



LEE COUNTY BOARD OF COMMISSIONERS
106 HILLCREST DRME
SANFORD, NORTH CAROLINA 27330

October 21, 2019
6:00 PM

A G E N D A

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

I.ADDITIONAL AGENDA

II.APPROVAL OF CONSENT AGENDA

- II.A. Request to accept of the Association of Food and Drug Officials (AFDO) Retail Program Standards Travel Grant
The Health Department respectfully requests the Board of Commissioners to approve this grant funding

[AFDO_Award_Letter.pdf](#)

- II.B. Senior Center General Purpose Grant Application FY 2020
Approval by BOC

[Lee GP 19-20 Proposal Packet.docx](#)

- II.C. Budget Amendment #10/21/19/05
Approval of Budget Amendment #10/21/19/05

[#10-21-19-05.pdf](#)

- II.D. Minutes from the October 7, 2019 Regular Meeting.

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Approve Minutes from the October 7, 2019 Regular Meeting as presented.
[Minutes 10-7-2019 Regular Meeting.doc](#)

- II.E. Services for Market Pay Study
Approve the firm of Piedmont Triad Regional Council to conduct a Market Pay Study for Lee County
[Agency.docx](#)
[Lee County Proposal Market Study.pdf](#)
- II.F. Minutes from the October 7, 2019 Closed Session.
Approve Minutes as presented.
- II.G. Minutes from the September 16, 2019 Closed Session Meeting.
Approve Minutes as presented.

III.PUBLIC COMMENTS

IV.OLD BUSINESS

- IV.A. Update and discussion regarding Sports Complex. - Dr. John Crumpton
Information Only
[Sanford_Lee Sports - BnD Letter Proposal 5.7.19 FINAL.PDF](#)
[WoolpertDesignSevicesLetter_SanfordMultiSportsComplex_5-7-19.pdf](#)
[BnD and Woolpert - Past Work Info Session 4.12.19.pdf](#)
[Sports_Complex_Location_20190507.pdf](#)
- IV.B. Update and discussion regarding library and classroom facility at Central Carolina Community College. - Dr. John Crumpton
Information Only
[CCCC - Library Meeting Minutes 07_23_2019.pdf](#)
[Early College & Library Site Option 2 \(3\).pdf](#)
[LEC Programming - DRAFT.pdf](#)
[Library Programming CCCC LIBRARY - DRAFT.pdf](#)
[Library Programming LEE COUNTY - DRAFT.pdf](#)
- IV.C. Resolution requesting that the North Carolina General Assembly adopt legislation allowing conceal carry of firearms in State buildings. - Commissioner Knecht
Pleasure of the Board.
[NCGS 14-269.4.pdf](#)
[Resolution - Conceal Carry.doc](#)

V.NEW BUSINESS

VI.MANAGERS' REPORTS

- VI.A. September 2019 Monthly Financial Report - Lisa Minter
N/A Information Only
[September Financial Report.pdf](#)
[historical sales tax analysis.pdf](#)
[monthly sales tax analysis 2019-2020.pdf](#)
- VI.B. County Manager's Monthly Report for the month of October 2019 - Dr. John Crumpton
N/A
[COUNTY MANAGER'S REPORT -October 2019.docx](#)
[TRC Agenda 10.31.19.pdf](#)
[agenda lcpr september 2019.docx](#)
[TRC Asecend_Academy.pdf](#)
[Sanford Contractors Fabricated Bldg.pdf](#)
[Monthly Collections Report September 2019.docx](#)

VII.COMMISSIONERS' COMMENTS

VIII.CLOSED SESSION

- VIII.A. Closed Session per N.C. General Statute 143-318.11(a)(3) to consult with Counsel regarding the matter of Lee County, North Carolina V. AmerisourceBergen Drug Corporation, in re: National Prescription Opiate Litigation.
Move to go into Closed Session.

ADJOURN



ITEM #: II.A

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: Request to accept of the Association of Food and Drug Officials (AFDO) Retail Program Standards Travel Grant

DEPARTMENT: Health

CONTACT PERSON: Heath Cain, Health Department Director

TYPE: Consent Agenda

| | |
|--------------------|--|
| REQUEST | This is a request to the Board of Commissioners to accept grant funding from AFDO in the amount of \$3000. |
| BUDGET IMPACT | The grant adds an additional \$3000 to the health department; No county match |
| ATTACHMENTS | AFDO_Award_Letter.pdf |
| PRIOR BOARD ACTION | Board of Health approved this grant funding December 2018 |
| RECOMMENDATION | The Health Department respectfully requests the Board of Commissioners to approve this grant funding |
| SUMMARY | |

Lee County Environmental Health is an active participant in the Voluntary Retail Food Regulatory Program Standards and this grant will allow two staff members to attend continuing education training to enhance their food safety knowledge.

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



December 3, 2018

Grant Number: G-T-1811-07052
Project Title: Training for Food Safety Staff
Award Value: \$3,000.00
Project Period: January 2, 2019 to December 31, 2019

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 Training for Food Safety Staff 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, 2019 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, 2019. 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.

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,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Michael Turner
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: Gerald Berg (gerald.berg@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)



ITEM #: II.B

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: Senior Center General Purpose Grant Application FY 2020

DEPARTMENT: Senior Services

CONTACT PERSON: Debbie Davidson, Senior Services Director

TYPE: Consent Agenda

| | |
|--------------------|---|
| REQUEST | Approve Application for FY 2020 Funding for the Senior Center General Purpose Funding |
| BUDGET IMPACT | \$10,574.00 - Funding already included in the FY 2020 Senior Services Budget \$3,525.00 - Local 25% Match - Included in General Funding for Current FY 2020 Senior Services Budget |
| ATTACHMENTS | Lee GP 19-20 Proposal Packet.docx |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Approval by BOC |
| SUMMARY | |

The Lee County Government Enrichment Center is a NC Certified Senior Center of Excellence. Funding is awarded annually to NC Senior Centers based on certification status. Fund allocation for FY 2020 from the NC Division of Aging and Adult Services is \$10,574.00 with a 25% match. These funds are included in the FY 2020 Approved Budget. Proposed funds will be used to pay for various items including annual fees for the My Senior Center attendance and room scheduling computer equipment, repair and/or replacement of Fitness Equipment, Marketing items, Public Access computer internet and wireless connection fees, and program supplies for special events.

STATE APPROPRIATION FOR SENIOR CENTERS THROUGH
THE 2019 SESSION OF THE
NC GENERAL ASSEMBLY

SENIOR CENTER GENERAL PURPOSE FUNDING

FY 2019-2020 APPLICATION PACKET

Triangle J Area Agency on Aging
4307 Emperor Blvd. Ste. 110
Durham, NC 27703

Lee County Senior Services
The Enrichment Center

The Triangle J Area Agency reserves the right to request additional information, references, to accept or reject any or all proposals to waive technicalities, to accept proposals in whole or in part, and to award a contract(s) which, in the opinion of the grantee, best serves the older adults.

SENIOR CENTER GENERAL PURPOSE FUNDING

Introduction and Instructions

The Triangle J Area Agency is pleased to announce the availability of funds for use by senior centers to support and develop programming and general operations or to construct, renovate, or maintain senior center facilities. \$1,265,316 in general purpose funding was allocated for senior centers for the current fiscal year. This funding is allocated to the Area Agencies on Aging for distribution to the centers within the region which provide full time programs or will utilize the funding to develop full time programs. Across the state 171 senior centers or developing senior centers will be funded.

The Division of Aging and Adult Services has worked hard to enhance and expand the statewide certification process for senior centers with standards that encourage centers across the state to strive for levels of 'merit' or 'excellence'. An intent of the certification process has been to increase base funding for those who have successfully completed the process. This ensures that funding is being well spent on readily identifiable programs and services and provides an incentive for centers that make investments to meet certification requirements. Therefore, in order to provide an incentive to work toward certification, and to reward those who achieve it, the Division has decided to fund senior centers equally, based upon their certification status. Centers of Merit will receive two shares of the funding of non-certified centers and Centers of Excellence will receive three times the funding of non-certified centers. The objectives for this year are to:

- Allocate funding equally to every center, based upon certification status;
- Require documentation and accountability for the use of funding, and;
- Provide incentives for centers to improve themselves through certification.

Again this year it has been decided to divide the annual appropriation into *shares* based on the total number of senior centers as determined by the Area Agencies on Aging plus extra shares for each senior center which meets certification status. Uncertified, identified centers will receive one share.

For FY 2019-2020, total funding available to the counties in Region J will amount to \$158, 608. Effective period: July 1, 2019-June 30, 2020.

Your center is eligible to receive:

| | | |
|----------|---------------------------------------|------------|
| FY 19-20 | Senior Center General Purpose Funding | \$_10,574_ |
| | Local Match (25%) | \$__3,525_ |
| | TOTAL | \$_14,099_ |

It is the responsibility of the applicant to certify the availability of the local match. **The funds require a 25% local match. The funds must be spent first before reimbursed and before June 30, 2020.** Therefore, projected June expenditures must be reported with May services reported in June otherwise the unutilized portion of your allocation will revert to the state.

Application submissions should include:

- (1) A completed description of proposed activities (add additional pages as needed).
- (2) Certification of the availability of local match.
- (3) A budget for senior center general purpose activities.

APPLICATION FOR SENIOR CENTER GENERAL PURPOSE FUNDING

Applicant Information

Date: **October 8, 2019**

Project Name: **Lee County Senior Services, LCG (Lee Co. Govt.) Enrichment Center**

Name of Project Director: **Deborah Davidson**

Telephone Number: **(919) 776-0501 ext. 2216 FAX: (919) 774-7593**

E-Mail: **ddavidson@leecountync.gov**

Name and Address of Applicant: **Lee County Senior Services, 1615 S. Third Street, Sanford, NC 27330**

Type of Agency Applying: Private-Non-Profit _____
Public **X**

Location of Project: **Lee County**
(county)

ASSURANCES

Lee County (hereinafter referred to as "Subgrantee") HEREBY AGREES THAT it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps.

Signature and Title of Authorized Official
[e.g., Director, Board Chairman]

Date

CERTIFICATION OF THE AVAILABILITY OF REQUIRED NON-FEDERAL
MATCH FOR SENIOR CENTER GENERAL PURPOSE FUNDING

It is understood that the following required 25 percent non-federal match will be used to match Senior Center General Purpose funds in FY 19-20 and will not be used to match any other federal or state funds during the contract period.

The provider shall expend the award in keeping with the attached project description indicating how funding will be utilized. Funding will not be disbursed until this application is received and approved by the Area Agency on Aging. The contractor shall make a final report indicating how funding was utilized in a format provided by the Area Agency on Aging.

FY 19-20

Budget Request \$10,574.00

Required 25% Match \$3,525.00

Total FY 19-20

Projected Budget \$14,099 (up to the amount of the grant)

Authorized Signature: _____

Title: **Chair, Lee County Board of Commissioners**

Date: _____

SENIOR CENTER GENERAL PURPOSE PROJECT DESCRIPTION (complete per center funded)

1. Senior Center to receive funding: **LCG (Lee Co. Govt.) Enrichment Center**
 2. Amount of funding: **\$14,099**
 3. Area served by Senior Center: **Lee County**
-

4. Describe how the funding will be spent:

- ❖ Annual fee for MySeniorCenter attendance and room scheduling equipment. Includes technical support.
- ❖ Purchase benches, trash cans and picnic table for outdoor trail.
- ❖ Replace and/or repair fitness room equipment.
- ❖ Purchase Senior Center Motion Picture License to play movies at the Senior Center.
- ❖ Pay professional services for speakers, entertainers and instructors.
- ❖ Program supplies, advertising and printing of materials for the ongoing and annual events.
- ❖ Supplement annual senior trip to the State Fair in Raleigh, NC.
- ❖ Paid advertising about the Senior Center, classes and programs.
- ❖ Public access internet and wireless connection for participants' use, classes and programs.
- ❖ Replace or add appliances in the Senior Center.
- ❖ Supplement the Veterans Service Office with supplies, program materials and equipment.
- ❖ Supplement the cost of training required by Senior Center Certification.
- ❖ Required training for fitness and wellness instructors.
- ❖ Printing The Center Post monthly newsletter.
- ❖ Computer laptop and other technology equipment maintenance and/or replacement.
- ❖ Promotional handouts and prizes for health/information fairs.
- ❖ Marketing tools such as: banners, posters, magnets, cups, pens, bags.
- ❖ Dues and subscriptions to periodicals and associations for program ideas and information.
- ❖ Equipment, furniture and general supplies for the Senior Center and its grounds.

APPROPRIATIONS FOR
 SENIOR CENTER BUDGET INFORMATION
 STATE FISCAL YEAR 2019-20 (complete per center funded)

Organization Name: **Lee County Senior Services**

Senior Center Name: **LCG (Lee Co. Govt.) Enrichment Center**

Address: 1615 S. Third Street, Sanford, NC 27330

Period Covered: **July 1, 2019 – June 30, 2020** Date Prepared: **September 20, 2019**

| <u>OBJECTS OF EXPENDITURE</u> | <u>AMOUNT</u> |
|---|-------------------------------|
| Salary and Fringe Benefits | \$ <u>0</u> _____ |
| Supplies/Other Operating Costs | \$ <u>6,599</u> _____ |
| Equipment | \$ <u>6,000</u> _____ |
| Capital Outlay (Real Estate, Construction, Renovation) | \$ <u>0</u> _____ |
| Other MySeniorCenter Annual Fee | \$ <u>1,500</u> _____ |
| TOTAL BUDGET (Including local match) (Up to grant amount, only) | \$ <u>14,099</u> _____ |

Each organization that receives, uses or expends any state funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly or collected by the State. State funds include federal funds that flow through the state. If the contractor is a governmental entity, such entity is subject to the provisions of the requirements of OMB Uniform Guidance 2 CFR Part 200 and the NC Single Audit Implementations Act. If the Contractor is a non-governmental entity, such entity is subject to the provisions of G.S. 143C-6-23. Additionally, any non-governmental entity except a for-profit corporation is subject to the provisions of OMB Uniform Guidance 2 CFR Part 200.

AUTHORIZED SIGNATURE: _____

TITLE: _____ **DATE:** _____



ITEM #: II.C

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: Budget Amendment #10/21/19/05

DEPARTMENT: Finance

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

TYPE: Consent Agenda

| | |
|--------------------|---|
| REQUEST | Approval of Budget Amendment #10/21/19/05 |
| BUDGET IMPACT | See below |
| ATTACHMENTS | #10-21-19-05.pdf |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Approval of Budget Amendment #10/21/19/05 |
| SUMMARY | |

Environmental Health - To appropriate \$3,000 from AFDO Grants for travel to the Southeast Region FDA Food & Safety Seminar

Environmental Health - To appropriate \$66,665 for a new Environmental Health Specialist for Onsite Wastewater

Human Resources - To appropriate \$22,500 for a Pay Study

Information Technology - To appropriate \$26,315 for the Downtown Wi-fi project

MEMO TO: LEE COUNTY BOARD OF COMMISSIONERS
 FROM: JOHN A CRUMPTON, LEE COUNTY MANAGER
 SUBJECT: BUDGET AMENDMENT:# 10/21/19/05
 DATE: October 21, 2019

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

| DEPARTMENT | ACCOUNT # | DESCRIPTION | CURRENT BUDGET | CHANGE | NEW BUDGET |
|----------------------|-----------------|---------------------------|----------------|----------------|------------|
| Health | 1100-3510-33660 | AFDO Grants | - | 3,000 | 3,000 |
| General Fund Balance | 1100-3990-39900 | Fund Balance Appropriated | 4,282,426 | 115,480 | 4,397,906 |
| TOTAL CHANGES | | | | 118,480 | |

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

| DEPARTMENT | ACCOUNT # | DESCRIPTION | CURRENT BUDGET | CHANGE | NEW BUDGET |
|------------------------|-----------------|-------------------------------|----------------|----------------|------------|
| Human Resources | 1100-4125-43100 | Professional Services | - | 22,500 | 22,500 |
| Information Technology | 1100-4210-43500 | WAN Connectivity | 92,946 | 6,325 | 99,271 |
| Information Technology | 1100-4210-46413 | Tech Equipment \$5,000 & > | 25,936 | 19,990 | 45,926 |
| Environmental Health | 1100-5109-41200 | Salaries & Wages | 316,818 | 38,959 | 355,777 |
| Environmental Health | 1100-5109-42100 | FICA | 24,237 | 2,981 | 27,218 |
| Environmental Health | 1100-5109-42210 | Retirement | 28,577 | 3,514 | 32,091 |
| Environmental Health | 1100-5109-42220 | 401K Retirement Plan | 15,841 | 1,948 | 17,789 |
| Environmental Health | 1100-5109-42300 | Group Insurance | 45,776 | 5,270 | 51,046 |
| Environmental Health | 1100-5109-42400 | Worker's Compensation | 5,273 | 943 | 6,216 |
| Environmental Health | 1100-5109-43400 | Conference & Mtg Registration | 400 | 160 | 560 |
| Environmental Health | 1100-5109-43410 | Travel | 800 | 2,840 | 3,640 |
| Environmental Health | 1100-5109-43510 | Telephone | 2,400 | 551 | 2,951 |
| Environmental Health | 1100-5109-43960 | Contracted Services | 15,373 | 1,774 | 17,147 |
| Environmental Health | 1100-5109-44100 | Office/Departmental Supplies | 2,500 | 751 | 3,251 |
| Environmental Health | 1100-5109-44200 | EDP Supplies | 500 | 350 | 850 |
| Environmental Health | 1100-5109-44250 | Vehicle-Gas & Oil | 4,200 | 1,500 | 5,700 |
| Environmental Health | 1100-5109-46400 | Capital Outlay | - | 3,020 | 3,020 |
| Environmental Health | 1100-5109-46412 | Tech Equipment < \$5,000 | - | 3,278 | 3,278 |
| Environmental Health | 1100-5109-46415 | Equipment < \$500 | - | 1,226 | 1,226 |
| Environmental Health | 1100-5109-46416 | Tech Equipment < \$500 | - | 600 | 600 |
| TOTAL CHANGES | | | | 118,480 | |

AMY M. DALRYMPLE, CHAIR

JENNIFER GAMBLE, CLERK TO THE BOARD



ITEM #: II.D

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: Minutes from the October 7, 2019 Regular Meeting.

DEPARTMENT: Governing Body

CONTACT PERSON: Jennifer Gamble, Deputy County Attorney/Clerk to the Board of Commissioners

TYPE: Consent Agenda

| | |
|--------------------|--|
| REQUEST | Approve Minutes from the October 7, 2019 Regular Meeting as presented. |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | Minutes 10-7-2019 Regular Meeting.doc |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Approve Minutes from the October 7, 2019 Regular Meeting as presented. |
| SUMMARY | |

Draft Minutes from the October 7, 2019 Regular Meeting of the Board of Commissioners are enclosed for review. Attachments referenced in the Minutes are available in the Clerk's office and will be included with the Minutes following approval.



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

October 7, 2019

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, Arianna M. Del Palazzo, Dr. Andre Knecht, Robert T. Reives, Cameron W. Sharpe, and Kirk Smith. Staff in attendance included County Manager John Crumpton, Assistant County Manager/Finance Director Lisa Minter and Deputy County Attorney/Clerk to the Board Jennifer Gamble.

Chair Dalrymple called the meeting to order and the following business was transacted:

Commissioner Sharpe led the Invocation and Pledge of Allegiance.

I. ADDITIONAL AGENDA

The Board considered changes and additions to the *Agenda*. Deputy County Attorney/Clerk to the Board Jennifer Gamble requested the removal of Item H from the *Consent Agenda* related to the HVAC system at the Daymark Recovery Services located at 130 Carbonton Road, Sanford, NC. The bids came in over budget thus General Services is working on applying value engineering and will bring this item back to the Board at a later date. With no further changes/additions requested, Commissioner Reives moved to approve the *Agenda* as amended. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith

Nay: None

The Chair ruled the motion had carried.

II. APPROVAL OF CONSENT AGENDA

The Board considered changes to the *Consent Agenda*. Commissioner Sharpe moved to approve the *Consent Agenda* as amended, which consisted of the following items:

- A. Minutes from the September 16, 2019 Regular Meeting.
- B. Interlocal Committee Minutes from August 16, 2019.
- C. Minutes from the September 9, 2019 Special Meeting.
- D. Bad Debt Write-Off for FY 17-18.

- E. Purchase of 2019 Chevrolet Tahoe for the Sheriff's Department.
- F. Budget Amendment # 10/7/19/04.
- G. Acceptance of final bid on Lot 29 Wildwood Drive, Sanford, NC PIN 9634-12-1809-00.

Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

The Chair ruled the motion had carried.

III. PUBLIC COMMENTS

Pursuant to General Statute § 152A-52.1, Chair Dalrymple opened the floor for *Public Comments*. The following people signed up to speak during the Public Comments section of the meeting:

- Keely Wood, 363 Angel Road, Sanford, NC (guns)

IV. OLD BUSINESS

A. Second Reading of a modification to the Lee County Code of Ordinances to allow conceal carry of handguns on certain county properties.

The Board held a second reading for a modification to the Lee County Code of Ordinances to allow conceal carry of handguns on certain county properties. The first reading was held at the September 16, 2019 regular meeting where the Board voted 5:2 in favor of the modification. Commissioner Dodson moved to approve the modification to the Lee County Code of Ordinances to allow conceal carry of handguns on certain county properties as presented, a copy of which is attached to these minutes and by this reference made a part hereof. Following discussion, Commissioner Reives moved to call the question. Upon a vote on the motion to approve the proposed ordinance as presented, the results were as follows:

Aye: Del Palazzo, Dodson, Knecht, Sharpe, Smith
Nay: Dalrymple, Reives

The Chair ruled the motion carried 5:2.

Commissioner Reives and Chair Dalrymple stated their desire to be on the record supporting 80% of the employees that have opposed conceal carry in the workplace.

B. Consideration of a Zoning Map Amendment/rezoning request for 4.02 +/- acres off of Broadway Road.

An application was submitted by Stephen Chase Johnson of L&K Properties of Broadway, LLC to rezone 4.02 +/- acres of a vacant 6.71 +/- acre tract of land off of Broadway Roadway, between 1805 and 1823 Broadway Road, from Residential Agricultural to Highway Commercial. The subject property is identified as Tax Parcel 9672-03-6833-00 as depicted on Lee County Tax Map 9672.03. Commissioner Knecht moved to approve the consistency of the rezoning request with the long-range plan. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

The Chair ruled the motion carried unanimously.

Commissioner Knecht moved to approve the zoning map amendment/rezoning request to rezone approximately 4.02 acres off of Broadway Road to Highway Commercial as presented, 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, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

The Chair ruled the motion carried unanimously

V. NEW BUSINESS

A. Lee County Post-65 Retiree Health Insurance Plan Renewal.

Human Resources Director Joyce McGehee proposed that the current post-65 retiree health insurance benefit vendor remain the same for 2020. The Aetna plan is a Medicare Advantage plan that works in addendum with Medicare Part A part B for retirees who have attained the age of 65. To qualify, an employee must have been hired prior to March 1, 2010, and has attained 20 years in the retirement system with the last 15 years consecutively working for Lee County. The current plan costs is \$286.40 per month per retiree. The cost for 2020 will increase to \$335.65 per month per retiree. There are currently 93 post sixty-five retirees in the plan. One retiree will come into the plan in 2020. The annual cost will be \$4,027.80 per retiree. If the post-65 retiree were on the regular insurance plan the annual cost would be \$7,337.68 per retiree. The current budget will cover the increase for 2020. Commissioner Reives moved to approve the Lee County Post-65 Retiree Health Insurance Plan Renewal with Aetna. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

The Chair ruled the motion carried unanimously.

B. 2018 Community Health Assessment and Top 3 Health Priorities.

Lauren Stens with the Health Department presented the findings of the 2018 Community Health Assessment and Top 3 Health Priorities. The top 3 health priorities were selected based on key findings. The Board of Health approved the Community Health Assessment on September 18, 2019. Commissioner Smith asked whether the report specifies the number of substance abuse cases by Lee County Residency. Health Director Heath Cain confirmed that the data does not distinguish by residency thus there is a chance the data could be inflated by visits from residents in surrounding counties. Commissioner Reives asked DSS Director Angelina Noel exactly how much healthy food can be purchased using food stamps. He stated there should be a study evaluating how much healthy food can reasonably be purchased using food stamps. Chair Dalrymple stated there should be a movement through Cooperative Extension which could be combined as a collaborative with the Health and Social Services Department. No action was taken.

