Agenda
Richmond County Board Of Commissioners
Richmond County Administrative Office Building
REGULAR MEETING
Tuesday, January 03, 2017 5:30 P.M.

ITEM NO. 1 - Invocation by Commissioner Ben Moss

ITEM NO. 2 - Approval of Agenda – Decision

ITEM NO. 3 - Open Forum for Public Comments – 5:30 – 6:00 P.M.

ITEM NO. 4 - Presentation of the results from the audit of Richmond County financial statements for the year ended June 30, 2015- Alan Thompson, Thompson, Price, Scott, Adams & Co., PA- Discussion

ITEM NO. 5 - Monthly Report by County Manager Rick Sago

ITEM NO. 6 - Request for Board Approval of Proclamation to Designate January 18, 2016 as Dr. Martin Luther King, Jr. Holiday Decision

ITEM NO. 7 - Public Hearing to Rename Hank Drive to Elouises Way – Donna Wright, Director, Emergency Services - Decision

ITEM NO. 8 - Request for Board Consideration of Resolution Designating Agents for Hurricane Financial Assistance – Donna Wright, Director, Emergency Services - Decision

ITEM NO. 9 - Request for Board Consideration of Preliminary Resolution for Revenue Bonds – Bob Jessup - Decision

ITEM NO.10 - Request for Board Consideration of Approval of the Assistance Policy for 2016 NCHFA Essential Single-Family Rehabilitation Loan Pool Program – Sandra Ridley - Decision

ITEM NO.11 - Request for Board Consideration of Approval of the Richmond County 2016 NCHFSA ESFRLP Disbursement and Procurement Policy – Sandra Ridley - Decision

ITEM NO.12 - Request for Board Consideration of Approval of the Grant Project Ordinance for NCHFA Essential Single Family Rehabilitation Loan Pool Program - Sandra Ridley - Decision

ITEM NO.13 - Request for Board Consideration of Approval of the Richmond County Assistance Policy for the 2016 NCHFA Urgent Repair Program – Sandra Ridley - Decision

ITEM NO.14 - Request for Board Consideration of Approval of the Richmond County 2016 North Carolina Housing Finance Agency Urgent Procurement and Disbursement Policy – Sandra Ridley - Decision

ITEM NO.15 - Request for Board Consideration of Approval of the Grant Project Ordinance for the 2016 North Carolina Housing Finance Agency Urgent Repair Program – Sandra Ridley - Decision

ITEM NO.16 - Request for Board Consideration of Approval for NCSU Grant to Improve Walking Trail at East Rockingham Sr. Center – Susan Kelly, Director, County Extension - Decision

ITEM NO.17 - Consent Agenda - Decision

A) Approval Of Draft Minutes Of Regular Meeting On November 01, 2016 As Submitted By The Clerk For Review

B) Approval Of Tax Releases And Tax Refunds For Month Of October, 2016

C) Approval Of North Carolina Vehicle Tax System Refund Report For The Month Of October 2016

D) Approval of Budget Amendment for Bullet Proof Vest

E) Approval of Budget Amendment for Replacement of Courthouse Generator and Retired K-9

F) Approval of Budget Amendment for Community Care Clinic

ITEM NO.18- Adjournment - Decision

RICHMOND COUNTY BOARD OF COMMISSIONERS

125 SOUTH HANCOCK STREET, PO BOX 504
ROCKINGHAM, NORTH CAROLINA 28380
TELEPHONE: (910) 997-8211
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G. Richard Sago, II
County Manager
Stephan R. Futrell
County Attorney
R. M. Steagall, Jr.
Finance Officer
Dena R. Cook
Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 01

Item for Discussion

SUBJECT TITLE: Invocation

PRESENTER: Commissioner Ben Moss

SUMMARY OF INFORMATION:

The invocation will be delivered by Commissioner Ben Moss

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:

RICHMOND COUNTY BOARD OF COMMISSIONERS

125 SOUTH HANCOCK STREET, PO BOX 504
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AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 02

Item for Decision

SUBJECT TITLE: Approval of Agenda

PRESENTER: Chairman of the Board

SUMMARY OF INFORMATION:

At this point, the Board will be asked to adopt the Agenda and to indicate any recommended changes to the Agenda.

In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict. If any Board member has a known conflict of interest or appearance of conflict with respect to any matter coming before the Board, please identify the conflict and refrain from any undue participation in the particular matter involved.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

RICHMOND COUNTY BOARD OF COMMISSIONERS

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AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 03

Item for Discussion

SUBJECT TITLE: Open Forum for Public Comments for the following Boards- 5:30 – 6:00 PM

Board of Commissioners
Board of Health
Board of Social Services

PRESENTER: Chairman of the Board

SUMMARY OF INFORMATION:

At the time of Agenda preparation, there were no requests for appearance during the Open Forum.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:

RICHMOND COUNTY BOARD OF COMMISSIONERS

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AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 04

Item for Discussion

SUBJECT TITLE: Audit Presentation

PRESENTER: Alan Thompson

SUMMARY OF INFORMATION:

Alan Thompson of Thompson, Price, Scott, Adams & Co., PA will present the results of their audit of the Richmond County financial statements for the year ended June 30, 2016.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Listen to presentation

RICHMOND
COUNTY

RICHMOND COUNTY

Presentation of Audit Results

Fiscal Year Ended
June 30, 2016

CERTIFIED PUBLIC ACCOUNTANTS
CONSULTANTS AND TAX ADVISORS

Alan W. Thompson, CPA
1626 S Madison Street
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Whiteville, NC 28472
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Richmond County

Presentation Agenda

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I. GENERAL COMMENTS	
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III. AUDIT RESULTS	4-10
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CERTIFIED PUBLIC ACCOUNTANTS
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Alan W. Thompson, CPA
R. Bryon Scott, CPA
Gregory S. Adams, CPA

December 19, 2016

To the Board of Commissioners
Richmond County
Rockingham, North Carolina

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Richmond County for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 20, 2015. Professional standards also required that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Richmond County are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by Richmond County during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant estimate(s) or assumptions noted during the audit.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. There are no such disclosures identified.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representation

We have requested certain representations from management that are included in the management representation letter dated December 19, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Auditing Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Richmond County's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Law Enforcement Officer's Special Separation Allowance, Healthcare Benefit, Schedule of County's Proportionate Share of Net Pension Assets (LGERS), Schedule of County Contributions (LGERS), Schedule of County's Proportionate Share of Net Pension Asset (ROD), and Schedule of County Contributions (ROD), which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual non-major fund statement schedules, budgetary schedules, and other schedules, and the schedule of expenditures of federal and State awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Commissioners and management of Richmond County and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Thompson, Price, Scott, Adams & Co., P.A.

Thompson, Price, Scott, Adams & Co, P.A.

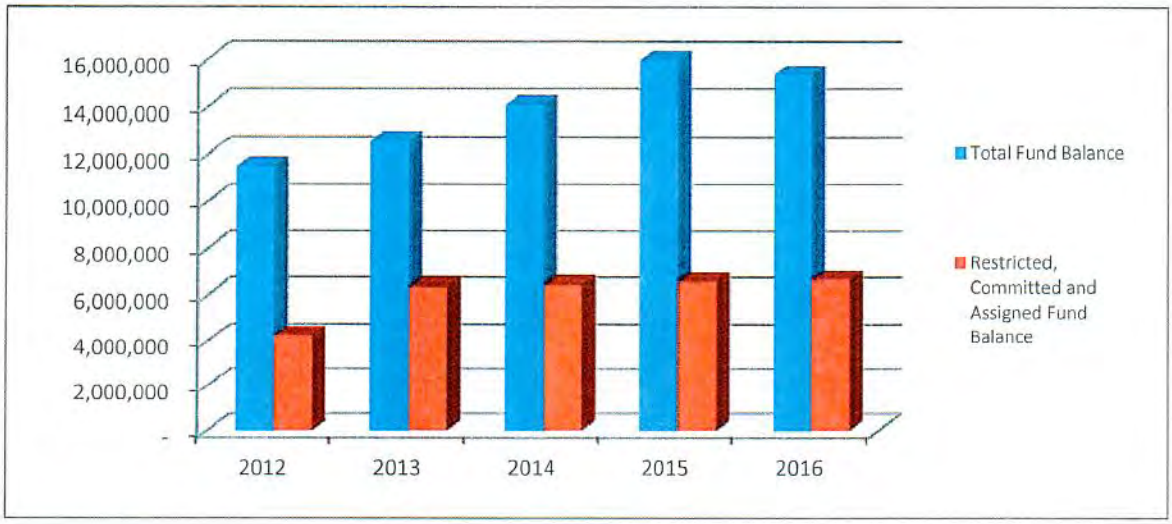
Richmond County

FINANCIAL INFORMATION FOR 5 YEARS

	2016	2015	2014	2013	2012
Total Fund Balance - General Fund	15,325,407	15,958,472	14,073,392	12,555,274	11,471,492
Unavailable Fund Balance - GF (Restricted for State Statute, Inventories, Prepaids)	3,363,525	4,033,753	2,897,875	3,040,721	3,901,997
Restricted, Committed, and Assigned Fund Balance (Previously Designated and Reserved Fund Balance)	6,668,596	6,582,162	6,460,003	6,361,470	4,251,312
General Fund Expenditures (including Transfers out)	49,277,382	46,630,520	45,758,564	48,311,059	45,875,192
Fund Balance Available as % of General Fund Expenditures	24.27%	25.57%	24.42%	19.69%	16.50%
Unassigned Fund Balance (Previously Unreserved and Undesignated Fund Balance)	8,656,811	9,376,310	7,609,198	6,193,804	7,220,180
Unassigned Fund Balance as % of General Fund Expenditures (including Transfers out)	17.57%	20.11%	16.63%	12.82%	15.74%
Revenues over (under) expenditures before transfers					
General Fund	(2,098,225)	(469,503)	(533,647)	(2,799,621)	362,645
Water and Sewer Fund	272,423	468,730	(27,262)	(229,484)	(604,042)
Solid Waste Fund	1,278,588	1,363,217	1,333,555	480,848	318,864
Cash vs. Accumulated Depreciation - Water & Sewer Fund					
Total Fixed Assets	69,202,324	65,754,777	64,613,342	62,267,275	57,947,684
Accumulated Depreciation	31,298,808	29,439,301	27,738,400	26,049,684	24,603,149
Cash	5,924,596	2,754,279	460,949	493,450	217,459
Cash vs. Fund Balance (Net Position)					
Cash - General	12,673,219	13,044,528	12,174,589	10,600,057	9,130,883
Cash - Water & Sewer Fund	5,924,596	2,754,279	460,949	493,450	217,459
Cash - Solid Waste	2,554,089	3,456,279	2,177,518	1,767,002	1,716,919
Cash - Other Governmental	5,328,977	3,578,726	3,452,516	4,642,719	7,719,904
Fund Balance - General	15,325,407	15,958,472	14,073,392	12,555,274	11,471,492
Net Position - Water & Sewer Fund	37,668,612	37,097,634	36,178,898	34,112,352	30,331,632
Net Position - Solid Waste	4,192,511	4,063,923	3,771,591	3,419,916	3,439,068
Fund Balance - Other Governmental Funds	6,072,766	4,311,851	4,302,645	6,013,947	8,970,125
Property Tax Rates	0.810	0.810	0.810	0.810	0.810
Collection Percentages	96.99%	96.56%	95.29%	93.96%	94.32%
Collection Percentages (excluding Motor Vehicle)	96.60%	96.26%	95.34%	95.28%	95.57%
Total Property Valuation	3,226,290,086	3,089,800,158	3,151,264,256	3,018,947,065	3,018,766,624
Total Levy Amount	26,132,950	24,847,672	25,525,270	24,453,470	24,452,120
Breakdown of Debt (Excl Compensated Absences & OPEB)					
Governmental - General Obligation (non-school)	13,126,000	14,365,000	15,624,000	16,898,000	18,400,000
Governmental - General Obligation (school)	16,535,000	17,500,000	18,800,000	20,100,000	21,400,000
Governmental - Installment Purchases	3,200,958	2,177,035	1,050,864	859,266	647,749
Business-type - General Obligation	1,511,000	1,896,000	2,301,000	2,837,000	3,255,000
Business-type - Installment Purchases	2,054,156	2,287,235	1,261,009	1,157,711	844,719
	36,427,114	38,225,270	39,036,873	41,851,977	44,547,468
Breakdown of General Fund Revenues					
Ad Valorem Taxes	26,508,617	26,235,759	25,909,709	24,377,254	24,305,525
Other Taxes, License & Permits	6,754,940	6,428,200	6,014,242	6,321,052	6,031,331
Intergovernmental Revenue	11,902,040	11,696,484	11,468,235	12,959,490	12,401,851
Sales and Services	1,564,570	1,546,369	1,605,099	1,584,487	1,674,312
Investment Earnings	5,258	348	544	4,138	19,448
Miscellaneous	200,037	23,857	187,085	64,995	67,171
Total	46,935,462	45,931,017	45,184,914	45,311,416	44,499,638
Breakdown of General Fund Expenditures					
General Government	6,410,829	5,704,880	4,810,802	5,182,562	4,596,417
Public Safety	9,689,274	9,527,073	9,256,277	8,996,141	8,856,573
Transportation	266,731	277,656	319,742	907,647	345,980
Economic and Physical Development	1,528,268	1,159,171	1,225,636	2,398,376	1,885,342
Human Services	15,287,927	15,140,501	15,062,972	14,364,439	14,805,824
Cultural & Recreational	712,127	656,294	655,163	652,872	669,249
Education	10,921,791	9,868,707	10,153,830	10,453,274	10,088,567
Debt Service	4,216,740	4,066,238	4,060,081	4,978,386	4,308,165
Total	49,033,687	46,400,520	45,544,503	47,933,697	45,556,117

Richmond County

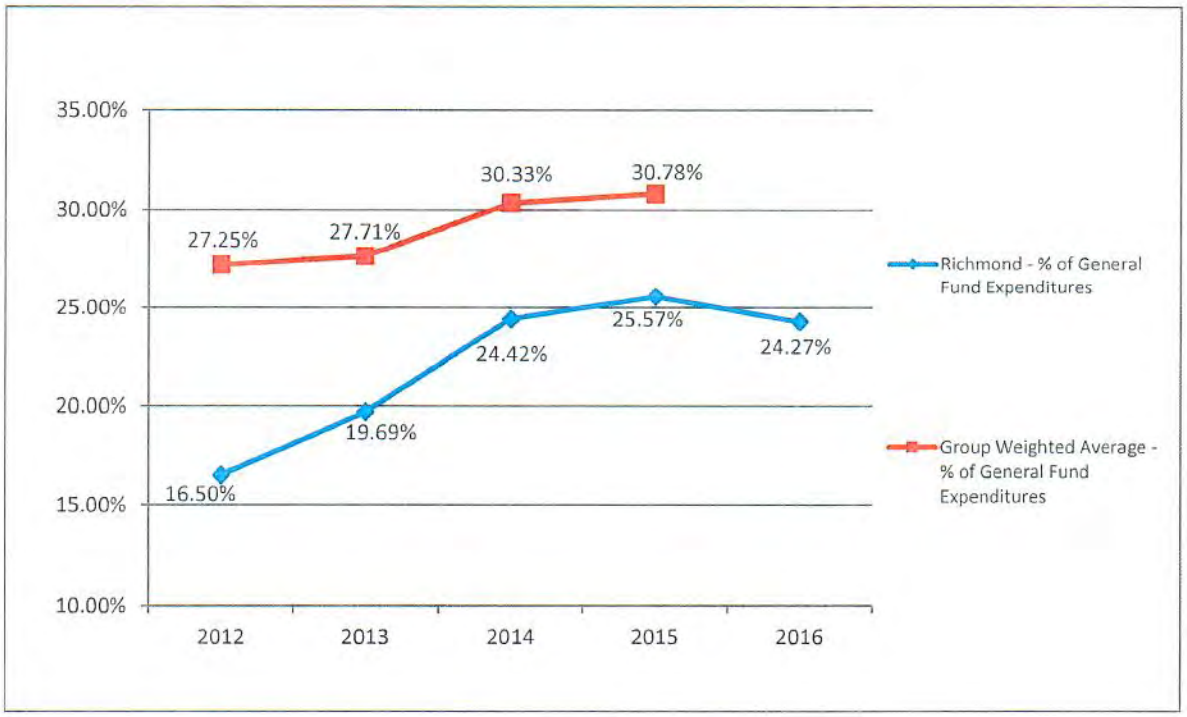
Analysis of Fund Balance



Richmond County

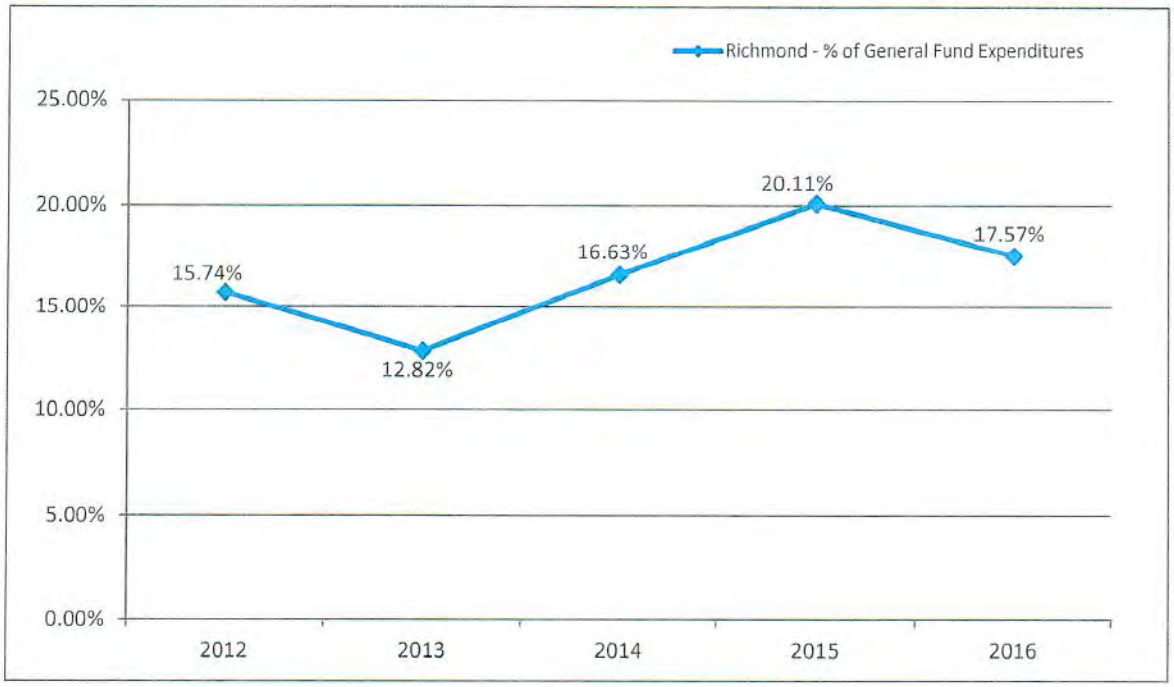
Analysis of Fund Balance Available

(Note - 2016 Group Weighted Average Not Available at Date of Presentation)



