unanimously.

## VI. NEW BUSINESS

A. Presentation on Finley's Free Pantries

Ashley Braxton, a representative of Finley Food Pantries, requested the Board's permission to place food pantries at the Library and Senior Services. The Finley Food Pantries are similar to the Little Food Pantries that are popping up around the county. The pantries are a way for local volunteers to get food to the homeless population in Lee County. In the City of Sanford, volunteers are currently using the same system to get books to the homeless population. Mrs. Braxton has named the local pantries after her daughter as a way to show her how to give back to the community. Her request is also being considered at City locations like Depot Park. Initially she is requesting to put the pantries at the Library and Senior Center. Mrs. Braxton and her church will be working to keep the pantries stocked with food. If approved, County Attorney Parrish recommended establishing a policy and preparing a Memorandum of Understanding to establish terms for installation, maintenance and stocking. Commissioner Oldham moved to table the matter until the January 16<sup>th</sup> meeting to allow staff time to develop a policy and memorandum of understanding. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan

Nay: None

The Chair ruled the motion had carried unanimously.

C. Selection of Architectural Firm for the OT Sloan and Kiwanis Children's Park Master Plan

Parks and Recreation Director John Payne provided the Board with a request to approve the selection of WithersRavenel to provide architectural and other services for the OT Sloan and Kiwanis Children's Park Master Plan. With the continuing population growth in Lee County, it is important that the County maintain and improve its recreational facilities. The facilities at OT Sloan that need to be updated are the pool, playground equipment, and tennis courts. Also, the plan would include additions of an outdoor exercise facility, a pickleball court, and a new driveway entrance for the park. Finally, the plan will include construction of an indoor facility that could provide basketball and volleyball courts. For the Kiwanis Children's Park we will need to update the tennis courts, picnic shelter, bathrooms, and playground. Also, there needs to be extensive landscape alterations to the entire park.

The Lee County Finance Department received seven Request for Qualification submissions for the Master Plan. To determine which architecture firm was most qualified for the project, a selection committee comprised of Assistant County Manager Lisa Minter, Parks and Recreation Director John Payne and Management Analyst Michael Silverman was formed. Each committee member used a scoring matrix comprised of six criteria to determine which firm would best meet the needs for this project. WithersRavenel was the firm selected for this project. WithersRavenel has extensive experience designing Master Plan projects for North Carolina Parks. Also, WithersRavenel staff has familiarity Lee County facilities. Following discussion, Commissioner Oldham moved to approve the selection of WithersRavenel to provide architectural and other services for the OT Sloan and Kiwanis Children's Park Master Plan. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

The Chair ruled the motion had carried unanimously.

D. Request for Approval of Proposed Lee County Post-65 Health Insurance Plan Renewal  
The Board considered a Post-65 Retiree Health Insurance Renewal Plan

Human Resources Director Joyce McGehee stated it is proposed that the current post-65 retiree health insurance benefit vendor remain the same for 2018. The Aetna plan is a Medicare advantage plan that works in addendum with Medicare Part A and Part B for retirees who have attained the age of 65. To qualify, the retiree must have been hired prior to March 1, 2010, and have attained 20 years in the Retirement System with the last 15 years consecutively working in Lee County Government. The current plan cost \$279.93 per month per retiree. The cost for 2018 will increase to \$304.39 per month per retiree. There are currently 73 post-65 retirees in the plan. Eight retirees will come into the plan in 2017. The annual cost will be \$3,652.68 per retiree. If the post-65 retirees were on the regular insurance plan, the annual cost would be \$7,675.80 per retiree. The amount of the increase was budgeted at 10 percent in the current budget. The overall costs increase is 8.7 percent annually. The current budget will cover the increase for 2018. The budget impact for 2018 is approximately \$314,130.00. Commissioner Reives moved to approve the Post-65 Retiree Health Insurance Renewal Plan as presented. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

The Chair ruled the motion had carried unanimously.

E. Request for Approval of Bid from C&D Heating and Cooling Inc. for the Hot Water Boiler System Replacement at the County Jail/Courthouse

General Services Director Russel Spivey provided that a bid opening for the replacement of the hot water boiler system at the Lee County Jail/Courthouse, was held on November 30, 2017. A mandatory pre-bid meeting was required due to the complexity of the project with six bidders attending the meeting resulting in five return bids. C & D Heating and Cooling Inc. was determined to be the lowest bidder, bidding an amount of \$94,884.00. \$95,000.00 was budgeted for the project. Bowers Consultants out of Charlotte will be providing the engineering services. Commissioner Reives moved to approve the bid in the amount of \$94,884.00 to C & D Heating and Cooling Inc. Upon a vote, the results were as follows:

Aye: Darlymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

The Chair ruled the motion had carried unanimously.

F. Budget Amendment #12/11/17/05

Finance Director Lisa Minter presented the following appropriations for the Board's consideration:

- Emergency Services – To appropriate \$1,000 in funds from the NC Division of Emergency Management to purchase a weather station and software.
- Commissioners – To appropriate \$20,000 to professional services for a natural gas development study
- General Services – To appropriate \$1,100,000 for the purchase of property adjacent to the courthouse
- Senior Services – To appropriate \$1,350 in additional grant funds received from SHIIP MIPPA for the purchase of a laptop

Commissioner Oldham moved to approve Budget Amendment # 12/11/17/05, a copy of which is attached to these minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None

The Chair ruled the motion had carried unanimously.

## VII. MANAGERS' REPORTS

A. County Manager's Monthly Report for December 2017

County Manager John Crumpton presented his Monthly Report for December 2017, a copy of which is attached to these minutes and by this reference made a part hereof. No action was taken.

## VIII. COMMISSIONERS' COMMENTS

**ADJOURMENT**

With no further business to come before the Board, Commissioner Oldham moved to adjourn the meeting. Upon vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Oldham, Reives, Sharpe, Sloan  
Nay: None.

The Chair ruled the motion had been adopted unanimously and the meeting adjourned at 8:00 p.m.

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Amy M. Dalrymple, Chair  
Lee County Board of Commissioners

Attest:

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Jennifer Gamble, Clerk to the Board

ITEM #:  
**II. B.**

## LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** Minutes from the December 14, 2017 Joint “All Boards” Meeting

**DEPARTMENT:** Governing Body

**CONTACT PERSON:** Jennifer Gamble, Clerk to the Board

**TYPE:**     Consent Agenda     Action Item     Public Hearing     Information

REQUEST	Approve Minutes from the December 14, 2017 Joint “All Boards” Meeting
BUDGET IMPACT	N/A
ATTACHMENTS	“Draft” copy of the December 14, 2017 Minutes
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Approve Minutes from the December 14, 2017 Meeting
SUMMARY	

A “draft” copy of the Minutes from the December 14, 2017 joint “All Boards” meeting have been prepared for approval. Attachments referenced in the Minutes are available for review in the Clerk’s Office located at 408 Summit Drive, Sanford, NC. Once approved, Minutes will be recorded at the Lee County Register of Deeds Office.

# LEE COUNTY

NORTH CAROLINA

*Committed Today for a Better Tomorrow*

JOINT MEETING BETWEEN THE LEE COUNTY BOARD OF COMMISSIONERS,  
SANFORD AREA GROWTH ALLIANCE (SAGA), SANFORD CITY COUNCIL, AND  
BROADWAY TOWN COMMISSIONERS  
McSWAIN EXTENSION EDUCATION & AGRICULTURAL CENTER  
2420 TRAMWAY ROAD  
SANFORD, NORTH CAROLINA 27330

**DECEMBER 14, 2017**

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The joint meeting between the Lee County Board of Commissioners, Sanford Area Growth Alliance (SAGA), Sanford City Council, and Broadway Town Commissioners convened at 6:00 p.m. at the McSwain Extension Education & Agricultural Center, 2420 Tramway Road, Sanford, North Carolina, on said date. Commissioners present for the meeting were Amy M. Dalrymple, Larry "Doc" Oldham, Timothy S. Sloan, and Cameron W. Sharpe. Staff in attendance included County Manager John Crumpton, Finance Director/Assistant County Manager Lisa Minter, County Attorney Whitney Parrish, Management Analyst Michael Silverman, Community and Governmental Relations Manager Jamie Brown, and Clerk to the Board Jennifer Gamble.

Lee Anne Nance introduced herself as the facilitator of the meeting and provided an introduction for SAGA Chair, Kim Sutton, who began the meeting with opening remarks.

Each member introduced themselves and stated which Board they represented.

Chair Dalrymple called the meeting to order for the Lee County Board of Commissioners.

Kim Sutton, Chair of the SAGA Executive Committee, provided a historical timeline on Sanford's economic development story.

Local organizations gave updates regarding projects and goals. Dr. Bud Marchant, President of Central Carolina Community College, cited improvements to enrollment, a schedule of completion of building construction projects and added that the projects are expected to be completed within budget, and commended Kirk Bradley for his work with Central Carolina Works as it relates to preparing students for the workforce. Dr. Marchant provided a call to action to move Kelly Drive due to its threat to pedestrian safety from increased traffic. He also mentioned a desire to looking in to what it will take to move forward with a K-14 school system, which has already been implemented in some of the surrounding counties. This program would give students a jump-start in entering a trade career or preparing for college.

Joy Thrash, SAGA CEO, provided a comprehensive report to the Boards detailing accomplishments, operational details, marketing efforts, event success, and updates regarding the chamber of commerce and economic development. Accomplishments included a 5-year plan, aide in achievement of the occupancy tax implementation, completed audit, Prelude to Progress, and regular updates provided through the CEO Report. Marketing efforts included an enhanced website, brand consolidating of the Chamber of Commerce and SAGA, coloring book highlighting local places, record attendance at over 65 events, and the creation of visitor services and opening of the Welcome Center. The Chamber of Commerce has achieved a record membership recruitment at a present total of 589 members with a 90 plus member retention rate and can account for the creation of over 116 new jobs through ribbon cutting events. Achievements in economic development included an adoption of an incentive plan, Duke Site Ready Certification, and development of a pyramid report analyzing recruitment information through representation in leads, suspects, prospects, deal stage, and WINS. Mrs. Thrash stated that a spec building is needed due to lack of inventory to keep up the response rate on area recruitment.

Representing Central Carolina Enterprise Park (CCEP), Kirk Bradley provided information on a Site Readiness Program adding that site selectors were hired by Duke Energy to perform an analysis of the area. He also displayed the newly unveiled signs at the entrances to CCEP.

Donnie Oldham, Chair of the recently established Tourism Development Authority, discussed how they would be teaming with visitor services and SAGA to use tourism and visitation to enhance economic development.

Bob Heuts, Airport Director of the Raleigh Executive Jetport, discussed improvements to the airport including additional parking and investment in 30 new T-hangers in addition to a sewer expansion project. Mr. Heuts along with the Airport Authority are working on a development plan for the next 20 years. He recommended using land management techniques to protect the airport from concentrated residential encroachment.

Dr. Andy Bryan, Superintendent of Lee County Schools, spoke on behalf of the Board of Education, stating that it is their goal that all students are provided with an opportunity to graduate with more than a high school diploma. All schools performed well this year with performance grades of C or better and no schools within the low performing range. The Class of 2017 included awards of 2,500 credentials and certifications with at least 50% graduating with at least one college class, which is attributable to CC Works and Central Carolina Community College. The AVID Program is also provided and is a nationally recognized college completion program. Dr. Bryan also mentioned plans regarding the building of the new WB Wicker Elementary School, which will hold about 1,000 students grades PK-5.

Marshall Downey, Planning and Community Development Director, along with City of Sanford Mayor Chet Mann provided a presentation on Lee County and the City of Sanford. Mr. Downey and Mayor Mann provided information on many projects that are planned and/or in progress. The purpose of these projects is to enhance quality of life features. Projects include improvements and expansions to parks and greenway, establishment of a wayfinding program, improvements to the downtown area resulting from the plans for construction of the WB Wicker School, reuse of an abandoned warehouse, and plans to focus redevelopment efforts in areas like Kendale Shopping Center and East

Sanford. There was also mention of the potential for using the assessment created by Brailsford and Dunlavey related to the potential for a Multi-Sport Complex as an economic development initiative.

Facilitator Lee Ann Nance next initiated a group discussion providing an opportunity for organizations to ask each other questions.

The meeting concluded with remarks from local leaders including Town of Broadway Mayor Andrews, City of Sanford Mayor Mann, Lee County Chair Amy Dalrymple, and SAGA Chair Kim Sutton.

Commissioner Sloan moved to adjourn the meeting. Upon a vote, the results were as follows:

Aye: Dalrymple, Oldham, Sharpe, Sloan  
Nay: None  
Absent: Dodson, Knecht, Reives

The Chair ruled the motion had carried and the meeting adjourned at 8:30 p.m.

