MOORE COUNTY BOARD OF COMMISSIONERS

TUESDAY, JULY 17, 2018

REGULAR MEETING, 5:30 PM

CALL TO ORDER

INVOCATION – *Rev. David Bibey, Crossroads Community Church*

PLEDGE OF ALLEGIANCE – *Sheriff Neil Godfrey*

I. PUBLIC COMMENT PERIOD *(Procedures are attached)*

II. ADDITIONAL AGENDA

CHAIRMAN – *Does any Commissioner have a conflict of interest concerning agenda items the Board will address in this meeting?*

III. PRESENTATIONS

A. Citizens Pet Responsibility Committee *(Angela Zumwalt)*

IV. RECOGNITIONS

A. Sheriff – Animal Operations *(Neil Godfrey)*

V. APPROVAL OF CONSENT AGENDA

All items listed below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners.

A. Minutes: June 19, 2018 Regular Meeting and Closed Session
B. Tax Releases/Refunds – June 2018
C. Budget Amendments
D. Nonprofit Grant Agreements: Friend to Friend & Moore Free Care Clinic Foundation
E. Nonprofit Grant Agreement: Sandhills Center for MH/DD/SAS
F. NC Forest Service Contract
G. Economic Development Agreement with Partners in Progress
H. 2017 Essential Single Family Rehab Loan Pool Program Assistance Policy & Associated Documents
I. 2017 Urgent Repair Program & Associated Documents
J. 2018 Urgent Repair Program & Associated Documents
K. DSS Contract with Right Transportation, Inc.
L. DSS Memorandum of Understanding with Moore County Transportation Services

M. Memorandum of Understanding between Public Safety E-911 & GIS
N. FY 18-19 Home & Community Care Block Grant

VI. PUBLIC HEARINGS

A. Public Hearing/Planning – General Use Rezoning Request: Highway Commercial B- 2 to Residential Agricultural 40 RA- 40 *(Debra Ensminger)*

B. Public Hearing/Planning – Conditional Use Permit Request: Bed and Breakfast 1351 Dowd Road, Carthage *(Misty Leland / Debra Ensminger)*

C. Public Hearing/Planning – Text Amendment to Unified Development Ordinance *(Debra Ensminger)*

VII. OLD BUSINESS

A. Sheriff – Request for Approval of Contract for Inmate Food Services *(Bill Flint)*

VIII. NEW BUSINESS

A. Sheriff – Request for Approval of Contract for Roadside Litter/Debris Removal *(Bill Flint)*

B. Moore County Schools – Request for Funding the Design and Site Exploration of the New Pinehurst Elementary School *(John Birath)*

C. Moore County Schools – Request for Approval of Memorandum of Agreement with Moore County Schools and Sandhills Center for MH/DD/SAS *(Tim Locklair)*

D. Public Safety – Request for Approval of Medical Director Contract Renewal *(Bryan Phillips)*

E. Tax – Request for Approval of Settlement Reports for 2017-2018 *(Gary Briggs)*

F. Tax – Request for Charge of 2018-2019 Tax Levy *(Gary Briggs)*

G. Administration – Request for Approval of Position Classification and Pay Plan for Moore County *(Janet Parris / Denise Brook)*

H. Administration – Request for Consideration of ¼ Cent Sales Tax Referendum *(Wayne Vest)*

IX. APPOINTMENTS

A. Board of Adjustment
B. NCACC Conference Voting Delegate
C. Town of Vass Planning Board ETJ

X. ADDITIONAL AGENDA

XI. MANAGER'S REPORT

XII. COMMISSIONERS' COMMENTS

ADJOURNMENT

COMMISSIONERS' UPCOMING MEETINGS/EVENTS:

- **Library Board,** Wednesday, July 18, 3:30pm *(Daeke)*
- **CVB Board,** Thursday, July 26, 4:00pm *(Quis)*
- **Courthouse Facilities Advisory Committee,** Tuesday, July 31, 11:00am *(Graham/Daeke)*
- **DSS Board**, Tuesday, July 31, 3:00pm *(Graham)*
- **EMWD Board Special Meeting,** Wednesday, August 1, 10:30am *(All)*

PUBLIC COMMENT PROCEDURES
MOORE COUNTY BOARD OF COMMISSIONERS

The Moore County Board of Commissioners is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government. In addition to public hearings, a special time is set aside for the purpose of receiving such comments and suggestions. All comments and suggestions addressed to the Board during the Public Comment Period shall be subject to the following procedures:

1. *The Public Comment period will be held at the beginning of the Board meeting. The comment period will be limited to a maximum of thirty minutes.*

2. *Persons who wish to address the Board during the Public Comment Period will register on a sign-up sheet available on the table outside the entrance door to the Commissioners' Meeting Room indicating contact information and topic. Sign-up sheets will be available beginning 30 minutes before the start of the meeting. No one will be allowed to have his/her name placed on the list by telephone request to County Staff.*

3. *Each person signed up to speak will have three (3) minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker and one additional time period which may be yielded to him/her by another individual who has also signed up to speak on a particular topic.*

4. *Speakers will be acknowledged by the Board Chairperson in the order in which their names appear on the sign-up sheet. Speakers will address the Board from the lectern at the front of the room and begin their remarks by stating their name and address.*

5. *Public comment is not intended to require the Board to answer any impromptu questions. Speakers will address all comments to the Board as a whole and not one individual commissioner. Discussions between speakers and members of the audience will not be allowed.*

6. *Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory or embarrassing to any citizens, official or employee of Moore County shall not be allowed. Speaker must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.*

7. *Only one speaker will be acknowledged at a time. If the time period runs out before all persons who have signed up get to speak, those names will be carried over to the next Public Comment Period.*

8. *Any applause will be held until the end of the Public Comment Period.*

9. *Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Clerk to the Board.*

10. *Speakers shall not discuss any of the following: matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board; matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, matters which are made confidential by law; matters which are the subject of public hearings.*

11. *Information sheets outlining the process for the public's participation in Board meetings will also be available in the rear of the Commissioner's Meeting Room.*

12. *Action on items brought up during the Public Comment Period will be at the discretion of the Board.*

Adopted on the 5th day of March 2007 by a 5 to 0 vote of the Moore County Board of Commissioners.

Revised on the 7th day of April 2015.

Revised on the 7th day of February 2017.

Moore County Citizens' Pet Responsibility Committee (PRC)

Brief Update

Moore County BOCC

July 17th, 2018

Angela Zumwalt, PRC Chair

Citizens' Pet Responsibility Committee:

- Established 2006
- Charter: To provide and drive, with the support of the County Commissioners, solutions to the pet overpopulation crisis in Moore County
- Broad spectrum of activities for first three years
- Late 2008, Committee switched primary focus to education in the schools:
  - Piloted in the Fall of 2008 at Vass-Lakeview Elementary
- **WE JUST WRAPPED UP OUR TENTH YEAR IN THE SCHOOLS!**

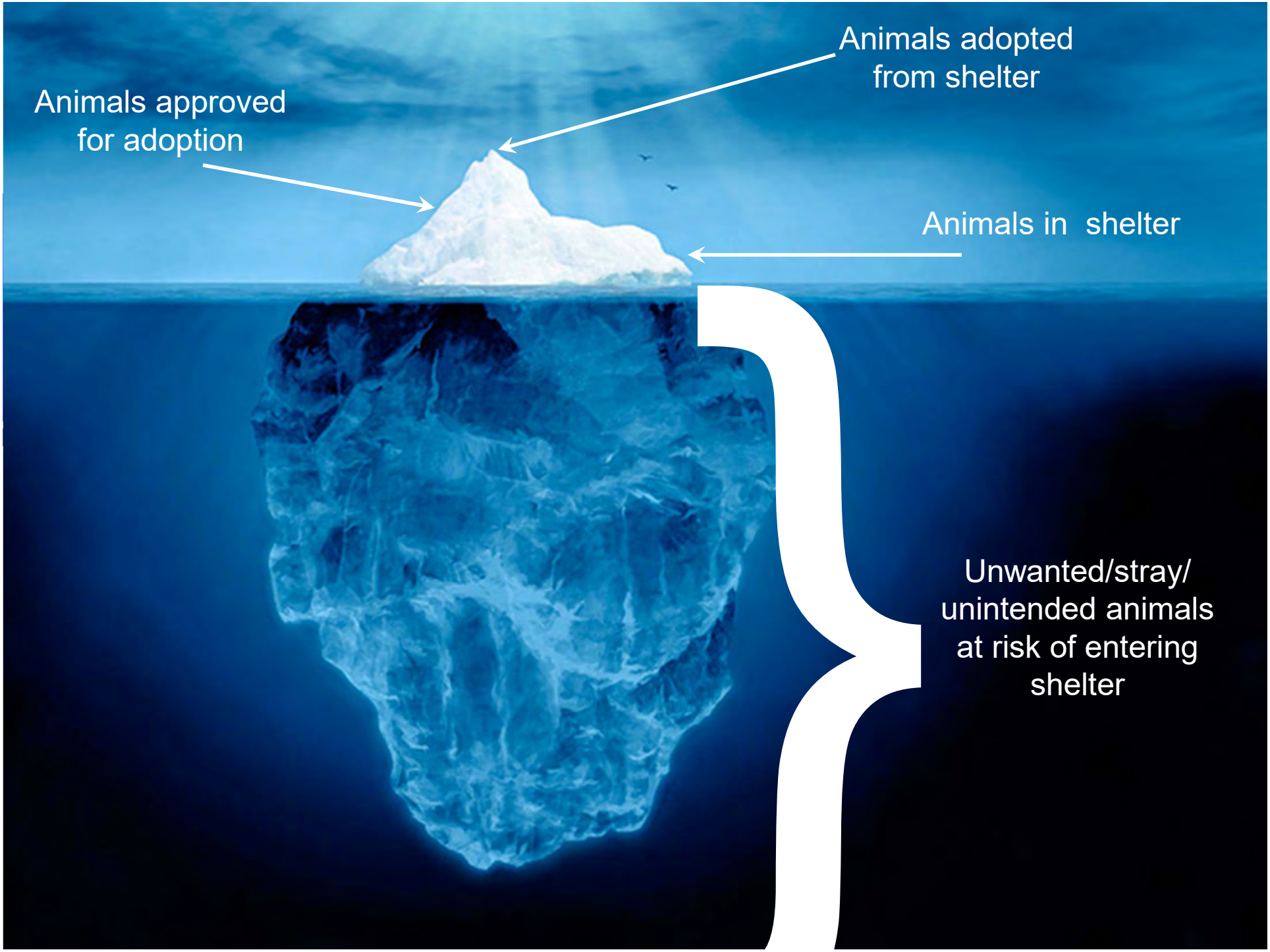
Fourth Grade Program stats:

- **Presenting annually – 15 schools, 46 classrooms, over 1200 fourth graders**
  - Aberdeen – 4 classrooms
  - Carthage – 3
  - Pinehurst – 4
  - Sandhills Farm Life – 5
  - Vass-Lakeview – 5
  - West End – 3
  - Cameron - 2
  - Highfalls - 2
  - Robbins – 3
  - Southern Pines - 5
  - Westmoore - 2
  - West Pine – 4
- **Private and Charter School arena:**
  - O'Neal – 2
  - STARS - 3
  - Pope John Paul II – 1

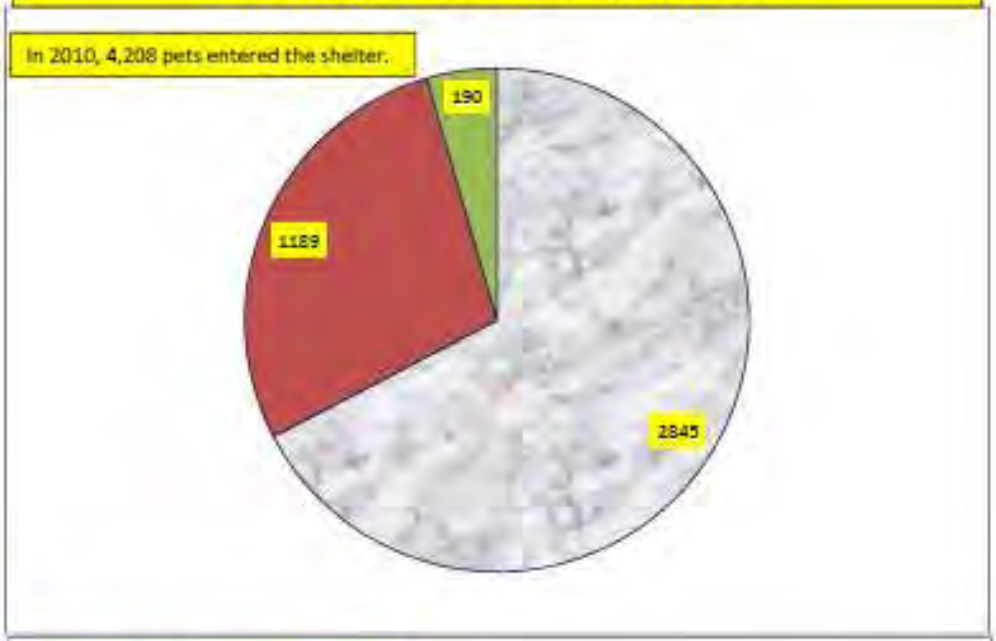
A priceless team!

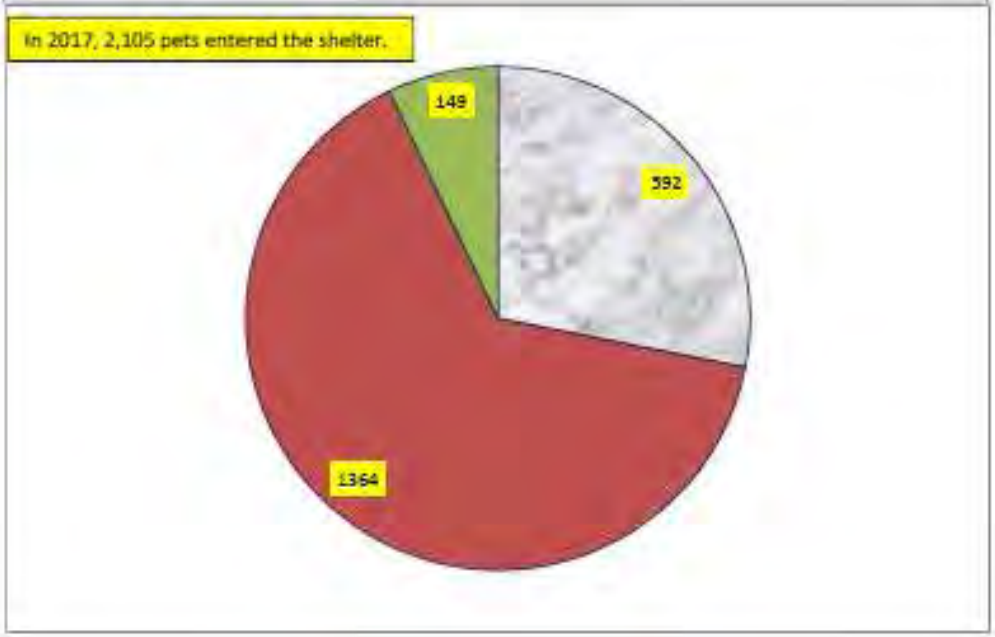
- Over 560 volunteer slots annually (not including dogs!)
  - Core Committee Members including School Coordinators and Scheduler
  - Teachers
  - Helpers
  - Therapy Dog teams
  - Speakers
  - Speuters
  - Photographers
- **ONLY POSSIBLE WITH VOLUNTEERS and COUNTY FUNDING**

THE ONE WITH THE HALO IS OUR SCHEDULER!


Animals adopted from shelter
Animals approved for adoption
Animals in shelter
Unwanted/stray/ unintended animals at risk of entering shelter

FOURTH GRADERS HAVE HELPED MAKE A DIFFERENCE!
Compare number of pets entering the shelter in 2010 and 2017 and what that did to the euthanasia number!





OUR PREVENTION FOCUS

- Speuter Story Contest sponsored by the Moore County Kennel Club
- 40 pets each school year , 240 unwanted pets prevented
- Roundtrip transport from Robbins to Spay and Neuter Clinic

PET PANTRY PROGRAM

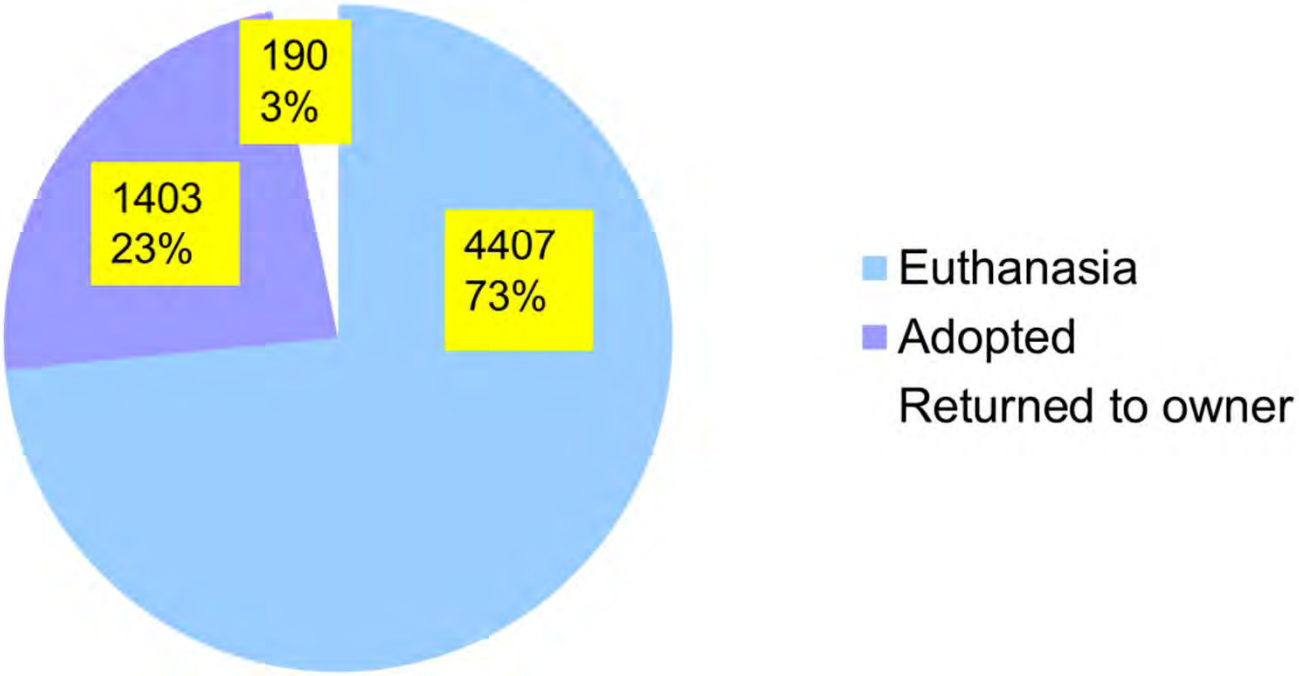
READING TAILS AND LIBRARY PROGRAMS

SAN JUAN DIEGO MISSION SCHOOL

Combine PRC efforts with…..

- Access to subsidized spay and neuter procedures via The Spay Neuter Veterinary Clinic (70,000 surgeries since 2008!)
- Fix'Moore Fund (donation driven)
  - subsidized SNAP
  - spay and neuter voucher program
  - Moore County Neighborhood Cats

Based on history, without prevention efforts, 6,000 pets would have entered The Animal Center in 2016.



<u>CONCLUSION:</u> Without prevention efforts, the euthanasia rate would have increased to 73% instead of decreasing to 30%. The county would be paying an additional $364,000 per year to house, care for, adopt out or euthanize the additional animals.

Having a lasting impact!

- https://www.youtube.com/watch?v=_flgg4I18XE

On behalf of the pets of Moore County…..

- THANK YOU FOR YOUR CONTINUED VISION AND SUPPORT!

V. A.
7/17/2018

MOORE COUNTY BOARD OF COMMISSIONERS

TUESDAY, JUNE 19, 2018

REGULAR MEETING, 5:30 PM

The Moore County Board of Commissioners convened for a Regular Meeting at 5:30 p.m., Tuesday, June 19, 2018, in the Commissioners' Meeting Room on the second floor of the Historic Courthouse in Carthage, North Carolina.

Commissioners Present:
Chair Catherine Graham, Vice Chair Otis Ritter, Jerry Daeke, Louis Gregory, Frank Quis

****

Chair Graham called the meeting to order at 5:30 p.m.

Reverend George Ingram with Sonlight Independent Church offered the invocation and Assistant County Manager Janet Parris led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

There were no speakers.

ADDITIONAL AGENDA

Upon motion made by Commissioner Quis, seconded by Commissioner Gregory, the Board voted 5-0 to add to the agenda an appointment to the Nursing and Adult Care Home Community Advisory Committee and to move a contract for inmate medical and a contract for inmate food services from the consent agenda to new business.

CONSENT AGENDA

Upon motion made by Commissioner Quis, seconded by Vice Chair Ritter, the Board voted 5-0 to approve the following consent agenda items:

Minutes: June 5, 2018 Regular Meeting and Closed Session
Tax Releases/Refunds – May 2018
Budget Amendments
North Moore High School Capital Project Ordinance
Transfer of Interest Earned in School/College Capital Projects Fund
2013 Water Sources Project Ordinance Revision # 4

FY 19 Juvenile Crime Prevention Council Funding Plan
Moore County Detention Center Facility Medical Plan
Bad Debt Write-Off for Moore County Public Utilities
Deed of Dedication for Cameron Avenue Development in Vass
Deed of Dedication for Juniper Ridge
Lime-Chem Purchase Award
Surplus Parks and Recreation Building

The tax releases/refunds resolutions, budget amendments, North Moore High School project ordinance, budget amendment and project ordinance for the interest transfer, 2013 water sources project ordinance revision # 4, and resolution for Parks and Recreation surplus property are hereby incorporated as a part of these minutes by attachment as Appendices A, B, C, D, E, and F, respectively.

PUBLIC HEARINGS

Public Hearing/Administration – Public Hearing on Fiscal Year 2019 Recommended Budget and Adoption of FY19 Budget Ordinance

County Manager Wayne Vest reviewed highlights of the fiscal year 2019 recommended budget as presented to the Board during a regular meeting on June 5, 2018. Mr. Vest noted there was one recommended modification, which was the fee schedule for Moore County Transportation Services, but he said the revenue projections would remain the same.

Chair Graham opened the duly advertised public hearing regarding the budget.

Dr. Robert Grimesey, Superintendent for Moore County Schools, offered the School Board's hearty endorsement of and gratitude for the recommended budget. He said this was an unusual year because they had an approved State budget and said while he could not promise it, it was confident that there would be minimal if no dependence on fund balance. He said Moore County had served as a real model for civic leadership in North Carolina.

There being no further speakers, Chair Graham closed the public hearing.

Upon motion made by Vice Chair Ritter, seconded by Commissioner Daeke, the Board voted 5-0 to approve the fee schedule modification to the fiscal year 2019 budget and adopt the fiscal year 2019 budget ordinance. The budget ordinance is hereby incorporated as a part of these minutes by attachment as Appendix G.

Call to Public Hearing/Planning – General Use Rezoning Request: Highway Commercial B- 2 to Residential Agricultural 40 RA- 40

Planning Director Debra Ensminger requested the Board call a public hearing regarding a request for a general use rezoning from B-2 to RA-40. Upon motion made by Commissioner Daeke, seconded by Commissioner Quis, the Board voted 5-0 to call for a public hearing on July 17, 2018 at 5:30pm for a general use rezoning from Highway Commercial (B-2) to Residential Agriculture – 40 (RA-40) of the northern portion, being approximately five acres, of three parcels, being approximately a total of 18.97 acres, located adjacent to US 1 Hwy at 104 Branch Trail.

Call to Public Hearing/Planning – Conditional Use Permit Request: Bed and Breakfast 1351 Dowd Road, Carthage

Planning Director Debra Ensminger requested the Board call a public hearing regarding a request for a conditional use permit for a bed and breakfast. Upon motion made by Vice Chair Ritter, seconded by Commissioner Quis, the Board voted 5-0 to call for a public hearing on July 17, 2018 at 5:30pm for a 4-unit bed and breakfast in a single family residence located at 1351 Dowd Rd, Carthage.

Call to Public Hearing/Planning – Text Amendment to Unified Development Ordinance

Planning Director Debra Ensminger requested the Board call a public hearing regarding recommended text amendments to the Unified Development Ordinance. Upon motion made by Chair Graham, seconded by Vice Chair Ritter, the Board voted 5-0 to call for a public hearing on July 17, 2018 at 5:30pm to consider the request for Unified Development Ordinance text amendments.

OLD BUSINESS

Sheriff / Social Services / Public Safety / Health – Request for Adoption of Resolution Declaring Opioid Crisis a Public Nuisance

Sheriff Neil Godfrey requested the Board approve a resolution prepared by the County Attorney declaring the opioid crisis a public nuisance in Moore County. Sheriff Godfrey reviewed a brief history of opioid use and its impacts. He was accompanied by Detective Sergeant Jesse Stubbs who shared from his experience on the impact of opioid abuse/misuse in Moore County. There was discussion regarding legislation passed to improve monitoring of prescriptions, and the need for more physicians to use the system. Interim Social Services Director Laura Cockman shared that her department felt the impact of opioids in all segments of the population now and discussed its burden on counties and child welfare agencies. There was further discussion among commissioners and Sheriff Godfrey and Det. Sgt. Stubbs with regard to options available to address the problem. Health Director Robert Wittmann endorsed the recommendation before the Board to adopt the presented resolution and concurred that opioids were a public health nuisance as well as a danger to society. He introduced Health Educator Matt Garner, also Chair of Drug Free Moore County and member of the Moore Health Substance Abuse Committee who discussed the availability of an online dashboard created by the State related to the North Carolina Opioid Action Plan. Public Safety Director Bryan Phillips also endorsed the resolution requested by the Sheriff and shared information regarding the stress the opioid crisis put on his department. Upon motion made by Commissioner Daeke, seconded by Vice Chair Ritter, the Board voted 5-0 to approve the resolution declaring the opioid crisis a public nuisance in Moore County, NC and authorize the Chair to sign the same. The resolution is hereby incorporated as a part of these minutes by attachment as Appendix H. Chair Graham thanked all the presenters and Commissioner Gregory said it was excellent to have them working to bring the issue under control and it was fortunate to have them looking out for the citizens of Moore County.

NEW BUSINESS

Finance – Request for Approval of Purchasing Policy Revision

Purchasing Coordinator Terra Vuncannon presented proposed revisions to the Moore County Purchasing Policy and Procedures Manual. Upon motion made by Commissioner Gregory, seconded by Commissioner Daeke, the Board voted 5-0 to approve the revisions to the Moore County Purchasing Policy and Procedures Manual and authorize the County Manager to approve future revisions for legislative updates, form revisions, and

procedural revisions, with County Attorney approval. The revised Purchasing Policy and Procedures Manual is hereby incorporated as a part of these minutes by attachment as Appendix I.

Finance – Request for Approval of Budget Amendment Appropriating $450,000 from Assigned Fund Balance to Moore County Schools

Chief Financial Officer Caroline Xiong requested approval for an appropriation from assigned fund balance for Moore County Schools. Upon motion made by Commissioner Daeke, seconded by Vice Chair Ritter, the Board voted 5-0 to approve a budget amendment to appropriate $450,000 from assigned fund balance as of June 30, 2017 to Moore County Schools. The budget amendment is hereby incorporated as a part of these minutes by attachment as Appendix J.

Public Works – Request for Approval of Service Contract for Recycling Services

Solid Waste Division Manager Chad Beane requested approval of a service contract for recycling services. Vice Chair Ritter asked whether it included electronic recycling and Mr. Beane said it did not. Commissioner Quis inquired regarding the location of the recycling center to which the material would be taken and Mr. Beane shared that it was in Lexington, NC. Upon motion made by Commissioner Daeke, seconded by Commissioner Quis, the Board voted 5-0 to approve the service contract with North Davidson Garbage Services, Inc. and authorize the Chairman to sign all necessary documents.

Social Services – Request for Approval of Memorandum of Understanding with NC Department of Health and Human Services for Social Services Programs

Social Services Director Laura Cockman reviewed a request for approval of a memorandum of understanding with the NC Department of Health and Human Services required by law to be approved, signed, and returned with signatures to DHHS by June 29, 2018. She explained the evolution of the document since it was previously discussed at an April 2018 work session of the Board. An addendum would be included to express concerns with the terms of the agreement. Upon motion made by Chair Graham, seconded by Commissioner Quis, the Board voted 5-0 to approve the DHHS – County Memorandum of Understanding, as required by the State, and authorize the Chair to sign the same. Upon motion made by Chair Graham, seconded by Vice Chair Ritter, the Board voted 5-0 to approve the Addendum – Signing Statement and authorize the Chair to sign the same.

Administration – Request for Approval of Position Classification and Pay Plan

Assistant County Manager Janet Parris requested approval of the Position Classification and Pay Plan and reviewed recommended changes. Commissioner Gregory inquired regarding when the last pay grade increase was done and Ms. Parris answered and also explained that results from a recently completed pay study would be forthcoming. Upon motion made by Chair Graham, seconded by Vice Chair Ritter, the Board voted 5-0 to adopt the Position Classification and Pay Plan for Moore County effective July 1, 2018.

Administration – Request for Approval of Office of State Human Resources Salary Plan Reporting Form

Assistant County Manager Janet Parris requested approval of the salary plan reporting form required by the State. Upon motion made by Commissioner Quis, seconded by Commissioner Gregory, the Board voted 5-0 to approve the Office of State Human Resources Salary Report Form for FY 2018/2019.

Sheriff – Request for Approval of Contract for Inmate Medical Services

This item was moved from the consent agenda. Sheriff Neil Godfrey reviewed the request. County Attorney Misty Leland referenced an updated contract she had distributed to the Board just prior to the meeting. Captain Bill Flint and Ms. Leland reviewed the changes. Upon motion made by Commissioner Daeke, seconded by Vice Chair Ritter, the Board voted 5-0 to approve the amendment with Southern Health Partners and authorize the Chair to sign the same.

Sheriff – Request for Approval of Contract for Inmate Food Services

This item was moved from the consent agenda. The request for approval of this contract was presented by Sheriff Neil Godfrey, Captain Bill Flint, and County Attorney Misty Leland. Commissioner Quis asked whether there was a handout and Ms. Leland said no because the changes to the contract had not yet been finalized. She further explained the changes which were requested by the vendor, Aramark. Upon motion made by Chair Graham, seconded by Commissioner Quis, the Board voted 5-0 to table this item until the next meeting.

APPOINTMENTS

Sandhills Regional Library System Board

Upon motion made by Commissioner Daeke, seconded by Chair Graham, the Board voted 5-0 to appoint Joanna King to the Sandhills Regional Library System Board of Trustees for a six-year term expiring June 30, 2024.

Nursing and Adult Care Home Community Advisory Committee

Upon motion made by Vice Chair Ritter, seconded by Commissioner Gregory, the Board voted 5-0 to appoint Barbara Rauch to the Nursing and Adult Care Home Community Advisory Committee for a one-year term commencing July 1, 2018 and expiring June 30, 2019.

MANAGER'S REPORT

County Manager Wayne Vest expressed thanks for everyone's work on the budget.
He shared that the progress of legislation requested by the Board was being monitored.
He informed the Board that he would be attending a class all of the following week and would be on vacation the week afterward.

COMMISSIONERS' COMMENTS

Commissioner Gregory expressed thanks regarding the budget and Mr. Vest offered thanks especially to Internal Auditor Tami Golden.
Commissioner Quis further commented regarding benchmarks to measure success of bringing the opioid crisis under control.
Chair Graham expressed her appreciation to the commissioners for considering and studying the opioid issue. She also thanked staff for the budget.

CLOSED SESSION

Upon motion made by Commissioner Quis, seconded by Chair Graham, the Board voted 5-0 to enter into closed session pursuant to N.C.G.S. 143-318.11(a)(3) and (a)(6).

The Board reported no action following closed session.

ADJOURNMENT

There being no further business, upon motion made by Vice Chair Ritter, seconded by Commissioner Quis, the Board voted 5-0 to adjourn the June 19, 2018, regular meeting of the Moore County Board of Commissioners at 7:51pm.

_____
Catherine Graham, Chair

_____
Laura M. Williams, Clerk to the Board

Agenda Item: V. B.
Meeting Date: 7/17/2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Gary E. Briggs, Tax Administrator

DATE: July 12, 2018

SUBJECT: Tax Releases/Refunds – Month of June 2018

PRESENTER: Gary Briggs

AGENDA PLACEMENT: Consent Agenda

REQUEST:

8 real/personal/motor vehicle releases totaling $5,887.24
20 real/personal/motor vehicle relief-refunds totaling $3,640.46

109 releases/refunds of less than $100 each totaling $3,288.61 were sent to the County Finance Officer for approval.

BACKGROUND:

The records have been checked and these releases/refunds verified; therefore, the Tax Administrator is asking for approval of the release/refund requests. According to General Statute 105-381, a taxpayer who has paid his taxes may request a refund (in writing) for the amount that was paid or billed through error. Additionally, General Statute 105-330 allows for a refund/release of certain motor vehicle bills. The attached sheets give the information for the taxpayers' reasons for their release/refund requests.

IMPLEMENTATION PLAN:

Through month-end procedures and by Tax Department Staff.

FINANCIAL IMPACT STATEMENT:

Total - $9,527.70 (breakdown attached)

RECOMMENDATION SUMMARY:

These release/refund requests are approved as shown on the attached sheets.

SUPPORTING ATTACHMENTS:

Release/Refund Requests
Resolutions

RESOLUTION AUTHORIZING AND APPROVING

(CURRENT) RELEASES AND REFUNDS BY THE

TAX ADMINISTRATOR

WHEREAS, Gary E. Briggs, Moore County Tax Administrator, has certified a list comprised of various county taxes illegally levied and assessed, the amount certified as being in excess of the amount legally due by the taxpayer and therefore should be released or refunded in accordance with General Statute 105-381.

BE IT RESOLVED by the Board of Commissioners of Moore County that the taxpayers shown on said list of releases and refunds submitted by Gary E. Briggs, Tax Administrator, are hereby granted such tax release or refund of the county taxes shown and the County Finance Director is directed to make said refunds.

Adopted this the _____ day of _____, 2018.

_____
Catherine P. Graham, Chair

ATTEST:

_____
Laura M. Williams
Clerk to the Board

RESOLUTION AUTHORIZING AND APPROVING

(DELINQUENT) RELEASES AND REFUNDS BY THE

TAX ADMINISTRATOR

WHEREAS, Gary E. Briggs, Moore County Tax Administrator, has certified a list comprised of delinquent taxes illegally due by the taxpayer and therefore should be released or refunded in accordance with General Statute 105-381.

BE IT RESOLVED by the Board of Commissioners of Moore County that the taxpayers shown on said list of releases and refunds submitted by Gary E. Briggs, Tax Administrator, are hereby granted such tax release or refund of the county taxes shown and the County Finance Director is directed to make said refunds.

Adopted this the _____ day of _____, 2018.

_____
Catherine P. Graham, Chair

ATTEST:

_____
Laura M. Williams
Clerk to the Board

REAL ESTATE / PERSONAL PROPERTY / MOTOR VEHICLE
RELEASES
OVER - $100
June-18

BILL YEAR	BILL NUMBER	NAME	REASON	AMOUNT
2013	2578	GRAHAM & CURRIE WELL DRILLING	ORDER OF BOARD OF EQUALIZATION AND REVIEW	1067.76
2014	324	GRAHAM & CURRIE WELL DRILLING	ORDER OF BOARD OF EQUALIZATION AND REVIEW	1209.3
2017	1000498	NALL, MARSHALL ALBERT	SUBMITTED REQUIRED DEFERRED INFORMATION	739.19
2017	1000496	NALL, TERESA SHORT	SUBMITTED REQUIRED DEFERRED INFORMATION	765.36
2017	1000497	NALL, TERESA SHORT	SUBMITTED REQUIRED DEFERRED INFORMATION	758.82
2017	1000481	SECRIST, ROGER E	QUALIFIES FOR LAND USE DEFERRMENT	455.43
2017	1000482	SECRIST, ROGER E	QUALIFIES FOR LAND USE DEFERRMENT	451.53
2017	1000483	SECRIST, ROGER E	QUALIFIES FOR LAND USE DEFERRMENT	439.85
			TOTAL	**$5,887.24**

VTS/MUNIS MOTOR VEHICLES
RELIEF - REFUNDS
OVER - $100
June-18

Bill Year	Bill Number	Customer Name	Reason	Refund Amount
2017	VTS - 0039007356	BAILEY, CARMEN MARTIN	TAG SURRENDER	$168.87
2017	VTS - 0015915667	BARBERA, ROBERT & LINDA	TAG SURRENDER	$105.51
2017	VTS - 0042585319	BECK, KIMBERLY	TAG SURRENDER	$129.55
2017	VTS - 0035291533	BISHOP, MATTHEW KEEN	TAG SURRENDER	$273.87
2017	30715	CAMP, PAUL L	PERSONAL PROPERTY LISTED IN ANOTHER COUNTY	$281.00
2017	VTS - 0029434229	CURLEY, JAMES BARRON JR	TAG SURRENDER	$218.84
2017	VTS - 0035509172	DOCKERY, OTTO & CATHERINE	TAG SURRENDER	$137.12
2016	VTS - 0029424792	GEBHARDT, ROBERT ERNEST II	MILITARY	$128.01
2017	VTS - 0029424792	GEBHARDT, ROBERT ERNEST II	MILITARY	$112.33
2017	VTS - 0040339971	GRIESHABER, RICHARD JR & MONNA	TAG SURRENDER	$547.67
2017	VTS - 0040046700	HALLMAN, RICHARD GILBERT	TAG SURRENDER	$148.99
2017	VTS - 0035725063	HOGAN, TAMMY STREATER	TAG SURRENDER	$179.18
2017	VTS - 0043182168	HURT, WILLIAM PERRY	MILITARY	$101.75
2017	VTS - 0039950066	KENNAUGH, SCOTT FREDERICK	MILITARY	$128.91
2017	VTS - 0010569841	MIYAMOTO, TODD KALEI	MILITARY	$134.30
2017	VTS - 0040362474	MONTGOMERY, BENJAMIN ROSS	MILITARY	$228.87
2017	VTS - 0043056663	PACE, TRINITY LEE	SITUS	$200.87
2017	VTS - 0042549831	PACKARD, MARK WAYNE	TAG SURRENDER	$119.64
2016	VTS - 0031289496	VAN SLYKE, KIRSTEN LEE	MILITARY	$109.65
2017	VTS - 0034978930	WINCKLHOFER, JENNIFER	TAG SURRENDER	$185.53
			TOTAL	**$3,640.46**

Agenda Item: V. C.
Meeting Date: 07/17/2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: **Kris Klug, Accountant**

DATE: **07/09/2018**

SUBJECT: **Budget Amendments**

PRESENTER: **Kris Klug**

REQUEST:
Approve the attached budget amendments and accept any grant funds awarded to the County associated with the budget amendment.

BACKGROUND:
The NC General Statutes provide for the County to make amendments to the budget during the fiscal year. The budget should be amended to reflect the changing financial opportunities and adjustments that occur after the budget is adopted. Attached are detailed explanations of each amendment and the appropriate Department Directors are here to answer any questions you may have. The amendments are:

	Department	Amount	Sources of Revenue	Justification	Journal
1.	Aging	$44,195 increase	Home and Community Care Block Grant (HCCBG)	Additional funds will increase Transportation	10004
2.	Aging	$3,106 increase	HPDP State and Federal Funds	Provide evidence based fitness programs for seniors	10005
3.	Aging	$24,178 increase	Family Caregiver Support Program Grant (FCSP)	Increase home respite care/potential salary and benefits pending pay plan	10006
4.	Sheriff	$8,780 increase	North Carolina Drug Tax Program	Pay Overtime and Purchase Law Enforcement Equipment	10007
5.	Health	$5,875 decrease	CNEF Grant	Closed Grant – Remove from Budget	10008
6.	Health	$958 increase	CNEF (Creating New Economies Fund)	Remaining grant funds re-appropriated from general fund balance	10010
7.	Sheriff	$2,568 increase	NADDI Grant	Remaining grant funds re-appropriated from general fund balance	10011
8.	School Lottery	$207,000 increase	North Carolina Education Lottery	Elise MS Football Field Installation	10060
9.	Finance / School	$224,768 increase	General Fund's Fund Balance	Unspent Digital Learning Funds from FY 17/18 to be rolled Forward to FY 18/19	10076
10.	Sheriff	$5,177 increase	Bureau of Alcohol Tobacco and Firearms - AFT	Purchase Law Enforcement Equipment	10081
11.	Tax	$59,500 increase	Tax Revaluation Reserve Fund Balance	Operating Expenses FY2019 Revaluation	10154

IMPLEMENTATION PLAN:
N/A

FINANCIAL IMPACT STATEMENT:
The overall effect is to increase/decrease the revenue and expenditures in the General Fund for $353,398, Multi-Year Grants for $13,957, Schools ADM/Lottery for $207,000 to authorize the County Manager to proceed with the amendments and any actions required as a result.

RECOMMENDATION SUMMARY:
Recommend a motion to approve the following budget amendments as stated and accept any grant funds awarded to the County associated with the budget amendment.

SUPPORTING ATTACHMENTS:
The following budget amendments and supporting information are attached:

Fiscal Year 2018/2019

	Budget Line Item Number		Budgeted Amount	Increase/ (Decrease)	Revised Budget
	Aging - Home and Community Care Block Grant (HCCBG) State funds distributed by the North Carolina Division of Aging and Adult Services				
Revenue	10032024 32601	Aging HCCB Grant	731,433	44,195	775,628
Expense	10030028 53102	Transportation Services	178,071	44,195	222,266

Approved this _____day of_____, 2018

_____

Catherine Graham
Moore County Board of Commissioners

_____

Laura Williams
Clerk to the Board

10004

Budget Amendment Staff Report

Department:

Aging

Increase or Decrease of Amount of Funding:

Home and Community Care Block Grant (HCCBG) Increase $44,195 10032024 32601 Rev 10030028 53102 Exp.

Source(s) of Funding:

Home and Community Care Block Grant (HCCBG) State funds distributed by the North Carolina Division of Aging and Adult Services.

Justification (please be specific):

The additional funds will increase Transportation per Tami Golden until approval to move elsewhere is obtained.

Fiscal Year 2018/2019

	Budget Line Item Number		Budgeted Amount	Increase/ (Decrease)	Revised Budget
Aging - HPDP State and Federal Funds					
Revenue	10032024 32602	Health Promotion	7,223	3,106	10,329
Expense	10030057 51203	Salaries - Resource	6,708	2,880	9,588
Expense	10030057 51810	FICA/Medicare	515	226	741

Approved this _____day of_____, 2018

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Catherine Graham
Moore County Board of Commissioners

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Laura Williams
Clerk to the Board

Budget Amendment Staff Report

Department: Aging

Increase or Decrease of Amount of Funding:

Health Promotion Disease Prevention Grant (HPDP) Increase $3,106
10032024 32602 Rev & 10030057 51203 $2880 & 10030057 51810 $226 Exps.

Source(s) of Funding:

HPDP State and Federal funds

Justification (please be specific):

HPDP With the Health Promotion Disease Prevention (HPDP) grant increase the Department of Aging/Senior Center plans to provide evidence based fitness programs for seniors taught by properly trained resource employees.

Fiscal Year 2018/2019

	Budget Line Item Number		Budgeted Amount	Increase/ (Decrease)	Revised Budget
	Aging - Family Caregiver Support Program Grant (FCSP) State funds distributed by the North Carolina Division of Aging and Adult Services				
Revenue	10032024 32603	Family Caregiver Grant	44,630	24,178	68,808
Expense	10030027 52600	Office Supplies	-	24,178	24,178

Approved this _____day of_____, 2018

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Catherine Graham
Moore County Board of Commissioners

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Laura Williams
Clerk to the Board

10006

Budget Amendment Staff Report

Department: Aging

Increase or Decrease of Amount of Funding:

Family Caregiver Support Program Increase by 24,178 10032024 32603 Rev 10030027 52600 Exp.

Source(s) of Funding:

Family Caregiver Support Program Grant (FCSP) The National Family Caregiver Support Program (NFCSP) provides grants to States and Territories to fund a range of support that assist caregivers. State funds distributed by the North Carolina Division of Aging and Adult Services. This grant has increased this year for Moore County because of a state change in the funding formula.

Justification (please be specific):

This grant provides information to caregivers about available services in the community, individual counseling, support groups and trainings to assist caregivers. This grant also provides respite care to enable caregivers to be temporarily relieved of their caregiving responsibilities. A budget transfer will be completed in the future to increase in home respite care as well as to fund potential salary and benefits increase pending the recent pay plan study.

Fiscal Year 2018/2019

	Budget Line Item Number		Budgeted Amount	Increase/ (Decrease)	Revised Budget
Sheriff - North Carolina Drug Tax Program					
Revenue	24033005 36075	Drug Seizure Funds	959,146	8,780	967,926
Expense	24019505 53828	Drug Seizure Funds	999,644	8,780	1,008,424

Approved this _____day of_____, 2018

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Catherine Graham
Moore County Board of Commissioners

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Laura Williams
Clerk to the Board

10007

Budget Amendment Staff Report

Department: Sheriff's Office

Increase or Decrease of Amount of Funding: $8,779.97

Source(s) of Funding: North Carolina Drug Tax Program

Justification (please be specific): To pay overtime and to purchase law enforcement equipment.

Fiscal Year 2018/2019

	Budget Line Item Number		Budgeted Amount	Increase/ (Decrease)	Revised Budget
Health - Close CNEF Grant					
Revenue	10018071 31406	CNEF Grant	5,875	(5,875)	-
Expense	10039063 54918	CNEF Grant	5,875	(5,875)	-

Approved this _____day of_____, 2018

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Catherine Graham
Moore County Board of Commissioners

_____

Laura Williams
Clerk to the Board

Budget Amendment Staff Report

Department:

Health

Increase or Decrease of Amount of Funding:

Decrease

Source(s) of Funding:

CNEF Grant Revenue 10018071 31406 Decrease $5,875

CNEF Gran Expense 10039063 54918 Decrease $5,875

Justification (please be specific):

The CNEF Grant for $5,875 was received in FY2018 and should not have been budgeted in the Health Department again in FY2019. The grant needs to be removed from the budget. We have not been notified we will receive this grant again in FY2019.

Fiscal Year 2018/2019

	Budget Line Item Number		Budgeted Amount	Increase/ (Decrease)	Revised Budget
Health- CNEF (Creating New Economies Fund) Grant - Appropriate fund balance for grant funds not expended in prior fiscal year.					
Revenue	10019000 32950	Appropriated Fund Balance	-	958	958
Expense	10039063 54918	CNEF Grant	-	958	958

Approved this _____day of_____, 2018

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Catherine Graham
Moore County Board of Commissioners

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Laura Williams
Clerk to the Board

10010

Budget Amendment Staff Report

Department:

Health

Increase or Decrease of Amount of Funding:

Increase of $958

Source(s) of Funding:

CNEF (Creating New Economies Fund)

Justification (please be specific):

Grant funds were not completely utilized in prior year. The remaining grant funds of $958 will be re-appropriated from the general fund balance.

Fiscal Year 2018/2019

	Budget Line Item Number		Budgeted Amount	Increase/ (Decrease)	Revised Budget
Sheriff- NADDI Grant - Appropriate fund balance for grant funds not expended in prior fiscal year.					
Revenue	10019000 32950	Appropriated Fund Balance	-	2,568	2,568
Expense	10019505 54115	NADDI Grant	-	2,568	2,568

Approved this _____day of_____, 2018

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Catherine Graham
Moore County Board of Commissioners

_____

Laura Williams
Clerk to the Board

Budget Amendment Staff Report

Department:

Sheriff

Increase or Decrease of Amount of Funding:

Increase of $2,568

Source(s) of Funding:

NADDI Grant

Justification (please be specific):

Grant funds were not completely utilized in prior year. The remaining grant funds of $2,568 will be re-appropriated from the general fund balance.

Fiscal Year 2018/2019

	Budget Line Item Number		Budgeted Amount	Increase/ (Decrease)	Revised Budget
School Lottery - North Carolina Education Lottery					
Revenue	47043095 36834	Elise MS Football Field	-	207,000	207,000
Expense	47062095 56666	Elise MS Football Field	-	207,000	207,000

Approved this _____day of_____, 2018

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Catherine Graham
Moore County Board of Commissioners

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Laura Williams
Clerk to the Board

10060

Budget Amendment Staff Report

Department:

Schools Lottery

Increase or Decrease of Amount of Funding:

47043095 36834 (Elise Football Field) $207,000 increase

47062095 56666 (Elise Football Field) $207,000 increase

Source(s) of Funding:

North Carolina Education Lottery

Justification (please be specific):

On June 27, 2018, NC Department of Public Instruction approved the application submitted by Moore County, on behalf of Moore County School for Elise MS Football Field Installation in amount of $207,000.

Fiscal Year 2018/2019

	Budget Line Item Number		Budgeted Amount	Increase/ (Decrease)	Revised Budget
Finance/Moore County School increase of $224,768 from General Fund's Fund Balance for unspent Digital Learning funds from FY 17/18 to be rolled forward to FY 18/19.					
Revenue	10019000 32950	Appropriated Fund Balance	-	224,768	224,768
Expense	10034096 56264	Digital Learning	750,000	224,768	974,768

Approved this _____day of_____, 2018

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Catherine Graham
Moore County Board of Commissioners

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Laura Williams
Clerk to the Board

10076

Budget Amendment Staff Report

Department:

Finance/Moore County School

Increase or Decrease of Amount of Funding:

Increase of $224,768

Source(s) of Funding:

Appropriation from the General Fund's Fund Balance

Justification (please be specific):

In FY17/18, the County appropriated $750,000 and $418,310 was carried forward from FY16/17. The total budget for FY17/18 was $1,168,310 in Digital Learning for Moore County School. At the end of the year, $943,542.30 was spent with a remaining balance of $224,767.70. Moore County School respectfully requests that $224,768 in unspent digital learning funds from FY17/18 to be rolled forward to FY18/19. The funds for $224,768 will be designated as "Assigned Fund Balance" in the General Fund as of June 30, 2018. Moore County School requests that these funds be treated as capital project funds, and the discussions throughout the budget process are consistent with this request.

Fiscal Year 2018/2019

	Budget Line Item Number		Budgeted Amount	Increase/ (Decrease)	Revised Budget
	Sheriff - Bureau of Alcohol Tobacco and Firearms - ATF				
Revenue	24032005 36084	Treasury Funds	26,043	5,177	31,220
Expense	24019505 53902	Treasury Funds	69,392	5,177	74,569

Approved this _____day of_____, 2018

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Catherine Graham
Moore County Board of Commissioners

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Laura Williams
Clerk to the Board

10081

Budget Amendment Staff Report

Department: Sheriff's Office – Federal Forfeiture Funds – Treasury Funds

Increase or Decrease of Amount of Funding: $5,176.96

Source(s) of Funding: Bureau of Alcohol Tobacco and Firearms – ATF

Justification (please be specific): To purchase law enforcement equipment

Fiscal Year 2018/2019

	Budget Line Item Number		Budgeted Amount	Increase/ (Decrease)	Revised Budget
Tax - Tax Revaluation Reserve Fund Balance					
Revenue	10019000 32950	Appropriated Fund Balance	-	59,500	59,500
Revenue	10016035 51203	Salaries-Resource	-	3,000	3,000
Expense	10016035 52600	Office Supplies	-	4,000	4,000
Expense	10016035 53400	Printing	-	4,000	4,000
Expense	10016035 53872	Professional SVCS	-	45,000	45,000
Expense	10016035 54916	Publications	-	3,500	3,500

Approved this _____day of_____, 2018

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Catherine Graham
Moore County Board of Commissioners

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Laura Williams
Clerk to the Board

Budget Amendment Staff Report

Department:

Moore County Tax Department

Increase or Decrease of Amount of Funding:

Increase Funding of $59,500

Source(s) of Funding:

Tax Revaluation Reserve Fund Balance

Justification (please be specific):

The current Tax Revaluation Fund Balance is $107,999. The Tax Department is requesting that $ be appropriated from account #10019000 32950, appropriated fund balance. This will leave $48,499 in the reserve account. These funds will be used for operating expenses for the upcoming 2019 revaluation.

Please see below a breakdown of the line items of this request:

10016035 51203	Salaries-Resource	$3,000
10016035 52600	Office Supplies	$4,000
10016035 53400	Printing	$4,000
10016035 53872	Professional Services	$45,000
10016035 54916	Publications	$3,500

Agenda Item: V. D.
Meeting Date: July 17, 2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: **Terra Vuncannon, Purchasing Manager**

DATE: **July 9, 2018**

SUBJECT: **Non-Profits for Fiscal Year 2019**

PRESENTER: **Terra Vuncannon, Purchasing Manager**

REQUEST:

This is a request to provide funding for the Non-Profits listed below:

1. Friend to Friend - $50,000.00
2. Moore Free Care Clinic Foundation - $15,000.00

BACKGROUND:

The County selected the funding for the Non-Profits organizations as stated above through an application and evaluation process. These Non-Profit organizations mission does correspond to the County's mission.

IMPLEMENTATION PLAN:

None

FINANCIAL IMPACT STATEMENT:

Funding already budgeted in FY2018/2019

RECOMMENDATION SUMMARY:

Make a motion to approve the attached agreements for the Non-Profits listed below and authorized the Chairman to sign the same.

1. Friend to Friend
2. Moore Free Care Clinic Foundation

SUPPORTING ATTACHMENTS:

1. Friend to Friend Grant Agreement for FY2018/2019
2. Moore Free Care Clinic Foundation Grant Agreement for FY2018/2019

MOORE COUNTY, NORTH CAROLINA
NON-PROFIT GRANT AGREEMENT 2018-2019

THIS GRANT AGREEMENT is made as of the 1st day of July, 2018, between the COUNTY OF MOORE, a political subdivision of the State of North Carolina ("GRANTOR"), and FRIEND TO FRIEND, a North Carolina not-for-profit corporation ("GRANTEE").

WITNESSETH:

WHEREAS, The GRANTOR desires to provide funding to certain non-profit agencies for the provision of public services to Moore County residents; and

WHEREAS, GRANTEE has been chosen by the Moore County Board of County Commissioners to be a recipient of Moore County non-profit funding for fiscal year July 1, 2018 – June 30, 2019; and

NOW, THEREFORE, in consideration of the mutual recitals, promises, and covenants set forth herein, the parties hereto agree as follows:

1. **Amount and Terms of Grant**. The GRANTOR agrees, subject to the terms and conditions of this Agreement, to provide the GRANTEE the sum of Fifty Thousand Dollars ($50,000.00) ("Grant Funds") to provide funding for the program as described in the GRANTEE's request for funding (hereinafter the "Grant Application"), which Application is hereby incorporated into this Agreement by reference and made an integral part hereof ("Program"). The GRANTOR does not make any warranty, either express or implied, that the proceeds of the Grant Funds will be sufficient to pay all or any particular portion of the cost of the Program.

The amount of the Grant Funds has been determined by the GRANTOR in reliance upon annual expenditures, revenues and projections of the GRANTEE with respect to the Program as set forth in the Grantee's Grant Application.

2. **Unconditional Obligations**. The obligations of the GRANTEE to perform and observe this Grant Agreement and any other agreements on its part contained herein shall be absolute and unconditional. Until such time as all obligations of the GRANTEE provided in this Grant Agreement are met, the GRANTEE (i) shall perform and observe all of its other agreements contained in this Grant Agreement and (ii) shall observe any obligation or covenant, whether expressed or implied, or any duty, liability, obligation or covenant arising out of or connected with this Grant Agreement.

3. **Program Services**. The parties hereto agree that the purpose of this Grant Agreement is to provide Grant Funds to the GRANTEE to enable it to perform a public service. The GRANTEE shall perform the services set forth in the GRANTEE's Grant Application, which are hereby deemed to be public services. Should the services change, GRANTEE shall first seek approval from the Board of County Commissioners through the County Manager. None of the Grant Funds authorized hereby may be used for any purpose not specifically determined to be a public service, and in no circumstances may they be used except in accordance with the requirements of Paragraph 4, below.

4. **Use of Grant funds**. The GRANTEE shall expend GRANTOR Grant Funds only for the performance of the services or functions detailed in GRANTEE's Grant Application. For purposes of this Grant Agreement, allowable expenses shall **not** include the following:

- Bad debts
- Contingencies

- Contributions and donations
- Entertainment costs
- Fines and penalties
- Interest and other financial costs
- Legislative expenses

5. **Term of Grant Agreement**. The term of this Grant Agreement shall begin on the date first written above and, unless sooner terminated as provided herein, shall expire on June 30, 2019, or upon compliance with all of the provisions of this Grant Agreement, whichever shall occur last.