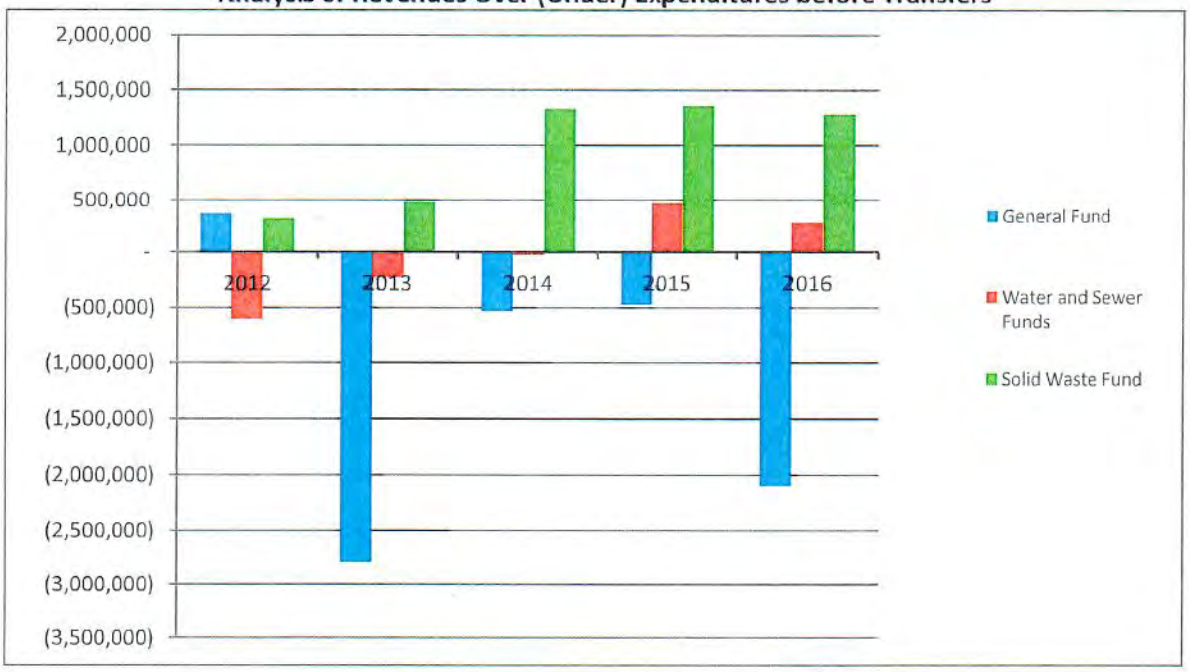
Richmond County

Analysis of Unassigned Fund Balance as a % of General Fund Expenditures



Richmond County

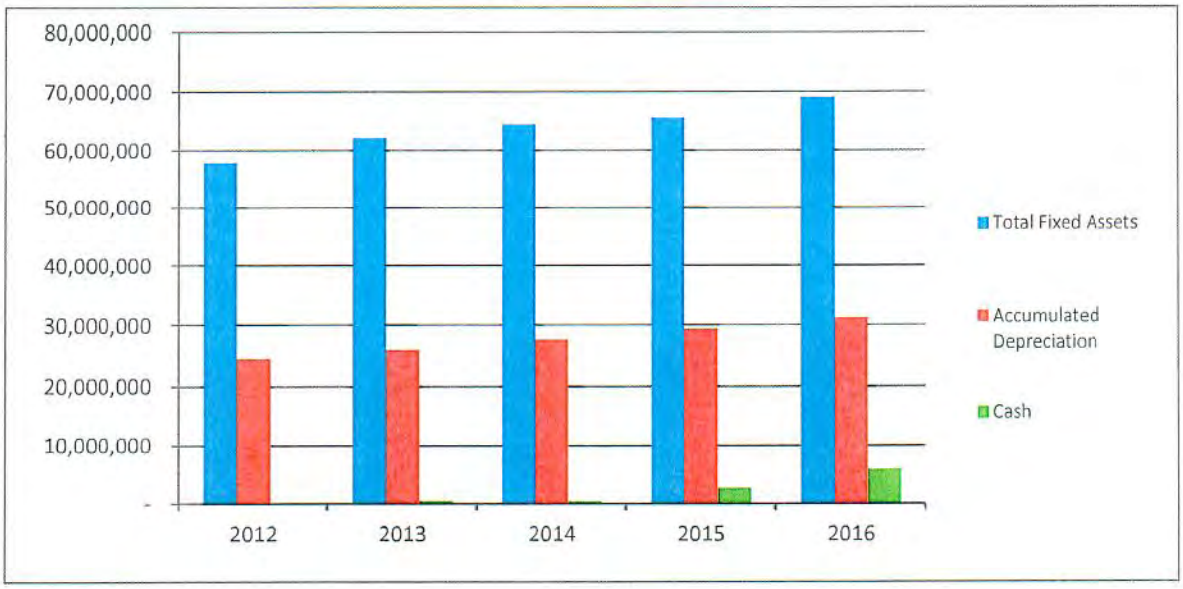
Analysis of Revenues Over (Under) Expenditures before Transfers



Richmond County

Cash vs. Accumulated Depreciation
(Funded Depreciation)

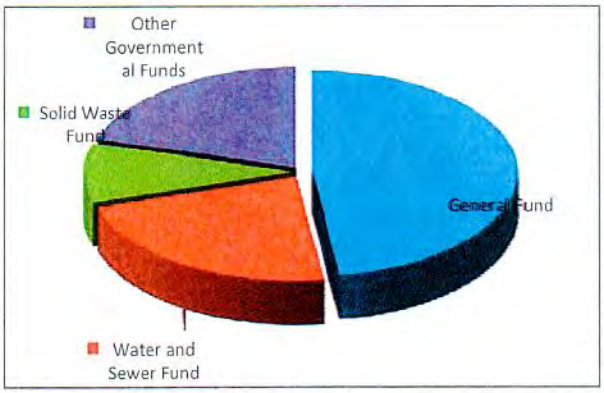
Water and Sewer Fund



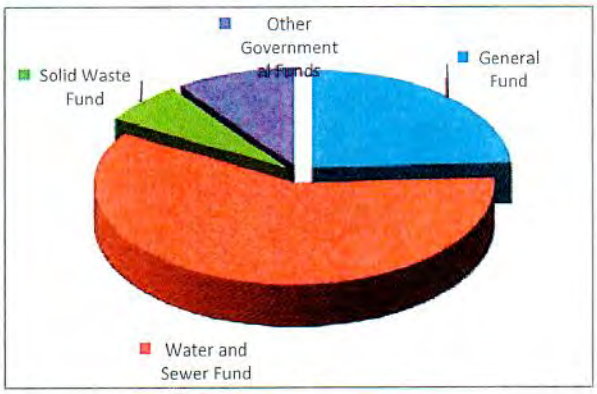
Richmond County

Analysis of Cash and Fund Balances
at June 30, 2016

CASH BALANCES



FUND BALANCES



	2016	
	Cash Balances	Fund Balances
General Fund	$ 12,673,219	$ 15,325,407
Water and Sewer Fund	5,924,596	37,668,612
Solid Waste Fund	2,554,089	4,192,511
Other Governmental Funds	5,328,977	6,072,766
Total	$ 26,480,881	$ 63,259,296

Richmond County

Property Tax Rates

(Note - 2016 Group Weighted Average Not Available at Date of Presentation)

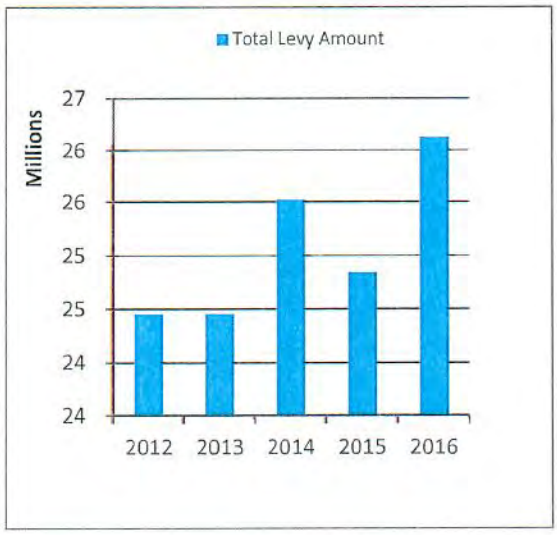
Richmond County

Collection Percentages

(Note - 2015 Group Weighted Average Not Available at Date of Presentation)

Richmond County

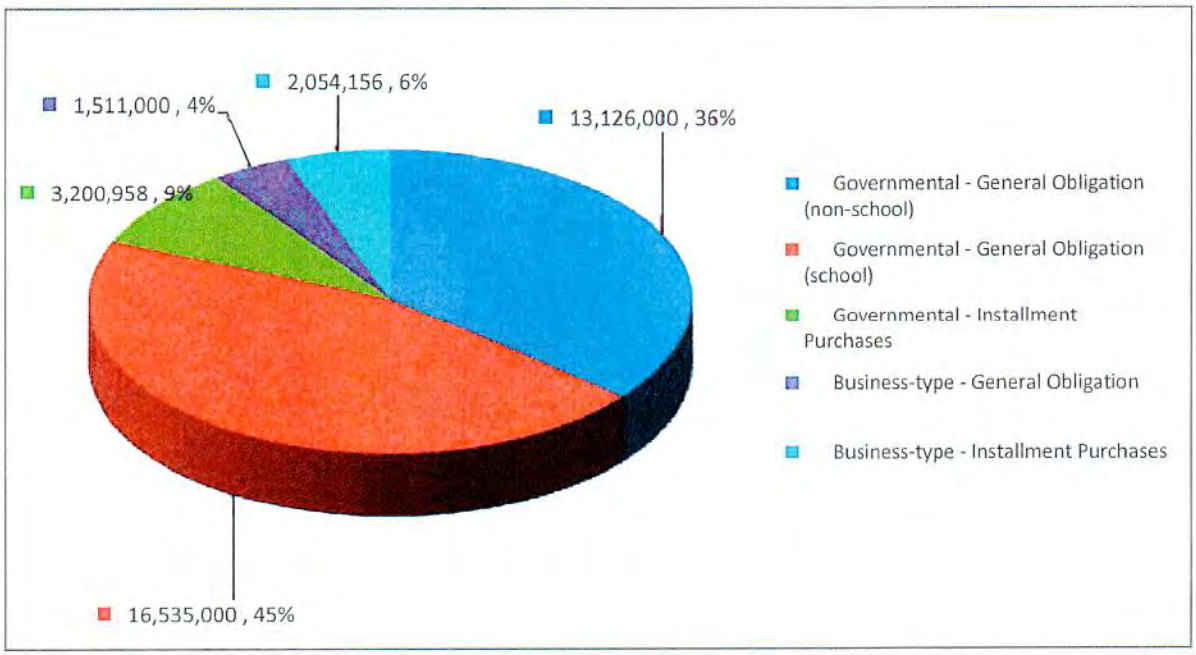
Property Valuation and Levy Amount



Richmond County

Debt Analysis (excluding Compensated Absences & OPEB)

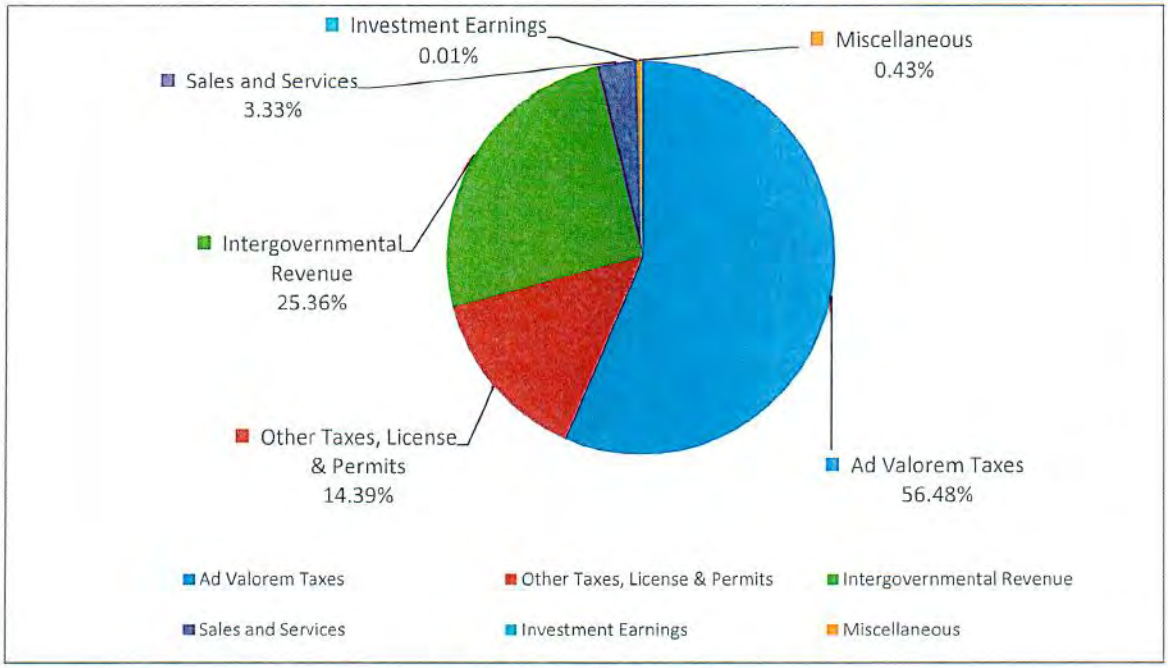
FYE June 30, 2016



Richmond County

Break Down of General Fund Revenue

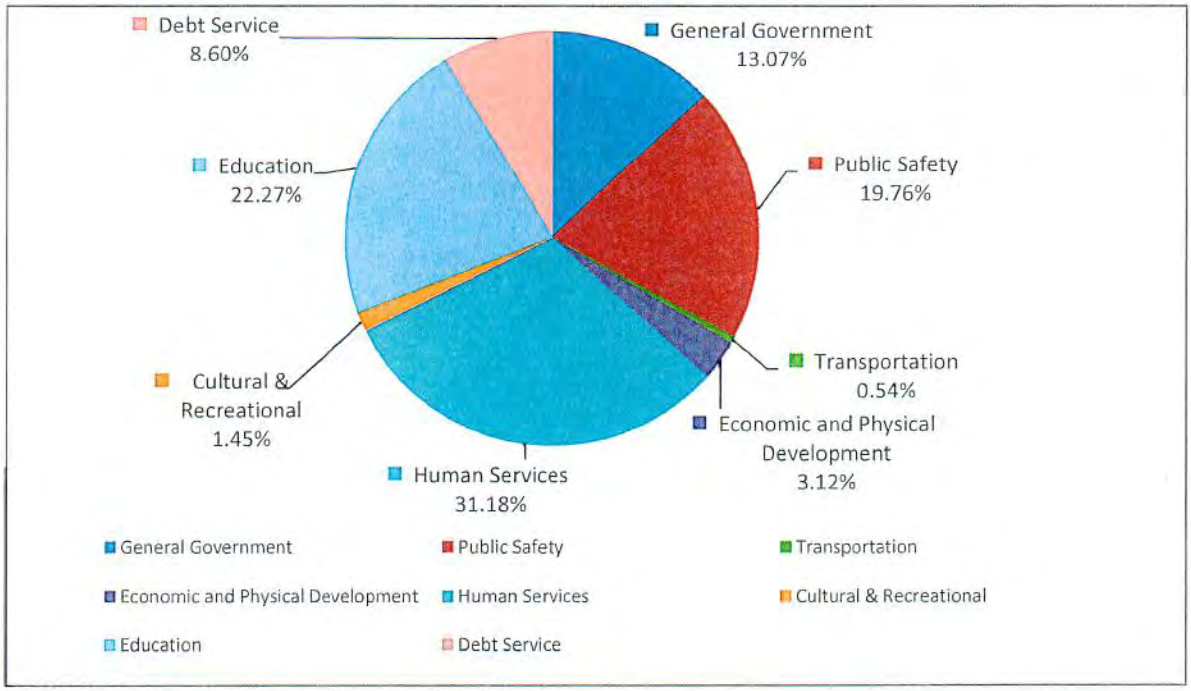
FYE June 30, 2016



Richmond County

Break Down of General Fund Expenditures

FYE June 30, 2016



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AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 05

Item for Discussion

SUBJECT TITLE: Monthly Report by County Manager Rick Sago

PRESENTER: County Manager Rick Sago

SUMMARY OF INFORMATION:

County Manager Rick Sago will report to the Board on recent projects and activities.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:

RICHMOND COUNTY BOARD OF COMMISSIONERS

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AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 06

Item for Decision

SUBJECT TITLE: Request for Board Approval of Proclamation to Designate January 16, 2017 as Dr. Martin Luther King, Jr. Holiday

PRESENTER: Rick Sago, County Manager

SUMMARY OF INFORMATION:

The is Board is asked to consider approval of the attached Proclamation honoring Dr. Martin Luther King, Jr. and designation January 16, 2017 as a county holiday in memory of the life and work of Dr. King. It has been customary for the Board to adopt a Proclamation in honor of Dr. King for a number of years.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

RICHMOND COUNTY BOARD OF COMMISSIONERS

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PROCLAMATION
HONORING DR. MARTIN LUTHER KING, JR.

WHEREAS, *the United States Congress, the North Carolina General Assembly, and the Richmond County Board of Commissioners have proclaimed January 16, 2017 as a legal holiday to commemorate Dr. Martin Luther King, Jr.; and*

WHEREAS, *Dr. Martin Luther King, Jr. did work for and promote freedom, equality, justice, and peace; and*

WHEREAS, *Dr. King did show courage, endurance, and patience in the face of hostility, criticism, and adversity; and*

WHEREAS, *Dr. King's persistence was rewarded by the passage of the Civil Rights Act in the United States and in his receiving the Nobel Peace Prize.*

NOW, THEREFORE BE IT RESOLVED, *that we pause this day to remember Dr. Martin Luther King, Jr. and promote appropriate activities to further enhance the democratic ideals and concepts of this Great American.*

Adopted this 3rd day of January, 2017 in the Regular Meeting of the Richmond County Board of Commissioners.

Kenneth R. Robinette, Chairman
Richmond County Board of Commissioners

ATTEST:

Dena R. Cook
Clerk to the Board of Commissioners

RICHMOND COUNTY BOARD OF COMMISSIONERS

125 SOUTH HANCOCK STREET, PO BOX 504
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County Manager
Stephen R. Futrell
County Attorney
R. M. Steagall, Jr.
Finance Officer
Dena R. Cook
Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 07

Item for Decision

SUBJECT TITLE: Public Hearing to Rename Road from Hank Dr. to Elouises Way.

PRESENTER: Donna Wright, Director – Emergency Services

SUMMARY OF INFORMATION:

Emergency Services is requesting the Board of Commissioners to hold a public hearing on January 3, 2017 to seek comments from citizens regarding the renaming of a road Hank Dr. to Elouises Way. It is the staff's recommendation that the Board of Commissioners approve the renaming of this road.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

NOTICE OF PUBLIC HEARING
RICHMOND COUNTY BOARD OF COMMISSIONERS

Official notice is hereby given that the Richmond County Board of Commissioners will hold a public hearing on **Tuesday, January 3, 2017 at 5:30 P.M.** The hearing will be held in the County Commission Chambers, Richmond County Administration Building, located at 125 S. Hancock Street, Rockingham, NC.

The County Commissioners will hear public comments on the following items:

1. To rename a road from Hank Dr. to Elouises Way.

All interested persons are invited to offer comments during he public hearing.

Dena R. Cook
Clerk to the Board of Commissioners

MCGHEES DR
125
116
HANK DR
121
111
146
109
730
109

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Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 08

Item for Decision

SUBJECT TITLE: Resolution to Appoint Primary and Secondary Agents for FEMA Reimbursements

PRESENTER: Donna Wright, Director of Emergency Services

SUMMARY OF INFORMATION:

Emergency Services is requesting approval of a resolution to appoint a primary and secondary agent for Richmond County to seek Federal Emergency Management Agency (FEMA) reimbursement for the County's response to Hurricane Matthew. The Primary Agent is Donna Wright and the Secondary Agent is Sheila Trotter.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

RICHMOND COUNTY BOARD OF COMMISSIONERS

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R. M. Steagall, Jr.
Finance Officer

RESOLUTION 2016

Resolution Designating Agents for Hurricane Financial Assistance

WHEREAS, Richmond County has been declared eligible to receive financial assistance from the Federal Emergency Management Agency (FEMA) for expenses related to Hurricane Matthew. FEMA regulations require appointment of a primary and secondary agent to execute and file applications for financial assistance.

NOW, THEREFORE, BE IT RESOLVED that Donna Wright, Director of Emergency Services and Sheila Trotter, Deputy Finance Officer, are hereby authorized as Primary and Secondary Agents to execute and file applications for federal and/or state assistance on behalf of Richmond County for the purpose of obtaining certain state and federal assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act or as otherwise available; and

BE IT FURTHER RESOLVED, that the above-named agents are authorized to represent and act for Richmond County on all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreement and other specific assurances; and

BE IT FINALLY RESOLVED that, the above-named agents are authorized to represent and act severally.