C. Consideration of a Major Subdivision Preliminary Plat for Winstead Farms, Phase 5.

Winstead Farms Phase 3 is a pending minor subdivision on a separate parent tract of land. Winstead Farms, Phase 4 was a minor subdivision that was approved by staff and

recorded at Plat Cabinet 2019, Slide 108 of the Lee County Register of Deeds Office. No that additional lots are proposed to be created from the parent tract of land that was part of Phase 4, the subdivision has transitioned from a minor subdivision to a major subdivision, therefore Phase 5 has been proposed. The Lee County Planning Board approved a preliminary plat for the Winstead Farms, Phase 5 off of Lemon Springs Road as it appears to comply with the Unified Development Ordinance subdivision regulations, the property has access to public water and streets, and the soil report appears to support the configuration of the lots. Planning and Community Development Director stated that this request addresses lots 6-9 in the proposed plat that is designated as a major subdivision due to the addition of these lots. Commissioner Reives moved to approve the preliminary plat for the Winstead Farms, Phase 5, 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, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

The Chair ruled the motion carried unanimously.

V. MANAGERS' REPORTS

A. Monthly Financial Report for August 2019.

Assistant County Manager/Finance Director Lisa Minter presented the monthly financial report for August 2019. No action was taken.

B. County Manager John Crumpton requested the Board's approval to request that the City look into ways to address safety concerns related to pedestrian traffic across Hillcrest Drive in front of the government center. Commissioner Reives moved to direct the County Manager to issue a request to the City to evaluate the safety needs of the pedestrian walkway in front of the Government Center on Hillcrest Drive. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

Chair Dalrymple ruled the motion had carried unanimously.

VI. COMMISSIONERS' COMMENTS

Commissioner Reives requested that the County Manager look into the Spec Building and should it sell, what the County would need to cover. The County Manager stated that the County has \$140,000 budgeted in this year's budget to cover costs related to the Spec Building. No payments have been issued to date. There has been several prospective purchasers that have expressed interest in the building.

Chair Dalrymple requested that the Board review the proposed signage resulting from the adoption of the modification to the Lee County Code of Ordinances related to concealed carry and that there be a social media posting summarizing which county facilities allow conceal carry. Chair Dalrymple requested a movement for more required training related to carrying concealed weapons in public. This would be a request for a legislative change. Chair Dalrymple also asked the Board if they are in favor of seeking to allow concealed carry in state and federal buildings to which the board responded favorably.

VII. CLOSED SESSION

Commissioner Dodson moved to go into Closed Session per N.C. General Statute § 143-318.11(a)(5) to discuss matters related to the acquisition of real property. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

Chair Dalrymple ruled the motion had carried and the Board went into Closed Session.

ADJOURNMENT

Upon return from Closed Session and with no further business to come before the Board, Commissioner Del Palazzo moved to adjourn the meeting. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

The Chair ruled the motion had carried unanimously and the meeting adjourned at 7:03 p.m.

Amy M. Dalrymple, Chair
Lee County Board of Commissioners

ATTEST:

Jennifer Gamble, Clerk to the Board



ITEM #: II.E

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: Services for Market Pay Study

DEPARTMENT: Human Resources

CONTACT PERSON: Joyce McGehee, Human Resources Director

TYPE: Consent Agenda

| | |
|--------------------|--|
| REQUEST | Approve the Firm of Piedmont Triad Regional Council to conduct a Market Pay Study for Lee County |
| BUDGET IMPACT | \$22,500 |
| ATTACHMENTS | Agency.docx Lee County Proposal Market Study.pdf |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Approve the firm of Piedmont Triad Regional Council to conduct a Market Pay Study for Lee County |
| SUMMARY | |

On September 16, 2019 the Board of Commissioners approved Human Resources to seek proposals for a Market Pay Study of Lee County Positions. Requests for Proposal was sent out to twelve vendors. Five Requests for Proposal were received by the ending date. After careful consideration of all proposals Piedmont Triad Regional Council has been chosen as the company to conduct the Market Pay Study of Lee County Positions. Piedmont Triad was chosen based on costs, references and the outline of the work to be performed. Piedmont Triad was highly recommended by many counties in North Carolina.

REQUEST FOR PROPOSAL

MARKET PAY STUDY

| Agency | BID Amount |
|---|-------------------|
| Management Advisory Group International | |
| McGrath Human Resources Group | \$38,975 |
| MGT Consulting Group | |
| Piedmont Triad Regional Council | \$22,500 |
| Paypoint HR, LLC | \$38,500 |
| Trest Benefits Solutions, LLC | |
| The Segal Company | \$50,000 |
| The Archer Company | |
| Newport Group | |
| Maps Group | |
| Evergreen Solutions, LLC | \$28,000 |
| Springsted, Inc. | |
| | |

September 23, 2019

Candace Iceman, Assistant Finance Director
Lee County Government
PO Box 1968
Sanford, North Carolina 27331-1968

RE: Market Pay Study Proposal

Dear Ms. Iceman:

Enclosed herein is joint proposal by the Triangle J Council of Governments and the Piedmont Triad Regional Council of Governments' proposal submission to your above referenced request. The Councils bring to you over 25 years' experience in the provision of quality and cost-effective personnel services to North Carolina Local Governments. In addition to the specific requirements of your request, PTRC also has demonstrated proficiencies in Performance Evaluation System Development; Personnel Policies Development; Fair Labor Standards Act compliance studies; ADA Accessibility and Feasibility Studies; Supervisory Training (i.e., Workplace Harassment Training, Compensation Training, Interviewing and Selection Training, Supervisory Skills Training, to name a few); and, Executive Search Services.

This letter and the accompanying Professional Services Proposal contain responses pertinent to your request, specifically,

- Project costs are provided in the Professional Services Proposal (Section VII, Page 11).
- PTRC is a voluntary association of local governments and authorized, by law, to provide management, planning and technical services to North Carolina local governments.
- The Project Manager will be Mr. David Hill. He will be accompanied and working closely with Mr. Bob Carter and Mr. Kim Newsom as well as other staff as may be deemed necessary and appropriate. A full biographical sketch of the staff is included in the accompanying Professional Services Proposal (Section V, Page 8).

- By way of this proposal we are confirming our understanding of the specific market pay study requirements of the County, as outlined and described in the prepared Request for Proposals dated September 17, 2019.
- PTRC staff will conduct and complete each component of the compensation and classification study. No component of the study will be subcontracted.
- Specific client and reference contact information is contained in Section IX (Page 16).
- Contact information for your study is:

David Hill, Project Manager
1398 Carrollton Crossing Drive
Kernersville, North Carolina 27284
828-758-7532
dhill@ptrc.org

Please contact David at the above telephone number or email should you require additional information or to request any clarifying explanation of any component of this proposal.

Respectfully submitted,

Matt Reece
Assistant Director

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PROFESSIONAL SERVICES OFFERED TO LEE COUNTY FOR A MARKET PAY STUDY

This is a proposal and agreement by the Piedmont Triad Regional Council (PTRC) and the Triangle J Council of Governments (TJCOG) to provide services to the Lee County, North Carolina (hereinafter “the County”) to conduct a market pay study.

TJCOG has executed a memorandum of understanding for intergovernmental services cooperation with the Piedmont Triad Regional (PTRC). The staff of the TJCOG and PTRC work cooperatively to deliver these services to Lee County. Working cooperatively the TJCOG and the PTRC are referred to as the “the Councils” in this proposal.

These services will be conducted according to the scope of work contained within the County’s Request for Proposals, dated September 17, 2019, and as described below:

I. Work Elements for the Market Pay Study

As part of the comprehensive compensation and classification study, the Councils agrees to review the County’s existing pay plan for appropriateness, internal equity and external competitiveness in accordance with the Scope of Work contained within the County’s Request for Proposals and conduct the following work elements:

- A. Evaluate the external competitiveness of the salary and wages as compared to the agreed upon market.
- B. Evaluate the internal comparisons of positions to maintain internal equity.
- C. Update the current classification system and salary ranges to ensure competitiveness in the market and appropriate internal equity.
- D. Enable ongoing administration and maintenance of the system by internal HR staff.
- E. Review and make recommendations concerning the effectiveness of the County’s overall compensation system including compression issues.
- F. Attend a post-award meeting with management before commencement of the compensation and classification study to discuss the following issues: expectations of the study,

confirmation of labor market comparisons, the understanding of the compensation and classification process, and implementation principles.

- G. Hold individual meetings with Department Heads to obtain an understanding of each Department's mission, vision and organizational structure and discuss any concerns regarding the study, as may be deemed necessary by the County Manager.
- H. Collect salary and classification data from the identified and agreed upon market employers. The County will have input as to from whom data is collected and generally what weight data is given. A comparative analysis of each classification will be performed to include collected data to determine hiring rate, minimum, mid-point and maximum; average salary; benchmark position identification; analysis of practices and salary structure
- I. Provide agreed upon timely progress reports indicating the data collected and status.
- J. Assign each classification to a salary grade based on an assessment of the classification, market data collected, and internal relationships.
- K. Assign each employee to a position and classification. Implementation strategies will be developed and implementation costs for any recommended changes will be calculated and shall include, but not be limited to, addressing salary compression. A printout will be provided to management which will include name, current title and proposed title, current grade and proposed grade, current salary and proposed salary, dollar increase on an annual basis, and percent increase. These implementation costs will be summarized by department based on the way the information is provided by the County.
- L. Attend meetings, as requested, throughout the process with County Manager, Project Team and others identified by the County Manager to define the methodology, survey results and recommendations.
- M. Meet with management prior to finalizing the recommendations to discuss findings and receive input.
- N. Present to management a comprehensive report of the process, findings and recommendations.
- O. Deliver to the County a final compilation of the study that will contain the assignment of classifications to grades, schedule of changes, allocation list and implementation costs.
- P. Present findings and recommendations to the Board of County Commissioners, as may be scheduled.

Q. Consult on miscellaneous items and other related subjects up to 7.5 hours.

II. Responsibilities of the County

In order to facilitate relevant and useful study results the County agrees to provide to the Councils the following:

- A. Input identifying from whom data is collected and generally what weight data is given. Because this element is so important in determining recommended salary ranges, it is suggested this be discussed and resolved before the data is collected in order to obtain some consensus about data collection and what emphasis should be placed on the larger employers in the market.
- B. Copies of existing class specifications. Electronic copies will be provided if available,
- C. Access to a computer or digital database of current payroll and salary administration information. This database should include the employee's name, current title, current grade, current salary, and any other relevant information related to classification or study implementation decisions. The Councils will summarize the study reports based on the way the information is provided by the County.
- D. Guidance as to how the implementation of the study's results may be administered.
- E. Access to appropriate management staff, as determined by the County Manager, to meet with Council's representatives to gather information, discuss recommendations and receive input.
- F. A contact person for all business related to the project including necessary meeting space, information referral to the County Manager, Project Team and any other items necessary to the completion of this project.

Until otherwise directed the designated contact and address is –

Joyce D. McGehee, IPMA-SCP, SHRM-SCP, SPHR
Human Resources Director
408 Summit Drive
Post Office Box 1968
Sanford, North Carolina 27330
919-718-4615 ext. 5563
jmcgehee@leecountync.gov

III. Proposed Timeline for Project Completion

October - November 2019

- Meet with management and discuss the expectations of the market pay study, confirmation of labor market comparisons, collect employee classification and compensation data.

November – December 2019

- Collect and analyze labor market position classification and salary data.
- Conduct comparative analysis of County employee current pay and classification data to that collected from market study group.
- Meet with management to discuss preliminary findings and receive input.
- Final presentation will be made to management summarizing the study and recommendations.
- Deliver final compilation of the study to the County prior to December 15, 2019.

Date(s) To Be Determined

- As may be requested, meet with and make informal and/or formal presentation(s) to the Board of County Commissioners.

IV. Method of Classification

Of the four main types of position classification, the Councils use the factor comparison method of job evaluation. The duties and responsibilities of individual positions are evaluated to determine their relative level of difficulty and responsibility. The factors used are generally accepted principles in Human Resources comparative analytical studies. The following are among the classification factors used in determining the level of each position:

1. Working conditions
2. Nature and significance of public contacts
3. Variety and complexity of work
4. Decision making
5. Consequence of error
6. Supervision given
7. Supervision received
8. Knowledge, skills, and abilities

These factors are identified and analyzed through review of current job descriptions as well as discussions with department directors and County management.

V. Staff

The staff who will be working on the County's scope-of-work elements are very experienced in human resources and pay and classification work with each having 25 or more years of North Carolina state or local government experience.

David Hill will be project manager. David retired from Caldwell County after 23 years as the Human Resources Director and brings both a private and public sector perspective having worked within a unionized private sector establishment as well as state and local government within North Carolina. David is native to Haywood County and prior to their divestiture was Human Resources Director for Champion International's pulp and paper mill in Canton and Waynesville. David received a Bachelor's Degree in Economics from UNC Asheville and has over 40 years of experience in human resources management. David is a graduate of the School of Government's Municipal and County Administration program and is a former member of IPMA, and SHRM. David served for six years as a Trustee for the NC Association of County Commissioner's Health, Workers' Comp, and Property & Liability Insurance Pools and is a past member of the Board of Directors for the Foothills Area Mental Health Authority. David's specialties include employee benefits development, labor contract negotiations, development of policies and procedures, federal contract compliance, employee and management training, compensation and classification analysis, conflict resolution, Affirmative Action and EEO compliance, and establishment and management of a Substantially Equivalent HR System. David is a veteran of the U.S. Army.

Bob Carter is experienced in managing the employment, interviewing, and employee records maintenance functions for small and large organizations. His breadth of experience includes labor contract administration and the development of operating budgets. He has significant job evaluation experience and has conducted salary studies to ensure workforce competitiveness. He also has experience in the development and administration of local county substantial equivalency compensations systems to ensure compliance with State of NC guidelines. Bob has served as a subject matter expert for three different local government employers implementing client server human resource information systems. Bob graduated from High Point University with a bachelor's degree in Business Administration and has completed post graduate work in public administration at UNCG and Florida International University. He is a graduate of the Institute of Government's Municipal and County Administration Course, and he holds a certification as a Certified Compensation Professional (CCP). Bob is a veteran of the U.S. Air Force.

Kim Newsom retired from Randolph County as the Human Resources Director. A native of the Piedmont Triad, Kim also boasts more than 40 years of human resources management experience including work with the NC Office of State Personnel, the Greenville Utilities Commission, and the NC Department of Human Resources, serving as personnel analyst for local mental health, public health, and social services departments in a 21-county region. Kim has a Bachelor's Degree in Economics from NC State University and has completed graduate level coursework at NC State and East Carolina University. Kim has developed skill sets in a full range of human resources services with an emphasis

on employee relations, classification and compensation, policy development and administration, interpretation and application of federal and state legislation, drug and alcohol policy administration, and supervision and managerial development. Kim is also a member of IPMA, serving as President of the NC chapter and as President of the Southern Region during his tenure.

VI. References

PTRC has conducted and participated in human resources consulting and service delivery for over two decades. The following is a list of local governments for whom services have been rendered recently and would be familiar with our work.

| | |
|--|--|
| <p>Avery County Phillip L. Barrier, Jr, County Manager 175 Linville Street Newland, North Carolina 28657 Phillip.barrier@averycountync.gov 828-733-8201 Pay and Class Study 190 Employees</p> | <p>Burke County Rhonda Lee, Human Resources Director Burke County Administration 200 Avery Avenue Morganton, North Carolina 28680 828-764-9082 Rhonda.lee@burkenc.org Current Market Study (1/3) 221 employees</p> |
| <p>Bladen County Lisa Coleman, Finance Director County of Bladen P.O. Box 965 Elizabethtown, North Carolina 28337 910-862-6720 finance@bladenco.org Market Pay and Class 362 Employees</p> | <p>Iredell County Sandra Gregory, Human Resources Director County of Iredell P.O. Box 788 Statesville, North Carolina 28687 sgregory@co.iredell.nc.us 704-878-3128 Pay and Class Study 1000 employees</p> |
| <p>Forsyth County Shontell Robinson, Human Resources Dir. robinssa@forsyth.cc 336-727-2193 Completed class and market reviews since 2012, scheduled to continue into 2019</p> | <p>Alamance County Sherry Hook, Human Resources Director Sherry.hook@alamance-nc.com 336-513-5559 Multiple operational studies completed in FYs 2017, 2018 and a pay and class study completed in 2016.</p> |
| <p>Carolina Beach Holly Brooks, HR Director 1121 N. Lake Boulevard Carolina Beach, North Carolina 28428 Holly.brooks@carolinabeach.org 910-458-9530 Pay and Class Study 102 employees 2019</p> | <p>Hickory Claudia Main, Human Resources Director 76 North Center Street Hickory, North Carolina 28601 cmain@hickorync.gov 828-323-7421 Market Pay Study 600 Employees 2017</p> |
| <p>Moore County Janet Parris, Assistant County Manager jparris@moorecountync.gov 910-947-6363 Pay and Class Study 593 employees 2018</p> | <p>Caswell County Brian Miller, County Manager bmiller@caswellcountync.gov 336-694-4193 ext 202 Pay and Class study 2016 Personnel Policy review & Update 2017/2018</p> |

| | |
|---|---|
| <p>Randolph County Jill Williams, Human Resources Director Jill.williams@randolphcountync.gov 336-318-6600 Completed 1/3 studies in FYs 2017, 2018 and into 2019.</p> | <p>Yadkin County Lisa Hughes, County Manager lhughes@yadkincountync.gov 336-849-7514 Completed 1/3 studies in 2016, 2017 and 2018.</p> |
| <p>Lincoln County Candy Burgin, Human Resources Director cburgin@lincolncounty.org 704-736-8493 Completed pay and class study 2018 900 employees</p> | <p>Lincolnton Tanya Osborne, Human Resources Director tanyaosborne@lincolnton.nc.us 704-736-8980 Completed pay and class study 2016 Currently conducting 1/3 pay & class study 155 employees</p> |
| <p>Robeson County Angela Jones, Human Resources Director Angela.jones@co.robeson.nc.us 910-671-6222 Completed pay and class study 2018 1100 employees</p> | <p>Morganton Rus Scherer, Human Resources Director rscherer@ci.morganton.nc.us 828-438-5225 Completed pay and class study 2018 280 employees</p> |
| <p>Davidson County Kathy Cashion, Human Resources Director Kathy.Cashion@DavidsonCountyNC.gov 336-242-2919 Completed pay and class study in 2019 and schedule to continue into 2021</p> | <p>Rowan County Kelly Natoli, Human Resources Director Kelly.Natoli@rowancountync.gov 704-216-8105 Completed a compensation study for the Sheriff's Department in 2019</p> |

Additionally, PTRC has conducted compensation and classification studies for a number of other local governments, including, but not limited to, the municipal governments of Angier, Rolesville, King, Archdale, Maggie Valley, Highlands, Lake Lure, Murphy, Morganton, High Point, Havelock, Nags Head, Hendersonville, Southern Shores, Burlington, Valdese, Maiden, Newton, Newland, New Bern and Asheboro. If needed, specific contact information will be provided for these and others, as may be requested.

VII. Fees for Service

PTRC proposes to complete the market pay study for a fee of \$22,500. This fee will be billed in three installments; twenty-five percent (25%) within 30 days after approval of this agreement; fifty percent (50%) upon delivery of the study preliminary findings, recommended job classifications and implementation options; and, twenty-five percent (25%) on final acceptance of all product deliverables.

VIII. Acceptance of Proposal and Agreement

If you are in agreement with the terms of this proposal please indicate by signing below and returning a signed original to the offices of the PTRC. PTRC staff will begin work as soon as we are notified of your acceptance. This confirms your intention to accept the scope of work as indicated in the proposal presented by the PTRC, provide assistance and otherwise meet the responsibilities outlined, and you are confirming the encumbrance of funds sufficient to pay the fees for services rendered.

Please return acceptance to:
Matt Reece, Assistant Director
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284

For your information:
Office - 336-904-0300 / mreece@ptrc.org / www.ptrc.org

County of Lee, North Carolina

Signature

Title

Date

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

(Signature of Finance Officer).

Date

IX. Example of Market Study Methodology

In early 2018, PTRC completed a comprehensive pay and classification study for neighboring Moore County. As part of that study, Lee County workforce pay and classification data was utilized. The following demonstrates how market data is utilized in our preliminary analysis to determine external market relationships. The below worksheet utilized data collected in the Spring of 2017, and is modified to show Lee County's comparison to market:

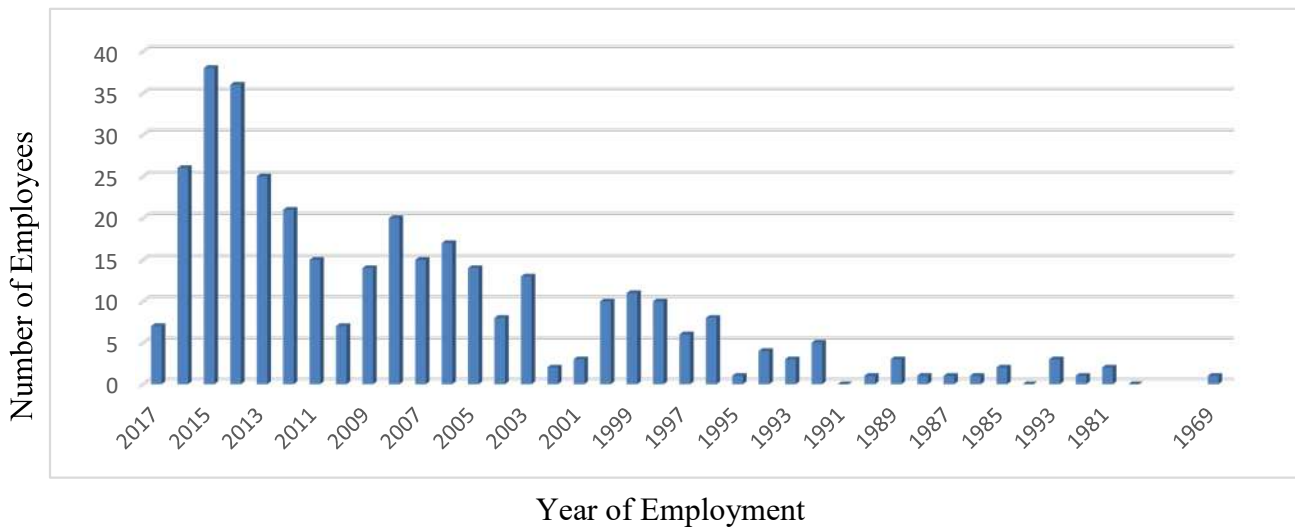
| Deputy Sheriff | Min | Mid | Max | Avg | CR | Range | Classification Comparisons |
|----------------------------------|---------------|---------------|---------------|---------------|-------------|---------------|----------------------------|
| Alamance County | 34,232 | 44,500 | 54,767 | 37,126 | 0.83 | 59.99% | Deputy Sheriff I |
| Chatham County | 34,926 | 44,531 | 54,135 | 37,732 | 0.85 | 55.00% | Deputy Sheriff |
| Cleveland County | 31,116 | 39,846 | 48,576 | 35,739 | 0.90 | 56.11% | Deputy Sheriff |
| Craven County | 33,703 | 42,302 | 50,901 | 35,182 | 0.83 | 51.03% | Deputy Sheriff (Patrol) |
| Cumberland County | 35,878 | 48,130 | 60,382 | 40,254 | 0.84 | 68.30% | Deputy Sheriff |
| Harnett County | 36,983 | 49,002 | 61,022 | 41,433 | 0.85 | 65.00% | Deputy Sheriff |
| Henderson Henderson County | 35,381 | 46,218 | 57,054 | 38,231 | 0.83 | 61.26% | Deputy Sheriff |
| Johnston County | 35,880 | 45,747 | 55,613 | 40,125 | 0.88 | 55.00% | Deputy Sheriff |
| Lee County | 36,296 | 47,003 | 57,711 | 37,461 | 0.80 | 59.00% | Deputy Sheriff |
| Moore County | 35,062 | 45,881 | 56,699 | 40,022 | 0.87 | 61.71% | Deputy Sheriff |
| Nash County | 35,370 | 45,981 | 56,592 | 38,756 | 0.84 | 60.00% | Deputy Sheriff |
| Orange County | 36,219 | 47,782 | 59,346 | 37,867 | 0.79 | 63.85% | Deputy Sheriff I |
| Randolph County | 33,717 | 42,630 | 51,542 | 38,086 | 0.89 | 52.87% | Deputy Sheriff |
| Robeson County | 33,100 | 42,202 | 51,305 | 34,934 | 0.83 | 55.00% | Deputy Sheriff I |
| Rockingham County | 36,781 | 47,815 | 58,849 | 37,755 | 0.79 | 60.00% | Deputy Sheriff |
| Cities/Towns | | | | | | | |
| Aberdeen | 35,993 | 44,991 | 53,989 | 37,633 | 0.84 | 50.00% | Police Officer II |
| Pinehurst | 35,862 | 44,828 | 53,793 | 37,482 | 0.84 | 50.00% | Police Officer |
| Sanford | 39,685 | 52,583 | 65,480 | 43,305 | 0.82 | 65.00% | Police Officer II |
| Southern Pines | 33,756 | 42,195 | 50,634 | 39,267 | 0.93 | 50.00% | Police Officer II |
| Lee County Deputy Sheriff | 36,296 | 47,003 | 57,711 | 37,461 | 0.80 | 59.00% | Notes |
| Average (counties) | 34,976 | 45,305 | 55,633 | 38,047 | 0.84 | 59.06% | |
| Median (counties-50th %tile) | 35,370 | 45,881 | 56,592 | 37,867 | 0.83 | 60.00% | |
| Average (cities/towns) | 36,324 | 46,149 | 55,974 | 39,422 | 0.85 | 54.10% | |
| Median (cities/towns-50th %tile) | 35,927 | 44,909 | 53,891 | 38,450 | 0.86 | 50.00% | |
| Average (overall) | 35,260 | 45,482 | 55,705 | 38,336 | 0.84 | 57.98% | |
| Median (overall-50th %tile) | 35,381 | 45,747 | 55,613 | 37,867 | 0.83 | 57.18% | |
| Recommended Grade | | | | | | | |

From this Fiscal Year 2017/2018 market comparison, the Lee County pay grade range for Deputy Sheriff is favorably positioned vis-à-vis the Moore County market. For Lee County's upcoming market study, the market comparisons will have to be identified and may be different than the Moore County market. In this example, while Lee County's pay grade range for Deputy Sheriff was market competitive, the average salary of a Lee County Deputy Sheriff was slightly below the average and median market averages. The column titled CR is the Compa-ratio

measuring average salary to the midpoint of each range. The lower the CR number, the average salary is closer to the grade minimum. The higher the CR number, the average salary is closer to the midpoint (market value) of the range. Lee County's average Deputy Sheriff salary of \$37,461, in March 2017, was 3.2% above the grade minimum. That percentage gives us an indication of possible salary compression.