\_\_\_\_\_  
\_\_\_\_\_, Chair  
Lee County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Jennifer Gamble, Clerk to the Board



ITEM #:  
**II. C.**

## LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** FY 2017/18 Updated Local Emergency Planning Committee (LEPC) Membership Roster

**DEPARTMENT:** Emergency Services

**CONTACT PERSON:** Shane Seagroves, Emergency Services Director

**TYPE:**     Consent Agenda     Action Item     Public Hearing     Information

REQUEST	Annual approval of updated LEPC membership roster
BUDGET IMPACT	None
ATTACHMENTS	FY 2017/18 Membership Roster
PRIOR BOARD ACTION	None
RECOMMENDATION	Approve annual updated LEPC membership roster for FY 2017/18.
SUMMARY	

The Superfund Amendment and Reauthorization Act of 1986 (SARA Title III), requires that each year local government submit a membership roster of the LEPC for review by the State Emergency Response Commission.

**LOCAL EMERGENCY PLANNING COMMITTEE MEMBERSHIP ROSTER**  
**FY 2017 - 2018**

<b>A. State or Local Elected Official</b> Tim Sloan, Lee County Board of Commissioners
<b>B. Law Enforcement</b> Tracy Carter, Sheriff, Lee County Carlton Lyles, Major, Lee County Sheriff's Office Jaime Thomas, Major, Sanford Police Department
<b>C. Emergency Medical Services</b> Jonathan Kelly, Director, Central Carolina Hospital, EMS Mike Sperico, Central Carolina Hospital, EMS Dale Hill, Wake Med CapRAC Nicholas Thorpe, Wake Med CapRAC Steve Harrison, Wake Med CapRAC
<b>D. Emergency Management</b> Shane Seagroves, Director Nancy Veroni, EM Coordinator Roger Millikin, EM Planner Tim Lawson, EM Specialist Jamie Brown, County PIO Jennifer Gamble, Back-up/County PIO, Clerk to the Board Don Kovasckitz, Sanford / Lee County Strategic Services TBD, NC Emergency Management
<b>E. Health Department</b> Heath Cain, Director, Lee County Health Department Anthony Williams, Lee County Health Department Ashley Graham, Lee County Health Educator Sarah Arthur, Lee County Health Education Specialist Shannon Cagle, Lee County Health Department
<b>F. Fire</b> Bill Rogers, Lee County Deputy Fire Marshal Aaron Bullard, Lee County Fire Inspector Wayne Barber, Chief, City of Sanford Fire Department Ken Cotten, Fire Marshal, City of Sanford Fire Department
<b>G. Environmental (Professional, Local/State Government or other Environmental Official)</b> Mitch McCallister, Shamrock Environmental

Shawn Tucker, A & D Environmental Services

**H. Hospital**

Sam Mabe, Central Carolina Hospital

**I. Transportation**

James Garner, NCDOT

**J. Media**

Margaret Murchison, Radio

**K. Community Groups**

Kim Francis, American Red Cross

Chris Kelley, The Salvation Army

Kendra Martin, United Way

**L. Industrial Representatives**

Aaron Kramer, Moen

Ann McMillan, STI Polymer

Barry Pearson, Static Control

Charles Powell, Pfizer

Chris Carmichael, Hepaco

David Buffaloe, Dixie Pipeline

Debbie Bigelow, Static Control

Donald Wright, SCS

Donna Matthews, City of Sanford

Ed Davis, Dixie Pipeline

Greg Lacy, Dixie Pipeline

Indira Everett, Duke Energy

Jerry Holt, Pfizer

Jim Murray, Pfizer

Kevin Godwin, Static Control

Kevin Staubus, Caterpillar

Michael B. Kanoy, Dixie Pipeline

Phillip Ferrell, Dixie Pipeline

Ray Houser, Dixie Pipeline

Rich Draskinis, SCS

Robert Plank, Pilgrim's Pride

Scott Tomberlin, Dixie Pipeline

Tina Pedley, Pilgrim's Pride

Tony Armen, Dixie Pipeline

Van Dowdy, City of Sanford

Yoke Chung, Nobile Oil Services

<b>M. Public</b> Roger Tankersley, Chair George McRae
<b>N. Agriculture</b> Bill Stone, Director, NC Cooperative Extension Bruce Akers, NC Department of Agriculture & CS
<b>O. Labor, OSHA</b> Trey Schneller, NC Department of Labor
<b>P. Others as desired by the Board of County Commissioners</b>

Meets quarterly on the 3<sup>rd</sup> Wednesday of March, June, September, and December –  
11:30 am – 12:30 pm – location varies.

PURPOSE: To provide a mechanism for ensuring that effective emergency plans as they pertain to hazardous materials within the community exist, are updated, and tested.

## LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

**ITEM #:**  
**II. D.**

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** Underwater Remotely Operated Vehicle (ROV)

**DEPARTMENT:** Emergency Services

**CONTACT PERSON:** Shane Seagroves, Emergency Services Director

**TYPE:**     Consent Agenda     Action Item     Public Hearing     Information

REQUEST	Award Bid to Deep Trekker (Canada), for the total unit price of \$98,158.52
BUDGET IMPACT	Increase of \$100,259 from a Homeland Security Grant; no county match
ATTACHMENTS	Bid Tabulation Sheet
PRIOR BOARD ACTION	Memorandum of Agreement (MOA) for the Underwater ROV approved on November 13, 2017
RECOMMENDATION	Approve bid in the amount of \$98,158.52 to Deep Trekker (Canada)
<b>SUMMARY</b>	

Lee County Emergency Services has been awarded, and the MOA approved, for a FY 2017 Homeland Security Grant, passed thru NC Emergency Management, to purchase an Underwater ROV. The purchase of an underwater ROV will serve as an effective underwater investigation tool for Search and Rescue operations.

The following sealed bids were received from (4) vendors for the purchase of an Underwater ROV:

Deep Trekker (Canada)	\$98,158.52
Planet Ocean (United Kingdom)	\$112,718.44
Ocean Innovations (California)	\$112,718.44
Seamor Marine LTD (Canada)	\$160,602.25

LEE COUNTY, NORTH CAROLINA  
 FINANCE DEPARTMENT  
 PO BOX 1968, SANFORD NC 27331-1968

**Bid Tabulation Sheet**

December 11, 2017 @ 11:30 AM EST

Date/Time

4371-01R-18 Remotely Operated Underwater

Vehicle (ROV)

Description on Sealed Bid

Bidder/Address	Bid Amount
Planet Ocean graham@planet-ocean.co.uk	112,718.44
Robotics Centre bcass@robotics-centre.com	
Deep Trekker jwintermeyer@deeptrekker.com	98,158.52
Seamor Marine LTD	160,602.25
Ocean Innovations	112,718.44

*Debbie Conner*  
 Bids Opened By

**ITEM #:**  
**II. E.**

**LEE COUNTY AGENDA ABSTRACT  
BOARD OF COMMISSIONERS MEETING**

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** Proposed Fees for the Nexplanon Implant Contraception Removal

**DEPARTMENT:** Health Department

**CONTACT PERSON:** Heath Cain

**TYPE:**  Consent Agenda     Action Item     Public Hearing     Information

REQUEST	This is a request for the Board of Commissioners to approve the following proposed fees for the family planning clinical services:  \$ 68.00 Removal of the Nexplanon Implant
BUDGET IMPACT	By approving these proposed fees, the Lee County Health Department can recoup costs for providing these services and increase revenue.
ATTACHMENTS	Nexplanon Implant Removal Service Proposal Spreadsheet - 1 page
PRIOR BOARD ACTION	None
RECOMMENDATION	The health department is respectfully requesting the Board of Commissioners to approve this request so the health department can provide this service to our patients.

**SUMMARY**

The Lee County Health Department under the guidance of the North Carolina Department of Health Human Services (DHHS) Branch is strongly encouraged to offer long acting reversible contraceptive (LARC) methods such as intrauterine devices (IUDs) as per TITLE X Section 9.8 Title Statue Section 1001. It is also a requirement of the current NC DHHS Contract Addenda that the Lee County Health Department make an effort to provide a broad range of contraceptive methods including LARC options to aid clients who wish to delay or prevent pregnancy. The ability to offer intrauterine devices within the health department will aid in sustaining provision of quality family planning services to client centered care.

This action was approved by the Board of Health December 13, 2017.

## Clinic Name/Visit Type: Visit Cost

Organization:  Year:   
 Department:  Submitted by:   
 Cost of (plug in visit type):   
 Supply Cost:  Incidental Cost:  Total Cost:   
 HR Cost:  LAB Cost:

### Cost of Clinic Supplies

Line	Item	Description/Justification	Qty.	Unit Cost/Rate	Total
1	Table Paper	6 Feet of Table Paper	6	\$ 0.16	0.96
2	Gloves - NS	Pairs of Non-sterile Gloves	2	\$ 0.16	0.32
3	Gloves - S	Pair of Sterile Gloves	2	\$ 3.32	6.64
4	Sterile Drapes-Fenestrated	Fenestrated drape-disposable - 18x26	1	\$ 0.23	0.23
5	Sterile drapes-Unfenestrated	Unfenestrated drapes-disposable - 18x26	1	\$ 0.23	0.23
6	Gauze pads-4x4's	4x4 Gauze Pads	2	\$ 0.04	0.08
7	Disinfectant Spray	Disinfectant Spray (hydr perox) 1oz.	1	\$ 0.19	0.19
8	Paper Towels	Paper Towels	5	\$ 0.01	0.05
9	Presssure adhesive dressing	Adhesive bandage for outer dressing sx site 912 iunches)	1	\$ 0.18	0.18
10	Gowns	Gown (cape)	1	\$ 0.20	0.20
11	Lidocaine 1%-injection	Lidocaine 1% - 2cc to inject insertion site	1	\$ 0.20	0.20
12	Sterile scapel	Sterile disposable scapel	1	\$ 2.95	2.95
13	3cc syringe	Injection of Lidocaine	1	\$ 0.58	0.58
14	Steristrips	Bandage steri-strips(1-1/2 inches) for removal site	2	\$ 0.58	1.16
15	Betadine swabs	Betadine swabs to prep surgical removal site	4	\$ 0.09	0.36
					<b>14.33</b>

### Cost of Human Resources

Line	Item	Description/Justification	Time	Unit Cost/Rate	Total
16	Physician	Amount of Time MD Spends w/Patient	0		0.00
17	Mid-Level	Amount of Time Mid-Level Spends w/Patient	15	\$ 0.96	14.40
18	RN	Amount of Time RN Spends w/Patient	30	\$ 0.46	13.80
19	Lab Staff	Amount of Time LAB Staff Spends w/Patient	0	\$ -	0.00
20	LPN	Amount of Time LPN Spends w/Patient	0	\$ -	0.00
21	NA	Amount of Time NA Spends w/Patient	0	\$ -	0.00
22	Registration	Amount of Time Registrar Spends w/Patient	10	\$ 0.36	3.60
23	Eligibility	Amount of Time Eligibility Spends w/Patient	15	\$ 0.38	5.70
24	Cashier	Amount of Time Cashier Spends w/Patient	5	\$ 0.38	1.90
25	Billing	Amount of Time Billing Spends w/Patient	5	\$ 0.38	1.90
26	Interpreters	Amount of Time Interpreters Spends w/Patient	30	\$ 0.40	12.00
27	Health Educators	Amount of Time HE Spends w/Patient	0	\$ -	0.00
28	NST Machine	Amount of Time Spent w/ Patients	0	\$ -	0.00
29					0.00
30		Time = minutes	110		0.00
<b>Grand Total</b>					<b>\$53.30</b>



ITEM #:  
**II. F.**

## LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** Request to accept the Association of Food and Drug Officials (AFDO) Grant Funding

**DEPARTMENT:** Health Department

**CONTACT PERSON:** Heath Cain

**TYPE:**     Consent Agenda     Action Item     Public Hearing     Information

REQUEST	This is a request to the Board of Commissioners to accept additional grant Funding in the amount of \$6000.00 to enhance conformance with the FDA Voluntary National Retail Food Regulatory Program Standards.
BUDGET IMPACT	\$6,000; No County match
ATTACHMENTS	(2) Association of Food and Drug Officials (AFDO) Grant Acceptance Letters.
PRIOR BOARD ACTION	None
RECOMMENDATION	The health department is respectfully requesting the Board of Commissioners to accept this grant funding.
<b>SUMMARY</b>	

Lee County Environmental Health is undertaking a 5-year FDA development program to develop and integrate the FDA Voluntary National Retail Food Regulatory Program Standards into our policies and procedures. An important component of mitigating risk factors is active managerial control. Therefore, this project aims to work with the person(s)-in-charge (PIC) initially and in an ongoing effort to train them on risk control factors. In addition, we will assist them in developing long term risk control plans to improve compliance. Funds were awarded for registration and/or lodging expenses to attend Managing Retail Food Safety; 122nd AFDO Annual Educational Conference; 2018 FDA Southeast Region Retail Food Safety Seminar.

This action was approved by the Board of Health December 13, 2017.