Adopted at the Regular Monthly Meeting of the Richmond County Board of Commissioners on January 03, 2017.

_____
Kenneth R Robinette, Chairman
Richmond County Board of Commissioners

Attest:

_____
Dena R Cook, Clerk to the Board
Richmond County Board of Commissioners

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Dena R. Cook
Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 09

Item for Decision

SUBJECT TITLE: Preliminary Resolution for Revenue Bonds

PRESENTER: Bob Jessup

SUMMARY OF INFORMATION:

Requesting the Board to consider approval of this resolution which states the Board's findings of fact as required for the issue of bonds by the Local Government Commission guidelines. This resolution relates to the Board's previously approved plan to issue up to $5 million in revenue bonds for the water meter project and authorizes staff to move forward with the project.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

Resolution supporting an application to the Local Government Commission for its approval of up to $5,000,000 County water and sewer revenue bonds – water meter upgrade and replacement project

WHEREAS --

Richmond County has previously approved a plan to undertake improvements to the County's public water and sewer system, especially including the acquisition and installation of new water meters. The Board of Commissioners, upon the recommendation of the County Manager and Finance Officer, has determined to finance the project through the issuance of up to $5,000,000 of the County's water and sewer revenue bonds.

North Carolina law requires that the County's issuance of the bonds be approved by the North Carolina Local Government Commission (the "LGC"), a division of the North Carolina State Treasurer's office. Under the LGC's guidelines, this governing body must make certain findings of fact to support the County's application for the LGC's approval of the bonds.

***THEREFORE, BE IT RESOLVED* by the Board of Commissioners of Richmond County, North Carolina,** that the County makes a preliminary determination to finance a portion of the costs of the project through the issuance of up to $5,000,000 of the County's water and sewer revenue bonds.

The final issuance of the bonds is subject to the LGC's approval and this Board's subsequent approval. Some of the financing proceeds may represent reimbursement to the County for prior expenditures on project costs, and the County may also use financing proceeds to pay financing costs.

The revenue bonds will not be general obligations of the County, and will not be secured by a pledge of the County's taxing power. Instead, the bonds will be payable from the net operating revenues of the County's water and sewer system.

***BE IT FURTHER RESOLVED* that the Board of Commissioners makes the following findings of fact**:

1. The project is necessary and appropriate for the County under all the circumstances. The project will increase the efficiency of the County's public water system to the benefit of the County and the customers of the system.

2. The project is feasible. The County believes that the customer utility bills that will be necessary to provide for bond payments will be reasonable under the circumstances.

3. The County's debt management procedures and policies are sound and in compliance with law, and the County is not in default under any of its debt service obligations.

4. The County will be able to market the bonds at reasonable rates of interest. The County will closely review proposed lending rates for the bonds against market rates, with guidance from the LGC. All amounts financed will reflect either approved contracts, professional estimates, or previous actual expenditures.

***BE IT FURTHER RESOLVED* as follows:**

(a) The County Manager, the Finance Officer and all other County officers and representatives are directed to take all appropriate steps toward the completion of the financing, including completing an application to the LGC for its approval of the bonds.

(b) The County asks the LGC to solicit one or more proposals from financial institutions to purchase the bonds.

(c) All County officers and employees are directed to take all such further action as they may consider necessary or desirable in furtherance of the purposes of this resolution. The Board ratifies all prior actions of County officers and employees in this regard.

(d) This resolution takes effect immediately.

****

I certify as follows: that the foregoing resolution was properly adopted at a meeting of the Board of Commissioners of Richmond County, North Carolina; that this meeting was properly called and held on January 3, 2017; that a quorum was present and acting throughout the meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

WITNESS my signature and the seal of Richmond County, North Carolina, this _____ day of January, 2017.

[SEAL]

_____

Clerk, Board of Commissioners

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AGENDA ABSTRACT

Meeting Date: 01/03/20107 **Agenda Item No.** 10

Item for Decision

SUBJECT TITLE: Assistance Policy for 2016 NCHFA Essential Single-Family Rehabilitation Loan Pool Program

PRESENTER: Sandra Ridley

SUMMARY OF INFORMATION:

This Policy describes who is eligible to apply, the terms of assistance, how applicants will be selected, what kind of work can be done and how the rehabilitation will be completed.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

Richmond County

Assistance Policy

For the 2016 Cycle of the
Essential Single-Family Rehabilitation Loan Pool

What is the Essential Single-Family Rehabilitation Loan Pool?

Richmond County has been awarded Membership by the North Carolina Housing Finance Agency ("NCHFA") under the 2016 cycle of the Essential Single-Family Rehabilitation Loan Pool ("ESFRLP16"). This program provides Members with funds via a "loan pool" to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income, special need households. ESRLP16 assists eligible households by facilitating aging in place, meeting minimum housing code requirements, promoting long-term affordability, lowering operating costs, and stabilizing pre-1978 homes that include children aged 6 or under whose health is threatened by the presence of lead hazards.

Richmond County has been allocated an initial set-aside of $175,000 which it plans to apply toward the rehabilitation of five houses in Richmond County. After demonstrating successful use of the initial set-aside, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP16 loan pool.

This Assistance Policy describes who is eligible for assistance under ESFRLP16, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Richmond County has designed the ESFRLP16 project to be fair, open and consistent with its approved application for funding and with ESFRLP16 Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development's (HUD) Federal HOME Investment Partnerships Program. Assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of $3,000 per year. Non-construction-related costs (soft costs including lead/asbestos inspections/clearances, radon testing and environmental reviews) will be provided in the form of a grant.

Who is Eligible to Apply?

There are three major requirements to be eligible for ESFRLP16 assistance:

1) The housing unit to be rehabilitated with ESFRLP funds must be located in Richmond County, and must be owner-occupied. The household occupying the unit must have an elderly, disabled and/or veteran (see definitions) fulltime household member or a child aged 6 or under if there are lead hazards in the home;
2) The gross annual household income must not exceed 80% of the Area Median Income for the County (see income limit table on the following page) and;
3) The cost of rehabilitation cannot exceed the ESFRLP16 Program limit of $25,000 and must include all Essential Rehabilitation Criteria as described in the ESFRLP16 Administrator's Manual (available online at www.NCHFA.com).

Unfortunately, not all homes can be rehabilitated to meet the Essential Rehabilitation Criteria with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

What Types Of Houses Are Eligible?

Properties are eligible only if they meet all of the following requirements:

- The property must require at least $5,000 of improvements to meet ESFRLP Property Standards or the local minimum housing code.
- Site-built and off frame modular units are eligible for assistance. Manufactured housing is eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of a full masonry foundation and tie-downs.
- No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care). Program funds may only be used to improve the residential portion of mixed-use buildings.
- The property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the home. Richmond County's Rehabilitation Specialist will determine the presence of any known environmental hazards/nuisances on the site and if they can be removed through rehabilitation.
- Properties cannot be located in the right-of-way of any impending or planned public improvements. Richmond County staff will assist in making this determination.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the Rehabilitation Specialist will work with the homeowner to make this determination.
- The property may be located in the 100 year flood plain if the lowest finished floor level (verified by an elevation certificate provided by the homeowner) is above the base flood elevation and the property will be covered by flood insurance. The property must be in compliance with Richmond County's flood plain ordinance. All things considered equal, properties located outside the 100-year flood plain will be given priority over properties located in the 100-year flood plain. *(Richmond County will verify whether the home is in the flood plain.)*
- The property cannot have been repaired or rehabilitated with public funding of $25,000 or more within the past 10 years without NCHFA approval.

2016 Income Limits for Richmond County's Essential Single-Family Rehabilitation Loan Pool

Number in Household	30% of Median Income	50% of Median ("Very Low Income")	80% of Median ("Low Income")
1	$10,150	$16,950	$27,100
2	$11,600	$19,350	$30,950
3	$13,050	$21,750	$34,800
4	$14,500	$24,150	$38,650
5	$15,700	$26,100	$41,750

6	$16,850	$28,050	$44,850
7	$18,000	$29,950	$47,950
8	$19,150	$31,900	$51,050

*Income limits are subject to change based on annually published HUD HOME Limits.

How are applications ranked?

There are many more ESFRLP-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, Richmond County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. Applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses than can be treated with existing funding, Richmond County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered according to which received the most points. If alternate pool applicants are not identified on the original applicant list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come first served basis.

Priority Ranking System for Richmond County's 2016 Single-Family Rehabilitation Loan Pool

Special Needs (for definitions, see below)	*Points*
Household with a child age 6 or under with lead hazards in the home	5
Elderly Head of Household *(62 or older)*	4
Disabled Head of Household	4
Veteran Head of Household	4
Disabled, Elderly or Veteran Household Member *(not Head of Household)*	2
Income (See Income Table above)	*Points*
Less than 30% of County Median Income	4
30% to 50% of County Median Income	3
50% to 80% of County Median Income	2

Definitions under EESFRLP16 are:

- *Elderly*: An individual aged 62 or older.
- *Disabled*: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
- *Head of Household:* The person or persons who own(s) the house.
- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household who has resided in the dwelling unit for at least 3 months prior to the submission of the family's application.

- *Veteran:* A person who is a military veteran, is defined as one who served in the active military, naval, or air service (i.e. Army, Navy, Air Force, Marine Corps, and Coast Guard; as a commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessors), and who was discharged or released there from under conditions other than dishonorable.

Recipients of assistance under ESFRLP will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

What Are The Terms of Assistance Under ESFRLP16?

The form of ESFRLP assistance is a 0% interest, forgivable loan covering the hard costs associated with the rehabilitation of the home and a grant for the soft costs. These will be two separate documents or sets of documents.

The Loan: To provide assistance to households selected for the project, NCHFA will create loan documents including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed $25,000. This loan covering the hard costs remains 0% interest and forgivable at $3,000 per year for as long as the owner resides in the home or until the balance is reduced to $0. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to $0 when forgiven at $3,000 per year. For example, if the amount of the loan is $21,452, then the term is 8 years ($21,000 forgiven over the first 7 years and $452 forgiven at the end of the 8th year). The maximum term of the loan will be nine years.

As long as the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time to NCHFA, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible (≤ 80% AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

The Grant: To pay for soft costs including application outreach/intake/management, environmental reviews/inspections/testing and project assessment/documentation/ estimating/bidding, NCHFA will create a Grant Agreement not to exceed $10,000. The grant has no repayment or recovery terms.

What Kinds Of Work Will Be Done?

Each house selected for assistance must be rehabilitated to meet ESFRLP16 Rehabilitation Criteria. That means every house must, upon completion of the rehabilitation:

- Meet the more stringent requirements of either NCHFA's Essential Property Standard or Richmond County's Minimum Housing Code (These are so-called "habitability standards" which set minimum standards for decent, safe and sanitary living conditions.) Additionally, the home must meet applicable Lead-Based Paint regulations 24 CFR part 35.
- Retain no "imminent threats" to the health and safety of the home's occupants or to the home's "structural integrity". (An example of an imminent threat to occupants as well as to the home's structural integrity is an infestation of insects or a crawlspace that is too damp).

These requirements are spelled out in full in the ESFRLP16 Administrator's Manual which you may view, at reasonable times, upon request, at the Community Development office of Richmond County or anytime online at www.NCHFA.com.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may include approved items meant to reduce future maintenance and operational costs or to further protect homes from natural disasters and/or home modifications designed to enable greater accessibility for household members to function more independently as they age.

Once the rehabilitation is complete, major systems in the home that, with reasonable maintenance and normal use, should be capable of lasting another 5 years include: structural support, roofing, cladding and weatherproofing, plumbing, electrical and heating/cooling systems.

Of course, contractors performing work funded under ESFRLP16 are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to current Building Code Standards.)

What about Lead-based Paint?

Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under ESFRLP16, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for the relocation.

Who Will Do The Work On The Homes?

Richmond County is obligated under ESFRLP16 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet these requirements, Richmond County will invite bids only from licensed general contractors who are part of an "Approved Contractors Registry". For additional information about procurement and disbursement procedures, please refer to the ESFRLP16 Procurement and Disbursement Policy for Richmond County.

- All qualified members of the Approved Contractors Registry will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract.
- All contractors working on pre-1978 units must be Renovate, Repair and Paint Rule (RR&P) Certified Renovators working for Certified Renovation firms.
- Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.

What Are The Steps In The Process, From Application To Completion?

You now have information about how to apply for the Essential Single-Family Rehabilitation Loan Pool and what type of work can be done through the Program. Let's go through the steps for getting the work done:

1. **Completing a pre-application form:** Homeowners who wish to apply for assistance must do so by March 8, 2017. Apply by contacting Natalie Johnson, Administrative Assistant, at (910) 997-8211. Proof of ownership and income will be required. Those who have applied for housing assistance from Richmond County in the past will not automatically be reconsidered and must complete a new pre-application form.
2. **Client Referral and Support Services** Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool may also need other services. If the ESFRLP staff meets the homeowner during the application process, they will provide pamphlets and a list of the agencies with contact information for the resources and programs available in the County. For households that meet the requirements of the pre-application step and qualify to receive assistance through the ESFRLP program, additional verbal discussion will be offered during the Screening of applicants and/or Pre-rehab inspection steps of the program.
3. **Preliminary inspection:** Richmond County's Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation.
4. **Screening of applicants:** Applications will be ranked by Richmond County based on the priority system outlined on page 3 and the feasibility of rehabilitating the house. Households to be offered assistance will be selected by April 30, 2017.

Household income will be verified for program purposes only (information will be kept confidential). NCHFA will verify ownership of the property by conducting a title search. From this review, the five most qualified applicants will be chosen according to the priority system described above; there will be a list of two (2) alternates. Richmond County will then submit to NCHFA an ESFRLP16 Loan Application and Reservation Request for each potential borrower for approval. Applicants not selected for ESFRLP assistance will be notified in writing.

5. **Written agreement:** A Homeowner Written Agreement, between the homeowner and Richmond County, will be executed as part of the Loan Application and Reservation Request procedure (that formally commits funds to a dwelling unit). This agreement will certify that the property is the principal residence of the owner, that the post–rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and defines the ESFRLP maximum amount and form of assistance being provided to the homeowner, the scope of work to be performed, the date of completion and the rehabilitation criteria and standards to be met.

6. **Pre-rehab inspection & unit evaluation:** Richmond County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards, radon and asbestos.

7. **Work write-up:** The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bids are received from contractors.

8. **Lead and Other Testing:** Richmond County will arrange for a certified firm to inspect all the pre-1978 constructed homes for potential lead and asbestos hazards. All homes will be tested for radon. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.

9. **Bidding:** The work write-up and bid documents will be conveyed to all contractors from the Approved Contractors Registry who will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Administrative Building at a specific date and time, with all bidders invited to attend.

10. **Contractor selection:** Within 72 hours of the bid opening the winning bidders will be selected. All bidders and the homeowner will be notified) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of the County's

cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.

11. **Loan closing and contract execution:** Loan documents (Promissory Note and Deed of Trust) will be prepared by NCHFA as the lender and executed by the homeowner. *By law, homeowner's have the right to hire legal representation of their choosing at loan closing.* If a homeowner does not have "representation" at the closing, the borrower must sign a NCHFA "Unrepresented Borrower Affidavit". Rehabilitation contract documents will be executed by the homeowner and contractor with Richmond County signing on as an interested third party prior to the commencement of any construction. Richmond County will facilitate with the loan closing and recordation of these documents and forward the recorded documents to NCHFA.

12. **Pre-construction conference:** A pre-construction conference will be held at the selected applicant's home. At this time, the homeowner, contractor and ESFRLP Richmond County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Richmond County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.

13. **Construction:** The contractor is responsible for obtaining and posting all permits for the project before beginning work. Richmond County ESFRLP Program staff will closely monitor the contractor during the construction period and local Code Enforcement Officials will inspect the work. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.

14. **Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Richmond County's Rehabilitation Specialist, and the Richmond County Program Administrator and reduced in writing as a contract amendment ("change order"). The owner, contractor and two Richmond County personnel must execute any change order agreements to the construction contract.

15. **Progress payments:** The contractor is entitled to request two partial payments and a final payment. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days.

16. **Closeout:** When the Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work.

17. **Post-construction conference:** Following construction, the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.

18. **Final loan amount determination:** If, upon completion of all rehabilitation work, the contract price has changed due to the effect of change orders, NCHFA will prepare an estoppel for a loan reduction or modification agreement for loan increases as necessary at the time of closeout of the unit to modify the loan amount when there is a need for a change order involving a change in the original loan amount). The loan will remain the property of NCHFA, with original documents remaining there for storage and "servicing. Please note that it is the responsibility of the owner to record an estoppel if they wish this to be reflected in the Deed of Trust.

The warranty period: It is extremely important that any problems with the work that was performed be reported by the homeowner to the Richmond County Rehabilitation Specialist or other representative, as soon as possible in writing. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

What are the key dates?

If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting January 4, 2017
- Applications must be turned in at the Richmond County Administrative Office by 5:00 PM on March 8, 2017.
- Selection of units will be made on April 30, 2017.
- All rehabilitation work must be under contract by December 31, 2018.
- All rehabilitation work must be completed by June 28, 2019.

How do I request an application?

Contact:

Natalie Johnson,
Richmond County
Administrative Building
125 South Hancock Street
Rockingham, NC 28379
Phone: (910) 997-8211

Or: pick up an application at the Richmond County Administrative Building, 1st Floor, located 125 South Hancock Street, Rockingham, NC 28379.

Is there a procedure for dealing with complaints, disputes and appeals?
Although the application process and rehabilitation guidelines are meant to be as fair as possible, Richmond County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact Natalie Johnson, within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
2. A written appeal must be made within 10 business days of the initial decision on an application.
3. Richmond County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the rehabilitation process:

1. If the homeowner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to correct the problem.
3. If problems persist, the homeowner must put the concern in writing and a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by Richmond County's Finance Officer.
4. Should the mediation conference fail to resolve the dispute, the Finance Officer will render a written final decision.
5. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

Final Appeal:
After following the above procedures, any applicant or homeowner who remains dissatisfied with Richmond County's final decision may appeal to Michael Handley, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 877-5627.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to Richmond County employees who are directly involved in the program, the North Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No employee or board member of Richmond County, or entity contracting with Richmond County, who exercises any functions or responsibilities with respect to the ESFRLP16 project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Richmond County employees or of Richmond County board members and others closely identified with, may be approved for rehabilitation assistance only upon public disclosure before the Richmond County Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under ESFRLP16, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, color, religion, national origin, sex, familial status and disability.

Who can I contact about the ESFRLP16 program? Any questions regarding any part of this application or program should be addressed to:

Natalie Johnson, Special Projects Coordinator
Richmond County
125 South Hancock Street
Administrative Building
Rockingham, NC 28379
Phone: (910) 997-8211

Sandra B. Ridley, Consultant
309 Victoria Street
Greensboro, NC 27401

Phone: (910) 417-8061
(910) 627-0592

This Assistance Policy is adopted this ____day of _____ 2017.

_____
Kenneth R. Robinette, Chairman
Richmond County Board of Commissioners

_____
(Attest) Dena R. Cook, Clerk to the Board

RICHMOND COUNTY BOARD OF COMMISSIONERS

125 SOUTH HANCOCK STREET, PO BOX 504
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Dena R. Cook
Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 11

Item for Decision

SUBJECT TITLE: Richmond County 2016 NCHFA ESFRLP Disbursement and Procurement Policy

PRESENTER: Sandra Ridley

SUMMARY OF INFORMATION:

This Policy describes how rehabilitation contractors will be procured and procedure for the disbursement of funds through the rehabilitation process.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

Richmond County
Procurement and Disbursement Policy
ESSENTIAL SINGLE FAMILY REHABILITATION LOAN POOL

PROCUREMENT POLICY

1. To the maximum extent practical, the County of Richmond promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's (NCHFA) Essential Single Family Rehabilitation Loan Pool (ESFRLP). Bids are invited from Contractors who are part of the County's approved contractor registry. Any current contractor listed with and approved by the County and in good standing (ie. no unresolved past performance issues and not listed on the federal or state debarred list) will receive automatic approval status on the contractor registry.