6. **Payment**. Unless otherwise first approved in writing by the GRANTOR's Finance Director, GRANTOR shall make equal semi-annual payments to the GRANTEE, issuing a check on the first Friday of August and February of the County's fiscal year. The GRANTOR, in its sole discretion, may delay or cancel such payments for failure by the GRANTEE to comply with any of the provisions of this Grant Agreement.

7. **Payments Do Not Constitute a Waiver**. No payment of Grant Funds hereunder shall constitute a waiver of any of the conditions of the GRANTOR's obligation to make further payments nor, in the event the GRANTEE is unable to satisfy any condition required hereunder, shall any such payment have the effect of precluding the GRANTOR from thereafter declaring such inability to satisfy to be a breach of this Grant Agreement.

8. **Financial Recordkeeping**. The GRANTEE, at GRANTEE's sole expense, shall account to the satisfaction of the GRANTOR's Internal Auditor for all Grant Funds received from the GRANTOR under this Grant Agreement and all expenditures made from Grant Funds.

Such accounting shall be in a form prescribed by the Internal Auditor, and shall include a report on an audit of all Grant Funds (including the management letter, if issued) performed by a person or firm approved by the Internal Auditor (except that any Certified Public Accountant or any Certified Public Accounting firm licensed to operate in North Carolina shall be deemed automatically approved by the Internal Auditor). Grantee shall also provide the Internal Auditor with semi-annual financial statements on or before August 15 and January 28. The GRANTEE shall provide such other information, records or documentation as the Internal Auditor may require. Non-compliance with this section shall be deemed a material breach of this Grant Agreement.

GRANTEE shall submit the audit report, management letter and semi-annual financial statements to:

Moore County Financial Services
Attn: Finance Department - Internal Auditor
Post Office Box 905
Carthage, N.C. 28327
Telephone: 910-947-6310

Additionally, the GRANTEE shall allow the GRANTOR's Internal Auditor access to the records and information required hereunder and shall facilitate a review of the accounting and program operations as may be required. The GRANTOR shall have the right to do site visits within one (1) week of request to do so.

GRANTEE shall retain financial and program records for a minimum period of three (3) years following the expiration or earlier termination of this Grant Agreement.

9. **Warranties of GRANTOR**. GRANTOR warrants and represents that it is a political subdivision of the State of North Carolina and that it has duly authorized the execution and delivery of this Grant Agreement. The GRANTOR further warrants and covenants the GRANTOR will at all times faithfully observe and perform all agreements, covenants, undertakings, stipulations and provisions contained in this Grant Agreement and in all proceedings of the GRANTOR pertaining to this Grant Agreement.

10. **Warranties of the GRANTEE**: The GRANTEE hereby makes the following warranties and representations to induce the GRANTOR to enter into this Grant Agreement:

a. GRANTEE is a North Carolina not-for-profit corporation duly organized and existing under and by virtue of the laws of the State of North Carolina ("State); and

b. GRANTEE is not in violation of any provision of its articles of incorporation or any laws of the State relevant to the transactions contemplated by this Grant Agreement; and

c. GRANTEE has full power and authority to execute and deliver this Grant Agreement and to carry out the Programs and obligations provided for herein. The execution and delivery of this Grant Agreement has by proper action been duly authorized by the GRANTEE and all actions necessary have been taken to constitute this Grant Agreement when executed and delivered by the respective parties thereto, valid and binding obligations of the GRANTEE; and

d. The execution, delivery and performance by the GRANTEE of this Grant Agreement and the consummation of the Programs and obligations contemplated hereby will not violate any provision of law or regulation applicable to the GRANTEE, or of any writ or decree of any court or governmental authority, or of the articles of incorporation and by-laws of the GRANTEE, or of any mortgage, indenture contract, agreement or other undertaking to which the GRANTEE is a party or which purports to be binding upon the GRANTEE or upon any of its assets; and

e. GRANTEE shall do or cause to be done all things necessary to preserve, maintain and keep in full force and affect its legal existence and comply with all laws applicable to it so long as it remains obligated to the GRANTOR under this Grant Agreement; and

f. All information in the GRANTEE's Grant Application or otherwise given by the GRANTEE to the GRANTOR, is and shall be true and correct. GRANTEE has not and shall not hereafter neglect to inform the GRANTOR of any material information pertaining to the Program described in GRANTEE's Grant Application; and

g. GRANTEE at the GRANTEE's expense shall assist the GRANTOR in obtaining any information or documentation required to verify the statements and comments made in this Grant Agreement. GRANTEE hereby consents to any inspection of the Program required for such verification and agrees to supply any information or documentation required for such verification within the GRANTEE's control as the GRANTOR may request.

11. **Insurance Requirements**. GRANTEE shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act during the performance of services.

GRANTEE shall maintain, at its expense, the minimum insurance coverage deemed necessary by the GRANTOR'S Risk Manager. GRANTEE upon request by GRANTOR shall furnish a certificate of insurance from an insurance company licensed to do business by the North Carolina Department of Insurance verifying the existence of any insurance coverage required by GRANTOR. The certificate shall provide for sixty (60) days advance notice in the event of termination, reduction or cancellation of coverage.

12. **Notices**. When any notice or consent is required to be given under the terms of this Grant Agreement, such notice or consent shall be in writing and shall be effective only upon actual receipt by the party to whom notice is given. Such notice shall be delivered to the addresses below or to such other persons or addresses as the parties may, from time to time, establish in writing:

In case of the GRANTOR, to:

Moore County Manager
Historic Courthouse
Post Office Box 905
Carthage, NC 28327

With a Copy to:

Finance Officer
Central Services Building
Post Office Box 905
Carthage, NC 28327

In case of the GRANTEE, to:

_____
_____
_____
_____

13. **Applicable Laws**. GRANTEE shall be responsible for compliance with all applicable federal, state and local laws, regulations and ordinances during the performance of the Programs, services and functions funded in whole or in part by this Grant Agreement including North Carolina bid laws and any state or federal tax reporting requirements.

14. **Conflict of Interest.** No officials or employees of the GRANTEE may obtain or receive, directly or indirectly, any personal or financial interest, benefit or gain from the Grant Funds other than salaries and normal benefits, either for themselves or those with whom they have family or business ties.

15. **Repayment of Funds**. GRANTEE shall repay to the GRANTOR the full amount of any Grant Funds lost, misapplied, or inadequately accounted for in violation of this Grant Agreement.

16. **Indemnification**. To the fullest extent permitted by laws and regulations, the GRANTEE shall indemnify and hold harmless the GRANTOR and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and costs related to court action or arbitration) arising out of or resulting from the performance of this Grant Agreement or the actions of the GRANTEE or its officials, employees, or contractors under this Grant Agreement or under the contracts entered into by the GRANTEE in connection with this Grant Agreement. This indemnification shall survive the termination of this Grant Agreement.

17. **Governing Law**. This Grant Agreement shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Grant Agreement shall be brought in the General Court of Justice in the County of Moore and the State of North Carolina.

18. **Special Conditions**. GRANTEE shall meet any special conditions, which are attached hereto and incorporated herein.

19. **Equal Employment Opportunity**. GRANTEE shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. GRANTEE shall take affirmative action to ensure that its employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event GRANTEE is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Grant Agreement may be canceled, terminated or suspended in whole or in part by GRANTOR, and GRANTEE may be declared ineligible for further GRANTOR Grant Funds.

20. **Termination**. GRANTOR may terminate this Grant Agreement at any time by giving ten (10) days written notice of termination to the GRANTEE. If termination is for convenience and not due to a material breach of this Grant Agreement by the GRANTEE, then the GRANTOR shall pay to the GRANTEE a pro rata share of the Grant Funds for the authorized monthly expenditures incurred, if any, by the GRANTEE in accordance with this Grant Agreement prior to such termination. If termination is due to a material breach of this Grant Agreement by GRANTEE, then no pro rata share of Grant Funds shall be due.

Termination of this Grant Agreement, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.

21. **Assignment**. GRANTEE may not assign, transfer or delegate any of its duties, obligations or responsibilities under this Grant Agreement without the prior written consent of the GRANTOR.

22. **Waiver**. No action or failure to act by the GRANTOR or GRANTEE shall constitute an obligation or duty afforded them under this Grant Agreement, nor shall such action or failure to act constitute approval of or acquiescence in a breach hereunder, except as may be specifically agreed to in writing by the non-breaching party.

23. **Exercise of Functions.** Nothing contained in this Grant Agreement shall in any way stop, limit or impair the GRANTOR from exercising or performing any regulatory, policing or other governmental functions.

24. **No Partnership.** Nothing in this Grant Agreement is intended or shall be considered to create a joint venture or partnership between the GRANTOR and the GRANTEE nor be interpreted to deem either the agent of the other or to make the GRANTOR in any way responsible for the duties, responsibilities, obligations, liabilities, debts or losses of the GRANTEE.

25. **Time of the Essence**. Time is of the essence with respect to each and every covenant, agreement and obligation of GRANTEE under this Grant Agreement.

26. **Whole Agreement.** This Grant Agreement, including the GRANTEE'S Grant Application, shall be the whole agreement between the GRANTOR and the GRANTEE with respect to the matters set forth herein and the Grant Funds.

27. **Headings**. All headings that appear after paragraph numbers in this Grant Agreement are included for convenience only and shall not affect the meaning or interpretation of any of the provisions of the Grant Agreement.

28. **Iran Divestment Act Certification.** The Contractor certifies that: (i) the Contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"), and (ii) the Contractor will not utilize any subcontractor performing work under this Contract, which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and should be updated every 180 days.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first written.

COUNTY OF MOORE

Catherine Graham, Chair
Moore County Board of Commissioners

ATTEST:

Laura M. Williams
Clerk to the Board

FRIEND TO FRIEND

By: Jeff A. Ulm
Title: President, Board

ATTEST:

By: Rue Green
Title: Exec. Director

PREAUDIT CERTIFICATE

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

Caroline Y. Xiong
Finance Officer

MOORE COUNTY, NORTH CAROLINA
NON-PROFIT GRANT AGREEMENT 2018-2019

THIS GRANT AGREEMENT is made as of the 1st day of July, 2018, between the COUNTY OF MOORE, a political subdivision of the State of North Carolina ("GRANTOR"), and Moore Free Care Clinic Foundation, a North Carolina not-for-profit corporation ("GRANTEE").

WITNESSETH:

WHEREAS, The GRANTOR desires to provide funding to certain non-profit agencies for the provision of public services to Moore County residents; and

WHEREAS, GRANTEE has been chosen by the Moore County Board of County Commissioners to be a recipient of Moore County non-profit funding for fiscal year July 1, 2018 – June 30, 2019; and

NOW, THEREFORE, in consideration of the mutual recitals, promises, and covenants set forth herein, the parties hereto agree as follows:

1. **Amount and Terms of Grant**. The GRANTOR agrees, subject to the terms and conditions of this Agreement, to provide the GRANTEE the sum of Two Thousand Dollars ($15,000.00) ("Grant Funds") to provide funding for the program as described in the GRANTEE's request for funding (hereinafter the "Grant Application"), which Application is hereby incorporated into this Agreement by reference and made an integral part hereof ("Program"). The GRANTOR does not make any warranty, either express or implied, that the proceeds of the Grant Funds will be sufficient to pay all or any particular portion of the cost of the Program.

The amount of the Grant Funds has been determined by the GRANTOR in reliance upon annual expenditures, revenues and projections of the GRANTEE with respect to the Program as set forth in the Grantee's Grant Application.

2. **Unconditional Obligations**. The obligations of the GRANTEE to perform and observe this Grant Agreement and any other agreements on its part contained herein shall be absolute and unconditional. Until such time as all obligations of the GRANTEE provided in this Grant Agreement are met, the GRANTEE (i) shall perform and observe all of its other agreements contained in this Grant Agreement and (ii) shall observe any obligation or covenant, whether expressed or implied, or any duty, liability, obligation or covenant arising out of or connected with this Grant Agreement.

3. **Program Services**. The parties hereto agree that the purpose of this Grant Agreement is to provide Grant Funds to the GRANTEE to enable it to perform a public service. The GRANTEE shall perform the services set forth in the GRANTEE's Grant Application, which are hereby deemed to be public services. Should the services change, GRANTEE shall first seek approval from the Board of County Commissioners through the County Manager. None of the Grant Funds authorized hereby may be used for any purpose not specifically determined to be a public service, and in no circumstances may they be used except in accordance with the requirements of Paragraph 4, below.

4. **Use of Grant funds**. The GRANTEE shall expend GRANTOR Grant Funds only for the performance of the services or functions detailed in GRANTEE's Grant Application. For purposes of this Grant Agreement, allowable expenses shall **not** include the following:

- Bad debts
- Contingencies

- Contributions and donations
- Entertainment costs
- Fines and penalties
- Interest and other financial costs
- Legislative expenses

5. **Term of Grant Agreement**. The term of this Grant Agreement shall begin on the date first written above and, unless sooner terminated as provided herein, shall expire on June 30, 2019, or upon compliance with all of the provisions of this Grant Agreement, whichever shall occur last.

6. **Payment**. Unless otherwise first approved in writing by the GRANTOR's Finance Director, GRANTOR shall make equal semi-annual payments to the GRANTEE, issuing a check on the first Friday of August and February of the County's fiscal year. The GRANTOR, in its sole discretion, may delay or cancel such payments for failure by the GRANTEE to comply with any of the provisions of this Grant Agreement.

7. **Payments Do Not Constitute a Waiver**. No payment of Grant Funds hereunder shall constitute a waiver of any of the conditions of the GRANTOR's obligation to make further payments nor, in the event the GRANTEE is unable to satisfy any condition required hereunder, shall any such payment have the effect of precluding the GRANTOR from thereafter declaring such inability to satisfy to be a breach of this Grant Agreement.

8. **Financial Recordkeeping**. The GRANTEE, at GRANTEE's sole expense, shall account to the satisfaction of the GRANTOR's Internal Auditor for all Grant Funds received from the GRANTOR under this Grant Agreement and all expenditures made from Grant Funds.

Such accounting shall be in a form prescribed by the Internal Auditor, and shall include a report on an audit of all Grant Funds (including the management letter, if issued) performed by a person or firm approved by the Internal Auditor (except that any Certified Public Accountant or any Certified Public Accounting firm licensed to operate in North Carolina shall be deemed automatically approved by the Internal Auditor). Grantee shall also provide the Internal Auditor with semi-annual financial statements on or before August 15 and January 28. The GRANTEE shall provide such other information, records or documentation as the Internal Auditor may require. Non-compliance with this section shall be deemed a material breach of this Grant Agreement.

GRANTEE shall submit the audit report, management letter and semi-annual financial statements to:

Moore County Financial Services
Attn: Finance Department - Internal Auditor
Post Office Box 905
Carthage, N.C. 28327
Telephone: 910-947-6310

Additionally, the GRANTEE shall allow the GRANTOR's Internal Auditor access to the records and information required hereunder and shall facilitate a review of the accounting and program operations as may be required. The GRANTOR shall have the right to do site visits within one (1) week of request to do so.

GRANTEE shall retain financial and program records for a minimum period of three (3) years following the expiration or earlier termination of this Grant Agreement.

9. **Warranties of GRANTOR.** GRANTOR warrants and represents that it is a political subdivision of the State of North Carolina and that it has duly authorized the execution and delivery of this Grant Agreement. The GRANTOR further warrants and covenants the GRANTOR will at all times faithfully observe and perform all agreements, covenants, undertakings, stipulations and provisions contained in this Grant Agreement and in all proceedings of the GRANTOR pertaining to this Grant Agreement.

10. **Warranties of the GRANTEE**: The GRANTEE hereby makes the following warranties and representations to induce the GRANTOR to enter into this Grant Agreement:

a. GRANTEE is a North Carolina not-for-profit corporation duly organized and existing under and by virtue of the laws of the State of North Carolina ("State); and

b. GRANTEE is not in violation of any provision of its articles of incorporation or any laws of the State relevant to the transactions contemplated by this Grant Agreement; and

c. GRANTEE has full power and authority to execute and deliver this Grant Agreement and to carry out the Programs and obligations provided for herein. The execution and delivery of this Grant Agreement has by proper action been duly authorized by the GRANTEE and all actions necessary have been taken to constitute this Grant Agreement when executed and delivered by the respective parties thereto, valid and binding obligations of the GRANTEE; and

d. The execution, delivery and performance by the GRANTEE of this Grant Agreement and the consummation of the Programs and obligations contemplated hereby will not violate any provision of law or regulation applicable to the GRANTEE, or of any writ or decree of any court or governmental authority, or of the articles of incorporation and by-laws of the GRANTEE, or of any mortgage, indenture contract, agreement or other undertaking to which the GRANTEE is a party or which purports to be binding upon the GRANTEE or upon any of its assets; and

e. GRANTEE shall do or cause to be done all things necessary to preserve, maintain and keep in full force and affect its legal existence and comply with all laws applicable to it so long as it remains obligated to the GRANTOR under this Grant Agreement; and

f. All information in the GRANTEE's Grant Application or otherwise given by the GRANTEE to the GRANTOR, is and shall be true and correct. GRANTEE has not and shall not hereafter neglect to inform the GRANTOR of any material information pertaining to the Program described in GRANTEE's Grant Application; and

g. GRANTEE at the GRANTEE's expense shall assist the GRANTOR in obtaining any information or documentation required to verify the statements and comments made in this Grant Agreement. GRANTEE hereby consents to any inspection of the Program required for such verification and agrees to supply any information or documentation required for such verification within the GRANTEE's control as the GRANTOR may request.

11. **Insurance Requirements**. GRANTEE shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act during the performance of services.

GRANTEE shall maintain, at its expense, the minimum insurance coverage deemed necessary by the GRANTOR'S Risk Manager. GRANTEE upon request by GRANTOR shall furnish a certificate of insurance from an insurance company licensed to do business by the North Carolina Department of Insurance verifying the existence of any insurance coverage required by GRANTOR. The certificate shall provide for sixty (60) days advance notice in the event of termination, reduction or cancellation of coverage.

12. **Notices**. When any notice or consent is required to be given under the terms of this Grant Agreement, such notice or consent shall be in writing and shall be effective only upon actual receipt by the party to whom notice is given. Such notice shall be delivered to the addresses below or to such other persons or addresses as the parties may, from time to time, establish in writing:

In case of the GRANTOR, to:

Moore County Manager
Historic Courthouse
Post Office Box 905
Carthage, NC 28327

With a Copy to:

Finance Officer
Central Services Building
Post Office Box 905
Carthage, NC 28327

In case of the GRANTEE, to:

Anthony C. Price, CED
211 Trimble Plant Rd.
Suite 211C
Southern Pines, NC 28387

13. **Applicable Laws**. GRANTEE shall be responsible for compliance with all applicable federal, state and local laws, regulations and ordinances during the performance of the Programs, services and functions funded in whole or in part by this Grant Agreement including North Carolina bid laws and any state or federal tax reporting requirements.

14. **Conflict of Interest.** No officials or employees of the GRANTEE may obtain or receive, directly or indirectly, any personal or financial interest, benefit or gain from the Grant Funds other than salaries and normal benefits, either for themselves or those with whom they have family or business ties.

15. **Repayment of Funds**. GRANTEE shall repay to the GRANTOR the full amount of any Grant Funds lost, misapplied, or inadequately accounted for in violation of this Grant Agreement.

16. **Indemnification**. To the fullest extent permitted by laws and regulations, the GRANTEE shall indemnify and hold harmless the GRANTOR and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and costs related to court action or arbitration) arising out of or resulting from the performance of this Grant Agreement or the actions of the GRANTEE or its officials, employees, or contractors under this Grant Agreement or under the contracts entered into by the GRANTEE in connection with this Grant Agreement. This indemnification shall survive the termination of this Grant Agreement.

17. **Governing Law**. This Grant Agreement shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Grant Agreement shall be brought in the General Court of Justice in the County of Moore and the State of North Carolina.

18. **Special Conditions**. GRANTEE shall meet any special conditions, which are attached hereto and incorporated herein.

19. **Equal Employment Opportunity**. GRANTEE shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. GRANTEE shall take affirmative action to ensure that its employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event GRANTEE is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Grant Agreement may be canceled, terminated or suspended in whole or in part by GRANTOR, and GRANTEE may be declared ineligible for further GRANTOR Grant Funds.

20. **Termination**. GRANTOR may terminate this Grant Agreement at any time by giving ten (10) days written notice of termination to the GRANTEE. If termination is for convenience and not due to a material breach of this Grant Agreement by the GRANTEE, then the GRANTOR shall pay to the GRANTEE a pro rata share of the Grant Funds for the authorized monthly expenditures incurred, if any, by the GRANTEE in accordance with this Grant Agreement prior to such termination. If termination is due to a material breach of this Grant Agreement by GRANTEE, then no pro rata share of Grant Funds shall be due.

Termination of this Grant Agreement, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.

21. **Assignment**. GRANTEE may not assign, transfer or delegate any of its duties, obligations or responsibilities under this Grant Agreement without the prior written consent of the GRANTOR.

22. **Waiver**. No action or failure to act by the GRANTOR or GRANTEE shall constitute an obligation or duty afforded them under this Grant Agreement, nor shall such action or failure to act constitute approval of or acquiescence in a breach hereunder, except as may be specifically agreed to in writing by the non-breaching party.

23. **Exercise of Functions.** Nothing contained in this Grant Agreement shall in any way stop, limit or impair the GRANTOR from exercising or performing any regulatory, policing or other governmental functions.

24. **No Partnership.** Nothing in this Grant Agreement is intended or shall be considered to create a joint venture or partnership between the GRANTOR and the GRANTEE nor be interpreted to deem either the agent of the other or to make the GRANTOR in any way responsible for the duties, responsibilities, obligations, liabilities, debts or losses of the GRANTEE.

25. **Time of the Essence**. Time is of the essence with respect to each and every covenant, agreement and obligation of GRANTEE under this Grant Agreement.

26. **Whole Agreement.** This Grant Agreement, including the GRANTEE'S Grant Application, shall be the whole agreement between the GRANTOR and the GRANTEE with respect to the matters set forth herein and the Grant Funds.

27. **Headings**. All headings that appear after paragraph numbers in this Grant Agreement are included for convenience only and shall not affect the meaning or interpretation of any of the provisions of the Grant Agreement.

28. **Iran Divestment Act Certification.** The Contractor certifies that: (i) the Contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"), and (ii) the Contractor will not utilize any subcontractor performing work under this Contract, which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and should be updated every 180 days.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first written.

COUNTY OF MOORE

Catherine Graham, Chair
Moore County Board of Commissioners

ATTEST:

Laura M. Williams
Clerk to the Board

MOORE FREE CARE CLINIC

By: Anthony C. Price
Title: CEO

ATTEST:

By: Shae Unsworth
Title: Patient Assistance Coordinator

PREAUDIT CERTIFICATE

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

Deputy Finance Officer

Agenda Item: V. E.
Meeting Date: July 17, 2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: **Terra Vuncannon, Purchasing Manager**

DATE: **July 9, 2018**

SUBJECT: **Non-Profit Grant Agreement with Sandhills Center for Fiscal Year 2019**

PRESENTER: **Terra Vuncannon, Purchasing Manager**

REQUEST:
Approve the attached Non-Profit Grant Agreement with the Sandhills Center for Mental Health, Developmental Disabilities and Substance Abuse Services ("Sandhills Center").

BACKGROUND:
The Sandhills Center provides critical crisis and psychiatric services for the consumers and families in Moore County. Because of the services the Sandhills Center provides to Moore County, the Sandhills Center has been selected as a recipient of Moore County non-profit funding for Fiscal Year 2018-2019 in the amount of $256,202.00. The breakdown of the Sandhills Center's General Budget Request is as follows:

- General Request..... $183,771.00
- General Support.....$59,181.00
- ABC Funds..... $13,250.00

IMPLEMENTATION PLAN:
None

FINANCIAL IMPACT STATEMENT:
A non-profit grant in the amount of $256,202.00 to Sandhills Center.

RECOMMENDATION SUMMARY:
Make a motion to approve the attached Non-Profit Grant Agreement with the Sandhills Center and authorize the Chairman to sign the same.

SUPPORTING ATTACHMENTS:
1. Non-Profit Grant Agreement 2018-2019 – The Sandhills Center

MOORE COUNTY, NORTH CAROLINA
NON-PROFIT GRANT AGREEMENT 2018-2019

THIS GRANT AGREEMENT is made as of the 1st day of July, 2018, between the **COUNTY OF MOORE**, a political subdivision of the State of North Carolina ("GRANTOR"), and **SANDHILLS CENTER FOR MENTAL HEALTH, DEVELOPMENTAL DISABILITIES AND SUBSTANCE ABUSE SERVICES**, a North Carolina not-for-profit corporation ("GRANTEE").

WITNESSETH:

WHEREAS, The GRANTOR desires to provide funding to certain non-profit agencies for the provision of public services to Moore County residents; and

WHEREAS, GRANTEE has been chosen by the Moore County Board of County Commissioners to be a recipient of Moore County non-profit funding for fiscal year 2018-2019; and

NOW, THEREFORE, in consideration of the mutual recitals, promises, and covenants set forth herein, the parties hereto agree as follows:

1. **Amount and Terms of Grant**. The GRANTOR agrees, subject to the terms and conditions of this Agreement, to provide the GRANTEE the sum of **Two Hundred Fifty Six Thousand Two Hundred Two Dollars ($256,202.00) ("Grant Funds")** to provide funding for the program as described in the GRANTEE's request for funding (hereinafter the "Grant Application"), which Application is hereby incorporated into this Agreement by reference and made an integral part hereof ("Program"). The GRANTOR does not make any warranty, either express or implied, that the proceeds of the Grant Funds will be sufficient to pay all or any particular portion of the cost of the Program.

The amount of the Grant Funds has been determined by the GRANTOR in reliance upon annual expenditures, revenues and projections of the GRANTEE with respect to the Program as set forth in the Grantee's Grant Application.

2. **Unconditional Obligations**. The obligations of the GRANTEE to perform and observe this Grant Agreement and any other agreements on its part contained herein shall be absolute and unconditional. Until such time as all obligations of the GRANTEE provided in this Grant Agreement are met, the GRANTEE (i) shall perform and observe all of its other agreements contained in this Grant Agreement and (ii) shall observe any obligation or covenant, whether expressed or implied, or any duty, liability, obligation or covenant arising out of or connected with this Grant Agreement.

3. **Program Services**. The parties hereto agree that the purpose of this Grant Agreement is to provide Grant Funds to the GRANTEE to enable it to perform a public service. The GRANTEE shall perform the services set forth in the GRANTEE's Grant Application, which are hereby deemed to be public services. Should the services change, GRANTEE shall first seek approval from the Board of County Commissioners through the County Manager. None of the Grant Funds authorized hereby may be used for any purpose not specifically determined to be a public service, and in no circumstances may they be used except in accordance with the requirements of Paragraph 4, below.

4. **Use of Grant funds**. The GRANTEE shall expend GRANTOR Grant Funds only for the performance of the services or functions detailed in GRANTEE's Grant Application. For purposes of this Grant Agreement, allowable expenses shall **not** include the following:

- Bad debts

- Contingencies
- Contributions and donations
- Entertainment costs
- Fines and penalties
- Interest and other financial costs
- Legislative expenses

5. **Term of Grant Agreement**. The term of this Grant Agreement shall begin on the date first written above and, unless sooner terminated as provided herein, shall expire on June 30, 2019, or upon compliance with all of the provisions of this Grant Agreement, whichever shall occur last.

6. **Payment**. Unless otherwise first approved in writing by the GRANTOR's Finance Director, GRANTOR shall make equal semi-annual payments to the GRANTEE, issuing a check on the first Friday of August and February of the County's fiscal year. The GRANTOR, in its sole discretion, may delay or cancel such payments for failure by the GRANTEE to comply with any of the provisions of this Grant Agreement.

7. **Payments Do Not Constitute a Waiver**. No payment of Grant Funds hereunder shall constitute a waiver of any of the conditions of the GRANTOR's obligation to make further payments nor, in the event the GRANTEE is unable to satisfy any condition required hereunder, shall any such payment have the effect of precluding the GRANTOR from thereafter declaring such inability to satisfy to be a breach of this Grant Agreement.

8. **Financial Recordkeeping**. The GRANTEE, at GRANTEE's sole expense, shall account to the satisfaction of the GRANTOR's Internal Auditor for all Grant Funds received from the GRANTOR under this Grant Agreement and all expenditures made from Grant Funds.

Such accounting shall be in a form prescribed by the Internal Auditor, and shall include a report on an audit of all Grant Funds (including the management letter, if issued) performed by a person or firm approved by the Internal Auditor (except that any Certified Public Accountant or any Certified Public Accounting firm licensed to operate in North Carolina shall be deemed automatically approved by the Internal Auditor). Grantee shall also provide the Internal Auditor with semi-annual financial statements on or before August 15 and January 28. The GRANTEE shall provide such other information, records or documentation as the Internal Auditor may require. Non-compliance with this section shall be deemed a material breach of this Grant Agreement.

GRANTEE shall submit the audit report, management letter and semi-annual financial statements to:

Moore County Financial Services
Attn: Finance Department - Internal Auditor
Post Office Box 905
Carthage, N.C. 28327
Telephone: 910-947-6310

Additionally, the GRANTEE shall allow the GRANTOR's Internal Auditor access to the records and information required hereunder and shall facilitate a review of the accounting and program

operations as may be required. The GRANTOR shall have the right to do site visits within one (1) week of request to do so.

GRANTEE shall retain financial and program records for a minimum period of three (3) years following the expiration or earlier termination of this Grant Agreement.

9. **Warranties of GRANTOR.** GRANTOR warrants and represents that it is a political subdivision of the State of North Carolina and that it has duly authorized the execution and delivery of this Grant Agreement. The GRANTOR further warrants and covenants the GRANTOR will at all times faithfully observe and perform all agreements, covenants, undertakings, stipulations and provisions contained in this Grant Agreement and in all proceedings of the GRANTOR pertaining to this Grant Agreement.

10. **Warranties of the GRANTEE**: The GRANTEE hereby makes the following warranties and representations to induce the GRANTOR to enter into this Grant Agreement:

a. GRANTEE is a North Carolina not-for-profit corporation duly organized and existing under and by virtue of the laws of the State of North Carolina ("State); and

b. GRANTEE is not in violation of any provision of its articles of incorporation or any laws of the State relevant to the transactions contemplated by this Grant Agreement; and

c. GRANTEE has full power and authority to execute and deliver this Grant Agreement and to carry out the Programs and obligations provided for herein. The execution and delivery of this Grant Agreement has by proper action been duly authorized by the GRANTEE and all actions necessary have been taken to constitute this Grant Agreement when executed and delivered by the respective parties thereto, valid and binding obligations of the GRANTEE; and

d. The execution, delivery and performance by the GRANTEE of this Grant Agreement and the consummation of the Programs and obligations contemplated hereby will not violate any provision of law or regulation applicable to the GRANTEE, or of any writ or decree of any court or governmental authority, or of the articles of incorporation and by-laws of the GRANTEE, or of any mortgage, indenture contract, agreement or other undertaking to which the GRANTEE is a party or which purports to be binding upon the GRANTEE or upon any of its assets; and

e. GRANTEE shall do or cause to be done all things necessary to preserve, maintain and keep in full force and affect its legal existence and comply with all laws applicable to it so long as it remains obligated to the GRANTOR under this Grant Agreement; and

f. All information in the GRANTEE's Grant Application or otherwise given by the GRANTEE to the GRANTOR, is and shall be true and correct. GRANTEE has not and shall not hereafter neglect to inform the GRANTOR of any material information pertaining to the Program described in GRANTEE's Grant Application; and

g. GRANTEE at the GRANTEE's expense shall assist the GRANTOR in obtaining any information or documentation required to verify the statements and comments made in this Grant Agreement. GRANTEE hereby consents to any inspection of the Program required for such verification and agrees to supply any information or documentation required for such verification within the GRANTEE's control as the GRANTOR may request.

11. **Insurance Requirements**. GRANTEE shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act during the performance of services.

GRANTEE shall maintain, at its expense, the minimum insurance coverage deemed necessary by the GRANTOR'S Risk Manager. GRANTEE upon request by GRANTOR shall furnish a certificate of insurance from an insurance company licensed to do business by the North Carolina Department of Insurance verifying the existence of any insurance coverage required by GRANTOR. The certificate shall provide for sixty (60) days advance notice in the event of termination, reduction or cancellation of coverage.

12. **Notices**. When any notice or consent is required to be given under the terms of this Grant Agreement, such notice or consent shall be in writing and shall be effective only upon actual receipt by the party to whom notice is given. Such notice shall be delivered to the addresses below or to such other persons or addresses as the parties may, from time to time, establish in writing:

In case of the GRANTOR, to:

Moore County Manager
Historic Courthouse
Post Office Box 905
Carthage, NC 28327

With a Copy to:

Finance Officer
Central Services Building
Post Office Box 905
Carthage, NC 28327

In case of the GRANTEE, to:

_____
_____
_____
_____

13. **Applicable Laws**. GRANTEE shall be responsible for compliance with all applicable federal, state and local laws, regulations and ordinances during the performance of the Programs, services and functions funded in whole or in part by this Grant Agreement including North Carolina bid laws and any state or federal tax reporting requirements.

14. **Conflict of Interest**. No officials or employees of the GRANTEE may obtain or receive, directly or indirectly, any personal or financial interest, benefit or gain from the Grant Funds other than salaries and normal benefits, either for themselves or those with whom they have family or business ties.

15. **Repayment of Funds**. GRANTEE shall repay to the GRANTOR the full amount of any Grant Funds lost, misapplied, or inadequately accounted for in violation of this Grant Agreement.

16. **Indemnification**. To the fullest extent permitted by laws and regulations, the GRANTEE shall indemnify and hold harmless the GRANTOR and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and costs related to court action or arbitration) arising out of or resulting from the performance of this Grant Agreement or the actions of the GRANTEE or its officials, employees, or contractors under this Grant Agreement or under the contracts entered into by the GRANTEE in connection with this Grant Agreement. This indemnification shall survive the termination of this Grant Agreement.

17. **Governing Law**. This Grant Agreement shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Grant Agreement shall be brought in the General Court of Justice in the County of Moore and the State of North Carolina.

18. **Special Conditions**. GRANTEE shall meet any special conditions, which are attached hereto and incorporated herein.

19. **Equal Employment Opportunity**. GRANTEE shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. GRANTEE shall take affirmative action to ensure that its employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event GRANTEE is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Grant Agreement may be canceled, terminated or suspended in whole or in part by GRANTOR, and GRANTEE may be declared ineligible for further GRANTOR Grant Funds.

20. **Termination**. GRANTOR may terminate this Grant Agreement at any time by giving ten (10) days written notice of termination to the GRANTEE. If termination is for convenience and not due to a material breach of this Grant Agreement by the GRANTEE, then the GRANTOR shall pay to the GRANTEE a pro rata share of the Grant Funds for the authorized monthly expenditures incurred, if any, by the GRANTEE in accordance with this Grant Agreement prior to such termination. If termination is due to a material breach of this Grant Agreement by GRANTEE, then no pro rata share of Grant Funds shall be due.

Termination of this Grant Agreement, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.

21. **Assignment**. GRANTEE may not assign, transfer or delegate any of its duties, obligations or responsibilities under this Grant Agreement without the prior written consent of the GRANTOR.

22. **Waiver**. No action or failure to act by the GRANTOR or GRANTEE shall constitute an obligation or duty afforded them under this Grant Agreement, nor shall such action or failure to act constitute approval of or acquiescence in a breach hereunder, except as may be specifically agreed to in writing by the non-breaching party.

23. **Exercise of Functions.** Nothing contained in this Grant Agreement shall in any way stop, limit or impair the GRANTOR from exercising or performing any regulatory, policing or other governmental functions.

24. **No Partnership.** Nothing in this Grant Agreement is intended or shall be considered to create a joint venture or partnership between the GRANTOR and the GRANTEE nor be interpreted to deem either the agent of the other or to make the GRANTOR in any way responsible for the duties, responsibilities, obligations, liabilities, debts or losses of the GRANTEE.

25. **Time of the Essence**. Time is of the essence with respect to each and every covenant, agreement and obligation of GRANTEE under this Grant Agreement.

26. **Whole Agreement**. This Grant Agreement, including the GRANTEE'S Grant Application, shall be the whole agreement between the GRANTOR and the GRANTEE with respect to the matters set forth herein and the Grant Funds.

27. **Headings**. All headings that appear after paragraph numbers in this Grant Agreement are included for convenience only and shall not affect the meaning or interpretation of any of the provisions of the Grant Agreement.

28. **Iran Divestment Act Certification.** The Contractor certifies that: (i) the Contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"), and (ii) the Contractor will not utilize any subcontractor performing work under this Contract, which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and should be updated every 180 days.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first written.

COUNTY OF MOORE

Catherine Graham, Chair
Moore County Board of Commissioners

ATTEST:

Laura M. Williams
Clerk to the Board

SANDHILLS CENTER FOR MENTAL HEALTH, DEVELOPMENTAL DISABILITIES AND SUBSTANCE ABUSE SERVICES

By: Victoria Whitt
Title: Chief Executive Officer

ATTEST:

By: Sherry Bynum
Title: Executive Assistant

PREAUDIT CERTIFICATE

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

Finance Officer

Agenda Item: V. F.
Meeting Date: July 17, 2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: **Terra Vuncannon, Purchasing Manager**

DATE: **July 9, 2018**

SUBJECT: **NC Forest Service Contract for Fiscal Year 2018-2019**

PRESENTER: **Terra Vuncannon, Purchasing Manager**

REQUEST:
Approve the attached contract with the NC Forest Service for fiscal year 2018-2019.

BACKGROUND:
The NC Forest Service is a division of the North Carolina Department of Agriculture and Consumer Services. By statute, the NC Forest Service is authorized to control forest fires, protect forests from pests and disease, and develop and improve forested areas. In order to receive these services, each county is required to "contribute at least 25% of the total cost of the forestry program" to operate in the county. (N.C. Gen. Stat. § 106-898).

In fiscal year 2018-2019, the total budget for the NC Forest Service to operate in Moore County was $394,147. Moore County contributed $157,659 towards that amount, which was 40% of the total budget. The State of North Carolina budgeted $236,488, which was 60% of the total budget.

The NC Forest Service is requesting that the County agree to a continued budget of $394,147 for fiscal year 2018-2019 and that the County again contribute $157,659 to the budgeted amount.

IMPLEMENTATION PLAN:
None

FINANCIAL IMPACT STATEMENT:
$157,659 for forestry services within the County of Moore.

RECOMMENDATION SUMMARY:
Make a motion to approve the attached agreement between the County of Moore and the State of North Carolina Department of Agriculture and Consumer Services and authorize the Chairman to sign the same.

SUPPORTING ATTACHMENTS:
1. Agreement for the Protection, Development, and Improvement of Forest Lands in Moore County, North Carolina

North Carolina Department of Agriculture and Consumer Services

N.C. Forest Service

Steven W. Troxler
Commissioner

Scott Bissette
Assistant Commissioner

1163 N US 1 Hwy.
Rockingham, NC 28379

May 8, 2018

D-3 FC
Moore County

Mr. Wayne Vest
PO Box 905
Carthage, NC 28327

Dear Mr. Vest:

Reference is made to the Moore County Forestry budget for the fiscal year 2018-2019. The final budget is as follows:

Moore County share of budget at 40%	$ 157,659
N.C. State share of budget at 60%	$ 236,488
Total budget, 2018-2019	$ 394,147

I am attaching hereto three copies of our contract which will contain the above budget figures. Please present this contract to the Chairman of the Moore County Board of Commissioners. All three copies of the contract are to be signed by the Chairman of the Moore County Board of Commissioners and by the County Finance Officer.

Please return these signed contracts to this office at your earliest convenience. We are enclosing a stamped, self-addressed envelope for this purpose. We will then execute them in the name of the North Carolina Department of Agriculture and Consumer Services and return one copy of the contract to you for your files.

Yours very truly,

Donald A. Watson
District Forester

DAW
Attachments
cc: Billie Lewis, Moore County Forest Ranger

1616 Mail Service Center, Raleigh, North Carolina 27699-1616
Phone: (919) 857-4801 • FAX: (919) 857-4802 • www.ncforestservice.gov
An Equal Opportunity Employer

FC-42
(2-90)

STATE OF NORTH CAROLINA
Department of
Agriculture and Consumer Services

$394,147	
Total Cooperative Appropriation	
$236,488	60%
State	
$157,659	40%
County	

AGREEMENT FOR THE PROTECTION, DEVELOPMENT, AND IMPROVEMENT OF FOREST LANDS IN **MOORE** COUNTY, NORTH CAROLINA

THIS AGREEMENT, made under the authority of "An act to authorize Counties to cooperate with State in Forest Protection, Reforestation and promotion of Forest Management, "(Section 106-906 of the General Statutes of North Carolina), and also under authority of another Section of the General Statutes, namely Section 106-898, by the North Carolina Department of Agriculture and Consumer Services (hereinafter called the Department), party of the first part, and the Board of commissioners of **MOORE** County in the State of North Carolina (hereinafter called the Board), party of the second part, witnesseth:

That WHEREAS the said Board, recognizing the need for active forest protection, development, reforestation, management and improvement in **MOORE** County, has accepted the offer of the Department for cooperation in accomplishing this object:

Now, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the said parties contract and agree to maintain a legally appointed and equipped Forest Ranger organization in said county at the joint cost of the State and County, insofar as the joint funds will permit, as follows:

Part I. THE DEPARTMENT AGREES:

1. To select, employ and appoint, after consultation with the board, a County Forester or County Forest Ranger for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland and field fires; for enforcing State forest fire laws; for taking such preventive measures, educational and otherwise, as shall seem necessary to prevent forest fires; for developing and improving the forests through reforestation, promotion and practice of Forest Management practices; and for protection from insects and diseases.

2. To furnish to each Forester or Forest Ranger so employed a badge of office, stationery, and report forms, instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements deemed necessary insofar as the joint funds will permit.

3. To pay the Forester or Forest Ranger for all official services rendered, at a fair rate of pay. Rates of pay are to be established by the Department in accordance with existing State salary schedules.

4. To direct, supervise, instruct, and inspect, through its agents, the work and conduct of the Forester or Forest Ranger, to discipline and, when necessary, discharge such Forester or Forest Ranger.

5. To submit to the Board of Commissioners monthly (or at other mutually satisfactory intervals) an itemized statement of all monies to be paid by the County and those paid by the Department for the proper conduct of the work within said County.

6. To make available annually from State, Federal , and other funds allotted to it, the sum of **Two hundred thirty-six thousand four hundred eighty eight** dollars **($236,488)** as its share of an annual budget of **$394,147** for carrying on the work in said County.

Part II. THE BOARD AGREES:

1. To pay the Department **40%** of the total cost of the Forester or Forest Ranger salaries and expenses and of other proper expenditures made in connection with the over-all Forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.

2. To appropriate annually the sum of **One hundred fifty- seven thousand six hundred fifty-nine** dollars **($157,659)**, which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget.

Part III. IT IS EXPRESSLY AGREED AND UNDERSTOOD BY BOTH PARTIES:

1. That this Agreement becomes effective **July 1, 2018**.

2. That the annual appropriations as set forth above may be revised by mutual agreement between the Department and the Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work, such revision to become effective at the beginning of a given Fiscal Year. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.

3. That the Board reimburse the Department as provided in Part II, Item 1, by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's periodic statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.

4. The title to all improvements and equipment purchased and/or constructed in connection with this Agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this Agreement is in effect, or as long as they are needed by The Department for the proper conduct of the work therein.

5. That the Forester or Forest Ranger periodically or at the request of the Board, shall present to the Board statements of the work being done within the County, so that said Board may be fully informed at all times regarding the Forestry finances and activities within the County.

IN WITNESS WHEREOF, the said parties do hereunto affix their names and seals upon the date herein below specified.

For the Board of County Commissioners of **MOORE** County.

Date _____ _____Chairman

Provisions for the payment of the monies to fall due under this Agreement have been made by appropriation duly made or by bonds or notes duly authorized, as required by the "County Fiscal Control Act."

Date 6/4/18 _____ Caroline Ng Xiong County Finance Officer

For the North Carolina Department of Agriculture and Consumer Services.

Date _____ _____Signature

N. David Smith, Chief Deputy Commissioner

Agenda Item: V. G.
Meeting Date: July 17, 2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: **Terra Vuncannon, Purchasing Manager**

DATE: **July 9, 2018**

SUBJECT: **Moore County Partners in Progress for Fiscal Year 2019**

PRESENTER: **Terra Vuncannon, Purchasing Manager**

REQUEST:
This is a request to provide funding to Partners in Progress ("PIP") for certain economic development duties, services, goods and programs offered by PIP which constitute a public purpose to benefit the citizens and residents of the County.

BACKGROUND:
In consideration of $105,000.00, PIP will undertake efforts to promote economic development in Moore County identify and assist in the recruitment and expansion of industrial and commercial projects, create and distribute printed promotional materials and Internet-based electronic information to support efforts to promote recruitment of new companies to Moore County and encourage expansion of companies located in Moore County.

IMPLEMENTATION PLAN:
None

FINANCIAL IMPACT STATEMENT:
$105,000.00 to PIP, which will be paid to PIP in four equal quarterly installments of which the first shall be due and payable on September 30, 2018.

RECOMMENDATION SUMMARY:
Make a motion to approve the attached Economic Development Agreement with Partners in Progress and authorize the Chairman to sign the same.

SUPPORTING ATTACHMENTS:
1. Partners in Progress Funding Agreement for FY2018/2019

COUNTY OF MOORE **AGREEMENT**

STATE OF NORTH CAROLINA

THIS AGREEMENT is made and entered into this 1st day of July, 2018, by and between the County of Moore, a political subdivision of the State of North Carolina (the "County"), and Moore County Partners in Progress, a North Carolina non-profit corporation ("Partners").

WITNESSETH

WHEREAS, the Sandhills Area Chamber of Commerce (the "Chamber") and the County entered into a certain Memorandum of Understanding dated April 5, 1999 (the "Chamber MOU"); and

WHEREAS, the County and the Chamber mutually agreed to the termination of the Chamber MOU and the assumption by Partners of certain economic development duties; and

WHEREAS, the services, goods and programs offered by Partners constitute a public purpose offered to benefit the citizens and residents of the County.

NOW, THEREFORE, for and in consideration of the appropriation of One Hundred Five Thousand Dollars ($105,000.00), Partners and the County agree as follows:

1. Term: Partners will undertake efforts to promote economic development in Moore County, North Carolina for the twelve (12) month period that commencing on July 1, 2018, and terminating June 30, 2019.

2. Core Services: In order to promote economic development in Moore County, Partners will provide the following services:

   a. Partners will coordinate its work with the County and municipal governments within Moore County, as well as with regional and statewide economic development organizations, to identify and to assist in the recruitment and expansion of industrial and commercial projects; and

   b. Partners will create and distribute printed promotional materials and Internet-based electronic information to support Partners efforts to promote recruitment of new companies to Moore County and to encourage expansion of companies located in Moore County; and

   c. In order to provide its prospects prompt and accurate responses to property inquiries, Partners will maintain a countywide database of available development sites as well as commercial and industrial properties for sale or lease; and

   d. Partners will provide semi-annual reports to the Moore County Board of Commissioners each fiscal year which begins July 1. The reports will include such items as the number of jobs created, the number of inquiries made to Partners and the number of contacts made by Partners for economic development purposes; and

e. Partners acknowledges that the use of County funds is limited to efforts to advance economic development in Moore County; and

f. Coordinate with County and municipal staff to provide information useful in positioning sites and buildings as suitably as possible; and

g. During prospect visits, make persuasive presentations on the viability of all Moore County properties that meet prospect criteria; and

h. When appropriate, involve County and municipal representatives in presentations to prospects; and

i. Follow-up with representatives and prospects; and

j. Work with County, municipal, and State industry representatives to develop a program to identify existing businesses in Moore County planning to expand and work with companies to support expansion and retention efforts; and

k. Meet regularly with Economic Development Partnership of North Carolina (EDPNC) representatives responsible for national and international recruitment; and

l. Prepare materials for prospect requests for County and municipal officials as needed; and

m. Make joint existing industry calls and coordinate with County and State programs with similar objectives as they relate to Moore County businesses; and

n. Provide quarterly written program updates to the County and municipalities; and

o. Establish relationships and participate with the EDPNC and other regional economic groups in connection with economic development in order to hear their perspective and recommendations and to discuss projects with them that may affect Moore County; and

p. Make a presentation to the EDPNC staff, at least once per year, updating and highlighting events and development opportunities in Moore County; and

q. Develop and maintain relationships with other economic development allies, such as businesses that are financially contributing to Partners, and others who benefit from economic development activities; and

r. Coordinate with the Chamber of Commerce and local education and training institutions in the area of Workforce Development and provide information from local businesses about the supply and quality of available labor and specific needs for improvement; and

s. Respond to referrals from participating local governments; and

t. Develop a comprehensive economic development plan that specifically describes the requirements and strategies necessary for achieving the most successful economic development program possible; and

3. Marketing and Recruitment Services. In addition to the above, Partners will develop and implement a marketing plan that provides for program analysis and measurement and make contacts to increase penetration into desired target industries by performing the following:

   a. Develop and implement a multi-year marketing plan that capitalize on opportunities for targeted advertising and the development of collateral marketing materials as available funding permits. Plan should include milestones to gauge program success and for fine-tuning the program; and

   b. Use targeted industry list (automotive equipment; motorsports; information technology; manufacturing; service and wholesale trade; food; finance; insurance; headquarters and office space; and research and development including pharmaceuticals and biotechnology) to guide activities and expenditures; and

   c. Operate and maintain a comprehensive website showcasing available County properties. Develop a new strategy to drive potential prospects to the website through search engines, existing collateral and affiliate websites, and to serve website visitors with targeted content for target businesses interested in Moore County; and

   d. Capture prospect data such as contact information, reasons for relocating, special interests, and company statistics through a web-based form that rewards visitors with additional information on Moore County; and

   e. Promote small business development by providing direct assistance to existing enterprise, advice on business plans for aspiring business owners and by referrals to the staffs of impacted municipalities responsible for small businesses; and

   f. Develop new businesses by using a targeted industry list and make regular economic development business contacts. Contacts will be generated through Partners' participation in North Carolina's Southeast Regional Economic Development Partnership sponsored business recruitment trips/site consultant visits when possible; and

   g. Assist new and developing businesses when possible with regard to their obtaining financing through packaging and administration of SBA 504 loans and other loan programs. Make businesses, large and small, aware of all applicable incentive programs available from the municipalities and the State; and

   h. Market existing industrial and office buildings located within older business districts and municipal areas and use any applicable individualized plans developed by the municipalities as guidelines for redevelopment; and

4. Materials. Partners agrees that all publications, materials, computer databases, site and building inventories, or other information or materials produced as part of this program, excluding information of a confidential nature regarding real estate and business identities or reproduction of custom photography without prior consent of the appropriate parties, may be used by the County or municipalities for other purposes without additional compensation to Partners.

5. Payment. The appropriation of One Hundred Five Thousand Dollars ($105,000.00) to Partners will be remitted to Partners in four (4) equal quarterly installments of which the first shall be due and payable on September 30, 2018.

6. Financial Recordkeeping. Partners, at Partner's sole expense, will account to the satisfaction of the County's Internal Auditor for all funds received from the County under this Agreement and all expenditures made from funds.

   Such accounting will be in a form prescribed by the County's Internal Auditor, and will include a report of all funds (including the management letter, if issued) performed by a person or firm approved by the Internal Auditor (except that any Certified Public Accountant or any Certified Public Accounting firm licensed to operate in North Carolina will be deemed automatically approved by the Internal Auditor). Partners will also provide the Internal Auditor with an annual financial statement on or before January 28. The financial statement will be in the form of an Independent Accountant's Review Report summarizing the financial position of Partners in a format consistent with Exhibit A attached. Furthermore, Partners agrees that this Report (as referenced above and in Exhibit A) is a public record and will make it available to the public upon request. Partners will provide such other information, records or documentation as the Internal Auditor may require. Non-compliance with this section will be deemed a material breach of this Agreement.

   Partners will submit the management letter and annual financial statements to:

   Moore County Financial Services
   Attn: Finance Department-Internal Auditor
   Post Office Box 905
   Carthage, NC 28327
   Telephone: 910-947-6310

   Additionally, Partners will allow the County's Internal Auditor access to the records and information required hereunder and will facilitate a review of the accounting and program operations as may be required. The County will have the right to do site visits within one (1) week of request to do so.

   Partners will retain financial and program records for a minimum period of three (3) years following the expiration or earlier termination of this Agreement.

7. Termination of the Agreement. This Agreement may be terminated for cause by either party giving the breaching party 30 days prior written notice of a material breach and the breaching party fails to cure the material breach within the 30 days. In the event of such a termination, Partners will provide the County with all pertinent information regarding the current status of all efforts in any stage of progress at that time.

8. Independent Contractor. Partners is an independent contractor and will not represent itself as an agent of the County. Partners is responsible for paying all federal, state and local taxes as well as business license fees arising out of Partners' activities in accordance with this Agreement.

9. Notice. All notices and other communications required or permitted by this Agreement will be in writing and delivered via a recognized national overnight delivery service or by certified mail, return receipt requested, to the following addresses:

COUNTY: COUNTY OF MOORE
ATTN: COUNTY MANAGER
P.O. BOX 905
CARTHAGE, NC 28327

PARTNERS: PARTNERS IN PROGRESS
ATTN: EXECUTIVE DIRECTOR
P.O. BOX 5885
PINEHURST, NC 28370-5885

10. Insurance and Liability. Partners will maintain worker's compensation and employer's liability insurance for employees as required by law. Partners will maintain insurance policies at all times with the minimum limits as follows:

a. Coverage and Minimum Limits

i. General Liability of $500,000 per occurrence
ii. Automobile Liability of $500,000 per occurrence
iii. Umbrella of $1,000,000 per occurrence

b. Partners will provide the County with a Certificate of Insurance from an "A" rated insurance company upon request.

11. Indemnification. Partners will, to the fullest extent permitted by law, indemnify, defend, and hold harmless, the County from and against any and all claims, liabilities, losses, damages, costs, or expenses. This includes, without limitation, reasonable attorney's fees, awards, fines, or judgments arising out of, or relating to, any or all of the following:

a. Inaccurate information or information known to Partners relating to the services provided to the County by Partners and any and all actions, advice, decisions or judgments made or recommended to the County; and

b. Damages to persons, personal property, or the County caused by an act or omission of Partners; and

c. All claims, suits, losses, injuries, death, and property liability, including, without limitation, expenses in connection with any such claim or suit, including reasonable attorney's fees, occurring in the performance of the proposed services.

d. All claims and liabilities resulting from Partners' violation of federal, state, or local statute, regulation, or ordinance; and

e. In the event that any good, service, or process sold and delivered or sold and performed is defective in any respect whatsoever, Partners will indemnify and hold harmless the County from all loss or the payment of all sums of money by reason of all accidents,

injuries, or damages to persons or property that happen or occur in connection with the use or sale of such good, service, or process.

12. Intellectual Property. If any claim based upon alleged infringement of rights in any patent, copyright, trademark, or trade name is asserted against the County by virtue of the purchase of any good, service, or process by Partners, Partners will indemnify and hold the County harmless from all claims, demands, and legal obligations against the County in preparation, defense, or settlement of such claims.

13. Strict Compliance. The County may at any time insist upon strict compliance with these terms and conditions despite any previous course of dealing or course of performance between the parties that may have been contrary to the terms of this Agreement.

14. Severability. In the event that any provision herein is deemed invalid or unenforceable, the other provisions will remain in full force and effect, and binding on both parties.

15. Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the County and Partners will survive the completion of the services and the termination of the Agreement.

16. Governing Law. The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, is governed by the laws of the State of North Carolina. The parties agree and submit, solely for matters concerning this Agreement, to the exclusive jurisdiction of the General Courts of Justice of North Carolina. In addition, the parties agree that the exclusive venue for any legal proceeding will be Moore County, North Carolina.

17. Assignment. No assignment of this Agreement or any of the rights, benefits or duties under this Agreement, is permitted except by the written agreement of both parties.

18. Entire Agreement. This Agreement represents the entire understanding and agreement between the parties. This Agreement supersedes all prior agreements, whether written or oral, that may exist between the parties. In addition, no subsequent amendment or modification to this Agreement or waiver of any provisions will be effective unless in writing and signed by both parties.

19. Iran Divestment Act Certification. The Contractor certifies that: (i) the Contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"), and (ii) the Contractor will not utilize any subcontractor performing work under this Contract, which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and should be updated every 180 days.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have expressed their agreement to these terms by causing this Agreement to be executed by their duly authorized officers or agents. This Agreement is effective as of the date first written above.