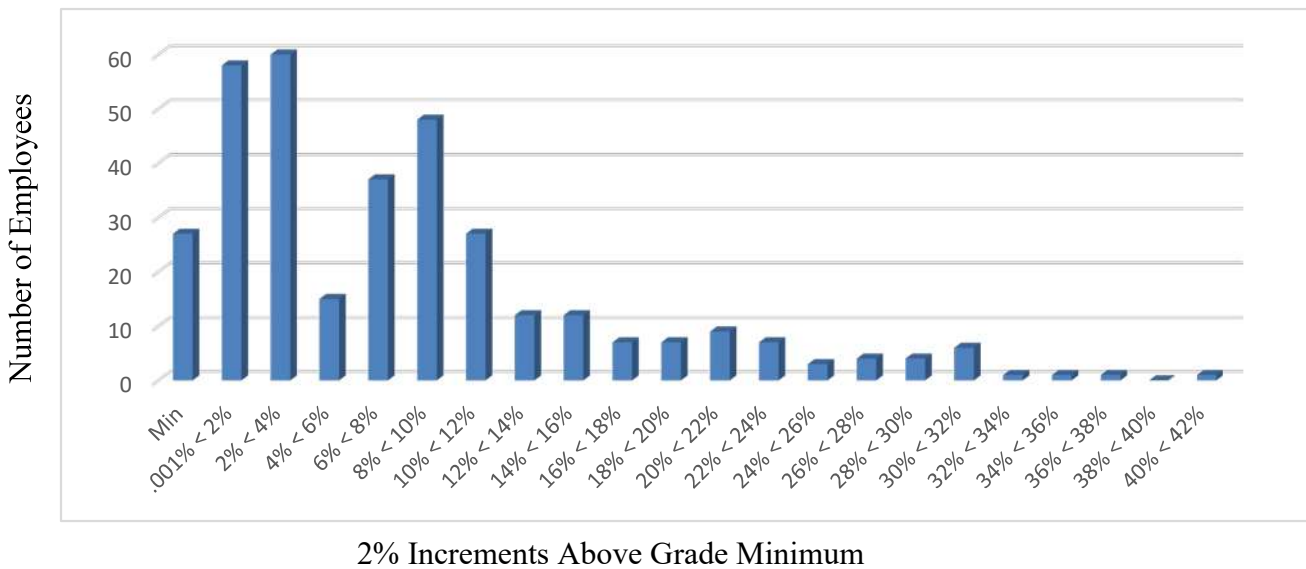
When analyzing for salary compression we measure everything in relation to standard deviation (the Bell Curve). In a mature workforce, with other factors being considered, an employee who has been performing their duties, responsibilities and authorities for 8 – 10 years could expect to have a salary at, or near, the midpoint of their salary range. Salary compression exists where there is limited opportunity for salary advancement across the range.

The following charts were taken from Lee County's workforce data submitted to us in March 2017 for inclusion in Moore County's study. The charts show the employment date distribution of employees (first chart), as of March 27, 2017, as well as their salary relationship to their grade minimum (second chart).



This first Lee County workforce chart, as of March 27, 2017, tells us that the average length of service is 9.2 years, an indication of a mature workforce; however, the chart also tells us that Lee County’s workforce had 17.7% of its workforce employed less than 2 years, 41.3% employed less than 5 years and 61.8% employed less than 10 years. Having greater than 40% of the workforce employed less than 5 years may be a contributing factor to salary compression, i.e., employees have not been employed long enough to have advanced across their range.

The following chart, measures each employee’s salary in relation to their grade minimum salary.



This chart measures, in 2% increments, employee salaries and their position relationship to their grade minimum salary. The first bar represents all employees whose salaries are at their grade minimum, the second bar represents all employees whose salaries are above minimum but less than 2% above minimum, etc.

This chart tells us that 24.5% of Lee County's workforce, as of March 27, 2017, had salaries less than 2% above their grade minimum, 42.7% had salaries less than 5% above minimum and 70.6% had salaries less than 10% above minimum.

The workforce data from March 2017 does provide sufficient data to support a significant salary compression finding. The relatively high number of less senior employees (Chart 1) may be a contributing factor; however, there may be other underlying contributing factors that may be outside the scope of the County's upcoming market pay study.

A comparison of current data to the March 2017 data may reveal improved data; however, if there is negligible difference then those underlying factors may need to be identified and addressed.



ITEM #: II.F

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: Minutes from the October 7, 2019 Closed Session.

DEPARTMENT: Governing Body

CONTACT PERSON: Jennifer Gamble, Deputy County Attorney/Clerk to the Board of Commissioners

TYPE: Consent Agenda

| | |
|--------------------|-------------------------------|
| REQUEST | Approve Minutes as presented. |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Approve Minutes as presented. |
| SUMMARY | |

A draft copy of the Minutes from the October 7, 2019 Closed Session have been provided to the Board under a separate cover.



ITEM #: II.G

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: Minutes from the September 16, 2019 Closed Session Meeting.

DEPARTMENT: Governing Body

CONTACT PERSON: Jennifer Gamble, Deputy County Attorney/Clerk to the Board of Commissioners

TYPE: Consent Agenda

| | |
|--------------------|---|
| REQUEST | Approve Minutes from the October 7, 2019 Closed Session Meeting as presented. |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Approve Minutes as presented. |
| SUMMARY | |

A draft copy of the Minutes from the October 7, 2019 Closed Session Meeting are provided to the Board of Commissioners under a separate cover.



ITEM #: IV.A

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: Update and discussion regarding Sports Complex. - Dr. John Crumpton

DEPARTMENT: Administration

CONTACT PERSON: Jennifer Gamble, Deputy County Attorney/Clerk to the Board of Commissioners

TYPE: Information

| | |
|--------------------|--|
| REQUEST | The County Manager will provide an update regarding the Sports Complex project and plans for the future. |
| BUDGET IMPACT | Estimated \$25,000,000 |
| ATTACHMENTS | Sanford_Lee Sports - BnD Letter Proposal 5.7.19 FINAL.PDF WoolpertDesignSevicesLetter_SanfordMultiSportsComplex_5-7-19.pdf BnD and Woolpert - Past Work Info Session 4.12.19.pdf Sports_Complex_Location_20190507.pdf |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Information Only |
| SUMMARY | |

Update and discussion regarding potential plans for a Sports Complex. The last meeting of the Sports Complex committee occurred on May 17, 2019. At the time the committee agreed to hold another meeting sometime in the fall. With the fall now here and a proposed referendum would occur a little over 12 months from now, the Commissioners need to review the plans of the project, ask questions, and determine a course of action going forward. At the last meeting in May, it was recommended that the attached market and site analysis be

updated to show more current figures for construction. The County solicited estimates through the City and those estimates are around \$50,000. The cost seemed high and staff is not recommending that the plan be updated at this time. Instead, we know the costs in the plan are probably now low given the increase cost of construction since 2015. Based on our experience with Parks and Recreation construction, we believe the numbers should be increased 30 percent for the purpose of educating the public on the cost of the complex. In addition, it should be noted that facility is not solely a tournament facility. Local teams, especially the Sanford Area Soccer League will use the fields for league play during the year. This means that most tournaments will occur in late Spring/Summer and late November and December. So it is important to communicate that we expect local teams to assist with the facility maintenance by paying for field time. The capital cost as shown in the plan, will not be repaid by facility use. These facilities do not make money so no one should be misled in believing that they do.

The Commissioners need to provide guidance to staff on how to proceed. We suggest the Board take time to review the information, ask questions and then discuss this again in November.

Mr. Victor Czar
Public Works Director
City of Sanford
225 E. Weatherspoon Street
Sanford, NC 27331

RE: LEE COUNTY AND CITY OF SANFORD SPORTS COMPLEX ADVISORY SERVICES

Dear Mr. Czar,

With public resources more strained than ever before, keeping up with the demands from taxpayers and the expectations of the community requires revenue growth -- and sports tourism has become an exciting new way to improve quality of life. Often, a site is identified opportunistically simply because it is available and can accommodate what is envisioned to be an appropriate building program. But building a new facility within this increasingly competitive landscape requires an optimization scheme that takes many factors into consideration including location, building program, transportation infrastructure, cost, financing efficiency, operating paradigm, complementary developments, and more. Navigating this process requires a well-crafted and artfully executed plan (the "Plan") that is built on the knowledge of, and sensitivity to, the community's priorities and values.

The Brailsford & Dunlavey ("B&D") and Woolpert team supported Lee County and the City of Sanford and ("County" and "City") through a Market Analysis and Feasibility Study ("Study") for a proposed Multi-Sport/Event Complex in 2015. Our experience with the past study will be useful to leverage previously completed work to efficiently update a revised plan. We understand that the program may be different now because new assets have been added to the county's inventory, other communities have become more competitive, some planned facilities in direct competition were not yet constructed, and there are now more participants in competitive sports -- critical variables for developing a well-planned facility of this type. Should the program footprint change significantly, Woolpert is prepared supplement B&D's efforts. Thus, we are committed to leveraging, but not over relying on, what we learned through our last experience in creating the Plan.

Through a cost-effective process, B&D is uniquely positioned to deliver a high value and implementable outcome. Our associated scope of work is crafted to ensure that the recommended program:

- Meets and exceeds the needs of County residents and sports tourism patrons alike;
- All revenue projections are grounded in market realities, and;
- The associated expenses are sufficient for driving targeted results within the competitive market.

In consideration of the previously completed work and changes within the market, we crafted the following scope of work to provide immense value efficiently. We understand the key components of the previously completed work requiring updates include the County's inventory of assets, regional competitive context, sports participation trends, demand for complementary development, facility programs, financial pro forma, and economic impacts.

To work efficiently, we will supplement past data and utilize the findings from the survey analysis. We recommend the following process, outcomes, and deliverables:

Work Plan

A. PROJECT INITIATION

Objectives of the Work Effort:

- ◆ Confirm and formalize the strategic vision and priorities of the County and City as they relate to the plan and the project.
- ◆ Confirm the baseline understanding of the existing conditions (e.g., financial, physical, operational, etc.) within which the plan will be conducted.

Tasks:

1. Review past and current document and data materials relating to current capabilities, existing usage, space inventory, demand patterns, and financials.
2. Engage County and City officials and other key project stakeholders in a strategic visioning exercise to define the plan's "Destination Value" and capture expectations and aspirations for both the plan and final project. This visioning exercise is instrumental in setting the criteria for decision making throughout the project and delivering targeted analyses and recommendations according to the County's and City's strategic priorities for the project.
3. Meet with key project stakeholders to better understand the financial, market, and political context within which the project will exist.
4. Tour potential sites and the primary market area to reaffirm the local area's existing physical context.

B. MARKET ANALYSIS UPDATE

Objectives of the Work Effort:

- ◆ Reaffirm the local market's capacity to host regional events and identify associated gaps in market competitiveness.
- ◆ Quantitatively assess total potential demand based on area demographics and market trends.

Tasks:

1. Update the inventory of accommodations, food & beverage options, and other attractions in the local area.
2. Update the demographic analysis to confirm population size and characteristics, including patterns of growth and change that will impact usage of the project.
3. Conduct a gap analysis to characterize shortages or surplus of local market assets (i.e. housing, retail, hospitality, health services) in supporting the objectives of the project to serve as a recreational, entertainment, and economic asset.
4. Identify and confirm changes in existing competitive facilities, proposed projects, planned public investments, published strategic plans, and general market trends that may influence the market's regional position and the ultimate success of the project.
5. Reaffirm the findings from the Community Needs Assessment identifying gaps that currently exist in the market for athletic, entertainment, and recreational facility offerings.
6. Subjectively analyze demand and facility requirements by interviewing regional clubs and recreational sports teams within the County, regional and national sports tourism organizers, and entertainment promoters.
7. Provide preliminary capacity recommendations for each potential demand driver based on the Market Analysis's findings.

C. CONCEPT REFINEMENT

Objectives of the Work Effort:

- ◆ Update program and rough-order-of-magnitude budget to accommodate any changes in preferences, demand, or other market considerations.
- ◆ Refine and quantify potential revenue sources that could be realized to support the cost associated with constructing, operating, and maintaining the project.
- ◆ Quantify the one-time and ongoing direct and indirect benefits from the project to the County and the City.
- ◆ Develop a comprehensive financial overview of each implementation alternative to facilitate decision making.

Tasks:

1. Apply the findings from the Market Analysis Update to refine the recommended program and develop rough order of magnitude project budgets (inclusive of hard and soft costs) for the identified architectural program.
 - + *(Additional services not included in B&D's fees)* Should the recommended program require an updated site analysis B&D will engage Woolpert's services. The site will be tested for its capacity, accessibility, and parking suitability to accommodate the new recommended program.
2. Refine preliminary operating projections based on the plan's identified revenue sources and expense obligations to gain a clear understanding of the overall financial position of the project on an annual basis. Update the financial model for the project and 10-year operating proforma and capital cost summary including life cycle cost estimates to understand the scope of required upfront and ongoing financial investments.
3. Conduct an economic impact analysis to quantify net new benefits from the project utilizing B&D's methodology based on Minnesota Implan Group ("MIG"), Inc.'s RIMS-II input-output multipliers to quantify jobs supported, earnings, and economic activity.
4. Test the project's debt capacity under a variety of interest rates, usage projections, development options, and financing and funding structure assumptions.

D. DECISION SUPPORT & DOCUMENTATION

Objectives of the Work Effort:

- ◆ Facilitate the plan's progress and coordinate the involvement of County and City leadership and other appropriate personnel.
- ◆ Provide verbal and visual descriptions of the recommendations for the project and answer any questions related to the work or its conclusions.

Tasks:

1. Project management to ensure coordination with the City and County at every phase of the process.
2. Draft and deliver a final presentation to key stakeholders which will include a summary of the plan, recommendations, and prescribed next steps.

Proposed Schedule

B&D estimates that it will take eight to ten weeks to complete the services above; however, this timeframe is dependent upon the availability of the County and City's project team to engage in the effort and provide timely input. We look forward to discussing schedule and critical milestones.

Proposed Fees

The proposed fee for services is \$44,890 plus authorized reimbursable expenses. An update of the detailed site analysis is not included in the professional fees and is listed as Additional Services. Should this service be requested or otherwise recommended, B&D will amend its agreement. A breakdown of the fees is provided below. We welcome the opportunity to discuss this proposal with you to ensure that we our proposing a plan that meets your objectives.

| OUTCOMES | FEES |
|--|------------------|
| A. PROJECT INITIATION | \$ 8,210 |
| Document & Data Review | |
| Strategic Asset Value ("SAV") Visioning | |
| Stakeholder Interviews | |
| Facilities / Site Tours | |
| B. MARKET ANALYSIS | \$ 12,670 |
| Update Local Area Sports Tourism Asset Inventory | |
| Update Demographic Analysis | |
| Conduct Development Gap Analysis | |
| Update Regional Competitive Context | |
| Revisit Community Needs Assessment | |
| Conduct Sports, Entertainment, and Development Interviews | |
| Update Capacity and Patronage Recommendations | |
| C. CONCEPT REFINEMENT | \$ 18,480 |
| Program and ROM Budget Update | |
| Revised Financial Modeling and 10-Year Pro Forma | |
| Updated Economic Impact Modeling | |
| Debt Capacity Testing | |
| E. DECISION SUPPORT & DOCUMENTATION | \$ 5,530 |
| Project Management & Schedule Coordination | |
| Draft and Present Recommendations | |
| B&D PROFESSIONAL FEES | \$ 44,890 |
| ESTIMATED REIMBURSABLE EXPENSES (incl. Economic Impact Multipliers) | \$ 4,800 |

Thank you for taking the time to engage with our team. We sincerely appreciate the opportunity to submit this proposal and continue the conversation. If you need any additional information, please do not hesitate to reach out to me at 404-890-7002 or jwinters@programmanagers.com.

Sincerely,



Joe Winters
Regional Vice President



May 7, 2019

Joe Winters

Regional Vice President
BRAILSFORD & DUNLAVEY, Inc.
1170 Peachtree Street NE, Suite 1630
Atlanta, GA 30309

RE: Master Planning Services for:
Multi-Sport / Event Complex project in Sanford, North Carolina

Joe:

Thank you again for this opportunity for Woolpert to continue with our master planning services for the proposed Multi-Sport / Event Complex project in Sanford, North Carolina. It's exciting to know that the City of Sanford and Lee County, NC are exploring options to develop a new sportsplex within their community and are considering a 2020 bond referendum. Woolpert will utilize the previous information developed as part of the conceptual master planning for the site along Hwy 421 Bypass and Broadway Street developed in 2015/16. The following scope efforts included time to revise this "old" conceptual master plan, in addition, we have included time for one "in-person" final presentation meeting in Sanford, NC.

I. CONCEPTUAL MASTER PLAN REVISIONS

The Design team will prepare a "hand drawn" draft conceptual plan for review by the joint project committee. This draft conceptual plan will be based upon the new findings from BRAILSFORD & DUNLAVEY's updated programming analysis. A WebEx / Go Meeting to be scheduled with appropriate parties to review the DRAFT concept (1) to obtain comments, edits and obtain final direction of the plan. Woolpert will also prepare an updated, revised probable construction cost estimate in 2020 dollars. Upon acceptance of the draft concept, Woolpert will then prepare a FINAL rendered conceptual plan and adjust the construction cost estimate. A representative of Woolpert will also be made available to attend a final joint presentation meeting with the BRAILSFORD & DUNLAVEY's team.

II. ADDITIONAL SERVICES

The following services are not included in services as outlined in tasks 1. They shall be provided if authorized or confirmed in writing.

May 7, 2019

Page 2

- Conducting additional “in-person” meetings not already stipulated in this scope of services
- Providing programming or recreations analysis, or other graphics or maps not already stipulated in this scope of services
- Providing services to additional site investigations that were already preformed as part of the initial assessment in 2015
- Providing a report or executive summary for the project’s design
- Providing any other marketing/ brochure graphics other than the final conceptual master plan graphic
- Providing any other technical studies and services relating to geotechnical, environmental services, traffic studies, etc.

III. SCHEDULE

The design team shall perform the services as outlined in this proposal as expeditiously and consistent with professional skill and care and the orderly progress of the project. This schedule will be further discussed, reviewed and redefined throughout each phase of the project as necessary. It is anticipated from the notice to proceed, Woolpert can complete the draft concept design services in 2 weeks, and the final conceptual master plan within 2 weeks.

IV. FEES

The subsequent fees are based upon the scope of work as describe in this letter:

I. Design Services Fees/ Reimbursables:

| | |
|--|-------------------|
| Programming/ Draft Concept Review | \$ 2,250.00 |
| Final Concept Rendering | \$ 4,150.00 |
| Construction Cost Estimate | \$ 750.00 |
| Meeting (1) / Conference Calls (2) | \$ 1,250.00 |
| Reimbursable | <u>\$ 150.00</u> |
| Total | \$8,550.00 |

Please review this information and should you have any questions, please do not hesitate to contact me at our office: (704) 526.3102 or via cell phone: (704) 577.1914. We are looking forward in continuing our master planning services with you, your team and both the City of Sanford and Lee County.

Sincerely,

Woolpert North Carolina, PLLC



Andrew R. Pack, PLA, ASLA
Vice President



LEE COUNTY
NORTH CAROLINA

Committed Today for a Better Tomorrow



Market Analysis & Feasibility Study For a Multi-Sport / Event Complex



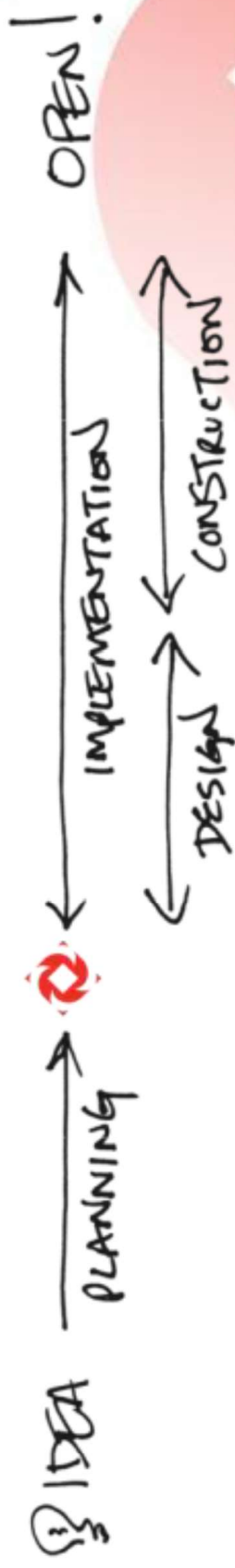
AGENDA

SANFORD/LEE COUNTY MULTI-SPORT COMPLEX

- ◆ Introductions
- ◆ Our Planning Approach & Process
- ◆ Review of 2015's Findings & Planning Outcomes
- ◆ Key Considerations Moving Forward
- ◆ Wrap-up

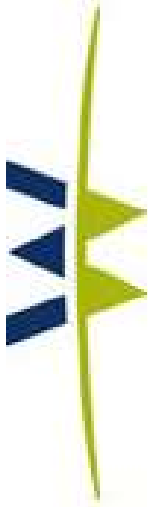
FIRM OVERVIEW

BRAILSFORD & DUNLAVEY



Our mission is to make our clients the strongest owners possible throughout the development process.

Our purpose is to inspire and empower organizations to maximize the value of investments that advance communities.

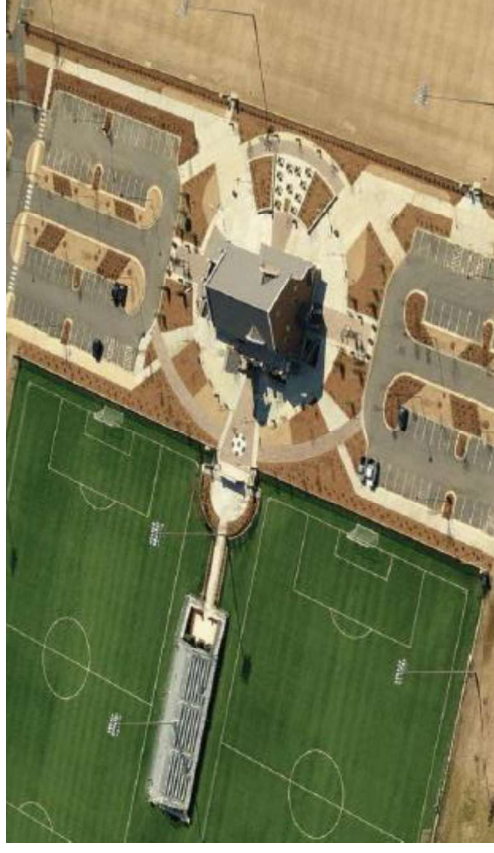


FIRM OVERVIEW

WOOLPERT

WOOLPERT

- ◆ Founded in 1911
- ◆ Multidisciplinary professional design firm
- ◆ Charlotte Regional Office
- ◆ Sports Design Team focuses on planning & design of sustainable sports, recreation and leisure facilities.
- ◆ Experience includes Multi-purpose Centers, Community Centers, Sports and Recreation Centers, Tennis Complexes, Track and Field Complexes, Soccer, Baseball and Softball Facilities, Sportsplexes and Stadiums.