2. To be listed in the Approved Contractor Registry, a contractor must complete an application, have their recent work inspected, reviewed and approved by the County's Rehabilitation Specialist and submit proof of insurance. All contractors working on pre-1978 units must be Renovate, Repair and Paint Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with this certificate on file will be invited to bid on pre-1978 homes.

3. At least three eligible contractors on the County's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the County's cost estimate, (c) the contractor has not been suspended or debarred and (d) there is no conflict of interest (real or apparent).

4. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.

5. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, including instructions for distribution and receipt of bids. Contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Commissioner's Chambers located at the Richmond County Administrative Building 125 S. Hancock Street, Rockingham, at a specified date and time, with all bidders invited to attend.

6. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.

7. The County reserves the right to reject any or all bids at any time during the procurement process.

8. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented. In the event phone bids are used, the County of Richmond will call the first three responsive contractors on the approved contractor list who have indicated a desire to be on the telephone call list. The County will track who has

been called and responsive, and will rotate through the full list before beginning the rotation again.

9. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend. Within 72 hours of the bid opening, after review of bid breakdowns and construction schedules, the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of the County's cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.

10. The contractor is responsible for obtaining a building permit for the project before beginning work. The permit must be posted at the house during the entire period of construction. If applicable, the contractor will obtain a permit for lead hazard related activities. Richmond County ESFRLP staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with the NC State Building Code and the local minimum housing code, when applicable. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.

11. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of the County. The change order must also detail any changes to the original contract price.

12. No work may begin prior to a contract being awarded and executed and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work. At this time, the homeowner, contractor and ESFRLP Richmond County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Within 24 hours of the pre-construction conference, Richmond County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.

13. The County of Richmond is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and/or disability.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Rehabilitation Specialist, (b) the local building or minimum housing code inspector when applicable and (c) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon

presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.

2. The contractor is entitled to request two partial payments and a final payment. The first partial payment may be requested when the work is 50% complete. The second partial payment may be requested when the work is 85% complete. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days, determine percentage of job completion and calculate a payment based on 90% of the total work completed.

3. Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner in a post-construction conference. At this conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner and be available to answer homeowner questions.

4. Project Closeout: When the contractor declares the work complete, the Rehabilitation Specialist will thoroughly inspect the work. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until such time as the work is deemed satisfactory. (Contractors may follow the County's Essential Single Family Rehabilitation Loan Pool Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy). The Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. After receipt of the contractor's final invoice, inspections, certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work.

5. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.

6. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the _____ day of _____20___.

County of Richmond

BY: _____

ATTEST: _____

CONTRACTORS STATEMENT:

I have read and understand the attached Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____

RICHMOND COUNTY BOARD OF COMMISSIONERS

125 SOUTH HANCOCK STREET, PO BOX 504
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Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 12

Item for Decision

SUBJECT TITLE: Grant Project Ordinance for NCHFA Essential Single Family Rehabilitation Loan Pool Program

PRESENTER: Sandra Ridley

SUMMARY OF INFORMATION:

The Ordinance appropriates the revenue and establishes the budget for the 2016 Essential Single Family Rehabilitation Loan Pool Program

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

GRANT PROJECT ORDINANCE
FOR 2016 NCHFA ESSENTIAL SINGLE FAMILY
REHABILITATION LOAN POOL PROGRAM

Be it ordained by the Richmond County Board of Commissioners, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the 2016 Essential Single Family Rehabilitation Project described in the work statement contained in the grant agreement, # ESFRLP16 between this unit of local government and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2016 NCHFA Essential Single Family Rehabilitation Loan Pool Program.

Section 2. The officer's of this unit are hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the North Carolina Housing Finance Agency and the Department of Housing and Urban Development and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

NCHFA	$175,000
TOTAL	$175,000

Section 4. The following amounts are appropriated to the project:

ACTIVITIES (REHAB)	$125,000
SOFT COSTS	$ 50,000
TOTAL	$175,000

Section 5. The finance officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The finance officer is directed to report monthly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The budget officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission to this board.

Section 9. Copies of this grant project ordinance shall be made available to the budget officer and the finance officer for direction in carrying out this project.

Adopted this _____day of _____, 2017

This Ordinance was presented by resolution of Commissioner _____ and seconded by Commissioner _____.

The vote was as follows:

AYES NAYS

_____
Kenneth Robinette, Chairman of Board of Commissioners

(SEAL)

ATTEST:

_____
Dena R. Cook, Clerk to the Board

RICHMOND COUNTY BOARD OF COMMISSIONERS

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Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 13

Item for Decision

SUBJECT TITLE: Richmond County Assistance Policy for the 2016 NCHFA Urgent Repair Program

PRESENTER: Sandra Ridley

SUMMARY OF INFORMATION:

This policy describes who is eligible to apply, the terms of assistance, how applicants will be selected, what kind of work can be done and how the rehabilitation will be completed.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

Richmond County
Assistance Policy
For the 2016 Cycle of the
Urgent Repair Program

What is the Urgent Repair Program? Richmond County has been awarded $100,000 by the North Carolina Housing Finance Agency ("NCHFA") under the 2016 cycle of the Urgent Repair Program ("URP16"). This program provides funds to assist very-low and low- income households with special needs in addressing housing conditions which pose imminent threats to their life and/or safety or to provide accessibility modifications and other repairs necessary to prevent displacement of very-low and low- income homeowners with special needs such as frail elderly and persons with disabilities. A total of 14 households will be assisted under URP16.

This Assistance Policy describes who is eligible to apply for assistance under URP16, how applications for assistance will be rated and ranked, what the form of assistance is and how the repair/modification process will be managed. The County has tried to design thisURP16 project to be fair, open, and consistent with the County's approved application for funding and with NCHFA's URP Program Guidelines.

The funds provided by NCHFA come from the North Carolina Housing Trust Fund.

Eligibility To be eligible for assistance under URP16 applicants

1) must reside within the County limits of Richmond County and own and occupy the home in need of repair
2) must have a household income which does not exceed 50% of the County median income for the household size (see income limits below)
3) must have a special need (i.e. be elderly, ≥ 62 years old, handicapped or disabled, a single parent with a dependent living at home, a Veteran, a large family with ≥5 household members, or a household with a child below the age of six with an elevated blood lead level (between □□□g/dl and □□□g/dl)).
4) must have urgent repair needs, which cannot be met through other state or federally- funded housing assistance programs

URP16 Income Limits for Richmond County
STATE-WIDE NON-METROPOLITAN INCOME LIMITS

Number in Household	30% of Median (very-low income)	50% of Median (low income)
1	$12,100	$20,150
2	$13,800	$23,050
3	$15,550	$25,900
4	$17,300	$28,800
5	$18,650	$31,100
6	$20,050	$33,400
7	$21,450	$35,700
8	$22,800	$38,000

Income limits are subject to change based on annually published HUD HOME limits

Selection of applicants the County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system, applicants will receive points for falling into certain categories of special need, income, seriousness of housing condition and funding availability. The applications will be ranked according to which receive the most points.

Priority Ranking System for Richmond County URP16

Special Needs (for definitions, see below)	*Points*
Seriousness of Imminent Threat to Health and Safety	5
Not Addressed in Last Round of URP Due to Insufficient Funds	4
Veteran, Disabled or Elderly Household Member	3
Veteran, Disabled or Elderly Member(Not Head of HH)	3
Single-Parent Household *(with one or more children in the home)*	3
Large Family *(5 or more permanent residents)*	2
Elevated Blood Lead Level Child	2
Income (See Income Table above)	*Points*
Less than 30% of County Median Income	10
30% to 50% of County Median Income	5

Under NCHFA Program Guidelines, a minimum of 50% of households assisted must have incomes which are less than 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median income will be eligible. This guideline will be adhered to strictly and will be the primary factor in the selection of those households to be assisted under URP16.

Serious of imminent threat to health and safety is defined as something that could impact the health or safety of the applicant; such as unsafe electrical, no source of heat, unsafe structural component in the home that could result in a fall. The seriousness of the threat will be evaluated by the Rehabilitation Specialist.

Recipients of assistance under URP16 will be chosen by the above criteria without regard to race, creed, sex, color or national origin.

The definitions of special needs' populations under URP16 are:

- *Elderly*: An individual aged 62 or older.
- *Disabled*: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
- *Large Family*: A large family household is composed of five or more individuals; at least four are immediate family members.
- *Head of Household:* The person or persons who own(s) the house.
- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).

- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family's application.
- *Single-Parent Household:* A household in which one and only one adult resides with one or more dependent children.
- *Veteran*: A person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable. Military is defined as Army, Navy, Air Force, Marine Corps, and Coast Guard; as commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration (NOAA) or its predecessors.
- *Child with elevated blood lead level*: a child below the age of six with an elevated blood lead level between 10 □g/dl and 20 □g/dl.

What is the form of assistance under URP16? The County will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured deferred, interest-free loan, forgiven at a rate of $1,000 per year, until the principal balance is reduced to zero.

What is the amount of the loan? The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the County's rehabilitation specialist. There is no minimum to the amount of the loan; however, the maximum life-time limit according to the guidelines of URP16 is $8,000.

What kinds of work will be done? Only repairs that address imminent threats to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the County's URP. It should be noted that all deficiencies in a home may not be rectified with the available funds.

All work that is completed under URP16 must meet or exceed NC residential Building Code.

Who will do the work on the homes? The County is obligated under URP16 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet those very difficult requirements, the County will invite bids only from contractors who are part of an "approved contractors' registry".

To be on the registry, contractors must (1) fill out an application form, listing several references and recent jobs completed, and (2) receive the "conditional approval" of the County. Once a contractor who has been conditionally approved has successfully completed one job for the County, his or her status is upgraded to "regular approval", meaning that they will be allowed to bid on a regular rotation as long as they remain in good standing. (Homeowners who know of quality rehabilitation contractors that are not on the County's Approved Contractors Registry are welcome to invite them to apply.)

A minimum of three approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" means the contractor (1) is deemed able to complete the work in a timely fashion, and (2) that the bid is within 16% (in either direction) of the County's cost estimate.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for the Richmond County's URP16, what work can be done, and who will do it, let's go through all the major steps in the process:

1. **Completing an Application form:** Homeowners who wish to apply for assistance must do so by February 8, 2017. Apply by contacting Natalie Johnson, County Manger's Office, 125 South Hancock Street, Rockingham, NC (910) 997-8211. Proof of ownership and income will be required. Those who have applied for housing assistance from the County in the past will not automatically be reconsidered. However, we will pick up qualifying applicants from the previous program that were not addressed due to insufficient funds. When this is done the county will request updated income verifications and household applicants' status and program income thresholds.

2. **Preliminary inspection:** the County's Rehabilitation Specialist will visit the homes of potential loan recipients to determine the need and feasibility of repairs/modifications.

3. **Screening of applicants:** Applications will be rated and ranked by the County based on the priority system outlined on page 2. The households to be assisted will be selected by March 17, 2017. Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified along with other rating factors. From this review, the fourteen (14) most qualified applicants will be chosen according to the priority system described above. There will also be a list of three (3) alternates.

4. **Applicant interviews:** Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with their project at this informational interview.

5. **Work write-up: The** County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up". A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.

6. **Formal agreement:** After approval of the work write-up, the homeowner will sign a formal agreement that will explain and govern the repair/modification process. This agreement will define the roles of the parties involved throughout the process.

7. **Bidding:** The work write-up and bid documents will be mailed to a minimum of three contractors on the Approved Contractors' Registry who will be given one week in which to inspect the property and prepare bid proposals. The names of the invited contractors will be supplied to the homeowner. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. A bid opening will be conducted at the Community Development office at a specified date and time, with all bidders and the homeowner invited to attend.

8. **Contractor selection:** Within 24 hours of the bid opening, after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the County's cost estimate, and (4) if other than the lowest bidder is selected, of the specific reasons for the selection.

9. **Execution of loan and contract:** The loan will be executed as well as the repair/modification contract. This contract will be between the contractor and the homeowner, with the County providing oversight and inspections of the work in progress. The Loan Document (Promissory Note) will include program support costs as allowable under the URP16 guidelines. The maximum amount of the loan (Promissory Note) document will not exceed $8,000.

10. **Pre-construction conference:** A pre-construction conference will be held at the home. At this time, the homeowner, contractor and program representatives will discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). Within 24 hours of the pre-construction conference, the County will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date.

11. **Construction:** The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP16. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.

12. **Change Orders:** All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor and two representatives of the Richmond County. If the changes require an adjustment in the loan amount, a loan modification stating these changes in the contract amount must be completed by the County, and executed by the owner.

13. **Payments to contractor:** The contractor will be paid following inspection of and satisfactory completion of all items on the work write-up, as well as, the receipt, by the County, of the contractor's invoice and a release of liens, signed by all any sub-

contractors employed on the job and by all material suppliers from whom materials for the job were purchased.

14. **Post-construction conference:** Following construction the contractor and the Rehabilitation Specialist will sit down with the homeowner one last time. At this conference the contractor will distribute the owner's manuals and warranties on equipment. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for any new equipment installed and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work.

15. **Closeout:** Once each item outlined in section 13 has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out.

What are the key dates? If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting January 4, 2017.
- Applications must be turned in at the County Manager's Office, 125 S. Hancock Street, Rockingham by 5:00 PM on February 8, 2017.
- Applicants will be selected for assistance March 17, 2017.
- All rehabilitation work must be under contract by December 1, 2017.
- All rehabilitation work must be completed by February 14, 2018.

How do I request an application? Just contact:

Sandra Ridley
Richmond County
125 South Hancock Street
P.O. Box 504
Rockingham, NC 28380
(336) 627-5092 or (910)417-8061
sfb.ridley@gmail.com

Natalie Johnson
Richmond County
125 South Hancock Street
P.O. Box 504
Rockingham, NC 28380
(910) 997-8211
natalie.johnson@richmondnc.com

Is there a procedure for dealing with complaints, disputes and appeals? **Although the application process and repair/modification guidelines are meant to be as fair as possible, the Richmond County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.**

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact County Manager, G. Richard Sago, II within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
2. A written appeal must be made within 10 business days of the initial decision on an application.

3. The Richmond County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

1. If the homeowner feels that repairs or modifications are not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to remedy the problem.
3. If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by the County's URP Program Administrator.
4. Should the mediation conference fail to resolve the dispute, the URP Program Administrator will render a written final decision.
5. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

How will the project be marketed to those likely to quality? Richmond County maintains a list of families that have contacted the County for Housing Assistance. Applicants will be contacted from this list and in addition the County Commissioner meeting is televised and the availability of these funds will be announced at the televised Commissioner meeting. Applicants will be chosen utilizing the rating schedule, while adhering to the requirements of eligible households in the Administrator's Manual. Applicants will be chosen from the pool of applicants applying by the February 16, 2016 deadline. The only time applicants will be chosen outside the deadline is to meet the income thresholds set by NCHFA.

What about referrals to other services? Any time during the application process or the rehabilitation and repair of the home, the County will endeavor to make applicants aware of other services that maybe available to them. These can include referrals to social service agencies, advocacy groups, mental health professionals or any other service that may be deemed appropriate.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to County contract staff who are directly involved in the program, the North Carolina Housing Finance Agency and auditors.

What about conflicts of interest? No officer, employee or other public official of the County, or member of the County Commission, or entity contracting with the County, who exercises any functions or responsibilities with respect to URP16 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of County employees, Commission Members and others closely identified with the County, may be approved

for rehabilitation assistance only upon public disclosure before the County Commission and written permission from NCHFA.

What about favoritism? All activities under URP16, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, creed, sex, color or national origin.

Who can I contact about URP16? Any questions regarding any part of this application or program should be addressed to:

Sandra Ridley/Natalie Johnson
Howard Campbell
125 South Hancock Street
Rockingham, NC 28379
(910) 997-8211
sfb.ridley@gmail.com
natalie.johnson@richmondnc.com
hfcampbell54@yahoo.com

These contacts will do their utmost to answer questions and inquiries in the most efficient and correct manner possible.

This Assistance Policy is adopted this _____day of _____, 2017.

_____
Chairman, County Commissioners

_____
Dena R. Cook, Clerk to the Board of Commission

RICHMOND COUNTY BOARD OF COMMISSIONERS

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Finance Officer
Dena R. Cook
Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 14

Item for Decision

SUBJECT TITLE: Richmond County 2016 North Carolina Housing Finance Agency Urgent Repair Procurement and Disbursement Policy

PRESENTER: Sandra Ridley

SUMMARY OF INFORMATION:

This Policy describes how rehabilitation contractors will be procured and the procedure for the disbursement of funds though the rehabilitation process.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

RICHMOND COUNTY
2016 URGENT REPAIR PROGRAM

PROCUREMENT POLICY

1. To the maximum extent practical, Richmond County promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). Bids are invited from Contractors who are part of the County's approved contractor registry. (To be on the registry, a contractor must complete an application, have their recent work inspected, reviewed and approved by the Rehabilitation Specialist and submit proof of insurance at the appropriate levels required by the County.)

   Eligible contractors on the County's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion and have not been debarred or suspended, (b) the bid is within 15%, in either direction, of the County's cost estimate, and (c) there is no conflict of interest (real or apparent).
2. Although bid packages may be bundled for multiple job trades, the bids for multiple job trades shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job trade. Urgent Repair applicants cannot receive more than $8,000 for the entire job.
3. Bid packages can consist of a, work write up(s) and bid sheet(s) for each job.
4. Work write ups should detail the necessary improvements to the property and an itemized estimate of the cost of the proposed improvements. The work write up should provide all information necessary to ensure that all contractors are bidding on the same high quality product.
5. Bids should include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract, the rehabilitation specialists, and a representative from the county. The change order must also detail any changes to the original contract price.
7. No work may begin prior to an executed (signed) contract. In addition, a pre-construction conference shall be held.
8. Richmond County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented. In the event phone bids are used, the County will call the first three responsive contractors on the approved contractor registry who have indicated a desire to participate in the program. The County will track who has been called and will rotate through the list, repeating the list rotation as needed.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Rehabilitation Specialist, (b) county building inspector if required by the trade, (c), and the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 15 business days for processing of the invoice for payment.
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until such time the work is satisfactory. (Contractors may follow the County's Urgent Repair Assistance Policy/ if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
3. Richmond County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
4. The Contractor must provide a lien waiver that must be signed by all subcontractors and materials suppliers prior to final payment.

The Procurement and Disbursement Policy is adopted this the _____ day of _____2017.

Richmond County

BY: _____

Attested by: _____

Richmond County is an equal opportunity employer, implements non-discriminatory practices in its procurement and disbursement and will make special outreach efforts to include Minority and Women Business Enterprise businesses within its contractor and subcontractor pool.

I have read and understand the attached Procurement and Disbursement Policy.

BY:_____

COMPANY NAME:_____

WITNESS:_____

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AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 15

Item for Decision

SUBJECT TITLE: Grant Project Ordinance for the 2016 North Carolina Housing Finance Agency Urgent Repair Program

PRESENTER: Sandra Ridley

SUMMARY OF INFORMATION:

The Grant Project Ordinance appropriates the revenue and established the budget for the Richmond County 2016 Urgent Repair Program.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

GRANT PROJECT ORDINANCE
FOR 2016 URGENT REPAIR PROJECT

Be it ordained by the Richmond County Board of Commissioners pursuant to Section 13.2 chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the 2016 Urgent Repair Project described in the work statement contained in the funding agreement # URP2016 between the local government and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2016 NCHFA Urgent Repair Program.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents(s), the rules and regulations of the North Carolina Housing Finance Agency and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

NCHFA	**$ 100,000**
TOTAL	**$100,000**

Section 4. The following amount is appropriated to the project:

ACTIVITIES	**$100,000**
TOTAL	**$100,000**

Section 5. The finance officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. Funds may be advanced from the General fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The finance officer is directed to report monthly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The budget officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission to the board.

Section 9. Copies of the grant project ordinance shall be made available to the budget officer and the finance officer for direction in carrying out this project.

Adopted this _____ Day of _____, 2017.

This Ordinance was presented by resolution of Commissioners, and seconded by Commissioners.