COUNTY OF MOORE

Catherine Graham, Chair
Moore County Board of Commissioners

ATTEST:

Laura M. Williams
Clerk to the Board

MOORE COUNTY
PARTNERS IN PROGRESS

By: Patrick A. Cordo
Title: Executive Director

ATTEST:

By: Melanie B. Thompson
Title: Office Manager

PREAUDIT CERTIFICATE

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

Caroline Ly Xiong
Finance Officer

Agenda Item: V. H.
Meeting Date: **July 17th 2018**

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: **Debra Ensminger**
Planning & Transportation Director

DATE: **June 21, 2018**

SUBJECT: **2017 Essential Single Family Rehab Loan Pool Program Assistance Policy and associated documents**

PRESENTER: **Debra Ensminger**

REQUEST:
This is a request to amend the 2017 Essential Single Family Rehab Loan Pool Program Assistance Policy, Procurement & Disbursement Policies funded through the North Carolina Housing Finance Agency.

BACKGROUND:
On April 18, 2017 the Board of Commissioners approved the subsequent documents related to the implementation of the 2017 Essential Single Family Rehab Loan Pool Program.

The North Carolina Housing Finance Agency requires the Assistance Policy be updated annually with the new HUD/HOME Low Median Income limits.

The Procurement & Disbursement Polices have been updated to meet Uniform Guidance requirements (2 Part CRF 200).

The 2017 Essential Single Family Rehab Loan Pool Program operates on a three year cycle with a focus on critical repairs for health, safety, reasonable energy efficiency measures, and life expectancy of major building systems of income qualified and owner occupied homes with special needs.

IMPLEMENTATION PLAN:
Documents will be forwarded to the North Carolina Housing Finance Agency and guidelines will be met as set forth in the Assistance Policy.

FINANCIAL IMPACT STATEMENT:
No financial impact to revise policy.

STAFF RECOMMENDATION:
1) Make a motion to approve revisions to the 2017 Essential Single Family Rehab Loan Pool Program Assistance Policy and allow the Chairman to sign all associated documents as presented.
2) Make a motion to approve revisions to the 2017 Essential Single Family Rehab Loan Pool Program Procurement & Disbursement Polices and allow the Chairman to sign all associated documents as presented.

SUPPORTING ATTACHMENTS:
Assistance Policy
Procurement & Disbursement Policies

Moore County
Assistance Policy
For the 2017 Cycle of the
Essential Single-Family Rehabilitation Loan Pool

What is the Essential Single-Family Rehabilitation Loan Pool?

Moore County has been awarded Membership by the North Carolina Housing Finance Agency ("NCHFA") under the 2017 cycle of the Essential Single-Family Rehabilitation Loan Pool ("ESFRLP17"). 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 as defined on page 4. ESFRLP17 assists eligible households by facilitating aging in place, meeting minimum housing code requirements when applicable, 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.

As an ESFRLP17 Member, Moore County has been allocated an initial set-aside of $175,000 which it plans to apply toward the rehabilitation of five (5) houses in Moore 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 ESFRLP17 loan pool.

This Assistance Policy describes who is eligible for assistance under ESFRLP17, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Moore County has designed the ESFRLP17 project to be fair, open and consistent with its approved application for funding and with ESFRLP17 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 ESFRLP17 assistance:

1) The housing unit to be rehabilitated with ESFRLP funds must be located in Moore County, and must be owner-occupied. The household occupying the unit must have an elderly, disabled and/or veteran (see definitions below) 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 ESFRLP17 Program limit of $25,000 and must include all Essential Rehabilitation Criteria as described in the ESFRLP17 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 when applicable.
- 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. Moore County's Housing Rehabilitation Inspector 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. Moore 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 Housing Rehabilitation Inspector 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 Moore 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. (Moore 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.
- The property must be current on all property taxes with no outstanding past taxes owed.

2018 Income Limits for Moore 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	$13,950	$23,250	$37,150
2	$15,950	$26,550	$42,450
3	$17,950	$29,850	$47,750
4	$19,900	$33,150	$53,050
5	$21,500	$35,850	$57,300
6	$23,100	$38,500	$61,550
7	$24,700	$41,150	$65,800
8	$26,300	$43,800	$70,050

*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, Moore 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, Moore 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 and meets income eligibility criteria. 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 Moore County's

2017 Essential Single-Family Rehabilitation Loan Pool

Special Needs (for definitions, see below)	*Points*
Never Been Served by Moore County	10
Disabled Household Member	8
Large Family (*5 or more permanent residents)*	6
Elderly Household Member *(62 or older)*	6
Military Veteran	5
Household with a child age 6 or under with lead hazards in the home	5
Single-Parent Household *(with one or more children in home)*	4
Income (See Income Table above)	*Points*
Less than 30% of County Median Income	5
30% to 50% of County Median Income	4
50% to 80% of County Median Income	3

***NOTE** If the household has more than one special need as outlined above then that applicant will receive the allotted points for all applicable categories (e.g. If a household has an elderly household member who is also disabled and has more than 5 permanent residents, that applicant would receive 20 priority points.*

Definitions under ESFRLP17 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.
- *Single-Parent Household:* A household in which one and only one adult resides with one or more dependent children under the age of 18.
- *Large Family:* A large family household is composed of five or more individuals living in the home.
- *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-18 years old or older- 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; or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family's application.
- *Military Veteran:* A person who is a military veteran, is defined as one who served in the active military, naval, or air service (e.g. 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.

The reason for rating applications is to ensure that all recipients of assistance are selected by a fair and open process. 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 ESFRLP17?

The North Carolina Housing Finance Agency will provide assistant to those households selected for the project with 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 ESFRLP17 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 when applicable the Municipality'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).
- Make other eligible improvements to dwelling units such as accessibility and universal design modifications.

These requirements are spelled out in full in the ESFRLP17 Administrator's Manual which you may view, at reasonable times, upon request, at the Community Development office of Moore 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 ESFRLP17 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 ESFRLP17, 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?

Moore County is obligated under ESFRLP17 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, Moore County will conduct a bid which will allow qualified vendors to provide quotes, bids or proposal for the product or services needed on each job. For additional information about procurement and disbursement procedures, please refer to the ESFRLP17 Procurement and Disbursement Policy for Moore County.

- All qualified vendors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. Every reasonable effort will be made to receive at least three quotes, bids or proposals for the product or services needed.

- 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 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 4:30 pm on August 31, 2017. Apply by contacting Planning & Transportation Department, at (910) 947-5010 to obtain an application. Proof of ownership and income will be required. Those who have applied for housing assistance from Moore County in the past will not automatically be reconsidered and must complete a new 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. In the event a client/homeowner has not been made aware of other potential benefits that he/she may be eligible to receive. Moore County Community Development staff will make verbal referrals as needed and provide material to clients/homeowners detailing available services. The County makes Moore County service providers aware of housing rehab opportunities through a Public Notice submitted to the local paper as well as on the County website. Moore County will notify each of the following agencies of this Project:

    - Moore County Department of Social Services
    - Moor County Health Department
    - Moore County Senior Enrichment Center
    - Local Municipalities within the County
    - Weatherization Program (Action Pathways)

- Meals on Wheels
- Moore County Transportation Services
- Veteran's Administration
- Habitat for Humanity
- Independent Living
- ARC of Moore
- Northern Moore Family Resource Center
- Coalition for Human Care
- Community Associations

3. **Preliminary inspection:** Moore County's Housing Rehabilitation Inspector will visit the homes of top ranking households to determine the need and feasibility of the home for rehabilitation.

4. Notice of Disposition: 30 days after Moore County has received applications and visited the homes of the top ranking households a letter will be sent to the applicants advising them of their status. The applicants who are either low ranking or whose homes are not appropriate for the program will be notified they will not be served under the program. Applicants whose homes appear to be appropriate for the program and who have the highest ranking will be notified that they have been selected to be served pending income verification, home ownership and other qualification checks as required by the program. Those applicants who were not selected to be served at first but who rank highly and have homes appropriate to be served under the program will be notified of their status as alternates.

5. **Screening of applicants:** Applications will be rated and ranked by Moore County based on the priority system outlined on page 4 and the feasibility of rehabilitating the house. Households to be offered assistance in the first round of homes served will be selected by October 20, 2017. Household income will be verified for program purposes only (information will be kept confidential). If income verification is not received from all applicants and households members over 18 years old by November 20, 2017, that household will be ineligible for assistance. 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. Moore County will then submit to NCHFA an ESFRLP17 Loan Application and Reservation Request for each potential borrower for approval. Applicants not selected for ESFRLP assistance will be notified in writing.

6. **Written agreement:** A Homeowner Written Agreement, between the homeowner and Moore 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.

7. **Pre-rehab inspection & unit evaluation:** Moore County's Housing Rehabilitation Inspector 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.

8. **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.

9. **Lead and Other Testing:** Moore County will arrange for a certified firm to inspect all the pre-1978 constructed homes for potential lead and asbestos hazards at no cost to the homeowner. 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.

10. **Bidding:** The work write-up and bid documents will be provided to all contractors at the pre-bid meeting. Tours of the properties to be rehabbed will occur on the day of the pre-bid meeting. Contractors will then have at least a week to prepare bid proposal and complete bid documents before submitting to the County. The homeowner may request that a contractor of his/her choosing be invited to a pre-bid meeting. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted at Moore County Planning & Transportation Department located at 1048 Carriage Oaks Dr. Carthage, NC at a specified date and time, with all bidders invited to attend. All bidders and the homeowner will be made aware of the bid award.

11. **Contractor selection:** Within six weeks of the bid opening, after review of bid breakdown and timing factors, Community Development staff will select the winning bidders. 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.

12. **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 Moore County signing on as an interested third party prior to the commencement of any construction. Moore County will facilitate with the loan closing and recordation of these documents and forward the recorded documents to NCHFA. Moore County will issue a "Notice to Proceed" formally instructing the contractor to commence work by the agreed-upon date.

13. **Pre-construction conference:** A pre-construction conference will be held at the selected applicant's home. At this time, the homeowner, contractor and ESFRLP Moore 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.

14. **Construction:** The contractor will be responsible for obtaining both zoning permits and building permits and posting all permits 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. Moore County ESFRLP 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. Local Code Enforcement Officials will inspect the work for compliance with NC State Building Code. 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.

15. **Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Moore County's Housing Rehabilitation Inspector, Moore County's Planning & Transportation Director and either the County Manager or Board of Commissioners and reduced in writing as a contract amendment ("change order"). The owner, contractor and two Moore County personnel must execute any change order agreements to the construction contract. If the changes require an adjustment in the loan agreement amount, that amount must be specified in the change order.

16. **Progress payments:** The contractor is entitled to request partial payments and a final payment based on the following guidelines. For contracts exceeding $5,000 but less than $12,000, the Contractor shall be entitled to one (1) progress payment after a minimum of fifty percent (50%) of total contract work is complete. For contracts exceeding $12,000, but less than $22,000, the Contractor shall be entitled to two (2) progress payments, the first after a minimum of forty percent (40%) of the total contract work is completed and the second after an additional forty percent (40%) of the work is completed. And, that for contracts of $22,000 or more, the Contractor shall be entitled to three (3) progress payments, the first after thirty percent (30%) of the work, the second after an additional thirty percent (30%) and the third an additional thirty percent (30%) of the total contract work is completed. THAT said progress payments shall be based upon eighty percent (80%) of the contract price (from the Contractor's cost breakdown as approved by the County) of the work completed on each line item which is one-hundred percent (100%) complete. Final payment will be issued upon completion of all 100% of the contractor work as outlined below see Project Closeout. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days.

17. **Closeout:** When the contractor declares the work complete, program staff and building inspectors (as necessary) will thoroughly inspect the work. If any of the work is deemed unsatisfactory or does not meet building code, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of Moore County's Housing Rehab Inspector, local Building Inspector payment may be withheld until such time the work is satisfactory. When the Community Development staff and the homeowner are satisfied that the contract has been fulfilled, each will sign off and, after receipt of the contractor's invoice, inspections, certificate of completion and executed lien release signed by all contractors, sub–contractors and suppliers, 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.

18. **Post-construction conference:** Following construction, the contractor and the Housing Rehabilitation Inspector 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 Housing Rehabilitation Inspector for review prior to the project closeout. The contractor and Rehabilitation Inspector 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.

19. **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 Moore County Rehabilitation Inspector or other representative, as soon as possible either in writing or via phone call. 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 August 1, 2017.
- Applications must be turned in at the Moore County Planning & Transportation Office by 4:30 PM on August 31, 2017.

- Households informed of selection status by October 20, 2017.
- Income documents due by November 20, 2017.
- All rehabilitation work must be under contract by December 31, 2019.
- All rehabilitation work must be completed by June 30, 2020.

How do I request an application? In person, or over the phone contact:

Moore County Planning & Transportation Department
P.O. Box 905
1048 Carriage Oaks Dr.
Carthage, NC 28327
Phone: (910) 947-5010

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, Moore 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 the Project Administration and voice their concern 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. Moore 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 Community Development staff.
2. The Housing Rehabilitation Inspector will inspect the work in question. If he/she finds that the work is not being completed according to the contract, the Housing Rehabilitation Inspector 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 Community Development staff and facilitated by the Project Administrator.
4. Should the mediation conference fail to resolve the dispute, the Project Administrator will render a written final decision.
5. If the Community Development staff finds that the work is being completed according to contract, the complaint will be noted and the Community Development staff and the homeowner will discuss the concern and the reason for the Community Development staff decision.

IMPORTANT NOTE: Do not hesitate to contact the County's Community Development staff at any time during the process, but please keep in mind that the work involved WILL CAUSE SOME INCONVENIENCE AT TIMES DURING THE REPAIR/MODIFICATION. Repair/modification work in general can be quite stressful. We ask that all recipients of assistance be patient with the workers and any delay that may occur.

Final Appeal:

After following the above procedures, any applicant or homeowner who remains dissatisfied with Moore 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 Moore 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, officer, or other public official of the County, member of the County Board of Commissioner, or entity contracting with Moore County, who exercises any functions or responsibilities with respect to the ESFRLP17 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 these County employees, Board of Commissioner members and others closely identified with the County may be approved for rehabilitation assistance only upon public disclosure before the Moore County Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under ESFRLP17, 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 ESFRLP17 program? Any questions regarding any part of this application or program should be addressed to:

Moore County Planning & Transportation

Housing Rehabilitation Inspector	Project Administrator
Carlis P. Sweat	Stephanie Cormack
P.O. Box 905	P.O. Box 905
1048 Carriage Oaks Dr	1048 Carriage Oaks Dr
Carthage, NC 28327	Carthage, NC 28327
910-947-5010	910-947-5010

This Assistance Policy is adopted this 18th day of April 2017.
This Assistance Policy was revised this 1st day of August 2017.
This Assistance Policy was revised this 17th day of July 2018.

County of Moore

BY: _____
Catherine Graham, Chair
Moore County Board of Commissioners

ATTEST: _____
Laura Williams, Clerk to the Board
Moore County Board of Commissioners

County of Moore
Procurement and Disbursement Policy
2017 ESSENTIAL SINGLE FAMILY REHABILITATION LOAN POOL

PROCUREMENT POLICY

1. To the maximum extent practical, the County of Moore (the County) 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). The County will conduct a public bid which will allow qualified vendors to provide quotes, bids or proposals for the product or services needed. Every reasonable effort will be made to receive at least three quotes, bids or proposals.

2. 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 awarded to work on pre-1978 homes.

3. At least three contractors shall be invited to bid on each job and award standard will be to the lowest responsible, responsive bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of 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, along with supporting documentation (Vendor Application, Contractor Application, W-9, Non-Collusion Affidavit, E-Verify Affidavit and an Iran Divestment Act Certificate) including instructions for distribution and receipt of bids. A bid opening will be conducted at the Moore County Planning & Transportation Department located at 1048 Carriage Oaks Dr. Carthage, NC at a specified date and time, with all bidders invited to attend. Only those contractors whom attend the mandatory pre-bid meeting will be allowed to bid on each job.

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 by noting all parties spoken to, creating a bid tab sheet and indicating the needed work within a service contract.

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. Moore County will issue the intent to award

to the bidding contractor and homeowner, pending final award after legal, finance, County Manager approval. All bidders will be made aware of the bid award once a contract has been signed by all parties. All bidders 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 Countys' 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. Moore County's Housing Rehab Inspector 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 "Notice to Proceed" provided to the contractor will be issued at the time of award. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work or at the specified location determined by Moore County's Housing Rehab Inspector. At this time, the homeowner, contractor and Moore County's Housing Rehab Inspector 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.

13. The County of Moore 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.

14. Uniform Guidance procurement policy compliance statement: "Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200)."

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Housing Rehabilitation Inspector, (b) the local building or minimum housing code inspector when applicable and (c) the homeowner prior to any payments to contractor. 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 30 days for processing of the invoice for payment.

2. The contractor is entitled to request partial payments and a final payment based on the following guidelines. For contracts exceeding $5,000 but less than $12,000, the Contractor shall be entitled to one (1) progress payment after a minimum of fifty percent (50%) of total contract work is complete. For contracts exceeding $12,000, but less than $22,000, the Contractor shall be entitled to two (2) progress payments, the first after a minimum of forty percent (40%) of the total contract work is completed and the second after an additional forty percent (40%) of the work is completed. And, that for contracts of $22,000 or more, the Contractor shall be entitled to three (3) progress payments, the first after thirty percent (30%) of the work, the second after an additional thirty percent (30%) and the third an additional thirty percent (30%) of the total contract work is completed. THAT said progress payments shall be based upon eighty percent (80%) of the contract price (from the Contractor's cost breakdown as approved by the County) of the work completed on each line item which is one-hundred percent (100%) complete. Final payment will be issued upon completion of all 100% of the contractor work as outlined below see Project Closeout.

3. Following construction, the contractor and the Housing Rehab Inspector will meet with the Homeowner in a post-construction conference. At this conference the contractor will hand over all owners' manuals and warranties on equipment and materials to the Housing Rehab Inspector for review prior to the project closeout, and be available to answer homeowner questions.

4. Project Closeout: When the contractor declares the work complete, Moore County's Rehabilitation Inspector will thoroughly inspect the work. If any of the work is deemed unsatisfactory or does not meet building code, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of Moore County's Housing Rehabilitation Inspector, local Building Inspector payment may be withheld until such time 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). Following construction, Moore County's Housing Rehab Inspector will meet with the Homeowner to review all completed work and obtain final documents to be signed by the homeowner. After receipt of the contractor's final invoice, inspections, certificate of completion and executed lien release signed by all contractors, sub–contractors and suppliers, 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. Contractor should allow 30 days for processing of the invoice for payment.

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

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

The Procurement and Disbursement Policies are adopted this the 18th day of April 2017.
The Procurement and Disbursement Policies were revised this 17th day of July 2018.

County of Moore

BY: _____
Catherine Graham, Chair
Moore County Board of Commissioners

ATTEST: _____
Laura Williams, Clerk to the Board
Moore County Board of Commissioners

CONTRACTORS STATEMENT:

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

BY: _____

COMPANY NAME: _____

WITNESS: _____

Agenda Item: V. I.
Meeting Date: **July 17th 2018**

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: **Debra Ensminger**
Planning & Transportation Director

DATE: **June 21, 2018**

SUBJECT: **2017 Urgent Repair Program and associated documents**

PRESENTER: **Debra Ensminger**

REQUEST:
This is a request to amend the 2017 Urgent Repair Program Assistance Policy, Procurement & Disbursement Policies funded through the North Carolina Housing Finance Agency.

BACKGROUND:
On August 1, 2017 the Board of Commissioners approved the subsequent documents related to the implementation of the 2017 Urgent Repair Program.

The North Carolina Housing Finance Agency requires the Assistance Policy be updated annually with the new HUD/HOME Low Median Income limits.

The Procurement & Disbursement Polices have been updated to meet Uniform Guidance requirements (2 Part CRF 200).

The 2017 Urgent Repair Program operates on an annual cycle focusing on critical repairs for health and safety modifications of income qualified and owner occupied homes with special needs.

IMPLEMENTATION PLAN:
Documents will be forwarded to the North Carolina Housing Finance Agency and guidelines will be met as set forth in the Assistance Policy.

FINANCIAL IMPACT STATEMENT:
No financial impact to revise policy.

STAFF RECOMMENDATION:
1) Make a motion to approve revisions to the 2017 Urgent Repair Program Assistance Policy and allow the Chairman to sign all associated documents as presented.
2) Make a motion to approve revisions to the 2017 Urgent Repair Program Procurement & Disbursement Polices and allow the Chairman to sign all associated documents as presented.

SUPPORTING ATTACHMENTS:
Assistance Policy
Procurement & Disbursement Policies

County of Moore

Assistance Policy

For the 2017 Cycle of the
Urgent Repair Program

What is the Urgent Repair Program? The County of Moore has been awarded $100,000 by the North Carolina Housing Finance Agency ("NCHFA") under the 2017 cycle of the Urgent Repair Program ("URP17"). 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 13 households will be assisted under URP17.

This Assistance Policy describes who is eligible to apply for assistance under URP17, 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 this URP17 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. Additional funds for construction costs are provided by County local matching funds in the amount of $5,000.

Eligibility: To be eligible for assistance under URP17 applicants

1) must reside within the County limits of Moore and own and occupy the home in need of repair or have life estate rights and must be current on all property taxes
2) must have a household income which does not exceed 50% of the County's median income for the household size (see income limits below)
3) must have a special need (i.e. be elderly, $\geq$ 62 years old, handicapped or disabled, a single parent with a dependent living at home, a Veteran, a large family with $\geq$5 household members or a household with a child below the age of six with an elevated blood lead level (between 10μg/dl and 20μg/dl)).
4) must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs

URP17 Income Limits* for the County of Moore

Number in Household	30% of Median (very-low income)	50% of Median (low income)
1	$13,950	$23,250
2	$15,950	$26,550
3	$17,950	$29,850
4	$19,900	$33,150
5	$21,500	$35,850
6	$23,100	$38,500
7	$24,700	$41,150
8	$26,300	$43,800

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

Outreach Efforts of the Urgent Repair Program: The County makes Moore County service providers aware of housing rehab opportunities through a Public Notice submitted to the Pilot (local paper) as well as on the County website. Moore County will notify each of the following agencies of this Project and provide applications for disbursement:

- Moore County Department of Social Services
- Moore County Health Department
- Moore County Senior Enrichment Center
- Local Municipalities with the County
- Action Pathways (Weatherization Program)
- Meals on Wheels
- Moore County Transportation Services
- Veteran's Administration
- Habitat for Humanity
- Independent Living
- ARC of Moore
- Northern Moore Family Resource Center
- Coalition for Human Care

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 and income. The applications will be ranked according to which receive the most points.

Priority Ranking System for the County of Moore URP17

Special Needs (for definitions, see below)	*Points*
Never Been Served by Moore County	10
Disabled, Elderly, or Veteran Household Member *(62 or older)*	6
Large Family *(5 or more permanent residents)*	6
Single-Parent Household *(with one or more children in the home)*	4
Elevated Blood Lead Level Child	4
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 URP17.

Recipients of assistance under the URP17 will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

The definitions of special needs' populations under URP17 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 an impairment.
- *Large Family*: A large family household is composed of five or more individuals living in the home;
- *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 therefrom under conditions other than dishonorable.
- *Child with elevated blood lead level*: A child below the age of six with an elevated blood lead level between 10 μg/dl and 20 μg/dl.

Client Referral and Support Services: Many homeowners assisted through the Urgent Repair Program may also need other services. When the Urgent Repair Program staff meets the homeowner during the work write-up process, they will discuss the resources and programs available in the County and provide verbal referrals as needed and provide material to clients/homeowners detailing available services. and a list of the agencies with contact information

What is the form of assistance under URP17? 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 Housing Rehab Inspector. There is no minimum to the amount of the loan; however the maximum life-time limit according to the guidelines of URP17 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 URP17 must meet or exceed NC Residential Building Code.

Who will do the work on the homes? The County is obligated under URP17 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 conduct a bid which will allow qualified contractors to provide quotes, bids or proposal for the product or services needed on each job. Please request a copy of the County's Procurement and Disbursement Policy for further information. (Homeowners who know of quality rehabilitation are welcome to invite them to bid.)

A minimum of three qualified 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" is described in the Procurement and Disbursement Policy.

A qualified contractor must not be debarred on any state or federal list, have proper license requirement if applicable for the scope of work they are bidding on, and workman's comp insurance if applicable.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for Moore County's URP17, 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 4:30 pm on September 29, 2017. Apply by contacting the Planning & Transportation Department, 910-947-5010. 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. A new application will need to be submitted.

2. **Preliminary inspection:** The County's Housing Rehab Inspector 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 November 17, 2017. Household income will be verified for program purposes only (information will be kept confidential). If income verification is not received by all household members over the age of 18 by December 22, 2017, that household will be ineligible for assistance. Ownership of property will be verified along with other rating factors. From this review, the thirteen (13) most qualified applicants will be chosen according to the priority system described above. There will also be a list of ten (10) alternates. All applicants will receive notification of their application status no later than November 17, 2017 in writing or may contact the Planning &

Transportation Department, at 910-947-5010 to confirm the disposition of the application.

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 Housing Rehab Inspector 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 Housing Rehab Inspector will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Housing Rehab Inspector 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, and an explanation of the Promissory Note, which is considered a forgivable loan. This agreement will define the roles of the parties involved throughout the process.

7. **Bidding:** The work write-up and bid documents will be provided to all contractors at the pre-bid meeting. Tours of the properties to be rehabbed will occur on the day of the pre-bid meeting. 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. Contractors will then have a least a week to prepare bid proposal and complete bid documents before submitting to the County. A bid opening will be conducted at the Planning & Transportation Department at a specified date and time, with all bidders and the homeowner invited to attend.

8. **Contractor selection:** Within six weeks 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, (4) any support or contingency costs that will be included in the loan amount, and (5) if other than the lowest bidder is selected, the specific reasons for the selection.

9. **Execution of loan and contract:** The loan will be executed as well as the repair/modification contract prior to work beginning on the project. This contract will be between the contractor and homeowner, with the County signing as an interested third party. The cost of the actual work and project related support costs up to the amount of $800 will be included in the loan document.

10. **Pre-construction conference:** A pre-construction meeting will be held at the home. At this time, the homeowner, contractor and program representatives will be present and 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.). If the contract has been executed, the County will issue a "Notice to Proceed"

formally instructing the contractor to commence by the agreed-upon date within 5 calendar days of the date stipulated in the “Notice to Proceed”.

11. **Construction:** The contractor will be responsible for obtaining any required building and zoning 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. Building/Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP17. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable. The contractor will be responsible for all clearing and cleaning activities created due to construction activities.

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 County of Moore. If the changes require an increase 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. If the changes result in a decrease in the loan amount, an estoppel informing the homeowner of these changes in the contract amount will be completed by the County and conveyed to 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 and change orders, if any, as outlined in the County’s URP Procurement and Disbursement Policy.

14. **Post-construction meeting:** Following construction the contractor and the Housing Rehab Inspector will sit down with the homeowner one last time. At this meeting the contractor will hand over all owner's manuals and warranties on equipment and materials to the Housing Rehab Inspector for review prior to project closeout. 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 and the loan.

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 (fully completed).

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 September 1, 2017.
- Applications must be turned in at the Planning & Transportation Department by 4:30 PM on September 29, 2017.
- Households informed of selection status by November 17, 2017
- Income documents due by December 22, 2017

- Loans made to selected households by October 31, 2018.
- All rehabilitation work must be under contract by November 9, 2018.
- All rehabilitation work must be completed by December 31, 2018.

How do I request an application? Just contact:

Moore County Planning & Transportation Department
c/o Community Development Staff
P.O. Box 905
1048 Carriage Oaks Dr.
Carthage, NC 28327
910-947-5010

Or pick up an application at the Moore County Planning & Transportation Department, any library within the county, the County Health Department, or the Department of Social Services office.

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 County of Moore 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.

<u>During the application process:</u>

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 the Project Administrator 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 County of Moore will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

<u>During the repair/modification process:</u>

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 Community Development staff.
2. The Housing Rehab Inspector will inspect the work in question. If he finds that the work <u>is not</u> being completed according to contract, the Housing Rehab Inspector 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 Community Development staff and facilitated by the Project Administrator.
4. Should the mediation conference fail to resolve the dispute, the Project Administrator will render a written final decision.
5. If the Community Development staff finds that the work <u>is</u> being completed according to contract, the complaint will be noted and the Community Development staff and the homeowner will discuss the concern and the reason for the Community Development's staff decision.

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 employees 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 Board of Commissioners, or entity contracting with the County, who exercises any functions or responsibilities with respect to URP17 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, Board of Commissioners and others closely identified with the County may be approved for rehabilitation assistance only upon public disclosure before Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under URP17, 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 URP17? Any questions regarding any part of this application or program should be addressed to:

Housing Rehab Inspector
Carlis P. Sweat
P.O. Box 905
Carthage, NC 28327
910-947-5010

Project Administrator
Stephanie Cormack
P.O. Box 905
Carthage, NC 28327
910-947-5010

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 1st day of August 2017.
This Assistance Policy was revised this 17th day of July 2018.

BY: _____
Catherine Graham, Chair
Moore County Board of Commissioners

ATTEST: _____
Laura Williams, Clerk to the Board
Moore County Board of Commissioners

County of Moore
Procurement and Disbursement Policy
URGENT REPAIR PROGRAM

PROCUREMENT POLICY

1. To the maximum extent practical, the County of Moore (the County) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). The County will conduct a public bid which will allow qualified contractors to provide quotes, bids or proposal for the products or services needed. Every reasonable effort will be made to receive at least three quotes, bids or proposals. A qualified contractor must not be debarred on any state or federal list, have proper license required if applicable for the scope of work they are bidding on, and workman's comp insurance if applicable.

2. At least three eligible contractors shall be invited to bid on each job. The award will be made to the lowest responsive and responsible bidder, taking into consideration quality, performance, and reasonable changes may made in the plans and specifications to bring the contact price within the funds available, taking into consideration the same work-write up item(s) reductions for all bidders. "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, and (c) there is no conflict of interest (real or apparent).

3. 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.

4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, along with supporting documentation (Vendor Application, Contractor Application, W-9, Non-Collusion Affidavit, E-Verify Affidavit and an Iran Divestment Act Certificate) including instructions for distribution and receipt of bids.

5. 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.

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 and two representatives of the County. The change order must also detail any changes to the original contract price.

7. No work may begin prior to a contract being awarded and a written "Notice 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.

8. The 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 by noting all parties spoken too and creating a bid tab sheet as required by the County outlining the quote amounts. A scope of work will be attached to the service contract.

10. 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. Moore County will issue an intent to award to the bidding contractor, pending final award after legal, finance, and County Manager approval. All bidders will be made aware of the bid award once a contract has been signed by all parties. All bidders will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid and 3) the specific reason for the selection, if other than the lowest bidder was selected.

11. The contractor is responsible for obtaining a building and zoning permit for the project before beginning work when applicable. The permit must be posted at the house during the entire period of construction. Moore County's Housing Rehab Inspector 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 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.

12. County of Moore 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.

13. Uniform Guidance procurement policy compliance statement: "Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200)."

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Housing Rehab Inspector, and (b) 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. *Note that contractors must provide Community Development Staff with all owners' manuals, warranties on equipment/materials and an executed Release of Liens before payment can be made. Contractor should allow 30 days for processing of the invoice for payment.

2. All work, if applicable, will be required to receive building code inspector approval as issued locally/appropriate for the project prior to payment.

3. If any of the work is deemed unsatisfactory or does not meet building code, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the County's Housing Rehab Inspector, payment may be withheld until such time the work is satisfactory. (Contractors may follow the County's Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).

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

5. 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 1st day of August 2018.
The Procurement and Disbursement Policies were revised this 17th day of July 2018.

County of Moore

BY: _____
Catherine Graham, Chair
Moore County Board of Commissioners

ATTEST: _____
Laura Williams, Clerk to the Board
More County Board of Commissioners

CONTRACTORS STATEMENT:

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

BY: _____

COMPANY NAME: _____

WITNESS: _____

Agenda Item: V. J.
Meeting Date: **July 17th 2018**

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: **Debra Ensminger**
Planning & Transportation Director

DATE: **June 21, 2018**

SUBJECT: **2018 Urgent Repair Program and associated documents**

PRESENTER: **Debra Ensminger**

REQUEST:
This is a request to accept $100,000 through the 2018 Urgent Repair Program and approve and adopt the Post Approval Documentation, Procurement Policy, Assistance Policy, Budget Amendment and all associated documents.

BACKGROUND:
On January 9, 2018 the Board of Commissioners approved an application submittal to the North Carolina Housing Finance Agency for funding through the 2018 Urgent Repair Program. The County has been conditionally approved for a set aside amount not to exceed $100,000.

The Urgent Repair Program operates on an annual cycle with a focus on critical repairs for health and safety modifications of income qualified and owner occupied homes with special needs. Moore County previously participated in the 2010, 2012, 2013, 2015, 2016 and currently participating in the 2017 program.

Grant requirements include a "Post Approval Documentation" packet consisting of a Procurement Policy, Assistance Policy, and Budget Amendment. All documents have been reviewed and approved by the County Attorney's Office.

IMPLEMENTATION PLAN:
All required documents will be forwarded to the North Carolina Housing Finance Agency and guidelines will be met as set forth in the Assistance Policy.

FINANCIAL IMPACT STATEMENT:
$5,000 County Matching funds

STAFF RECOMMENDATION:
1) Make a motion to accept the $100,000 2018 Urgent Repair Program offered to Moore County through the North Carolina Housing Finance Agency as presented.
2) Make a motion to approve, adopt and allow the Chairman to execute Post Approval Documentation, Procurement Policy, Assistance Policy and all associated documents related to the implementation of the 2018 Urgent Repair Program as presented.
3) Make a motion to approve Budget Amendment as presented.
4) Make a motion to allow the County Manager to sign funding agreement once received by the North Carolina Housing Finance Agency.

SUPPORTING ATTACHMENTS:
Post Approval Documentation, Assistance Policy, Procurement & Disbursement Policy, Budget Amendment

North Carolina Housing Finance Agency
Urgent Repair Program (URP18)
Post-Approval Documentation

URP1820	Moore County

A. Instructions

Your Application for Funding was approved for the requested amount. The numbers in the table in section E below reflect the numbers from your application and represent the required performance standards for your URP18 award. If you agree with the amounts listed, please provide the information and documentation requested below and return this Post Approval Documentation packet to Donna Coleman, Housing Rehabilitation Officer who will serve as your case manager throughout your project. All proposed changes to these performance standards will require Agency approval and should result in no net loss of application rating points.

B. Local Matching Funds *(Attach)*

Your Application for Funding stated that other funds would be available to assist with repairs/modifications of your proposed housing units. Please provide documentation, from the funding source, for each source of local matching funds. The table immediately below summarizes the proposed amount of matching funds according to your application.

Source of Funds	Amount
Matching Local Funds	$5,000
Total of local matching funds committed to the URP18 project	$5,000

C. Assistance Policy *(Attach)*

Because URP beneficiaries are not necessarily pre-selected and approved through a public hearing process, it is especially important that URP recipients ***adopt*** an assistance policy that thoroughly and clearly identifies criteria for eligibility for assistance, and for prioritizing applicants once they have been determined eligible. This policy should be fair, open and non-discriminatory. In addition, other facts, policies and procedures affecting potential applicants and/or recipients of assistance should be spelled out in your assistance policy. **Please submit your proposed Assistance Policy as part of the completed Post Approval Documentation.**

D. Procurement and Disbursement Policies *(Attach)*

URP Recipients must submit a copy of their Procurement Policy that is specific to URP18 and is written in accordance with 24CFR85.36 (for units of local government), or 24CFR84.4 (for non-profit organizations), and a copy of their Disbursement Policy to the Agency for review and approval.

E. Service Area Requirements

The Application for funding was approved based partly on your targets for Program assistance by service area and the percentages of Program funding to be spent in each county within the service area. Your required targets (based on your requested amount), broken out by county, are shown in the table below.

Service Area	Proposed # of Units	Program Funds
Moore County	**13**	$100,000
TOTAL	**13**	$100,000

Continued on Reverse Side

F. Bonding/Honesty and Fidelity Insurance Coverage *(Attach)*

Recipients must submit evidence that honesty and fidelity insurance coverage is available in an amount not less than 50% of your URP18 funding allocation. This must be in the form of a letter from the recipient's insurer identifying the policy by number, the amount of coverage, the effective date, the positions covered by the policy, and containing a statement that NCHFA will be notified in writing if the coverage is discontinued or reduced. For self-insured units of government, the acceptable evidence of insurance will be a letter from the unit's chief financial officer or manager, stating that the unit maintains a self-insurance fund in an amount adequate to provide honesty and fidelity coverage equal to 50% of the URP18 allocation. The letter must state that the recipient will notify NCHFA in writing if the self-insurance is discontinued or reduced to a level that no longer provides the required 50% coverage.

G. Fiscal Year and Audits (*Complete this section)*

Recipients will be required to submit reports as required under NC State General Statue 143C-6-23 (Non-Government Organizations) or NC State General Statue 159-34 (Units of Local Government)
Fiscal year begins _____ and ends _____.

H. Acknowledgement of Audit Compliance Reporting Responsibilities *(Attach)*

Please have the financial person from your organization, responsible for coordinating the annual audit, complete and sign the enclosed "Audit Compliance Responsibilities" form, acknowledging its receipt. Then, return it with the completed PAD.

I. Organizational Documents *(Not Applicable)*

1. Recipients who are not units of government must supply copies of their organizational documents, including articles of incorporation, by laws and a listing of all directors, officers and staff.

2. Recipients that are private-nonprofit organizations must forward a notarized copy of their Conflict of Interest policy, in accordance with G.S. 143C-6-23, to the Agency, which addresses conflicts of interest that may arise involving any member of the recipient's management, board of directors or other governing body.

3. Recipients that are private nonprofit organizations must provide a written statement, made under oath and completed by the organizations board of directors or appropriate governing body, stating that the organization does not have any overdue taxes, as defined by G.S. 105-243.1.

J. W9 Tax ID and Direct Deposit *(Attach)*

1. Enclosed is the Form W-9 Request for Taxpayer Identification Number and Certification. Please complete this form with the requested information and return the completed form with the PAD.

2. Also, enclosed is the form for electronic payments, which will allow for direct deposit of Program funds into your designated checking account. Please complete this form with the requested information and return the completed form with the PAD.

K. Intergovernmental Agreement *(Not Applicable)*

Please provide a copy of an intergovernmental agreement between your governmental entity and the governmental entity in which you will be providing services under URP18, as required by GS 160-456.

L. Certifications

The Recipient certifies that: 1) there have been no changes in the key personnel or their roles as identified in section III. B of the Application for Funding; or 2) the Recipient has submitted a written request to the Agency indicating the change(s) in personnel and/or their roles accompanied by a detailed resume for each. The Recipient certifies that the information, provided herein and herewith, is complete and accurate and that, if approved by the North Carolina Housing Finance Agency, it will be made part of the Funding Agreement by reference, superseding any conflicting information contained in the original Application for funding without otherwise affecting said Application.

_____	_____
Attest	Authorized Signature
_____	_____
Title Date	Title Date

2018 Urgent Repair Program
Annual Compliance Reporting Information

Please forward this to the financial person who coordinates your organization's annual audit.

The 2018 Urgent Repair Program is funded with State funds from the Housing Trust Fund. The North Carolina Housing Finance Agency is the pass-through for these funds.

Federal and State Regulations may change at any time. Refer to the applicable websites for any updates. Your organization will be responsible for complying with any new regulations or statutes as they occur.

For Non-Profit Organizations only:
N.C. State General Statute 143C-6-23 – "*State grant funds: administration; oversight and reporting requirements.*" (State funds include federal funds that flow through the State.) These reports will be submitted directly to NCHFA @ subreport.rehabteam@nchfa.com. Our organization will submit these reports by the required deadline and will notify our NCHFA contact when reports are submitted.

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For Local Government Organizations:
www.treasurer.state.nc.us – NC State General statute 159-34 – Audit Requirements of "*The Local Government Budget and Fiscal Control Act*"

Instruct your auditor to send audit confirmations to:
Amanda Paige
NCHFA
PO Box 28066
Raleigh, NC 27611-8066
919-877-5705
919-877-5703 – fax

Acknowledgement of Audit Compliance Reporting Responsibilities

Please X applicable section(s) and return this form with your PAD

_____We are a non-profit organization and will comply with North Carolina General Statute 143C-6-23 which requires us to submit reports. These reports will be submitted directly to NCHFA @ subreport.rehabteam@nchfa.com. Our organization will submit these reports by the required deadline and will notify our NCHFA contact when reports are submitted.

If your organization received less than $750,000 as a subrecipient of state and/or federal funds in the reporting fiscal year, your reports are due six (6) months after your fiscal year-end date.

If your organization received $750,000 or more as a subrecipient of state and/or federal funds in the reporting fiscal year, your reports are due nine (9) months after your fiscal year-end date.

_____We are a local governmental organization and will comply with North Carolina General Statute 159-34, "*The Local Government Budget and Fiscal Control Act*".

__X__ We will submit our annual Financial Statements electronically via a .pdf file within thirty (30) days of publication. **Submit to caxtell@nchfa.com**

I acknowledge receipt of the information regarding compliance reporting. I am the person responsible for coordinating the submission of reports that comply with state and federal regulations pertaining to this funding. Our reports will be submitted prior to all compliance deadlines.

Signed: _____ Date: _____

Name _____

Title _____

Organization_____

Federal Tax ID Number _____

Address_____

Address _____

Email_____

Phone_____Fax_____

Fiscal Year-End Date _____ Award: URP

STATE OF NORTH CAROLINA
STATE TREASURER'S ELECTRONIC PAYMENTS

State Agency Name: **North Carolina Housing Finance Agency**

Program: Urgent Repair Program (URP)

Check One: Initial Sign-up _____ Change _____

PARTICIPATING ENTITY ACCOUNT INFORMATION

Entity Name: _____

Entity Address: _____

Contact Name: _____ Phone #: _____

Email address: _____
Note: E-mail address will be used to send notices of deposited funds.

FINANCIAL INSTITUTION INFORMATION

Institution Name: _____

Transit/Routing #: _____

Bank Account #: _____

PLEASE ATTACH A VOIDED CHECK

NOTE: CHECKING ACCOUNTS ONLY PLEASE

PARTICIPATING ENTITY AUTHORIZATION

I, on behalf of the participating entity indicated above, hereby authorize the North Carolina State Treasurer, his successors and his agents, at the direction of the State agency indicated above, to initiate ACH credit entries to the above designated bank account for payments due from the State agency for the referenced program name, pursuant to the "Established Operational Procedures for State Treasurer's electronic payments system," which may be in effect from time to time.

Finance Officer's name: _____ Phone #: _____

Signature: _____ Date: _____

MAIL COMPLETED FORM TO:

NC HOUSING FINANCE AGENCY
3508 BUSH STREET
RALEIGH, NC 27609
ATTN: ACCOUNTS PAYABLE
Fax: 919-877-5703

4/19/2018

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number

☐☐ - ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting,* later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code,* later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships,* earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code,* later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester,* later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code,* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships,* earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov.* You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint.* You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

County of Moore

Assistance Policy

For the 2018 Cycle of the
Urgent Repair Program

What is the Urgent Repair Program? The County of Moore has been awarded $100,000 by the North Carolina Housing Finance Agency ("NCHFA") under the 2018 cycle of the Urgent Repair Program ("URP18"). 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 13 households will be assisted under URP18.

This Assistance Policy describes who is eligible to apply for assistance under URP18, 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 this URP18 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. Additional funds for construction costs are provided by County local matching funds in the amount of $5,000.

Eligibility To be eligible for assistance under URP18 applicants

1) must reside within the County limits of Moore; and own and occupy the home in need of repair or have life estate rights; and must be current on all property taxes
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 10μg/dl and 20μg/dl)).
4) must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs

URP18 Income Limits* for the County of Moore

Number in Household	30% of Median (very-low income)	50% of Median (low income)
1	$13,950	$23,250
2	$15,950	$26,550
3	$17,950	$29,850
4	$19,900	$33,150
5	$21,500	$35,850
6	$23,100	$38,500
7	$24,700	$41,150
8	$26,300	$43,800

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

Outreach Efforts of the Urgent Repair Program The County informs Moore County service providers of housing rehab opportunities through a Public Notice submitted to the Pilot (local paper) as well as on the County website. Moore County will notify each of the following agencies of this Project and provide applications for disbursement:

- Moore County Department of Social Services
- Moore County Health Department
- Moore County Senior Enrichment Center
- Local Municipalities within the County
- Action Pathways (Weatherization Program)
- Meals on Wheels
- Moore County Transportation Services
- Veteran's Administration
- Habitat for Humanity
- Independent Living
- ARC of Moore
- Northern Moore Family Resource Center
- Coalition for Human Care

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 and income. The applications will be ranked according to which receive the most points.

Priority Ranking System for the County of Moore URP18

Special Needs (for definitions, see below)	*Points*
Never served by Moore County	10
Disabled, Elderly or Veteran Household Member *(62 or older)*	6
Large Family *(5 or more permanent residents)*	6
Single-Parent Household *(with one or more children in the home)*	4
Elevated Blood Lead Level Child	4
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 URP18.

Recipients of assistance under the URP18 will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

The definitions of special needs' populations under URP18 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 an impairment.
- *Large Family*: A large family household is composed of five or more individuals living in the home; 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 therefrom under conditions other than dishonorable.
- *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.

Client Referral and Support Services Many homeowners assisted through the Urgent Repair Program may also need other services. When the Urgent Repair Program staff meets the homeowner during the work write-up process, they will discuss the resources and programs available in the County; provide verbal referrals as needed and provide material to clients/homeowners detailing available services as well as a list of the agencies providing those services with contact information.

What is the form of assistance under URP18? 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 Rehab Inspector. There is no minimum to the amount of the loan; however the maximum life-time limit according to the guidelines of URP18 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 URP18 must meet or exceed NC Residential Building Code.

Who will do the work on the homes? The County is obligated under URP18 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 allow qualified contractors to provide quotes, bids or proposals for the product or services needed on each job. Please request a copy of the County's Procurement and Disbursement Policy for further information. (Homeowners who know of quality rehabilitation contractors are welcome to invite them to bid.)

A minimum of three qualified 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" is described in the Procurement and Disbursement Policy.

A qualified contractor must not be: debarred on any state or federal list; have proper licensing requirements if applicable to the scope of work they are bidding on and have Workers' Compensation insurance, if applicable.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for Moore County'sURP18, 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 4:30 pm on September 28, 2018. Apply by contacting the Planning & Transportation Department, 910-947-5010. 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. A new application will need to be submitted.

2. **Preliminary inspection:** The County's Housing Rehab Inspector 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 November 16, 2018. Household income will be verified for program purposes only (information will be kept confidential). If income verification is not received by all household members over the age of 18 by December 21, 2018, that household will be ineligible for assistance. Ownership of property will be verified along with other rating factors. From this review, the thirteen (13) most qualified applicants will be chosen according to the priority system described above. There will also be a list of ten (10) alternates. All applicants will receive notification of their application status by November 16, 2018 in writing or may contact the Planning & Transportation Department, at 910-947-5010 to confirm the disposition of the application.

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 Rehab Inspector 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 Housing Rehab Inspector will prepare complete and detailed work specifications

(known as the "work write-up"). A final cost estimate will also be prepared by the Housing Rehab Inspector 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, and an explanation of the Promissory Note, which is considered a forgivable loan. This agreement will define the roles of the parties involved throughout the process.

7. **Bidding:** The work write-up and bid documents will be provided to all contractors at the pre-bid meeting. Tours of the properties to be rehabbed will occur on the day of the pre-bid meeting. 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. Contractors will then have at least a week to prepare a bid proposal and complete bid documents before submitting to the County. A bid opening will be conducted at the Planning & Transportation Department at a specified date and time, with all bidders and the homeowner invited to attend.

8. **Contractor selection:** Within six weeks 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 upon request, (4) any support or contingency costs that will be included in the loan amount, and (5) if other than the lowest bidder is selected, the specific reasons for the selection.

9. **Execution of loan and contract:** The loan will be executed as well as the repair/modification contract prior to work beginning on the project. This contract will be between the contractor and homeowner, with the County signing as an interested third party. The cost of the actual work and project related support costs up to the amount of $800 will be included in the loan document.

10. **Pre-construction conference:** A pre-construction meeting will be held at the home. At this time, the homeowner, contractor and program representatives will be present and 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.). If the contract has been executed, the County will issue a "Notice to Proceed" formally instructing the contractor to commence by the agreed-upon date within 5 calendar days of the date stipulated on the "Notice to Proceed".

11. **Construction:** The contractor will be responsible for obtaining any required building and zoning 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. Building/Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP18. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work

areas as much as practicable. The contractor will be responsible for all clearing and cleaning arising from and due to construction activities.

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 County of Moore. If the changes require an increase 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. If the changes result in a decrease in the loan amount, an estoppel informing the homeowner of these changes in the contract amount will be completed by the County and conveyed to 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 and change orders, if any, as outlined in the County's URP Procurement and Disbursement Policy.

14. **Post-construction meeting:** Following construction the contractor and the Housing Rehab Inspector will sit down with the homeowner one last time. At this meeting the contractor will hand over all owner's manuals and warranties on equipment and materials to the Housing rehab Inspector for review prior to project closeout. The contractor and Rehab Inspector 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 and the loan.

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 (fully completed).

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 September 4, 2018.
- Applications must be turned in at the Planning & Transportation Department by 4:30 PM on September 28, 2018.
- Households informed of selection status by November 16, 2018
- Income documents due by December 21, 2018
- Loans made to selected households October 31, 2019.
- All rehabilitation work must be under contract by November 8, 2019.
- All rehabilitation work must be completed by December 31, 2019.

How do I request an application? Just contact:

Moore County Planning & Transportation Department
c/o Community Development Staff
P.O. Box 905
1048 Carriage Oaks Dr.
Carthage, NC 28327
910-947-5010

Or pick up an application at the Moore County Planning & Transportation Department, any library within the County, the County Health Department, or the Department of Social Services office.

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 County of Moore 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 the Project Administrator 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 County of Moore 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 Community Development staff.
2. The Housing Rehab Inspector will inspect the work in question. If he finds that the work is not being completed according to contract, the Housing Rehab Inspector 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 Community Development staff and facilitated by the project Administrator.
4. Should the mediation conference fail to resolve the dispute, the Project Administrator will render a written final decision.
5. If the Community Development staff finds that the work is being completed according to contract, the complaint will be noted and the Community Development staff and the homeowner will discuss the concern and the reason for the Community Development's staff decision.

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 employees 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 Board of Commissioners, or entity contracting with the County, who exercises any functions or responsibilities with respect to URP18 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, Board of Commissioners and others closely identified with the County may be approved for rehabilitation assistance only upon public disclosure before the Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under URP18, 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 URP18? Any questions regarding any part of this application or program should be addressed to:

Housing Rehab Inspector
Carlis P. Sweat
P.O. Box 905
Carthage, NC 28327
910-947-5010

Project Administrator
Stephanie Cormack
P.O. Box 905
Carthage, NC 28327
910-947-5010

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 _____ 20__.

By: _____
Catherine Graham, Chair
Moore County Board of Commissioners

ATTEST: _____
Laura Williams, Clerk to the Board
Moore County Board of Commissioners

County of Moore
Procurement and Disbursement Policy
URGENT REPAIR PROGRAM

PROCUREMENT POLICY

1. To the maximum extent practical, the County of Moore (the County) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). The County will conduct a public bid which will allow qualified contractors to provide quotes, bids or proposals for the products or services needed. Every reasonable effort will be made to receive at least three quotes, bids or proposals. A qualified contractor must not be debarred on any state or federal list, have proper licenses required if applicable for the scope of work they are bidding on, and workman's comp insurance if applicable.

2. At least three eligible contractors shall be invited to bid on each job. The award will be made to the lowest responsive and responsible bidder, taking into consideration quality and performance; reasonable changes may be made in the plans and specifications to bring the contract price within the funds available, taking into consideration the same work-write up item(s) reductions for all bidders 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, and (c) there is no conflict of interest (real or apparent).

3. 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.

4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, along with supporting documentation (Vendor Application, Contractor Application, W-9, Non-Collusion Affidavit, E-Verify Affidavit) including instructions for distribution and receipt of bids.

5. 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.

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 and two representatives of the County. The change order must also detail any changes to the original contract price.

7. No work may begin prior to a contract being awarded and a written "Notice 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.

8. The 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 by noting all parties spoken too and creating a bid tab sheet as required by the County outlining the quote amounts. A scope of work will be attached to the service contract.

10. 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. Moore County will issue an intent to award to the bidding contractor, pending final award after legal, finance, and County Manger approval. All bidders will be made aware of the bid award once a contract has been signed by all parties. All bidders will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid and 3) the specific reason for the selection if other than the lowest bidder was selected.

11. The contractor is responsible for obtaining a building and zoning permit for the project before beginning work when applicable. The permit must be posted at the house during the entire period of construction. Moore County's Housing Rehab Inspector 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 part of the rehabilitation contract by reference) and in a timely fashion. The local Code Enforcement Official(s) will inspect the work for compliance with the NC State Building 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.

12. The County of Moore is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Woman 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.

13. Uniform Guidance procurement policy compliance statement: "Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200)."

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Housing Rehab Inspector, and (b) 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. *Note that contractors must provide the Community Development Staff with all owners' manuals, warranties on equipment/materials and an executed Release of Liens before payment can be made. Contractor should allow 30 days for processing of the invoice for payment.

2. All work, if applicable, will be required to receive building code inspector approval for the project based on locally/appropriate issues/requirements prior to issuance of payment.

3. If any of the work is deemed unsatisfactory, or does not meet building code, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the County's Housing Inspector, payment may be withheld until such time the work is satisfactory. (Contractors may follow the County's Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).

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

5. 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 Moore

BY: _____
Catherine Graham, Chair
Moore County Board of Commissioners

ATTEST: _____
Laura Williams, Clerk to the Board
Moore County Board of Commissioners

CONTRACTORS STATEMENT:

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

BY: _____

COMPANY NAME: _____

WITNESS: _____

Agenda Item: V. K.
Meeting Date: 07/17/2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: **Laura S. Cockman, Interim Director** LCockman

DATE: **July 6, 2018**

SUBJECT: **Contract with Right Transportation, Inc.**

PRESENTER: **Laura S. Cockman**

REQUEST:

DSS requests a contract for Non-Emergency Medicaid Transportation to be provided by Right Transportation, Inc.

BACKGROUND:

This contract is with Right Transportation, Inc., the secondary carrier of eligible Moore County clients to approved Medicaid appointments. This is a mandated program and required by Medicaid policy for provision of non-emergency Medicaid transportation services for eligible citizens.

IMPLEMENTATION PLAN:

Medicaid transportation provides transportation services for eligible citizens.

FINANCIAL IMPACT STATEMENT:

There is no financial impact to the County because Right Transportation will be paid directly through the NC TRACKS system.

RECOMMENDATION SUMMARY:

Make a motion that the Board of Commissioners approves the Right Transportation, Inc.

SUPPORTING ATTACHMENTS:

Contract Documents

Contract # 180001 Fiscal Year Begins 07/01/2018 Ends 06/30/2019

This contract is hereby entered into by and between the Moore County Department of Social Services (the "County") and Right Transportation, Inc. (the "Contractor") (referred to collectively as the "Parties"). The Contractor's federal tax identification number is 47-5334438 and DUNS Number (required if funding from a federal funding source) 003901588.

1. **Contract Documents:** This Contract consists of the following documents:
   (1) This contract
   (2) The Scope of Work, description of services, and rate (Attachment B)
   (3) Certification of Transportation (Attachment J)

   These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

2. **Precedence among Contract Documents:** In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

3. **Effective Period:** This contract shall be effective on 07/01/2018 and shall terminate on 06/30/2019. This contract must be twelve months or less.

4. **Contractor's Duties:** The Contractor shall provide the services and in accordance with the approved rate as described in Attachment B, Scope of Work.

5. **County's Duties:** The County will schedule services as provided in Attachment B, Scope of Work, and will process any necessary documentation regarding those services to enable payment of the Contractor through NCTracks.

6. **Reversion of Funds**: Any unexpended grant funds shall revert to the County Department of Social Services upon termination of this contract.

7. **Reporting Requirements:** Contractor shall comply with audit requirements as described in N.C.G.S. § 143C-6-22 & 23 and OMB Circular- CFR Title 2 Grants and Agreements, Part 200, and shall disclose all information required by 42 USC 455.104, or 42 USC 455.105, or 42 USC 455.106.

8. **Payment Provisions:** Payment shall be made in accordance with the Contract Documents as described in Attachment B, Scope of Work.