VOLUNTARY NATIONAL RETAIL FOOD  
REGULATORY PROGRAM STANDARDS  
(RETAIL STANDARDS) GRANT PROGRAM



BOC AGENDA

1-2-2018

PG 000024



December 1, 2017

**Grant Number:** G-T-1709-05419

**Project Title:** Food Program Training for Lee County Environmental Health

**Award Value:** \$3,000.00

**Project Period:** April 1, 2018 to December 31, 2018

Anthony Williams  
Environmental Health Supervisor  
Lee County Health Department  
115 Chatham St., Suite 2  
Sanford, North Carolina 27330

Dear Anthony Williams:

We have approved your application for Food Program Training for Lee County Environmental Health as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Lee County Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by December 31, 2018 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after December 31, 2018. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: [http://afdo.org/fda\\_vnrfrps](http://afdo.org/fda_vnrfrps).

The amount of \$3,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Joe Corby  
Executive Director  
Association of Food and Drug Officials  
2550 Kingston Road  
Suite 311  
York, PA 17402

**AFDO Programmatic Point of Contact:**

Michael Turner  
[retailstandards@afdo.org](mailto:retailstandards@afdo.org)  
(850) 583-4593

**Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:**

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Daniel Lukash ([daniel.lukash@fda.hhs.gov](mailto:daniel.lukash@fda.hhs.gov))  
Catherine Hosman ([catherine.hosman@fda.hhs.gov](mailto:catherine.hosman@fda.hhs.gov))

VOLUNTARY NATIONAL RETAIL FOOD  
REGULATORY PROGRAM STANDARDS  
(RETAIL STANDARDS) GRANT PROGRAM



BOC AGENDA  
1-2-2018  
PG 000026



November 30, 2017

**Grant Number:** G-SP-1709-05481

**Project Title:** Long Term Risk Control Planning and Person-In-Charge Training

**Award Value:** \$3,000.00

**Project Period:** January 1, 2018 to December 31, 2018

Anthony Williams  
Environmental Health Supervisor  
Lee County Health Department  
115 Chatham St., Suite 2  
Sanford, North Carolina 27330

Dear Anthony Williams:

We have approved your application for Long Term Risk Control Planning and Person-In-Charge Training as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Lee County Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by December 31, 2018 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after December 31, 2018. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: [http://afdo.org/fda\\_vnrfrps](http://afdo.org/fda_vnrfrps).

The amount of \$3,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Joe Corby  
Executive Director  
Association of Food and Drug Officials  
2550 Kingston Road  
Suite 311  
York, PA 17402

**AFDO Programmatic Point of Contact:**

Michael Turner  
[retailstandards@afdo.org](mailto:retailstandards@afdo.org)  
(850) 583-4593

**Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:**

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Daniel Lukash ([daniel.lukash@fda.hhs.gov](mailto:daniel.lukash@fda.hhs.gov))  
Catherine Hosman ([catherine.hosman@fda.hhs.gov](mailto:catherine.hosman@fda.hhs.gov))

**LEE COUNTY AGENDA ABSTRACT  
BOARD OF COMMISSIONERS MEETING**

**ITEM #:  
II. G.**

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** Request to accept National Association of County and City Health Officials (NACCHO) Grant Funding

**DEPARTMENT:** Health Department

**CONTACT PERSON:** Heath Cain

**TYPE:**  Consent Agenda  Action Item  Public Hearing  Information

REQUEST	This is a request to the Board of Commissioners to accept additional grant Funding in the amount of \$5,020.00 to enhance conformance with the FDA Voluntary National Retail Food Regulatory Program Standards.
BUDGET IMPACT	\$5,020; No County match
ATTACHMENTS	(1) NACCHO Retail Program Standards Mentorship Program Acceptance Letter
PRIOR BOARD ACTION	None
RECOMMENDATION	The health department is respectfully requesting the Board of Commissioners to accept this grant funding.
<b>SUMMARY</b>	

Lee County Environmental Health is undertaking a 5-year FDA training development program to develop and integrate the 9 FDA standards of the Voluntary National Retail Food Regulatory Program Standards into our policies and procedures. This year, Lee County Environmental Health will be a mentee matched with the Rockingham County Environmental Health (NC), who will be providing guidance on Standard 4. This grant will assist in developing a Quality Assurance Program. The desired outcome is to increase EH inspection consistency and to identify individual strengths and weaknesses to build a stronger inspection program.

This action was approved by the Board of Health December 13, 2017.

# NACCHO

National Association of County & City Health Officials

The National Connection for Local Public Health

November 16, 2017

Dear Anthony Williams:

Congratulations! On behalf of the National Association of County and City Health Officials (NACCHO), I am pleased to announce that Lee County Environmental Health, NC has been selected to participate as a mentee local health department in the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) Mentorship Program. Your jurisdiction is one of 26 sites selected to collaborate and partner directly with NACCHO through support from the Food and Drug Administration (FDA).

It is exciting to have so much interest from around the country in this important community collaboration focused on building capacity for integrating the Retail Program Standards at health departments. Your jurisdiction will be matched with mentor, Rockingham County Environmental Health, NC, who will be providing guidance on Standard 4 as indicated in your application. NACCHO is pleased to award funding in the amount of \$5,020.00 for the period December 2017 – August 31, 2018.

#### Next Steps:

- Please confirm your acceptance by **November 21, 2017** to Amy Chang ([achang@naccho.org](mailto:achang@naccho.org)).
- Respond with your availability for the Mentorship Program Kick Off Call by using the following link by **November 21, 2017**: <https://doodle.com/poll/kdripra8cu4iz6ea>
- Complete the attached Vendor Information Form and return the form by **November 28, 2017** to Amy Chang ([achang@naccho.org](mailto:achang@naccho.org)). Upon receipt of the Vendor Information Form, a contractual agreement will be forwarded via email in the coming weeks.
- Complete the attached Budget Request Form (see attached directions for further clarification) and return by **November 28, 2017** to Amy Chang ([achang@naccho.org](mailto:achang@naccho.org)).
- Upon meeting with your mentor, you will be expected to review and revise your action plan, workplan, and deliverables as appropriate. Submit completed items, with assistance from your mentor, by **December 15, 2017** to Amy Chang ([achang@naccho.org](mailto:achang@naccho.org)).
- NACCHO is conducting a pre- and post- assessment of mentorship program participants. Please answer the following questions so that we may evaluate your progress and, moving forward, tailor the program to best meet the needs of both mentors and mentees. Please fill out the pre-assessment by **December 15, 2017** using this link: [http://naccho.co1.qualtrics.com/jfe/form/SV\\_b71nsL0GhZ1jq8B](http://naccho.co1.qualtrics.com/jfe/form/SV_b71nsL0GhZ1jq8B)

NACCHO and FDA staff looks forward to working with you and your colleagues on this important endeavor. A hard copy of the notification letter will also be mailed to you. Please do not hesitate to contact me at (202) 507-4242 or [jli@naccho.org](mailto:jli@naccho.org) if you have any questions.



Regards,

A handwritten signature in blue ink, appearing to read 'Jennifer Li', with a stylized flourish at the end.

Jennifer Li  
Senior Director, Environmental Health and Disability

Enclosures:

- Vendor Information Form
- Budget Request Form Instructions
- Budget Request Form
- W-9 Form



ITEM #:  
**II. H.**

## LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** Additional State Revenue for General Administration in the amount of \$2,017

**DEPARTMENT:** Health Department

**CONTACT PERSON:** Heath Cain

**TYPE:**    Consent Agenda    Action Item    Public Hearing    Information

REQUEST	This is a request to the Board of Commissioners to approve the 113-Electronic Health Record Agreement Addendum in the amount of \$2,017.
BUDGET IMPACT	\$2,017; No County match
ATTACHMENTS	Copy of 113-Electronic Health Record Agreement Addenda.
PRIOR BOARD ACTION	None
RECOMMENDATION	The Health Department respectfully requests the Board of Commissioners to approve the attached 113-Electronic Health Record Agreement Addendum.
SUMMARY	

This is the remaining balance of the \$20,000 allocated to the Lee County Health Department in Fiscal Year 2016-2017. The original funding was to help the Lee County Health Department to purchase a Certified Electronic Health Record (EHR) System. These supplemental funds are to help us in completing our EHR System.

This action was approved by the Board of Health December 13, 2017.

# Division of Public Health Agreement Addendum FY 17-18

Page 1 of 4

Lee County Health Department  
**Local Health Department Legal Name**

Administrative, Local and Community Support /  
Local Technical Assistance & Training  
**DPH Section/Branch Name**

113 Electronic Health Record  
**Activity Number and Description**

Phyllis M. Rocco, 919-707-5131  
phyllis.rocco@dhhs.nc.gov  
**DPH Program Contact**  
(name, telephone number with area code, and email)

12/01/2017 – 05/31/2018  
**Service Period**

**DPH Program Signature** **Date**  
(only required for a negotiable agreement addendum)

01/01/2018 – 06/30/2018  
**Payment Period**

- Original Agreement Addendum**  
 **Agreement Addendum Revision # \_\_\_\_\_** (Please do not put the Budgetary Estimate revision # here.)

**I. Background:**

In 2007, the North Carolina Department of Health and Human Services (NCDHHS) purchased customizable, off-the-shelf software to implement a fully automated health information system (HIS) to meet the needs of three major agencies within NCDHHS. The software was designed primarily for behavioral health applications and required extensive customization to meet the needs of public health. The Division of Public Health (DPH) is currently the sole state agency using this software. Eventually, the software was customized sufficiently to be a useful billing system for local health departments, but clinical workstations for the electronic health record (EHR) component evolved with almost 100 customized data entry screens.

With passage of the Health Information Technology for Economic and Clinical Health Act (HITECH) enacted under Title XIII of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), NCDHHS was further challenged to contemplate how health information would be stored, shared, and analyzed. Many local health departments, eager to benefit from the Meaningful Use incentive monies for eligible providers, left NCDHHS's HIS and purchased software systems with local funds. In FY 16-17, 79 counties were under contract for an EHR, but 21 counties remained dependent upon the state's HIS system. HIS ceased development of the EHR component in summer 2016 with the intent to make funds available to the affected counties.

In FY 16-17, state appropriations allocated approximately \$420,000 for assisting the 21 local health departments to purchase a Center for Medicaid and Medicare Services (CMS) certified EHR software

Health Director Signature (use blue ink)

Date

Local Health Department to complete:  
(If follow up information is needed by DPH)

LHD program contact name: Carol Thompson, Finance Officer  
Phone number with area code: 919-718-4640, ext. 5350  
Email address: cathompson@leecountync.gov

**Signature on this page signifies you have read and accepted all pages of this document.**

from a commercial vendor. While 18 of the 21 counties were able to purchase an EHR during the FY 16-17 Service Period, 3 counties were not able to purchase an EHR due to the counties lengthy approval process for IT contracts. Of those that purchased an EHR, 4 counties could not expend all of the allotted funds by the end of the FY 16-17 Service Period. This Agreement Addendum makes the unexpended funds available to those 7 counties. The 7 counties will receive these supplementary funds to assist them in completing their purchase and implementation of CMS-certified software so that all local health departments will be able to submit population health and program service data to DPH.

**II. Purpose:**

To enable the Local Health Department to complete its transition to a CMS-certified electronic health record system so that it can submit population health and program service data to DPH.

**III. Scope of Work and Deliverables:**

The Local Health Department shall:

1. Complete the purchase of a CMS certified electronic health record system by May 31, 2018.
2. Apply funds to enhance public health reporting in one or more of the following ways:
  - a. Offset the initial purchase cost of a CMS certified electronic health record
  - b. Support subscription services for use of electronic health record for e-prescribing
  - c. Support customization of an electronic health record to accommodate reporting to DPH, and/or
  - d. Support imaging solutions to work in conjunction with an electronic health record.
3. Complete the Activity 113 Electronic Health Record Report for FY18 (Attachment A) at the end of the fiscal year to indicate how the funds were spent based upon locally determined needs.
4. To qualify for these funds, have in place a permanent or interim health director who either meets the qualifications to serve as a county health director as required in NC GS 130A-40, or has an approved exception and has been sworn in using the Oath of Office so that he or she can fulfill the statutory functions assigned only to a local health director. In addition, if that health director has never served in that role in North Carolina previously, that health director must participate in the Orientation for New Local Health Directors coordinated by the North Carolina Association of Local Health Directors.

**IV. Performance Measures/Reporting Requirements:**

1. By June 30, 2018, the Local Health Department shall submit the Activity 113 Electronic Health Record Report for FY18 (Attachment A) to the Local Technical Assistance & Training Branch (LTAT), and report information for the FY18 Service Period of December 1, 2017 – May 31, 2018. **Do not return Attachment A with the signed Agreement Addendum 113.** This report shall provide:
  - a. Information on how the funds were distributed
  - b. A copy of the Department of Natural and Cultural Resources approved Electronic Records and Imaging Policy, and
  - c. A copy of the local board of health approved Electronic Health Records Policy.
2. The Local Health Department – Health Services Analysis Error Report must be below 5% within six months of the go live date for the EHR.

**V. Performance Monitoring and Quality Assurance:**

1. Performance will be monitored by:
  - a. A review of the Electronic Health Record Report (Attachment A) by the LTAT Branch Head. If additional information is required, a phone conference will be conducted, and
  - b. A monthly review of the LHD-HSA Error Report will be run by DPH staff. If performance falls rises above 5% total error rate, then phone conferences will be required until such time total error rates improve (below 5% total error rate).