The vote was as follows:

AYES NAYS

_____

Kenneth R. Robinette, Chairman
Of the Board of Commissioners

SEAL

ATTEST:

_____

Dena R. Cook, Clerk to the Board

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Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 16

Item for Decision

SUBJECT TITLE: NCSU Grant to Improve Walking Trail at E. Rockingham Sr. Center

PRESENTER: Susan Kelly

SUMMARY OF INFORMATION:

The NC State University funded project, "*Promoting Healthy Behaviors: Connecting Community Members to a Shared-Use Walking Trail at East Rockingham Senior Center*" seeks to combine a health education program with opportunities to practice behaviors learned in class through the creation of a walking trail for community members of Richmond County's East Rockingham Senior Center. Currently, NC State's Supplemental Nutrition Assistance Program – Education (SNAP-Ed) program, *Steps to Health*, offers an older adult nutrition and physical activity curriculum, *Better Choices*, that encourages limited-resource participants to eat smart and move more. *Better Choices* has been shown to improve nutrition knowledge and behavior among older adults. While the program encourages physical activity, some participants lack access to safe places to be active. At East Rockingham Senior Center, there is a walking trail that leads to a local park, but it is in need of major renovation: tree roots have cracked the pavement making it unsafe for seniors to use, there are no benches, and there are no signs indicating the trail distance. The project team hopes to renovate the trail so that it is safe for seniors to use and encourage use by all community members. Promoting this shared use space can create more opportunities for community members to be physically activity. NC State *Steps to Health* faculty and staff will work with the FCS Agent and East Rockingham Senior Center to create a renovation plan for the county-owned walking trail, and promoting its usage through appropriate signage.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

Project Title: Promoting Healthy Behaviors: Connecting Community Members to a Shared-Use Walking Trail at East Rockingham Senior Center

Names and titles of team member:

- Lindsey Haynes-Maslow, PhD, MHA, Assistant Professor, Department of Agricultural and Human Sciences, NC State University
- Gretchen Hofing, MPH, RD, Program Coordinator for Steps to Health, Department of Agricultural and Human Sciences, NC State University
- Jenelle Wass, Data & Nutrition Associate for Steps to Health, Department of Agricultural and Human Sciences, NC State University
- Alyssa Anderson, MS, RDN, LDN, Assistant Area Agent, Family and Consumer Sciences, NC Cooperative Extension (Richmond and Moore Counties)
- Jacqueline Welch, Executive Director, Richmond County Aging Services

Project description (including how the proposed project falls under Department/FCS Program priorities):

Our project, "*Promoting Healthy Behaviors: Connecting Community Members to a Shared-Use Walking Trail at East Rockingham Senior Center*" seeks to combine a health education program with opportunities to practice behaviors learned in class through the creation of a walking trail for community members of Richmond County's East Rockingham Senior Center. Currently, NC State's Supplemental Nutrition Assistance Program – Education (SNAP-Ed) program, *Steps to Health*, offers an older adult nutrition and physical activity curriculum, *Better Choices*, that encourages limited-resource participants to eat smart and move more. *Better Choices* has been shown to improve nutrition knowledge and behavior among older adults. While the program encourages physical activity, some participants lack access to safe places to be active. At East Rockingham Senior Center, there is a walking trail that leads to a local park, but it is in need of major renovation: tree roots have cracked the pavement making it unsafe for seniors to use, there are no benches, and there are no signs indicating the trail distance. Our project team hopes to renovate the trail so that it is safe for seniors to use and encourage use by all community members. Promoting this shared use space can create more opportunities for community members to be physically activity. This project satisfies FCS Program priorities in the following way 1) it expands a practice-based program, *Better Choices*, by giving older adults an opportunity to practice what they learn in class, 2) it builds support for combining direct health education with physical structures in the community that promote healthy behaviors, 3) it increases community members' awareness of the walking trail by posting promotional signs with trail distances to increase trail usage and accessibility.

Major objectives (including partnership descriptions and definitions):

AHS faculty and staff will work with the FCS Agent, East Rockingham Senior Center, Richmond County, and NC State's Recreation Resource Services to create a renovation plan for the county-owned walking trail, and promoting its usage through appropriate signage. Our project has the following objectives:

<u>Objective 1)</u> Renovate current walking trail between East Rockingham Senior Center and local neighborhood park.

Objective 1a) Ensure walking trail surface is flat and smooth

Objective 1b) Ensure walking trail has park benches

<u>Objective 2)</u> Promote use of walking trail through a shared-use agreement between East Rockingham Senior Center and Richmond County

Objective 3) Develop signage to highlight the shared-use walking trail and post trail distance to increase community usage

Strategies for implementation and marketing (including proposed or potential impacts):

To promote the use of the walking trail we will have signs posted near and on the trail that include the trail distance, hours of operations (dawn until dusk), and promotional messages that encourage community members to move more. Additionally, through our *Better Choices* curriculum with the seniors, we will promote the trail as part of our curriculum that encourages physical activity among participants. On average, the East Rockingham Senior Center serves 50-60 seniors per day. The project team will encourage the creation of a Walking Buddy program so that seniors can socialize with each other while also being physically active. We estimate that 5-10 seniors per day will utilize the walking trail. To evaluate the effectiveness of promoting physical activity in the community, the project team will distribute surveys at the senior center that asks about trail use. Additionally, we plan to have four days (two week days and two weekend days) of site observation to count the number of individuals (children, adults, and senior) using the walking trail. Two of the site observations will be conducted prior to the trail renovation. Therefore, we can compare trail usage before and after the renovation.

Proposed total cost of project and sources/amounts of match (applicants must show a minimum 50% match of the amount awarded):

Currently the walking path from the Senior Center to the park is 0.25-0.5 miles. Based on cost estimates from the NC Parks and Recreation Trust fund we estimate that a 4-foot wide walking trail is $28 per square foot. Therefore, we are requesting the following funds:

Item	Description	Rate	Cost
Requested Funds			
Asphalt resurfacing/chip seal	Resurface asphalt surface with chip seal for 0.5 miles 2,640 ft x4 ft walking trail	$0.5 square foot	$10,560
Benches	Park benches for community residents to sit down (2 benches)	$300 per bench	$600
Signage	Informational signage that lists trail distance; Promotional signage that encourage trail use	$2,000	$1,000
TOTAL REQUESTED			**$12,160**
In-Kind Funds			
SNAP-Ed Principle Investigator	Lindsey Haynes-Maslow will provide 45 hours of her time	$40.87 per hour	$1,838.98
SNAP-Ed Coordinator	Gretchen Hofing will provide 30 hours of her time	$35.64 per hour	$1,069.23
SNAP-Ed Data & Nutrition Associate	Jenelle Wass will provide 25 hours of her time	$28.06 per hour	$701.49
Richmond County FCS Agent	Alyssa Anderson will be providing 60 hours of her time	$19.91 per hour	$1,194.40
Richmond County Extension Director	Susan Kelly will be providing 10 hours of her time	$36.12 per hour	$361.18
East Rockingham Senior Center Director	Jacqueline Welch will be providing 21 hours of her time	$21.63 per hour	$454.33

Better Choices program	Better Choices supplies and operating costs	$1,962.00 per 1 class	$1,962.00
TOTAL MATCHED			**$7,581.57**

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Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 17

Item for Decision

SUBJECT TITLE: Consent Agenda

PRESENTER: County Manager Sago

SUMMARY OF INFORMATION:

The Board is asked to consider approval of the following Items A through F of the Consent Agenda:

A) Approval Of Draft Minutes for Regular Meeting on Regular Meeting on December 06, 2016 As Submitted By The Clerk For Review

B) Approval Of Tax Releases And Tax Refunds For Month Of November 2016

C) Approval Of North Carolina Vehicle Tax System Refund Report For The Month Of November 2016

D) Approval of Budget Amendment for Bullet Proof Vest

E) Approval of Budget Amendment for Replacement of Courthouse Generator and Retired K-9

F) Approval of Budget Amendment for Community Care Clinic

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Recommend Board approval of Items A through F of the Consent Agenda

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AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 17A

Item for Decision

SUBJECT TITLE: Approval of Minutes

PRESENTER: Consent

SUMMARY OF INFORMATION:

Approval of Draft Minutes of Regular Meeting on December 06, 2016 As Submitted by the Clerk for Review

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:

Minutes
Richmond County Board Of Commissioners
Richmond County Administrative Office Building
REGULAR MEETING
Tuesday, December 6, 2016, 5:30 P.M.

The Richmond County Board of Commissioners met for a Regular Meeting on Tuesday, December 06, 2016 at 5:30 P.M. with the following present: Chairman Kenneth R. Robinette; Vice-Chairman John B. Garner; Commissioners Don M. Bryant, Jimmy L. Capps, Ben T. Moss, Jr., Thad Ussery and Herb Long.

The meeting was called to order by Chairman Robinette at 5:30 P.M

ITEM NO. 1 - Invocation by Commissioner Thad Ussery

Invocation was given by Commissioner Thad Ussery

ITEM NO. 2 - Election of Chairman – Decision

Chairman Robinette relinquished his position as Chairman and called upon County Manager Sago to call for nominations for the Office of Chairman.
Commissioner Moss nominated Commissioner Kenneth Robinette. The motion was seconded by Commissioner Bryant and Commissioner Ussery moved to close the nominations. The Board voted unanimously to re-elect Commissioner Robinette as Chairman for the coming year.

Chairman Robinette thanked his fellow board members for their confidence and support in him and his leadership. Chairman Robinette stated that is a team effort.

ITEM NO. 3 - Election of Vice-Chairman – Decision

A motion was offered by Commissioner Ussery to nominate Commissioner John Garner for the office of Vice-Chairman. The motion was seconded by Commissioner Moss and Commissioner Long moved to close the nominations.
Vice-Chairman Garner thanked his fellow board members and stated that he looked forward to another great year for Richmond County.

ITEM NO. 4 - Appointment of County Attorney – Decision

A motion was offered by Commissioner Ussery, seconded by Commissioner Long and unanimously carried to reappoint Stephan Futrell as County Attorney for the coming year.
Mr. Futrell stated that it was an honor to represent the Board.

ITEM NO. 5 - Approval of Agenda – Decision

By a motion of Commissioner Capps, seconded by Commissioner Garner and unanimously carried, the Board amended the Agenda to include the Public Hearing on Text Amendment to Richmond County Ordinance RZT 2016-5.

ITEM NO. 6 - Open Forum for Public Comments for Board of Commissioners, Board of Health and Board of Social Services- 5:30 P.M. - 6:00 P.M.

No one signed up to speak during Open Forum

ITEM NO. 7 - Presentation to Richmond County from AT&T for Fiber Ready Certification - Management Analyst/Economic Developer-Martie Butler-Discussion

Economic Developer Martie Butler introduced John Lyon from AT& T to do a presentation on behalf of AT&T. Mr. Lyons is the Eastern North Carolina Legislative Community Relationship representative for AT&T. AT&T partnered with Economic Development Martie Butler and County Manager Rick Sago to help enhance economy growth within Richmond County. AT&T analyzed when and where the needs for a 4G network would be in the area. AT&T provided fiber as a resource to become available for Wayne, Pender and New Hanover Counties in North Carolina. Richmond County is the only Fiber Ready Certification County between Mecklenburg and New Hanover County. Fiber is in the ground and is available if they need internet service. It was a request from RSI to have fiber so AT&T made it happened for them. This will allow Richmond County to market that fiber is available in our Industrial Park.

ITEM NO. 8 - Preliminary Assessment Roll – Tracy Parris, County Planner Decision

Public Hearing opened at 5:48pm

County Planner Tracy Parris stated that the Preliminary Assessment Roll as it relates to recent abatement of nuisance at the following locations:
Pin 746212977386 First Avenue, Aleo
Pin 747209251334 111 Mill Road (Corner lot Mill Road/Hannah Pickett Ave)
The Board may confirm the Assessment Roll for processing by the Tax Collector to assess the property owners of nuisance abatements costs incurred by Richmond County

Public Hearing closed at 5:49pm

By a motion of Commissioner Moss, seconded by Commissioner Ussery and by unanimous vote, Motion carried

ITEM NO. 9 - Public Hearing on Text Amendment to Richmond County Ordinance RZT 2016-4 - Tracy Parris, County Planner Decision

Public Hearing opened at 5:49pm

County Planner Tracy Parris stated that the purpose of the public hearing is to receive public comments on proposed text amendment RZT 2016-4: County Initiated Text Amendment to include into the Table of Uses of the Richmond County Zoning Ordinance:23.10 Bus Stations and 23.20 Tax (Base Operations) as C(3) in the Highway Commercial Overlay District.

Public Hearing closed at 5:50pm

By a motion of Commissioner Long, seconded by Commissioner Capps and by unanimous vote, Motion carried

ITEM NO.10 - Public Hearing on Text Amendment to Richmond County Ordinance RZT 2016-5 - Tracy Parris, County Planner Decision AMEND

Public Hearing opened at 5:51pm

County Planner Tracy Parris stated the purpose of the public hearing is to receive public comments on proposed text amendment RZT 2016-5: County Initiated Text Amendment to the Richmond County Zoning Ordinance under Temporary Certificate Section to expand language to include standards, cause for denial, additional conditions, supplemental, and definition.

Public Hearing closed at 5:52pm

By a motion of Commissioner Garner, seconded by Commissioner Capps and by unanimous vote, Motion carried

ITEM NO.11 - Monthly Report by County Manager Rick Sago

County Manager Sago gave an update on Ledbetter Lake. The 60 inch gate is in transit to the location. They feel it should be installed by end of the next week. I have spoken to the State representative twice and the Emergency Assessment has been filed. County Manager Sago stated that the board members want to meet with him. The delays have been caused by the hurricane and waiting on the gate.
Connie Kelly, Board of Elections has informed me that there will be a recount for the State Auditor and District Judge.
County Manager Sago and Asst. County Manager Land have been in contact with Enviva. We have been trying to get a meeting setup with the local rep for 12/16. Hopefully, they will give us a timeline. They have started clearing the land. CSX and DOT are working on the railroad crossing through there. County audit will be on the agenda for the January meeting.

ITEM NO.12 - Request for Board Consideration of Approval for Appointee to the Richmond County Public Library System-Rick Sago, County Manager – Decision

Richmond County Public Libraries System Board of Trustees is requesting that Mrs. Carol Linker fill the position for Mrs. Ann Nantz that has resigned due to personal reasons.

By a motion of Commissioner Ussery, seconded by Commissioner Long and by unanimous vote, Motion carried

ITEM NO.13 - Request for Board Consideration of Approval of a Voting Delegate for the 2017 Legislative Goals Conference-Rick Sago, County Manager – Decision

The Board of Commissioners is hereby requested to designate a commissioner or other official as a voting delegate for the 2017 Legislative Goals Conference. The Conference will be held Thursday,

January 12th and Friday, January 13th in Wake County. Commissioner Don Bryant nominated himself as the voting delegate

By a motion of Commissioner Ussery, seconded by Commissioner Moss and by unanimous vote, Motion carried

ITEM NO.14 - Request for Board Consideration of Approval for the Day Care Subsidy Payments –Rick Sago, County Manager - Decision

County Manager Sago stated that during budget preparation the state anticipated assuming the responsibility of paying day care vendors directly by January 2017. That time has been pushed back until the spring or summer of 2017. Therefore we need to add additional funding to our budget. This is a pass through line and there is no cost to the county

By a motion of Commissioner Capps, seconded by Commissioner Garner and by unanimous vote, Motion carried

ITEM NO.15 - Request for Board Consideration of Approval of the Parks and Recreation Master Plan Preparations–Rick Sago, County Manager - Decision

County Manager Sago is proposing to hire LKC to complete the following planning tasks in preparation for a Parks and Recreation Trust Fund grant application: (1) comprehensive system-wide parks and recreation plan, (2) stakeholder meetings, (3) site-specific master plan for both East Rockingham Park and Castlewood Park, and (4) 3-5-year capital improvement plan for both parks. The maximum grant is $500,000, and it's a 50/50 split.
The cost of the master plan is not eligible for the grant funds. However, once funded, other soft costs (design, landscape plans, funding admin.) would be eligible.

By a motion of Commissioner Ussery, seconded by Commissioner Capps and by unanimous vote, Motion carried

ITEM NO.16 - Request for Board Consideration of Approval for the Richmond County Building Use Policy–Rick Sago, County Manager - Decision

County Manager Sago stated that the original Building Use Resolution was adopted in October 1995 and has not been updated since. Given that a new Judicial Center has been built and needs to be incorporated into the policy.

RESOLUTION ESTABLISHING POLICY FOR USE OF COUNTY BUILDINGS AND PROPERTIES

WHEREAS:

1. The Richmond County Board of Commissioners is charged by the General Statutes of North Carolina with the responsibility of maintenance and protection of county buildings and has absolute discretion under the General Statutes to determine the use of them.

2. The County Human Resource Center contains records of the clients of the Richmond County Social Services Department and the Richmond County Health Department which are required by law to be kept private and confidential and it is the responsibility of the County to protect them
3. The County buildings contain public records which are essential public records which must not be lost or destroyed and it is the responsibility of the County to protect them.
4. The Jury Assembly Room on the 3rd floor of the Richmond County Judicial Center is available for public meetings and public assemblies at times when court is not in session, subject to the reasonable public safety and resource availability measures described herein
5. Meeting space for public meetings is also provided for the public by the libraries in the County, the school system, and Richmond Community College.
6. In addition to security problems there is additional cost in the form of janitorial service, utilities, overtime payment and maintenance when County facilities are permitted to be used for purposes other than governmental purposes for which they are maintained.

IT IS NOW, THEREFORE, RESOLVED:

1. All County buildings and facilities (including parking lots and adjacent land owned by the county) with the exception of the Jury Assembly Room on the 3rd floor of the Richmond County Judicial Center shall be used only for government purposes by the government agencies occupying and using the building or facility unless prior authorization is approved by the County Manager.
2. This resolution shall not apply to either library buildings, Richmond Community College, school facilities which are under the jurisdiction of the Richmond County Board of Education, or to County recreation facilities.
3. The Jury Assembly Room on the 3rd floor of the Richmond County Judicial will be available for public meetings not involving business for profit when not in use by the Courts. Groups desiring to use it shall make application to the County Manager's office at least thirty days prior to the scheduled date and time of the meeting stating in writing the name of the group, the date and time desired and designating a person together with his name, phone number, and address, who will be responsible for reporting any misuse of the facility. After the meeting that designated person shall be responsible for turning off the lights and reporting to the County Manger's office or their designee that the meeting is over.
4. At all precincts and early voting stations, there shall be a buffer zone of not more than 50 feet nor less than 25 feet from the door of the entrance to the voting place, measured when that door is closed; and no election-related activity shall occur within that buffer zone, including but not limited to affecting voter access to the voting place, placing political advertising, soliciting votes,

or any other election-related activity. Adjacent to that buffer zone, there shall be an area in which persons or groups of persons may distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election-related activity. However, in no event shall such election related activity violate existing laws relating to food safety, interfere with the normal conduct of County business, or violate County resolutions or ordinances relating to the conduct of non-governmental activities on County property.

Use of the Jury Assembly Room, when court is not in session, will be permitted for public meetings without discrimination as to race, sex, religion, or purpose so long as it is used for a meeting, and not for for-profit business purposes. At their discretion, the County Manager may waive the thirty day notice period. The courtroom will be unavailable on Sundays.

In the event the use of the Jury Assembly Room is denied by the County Manager, an appeal may be made to the Richmond County Board of Commissioners during one of their regularly scheduled meetings whose decision will be final.

ADOPTED THE 16TH DAY OF OCTOBER, 1995.

REVISED THE 6th DAY OF DECEMBER, 2016.

By a motion of Commissioner Moss, seconded by Commissioner Long and by unanimous vote, Motion carried

ITEM NO.17 - Request for Board Consideration of Approval for the Changes to Water Dept. Rules and Regulations – Bryan Land, Asst. County Manager- Decision

Assistant County Manager Land stated that the Water Committee Board is asking approval of the tampering fees and the damaged meter fees. The Board met on Tuesday, November 15, 2016 to approve the changes.