9. **Contract Administrators:** All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

For the County:

IF DELIVERED BY US POSTAL SERVICE		IF DELIVERED BY ANY OTHER MEANS	
Name & Title	Jennifer Gonzales, Admin Officer	Name & Title	Jennifer Gonzales, Admin Officer
County	Moore County DSS	County	Moore County DSS
Mailing Address	Post Office Box 938	Street Address	1036 Carriage Oaks Drive
City, State, Zip	Carthage, NC 28327-0938	City, State, Zip	Carthage, NC 28327
Telephone	910-947-7344		
Fax	910-947-1618		
Email	jgonzales@moorecountync.gov		

For the Contractor:

IF DELIVERED BY US POSTAL SERVICE		IF DELIVERED BY ANY OTHER MEANS	
Name & Title	Tanisha E. Evans, Owner	Name & Title	Tanisha E. Evans, Owner
Company Name	Right Transportation, Inc.	Company Name	Right Transportation, Inc.
Mailing Address	P. O. Box 9852	Street Address	705 Cumberland Street
City State Zip	Fayetteville, NC 28311	City State Zip	Fayetteville, NC 28301
Telephone	919-756-1627		
Fax	910-514-9606	Cell	202-210-8153
Email	tmelliott1908@gmail.com		

9. **Supplementation of Expenditure of Public Funds:**
The Contractor assures that funds received pursuant to this contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Contractor otherwise expends for contract services and related programs. Funds received under this contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Contractor's total expenditure of other public funds for such services.

10. **Disbursements:** As a condition of this contract, the Contractor acknowledges and agrees to make disbursements in accordance with the following requirements:

    (a) Implement adequate internal controls over disbursements;
    (b) Pre-audit all vouchers presented for payment to determine:
    - Validity and accuracy of payment
    - Payment due date
    - Adequacy of documentation supporting payment
    - Legality of disbursement

    (c) Assure adequate control of signature stamps/plates;
    (d) Assure adequate control of negotiable instruments; and
    (e) Implement procedures to insure that account balance is solvent and reconcile the account monthly.

11. **Outsourcing to Other Countries:** The Contractor certifies that it has identified to the County all jobs related to the contract that have been outsourced to other countries, if any. The Contractor further agrees that it will not outsource any such jobs during the term of this contract without providing notice to the County.

12. **Federal Certifications:** Individuals and Organizations receiving federal funds must ensure compliance with certain certifications required by federal laws and regulations. The contractor is hereby complying with Certifications regarding Nondiscrimination, Drug-Free Workplace Requirements, Environmental Tobacco Smoke, Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, and Lobbying. These assurances and certifications are to be signed by the contractor's authorized representative.

13. **Signature Warranty:** The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

The Contractor and the County have executed this contract in duplicate originals, with one original being retained by each party.

CONTRACTOR

Tanisha Elliott Evans 5/31/18

Tanisha E. Evans, Owner Date

COUNTY

Catherine Graham, Chair, Moore County Board of Commissioners Date

This instrument does not involve the payment of County funds and is not subject to the Preaudit Requirement of N.C.G.S. § 159-28(a1).

Attachment A
General Terms and Conditions

Relationships of the Parties

Independent Contractor: The Contractor is and shall be deemed to be an independent contractor in the performance of this contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with the County.

Subcontracting: The Contractor shall not subcontract any of the work contemplated under this contract without prior written approval from the County. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contract documents are to be considered approved upon award of the contract. The County shall not be obligated to pay for any work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors.

Assignment: No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the County may:

(a) Forward the Contractor's payment check(s) directly to any person or entity designated by the Contractor, or
(b) Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check(s).

In no event shall such approval and action obligate the County to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, shall be strictly reserved to the County and the named Contractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the County and Contractor that any such person or entity, other than the County or the Contractor, receiving services or benefits under this contract shall be deemed an incidental beneficiary only.

Indemnity and Insurance

Indemnification: The Contractor agrees to indemnify and hold harmless the County and any of their officers, agents and employees, from any claims of third parties arising out or any act or omission of the Contractor in connection with the performance of this contract.

Insurance: During the term of the contract, the Contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

(a) **Worker's Compensation** - The contractor shall provide and maintain Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of $500,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
(b) **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of $1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
(c) **Automobile Liability Insurance**: The Contractor shall provide automobile liability insurance with a combined single limit of $500,000.00 for bodily injury and property damage; a limit of $500,000.00 for uninsured/under insured motorist coverage; and a limit of $2,000.00 for medical payment coverage. The Contractor shall provide this insurance for all automobiles that are:
    (a) owned by the Contractor and used in the performance of this contract;
    (b) hired by the Contractor and used in the performance of this contract; and
    (c) Owned by Contractor's employees and used in performance of this contract ("non-owned vehicle insurance"). Non-owned vehicle insurance protects employers when employees use their personal vehicles for work purposes. Non-owned vehicle insurance supplements, but does not replace, the car-owner's liability insurance.

    The Contractor is not required to provide and maintain automobile liability insurance on any vehicle – owned, hired, or non-

Federal Intellectual Property Bankruptcy Protection Act: The Parties agree that the County shall be entitled to all rights and benefits of the Federal Intellectual Property Bankruptcy Protection Act, Public Law 100-506, codified at 11 U.S.C. 365 (n) and any amendments thereto.

Compliance with Applicable Laws

Compliance with Laws: The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

Title VI, Civil Rights Compliance: In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. Under the Food Stamp Act and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs.

Equal Employment Opportunity: The Contractor shall comply with all federal and State laws relating to equal employment opportunity.

Health Insurance Portability and Accountability Act (HIPAA): The Contractor agrees that, if the County determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the County may require to ensure compliance.

(a) **Data Security:** The Contractor shall adopt and apply data security standards and procedures that comply with all applicable federal, state, and local laws, regulations, and rules.

(b) **Duty to Report:** The Contractor shall report a suspected or confirmed security breach to the local Department of Social Services/Human Services Contract Administrator within twenty-four (24) hours after the breach is first discovered, provided that the Contractor shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the breach is first discovered.

(c) **Cost Borne by Contractor:** If any applicable federal, state, or local law, regulation, or rule requires the Contractor to give written notice of a security breach to affected persons, the Contractor shall bear the cost of the notice.

Trafficking Victims Protection Act of 2000: The Contractor will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104)

Executive Order # 24: It is unlawful for any vendor, contractor, subcontractor or supplier of the state to make gifts or to give favors to any state employee. For additional information regarding the specific requirements and exemptions, contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Confidentiality

Confidentiality: Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the County. The Contractor acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this contract.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

Record Retention: Records shall not be destroyed, purged or disposed of without the express written consent of the Division. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later. The record retention period for Temporary Assistance for Needy Families (TANF) and MEDICAID and Medical Assistance grants and programs must be retained for a minimum of ten years.

ATTACHMENT B – Scope of Work **Federal Tax Id. # 47-5334438**
Contract # 180001

A. CONTRACTOR INFORMATION
1. Contractor Agency Name: **Right Transportation, Inc.**
2. If different from Contract Administrator Information in General Contract:
   Address: **565 Anderson Creek School Road**
   Bunnlevel, NC 28323
   Telephone Number: **202-210-8153** Fax Number: **202-865-7958**
   Email: **tmelliott1908@gmail.com** Cell Number: **202-210-8153**
3. Name of Program (s): Medicaid Transportation Services
4. Status: ☐ Public ☐ Private, Not for Profit ☒ Private, For Profit
5. Contractor's Financial Reporting Year: January through December.

B. Explanation of Services to be provided and to who (include SIS Service Code): **The Contractor will be Moore County Department of Social Services' secondary provider of non-emergency Medicaid transportation. The Contractor will provide non-emergency Medicaid transportation to citizens of Moore County who are approved by Medicaid and who are attending Medicaid covered appointments inside and outside of Moore County. The appointments shall be scheduled in the following manner:**

1. All appointments will be approved by Moore County Department of Social Services (MCDSS) prior to the provision of services.
2. Approval will be verified by the Contractor either through NCTracks or by e-mail confirming the pick-up and delivery of the Medicaid client to and/or from Medicaid covered appointments. If the verification is made through NCTracks, no e-mail confirmation is required.
3. If a Medicaid client should not show for an appointment, the Contractor shall inform MCDSS within 4 hours of the missed appointment(s).
4. The Contractor will contact the Medicaid client alerting them of their approximate time of pick-up.
5. The driver will alert the Medicaid client of their arrival at their home or the medical provider by using the vehicle's horn.
6. The driver should not wait more than 15 minutes for the Medicaid client to respond to the notice of arrival.
7. It is up to the Contractor if they will wait for the client once they are delivered to their appointment or arrange a pick up time, as long as the wait is not longer than 2 hours.
8. It is the responsibility of MCDSS to advise the Contractor of clients with special needs, i.e. wheelchairs, attendants, car seat requirements, etc.
9. It is not the responsibility of the Contractor to assist clients who are too feeble or impaired to get into or out of the car or van.

10. The Contractor will inform MCDSS if they feel that the client is in need of an attendant to assist them with medical appointments.
11. If a Medicaid client becomes belligerent or threatening, the Contractor may discharge the client at any point the driver believes that the client is endangering the driver or other riders.
12. If the Contractor discharges a rider, it must inform MCDSS within the hour.
13. MCDSS will issue the client a warning or a statement that they are no longer eligible to use the services of the Contractor.
14. If the driver refuses to pick up a client for any reason other than the client is a danger to the driver or other riders, the Contractor will not be reimbursed for any services.

C. NCTracks: **The Contractor is responsible for establishing an account with NCTracks, North Carolina's multi-payer Medicaid Management Information System for the N.C. Department of Health and Human Services. The Contractor agrees and understands that it will be directly compensated by Medicaid through NCTracks for all services provided under this Contract. The Contractor agrees and understands that the County's responsibilities under this Contract are to schedule services for Medicaid Clients and to perform any data reconciliation necessary to enable the Contractor to be compensated through NCTracks. Further, the Contractor agrees and understands that neither the County of Moore nor its Department of Social Services is liable for the costs of any service provided under this Contract and that Contractor's sole means of compensation under this Contract is through NCTracks.**

D. Rate per unit of Service (define the unit): **$1.65 per mile**

E. Maximum number of units to be provided: **N/A**

F. Details of Billing process and Time Frames: **Unless otherwise required by the use of NCTracks, monthly invoices will be presented to Moore County Department of Social Services by the 5th day of the month following the provision of services. The invoice is for reconciliation purposes only and in no way alters the provisions of Section C, above. The invoice will include each client's name, Medicaid number, date of service(s), addresses of pick-up and drop-off locations of the Medicaid client, and mileage. The invoice should be arranged by Medicaid client name with a total for each Medicaid client.**

G. Area to be served/Delivery site(s): **Medicaid clients' homes within Moore County and Medicaid providers inside and outside of Moore County, NC.**

[SIGNATURES ON THE FOLLOWING PAGE].

COUNTY OF MOORE

_____

Catherine Graham, Chair
Moore County Board of Commissioners

_____

Date

RIGHT TRANSPORTATION, INC.

Tanisha E. Evans

Tanisha E. Evans, Owner

5/31/18

Date

ATTACHMENT C

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS AND CERTIFICATION REGARDING NONDISCRIMINATION

Moore County Department of Social Services

I. By execution of this Agreement the Contractor certifies that it will provide a drug-free workplace by:

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

B. Establishing a drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The Contractor's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

C. Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (A);

D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the agreement, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

E. Notifying the County within ten days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction;

F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

II. The site(s) for the performance of work done in connection with the specific agreement are listed below:

1. 1036 Carriage Oaks Drive, Carthage, Moore County, North Carolina 28327

2. 705 Cumberland Street, Fayetteville, Cumberland County, North Carolina 28301

Contractor will inform the County of any additional sites for performance of work under this agreement.

False certification or violation of the certification shall be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment **45 C.F.R. Section 82.510. Section 4 CFR Part 85, Section 85.615 and 86.620.**

Certification Regarding Nondiscrimination

The Vendor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

Tanisha E. Evans — CEO/OWNER
Tanisha E. Evans — Title

Right Transportation Inc. — June 11, 2018
Agency/Organization — Date

(Certification signature should be same as Contract signature.)

ATTACHMENT D

Conflict of Interest Policy

The Board of Directors/Trustees or other governing persons, officers, employees or agents are to avoid any conflict of interest, even the appearance of a conflict of interest. The Organization's Board of Directors/Trustees or other governing body, officers, staff and agents are obligated to always act in the best interest of the organization. This obligation requires that any Board member or other governing person, officer, employee or agent, in the performance of Organization duties, seek only the furtherance of the Organization mission. At all times, Board members or other governing persons, officers, employees or agents, are prohibited from using their job title, the Organization's name or property, for private profit or benefit.

A. The Board members or other governing persons, officers, employees, or agents of the Organization should neither solicit nor accept gratuities, favors, or anything of monetary value from current or potential contractors/vendors, persons receiving benefits from the Organization or persons who may benefit from the actions of any Board member or other governing person, officer, employee or agent. This is not intended to preclude bona-fide Organization fund raising-activities.

B. A Board or other governing body member may, with the approval of Board or other governing body, receive honoraria for lectures and other such activities while not acting in any official capacity for the Organization. Officers may, with the approval of the Board or other governing body, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If a Board or other governing body member, officer, employee or agent is acting in any official capacity, honoraria received in connection with activities relating to the Organization are to be paid to the Organization.

C. No Board member or other governing person, officer, employee, or agent of the Organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The Board member or other governing person, officer, employee, or agent;
2. Any member of their family by whole or half blood, step or personal relationship or relative-in-law;
3. An organization in which any of the above is an officer, director, or employee;
4. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment or contracts.

D. **Duty to Disclosure** -- Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to the Board or other governing body or one's supervisor immediately.

E. **Board Action** -- When a conflict of interest is relevant to a matter requiring action by the Board of Directors/Trustees or other governing body, the Board member or other governing person, officer, employee, or agent (person(s)) must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Board and members of committees with governing board delegated powers considering the possible conflict of interest. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall leave the meeting during the discussion of and vote of the Board of Directors/Trustees or other governing body.

F. Violations of the Conflicts of Interest Policy -- If the Board of Directors/Trustees or other governing body has reasonable cause to believe a member, officer, employee or agent has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after

making further investigation as warranted by the circumstances, the Board of Directors/Trustees or other governing body determines the member, officer, employee or agent has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

G. **Record of Conflict** -- The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement that presents a possible conflict of interest, the content of the discussion, including any alternatives to the transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Approved by:

Right Transportation Inc
Name of Organization

Tanisha E. Evans
Signature of Organization Official

June 11, 2018
Date

NOTARIZED CONFLICT OF INTEREST POLICY

State of North Carolina

County of Harnett

I, Jaquana Centrice Hicks, Notary Public for said County and State, certify that Tanisha E. Evans personally appeared before me this day and acknowledged that she is the Owner of Right Transportation, Inc., and by that authority duly given and as the act of the Organization, affirmed that the foregoing Conflict of Interest Policy was adopted by the Board of Directors/Trustees or other governing body in a meeting held on the 11th day of June, 2018.

Sworn to and subscribed before me this 11th day of June, 2018.

(Official Seal) Notary Public

My Commission expires July 22, 2019, 2019

Attachment E – No Overdue Tax Debts

Instructions: Grantee/Provider should complete this certification for all funds received. Entity should enter appropriate data in the yellow highlighted areas. The completed and signed form must be provided to the County Department of Social Services/Human Services.

Right Transportation, Inc.

Date of Certification _____

To: Moore County Department of Social Services

Certification:

I certify that Right Transportation, Inc. does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. I further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S.) 143C-10-1b.

Sworn Statement:

I, Tanisha E. Evans, being duly sworn, state that I am the owner of Right Transportation, Inc., of Fayetteville, in the State of North Carolina, and that the foregoing certification is true, accurate and complete to the best of my knowledge and was made and subscribed by me. I also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Tanisha E. Evans

Tanisha E. Evans, Owner

Sworn to and subscribed before me on the day of the date of said certification.

(Notary Signature and Seal)

My Commission Expires: July 22, 2019

[1] G.S. 105-243.1 defines: Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement."

Attachment G

Moore County Department of Social Services

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal, state or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress, or an employee of a Member of the General Assembly in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal, state or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress, or an employee of a Member of the General Assembly in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Notwithstanding other provisions of federal OMB Circulars-CFR Title 2, Grants and Agreements, Part 200, costs associated with the following activities are unallowable:

Paragraph A.

(1) Attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activity;

(2) Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections;

(3) Any attempt to influence: (i) The introduction of Federal or State legislation; or (ii) the enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature (including efforts to influence State or local officials to engage in similar lobbying activity), or with any Government official or employee in connection with a decision to sign or veto enrolled legislation;

(4) Any attempt to influence: (i) The introduction of Federal or State legislation; or (ii) the enactment or modification of any pending Federal or State legislation by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign; or
(5) Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying.

The following activities as enumerated in Paragraph B are excepted from the coverage of Paragraph A:
Paragraph B.

(1) Providing a technical and factual presentation of information on a topic directly related to the performance of a grant, contract or other agreement through hearing testimony, statements or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof, in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof; provided such information is readily obtainable and can be readily put in deliverable form; and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearing.
(2) Any lobbying made unallowable by subparagraph A (3) to influence State legislation in order to directly reduce the cost, or to avoid material impairment of the organization's authority to perform the grant, contract, or other agreement.
(3) Any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

Paragraph C.

(1) When an organization seeks reimbursement for indirect costs, total lobbying costs shall be separately identified in the indirect cost rate proposal, and thereafter treated as other unallowable activity costs in accordance with the procedures of subparagraph B.(3).
(2) Organizations shall submit, as part of the annual indirect cost rate proposal, a certification that the requirements and standards of this paragraph have been complied with.
(3) Organizations shall maintain adequate records to demonstrate that the determination of costs as being allowable or unallowable pursuant to this section complies with the requirements of this Circular.
(4) Time logs, calendars, or similar records shall not be required to be created for purposes of complying with this paragraph during any particular calendar month when:.(1) the employee engages in lobbying (as defined in subparagraphs (a) and (b)) 25 percent or less of the employee's compensated hours of employment during that calendar month, and (2) within the preceding five-year period, the organization has not materially misstated allowable or unallowable costs of any nature, including legislative lobbying costs. When conditions (1) and (2) are met, organizations are not required to establish records to support the allowability of claimed costs in addition to records already required or maintained. Also, when conditions (1) and (2) are met, the absence of time logs, calendars, or similar records will not serve as a basis for disallowing costs by contesting estimates of lobbying time spent by employees during a calendar month.
(5) Agencies shall establish procedures for resolving in advance, in consultation with OMB, any significant questions or disagreements concerning the interpretation or application of this section. Any such advance resolution shall be binding in any subsequent settlements, audits or investigations with respect to that grant or contract for purposes of interpretation of this Circular; provided, however, that this shall not be construed to prevent a contractor or grantee from contesting the lawfulness of such a determination.

Paragraph D.
Executive lobbying costs. Costs incurred in attempting to improperly influence either directly or indirectly, an employee or officer of the Executive Branch of the Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter are unallowable. Improper influence means any influence that induces or tends to induce a Federal employee or officer to give consideration or to act regarding a federally sponsored agreement or regulatory matter on any basis other than the merits of the matter.

Janisha L. Evans — CEO/OWNER
Signature — Title

Right Transportation Inc. — June 11, 2018
Agency/Organization — Date

ATTACHMENT H

Moore County Department of Social Services

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant will provide immediate written notice to the person to which the proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the

certification is erroneous. A participant may decide the method and frequency of which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Jamisha L. Evans — CEO/OWNER
Signature — Title

Right Transportation, Inc. — June 11, 2018
Agency/Organization — Date

ATTACHMENT I

MOORE COUNTY
DEPARTMENT OF SOCIAL SERVICES
BUSINESS ASSOCIATE ADDENDUM

This Agreement is made effective the 1st day of July, 2018, by and between Moore County Department of Social Services ("Covered Entity") and Right Transportation, Inc., ("Business Associate") (collectively the "Parties").

1. BACKGROUND

a. Covered Entity and Business Associate are parties to a contract entitled Right Transportation, Inc., (the "Contract"), whereby Business Associate agrees to perform certain services for or on behalf of Covered Entity.

b. Covered Entity is an organizational unit of the Moore County that has been designated in whole or in part by the County as a health care component for purposes of the HIPAA Privacy and Security Rules.

c. The relationship between Covered Entity and Business Associate is such that the Parties believe Business Associate is or may be a "business associate" within the meaning of the HIPAA Privacy and Security Rules.

d. The Parties enter into this Business Associate Addendum to the Contract with the intention of complying with the HIPAA Privacy and Security Rules provision that a covered entity may disclose electronic protected health information or other protected health information to a business associate, and may allow a business associate to create or receive electronic protected heath information or other protected health information on its behalf, if the covered entity obtains satisfactory assurances that the business associate will appropriately safeguard the information.

2. DEFINITIONS

Unless some other meaning is clearly indicated by the context, the following terms shall have the following meaning in this Agreement:

a. "Electronic Protected Health Information" shall have the same meaning as the term "electronic protected health information" in 45 CFR 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

b. "HIPAA" means the Administrative Simplification Provisions, Sections 261 through 264, of the federal Health Insurance Portability and Accountability Act of 1996, Public Law 104-191.

c. "Individual" shall have the same meaning as the term "individual" in 45 CFR160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).

d. "Privacy and Security Rules" shall mean the Standards for Privacy of Individually Identifiable Health Information and the Security Standards for the Protection of Electronic Protected Health Information set out in 45 CFR part 160 and part 164, subparts A and E.

e. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

f. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR 164.103.

g. "Secretary" shall mean the Secretary of the United States Department of Health and Human Services or his designee.

h. "Security Incident" shall have the same meaning as the term "security incident" in 45 CFR 164.304.

i. Unless otherwise defined in this Agreement, terms used herein shall have the same meaning as those terms have in the Privacy and Security Rules.

3. OBLIGATIONS OF BUSINESS ASSOCIATE

a. Business Associate agrees to not use or disclose electronic protected health information or other protected health information other than as permitted or required by this Agreement or as required by law.

b. Business Associate agrees to implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information and other protected health information that it creates, receives, maintains, or transmits on behalf of Covered Entity, as required by the Privacy and Security Rules.

c. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of electronic protected health information or other protected health information by Business Associate in violation of the requirements of this Agreement.

d. Business Associate agrees to report to Covered Entity (i) any use or disclosure of electronic protected health information or other protected health information not provided for by this Agreement of which it becomes aware and (ii) any security incident of which it becomes aware.

e. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides electronic protected health information and/or other protected health information received from, or created or received by Business Associate on behalf of Covered Entity (i) agrees to be bound by the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information, and (ii) agrees to implement reasonable and appropriate safeguards to protect such information.

f. Business Associate agrees to provide access, at the request of Covered Entity, to electronic protected health information and other protected health information in a Designated Record Set to Covered Entity or, as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR 164.524.

g. Business Associate agrees, at the request of Covered Entity, to make any amendment(s) to electronic protected health information and other protected health information in a Designated Record Set that Covered Entity directs or agrees to pursuant to 45 CFR 164.526.

h. Unless otherwise prohibited by law, Business Associate agrees to make internal practices, books, and records, including policies and procedures concerning electronic protected health information and other protected health information, relating to the use and disclosure of electronic protected health information and other protected health information received from, or created or received by Business Associate on behalf of, Covered Entity available to the Covered Entity, or to the Secretary, in a time and manner designated by the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy and Security Rules.

i. Business Associate agrees to document such disclosures of electronic protected health information and other protected health information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of electronic protected health information and other protected health information in accordance with 45 CFR 164.528, and to provide this information to Covered Entity or an individual to permit such a response.

4. PERMITTED USES AND DISCLOSURES

a. Except as otherwise limited in this Agreement or by other applicable law or agreement, if the Contract permits, Business Associate may use or disclose electronic protected health information and other protected health information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Contract, provided that such use or disclosure:

1) would not violate the Privacy and Security Rules if done by Covered Entity; or

2) would not violate the minimum necessary policies and procedures of the Covered Entity.

b. Except as otherwise limited in this Agreement or by other applicable law or agreements, if the Contract permits, Business Associate may use electronic protected health information and other protected health information as necessary for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

c. Except as otherwise limited in this Agreement or by other applicable law or agreements, if the Contract permits, Business Associate may disclose electronic protected health information and other protected health information for the proper management and administration of the Business Associate, provided that:

1) disclosures are required by law; or

2) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and will be used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

d. Except as otherwise limited in this Agreement or by other applicable law or agreements, if the Contract permits, Business Associate may use electronic protected health information and other protected health information to provide data aggregation services to Covered Entity as permitted by 45 CFR 164.504(e)(2)(i)(B).

e. Notwithstanding the foregoing provisions, Business Associate may not use or disclose electronic protected health information or other protected health information if the use or disclosure would violate any term of the Contract or other applicable law or agreements.

5. TERM AND TERMINATION

a. Term. This Agreement shall be effective as of the effective date stated above and shall terminate when the Contract terminates.

b. Termination for Cause. Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity may, at its option:

1) Provide an opportunity for Business Associate to cure the breach or end the violation, and terminate this Agreement and services provided by Business Associate, to the extent permissible by law, if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity;

2) Immediately terminate this Agreement and services provided by Business Associate, to the extent permissible by law; or

3) If neither termination nor cure is feasible, report the violation to the Secretary as provided in the Privacy and Security Rules.

c. Effect of Termination.

1) Except as provided in paragraph (2) of this section or in the Contract or by other applicable law or agreements, upon termination of this Agreement and services provided by Business Associate, for any reason, Business Associate shall return or destroy all electronic protected health information and other protected health information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to electronic protected health information and other protected health information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the electronic protected health information or other protected health information..

2) In the event that Business Associate determines that returning or destroying the electronic protected health information or other protected health information is not feasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction not feasible. Business Associate shall extend the protections of this Agreement to such electronic protected health information and other protected health information and limit further uses and disclosures of such electronic protected health information and other protected health information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such electronic protected health information and other protected health information.

6. GENERAL TERMS AND CONDITIONS

a. This Agreement amends and is part of the Contract.

b. Except as provided in this Agreement, all terms and conditions of the Contract shall remain in force and shall apply to this Agreement as if set forth fully herein.

c. In the event of a conflict in terms between this Agreement and the Contract, the interpretation that is in accordance with the Privacy and Security Rules shall prevail. In the event that a conflict then remains, the Contract terms shall prevail so long as they are in accordance with the Privacy and Security Rules.

d. A breach of this Agreement by Business Associate shall be considered sufficient basis for Covered Entity to terminate the Contract for cause.

SIGNATURES:

Tanisha E. Evans

Tanisha E. Evans, Owner
Right Transportation, Inc.

Catherine Graham, Chair
Moore County Board of Commissioners

ATTACHMENT J

CERTIFICATION REGARDING TRANSPORTATION

Moore County Department of Social Services

By execution of this Agreement the Contractor certifies that it will provide safe client transportation by:

1. Insuring that all drivers (including employees, contractors, contractor's employees, and volunteers) shall be at least 18 years of age;

2. Insuring that all drivers (including employees, contractors, contractor's employees, and volunteers) shall be licensed to operate the specific vehicle used in transporting clients in accordance with Chapter 20-7 of the General Statutes of North Carolina and the Division of Motor Vehicle requirements;

3. Insuring that all vehicles transporting clients shall have at least the minimum level of liability insurance appropriate for the type of vehicle as defined by Article 7, Rule R2-36 of the North Carolina Utilities Commission;

4. Insuring that the contractor shall have written policies and procedures regarding how drivers handle and report client emergencies and/or vehicle crashes involving clients to contractor and how contractor notifies the Moore County Department of Social Services;

5. Insuring that no more than one quarter of one percent of all trips be missed by the contractor during the course of the contract period; (*Medicaid only*)

6. Insuring that that no more than five percent (5%) of trips should be late for recipient drop off to their appointment per month; (*Medicaid only*)

7. Contractor will maintain records documenting the following (*County may require contractor to provide):*
   a. Valid current copies of Drivers License for all drivers;
   b. Current valid Vehicle Registration, for all vehicles transporting clients;
   c. Driving records for all drivers for the past three years and with annual updates;
   d. Criminal Background checks through North Carolina Law Enforcement or NCIC prior to employment and every three years thereafter;
   e. Alcohol and Drug Testing policy to meet the Federal Transit Authority guidelines.

8. Disclosing, at the outset of the contract, upon renewal and upon request, any criminal convictions or other reasons for disqualifications from participation in Medicare, Medicaid or Title XX programs (*signature on this form confirms this statement*).

Janusha Elliott Jones — CEO/OWNER
Signature — Title

Right Transportation, Inc. — 5/31/18
Agency/Organization — Date

ATTACHMENT N

Moore County Department of Social Services

CERTIFICATION REGARDING NONDISCRIMINATION, CLEAN AIR ACT, CLEAN WATER ACT

Certification Regarding Nondiscrimination

The Contractor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

The Contractor must comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented by the Department of Labor Regulations (41 CFR Part 60): The Executive Order prohibits federal contractors and federally-assisted construction contractors and subcontractors who do over $10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. The Executive Order also requires Government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.

Meaningful Access for LEP Individuals: **The Contractor** that participate in the SNAP must take reasonable steps to ensure that LEP persons have meaningful access to programs, services, and benefits. This includes the requirement to provide bilingual program information and certification materials and interpretation services to single language minorities in certain project areas. SNAP Contractors that do not provide meaningful access for LEP individuals risk violating prohibitions against discrimination based on National Origin in the Food and Nutrition Act of 2008, as amended, Title VI of the Civil Rights Act of 1964 (Title VI) and SNAP program regulations at 7 CFR 272A(b). They also risk noncompliance with the USDA policy guidance titled, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons", published in 79 FR 70771 - 70784 (November 28, 2014).
The Contractor should develop an implementing plan to address the language assistance needs of the LEP population served. This may include contracting for oral interpretation services, hiring bilingual staff, arranging telephone interpreters and/or language lines, coordinating community volunteers, translating vital documents, and providing written notice that language services are available in appropriate languages. Quality and accuracy of the language service is critical in order to avoid serious consequences to the LEP person and to the recipient. LEP needs should be considered in developing budgets and front line staff should understand how to obtain language assistance services. For additional assistance and information regarding LEP matters, please also visit http://www.lep.gov.

Ensuring Equal Opportunity Access for Persons with Disabilities: **The Contractor** must also ensure equal opportunity access for persons with disabilities. This includes ensuring that communications with applicants, participants, members of the public, and companions with disabilities are as effective as communications with people without disabilities. Contractors that do not provide persons with disabilities equal opportunity access to programs may risk violating prohibitions against disability discrimination in the Rehabilitation Act of 1978, the American with Disabilities Act (ADA) of 1990, as amended, and SNAP program regulations.
DOJ published revised final regulations implementing Title II and Title III of the ADA on September 15, 2010. These regulations are codified at 28 CFR Part 35 "Nondiscrimination on the Basis of Disability in State and Local Government Services" and at 28 CFR Part 36 "Nondiscrimination on the Basis of Disability in Public Accommodations and Commercial Facilities". In accordance with the implementing regulations, Contractors must provide auxiliary aids and services where necessary to ensure effective communication and equal opportunity access to program benefits for individuals with disabilities. The type of auxiliary aids and services required will vary, but a Contractor may not require an individual with a disability to bring another individual to interpret, and may rely on a person accompanying a disabled individual only in limited circumstances. When a Contractor communicates with applicants and beneficiaries by telephone, it must provide text telephone services (ITY) or have access to an equally effective electronic telecommunications system to communicate with individuals who are deaf, hard of hearing, or hearing impaired. Contractors must also ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities. For more information, please visit the ADA website: http://www.ada.gov.

IV. The Clean Air Act, Section 306; 42 U.S.C. §7401 et seq. (1970)

a. No Federal agency may enter into any contract with any person who is convicted of any offense under section 113(c) for the procurement of goods, materials, and services to perform such contract at any facility at which the violation which gave rise to such conviction occurred if such facility is owned, leased, or supervised by such person. The prohibition in the preceding sentence shall continue until the Administrator certifies that the condition giving rise to such a conviction has been corrected. For convictions arising under section 113(c)(2), the condition giving rise to the conviction also shall be considered to include any substantive violation of this Act associated with the violation of 113(c)(2). The Administrator may extend this prohibition to other facilities owned or operated by the convicted person.

b. The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purposes of subsection (a).

c. In order to implement the purposes and policy of this Act to protect and enhance the quality of the Nation's air, the President shall, not more than 180 days after enactment of the Clean Air Amendments of 1970 cause to be issued an order (1) requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and (2) setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.

d. The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interest of the United States and he shall notify the Congress of such exemption.

e. The President shall annually report to the Congress on measures taken toward implementing the purpose and intent of this section, including but not limited to the progress and problems associated with implementation of this section. [42 U.S.C. 7606]

V. The Clean Water Act; 33 U.S.C. §1251 et seq. (1972)

a. No Federal agency may enter into any contract with any person who has been convicted of any offense under Section 309(c) of this Act for the procurement of goods, materials, and services if such contract is to be performed at any facility at which the violation which gave rise to such conviction occurred, and if such facility is owned, leased, or supervised by such person. The prohibition in preceding sentence shall continue until the Administrator certifies that the condition giving rise to such conviction has been corrected.

b. The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purposes of subsection (a) of this section.

c. In order to implement the purposes and policy of this Act to protect and enhance the quality of the Nation's water, the President shall, not more than 180 days after the enactment of this Act, cause to be issued an order:

(i) requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and

(ii) setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.

d. The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interest of the United States and he shall notify the Congress of such exemption.

e. The President shall annually report to the Congress on measures taken in compliance with the purpose and intent of this section, including, but not limited to, the progress and problems associated with such compliance.

f. No certification by a contractor, and no contract clause, may be required in the case of a contract for the acquisition of commercial items in order to implement a prohibition or requirement of this section or a prohibition or requirement issued in the implementation of this section.

g. In paragraph (1), the term "commercial item" has the meaning given such term in section 4(12) of the Office of Federal Procurement Policy Act (41 U.S.C. 403(12)).

Tanisha J. Evans — Signature

CEO/Owner — Title

Right Transportation Inc. — Agency/Organization

June 14, 2018 — Date

State Certifications

Contractor Certifications Required by North Carolina Law

Instructions: The person who signs this document should read the text of the statutes and Executive Order listed below and consult with counsel and other knowledgeable persons before signing. The text of each North Carolina General Statutes and of the Executive Order can be found online at:

- Article 2 of Chapter 64: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_64/Article_2.pdf
- G.S. 133-32: http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=133-32
- Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009): http://www.ethicscommission.nc.gov/library/pdfs/Laws/EO24.pdf
- G.S. 105-164.8(b): http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_105/GS_105-164.8.pdf
- G.S. 143-48.5: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-48.5.html
- G.S. 143-59.1: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.1.pdf
- G.S. 143-59.2: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.2.pdf
- G.S. 143-133.3: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-133.3.html
- G.S. 143B-139.6C: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143B/GS_143B-139.6C.pdf

Certifications

(1) **Pursuant to G.S. 133-32 and Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009)**, the undersigned hereby certifies that the Contractor named below is in compliance with, and has not violated, the provisions of either said statute or Executive Order.

(2) **Pursuant to G.S. 143-48.5 and G.S. 143-133.3**, the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: www.uscis.gov
Local government is specifically exempt from Article 2 of Chapter 64 of the North Carolina General Statutes. However, local government is subject to and must comply with North Carolina General Statute 153A-99.1, which states in part as follows:
Counties Must Use E-Verify - Each county shall register and participate in E-Verify to verify the work authorization of new employees hired to work in the United States.

(3) **Pursuant to G.S. 143-59.1(b)**, the undersigned hereby certifies that the Contractor named below is not an "ineligible Contractor" as set forth in G.S. 143-59.1(a) because:

(a) Neither the Contractor nor any of its affiliates has refused to collect the use tax levied under Article 5 of Chapter 105 of the General Statutes on its sales delivered to North Carolina when the sales met one or more of the conditions of G.S. 105-164.8(b); **and**

(b) [check one of the following boxes]

☐ Neither the Contractor nor any of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001; **or**

☐ The Contractor or one of its affiliates **has** incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001 **but** the United States is not the principal market for the public trading of the stock of the corporation incorporated in the tax haven country.

(4) **Pursuant to G.S. 143-59.2(b)**, the undersigned hereby certifies that none of the Contractor's officers, directors, or owners (if the Contractor is an unincorporated business entity) has been convicted of any violation of Chapter 78A of the General Statutes or the Securities Act of 1933 or the Securities Exchange Act of 1934 within 10 years immediately prior to the date of the bid solicitation.

(5) **Pursuant to G.S. 143B-139.6C**, the undersigned hereby certifies that the Contractor will not use a former employee, as defined by G.S. 143B-139.6C(d)(2), of the North Carolina Department of Health and Human Services in the administration of a contract with the Department in violation of G.S. 143B-139.6C and that a violation of that statute shall void the Agreement.

(6) The undersigned hereby certifies further that:

(a) He or she is a duly authorized representative of the Contractor named below;

(b) He or she is authorized to make, and does hereby make, the foregoing certifications on behalf of the Contractor; and

(c) He or she understands that any person who knowingly submits a false certification in response to the requirements of G.S. 143-59.1and -59.2 shall be guilty of a Class I felony.

Contractor's Name: Right Transportation Inc.

Contractor's Authorized Agent: Signature Tanisha Elliott Evans Date 6-20-18

Printed Name Tanisha Elliott Evans Title CEO/owner

Witness: Signature Vanessa E. Silochan Date 6-20-18

Printed Name Vanessa E. Silochan Title

The witness should be present when the Contractor's Authorized Agent signs this certification and should sign and date this document immediately thereafter.

Agenda Item: V. L.
Meeting Date: 7/17/2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: **Laura S. Cockman, Interim Director** LCockman

DATE: **July 6, 2018**

SUBJECT: **MOU with Moore County Transportation Services**

PRESENTER: **Laura S. Cockman**

REQUEST:

DSS requests a Memorandum of Understanding (MOU) for Non-Emergency Medicaid Transportation to be provided by MCTS. There is no dollar amount associated with this MOU because MCTS will be paid directly through the NC TRACKS payment system.

BACKGROUND:

This MOU is with Moore County Transportation Services, the primary carrier of eligible Moore County clients to approved Medicaid appointments. This is a mandated program and required by Medicaid policy for provision of non-emergency Medicaid transportation services for eligible citizens.

IMPLEMENTATION PLAN:

Medicaid Transportation provides transportation services for eligible citizens.

FINANCIAL IMPACT STATEMENT:

There is no financial impact to the County because MCTS will be paid directly through the NC TRACKS system.

RECOMMENDATION SUMMARY:

Make a motion that the Board of Commissioners approves the MOU with Moore County Transportation Services.

SUPPORTING ATTACHMENTS:

Contract Documents

STATE OF NORTH CAROLINA

MEMORANDUM OF UNDERSTANDING

COUNTY OF MOORE

THIS MEMORANDUM OF UNDERSTANDING (this "MOU") is made and entered into this 1st day of July, 2018, by and between the Moore County Department of Social Services ("DSS") and Moore County Transportation Services ("MCTS").

WITNESSETH:

WHEREAS, DSS is responsible for arranging transportation services for Medicaid clients; and

WHEREAS, MCTS is a department of the County of Moore and provides transportation services within Moore County and surrounding areas.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties understand and agree as follows:

1. DSS will utilize MCTS as the primary vendor for Medicaid transportation services.

2. The term of this MOU shall be from July 1, 2018, through June 30, 2019.

3. DSS and MCTS will make use of NCTracks, the State of North Carolina's multi-payer Medicaid Management Information System for the N.C. Department of Health and Human Services.

4. MCTS will be paid per Medicaid client at the following rates: $2.02 per mile.

5. MCTS will receive direct Medicaid payments through NCTracks.

6. The parties will cooperate with one another to ensure the timely processing of all information necessary to facilitate prompt payment to MCTS through NCTracks.

7. DSS will:

   a. Perform all Prior Authorization ("PA") submissions;
   b. Ensure that all Medicaid ID numbers are accurate;
   c. Work with MCTS on all payment denials;
   d. Comply with MCTS policies and procedures for scheduling and cancelling trips; and
   e. Make MCTS aware of Medicaid clients with special needs (e.g. wheelchairs, attendants, car seat requirements, etc.).

8. MCTS will:
   a. Enter all eligible trips into NCTracks for payment;
   b. Identify NCTracks denials and work with DSS to resolve them;
   c. Inform DSS on a weekly basis of no shows;
   d. Inform DSS on a monthly basis of all cancellations;
   e. Send DSS a reconciliation statement the month following the service and include the Medicaid client's name, Medicaid Identification Number, and addresses of pickup and drop off locations; and

f. Inform DSS if MCTS believes that a Medicaid client is in need of an attendant to assist with medical appointments.

9. All appointments must be approved by DSS prior to the provision of services by MCTS.

10. Medicaid Client Behavior:

    a. All Medicaid clients will be required to act according to MCTS Policies and Procedures.

    b. If MCTS discharges a Medicaid client, MCTS must inform DSS of the discharge within the hour.

    c. If a determination is made by MCTS that the Medicaid client is no longer eligible to use MCTS services, DSS will inform the Medicaid client of that decision and will make other transportation arrangements for the Medicaid client.

11. If MCTS's driver refuses to pick up a Medicaid client for any reason other than the Medicaid client is a danger to the driver or other clients, MCTS will not be reimbursed for the ride.

12. MCTS will ensure that all drivers are of legal age and licensed to operate the specific vehicle used to transport Medicaid clients.

13. MCTS will ensure that all vehicles transporting Medicaid clients will have at least the minimum level of liability insurance appropriate for the type of vehicle. Currently, $1.5 million liability insurance coverage is required on vehicles with a seating capacity of 15 passengers or less.

14. MCTS will ensure that all vehicles used to transport Medicaid clients have valid State registration and State inspection.

15. MCTS will participate in a N.C. Department of Transportation approved random alcohol and drug testing program.

16. The parties are compliant with and adhere to all applicable Federal and State laws.

17. This Memorandum may be terminated by either party upon written notice to the other.

Laura S. Cockman
Interim Director

Debra Ensminger
Planning and Transportation Director

This instrument does not involve the payment of County funds and is not subject to the Preaudit Requirement of N.C.G.S. § 159-28(a1).

Catherine Graham, Chair
Moore County Board of Commissioners

Agenda Item: V. M.
Meeting Date: 7/19/2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: **D. Bryan Phillips**

DATE: **05 July 2018**

SUBJECT: **Memorandum of Understanding between Public Safety E-911 and GIS**

PRESENTER: **D. Bryan Phillips**

REQUEST:
To request Moore County Board of Commissioners approve the Memorandum of Understanding between Moore County Department of Geographic Information Systems and Moore County Department of Public Safety.

BACKGROUND:
The purpose of this MOU is to document services provided by GIS to Public Safety, which services are reimbursable by the State on North Carolina and the 911 Board through 911 funds.
Maintain the Master Street Address Guide to include the County and all the municipalities within the County;
Coordinate new roads, ranges, and communicate the information to the telephone companies;
Provide other GIS services as requested.

IMPLEMENTATION PLAN:
Receive approval from Moore County Board of Commissioners

FINANCIAL IMPACT STATEMENT:
GIS fees will be provided at a rate of $50.00/hour

RECOMMENDATION SUMMARY:
Make a motion for the Moore County Board of Commissioners to approve the Memorandum of Understanding between Moore County Department of Geographic Information Systems and Moore County Department of Public Safety.

SUPPORTING ATTACHMENTS:
Memorandum of Understanding between Moore County Department of Geographic Information Systems and Moore County Department of Public Safety

Memorandum of Understanding Between the
Moore County Department of Geographic Information Systems and
Moore County Department of Public Safety

This Memorandum of Understanding (this "MOU") is entered the 6th day of March, 2018, between the Moore County Department of Geographic Information Systems ("GIS") and the Moore County Department of Public Safety ("DPS").

The purpose of this MOU is to document services provided by GIS to DPS, which services are reimbursable by the State of North Carolina and the 911 Board through the 911 Fund.

The parties agree as follows:

A. GIS will:

1. Maintain the Master Street Address Guide to include the County and all municipalities within the County;
2. Coordinate new roads, ranges, and communicate the information to the telephone companies;
3. Provide other GIS services as requested; and
4. Document and invoice DPS for services provided.

B. DPS will:

1. Pay GIS for services provided at an hourly rate of $50.00 per hour; and
2. Perform all actions necessary for DPS to be reimbursed through the 911 Fund.

C. The amount not to exceed of this MOU is $48,000.00 per fiscal year (July 1 – June 30).

D. The term of this MOU will be from July 1, 2018, through June 30, 2023.

E. This MOU may be terminated by either party at any time upon 30 days' written notice to the other party.

This MOU is effective as of the date first written above.

Moore County Department of Information Technology

Chris Butts, Director
Moore County Information Technology

Bryan Phillips, Director
Moore County Public Safety

This MOU has been reviewed and approved by the Moore County Board of Commissioners.

Catherine Graham, Chair

Certificate of Preaudit
This instrument has been pre-audited in the manner required by the local government budget and fiscal control act.

Finance Officer

Agenda Item: V. N.
Meeting Date: 7/17/2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Terri Prots, Aging Director
Beulah Warren, Chairman, Aging Advisory Council/Block Grant Committee

DATE: June 11, 2018

SUBJECT: FY 18-19 Home and Community Care Block Grant

REQUEST:
We request to approve the FY 2018/2019 Home and Community Care Block Grant (HCCBG) funds totaling $775,628 to fund the following services: Transportation (Medical and General/Nutrition), Nutrition (Congregate and Home Delivered Meals), In-Home Aide Services (Levels I and II), and Senior Center Operations. The required local match is $86,180.

BACKGROUND:
North Carolina General Statute 143B-181.1(a) (11) establishes a Home and Community Care Block Grant for Older Adults to be administered by the North Carolina Division of Aging. This legislation is the result of a recommendation made by the Department of Human Resources (DHR) Advisory Committee on Home and Community Care, a broad based state level advisory committee established in 1989 by North Carolina General Statute 143B-181.9A.

IMPLEMENTATION PLAN:
Services will be provided with a seamless transition with the new fiscal year beginning July 1, 2018.

FINANCIAL IMPACT STATEMENT:
The FY 18-19 Home and Community Care Block Grant has a required match of $86,180.

RECOMMENDATION SUMMARY:
Authorize approval of the FY 18-19 Home and Community Care Block Grant funds totaling $775,628 and authorize the Chairman to sign on the County's behalf.

SUPPORTING ATTACHMENTS:
HCCBG Budget packet:

- Provider checklist
- DOA 730 – County Funding Plan
- DOA 731 – County Services Summary Funding Plan
- DOA 732 – Provider Services Summary
- DOA 732A – Service Cost Computation Worksheet
- DOA 732A1 – Labor Distribution Schedule
- Certification of required minimum local match
- In Home Supplement
- DOA 733 – HCCBG Methodology
- DOA 734 – Community Service Provider Standard Assurances
- In Home Assurance
- List of Subcontractors

DAAS -730
(Rev. 2/16)

Home and Community Care Block Grant for Older Adults

County Funding Plan

Identification of Agency or Office with Lead Responsibility for County Funding Plan

County Moore July 1, 2018 through June 30, 2019

The agency or office with lead responsibility for planning and coordinating the County Funding Plan recommends this funding plan to the Board of Commissioners as a coordinated means to utilize community-based resources in the delivery of comprehensive aging services to older adults and their families.

Moore County Department of Aging
(Name of agency/office with lead responsibility

Authorized signature (date)

Catherine Graham, Chair,
Moore County Board of Commissioners
(Type name and title of signatory agent)

DOA-731 (Rev. 2/16)

Home and Community Care Block Grant for Older Adults

County_____ Moore

County Funding Plan

July 1, 2018 through June 30, 2019

County Services Summary

	A				B	C	D	E	F	G	H	I	
	Block Grant Funding												
Services	Access	In-Home	Other	Total	Required Local Match	Net Service Cos	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursemen Rate	Projected HCCBG Clients	Projected Total Units	
Med. Trans.	79000			\\\\\\\\\\\\\\\\\\	8778	87778		87778	3730	23.533	120	4766	
Gen. Trans.	83000			\\\\\\\\\\\\\\\\\\	9222	92222		92222	3979	23.1772	50	4707	
In Home I		181839		\\\\\\\\\\\\\\\\\\	20204	202043		202043	4455	45.352	100	5600	
In Home II		199000		\\\\\\\\\\\\\\\\\\	22111	221111		221111	4821	45.8641	60	6200	
HDM			52000	\\\\\\\\\\\\\\\\\\	5778	57778	10046.25	67824.25	10620	5.4405	120	13395	
Cong. Meals			58000	\\\\\\\\\\\\\\\\\\	6444	64444	5330.25	69774.25	5165	12.4771	85	7107	
Sr. Ctr. Operations			122789	\\\\\\\\\\\\\\\\\\	13643	136432		136432	1600		1600	1600	Non Unit Bas
				\\\\\\\\\\\\\\\\\\	0	0		0					
				\\\\\\\\\\\\\\\\\\	0	0		0					
				\\\\\\\\\\\\\\\\\\	0	0		0					
				\\\\\\\\\\\\\\\\\\	0	0		0					
Total	162000	380839	232789	775628	86180	861808	15376.5	877184.5	34369.955	\\\\\\\\\\\\\\	2135	43375	

Signature, Chairman, Board of Commissione Date

NAME AND ADDRESS
COMMUNITY SERVICE PROVIDER
Moore County Dept. of Aging
P.O. Box 487
Carthage, NC 28326

Home and Community Care Block Grant for Older Adults

County Funding Plan

Provider Services Summary

DOA-732 (Rev. 2/16)
County_____ Moore
July 1, 2018 through June 30, 2019
REVISION # , DATE :

Services	Ser. Delivery (Check One) Direct	Purch.	A Block Grant Funding: Access	In-Home	Other	Total	B Required Local Match	C Net* Serv Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse. Rate	H Projected HCCBG Clients	I Projected Total Units
Med. Trans.		x	79000			\\\\\\\\\\\\\\\\\\	8778	87778		87778	3730	23.533	120	4766
Gen. Trans.		x	83000			\\\\\\\\\\\\\\\\\\	9222	92222		92222	3979	23.1772	50	4707
In Home I (041)	x			181839		\\\\\\\\\\\\\\\\\\	20204	202043		202043	4455	45.352	100	5600
In Home II (042)	x			199000		\\\\\\\\\\\\\\\\\\	22111	221111		221111	4821	45.8641	60	6200
HDM	x				52000	\\\\\\\\\\\\\\\\\\	5778	57778	10046.25	67824.25	10620	5.4405	120	13395
Congregate	x				58000	\\\\\\\\\\\\\\\\\\	6444	64444	5330.25	69774.25	5165	12.4771	85	7107
Senior Center Ops.					122789	\\\\\\\\\\\\\\\\\\	13643	136432		136432	1600		1600	1600
						\\\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\\\	0	0		0				
Total	\\\\\\\	\\\\\\\	162000	380839	232789	775628	86180	861808	15376.5	877184.5	34369.95507	\\\\\\\\\\\\\\	2135	43375

*Adult Day Care & Adult Day Health Care Net Service Cost

	ADC	ADHC
Daily Care		
Transportation		
Administrative		
Net Ser. Cost Total		

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Signature, County Finance Officer Date

Jerri Hobbs, Director 6-11-18
Authorized Signature, Title Date
Community Service Provider

Signature, Chairman, Board of Commissioners Date

North Carolina Division of Aging
Service Cost Computation Worksheet c:732A.xls

DoA-732A
3/99

Provider: Department of Aging
County: Moore
Budget Period: 7/1/18 through 6/30/19
Revision ___yes, _X_no, revision date _____

	Grand Total		Service Med. Tran	Service Gen. Tran	Service IH I	Service IH II	Service HDM	Service Cong.	Service Sr Ctr Ops	Service
I. Projected Revenues										
A. Fed/State Funding From the Division of Aging	**775,628**		79,000	83,000	181,839	199,000	52,000	58,000	122,789	0
Required Minimum Match - Cash										
1) County	**86,180**		8,778	9,222	20,204	22,111	5,778	6,444	13,643	0
Total Required Minimum Match - Cash	**86,180**		8,778	9,222	20,204	22,111	5,778	6,444	13,643	0
Required Minimum Match - In-Kind										
Total Required Minimum Match - In-Kind	**0**		0	0	0	0	0	0	0	0
B. Total Required Minimum Match (cash + in-kind)	**86,180**		8,778	9,222	20,204	22,111	5,778	6,444	13,643	0
C. **Subtotal, Fed/State/Required Match Revenues**	**861,808**		**87,778**	**92,222**	**202,043**	**221,111**	**57,778**	**64,444**	**136,432**	**0**
D. **USDA Cash Subsidy/Commodity Valuation**	**12,865**						**7,535**	**5,330**		
E. **OAA Title V Worker Wages, Fringe Benefits and Costs**	**0**									
Local Cash, Non-Match										
1) County of Moore	**191,344**		23,809	16,130	46,001	56,457	12,487	22,301	14,159	0
2)	**0**									
3)	**0**									
4)	**0**									
F. **Subtotal, Local Cash, Non-Match**	**191,344**		**23,809**	**16,130**	**46,001**	**56,457**	**12,487**	**22,301**	**14,159**	**0**
Other Revenues, Non-Match										
G. **Subtotal, Other Revenues, Non-Match**	**0**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Local In-Kind Resources (Includes Volunteer Resources)										
H. **Subtotal, Local In-kind Resources, Non-Match**	**0**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
I. **Client Program Income**	**18,552**		**560**	**752**	**5,909**	**6,793**	**2,611**	**1,927**	**0**	**0**
J. **Total Projected Revenues (Sum I C,D,E,F,G,H, & I)**	**1,084,569**		**112,147**	**109,104**	**253,953**	**284,361**	**80,411**	**94,002**	**150,591**	**0**

Division of Aging
Service Cost Computation Worksheet

	Grand Total	Admin. Cost	Service Med. Tran	Service Gen. Tran	Service IH I	Service IH II	Service HDM	Service Cong.	Service Sr Ctr Ops	Service
II. Line Item Expense										
Staff Salary From Labor Distribution Schedule										
1)	516,619	81,517	12,654	12,311	132,086	148,242	11,472	34,057	$ 84,280	0
A. **Subtotal, Staff Salary**	**516,619**	**81,517**	**12,654**	**12,311**	**132,086**	**148,242**	**11,472**	**34,057**	**84,280**	**0**
Fringe Benefits										
1)	263,266	30,449	6,186	6,021	76,159	84,815	5,098	15,676	38,862	0
B. **Subtotal, Fringe Benefits**	**263,266**	**30,449**	**6,186**	**6,021**	**76,159**	**84,815**	**5,098**	**15,676**	**38,862**	**0**
Local In-Kind Resources, Non-Match										
1) Indirect Costs	0	0	0	0	0	0	0	0		-
C. **Subtotal, Local In-Kind Resources Non-Match**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		**0**
D. **OAA Title V Worker Wages, Fringe Benefits and Costs**	0	**0**	**0**	**0**	**0**	**0**	**0**	**0**		**0**
Travel										
1) Travel/Training (including registration)	2,000	500	90	87	470	530	81	242		
2) County Vehicles	0	0	0	0	0	0	0	0	0	-

E. **Subtotal, Travel**	**2,000**	**500**	**90**	**87**	**470**	**530**	**81**	**242**	**0**	**0**
General Operating Expenses	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////		//////////
1) Supplies	3,992	492	269	262	942	1,058	244	725	0	-
2) Catering/Transportation Contract	266,549		88,705	86,295			59,669	31,880		
3) Telephone	4,184	789	122	119	1,278	1,435	111	330	0	-
4) Dues & Subscription	934	934								
7) Misc Gen Operating Expenses	27,028	27,028	0	0	0	0	0	0	0	-
F. **Subtotal, General Operating Expenses**	**302,687**	**29,243**	**89,096**	**86,676**	**2,220**	**2,493**	**60,024**	**32,935**	**0**	**0**
G. **Subtotal, Other Administrative Cost Not Allocated**	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////		//////////
in Lines II.A through F	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////		//////////
			//////////	//////////	//////////	//////////	//////////	//////////		//////////
H. **Total Proj. Expenses Prior to Admin. Distribution**	**1,084,572**	**141,709**	**108,026**	**105,095**	**210,935**	**236,080**	**76,675**	**82,910**	**123,142**	**0**
I. **Distribution of Admininistrative Cost**	//////////	**141,706**	**4,121**	**4,009**	**43,018**	**48,281**	**3,736**	**11,092**	**27,449**	**-**
J. **Total Proj. Expenses After Admin. Distribution**	**1,084,569**	//////////	**112,147**	**109,104**	**253,953**	**284,361**	**80,411**	**94,002**	**150,591**	**0**

Division of Aging

Service Cost Computation Worksheet

	Grand Total		**Service** Med. Tran	**Service** Gen. Tran	**Service** IH I	**Service** IH II	**Service** HDM	**Service** Cong.	**Service** Sr Ctr Ops	**Service**	
III. Computation of Rates											
A. **Computation of Unit Cost Rate:**	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////		//////////	
1. Total Expenses (equals line II.J)	1,084,569	//////////	112,147	109,104	253,953	284,361	80,411	94,002	150,591	0	
2. Total Projected Units	//////////	//////////	4,766	4,707	5,600	6,200	13,395	7,107	1,600	0	
3. Total Unit Cost Rate	//////////	//////////	23.5306	23.1791	45.3488	45.8647	6.0031	13.2267	94.1194	#DIV/0!	Total unit costs including
B. **Computation of Reimbursement Rate:**	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////		//////////	
1. Total Revenues (equals line I.J)	1,084,569	//////////	112,147	109,104	253,953	284,361	80,411	94,002	150,591	0	
2. Less: USDA (equals line I.D)	12,865	//////////	0	0	0	0	7,535	5,330	0	0	
Title V (equals line I.E and II.D)	0	//////////	0	0	0	0	0	0	0	0	
Non Match In-Kind (equals line I.H and II.C)	0	//////////	0	0	0	0	0	0	0	0	
3. Revenues Subject to Unit Reimbursement	1,071,704	//////////	112,147	109,104	253,953	284,361	72,876	88,672	150,591	0	
4. Total Projected Units (equals line III.A.2)	//////////	//////////	4,766	4,707	5,600	6,200	13,395	7,107	1,600	0	
5. Total Reimbursement Rate	//////////	//////////	23.5306	23.1772	45.3488	45.8641	5.4405	12.4767	94.0910	#DIV/0!	Total reimb. Rate less U
C. **Units Reimbursed Through HCCBG**	//////////	//////////	**3,730**	**3,979**	**4,455**	**4,821**	**10,620**	**5,165**	**1,450**	**#DIV/0!**	
D. **Units Reimbursed Through Program Income***	//////////	//////////	**23**	**32**	**130**	**148**	**479**	**154**	**0**	**#DIV/0!**	
E. **Units Reimbursed Through Remaining Revenues**	//////////	//////////	**1,013**	**696**	**1,015**	**1,231**	**2,296**	**1,788**	**150**	**#DIV/0!**	*Adj. by $1 to make it ba
F. **Total Units Reimbursed/Total Projected Units**	//////////	//////////	**4,766**	**4,707**	**5,600**	**6,200**	**13,395**	**7,107**	**1,600**	**#DIV/0!**	

III B. 3 Revenues Subject to Unit Reimbursement less **USDA**	112147	109104	253953	284361	72876	88672	150591	0	
4. Total Projected Units (equals line III.A.2)	4766	4707	5600	6200	13395	7107	1600	0	
Totall Project units / Revenues subject to unit reimb.	**23.5306**	**23.1791**	**45.3488**	**45.8647**	**5.4405**	**12.4767**	**94.1194**	**#DIV/0!**	Total reimb. Rate less U
C. Subtotal, Fed/State/Required Match Revenues	87778	92222	202043	221111	57778	64444	136432	0	
C. Units Reimbursed Through HCCBG	3730	3979	4455	4821	10620	5165	1450	#DIV/0!	