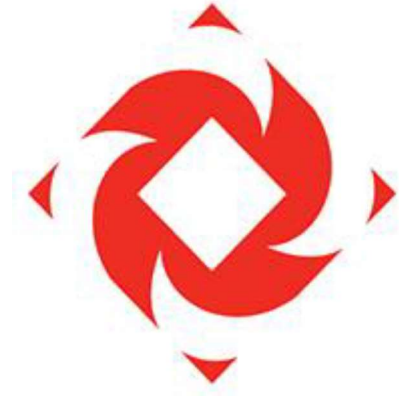
LEADER IN GOVERNMENT / MUNICIPAL ATHLETIC FACILITY PLANNING

| | | | |
|--|---|---|---|
| Abingdon, VA | District of Columbia Department of Parks and Recreation | Manassas, VA | San José, CA |
| Albany Convention Center Authority | District of Columbia Housing Authority | Manchester, NH | Somerset County Park Commission (Somerset Patriots) |
| Alexandria, VA | District of Columbia Public Library | Maricopa, AZ | Sports Authority of Hampton Roads |
| Allegany County, MD | Evanston, IL | Marietta, OH | St. Croix, Virgin Islands |
| Allentown, PA | Events DC | Maryland Stadium Authority | State of South Carolina |
| Anne Arundel County, MD | Everett, WA | Maryland-National Capital Park & Planning Commission | Suffolk County, NY |
| Arlington County, VA | Fairfax County, VA | Matthews, NC | United States House of Representatives |
| Bergen County, NJ | Federal Development Company | McMorran Civic Center Authority | United States Marine Corps Air Station Miramar |
| Bermuda (Government) | Findlay and Hancock County, Ohio | Mecklenburg County, NC | United States Marine Corps Base, Quantico |
| Bridgeport, CT | Fredericksburg, VA | Miamisburg, OH | Vienna, VA |
| Bristol, CT | Greenbrier County, WV | Middlesex County Improvement Authority | Virginia Beach, VA |
| Brooklyn Bridge Park Development Corporation | Hampden Township, PA | Montgomery County, MD | Warren County Sports Authority |
| Butler County Redevelopment Authority | Hampton Roads Partnership | Morgantown, WV | Williamsburg, Hampton, and York County, VA (Virginia Peninsula) |
| Capital Region Development Authority | Harrisonburg, VA | Naugatuck Valley Development Corporation (Waterbury, Connecticut) | Wilmington, NC |
| Castle Rock, CO | Hartford, CT | Newport News, VA (Forest Coile Associates) | Winchester Economic Development Authority |
| Chicago, IL | Highland, IL | Norfolk, VA | Woodbridge, NJ |
| Climax Molybdenum | Holyoke, MA | Ohio Cultural Facilities Commission | Woodstock, VA |
| Columbia, SC | Jackson, MS | Portland, ME | Yonkers, NY |
| Conway, SC | Kannapolis, NC | Prince William County Park Authority | Manassas, VA and Prince William County, VA |
| Cumberland County Civic Center Authority | Kent, WA | Prince William County, VA | Reston Community Center |
| Danbury, CT | Kettering, OH / Dayton Metro Library | Reston Community Center | Richmond, VA |
| Dauphin County Redevelopment Authority | Lancaster, PA | Richmond, VA | San Francisco, CA |
| District of Columbia | Lebanon, TN | San Francisco, CA | |
| | Leesburg, VA | | |
| | Lower Paxton Township, PA | | |
| | Lynchburg, VA | | |

HOW WE PROVIDE VALUE?

MULTI-SPORT COMPLEX FEASIBILITY STUDY

- ◆ Vision-based Recommendations
- ◆ Highly Accurate Predictive Analytics
- ◆ National Expertise in Athletic & Event Venues
- ◆ In-depth Regional Experience & Knowledge-base



KEY QUESTIONS

SANFORD/LEE COUNTY MULTI-SPORT COMPLEX

- 1) What does the community want / need?
- 2) Is there a market opportunity?
- 3) What will be the economic impact?
- 4) Will the facility be financially self-supporting?
- 5) Can the vision-driven solution be realized at O.T. Sloan?

2015's PLANNING PROCESS

SANFORD/LEE COUNTY MULTI-SPORT COMPLEX

STRATEGIC VISIONING

MARKET OPPORTUNITY ASSESSMENT

- ◆ Focus Groups
- ◆ Community Survey
 - 974 respondents
 - 3.14% margin of error at 95% interval
- ◆ Local Area Resource Analysis
- ◆ Competitive Context
- ◆ Detailed Demand

CONCEPT DEVELOPMENT

- ◆ Programming
- ◆ Financial Operating Assessment
- ◆ Economic Impact Modeling
- ◆ Site Analysis & Concept Development

Interviews Conducted

- North Carolina USA Gymnastics:
State Chair
- North Carolina AAU Basketball:
District Director
- National Travel Basketball:
President
- U.S. Youth Soccer:
Director of Operations
- North Carolina Youth Soccer:
Executive Director
- Top Gun Baseball:
President and CEO
- North Carolina USSSA Softball:
Director
- US Lacrosse, Eastern NC Chapter:
President

WHAT'S THE VISION?

SANFORD/LEE COUNTY MULTI-SPORT COMPLEX

◆ City/County leaders jointly established strategic goals for the facility according to the following outcome categories:

- *Quality of Life Enhancements*
- *Community Building*
- *Facility Concept*
- *Facility Financial Projections*

Employer Recruitment

0 = The city/county does not believe the facility's role is to assist with economic development initiatives or activities.

10 = The city/county believes that it represents a significant component of the Sanford/Lee County "brand" and that the beauty and quality of the facility should be actively used to recruit a skilled workforce to Sanford/Lee County.

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|----|
| | | | | | | | | | | 0 |
| | X | | | | | | | | | |

STRATEGIC PRIORITIES

STRATEGIC VISION

- ❖ *Elevate* the Sanford/Lee County brand to recruit and retain businesses and families
- ❖ *Generate economic activity* by drawing visitors to the community
- ❖ *Deliver a first-class facility* in terms of quality
- ❖ *Maximize value* of investment through operational efficiencies

SUMMARY OF KEY FINDINGS

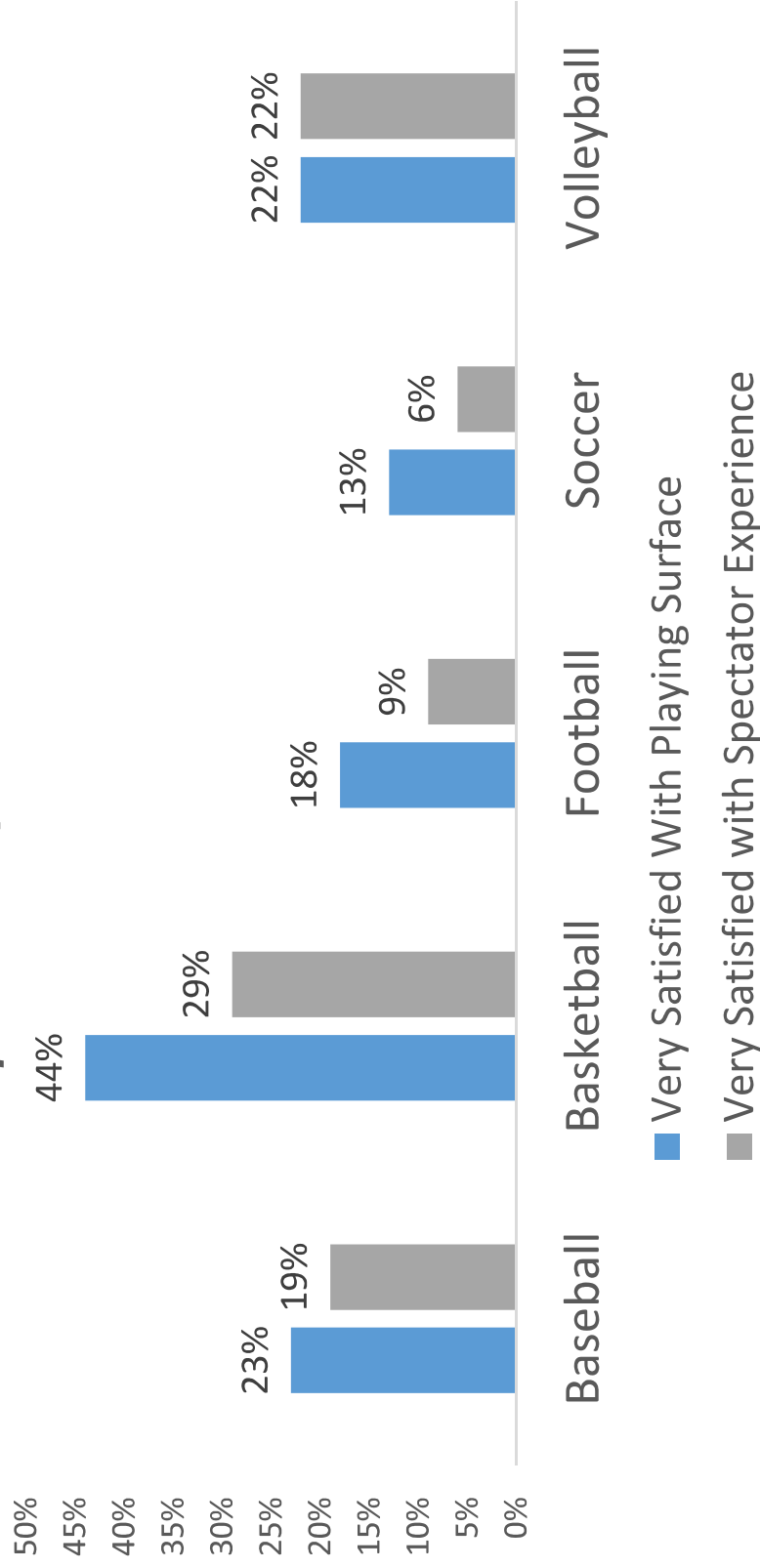
SANFORD/LEE COUNTY MULTI-SPORT COMPLEX

- 1) The community supports the City/County's vision and quality-of-life goals
- 2) The external market is highly competitive
- 3) An opportunity exists to create significant economic activity through a sports facility
- 4) Additional resources will be required to operate as a stand-alone facility
- 5) The O.T. Sloan site has limited ability to achieve the City/County vision

EXISTING CONDITIONS

SURVEY ANALYSIS

Perceptions of Current Facilities:

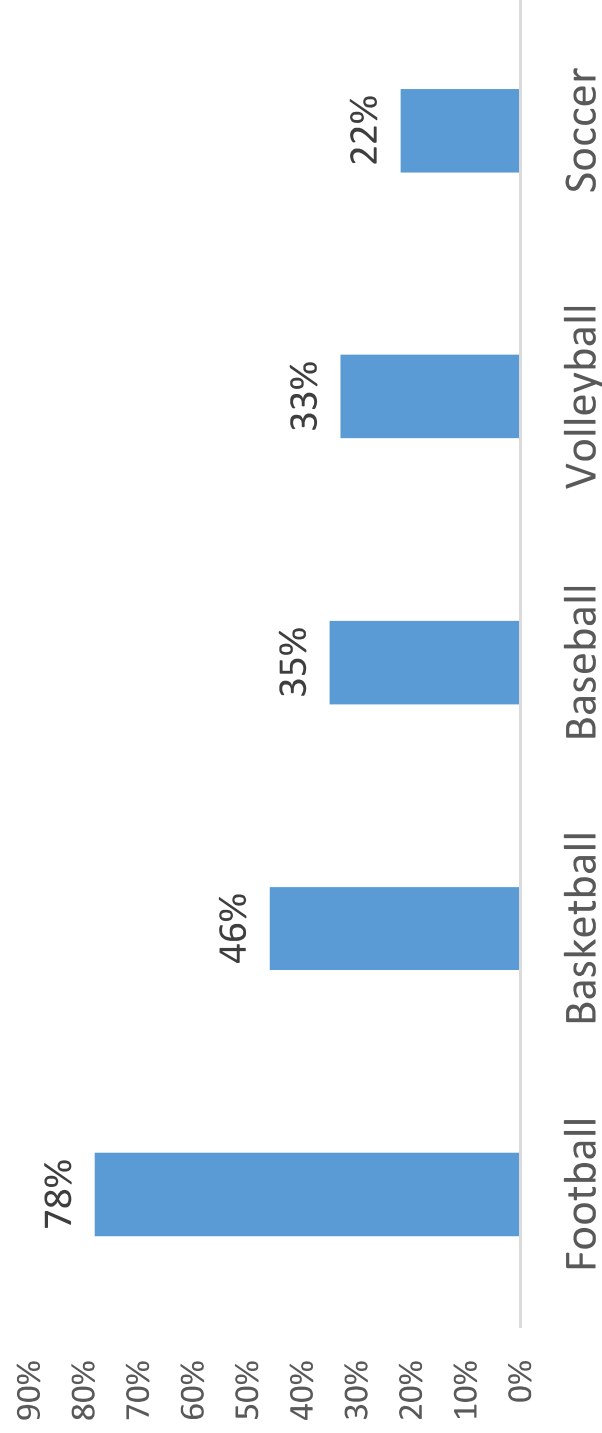


A substantial gap exists between City/County vision for facilities and perceptions of current users

EXISTING CONDITIONS

SURVEY ANALYSIS

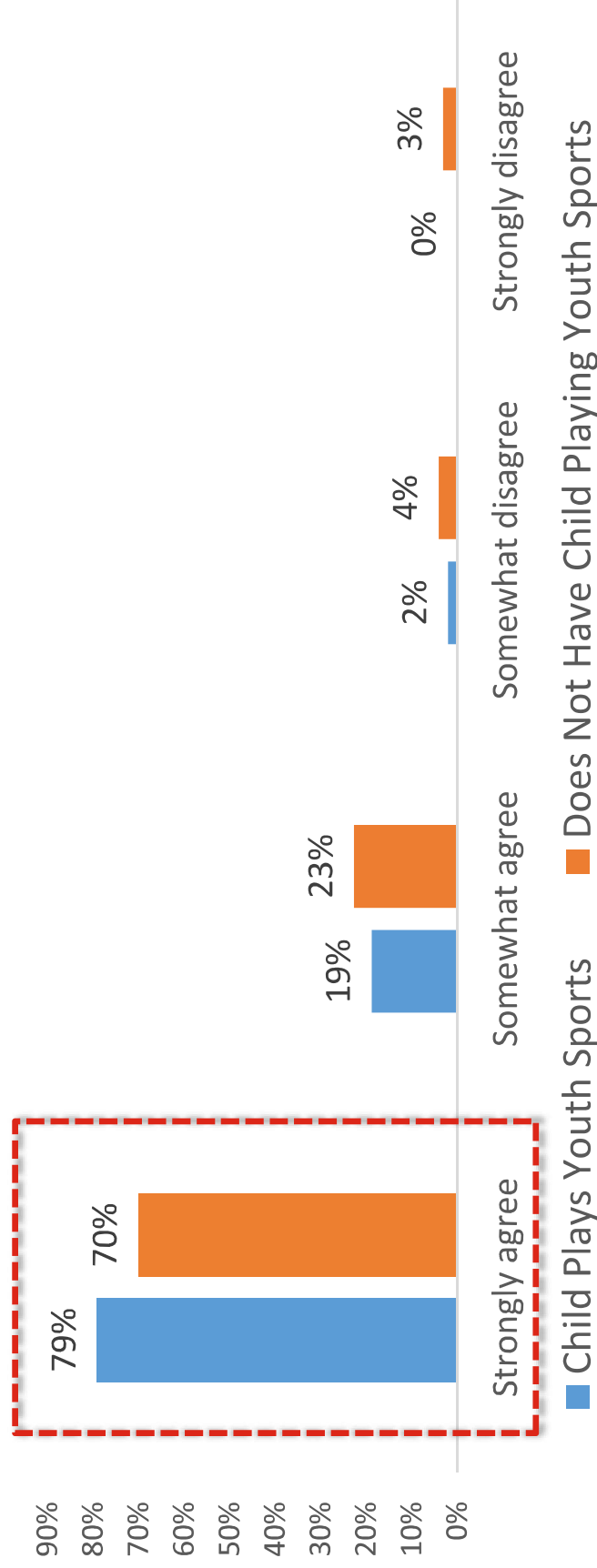
Percentage of Youth Sports Families Who Believe Sanford/Lee Facilities Compare Favorably With Other Communities



IMPORTANCE OF RECREATION

SURVEY ANALYSIS

Perceptions On Importance of Athletic Facilities to Economic Development:

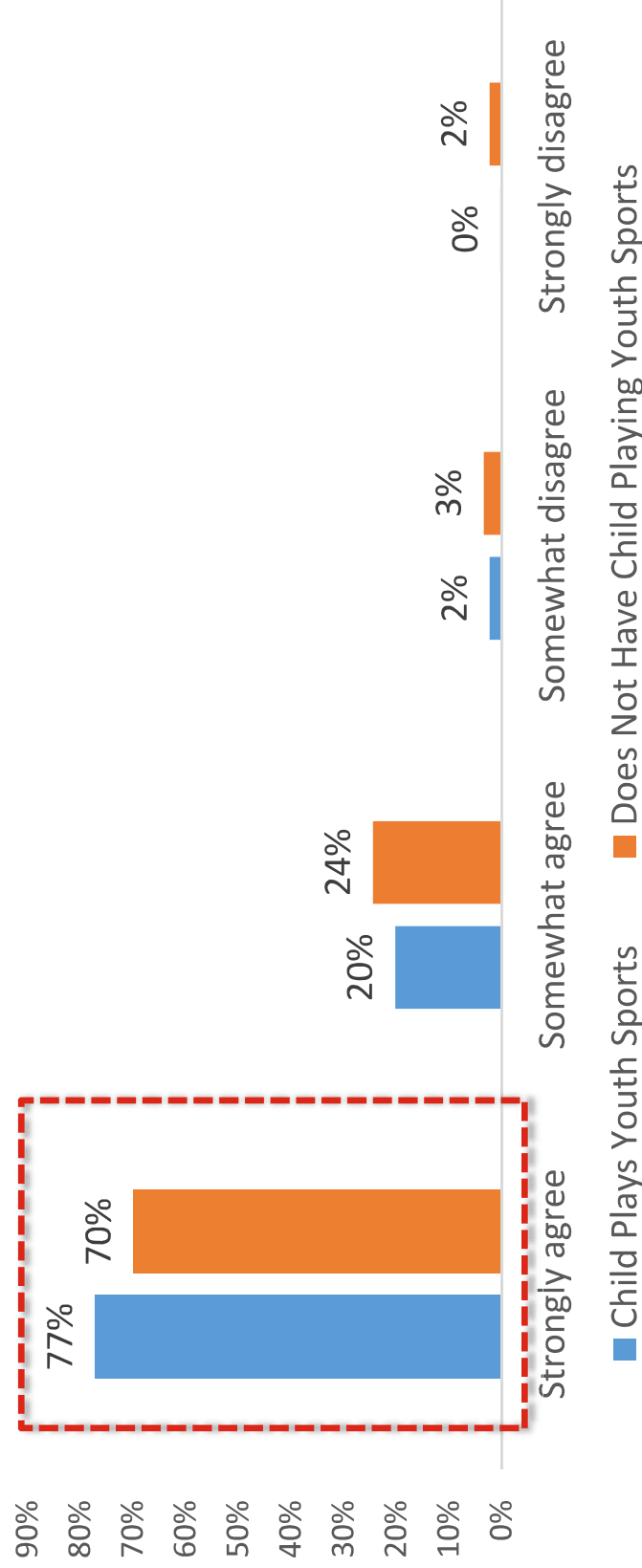


The community views improved facilities as a priority regardless of their level of involvement

IMPORTANCE OF RECREATION

SURVEY ANALYSIS

Perceptions On Importance of Athletic Facilities to Attract New Residents:



The community views improved facilities as a priority regardless of their level of involvement

PRIORITIES BY AGE

SURVEY ANALYSIS

Highest Priority Desired Improvement by Age

Age Preferred Improvement

17 and younger More parks and natural areas

18-20 Improving the quality of athletic fields

21-25 Providing a community dog park

26-30 Increasing safety in parks

31-40 Improving the quality of athletic fields

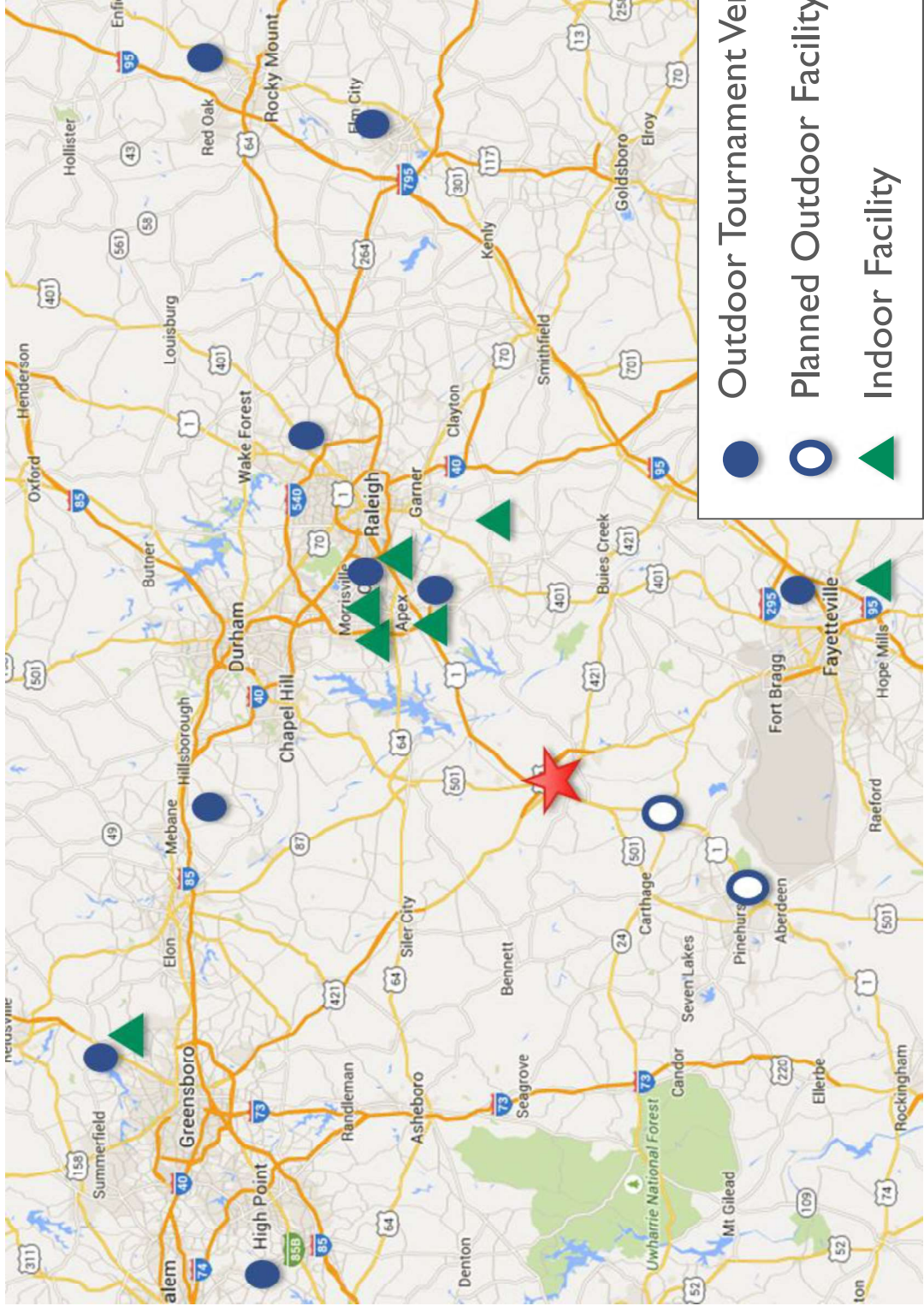
41-50 Improving the quality of athletic fields