Tampering Fees	
1st Offense	$100.00
2nd Offense	$150.00
3rd Offense	$200.00
4th Offense	$250.00
Damaged Meter Fees	
Meter Box Lid Replacement	$100.00
3/4" Water Meter	$200.00
1" Water Meter	$300.00
Meter Box Replacement	$300.00
Meter GPS Transmitter	$200.00

By a motion of Commissioner Ussery, seconded by Commissioner Capps and by unanimous vote, Motion carried

ITEM NO.18 - Request for Board Consideration of Approval Listing for Extension for Personal Property – Vagas Jackson, Tax Administrator - Decision

Tax Administrator Vagas Jackson is requesting that the BOC approve him to have the authority to grant extensions for personal property

§ 105-307. Length of listing period; extension; preliminary work.

(c) Individual Extensions. - The board of county commissioners shall grant individual extensions of time for the listing of real and personal property upon written request and for good cause shown. The request must be filed with the assessor no later than the ending date of the regular listing period. The board may delegate the authority to grant extensions to the assessor. Extensions granted under this subsection shall not extend beyond April 15.

By a motion of Commissioner Capps, seconded by Commissioner Long and by unanimous vote, Motion carried

ITEM NO.19 - Consent Agenda - Decision

A) Approval Of Draft Minutes Of Regular Meeting On November 01, 2016 As Submitted By The Clerk For Review

B) Approval Of Tax Releases And Tax Refunds For Month Of October, 2016

C) Approval Of North Carolina Vehicle Tax System Refund Report For The Month Of October 2016

D) Approval of Budget Amendment for Edward Byrne Justice Assistance Grant of $12,818.00

E) Approval of Budget Amendment for Ebola Funding

F) Approval of Budget Amendment for Infant Mortality Reduction Funding

G) Approval of Budget Amendment for Minority Diabetes Prevention Program Funding

H) Approval of Budget Amendment for Pharmacy Assistance Funding

I) Approval of Budget Amendment for TB Control Funding

J) Approval of the 2016 Richmond County Holiday Schedule

By a motion of Commissioner Garner, seconded by Commissioner Moss and by unanimous vote, Motion carried

ITEM NO.20- Adjournment – Decision

By a motion of Commissioner Ussery, seconded by Commissioner Moss and by unanimous vote, Motion carried

Meeting adjourned at 6:09pm

Dena R. Cook
Clerk to the Board of Commissioners

RICHMOND COUNTY BOARD OF COMMISSIONERS

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AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 17B

Item for Decision

SUBJECT TITLE: Tax Refunds and Releases for November 2016

PRESENTER: Consent

SUMMARY OF INFORMATION:

Totals for November 2016 Tax Refund and Releases submitted by Tax Department

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:

ACCOUNT	# COLREC	COUNTY-TAX DISTRICT-"	DISTRICT	DISTRICT	DOG	PENALTY	INT/DISC	LIEN-COST	TOTAL	NUMBER	TRNREC	CLRK	DATE
24661	3022016	CULLEY JAMES E & ALMA		AC & DWIDE HWY 38									
24661	302 24516	-275.51	-35.00-25	-163.00-64	0.00	0.00	0.00	0.00	-473.51	25110F	32339	TFA	11292016
	REFUND/RELEASE LFUF		BBT/0005201695440			CK	4863						
24661	3022016	CULLEY JAMES E & ALMA		AC & DWIDE HWY 38									
24661	302 24516	275.51	35.00-25	0.00-64	0.00	0.00	0.00	0.00	310.51	25111F	32340	TFA	11292016
	JAMES CULLEY		BBT/0005201695440			CK	4863						
15162	3022016	MORRISON SUSAN M		AC VAC & 3 SWMH									
15162	302 15163	-26.07	0.00- 0	-82.32-64	0.00	0.00	1.08D	0.00	-107.31	25117P	32346	TFA	11292016
	REFUND/RELEASE 2 LFUFS		SECU/08630693020			CK	2471						
15162	3022016	MORRISON SUSAN M		AC VAC & 3 SWMH									
15162	302 15163	-48.10	0.00- 0	-151.90-64	0.00	0.00	0.00	0.00	-200.00	25118P	32347	TFA	11292016
	REFUND/RELEASE 2 LFUFS					CASH							
15162	3022016	MORRISON SUSAN M		AC VAC & 3 SWMH									
15162	302 15163	-80.66	0.00- 0	-254.78-64	0.00	0.00	0.00	0.00	-335.44	25119F	32348	TFA	11292016
	REFUND/RELEASE 2 LFUFS		SECU/08630693020			CK	2479						
15162	3022016	MORRISON SUSAN M		AC VAC & 3 SWMH									
15162	302 15163	52.80	0.00- 0	55.59-64	0.00	0.00	-1.08D	0.00	107.31	25120P	32349	TFA	11292016
	REFUND/RELEASE 2 LFUFS		SECU/08630693020			CK	2471						
15162	3022016	MORRISON SUSAN M		AC VAC & 3 SWMH									
15162	302 15163	97.44	0.00- 0	102.56-64	0.00	0.00	0.00D	0.00	200.00	25121P	32350	TFA	11292016
	REFUND/RELEASE 2 LFUFS					CASH							
15162	3022016	MORRISON SUSAN M		AC VAC & 3 SWMH									
15162	302 15163	4.59	0.00- 0	4.85-64	0.00	0.00	0.00D	0.00	9.44	25123F	32352	TFA	11292016
	REFUND/RELEAE 2 LFUFS		SECU/08630693020			CK	2479						

(Releases & Refunds)
November 2016

Releases - $ 57,513.15
Refunds - $ 489.00

TRANSACTION TOTALS PAGE

TRANSACTIONS FROM 1 THROUGH 32352 IN SY0:TAX .TRN
AMOUNTS FROM -999999999.99 THROUGH 999999999.99
TRANSACTION TYPES: ALL

TRANSACTIONS 11292016->11292016	8 PAYMENTS	0 DISC/CORR	0 RELEASES	TOTAL CREDIT (PAYMENT+RELEASE)	NET CREDIT (TOTAL-DISC/CORR)
RICHMOND COUNTY	0.00	0.00	0.00	0.00	0.00
LATE LISTING	0.00	0.00	0.00	0.00	0.00
DOG	0.00	0.00	0.00	0.00	0.00
CODE DISTRICT NAME					
64 LANDFILL FEE	-489.00	0.00	0.00	-489.00	-489.00
SUB-TOTAL	-489.00	0.00	0.00	-489.00	-489.00
STATE 3PCT INTEREST	0.00	0.00	0.00	0.00	0.00
DISCOUNT	0.00	0.00	0.00	0.00	0.00
INTEREST	0.00	0.00	0.00	0.00	0.00
LIEN SALE COST	0.00	0.00	0.00	0.00	0.00
TOTAL	-489.00	0.00	0.00	-489.00	-489.00
TOTAL TAXES	-489.00	0.00	0.00	-489.00	-489.00
TOTAL LIEN COST	0.00	0.00	0.00	0.00	0.00
TOTAL DISCOUNT	0.00	0.00	0.00	0.00	0.00
TOTAL INTEREST	0.00	0.00	0.00	0.00	0.00
TOTAL STATE 3PCT INTEREST	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	-489.00	0.00	0.00	-489.00	-489.00

Nov 2016 Releases Dena

TRANSACTION TOTALS PAGE

TRANSACTIONS FROM 5970 THROUGH 6581 IN SY0:TAX .MOD
AMOUNTS FROM -999999999.99 THROUGH 999999999.99
TRANSACTION TYPES:R

TRANSACTIONS 11012016->11302016	0 PAYMENTS	0 DISC/CORR	162 RELEASES	TOTAL CREDIT (PAYMENT+RELEASE)	NET CREDIT (TOTAL-DISC/CORR)
RICHMOND COUNTY	0.00	0.00	-28548.56	28548.56	28548.56
LATE LISTING	0.00	0.00	-74.07	74.07	74.07
DOG	0.00	0.00	0.00	0.00	0.00
CODE DISTRICT NAME					
21 EAST ROCKINGHAM FIR	0.00	0.00	-257.60	257.60	257.60
22 CORDOVA FIRE	0.00	0.00	-165.01	165.01	165.01
23 NORTHSIDE FIRE	0.00	0.00	-59.87	59.87	59.87
24 MOUNTAIN CREEK FIRE	0.00	0.00	-56.25	56.25	56.25
25 HAMLET FIRE	0.00	0.00	-317.90	317.90	317.90
28 ROCKINGHAM FIRE	0.00	0.00	-401.38	401.38	401.38
29 HOFFMAN FIRE	0.00	0.00	-60.00	60.00	60.00
63 LANDFILL FEE	0.00	0.00	-4992.36	4992.36	4992.36
64 LANDFILL FEE	0.00	0.00	-7580.74	7580.74	7580.74
SUB-TOTAL	0.00	0.00	-42513.74	42513.74	42513.74
STATE 3PCT INTEREST	0.00	0.00	0.00	0.00	0.00
DISCOUNT	0.00	0.00	-0.99	0.99	0.99
INTEREST	0.00	0.00	-10764.37	10764.37	10764.37
LIEN SALE COST	0.00	0.00	-4009.05	4009.05	4009.05
TOTAL	0.00	0.00	-57288.15	57288.15	57288.15
41 TAX DEMO	0.00	0.00	-225.00	225.00	225.00
LATE LISTING	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	0.00	0.00	-225.00	225.00	225.00
DISCOUNT	0.00	0.00	0.00	0.00	0.00
INTEREST	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	-225.00	225.00	225.00
TOTAL TAXES	0.00	0.00	-42738.74	42738.74	42738.74
TOTAL LIEN COST	0.00	0.00	-4009.05	4009.05	4009.05
TOTAL DISCOUNT	0.00	0.00	-0.99	0.99	0.99
TOTAL INTEREST	0.00	0.00	-10764.37	10764.37	10764.37
TOTAL STATE 3PCT INTEREST	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	0.00	0.00	-57513.15	57513.15	57513.15

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AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 17C

Item for Decision

SUBJECT TITLE: North Carolina Vehicle Tax Refunds for the Month of November

PRESENTER: None/Consent Agenda

SUMMARY OF INFORMATION:

NCVTS refunds for the month of November. The total amount of the refunds is $1180.34. Please add to the consent agenda for commissioner's approval.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:

NORTH CAROLINA VEHICLE TAX SYSTEM REFUND REPORT							
RICHMOND COUNTY ()							
Name	Address	City/Town	Refund Reason	Levy Type	Change	Interest Chang	Total Change
LESLEY S ALTMAN	104 RAMBLING ROSE DRI	CONWAY SC 29527	REG. OUT OF STATE	TAX	$ 52.61	$ -	$ 52.61
LESLEY S ALTMAN	104 RAMBLING ROSE DRI	CONWAY SC 29527		FIRE	$ 6.66	$ -	$ 6.66
STEPHEN ANDERSON	329 GREEN LAKE ROAD	ROCKINGHAM NC 283	SLAVAGE TITLE	TAX	$ 21.53	$ 1.07	$ 22.60
STEPHEN ANDERSON	329 GREEN LAKE ROAD	ROCKINGHAM NC 28379		FIRE	$ 2.46	$ 0.13	$ 2.59
SHIRLEY R BARNHILL	706 BATTLEY DAIRY ROA	ROCKINGHAM NC 283	VEHICLE SOLD	TAX	$ 4.76	$ -	$ 4.76
RICHARD T BARTON	401 HAWTHORNE STREET	HAMLET NC 28345	VEHICLE SOLD	TAX	$ 170.64	$ -	$ 170.64
IEISHA M BROADY	904 RICHMOND ROAD	ROCKINGHAM NC 283	VEHICLE TOTALLED	TAX	$ 50.29	$ -	$ 50.29
MICHAEL D BURGESS	400 WILSON AVENUE	HAMLET NC 28345	VEHICLE SOLD	TAX	$ 19.64	$ -	$ 19.64
LARRY D CHAVIS	103 MADISON AVENUE	HAMLET NC 28345	TAG SURRENDERED	TAX	$ 81.81	$ 4.09	$ 85.90
LARRY D CHAVIS	103 MADISON AVENUE	HAMLET NC 28345		FIRE	$ 10.10	$ 0.50	$ 10.60
RHONDA R CRUMPTO	646 GRAHAM BRIDGE RO	ROCKINGHAM NC 283	VEHICLE TOTALLED	TAX	$ 4.74	$ -	$ 4.74
RHONDA R CRUMPTO	646 GRAHAM BRIDGE RO	ROCKINGHAM NC 28379		FIRE	$ 0.53	$ -	$ 0.53
CHARLES B DEANE III	618 FAYETTEVILLE ROAD	ROCKINGHAM NC 283	VEHICLE SOLD	TAX	$ 15.29	$ 0.85	$ 16.14
CHARLES B DEANE III	618 FAYETTEVILLE ROAD	ROCKINGHAM NC 283	VEHICLE SOLD	TAX	$ 16.78		$ 16.78
DAVID R ERWIN	115 DUBLIN COURT	ROCKINGHAM NC 283	VEHICLE SOLD	TAX	$ 41.39	$ -	$ 41.39
ROBERT A GILMORE	815 RICHMOND ROAD	ROCKINGHAM NC 283	VEHICLE SOLD	TAX	$ 246.99	$ -	$ 246.99
ROBERT A GILMORE	815 RICHMOND ROAD	ROCKINGHAM NC 283	VEHICLE SOLD	TAX	$ 37.42	$ -	$ 37.42
WILLIE J HOOKS JR	338 AIRPORT ROAD	ROCKINGHAM NC 283	VEHICLE SOLD	TAX	$ 95.08	$ -	$ 95.08
WILLIE J HOOKS JR	338 AIRPORT ROAD	ROCKINGHAM NC 28379		FIRE	$ 11.74	$ -	$ 11.74

MYRTLE B KING	P.O. BOX 1053	ROCKINGHAM NC 28	VEHICLE TOTALLED	TAX	$ 19.64	$ -	$ 19.64
MYRTLE B KING	P.O. BOX 1053	ROCKINGHAM NC 28379		FIRE	$ 2.18	$ -	$ 2.18
BILLY B LEAKE	127 NEWBORN ROAD	ROCKINGHAM NC 28	VEHCILE SOLD	TAX	$ 6.81	$ -	$ 6.81
BILLY B LEAKE	127 NEWBORN ROAD	ROCKINGHAM NC 28379		FIRE	$ 0.84	$ -	$ 0.84
MICHAEL S SALE	1102 OAK AVENUE	HAMLET NC 28345	TAG SURRENDERED	TAX	$ 105.13	$ -	$ 105.13
CORY L SINCLAIR	873 BATTLEY DAIRY ROA	ROCKINGHAM NC 28	VEHICLE SOLD	TAX	$ 34.53	$ -	$ 34.53
PENNY L WAYNE	521 LACKEY STREET	HAMLET NC 28345	VEHICLE SOLD	TAX	$ 5.91	$ -	$ 5.91
NORMA P WILLIAMS	157 LADYMARY LANE	ROCKINGHAM NC 28	TAG SURRENDERED	TAX	$ 108.20	$ -	$ 108.20
					$ -	$ -	$ -
					$ -	$ -	$ -
					Total Refund Amount		**$ 1,180.34**

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AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 17D

Item for Decision

SUBJECT TITLE: Approval Sheriff's Office Budget Amendment

PRESENTER: Consent

SUMMARY OF INFORMATION:

The Sheriff's Office Request Board Approval to Increase Budget Line Item 4310-341124 to replace all deputies bulletproof vest. We will recover $19,977.88 From the DOJ BVP once the vests have been received in our office.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:

Fiscal Year 2016 BVP Awards

owner-bvp-list@ojp.usdoj.gov [owner-bvp-list@ojp.usdoj.gov] on behalf of BVP [bvp@usdoj.gov]

Sent: Friday, October 07, 2016 3:30 PM

Dear BVP applicant,

The Bureau of Justice Assistance (BJA) is pleased to inform you that your agency will receive an award under the Fiscal Year (FY) 2016 Bulletproof Vest Partnership (BVP) solicitation. These funds have been posted to your account in the BVP System. A complete list of FY 2016 BVP awards is available at: http://www.ojp.usdoj.gov/bvpbasi/.

The FY 2016 award may be used for National Institute of Justice (NIJ) compliant armored vests which were ordered after April 1, 2016. The deadline to request payments from the FY 2016 award is August 31, 2017, or until all available funds have been requested. Awards will not be extended past that date, and any unused funds will be forfeited.

Please see the following websites for a list of NIJ compliant vests:

Ballistic Vests: http://nij.gov/nij/topics/technology/body-armor/compliant-ballistic-armor.htm

Stab Resistant Vests: http://nij.gov/nij/topics/technology/body-armor/compliant-stab-armor.htm

As a reminder, all jurisdictions that applied for FY 2016 BVP funding certified that a mandatory wear policy was in place for their jurisdiction. BJA will be conducting reviews of the mandatory wear policies as funds are requested from the BVP System. For more information on the BVP mandatory wear policy, please see the BVP Frequently Asked Questions document: http://www.ojp.usdoj.gov/bvpbasi/docs/FAQsBVPMandatoryWearPolicy.pdf

Finally, please visit the following page for checklists and guides for each step of the BVP process: http://ojp.gov/bvpbasi/bvpprogramresources.htm

For questions regarding the BVP Program or your award, please do not hesitate to contact the BVP Help Desk at vests@usdoj.gov or 1-877-758-3787.

Thank you

BVP Program Support Team
Bureau of Justice Assistance

APPLICATION DETAILS

NIJ#	Quantity	Unit Price	Extended Cost	Tax Shipping and Handling	Total Cost
AXII	60	665.00	39,900.00	55.76	39,955.76
Grand Totals	**60**		**39,900.00**	**55.76**	**39,955.76**

AWARD SUMMARY FOR FY2016 REGULAR SOLICITATION

Funds Type	Eligible Amount	Award	Date Approved	Status
Regul r Fund	39,955.76	19,977.88	08/18/16	Approved by BVP
Grand Totals:	39,955.76	19,977.88		

RETURN

APPLICATION DETAILS

APPLICATION PROFILE

Participant	RICHMOND COUNTY
Fiscal Year	2016
Number of Agencies Applied	0
Total Number of Officers for Application	80
Number of Officers on Approved Applications	80

APPLICATION PROFILE

Fiscal Year		2016
Vest Replacement Cycle		5
Number of Officers		80
Number of Emergency Replacement Needs	**Number of Stolen or Damaged**	0
	Number of Officer Turnover	10

Richmond County
Amendments and Transfers of Departmental Budget

From: Richmond County Sheriff **Date: 1-3-2016**

To: Richmond County Board of Commissioners

[X] Budget Officer

[X] **Subject:** Budget Amendment for Fiscal year 16 - 17

[ ] Budget Transfer for Fiscal year 16 - 17

1. It is requested that the budget for the General Fund be amended as follows:

2. It is requested that funds be transferred for _____ as follows:

Expenditures

Code Numbers	*Description (Object of Expenditure)*	*Increase*	*Decrease*
114310-4275	Purchases Subject to Inventory	39,955.76	
		39,955.76	

Revenues

Code Numbers	*Source of Revenue*	*Increase*	*Decrease*
119900-399000	Approp Undesignated Fund Balance	19,977.88	
114310-341124	Bulletproof Vest DOJ Grant	19,977.88	
		39,955.76	

Reason(s) for the above request are as follows:

To Replace Bullet Proof Vest For All Deputies Per Federal Guidelines.

We Will Receive A Reimbursement For $19,977.88 from BVP Grant Once The Vest Are Received.