Subtotal Fed/State/Req Match / units reimbursed through HCCBG	**23.533**	**23.1772**	**45.352**	**45.8641**	**5.4405**	**12.4771**	**94.091**	**#DIV/0!**	HCCBG Reimbursemen

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

		0	10	100%					
	Total		Med. Tran	Gen. Tran	IH I	IH II	HDM	Cong.	Sr Ctr Ops	Verification
Total Rev - local match	874,673		87,778	92,222	202,043	221,111	65,313	69,774	136,432	874,673
Toal Exp	1,084,569		112,147	109,104	253,953	284,361	80,411	94,002	150,591	1,084,569
Difference = local match	209,896		24,369	16,882	51,910	63,250	15,098	24,228	14,159	209,896
$0 if Total Rev = Toal Exp	0		0	0	0	0	0	0	0	0

Information on this form (DOA-732A) corresponds with information stated on the Provider Services Summary (DOA-732) as follows:

	DOA-732A	DOA-732
Block Grant Funding	Line I.A	Col. A
Required Local Match-Cash & In-Kind	Line I.B	Col. B
Net Service Cost	Line I.C	Col. C
USDA Subsidy	Line I.D	Col. D
Total Funding	L. I.C+I.D	Col. E
Projected HCCBG Reimbursed Units	Line III.C	Col. F
Total Reimbursement Rate	Line III.B.5	Col. G
Projected Total Service Units	Line III.F	Col. I

NC DIVISION OF AGING
COST OF SERVICES - ATTACHMENT A
LABOR DISTRIBUTION SCHEDULE DOA-732A1 1/98

AGENCY NAME: Moore County Department of Aging
SFY 18-19

STAFF NAME	POSITION	FULL TIME PART TIME	TOTAL SALARY	ADMIN. SALARY	GEN. TRANS.	MED. TRANS.	IH I	IH II	IH II-R	IH III	CONG.	HDM	I & A	Sr. Ctr Ops	Total Salary
Terri Prots	Director	Full time	$ 53,219	$ 53,219											$ 53,219
Rhonda Priest	Nutr/Trans Mgr	Full time	$ 34,366		$ 10,997	$ 11,341					$ 5,155	$ 6,873			$ 34,366
Lynne Drinkwater	Program Coordir	Full time	$ 37,887											$ 37,887	$ 37,887
Emily Tostado	Admin. Asst. II	Full time	$ 38,455	$ 19,228											$ 19,228
Sue Groves	Ofce Coord IV	Full time	$ 29,684												$ -
Chris Pevia	Fitness Room	Full time	$ 36,083											$ 36,083	$ 36,083
Debbie Hickman	RN/QA	Full time	$ 53,376	5,871			$ 20,283	$ 27,222	$ -	$ -					$ 53,376
Jennifer Thomas	Lead Aide	Full time	$ 29,085	3,199			$ 14,543	$ 11,343	$ -	$ -					$ 29,085
Tarsha McBryde	IH I	Full time	$ 21,098				$ 9,916	$ 11,182	$ -	$ -					$ 21,098
April Foxx	IH I	Full time	$ 22,060				$ 10,368	$ 11,692	$ -	$ -					$ 22,060
Linda Johnson	IH II	Full time	$ 26,160				$ 12,295	$ 13,865	$ -	$ -					$ 26,160
Kristin Sinclair	IH I	Full time	$ 21,097				$ 9,916	$ 11,181	$ -	$ -					$ 21,097
Marie Savannah	IH II	Full time	$ 26,238				$ 12,332	$ 13,906	$ -	$ -					$ 26,238
Diane Barber	IH II	Full time	$ 25,074				$ 11,785	$ 13,289	$ -	$ -					$ 25,074
Alveda Person	IH II	Full time	$ 21,097				$ 9,916	$ 11,181	$ -	$ -					$ 21,097
vacant	IH II	Full time	$ 22,380				$ 10,519	$ 11,861	$ -	$ -					$ 22,380
Lisa Kennedy	IH I	Full time	$ 21,734				$ 10,215	$ 11,519	$ -	$ -					$ 21,734
Leslie Washington	Nutrition Coord.	Full time	$ 26,269		$ 1,313	$ 1,313					$ 21,015	$ 2,627			$ 26,269
Yarona Thomas	Sr Center	Full time	$ 10,310											$ 10,310	$ 10,310
was Ila	DC Mgr.	Part time	$ -								$ -	$ -			$ -
Kathie Lewis	DC Mgr.	Part time	$ 9,859								$ 7,887	$ 1,972			$ 9,859
Cathy Burgess	Resource	Part time	$ 8,700												$ -
Sandy Gerdes	Proc. Asst. III	Part time	$ 12,138												$ -
		SUBTOTAL FT:	$ 555,672	$ 81,517	$ 12,311	$ 12,654	$ 132,086	$ 148,242	$ -	$ -	$ 26,170	$ 9,500	$ -	$ 84,280	
		SUBTOTAL PT:	$ 30,697	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,887	$ 1,972	$ -	$ -	
		TOTAL	$ 586,369	$ 81,517	$ 12,311	$ 12,654	$ 132,086	$ 148,242	$ -	$ -	$ 34,057	$ 11,472	$ -	$ 84,280	
		PERCENT FT:	94.76%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	76.84%	82.81%	#DIV/0!	100.00%	
		PERCENT PT:	5.24%	0.00%	0.00%	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	23.16%	17.19%	#DIV/0!	0.00%	
															$ 506,761
		SUBTOTAL					$ 34,825	$ 38,565	$ -	$ -	$ 5,155	$ 6,873			$ 9,859
		ONSITE EMPLOYEES													

TRIANGLE J COUNCIL OF GOVERNMENTS
Area Agency on Aging

CERTIFICATION OF REQUIRED MINIMUM LOCAL MATCH AVAILABILITY

Date: June 11, 2018 **Fiscal Year: 19**

Agency: Moore County Department of Aging

Service: Nutrition, Transportation, In Home Aide, Senior Center Operations

Itemization of Commitment:

Required Local Match (total must agree to amount in the Funding Plan)

1. Cash of: $86,180 provided by: County of Moore
   Cash of: _____ provided by: _____
   Cash of: _____ provided by: _____
2. Total Local Match: :$86,180

It is understood that funds committed as required minimum local match will be used to match the Home and Community Care Block Grant appropriation and will not be used to match any other federal or state funds during the contractual period.

Name and Title: Catherine Graham, Chair, Moore County Board of Commissioners

Signature: _____

Moore County Department of Aging

Name of Community Service Provider

Revision # _____

Supplement to Provider Services Summary
In-Home Services Detail
DAAS-732 Supplement (Effective: 7/08)
July 1, 2018 through June 30, 2019

In-Home Services	A HCCBG In-Home Funding	B Required Local Match	C Net Service Cost	F Projected HCCBG Units	G Projected Reimbursement Rate	H Projected HCCBG Clients
Level I - 235 Respite		0	0			
Level I - 041 H Mgmt	181839	20204	202043	5600	45.352	100
Subtotal Level I	181839	20204	202043	5600		100
Level II - 236 Respite		0	0			
Level II - 042 PC	199000	22111	221111	6200	45.8641	60
Level II - 043 H Mgmt		0	0			
Subtotal Level II	199000	22111	221111	6200		60
Level III - 237 Respite		0	0			
Level III - 044 H Mgmt		0	0			
Level III - 045 PC		0	0			
Subtotal Level III	0	0	0	0		0
Level IV - 238 Respite		0	0			
Level IV - 046 H Mgmt		0	0			
Subtotal Level IV	0	0	0	0		0
Total	380839	42315	423154	11800		

Director, Moore County Dept. of Aging 6/11/18

Authorized Signature Title Date

Community Service Provider

DAAS-733
(Rev. 2/16)

Home and Community Care Block Grant for Older Adults
County Funding Plan
July 1, 2018 through June 30, 2019

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency
(Older Americans Act, Section 305(a)(2)(E))

Community Service Provider Moore County Department of Aging

County Moore

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, **low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency** will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

Nearly 30% of Moore County's population is over the age of 60; state average is 18.6%. Of those older adults, over 11% are people aged 60+ and considered "poor"; more than 8.5% are minority; and more than 59% are considered rural. With this in mind, the services of the Dept. of Aging focus on those "at risk" and in need of H&CCBG services.

Outreach efforts such as speaking engagements, public service announcements, participation in wellness/information fairs and various support groups, a newsletter, print mediums, and word of mouth are made to raise awareness about the services of the Dept. of Aging and the Senior Enrichment Center. Special marketing efforts are made to those who are poor, minority, and/or live in rural areas in order to comply with Center of Excellence requirements. Concentrated efforts via MIPPA grants to reach those with low income, live in rural areas, and possess mental and physical disabilities allow us to further market our services. Finally, collaborative efforts with Sandhills Community College (internships and site visits for various classes, fitness and gerontology) allow us to reach various age and socio-demographic populations.

The staff of the Aging Department works closely with staff of Dept. of Social Services, particularly Adult Protective Services, in order to serve those with acute and immediate needs. In addition, the Aging Department also supports the efforts of the Regional Ombudsman and her Community Advisory Council.

A 12 member Aging Advisory Council plays an important role in guiding the delivery of services and programs. Their input is provided on a bi-monthly basis and can be called upon whenever needed.

July 1, 2018 through June 30, 2019

Home and Community Care Block Grant for Older Adults

Community Service Provider

Standard Assurances

Moore County Department of Aging agrees to provide services through the Home and
(Name of Provider)
Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:

   a) The County Funding Plan;
   b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
   c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at http://www.ncdhhs.gov/aging/monitor/mpolicy.htm .

   Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.

2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).

3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:

   a) Eligibility determination;
   b) Client intake/registration;
   c) Client assessment/reassessments and quarterly visits, as appropriate;
   d) Determining the amount of services to be received by the client; and
   e) Reviewing consumer contributions policies with eligible clients.

4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant

Services will be maintained by the community service provider and any contracted providers.

5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.

6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.

7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.

8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).

9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.

11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:

    a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)

    b. The subcontractor has not been barred from doing business at the federal level.

    c. The subcontractor is able to produce a notarized "State Grant Certification of No Overdue Tax Debts."

d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.

e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).

12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.

13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at http://www.ncdhhs.gov/control/retention/retention.htm.

Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.

_____

(Authorized Signature) (Date)

Standard Assurance To Comply with Older Americans Act Requirements Regarding Clients Rights For Agencies Providing In-Home Services through the Home and Community Care Block Grant for Older Adults

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Moore County Department of Aging

Name of Agency Administrator: Terri H. Prots

Signature: Terri H. Prots Date: June 5, 2018

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client/patient of the program.

2. You have the right to appropriate and professional care relating to your needs.

3. You have the right to be fully informed in advance about the care to be provided by the program.

4. You have the right to be fully informed in advance of any changes in the care that you may be receiving and to give informed consent to the provision of the amended care.

5. You have the right to participate in determining the care that you will receive and in altering the nature of the care as your needs change.

6. You have the right to voice you grievances with respect to care that is provided and to expect that there will be no reprisal for the grievance expressed.

7. You have the right to expect that the information you share with the agency will be respected and held in strict confidence, to be shared only with your written consent and as it relates to the obtaining of other needed community services.

8. You have the right to expect the preservation of your privacy and respect for your property.

9. You have the right to receive a timely response to you request for service.

10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.

11. You have the right to be informed of agency policies, changes, and costs for services.

12. If you are denied service solely on you inability to pay, you have the right to be referred elsewhere.

13. You have the right to honest, accurate information regarding the industry, agency and of the program in particular.

14. You have the right to be fully informed about other services provided by this agency.

Exhibit 14A: List of Subcontractors **Provider: Department of Aging** **FY 19**

Region J **County: Moore**

List each subcontractor in the chart below. A subcontractor is defined as an entity that has been contracted to do a job within the scope of the service provider's grant award. The subcontractor is accountable for the same requirements as the service provider, depending on the terms of the subcontract. Subcontractors must adhere to service standard requirements by the Division of Aging and Adult Services. Do not list vendors who provide services through a 'purchase of service'. These are services which do not follow prescribed service standards and are goods or services sold equally to all consumers.

Subcontractor Name	Type Agency	Subcontracted Service Name	Subcontractor Contact Name, Address & Phone Number	Describe Scope of the Subcontract (Briefly describe any service requirements that will be delegated to the subcontractor, e.g. eligibility determination, service authorization, assessments/reassessments of clients, preparation and delivery of meals, provision of a ride, tasks identified on an In-Home Aide plan of care, etc.)
Mid South Food Service, Inc.	Non-Profit ☐ For-Profit ■ Government ☐	Catering	Chris Harrison 203 West South Aberdeen, NC 28315 910-944-2305	Procurement and preparation of daily congregate and HDM meals as well as delivery to "drop off sites" where volunteers or Aging staff will distribute the meals.
Moore County Transportation Services	Non-Profit ☐ For-Profit ☐ Government ■	Medical and General Transportation	Moore County Planning PO Box 905 Carthage, NC 29327	One-way trips to medical appointments or the Diner's Club facilities.
	Non-Profit ☐ For-Profit ☐ Government ☐			
	Non-Profit ☐ For-Profit ☐ Government ☐			

Attest Statement: Providers utilizing subcontractors must provide assurance that both for profit and non-profit subcontractors are compliant with state and federal regulations. These assurances are the subcontractor: A) has not been suspended or debarred (G.S. §143C-6-23; 09NCAC03M), B) has not been barred from doing business at the federal level, C) is able to produce a notarized "State Grant Certification of No Overdue Tax Debts", D) has obtained all licenses, permits, bonds and insurance necessary for carrying out HCCBG Services. In addition, For-Profit Subcontractors have provided a copy of their business license and Non-Profit Subcontractors are registered as a charitable (501c3) organization with the federal government.

Signature _____ Date _____

Agenda Item: VI. A.
Meeting Date: **July 17, 2018**

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: **Debra Ensminger**
Planning & Transportation Director

DATE: **June 11, 2018**

SUBJECT: **General Use Rezoning Request: Highway Commercial (B-2) to Residential and Agricultural-40 (RA-40)**

PRESENTER: **Debra Ensminger**

REQUEST

Leasa Haselden is requesting a General Use Rezoning from Highway Commercial (B-2) to Residential Agricultural-40 (RA-40) of the northern portion, being approximately 5 acres, of three parcels, being approximately a total of 18.97 acres, located adjacent to US 1 Hwy at 104 Branch Trail , owned by Duncan C Blue Jr Heirs, per Deed Book 2013E, Page 677.

Public notification consisted of publishing a legal notice in the local newspaper for two consecutive weeks, notification by mail to adjacent property owners, and placing public hearing signs on the property.

BACKGROUND

The subject portion of the property was originally zoned Highway Commercial (B-2) in 1991. The existing use on the subject property is a single family residential home built in 1960. Adjacent land uses include single family dwellings, a church, and an abandoned produce stand.

ZONING DISTRICT COMPATIBILITY

The requested zoning to Residential Agricultural-40 (RA-40) is consistent with the existing uses in the area, being single family dwelling units. The surrounding area is zoned a mixture of Residential and Agricultural-40 (RA-40), Rural Equestrian (RE), Neighborhood Business (B-1), and Highway Commercial (B-2).

CONSISTENCY WITH THE 2013 MOORE COUNTY LAND USE PLAN

The site has a mixture of Rural Agricultural and Low Density Residential Land Use Classification. The requested zoning to Rural Agricultural-40 is compatible with the Rural Agricultural and Low Density Residential Land Use Classifications. The Land Use Plan states the primary use of the Rural Agricultural Land Use Classification is to support rural residential life associated with agricultural uses and other rural activities. The primary use of the Low Density Residential Land Use Classification allows for a density of one residential lot for every five acres of land, single family detached. The Moore County Unified Development Ordinance states the Residential and Agricultural-40 zoning district is created to allow for single family dwellings, duplexes and agricultural use and discouraging any use which would generate traffic on minor streets other than normal traffic to serve residences on those streets.

The rezoning request is also consistent with several goals as included in the attached Land Use Plan Consistency Statement, including Recommendation 1.6: Preserve and maintain the rural character of Moore County, including historic sites and structures, crossroad communities, and other physical features that reflect the County's heritage.

MOORE COUNTY FUTURE LAND USE MAP

MUNICIPAL COMPARISON LAND USE MAP

CONSISTENCY WITH THE ADOPTED 2013 LAND USE PLAN

The Moore County Board of Commissioners Consistency Statement which speaks to the Land Use Plan goals is included for the Board's review and consideration.

IMPLEMENTATION PLAN

Hold the public hearing and approve / deny the rezoning request.

ACTION BY THE PLANNING BOARD

The Planning Board met on June 7, 2018 and unanimously recommended approval.

FINANCIAL IMPACT STATEMENT

No financial impact to the County's FY 2018-2019 budget.

RECOMMENDATION

This item requires two separate motions:

Motion #1: Make a motion to adopt one of the attached Land Use Plan Consistency Statements (Approval or Denial) and authorize its Chairman to execute the document as required by North Carolina General Statute 153A-341.

Motion #2: Make a motion to approve or deny the General Use Rezoning request from Highway Commercial (B-2) of the northern portion, being approximately 5 acres, of three parcels, being approximately a total of 18.97 acres, located along US 1 Hwy at 104 Branch Trail, to result in the entire three parcels being zoned Residential Agrulcultural-40 (RA-40).

ATTACHMENTS

- Pictures of Property and Adjacent Properties
- Vicinity Map, Land Use Map, and Rezoning Map
- Submitted Rezoning Application
- Moore County Board of Commissioners Consistency Statement – Approval/Denial
- Regional Land Use Advisory Committee Letter
- Deed Book 2013E, Page 677

View of subject property from Branch Trail

View of subject property's driveway from US 1 Hwy

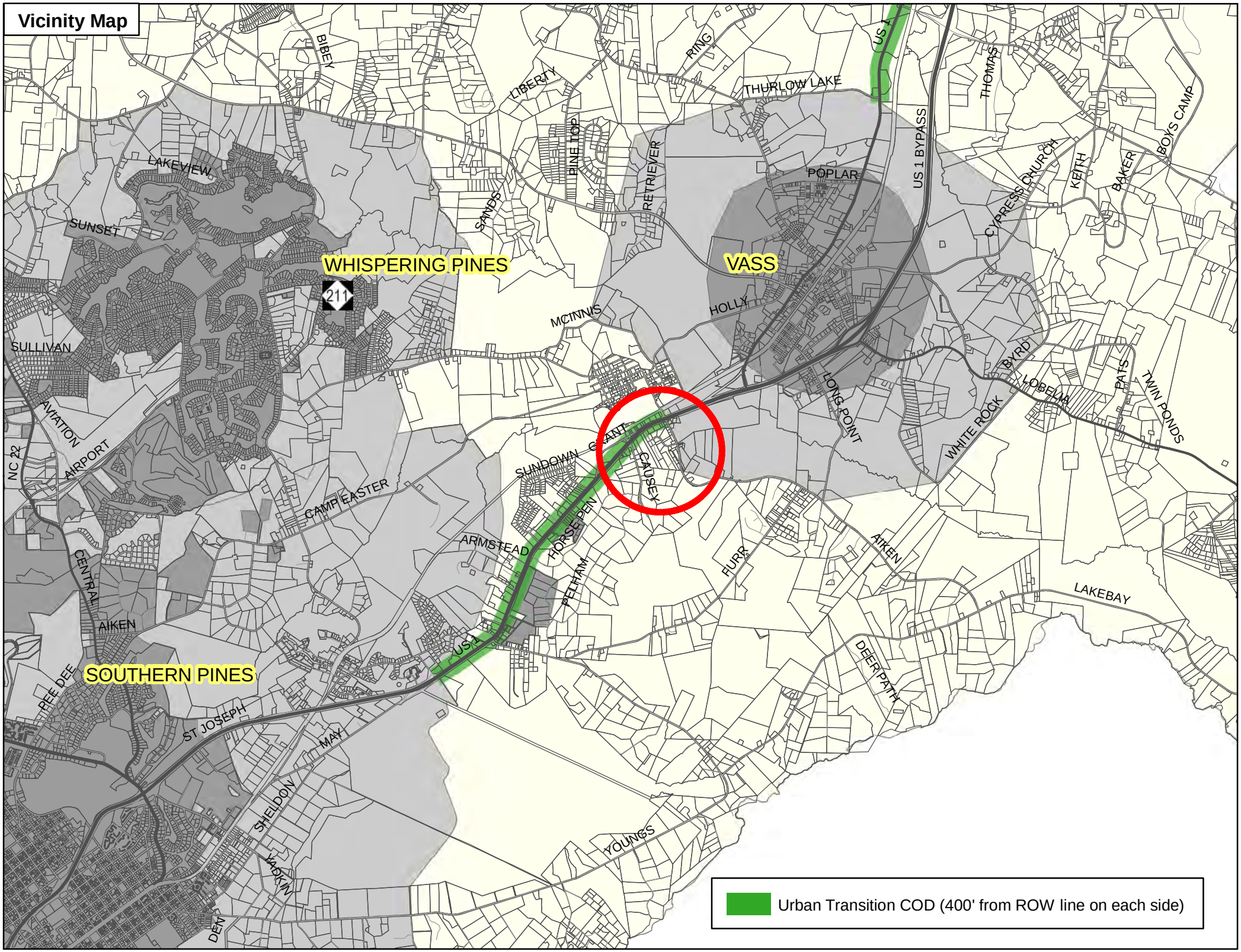
Adjacent property – 123 Causey Road (A New Beginning Assembly of God)

Adjacent property – 220 Spring Brook Court

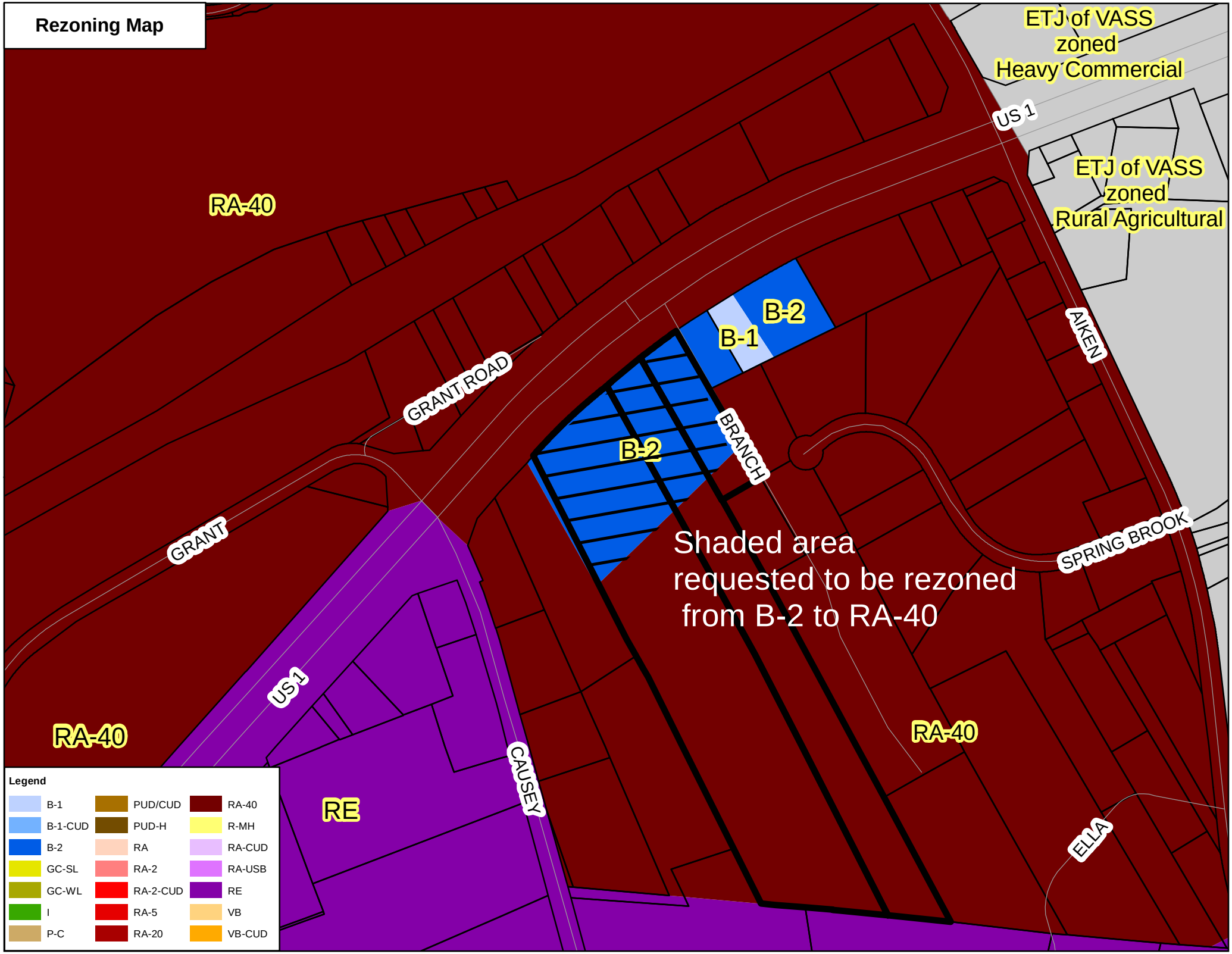
Adjacent property – 4507 US 1 Hwy (Abandoned Food stand)

View across US 1 Hwy

View across US 1 Hwy – 144 Grant Rd Ext


Vicinity Map
WHISPERING PINES
VASS
SOUTHERN PINES
211
BIBEY
LIBERTY
RING
THURLOW LAKE
US 1
THOMAS
US 1 BYPASS
BOYS CAMP
BAKER
KEITH
CYPRESS CHURCH
POPLAR
RETRIEVER
BINE TOP
SANDS
LAKEVIEW
SUNSET
MCINNIS
HOLLY
SULLIVAN
AVIATION
AIRPORT
NC 22
LONG POINT
BYRD
LOBELIA
PATS
TWIN PONDS
WHITE ROCK
GRANT
CAUSEY
SUNDOWN
CAMP EASTER
HORSE PEN
ARMSTEAD
PELHAM
FURR
ATKEN
LAKEBAY
CENTRAL
AIKEN
PEE DEE
ST JOSEPH
MAY
SHELDON
YADKIN
YOUNGS
DEER PATH
DEW
Urban Transition COD (400' from ROW line on each side)

Land Use Map
Undeveloped
Abandoned
Food Stand
Undeveloped
AIKEN
GRANT ROAD
Undeveloped
Single Family
Dwellings
GRANT
US 1
BRANCH
Single Family
Dwellings
SPRING BROOK
Single Family Dwellings
US 1
Undeveloped
A New Beginnings
Assembly of God
Single Family Dwellings
Single Family Dwellings
Undeveloped
Undeveloped
CAUSEY
Undeveloped
ELLA
Single Family
Dwellings


Rezoning Map
ETJ of VASS
zoned
Heavy Commercial
ETJ of VASS
zoned
Rural Agricultural
US 1
RA-40
B-2
B-1
B-2
GRANT ROAD
BRANCH
AIKEN
GRANT
SPRING BROOK
Shaded area
requested to be rezoned
from B-2 to RA-40
US 1
RA-40
RA-40
CAUSEY
RE
ELLA
Legend
B-1
B-1-CUD
B-2
GC-SL
GC-WL
I
P-C
PUD/CUD
PUD-H
RA
RA-2
RA-2-CUD
RA-5
RA-20
RA-40
R-MH
RA-CUD
RA-USB
RE
VB
VB-CUD

App# 21958

County of Moore
Planning and Transportation

"One Team – One Mission"

Inspections/Permitting: (910) 947-2221
Planning: (910) 947-5010
Transportation: (910) 947-3389

GENERAL USE REZONING APPLICATION

Application Date: 5-7-18			
Location/Address of Property: 104 Branch TRAil, VASS 28394			
Applicant: LeASA H. HASelden		Phone: 695-1111 X1	
Applicant Address: 235 W. Pennsylvania Ave	City: Southern Pines	St: NC	Zip: 28387
Owner: DuncanC.Blue, JR (HRS)		Phone: 910-578-5532	
Owner Address: 917 Kaywood Dr	City: FAyeteville	St: NC	Zip: 28311
Current Zoning District: B-2	Proposed Zoning District: RA40		

Comments:
Propert is being listed For Sale. It is A residence and vacacant land parcels. Will be Sold AS Residential

I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Zoning Administrator.

Diana M. Blue 5/5/18 Mary A Blue 5/5/18
Applicant/Owner Signature Date

Leasa H. Haselden 5-5-18
Applicant/Owner Signature Date

Office Use Only:
PAR ID: 00038674 00038673
10001732 5-7-18
Received By Date
Danya Covill

<u>Moore County Board of Commissioners</u>
<u>Land Use Plan Consistency Statement</u>
General Use Rezoning Request
Highway Commercial (B-2) to Residential and Agricultural-40 (RA-40)

The Moore County Board of Commissioners finds that:

1. The rezoning request is consistent with the following goals and the Rural Agricultural and Low Density Residential Land Use Classifications listed in the 2013 Moore County Land Use Plan:

Goal 1: Preserve and Protect the Ambiance and Heritage of the County of Moore (inclusive of areas around the municipalities):

- Recommendation 1.5: Encourage and support development and land use principles by ensuring Moore County's cultural, economical, and natural resources are considered appropriately.
- Recommendation 1.6: Preserve and maintain the rural character of Moore County.

2. The rezoning request is reasonable and in the public interest because the proposed rezoning will fit the residential nature of area as designated on the 2013 Moore County Future Land Use Map.

Therefore, the Moore County Board of Commissioners **APPROVES** of the General Use Rezoning request from Highway Commercial (B-2) of the northern portion, being approximately 5 acres, of three parcels, being approximately a total of 18.97 acres, located along US 1 Hwy at 104 Branch Trail, to result in the entire three parcels being zoned Residential Agrulcultural-40 (RA-40), as proposed.

_____ _____

Catherine Graham, Chair Date
Moore County Board of Commissioners

<u>Moore County Board of Commissioners</u>
<u>Land Use Plan Consistency Statement</u>
General Use Rezoning Request
Highway Commercial (B-2) to Residential and Agricultural-40 (RA-40)

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- Recommendation 1.5: Encourage and support development and land use principles by ensuring Moore County's cultural, economical, and natural resources are considered appropriately.
- Recommendation 1.6: Preserve and maintain the rural character of Moore County.

2. The proposed rezoning is not reasonable and not in the public interest because the proposed rezoning will have an unreasonable impact on the surrounding community.

Therefore, the Moore County Board of Commissioners **DENIES** the General Use Rezoning request from Highway Commercial (B-2) of the northern portion, being approximately 5 acres, of three parcels, being approximately a total of 18.97 acres, located along US 1 Hwy at Branch Trail, to result in the entire three parcels being zoned Residential Agrulcultural-40 (RA-40), as proposed.

_____ _____

Catherine Graham, Chair Date
Moore County Board of Commissioners

MOORE COUNTY REZONING REQUEST
Duncan C Blue, Jr Property – 104 Branch Trail Rd, Vass
Applicant: Leasa H. Haselden
PIN's: 950420803217 & 950420800986
June 26, 2018

Following a review of the rezoning request by the RLUAC staff and Board of Directors for the parcels listed above, and recognizing that our findings are non-binding on Moore County, the RLUAC Board of Directors finds that:

- The case involves parcels that are identified as suitable for **URBAN** development on the 2008 and 2009 JLUS maps, and
- The parcels do not contain any identified military impacts.

RLUAC therefore has no issues or concerns with this request.

Thank you for allowing RLUAC to review this case.

Robert McLaughlin, Chairman

James Dougherty, Executive Director

* PO Box 1510 * Fayetteville * NC * 28302 * Office: (910) 583-1233 * director@rlluac.com *

BE 677

STATE OF NORTH CAROLINA In The General Court Of Justice CUMBERLAND County	CERTIFICATE OF TRUE COPY

Office of the Clerk of the Superior Court

As Clerk of the Superior Court of this County, State of North Carolina, I certify that the attached copies of the documents described below are true and accurate copies of the originals now on file in this office.

Number And Description Of Attached Documents:

Twenty-Nine (29) pages, regarding the estate of DUNCAN CAMPBELL BLUE,JR, deceased; consisting of an Application for Probate and Letters of Administration CTA, Affidavit of Notice to Creditors, Inventory for Decedent's Estate, Amended Inventory for Decedent's Estate, Final Account, and the Last Will and Testament of Duncan Campbell Blue,Jr. Cumberland County, North Carolina estate file number: 13-E-331.

SEAL

Witness my hand and the seal of the Superior Court

Date	08-21-2013
Clerk Of Superior Court	Linda H. Priest
Signature	Gretta H. Hall
☒ Deputy CSC ☐ Assistant CSC ☐ Clerk Of Superior Court	

AOC-G-101, Rev. 4/97
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(TYPE OR PRINT IN BLACK INK)

STATE OF NORTH CAROLINA

Cumberland County

File No. 13-E-331

In The General Court of Justice
Superior Court Division
Before The Clerk

13 JUN 13 AM 8:44

IN THE MATTER OF THE ESTATE OF:

Name of Decedent
Duncan Campbell Blue, Jr.

INVENTORY FOR DECEDENT'S ESTATE

G.S. 28A-20-1

IMPORTANT: *File within (3) months after qualifying. Itemize and give values as of date of decedent death. Continue on additional sheet if necessary.*

I, the undersigned personal representative, being duly sworn, say that to the best of my knowledge the following is a just, true and perfect inventory of all the real and personal property of the decedent named above, which have come into my hands or into the hands of any person for me as personal representative of the estate.

PART I. PROPERTY OF THE ESTATE

		Value
1. Accounts In Sole Name of Decedent *(List bank, etc., each account no. and balance)*		$
2. Joint Accounts **Without** Right of Survivorship *(List bank, etc. each account no., balance and joint owners.)*	% Owned By Dec.	
	% Owned By Dec.	
	% Owned By Dec.	
	% Owned By Dec.	
3. Stocks And Bonds in Sole Name of Decedent or Jointly Owned **Without** Right of Survivorship *(Identify each type of security and give market value of all securities of that type, e.g., 100 shares of XYZ Corp. common stock @ 37-1/4...$3,725.)*		
	% Owned By Dec.	
	% Owned By Dec.	
	% Owned By Dec.	
	% Owned By Dec.	
	% Owned By Dec.	
4. Cash And Undeposited Checks on Hand		
Duke Energy $694.82, Duke Energy $5,365.39 Stock Closeout		6,060.21
South River Electric Capital Credits		1,298.15
5. All Other Personal Property *(See preliminary inventory on application for check list types of property to list.)*		
2000 GMC C25 Truck VIN# 1GTGC24R4YR161260		4,580.00
1984 TRAI TL VIN# NCX271134		300.00
1973 Coach TL VIN# 170101763		500.00
6. Real Estate Willed To the Estate And Sold *(List legal description and proceeds of sale each parcel.)*		
TOTAL FROM ADDITIONAL SHEET IF ANY		$
SUBTOTAL *(Costs apply to this total)*		$ 12,738.36
7. Real Estate Willed To The Estate has not been sold *(List legal description of each parcel and give fair market value at date of death)*	$	
TOTAL PART I. ►		$ 12,738.36

AOC-E-505, Rev. 7/06

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(Over)

PART II. PROPERTY WHICH CAN BE ADDED TO ESTATE IF NEEDED TO PAY CLAIMS

	Value
1. Joint Accounts With Right of Survivorship *(List each account; give names of other joint owners and total amount on deposit in each account; attach copy of deposit contract unless already attached to application.)*	
First South Bank CD Account# 3322082, JWROS Mary Aletha Blue and Cornelia N. Blue	$ 7,552.26
First South Bank CD Account# 3322090 JWROS Diana M. Blue	7,552.26
First South Bank CD Account# 8354977 JWROS Cornelia N. Blue	30,367.18
BB&T Account Checking # 0005105093723 JWROS with Cornelia Norris Blue	13,500.00
Bank of America Checking Acoount# 000053000840 JWROS Cornelia N. Blue	251,098.67
Bank of America Savings Account# 000059567636 JWROS Cornelia N. Blue	3,955.74
Bank of America Savings Account# 000650089592 JWROS Cornelia N. Blue	664.36
2. Stocks/Bonds/Securities Jointly Owned With Right of Survivorship or registered in beneficiary form and automatically transferable on death *(Identify each type of security and give market value of all securities of that type, e.g., 100 shares of XYZ Corp. common stock @ 37-1/4...$3,725.)*	
3. Other Personal Property Recoverable (G.S. 28A-15-10).....	
4. Real Estate Except Entireties Property, Life Estate And Real Estate Willed To Estate *(List legal description and give fair market value of each parcel of decedent's interest at date of death.)*	
BLK S 3 CP Fire, Acres 2.10, Moore County, NC (Pin# 950420813870) $13,670.00	
Lakeview Lt 14 15,CP Fire, Acres 11.42,Moore County, NC (Pin#950420800360)$109,030.	
#16, Acres 6.10, CP Fire, Moore County, NC (Pin# 950420803217) $126,200.00	
Lot Part 17, Acres 1.45, CP Fire, Moore County, NC (Pin# 950420800986) $13,780.00	
BLK E 23, Acres 0.77, CP Fire, Moore County, NC (Pin# 950420802673) $5,560.00	
All propertys are life estate of Duncan Campbell Blue	
TOTAL PART II. ►	$ 314,690.47

The parcels for rezoning are included here

PART III. CLAIMS FOR WRONGFUL DEATH

There ☐ is ☒ is not a potential claim for wrongful death arising under G.S. 28A-18-2. The following attorney, if any, has been retained to file the action; and the civil action, if any, has been filed in the following court or jurisdiction.

Name and Address of Attorney	*State and County or Federal District Court Jurisdiction*
Telephone No.	*Case No.*
Signature of Fiduciary / *Title* Administrator cta	*Signature of Co-fiduciary, If Any* / *Title*
SWORN/AFFIRMED AND SUBSCRIBED TO BEFORE ME	**SWORN/AFFIRMED AND SUBSCRIBED TO BEFORE ME**
Date 06.14.13 / *Signature of Person Authorized to Administer Oaths*	*Date* / *Signature of Person Authorized to Administer Oaths*
☐ *Deputy CSC* ☐ *Assistant CSC* ☐ *Clerk of Superior Court*	☐ *Deputy CSC* ☐ *Assistant CSC* ☐ *Clerk of Superior Court*
☒ *Notary* / *Date My Commission Expires* 10.02.16	*Date My Commission Expires* / ☐ *Notary*
SEAL / *County Where Notarized* **Cumberland**	*County Where Notarized* / **SEAL**

ASHLEY LYN LOWRY
Notary Public
North Carolina
Cumberland County

Last Will & Testament

I, Duncan Campbell Blue Jr. (Social Security Number 245 - 22 - 2281), presently residing at 917 Kaywood Drive Fayetteville, NC 28311-6842 declare this to be my Last Will and do hereby revoke all Wills and Codicils heretofore made by me.

ARTICLE ONE

I direct that all of my legal debts, my funeral expenses, all estate and inheritance taxes and other taxes in the general nature thereof (together with any interest or penalty thereon), and the cost of administration of my estate be paid out of the assets of my estate as soon as practicable after my death.

ARTICLE TWO

I do hereby appoint Cornelia Norris Blue (wife) as Executor/Executrix of this my Last Will and direct (s)he be allowed to serve without posting any bond.

ARTICLE THREE

I Duncan Campbell Blue Jr., a citizen and resident of Cumberland County, North Carolina, do hereby revoke all Wills and Codicils to Wills heretofore made by me and do hereby make publish and declare this to be my Last Will and Testament.

I will and bequeath all of my property of every sort, kind and description, both real and personal, and in fee simple, to the following named people:

Cornelia Norris Blue (Social Security Number 241 - 44 - 2362).
In the event that my wife Cornelia Norris Blue shall not survive me, I hereby devise and bequeath to my two daughters: Mary Aletha Blue (Social Security Number 243 -25- 4640 and Diana Marie Blue (Social Security Number 243 -25- 2870), in equal shares, all of my property, both real and personal, tangible and intangible.

ARTICLE FOUR

I, Duncan Campbell Blue Jr., sign this instrument this 2 day of October, 1998, and being first duly sworn, do hereby declare to the undersigned authority that I sign and execute this instrument as my Last Will and that I sign it willingly, that I execute it as my free and voluntary act for the purposes therein expressed, and that I am eighteen years of age or older, of sound mind and under no constraint or undue influence.

Duncan Campbell Blue, Jr. (seal)
Testator/ Testatrix

Last Will & Testament

We, Sarah D. Hennes & Donna M. Terry the Witnesses, sign our names to this instrument, being first duly sworn, and do hereby declare to the undersigned authority that Duncan Campbell Blue Jr. signs and executes this instrument as his/her Last Will and that (s) he signs it willingly, and that each of us, in the presence and hearing of the Testator/ Testatrix, hereby signs this Will as witnesses to the Testator's/ Testatrix's signing, and that to the best of our knowledge, the Testator/ Testatrix is eighteen years of age or older, of sound mind, and under no constraint or undue influence.

WITNESSES:

Sarah D. Hennes of Fayetteville NC 28303
(city) (state) (zip code)

Donna M. Terry of Fayetteville NC 28303
(city) (state) (zip code)

COUNTY of Sampson)
State of North Carolina)

Subscribed, sworn to and acknowledged before me by Duncan Campbell Blue
(Name of Testator/ Testatrix)

and subscribed and sworn to before me by the Witnesses Sarah D. Hennes & Donna M. Terry
(Name of 2 Witnesses to Will)

this the 2nd day of October 1998.

Nancy F. Williams
NOTARY PUBLIC

My Notarial Commission

Expires: May 6, 2001

Agenda Item: VI. B.
Meeting Date: **July 17, 2018**

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: **Debra Ensminger**
Planning & Transportation Director

DATE: **June 11, 2018**

SUBJECT: **Conditional Use Permit Request: Bed & Breakfast**
(1351 Dowd Rd, Carthage)

PRESENTER: **Debra Ensminger**

REQUEST

Lynn Gallup is requesting a Conditional Use Permit for the use of a 4-unit Bed & Breakfast in a single family residence located at 1351 Dowd Rd, Carthage, owned by Lynn Gallup per Deed Book 4637, Page 290.

Public notification consisted of publishing a legal notice in the local newspaper for two consecutive weeks, notification by mail to adjacent property owners, and placing public hearing signs on the property.

BACKGROUND

- Current land use – Includes one single family residence.
- Adjacent land uses – Includes undeveloped property and single family residences.

IMPLEMENTATION PLAN

Hold the public hearing.

ACTION BY THE PLANNING BOARD

The Planning Board met on June 7, 2018 and unanimously recommended approval.

REQUIRED FINDINGS OF FACT FOR CONDITIONAL USE PERMIT

In considering the Conditional Use Permit the following findings are required:

1. The use will not materially endanger the public health or safety;
2. The use meets all required conditions and specifications;
3. The use will not substantially injure the value of adjoining property unless the use is a public necessity;
4. The use will be in harmony with the surrounding area and compatible with the surrounding neighborhood; and
5. The use will be in general conformity with the approved Moore County Land Use Plan.

APPLICATION REVIEW COMMENTS

The proposed site plan meets all Unified Development Ordinance requirements.

FINANCIAL IMPACT STATEMENT
No financial impact to the County's FY 2018-2019 budget.

RECOMMENDATION
Staff recommends the Moore County Board of Commissioners make the following motion:

Motion: Make a motion to approve/deny the Conditional Use Permit request for the use of a 4-unit Bed & Breakfast in a single family residence located at 1351 Dowd Rd, Carthage, owned by Lynn Gallup per Deed Book 4637, Page 290.

ATTACHMENTS
- Photos of Property
- Land Use Map
- Conditional Use Permit Application with Submitted Floor Plans and Photos
- Deed Book 4637, Page 290

View of the driveway from Dowd Rd

View of the subject property from Dowd Rd

Adjoining property- 171 Breezy Pines Ln

Adjoining property - 1303 Dowd Rd

Undeveloped
Undeveloped
Single family home
Undeveloped
Undeveloped
DOWD
BREEZY PINES
Single family homes
Undeveloped
Undeveloped
Single family homes
Single family homes
LAND USE MAP
0
480
960
Feet

County of Moore
Planning and Transportation

"One Team – One Mission"

Inspections/Permitting: (910) 947-2221
Planning: (910) 947-5010
Transportation: (910) 947-3389

Conditional Use Permit Application

App# 21977

Application Date: 5-8-2018			
Location/Address of Property: 1351 Dowd Rd., Carthage, NC 28327			
Applicant: Lynn Gallup		Phone: 919-961-0675	
Applicant Address: 1351 Dowd Rd.,	City: Carthage	St: NC	Zip: 28327
Owner: Lynn Gallup		Phone: 919-961-0675	
Owner Address: 1351 Dowd Rd.	City: Carthage	St: NC	Zip: 28327
Current Zoning District: RA	Proposed Use: Bed and Breakfast		

Comments: See attached ...

I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Zoning Administrator.

Lynn Gallup 5-8-18
Applicant/Owner Signature Date

Applicant/Owner Signature Date

Office Use Only:
PAR ID: 0000 1441

Donya Cowin 5-8-19
Received By Date

GRACEWOOD FARM & RETREAT, LLC

Proposed Bed & Breakfast Site Plan

1351 Dowd Road, Carthage, NC 28327

Lynn Gallup

5/8/2018

Proposed Moore County Bed and Breakfast Operation at 1351 Dowd Road, Carthage, NC. Victorian style restored home built in 1898 by Benjamin Persons Fry. There are 4 bedrooms – 3 on the second floor of the home and 1 is in the suite on the second floor level over the garage. The home consists of 28+ acres and sits high on a hill with a scenic panoramic view. The B&B guests can relax and enjoy nature in the countryside locale, and are still close enough to area happenings and restaurants. Equestrian minded guests are welcome. Property is on private septic and well. County water line runs along Dowd Road. ParID 00001441

Proposed Bed & Breakfast Operation

1351 Dowd Rd., Carthage, NC

Site Plan for 1351 Dowd Rd., Carthage, NC

“Home and Property Exteriors”

Dowd Road view

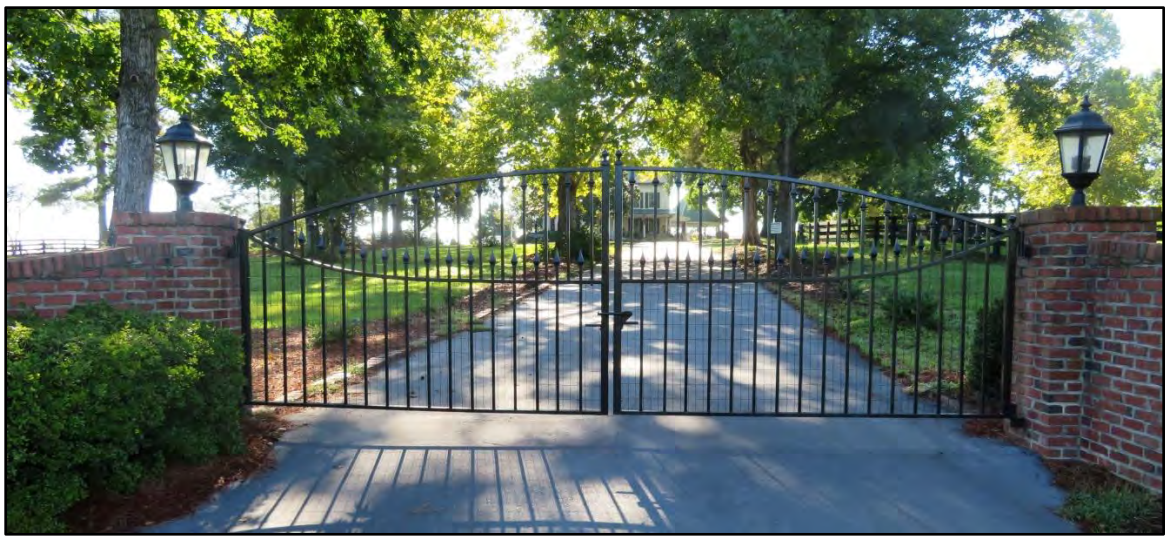
Home - front view

Home – side view

Home – backyard view

Gazebo view

“Paved Driveway & Security Entrance Gate”



Wrought iron swinging gate with night lighting

Paved driveway with solar night lighting along each side

Circular drive provides a convenient guest unloading area near the front door

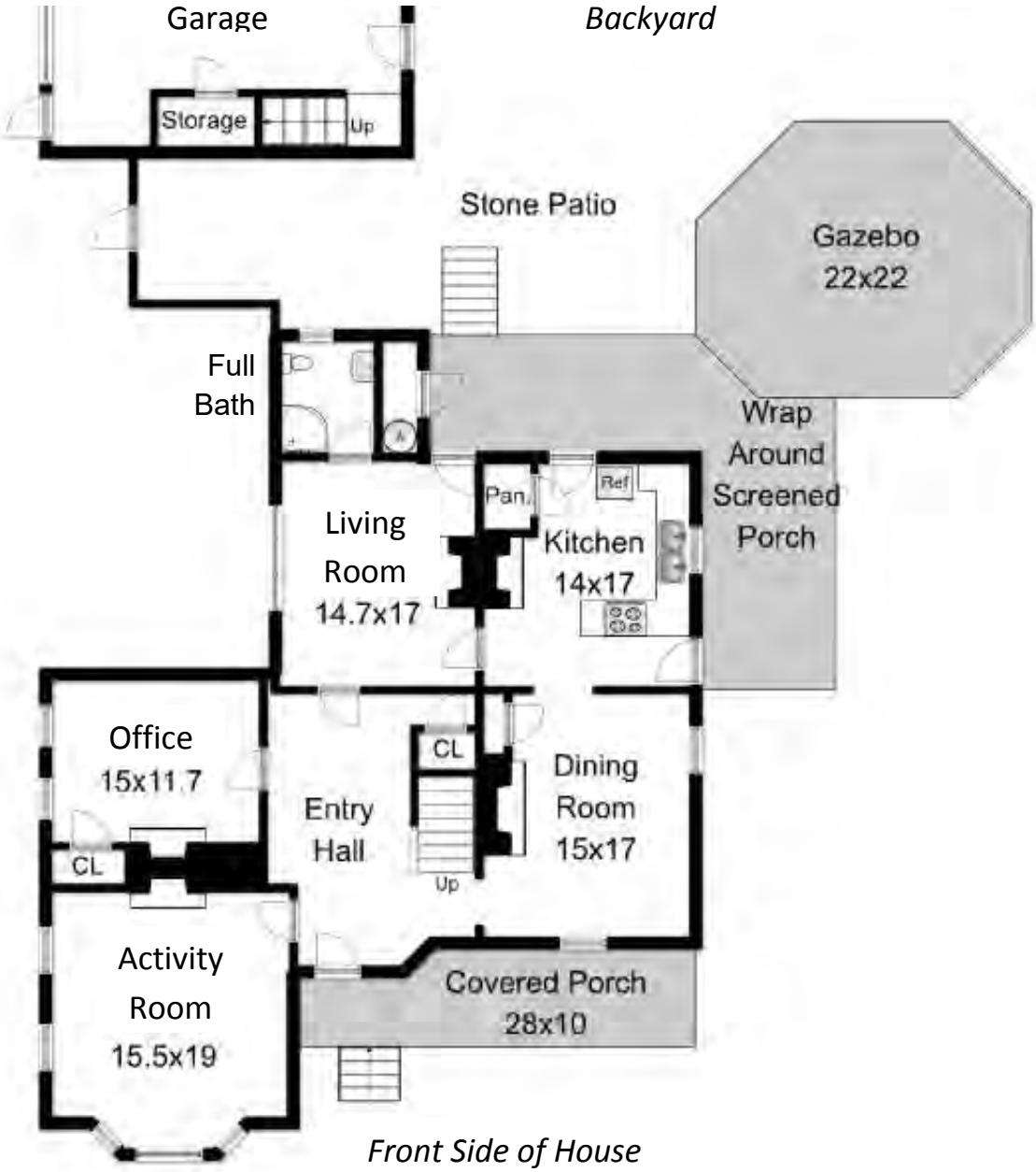
“B&B Guest Parking”

Guest Parking Area with Welcome Sign -- gravel base, adjacent to the garage. Stairway with hand railing leads to second level guest suite of the garage (left)**.**

Guest Parking Area with Welcome Sign – gravel to be added, located near the front of the house and main entry door.

1st Floor Level – Layout Plan

1351 Dowd Rd. Carthage, NC



Paved Driveway
with entrance gate

Home - 1st Level

"Dining Room"

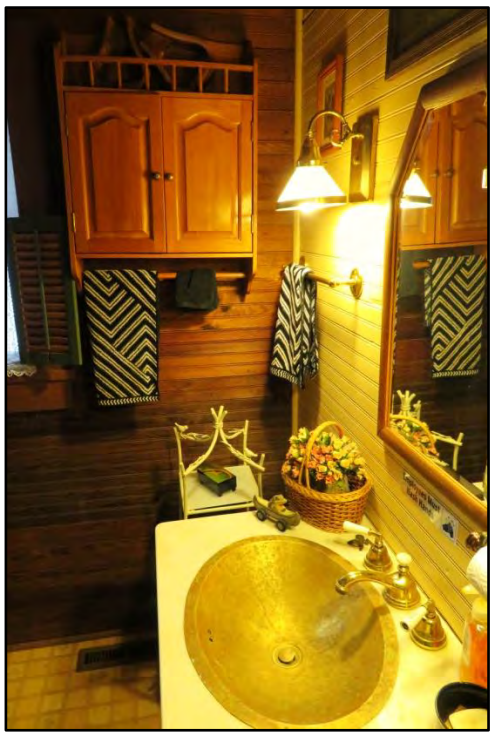
“Living Room”

“Kitchen”

“Activity Room”

Social area for arts and crafts, board and card games, and puzzles.