51-59 Increasing safety in parks

60 and above Modernizing equipment and addressing maintenance needs

MARKET POSITION

SANFORD/LEE COUNTY MULTI-SPORT COMPLEX



HOTEL CAPACITY

MARKET PROFILE

| Complex | City | Total | | | Local Hotel Rooms (20 mile radius) |
|----------------------------|------------------|---------|------------|-------------------------|---------------------------------------|
| | | Acreage | Rectangles | Synthetic Rectangles | |
| WakeMed Soccer Park | Cary, NC | 150 | 8 | 3 | 14,601 |
| WRAL Soccer Center | Raleigh, NC | 94 | 25 | 2 | 11,160 |
| Bryan Park Soccer Complex | Summit, NC | 68 | 17 | 0 | 7,161 |
| BB&T Soccer Park | Advance, NC | 69 | 13 | 0 | 4,013 |
| Jordan Athletic Complex | Fayetteville, NC | 39 | 8 | 0 | 3,999 |
| Rocky Mount Sports Complex | Rocky Mount, NC | 143 | 8 | 0 | 2,976 |
| Gillette Park | Wilson, NC | 113 | 8 | 0 | 2,325 |
| Aberdeen (potential) | Aberdeen, NC | 60 | 6 | 2 | 1,209 |
| Cameron (potential) | Cameron, NC | - | 14 | 3 | 279 |
| Sanford/Lee (potential) | Sanford, NC | - | 8 | 2 | 585 |

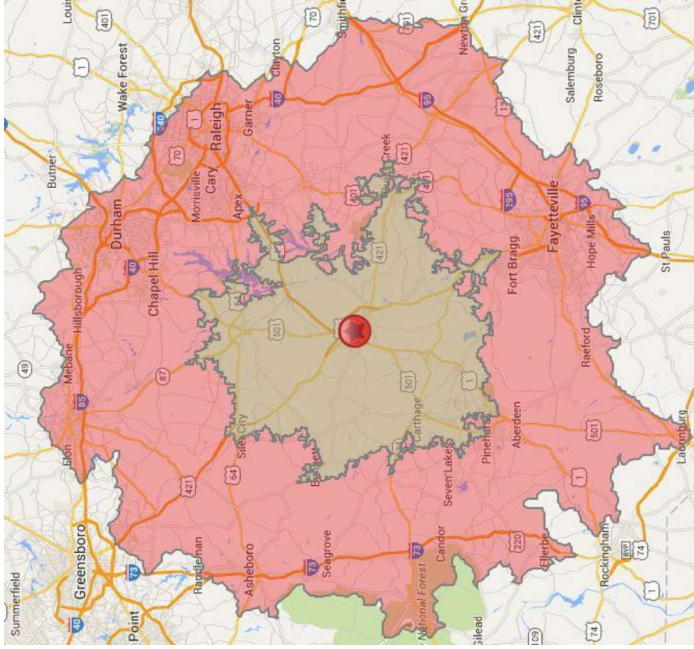
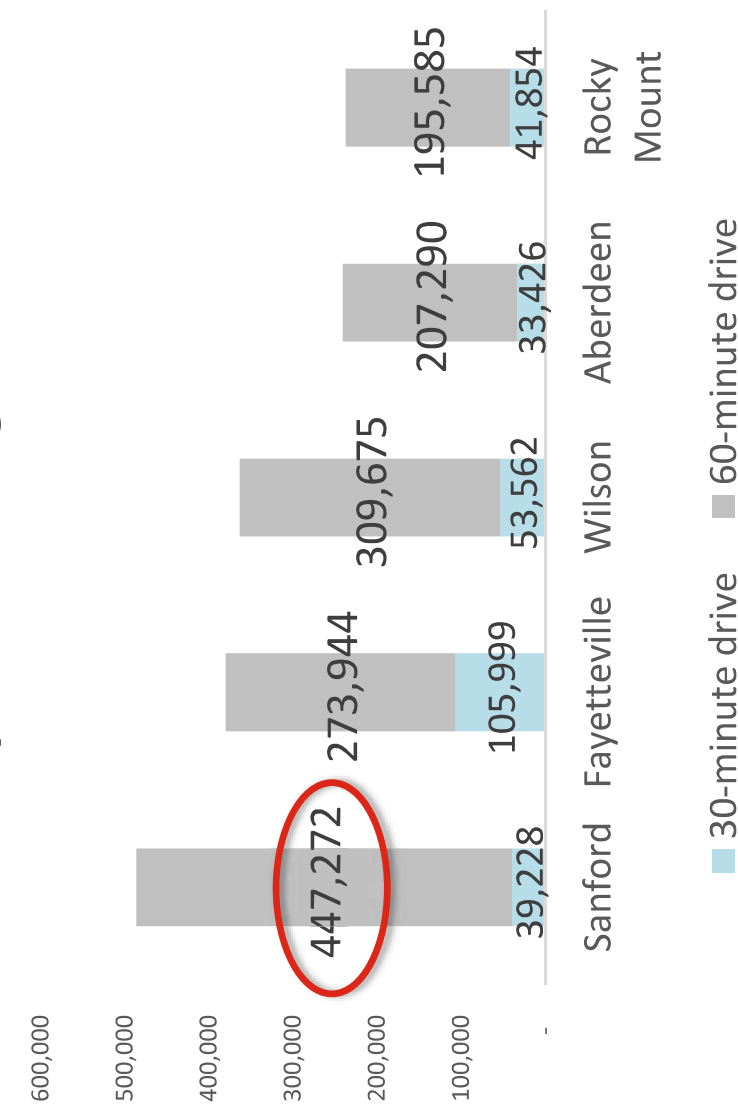


Sanford's current hotel capacity is a competitive disadvantage relative to core competition

DRIVE-TIME ANALYSIS

MARKET PROFILE

Population- Age 5-19



Sanford's proximity to major metros provides excellent mid-range access to target population

TOURNAMENT DEMAND

ECONOMIC IMPACT ANALYSIS

Projected Annual Tournament Demand

| | Number of Tournaments | | |
|-------------------------|-----------------------|----------|------------|
| | Conservative | Moderate | Aggressive |
| Rectangles (multi-day) | 2 | 3 | 4 |
| Rectangles (single-day) | 4 | 5 | 6 |
| Diamonds | 26 | 28 | 30 |
| Indoor | 18 | 20 | 22 |



An outdoor multi-sport facility is projected to draw ~35 state-level tournaments based on moderate assumptions

PROGRAM RECOMMENDATIONS

SANFORD/LEE COUNTY MULTI-SPORT COMPLEX

| | Rectangles | Diamonds | Indoor |
|-----------------------------|--------------------------------|----------------------------------|------------------------------------|
| Vision-Based Program | 6 natural grass 2 synthetic | 5 natural grass 300', Skinned | 4-court with Multi-purpose Room |
| Local Community Need | 1st 3rd | 3rd 1st | 2nd 2nd |
| Market Opportunity | | | |
| Total Cost (2018 dollars) | \$10,410,000 | \$4,550,000 | \$12,230,000 |
| Minimum Land Requirement | 60 acres | 15 acres | 5 acres |
| Land Cost | N/A | N/A | N/A |
| Tournaments | 8 | 28 | 20 |
| Total Visitors | 12,670 | 9,430 | 14,690 |
| Hotel Room Nights | 5,070 | 2,580 | 4,010 |
| Recurring Economic Activity | \$1,347,000 | \$730,000 | \$1,114,000 |
| Potential Annual Revenues | \$200,000 | \$119,000 | \$166,000 |
| Annual Operating Expenses | \$385,000 | \$287,000 | \$413,000 |
| Operational Deficit | -\$185,000 | -\$168,000 | -\$247,000 |

OUTDOOR FACILITY PROFILE

SANFORD/LEE COUNTY MULTI-SPORT COMPLEX

| | Rectangles | Diamonds | Outdoor Phase |
|-----------------------------|--------------------------------|----------------------------------|---------------|
| Vision-Based Program | 6 natural grass 2 synthetic | 5 natural grass 300', Skinned | - |
| Local Community Need | 1st | 3rd | |
| Market Opportunity | 3rd | 1st | |
| Total Cost (2018 dollars) | \$10,410,000 | \$4,550,000 | \$14,700,000 |
| Minimum Land Requirement | 60 acres | 15 acres | 75 acres |
| Land Cost | N/A | N/A | N/A |
| Tournaments | 8 | 28 | 36 |
| Total Visitors | 12,670 | 9,430 | 22,100 |
| Hotel Room Nights | 5,070 | 2,580 | 7,650 |
| Recurring Economic Activity | \$1,347,000 | \$730,000 | \$2,039,000 |
| Potential Annual Revenues | \$200,000 | \$119,000 | \$286,000 |
| Annual Operating Expenses | \$385,000 | \$287,000 | \$585,000 |
| Operational Deficit | -\$185,000 | -\$168,000 | -\$299,000 |

*Operating Expenses category does not include a debt service payment

KEY TAKEAWAYS

FINANCIAL ANALYSIS

- ◆ Additional resources (e.g. tax revenues, donations, etc.) will be required to reach breakeven amount
- ◆ Maximizing available revenue streams will require a broad-based community effort
 - *From athletics families, club teams, local businesses and local government*
- ◆ The facility must be leveraged to enhance participation and expand offerings in local area
- ◆ Natural grass access must be restricted to achieve tournament quality
 - *Recommended 400-500 hours annually*

SITE COMPARISONS

SANFORD/LEE COUNTY MULTI-SPORT COMPLEX

| | TOTAL ACRES | HIGH DEVELOPABLE ACRES | MEDIUM DEVELOPABLE ACRES | LOW DEVELOPABLE ACRES | PERCENT OF HIGH DEVELOPMENT POTENTIAL OF TOTAL ACREAGE | SITE CAPACITY FOR OUTDOOR PROGRAM |
|-------------------------|-------------|------------------------|--------------------------|-----------------------|--|-----------------------------------|
| OT SLOAN SITE | 42.37 AC | 21.16 AC | 15.86 AC | 5.35 AC | 50% | NO |
| KELLY DRIVE SITE | 130.63 AC | 62.55 AC | 38.50 AC | 29.58 AC | 47% | YES |
| WESARA SITE | 132.83 AC | 95.39 AC | 16.37 AC | 21.07 AC | 71% | YES |

| | SITE CAPACITY FOR INDOOR PROGRAM | SITE CAPACITY FOR BOTH OUTDOOR + INDOOR PROGRAMS | SITE SUPPORTS PASSIVE RECREATION | EASE OF ACCESS (H/M/L) | SLOPE CONSTRAINTS (H/M/L) | COST FOR DEVELOPMENT (H/M/L) |
|-------------------------|----------------------------------|--|----------------------------------|------------------------|---------------------------|------------------------------|
| OT SLOAN SITE | YES | NO | YES | M | M | M |
| KELLY DRIVE SITE | YES | YES | YES | M | M | H |
| WESARA SITE | YES | YES | YES | H | L | L |

KEY

- ① RECTANGLE FIELDS COMPLEX
 - ①A 8 NATURAL GRASS FIELDS
 - ①B 2 SYNTHETIC FIELDS
 - +/- 975 PARKING SPACES
- ② DIAMOND FIELDS COMPLEX
 - 5 NATURAL GRASS FIELDS (300')
 - +/- 725 PARKING SPACES
- ③ HOTEL
- ④ COMMERCIAL BUILDING
- ⑤ DESTINATION PLAYGROUND
 - HORSESHOE PITS
 - DISC GOLF
 - SAND VOLLEYBALL
- ⑥ PAVILION (TYR)
- ⑦ CONCESSION/RESTROOM (TYR)
- ⑧ SAND VOLLEYBALL
- ⑩ DETENTION POND (TYR)
- ⑪ MAINTENANCE BUILDING
- ⑫ WALKING TRAILS (TYR)
- ⑬ NATURE TRAILS (TYR)
- ⑭ PEDESTRIAN BRIDGE (TYR)

LEGEND

- PROPERTY BOUNDARY
- STREAM

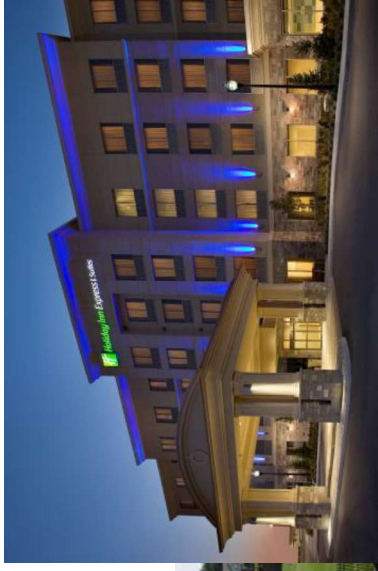


CONCEPTUAL SITE PLAN

SANFORD/LEE COUNTY MULTI-SPORT COMPLEX



Soccer Complex Entrance



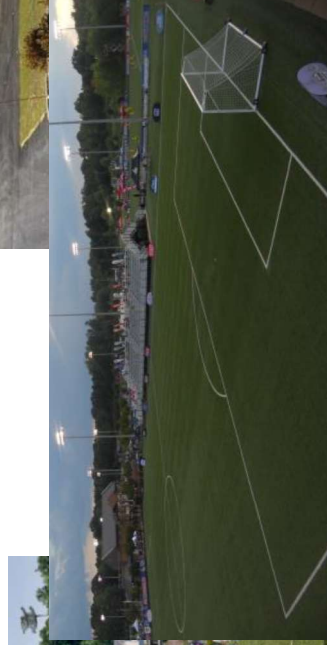
Hotel/Commercial Site



Rectangle Fields



Open Air Pavilions



Soccer Field



Youth Soccer

QUESTIONS

KEY CONSIDERATIONS MOVING FORWARD

- ◆ Update the strategic priorities and criteria
- ◆ Determine how the local resources and competitive context has changed
- ◆ Confirm / refine the project's program and location.
- ◆ Refresh the conceptual design, accordingly
- ◆ Update financial projections (i.e., development costs, operating costs, economic impact)

FINAL THOUGHTS?



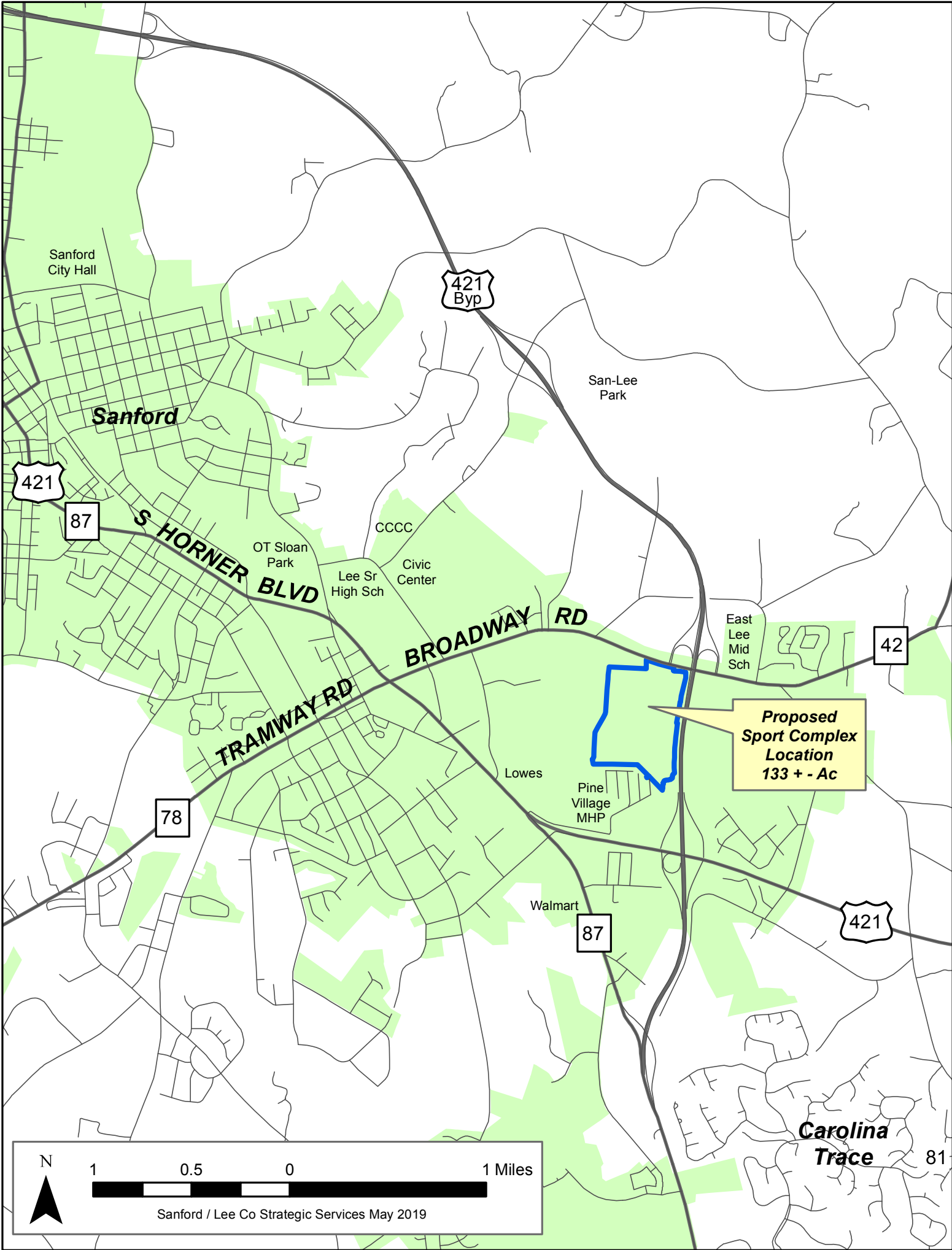
LEE COUNTY
NORTH CAROLINA

Committed Today for a Better Tomorrow



THANK YOU!





**Proposed Sport Complex Location
133 +/- Ac**





ITEM #: IV.B

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: Update and discussion regarding library and classroom facility at Central Carolina Community College. - Dr. John Crumpton

DEPARTMENT: Administration

CONTACT PERSON: Jennifer Gamble, Deputy County Attorney/Clerk to the Board of Commissioners

TYPE: Information

| | |
|--------------------|---|
| REQUEST | Discuss proposed plans for a library to be located at Central Carolina Community College. |
| BUDGET IMPACT | Estimated \$30,000,000 |
| ATTACHMENTS | CCCC - Library Meeting Minutes 07_23_2019.pdf Early College & Library Site Option 2 (3).pdf LEC Programming - DRAFT.pdf Library Programming CCCC LIBRARY - DRAFT.pdf Library Programming LEE COUNTY - DRAFT.pdf |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Information Only |
| SUMMARY | |

In order to address space needs issues at the main library located on Hawkins Avenue and accreditation and library needs at the community college, a new library to be located on the campus of Central Carolina Community College is proposed. After previous discussions on

this topic, the Community College began discussions with the County, Board of Education and the College. Within the County, administration and library staff have taken part in two meetings to review drafts of plans for the location and size of the library. The last meeting of the group occurred on July 23, 2019. Attached you will see minutes from the at meeting and a proposed sketch of the location of the facility. Two sites are currently under consideration on campus. The facility will be used by the Lee County Library, CCCC Library and the Lee Early College. At this point the discussion of what the next steps are need to occur. Staff proposes that at this meeting the Board ask questions after the presentation by the County Manager. Any votes to proceed should wait until one of the November meetings.



MEETING MINUTES

Project: Lee County / CCCC Library Project

Date: May 28, 2019 - **revised per meeting on July 23, 2019, revisions in bold**

Present: See attached sign in sheet

The following items were discussed:

1. County Library:

- Ideal size would be 70,000 square feet or 1.2 square foot per resident
- Natural lighting throughout will be something important to incorporate
- Children's Area dedicated space (Birth-12 years). **25%** of building with support spaces
 - Away from main entry and/or easily monitored entry point
 - Story time space with tiered seating (25 children, 25 parents typically – upwards of 75 attending). Should be an enclosed space.
 - "A Small library within the library"
 - Children's computers (10-12). Study Lab would be ideal.
 - 3-4 Study Rooms for 2-6 people
 - Restrooms accessed from children's area
 - Prefer 2 times the amount of children's space as currently have in the existing facility
 - Stack area size / digital media for future?
- Teenage Space (13-19 years) **15 - 20%** of building with support spaces
 - Designated area, but not necessarily a separate circulation desk from the adults
 - Own computer space with 6-8 computers
 - Can possibly share study labs with adults
 - Consider location due to high level of use / 400 students in early college program
 - Stack area size / digital media for future?
- Adult Spaces, Offices, and Support Spaces **55 - 60%** of building with support spaces
 - Board Room (+/- 12 people) / near main entry
 - Conference Room (+/- 12 people)
 - Secure staff Areas adjacent to circulation desk
 - 7 full-time staff and 8 part-time staff
 - Four private offices are needed, plus dedicated space for Cataloger
 - Director needs private office preferred to be not directly off the circulation desk
 - Central open workspace that can be shared by 4-5 people
 - Flexible space with storage areas
 - Quiet areas on 2nd floor preferred if a 2 story building / noise is currently a problem
 - Public and staff restrooms needed
 - Stack area size / digital media for future?
- Security is very important for both Lee County and CCCC
 - Rotating SCRO
 - More secure staff area.
 - Possible Safe Space to be designed
 - Must consider how to secure building given potential use by sex offenders since county library space will be a publically accessed space.



2. CCCC Library

- 17,000 square feet at a minimum, net square feet (**at a minimum, possibly another 4000-5000 square feet needed**)
- Staff areas accessible to students
- 6 full-time staff and 1 part-time staff (**Possible future positions: 1 full-time, 1 intern, 1 work study**)
- **3-4 private offices are needed for the Director and Librarians and 2 separate shared work spaces are needed (one for librarian assistant)**
- Processing room for books. Separate processing rooms for county and CCCC
- Noise is a problem currently
- Quiet areas on 2nd floor preferred
- 10 study areas **of varying sizes see page 8 of the report** (Booked from 8-2 p.m.)
- Computer lab for instruction **for 50 people**
- Early college needs large tech services area **for cataloging/receiving**
- Prefer to serve as a “one-stop shop” for student needs including academic assistance and integrated (STEM lab) **and distance education (2 offices) and student accessibility coordinator & training center**
- **Law Lab/Collection would prefer to stay where they are: 15-20 students**
- **A new building wishlist was provided by the CCCC Library for consideration during building programming and design.**

3. Shared Spaces (Lee County and CCCC):

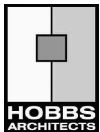
- Archives (climate controlled)
- Storage and loading area with common truck dock
- Shared Mail Room and Book Distribution Area
- Staff Break Room
- Circulation Desk/Entry Area. 2 staff (1 county & 1 CCCC)
- Teen Space & Early College could possibly be a shared area.
- Auditorium (350 for library, 100-150 for **CCCC Library**)
- Restrooms

4. Considerations for Combining Two Library Uses in One Building:

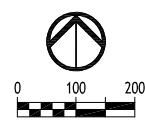
- Two separate, distinct cataloging systems will be used (Library of Congress for CCCC, Dewey Decimal System for County Library). Care must be taken in space planning to allow for proper book processing and circulation.
- Two separate IT networks will likely be needed to address needs of both libraries. This will likely require two separate IT spaces.
- CCCC Libraries and Lee County Library System have two distinct sets of policies for circulation and use of facilities. These will inform how the spaces and systems may be shared between the two.