Signature of County Manager

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Stephan R. Futrell
County Attorney
R. M. Steagall, Jr.
Finance Officer
Dena R. Cook
Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 17E

Item for Decision

SUBJECT TITLE: Richmond County Sheriff's Office Budget Amendment

PRESENTER: Consent

SUMMARY OF INFORMATION:

The Sheriff's Office Requests Board Approval to Increase Budget Account #114310-5101
To Replace the Courthouse Generator and (1) Retired K-9.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:

Richmond County
Amendments and Transfers of Departmental Budget

From: **Date: 12-1-16**

To: Richmond County Board of Commissioners

[X] Budget Officer

[X] **Subject:** Budget Amendment for Fiscal year 16 - 17

[ ] Budget Transfer for Fiscal year 16 - 17

1. It is requested that the budget for the General Fund be amended as follows:

2. It is requested that funds be transferred for _____ as follows:

Expenditures Code Numbers	*Description (Object of Expenditure)*	*Increase*	*Decrease*
114310-5101		45,325.00	

Revenues Code Numbers	*Source of Revenue*	*Increase*	*Decrease*
119900-399001	Undesesignated Fund Balance Revenue	45,325.00	

Reason(s) for the above request are as follows:

To Replace The Emergency Generator And Upgrade The Use Of It To Run Emergency Power In The Jail And Sheriff's Office When There Is A Loss Of Power. Replacement of K-9 Due To Unseen Medical Retirement Of One Of Our K-9's.

Signature of County Manager

RICHMOND COUNTY BOARD OF COMMISSIONERS

125 SOUTH HANCOCK STREET, PO BOX 504
ROCKINGHAM, NORTH CAROLINA 28380
TELEPHONE: (910) 997-8211
FAX: (910) 997-8208

Kenneth Robinette
Chairman
John B. Garner
Vice-Chairman
Don M. Bryant
Jimmy L. Capps
Herbert Long, Jr.
Ben T. Moss, Jr.
Thad Ussery

G. Richard Sago, II
County Manager
Stephan R. Futrell
County Attorney
R. M. Steagall, Jr.
Finance Officer
Dena R. Cook
Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 17F

Item for Decision

SUBJECT TITLE: Budget Amendment Community Care Clinic

PRESENTER: Consent

SUMMARY OF INFORMATION:

The Health Department has been awarded $15,000 in funding from the Foundation for Healthy Carolinas for the Community Care Clinic. These funds will be utilized to assist patients enrolled in the clinic with cost of lab services, clinic co-payments and the purchase of 2 patient chairs. Request is being made to accept grant funds and appropriate expenditures.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:

Richmond County
Amendments and Transfers of Departmental Budget

From: **Date:** 12/15/2016

To: [X] Richmond County Board of Commissioners

[ ] Budget Officer

Subject: [X] Budget Amendment for Fiscal year 16 - 17

[ ] Budget Transfer for Fiscal year 16 - 17

1. It is requested that the budget for the General Fund be amended as follows:
2. It is requested that funds be transferred for _____ as follows:

Expenditures

Code Numbers	*Description (Object of Expenditure)*	*Increase*	*Decrease*
115110-4267	Patient Assistance Fund	14,500.00	
115110-4210	Office Supplies	500.00	

Revenues

Code Numbers	*Source of Revenue*	*Increase*	*Decrease*
115110-336110	Foundation for Healthy Carolinas.	15,000.00	

Reason(s) for the above request are as follows:
The Richmond County Health Department has been awarded 15,000.00 to assist patients in the Community Care Clinic. Permission is being requested to accept this grant and allocate funds to the Community Care Clinic.

_____
Signature of County Manager

.RICHMOND COUNTY BOARD OF COMMISSIONERS

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Dena R. Cook
Clerk to the Board

AGENDA ABSTRACT

Meeting Date: 01/03/2017 **Agenda Item No.** 18

Item for Decision

SUBJECT TITLE: Adjournment

PRESENTER: Chairman Robinette

SUMMARY OF INFORMATION:

The next Regular Meeting of the Board is scheduled for Tuesday, February 07, 2017 at 5:30 p.m. unless otherwise scheduled.

COUNTY MANAGER'S COMMENTS OR RECOMMENDATION:
Approve

RICHMOND COUNTY
BOARD OF COMMISSIONERS

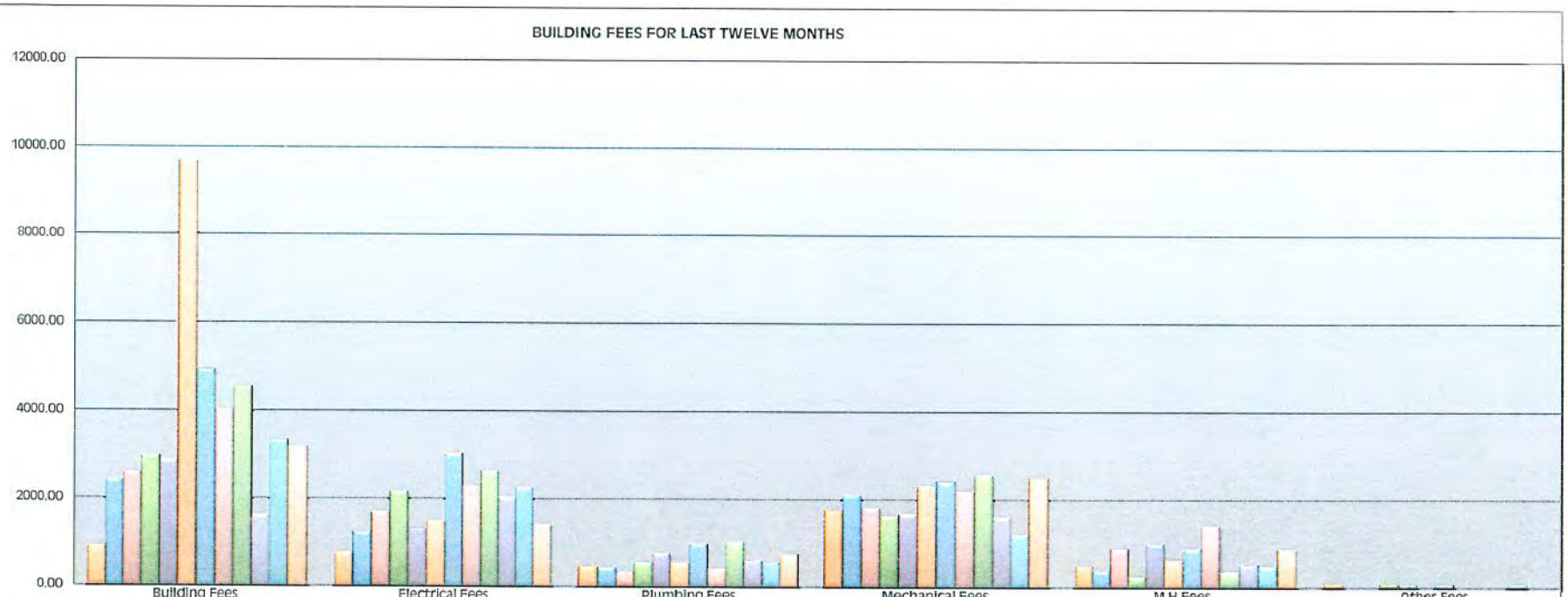
DEPARTMENTAL REPORTS

END OF THE MONTH REPORT NOVEMBER 2016		DOG	CAT	
BEGINNING NUMBER		69	50	
BORN IN CARE		0	0	
BROUGHT IN BY HPD		2	0	
BROUGHT IN BY RPD		11	0	
BROUGHT IN BY RCSD		46	52	
OWNER SURRENDER		17	31	
PUBLIC STRAY		4	6	
ABANDONED AT SHELTER		2	5	
RETURN		0	0	
RECAPTURED		0	0	
EUTHANIZED		20	71	
DIED		2	14	
ESCAPED		1	1	
ADOPTED ON SITE		18	7	
ADOPTED THRU HSRC		1	1	
SPECIAL EVENT		0	0	
ADOPTED THRU RESCUE ME WEB		1	0	
RETURN TO OWNER		4	0	
SPAY/NEUTER		15	7	
RESCUE				
HSRC		1	3	
HSOC		42	0	
BARBARA'S ANIMAL RETIREMNET		0	0	
ADOPT ME ANIMAL RESCUE		1	0	
CANINE LIFESAVERS		7	0	
PEAK LAB		2	0	
H.S. RANDOLPH COUNTY		2	0	
	TOTAL	**55**	**3**	
	TOTAL	**51**	**47**	**98**
TOTALS FOR HSRC/HANNA AND KENISHA		**51**	**3**	

Building Inspection Report

YEAR	Building Permits	Building Fees	Electrical Permits	Electrical Fees	Plumbing Permits	Plumbing Fees	Mechanical Permits	Mechanical Fees	M H Permits	M H Fees	Other Permits	Other Fees	Total Permits	Total Fees	Total Cost of Construction	Home Owner Recovery Fee
Jan-16	8	2416.00	32	1235.00	7	432.00	39	2105.00	3	375.00	0	0.00	89	6,563.00	1,057,992.00	10.00
Feb-16	10	2601.25	32	1690.00	6	333.00	32	1815.00	7	875.00	0	0.00	87	7,314.25	1,056,277.00	10.00
Mar-16	12	2980.50	49	2170.00	8	544.00	27	1630.00	2	250.00	1	75.00	99	7,649.50	1,322,130.00	30.00
Apr-16	13	2879.00	25	1335.00	12	749.00	30	1665.00	8	1000.00	1	75.00	89	7,703.00	8,898,011.00	10.00
May-16	10	9685.68	31	1491.00	10	572.00	42	2310.00	5	625.00	0	0.00	98	14,683.68	2,986,274.00	30.00
Jun-16	12	4949.00	45	3025.00	16	977.00	42	2405.00	7	875.00	1	75.00	123	12,306.00	4,092,392.00	40.00
Jul-16	16	4052.70	39	2290.00	5	417.00	34	2195.00	8	1400.00	0	0.00	102	10,354.70	2,677,145.00	30.00
Aug-16	11	4556.20	47	2625.00	12	1019.00	39	2565.00	2	350.00	0	0.00	111	11,115.20	1,062,224.00	30.00
Sep-16	8	1623.80	38	2040.00	8	603.00	25	1610.00	3	525.00	0	0.00	82	6,401.80	498,320.00	20.00
Oct-16	9	3349.30	39	2260.00	7	575.00	19	1215.00	3	475.00	1	75.00	78	7,949.30	1,377,678.00	40.00
Nov-16	8	3206.80	23	1410.00	8	733.00	37	2505.00	5	875.00	0	0.00	81	8,729.80	1,039,467.00	50.00
TOTAL	117	42300.23	400	21571.00	99	6954.00	366	22020.00	53	7625.00	4	300.00	1039	100,770.23	26,067,910.00	300.00

Month	GARY	GLENN	DONNY	BOB	Signs Order	Cost of Signs	Signs reparied
	Truck # 41	Truck # 83	Truck # 42	Truck # 43	Blades		
Jan-16	86,114	118,826	164,048	114,574	0	0	41
Feb-16	86,682	118,772	165,363	115,428	0	0	53
Mar-16	87,452	111,202	167,250	116,378	40	440.12	58
Apr-16	88,167	111,888	168,555	117,437	6 & poles	670.42	64
May-16	89,191	112,817	170,164	118,406	0	0	51
Jun-16	89,878	112,426	171,797	119,427	0	0	63
Jul-16	90,547	113,121	173,395	120,386	34	423.72	52
Aug-16	91,534	113,658	175,070	121,416	14	176.86	65
Sep-16	92,295	113,976	176,729	122,283	0	0	54
Oct-16	93,000	114,535	178,543	123,373	0	0	61
Nov-16	93,328	114,911	179,797	123,897	32 & poles	10592	63

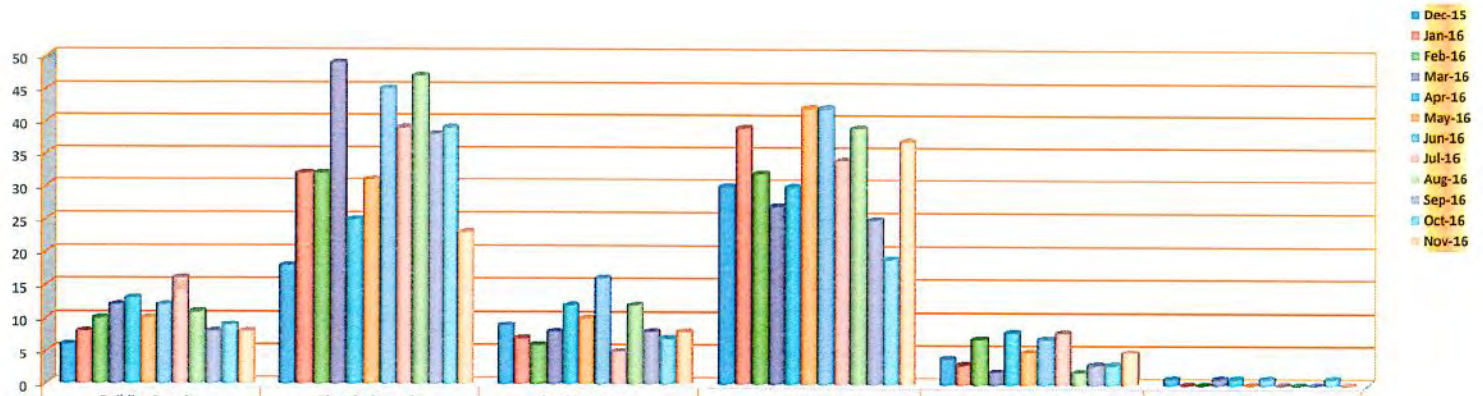


	Building Fees	Electrical Fees	Plumbing Fees	Mechanical Fees	M H Fees	Other Fees
Dec-15	915.50	770.00	453.00	1760.00	500.00	75.00
Jan-16	2416.00	1235.00	432.00	2105.00	375.00	0.00
Feb-16	2601.25	1690.00	333.00	1815.00	875.00	0.00
Mar-16	2980.50	2170.00	544.00	1630.00	250.00	75.00
Apr-16	2879.00	1335.00	749.00	1665.00	1000.00	75.00
May-16	9685.68	1491.00	572.00	2310.00	625.00	0.00
Jun-16	4949.00	3025.00	977.00	2405.00	875.00	75.00
Jul-16	4052.70	2290.00	417.00	2195.00	1400.00	0.00
Aug-16	4556.20	2625.00	1019.00	2565.00	350.00	0.00
Sep-16	1623.80	2040.00	603.00	1610.00	525.00	0.00
Oct-16	3349.30	2260.00	575.00	1215.00	475.00	75.00
Nov-16	3206.80	1410.00	733.00	2505.00	875.00	0.00

January 2016 - Present	2016 Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	TOTAL
Citizen Inquires												
In person: (non-professional)	162	157	165	125	132	167	150	175	136	**162**	**135**	**1666**
Over phone:	185	201	240	212	225	275	233	252	261	**275**	**251**	**2610**
Item faxed	52	22	25	42	51	45	31	43	32	**51**	**21**	**415**
Plats scanned for Register Deeds	11	12	12	10	16	5	5	18	5	**9**	**11**	**114**
Public notices mail	8	18	12	0	2	67	0	6	0	**20**	**6**	**139**
Deeds printed	0	2	0	0	0	0	0	0	0	**0**	**0**	**2**
Variance	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
Condtional use	1	1	0	0	0	0	3	0	0	**2**	**1**	**8**
Requisitions in Munis	4	3	3	4	2	2	3	2	4	**2**	**2**	**31**
Rezoning (text amendment)	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
Rezoning (map amendment)	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
GIS												
Parcel Transfers	99	98	123	102	104	98	122	166	109	**137**	**71**	**1229**
Parcel Maintenance -(New Lots)	16	14	10	19	19	8	18	19	12	**14**	**18**	**167**
Reval Map (tax dept)	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
Number of custom Maps created:	35	20	18	13	25	22	25	28	20	**15**	**20**	**241**
Foreclosure completed for ATTY	49	28	67	57	44	88	8	40	22	**29**	**20**	**452**
Foreclosure sent back to Tax Dept						17	0	11	8	**12**	**6**	**54**
Code Enforcement												
Notice of Violations mailed	3	13	6	5	10	16	7	2	2	**0**	**0**	**64**
Nusiances (property cleaned up)	3	0	0	0	0	3	7	2	7	**2**	**2**	**26**

BUILDING PERMITS TWELVE MONTH COMPARISON

DECEMBER 2015 TO NOVEMBER 2016



	Building Permits	Electrical Permits	Plumbing Permits	Mechanical Permits	M H Permits	Other Permits
Dec-15	6	18	9	30	4	1
Jan-16	8	32	7	39	3	0
Feb-16	10	32	6	32	7	0
Mar-16	12	49	8	27	2	1
Apr-16	13	25	12	30	8	1
May-16	10	31	10	42	5	0
Jun-16	12	45	16	42	7	1
Jul-16	16	39	5	34	8	0
Aug-16	11	47	12	39	2	0
Sep-16	8	38	8	25	3	0
Oct-16	9	39	7	19	3	1
Nov-16	8	23	8	37	5	0

Natalie R. Johnson

From: Tony S. Sweatt
Sent: Tuesday, December 06, 2016 11:03 AM
To: Bryan R. Land
Cc: Natalie R. Johnson
Subject: Monthly Report

Follow Up Flag: Follow up
Flag Status: Flagged

Bryan & Natalie

Here is my monthly report for the month of November. Amount spent $8,714.77. After hours call 4. Maintenance dep't completed 75 work orders.

Thank you

Tony Sweatt
Richmond County
Building Maintenance
Superintendent
C-910-417-5460
F-910-997-8242

SUMMARY

DEPARTMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
AGING SERVICES	8	10	8	9	4	7	11	8	9	8	4	
AIRPORT	5	3	3	6	3	2	3	1	7	2	4	
ANIMAL SHELTER	8	10	4	6	8	7	8	6	3	4	2	
BUILDING MAINTENANCE	0	0	0	0	0	0	0	0	0	1	0	
BUILDING INSPECTIONS	0	0	0	0	0	1	0	2	0	0	0	
COMMUNITY BUILDING	0	0	0	0	0	0	0	0	0	0	0	
COOPERATIVE EXTENSION	4	2	5	2	3	3	1	6	4	1	3	
COUNTY MANAGER	0	0	0	0	0	0	0	0	0	0	0	
DCC	0	1	1	0	0	0	0	0	0	1	1	
DSS	5	3	3	4	6	5	6	8	8	5	4	
ECONOMIC DEVELOPMENT	0	0	0	0	0	0	0	0	0	0	0	
ELECTIONS	2	2	2	1	2	3	1	2	2	3	3	
EMERGENCY SERVICES	1	2	1	1	4	2	1	1	0	2	1	
FINANCE	1	0	0	0	0	0	0	0	0	0	0	
GARAGE	0	0	0	0	0	0	0	0	1	0	0	
HEALTH	5	13	9	15	12	20	9	21	14	5	9	
HUMAN RESOURCES	0	0	0	0	0	0	0	0	0	0	0	
IT	1	0	0	0	0	0	1	0	0	0	0	
JAIL	23	24	9	20	8	26	24	21	26	18	28	
JUDICIAL CENTER	4	8	4	8	4	9	6	7	8	3	8	
LANDFILL / SOLID WASTE	0	0	0	0	0	0	3	1	0	3	2	
LIBRARY	1	3	0	0	3	2	0	0	0	3	1	
MAGISTRATES/PROBATION	0	0	1	1	0	0	0	1	2	1	0	
MAPPING/PLANNING	0	0	0	0	0	0	0	0	0	0	0	
NCDPS	0	1	2	2	2	0	2	2	1	1	0	
PARKS	0	0	0	0	0	0	0	0	0	0	0	
REGISTER OF DEEDS	0	0	0	0	0	0	0	0	0	0	0	
SHERIFF'S DEPARTMENT	2	3	4	3	2	3	3	2	3	2	1	
SOIL AND WATER	0	0	0	0	1	0	0	0	0	0	0	
TAX	5	1	5	3	1	1	1	4	3	1	4	
USDA	0	0	0	0	0	0	0	0	0	0	0	
VETERAN'S	0	0	0	0	0	0	0	0	0	0	0	
WATER ADMINISTRATION	0	0	0	0	0	0	0	0	0	0	0	
WATER MAINTENACE	0	0	0	0	0	0	0	0	0	0	0	
WATER TREATMENT PLANT	0	0	0	0	0	0	2	0	0	0	0	
TOTALS	75	86	61	81	64	91	82	93	91	64	75	
AVG. # DAYS TO COMPLETE	2	1	2	1	1	2.5	2	1	0	1	1	