“Guest Full Bath - Downstairs”



2nd Floor – Layout Plan

1351 Dowd Rd. Carthage, NC

Front Side of House

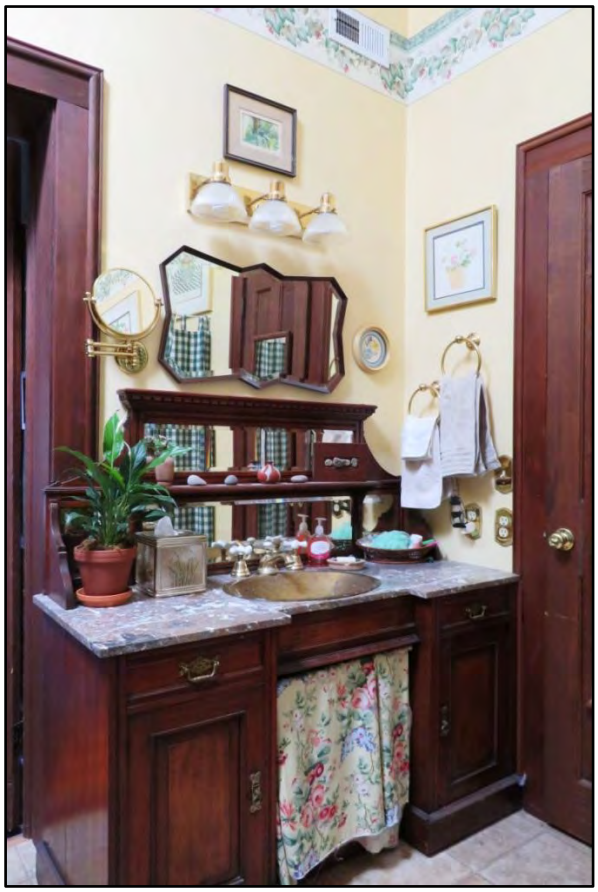
Bedroom #1 – 15’x16’

Bedroom #2 – 15’x12’

Bedroom #3 – 17’x17’

“Guest Full Bath #1 - Upstairs”

“Master Full Bath #2 - Upstairs”



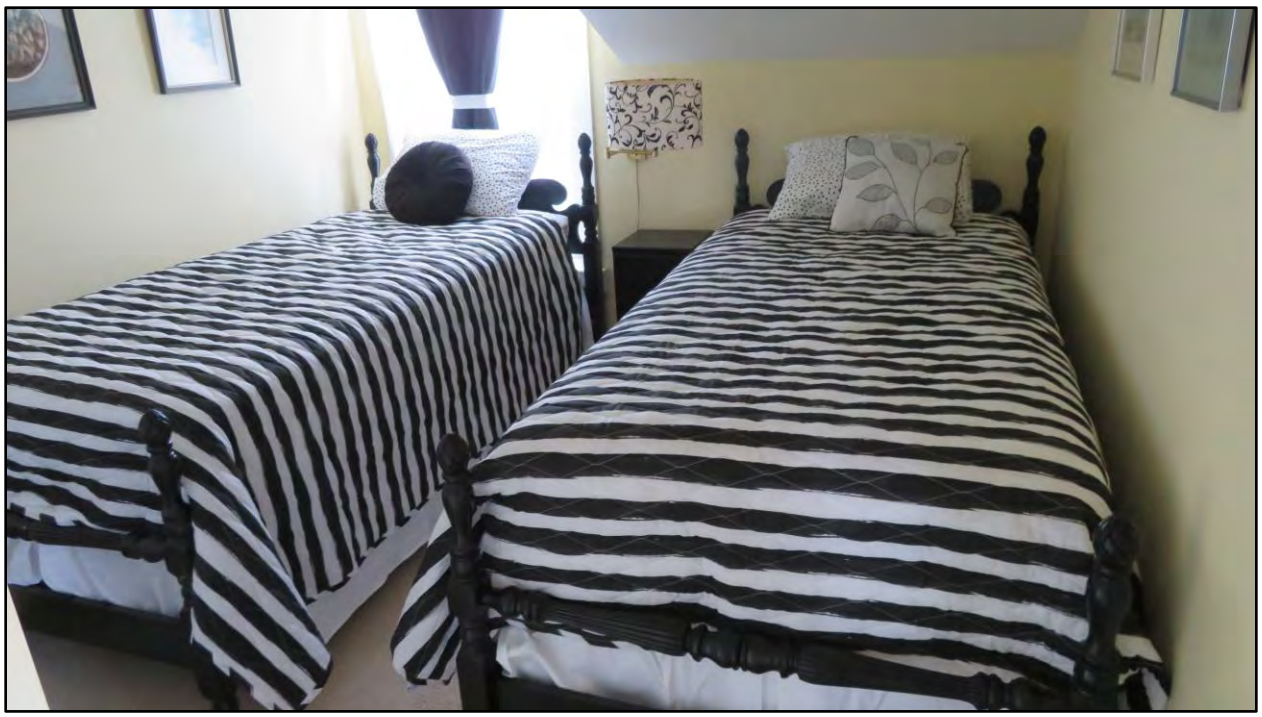
Laundry Area

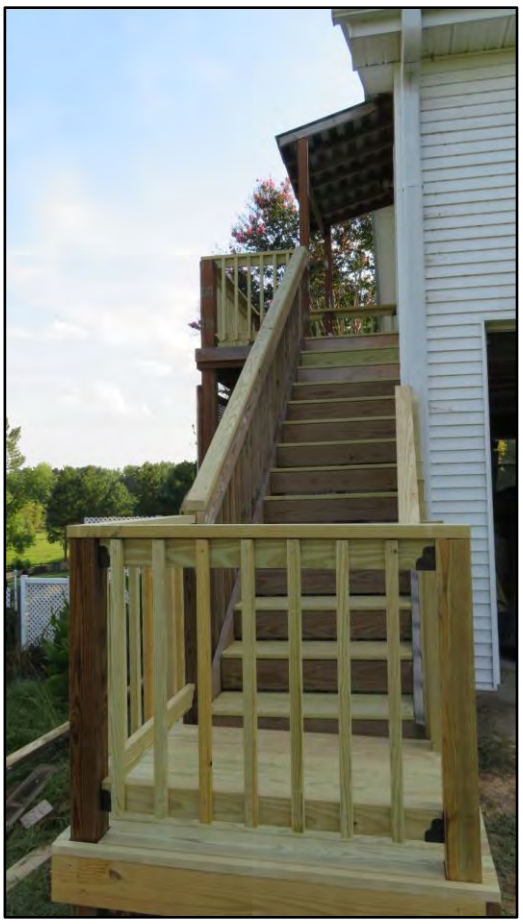
Second vanity sink area in Master Bath

Mini-Suite Garage - 2nd Level Floor Plan

Mini-Suite Garage - 2nd Level

1351 Dowd Rd. Carthage, NC 28327





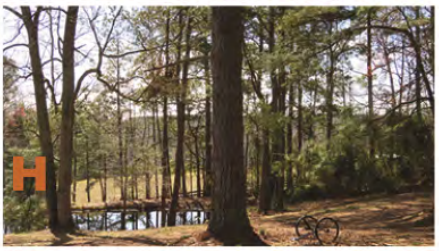
Woodland Screening around the Property

Woodland screening between home and adjacent properties' homes ◎

1351 Dowd Rd., Carthage, NC

Note: On the other side of Dowd Road are mature woodlands and thick native plant growth.

Woodland & Bushes Screening
for 1351 Dowd Rd., Carthage, NC



Thank you for your consideration.

Lynn Gallup

Gracewood Farm & Retreat, LLC

1351 Dowd Road, Carthage, NC 28327

Email: *gracewoodfarmretreat@gmail.com*

FOR REGISTRATION REGISTER OF DEEDS
Judy D. Martin
Moore County, NC
April 27, 2016 10:32:21 AM
Book 4637 Page 290-292
FEE: $26.00
NC REVENUE STAMP: $1,300.00
INSTRUMENT # 2016005500

INSTRUMENT # 2016005500

Brief description for the Index: **Stamps: $1,300.00**

28.58 acres +/-, Carthage Township– Parcel Id. 00001441 & 20040019

This instrument was prepared by: **Sandhills Law Group** *NO TITLE SEARCH COMPLETED BY PREPARER*

NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED made this **14th day of April 2016**, by and between,

GRANTOR	GRANTEE
Donald M. Schindler and wife, **Barbara S. Schindler** 4401 SE 10TH Ave. Cape Coral, FL 33904	**Lynn E. Gallup,** _____ Mailing Address: PO Box 271 New Hill, NC 27562 Property Address: 1351 Dowd Rd. Carthage, NC, 28327

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, have bargained and sold, and by these presents do grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot, tract, or parcel of land situated in **Carthage Township, Moore County, North Carolina**, and more particularly described as follows:

Beginning at an iron pipe on the Eastern right-of-way of State Road 1240, E.J. Burns Southwest corner of property in Deed Book 152, Page 188, Moore County Registry; thence as the Burns line S. 45 degrees 54' 12" E., 2321.10 feet to an iron pipe, corner of Burns and Charles Frye; thence as the Frye Line S. 13 degrees 56' 35" W., 1257.43 feet to an iron pipe, corner of Lide Sineath in the Frye line; thence as the Sineath line N. 75 degrees 44' 16" W., 1325.48 feet to an iron pipe, corner of Sineath and the W.H. Frye estate; thence as the Frye estate N. 81 degrees 09' 01" W., 803.46 feet to an iron pipe; thence N. 19 degrees 00' 00" W., 817.59 feet to an iron pipe; thence N. 25 degrees 31' 28" E. 354.39 feet to

a point in the Eastern right-of-way of N.C.S.R. 1240; thence as said right-of-way N. 51 degrees 24' 31" E., 132.06 feet; thence N. 48 degrees 02' 28" E., 142.47 feet; thence N. 42 degrees 44' 55" E., 159.47 feet; thence N. 38 degrees 19' 44" E. 139.75 feet; thence N. 34 degrees 49' 42" E., 121.93 feet; thence N. 31 degrees 18' 22" E., 103.43 feet; thence N. 27 degrees 34' 58" E., 164.46 feet; thence N. 22 degrees 03' 18" E., 597.72 feet to the point of beginning containing 100.03 acres more or less, being the Clinton T. Frye property as recorded in Deed Book 521, Page 478, Moore County Registry. This description taken form map entitled Survey for James D. Cockman, prepared by Central Carolina Surveyors, P.A. of West End, dated April 24, 1985.

Save and except Lots 2, 3, 4, and 5, as shown on Plat Cabinet 8, Slide 483, and Lots 6 and 7, as shown on Plat Cabinet 11, Slide 417, Moore County Registry.

Grantor hereby transfers unto Grantee all Declarant rights pursuant to the covenants of record recorded in Book 1937, Page 395, Moore County Registry, and as amended.

The property hereinabove described was acquired by Grantor by instrument recorded in Book 725, Page 284, and Book 2531, Page 285, Moore County Registry.

All or a portion of the property herein conveyed __X__ includes or _____ does not include the primary residence of a Grantor.

TO HAVE AND TO HOLD the aforesaid lot, tract, or parcel of land, and all privileges and appurtenances thereto belonging to the said Grantee in fee simple; subject, however, to the exceptions, reservations and conditions herein above referred to.

And the Grantor covenants with the Grantee, that Grantor is seized of said premises in fee simple and has the right to convey in fee simple; that the title is marketable and free and clear of all encumbrances; and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated.

1. **Lien(s) for Moore County ad valorem taxes or other assessments for the year of closing or conveyance, and subsequent years.**
2. **Easements and Rights-of-way of record, if any.**
3. **Covenants, conditions and restrictions of record.**
4. **Such matters, provisions and reservations as are shown on the aforesaid recorded plat or survey, if any.**
5. **Zoning or other municipal ordinances.**

The designation Grantor or Grantee as used herein shall include the singular as well as the plural and the masculine, feminine or neuter gender may be read in either the masculine, feminine or neuter gender or a combination thereof as the context may require in order to accurately refer to the person or persons first named hereinabove as Grantor and Grantee.

**** THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK ****

IN WITNESS WHEREOF, the said Grantor has hereunto set his hand and seal, or if Corporate, has caused this instrument to be signed in its Corporate name in the ordinary course of business by its duly authorized officer, pursuant to authorization from the Board of Directors, or if Limited Liability Company (Company), in its Company name in the ordinary course of business by its duly authorized manager, pursuant to authorization from its members, the day and year first above written.

Donald M. Schindler (SEAL)
Donald M. Schindler

Barbara S. Schindler (SEAL)
Barbara S. Schindler

STATE OF NORTH CAROLINA,

COUNTY OF MOORE, to wit:

I certify that the following person(s) personally appeared before me this day, and each acknowledging to me that he or she signed the foregoing document in the capacity indicated: **Donald M. Schindler and Barbara S. Schindler.**

Witness my hand and notarial seal this 14 day of April, 2016.

(Official Signature of Notary)

(OFFICIAL SEAL) MICHAEL G. GORENFLO NOTARY PUBLIC MOORE COUNTY, NC

Michael G. Gorenflo
(Notary's printed or typed name), Notary Public

My commission expires: July 14, 2020

Agenda Item: VI. C.
Meeting Date: **July 17, 2018**

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: **Debra Ensminger**
Planning & Transportation Director

DATE: **June 11, 2018**

SUBJECT: **Unified Development Ordinance Text Amendment**

PRESENTER: **Debra Ensminger**

REQUEST
Moore County Planning Staff is requesting the below text amendments to the Moore County Unified Development Ordinance:

Bold Text – additions to the ordinance
~~Strikethrough Text~~ - deletions from the ordinance

OPTION 1.

1. AMEND Section 6.1 (Table of Uses) to change Religious Institutions to a conditional use:

EDUCATIONAL & INSTITUTIONAL USES	RA-20	RA-40	RA-2	RA-5	GCSL	GCWL	RE	RA-USB	RA	P-C	VB	B-1	B-2	I	Specific Use Standards	Bldg. Code Group
Cemetery or Mausoleum, Commercial			C	C			C		C			P			8.60	n/a
Cemetery, Family	P	P	P	P	P	P	P	P	P						8.61	n/a
Child Care Facility	C	C	C	P		C	C	C	C		C	P	P		8.62	E, I
Child Care Home Facility	C	P	P	P			C	C	P						8.63	E, R
Colleges, Business & Trade Schools									C				P	P	8.64	B
Funeral Home, accessory crematorium											P	P	P	P	8.65	A-3, B
Government Facility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	8.66	B
Hospital	P	P	P	P	C	C	P	P	P	P		P	P	P	8.67	I
Museums and Art Galleries									C		P	P	P		8.68	A-3
Religious Institutions	~~P~~ **C**	~~P~~ **C**	~~P~~ **C**	~~P~~ **C**	~~P~~ **C**		~~P~~ **C**	~~P~~ **C**	~~P~~ **C**	~~P~~ **C**	P	P	P		8.69	A-3, E
Security Training Facility									C						8.70	B
Schools, Elementary, Middle, High												P	P		8.71	E

2. AMEND Chapter 8 (Specific-Use Standards), Section 8.69 (Religious Institutions) to add schools as an accessory use as follows:

   A. Accessory Uses. Includes pastor's housing, Sunday school buildings, recreational buildings utilized by congregation only, fellowship halls, food pantry, child care facility, **school,** coffee house, bible school, and after-school facilities. Child care facilities shall meet the standards per Section 8.63 and shall submit a copy of state licenses before a Certificate of Occupancy is issued.

OPTION 2.

1. AMEND Chapter 8 (Specific-Use Standards), Section 8.69 (Religious Institutions) to add schools as an accessory use and to require conditional use permits for accessory uses only as follows:

   B. Accessory Uses. Includes pastor's housing, Sunday school buildings, recreational buildings utilized by congregation only, fellowship halls, food pantry, child care facility, **school,** coffee house, bible school, and after-school facilities. Child care facilities shall meet the standards per Section 8.63 and shall submit a copy of state licenses before a Certificate of Occupancy is issued. **All accessory uses shall require a Conditional Use Permit.**

OPTION 3.

1. AMEND Chapter 8 (Specific-Use Standards), Section 8.69 (Religious Institutions) to add schools as an accessory use and require a conditional use permit for schools only as follows:

   B. Accessory Uses. Includes pastor's housing, Sunday school buildings, recreational buildings utilized by congregation only, fellowship halls, food pantry, child care facility, **school,** coffee house, bible school, and after-school facilities. Child care facilities shall meet the standards per Section 8.63 and shall submit a copy of state licenses before a Certificate of Occupancy is issued. **Schools located on the same lot as the church and located in residential zoning districts shall require a Conditional Use Permit and meet the Specific Use Standards per Section 8.71.**

BACKGROUND

Board of Commissioners recommended staff to draft a Text Amendment during the May 1, 2018 Board of Commissioners meeting.

CONSISTENCY WITH THE ADOPTED 2013 LAND USE PLAN

The text amendment request is consistent with several goals as listed in the attached Land Use Plan Consistency Statement.

IMPLEMENTATION PLAN

Hold the public hearing and approve/deny the text amendment request.

FINANCIAL IMPACT STATEMENT
No financial impact to the County's FY 2018-2019 budget.

PLANNING BOARD RECOMMENDATION
The Planning Board met on June 7, 2018 and unanimously recommended approval of Option 3.

RECOMMENDATION SUMMARY:
Staff recommends the Moore County Board of Commissioners to make two separate motions:

Motion #1: Make a motion to adopt the attached Moore County Board of Commissioners Land Use Plan Consistency Statement (Approval) and authorize its Chairman to execute the document as required by North Carolina General Statute 153A-341.

Motion #2: Make a motion to approve or deny the proposed text amendment to the Moore County Unified Development Ordinance.

ATTACHMENTS
- RLUAC (Regional Land Use Advisory Commission) Review Letter
- Board of Commissioners Land Use Plan Consistency Statement

MOORE COUNTY
Proposed Text Amendments to Chapters 6 and 8 of the
Unified Development Ordinance - Religious Institutions
June 26, 2018

The Regional Land Use Advisory Commission (RLUAC) staff and Board of Directors have reviewed the proposed text amendments for the Moore County Unified Development Ordinance (specifically Chapter 6 "Table of Uses" and Chapter 8 "Specific Use Standards" in reference to "religious institutions") and find no conflicts with the recommendations contained in the 2003 and 2008 Joint Land Use Studies.

RLUAC therefore has no issues or concerns with the proposed text amendments to the Moore County Unified Development Ordinance.

Thank you for allowing RLUAC the opportunity to review the proposed changes.

Robert McLaughlin, Chairman

James Dougherty, Executive Director

* PO Drawer 1510 * Fayetteville * NC * 28302 * Tel: (910) 583-1233 * director@rluac.com *

<u>Moore County Board of Commissioners</u>
<u>Land Use Plan Consistency Statement</u>
Text Amendment - Unified Development Ordinance

The Moore County Board of Commissioners finds that:

1. The text amendment request is consistent with the following goals and Rural Agricultural Future Land Use Category listed in the 2013 Moore County Land Use Plan:

   Goal 1: Preserve and Protect the Ambiance and Heritage of the County of Moore (inclusive of areas around municipalities).
   - Recommendation 1.5: Encourage and support development and land use principles by ensuring Moore County's cultural, economical, and natural resources are considered appropriately.
   - Recommendation 1.6: Preserve and maintain the rural character of Moore County.
   - Action 1.8.8: Support and promote infill development that will optimize the use of existing infrastructure.

GOAL 3: Optimize the Uses of Land Within the County of Moore
- Action 3.4.2: Encourage mixed-use developments along existing and planned infrastructure to reduce transportation needs.

The conditional use permit process is considered on a case by case basis and approval requires that the proposed use will be in harmony with the surrounding area and compatible with the surrounding neighborhood, which is consistent with the Goals listed above.

2. The text amendment is reasonable and in the public interest because requiring conditional use permit approval protects existing and adjacent properties while also protecting property rights.

Therefore, the Moore County Board of Commissioners **APPROVES** the text amendment to the Unified Development Ordinance, as proposed.

_____ _____

Catherine Graham, Chair Date
Moore County Board of Commissioners

Agenda Item: VII. A.
Meeting Date: July 17, 2018

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: **Captain William Flint**

DATE: **July 17, 2018**

SUBJECT: **Contract for Inmate Food Services**

REQUEST:

We are requesting that the Board of Commissioners approve an increase of the Consumer Price Index [CPI] amending the contract with Aramark Correctional Services LLC the food services contractor with the Moore County Detention Center. Additionally we are asking for a change in the term agreement.

BACKGROUND:

The "All Urban Consumers, U.S. City Average, Food Away From Home Index" as of April 2018 changed to 2.25%. This change would affect the total cost of meals at the Detention Center. The price adjustment is attached for your review.

FINANCIAL IMPACT:

There are sufficient funds budgeted for this line item in the FY2018 -2019 budget. This amendment would also increase the not to exceed amount to $275,725 effective July 1, 2018

IMPLEMENTATION PLAN:

If approved, the agreement will commence on July 1, 2018, and will continue through June 30, 2022 with 4 renewals to July 1, 2017 – June 30, 2022.

RECOMMENDATION SUMMARY:

Please make a motion to approve this amendment with Aramark Correctional Services, LLC and authorize the Chair to sign the same.

ATTACHMENTS:

1. Copy of contract
2. Tabulation of cost per meal increase

Population 30, 2019	July 1, 2017 – June 30, 2018	July 1, 2018 – June
100-119	$1.669	$1.711
120-139	$1.497	$1.535
140-159	$1.382	$1.417
160-179	$1.293	$1.326
180-199	$1.229	$1.260
200-219	$1.175	$1.205
Juvenile Meals	$1.725	$1.768
Staff Meals	$1.769	$1.814

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COUNTY OF MOORE

CONTRACT AMENDMENT NO. 1

STATE OF NORTH CAROLINA

This Contract Amendment No. 1 (this "Amendment"), is made this ____ day of July, 2018, between the County of Moore (the "County") and Aramark Correctional Services, LLC ("Aramark").

WITNESSETH

WHEREAS, the County and Aramark executed an Operating Agreement, dated June 20, 2017, which was for the management of the food service operation of the Moore County Sheriff's Office Detention Center; and

WHEREAS, the parties now desire to amend the Operating Agreement for Fiscal Year 2018-2019 to increase the amount not to exceed by $6,725.00 from $269,000.00 to $275,725.00, due to an increased number of meals served; and

WHEREAS, the County and Contractor also desire to amend the term of the Operating Agreement from July 1, 2017 through June 30, 2018 with four (4) automatic renewals to a set term of July 1, 2017 to June 30, 2022; and

WHEREAS, pursuant to Section E. Price Adjustments, of the Operating Agreement, the April 2018 CPI (Consumer Price Index) statistics and the All Urban Consumers, U.S. City Average, Food Away From Home Index, this Amendment 1 will reflect the increase in price adjustment of 2.52% for fiscal year 2018 – 2019 (July 1, 2018 – June 30, 2019).

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made herein, the parties agree as follows:

1. The first sentence of Section 3 will be amended to read, "During the term of this Agreement, ARAMARK will receive from the County an amount not to exceed $275,725.00 per County fiscal year (July 1 – June 30), beginning with fiscal year 2018-2019 (July 1, 2018 - June 30, 2019) as full compensation for the provision of services as provided herein."

2. The first sentence of paragraph 2 will be amended to read, "The initial term of this Agreement will commence on July 1, 2017 and will continue through June 30, 2022."

3. Attachment B. will be amended to reflect the CPI price per meal increase adjustment of 2.52% for fiscal year 2018 – 2019 as attached hereto.

4. Except as otherwise provided in this Amendment and any previous amendment, the Operating Agreement will remain in full force and effect.

The parties have expressed their agreement to these terms by causing this Contract Amendment No. 1 to be executed by their duly authorized officers or agents as of the date first written above.

COUNTY OF MOORE

Aramark Correctional Services, LLC

_____

_____

FN 17-0206a

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Catherine Graham, Chair
Moore County Board of Commissioners

By: _____
Title: _____

ATTEST:

_____
Laura M. Williams
Clerk to the Board

PREAUDIT CERTIFICATE

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

_____
Finance Officer

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ATTACHMENT B

Pricing

The per meal prices stated below are firm for the period beginning on July 1, 2018, and ending June 30, 2019.

POPULATION	PRICE PER MEAL
100 – 119	$1.711
120 – 139	$1.535
140 – 159	$1.417
160 – 179	$1.326
180 – 199	$1.260
200 – 219	$1.205
Juvenile Meals	$1.768
Staff Meals	$1.814

The total number of Inmate meals served per week is divided by 21 in order to determine the price point on the sliding scale.

DocuSign SECURED

Certificate Of Completion

Envelope Id: 9D5A7EF0729E4D0D91F169FA4469CDAD

Status: Sent

Subject: Please DocuSign: 6-26-18 - Aramark - Amend#1.docx

Source Envelope:

Document Pages: 3

Signatures: 0

Certificate Pages: 6

Initials: 0

AutoNav: Enabled

EnvelopeId Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Cheryl Zielsdorf
czielsdorf@moorecountync.gov
IP Address: 184.2.42.2

Record Tracking

Status: Original
6/26/2018

Holder: Cheryl Zielsdorf
czielsdorf@moorecountync.gov

Location: DocuSign

Signer Events	Signature	Timestamp
Neil Godfrey nggodfrey@moorecountync.gov Security Level: Email, Account Authentication (None)	**Completed** Using IP Address: 184.2.42.2	Sent: 6/26/2018 Viewed: 6/26/2018 Signed: 6/26/2018
Electronic Record and Signature Disclosure: Accepted: 2/27/2018 ID: 1317f496-d0eb-4b59-b821-efefa9cbf880		
Mark Adams Adams-mark@aramark.com VP Finance Aramark Correctional Services Security Level: Email, Account Authentication (None)		Sent: 6/26/2018
Electronic Record and Signature Disclosure: Accepted: 6/13/2018 ID: 27066a96-6869-4a7c-9935-88d61aa4ba1f		
Terra Vuncannon tvuncannon@moorecountync.gov Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Accepted: 6/22/2018 ID: 3374a36f-e8d4-4f4e-98d2-2cff98151d96		
Laura Williams clerktoboard@moorecountync.gov Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp
In Person Signing Host: Laura Williams clerktoboard@moorecountync.gov		
In Person Signer: Catherine Graham Security Level: In Person		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Editor Delivery Events	Status	Timestamp
Agent Delivery Events	**Status**	**Timestamp**
Intermediary Delivery Events	**Status**	**Timestamp**
Certified Delivery Events	**Status**	**Timestamp**
Carbon Copy Events	**Status**	**Timestamp**
Bill Flint bflint@moorecountync.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/26/2018 Viewed: 6/26/2018
Kevin Fleece kfleece@moorecountync.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/26/2018
Kevin Plante Plante-Kevin@aramark.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/26/2018
Laura Williams clerktoboard@moorecountync.gov Clerk to the Board County of Moore Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/26/2018
Misty Leland mistyleland@moorecountync.gov County Attorney Carahsoft obo County of Moore - IT Department Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/26/2018
Caroline Xiong cxiong@moorecountync.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		
Notary Events	**Signature**	**Timestamp**
Envelope Summary Events	**Status**	**Timestamps**
Envelope Sent	Hashed/Encrypted	6/26/2018
Payment Events	**Status**	**Timestamps**

Electronic Record and Signature Disclosure

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact Carahsoft obo County of Moore - IT Department:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cbutts@moorecountync.gov

To advise Carahsoft obo County of Moore - IT Department of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at cbutts@moorecountync.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Carahsoft obo County of Moore - IT Department

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to cbutts@moorecountync.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft obo County of Moore - IT Department

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an e-mail to cbutts@moorecountync.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.
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Agenda Item: VIII. A.
Meeting Date: July 17, 2018

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: **Captain William Flint**

DATE: **July 17, 2018**

SUBJECT: **Contract for Roadside Litter/Debris Removal**

REQUEST:

We are requesting that the Board of Commissioners approve a contract with the Department of Transportation [DOT] for Roadside Litter/Debris Removal.

BACKGROUND:

The Moore County Detention Center has operated an inmate Road crew for years. The Road crew has assisted in the maintenance of facility grounds and picked up litter on Moore County's roadsides. Since the abolishment of the States Inmate Road Crews, the Department of Transportation has contracted out litter/debris removal. This contract with Moore County would be the first agreement with DOT and a county Detention Center.

FINANCIAL IMPACT:

The County would receive reimbursement from the Department of Transportation for cleaning the County's roadsides at a rate not to exceed $70 per road mile with an estimated milage of 60 miles per month for a total of 720 miles per year, estimated at $50,000.

IMPLEMENTATION PLAN:

If approved, the Moore County Detention Center Road crew will start cleaning secondary roads assigned by DOT.

RECOMMENDATION SUMMARY:

Please make a motion to approve this agreement with the Department of Transportation.

ATTACHMENTS:

1. Copy of contract

NORTH CAROLINA
MOORE COUNTY

ROADSIDE LITTER/DEBRIS REMOVAL AGREEMENT

DATE: 6/14/2018

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

AND

WBS Element: 36249.3907

MOORE COUNTY SHERIFF'S OFFICE

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Moore County Sheriff's Department, hereinafter referred to as the "Sheriff's Office."

W I T N E S S E T H:

WHEREAS, the Department and the Sheriff's Office have agreed that the Sheriff's Office will perform roadside litter/debris removal within the State Maintained Highway System Right of Way in Moore County; and

The parties have agreed that the Department will reimburse the Sheriff's Office subject to the conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the premises and the benefits accruing to the Department and the Sheriff's Office as the result of the Project described herein, it is agreed as follows:

1. The Project consists of litter/debris removal on undivided primary and secondary roads in Moore County by the Moore County Sheriff's Office.

2. The Sheriff's Office, and or its contractor, shall provide the personnel, equipment, labor, materials (including trash bags), and traffic control devices for the litter/debris removal under the general administrative control of the Department's Division 8 Engineer, in accordance with NCDOT standards, the provisions of this Agreement and the details in two attached Exhibits: Exhibit A, Special Provisions, and Exhibit B, Work Zone Traffic Control Guidance.

3. The amount of allocated funds to be made available to the Sheriff's Office for the litter/debris removal shall not exceed the estimated cost of the work as if it were performed by the Department.

4. The Department shall reimburse the Sheriff's Office for the actual cost of the litter/debris removal not to exceed $70 per road mile. The Sheriff's Office shall submit an itemized invoice monthly to the Department and reimbursement shall be made upon approval of said invoice by the Division and Fiscal Management. The Department estimates 60 road miles per month, for a total of 720 road miles per year to be cleared of litter/debris. Any additional cost beyond the approved cost will be the responsibility of the Sheriff's Office unless approved by the Division Engineer.

5. Upon written mutual consent, this Agreement may be renewed annually subject to the provisions herein. If the Sheriff's Office desires to continue to provide the services described in this Agreement and the attached Exhibits, any amendments to routes, standards, and reimbursable costs, etc., shall be approved in writing by the Department and Fiscal Management. A Supplemental Agreement is not needed.

6. The Department, at its option, may elect to increase or decrease the reimbursement rates in consideration of inflation rates, cost increases and decreases, etc., subject to the availability of departmental funding, fiscal constraints, and the performance of the Sheriff's Office.

7. The Agreement shall continue thereafter with automatic renewal extension subject to the following termination conditions:

   A. At any time either party may cancel the Agreement with a thirty (30) day written notice to the opposite party.

   B. Upon the effective date of the cancellation, neither party shall owe any obligations under this Agreement, except that all obligations performed under this Agreement, including but not limited to invoicing, record retention, and payment for work performed prior to the effective date of cancellation, shall remain in effect.

8. The Sheriff's Office shall comply with all applicable federal, state and local environmental regulations, and shall obtain all necessary federal, state and local environmental permits, including but not limited to, those related to sediment control, storm water, wetland, streams, endangered species, and historical sites.

9. The Sheriff's Office, and or its agent, shall maintain adequate records and documentation to support the work performed under this Agreement and shall permit free access to its records by official representatives of the State of North Carolina. Furthermore, the Sheriff's Office, or its agent, shall maintain all pertinent records and documentation for a period of not less than five (5) years following the close of the fiscal year during which the services were performed.

10. It is the policy of the Department not to enter into any agreement with another party that has been debarred by any government agency (Federal or State). The Sheriff's Office certifies, by signature of this agreement, that neither it nor its agents or contractors are presently debarred,

suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency.

11. Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Minority Businesses, Women Businesses, or Small Professional Services Firms (SPSF) as required by G.S 136-28.4 and the North Carolina Administrative Code. The Department will provide the appropriate provisions to be contained in those contracts. Failure to comply with these requirements will result in funding being withheld until such time as these requirements are met.

12. This Agreement is solely for the benefit of the Department and the Sheriff's Office and is not for the benefit of any other persons or any entities, and no other persons or entities shall have any rights, claims, or entitlements under this Agreement.

13. The Department must approve any assignment or transfer of the responsibilities of the Sheriff's Office set forth in this Agreement to other parties or entities in writing.

14. The Sheriff's Office agrees to indemnify and save harmless, the Department for all damages and claims for damage that may arise as result of performance of maintenance operations by its employees, agents, inmates, and/or contractors.

15. By Executive Order 24, issued by Governor Perdue, and N.C. G.S.§ 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED that the approval of the project by the Department is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Sheriff's Office by authority duly given.

ATTEST:

MOORE COUNTY SHERIFF'S OFFICE

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

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

Federal Tax Identification Number

_____

(SEAL)

Remittance Address:

Moore County Sheriff's Office

PO Box 40

Carthage, NC 28327

DEPARTMENT OF TRANSPORTATION

BY:_____

(CHIEF ENGINEER)

DATE:_____

PRESENTED TO BOARD OF TRANSPORTATION ITEM O: _____ (Date)

EXHIBIT A - SPECIAL PROVISIONS

LITTER/DEBRIS REMOVAL

An abundance of non-organic trash in a multitude of forms is deposited daily along the roadsides of the designated highways. These conditions detract from the visual quality and/or safety of the roadside landscape.

This agreement is for litter/debris removal on undivided primary and secondary roads within the State Maintained Highway System Right of Way in Division 8 – Moore County. The routine work in this agreement includes monthly cleanups on all routes identified by the Engineer at time of litter/debris pickup.

Traffic control is necessary to provide a safe work area. The work shall include the furnishing of all equipment, tools, materials, transportation and labor necessary for the successful completion of the work.

No separate payment will be made for providing, installing, and maintaining traffic control devices, etc., or for any other cost associated with maintaining the control of traffic. Traffic control will be considered incidental to the litter/debris removal.

The designated area for routine litter/debris removal is the entire corridor, from right of way width to edge of pavement. This includes the mowing areas as well as non-mowing areas.

The Moore County Sheriff's Office should be prepared for removing litter/debris in roadside conditions including but not limited to wet areas, standing water, high grass, and slopes. They will not be responsible for removing litter/debris in wooded areas or back slopes unless litter is visible from the roadway.

The operation of litter/debris pickup shall be on foot only. Vehicles as specified herein may be used for bag pickup.

One (1) litter/debris pickup area must be complete prior to moving to the next (not to exceed 5 miles).

Adequate personnel and materials (litterbags) shall be provided to remove litter/debris on all areas of the right-of-way or controlled access.

The operation shall include the pickup, removal and recycling of litter/debris and the disposal of same into state approved landfills and single-stream recycling facilities. Litter/debris items may consist of varied sizes of bottles, cans, paper, tires, tire pieces, lumber, vehicle parts, building supplies, metals, household furnishings, cardboard, plastics, ladders, brush and other items not considered normal to the right of way.

The Moore County Sheriff's Office shall be responsible for locating and utilizing approved local landfills and recycling facilities so as not to impede the progress of the cleanup operation.

All collected litter/debris shall be containerized immediately and kept off of the traveled portions of the roadway, shoulders, and right-of-ways (including paved shoulders) during that day's collection

process. All collected litter that is small enough to be placed in a bag shall be bagged immediately. All collected litter that is too large for a bag shall be placed into a vehicle. Uncollected storage or stockpiling of litter/debris (piles of litterbags, tires, tire debris, etc.) will not be permitted. **At no time shall bags or collected litter/debris be allowed to remain on the right of way beyond the end of the work day.**

All cost involved with the disposal of the litter/debris shall be included in the unit price for "Litter/Debris Removal". Vehicles for litter/debris removal activities shall at all times be parked off the pavement as close to the right-of-way fence as possible.

The Moore County Sheriff's Office shall pickup and dispose of any litter/debris, not required to be recycled, in a landfill approved by North Carolina Division of Waste Management. Litter/debris may consist of any item not considered normal to the right-of-way. The Contractor will not be allowed to use NCDOT accounts at the landfills nor be allowed to dispose of the litter/debris in NCDOT trash containers on any NCDOT property.

The Moore County Sheriff's Office shall report the amount of bags of litter/debris on the NCDOT Litter Management Website: https://apps.ncdot.gov/LM. Reporting is required for all pickups on the date of the pickup.

This agreement shall be immediately terminated if the Moore County Sheriff's Office or its representative is found guilty of illegal dumping. Work will be suspended if they are charged with illegal dumping.

The Engineer reserves the right to schedule litter/debris removal operations so as not to conflict with mowing and/or vegetation management operations. Any bags, litter, or debris that are not removed before mowing and are shredded by the mowers must still be removed.

HAZARDOUS, CONTAMINATED, AND/OR TOXIC MATERIAL

Personnel shall not be responsible for removing hazardous materials from the right-of-ways, but shall notify an NCDOT representative as soon as possible.

When operations encounter or expose any abnormal condition which may indicate the presence of a hazardous, contaminated, and/or toxic material, such operations shall be discontinued in the vicinity of the abnormal condition and the Engineer shall be notified immediately.

Personnel will not be responsible for the clean-up and removal of dead animals. If this situation is encountered, the Engineer shall be contacted as directed.

MOBILIZATION

The NCDOT will notify the Moore County Sheriff's Office with a monthly list of roads on the state highway system where litter collection and removal is required. Notification will be made by email. At the time of notification the Engineer shall inform the Moore County Sheriff's Office of the facility type so that they can plan their operations and work zone traffic control. It is the intent of this agreement for the list of roads to be completed on a monthly basis and not exceed the monthly mileage restrictions unless agreed upon by the Engineer. **The Moore County Sheriff's Office shall notify the NCDOT by email when litter collection and trash bag removal is completed.** All work shall be subject to inspection by the Engineer at any time.

Note: It is the responsibility of the Moore County Sheriff's Office to check and read emails.

SAFETY

The Moore County Sheriff's Office performing Work Zone Traffic Control shall have a minimum of one (1) NCDOT Certified Work Zone Supervisor. At no time during the agreement is the Moore County Sheriff's Office to be without a NCDOT Certified Work Zone Supervisor. The NCDOT Certified Work Zone Supervisor must be on site during any traffic control activities that take place within the travel lane or otherwise alter the flow of traffic.

All stages of the litter/debris removal operation shall be accomplished in accordance with the "Work Zone Traffic Control Guidance for Litter/Debris Removal" in Exhibit B The NCDOT Certified Work Zone Supervisor shall submit traffic control plans for the approval of the Engineer, who may adjust or require additional control measures if warranted.

All personnel may wear steel toed work boots that meet ASTM F2412.05 and must wear long pants. The Moore County Sheriff's Office will be held responsible for all damage or injury to property of any character resulting from any act, omission, negligence, or misconduct in the prosecution of the work. When any direct or indirect damage or injury is done to public or private property by or on account of any act, omission, negligence, or misconduct in the execution of the work, the Moore County Sheriff's Office shall either restore at his/her own expense such property to a condition similar or equal to that existing before such damage or injury was done, or shall make good such damage or injury in a manner acceptable to the owner of the damaged property and to the North Carolina Department of Transportation (NCDOT).

In case of failure on the part of the Moore County Sheriff's Office to restore such property or make good such damage or injury NCDOT may at the Moore County Sheriff's Office expense repair, rebuild, or otherwise restore such property in such manner, as the Engineer may consider necessary.

Operations are restricted to daylight hours. Work shall only be performed when weather and visibility conditions allow safe operations.

EQUIPMENT REQUIREMENTS

The Moore County Sheriff's Office shall furnish equipment of sufficient type, capacity, and quantity to safely and efficiently perform the litter/debris removal work. All vehicles used by the Moore County Sheriff's Office must be performance worthy by visual and operational inspection. Each piece of equipment shall display the company name and telephone number. Side by side utility vehicles with beds capable of carrying litter bags with specified warning lights may be allowed for bag pickup only. Four wheeler vehicles will not be allowed.

All vehicles, including trailers, used in the removal operation should be properly equipped with lighting per Roadway Standard Drawing 1165.01 Sheet 1 of 1. Trailers shall have rear mounted strobe lights, mounted as high as possible to enhance visibility.

The Moore County Sheriff's Office shall furnish, mount, and maintain a W10-11 or W10-11A "DEBRIS PICK UP FREQUENT STOPS' sign on the rear of each vehicle or trailer such that they can be easily read by motorists approaching from the rear. Details of the sign is included in the

"Work Zone Traffic Control Guidance for Litter/Debris Removal" shown in Exhibit B. The sign must not obstruct any safety lighting or the operator's view.

The safety of the public and the convenience of traffic shall be regarded as prime importance. The equipment shall operate the equipment in a safe manner so as not to create a hazard to the traveling public. Crossing lanes of traffic and erratic driving will be strictly prohibited.

Signs, lights, safety, and other traffic control items are not a pay item, but are considered incidental to other contract items and the Moore County Sheriff's Office is expected to provide these items.

DELETION OF SECTIONS

In the event that a road rehabilitation or improvement project is under construction or will be under construction where litter/debris removal and recycling is scheduled, that section of road may be deleted from the appropriate list at the direction of the Department. The section may be re-inserted in the list following completion of the road rehabilitation or improving project.

PAY ITEMS

This contract will consist of the following two (2) pay items:

NOTE: Miles shown in the provided spreadsheets are based on centerline length of the corridor.

1. **Routine Litter/Debris Removal on Primary Undivided Highways per Mile:** This item will account for the cycles of litter/debris removal on undivided highways.

2. **Routine Litter/Debris Removal on Secondary Undivided Highways per Mile:** This item will account for the cycles of litter/debris removal on undivided highways.

QUALITY, INSPECTION AND BASIS OF ACCEPTANCE

It is intended that the work will be completed in a neat, continuous, and uninterrupted manner as determined by the Engineer. Completed work shall be clean and free of all accumulated litter/debris immediately after litter/debris removal. All work shall be subject to inspection by the Engineer at any time. The Engineer or a designated representative will make periodic next day inspections of the completed work. **It will be the responsibility of the Moore County Sheriff's Office to keep the Engineer informed of his/her proposed work plan by submitting weekly reports of work accomplished and of planned work for the upcoming week. NCDOT shall be notified by email when litter collection and trash bag removal is completed.**

The Department of Transportation will verify completion of the work on a monthly basis before payment of invoice.

METHOD OF MEASUREMENT

The quantity of Routine Litter/Debris Removal on Primary Undivided Highways per Mile will be based on the corridor miles completed. Normally, one map mile of undivided highways shall equal one (1) mile. **Quantities will be measured to the nearest (0.1) tenth of a mile measured along the centerline of the roadway.**

The quantity of Routine Litter/Debris Removal on Secondary Undivided Highways per Mile will be based on the corridor miles completed.

Normally, one map mile of undivided highways shall equal one (1) mile. **Quantities will be measured to the nearest (0.1) tenth of a mile measured along the centerline of the roadway.**

Highway mileage will be determined from NCDOT county maintenance maps. In the case of dispute or obvious error, the mileage shall be measured by a representative of the North Carolina Department of Transportation and the Contractor.

BASIS OF PAYMENT

The quantity of Routine Litter/Debris Removal on Primary Undivided Highways, measured as provided above, will be paid for at the Mile price for "Routine Litter/Debris Removal on Undivided Highways".

The quantity of Routine Litter/Debris Removal on Secondary Undivided Highways, measured as provided above, will be paid for at the Mile price for "Routine Litter/Debris Removal on Undivided Highways".

Prices and payments will be full compensation for all work, including but not limited to supervision, labor, transportation, fuels, lubricants, repair parts, equipment, machinery, tools, and dumping fees, necessary for the prosecution and completion of the work. Payments will be made to the Contractor for work accomplished and accepted.

Payment for these items will be made for as follows:

Routine Litter/Debris Removal on Primary Undivided Highways..... **MI**

Routine Litter/Debris Removal on Secondary Undivided Highways.... **MI**

EROSION CONTROL

The Moore County Sheriff's Office shall exercise every reasonable precaution throughout the life of the project to prevent erosion and siltation.

WORK ZONE SIGNING
(10-21-08)

RWZ-3

Description
Install and maintain signing in accordance with Divisions 11 and 12 of the *Standard Specifications*, the *Roadway Standard Drawings* and the following provisions:

The Contractor shall be responsible for all signs and signing.

NORTH CAROLINA DEPARTMENT OF

TRANSPORTATION LITTER/DEBRIS REMOVAL REPORT

Month:_____, 20_____

Date	County	Route(s)	Corridor Segment/ Mile Markers/GPS	Lbs. Litter Disposal	Lbs. Recycling
			TOTAL LBS		

Supervisor's Signature: _____ **Date:** _____

WORK ZONE TRAFFIC CONTROL GUIDANCE FOR LITTER/DEBRIS REMOVAL

The Contractor performing Work Zone Traffic Control shall have a minimum of one (1) NCDOT Certified Work Zone Supervisor.

General:

- Workers that are involved in litter/debris removal operations shall comply with the following:
  - Wear NCDOT approved safety vests for day time operations

- Litter/debris removal operations shall be confined within a maximum 5 mile stretch of roadway in a work period

- Conduct litter/debris removal operations behind lane closures at any location where workers and/or equipment are encroaching into the travel lanes. Lane closures shall be installed according to Roadway Standard Drawings 1101.02. Encroaching into travel lanes includes exiting and entering vehicles that are parked on shoulders.

- Use the following drawings to retrieve bagged litter/debris and any other materials after being collected by the workers.

- For operations where workers and equipment are confined to the shoulders, comply with the followings:

  On Multilane Divided Facilities

  - A Truck Mounted Attenuator (TMA) shall be used to protect each group of workers removing litter/debris if the shoulder is wide enough to fit a TMA.
  - If a TMA is not used, a shoulder closure shall be installed
  - A shoulder closure shall be installed in locations where the shoulder is too narrow to accommodate a TMA without encroaching into the traffic lane
  - A shoulder closure or a TMA shall be used on the median side of the opposite direction if the following condition exists:
    - Where workers and/or equipment are within 15' from the adjacent travel lane in the opposite direction and are not protected from traffic in the opposite direction by any type of positive median protection such as concrete barrier, guardrail, or guiderail.
  - Shoulder closures shall be installed according to Roadway Standard Drawing 1101.04

  Two-Lane, Two-Way Facilities over 4000 ADT

  - A shoulder closure shall be installed if workers are to be present more than one hour at any location.
  - If workers are to be present less than one hour, use portable advance warning signs (one in each direction) reading "LITTER PICKUP AHEAD".
  - Shoulder closures shall be installed according to Roadway Standard Drawing 1101.04

  Two-Lane, Two-Way Facilities 4000 ADT or lower

  - Use portable advance warning signs (one in each direction) reading "LITTER PICKUP AHEAD". The sign should be located 500 feet ahead of the area where workers and or equipment will be present during the operation.

PLEASE NOTE THE FOLLOWING EXCEPTIONS:

The moving caravan operation will NOT be required to be used while retrieving bagged litter/debris in areas where the Contractor's equipment is able traverse the shoulder without encroaching into the travel lanes.

The truck mounted attenuator (TMA) will NOT be required to be used while retrieving bagged litter/debris in areas where the Contractor's equipment is able traverse the shoulder without encroaching into the travel lanes.

If the vehicle the Contractor is using is wider than the width of the shoulder a moving caravan operation WILL be required if the Contractor elects to allow the vehicle to encroach into the travel.

The Contractor may elect to park the vehicle outside of these narrow areas and remove bags by hand in lieu of the moving caravan operation.

The truck mounted attenuator (TMA) will NOT be required to protect workers picking up litter/debris if the Contractor's operations are carried out in such a way that the workers are positioned individually along a roadway and not travelling in a concentrated group.

If a concentrated group of workers are gathered together in a formation to conduct clean up then they shall be protected by a TMA.

The shoulder closure will NOT be required unless equipment remains stationary for more than 5 minutes and/or a concentrated group of workers are within 15 feet of an open travel lane and the area is not protected by barrier or guardrail.

The lane closure will NOT be required unless equipment remains stationary for more than five minutes and/or a concentrated group of workers are within 10 feet of an open travel lane and the area is not protected by barrier or guardrail."

A concentrated group of workers is defined as three (3) or more workers within a 500' section and within fifteen (15) feet from a travel lane, measured along the edge of the roadway, of other workers.

WORK ZONE SIGNING:

All portable signs and stands must meet or exceed the requirements of the National Cooperative Highway Research Program Report 350 for Work Zone Category II Devices, and be listed on North Carolina's approved products list or accepted as traffic qualified by the Traffic Control Section. Use portable work zone signs and stands specifically designed for one another.

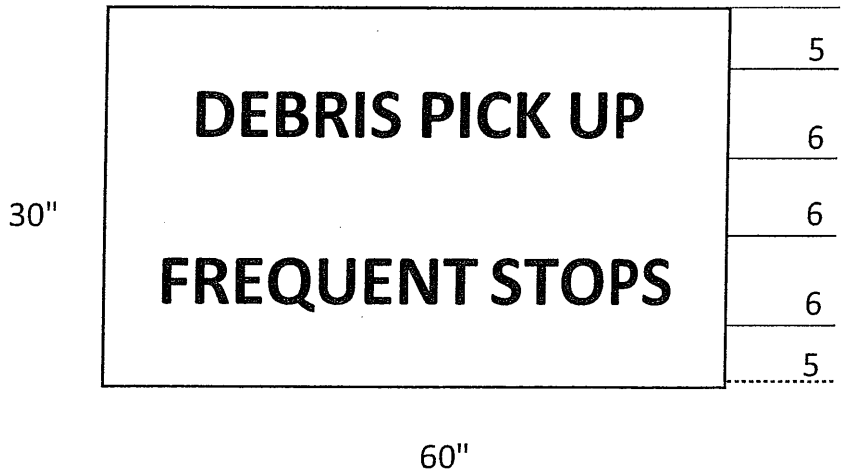
Refer to the following:

- SSRS 1089 for material specification
- SSRS 1110 for construction specification
- RSD 1110 for clearance specification

The W10-10A shall be used for high volume primary and secondary routes. Its dimensions are 48" X 48". It shall be mounted at a minimum height of five (5) feet above the elevation of the outermost edge of travel. The sign shall read "LITTER PICKUP AHEAD", and should be relocated accordingly during the prosecution of work. Additional signs may be required by the Engineer at interchanges.

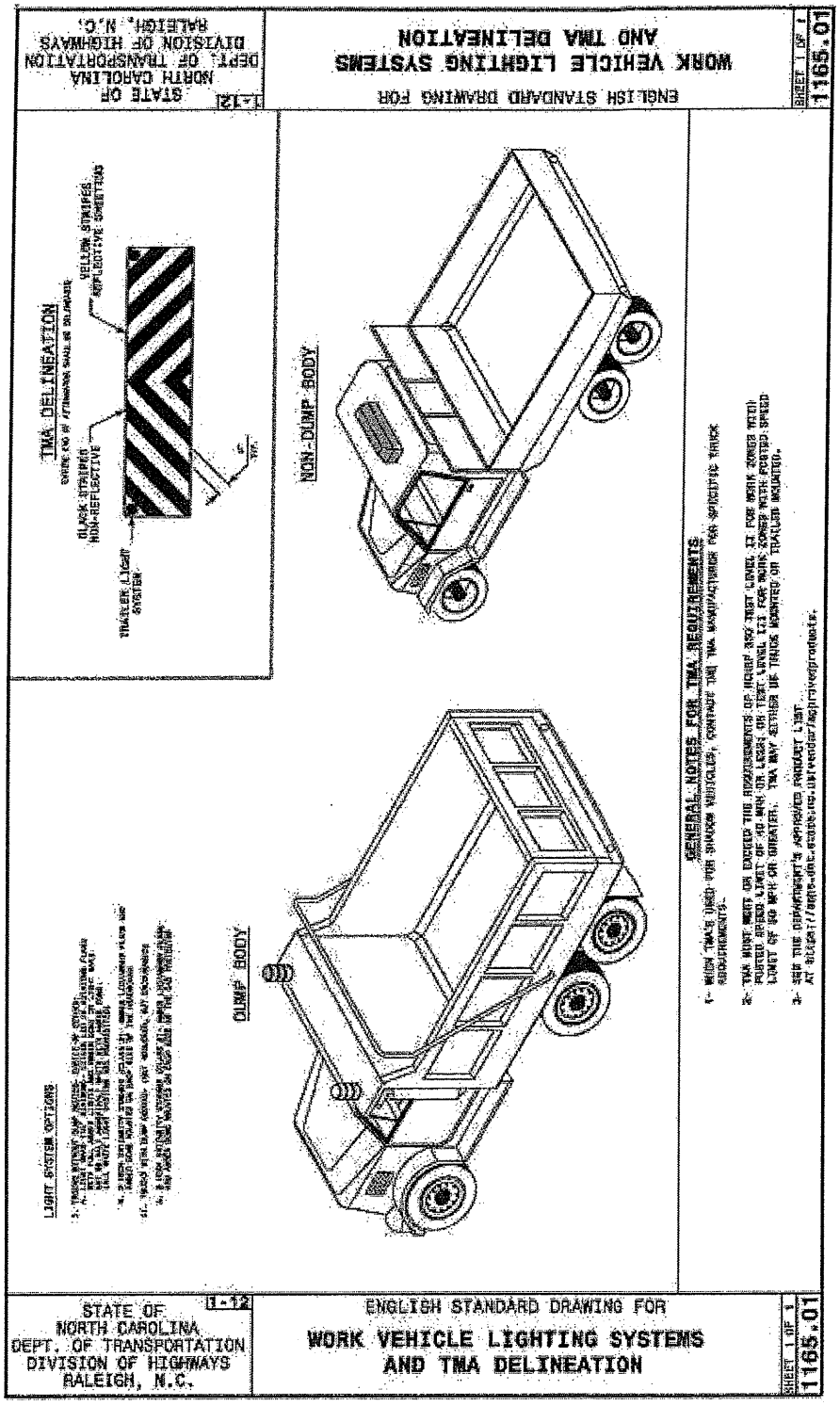
Sign Detail for Litter/Debris Removal Vehicle

DETAIL OF SIGN TO BE MOUNTED ON BACK OF ALL VEHICLES USED FOR LITTER/DEBRIS REMOVAL



Lettering - Black
Background - Fluorescent Orange (Retroreflective)

Service Vehicles



Agenda Item: VIII. B.
Meeting Date: 7/17/2018

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: John Birath, Executive Officer for Operations, Moore County Schools

DATE: June 19, 2018

SUBJECT: Request for Funding the Design and Site Exploration of the New Pinehurst Elementary School

PRESENTER: John Birath, Executive Officer for Operations, Moore County Schools

REQUEST:

Request for funding the design of the New Pinehurst Elementary School and site investigations.

BACKGROUND:

On December 17, 2017, Moore County Schools staff issued a Request for Qualifications (RFQ) to be published in the News & Observer, The Pilot, on the Moore County Schools home web page, and to architects who requested notification for design services on the new Pinehurst Elementary School. On the established deadline for submissions of January 23, 2018 there were 11 responses. A review committee consisting of Board Members Bruce Cunningham and Stacey Caldwell, Dr. Robert Grimesey, Mr. John Birath, Mr. Roger Leeson, Mr. Tim Locklair and Mrs. Ashlee Ciccone reviewed all submissions and ranked them to determine the top five candidates for interview. The architects selected to be interviewed were: ADW Architects; Moseley Architects; Ratio; SfL+a Architects; and Walter Robbs Callahan and Pierce Architects. Interviews were conducted on February 23, 2018. Following the interviews, the committee ranked the finalists and the top-ranked firm was Ratio.

Working with the School Board attorney at Tharrington Smith, Mr. Birath developed an agreement between the owner and the architect for the new school project. The agreement for design services is $2,400,000 as noted on the project budget sheet and includes design services for the temporary school site. The funding for these services will need to be requested from the Moore County Board of Commissioners as the Board of Education does not have any funds to apply towards the design. A revised timeline for the project, is as follows:

- June 4, 2018 – Staff presents to the Board the recommended architect and agreement;
- June 19, 2018 – Staff presents the request to the County Commissioners to provide the funding for design services;
- June 11, 2018 – Board action on the selected architect and agreement;
- September 2018 – Issue documents for temporary site to all review agencies;
- October 2018 – Issue for bid temporary school site development and modular units;
- November 2018 – Board action to approve the bid and award for the temporary school site;
- December 2019 – Begin construction for temporary school site;
- March 2019 – Construction documents issued to all review agencies;
- May, 2019 – Receive Permits;
- May, 2019 – Issue for bid;

- July, 2019 – Board action to approve the bid and award the contract for construction;
- July, 2019 – Staff to remove all items from existing school and prepare for demolition;
- August, 2019 – Begin construction;
- August, 2019 – Students report to temporary school location;
- February, 2021 – Complete construction;
- March, 2021 – MCS Technology and FFE move-in; and
- August, 2021 – Open facility to students

In addition to the design fees for the project, there are surveys and exploration of the school site that need to be conducted before design can commence. These costs are identified in the project budget documents as follows:

- Survey of the campus and utilities - $30,000;
- Geothermal conductivity test - $9,000;
- Geotechnical exploration - $14,000.
- Total site investigations - $53,000

Total costs for the design of the school along with the site investigations $2,453,000.