5. Additional considerations discussed on 7/23/2019:

- **Between the two libraries combined, the total desired square footage is +/-100,000 SF. With a rough estimate of \$300/SF construction cost, the construction of the building alone would equal \$30 Million without any accommodation for soft costs and the Early College High School.**
- **Both libraries were encouraged to prioritize their wishlists of desired spaces to facilitate future discussions of the building.**



CENTRAL CAROLINA COMMUNITY COLLEGE
LEE COUNTY CAMPUS
MASTER PLAN



PROGRAM AND SQUARE FOOTAGE REQUIREMENTS DRAFT

CCCC - LEE EARLY COLLEGE

Per meeting minutes May 28, 2019

| SPACE DESIGNATION | ADJACENCY | CAPACITY & REQUIREMENTS | NUMBER OF ROOMS | SQ. FT per ROOM | SQUARE FOOTAGE |
|--|--------------------------------|---|-----------------|-----------------|----------------|
| A. ENTRY AREA /GENERAL | | | | | |
| Welcome Lobby | Adjacent to Multipurpose Space | Secure Doors with Card Swipe | 1 | 600 | 600 |
| Bus Drop off Zone | Adjacent to Multipurpose Space | Secure Doors with Card Swipe, cars and busses separate | 1 | 1,000 | 1,000 |
| Multipurpose Room - lunch and assembly | | Seating for 200 students, adjacent to Warming Kitchen and Loading Dock; 2nd entrance from drop off zone | 1 | 4,000 | 4,000 |
| Warming Kitchen and Loading Dock | Adjacent to Multipurpose Space | double doors | 1 | 400 | 400 |
| Textbook Storage Room | Adjacent to Multipurpose Space | | 1 | 280 | 280 |
| Technology Storage Room | Adjacent to Multipurpose Space | Space for Technology Services Staff | 1 | 300 | 300 |
| Family Restroom(s) | | | 1 | 51 | 51 |
| Student Restrooms & Custodial | | | 1 | 680 | 680 |
| IT ROOM | | | 1 | 180 | 180 |
| TOTAL GENERAL | | | | | 5,711 |
| B. CLASSROOM SPACES | | | | | |
| 20 Classrooms/Labs | | Approximately 20 students per class, Smartboards and Interactive TVs. | 20 | 700 | 14,000 |
| Science Lab(s) | | | 2 | 1,100 | 2,200 |
| Science Lab Storage | | | 1 | 525 | 525 |
| Computer Labs | | | 2 | 800 | 1,600 |
| Classroom Storage Rooms | | Can be shared between classrooms | 10 | 140 | 1,400 |
| Potential Study Rooms | | If needed-can use CCCC Campus or multipurpose space such as to prevent lingering bet | 2 | 300 | 600 |
| Gathering areas in common spaces | | | 10 | 50 | 500 |
| TOTAL CLASSROOM SPACES | | | | | 20,825 |

PROGRAM AND SQUARE FOOTAGE REQUIREMENTS DRAFT

CCCC - LEE EARLY COLLEGE

Per meeting minutes May 28, 2019

| SPACE DESIGNATION | ADJACENCY | CAPACITY & REQUIREMENTS | NUMBER OF ROOMS | SQ. FT per ROOM | SQUARE FOOTAGE |
|---|-----------|---|-----------------|-----------------|----------------|
| C. STAFF AREAS | | | | | |
| 5-6 Private Offices | | | 6 | 115 | 690 |
| Testing Room | | To include space for storing test materials | 1 | 800 | 800 |
| Testing Room Storage | | | 1 | 200 | 200 |
| Workroom/Conference Room | | | 1 | 450 | 450 |
| Staff Breakroom | | | 1 | 190 | 190 |
| Staff Restrooms | | Separate from students | 2 | 55 | 110 |
| TOTAL STAFF AREAS | | | | | 2,440 |
| SUBTOTAL | | | SUBTOTAL | | 28,976 |
| SUPPORT AND CIRCULATION | | | | | |
| Support and Circulation areas | | | 35% OF SUBTOTAL | | 10,142 |
| TOTAL ESTIMATED GROSS SQUARE FOOTAGE | | | | | 39,118 |

NOTES

- Currently 300 students, 12 faculty
- No lockers nor club spaces needed
- Flexibility of spaces important
- Outdoor spaces: community garden, outdoor eating/gathering area
- Parking separate from Library, student spots depend on student schedules.

PROGRAM AND SQUARE FOOTAGE REQUIREMENTS DRAFT
CCCC LIBRARY

Per meeting minutes May 28, 2019 and wish list July 2019

| SPACE DESIGNATION | | ADJACENCY | CAPACITY & REQUIREMENTS | NUMBER | UNIT | **Area to be confirmed | SQ FT per UNIT | FOOTAGE | SUBTOTAL |
|-----------------------|-----------------------------|--|---|--------|-------|------------------------|----------------|---------|--------------|
| ENTRANCE | | | | | | | | | |
| | Reception Area* | Front | Book return, digital display, 2 computers with water fountain | 1 | area | | 300 | 300 | |
| | Restrooms* | | with baby changing station | 1 | room | | 50 | 50 | |
| | Family restroom* | | café/snack bar/coffee shop with outdoor patio/veranda | 1 | area | | 420 | 420 | |
| | Café* | | | 1 | area | | 200 | 200 | |
| | Student lockers | | | | | | | | |
| | Vending machines | | for school supplies | 1 | area | | 100 | 100 | |
| TOTAL ENTRANCE | | | | | | | | | 1,770 |
| GENERAL AREA | | | | | | | | | |
| | Circulation Desk* | In direct view from entrance, away from doors to avoid cold drafts in winter | 2 large reference kiosk computers, shelving and storage space, ADA accessible desk and room for two staff to work, display shelving nearby | 1 | area | | 500 | 500 | |
| | ID room | Near Circulation Desk | secured room if approved | 1 | rooms | | 100 | 100 | |
| | Storage Space | Near Circulation Desk | Room for programming supplies, small equipment, laptop cart, 3D anatomy models, decorations, etc. | 1 | area | | 200 | 200 | |
| | Makerspace room | Student Work space near circulation | group projects, 3D printing, virtual reality and other new tech | 1 | room | | 500 | 500 | |
| | Student Business Center | Student Work space near circulation | adjacent to makerspace room - copy & scan area, charging lockers for mobile devices, printing area near computers | 1 | area | | 300 | 300 | |
| | Presentation Room | Student Work space near circulation | video recording, editing presentation equipment | 1 | room | | 300 | 300 | |
| | Archives Room* | | climate control min. size 15ftx18ft for six 2ftx4ft 4-shelf storage units and wall of bookcases | 1 | room | | 300 | 300 | |
| | Small Auditorium*/classroom | | with seating for up to 100 people with sound control. Space for display cases. Outside walls to be used as display space. Could double as lockdown space if no windows. | 100 | seats | | 15 | 1,500 | |

NOTES:
 *Potential shared space
 **College area to be confirmed

PROGRAM AND SQUARE FOOTAGE REQUIREMENTS DRAFT
CCCC LIBRARY

Per meeting minutes May 28, 2019 and wish list July 2019

| | | *Potential shared space | | **Area to be confirmed | | |
|----------------------------------|------------|--|--------------|------------------------|--------------------------|---------------|
| SPACE DESIGNATION | ADJACENCY | CAPACITY & REQUIREMENTS | NUMBER | UNIT | SQ FT per SQUARE FOOTAGE | SUBTOTAL |
| Multi-purpose meeting room* | | Large, flexible multi-purpose meeting room, located adjacent to a kitchen area, (similar to Chatham Community Library meeting room). Far away from quiet areas, flexible space for variety of seating options with capacity up to 100 theater style, could be pop-up computer lab with Wifi, seating up to 30 classroom style, possibly also be used for data visualization room/lab (similar Morehead Planetarium at UNC), technology to be ceiling mounted so walls are clear for projections. | 1 | area | 1,600 | 1,600 |
| Multi-purpose room storage | | storage closet for tables and chairs | 1 | area | 500 | 500 |
| TOTAL GENERAL | | | | | | 5,800 |
| COLLECTIONS | | | | | | |
| Main Collection | | currently 1395 linear feet (465 shelves) ability to grow 50% long term | 1 | area | 2,093 | 2,093 |
| Law Collection room or area | | currently 720 linear feet (240 shelves) | 1 | area | 720 | 720 |
| Special Collections | | currently 264 linear feet (88 shelves) ability to grow 50% long term | 1 | area | 400 | 400 |
| TOTAL COLLECTIONS | | | | | | 3,213 |
| STUDENT STUDY AREA | | | | | | |
| Computer Lab | | 50 computers arranged in pods | 50 | seats | 75 | 3,750 |
| Individual computers | Main floor | 30 computers on the main floor with work space standing | 30 | seats | 40 | 1,200 |
| Fast Track Computers | | 6 small group computer stations for 3 bar height | 4 | seats | 20 | 80 |
| Group Computer Stations | | 14 tables - seated height | 18 | seats | 40 | 720 |
| Laptop Charging Stations | | 6 tables - bar height | 10 | seats | 20 | 200 |
| Study Tables for 4 - seated | | 6 tables - bar height | 56 | seats | 25 | 1,400 |
| Study Tables for 4 - bar height | | 6 tables - seated height | 24 | seats | 20 | 480 |
| Study Tables for 6 - seated | | 6 booths for 4 | 36 | seats | 25 | 900 |
| Collaborative Study Booths for 4 | | varying styles | 24 | seats | 30 | 720 |
| Carrels for individual study | | 1 long reading table for 10 | 20 | seats | 30 | 600 |
| Soft/Lounge Seating | | 4 small study rooms for 2 | 30 | seats | 35 | 1,050 |
| 1 long reading table for 10 | | 4 medium study rooms for up to 6 | 10 | seats | 25 | 250 |
| Study Rooms - small | | 2 large study rooms for up to 10 | 8 | seats | 30 | 240 |
| Study Rooms - medium | | | 24 | seats | 30 | 720 |
| Study Rooms - large | | | 20 | seats | 30 | 600 |
| TOTAL STUDENT STUDY AREA | | | total seats: | | 364 | 12,910 |

NOTES:

*Potential shared space

**Colle^e area to be confirmed

PROGRAM AND SQUARE FOOTAGE REQUIREMENTS DRAFT
CCCC LIBRARY

Per meeting minutes May 28, 2019 and wish list July 2019

| SPACE DESIGNATION | | ADJACENCY | CAPACITY & REQUIREMENTS | *Potential shared space | **Area to be confirmed | SQ FT per UNIT | SQUARE FOOTAGE | SUBTOTAL |
|-------------------------|------------------------------------|--|---|-------------------------|------------------------|----------------|----------------|--------------|
| STAFF AREA | | | | | | | | |
| | Director's Office | Near Circulation Desk | 1 large director's office with desk, files/storage, conference table to seat 8 with view of circulation desk and main floor | 1 room | | 350 | 350 | |
| | Librarian Offices | Near Circulation Desk | individual offices for 2-3 librarians with table and chairs for small meeting space | 3 rooms | | 200 | 600 | |
| | Staff Offices | Near librarian offices | library staff + intern (3 people) | 3 rooms | | 115 | 345 | |
| | Distance Education Offices | | | 2 rooms | | 115 | 230 | |
| | Accessibility Services Coordinator | Adjacent to Assistive Technology Room | | 1 room | | 115 | 115 | |
| | Assistive Technology Room | Adjacent to Accessibility Services Coordinator | | 1 room | | 115 | 115 | |
| | Technical Services Area | Adjacent to Staff offices | Large open office/workroom with computer workstations for 2 library assistants & storage, work-table with cubbies, built-in bookcases along one wall, built in cabinets for storage, room for 2 book carts, adjacent to staff offices | 1 room | | 500 | 500 | |
| | Academic Assistance Center | | writing center, possibly a STEM lab | 1 room | | 800 | 800 | |
| | Staff Break Room* | Away from tech services & storage | Full kitchen and dining area away from tech services and storage area | 1 area | | 200 | 200 | |
| | Staff Restrooms* | | near break room and staff office area (separate from student/public restrooms) | 2 rooms | | 50 | 100 | |
| | Faculty training area | | Seating for 12-15 classroom style conference/smart room - possibly combine with large study room | 15 seats | | 20 | 300 | |
| | Faculty meeting room | | | 15 seats | | 25 | 375 | |
| | Adjunct Faculty meeting room | | | 15 room | | 25 | 375 | |
| | Paralegal Research classroom | | Separate area with seating for 16-20, contingent on how old library facility is to be used | 20 seats | | 25 | 500 | |
| | Lock Down Space** | | | | | | TBD** | |
| TOTAL STAFF AREA | | | | | | | | 4,905 |

NOTES:
 *Potential shared space
 **College area to be confirmed

PROGRAM AND SQUARE FOOTAGE REQUIREMENTS DRAFT
CCCC LIBRARY

Per meeting minutes May 28, 2019 and wish list July 2019

| SPACE DESIGNATION | ADJACENCY | CAPACITY & REQUIREMENTS | *Potential shared space | | **Area to be confirmed | | SUBTOTAL |
|---|-------------------------------|-----------------------------|-------------------------|------|------------------------|-----------------|---------------|
| | | | NUMBER | UNIT | SQ FT per UNIT | FOOTAGE | |
| FACILITY EXTERIOR | | | | | | | |
| Drive up Book Return | Near Circulation Desk | | | | | | |
| Security Gates | Entrance/Exit | No electronic sliding doors | | | | | |
| Outdoor patio or veranda study & snack area | | | | | EXTERIOR NOT INCLUDED | | |
| SUBTOTAL | | | | | | SUBTOTAL | 28,598 |
| SUPPORT AND CIRCULATION | | | | | | | |
| | Support and Circulation areas | | | | | 30% OF SUBTOTAL | 8,579 |
| TOTAL ESTIMATED GROSS SQUARE FOOTAGE | | | | | | | 37,177 |

NOTES:
 *Potential shared space
 **Collected area to be confirmed

PROGRAM AND SQUARE FOOTAGE REQUIREMENTS DRAFT
LEE COUNTY LIBRARY

Per wish list March 2019 and meeting minutes May 28, 2019

| ENTRY AREA | SPACE DESIGNATION | ADJACENCY | CAPACITY & REQUIREMENTS | Potential shared space | SQ. FT per UNIT | SQUARE FOOTAGE | SUBTOTAL |
|-------------------------|--|--------------------------|---|------------------------|-----------------|----------------|--------------|
| | Lobby/Entrance | | Metal Detectors, Water Fountain, Pay phone, Community Board space, TV, High ceilings, Lots of Light, Open with no dark corners, Outlets and charging stations | 1 area | 600 | 600 | |
| | Circulation Desk* | Front | 4 Stations for check in/out, Shelving, counter space and storage, Self-checkout stations, Catalogs-2 bar height, 2 seated and ADA compliant | 1 area | 500 | 500 | |
| | Security Station Office | Front | View of Entrance and Circulation Desk | 1 room | 115 | 115 | |
| | Public Restrooms* | Front/Close to Circ Desk | Multiple stalls, Ventilation and drainage, Air Freshner System, Changing Stations, Breastfeeding room | 2 areas | 800 | 1,600 | |
| | Family Restroom* | Front/Close to Circ Desk | | 2 room | 51 | 102 | |
| TOTAL ENTRY AREA | | | | | | | 2,917 |
| GENERAL | | | | | | | |
| | Lounge Areas | Front and Throughout | Larger area near circulation desk, Single seating throughout library, no couches or benches | 40 seats | 30 | 1,200 | |
| | Public Computer Lab | | Min. of 30 desktop stations. Tables for personal device use, Full glass wall for security, Well ventilated and bright large space. | 30 seats | 40 | 1,200 | |
| | Business Lab | | 10 Computer stations, Copier, fax, printer and scanner, Tables for project space | 10 seats | 75 | 750 | |
| | STEAM/Program Lab "Innovation Station" | | Full glass wall-sound proof. Tables, dry erase wall, projector system, shelving, cupboards/cabinets, kitchen area, supply storage, table and chair storage | 1 area | 1,200 | 1,200 | |
| | Reference desk | Non-fiction Section | plus Display Space | 4 stations | 75 | 300 | |
| | Microfilm space | Non-fiction Section | with storage | 5 stations | 35 | 175 | |
| | NC history room | Non-fiction Section | enclosed with 3-4 computers and seating and tables | 1 area | 500 | 500 | |
| | Board Rooms | Meeting Rooms | three 12 person board room | 3 rooms | 300 | 900 | |
| | Meeting Room | Meeting Rooms | one 100 person meeting room that can be separated in half by wall partitions. | 100 seats | 25 | 2,500 | |
| | Auditorium* | | 350 seats | 350 seats | 10 | 3,500 | |
| | Auditorium stage* | | Full stage, Sound & lighting booth, Storage | 1 area | 1,000 | 1,000 | |
| | Display Space for local artwork | | Wall and floor space | 10 areas | 50 | 500 | |

NOTES:
 *Potential shared space
 **Collect ea to be confirmed

PROGRAM AND SQUARE FOOTAGE REQUIREMENTS DRAFT
LEE COUNTY LIBRARY

Per wish list March 2019 and meeting minutes May 28, 2019

| SPACE DESIGNATION | | ADJACENCY | CAPACITY & REQUIREMENTS | NUMBER | UNIT | **Area to be confirmed | SUBTOTAL |
|--|--|-----------------|---|--------|----------|------------------------|----------------|
| | | | | | | SQ. FT per UNIT | SQUARE FOOTAGE |
| Book Sale & Library Store Storage/Sorting Room | | | | 1 | area | 500 | 500 |
| Book Sale & Library Store Space to accommodate selling items | | | selling used books, gifts, branding, basic office supplies | 1 | area | 1,600 | 1,600 |
| Library Cafe | | | Access from outside patio and from indoors | 1 | area | 420 | 420 |
| TOTAL GENERAL | | | | | | | 16,245 |
| COLLECTIONS | | | | | | | |
| | | | New Materials Section Adult Fiction Section Large Print Section Audio Visual Section plus display space | | | | |
| | Collections** | Near Circ. Desk | | | | | 17,500 |
| TOTAL COLLECTIONS | | | | | | | 17,500 |
| TEEN SPACE | | | | | | | |
| | Teen Space | | Common Space with tables and chairs or booths, Computers, Teen help desk, Catalog station and charging station | 1 | area | 1,000 | 1,000 |
| | Gaming/Media Room | | TVs, Projector, Gaming consoles, No windows | 10 | consoles | 75 | 750 |
| | Gaming/Media Room storage | | | 1 | room | 60 | 60 |
| | Study Labs Small | | 12 Small (3-4 person) labs, Full glass for security with door and sound proof | 12 | rooms | 100 | 1,200 |
| | Study Labs Medium | | 6 Medium (8-10 person) labs, Full glass for security with door and sound proof | 6 | rooms | 250 | 1,500 |
| | Teen Collections** | | | | | TBD | |
| TOTAL TEEN SPACE | | | | | | | 4,510 |
| CHILDREN'S AREA | | | | | | | |
| | Entry | | Door or Arch into children's area | 1 | area | 50 | 50 |
| | Children's computers | | 10-12, study lab idea | 12 | seats | 75 | 900 |
| | Play area | | Interactive play area with carpet, shelving and makerspace | 1 | area | 900 | 900 |
| | Common space | | Common Space with tables and chairs | 30 | seats | 25 | 750 |
| | Reading Train | | Reading Train seating space designed to look like a train | 1 | area | 350 | 350 |
| | Childrens Collections** | | | 15,000 | books | 0.1 | 1,500 |
| | Story Time Room | | enclosed with space for programming and small stage | 1 | area | 2,000 | 2,000 |
| | Children's Department - tutoring rooms | | 3-4 Tutoring rooms with full glass windows | 4 | rooms | 115 | 460 |
| TOTAL CHILDREN'S AREA | | | | | | | 6,910 |

NOTES:
 *Potential shared space
 **Collect ea to be confirmed

PROGRAM AND SQUARE FOOTAGE REQUIREMENTS DRAFT
LEE COUNTY LIBRARY

Per wish list March 2019 and meeting minutes May 28, 2019

| SPACE DESIGNATION | ADJACENCY | CAPACITY & REQUIREMENTS | NUMBER | UNIT | SQ. FT per UNIT | **Area to be confirmed | SQUARE FOOTAGE | SUBTOTAL |
|---|--|---|--------|-------|-----------------|------------------------|-----------------|---------------|
| STAFF AREA | | | | | | | | |
| Director's Office | Offices | Windows, Space for large desk, Filing and storage, Meeting/project table, Seating area | 1 | room | 350 | | 350 | |
| Private offices | Offices | Librarian III (Asst. Director) Admin Library Tech (need storage) Children's Librarian (needs storage) | 4 | room | 115 | | 460 | |
| Open workspace | Offices | Cataloger | 5 | seats | 75 | | 375 | |
| Offices | | Storage, Area partitioned off for 5-6 desk spaces, Location to clock in/out and secure belongings, Lockers/coat racks | 6 | seats | 80 | | 480 | |
| Cataloging Room near mail room | | shelving, counter space and storage, office space | 1 | area | 250 | | 250 | |
| Staff Meeting/Project Room | | Storage, AV equipped | 1 | room | 150 | | 150 | |
| ILL Transit/Sorting Room | Near Mail Room | Desk/office space, Shelving, Sorting Tables, Counters | 1 | room | 200 | | 200 | |
| Mail/Receiving/Sorting Room* | | Oversized doors, Access from outside, sorting space | 1 | room | 150 | | 150 | |
| Designated Book Drop Sorting Space | Close to Circ Desk | Separate room/space | 1 | room | 150 | | 150 | |
| Full Kitchen/Break Room* | | Full size fridge, microwave, stove/oven, dishwasher, Tables with seating, Private outside access with picnic table not accessed by public | 1 | room | 300 | | 300 | 2,865 |
| TOTAL Staff Area | | | | | | | | |
| FACILITY EXTERIOR (NOT INCLUDED IN TOTALS) | | | | | | | | |
| Parking Lot | | Front and back lots, Separate parking for LEC | | | | | - | |
| Staff Parking | Close to building and employee entrance, | Security cameras, Key card access, Covered entrance | | | | | - | |
| Open Air Pavilion/Walkway | | Overhead coverage | | | | | - | |
| Secured Bike Rack | | | | | | | - | |
| Gardens, Stone Benches, StoneChes/Checkers Tables | | Reading Garden, Community Garden, Rain barrels | | | | | - | |
| Bus Stop | Front | | | | | | - | |
| Drive Up Book Drop | End of walkway | | | | | | - | |
| SUBTOTAL | | | | | | | 50,947 | |
| SUPPORT AND CIRCULATION | | | | | | | | |
| Support and Circulation areas | | | | | | | 35% OF SUBTOTAL | 17,831 |
| TOTAL ESTIMATED GROSS SQUARE FOOTAGE | | | | | | | 68,778 | |

NOTES:
 *Potential shared space
 **Collect area to be confirmed



ITEM #: IV.C

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: Resolution requesting that the North Carolina General Assembly adopt legislation allowing conceal carry of firearms in State buildings. - Commissioner Knecht

DEPARTMENT: Governing Body

CONTACT PERSON: Jennifer Gamble, Deputy County Attorney/Clerk to the Board of Commissioners

TYPE: Information

| | |
|--------------------|--|
| REQUEST | Consider a Resolution requesting that the North Carolina General Assembly adopt legislation allowing conceal carry of firearms in certain State buildings. |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | NCGS 14-269.4.pdf Resolution - Conceal Carry.doc |
| PRIOR BOARD ACTION | The Board modified the Lee County Code of Ordinances to allow conceal carry of firearms in certain County buildings effective November 1, 2019. |
| RECOMMENDATION | Pleasure of the Board. |
| SUMMARY | |

North Carolina General Statute section 14-269.4 prohibits weapons on certain State properties. During the discussion to modify the Lee County Code of Ordinances to permit conceal carry of firearms on certain County properties, a request was made to adopt a resolution requesting the State to consider modifying the prohibition regarding State properties.

§ 14-269.4. Weapons on certain State property and in courthouses.

It shall be unlawful for any person to possess, or carry, whether openly or concealed, any deadly weapon, not used solely for instructional or officially sanctioned ceremonial purposes in the State Capitol Building, the Executive Mansion, the Western Residence of the Governor, or on the grounds of any of these buildings, and in any building housing any court of the General Court of Justice. If a court is housed in a building containing nonpublic uses in addition to the court, then this prohibition shall apply only to that portion of the building used for court purposes while the building is being used for court purposes.

This section shall not apply to any of the following:

- (1) Repealed by S.L. 1997-238, s. 3, effective June 27, 1997.
- (1a) A person exempted by the provisions of G.S. 14-269(b).
- (2) through (4) Repealed by S.L. 1997-238, s. 3, effective June 27, 1997,
- (4a) Any person in a building housing a court of the General Court of Justice in possession of a weapon for evidentiary purposes, to deliver it to a law-enforcement agency, or for purposes of registration.
- (4b) Any district court judge or superior court judge who carries or possesses a concealed handgun in a building housing a court of the General Court of Justice if the judge is in the building to discharge his or her official duties and the judge has a concealed handgun permit issued in accordance with Article 54B of this Chapter or considered valid under G.S. 14-415.24.
- (4c) Firearms in a courthouse, carried by detention officers employed by and authorized by the sheriff to carry firearms.
- (4d) Any magistrate who carries or possesses a concealed handgun in any portion of a building housing a court of the General Court of Justice other than a courtroom itself unless the magistrate is presiding in that courtroom, if the magistrate (i) is in the building to discharge the magistrate's official duties, (ii) has a concealed handgun permit issued in accordance with Article 54B of this Chapter or considered valid under G.S. 14-415.24, (iii) has successfully completed a one-time weapons retention training substantially similar to that provided to certified law enforcement officers in North Carolina, and (iv) secures the weapon in a locked compartment when the weapon is not on the magistrate's person.
- (5) State-owned rest areas, rest stops along the highways, and State-owned hunting and fishing reservations.
- (6) A person with a permit issued in accordance with Article 54B of this Chapter, with a permit considered valid under G.S. 14-415.24, or who is exempt from obtaining a permit pursuant to G.S. 14-415.25, who has a firearm in a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle. A person may unlock the vehicle to enter or exit the vehicle provided the firearm remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit.
- (7) Any person who carries or possesses an ordinary pocket knife, as defined in G.S. 14-269(d), carried in a closed position into the State Capitol Building or on the grounds of the State Capitol Building.