**VI. Funding Guidelines or Restrictions:**

1. Requirements for pass-through entities: In compliance with *2 CFR §200.331 – Requirements for pass-through entities*, the Division provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
  - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
  - b. Frequency: Supplements will be generated as the Division receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. To qualify for these funds, the Local Health Department must not have been under contract with a vendor to provide a CMS-certified EHR on July 1, 2015. Furthermore, funds are available to the Local Health Department only if it has a currently approved Department of Natural and Cultural Resources Electronic Records Imaging Policy.
3. No funds may be expended until the Local Health Department has committed to the purchase of a CMS-certified electronic health record with a scheduled implementation before June 30, 2018.

**Attachment A**

Activity 113 Electronic Health Record Report for FY18

**Local Health Department**

(specify county if this is a district health department): \_\_\_\_\_

Attachment A is for FY18, which is for the Service Period of December 1, 2017 – May 31, 2018.

**Complete Attachment A and return between June 1–30, 2018.**

I. Complete the following grid indicating how funds were utilized.

Deliverables	Dates of service	Vendors	Amount expended (Activity 113)
Financial support for the purchase of Centers for Medicare and Medicaid Services (CMS) certified electronic health record			
Financial support for subscription services associated with ePrescribing			
Financial support for customization of an electronic health record to accommodate reporting to DPH			
Financial support for purchase of imaging solutions to work in conjunction with an electronic health record			

II. Attach a copy of the approved Electronic Records and Imaging Policy

(Template available from Kurt Brenneman, Records Management Analyst, Government Records Section/Division of Archives and Records, N.C. Department of Natural and Cultural Resources 4615 Mail Service Center, Raleigh, NC 27699-4615, (919) 807-7357)

III. Attach a copy of the approved Electronic Medical Records policy specific to the purchased EHR software

**Return to Beth Murray by June 30, 2018, either by email, fax, or mail.**

Email: [beth.murray@dhhs.nc.gov](mailto:beth.murray@dhhs.nc.gov)

Fax: 919-870-4833

Mail: 1916 Mail Service Center, Raleigh, NC 27699-1916

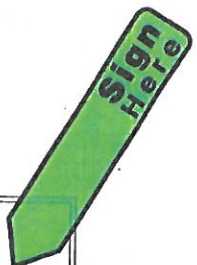
DPH-Aid-To-Counties

For Fiscal Year: 17/18

Budgetary Estimate Number : 0

Activity 113	AA	2117 4113 00	Proposed Total	New Total
Service Period		12/01-05/31		
Payment Period		01/01-06/29		
01 Alamance		0	0	0
D1 Albemarle		0	0	0
02 Alexander		0	0	0
04 Anson		0	0	0
D2 Appalachian		0	0	0
07 Beaufort		0	0	0
09 Bladen		0	0	0
10 Brunswick		0	0	0
11 Buncombe		0	0	0
12 Burke		0	0	0
13 Cabarrus		0	0	0
14 Caldwell		0	0	0
16 Carteret		0	0	0
17 Caswell		0	0	0
18 Catawba	* 0	20,000	20,000	20,000
19 Chatham		0	0	0
20 Cherokee		0	0	0
22 Clay		0	0	0
23 Cleveland		0	0	0
24 Columbus		0	0	0
25 Craven		0	0	0
26 Cumberland		0	0	0
28 Dare		0	0	0
29 Davidson		0	0	0
30 Davie		0	0	0
31 Duplin		0	0	0
32 Durham		0	0	0
33 Edgecombe		0	0	0
34 Forsyth		0	0	0
35 Franklin		0	0	0
36 Gaston		0	0	0
38 Graham		0	0	0
D3 Gran-Vance		0	0	0
40 Greene		0	0	0
41 Guilford		0	0	0
42 Halifax		0	0	0
43 Harnett		0	0	0
44 Haywood	* 0	9,407	9,407	9,407
45 Henderson		0	0	0
46 Hertford		0	0	0
47 Hoke		0	0	0
48 Hyde		0	0	0
49 Iredell		0	0	0
50 Jackson		0	0	0
51 Johnston		0	0	0

52 Jones	* 0	612	612	612
53 Lee	* 0	2,017	2,017	2,017
54 Lenoir		0	0	0
55 Lincoln		0	0	0
56 Macon		0	0	0
57 Madison		0	0	0
D4 M-T-W		0	0	0
60 Mecklenburg		0	0	0
62 Montgomery		0	0	0
63 Moore		0	0	0
64 Nash		0	0	0
65 New Hanover	* 0	20,000	20,000	20,000
66 Northampton		0	0	0
67 Onslow		0	0	0
68 Orange		0	0	0
69 Pamlico	* 0	5,610	5,610	5,610
71 Pender		0	0	0
73 Person		0	0	0
74 Pitt	* 0	20,000	20,000	20,000
76 Randolph		0	0	0
77 Richmond		0	0	0
78 Robeson		0	0	0
79 Rockingham		0	0	0
80 Rowan		0	0	0
D5 R-P-M		0	0	0
82 Sampson		0	0	0
83 Scotland		0	0	0
84 Stanly		0	0	0
85 Stokes		0	0	0
86 Surry		0	0	0
87 Swain		0	0	0
D6 Toe River		0	0	0
88 Transylvania		0	0	0
90 Union		0	0	0
92 Wake		0	0	0
93 Warren		0	0	0
96 Wayne		0	0	0
97 Wilkes		0	0	0
98 Wilson		0	0	0
99 Yadkin		0	0	0
Totals		77,646	77,646	77,646



Sign and Date - DPH Program Administrator <i>Phyllis M. Rocco</i> <sup>SR</sup> 11/28/17	Sign and Date - DPH Section Chief <i>Beth Miller</i> 11/29/17
Sign and Date - DPH Contracts Office <i>Phyllis M. Rocco</i> 11-30-17	Sign and Date - DPH Budget Officer <i>J. Gray</i> 11/30/17

SH  
 11-30-17

ITEM #:  
**IV. A.**

## LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** Consider contract with WithersRavenel for park master planning services

**DEPARTMENT:** Parks and Recreation

**CONTACT PERSON:** John Payne, Parks and Recreation Director

**TYPE:**     Consent Agenda     Action Item     Public Hearing     Information

REQUEST	Approve contract with WithersRavenel for master planning services for parks.
BUDGET IMPACT	OT Sloan & Kiwanis Children's Park Master Plan - \$67,930.00 Temple Park and Horton Park Master Planning - \$86,880.00
ATTACHMENTS	Contract with addendum for scope of services
PRIOR BOARD ACTION	Board approved the selection of WithersRavenel to provide scope of services with contract pricing.
RECOMMENDATION	Approve contract with WithersRavenel for master planning services for parks.
SUMMARY	

The Board approved the selection of WithersRavenel to provide master planning services for Kiwanis Children's Park and O.T. Sloan Park at their meeting on 12/11/2017. Since that time, it has been recommended that Horton and Temple parks also be considered for these services. Lisa Minter and I met with representatives from WithersRavenel on 12/18/2017 to discuss the scope of services to be provided. It was determined at that meeting that WithersRavenel would provide a contract proposal for the original scope of work requested and include separate addendum for Horton and Temple parks for the Board's consideration.





December 20, 2017

Ms. Lisa Minter, Finance Director  
Lee County  
408 Summit Drive  
Sanford, NC 27330

RE: O.T Sloan & Kiwanis Children's Park Master Plan  
WR project 2170770.10

Dear Ms. Minter:

We want to thank you for the opportunity to provide a professional service proposal for master planning of O.T. Sloan Park and the Kiwanis Children's Park. We realize the importance of providing the citizens of Lee County and City of Sanford with quality parks and recreation facilities that support a healthy and vibrant quality of life for the area. Attached you will find a draft scope of services with an estimate of our fees for your review.

We have broken up the scope into multiple tasks within four major sections that will include all meetings, site analysis, concept planning and final master plan preparation. We have reviewed available data and it is evident that additional data will be needed based on existing site conditions to locate all the significant site features, the creek buffer area, and utilities.

Please take some time to review the attached document and let us know if you have any questions or need additional information. Thank you and have a great day!

Sincerely

WithersRavenel

Kurt A. Pfeifer, PLA, ASLA, LEED AP  
Director, Landscape Architecture Services

Enclosure: Proposal for Professional Services



**O. T. Sloan Park & Kiwanis Children's Park Master Plans  
Lee County, North Carolina  
Professional Services Agreement**

**A. PROJECT DESCRIPTION**

WithersRavenel, Inc. (CONSULTANT) is pleased to present this AGREEMENT for the professional services of park planning to Lee County (CLIENT) for the master plan of the O. T. Sloan Park and Kiwanis Children's Park. O. T. Sloan Park is an existing 49.7-acre site located at 1418 Bragg Street. Kiwanis Children's Park is a 4.6-acre site located at 807 Tryon Street. Both project sites are in Sanford, NC. WithersRavenel will be utilizing a range of professionals to collaborate on the project, which may include landscape architects, architects, planners, civil engineers, GIS staff, technical consultants and graphic artists. The goal of both projects is to provide a master plan of proposed improvements to update the sites' existing facilities and propose additional program elements. The means of accomplishing this will include an appropriate public involvement process, a design team with a broad range of professional disciplines and by drawing inspiration from trends in current park design.

The CONSULTANT shall furnish the following Scope of Services for the O. T. Sloan Park and the Kiwanis Children's Park, consisting of site inventory & analysis, public engagement, design programming, preliminary and final master planning, and a statement of probable construction costs. The design development and construction drawing process for this facility is not included in this AGREEMENT, however we will prepare a prescribed phasing plan that can guide the CLIENT in soliciting detailed design efforts.

**B. SCOPE OF SERVICES**

**SECTION I – PROJECT INITIATION AND SITE ANALYSIS**

*Task 1- Project Kick-Off Meeting*

The CONSULTANT will meet with CLIENT to initiate the master plan with a design kick-off meeting. During this meeting, the CONSULTANT will introduce all key team members, establish lines of communication between staff, review the previous planning information and begin to engage key project stakeholders (including County/City staff, local public officials, Parks Board, Downtown, Inc., and others as needed). The goal is to leave the kick-off meeting with an understanding of final site design program or a list of key amenities to serve as the basis for the design process.

*Task 2- Site Inventory & Analysis*

The CONSULTANT will organize all existing conditions based survey data and/or GIS information into presentable maps and identify key assets and constraints of the site based on these findings. During site visit, significant structures may be identified with GPS unit to mark their location. A composite analysis map will be prepared to serve as a base for park master planning. Specific items to be analyzed may include, but are not limited to:

- ▶ SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis of the site and its surroundings
- ▶ On-site analysis of existing conditions, future development and vacant/underutilized land
- ▶ Existing/proposed internal traffic patterns (lane geometries) and parking conditions



- ▶ Further identification of project stakeholders/property owners key to the park redevelopment
- ▶ General review and analysis of existing buildings within the park projects (concessions, restrooms, storage, pavilions)

*Deliverables for each Park (paper and .pdf formats):*

- ▶ Meeting minutes from team kick-off
- ▶ Site analysis and existing conditions memorandum
- ▶ Evaluation of vegetation coverage and condition including tree coverage, Champion Trees and species of concern
- ▶ Existing/proposed internal traffic patterns (lane geometries) and parking conditions
- ▶ Building and facilities evaluation and analysis
- ▶ Further identification of project stakeholders/property owners key to the park redevelopment

## SECTION II – Park Programming

### *Task 1- Preliminary Park Facility Programming*

After consultation with CLIENT staff and project stakeholders regarding the existing conditions and opportunities/constraints for each park site, the CONSULTANT will work with the CLIENT to refine and finalize the parks' proposed programs and facilities. The current proposed programs and facilities for the parks includes, but is not limited to, the following:

#### O. T. Sloan Park

- ▶ Renovation and updates to existing pool and pool house, including shade opportunities including enclosures, mechanically operated systems or fixed-tension systems
- ▶ Updated playground design and equipment
- ▶ Remove three (3) existing tennis courts
- ▶ Renovate and resurface remaining three (3) tennis courts to include layout for pickleball
- ▶ Redesign vehicular and pedestrian circulation and parking
- ▶ New 30,000± square feet, minimum, indoor facility for gymnastics, basketball, volleyball, and parks staff offices
- ▶ New walking trails and picnic shelters
- ▶ Update and renovate existing disk golf course
- ▶ Overall landscape enhancements

#### Kiwanis Children's Park

- ▶ Update and renovate existing tennis courts, add two new tennis courts
- ▶ Conversion of two tennis courts for pickleball
- ▶ Updated and expand playground design and equipment
- ▶ Update and renovate existing restroom facility
- ▶ Renovate, expand and/or relocated group picnic shelter to accommodate sixty (60) guests
- ▶ Renovate and enhance existing landscape plantings throughout the park and along perimeter

*Deliverables for each Park (paper and .pdf formats):*

- ▶ Park programming memorandum for each park



## SECTION III – Preliminary Conceptual Plans

### *Task 1 – Alternative Conceptual Plans*

After consultation with CLIENT staff and project stakeholders during the kick-off meeting and facility programming, the CONSULTANT will develop up to three (3) conceptual site design alternatives for each park and will present these concepts to CLIENT staff and stakeholders for review. These options will identify/locate program and activity spaces, amenities, pedestrian walks and trails, circulation patterns, wayfinding and signage, connections/relationships to surrounding neighborhoods, potential landscape enhancement, and storm water management concepts, if applicable.