FINANCIAL IMPACT:

$2,453,000 from the Capital Reserve Fund to be reimbursed through the financing process.

IMPLEMENTATION PLAN:

N/A

RECOMMENDATION SUMMARY:

Absent any questions or concerns from members of the Board of Commissioners, it is recommended that the Board approve the Board of Education request to provide the requested funding of $2,453,000 for the design of the New Pinehurst Elementary School and the site investigation activities.

ATTACHMENTS:

New Pinehurst Elementary School Total Budget

New Pinehurst Elementary School

800 STUDENTS / 800 CORE CAPACITY

August 31,2015 ***Updated 10/12/15, 8/31/2017, 9/29/2017, 10/20/2017***

MOORE COUNTY SCHOOLS
Growing to Greatness

	UNITS	COST/UNIT	COST	COST SUMMARY
Surveying	1	$ 30,000.00	$ 30,000.00	
Wetland Delineation	0	$ -	$ -	
Environmental Phase I Report	0	$ -	$ -	
Geothermal Conductivity Test	1	$ 9,000.00	$ 9,000.00	
Geotechnical	1	$ 14,000.00	$ 14,000.00	
Abatement (square feet)	0	$ -	$ -	
Land Acquisition (temp school location)	1	$ 3,000,000.00	$ 3,000,000.00	
Subdivision Plat and Filing	0	$ -	$ -	
Total Site Acquisition Costs				**$ 3,053,000.00**
Construction Budget				
New Bldg (square feet)	118,000	$ 184.00	$ 21,712,000.00	
Site Modifications (underground retention)	11	$ 400,000.00	$ 4,400,000.00	
Demolition (square feet)	67,784	$ 7.00	$ 474,488.00	
Football Field and Bleachers	0	$ -	$ -	
Baseball, Softball, Bleachers	0	$ -	$ -	
Soccer Field, Bleachers	0	$ -	$ -	
Practice/Play Field	0	$ -	$ -	
Concession, Rest Rooms (square feet)	0	$ -	$ -	
Maintenance Building (square feet)	900	$ 162.00	$ 145,800.00	
Special Inspection/Testing	118,000	$ 1.10	$ 129,800.00	
Water Line Extension	0	$ -	$ -	
Sewer Lift Station and Connection	0	$ -	$ -	
Off-Site Improvements	0	$ -	$ -	
Total Construction Costs				**$ 26,862,088.00**
* Budgeted Square Feet Cost for Construction		$ 220.84	*17.5%*	*Increase*
Furniture and Equipment				
Technology (Cabling, security, devices, et	800	$ 1,240.00	$ 992,000.00	
FF&E	800	$ 1,500.00	$ 1,200,000.00	
Instructional Materials	800	$ 64.00	$ 51,200.00	
Custodial Equipment	118,000	$ 0.48	$ 56,640.00	
Transportation (New Student Bus)	0	$ -	$ -	
Transportation (New Activity Bus)	0	$ -	$ -	
Media Center Books	0	$ -	$ -	
Kitchen Small Wares	1	$ 6,700.00	$ 6,700.00	
Instructional Books	0	$ -	$ -	
Total Furniture and Equipment Costs				**$ 2,306,540.00**
Total Site and Building Budget				**$ 32,221,628.00**
Inflation (Bid April 2019) - use 4% per year		*8.0%*		$ 2,333,490.24
National Escalation in Construction 8/31/2015 to 2017:		*8.0%*		
Professional A/E Design Services				$ 2,500,000.00
Reimbursables (Printing, Advertising, etc.)				$ 18,000.00
Off-Site Engineering				$ -
Contingency		3.0%		$ 945,063.55
TOTAL ESTIMATED BUDGET				**$ 38,018,181.79**
Previous Estimated Budget:			***$ 26,470,193.55***	
Increase in Estimated Budget:			***43.6%***	

Total Cost is to include all costs for land acquisition, testing's, designs, construction, site, athletics, complete technology, all kitchen equipment including utensils, all furniture and equipment, all learning resources, all custodial and maintenance stock to open the building. The only cost not represented is staff to occupy the school.

Agenda Item: VIII. C.
Meeting Date: 7-17-18

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Tim Locklair, Chief Officer for Academics and Student Support Services, Moore County Schools

DATE: July 17, 2018

SUBJECT: Approval of Memorandum of Agreement with Moore County Schools and Sandhills Center

PRESENTER: Tim Locklair, Chief Officer for Academics and Student Support Services

REQUEST: Request for approval of Memorandum of Agreement with Moore County Schools and Sandhills Center

BACKGROUND:

In response to the high unmet need for mental/behavioral health care for Moore County Schools' students, the district has envisioned creating a centrally based team of mental/behavioral health practitioners for several years. Thanks to funding from the Sandhills Center and the support of our County Commissioners, the beginning of this team can now be a reality. A Memorandum of Agreement has been created between all parties through which Sandhills Center would provide funding for two Behavior Health Intervention (BHI) team members including salary and benefits; a computer for both BHI team members; and training for both BHI team members. The total annual funding from Sandhills Center to MCS would be $193,342.

FINANCIAL IMPACT:

Utilizes funding from the Sandhills Center.

IMPLEMENTATION PLAN:

N/A

RECOMMENDATION SUMMARY:

Absent any questions or concerns from members of the Board of Commissioners, it is recommended that the Board approve the Memorandum of Agreement with Moore County Schools and Sandhills Center.

ATTACHMENTS:

Memorandum of Agreement– PDF document

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("Agreement") is made and entered into this the ____ day of _____, 2018, by and between Sandhills Center, a Local Management Entity/Managed Care Organization, with corporate offices at 1120 Seven Lakes Drive, West End, North Carolina; the County of Moore, a body corporate and unit of local government organized and existing under the laws of North Carolina with corporate offices at 1 Courthouse Square, Carthage, North Carolina; and the Moore County Board of Education, a body corporate and unit of local government organized and existing under the laws of North Carolina with corporate offices at 5277 Highway 15-501 South, Carthage, North Carolina.

WHEREAS, Sandhills Center is a Local Management Entity/Managed Care Organization (LME/MCO), as that term is defined in N.C. Gen. Stat. § 122C-3 (20c), that manages certain publicly-funded behavioral/mental health benefits across its service areas in North Carolina, including Moore County; and

WHEREAS, the County of Moore is a unit of local government with general oversight and authority under N.C. Gen. Stat. § 153A-77 over commissions, boards, and agencies of county government, including the local board of health; social services board; and area mental health, developmental disabilities, and substance abuse board; and

WHEREAS, the Moore County Board of Education is a unit of local government with general oversight and authority under N.C. Gen. Stat. § 115C-40 over matters pertaining to the public schools within the Moore County Schools administrative unit; and

WHEREAS, the parties mutually desire to promote behavioral/mental health services for students enrolled in the Moore County Schools to extent feasible within available funding; and

WHEREAS, Sandhills Center desires to disburse to Moore County funds in the amount of One Hundred Ninety-Three Thousand, Three Hundred Forty-Two Dollars ($193,342) to support behavioral/mental health services for the citizens of Moore County; and

WHEREAS, the County of Moore desires to disburse said funds to the Moore County Board of Education to promote the provision of behavioral/mental health services for students enrolled in the Moore County Schools; and

WHEREAS, the Moore County Board of Education desires to accept said funds and to use them for their intended purpose;

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement and for the purposes stated herein, the parties hereby agree as follows:

1. Sandhills Center will reimburse the County of Moore for up to One Hundred Ninety-Three Thousand, Three Hundred Forty-Two Dollars ($193,342) in expenditures to support behavioral/mental health services for the citizens of Moore County. Said funds will be paid on a monthly basis in response to itemized invoices from the County of Moore or appropriate County staff up to the aggregate overall limit of One Hundred Ninety-Three Thousand, Three Hundred Forty-Two Dollars ($193,342); and

2. The County of Moore will reimburse the Moore County Board of Education for up to One Hundred Ninety-Three Thousand, Three Hundred Forty-Two Dollars ($193,342) in expenditures to the Moore County Board of Education to support the provision of behavioral/mental health services for students enrolled in the Moore County Schools. Said funds will be paid on a monthly basis in response to itemized invoices from the Moore County Board of Education or appropriate school system staff up to the aggregate overall limit of One Hundred Ninety-Three Thousand, Three Hundred Forty-Two Dollars ($193,342); and

3. By its approval of this Agreement, the Moore County Board of Education directs its Superintendent and central office administration to apply the funds received from Moore County pursuant to paragraph 2, above, exclusively for the provision of behavioral/mental health services for students enrolled in the Moore County Schools. In particular, the Superintendent and staff are authorized to apply said funds to cover all or part of the salaries of one or more licensed school psychologists, school counselors, and/or social workers providing behavioral/mental health services to Moore County Schools students; to cover reasonable travel expenses and obtain professional liability insurance for such professionals; to purchase or lease appropriate computer equipment for such professionals; and/or to provide for appropriate training for such professionals.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date indicated below.

SANDHILLS CENTER

Signature: _____

Name (typed): _____

Title: _____

COUNTY OF MOORE

Signature: _____

Name (typed): Catherine Graham_____

Title: Chair_____

MOORE COUNTY BOARD OF EDUCATION

Signature: _____

Name (typed): Helena Wallin-Miller_____

Title: Chair_____

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

_____
(Signature of Moore County Finance Officer)

_____

(Date)

Agenda Item: VIII. D.
Meeting Date: 7/19/2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: **D. Bryan Phillips**

DATE: **05 July 2018**

SUBJECT: **Medical Director Contract Renewal**

PRESENTER: **D. Bryan Phillips**

REQUEST:
Request approve to this contract between the County of Moore and Ronald J. Milewski, M.D. of the Sandhill's Emergency Physicians, P.A. to serve as the Medical Director for Moore County EMS and E-911 Center. This is a required position per North Carolina Office of EMS.

BACKGROUND:
Dr. Milewski has been the Moore County EMS Medical Director for over 26 years. All paramedics are required to be evaluated by the Medical Director prior to functioning within the ALS System. Dr. Milewski is responsible for all BLS and ALS protocols in which all medical first responder are allowed to perform skills. Also included in his duties is being the medical oversight for the E-911 center emergency medical dispatch program. EMS and E-911 centers are required to have and maintain medical oversight per North Carolina Office of EMS.

IMPLEMENTATION PLAN:

Approve the contract between the County of Moore and Ronald J. Milewski, M.D. of the Sandhills Emergency Physicians, P.A.

FINANCIAL IMPACT STATEMENT:

$20,000.00

RECOMMENDATION SUMMARY:

Make a motion to… Approve the contract between the County of Moore and Ronald J. Milewski, M.D. of the Sandhills Emergency Physicians, P.A., and authorize the Chairmen to execute all necessary documents upon finance and legal approvals.

SUPPORTING ATTACHMENTS:
Signed Contract

SOLE SOURCE JUSTIFICATION FORM

(for items costing $1,000.00 or more)

Vendor: Dr. Ronald J. Milewski

Item: EMS Medical Director Services

Estimated expenditure for the Above Item: $20,000.00

INITIAL ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE. ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT DOCUMENTATION.

1._____ Sole source is for the original manufacturer or provider, there are no area distributors.

2._____ The parts/equipment are not interchangeable with similar parts of another manufacturer.

3.___X___ This is the only known item or service that will meet the specialized needs of this department or perform the intended function.

4._____ The parts/equipment are required from this source to permit standardization.

5._____ None of the above apply. A detailed explanation and justification for this sole source is contained in the attached memo.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

_____
Chair, Board of Commissioners

Public Safety
Department

17-Jul-18
Date

STATE OF NORTH CAROLINA **CONTRACT FOR PROFESSIONAL SERVICES**

COUNTY OF MOORE

This Contract is entered into the ___ day of _____, 2018, between the County of Moore, a political subdivision of the State of North Carolina (the "County"), and Ronald J. Milewski, M.D., of Sandhills Emergency Physicians, P.A., (the "Contractor").

1. Services to be Provided and Agreed Charges

The Contractor agrees to serve as the EMS Medical Director in accordance to the terms and conditions of this Contract.

2. Term of Contract

The term of this Contract is from July 1, 2018 through June 30, 2019, unless sooner terminated by either party as provided herein

This Contract is subject to the availability of funds to purchase the specified Services and may be terminated at any time during the term upon thirty (30) days' notice if such funds become unavailable.

3. Payment to Contractor

During the term of this Contract, the Contractor will receive from the County an amount not to exceed **$20,000.00,** payable in twelve monthly installments for services rendered as full compensation for the provision of services as provided herein, which is inclusive of all costs associated with the performance of this Contract.

4. Independent Contractor

The County and Contractor agree that the Contractor is an independent contractor and will not represent itself as an agent or employee of the County for any purpose in the performance of the Contractor's duties under this Contract. Accordingly, the Contractor will be responsible for payment of all federal, state and local taxes as well as business license fees arising out of the Contractor's activities in accordance with this Contract. For purposes of this Contract taxes will include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

The Contractor, as an independent contractor, will perform all services in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

5. Position and Duties

1. Contractor shall serve as an EMS Medical Director (the "Medical Director") to the County under the general oversight of the Director of Public Safety. The duties of the Medical Director shall include the following:

    a. Provide medical direction for the emergency medical services program of Moore County;
    b. Develop, review, and periodically update medical treatment protocols in conjunction with the County's Department of Public Safety's Director of EMS (the "EMS Director"), as designated by the Director of Public Safety;

c. Provide medical treatment supervision of personnel by randomly responding to EMS calls and observing the approach, demeanor, relationships, and medical treatment provided to patients and others by all responding personnel, which includes, but is not limited to fire, law enforcement, rescue, other persons functioning as "first responders", and EMS personnel;
d. Facilitate a program of total quality management of patients, addressing compliance with protocols, standards of care, technician proficiency, appropriate patient management, effectiveness of treatments and protocols, evaluation for positive patient outcomes, and other elements or components of the EMS system that occur from the initiation of a 9-1-1 telephone call through delivery of a patient to a hospital;
e. Provide ongoing recommendations concerning system needs and changes necessary to implement and operate the patient total quality management program to the EMS Director;
f. Serve as the EMS contact person for FirstHealth Moore Regional Hospital and receive complaints, comments, or questions from hospital medical staff about out-of-hospital emergency medical issues and consult with the Director of Public Safety for resolution of those issues;
g. Chair the Moore County EMS System Peer Review Committee;
h. Assist the Moore County Department of Public Safety's Divisions of Fire and Rescue Services, Emergency Management, E911 Communications and Emergency Medical Services, and other County departments and divisions involved directly or indirectly in the delivery of emergency medical care in general medical issues in providing coverage for special events, planning for mass casualty, and other activities beyond day-to-day EMS response requirements;
i. Serve as the medical director for the County's Emergency Medical Dispatch program and perform the same functions for EMS communications providers in and for the County as described in sub-paragraphs b, c and d;
j. Assist with maintaining and supporting the EMS database for the Emergency Medical Services Division, including the updating of forms and programs as needed, development of reports and providing interpretation of data;
k. Provide weekly administrative time on not less than a weekly basis for consultation and review of medical issues with the EMS Manager;
l. Work and/or interact with all patients and staff of the County in a professional manner.
m. Provide medical consultation to the Director of Public Safety, to EMS responders and other members of the County's EMS response team in accord with accepted methods and procedures. Deliver (or direct the delivery of) appropriate and relevant emergency medical care information via continuing-education programs for EMS personnel, including (but not limited to) continuous quality improvement, new procedures and new or amended protocols.
n. Maintain an active relationship and involvement with the County's medical community by serving as liaison between the Division and physicians, nurses, allied health care professionals and hospital management staff through attendance at Trauma Mortality and Morbidity conferences and other conferences, meeting and seminars, by establishing and maintaining a systematic method for soliciting input from members of the County's medical community and for responding to the concerns of that community;
o. Attend meetings of the County's EMS system emergency ambulance franchisees (hereinafter "EMS/rescue squads") and conduct field audits of the activities of those EMS/rescue squads in addition to audits conducted within the Division;
p. Provide guidance and direction regarding research projects involving the EMS delivery system in the County, and, as a representative of the Practice, provide information and input from other medical specialists in the field of EMS; AND
q. Perform such other duties as may be required to carry out the intent of this Contract.

6. Confidential Information

The Contractor will not, either during or after this Contract with the County, disclose any confidential information, which includes the personal health information of patients, to any person not permitted access to such confidential information, nor will the Contractor use the confidential information for any purpose other than for the performance of the duties of their job.

7. Surrender of Materials upon Termination

Promptly upon termination of Contract, whether voluntary or otherwise, the Contractor shall surrender to the County all property belonging to the County, including but not limited to Confidential Information, equipment and supplies, records, notes, materials, files, photographs, computer-generated or computer-retrievable data, other writings or recordings of any kind relating to the County equipment and keys.

8. Termination

a. This Contract will terminate upon the occurrence of any of the following:
   i. Termination of this Contract by the County at any time for "cause," such termination to take effect immediately upon written notice from the County to the Contractor;
   ii. Termination by the County for any reason upon 30 days written notice to Contractor; or
   iii. Termination by the Contractor for any reason upon 30 days written notice to County.

b. For all purposes of this County, the term "cause" shall mean:
   i. The Contractor's breach or neglect of duty;
   ii. The Contractor's commission of acts of moral turpitude or any acts involving dishonesty or fraud;
   iii. The Contractor's failure to remain licensed and in good standing with the North Carolina State Medical Board or failure to meet the requirements for EMS Medical Director;
   iv. The Contractor's conviction for the commission of a felony; or
   v. The Contractor's breach of any provision of this Contract.

9. Insurance and Liability

The Contractor shall bear full responsibility for all claims, liabilities, debts, obligations and payables asserted against the Contractor or any firm or groups with which the Contractor was formerly or is currently associated regarding acts or omissions originating before, during, and after the Effective Date of this Contract, except that the Contractor shall not assume responsibility for any claims, liabilities, debts, obligations or payables asserted against the Contractor regarding such acts and omissions which occurred in the course and scope of performing services under the prior agreements between the Contractor and the County. The County shall obtain or maintain adequate liability insurance for itself and for the Contractor for claims and or lawsuits arising out of any actions of the Contractor undertaken in the course and scope of this Contract. Upon request by the Contractor, the County shall provide reasonable proof of such insurance. The Contractor represents that he is a doctor in good standing with the Medical Board of the State of North Carolina, meets or exceeds all requirements for the position of EMS Medical Director, and that there are no pending or threatened claims against him arising out of or related to the practice of medicine nor to the best of his knowledge, is there any state of facts which is likely to result in any such claim.

10. E-Verify

Pursuant to North Carolina General Statute § 143-133.3, E-verify Compliance, the County may not enter into a contract unless the contractor, and the contractor's subcontractors under the contract, comply with the requirements of Article 2 of Chapter 64 of the General Statutes. The Contractor represents and warrants that it is in compliance with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, the Contractor warrants that any subcontractors used by the Contractor will be in compliance with the requirements of Article 2 of Chapter 64 of the General Statutes.

11. Iran Divestment Act Certification

The Contractor certifies that: (i) the Contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"), and (ii) the Contractor will not utilize any subcontractor performing work under this Contract, which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and should be updated every 180 days.

12. Non-Discrimination

The Contractor will not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. In the event the Contractor is determined by the final order of an appropriate agency or court to be in violation of this provision or any non-discrimination provision of federal, state or local law, this Contract may be suspended or terminated, in whole or in part, by the County. In addition, the Contractor may be declared ineligible for further contracts with the County.

13. Governing Law

The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of the State of North Carolina. All actions relating to this Contract in any way will be brought in the General Courts of Justice in the County of Moore and the State of North Carolina.

14. Successors and Assigns

The Contractor will not assign its interest in this Contract without the written consent of the County. The Contractor has no authority to enter into contracts on behalf of the County.

15. Compliance with Laws

The Contractor represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract will be carried out in strict compliance with all Federal, State, or local laws regarding discrimination in employment.

16. Notices

All notices which may be required by this Contract or any rule of law will be effective when received by certified mail sent to the following addresses:

COUNTY OF MOORE:	MOORE COUNTY PUBLIC SAFETY ATTN: D. BRYAN PHILLIPS, DIRECTOR P.O. BOX 905 CARTHAGE, NC 28327
CONTRACTOR:	RONALD J. MILEWSKI, M.D. SANDHILLS EMERGENCY PHYSICIANS, P.A. 120 APPLECROSS RD. PINEHURST, NC 28374

17. Audit Rights

For all Services being provided under this Contract, the County has the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of those Services. Audits will take place at times and locations mutually agreed upon by both parties. The Contractor must make the materials to be audited available within one (1) week of the request for them.

18. County Not Responsible for Expenses

The County will not be liable to the Contractor for any expenses paid or incurred by the Contractor unless otherwise agreed in writing.

19. Severability

If any provision of this Contract shall be determined to be unenforceable by a court of competent jurisdiction, such determination will not affect any other provision of this Contract.

20. Non-Waiver

The failure by one party to require performance of any provision of this Contract will not affect that party's right to require performance at any time thereafter or to enforce other remedies available to it by law or under this Contract. In addition, no waiver of any breach or default of this Contract will constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

21. Entire Agreement

This Contract and Attachment 1 constitute the entire understanding between the parties and supersedes all prior understandings and agreements, whether oral or written, relating to the subject matter hereof.

22. Amendment

This Contract may only be amended by the written mutual agreement of the parties.

23. Drafted by Both Parties

This Contract is deemed to have been drafted by both parties and no interpretation will be made to the contrary.

24. Headings

Subject headings are for convenience only and will not affect the construction or interpretation of any provision.

The parties have expressed their agreement to these terms by causing this Contract to be executed by their duly authorized officers or agents. This Contract is effective as of the date first written above.

COUNTY OF MOORE

_____
Catherine Graham, Chair
Board of Commissioners

ATTEST:

_____
Laura M. Williams, Clerk to the Board

CONTRACTOR

_____
Ronald J. Milewski, M.D.

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

_____
Finance Officer

Agenda Item: VIII. E.
Meeting Date: 7/17/2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Gary E. Briggs, Tax Administrator

DATE: July 5, 2018

SUBJECT: Settlement Reports for 2017-2018

PRESENTER: Gary Briggs

REQUEST:

Request that the Board of Commissioners accept the two preliminary settlement reports as required by North Carolina General Statute 105-373 (a)(1) and that the insolvents report be entered into the official minutes indicating persons who listed personal property but owned no real property and whose taxes remain unpaid for 2017 – 2018. Also request that both lists be charged to the Tax Administrator for collections as delinquent taxes. Request the Board of Commissioners receive and accept 2017-2018 settlement reports for real, personal, and motor vehicle taxes along with report of 2017-2018 minimal taxes.

BACKGROUND:

North Carolina General Statute 105-373 requires the Tax Collector to provide a settlement report to the Board of Commissioners after July 1 and prior to being charged with the collections of the current year's taxes.

IMPLEMENTATION PLAN:

Gary E. Briggs will provide the report as required. Once the Tax Administrator is charged, he will proceed with the collections of all delinquent real and personal property taxes.

FINANCIAL IMPACT STATEMENT:

2017 unpaid real property: $276,268.63 (principal amount)
2017 unpaid personal property: $21,676.76 (principal amount)
The 2017 unpaid personal property list is considered the insolvents report.

RECOMMENDATION SUMMARY:

Motion to accept the preliminary reports as required by North Carolina General Statute 105-373 and to enter the insolvents list into the official minutes of the Board of Commissioners, to accept the settlement report of current and delinquent real and personal property taxes for 2017-2018, to accept minimal tax bill report for 2017-2018, and by resolution charge the Tax Administrator with the collections of the delinquent real and personal property taxes.

SUPPORTING ATTACHMENTS:

North Carolina General Statute 105-373
List of 2017 Unpaid Real Property Taxes
List of 2017 Unpaid Personal Property Taxes (Insolvents Report)
Statement Regarding Delinquent Personal Property Taxes
2017-2018 Settlement Report for Real, Personal, and Motor Vehicles
2017-2018 Minimal Tax Bill Report & Small Over/Under Payments
North Carolina General Statute 105-357
Resolution Declaring No One Insolvent and Charging Delinquent Collections to the Tax Administrator

§ 105-373. Settlements.

(a) Annual Settlement of Tax Collector. -

(1) Preliminary Report. - After July 1 and before he is charged with taxes for the current fiscal year, the tax collector shall make a sworn report to the governing body of the taxing unit showing:

a. A list of the persons owning real property whose taxes for the preceding fiscal year remain unpaid and the principal amount owed by each person; and

b. A list of the persons not owning real property whose personal property taxes for the preceding fiscal year remain unpaid and the principal amount owed by each person. (To this list the tax collector shall append his statement under oath that he has made diligent efforts to collect the taxes due from the persons listed out of their personal property and by other means available to him for collection, and he shall report such other information concerning these taxpayers as may be of interest to or required by the governing body, including a report of his efforts to make collection outside the taxing unit under the provisions of G.S. 105-364.) The governing body of the taxing unit may publish this list in any newspaper in the taxing unit. The cost of publishing this list shall be paid by the taxing unit.

(2) Insolvents. - Upon receiving the report required by subdivision (a)(1), above the governing body of the taxing unit shall enter upon its minutes the names of persons owing taxes (but who listed no real property) whom it finds to be insolvent, and it shall by resolution designate the list entered in its minutes as the insolvent list to be credited to the tax collector in his settlement.

(3) Settlement for Current Taxes. - After July 1 and before he is charged with taxes for the current fiscal year, the tax collector shall make full settlement with the governing body of the taxing unit for all taxes in his hands for collection for the preceding fiscal year.

a. In the settlement the tax collector shall be charged with:

1. The total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries;
2. All penalties, interest, and costs collected by him in connection with taxes for the current year; and
3. All other sums collected by him.

b. The tax collector shall be credited with:

1. All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit;
2. Releases duly allowed by the governing body;
3. The principal amount of taxes constituting liens on real property;
4. The principal amount of taxes included in the insolvent list determined in accordance with subdivision (a)(2), above;
5. Discounts allowed by law;
6. Commissions (if any) lawfully payable to the tax collector as compensation; and

7. The principal amount of taxes for any assessment appealed to the Property Tax Commission when the appeal has not been finally adjudicated.

The tax collector shall be liable on his bond for both honesty and faithful performance of duty; for any deficiencies; and, in addition, for all criminal penalties provided by law.

The settlement, together with the action of the governing body with respect thereto, shall be entered in full upon the minutes of the governing body.

(4) Disposition of Tax Receipts after Settlement. - Uncollected taxes allowed as credits in the settlement prescribed in subdivision (a)(3), above, whether represented by tax liens held by the taxing unit or included in the list of insolvents, shall, for purposes of collection, be recharged to the tax collector or charged to some other person designated by the governing body of the taxing unit under statutory authority. The person charged with uncollected taxes shall:

a. Give bond satisfactory to the governing body;

b. Receive the tax receipts and tax records representing the uncollected taxes;

c. Have and exercise all powers and duties conferred or imposed by law upon tax collectors; and

d. Receive compensation as determined by the governing body.

(b) Settlements for Delinquent Taxes. - Annually, at the time prescribed for the settlement provided in subdivision (a)(3), above, all persons having in their hands for collection any taxes for years prior to the year involved in the settlement shall settle with the governing body of the taxing unit for collections made on each such year's taxes. The settlement for the taxes for prior years shall be made in whatever form is satisfactory to the chief accounting officer and the governing body of the taxing unit, and it shall be entered in full upon the minutes of the governing body.

(c) Settlement at End of Term. - Whenever any tax collector fails to succeed himself at the end of his term of office, he shall, on the last business day of his term, make full and complete settlement for all taxes (current or delinquent) in his hands and deliver the tax records, tax receipts, tax sale certificates, and accounts to his successor in office. The settlement shall be made in whatever form is satisfactory to the chief accounting officer and the governing body of the taxing unit, and it shall be entered in full upon the minutes of the governing body.

(d) Settlement upon Vacancy during Term. - When a tax collector voluntarily resigns, he shall, upon his last day in office, make full settlement (in the manner provided in subsection (c), above) for all taxes in his hands for collection. In default of such a settlement, or in case of a vacancy occurring during a term for any reason, it shall be the duty of the chief accounting officer or, in the discretion of the governing body, of some other qualified person appointed by it immediately to prepare and submit to the governing body a report in the nature of a settlement made on behalf of the former tax collector. The report, together with the governing body's action with respect thereto, shall be entered in full upon the minutes of the governing body. Whenever a settlement must be made in behalf of a former tax collector, as provided in this subsection (d), the governing body may deliver the tax receipts, tax records, and tax sale certificates to a successor collector immediately upon the occurrence of the vacancy, or it may make whatever temporary arrangements for the collection of taxes as may be expedient, but in no event shall any person be permitted to collect taxes until he has given bond satisfactory to the governing body.

(e) Effect of Approval of Settlement. - Approval of any settlement by the governing body does not relieve the tax collector or his bondsmen of liability for any shortage actually existing at the time of the settlement and thereafter discovered; nor does it relieve the collector of any criminal liability.

(f) Penalties. - In addition to any other civil or criminal penalties provided by law, any member of a governing body of a taxing unit, tax collector, or chief accounting officer who fails to perform any duty imposed upon him by this section shall be guilty of a Class 1 misdemeanor.

(g) Relief from Collecting Insolvents. - The governing body of any taxing unit may, in its discretion, relieve the tax collector of the charge of taxes owed by persons on the insolvent list that are five or more years past due when it appears to the governing body that such taxes are uncollectible.

(h) Relief from Collecting Taxes on Classified Motor Vehicles. The board of county commissioners may, in its discretion, relieve the tax collector of the charge of taxes on classified motor vehicles listed pursuant to G.S. 105-330.3(a)(1) that are one year or more past due when it appears to the board that the taxes are uncollectible. This relief, when granted, shall include municipal and special district taxes charged to the collector. (1939, c. 310, s. 1719; 1945, c. 635; 1947, c. 484, ss. 3, 4; 1951, c. 300, s. 1; c. 1036, s. 1; 1953, c. 176, s. 2; 1955, c. 908; 1967, c. 705, s. 1; 1971, c. 806, s. 1; 1983, c. 670, s. 22; c. 808, ss. 5-7; 1987, c. 16; 1991, c. 624, s. 3; 1991 (Reg. Sess., 1992), c. 961, s. 10; 1993, c. 539, s. 726; 1994, Ex. Sess., c. 24, s. 14(c); 1997-456, s. 27; 2006-30, s. 7.)

UNPAID REAL PROPERTY
2017 TAXES

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
7 LAKES SOUTH, LLC	$62.02	2017	25377	97013127
A & C PARTNERS	$605.68	2017	41734	SS400
A & C PARTNERS	$579.00	2017	41735	55400
AA HOLDINGS - WEST END LLC	$547.35	2017	14645	70075
ACE HOMES, LLC	$4.74	2017	65630	97006405
ACOSTA, MAI THI NGOC TRINH	$25.01	2017	38459	235700
ACTION DRIVES, INC	$1,368.37	2017	18707	265830
ACTION DRIVES, INC PROFIT SHAR	$460.73	2017	54424	265900
ACTION DRIVES, INC PROFIT 5HAR	$460.73	2017	54460	265900
ADAMS, LINDA (HRS)	$684.88	2017	29959	97010747
ADKINS, CORNELIA	$77.40	2017	12810	486600
ADKINS, CORNELIA	$307.91	2017	12812	486600
ALBARRAN, NORBELLA SOLIS	$116.74	2017	50834	197200
ALEXANDER, DOROTHY	$60.20	2017	12856	699200
ALLEN, KEARY	$3.13	2017	9643	1025900
ALLEN, LESLIE PILSON	$4.75	2017	4833	97013090
ALLEN, PLUMMIE	$119.68	2017	28390	1025800
ALLEN, SHIRLEY M	$13.00	2017	42335	1047900
ALLEN, TAMMY	$480.05	2017	1487	97004944
ALLEN, TAMMY	$97.14	2017	2222	97004944
ALLEN, TAMMY	$106.43	2017	3126	100000875
ALLEN, TAMMY	$60.46	2017	3127	100000875
ALLEYNE, RUBY L	$137.10	2017	48148	1079250
ALSTON, GARY DELON &	$141.78	2017	12935	1350500
ANDERSON, ELLA	$3.52	2017	42419	1504200
ANDERSON, MARK DOUGLAS	$1,247.15	2017	57360	97010395
ANDREWS, ERRIE	$3.70	2017	4415	1671800
AQUINO, BACILIO MANUEL PEREZ	$106.25	2017	4965	97026209
ARNOLD, CLARENCE	$129.05	2017	65450	97018195
ARNOLD, SAM HRS	$151.47	2017	42482	2024300
ATLANTIX, LLC	$210.41	2017	52248	100001495
ATLANTIX, LLC	$247.88	2017	52449	100001495
BAILEY, ALLISON	$4.26	2017	64965	97013412
BAILEY, MICHAEL G & REGINA F	$96.65	2017	38616	2869950
BANKS, LEON ANTHONY	$100.75	2017	28584	3380900
BARNES, CAROL A	$8.64	2017	45962	3742550
BARNES, CAROL A	$206.28	2017	54087	3742550
BARRETT, JOHN ANDER JR &	$3.95	2017	13328	3954700
BARRETT, JOHNNIE MAE	$19.02	2017	13330	3960600
BARRETT, LORIE ANN	$29.88	2017	18756	3978500
BARRETT, VIOLET P	$10.19	2017	12120	4036200
BARRETT, WILLARD & EVA &	$17.96	2017	59099	4033800
BASS, GARLAND WAYNE (HRS)	$136.40	2017	69091	97015130
BASS, GARLAND WAYNE (HRS)	$55.59	2017	69092	97015130
BASS, LEZLEY D	$271.58	2017	31923	4187800
BATEMAN, FELICIA ANNE	$3.76	2017	6902	4225500

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
BATEMAN, FELICIA ANNE	$3.76	2017	6903	4225500
BATES, MARY LEE	$88.03	2017	38423	4242200
BEAN, TONY CHRISTOPHER	$65.20	2017	8603	4507900
BELL, EVA LORRAINE	$3.53	2017	42682	4867700
BELL, W K	$1.54	2017	56944	4896600
BENJAMIN, ERSKIN &	$50.02	2017	69759	5011800
BENNETT, ALVINA	$40.58	2017	3756	97016725
BERRY, LORENA	$104.62	2017	42720	5297250
BERRY, SHIRLEY	$64.06	2017	51112	5308400
BERRY, SHIRLEY JACKSON	$16.15	2017	6978	5308500
BETHUNE, JONATHAN R	$8.07	2017	39561	5405600
BETTERLY, KATHERINE S ESTATE	$88.31	2017	61777	4282000
BIBLE CHURCH OF GOD, INC	$15.39	2017	35524	97016921
BIBLE CHURCH OF GOD, INC	$317.71	2017	35525	97016921
BLACK, ELSIE	$204.68	2017	13676	5791300
BLACK, ELSIE M	$102.32	2017	52131	5791500
BLACK, KERRY	$9.31	2017	58259	97019028
BLAKE, HAZEL	$3.93	2017	13759	6125600
BLAKE, JACQUELINE C	$253.17	2017	25605	97022483
BLONSKY, ERICA KAY CO/TRUSTEE	$1,522.29	2017	1000484	97016382
BLUE DEVELOPMENT COMPANY	$147.08	2017	52431	6451200
BLUE DEVELOPMENT COMPANY	$290.96	2017	52434	6451200
BLUE, BARBARA J	$289.74	2017	42863	6529700
BLUE, BRADLEY	$21.46	2017	28895	6538900
BLUE, BRADLEY	$17.90	2017	28896	6538900
BLUE, BRADLEY	$159.59	2017	28898	6538900
BLUE, BRADLEY	$108.13	2017	28899	6538900
BLUE, BRADLEY	$105.81	2017	28900	6538900
BLUE, CLARA (HRS)	$48.12	2017	42869	6587225
BLUE, DANIEL CRAIG	$48.61	2017	14909	97018882
BLUE, JOHN & MATTIE HEIRS	$162.52	2017	542	6725300
BLUE, WILLIAM (HRS)	$615.39	2017	65901	6883100
BOEX, INGOLF A & GABRIELE	$575.89	2017	41725	69900100
BOEX, INGOLF A & N GABRIELE S	$574.02	2017	41733	69900200
BOWDEN, MARK A	$99.71	2017	56495	100003516
BOWERS, WILLIAM	$175.82	2017	68825	97002923
BOWMAN, MICHAEL ALAN	$97.41	2017	9991	7832400
BOYD, MARY MAXINE	$77.59	2017	13977	7911920
BOYD, MARY MAXINE	$57.35	2017	13978	7911920
BOYD, MARY MAXINE	$61.64	2017	13979	7911920
BOYD, MARY MAXINE	$75.02	2017	15934	7911920
BOYD, MARY MAXINE	$95.35	2017	22584	7911920
BRADY, ERIC	$4.33	2017	611	8176475
BRADY, FRANK	$161.89	2017	599	8176500
BRADY, JOSEPH ADAM	$140.05	2017	6276	97002756
BRADY, NORA JANE (HRS)	$457.19	2017	7071	8236150

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BRASWELL, GERALD E	$48.81	2017	52689	8393600
BREWER, JANICE MARIE	$204.81	2017	661	97026879
BREWER, JEREMY SHAUN	$57.36	2017	64362	97017716
BRISBON, SAMUEL	$9.99	2017	14099	9004450
BRITT, CAROLYN V	$235.84	2017	16539	9059515
BRITT, DONALD A	$1.32	2017	7242	9067900
BRITT, VICKIE JENNIE (LE)	$730.02	2017	60505	100002238
BROWER, ARNOLD	$48.12	2017	14154	9446400
BROWER, ARNOLD	$107.00	2017	14155	9446400
BROWER, ELLA MAE (HRS)	$553.65	2017	53144	97011857
BROWER, GEORGE THOMAS	$81.52	2017	7299	9542700
BROWER, JASON	$16.75	2017	7258	9583600
BROWER, KATHERINE	$21.46	2017	7310	9588700
BROWER, L W	$521.43	2017	6735	97015301
BROWER, OLIVIA LYNN	$153.21	2017	69790	9627710
BROWER, TALMADGE (HRS)	$374.53	2017	7343	97026649
BROWER, TALMADGE GEORGE (HRS)	$82.02	2017	7320	97026650
BROWN, CYNTHIA MARIE	$129.05	2017	14193	9922200
BROWN, JARVIS	$80.62	2017	58904	10144300
BROWN, KAREN	$5.98	2017	37876	97007340
BROWN, LUCY POWELL	$244.23	2017	68017	97001105
BROWN, LUCY POWELL	$108.44	2017	68018	97001105
BROWN, NORA J	$295.26	2017	14227	10317800
BROWN, SARAH ANN HRS	$20.38	2017	781	10434100
BROWN, WILLIAM MICHAEL	$324.31	2017	14228	10536350
BROWN, WILLIAM MICHAEL	$9.24	2017	51879	10536350
BRUTON, E W HRS	$24.93	2017	31646	10706550
BRUTON, E W HRS	$29.99	2017	56722	10706550
BUCHAN, P FRANK (HRS)	$183.55	2017	29693	97026908
BUCHAN, P FRANK (HRS)	$202.98	2017	52245	97026908
BULL, WALTER	$150.45	2017	30048	11058700
BULLINER, WILLIAM R JR & CAROL	$93.67	2017	29362	11095200
BUNCH, WILLIAM ATHENE	$16.45	2017	28367	11177000
BURGESS, KELLY DON	$267.55	2017	7049	11290700
BURNS, DAVID A	$77.96	2017	165	11476955
BURNS, JOHN	$42.22	2017	50660	97027983
BURTON, GENE M &	$84.44	2017	7357	11711800
BURTON, GENE MARSHALL	$824.41	2017	64398	97009023
BURTON, GENE MARSHALL JR	$7.71	2017	10326	11711925
BUTLER, JAMES E	$3.25	2017	14402	11856925
BUTNER, SHANNON FLYNN &	$10.82	2017	3965	11908300
CAGLE, DEWEY	$4.37	2017	68927	12402300
CAGLE, SCOTT	$1,154.61	2017	68301	97020040
CAGLE, SHIRLEY L	$10.42	2017	7593	12555490
CAIN, LYNWOOD GRADY	$2.38	2017	43378	12591275
CAIN, RICHARD A	$9.67	2017	66578	12591850

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CAMERON, DANIEL	$87.06	2017	2821	12992700
CAMMILLERI, MICHELLE	$3.25	2017	33587	97019936
CAMPBELL, BRIAN TIGHE	$1,282.38	2017	17542	13277825
CAMPBELL, JOSEPH & JESSIE	$19.97	2017	52279	97001942
CAMPBELL, WILMA G (HRS)	$34.04	2017	43416	97021078
CAMPOS, DOMINGO CASTILLO	$260.25	2017	119	13490400
CANADY, SHANNON A	$214.62	2017	55508	13491900
CAPUTO, KENNETH L &	$2.69	2017	56919	13652300
CARLYLE, LARRY STEPHEN	$47.25	2017	14650	13767950
CARLYLE, LARRY STEPHEN	$44.06	2017	14651	13767950
CARLYLE, LARRY STEPHEN	$161.95	2017	14652	13767950
CARNER, JOEL C TRUSTEE	$63.97	2017	33117	97007239
CARTER, JOSEPH W	$12.25	2017	26360	14226300
CASAS, YOLANDA G &	$96.65	2017	38927	14347300
CAVINESS, BARBARA LEE	$9.01	2017	65843	97020382
CAVINESS, SHIRLEY H	$394.09	2017	1149	97020053
CERVANTES, ROSA	$524.42	2017	9926	97003923
CHALFLINCH, JESSICA RITTER &	$1.16	2017	57525	14947100
CHALMERS, IRENE & TERRY &	$160.77	2017	29689	14982200
CHALMERS, JAMES DELBERT JR	$8.95	2017	36889	97004533
CHAMBERS, CELESTER MCMILLAN (HRS)	$106.81	2017	54759	15042300
CHAMBERS, POLLY	$119.27	2017	43810	15094100
CHAMBERS, TONY E	$105.63	2017	15894	97006984
CHAMBERS, TONY E	$360.63	2017	15895	97006984
CHANDLER, SARAH DUNN	$272.47	2017	18893	15128300
CHAPMAN, ROSA LEE (HRS)	$110.22	2017	29706	97026862
CHAPMAN, ROSA LEE (HRS)	$53.61	2017	29707	97026862
CHAPMAN, ROSA LEE (HRS)	$66.00	2017	29708	97026862
CHAVEZ, RODOLFO BETANCOURT	$198.89	2017	6781	97025615
CHERRY, ELIZA JANE	$84.50	2017	38955	15525000
CHERRY, RAYMOND JR	$57.41	2017	38957	15527600
CHISHOLM, ROBERT	$336.57	2017	53659	15653800
CHRISTIAN, VERNA	$202.44	2017	38965	15860900
CHRISTIAN, VERNA	$174.35	2017	38966	15860900
CHRISTIAN, VERNA M	$155.71	2017	38967	15861000
CLARK, GLADYS BROWER (HRS)	$53.53	2017	14988	16097825
CLARK, GLADYS BROWER (HRS)	$156.83	2017	14989	16097825
CLARK, GREGORY C	$301.50	2017	51880	97000370
CLARK, NELLIE	$98.52	2017	30114	16150500
COCKMAN, WARREN JUNIOR &	$252.88	2017	1000499	16676000
COCKMAN, WARREN JUNIOR &	$271.91	2017	1000500	16676000
COCKMAN, WARREN JUNIOR &	$284.26	2017	1000501	16676000
COLE, KAREN	$33.79	2017	55275	17022000
COLE, LARRY DONNELL	$94.49	2017	7906	97011507
COLE, LEON EARL & LAURETTA	$13.16	2017	7903	17038400
COLE, LUCY LEE (HRS)	$23.96	2017	43685	100002201

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COLE, MANZELL ANDRE JR	$10.33	2017	59191	17053400
COLE, NATHANIEL JR	$11.02	2017	15124	17100300
COLE, NATHANIEL JR	$13.69	2017	17178	17100300
COLE, NATHANIEL JR &	$28.65	2017	15125	17100400
COLE, WANDA J	$152.16	2017	7922	17175000
COLEMAN, THOMAS F &	$173.52	2017	15156	17218900
COLLINS, BARRY LIND JR	$30.50	2017	32642	97024363
COLLINS, DRENA SHERRILL &	$74.56	2017	45971	17349500
COLLINS, MICHAEL EDWARD	$513.50	2017	50897	17418800
COLLINS, NANCY	$3.10	2017	1437	97020581
COLLINS, RALPH &	$180.27	2017	29859	17427500
COLLINS, RALPH &	$1,103.35	2017	29860	17427500
COLLINS, THOMAS KENNETH	$129.42	2017	1445	97021099
COMADORE, ALBERTA	$24.58	2017	29880	17779000
COMADORE, ALBERTA BROWN &	$121.57	2017	59654	17779125
CONREY, JOHN (HRS)	$55.40	2017	41233	97014556
CONREY, JOHN (HRS)	$28.12	2017	41234	97014556
CONWELL, GWENDOLYN HRS	$735.20	2017	43771	17990700
CONYERS, ULYSSES, RN	$30.64	2017	62887	100000591
COOK, DEVONNE	$27.35	2017	42425	18035300
COOPER, JERRY TROY &	$3.19	2017	38979	18209700
COPELAND, ELGENE	$448.09	2017	15316	18317150
COPELAND, KERMIT HRS	$536.71	2017	8009	18319500
CORE, ELSIE	$10.37	2017	43802	18393100
CORE, JOSEPHINE	$51.30	2017	43808	18404600
CORLEY, LILLIE M	$147.48	2017	29942	18441800
COVE, THE	$265.43	2017	39046	18711500
COVINGTON, HATTIE B	$295.88	2017	51689	18733700
COVINGTON, JACQUELYN B	$404.69	2017	11646	18747100
COVINGTON, JACQUELYN B	$151.22	2017	11648	18747100
COVINGTON, JIMMY	$5.22	2017	53701	18754100
CRAIG, CHARLES H	$53.05	2017	40701	19092100
CRAVEN, CHARLES M	$57.72	2017	69937	19202550
CRAVEN, JOHN T IV	$22.67	2017	35291	19237300
CRAVEN, PEARLIE M	$158.81	2017	43885	19244100
CRISSMAN, JAMES G	$4.48	2017	2173	19453175
CURRIE, JAMES T & MAMMIE	$19.03	2017	53830	97002577
CURRY, BESSIE	$95.86	2017	30113	20154900
DAIGNEAULT, KAREN	$140.27	2017	39345	97018317
DAVIDSON, ANGELA MANESS	$216.20	2017	394	20771500
DAVIS, CALLIE MAE JONES HRS	$25.80	2017	45975	20966700
DAVIS, DAVID (HRS)	$4.87	2017	8120	97010237
DAVIS, EMMA (HRS)	$359.88	2017	30215	97015582
DAVIS, LARRY EUGENE	$71.24	2017	1681	21298500
DAVIS, LARRY EUGENE	$88.92	2017	1682	21304900
DAVIS, LUCILLE SIMMONS (LE)	$251.93	2017	1696	21361300

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DAVIS, ROBERT LEE HRS	$131.35	2017	1692	21484130
DEBERRY, CAROL &	$109.28	2017	31691	97005932
DEGER, KAREN L	$18.79	2017	39139	21960500
DICICCO, GERTIE	$1.88	2017	15888	22443400
DICKERSON, ALLEN	$85.31	2017	56129	22490500
DIGGS, HALLIE HRS	$59.01	2017	51206	22572175
DIGGS, JOHN E	$27.82	2017	8243	22583700
DIGGS, MAGGIE	$27.04	2017	60050	22585100
DOCKERY, ELMORE	$10.07	2017	15954	22845900
DOCKERY, TERRY B (HRS)	$343.36	2017	8062	97015807
DOCKERY, U Z HRS	$536.45	2017	15955	22862000
DOERFLER, CHRISTOPHER L &	$96.65	2017	39169	22893700
DONALDSON, DONALD	$45.12	2017	9048	22958550
DONALDSON, DONALD M	$39.04	2017	44189	22958600
DONALDSON, JACK MONROE	$70.42	2017	8236	100000769
DOUGLAS, HELEN H	$115.01	2017	30380	23177100
DOWD, SHIRLEY W	$346.40	2017	712	97002915
DOWDY, JOHNNY C ET AL	$139.89	2017	1837	23457700
DOWDY, MARY N	$97.81	2017	44230	23476620
DOWDY, PATRICIA DIANE	$15.10	2017	1836	23492000
DOWNS, ALDEN	$147.71	2017	69348	97010086
DRAKEFORD, WILLIE MAE (HRS)	$390.35	2017	44244	23607250
DRIVET, MICHAEL	$99.60	2017	48470	97026814
DRIVET, MICHAEL	$135.91	2017	52160	97026814
DUMAS, SALLIE MAE (EST)	$8.63	2017	30459	23837600
DURANT, ALBERT	$88.31	2017	62493	24276400
DYER, CHARLES	$53.05	2017	8609	100000768
EDDY, JOHN H E AL	$59.65	2017	39227	24587500
EDDY, VERNON HRS	$221.91	2017	39228	24591700
EDWARDS, SAMUEL JAY &	$18.85	2017	1928	24889000
EGERTON, FRED A	$375.48	2017	53551	24919000
EGERTON, FRED A	$40.22	2017	66217	24919000
EGERTON, FRED A	$457.57	2017	67037	24919000
ELEANYA, JONAH	$81.08	2017	53335	100003562
ELLERBE, RAYMOND N	$84.31	2017	16376	25081500
ELLIOTT, LISA V	$3,257.92	2017	18094	25175650
ELROD, RICK M	$297.67	2017	30357	25263100
ENGLE, JOSEPH &	$126.65	2017	44353	25359900
ERWIN, GORDON E (HRS)	$40.58	2017	39268	25527500
ERWIN, GORDON E (HRS)	$40.58	2017	41026	25527500
ESTRELLA, FLORENTINE &	$4.06	2017	18698	25558050
EWING, ROBERT LEON	$286.86	2017	8719	25808000
EYE & TEE GROUP	$82.65	2017	39860	25842300
EYE & TEE GROUP	$143.39	2017	40264	25842300
EYE & TEE GROUP	$25.01	2017	41211	25842300
EYE & TEE GROUP	$25.01	2017	41213	25842300

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EYE & TEE GROUP	$25.01	2017	41214	25842300
EYE & TEE GROUP	$25.01	2017	41215	25842300
EYE & TEE GROUP	$25.01	2017	41216	25842300
EYE & TEE GROUP	$25.01	2017	41217	25842300
EYE & TEE GROUP	$25.01	2017	41218	25842300
EYE & TEE GROUP	$25.01	2017	41219	25842300
EYE & TEE GROUP	$25.01	2017	41220	25842300
EYE & TEE GROUP	$25.01	2017	41221	25842300
EYE & TEE GROUP	$25.01	2017	41222	25842300
EYE & TEE GROUP	$25.01	2017	41223	25842300
EYE & TEE GROUP	$25.01	2017	41224	25842300
EYE & TEE GROUP	$25.01	2017	41225	25842300
EYE & TEE GROUP	$25.01	2017	41226	25842300
EYE & TEE GROUP	$25.01	2017	41227	25842300
EYE & TEE GROUP	$25.01	2017	41228	25842300
EYE & TEE GROUP	$25.01	2017	41229	25842300
EYE & TEE, LLC	$21.90	2017	39259	25842200
EYE & TEE, LLC	$48.37	2017	39279	25842200
EYE & TEE, LLC	$21.90	2017	39446	25842200
EYE & TEE, LLC	$82.65	2017	39598	25842200
EYE & TEE, LLC	$143.39	2017	39687	25842200
EYE & TEE, LLC	$143.39	2017	39706	25842200
EYE & TEE, LLC	$82.65	2017	39736	25842200
EYE & TEE, LLC	$143.39	2017	39910	25842200
EYE & TEE, LLC	$82.65	2017	39935	25842200
EYE & TEE, LLC	$96.65	2017	40020	25842200
EYE & TEE, LLC	$21.90	2017	40437	25842200
EYE & TEE, LLC	$143.39	2017	40911	25842200
EYE & TEE, LLC	$82.65	2017	41005	25842200
EYE & TEE, LLC	$21.90	2017	41269	25842200
EYE & TEE, LLC	$143.39	2017	41439	25842200
EYE & TEE, LLC	$82.65	2017	42094	25842200
EYE & TEE, LLC	$82.65	2017	42145	25842200
EYE & TEE, LLC	$82.65	2017	42148	25842200
FAIRLEY, ELIZABETH	$71.85	2017	39286	25931300
FAIRLEY, MICHAEL JOE	$198.97	2017	44979	25941900
FERGUSON, ANGELLETTE J	$28.25	2017	31181	26391500
FERGUSON, RUTH JACKSON HRS	$42.19	2017	30702	26489075
FERGUSON, SHARON ANN BOYD	$2.82	2017	44194	26491450
FERGUSON, WALTER J & BELLE	$12.91	2017	52352	26493750
FERGUSON, WALTER J HRS	$38.58	2017	56131	26493800
FIELDS, PAULA	$232.66	2017	45794	26717850
FIELDS, PAULA	$161.58	2017	45795	26717850
FIELDS, PAULA K	$551.28	2017	45793	97014219
FIELDS, SHARON LOUISE BLAKE	$475.83	2017	13760	26737550
FITZPATRICK, MICHAEL	$202.56	2017	26700	27117000

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FITZPATRICK, MICHAEL	$46.82	2017	26701	27117000
FITZPATRICK, MICHAEL	$46.82	2017	26704	27117000
FLEMING, RICHARD G (HRS)	$18.79	2017	39416	27193000
FLINCHUM, CLARA C	$21.40	2017	53599	27273500
FLOWERS, HATTIE A (HRS)	$38.47	2017	52299	97007616
FOREST HAVEN, LLC	$882.17	2017	28891	27551500
FOREST HAVEN, LLC	$4,658.14	2017	34086	27551500
FOREST HAVEN, LLC	$1,861.79	2017	34414	27551500
FOREST HAVEN, LLC	$3,026.31	2017	36474	27551500
FOREST HAVEN, LLC	$115.60	2017	36475	27551400
FOSTER, DAVID W & HAZEL	$2.15	2017	16781	27671300
FOWLER ELECTRIC CONTRACTORS IN	$3.18	2017	30865	27804700
FOWLER, EDDIE	$130.93	2017	48760	97022018
FOXFIRE GOLF CLUB, LLC	$129.72	2017	44871	27943300
FRANCE, ARNIX HRS	$50.11	2017	30889	27990200
FRANCE, ELEASE (HRS)	$19.40	2017	30886	100001171
FRANCISCO, ALFREDO	$4.71	2017	7540	28015400
FRANK, RAY HRS	$27.87	2017	52442	28029975
FRYE, HENRY W HRS	$44.69	2017	2246	28878600
FRYE, LARRY	$17.53	2017	39485	29008900
FUDGE, MURRAY HRS	$390.35	2017	44791	29219150
FULK, JAMES W	$1.84	2017	38985	29243200
FURR, SADYE MAE (HRS)	$376.85	2017	30979	29429925
FURR, SADYE MAE (HRS)	$70.19	2017	30983	29429925
FURR, SADYE MAE (HRS)	$100.32	2017	30984	29429925
FURR, SADYE MAE (HRS)	$71.11	2017	30985	29429925
FUTRAL, DOROTHY	$3.20	2017	2306	97015429
FUTRAL, DOROTHY	$3.20	2017	2307	97015429
GADDY, ALTHEA (HRS)	$4.85	2017	18587	97015919
GAINES, FANNIE DORETHA	$276.66	2017	16993	97021820
GALILEE MISSONARY BAPTIST	$375.61	2017	23791	29795500
GALLIMORE, JOHN C JR &	$108.92	2017	58988	29812500
GAMBLE, AUSTRALIA W HRS	$543.94	2017	17012	29851800
GARCIA, RAUL A	$3.89	2017	38910	97016738
GARCIA, RAUL ANTONIO	$3.89	2017	38496	97004365
GARCIA, RAUL ANTONIO	$3.89	2017	38611	97004365
GARRIS, NORA SELLERS (LE)	$46.82	2017	17065	30944200
GATEWOOD, KIMBERLY	$4.43	2017	49770	100002032
GAY, MARY ELIZABETH HRS	$103.67	2017	31144	31151250
GAY, THADDEUS	$109.71	2017	31146	31155800
GEORGE, ALLEN D	$275.52	2017	36420	31287300
GER INVESTMENTS, LLC	$318.64	2017	41801	31320500
GER INVESTMENTS, LLC	$318.64	2017	41803	31320500
GER INVESTMENTS, LLC	$318.64	2017	41805	31320500
GER INVESTMENTS, LLC	$45.27	2017	41806	31320500
GER INVESTMENTS, LLC	$45.27	2017	41807	31320500