Any person violating the provisions of this section shall be guilty of a Class 1 misdemeanor. (1981, c. 646; 1987, c. 820, s. 1; 1993, c. 539, s. 166; 1994, Ex. Sess., c. 24, s. 14(c); 1997-238, s. 3; 2007-412, s. 1; 2007-474, s. 1; 2009-513, s. 1; 2011-268, s. 5; 2013-369, s. 14; 2015-195, s. 1(b).)



RESOLUTION REQUESTING THAT THE NORTH CAROLINA GENERAL ASSEMBLY ADOPT LEGISLATION ALLOWING CONCEAL CARRY IN STATE BUILDINGS

WHEREAS, North Carolina General Statute § 14-409.40 preempts local regulation of firearms except for the authority delegated to local governments to prohibit possession of firearms in public-owned buildings, on the grounds or parking areas of those buildings, or in public parks or recreation areas; and

WHEREAS, North Carolina General Statute § 153A-129 delegates specific authority to Counties related to firearms including regulation of firearms on public property; and

WHEREAS, Lee County Government modified an ordinance related to conceal carry which was previously adopted under the authority of North Carolina General Statute § 153A-129 to permit conceal carry on certain county properties to go into effect on November 1, 2019; and

WHEREAS, North Carolina General Statute § 14-269.4 prohibits possession of weapons on certain State properties;

WHEREAS, § 14-269.4 is inconsistent with the broader authority delegated to local governments specifically allowing for possession of firearms on public property.

NOW, THEREFORE, BE IT RESOLVED by the Lee County Board of County Commissioners that:

1. The Lee County Board of County Commissioners requests that the General Assembly adopt legislation permitting concealed carry of firearms in State legislative buildings.
2. The County Clerk is directed to forward copies of this resolution to Senator Jim Burgin and Representative John Sauls.

Adopted this 21st day of October, 2019.

Amy M. Dalrymple, Chair
Lee County Board of Commissioners

ATTEST:

Jennifer Gamble, Clerk to the Board



ITEM #: VI.A

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: September 2019 Monthly Financial Report - Lisa Minter

DEPARTMENT: Finance

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

TYPE: Information

| | |
|--------------------|---|
| REQUEST | N/A - Information only |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | September Financial Report.pdf historical sales tax analysis.pdf monthly sales tax analysis 2019-2020.pdf |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | N/A Information Only |
| SUMMARY | |

Attached is the monthly financial report for September 2019. Please remember that sales tax revenues run three months behind. Tax collections as a percentage of budget through September 2019 are 0.49% behind the same period last year.

In reviewing expenditures, the percentage used target is 25%. Many of the departments are above the target due to encumbrances being included. I have reviewed the numbers without encumbrances included, and only two departments are over 25% through September. Strategic Services is over due to the payment of insurances and maintenance contracts in July 2019. Register of Deeds is above 25% due to the purchase of equipment and the payments

for insurances. These departments will level out as the year progresses.

Sales tax reports showing distributions for sales through July 2019 are attached.

Lee County
Monthly Financial Report
For the Month Ended
September 30, 2019

| | For the year ending June 30, 2019 | | | | For the year ending June 30, 2020 | | | | |
|---------------------------------|-----------------------------------|---------------------|-------------------|-----------|-----------------------------------|---------------------|-------------------|--------------|-----------|
| | 18-19 Budget | YTD Thru 9/30/18 | September 2018 | % Used | 19-20 Budget | YTD Thru 9/30/19 | September 2019 | Encumbrances | % Used |
| | | | | | | | | | |
| General Fund | | | | | | | | | |
| Revenues | | | | | | | | | |
| Ad Valorem Taxes | 43,081,278 | 7,325,972.73 | 1,781,238.83 | 17.01% | 44,686,275 | 7,380,445.71 | 2,121,038.30 | | 16.52% |
| Local Option Sales Taxes | 14,830,164 | - | - | 0.00% | 15,609,895 | - | - | | 0.00% |
| Other Taxes and Licenses | 437,707 | 130,771.08 | 73,061.27 | 29.88% | 495,485 | 148,453.56 | 82,206.95 | | 29.96% |
| Unrestricted Intergovernmental | 703,310 | - | - | 0.00% | 653,717 | - | - | | 0.00% |
| Restricted Intergovernmental | 8,466,383 | 1,125,704.28 | 597,558.86 | 13.30% | 8,749,388 | 1,063,227.42 | 322,894.46 | | 12.15% |
| Permits and Fees | 269,541 | 68,322.33 | 18,870.06 | 25.35% | 261,927 | 69,258.72 | 22,657.72 | | 26.44% |
| Sales and Services | 2,816,795 | 493,485.81 | 155,449.95 | 17.52% | 2,938,982 | 528,622.85 | 181,252.04 | | 17.99% |
| Investment Earnings | 230,000 | 50,773.67 | 31,919.25 | 22.08% | 300,000 | 94,426.35 | 44,724.92 | | 31.48% |
| Miscellaneous | 400,392 | 30,455.01 | 10,895.90 | 7.61% | 410,387 | 86,471.01 | 35,624.49 | | 21.07% |
| Total Revenues | 71,235,570 | 9,225,484.91 | 2,668,994.12 | 12.95% | 74,106,056 | 9,370,905.62 | 2,810,398.88 | | 12.65% |
| Expenditures | | | | | | | | | |
| General Government | | | | | | | | | |
| Governing Body | 206,383 | 57,437.23 | 8,438.66 | 27.83% | 221,990 | 55,189.72 | 8,670.08 | 1,053.53 | 25.34% |
| Administration | 463,725 | 109,399.31 | 34,092.25 | 23.59% | 507,203 | 111,177.32 | 39,285.33 | 9,500.00 | 23.79% |
| Human Resources | 447,050 | 94,674.18 | 32,751.34 | 21.18% | 463,064 | 95,229.31 | 31,174.94 | 120,502.00 | 46.59% |
| Finance | 562,644 | 147,017.28 | 41,394.07 | 26.13% | 568,544 | 134,981.59 | 43,233.76 | 31,120.53 | 29.22% |
| Internal Services | 704,834 | 168,092.17 | 52,142.02 | 23.85% | 710,838 | 158,379.95 | 31,000.95 | 1,527.12 | 22.50% |
| Tax Administration | 1,719,455 | 364,272.69 | 107,108.72 | 21.19% | 1,743,978 | 361,521.11 | 105,891.56 | 258,902.71 | 35.58% |
| Strategic Services | 430,853 | 115,259.49 | 50,075.00 | 26.75% | 443,647 | 117,533.41 | 30,654.63 | 2,465.00 | 27.05% |
| County Attorney | 344,099 | 73,596.54 | 22,856.19 | 21.39% | 341,320 | 68,094.08 | 22,116.48 | 18,256.31 | 25.30% |
| Pretrial Release | - | 155.47 | - | N/A | - | - | - | - | N/A |
| Court Facilities | 41,100 | 1,147.49 | 543.83 | 2.79% | 98,952 | 745.77 | 112.75 | 2,205.00 | 2.98% |
| Elections | 415,289 | 58,262.37 | 19,270.27 | 14.03% | 511,394 | 67,177.54 | 16,603.14 | 39,015.87 | 20.77% |
| Register of Deeds | 341,219 | 71,866.36 | 24,778.45 | 21.06% | 354,281 | 78,748.57 | 24,062.73 | 35,605.63 | 32.28% |
| IT | 1,416,318 | 438,232.40 | 54,118.99 | 30.94% | 1,351,794 | 545,094.69 | 94,070.27 | 170,026.35 | 52.90% |
| General Services | 3,204,674 | 755,265.06 | 270,474.70 | 23.57% | 3,299,543 | 672,679.07 | 212,174.12 | 304,278.18 | 29.61% |
| Total | 10,297,643 | 2,454,678.04 | 718,044.49 | 23.84% | 10,616,548 | 2,466,552.13 | 659,050.74 | 994,458.23 | 32.60% |
| Public Safety | | | | | | | | | |
| Sheriff | 6,816,847 | 1,690,333.65 | 532,045.22 | 24.80% | 7,243,969 | 1,685,562.61 | 492,635.01 | 411,646.61 | 28.95% |
| Jail | 2,454,252 | 484,978.50 | 121,890.41 | 19.76% | 2,502,177 | 472,462.31 | 113,309.98 | 639,357.72 | 44.43% |
| 911 Communications | 357,836 | 89,459.01 | 29,819.67 | 25.00% | 370,287 | 92,571.75 | 30,857.25 | - | 25.00% |
| State Fire Control Contribution | 100,194 | 16,579.35 | 7,842.87 | 16.55% | 100,194 | 8,093.31 | - | 92,100.69 | 100.00% |
| Inspections | 21,744 | - | - | 0.00% | - | - | - | - | N/A |
| Medical Examiner | 70,000 | 10,800.00 | 1,200.00 | 15.43% | 70,000 | 3,750.00 | 800.00 | - | 5.36% |
| Juvenile Detention | 75,400 | 11,346.00 | - | 15.05% | 100,500 | 14,884.00 | 14,884.00 | - | 14.81% |
| Emergency Medical Services | 573,520 | 143,379.99 | 47,793.33 | 25.00% | 581,550 | 145,386.75 | 48,462.25 | - | 25.00% |
| Emergency Services | 281,734 | 48,787.95 | 15,691.88 | 17.32% | 245,948 | 53,917.08 | 14,614.34 | 6,568.00 | 24.59% |
| Fire Marshall | 319,349 | 68,092.97 | 25,709.95 | 21.32% | 371,714 | 77,803.36 | 18,912.69 | 43,938.50 | 32.75% |
| Total | 11,070,876 | 2,563,757.42 | 781,993.33 | 23.16% | 11,586,339 | 2,554,431.17 | 734,475.52 | 1,193,611.52 | 32.35% |

Lee County
Monthly Financial Report
For the Month Ended
September 30, 2019

| | For the year ending June 30, 2019 | | | | For the year ending June 30, 2020 | | | | |
|------------------------------------|-----------------------------------|---------------------|-------------------|-----------|-----------------------------------|---------------------|-------------------|--------------|-----------|
| | 18-19 Budget | YTD Thru 9/30/18 | September 2018 | % Used | 19-20 Budget | YTD Thru 9/30/19 | September 2019 | Encumbrances | % Used |
| | | | | | | | | | |
| Economic/Physical Development | | | | | | | | | |
| Airport | 200,000 | - | - | N/A | - | - | - | - | N/A |
| Planning | 461,694 | 102,423.50 | - | 22.18% | 467,997 | 116,441.75 | - | - | 24.88% |
| Economic Development | 1,007,085 | 79,209.96 | - | 7.87% | 3,118,491 | 110,709.25 | 29,513.60 | 17,400.00 | 4.11% |
| Cooperative Extension | 252,271 | 44,979.07 | 18,264.29 | 17.83% | 279,479 | 44,823.20 | 19,486.76 | 6,292.34 | 18.29% |
| Conservation | 163,939 | 29,012.95 | 9,141.22 | 17.70% | 128,578 | 29,107.69 | 8,992.87 | - | 22.64% |
| Total | 2,084,989 | 255,625.48 | 27,405.51 | 12.26% | 3,994,545 | 301,081.89 | 57,993.23 | 23,692.34 | 8.13% |
| Health and Welfare | | | | | | | | | |
| Health Department | 3,503,020 | 733,036.74 | 246,329.82 | 20.93% | 3,452,740 | 646,350.22 | 217,731.65 | 332,810.55 | 28.36% |
| Mental Health | 240,000 | 40,000.00 | 20,000.00 | 16.67% | 240,000 | 60,000.00 | 20,000.00 | - | 25.00% |
| Social Services-Admin | 7,236,544 | 1,521,082.62 | 494,368.88 | 21.02% | 7,341,288 | 1,569,040.38 | 507,243.59 | 119,854.85 | 23.01% |
| Social Services-Programs | 1,217,018 | 177,993.84 | 63,259.00 | 14.63% | 1,596,560 | 131,428.89 | 52,912.55 | 105,235.68 | 14.82% |
| Human Services Nonprofits | 43,500 | 7,291.69 | 1,875.01 | 16.76% | 43,500 | 9,500.88 | 3,666.96 | - | 21.84% |
| Senior Services - Transportation | 1,108,274 | 253,951.32 | 45,824.42 | 22.91% | 1,229,624 | 216,999.34 | 68,441.72 | 316,707.89 | 43.40% |
| Senior Services - General | 1,028,473 | 225,012.26 | 66,263.64 | 21.88% | 1,120,975 | 216,469.56 | 66,194.28 | 117,948.94 | 29.83% |
| JCPC | 161,771 | 32,468.90 | 21,198.90 | 20.07% | 161,771 | 37,009.25 | 12,370.90 | 115,754.00 | 94.43% |
| Emergency and Contingency | 45,000 | - | - | 0.00% | 45,000 | - | - | - | 0.00% |
| Total | 14,583,600 | 2,990,837.37 | 959,119.67 | 20.51% | 15,231,458 | 2,886,798.52 | 948,561.65 | 1,108,311.91 | 26.23% |
| Education | | | | | | | | | |
| School Current Expense | 17,862,278 | 4,465,569.51 | 1,488,523.17 | 25.00% | 18,912,278 | 4,728,069.51 | 1,576,023.17 | - | 25.00% |
| School Capital Outlay | 2,032,506 | 336,876.51 | 112,292.17 | 16.57% | 2,032,506 | 336,876.51 | 112,292.17 | - | 16.57% |
| CCCC Current Expense & Civic Ctr. | 2,952,655 | 738,163.74 | 246,054.58 | 25.00% | 3,040,961 | 760,240.35 | 253,413.45 | - | 25.00% |
| CCCC Special Appropriation | 125,000 | - | - | 0.00% | 125,000 | 2,209.00 | 2,209.00 | - | 1.77% |
| CCCC Capital Outlay | 45,000 | 11,250.00 | 3,750.00 | 25.00% | 55,000 | 13,749.99 | 4,583.33 | - | 25.00% |
| Total | 23,017,439 | 5,551,859.76 | 1,850,619.92 | 24.12% | 24,165,745 | 5,841,145.36 | 1,948,521.12 | - | 24.17% |
| Cultural and Recreational | | | | | | | | | |
| Libraries | 709,689 | 138,621.41 | 44,325.56 | 19.53% | 738,103 | 175,826.13 | 64,757.27 | 21,765.76 | 26.77% |
| Parks and Recreation | 1,569,085 | 316,672.47 | 95,452.16 | 20.18% | 1,479,039 | 305,628.34 | 83,208.24 | 107,597.37 | 27.94% |
| Nonprofits | 7,000 | 1,750.02 | 583.34 | 25.00% | 10,500 | 5,249.78 | 583.26 | - | 50.00% |
| Total | 2,285,774 | 457,043.90 | 140,361.06 | 20.00% | 2,227,642 | 486,704.25 | 148,548.77 | 129,363.13 | 27.66% |
| Debt Service | 11,347,171 | 921,998.04 | 806,139.40 | 8.13% | 10,999,542 | 849,074.69 | 733,216.05 | - | 7.72% |
| Total Expenditures | 74,687,492 | 15,195,800.01 | 5,283,683.38 | 20.35% | 78,821,819 | 15,385,788.01 | 5,230,367.08 | 3,449,437.13 | 23.90% |
| Revenues Over (Under) Expenditures | (3,451,922) | (5,970,315.10) | (2,614,689.26) | N/A | (4,715,763) | (6,014,882.39) | (2,419,968.20) | N/A | N/A |

Lee County
 Monthly Financial Report
 For the Month Ended
 September 30, 2019

| | For the year ending June 30, 2019 | | | | For the year ending June 30, 2020 | | | |
|--|-----------------------------------|------------------|----------------|--------|-----------------------------------|------------------|----------------|--------|
| | 18-19 Budget | YTD Thru 9/30/18 | September 2018 | % Used | 19-20 Budget | YTD Thru 9/30/19 | September 2019 | % Used |
| Other Financing Sources (Uses): | | | | | | | | |
| Transfers From Other Funds | 2,067,120 | - | - | 0.00% | 1,151,286 | - | - | 0.00% |
| Transfers to Other Funds | (712,000) | - | - | 0.00% | (712,000) | - | - | 0.00% |
| Total Other Financing Sources (Uses) | 1,355,120 | - | - | 0.00% | 439,286 | - | - | 0.00% |
| Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing (Uses) | (2,096,802) | (5,970,315.10) | (2,614,689.26) | N/A | (4,276,477) | (6,014,882.39) | (2,419,968.20) | N/A |
| Appropriated Fund Balance | 2,096,802 | - | - | 0.00% | 4,276,477 | - | - | 0.00% |
| Revenues, Other Financing Sources and Appropriated Fund Balance Over (Under) Expenditures and Other Financing Uses | - | (5,970,315.10) | (2,614,689.26) | N/A | - | (6,014,882.39) | (2,419,968.20) | N/A |

HISTORICAL ANALYSIS OF SALES TAX RECEIVED
Based on actual monthly distributions

ARTICLE 39

| | JULY | AUGUST | SEPTEMBER | 1st QUARTER | 2nd QUARTER | 3rd QUARTER | 4th QUARTER | Total | Period % change |
|----------|------------|------------|------------|--------------|--------------|--------------|--------------|--------------|-----------------|
| FY 19-20 | 479,134.82 | | | 479,134.82 | - | - | - | 479,134.82 | 4.80% |
| FY 18-19 | 457,178.26 | 458,428.55 | 448,928.20 | 1,364,535.01 | 1,625,278.33 | 1,400,161.52 | 1,421,622.58 | 5,811,597.44 | 5.37% |
| FY 17-18 | 416,928.65 | 434,145.37 | 487,724.27 | 1,338,798.29 | 1,494,690.50 | 1,268,292.95 | 1,413,405.11 | 5,515,186.85 | 4.65% |
| FY 16-17 | 402,806.10 | 416,848.26 | 433,251.26 | 1,252,905.62 | 1,348,897.15 | 1,273,486.28 | 1,394,972.37 | 5,270,261.42 | 7.87% |
| FY 15-16 | 378,354.39 | 397,948.60 | 379,906.81 | 1,156,209.80 | 1,189,778.75 | 1,236,757.55 | 1,303,050.84 | 4,885,796.94 | 6.60% |
| FY 14-15 | 355,960.47 | 342,474.00 | 366,129.93 | 1,064,564.40 | 1,198,958.30 | 1,107,484.30 | 1,212,389.07 | 4,583,396.07 | |

ARTICLES 40 & 42

| | | | | | | | | | |
|----------|------------|------------|------------|--------------|--------------|--------------|--------------|--------------|--------|
| FY 19-20 | 564,735.21 | | | 564,735.21 | - | - | - | 564,735.21 | 11.52% |
| FY 18-19 | 506,396.05 | 523,627.70 | 512,746.17 | 1,542,769.92 | 1,744,766.09 | 1,553,618.94 | 1,703,309.15 | 6,544,464.10 | 5.87% |
| FY 17-18 | 493,429.48 | 494,817.32 | 525,632.77 | 1,513,879.57 | 1,623,359.21 | 1,418,460.09 | 1,625,908.01 | 6,181,606.88 | 4.86% |
| FY 16-17 | 460,978.30 | 484,191.31 | 477,810.40 | 1,422,980.01 | 1,531,135.72 | 1,401,083.45 | 1,540,133.61 | 5,895,332.79 | 5.20% |
| FY 15-16 | 466,881.30 | 445,744.26 | 446,455.17 | 1,359,080.73 | 1,395,844.31 | 1,343,802.45 | 1,505,447.38 | 5,604,174.87 | 5.27% |
| FY 14-15 | 431,269.14 | 427,263.94 | 423,446.27 | 1,281,979.35 | 1,398,834.27 | 1,231,776.75 | 1,410,777.22 | 5,323,367.59 | |

ARTICLE 44

| | | | | | | | | | |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------|
| FY 19-20 | 23,154.11 | | | 23,154.11 | - | - | - | 23,154.11 | 6.66% |
| FY 18-19 | 21,708.82 | 21,783.65 | 21,922.09 | 65,414.56 | 65,346.23 | 66,005.99 | 66,526.87 | 263,293.65 | 5.69% |
| FY 17-18 | 20,637.11 | 20,809.85 | 20,677.25 | 62,124.21 | 61,938.48 | 61,912.32 | 63,147.63 | 249,122.64 | 7.16% |
| FY 16-17 | 19,571.19 | 19,265.47 | 19,359.47 | 58,196.13 | 57,637.45 | 57,624.14 | 59,025.63 | 232,483.35 | |
| FY 15-16 | 3.14 | 8.31 | 167.07 | 178.52 | 138.36 | 542.21 | 19,394.87 | 20,253.96 | |
| FY 14-15 | 192.39 | 112.85 | 80.16 | 385.40 | (176.64) | (605.57) | 245.36 | (151.45) | |

ARTICLE 46

| | | | | | | | | | |
|----------|------------|------------|------------|------------|------------|------------|------------|--------------|--------|
| FY 19-20 | 172,364.97 | | | 172,364.97 | - | - | - | 172,364.97 | 7.74% |
| FY 18-19 | 159,989.39 | 163,400.99 | 153,817.60 | 477,207.98 | 572,577.26 | 489,534.17 | 511,154.72 | 2,050,474.13 | 5.47% |
| FY 17-18 | 148,167.88 | 154,558.94 | 168,838.69 | 471,565.51 | 525,689.08 | 444,946.77 | 501,838.92 | 1,944,040.28 | 4.35% |
| FY 16-17 | 141,152.73 | 149,578.29 | 152,816.21 | 443,547.23 | 479,618.17 | 445,485.58 | 494,436.49 | 1,863,087.47 | 8.85% |
| FY 15-16 | 137,434.69 | 135,362.20 | 135,294.78 | 408,091.67 | 419,538.99 | 423,883.97 | 460,135.18 | 1,711,649.81 | 10.18% |
| FY 14-15 | 122,047.40 | 116,047.51 | 124,083.08 | 362,177.99 | 405,883.89 | 363,625.37 | 421,885.01 | 1,553,572.26 | |

TOTAL

| | | | | | | | | | |
|----------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|-------|
| FY 19-20 | 1,239,389.11 | | | 1,239,389.11 | - | - | - | 1,239,389.11 | 8.22% |
| FY 18-19 | 1,145,272.52 | 1,167,240.89 | 1,137,414.06 | 3,449,927.47 | 4,007,967.91 | 3,509,320.62 | 3,702,613.32 | 14,669,829.32 | 5.61% |
| FY 17-18 | 1,079,163.12 | 1,104,331.48 | 1,202,872.98 | 3,386,367.58 | 3,705,677.27 | 3,193,612.13 | 3,604,299.67 | 13,889,956.65 | 4.74% |
| FY 16-17 | 1,024,508.32 | 1,069,883.33 | 1,083,237.34 | 3,177,628.99 | 3,417,288.49 | 3,177,679.45 | 3,488,568.10 | 13,261,165.03 | 8.50% |
| FY 15-16 | 982,673.52 | 979,063.37 | 961,823.83 | 2,923,560.72 | 3,005,300.41 | 3,004,986.18 | 3,288,028.27 | 12,221,875.58 | 6.65% |
| FY 14-15 | 909,469.40 | 885,898.30 | 913,739.44 | 2,709,107.14 | 3,003,499.82 | 2,702,280.85 | 3,045,296.66 | 11,460,184.47 | |

Lee County
Sales Tax Distribution
2018-2019

| Date | For the Month of | Total Distribution | Article 39 | | Article 40 | | Article 42 | | Article 44 | Art. 44 *524 | Article 46 |
|-----------------------------|------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | | | 479,134.82 | 479,134.82 | Total | Co. (70%) | Sch (30%) | Total | | | |
| Jul-18 | | 1,239,389.11 | 479,134.82 | 479,134.82 | 203,230.13 | 203,230.13 | 87,098.63 | 87,098.63 | 274,406.46 | 109,762.58 | 164,643.88 |
| Aug-18 | | - | - | - | - | - | - | - | - | - | - |
| Sep-18 | | - | - | - | - | - | - | - | - | - | - |
| 1st qtr totals | | 1,239,389.11 | 479,134.82 | 479,134.82 | 203,230.13 | 203,230.13 | 87,098.63 | 87,098.63 | 274,406.46 | 109,762.58 | 164,643.88 |
| Oct-18 | | - | - | - | - | - | - | - | - | - | - |
| Nov-18 | | - | - | - | - | - | - | - | - | - | - |
| Dec-18 | | - | - | - | - | - | - | - | - | - | - |
| 2nd qtr totals | | - | - | - | - | - | - | - | - | - | - |
| Jan-19 | | - | - | - | - | - | - | - | - | - | - |
| Feb-19 | | - | - | - | - | - | - | - | - | - | - |
| Mar-19 | | - | - | - | - | - | - | - | - | - | - |
| 3rd qtr totals | | - | - | - | - | - | - | - | - | - | - |
| Apr-19 | | - | - | - | - | - | - | - | - | - | - |
| May-19 | | - | - | - | - | - | - | - | - | - | - |
| Jun-19 | | - | - | - | - | - | - | - | - | - | - |
| 4th qtr totals | | - | - | - | - | - | - | - | - | - | - |
| Grand total | | 1,239,389.11 | 479,134.82 | 479,134.82 | 203,230.13 | 203,230.13 | 87,098.63 | 87,098.63 | 274,406.46 | 109,762.58 | 164,643.88 |
| Budget | | 6,297,916.00 | 6,297,916.00 | 6,297,916.00 | 2,358,916.00 | 2,358,916.00 | 1,010,964.00 | 1,010,964.00 | 3,507,427.00 | 1,402,971.00 | 2,104,456.00 |
| % of budget received | | | 7.61% | | 8.62% | | 8.62% | | 7.82% | | 7.82% |
| | | | | | | | | | 9.32% | | 7.88% |



ITEM #: VI.B

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: County Manager's Monthly Report for the month of October 2019 - Dr. John Crumpton

DEPARTMENT: Administration

CONTACT PERSON: Jennifer Gamble, Deputy County Attorney/Clerk to the Board of Commissioners

TYPE: Information

| | |
|--------------------|--|
| REQUEST | N/A |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | COUNTY MANAGER'S REPORT -October 2019.docx TRC Agenda 10.31.19.pdf agenda lcpr september 2019.docx TRC Asecend_Academy.pdf Sanford Contractors Fabricated Bldg.pdf Monthly Collections Report September 2019.docx |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | N/A |
| SUMMARY | |

The County Manager will present his monthly report for the month of October 2019.