The CONSULTANT will also prepare up to three (3) building conceptual design alternatives for layout of a multipurpose gymnasium principally designed for volleyball, basketball and gymnastics. The building alternatives shall accommodate, at a minimum, three (3) volleyball courts and gymnastics training facility including foam pits. Conceptual design alternatives will also be prepared for group shelters and a prototypical restroom facility.

After review with the CLIENT, the CONSULTANT will refine (if needed) the design alternatives in preparation for review by stakeholders and the general public.

### *Task 2- Public Open House*

The CONSULTANT will facilitate one (1) informational open house to gather input and comments on the different conceptual plans. Each concept for each park will be presented with analysis graphics, rendered conceptual plan, character sketches, amenity photographs and anticipated park program details. The open house will be conducted with formal and informal sessions to allow participation and discussion. The CONSULTANT will coordinate the time with the CLIENT. The CLIENT will arrange for the meeting facility and advertise the meeting to local residents, businesses and stakeholders. Results and a summary of comments from the meeting will be shared and discussed with the CLIENT to determine the design direction of the Final Master Plan.

### *Deliverables for each Park (paper and .pdf formats):*

- ▶ 24 x 36 hand-drawn, black and white alternative plans for each park and building alternative (for review)
- ▶ 24 x 36 hand-drawn, color rendered alternative plans and building alternatives for each park
- ▶ 24 x 36 colored plans of character sketches and/or amenity photos for each park and building alternative
- ▶ Summary memorandum of comments and findings from public presentation

## SECTION IV – Final Master Plan

### *Task 1 - Final Master Plan Design*

Using feedback gathered during the alternative concept planning effort and the open house, the preferred alternative park and building concepts will be refined into a single draft master plan for review by CLIENT and stakeholders. Important issues to be addressed at this level will include the scope and location of site elements and potential phasing opportunities. Americans with Disabilities Act (ADA) and CPTED (Crime Prevention through Environmental Design) compliance techniques will be employed. In an effort to expedite permitting of future construction documents, the CONSULTANT will discuss specific design ideas with CLIENT staff to coordinate permitting issues with plan implementation.



*Task 2 - Opinion of Probable Construction Costs*

Base on the Final Master Plan Designs, the CONSULTANT shall prepare an Opinion of Probable Costs for each park project, including architectural elements. The anticipated costs will be based on the design, the CONSULTANT's past project experience and industry standards. The Opinion of Probable Costs will be used to assist the CLIENT and CONSULTANT in discussions of phasing options.

*Task 3- Final Master Plan Public Meeting*

The Final Master Plans will be prepared and presented at a Board of Commissioners meeting. Exhibits will include analysis graphics, a final rendered site master plan, building plans and elevations, other illustrative graphics, precedent images for amenities, and highlights from the draft master plan document. Comments from the meeting will be compiled for inclusion in the final document.

*Task 4- Phasing and Implementation Strategy*

Based on the Final Master Plans and the Opinion of Probable Construction Costs, The CONSULTANT will conduct an Implementation Workshop with the CLIENT to finalize an implementation strategy and proposed phasing of construction. The workshop will include:

- ▶ Establishment of facility funding priorities
- ▶ Discussion of proposed funding sources, including CIP, bonds, grants, general funds and other sources
- ▶ Discussion of proposed phasing for years 1-3 years and beyond base on priorities, available funding and development of the Capital Improvement Program schedule.

*Task 5- Final Master Plan Document*

Based on any remaining refinements identified during the Commissioners' meeting, the CONSULTANT will finalize the Master Plan Documents for each park. This document will be a narrative and graphic compilation of the entire master planning process. It will exhibit the progression from site analysis to preliminary alternatives to the final master plan and building concepts, as well as documentation of the public engagement process. In addition, a detailed phasing plan and narrative will be prepared to show the stages in which the project should be completed to meet the predetermined milestones. This document and associated graphics will be presented by CLIENT staff to the Board of Commissioners for final adoption.

*Deliverables for each Park (paper and .pdf formats):*

- ▶ 24 x 36 color rendered, computer-drawn, illustrative master plan
- ▶ 24 x 36 color rendered conceptual architectural plans for each building type
- ▶ Master plan layout in AutoCAD format (.dwg)
- ▶ Cost estimate spreadsheet in Excel format (.xls)
- ▶ Summary memorandum of comments and findings from public presentation
- ▶ Phasing plan graphic
- ▶ Final Master Plan Report in MS Word format (.doc)

## C. ADDITIONAL SERVICES / EXCLUSIONS

Additional requested progress meetings or excluded tasks that are not included in the above listed scope of services are considered additional services. The CONSULTANT will furnish or obtain from others additional services that are not covered under Section B or specifically excluded, if requested in writing by the CLIENT, and



accepted by the CONSULTANT. Additional services shall be paid by the CLIENT in accordance with the Fee Schedule outlined in Exhibit II.

The proposal does not include following:

GENERAL EXCLUSIONS:

- ▶ Structural and or foundation design
- ▶ Public art design or commissioning
- ▶ Detailed amenity/playground design for final product selection
- ▶ Boundary, Topographic and Tree Surveys
- ▶ Geotechnical investigations
- ▶ Design Development, Construction Drawings, Specifications and Permits
- ▶ Mechanical, Electrical and/or Plumbing Design
- ▶ Utility relocation coordination
- ▶ Off-site easement acquisition
- ▶ Design of off-site structures, facilities and utilities
- ▶ Air, water and noise quality testing plus community impact studies
- ▶ Hazardous material surveying
- ▶ Emergency evacuation plans
- ▶ Endangered Species Identification studies or Environmental Permitting
- ▶ Irrigation Design
- ▶ Site power or electrical design
- ▶ Landscape Planting Design
- ▶ Detailed Site Lighting and Specialty Lighting Design
- ▶ PARTF Grant application and administration
- ▶ LEED/Sustainable Site design certification
- ▶ Serving as an expert witness for the CLIENT in any litigation involving the project
- ▶ Presentations to government agencies other than the CLIENT

Note: This list is not all inclusive and the Scope of Services defines the services provided by WithersRavenel for this proposal.

#### **D. CLIENT RESPONSIBILITIES**

The CLIENT will provide the CONSULTANT the following information as outlined below:

- ▶ Designate in writing a person to act as the CLIENT's representative with respect to the work to be performed under this AGREEMENT; and such person shall have the complete authority to CLIENT's policies and decisions with respect to materials, equipment, elements and systems pertinent to the services covered under this AGREEMENT.
- ▶ Arrange for and make provision for the CONSULTANT to enter the subject property as required for the CONSULTANT to perform services under this AGREEMENT.
- ▶ Provide and arrange a venue for all project meetings.



- ▶ Provide all criteria and full information as to the CLIENT's requirements for the project, and furnish copies of any prior survey documents, deeds, reports, master plans, and design and construction standards.
- ▶ CLIENT shall be responsible for acquisition of all off-site utility and/or construction easements if they become applicable for this project.
- ▶ Give prompt written notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT's services, or any defect or non-conformance of the work
- ▶ Direct the CONSULTANT to provide Additional Services as stipulated in Section C of this Agreement or other services as required; and

**E. COMPENSATION FOR SERVICES**

*Basic Services*

The CONSULTANT proposes to provide the Scope of Services outlined in Section B for a lump sum amount. The budgeted total fee estimate for this contract amendment is a NOT TO EXCEED figure of Sixty Seven Thousand, Nine Hundred and Thirty Dollars (\$67,930.00) as detailed below. This estimate has been provided in good faith and may not be exceeded without being substantiated and mutually agreed by the CONSULTANT and the CLIENT.

Task Number	Task Name	Fee
Section I	Project Initiation and Site Analysis	\$ 12,280.00
Section II	Park Programming	\$ 1,710.00
Section III	Preliminary Conceptual Plans	\$ 37,460.00
Section IV	Final Master Plan	\$ 16,480.00
	<b>Total</b>	<b>\$ 67,930.00</b>

The CONSULTANT will submit monthly invoice statements to the CLIENT for all work completed. The amount of the statement will be based on the percentage of the project accomplished during the billing period. The CLIENT agrees to make prompt monthly payments in response to the monthly statements. Interest shall be charged at the rate of one and one-half (1.5) percent per month on all balances due over 90 days from date of invoice.

*Reimbursable Expenses*

Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by THE CONSULTANT or our consultants in the interest of the Project. These expenses will be billed in accordance with Exhibit II and include but are not limited to the following:

- ▶ Mileage/Travel (for all meetings, site visits, public outreach)
- ▶ Courier Trips
- ▶ Prints/document copies (includes schematics, color renderings, plan drawings)
- ▶ Postage/FedEx
- ▶ Review Fees (if applicable)



Reimbursable expenses will be invoiced at actual cost and are estimated to be \$3,800.00.

**F. TIMELINE FOR SERVICES**

The CONSULTANT agrees to commence work upon receipt of written notice to proceed from the CLIENT. Summarized below is a tentative project schedule that the CONSULTANT has recommended. The timeline will be adjusted and extended beyond the dates shown in the table depending on the date of the written Notice to Proceed by the CLIENT.

Tasks	Weeks from Notice to Proceed	Anticipated Schedule
Notice to Proceed from the CLIENT		January 8, 2018
Project Initiation and Site Analysis	6 weeks	January 15 – February 23, 2018
Park Programming	7 weeks	February 24 – March 2, 2018
Preliminary Master Planning	12 weeks	March 3 – April 13, 2018
Final Master Plan (Adoption)	18 weeks	April 14 – May 25, 2018

The CONSULTANT will not be held responsible for any delays in time of completion resulting from:

- ▶ The CLIENT's failure to carry out any of the responsibilities listed under Section A and D in a timely manner
- ▶ CLIENT requesting Additional Services as outlined in Section C
- ▶ Any other circumstances beyond the control of the CONSULTANT

The time required to complete the design services listed in Section B (as well as Section C - Additional Services) will be extended by negotiation in the event the CONSULTANT is delayed by circumstances as listed in the above.

OFFERED BY:

ACCEPTED BY:

WithersRavenel

Lee County

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

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

Gary E. Warner, ASLA, AICP  
 Director, Parks and Recreation

Date: \_\_\_\_\_





December 20, 2017

Ms. Lisa Minter, Finance Director  
Lee County  
408 Summit Drive  
Sanford, NC 27330

RE: Addendum to O.T. Sloan and Kiwanis Children's Park Master Planning Proposal  
Temple Park and Horton Park Master Planning  
WR project 2170770.10

Dear Ms. Minter:

Based on our conversations during our scoping meeting on Monday, December 18, 2017, we are providing an addendum to our original O.T. Sloan Park and Kiwanis Children's Park proposal dated December 20, 2017. This addendum is to provide similar master planning services to the existing Temple Park and Horton Park.

The proposed services for Temple and Horton Parks will be provided concurrently with the parks in the original proposal. This addendum is based on the acceptance of the original O. T. Sloan and Kiwanis Children's Parks proposal by the City and is not to be considered as a separate scope of services proposal for Temple and Horton Parks.

Please take some time to review the attached document and let us know if you have any questions or need additional information. Thank you and have a great day!

Sincerely

WithersRavenel

Kurt A. Pfeifer, PLA, ASLA, LEED AP  
Director, Landscape Architecture Services

Enclosure: Professional Services Proposal Addendum



## Temple Park & Horton Park Master Plans

### Lee County, North Carolina Professional Services Addendum

#### A. PROJECT DESCRIPTION

WithersRavenel, Inc. (CONSULTANT) is pleased to present this ADDENDUM for the professional services of park planning to Lee County (CLIENT) for the master plan of Temple Park and Horton Park. Temple Park is an existing park of approximately 5.2 acres located at the southeast corner of Mclver and South 7<sup>th</sup> Streets. Horton Park is an existing park located at Washington Avenue and Gordon Street and is approximately 10.6 acres.

The CONSULTANT will be utilizing the same design team, planning and design processes, and deliverables as detailed in the original proposal. If this ADDENDUM is accepted by the client, the proposed overall schedule will be extended three (3) weeks to provide additional analysis and design time. As per the original proposal, design development and construction drawings for these facilities is not included in this ADDENDUM, however we will prepare a prescribed phasing plan that can guide the CLIENT in soliciting detailed design efforts.