DEPARTMENT	SERVICES NEEDED	DATE REQUESTED	DATE COMPLETED	# OF DAYS TO COMPLETE
Aging	Delivered paper towels	11/3/2016	11/3/2016	0
Aging	Replaced blind in window	11/17/2016	11/18/2016	1
Aging	Replaced wheels on dry erase board	11/22/2016	11/29/2016	5
Aging	Delivered toilet bowl cleaner and Clorox clean up	11/28/2016	11/28/2016	0
Airport	Put new motor in bathroom vent	10/24/2016	11/2/2016	7
Airport	Repaired auto gate	11/2/2016	11/8/2016	4
Airport	Put new bulbs	11/9/2016	11/9/2016	0
Airport	Installed new ballast in light	11/10/2016	11/10/2016	0
Animal Shelter	Put shelf up in cat room	11/2/2016	11/3/2016	1
Animal Shelter	Delivered wheelbarrow and replaced outlet covers	11/2/2016	11/3/2016	1
Coop Ext	Refilled soap dispenser in ladies bathroom	10/31/2016	11/1/2016	1
Coop Ext	Set up tables at Cooperative Extension	11/14/2016	11/14/2016	0
Coop Ext	Clean for Steve Troxler visit	11/16/2016	11/17/2016	1
DCC	Repair lights and receptacle	11/11/2016	11/11/2016	0
DSS	Delivered and picked up items for Special Olympics	11/2/2016	11/17/2016	11
DSS	Put out mouse traps	11/8/2016	11/8/2016	0
DSS	Moved items to Adult Services conference room	11/18/2016	11/18/2016	0
DSS	Unstopped drain in room 318	11/22/2016	11/22/2016	0
Elections	Delivered voting equipment and installed hooks in storage room	11/2/2016	11/3/2016	1
Elections	Reprogrammed thermostat	11/14/2016	11/14/2016	0
Elections	Removed tables and chairs from Pittman Building	11/16/2016	11/17/2016	1
Emergency Services	Delivered trash bags	11/16/2016	11/16/2016	0
Health	Checked water filter on ice machine. Didn't need to be replaced	11/1/2016	11/1/2016	0
Health	Replaced light bulbs in Nurse Practitioners office	11/3/2016	11/3/2016	0
Health	Moved various items	11/14/2016	11/14/2016	0
Health	Moved desk and hung bulletion board	11/15/2016	11/15/2016	0
Health	Removed shelves	11/15/2016	11/15/2016	0
Health	Assembled chair and shelving unit	11/22/2016	11/22/2016	0
Health	Installed new emergency light	11/22/2016	11/22/2016	0
Health	Adjusted air temperature	11/26/2016	11/29/2016	3
Health	Assembled shelving units	11/29/2016	11/29/2016	0
Jail	Install new belt in vacuum cleaner	10/7/2016	11/1/2016	17

Jail	Installed shelves	11/1/2016	11/2/2016	1
Jail	Adjusted hot water on day sink F block	11/2/2016	11/2/2016	0
Jail	Made adjustments to main gate and 2nd four man	11/2/2016	11/3/2016	1
Jail	Replaced water filter in ice machine	11/4/2016	11/4/2016	0
Jail	Light pilot light in oven; look at ice machine	11/4/2016	11/4/2016	0
Jail	Repaired drain in sink	11/7/2016	11/8/2016	1
Jail	Put new end on cable	11/8/2016	11/8/2016	0
Jail	Repaired outside door	11/10/2016	11/10/2016	0
Jail	Adjusted water in A1	11/11/2016	11/14/2016	3
Jail	Changed light bulbs in visitation	11/11/2016	11/14/2016	3
Jail	Turned water off in E block	11/12/2016	11/12/2016	0
Jail	Unstopped drain and changed light bulbs	11/14/2016	11/14/2016	0
Jail	Changed diaphram on toilet	11/15/2016	11/15/2016	0
Jail	Changed bulbs in 2nd floor stairwell	11/15/2016	11/15/2016	0
Jail	Fixed leak in A5	11/15/2016	11/16/2016	1
Jail	Tied up wires under desk and strapped recepticle down	11/16/2016	11/17/2016	1
Jail	Changed valve in toilet in holding cell	11/18/2016	11/18/2016	0
Jail	Adjusted hot water in b block and unclogged sink in day area	11/21/2016	11/21/2016	0
Jail	Light burner in kitchen	11/21/2016	11/21/2016	0
Jail	Replaced bulbs in Mop room and in D-block	11/21/2016	11/21/2016	0
Jail	Reattached flashing at back entrance of jail	11/22/2016	11/22/2016	0
Jail	Repaired leak in last cell in F block	11/23/2016	11/23/2016	0
Jail	Worked on stopped up sink in B block	11/23/2016	11/23/2016	0
Jail	Unstopped sink in 1st 4 man cell in B block	11/24/2016	11/28/2016	4
Jail	Changed diaphram on toilet	11/28/2016	11/28/2016	0
Jail	Filed sharp edge on cage door	11/29/2016	11/29/2016	0
Jail	Reset ice machine	11/30/2016	11/30/2016	0
Judicial Center	Repaired water fountains	11/2/2016	11/2/2016	0
Judicial Center	Hang bulletin board in Judges office	11/10/2016	11/10/2016	0
Judicial Center	Repaired water fountain	11/10/2016	11/10/2016	0
Judicial Center	Hang pictures in DA's office	11/10/2016	11/14/2016	4
Judicial Center	Changed light bulbs & rehung bulletin board	11/10/2016	11/14/2016	4
Judicial Center	Repaired toilet and replaced light bulb	11/28/2016	11/28/2016	0
Judicial Center	Changed bulb in flag pole light	11/29/2016	11/29/2016	0

Judicial Center	Replaced light bulbs in DA's office	11/30/2016	11/30/2016	0
Library	Installed new rods in bookcase and 2 pencil sharpners	10/26/2016	10/31/2016	5
Sheriffs Office	Replaced light bulbs in fingerprint room	11/14/2016	11/14/2016	0
Solid Waste	Repaired toilet at US 1 boxsite	11/7/2016	11/7/2016	0
Solid Waste	Replaced motion light in Hoffman	11/21/2016	11/22/2016	1
Tax Office	Installed new flapper on toilet	11/2/2016	11/3/2016	1
Tax Office	Turned on boiler for heat	11/14/2016	11/14/2016	0
Tax Office	Replaced battery in smoke detector	11/15/2016	11/16/2016	1
Tax Office	Replaced light bulbs	11/30/2016	11/30/2016	0

North Carolina Cooperative Extension
Richmond County Center
http://richmond.ces.ncsu.edu

123 Caroline St. Ste 100
P.O. Box 1358
Rockingham, NC 28380

P: 910.997.8255
FX: 910.997.8257

NC STATE UNIVERSITY

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http://www.facebook.com/richmondcounty4l

North Carolina Cooperative Extension
~ Report to the Board of Commissioners ~
Monthly Report for November of 2016

Susan Kelly - **Extension Director, Community Resource Development**

- Resource Development
  - Phone conference with Ted Lord of Golden LEAF Foundation
  - Assisted in grant application for East Rockingham Sr. Center Walking Trail

- Professional Development
  - Attended Southern Local Foods Research and Education Meeting
  - Held a Staff Retreat
  - Attended 4 Day NC Extension Conference, receiving the Carol Birckhead Award for Outstanding County Extension Director and presented a session on Economic Development Through Food System Work

- Administration
  - Conducted monthly staff meeting
  - Attended County Director District Meeting in Moore County
  - Updated FCS Job Description for Posting

- Ongoing Community Development/Agriculture Activities
  - Rockingham Downtown Corporation Meeting/Great Falls Mill Meeting
  - Held Small Business Saturday
  - Planning for Farmer Resource Exchange in December and Wholesale Training in January
  - Sandhills AGInnovation Center development
  - Hosted Farm City Week Luncheon, Attended Parade and Farmland Movie Events

- Service
  - NC Cooperative Extension Farm School Advisory Committee and NC Farm School Summit Committee
  - National Association of Community Development Extension Professionals (NACDEP) Southern Region Representative, 2017 Conference Sponsorship Committee
  - Millstone 4-H Camp Advisory Committee, Pickin' in the Pines Committee
  - Richmond 2020 Committee
  - Richmond Partnership for Children Board Member
  - NAFSN (North American Food Systems Network) Food Systems Certification Work Team (meets biweekly)
  - Met with Farm-City Week planning team to develop several activities

Paige Burns – **Horticulture Agent**

- Assisted with planning NC Peach Growers' Society state-wide annual meeting in January.
- With Richmond County farmers, attended a field trip to NC A&T for a high tunnel production meeting with Specialist Dr. Sangin Gu.
- Continued support and engagement in Green Fields Sandhills; preparation for the Plowshare Luncheon event. The Plowshare Luncheon brought together partners and stakeholders from Lee, Moore, and Richmond (and interested parties from across the state) for a spectacular local food luncheon prepared by the Pinehurst Resort Executive Chef. Speakers for the luncheon included Dr. Sandy Stewart, Director of NC Research Stations, and Woody Tasch, founder of Slow Money, a non-profit headquartered in Colorado which focuses investment and support on local agriculture and local food entrepreneurs.
- Attended events of Farm City Week, the Ellerbe Farmers Parade and the Farmers' Appreciation Luncheon at the Ag Services Center.
- Assisted farmers and homeowners as needed with agriculture or horticulture related questions, with home or site visits, providing information sheets or emailing responses as needed.

Alyssa Anderson, MS, RDN, LDN – **Family & Consumer Sciences Agent**

Face-to-face contacts: 9
Non-face-to-face contacts: 324

- Wrote an article for the Richmond County Daily Journal and county extension website on "Guide to Food Gifts." (reaches about 9000 people).
- Attended Richmond 2020 meeting to discuss implementation of the Daily Mile and Healthy Vending programs and planning for year 2 programs. Also discussed plans for upcoming prediabetes programming.
- Contributed healthy eating information to the county extension monthly newsletter which is sent to 243 people.
- Sent out the FCS Food and Nutrition November/December newsletter which reached 38 people. Topics included a healthy recipe, nutrition news, and upcoming nutrition program opportunities.
- Sent recipe to Richmond Aging Services to be included in their monthly newsletter.
- Answered 5 emails and phone calls related to food safety, programming, and nutrition.
- Attended State Extension Conference for professional development in the areas of food safety, social media, video production, and volunteer management.

Tiffanee Conrad – **Livestock Agent**

Face-to-face contacts: 382
Non-face-to-face contacts: 362

- Assisted NC A&T University in selecting their Animal Science Specialist.
- Taught blood testing for pregnancy hands-on at the Beef Quality Assurance Regional field day.
- Attended staff retreat to learn about taking quality photos for marketing.

- Assisted the Chamber of Commerce with their Richmond County marketing video with the other staff members.
- Attended Extension Conference in Raleigh to learn about updates and receive technical training.
- Coordinated and held the 2016 4-H Farm Credit Showmanship Circuit Banquet for 200 4-H animal showmen and their families.
- Assisted with the Farm-City Week luncheon with other staff members.
- Wrote and downloaded article to the horse blog about insulin resistance in horses.
- Spoke with new mentee about Livestock Extension programming.
- Advised farmers through phone calls, email, and farm visits about livestock, pond, and pasture issues.

Alyson Hoffman, **4-H and Youth Development Agent**

- Fall Volunteer Conference – Catabaw County
- Homeschool Eagles 4-H Club Meeting – (11M, 9F, 16Youth, 20W)
- 4-H Movie Night 11-11-16 – (9F, 4M, 12W, 1AA, 11Youth)
- Shooting Sports 4-H Meeting 11-12-16 (5M, 4F, 5Y, 9W)
- Cooking Clovers Club Meeting – 11-19-16 (11F, 1M, 8Youth, 10W, 2H)
- NC Cooperative Extension Agent Training – 11-14, 15, 16 & 17
- 4-H Circuit Banquet – 11-18-16
- Farm City Week Parade 4-H Float – 11-19-16(2M. 5F, 5Youth, 7W)
- JCPC Site Visit – 11-21-16
- Farm City Week Lunch – 11-21-16
- Record book Training -11-30-16 (1M, 7F, 5Youth, 8W)

*November Face To Face Contacts: 618
Non Face To Face: 376

Upcoming Events: Please see our Facebook page for photos and details of all 4-H events:

www.facebook.com/richmondcounty4h

2016

December 2	Achievement Night
December 9	4-H Movie Night
December 10	Shooting Sports Meeting
December 12	Pizza Kit Fundraiser Pick-up
January 9	Volunteer Orientation
January 18	JCPC Monitoring
January 21	Winter Enrichment
January 30	Teen Council Meeting
February 3-4	Volunteer Conference

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JUDICIAL CENTER UTILIZATION—NOVEMBER-2016

	COURTROOM A		COURTROOM B		COURTROOM C		COURTROOM D		COURTROOM E		COURTROOM F		ENTRANCE
DATE	Am	Pm	Am	Pm	Am	Pm	Am	Pm	Am	Pm	Am	Pm	
11/01/2016	*	*	99	13	65	*	*	*	*	*	*	6	328
11/02/2016	*	*	77	*	*	*	*	*	*	*	32	6	291
11/03/2016	*	*	111	*	92	*	*	*	*	*	*	*	419
11/04/2016	*	*	133	*	*	*	*	*	*	*	*	*	319
11/07/2016	*	*	118	*	*	*	*	*	219	81	*	*	698
11/08/2016	87	*	*	*	*	*	*	*	38	31	*	*	291
11/09/2016	*	*	71	*	*	*	*	*	76	38	32	15	378
11/10/2016	*	*	117	*	111	35	*	*	*	*	9	*	481
11/11/2016	V	E	T	E	R	A	N	S	*	D	A	Y	0
11/14/2016	78	34	122	*	*	*	16	*	*	*	*	*	435
11/15/2016	41	*	103	16	53	*	88	72	*	*	*	*	593
11/16/2016	22	*	108	*	*	*	25	23	*	*	23	9	422
11/17/2016	*	*	199	*	133	27	27	23	*	*	*	5	644
11/18/2016	*	*	131	*	*	*	22	*	*	*	*	*	329
11/21/2016	*	*	108	*	*	*	*	*	*	*	*	*	301
11/22/2016	67	*	*	*	*	*	*	*	*	*	*	*	247
11/23/2016	*	*	*	*	*	*	*	*	*	*	27	*	198
11/24/2016	T	H	A	N	K	S	G	I	V	I	N	G	0
11/25/2016	C	L	O	S	E	D	H	O	L	I	D	AY	0
11/28/2016	*	*	75	*	*	*	*	*	*	*	*	6	308
11/29/2016	*	*	55	23	52	*	*	*	*	*	*	*	313
11/30/2016	*	*	*	*	*	*	*	*	*	*	39	8	262
TOTALS	295	34	1,497	52	506	62	178	118	333	150	162	55	7,257

Tuesday- 11/15/2016- (22) Democratic Party Monday- 11/28/2016- (5) Democratic Party

OFFICE OF

SHERIFF FOR RICHMOND COUNTY
JAMES E. CLEMMONS, JR., SHERIFF

1 Court Street
Rockingham, North Carolina 28379

Fax (910) 997-8384 (910) 997-8283 (800) 672-3373

December 5th, 2016

Richmond County Government
125 S. Hancock St.
Rockingham, NC 28379

RE: Monthly activities

The following is the *November* monthly report of activities for the Richmond County Sheriff's Office.

Calls from citizens requesting a deputy	1,760
Criminal papers served	150
Civil papers served	465
Total citations issued	15
DWI arrests	0
Speeding	4
Fugitives from state	0
Sessions of court held	41
Transported criminal inmates to prison facilities	25
Transported mental subjects	18
Average number of inmates in the Richmond County Jail	97
Total arrests made	124
Felony charges	41
Misdemeanor charges	83
Domestic violence orders served	19
Gun permits issued	64
Funeral escorts	31
Unlocked vehicle	92
Security checks	83
BE&L	20
High-speed chase	1
Bomb threats	0
Escorts from business to bank	218
Armed robbery at businesses	1
Burglar alarms checked	172
People searched at front door	7,257
Total monies collected for executions	$5,701.57
Dog / Animal complaint	123

Approved: Sheriff James Clemmons Date: 12/5/2016

RICHMOND COUNTY GOVERNMENT
PO BOX 504 / 125 S HANCOCK ST
ROCKINGHAM, NC 28380
SOLID WASTE ENFORCEMENT OFFICER
ALLEN HODGES
Phone: 910-997-8215 Fax: 910-997-8206

MONTHLY REPORT

MONTH: November 2016

1. **Illegal Dump Sites Reported: 3**
2. **Investigations: 3**
3. **Community Service Hours Worked: 60**
4. **Community Service Workers Worked: 2**
5. **Warning Notices Issued: 1**
6. **Citations Issued: 3**
7. **Total Tires Cleaned Up: 60**
8. **Illegal Tire Dumps Reported: 1**
9. **Garbage Burning Investigations 1**
10. **Total Solid Waste Cleaned up by County Employees:**
    A. **Miles: 0**
    B. **Bags of Trash: 0**

MONTHLY SOLID WASTE SUMMARY REPORT

Month / Year: 11/16

	AIRPORT	CORDOVA	DIGGS	ELLERBE	HAMLET	HOFFMAN	JACKSON	MANGUM	PLAINVIEW	US 1	TOTALS
LANDFILLED MATERIAL	146.19	95.51	12.08	46.43	125.68	29.18	42.49	6.45	41.4	135.97	681.38
RECYCLED MATERIAL	6.4	1.55	N/A	0.85	6.79	1.62	0.75	N/A	N/A	6.41	24.37
WHITE GOODS /ELECTRONICS	2.5	1.63	N/A	1.7	4.32	1.91	1.22	N/A	3.29	3.1	19.67
TOTALS	155.09	98.69	12.08	48.98	136.79	32.71	44.46	6.45	44.69	145.48	725.42

MISC. / COMMERCIAL COLLECTIONS	WASTE MANAGEMENT / BFI	ROCKINGHAM COMMERCIAL	HAMLET COMMERCIAL	YARD WASTE	C& D	INDUSTRIAL WASTE HAULED BY RCO	
	802.27	139.56	24.37	279.09	181.96	16.21	

TOTAL RECYCLED MATERIAL PROCESSED (MONTHLY)

LANDFILL MATERIALS	2599.46	TONS
PAPER/ PLASTIC/CANS	14.09	TONS
ELECTRONICS	12.36	TONS
USED TIRES	75.3	TONS
SCRAP METAL / WHITE GOODS	22.67	TONS
USED MOTOR OIL	0	GALLONS
USED COOKING OIL	0	GALLONS

NCDVA-2
Rev. Dec. 2007

NORTH CAROLINA DIVISION OF VETERANS AFFAIRS
ACTIVITIES REPORTING FORM

County/District: Richmond County

Month/Year: November 2016

Date		Correspondence Out			Request for Service (Telephone and In-Person)								Written Action Taken (claims & development)												
						In-Person																			
		faxes/e-mail	Written	Other	Telephone Calls	OEF/OIF	Gulf War	Vietnam	Korea	World War II	Other/Peace Time	Widow/Other	4138-development and follow-up	Compensation	DIC	Appeals - NOD; Form	Veteran's Pension	Widow's Pension	EVR - 21-8416	Education and Scholarships	Department of Defens	Medical	North Carolina Benef	Presentations and	Miscellaneous
	Monthly Report for November 2016	155	336	221	183	47	32	131	14	4	32	37	37	130	63	8	15	6	7	3	7	24	36	6	121

Tonia G. Hildreth
Director, RCVSO

RICHMOND COUNTY
BOARD OF COMMISSIONERS

MISCELLANEOUS INFORMATION

January 2017
Richmond County Board of Commissioners

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	*2* New Years Holiday County Offices **CLOSED**	*3* 5:30 pm Regular Meeting Board of Commissioners	4 8:00 am Department Head Meeting Cooperative Ext.	*5*	*6*	*7*
8	*9*	*10*	*11*	*12*	*13*	*14*
15	*16* MLK Jr. Day County Offices **CLOSED**	*17*	*18*	*19*	*20*	*21*
22	*23*	*24*	*25*	*26*	*27*	*28*
29	*30*	*31*				