County Manager's Report – October 21, 2019

Ongoing Projects

Courthouse Renovations – The architects/engineers toured the Historic Courthouse and Fireplace Building on Monday October 14. They are currently working on construction documents for both buildings. The evaluation of each building is needed for the demolition phase of the construction projects. We are also starting to discuss the renovations of the main courthouse building – phase 2 which will begin as soon as the Register of the Deeds and the District Attorney vacate that building. We are coordinating phase 2 and the renovations of the Government Center so they will be bid at the same time.

Lee County Government Parks and Recreation Plans – (This update from last month did not change) Withers and Ravenel is completing the construction plans for Kiwanis Family Park, Horton Park, O. T. Sloan Park and Temple Park. We anticipate that these projects will be out to bid the next 30 to 45 days. Construction should begin in the fall and be completed by late spring. Again, just like the Courthouse Project, construction inflation has affected these projects. We do expect the revised plans to come in on budget – a combined \$2 million.

Other Items

Legislative Bills of Interest – The General Assembly continues to stay in session. Mini budget bills continue to be passed while the Senate continues to discuss an override of the Governor's veto of the budget. Other Bills of interest that are still being discussed in this session are SB 681 – Local Sales Tax Flexibility, HB 431 – Fiber NC Act and HB 79 – Academic Alignment/Boards of Education and CC – aligning school calendars.

Reports

Tax Report – Attached please find the Tax Collection Summary Report for September.

Parks and Recreation – Agenda for September.

Community Development/Activity Summary – The Technical Review Committee Agenda Memorandum for October.

Upcoming Meetings/Events:

October 22, 2019 – SAGA Annual Meeting – Civic Center – 5:00 pm.

November 4, 2019 – Commissioners Regular Meeting – 6:00 pm.

November 7, 2019 – Veterans Luncheon – Civic Center – 11:30am.

November 11, 2019 – Veteran's Day – Offices Closed.

November 18, 2019 – Commissioners Regular Meeting – 6:00 pm.

November 28 & 29, 2019 – Thanksgiving Holiday – Offices Closed.

Sanford/Lee County Zoning & Design Review Dept.

115 Chatham Street, Sanford, NC 27330 Phone 919-718-4656

SANFORD / LEE COUNTY / BROADWAY TECHNICAL REVIEW COMMITTEE (TRC) MEMO

TO: SANFORD / LEE COUNTY / BROADWAY (TRC) MEMBERS

Sanford/Lee Co. Community Development Dept.: Marshall Downey, Director
Sanford/Lee Co. Community Development Dept.: David Montgomery, Long Range-Transportation Planner
Sanford/Lee Co. Zoning & Design Review Dept.: Amy J. McNeill, Zoning Administrator
Sanford/Lee Co. Zoning & Design Review Dept.: Alexandria Rye, Planner II
Sanford/Lee County Building Inspections Dept.: Chris Riggins, Inspections Administrator
Sanford Public Works Dept. / Engineering Division: Michael Lamping, Civil Engineer 1
Sanford Fire Dept.: Wayne Barber, Chief & Ken Cotton, Deputy Chief / Fire Marshal
Sanford Police Dept.: Jamie Thomas, Major of Field Operations
Lee County Office of Emergency Services: Shane Seagroves, Director & Bill Rogers, Fire Marshal
Lee County Strategic Services Dept.: Don Kovasckitz, Administrator
Lee County Schools: Reid Cagle, Transportation Director
NCDOT: Dago Pozos, Assistant District Engineer, District 2
CC: TRC "CC" Members, Project Managers/Designers

FROM: SANFORD/LEE COUNTY ZONING & DESIGN REVIEW DEPT.

DATE: 10.2.2019

RE: TRC meeting on **Thursday October 31, 2019 at 9:00 am** in the Buggy Conference Room of the historic Buggy Company Building at 115 Chatham Street to review the following project(s):

TRC-10-47-19

9:00AM – Ascend Academy – Commercial Plan Review

LOCATION: 3930 and 3934 Harvey Faulk Road Sanford, NC

LEE CO. PIN NO.: 9661-22-8224-00

ZONING: RA-CZ, Conditional Zoning

ACERS: 23.1 +/-

DESCRIPTION: Proposed development of a public charter school expansion to accommodate 560 students grades 6-9.

UTILITIES: Proposed to be served by public water & public sewer and private septic.

STREET(s): Proposed Public Street (NCDOT maintained).

JURISDICTION: Lee County, outside the corporate City limits

APPLICANT: William Akin | 919.490.1645 | randy.akin@civil-consultants.com

PROJECT MANAGER: Jim Way | 801.278.0800 | Jim@schooldev.us

PLANNER: Alexandria Rye | 919.718.4656 ext. 5399 | alexandria.rye@sanfordnc.net

TRC-10-48-19

9:30 AM – Sanford Contractors, Inc. – Commercial Plan Review

LOCATION: 628 Rocky Fork Church Road

LEE CO. PIN NO.: 9539-29-8312-00

ZONING: LI Light Industrial

ACRES: 19.38 +/-

DESCRIPTION: Proposed development of new fabricated building.

UTILITIES: Proposed to be served by public water and private septic.

STREET(s): Proposed private drive off of Rocky Fork Church Road NCDOT maintained street.

JURISDICTION: Lee County, outside the corporate City limits.

APPLICANT: Richard Oldham | 919.775-7882 | roldham@sanfordcontractors.com

PROJECT MANAGER: Richard Oldham | 919.775-7882 | roldham@sanfordcontractors.com

PLANNER: Alexandria Rye | 919.718.4656 ext. 5399 | alexandria.rye@sanfordnc.net

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IF YOU ARE UNABLE TO ATTEND THE MEETING, PLEASE FORWARD REVIEW COMMENTS &/OR QUESTIONS TO THE PROJECT PLANNER. Thank you.

MEETING
Monday September, 2019
5:30 P.M.

Commissioners' Meeting Room
Lee County Government Center
106 Hillcrest Drive, Sanford, NC

AGENDA

- I. Call to Order**
- II. Approval of Minutes**
- III. Additions and/or Approval of Agenda**
- IV. Petitions & Communications (public comment)**
- V. Old Business**
 - A. Kiwanis Family Park Update**
 - B. Master Plan Progress Update**
 - C. Lett Family Park Update**
 - D. Bird Pens at San-Lee Park**
- VI. New Business**
- VII. Director's Report**
- VIII. Adjournment-**



1001 S. CLAY STREET, SUITE 200
MARTIN, NC 27557-2200
919.487.1000
www.bccg.com



talé architecture plc
10000 W. 11TH AVENUE, SUITE 2750
DENVER, CO 80202
+1 303 733 2800
+44 1273 800 000



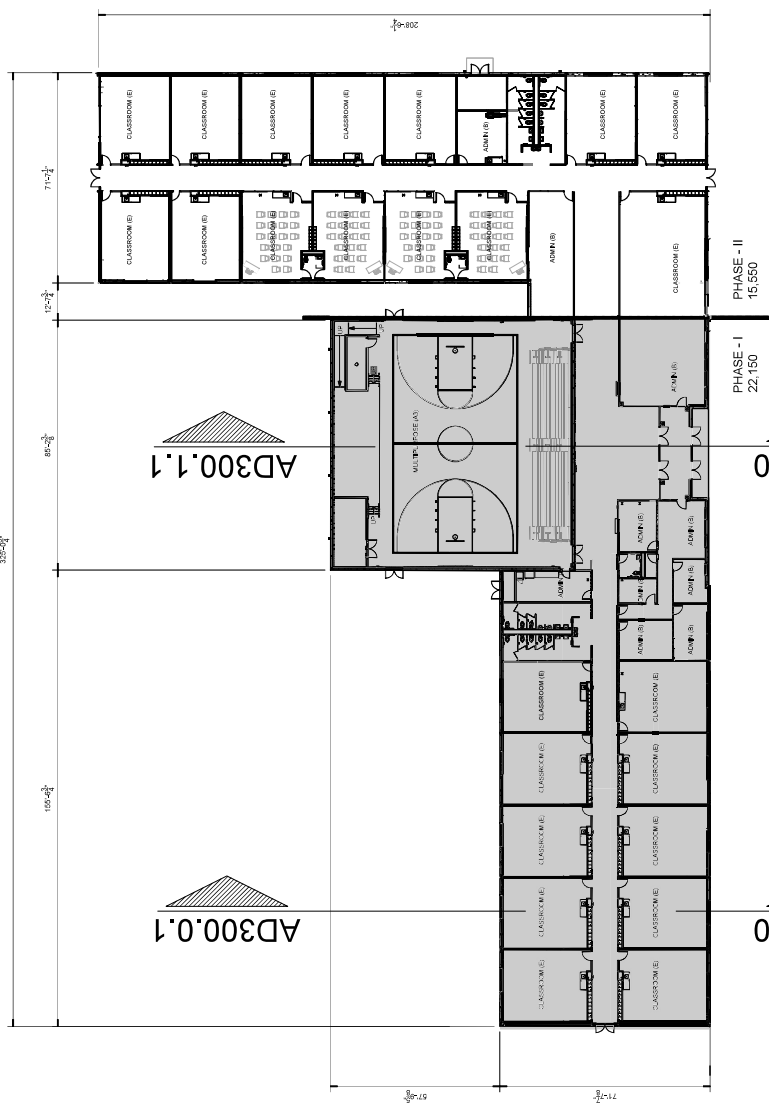
These documents are unapproved drawings under the North Carolina Building Code. No construction shall be permitted based on these drawings until they have been approved by the local building department. The approval of these drawings does not constitute a warranty of any kind. The user of these drawings shall be responsible for obtaining all necessary permits and for complying with all applicable laws, codes, and regulations. The user of these drawings shall also be responsible for obtaining all necessary approvals from the appropriate authorities. The user of these drawings shall also be responsible for obtaining all necessary approvals from the appropriate authorities. The user of these drawings shall also be responsible for obtaining all necessary approvals from the appropriate authorities.

BC Construction Group
Ascend Academy
Phase I | Phase II
SIP Submission
Sanford, NC

| | |
|----------------|------------|
| DESCRIPTION: | |
| Issue Date: | 10/11/2019 |
| Job Number: | 2019-02 |
| Drawn By: | MMJ/AN |
| Checked By: | JNT |
| Drawing Title: | AD100.0 |

AD200.3.0

AD200.2.1



AD200.0.1

AD200.0.0

AD200.3.1

AD200.2.0

AD200.1.0

AD300.1.1

AD300.1.0

AD300.0.1

AD300.0.0

AD100.0.0
Proposed Floor Plan -
Main Level | Admin., Classrooms, Gym
Scale: 1/32

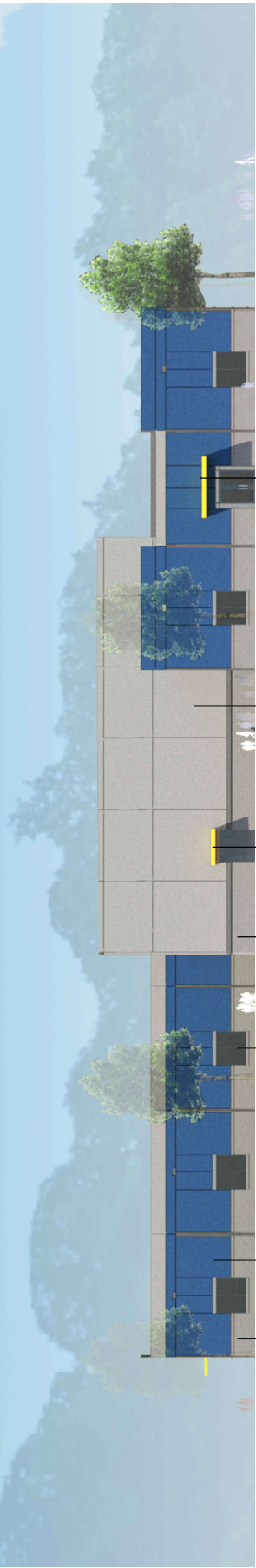


EXTERIOR MATERIAL LEGEND

| MARK | MATERIAL |
|------|--|
| EM1 | Exterior Wall #1 <ul style="list-style-type: none"> • Brick Veneer (8" x 8") • 2x8 Vertical Siding Board • 2x4 Horizontal Siding Board • Color: Gray / As Shown |
| EM2 | Exterior Wall #2 <ul style="list-style-type: none"> • "Mud" Flat w/ • Pattern: N/A • Color: Dark Blue / As Shown |
| EM3 | Exterior Wall #3 <ul style="list-style-type: none"> • Smooth Flat w/ • Pattern: N/A • Color: Gray / As Shown |
| EM4 | Exterior Wall #4 <ul style="list-style-type: none"> • Pattern: N/A • Color: Gray / As Shown |
| EM5 | Exterior Wall #5 <ul style="list-style-type: none"> • Aluminum Slat System • Pattern: Flat Horizontal • Color: Copper Anodized Finish |
| EM6 | Exterior Wall #6 <ul style="list-style-type: none"> • Smooth Flat w/ • Pattern: N/A • Color: Yellow / As Shown |



AD200.1.1
 Proposed Exterior View
 Right Side Facade
 Scale: 1/10



AD200.1.0
 Proposed Exterior View
 Left Side Facade
 Scale: 1/10

BC Construction Group
 Ascend Academy
 Phase I | Phase II
 SUP Submission
 Sanford, NC

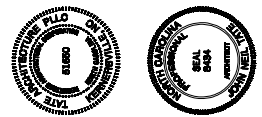
DESCRIPTION:

| | |
|----------------|----------------|
| Issue Date: | 10/1/2019 |
| Job Number: | 2019-005 |
| Drawn By: | MW/JAT |
| Checked By: | JNT |
| Drawing Title: | AD200.1 |

BCCG **RECONSTRUCTION GROUP**
 1000 S. Castle Street, Suite 100
 Raleigh, NC 27605-2220
 www.bccg.com

SchoolDev **LEAD** **DEVELOPMENT**

lab architecture plc
 1000 S. Castle Street, Suite 100
 Raleigh, NC 27605
 info@labarchitecture.com



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AD200.3.1
Proposed Exterior View
Perspective - Rear #2
Scale: rts



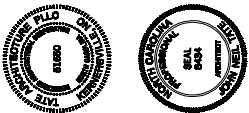
AD200.3.0
Proposed Exterior View
Perspective - Rear #1
Scale: rts

BC Construction Group
Schoolhouse Development
Ascend Academy
Phase I | Phase II
SUP Submission
Sanford, NC

DESCRIPTION:

| | |
|----------------|------------|
| Issue Date: | 10/11/2019 |
| Job Number: | 2019-06 |
| Drawn By: | MW/JAC |
| Checked By: | JNT |
| Drawing Title: | AD200.3 |

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10000 Park Road, Suite 200
Charlotte, NC 27205
info@latearchitecture.com



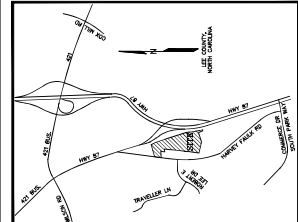
10000 Park Road, Suite 200
Charlotte, NC 27205
www.late.com



| REV. | DATE | DESCRIPTION |
|------|------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
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| | | |
| | | |

SCALE: 1" = 40' (SEE NOTES)
 DATE: 08/20/2018
 PROJECT NO.: 18-001
 SHEET NO.: C1.1

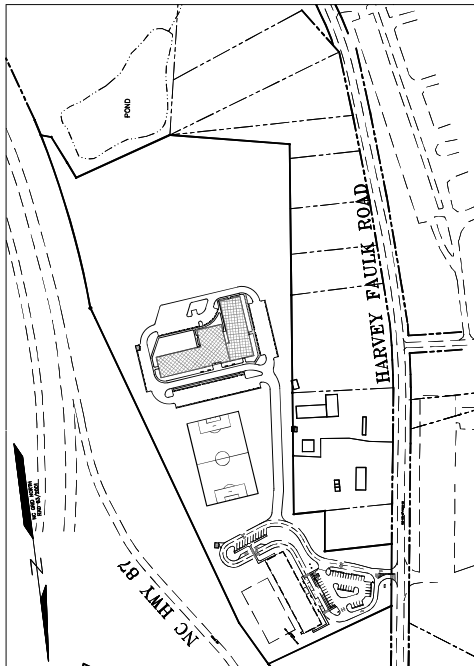
SHEET NO.
C1.1



VICINITY MAP

DRAWING INDEX:

- C1.1 COVER SHEET
- C1.2 PROJECT SPECIFICATIONS AND DEMOLITION PLAN
- C2.1 EXISTING CONDITIONS AND DEMOLITION PLAN
- C3.1 SITE LAYOUT PLAN
- C3.2 ENLARGED SITE LAYOUT PLAN
- C4.1 GRADING AND STORM DRAINAGE PLAN
- C4.2 ENLARGED GRADING PLAN
- C6.1 OVERALL UTILITY PLAN
- C6.2 ENLARGED UTILITY PLAN
- C6.4 SANITARY SEWER EXTENSION PLAN & PROFILE
- C6.5 SANITARY SEWER EXTENSION PLAN & PROFILE
- C7.1 STORM DRAINAGE PLAN - EARLY STAGE
- C7.2 STORM DRAINAGE PLAN - INTERMEDIATE STAGE
- C7.3 STORM DRAINAGE PLAN - FINAL STAGE
- C7.4 EROSION CONTROL DETAILS
- C7.5 EROSION CONTROL DETAILS
- C8.1 LANDSCAPE PLAN - NORTH
- C8.2 LANDSCAPE PLAN - SOUTH
- C11.1 SITE DETAILS
- C12.1 STORM DRAINAGE DETAILS
- C14.1 UTILITY DETAILS



ASCEND LEADERSHIP ACADEMY EXPANSION SITE PLAN

LEE COUNTY, NORTH CAROLINA

SITE DATA:

DEVELOPER: SPOOKHOUSE SWIMMING, LLC
 3111 LAKE CREEK, WYOMING 300
 300 W. WILSON ROAD, SUITE 201
 DUNHAM, NC 27822
 CONTACT: JIM WATSON
 PHONE: 919-286-1888

ENGINEER / APPLICANT: CIVIL CONSULTANTS INC.
 1000 W. WILSON ROAD, SUITE 201
 DUNHAM, NC 27822
 PROJECT NO.: 18-001-1415
 CONTACT: WILLIAM R. ARN, P.E.
 PHONE: 919-286-1888
 (P.O. BOX 2000, DUNHAM, NC 27822)

PROJECT TYPE: HARVEY FAULK ROAD
FIN: 376 HWY 87 SOUTH
PARCEL AREAS: 23.10 ACRES (TOTAL OF ALL PARCELS)
CURRENT ZONING: RA-OJ AND RR
PROPOSED ZONING: RA-OJ-CZ
PROPOSED # OF LOTS: 1 LOT
EXISTING BULK SIDE: 16,940 SF
PROPOSED BULK SIDE: 37,268 SF
MIN. BUILDING SETBACKS: 30' FRONT
 30' REAR
 30' SIDE

DISTURBED AREA: 447,208 SF (10.27 ACRES)
WATERSHED INFORMATION: THE SITE IS LOCATED IN THE WATERSHED OF THE CAMEL CREEK BASIN. THE WATERSHED OF THE CAMEL CREEK BASIN IS A WATERSHED WITH A HIGH RISK OF DISTURBANCE. THE WATERSHED OF THE CAMEL CREEK BASIN IS A WATERSHED WITH A HIGH RISK OF DISTURBANCE. THE WATERSHED OF THE CAMEL CREEK BASIN IS A WATERSHED WITH A HIGH RISK OF DISTURBANCE.

IMPERVIOUS SURFACE AREAS

| TYPE | ACRES | % TOTAL AREA |
|------------------------------|--------------|--------------|
| TOTAL AREA | 1,006,238 SF | 23.10 AC |
| EXISTING IMPERVIOUS AREA | 87,025 SF | 1.99 AC |
| PROPOSED IMPERVIOUS AREA | 6,229 SF | 0.14 AC |
| PROPOSED NEW IMPERVIOUS AREA | 106,540 SF | 3.13 AC |
| TOTAL IMPERVIOUS AREA | 217,228 SF | 4.98 AC |

LEGEND:
 NEW: [Symbol] DRAINAGE STRUCTURE
 [Symbol] SANITARY SEWER MANHOLE
 [Symbol] SANITARY SEWER CLEANOUT
 [Symbol] FIRE HYDRANT
 [Symbol] WATER VALVE
 [Symbol] OVERHEAD UTILITY LINE
 [Symbol] UNDERGROUND ELECTRIC LINE
 [Symbol] UNDERGROUND TELECOM/DATA LINE
 [Symbol] FIBER OPTIC CABLE
 [Symbol] STORM DRAINAGE PIPE
 [Symbol] SANITARY SEWER LINE
 [Symbol] WATER LINE
 [Symbol] SURFACE ELEVATION CONTROL
 [Symbol] SURFACE SPOT ELEVATION
 [Symbol] CLEARING LIMIT/LINE LINE
 [Symbol] LIMIT OF DISTURBANCE
 [Symbol] ROOF DRAIN
 [Symbol] ELECTRICAL TRANSFORMER PAD
 [Symbol] TYPICAL LEGEND NOTE LABEL


 Know what's below.
 Call before you dig.
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2

New Fabrication Shop

1





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TAX ADMINISTRATION**

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 Collections Tel: (919) 718-4662
 P.O. Box 1968
 Sanford, NC 27331

Memo

To: John Crumpton, County Manager
 From: Michael Brown, Tax Administrator
 Date: October 2, 2019
 Re: Monthly Forced Collection Efforts report for September 2019

| | |
|---|-----------------------------------|
| September 2019 | |
| Accounts researched | 1,383 |
| Wage garnishments, Escheats and bank attachments issued | 140 |
| Accounts Updated with Collection info | 111 |
| September total collections (all) | \$ 2,682,878.43 |
| September collections for county only (G01) | \$ 1,739,401.84 |
| Debt Setoff Updated | 2015 bills totaling: \$748,113.00 |
| Debt Setoff Funds Received | \$339.66 |
| Payment Agreement Implemented | 1 |



ITEM #: VIII.A

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS - REGULAR

MEETING DATE: October 21, 2019

SUBJECT: Closed Session per N.C. General Statute 143-318.11(a)(3) to consult with Counsel regarding the matter of Lee County, North Carolina V. AmerisourceBergen Drug Corporation, in re: National Prescription Opiate Litigation.

DEPARTMENT: Governing Body

CONTACT PERSON: Jennifer Gamble, Deputy County Attorney/Clerk to the Board of Commissioners

TYPE: Information

| | |
|--------------------|--|
| REQUEST | N/A |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | |
| PRIOR BOARD ACTION | Approved filing of complaint in the National Prescription Opiate Litigation. |
| RECOMMENDATION | Move to go into Closed Session. |
| SUMMARY | |

Discussion regarding case status and next steps related to the opiate litigation.