The current proposed programs and facilities for the parks includes, but is not limited to, the following:

##### Temple Park

- ▶ Renovation and updates one of the existing softball fields
- ▶ Replace one existing softball field for open space play, football and soccer
- ▶ Renovate and update the existing restroom facility
- ▶ Redesign and reorganize existing parking to accommodate additional vehicles
- ▶ Provide walk paths around park and new picnic shelters
- ▶ Overall landscape enhancements

##### Horton Park

- ▶ Replace existing pool with splash pad
- ▶ Renovate existing group picnic shelters
- ▶ Redesign and reorganize parking to provide additional off-street parking
- ▶ Update and renovate existing restroom facility and provide office space within existing footprint
- ▶ Provide walk paths around park and new picnic shelters
- ▶ Overall landscape enhancements

Acceptance of this ADDENDUM by the CLIENT and the CONSULTANT bounds each to the same exclusions, terms and conditions, and responsibilities specified in the original proposal.

#### B. COMPENSATION FOR SERVICES

The CONSULTANT proposes to provide the Scope of Services for this ADDENDUM outlined in Section B of the original proposal for a lump sum amount. If accepted by the CLIENT, the revised budgeted total fee estimate for this contract amendment is a NOT TO EXCEED figure of Eighteen Thousand, Nine Hundred Fifty



Dollars (\$18,950.00) as detailed below. This estimate has been provided in good faith and may not be exceeded without being substantiated and mutually agreed by the CONSULTANT and the CLIENT.

Task Number	Task Name	Original Fee	Addendum Fee	Total Fee
Section I	Project Initiation and Site Analysis	\$ 12,280.00	\$ 1,080.00	\$ 13,360.00
Section II	Park Programming	\$ 1,710.00	\$ 1,020.00	\$ 2,730.00
Section III	Preliminary Conceptual Plans	\$ 37,460.00	\$ 11,660.00	\$ 49,120.00
Section IV	Final Master Plan	\$ 16,480.00	\$ 5,190.00	\$ 21,670.00
	<b>Total</b>	<b>\$ 67,930.00</b>	<b>\$ 18,950.00</b>	<b>\$ 86,880.00</b>

OFFERED BY:

ACCEPTED BY:

WithersRavenel

Lee County

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

Gary E. Warner, ASLA, AICP  
 Director, Parks and Recreation

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

Date: \_\_\_\_\_

ITEM #:  
**V. A.**

## LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** Request to Appear Regarding Juvenile Crime Prevention Council Funding Decision

**DEPARTMENT:** Juvenile Crime Prevention Council

**CONTACT PERSON:** Pamela Glover

**TYPE:**     Consent Agenda     Action Item     Public Hearing     Information

REQUEST	Approve modification to FY 17-18 Funding Decisions.
BUDGET IMPACT	Approved funding in FY 17-18 Budget.
ATTACHMENTS	Request to Appear Form, NC DPS – Community Programs- County Funding Plan
PRIOR BOARD ACTION	Approved funding in FY 17-18 Budget.
RECOMMENDATION	Approve FY 17-18 Funding Decision as presented.
SUMMARY	

COUNTY OF LEE

REQUEST TO APPEAR BEFORE THE BOARD OF COMMISSIONERS

According to adopted rules of procedure, any individual who wishes to appear before the Board of Commissioners must complete this request form and submit it no later than six (6) working days prior to the date of the scheduled meeting. Your request should be specific and provide sufficient information which will allow the Board to consider the matter. Copies of any supporting material should be included with this request form. Individuals requesting to appear on the agenda will be granted a maximum of ten (10) minutes to make their presentation.

Name: Pamela Victoria Glover, JCPC Chairperson

Address: 314 South Currie Drive, Sanford, NC 27330

Telephone Number: 919-356-2479

E-mail Address: leecojcpc@gmail.com

Date of Meeting You Wish to Appear At: January 2<sup>nd</sup>, 2018

Please describe in detail the matter you would like to discuss:

The Revised County Plan and Funding Decisions for the FY 17-18 from the Lee County Juvenile Crime Prevention Council. The new funding decision are as follows: Project Challenge North Carolina, Inc.: \$66,601; Healthy Choices Psychological Services: \$4,000.00; Administrative: \$15,500.00; and Unallocated: \$75,670.00.

  
Signature

12/21/2017  
Date

Please deliver your request to: County of Lee, Clerk to the Board, 408 Summit Drive, PO Box 1968, Sanford, NC 27331-1968. Mailed requests must be postmarked no later than six (6) days prior to the scheduled meeting.

## LEE County NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 161,771 Local Match: \$ 22,230 Rate: 30%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% Non DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Lee County JCPC Administrative	\$15,500						\$15,500	
2	Project Challenge-Lee	\$66,601			\$19,980			\$86,581	23%
3	Healthy Choices-Psychological Services	\$4,000			\$2,250			\$6,250	36%
4									
5									
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16									
17									
18									
<b>TOTALS:</b>		<b>\$86,101</b>			<b>\$22,230</b>			<b>\$108,331</b>	<b>21%</b>

The above plan was derived through a planning process by the LEE County Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2017-2018.

Amount of Unallocated Funds \$75,670

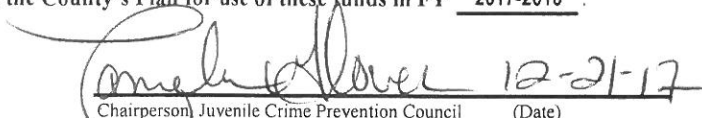
Amount of funds reverted back to DPS \_\_\_\_\_

Discretionary Funds added \_\_\_\_\_

check type  Initial plan  update  final

-----DPS Use Only-----

Reviewed by _____	Area Consultant	Date _____
Reviewed by _____	Program Assistant	Date _____
Verified by _____	Designated State Office Staff	Date _____

  
Chairperson, Juvenile Crime Prevention Council (Date) 12-21-17

  
Chairperson, Board of County Commissioners (Date) 12-21-17  
or County Finance Officer

ITEM #: <b>V. B.</b>
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## LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** FY 2018-19 Budget Procedure Calendar

**DEPARTMENT:** Finance

**CONTACT PERSON:** Lisa G. Minter, Assistant County Manager/Finance Director

**TYPE:**     Consent Agenda     Action Item     Public Hearing     Information

REQUEST	N/A – Information only
BUDGET IMPACT	N/A
ATTACHMENTS	FY 2018-19 Budget Procedure Calendar
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Approve FY 2018-19 Budget Procedure Calendar
SUMMARY	

Each year we develop a budget procedure calendar to serve as a guideline for the budget process. Attached is the calendar for the FY 2018-19 budget process. This calendar is not a firm calendar and is subject to change especially with regard to budget work sessions that the Board of Commissioners would like to hold.

FY '18-'19  
 BUDGET MANUAL

LEE COUNTY FISCAL YEAR 2018-19

BUDGET PROCEDURE CALENDAR

DATE	PROCEDURE	ACTION BY
January 17	Budget kick-off session for department heads	County Manager Finance Director
January 31	MUNIS budget training, 9:30 A.M., Gordon Wicker Room, LCGC	Finance Director
March 6	All final budget requests from County departments due in Finance Director's office by 5:00 P.M. (G.S. 159-10)	Department Heads
March 6	Deadline to submit New Position Requests and Other Position Changes for FY 18-19 to Joyce McGehee, Personnel Director	Department Heads
March 19 - March 30	Review budget requests with department heads	County Manager Finance Director
March 26	All final budget requests from non-County organizations due in Finance Director's office by 5:00 P.M. (G.S. 159-10)	Non-County Organizations
April 10	<u>Estimated</u> tax valuation due	Tax Administrator
April 10	Lee County Board of Education's tentative budget request due in the County Manager's office by 5:00 P.M.	School Board
April 11 - April 20	Review and analyze budget requests schedule follow-up meetings with department heads and non-County organizations as Needed	County Manager Finance Director
May 2	Submission of Budget and Budget Message to Board of Commissioners	County Manager



**FY '18-'19  
 BUDGET MANUAL**

<b>DATE</b>	<b>PROCEDURE</b>	<b>ACTION BY</b>
May 7	Public Notice of Public Hearing on Budget Funds (G.S. 159-12 (A))	Finance Director
May 7	Reading of Budget Message (Lee County Government Center, Commissioner's Room, 6:00 P.M.)	County Manager
May 8 - June 1	Period for Commissioners review of the 2018-2019 Budget and work sessions as needed	Board of County Commissioners
May 14	Budget work session (6:00 P.M., Lee County Government Center, Wicker Room). Other work sessions to be arranged at the Board's request.	Board of County Commissioners
May 15	Lee County Board of Education Budget due In the Manager's Office by 5:00 P.M. per G.S. 115C-429	School Board
May 21	Public Hearing on FY 18-19 Budget (6:00 P.M., Lee County Government Center)	Board of County Commissioners
June 4	Adoption of Budget Ordinance (6:00 P.M., Lee County Government Center) (G.S. 159-13:A)	Board of County Commissioners
June 30	File copies of Adopted Budget with County Finance Officer and Clerk (G.S. 159-13:d)	Finance Director

ITEM #:  
**V. C.**

## LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** Budget Amendment #01/02/18/06

**DEPARTMENT:** Finance

**CONTACT PERSON:** Lisa G. Minter, Assistant County Manager/Finance Director

**TYPE:**     Consent Agenda     Action Item     Public Hearing     Information

REQUEST	Approval of Budget Amendment #01/02/18/06
BUDGET IMPACT	See Below
ATTACHMENTS	Budget Amendment #01/02/18/06
PRIOR BOARD ACTION	N/A
RECOMMENDATION	Approval of Budget Amendment #01/02/18/06
SUMMARY	

Budget Amendment #01/02/18/06 appropriates funds for the following departments:

Register of Deeds – To appropriate \$891 from their Automation Fund to cover their Pitney Bowes postage machine quarterly rent payment.

Recreation – To appropriate \$17,322 from Insurance Proceeds to replace wrecked vehicle.

Commissioners – To appropriate \$15,000 to Professional Services for a mining development study.

Library – To appropriate \$3,201 in additional funds received from the State Library of North Carolina to be used for updates and renovations needed at the Library.

MEMO TO: LEE COUNTY BOARD OF COMMISSIONERS  
 FROM: JOHN A CRUMPTON, LEE COUNTY MANAGER  
 SUBJECT: BUDGET AMENDMENT:#01/02/18/06  
 DATE: January 2, 2018

SECTION I. THE FOLLOWING GENERAL FUND (1100) *REVENUE INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Other Revenue	1100-3930-38330	Insurance Refunds	10,000	17,322	27,322
Library	1100-3611-35000	State Aid to Library	111,599	3,201	114,800
General Fund Balance	1100-3990-39900	Fund Balance Appropriated	3,798,238	15,891	3,814,129
TOTAL CHANGES				36,414	

SECTION II. THE FOLLOWING GENERAL FUND (1100) *EXPENSE INCREASES* ARE HEREBY APPROVED:

DEPARTMENT	ACCOUNT #	DESCRIPTION	CURRENT BUDGET	CHANGE	NEW BUDGET
Commissioners	1100-4110-43100	Professional Services	20,000	15,000	35,000
Register of Deeds	1100-4180-43220	Rent-Equipment	891	891	1,782
Library	1100-6110-46400	Capital Outlay	960	3,201	4,161
Recreation	1100-6120-46411	Capital Outlay \$5,000 and above	37,295	17,322	54,617
TOTAL CHANGES				36,414	

\_\_\_\_\_  
 AMY M. DALRYMPLE, CHAIR

\_\_\_\_\_  
 JENNIFER GAMBLE, CLERK TO THE BOARD

<b>ITEM #:</b> <b>VI. A.</b>
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## LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

**MEETING DATE:** January 2, 2018

**SUBJECT:** November 2017 Financial Report

**DEPARTMENT:** Finance

**CONTACT PERSON:** Lisa G. Minter, Assistant County Manager/Finance Director

**TYPE:**     Consent Agenda     Action Item     Public Hearing     Information

REQUEST	N/A – Information only
BUDGET IMPACT	N/A
ATTACHMENTS	Monthly Financial Report, Monthly Sales Tax Analysis, Historical Sales Tax Analysis, County-wide Sales Tax Analysis
PRIOR BOARD ACTION	Click to enter text.
RECOMMENDATION	N/A
<b>SUMMARY</b>	

Attached is the monthly financial report for November 2017. Please remember that sales tax revenues run three months behind. Tax collections as a percentage of budget through November 2017 are 4.48% behind the same period last year. This is mainly due to the timing of payments made by one of our larger tax payers. In reviewing expenditures, the percentage used target is 41.67%. Finance is exceeding due to audit fees paid. Strategic Services is exceeding due to maintenance contracts. IT is exceeding the target due to annual maintenance contracts, equipment purchases and insurance premiums.

Sales tax reports showing distributions for sales through September 2017 are attached.

Lee County  
 Monthly Financial Report  
 For the Month Ended  
 November 30, 2017

	For the year ending June 30, 2017			% Used	For the year ending June 30, 2018			% Used
	16-17 Budget	YTD Thru 11/30/16	November 2016		17-18 Budget	YTD Thru 11/30/17	November 2017	
Economic/Physical Development								
Airport	175,000	175,000.00	175,000.00	100.00%	-	-	N/A	
Planning	378,891	189,445.50	-	50.00%	396,324	198,162.00	50.00%	
Economic Development	377,433	95,955.13	4,507.78	25.42%	496,548	195,035.43	39.28%	
Cooperative Extension	227,514	60,380.96	13,003.44	26.54%	284,893	111,097.93	39.00%	
Conservation	114,532	43,777.45	8,579.29	38.22%	118,486	46,151.98	38.95%	
Total	1,273,370	564,559.04	201,090.51	44.34%	1,296,251	550,447.34	42.46%	
Health and Welfare								
Health Department	3,242,410	1,476,830.01	352,359.29	45.55%	3,498,631	1,176,812.01	33.64%	
Mental Health	240,000	100,000.00	20,000.00	41.67%	240,000	100,000.00	41.67%	
Social Services-Admin	6,961,833	2,576,158.22	585,898.58	37.00%	7,045,444	2,588,486.83	36.74%	
Social Services-Programs	3,492,054	1,095,588.85	242,295.24	31.37%	1,475,748	344,340.61	23.33%	
Human Services Nonprofits	34,000	14,166.70	2,833.34	41.67%	34,000	14,166.70	41.67%	
Senior Services - Transportation	897,677	298,888.80	54,397.14	33.30%	907,936	346,714.34	38.19%	
Senior Services - General	985,971	388,173.19	91,969.06	39.37%	1,003,270	394,119.91	39.28%	
JCPC	163,924	66,640.09	14,764.75	40.65%	161,771	28,778.04	17.79%	
Emergency and Contingency	65,000	-	-	0.00%	65,000	-	0.00%	
Total	16,082,869	6,016,445.86	1,364,517.40	37.41%	14,431,800	4,993,418.44	34.60%	
Education								
School Current Expense	16,904,278	7,025,949.15	1,405,189.83	41.56%	17,512,278	7,296,782.50	41.67%	
School Capital Outlay	2,032,555	887,268.10	112,292.17	43.65%	2,032,506	561,460.85	27.62%	
CCCC Current Expense & Civic Ctr.	2,664,500	1,110,208.35	222,041.67	41.67%	2,841,860	1,184,108.30	41.67%	
CCCC Special Appropriation	-	-	-	N/A	115,000	-	0.00%	
CCCC Capital Outlay	201,000	83,750.00	16,750.00	41.67%	290,000	120,833.35	41.67%	
Total	21,802,333	9,107,175.60	1,756,273.67	41.77%	22,791,644	9,163,185.00	40.20%	
Cultural and Recreational								
Libraries	674,018	244,924.23	64,560.58	36.34%	702,136	217,146.87	30.93%	
Parks and Recreation	1,646,172	526,710.85	109,228.81	32.00%	1,759,241	558,005.36	31.72%	
Nonprofits	7,000	2,916.70	583.34	41.67%	7,000	2,916.70	41.67%	
Debt Service	2,327,190	774,551.78	174,372.73	33.28%	2,468,377	778,068.93	31.52%	
Total Expenditures	7,585,577	712,549.25	27,175.00	9.39%	9,373,949	1,663,675.22	17.75%	
Revenues Over (Under) Expenditures	68,800,165	24,987,202.39	5,326,298.06	36.32%	71,002,574	24,769,213.85	34.88%	
	(823,498)	1,573,010.94	4,541,752.90	-191.02%	(2,269,308)	666,795.28	-29.38%	

Lee County  
 Monthly Financial Report  
 For the Month Ended  
 November 30, 2017

	For the year ending June 30, 2017			For the year ending June 30, 2018				
	16-17 Budget	YTD Thru 11/30/16	November 2016	% Used	17-18 Budget	YTD Thru 11/30/17	November 2017	% Used
Other Financing Sources (Uses):								
Transfers From Other Funds	328,844	-	-	0.00%	667,899	-	-	0.00%
Transfers to Other Funds	(2,342,272)	-	-	0.00%	(1,076,829)	-	-	0.00%
Total Other Financing Sources (Uses)	(2,013,428)	-	-	0.00%	(408,930)	-	-	0.00%
Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing (Uses)	(2,836,926)	1,573,010.94	4,541,752.90	-55.45%	(2,678,238)	666,795.28	5,119,021.66	-24.90%
Appropriated Fund Balance	2,794,926	-	-	0.00%	2,678,238	-	-	0.00%
Revenues, Other Financing Sources and Appropriated Fund Balance Over (Under) Expenditures and Other Financing Uses	(42,000)	1,573,010.94	4,541,752.90	N/A	-	666,795.28	5,119,021.66	N/A

Lee County  
Sales Tax Distribution  
2017-2018

Date	For the Month of	Total Distribution	Article 39		Article 40		Article 42		Article 44		Article 46	
			Total	Sch (30%)	Total	Sch (70%)	Total	Sch (60%)	Total	Sch (60%)	Total	Sch (60%)
	Jul-17	1,079,163.12	416,928.65	178,615.50	76,549.50	238,264.48	95,305.79	142,958.69	15.99	20,621.12	148,167.88	
	Aug-17	1,104,331.48	434,145.37	174,358.26	74,724.97	245,734.09	98,293.64	147,440.45	188.73	20,621.12	154,558.94	
	Sep-17	1,202,872.98	487,724.27	179,143.28	76,775.69	269,713.80	107,885.52	161,828.28	56.13	20,621.12	168,838.69	
	1st qtr totals	3,386,367.58	1,338,798.29	532,117.04	228,050.16	753,712.37	301,484.95	452,227.42	260.85	61,863.36	471,565.51	
	Oct-17											
	Nov-17											
	Dec-17											
	2nd qtr totals											
	Jan-18											
	Feb-18											
	Mar-18											
	3rd qtr totals											
	Apr-18											
	May-18											
	Jun-18											
	4th qtr totals											
	Grand total	3,386,367.58	1,338,798.29	532,117.04	228,050.16	753,712.37	301,484.95	452,227.42	260.85	61,863.36	471,565.51	
	Budget	5,397,126.00	3,077,281.00	2,154,097.00	923,184.00	3,016,345.00	1,206,538.00	1,809,807.00	-	240,114.00	1,938,470.00	
	% of budget received		24.81%	24.70%	24.70%	24.99%	24.99%	24.99%		25.76%	24.33%	

Lee County  
Monthly Financial Report  
For the Month Ended  
November 30, 2017

	For the year ending June 30, 2017			For the year ending June 30, 2018				
	16-17 Budget	YTD Thru 11/30/16	November 2016	% Used	17-18 Budget	YTD Thru 11/30/17	November 2017	% Used
<b>General Fund</b>								
Revenues								
Ad Valorem Taxes	40,240,420	19,844,306.79	7,380,138.92	49.31%	42,101,861	18,873,418.59	8,243,191.53	44.83%
Local Option Sales Taxes	12,812,993	2,094,391.65	1,069,883.33	16.35%	13,669,336	2,183,494.60	1,104,331.48	15.97%
Other Taxes and Licenses	415,500	169,219.08	21,704.98	40.73%	424,400	190,477.07	37,546.60	44.88%
Unrestricted Intergovernmental	806,995	344,002.86	344,002.86	42.63%	753,230	321,964.60	321,964.60	42.74%
Restricted Intergovernmental	10,355,025	2,853,858.75	771,405.26	27.56%	8,332,010	2,564,137.16	373,843.14	30.77%
Permits and Fees	253,625	108,277.37	21,492.22	42.69%	260,025	114,155.59	21,062.85	43.90%
Sales and Services	2,669,698	909,923.31	234,162.74	34.08%	2,773,908	989,363.01	242,383.85	35.67%
Investment Earnings	45,000	17,457.96	10,119.72	38.80%	75,000	42,601.35	9,011.76	56.80%
Miscellaneous	377,411	218,775.56	15,140.93	57.97%	343,496	156,397.16	36,677.27	45.53%
<b>Total Revenues</b>	<b>67,976,667</b>	<b>26,560,213.33</b>	<b>9,868,050.96</b>	<b>39.07%</b>	<b>68,733,266</b>	<b>25,436,009.13</b>	<b>10,390,013.08</b>	<b>37.01%</b>
Expenditures								
General Government								
Governing Body	165,630	81,745.10	9,379.59	49.35%	194,144	80,217.65	9,349.75	41.32%
Administration	676,093	218,618.36	51,027.81	32.34%	672,493	234,987.53	60,005.29	34.94%
Human Resources	289,475	105,612.60	24,257.37	36.48%	346,185	107,499.40	26,298.31	31.05%
Finance	477,170	200,878.29	44,031.17	42.10%	506,656	222,490.65	56,118.36	43.91%
Internal Services	635,260	230,608.17	45,780.86	36.30%	673,373	244,559.82	46,333.13	36.32%
Tax Administration	1,671,252	579,027.54	154,722.14	34.65%	1,648,593	567,730.87	142,705.41	34.44%
Strategic Services	404,608	179,128.46	41,798.25	44.27%	418,262	185,822.01	45,588.99	44.43%
Prertial Release	73,360	29,232.05	7,364.96	39.85%	75,974	29,484.25	7,609.30	38.81%
Court Facilities	13,952	1,881.92	613.61	13.49%	13,952	3,569.98	17.13	25.59%
Elections	334,616	129,698.19	43,774.24	38.76%	601,124	114,857.73	36,292.11	19.11%
Register of Deeds	282,838	117,213.19	31,202.84	41.44%	290,741	122,709.54	32,904.51	42.21%
IT	1,448,367	712,921.52	76,414.12	49.22%	1,246,336	621,176.22	86,421.71	49.84%
General Services	2,827,853	1,075,416.32	223,819.23	38.03%	3,287,427	1,077,174.78	231,226.99	32.77%
<b>Total</b>	<b>9,300,474</b>	<b>3,661,981.71</b>	<b>754,186.19</b>	<b>39.37%</b>	<b>9,975,260</b>	<b>3,612,280.43</b>	<b>780,870.99</b>	<b>36.21%</b>
Public Safety								
Sheriff	6,331,688	2,686,944.40	688,010.90	42.44%	6,375,942	2,520,778.07	473,033.13	39.54%
Jail	2,384,975	861,389.88	228,819.78	36.12%	2,395,341	841,405.03	179,189.88	35.13%
911 Communications	287,415	119,756.25	23,951.25	41.67%	317,712	132,380.00	26,476.00	41.67%
State Fire Control Contribution	100,194	28,244.91	13,853.45	28.19%	100,194	27,777.17	6,664.71	27.72%
Inspections	45,996	-	-	0.00%	32,253	-	-	0.00%
Medical Examiner	40,000	24,000.00	3,800.00	60.00%	70,000	17,700.00	2,750.00	25.29%
Juvenile Detention	101,000	9,282.00	1,586.00	9.19%	50,500	19,121.00	5,002.00	37.86%
Emergency Medical Services	551,250	229,687.50	45,937.50	41.67%	662,275	229,687.50	45,937.50	34.68%
Emergency Services	238,010	81,055.41	18,996.35	34.06%	341,823	102,189.98	26,704.45	29.90%
Fire Marshall	347,824	109,578.80	23,727.33	31.50%	319,253	117,099.74	25,737.41	36.68%
<b>Total</b>	<b>10,428,352</b>	<b>4,149,939.15</b>	<b>1,048,682.56</b>	<b>39.79%</b>	<b>10,665,293</b>	<b>4,008,138.49</b>	<b>791,495.08</b>	<b>37.58%</b>



**HISTORICAL ANALYSIS OF SALES TAX RECEIVED**  
Based on actual monthly distributions

**ARTICLE 39**

Population	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Total	Period % change	
FY 17-18	502,335.01	515,872.02	567,171.25												
FY 16-17	478,791.95	498,989.97	508,612.09	499,035.31	520,210.40	580,084.10	469,879.41	487,806.26	535,085.15	552,402.01	501,886.42	582,902.52	1,585,378.28	6.66%	
FY 15-16	465,259.08	470,623.97	458,109.37	475,089.40	475,500.80	483,119.40	445,072.61	462,009.05	539,114.62	502,285.99	518,603.29	534,492.78	6,215,665.59	6.63%	
FY 14-15	429,302.83	417,505.46	433,581.85	397,178.98	470,844.04	557,565.57	410,327.35	435,287.37	448,228.83	475,565.07	477,470.61	498,035.37	5,829,280.36	6.94%	
FY 13-14	400,368.31	441,107.55	388,259.09	417,739.52	443,284.86	493,573.68	385,160.28	410,925.03	415,134.15	451,510.39	470,537.12	474,093.44	5,450,881.31	4.99%	
FY 12-13	358,208.34	376,813.94	376,209.55	360,718.99	375,443.30	385,222.34	350,932.73	394,914.26	422,448.32	297,237.40	455,231.11	446,625.97	4,800,006.25	12.86%	
<b>ARTICLES 40 &amp; 42</b>															
FY 17-18	493,429.48	494,817.32	525,632.77												
FY 16-17	480,978.30	484,191.31	477,810.40	470,872.47	497,786.82	562,476.43	427,237.63	451,353.83	522,491.99	515,327.66	475,774.40	549,031.55	1,513,879.57	6.39%	
FY 15-16	466,851.30	445,744.26	446,455.17	439,688.90	451,935.72	504,219.69	407,565.16	426,059.30	510,177.99	487,813.97	493,931.86	523,701.55	5,604,174.87	5.27%	
FY 14-15	431,269.14	427,263.94	423,446.27	416,649.15	446,206.02	535,779.10	400,333.33	406,757.84	424,685.78	453,090.59	464,751.71	492,934.92	5,323,367.59	6.18%	
FY 13-14	402,646.16	417,774.34	393,089.15	376,277.66	426,467.20	476,486.27	360,333.10	393,435.72	413,962.54	418,493.31	454,410.74	479,948.49	5,013,344.68	13.66%	
FY 12-13	352,094.18	357,550.03	345,418.63	332,926.02	358,084.28	371,346.76	318,911.05	367,963.33	387,527.23	342,015.10	431,591.71	445,396.98	4,410,825.30		
<b>ARTICLE 44</b>															
FY 17-18	20,637.11	20,809.85	20,677.25												
FY 16-17	19,571.19	19,265.47	19,359.47	19,221.44	19,201.56	19,214.45	19,202.62	19,201.18	19,220.34	19,206.05	19,211.47	20,608.11	62,124.21		
FY 15-16	3.14	8.31	167.07	1.82	56.20	80.34	113.05	153.30	275.86	44.31	82.70	19,267.86	20,253.96		
FY 14-15	192.39	112.85	80.16	(249.79)	37.51	35.64	38.83	(662.51)	18.11	116.77	33.51	95.08	(151.45)		
FY 13-14	66.60	50.01	77.78	99.52	73.90	235.15	205.21	764.73	167.96	839.71	0.63	2,652.51	5,233.71		
FY 12-13	(694.83)	1,424.73	1,058.22	234.92	141.46	152.99	(25.93)	6,171.67	131.56	141.04	338.38	61.76	9,195.97		
<b>ARTICLE 46</b>															
FY 17-18	148,167.88	154,558.94	168,838.69												
FY 16-17	141,152.73	149,578.29	152,816.21	148,793.05	156,780.27	174,044.85	139,697.84	147,810.04	158,177.70	165,020.11	152,654.63	176,761.75	471,565.51	6.32%	
FY 15-16	137,434.69	135,362.20	135,294.78	139,853.57	139,515.62	140,169.80	127,237.32	133,843.98	162,802.67	147,095.84	151,139.66	161,899.68	1,863,087.47	8.85%	
FY 14-15	122,047.40	116,047.51	124,083.08	110,797.71	133,766.02	161,320.16	113,075.29	122,866.95	127,883.13	137,380.67	137,568.26	146,946.08	1,711,649.81	10.18%	
FY 13-14	111,509.99	122,621.52	105,729.88	118,833.94	123,682.86	140,287.92	105,673.29	113,268.27	112,619.75	127,126.09	134,479.38	134,151.34	1,553,572.26	7.14%	
FY 12-13	112,209.67	121,853.30	116,982.37	115,284.21	123,047.73	139,791.47	111,487.86	119,510.09	134,720.91	77,281.45	129,453.14	123,541.55	1,449,984.23	1.74%	
<b>CITY HOLD HARMLESS</b>															
FY 17-18	(85,406.36)	(81,726.65)	(79,446.99)												
FY 16-17	(75,955.85)	(82,151.71)	(75,360.83)	(74,269.98)	(81,565.40)	(94,597.28)	(61,710.66)	(68,472.43)	(89,101.45)	(79,181.26)	(76,515.62)	(86,521.70)	(246,579.59)	5.62%	
FY 15-16	(86,904.69)	(72,675.37)	(78,202.56)	(67,806.98)	(74,974.17)	(101,149.70)	(60,929.51)	(65,056.91)	(83,452.31)	(84,960.80)	(77,337.98)	(90,032.44)	(945,404.17)	0.20%	
FY 14-15	(73,342.36)	(75,031.46)	(67,451.92)	(76,968.31)	(66,610.69)	(83,041.27)	(63,803.99)	(59,080.79)	(63,472.47)	(68,982.76)	(80,511.41)	(89,187.81)	(867,485.24)	8.76%	
FY 13-14	(64,607.71)	(58,109.38)	(63,582.88)	(46,298.85)	(62,106.60)	(70,113.63)	(48,850.17)	(56,797.97)	(64,923.66)	(55,636.38)	(71,145.03)	(82,837.75)	(745,010.01)	12.07%	
FY 12-13	(62,891.24)	(78,200.12)	(69,242.25)	(67,944.14)	(79,279.06)	(83,624.52)	(62,245.81)	(76,873.64)	(77,435.58)	(67,961.64)	(61,509.81)	(69,545.70)	(876,753.51)	-15.03%	
<b>TOTAL</b>															
FY 17-18	1,079,163.12	1,104,331.48	1,202,872.96												
FY 16-17	1,024,508.32	1,069,883.33	1,063,237.34	1,063,652.29	1,112,413.65	1,241,222.55	994,306.84	1,037,498.98	1,145,873.73	1,172,774.57	1,073,011.30	1,242,782.23	3,386,367.58	6.57%	
FY 15-16	982,673.52	979,063.37	961,823.83	986,826.71	992,034.17	1,026,439.53	919,068.63	957,008.72	1,128,918.83	1,052,279.31	1,086,419.53	1,149,329.43	13,261,165.03	8.50%	
FY 14-15	909,469.40	885,898.30	913,739.44	847,607.72	984,242.90	1,171,649.20	859,970.81	904,968.66	937,341.38	997,170.34	999,302.64	1,048,823.64	12,221,875.68	6.65%	
FY 13-14	849,983.35	923,444.04	823,573.02	866,551.79	931,402.22	1,040,469.39	802,541.71	861,595.78	876,960.74	942,333.12	988,282.84	1,008,008.03	10,915,246.03	4.99%	
FY 12-13	738,986.12	779,441.88	770,426.52	741,220.00	777,437.71	812,889.04	719,059.90	811,885.71	867,392.44	648,713.35	955,104.53	946,080.56	9,568,437.76	14.08%	

COUNTY-WIDE  
HISTORICAL ANALYSIS OF SALES TAX RECEIVED  
Based on actual monthly distributions

**ARTICLE 39**

Population	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Total	Period % change
FY 17-18	681,049.61	699,402.65	768,952.49	676,938.43	705,662.31	786,880.62	637,388.62	661,706.28	725,839.82	749,330.03	680,441.42	790,280.44	2,149,404.75	6.60%
FY 16-17	649,437.73	676,890.47	689,929.27	655,918.52	656,486.52	667,004.92	614,476.71	637,859.53	744,313.11	693,466.72	703,482.32	725,036.27	8,430,725.44	5.09%
FY 15-16	642,346.59	649,753.46	632,475.54	655,918.52	635,005.12	751,948.86	553,389.11	587,051.52	604,502.36	641,372.16	687,598.23	687,598.23	8,022,620.21	8.25%
FY 14-15	578,980.45	563,069.89	584,751.37	595,656.50	588,837.71	655,638.90	511,627.89	545,852.52	551,443.70	599,764.09	634,591.19	639,387.43	7,410,923.80	7.16%
FY 13-14	531,829.48	585,945.48	515,744.20	554,904.54	588,837.71	655,638.90	511,627.89	545,852.52	551,443.70	599,764.09	634,591.19	639,387.43	6,915,567.13	3.01%
FY 12-13	539,511.98	567,418.24	566,508.12	543,181.95	565,354.29	580,079.87	528,445.50	594,674.27	636,135.93	394,002.26	604,706.51	593,275.87	6,713,294.79	

**ARTICLES 40 & 42**

FY 17-18	668,975.80	670,857.36	712,635.97	638,735.69	675,244.84	762,995.92	579,545.30	612,258.77	708,757.27	699,038.91	645,039.60	744,359.26	2,052,469.13	6.33%
FY 16-17	625,314.32	656,802.63	648,146.97	607,043.84	623,952.06	696,136.42	562,693.13	588,226.52	704,362.58	673,486.94	670,015.67	710,398.03	7,996,239.48	3.68%
FY 15-16	644,586.25	615,404.01	616,385.50	601,777.00	601,777.00	722,579.95	539,910.66	548,574.82	572,753.66	611,061.87	680,556.44	680,556.44	7,712,690.35	6.40%
FY 14-15	581,632.32	576,230.68	571,081.99	562,184.77	601,777.00	722,579.95	539,910.66	548,574.82	572,753.66	611,061.87	680,556.44	680,556.44	7,248,900.60	8.54%
FY 13-14	534,855.27	554,950.78	522,160.20	499,828.65	566,497.96	632,940.82	478,675.25	522,620.57	549,887.39	555,905.84	612,842.30	647,283.87	6,678,448.90	3.95%
FY 12-13	530,303.20	538,410.03	520,142.20	501,330.43	539,214.54	559,185.59	480,226.25	554,090.72	583,550.64	453,357.23	573,305.09	591,643.34	6,424,759.26	

**ARTICLE 44**

FY 17-18	27,979.14	28,213.33	28,033.56	26,073.77	26,046.80	26,064.30	26,048.24	26,046.29	26,072.28	26,052.89	26,046.29	27,939.83	84,226.03	
FY 16-17	26,548.20	26,133.50	26,261.00	26,073.77	26,046.80	26,064.30	26,048.24	26,046.29	26,072.28	26,052.89	26,046.29	27,939.83	315,333.39	
FY 15-16	4.34	11.47	230.67	2.51	77.59	110.92	156.07	211.66	380.86	61.17	112.17	26,136.74	27,496.17	
FY 14-15	266.46	152.19	108.11	(336.88)	50.59	48.07	52.37	(893.50)	24.42	157.48	131.27	131.27	(108.15)	
FY 13-14	88.46	66.43	103.32	132.19	98.16	312.36	272.59	1,015.83	223.12	1,115.43	0.86	3,577.31	7,006.06	
FY 12-13	(956.15)	2,145.41	1,593.51	353.75	213.02	230.37	(39.05)	9,293.49	198.10	186.96	449.49	82.04	13,750.94	

**ARTICLE 46**

FY 17-18	148,168.88	154,558.94	168,836.69	148,793.05	156,780.27	174,044.85	139,697.84	147,610.04	158,177.70	165,020.11	152,654.63	176,761.75	471,566.51	6.32%
FY 16-17	141,152.73	149,578.29	152,816.21	148,793.05	139,515.62	140,169.80	127,237.32	133,843.98	162,802.67	147,095.84	151,139.66	161,899.68	1,863,087.47	8.85%
FY 15-16	137,434.69	135,362.20	135,294.78	139,853.57	139,515.62	161,320.16	113,075.29	122,666.85	127,883.13	137,380.67	137,568.26	146,946.08	1,711,649.81	10.18%
FY 14-15	122,047.40	116,047.51	124,083.08	110,797.71	133,766.02	140,287.92	105,673.29	113,268.27	112,619.75	127,126.09	134,479.38	134,151.34	1,553,572.26	7.14%
FY 13-14	111,509.99	122,621.52	105,729.88	118,833.94	123,682.86	140,287.92	105,673.29	113,268.27	112,619.75	127,126.09	134,479.38	134,151.34	1,449,984.23	1.74%
FY 12-13	112,209.67	121,853.30	116,982.37	115,284.21	125,047.73	139,791.47	111,487.86	119,510.09	134,720.91	77,281.45	129,453.14	123,541.55	1,425,163.75	

**TOTAL**

FY 17-18	1,526,173.43	1,553,032.28	1,678,450.71	1,490,540.94	1,563,734.22	1,749,985.69	1,382,660.00	1,447,621.38	1,618,847.07	1,639,441.94	1,504,181.94	1,739,341.28	4,757,666.42	6.46%
FY 16-17	1,442,452.98	1,509,404.89	1,517,153.45	1,424,371.87	1,400,531.14	1,384,386.49	1,402,818.44	1,360,141.69	1,611,859.22	1,514,110.07	1,524,749.82	1,623,470.72	18,605,385.78	6.47%
FY 15-16	1,282,926.63	1,255,500.27	1,280,024.55	1,208,302.10	1,370,596.73	1,635,897.04	1,206,427.43	1,257,399.79	1,305,163.57	1,389,972.18	1,505,844.20	1,515,232.02	17,474,456.54	7.78%
FY 14-15	1,178,283.20	1,263,584.21	1,143,737.60	1,173,699.32	1,279,116.69	1,429,180.00	1,096,249.02	1,182,757.19	1,214,173.96	1,283,911.45	1,381,913.73	1,424,399.95	16,213,288.51	7.72%
FY 13-14	1,181,068.70	1,229,826.98	1,205,226.20	1,160,150.34	1,227,829.58	1,279,287.30	1,120,120.56	1,277,568.57	1,354,605.58	924,827.90	1,307,914.23	1,308,542.80	15,051,005.32	3.25%
FY 12-13													14,676,868.74	