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GER INVESTMENTS, LLC	$45.27	2017	41808	31320500
GER INVESTMENTS, LLC	$276.58	2017	41813	31320500
GER INVESTMENTS, LLC	$276.58	2017	41814	31320500
GER INVESTMENTS, LLC	$276.58	2017	41815	31320500
GER INVESTMENTS, LLC	$276.58	2017	41820	31320500
GER INVESTMENTS, LLC	$276.58	2017	41821	31320500
GILL, MILDRED RUTH &	$129.23	2017	12231	31643300
GILLESPIE, CRYSTAL JANEL	$5.72	2017	55136	31660300
GILLIS, RUBY JEAN	$128.38	2017	66139	31774500
GLORIOUS CHURCH OF THE LIVING	$16.16	2017	31239	31985900
GOINS, DALTON EST	$28.62	2017	2488	32174700
GOINS, DALTON EST	$42.12	2017	2489	32174700
GOINS, DALTON EST	$57.82	2017	2490	32174700
GOINS, HASSIE HRS	$374.89	2017	17316	32186300
GOINS, WESLEY ANDRE &	$3.32	2017	2481	32243800
GOLDSTON, JOHN W	$9.35	2017	52115	32308300
GOLDSTON, JOHN W	$99.73	2017	65365	32308300
GOLF MATRIX CLUBS, LLC	$27.45	2017	56045	32336800
GONAZLEZ, SILVIA SANCHEZ &	$409.34	2017	54984	32346875
GONZALEZ, ALBERT ALCANTAR	$77.20	2017	9094	97007183
GOODE, ANNA BELL	$111.11	2017	59195	32397200
GOODE, ANNA BELL	$70.83	2017	63658	32397200
GOODHUE, JOY WILLIAMS	$511.52	2017	24135	32408300
GORJANC, IDA GRADY HRS	$46.82	2017	17404	32582000
GOUTIER, RONALD F	$91.55	2017	69380	32662200
GRAHAM, ADDIE	$51.15	2017	31327	32781000
GRAHAM, ADDIE	$16.45	2017	38444	32781000
GRAHAM, DAWN M	$3.55	2017	52250	32827750
GRAHAM, RUTH LEASON	$215.71	2017	439	100000992
GRATEFUL MANAGEMENT SERVICE, LLC	$91.67	2017	55591	97005044
GREENE, JAMES	$135.91	2017	11910	33294950
GREER, WAYNE BENNETT JR &	$10.29	2017	52142	33396250
GREGORY, LILLIAN E	$350.46	2017	45182	97007554
GRIMM, FREDDIE M & GRIMM, JOHN DAVID	$123.57	2017	1000466	97005919
GRIMM, FREDDIE M & GRIMM, JOHN DAVID	$134.02	2017	1000467	97005919
GRIMM, FREDDIE M & GRIMM, JOHN DAVID	$142.98	2017	1000468	97005919
GROGAN, BRENDA F	$1,097.81	2017	15047	97015558
GUYTON, JOHNNY D	$8.34	2017	56479	97014675
GUYTON, JOHNNY DEAN	$612.38	2017	7506	97011114
GWYN, DEBORAH Y	$4.59	2017	70746	33975550
HALE, SHIRLEY B	$105.50	2017	23792	34228800
HAMER, WILLIE RICHARD SR (HRS)	$82.76	2017	31530	100002151
HAMPTONS OF PINEHURST INC	$97.86	2017	54757	34683950
HANCOCK, CHRISTINE F	$16.74	2017	60052	37414050
HANCOCK, JOHNNY J	$221.88	2017	45303	34735750
HANCOCK, JOHNNY SR	$184.32	2017	49995	34735800

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HANNANS, RODNEY	$357.10	2017	36330	97015811
HARDY, VIRGINIA LOU	$198.43	2017	36517	97008930
HARRELSON, PATRICIA ALISON	$53.30	2017	7987	97001346
HARRELSON, PATRICIA ALISON	$58.83	2017	8548	97001346
HARRELSON, PATRICIA ALISON	$53.61	2017	8549	97001346
HARRELSON, PATRICIA ALISON	$47.35	2017	8554	97001346
HARRELSON, PATRICIA ALISON	$50.87	2017	8555	97001346
HARRELSON, PATRICIA ALISON	$81.08	2017	8556	97001346
HARRELSON, PATRICIA ALISON	$45.57	2017	8557	97001346
HARRELSON, PATRICIA ALISON	$51.92	2017	8564	97001346
HARRELSON, PATRICIA ALISON	$67.50	2017	8591	97001346
HARRELSON, PATRICIA ALISON	$65.24	2017	8592	97001346
HARRELSON, PATRICIA ALISON	$78.29	2017	11002	97001346
HARRELSON, PATRICIA ALISON	$54.04	2017	69284	97001346
HARRELSON, PATRICIA ALISON	$47.45	2017	70004	97001346
HARRINGTON, D W HRS	$13.31	2017	31613	35449700
HARRINGTON, WILLIAM H (HRS)	$288.42	2017	2675	97026867
HARRIS, ANDREW (EST)	$1,896.52	2017	17928	35620900
HARRIS, CHARLES GREGORY	$348.92	2017	2887	97020621
HARRIS, FRANKIE CAMERON	$17.03	2017	65910	35714400
HARRIS, JOHN HRS	$58.98	2017	2699	35762700
HARRIS, MARGARET F	$185.80	2017	17940	35792500
HARRIS, RENEE LISA (HRS)	$405.86	2017	39258	35837200
HARRIS, RENEE LISA (HRS)	$122.81	2017	60513	35837200
HARRIS, STEPHEN HRS	$198.21	2017	52047	35866100
HARRISON, DEMOND NAVITHER	$20.60	2017	50396	97011516
HAYES, CONNIE GRAHAM	$90.74	2017	54729	36397800
HAZELWOOD HOUSE PARTNERSHIP	$3,211.35	2017	16696	36507700
HELMS, DAVID E (HRS)	$67.68	2017	44256	97021729
HENNINGS, MICHAEL ROBERT	$477.07	2017	31790	37017000
HENNINGS, MICHAEL ROBERT	$510.41	2017	54207	37017000
HENNINGS, MICHAEL ROBERT &	$486.79	2017	31791	37017100
HERITAGE DEVELOPMENT OF S P	$38.95	2017	52587	37130900
HICKIN, SCOTTIE ALEXANDER	$536.53	2017	31631	97006166
HICKMAN, LARRY &	$552.98	2017	2784	37297700
HICKS, BARBARA ZANDERS	$71.43	2017	56340	37311300
HICKS, MERCER III	$13.33	2017	31826	37357500
HIGH, PRINCE A (HRS)	$46.10	2017	51548	97018989
HIGH, PRINCE A (HRS)	$46.10	2017	51550	97018989
HILL, ELIZABETH (HRS)	$578.45	2017	31857	97026850
HINES, KAREN R (LE)	$615.42	2017	69568	37775050
HINES, YOLETTE	$36.71	2017	41276	37784500
HINSON, KELLY A	$68.31	2017	12029	37826000
HINSON, RHONDA STIVER	$248.30	2017	67520	37847300
HODGES, SHANNA	$171.02	2017	37036	100000099
HOLLIWAY, LINDA	$263.66	2017	45038	97015348

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HOLLY, JERRY L	$60.03	2017	66345	38384650
HOMEMARK, LLC	$10.48	2017	5486	38572150
HOOKER, JENNIE B	$25.24	2017	34546	38662700
HOPTON, RUBY GARNER (HRS)	$372.76	2017	43525	97020561
HORNE, AUSTIN B	$509.35	2017	40948	97010635
HORNER, ADA MELINDA	$163.98	2017	67002	38807400
HORTON, ELLA WISE HRS	$67.87	2017	45648	38937800
HORTON, SPENCER L	$60.84	2017	66594	38945300
HOUGH, IDELLA	$12.18	2017	45652	38984900
HOUSE, ELI & JOHN HRS	$319.95	2017	2906	39010300
HOUSE, LEE EST	$91.12	2017	2907	39014900
HOUSE, LEE HRS	$104.96	2017	61552	39015000
HOWELL, RACHEL J	$84.19	2017	18562	39194300
HOWELL, RACHEL J	$84.19	2017	18563	39194300
HOXWORTH, LYNN B	$8.35	2017	13675	39238370
HUGGINS, P (REV)	$15.12	2017	32101	39414800
HUGGINS, P (REV)	$16.65	2017	32102	39415000
HUGGINS, PLUMMIE ALLEN (HRS)	$291.92	2017	30410	100001167
HUMBERTSON, HELEN F	$95.84	2017	2939	39509200
HURLEY, DONALD	$56.17	2017	39384	39835600
HUSSEY, DONALD	$33.59	2017	15561	40012500
HUSSEY, DONALD	$16.84	2017	15562	40012500
HUSSEY, PEGGY GARNER	$21.14	2017	9338	40209400
HUSSEY, PEGGY GARNER	$295.66	2017	9339	40209400
HUSSEY, PEGGY GARNER	$69.05	2017	55536	40209400
HUSSEY, PEGGY GARNER	$195.72	2017	66499	40209400
HUSTON, EVELYN C	$183.18	2017	45745	40330475
IMPEMBA, ROSANNA	$177.65	2017	24954	97008883
INGLAND, HANNAH A TRUSTEE	$1,469.08	2017	63689	97002172
J-MAC PROPERTIES, LLC	$482.49	2017	2856	97012048
J-MAC PROPERTIES, LLC	$224.18	2017	6967	97012048
J-MAC PROPERTIES, LLC	$111.94	2017	69273	97012048
JACKSON, ANDREW	$16.36	2017	32216	40882500
JACKSON, ETHEL & JOHNSON L	$48.81	2017	9405	40954000
JACKSON, J H & CATHY	$9.24	2017	67251	41011400
JACKSON, JEANETTE M	$92.62	2017	45810	41024900
JACKSON, JOHNNIE & JACKSON, CLEMIE &	$218.97	2017	53874	97003538
JACKSON, R B (HRS)	$62.93	2017	18771	97014840
JACKSON, ROY BENTON (EST)	$78.59	2017	18769	41163100
JACKSON, THETIE B (HRS)	$86.13	2017	18776	100000680
JACOBS, MARY (HRS)	$422.70	2017	45819	97010780
JARRETT, DONALD (HRS)	$293.04	2017	39397	97020494
JENRETTE, LEOLA &	$3.62	2017	69876	41581800
JESSEE, MARVIN RODERICK JR &	$241.64	2017	67033	41626300
JOHNSON DELAWARE GROUP LP	$226.17	2017	23777	41855325
JOHNSON DELAWARE GROUP LP	$82.65	2017	40800	41855325

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JOHNSON DELAWARE GROUP LP	$143.39	2017	42121	41855325
JOHNSON DELAWARE GROUP LP	$226.17	2017	12821	41855300
JOHNSON DELAWARE GROUP LP	$96.65	2017	41249	41855300
JOHNSON, A P	$54.60	2017	32324	42025600
JOHNSON, A P	$54.60	2017	32330	42025600
JOHNSON, A P	$7.30	2017	45872	42025600
JOHNSON, A P	$40.40	2017	45873	42025600
JOHNSON, A P	$127.81	2017	52350	41956500
JOHNSON, A P	$65.51	2017	45857	42039400
JOHNSON, A P	$260.52	2017	45867	42064700
JOHNSON, A P &	$11.20	2017	45870	42097100
JOHNSON, ALLEN P	$65.51	2017	52436	42117325
JOHNSON, BRONWYN LOUISA	$35.92	2017	45887	42146200
JOHNSON, BRUCE EDWARD &	$49.23	2017	9448	72147525
JOHNSON, EDNA	$70.05	2017	9445	97005785
JOHNSON, HENRY C	$9.68	2017	18903	97011861
JOHNSON, LESLIE ANITA	$567.66	2017	9453	97005702
JONES, CARIE	$5.02	2017	2601	97025575
JONES, FRANCES N (HRS)	$34.06	2017	11008	97015564
JONES, MAGGIE B (EST)	$28.74	2017	19027	43033000
JONES, MAGGIE B (EST)	$58.02	2017	65923	43030700
JONES, MARIE	$9.31	2017	65845	97021728
JONES, NAKIA L	$218.39	2017	59670	43053850
JONES, W R &	$14.33	2017	60927	43157000
JUNG, CHERYL & WHITE, MIKE	$79.35	2017	50743	97015761
JUNGE, CARSTEN H &SPAUGH, KATHERINE(HRS)	$38.09	2017	70697	97006850
JUSTICE, JAMES ROBERT &	$124.26	2017	33335	43378500
JVW HOLDINGS, LLC	$7.43	2017	42280	97008051
JVW HOLDINGS, LLC	$417.17	2017	37545	97016336
JVW HOLDINGS, LLC	$722.56	2017	44132	97016336
KEARNS, FREDERICK J	$98.52	2017	32488	43575600
KEARNS, FREDERICK J	$41.62	2017	32490	43575600
KEARNS, H L (HRS)	$17.70	2017	32489	97018987
KELLIS, DALLAS LEON (HRS)	$913.50	2017	46039	97021061
KELLY, ALEXANDER HRS	$180.83	2017	19217	43824200
KELLY, ALEXANDER HRS	$102.27	2017	69546	43824200
KELLY, DANNIE	$37.28	2017	58162	43863100
KELLY, DIONTAI	$164.90	2017	68367	100003274
KELLY, EDINBOROUGH HRS	$115.18	2017	3163	43879400
KELLY, GEORGE S JR HRS	$32.72	2017	3166	43907100
KELLY, KRISTIN HEATHER	$102.82	2017	70511	43969050
KELLY, NEZZIE GOINS HRS	$36.58	2017	19234	43996800
KELLY, RENITA	$33.50	2017	30635	100000327
KELLY, THOMAS L JR	$261.40	2017	13720	44035200
KENNEDY, JULIA H	$1,992.01	2017	32555	44354950
KENNEDY, MARIE T	$3.24	2017	66997	100001611

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KENWORTHY, ANTHONY C	$14.11	2017	64012	97006927
KERNS, ROBERT Z	$21.90	2017	39994	44610800
KEY, JAMES MILLARD	$72.19	2017	6874	44760405
KEY, JAMES MILLARD	$427.60	2017	9658	44760300
KEY, JAMES MILLARD	$133.81	2017	9659	44760300
KEY, JAMES MILLARD	$621.41	2017	12263	44760300
KILPATRICK, ALEXANDER & DONNA	$21.90	2017	40004	44981100
KIMBALL, W H	$12.93	2017	30478	45027200
KIMBER, EMILY MARIE &	$124.63	2017	46188	100002688
KIMBER, ROBERT MARTIN	$61.19	2017	46724	45031000
KING, DONZELL	$19.31	2017	31622	45105600
KING, NANCY L	$221.26	2017	19351	97010157
KRIEGER, CHRISTOPHER D &	$300.81	2017	55127	45892800
LABOY, DANIEL	$21.90	2017	38978	46090750
LAIRD, THOMAS ANTHONY &	$143.39	2017	38834	46156100
LAMONDS, NEIL ALTON	$338.45	2017	9762	46395600
LASSITER, JEFF HRS	$271.72	2017	29477	46502650
LASSITER, JEFFERY LEE HRS	$218.01	2017	30960	46802950
LASSITER, JEFFERY LEE HRS	$116.06	2017	32820	46802950
LASSITER, JEFFERY LEE HRS	$525.93	2017	38401	46802950
LASSITER, JEFFERY LEE HRS	$122.42	2017	68172	46802950
LAURINBURG HOUSING CENTER, INC	$51.54	2017	49307	46903650
LEAK, MILDRED	$75.36	2017	32854	47246600
LEDBETTER, RICK	$291.97	2017	33895	47323650
LEMONDS, E L	$3.58	2017	10918	47607950
LES CONTRACTORS, INC	$23.14	2017	65389	47676000
LETTERLOUGH, HENRY	$9.11	2017	57889	47768850
LEVINE, DAVID EMANUEL	$105.00	2017	19992	47793900
LEVINER, SHEILA WELCH	$153.97	2017	27656	47797050
LEWIS, HELEN MARIE	$604.93	2017	32924	97013221
LEWIS, PHILLIP MELVIN &	$68.67	2017	9848	48042400
LIGGETT, GEORGE A (HRS)	$55.91	2017	40110	100002385
LITTLE, LULA (HRS)	$11.92	2017	46550	97006904
LOCKEY, BENJAMIN FORREST III TRUSTEE	$27.85	2017	46562	97021007
LOCKEY, BENJAMIN FORREST III TRUSTEE	$8.84	2017	46564	97021007
LOCKEY, BENJAMIN FORREST III TRUSTEE	$6.59	2017	69064	97021007
LOFTON, EDNA CHARLES	$39.75	2017	32990	48771100
LOVINGOOD, JAMES D	$18.79	2017	40140	49744000
LOWE, KIERSTON DEEMER &	$1.61	2017	15803	49778400
LYON, RISDEN A HRS	$238.02	2017	33065	97015206
LYON, RISDEN A HRS	$200.51	2017	59843	97015206
LYON, THE	$334.65	2017	55767	50232500
LYON, THE	$51.49	2017	60667	50232500
LYON, THE	$83.81	2017	64708	50232500
LYON, THE	$245.69	2017	69650	50232500
MA, MICHAEL & MARGARET A	$68.48	2017	9958	50302000

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MABE, GAIL (LE)	$102.24	2017	4072	50327000
MABE, RODNEY D	$37.71	2017	53668	50359700
MABE, RODNEY V	$42.63	2017	23506	50360000
MABE, STEVE ALLEN	$186.93	2017	17294	50366130
MABE, TONY RAY	$6.64	2017	46689	100001918
MABEE, S E	$37.32	2017	46688	50371500
MACIAS, MARIA JAZMIN	$77.96	2017	38855	97022480
MACK, TIMOTHOUS	$46.82	2017	20444	50473800
MALAGON, VICTOR	$378.58	2017	70520	97018669
MALLOY, MICHAEL M	$56.65	2017	2152	50742400
MANESS, AARON L	$444.68	2017	5070	97007769
MANESS, AARON LAMONT	$82.95	2017	570	97003798
MANESS, DOROTHY	$178.89	2017	12370	97023094
MANESS, DOROTHY	$37.47	2017	12371	97023094
MANESS, EUGENE CURTIS	$52.05	2017	57516	97001764
MANESS, JAMES DOYLE	$24.62	2017	1000502	97009747
MANESS, JAMES DOYLE	$26.47	2017	1000503	97009747
MANESS, JAMES DOYLE	$27.78	2017	1000504	97009747
MANESS, JAMES DOYLE	$69.97	2017	1000505	97009747
MANESS, JAMES DOYLE	$75.23	2017	1000506	97009747
MANESS, JAMES DOYLE	$78.99	2017	1000507	97009747
MANESS, JAMES DOYLE	$206.03	2017	1000508	97009747
MANESS, JAMES DOYLE	$221.55	2017	1000509	97009747
MANESS, JAMES DOYLE	$232.63	2017	1000510	97009747
MANESS, JAMES DOYLE	$509.64	2017	1000511	97009747
MANESS, JAMES DOYLE	$547.98	2017	1000512	97009747
MANESS, JAMES DOYLE	$575.40	2017	1000513	97009747
MANESS, JAMES DOYLE	$498.17	2017	1000514	51136000
MANESS, JAMES DOYLE	$535.66	2017	1000515	51136000
MANESS, JAMES DOYLE	$562.45	2017	1000516	51136000
MANESS, JOSEPH GRANT	$1.68	2017	10092	97026085
MANESS, WENDELL H JR	$6.83	2017	5068	51409650
MANSON, MARGARET R (HRS)	$186.03	2017	48399	97021734
MARLEY, HEATHER YOW &	$3.55	2017	51111	51951600
MARLEY, MAGGIE EST	$379.42	2017	33185	51984600
MARSH, NELLIE HRS	$32.08	2017	45815	41119400
MARSH, SHIRLEY ANN	$936.69	2017	3737	52181300
MARSH, SHIRLEY ANN	$125.87	2017	3738	52181300
MARSH, SHIRLEY ANN	$467.84	2017	3739	52181300
MARSH, SHIRLEY ANN	$866.78	2017	3742	52181300
MARTIN, ED HRS	$41.34	2017	50913	52382350
MARTIN, FRANKLIN E & LESSIE M&	$483.08	2017	3761	52405700
MARTIN, TOMMY JUNIOR	$157.97	2017	70013	52581500
MARTINDALE, THOMAS BRIAN	$86.23	2017	1000469	97005073
MARTINDALE, THOMAS BRIAN	$92.71	2017	1000470	97005073
MARTINDALE, THOMAS BRIAN	$97.36	2017	1000471	97005073

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MARTINEZ, RAUL FLORES	$553.58	2017	5711	97008676
MASCITELLI, JANET B SR (HRS)	$14.81	2017	67321	97007641
MASHBURN, SHAY	$849.62	2017	36518	52761500
MASHBURN, 5HAY	$755.70	2017	47438	52761500
MASHBURN, SHAY L	$1,072.57	2017	33397	52761700
MATHERSON, RUSSELL FRANK (HRS)	$196.54	2017	10227	52904500
MATTHEWS, JOHNSIE HRS	$596.50	2017	3824	53072850
MATTHEWS, SHERRIL D	$4.68	2017	69374	53136930
MAXWELL, MARJORIE DOWD	$43.80	2017	59209	53268000
MCARTHUR, ELIJAH HRS	$195.85	2017	33344	53507200
MCARTHUR, ELIJAH HRS	$39.55	2017	33345	53507200
MCARTHUR, ELIJAH HRS	$105.03	2017	33346	53507200
MCARTHUR, ELIJAH HRS	$66.78	2017	52090	53507200
MCARTHUR, ELIJAH HRS	$14.64	2017	57054	53507200
MCCALLUM, FLORENCE HR5	$12.25	2017	65912	53673800
MCCRIMMON, CORNELL &	$3.20	2017	46937	54139300
MCCRIMMON, JAMES OTI5	$130.26	2017	66422	54176500
MCCRIMMON, JOHN (HRS)	$189.12	2017	40281	54188200
MCCRIMMON, JOHN C (HRS)	$130.74	2017	40282	54190165
MCCRIMMON, JOHNNY LEE 5R	$8.71	2017	55569	97009692
MCCRIMMON, REBECCA FAYE	$3.90	2017	69660	54263950
MCDONALD, JULIAN D	$310.94	2017	69239	54659200
MCDONALD, RALPH ARCHIE	$3.37	2017	46980	97005590
MCDOUGALD, KATE S HRS	$149.42	2017	33353	54773000
MCDUGAL, LILLA	$1,122.77	2017	30407	54762675
MCEACHERN, TOM (HRS)	$29.10	2017	47000	54844000
MCKEITHEN, ARTHUR	$39.21	2017	33534	55448400
MCKEITHEN, ARTHUR	$162.32	2017	68365	55448400
MCKEITHEN, ARTHUR BERNARD &	$162.32	2017	68370	55448600
MCKEITHEN, FLORETTA R HRS	$259.21	2017	33539	57479200
MCKEITHEN, REBECCA D	$19.22	2017	3829	100001334
MCKENZIE, JOSEPHINE G	$27.18	2017	51007	55774800
MCKENZIE, WALTER (HRS)	$106.68	2017	51343	55871600
MCKINNEY, DRESSIE (HRS)	$128.37	2017	21047	55910750
MCKINNIS, ALICE K E5TATE	$322.70	2017	3995	55933700
MCKINNON, ANTHONY W	$396.34	2017	2289	55949400
MCLAUGHLIN, CURTIS WARREN HRS&	$98.85	2017	4010	56074400
MCLAUGHLIN, CURTIS WARREN HRS&	$58.70	2017	50779	56074400
MCLAUGHLIN, JAMES (HRS)	$70.81	2017	54755	97009673
MCLAUGHLIN, NANCY H	$36.98	2017	56778	56145200
MCLAUGHLIN, PHILLIP L	$44.81	2017	4025	56152200
MCLEAN, ANNA B	$77.55	2017	36859	97006631
MCLEAN, QUENTIN	$42.63	2017	70845	97007717
MCLEAN, QUINTIN OWEN	$81.71	2017	66595	56330300
MCLEAN, WILLIE G HRS	$28.44	2017	2746	56338825
MCLENDON, ROSA (HRS)	$24.06	2017	52385	100001494

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
MCLEOD, CARRIE LYNN &	$40.58	2017	137	100003017
MCLEOD, CARRIE LYNN &	$225.44	2017	138	100003017
MCLEOD, FRANCES	$289.66	2017	56767	56452300
MCLEOD, K A HRS	$25.14	2017	47180	56508600
MCMILLAN, SHARON RACHELL	$101.27	2017	45037	56736900
MCNEILL, ARTHUR WADDELL	$569.76	2017	47245	56929700
MCNEILL, DARRELL J JR &	$437.05	2017	2144	57020400
MCNEILL, DARRELL J JR &	$218.51	2017	2778	57020400
MCNEILL, DARRELL J JR &	$427.80	2017	4123	57020400
MCNEILL, HOWARD	$46.63	2017	40392	57129700
MCNEILL, MARY E	$348.72	2017	47282	57276900
MCNEILL, NELSON EUGENE	$40.22	2017	4077	57302100
MCNEILL, WILL HRS	$12.25	2017	65943	57376200
MCNISH, ROBERT B	$222.59	2017	44824	97013536
MCPHATTER, DAVID C &	$215.02	2017	66177	57412475
MCPHATTER, MARY	$65.19	2017	4110	57419500
MCPHATTER, MARY	$350.18	2017	4283	57419300
MCRAE, GENEVA	$725.86	2017	21177	57557900
MCRAE, LENORA ET AL	$103.01	2017	47320	57628800
MCRAE, ROI	$164.38	2017	13727	97014191
MCRAE, SALLY	$171.13	2017	47324	97010137
MCRAE, WILLIE L	$389.76	2017	21192	97019615
MECHANIC, GERALD L HRS	$152.72	2017	10430	57806000
MEDLIN, CRYSTAL A	$3.76	2017	4142	97001670
MEDLIN, EUNICE HRS	$28.05	2017	47336	57863400
MENDIGUREN, ROBERT J ET UX	$14.97	2017	38547	58148500
MENTAL HEALTH ASSOCIATION IN	$290.96	2017	47847	58154700
MIGHTY, DEBRA MONROE	$21.88	2017	30408	58556400
MIGHTY, DEBRA MONROE	$16.74	2017	30411	58556400
MILES, GEO H	$13.86	2017	60797	58581050
MILES, REBECCA	$19.31	2017	33414	97011860
MINOR, KIMBERLY RENEE	$118.35	2017	33908	58986500
MITCHELL, LATONIA &	$3.48	2017	20632	59080075
MOFIELD, VIRGINIA A	$310.27	2017	47488	97010383
MOFIELD, VIRGINIA A	$49.17	2017	47490	97010383
MOLESWORTH, ROBERT III	$4.50	2017	11377	97017017
MONROE, ADA TYSON	$11.96	2017	4179	59312400
MONROE, ADA TYSON	$11.96	2017	4180	59312400
MONROE, CONNIE (HRS)	$3.55	2017	33954	100001158
MONROE, COSIE & JOHN	$21.60	2017	47499	59395200
MONROE, COSSIE & DONALD	$160.24	2017	47498	59392900
MONROE, JOHN W & COSIE	$21.70	2017	54758	59498400
MONROE, LOUIS ALLEN & MARY W &	$115.58	2017	33950	59556200
MONROE, MARIO	$1.46	2017	50882	97005462
MONROE, SEACER ERNIE & RICANTA	$97.41	2017	21613	59650500
MONROE, SEACER ERNIE & RICANTA	$262.82	2017	59243	59650500

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MONROE, STEVEN ALAN	$101.83	2017	57171	59655000
MONTEFUSCO, HARRY	$34.34	2017	21621	59712600
MOODY, MARCIE LYNN	$81.40	2017	1515	97022778
MOODY, MARCIE LYNN	$46.82	2017	4440	97022778
MOODY, MARCIE LYNN	$46.82	2017	4441	97022778
MOODY, MARCIE LYNN	$46.82	2017	5733	97022778
MOODY, MARCIE LYNN	$63.58	2017	5847	97022778
MOONE, NAKILYA	$151.90	2017	23796	97021821
MOORE, BRENDA P	$85.76	2017	62261	59942450
MOORE, CASSANDRA	$30.17	2017	58159	59943200
MOORE, LADDIE B	$359.81	2017	10624	60172600
MOORE, SHANNON	$1,252.08	2017	6291	97025648
MOORE, WALTER L	$24.79	2017	52369	60313200
MORGAN, LINDA BREWER &	$82.59	2017	7107	60623500
MORGAN, PHILIP M	$61.47	2017	10711	60667000
MORGAN, PHILLIP MICHAEL	$101.90	2017	10714	60667100
MORGAN, TERRILL &	$68.42	2017	21066	60694000
MORGAN, WILBERT & MARY	$2.91	2017	21716	60720000
MORMAN, BOBBY	$4.65	2017	45067	60768500
MORRISON, ANNIE GOINS	$492.07	2017	4276	60961500
MORRISON, BARBARA	$447.30	2017	53702	60966700
MORRISON, DOROTHY M (HRS)	$38.52	2017	55246	97006303
MORRISON, FRANK P	$30.31	2017	65937	61032800
MOSHER, GEORGE F	$289.67	2017	21840	61255900
MOSHER, GEORGE F	$385.86	2017	21843	97010730
MOTLEY, CLARA YORK	$98.52	2017	34105	61359400
MOTLEY, COLUMBUS E SR	$123.73	2017	34106	61359500
MUNNO, CLEMENT FLOYD	$115.34	2017	69952	61522600
MURDAUGH, KENNETH ALLAN (HRS)	$81.08	2017	8559	61569250
MURDOCKSVILLE CORPORATION, THE	$1,636.91	2017	1000485	61570100
MURDOCKSVILLE CORPORATION, THE	$1,718.82	2017	1000486	61570100
NALL, TINA	$17.34	2017	55189	97015911
NANCE, KAREN T	$3.97	2017	41304	62163950
NEALY, BILLY RAY &	$29.81	2017	47797	62332600
NELSON, BESSIE (HRS)	$236.45	2017	34172	97010793
NETTLES, ELLAR	$25.63	2017	34186	62605500
NEWKIRK, ELVY O	$328.80	2017	29443	62714200
NICHOLSON, MARGARET A B &	$4.24	2017	23810	62891200
NICOR, L L C	$10,330.11	2017	37691	62948500
NICOR, L L C	$1,599.97	2017	70244	62948500
NORRIS, CHARLES E	$78.08	2017	4454	63091300
NORTH CAROLINA NATIONAL BANK	$96.65	2017	52217	63146200
NUMBERS, DERRICK L	$101.86	2017	47440	97013239
OCAMPO, SEGUISMUNDO	$400.93	2017	7149	97002956
OLDHAM, TELLY WAYNE	$130.98	2017	50809	63913100
OLIVER, FLORA MARGARET &	$118.82	2017	34323	63967200

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OLSON, NATHAN	$120.54	2017	15460	97005729
ORR, OLLIE (HRS)	$79.70	2017	10942	100002169
OUTREACH MINISTRY FOR JESUS	$20.57	2017	56396	64194800
OWNER UNKNOWN	$353.27	2017	37447	64388925
OWNER UNKNOWN	$827.16	2017	27015	64388900
OWNER UNKNOWN	$93.86	2017	56039	64388900
OWNER UNKNOWN	$40.29	2017	56517	64388900
OWNER UNKNOWN	$138.05	2017	60620	64388900
OWNER UNKNOWN	$193.08	2017	63643	64388900
OWNER UNKNOWN	$500.69	2017	65986	64388900
OWNER UNKNOWN	$33.57	2017	68987	64388900
OWNER UNKNOWN	$32.23	2017	69485	64388900
OWNER UNKNOWN	$43.69	2017	70786	64388900
PANIAGUA-OSILVO, MARCOS	$179.08	2017	167	64733000
PANKEY, DOROTHY M HRS	$4.43	2017	34386	64733600
PANKEY, JANET DENISE	$260.18	2017	34389	64735500
PARKER, AMELIA	$407.68	2017	19751	97003036
PARKER, JOSEPH D JR	$29.04	2017	3977	64906200
PARKER, JOSEPH D JR	$34.62	2017	4732	64906200
PARKER, JOSEPH D JR	$28.19	2017	4580	64906205
PARKER, LENA MAY HRS	$649.38	2017	34402	64914100
PATE, SCOTTY LEE	$4.49	2017	70721	65229800
PATTEN, SYBELLA A & JULIA F	$19.95	2017	48023	65277400
PATTEN, SYBELLA A & JULIA F	$23.34	2017	48024	65277400
PATTEN, SYBELLA V FERGUSON &	$36.27	2017	48025	65277600
PATTERSON, JAMES H JR (HRS)	$511.28	2017	34442	97015663
PATTERSON, JAMES HOOVER III	$8.99	2017	28376	65405950
PATTERSON, MARTHA A	$77.89	2017	53159	97006851
PATTISON, STEVEN J &	$38.95	2017	69706	65535600
PEDRO, PEDRO MIGUEL	$533.32	2017	8668	97013645
PEMBERTON, LAWYER W	$17.97	2017	11015	65844400
PENISTON, WILLIAM C (HRS)	$855.43	2017	34492	97006816
PENNELL, DANA	$25.01	2017	4648	65867400
PENNELL, DANA	$25.01	2017	4649	65867400
PEOPLES, BARBARA LEE & HENRY	$9.43	2017	4653	65897300
PEREZ, GENARO SOTO	$43.70	2017	114	65927850
PERNELL, G CARLTON	$2.41	2017	22566	65974300
PERSON, PAUL A	$34.48	2017	57441	66194000
PERSON, PAUL A	$49.68	2017	70838	66194000
PERSON, WILLIAM E JR	$149.23	2017	34510	66249800
PETTIS, SARA L (HRS)	$81.08	2017	53157	97021724
PFANN, RANDY C	$5.35	2017	24588	66458700
PHILLIPS, CARRIE HRS	$10.99	2017	63653	66552900
PHILLIPS, EDITH COLE HRS	$23.76	2017	50947	66596200
PHILLIPS, JAMES WILLIAM	$86.07	2017	63636	97001700
PHILLIPS, JEAN B & OTHERS	$121.14	2017	4746	66666900

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PHILLIPS, JOSEPH C	$631.56	2017	1000490	66714900
PHILLIPS, JOSEPH C	$679.06	2017	1000491	66714900
PHILLIPS, JOSEPH C	$713.07	2017	1000492	66714900
PICKETT, TRACIE STYERS	$19.34	2017	49580	66936800
PILSON, SUSAN	$1,749.19	2017	1000493	67088750
PILSON, SUSAN	$1,880.82	2017	1000494	67088750
PILSON, SUSAN	$1,974.93	2017	1000495	67088750
PMD, INC	$990.29	2017	29584	64422100
POE, SAMUEL III	$8.51	2017	67437	69098600
POLLARD, ADELIN L	$42.45	2017	48228	69148900
POLLARD, STEVEN M	$4.45	2017	70764	69158650
PONDS, WANDA P WILLIAMS	$304.06	2017	50731	100001660
POOLE, WILLIAM J JR	$28.12	2017	48237	69243500
PORE, JAMES & LILLIE MAE	$54.09	2017	48259	69333500
PORE, JAMES & LILLIE MAE	$74.85	2017	65938	69333500
PRATT, GLENN DELL & PRATT, VERNON (HRS)	$111.91	2017	37216	97010942
PRATT, JIMMY	$35.23	2017	21683	69577600
PRIEST, WILLIAM	$152.24	2017	66083	69964000
PRINGLE, KARL E A	$530.65	2017	28351	70012900
PRUNTY, PAULINE CAVINESS (LE)	$272.10	2017	67049	44541600
PUGH, WILETHA M (HRS)	$2,482.89	2017	34972	97006368
PURCELL, WILLIE R (HRS)	$294.84	2017	23707	70271925
PURVIS, CHRISTOPHER DANIEL	$125.93	2017	5726	97013279
PURVIS, SHARON MECHELE	$1.94	2017	18610	70431900
QUICK, GURNEY L	$9.35	2017	5038	97000577
RABY, RAY T HRS & EVA H	$579.07	2017	11166	70752225
RACHALL, DENISE JULIE LAVIGNE&	$143.71	2017	40219	70763500
RAGLAND, HELEN & GEORGE	$15.12	2017	35097	70812400
RAINES, DONALD RAY	$269.27	2017	38565	70867700
RAMIREZ, JUAN PABLO ALVAREZ	$4.74	2017	1362	97012560
RAMOS, ADOLFO LOPEZ	$40.58	2017	5960	97022286
RANK, STEPHEN ANDREW	$1,212.11	2017	45922	70972700
RATCLIFF, J F	$46.85	2017	23802	71077600
RAY, JUANA A (LE)	$118.31	2017	43342	71201000
RAY, JUANA A (LE)	$722.50	2017	48398	71201000
RAY, LARRY C	$70.74	2017	48395	71205600
RAY, LARRY C	$183.57	2017	48397	71205600
RAY, ROSIA LITTLE (HRS)	$206.74	2017	8244	97026794
RAY, SARAH M	$148.11	2017	46974	71249800
RAY, SHAWNA ADELE	$75.96	2017	53160	97024422
RAYE, ESSIE MAE JONES	$208.76	2017	52445	97015129
REAGAN, DOUG	$966.07	2017	23496	100001126
REAGAN, ROBERT DOUGLAS	$772.39	2017	6003	97026300
REAVES, IASIA MOORE	$4.05	2017	30137	100001250
REAVES, PRESTON JR	$10.08	2017	48428	71435700
REAVIS, LEO S	$126.82	2017	39354	71444000

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REED, DANIEL E & DEBRA L	$143.39	2017	40742	71518800
REEVES, JOSEPHINE	$191.16	2017	67523	71627050
REGAN, RICHARD J (HRS)	$25.01	2017	40726	97019001
REID, ELMER	$24.37	2017	46731	71686400
REID, ELMER	$103.30	2017	48457	71686400
REID, ISAAC & CORNELIUS	$64.06	2017	23914	71688700
REMBERT, CARLTON W	$235.01	2017	35141	71768700
REYES, EMILIO	$248.48	2017	49186	97004191
RHODES, BRADFORD LEE	$1,822.35	2017	32740	100002298
RHODES, GERALD L (HRS)	$3.20	2017	32496	100002363
RICHARDSON, LACY HOWARD	$238.89	2017	11258	72353400
RICKETT, TESS NICHOLE	$96.65	2017	38936	72400500
RITTER, JAMES LACY JR	$156.12	2017	58187	73052900
ROBERSON, WENDELL	$106.32	2017	27033	73404475
ROBINSON, KAREN ROBERTHA B	$15.60	2017	28863	73653300
ROCK, CHARLES	$35.47	2017	69540	73752200
RODRIGUEZ, JAIME	$3.56	2017	42207	97002701
RODRIGUEZ, NOEL & MARIA D	$5.28	2017	38498	73779050
RODRIQUEZ, JAMIE	$4.01	2017	39477	73778950
ROGATION, A MARYLAND L L C	$1,356.13	2017	70204	73797900
ROLLINS, JOHN K	$155.48	2017	69340	73995800
ROLLINS, JOHN KENT	$97.61	2017	35362	97008058
ROLLINS, JOHN KENT	$432.59	2017	35363	97008058
ROSS, B D & M J	$36.22	2017	5301	74177300
ROSS, CAROLYN G	$3.24	2017	38411	74185875
ROSS, CHARLES	$379.51	2017	62092	97025483
ROSS, JESSE E	$161.01	2017	6468	74235800
ROSS, RUTH (HRS)	$507.71	2017	5314	74265800
ROUSE, DARRELL LEE	$93.22	2017	11463	74395800
ROWE, J VANCE JR &	$16.77	2017	48730	74476400
ROWLAND, BLAINE D	$25.01	2017	25067	97005992
RUSSELL, J PAUL	$10.67	2017	7498	74727000
RUSSELL, MARY F (HRS)	$202.56	2017	19070	97015918
RYBA, CHARLES &	$10.88	2017	49292	100002518
SALMON, MERRIMAN T (HRS)	$800.93	2017	907	97001313
SALZWEDEL, LINDSEY MICHELLE	$470.92	2017	29354	75082900
SANCHEZ, BENJAMIN GARCIA	$127.81	2017	54961	97022362
SANDERS, BETTY B (HRS)	$87.67	2017	11485	97019012
SANDERS, BILLY DEAN	$188.86	2017	11486	75181200
SANDERS, CAULINE MARIE	$99.90	2017	42307	75191700
SANDERS, MICHAEL E &	$519.06	2017	7833	75265700
SANDERS, RODNEY (LE)	$404.39	2017	24460	97026813
SANDERS, RONALD FLOYD	$115.47	2017	11523	75281200
SANDERS, WILLIAM	$102.44	2017	11535	97015321
SANDERS, WILLIAM	$66.94	2017	58862	97015321
SANDY, CYNTHIA (HRS)	$69.31	2017	56569	75554725

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SANTANA, ALMA DELIA COLIN	$38.28	2017	68799	75583500
SAUNDERS, BENNIE C (HRS)	$195.41	2017	48908	100002287
SAUNDERS, BRENDA B	$302.69	2017	7393	97026827
SAUNDERS, BRENDA B	$78.46	2017	7394	97026827
SAUNDERS, BRENDA B	$92.48	2017	11540	97026827
SAUNDERS, GREGORY	$73.35	2017	51477	75684200
SAUNDERS, JAMES STEELE	$304.86	2017	24501	97005966
SAUNDERS, JAMES STEELE	$85.01	2017	48913	97005966
SAUNDERS, JAMES STEELE	$127.81	2017	48914	97005966
SAUNDERS, JAMES THOMAS JR	$208.17	2017	63059	100001490
SAUNDERS, LAURA ROSE TAYLOR	$29.25	2017	2487	75725300
SAUNDERS, LAURA ROSE TAYLOR	$44.95	2017	5903	75725300
SAUNDERS, LAURA ROSE TAYLOR	$43.69	2017	50666	75725300
SAUNDERS, ROBERTA	$236.28	2017	27031	75746200
SAUNDERS, SHIRLEY JACKSON B	$66.88	2017	9138	75751800
SAUNDERS, SHIRLEY JACKSON B	$8.94	2017	51113	75751800
SAVAGE, CAMERON M & MARGARET M	$21.90	2017	40887	75785400
SCHEESER, ELIZABETH M	$25.01	2017	40901	75934500
SEARLES, ANGELA	$10.02	2017	58202	76739700
SEITZ, AMY & SHEETS, ABIGAIL &	$70.36	2017	5339	77050700
SELLS, AUSTIN RILEY &	$9.35	2017	70634	77101600
SESSOMS, ROSE COPELAND	$211.35	2017	15318	77168150
SESSOMS, ROSE COPELAND	$69.56	2017	53369	77168150
SESSOMS, SALLY ROSE COPELAND	$231.03	2017	52678	77169800
SEVEN LAKES WEST CONSERVANCY , THE	$25.01	2017	25015	97015041
SHAMBERGER, KATIE M &	$81.26	2017	9443	77385075
SHAMBERGER, KATIE M &	$8.73	2017	18949	77385075
SHAMBERGER, LEONARD & MILDRED	$98.89	2017	11644	77385400
SHAW, JULIA A (HRS)	$674.61	2017	35687	77689300
SHAW, MARGARET	$16.74	2017	52302	77700300
SHAW, VICTORINE E HRS	$128.17	2017	40957	77730900
SHEETS, HAMPTON B	$448.80	2017	65579	97018941
SHEFFIELD, CARL L EST	$13.66	2017	5504	77852700
SHEFFIELD, CARL LEON (HRS)	$31.57	2017	63730	97003371
SHEPHARD, FLORA BELLE	$80.69	2017	65895	78103200
SHEPPARD, JOHNNY	$317.27	2017	56806	78159900
SHODJA, MEISAM	$3.19	2017	49583	100000252
SHORT'S ELECTRIC, INC	$1,142.30	2017	23801	97018975
SIMMONS, GEORGE HRS	$368.36	2017	25820	78933725
SIMMONS, JO ANN	$226.17	2017	20518	78952000
SINEATH, FREDERICK EUGENE (HRS)	$849.43	2017	5630	97020843
SISCO, DONALD MICHAEL	$226.17	2017	17447	97011474
SLEDGE, SARA K	$8.75	2017	25904	79611900
SLOAN, MYRTLE	$631.44	2017	49247	79676600
SMITH, ANNIE LOUISE (HRS)	$84.96	2017	7911	97015416
SMITH, ANNIE LOUISE (HRS)	$350.55	2017	11777	97015416

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
SMITH, CATHERINE DUDLEY &	$235.46	2017	30447	79953900
SMITH, DIANNE E	$322.26	2017	5701	97020391
SMITH, DONALD EUGENE (HRS)	$117.58	2017	11786	97021066
SMITH, DONALD EUGENE (HRS)	$537.11	2017	1000083	97021066
SMITH, EDITH POWERS, EST	$30.87	2017	5669	80072200
SMITH, JAMES ANDREW JR &	$91.50	2017	53593	80212700
SMITH, JAMES L JR &	$86.74	2017	35969	80216600
SMITH, JAMES L JR &	$121.64	2017	35971	80216600
SMITH, JAMES L JR (LE)	$135.65	2017	35968	80216000
SMITH, JANICE A	$144.87	2017	67178	80236000
SMITH, LARRY (HRS)	$134.58	2017	2305	97020390
SMITH, MARGARET	$66.13	2017	35964	80419000
SMITH, MARGARET	$102.39	2017	35965	80419000
SMITH, MARIANNA S	$1.60	2017	44499	80422000
SMITH, MIATTA	$412.16	2017	32848	80460000
SMITH, MIATTA	$599.98	2017	35972	80460000
SMITH, RAYMOND A	$3.48	2017	51325	80563500
SMITH, RICKY	$159.77	2017	33953	80594200
SMITH, VICKY &	$1.18	2017	41030	80729070
SMITH, WAYNE H & JUDY L	$4.55	2017	41059	80753600
SMITH, WILLIAM EDWARD	$141.57	2017	1412	80762100
SMITH, WILLIAM EDWARD SR (HRS)	$699.18	2017	3057	97011851
SNIPES, PHILANDUS TYRANN	$105.25	2017	67452	97021129
SNIPES, PHILANDUS TYRANN	$127.81	2017	67453	97021129
SPANGLER, MILDRED S	$190.24	2017	54726	97011025
SPANGLER, MILDRED S	$25.01	2017	54727	97011025
SPANN, CURTIS & ELIZABETH	$16.08	2017	36168	81374000
SPENCE, STEPHANIE B (HRS)	$378.07	2017	126	97015906
SPENCE, STEPHANIE B (HRS)	$40.58	2017	127	97015906
SPENCER, CEDRIC THOMAS	$284.30	2017	11842	97022096
SPENCER, JAMES & ARDENIA	$149.18	2017	11843	81518900
SPENCER, JAMES & ARDENIA	$69.81	2017	11844	81518900
SPENCER, JAMES EARL & ANNIE	$134.59	2017	11845	81523500
SPENCER, JAMES EARL & ANNIE	$19.33	2017	11846	81523500
SPENCER, JAMES EARL & ANNIE	$13.73	2017	11847	81523500
SPIVEY, WALTEEN HIGGINS	$11.84	2017	49389	81684500
SPRADLIN, NANCY ANN	$9.82	2017	6171	97000305
STAFFORD LAND COMPANY, INC	$14.00	2017	45490	81822000
STAFFORD LAND COMPANY, INC	$722.19	2017	50587	81822000
STANLEY, FRANK L III	$77.96	2017	40865	82034300
STARNES, IDA	$34.10	2017	53461	82129150
STEELMAN, BETTY W (HRS)	$61.33	2017	12658	82254075
STEPHENS, EDWIN J	$4.37	2017	39391	97013164
STEVENSON, JEANNE	$22.95	2017	22219	82532800
STEVENSON, JEANNE &	$19.21	2017	54828	82532850
STEWART, BOBBI JEAN	$4.75	2017	205	97011530

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
STEWART, R C	$64.63	2017	5817	82696500
STONE, ALEACIA &	$280.39	2017	67655	82854300
STREETER, GERTRUDE	$214.23	2017	26653	83086300
STRICKLAND, MADELINE	$201.17	2017	35786	83110700
STUBBS, BLANCHIE M (HRS)	$9.30	2017	36331	97015092
STUBBS, ETHEL MAE G	$201.86	2017	45089	83274900
STUBBS, LAFAYETTE J, WILLIE E	$136.39	2017	49562	83292500
SUELTER, KLAUS &	$653.90	2017	41717	83564200
SULLIVAN, JOHN D JR	$36.25	2017	55556	83676500
SULLIVAN, JOHN W	$99.91	2017	69023	83683700
SULLIVAN, SHEILA HALL	$8.02	2017	51254	83710900
SULLIVAN, ZETTIE	$18.11	2017	65939	83733800
SYKES, CLAUDETTE	$345.92	2017	43144	84072150
TALBERT, VICKIE COCKMAN	$3.99	2017	1323	84185000
TALBOTT, GREGORY H	$1,460.79	2017	26814	97020669
TANNER, J H	$22.45	2017	47470	100001153
TAYLOR, CHERYL D &	$18.84	2017	36471	84491500
TAYLOR, JIMMY G	$110.93	2017	5915	84559300
TAYLOR, WILSON EUGENE (LE)	$205.11	2017	5902	84712300
TAYLOR, WILSON EUGENE (LE)	$517.63	2017	5928	84712300
TEAGUE, JERRY P	$7.73	2017	49691	84755000
TERRY, HEATHER	$46.92	2017	33637	84902860
THOMAS, EVELYN	$62.97	2017	52269	97004516
THOMAS, MICHAEL D	$19.15	2017	49787	85788700
THOMAS, ROGER S	$64.12	2017	68816	85861500
THOMPSON, CLAUDIA MAE	$73.38	2017	21056	86061830
THOMPSON, JASON	$838.44	2017	47284	97011345
THOMPSON, NANCY & JACQUELINE &	$46.63	2017	36569	86224550
TOOMER, JAMES CHARLES HRS &	$381.70	2017	25606	86726000
TOWNSEND, ETTA ANDREA	$2.10	2017	70507	86821750
TRIPP, ESTELLE V	$5.82	2017	69774	86958200
TROYER, THOMAS EUGENE JR	$98.41	2017	50791	87081600
TURNER, GEORGE	$2.18	2017	36683	87473600
TURNER, PATRICIA	$312.10	2017	59909	100000754
TWO ONE FOUR NINETY-EIGHT	$136.99	2017	26166	87575650
TYNER, KASEY	$309.60	2017	6112	100001786
TYSINGER, TONIA (LE)	$212.40	2017	62857	100000445
TYSON, WILLIAM C	$286.01	2017	33687	87742600
TYSON, WILLIAM CLARK &	$312.34	2017	3307	97000043
TYSON, WILLIAM S	$241.46	2017	3040	87742800
TYSON, WILLIAM S	$28.82	2017	6377	87742800
TYSON, WILLIAM S	$90.84	2017	6378	87742800
UPCHURCH, ALLIE MICHELLE &	$7.95	2017	3257	87883000
UPCHURCH, PENNY KENNEDY	$78.29	2017	53093	87922450
UPCHURCH, WILL SR (HRS)	$173.84	2017	6165	87934000
VAMPLE, PERCY (HRS)	$17.59	2017	4003	88091425

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
VAN MATHER, ROBERT	$170.54	2017	56208	88217500
VAN MATHER, ROBERT	$65.51	2017	56209	88217500
VELAZQUEZ, HECTOR & ESTHER	$4.43	2017	41388	88404800
VENEGAS, SAMUEL GOPAR	$339.57	2017	25833	97019590
VENTO, CORALIA PITA	$72.61	2017	70298	97013429
VEST, DAVID W	$5.08	2017	6260	88468700
VREDENBURG, NANCY	$25.20	2017	51973	88730600
VREDENBURG, NANCY	$81.02	2017	56511	88730400
VUGRINEC, MARK & BARBARA	$6.79	2017	25408	88731375
W K BELL & COMPANY	$1.54	2017	57380	88738150
WADDELL, ETTA S (HRS)	$277.91	2017	50107	97006038
WADDELL, PRESS A (HRS)	$85.38	2017	32233	97020403
WALKER, CONROY L & JUNE B	$54.77	2017	10358	89003400
WALKER, JUANITA R	$318.39	2017	49599	89057875
WALL, LUCILLE L & OTHERS	$47.07	2017	6222	89158300
WALLS, KENNETH MARTIN	$64.25	2017	54894	89467850
WALZ, OTTMAR	$18.79	2017	41415	89574550
WALZ, OTTMAR	$18.79	2017	41416	89574550
WALZ, OTTMAR	$18.79	2017	41417	89574550
WAREMBURG, BRETT AARON	$232.60	2017	48888	89674300
WASHINGTON, ARDELLA	$18.09	2017	45653	89821700
WATKINS, KIONNA NICOLE	$44.62	2017	49041	89906700
WATSON, CHARLES VERNON II	$1,934.44	2017	6296	89957800
WATSON, ROBERT	$274.95	2017	32443	90044600
WATSON, ROBERT F JR	$35.92	2017	27575	97009149
WEIDNER, ROBERT B &	$55.16	2017	12237	90334800
WEIDNER, ROBERT B &	$43.06	2017	12238	90334800
WEILAND, RONALD F	$82.65	2017	41452	90350600
WEST, UNEEDA &	$106.74	2017	5779	97001894
WESTFALL, JESSICA	$4.11	2017	101	97002565
WESTLEY, SEAN E & SAPNA M	$9.84	2017	54392	90718300
WHITAKER, SHANDA FANYA	$31.80	2017	37211	90987350
WHITAKER, WM H HRS & MARY A	$35.22	2017	37100	90994800
WHITE, BRENDA	$171.17	2017	68366	91054500
WHITE, BRENDA L	$162.32	2017	68368	91054800
WHITE, WENDY MCINNIS &	$4.62	2017	66138	91227700
WILLIAMS, ADA	$21.28	2017	1608	91968300
WILLIAMS, ANGELA G	$6.65	2017	38846	91988650
WILLIAMS, ARNOLD ELWOOD	$373.02	2017	62227	92016190
WILLIAMS, CLEMON O II &	$55.78	2017	52753	92175500
WILLIAMS, HAROLD HRS	$19.97	2017	27916	92446200
WILLIAMS, HUBERT C F HRS	$395.27	2017	41504	92515350
WILLIAMS, JAMES A	$122.13	2017	65842	97020381
WILLIAMS, JAMESINA	$15.61	2017	68041	92591600
WILLIAMS, JEFFREY C	$77.35	2017	27958	92597980
WILLIAMS, JEFFREY C	$84.00	2017	54594	92597980

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WILLIAMS, JEFFREY E	$250.04	2017	64345	97008278
WILLIAMS, JOHN A	$23.98	2017	63762	97007920
WILLIAMS, JOHNNY B JR	$19.96	2017	70955	92654300
WILLIAMS, LOIS B LUCAS (HRS)	$3.26	2017	6498	97006327
WILLIAMS, LOLA MCCALL (HRS)	$47.80	2017	37242	97002332
WILLIAMS, MARY ANN	$679.66	2017	29733	97020856
WILLIAMS, WILLIE	$120.40	2017	12612	93196000
WILLIAMSON, ROGER SCOTT	$4.25	2017	64391	97008574
WILLIS, BETSY	$121.02	2017	37293	93504200
WILLS, MARY LUDWIG (HRS)	$609.35	2017	20365	97011866
WILSON, ELLA (HRS)	$224.74	2017	37307	97026816
WILSON, JANE B	$809.52	2017	4268	93728600
WILSON, MICHAEL DAVID & STEVEN	$162.03	2017	6569	97015414
WINDSOR, SAM (HRS)	$47.45	2017	12679	97011852
WOOD, BETTY MARIE	$794.19	2017	9936	97007653
WOODLAKE CC CORP	$18.79	2017	38472	97012479
WOODLAKE CC CORP	$18.79	2017	38480	97012479
WOODLAKE CC CORP	$21.90	2017	38481	97012479
WOODLAKE CC CORP	$18.79	2017	38505	97012479
WOODLAKE CC CORP	$18.79	2017	38506	97012479
WOODLAKE CC CORP	$18.79	2017	38507	97012479
WOODLAKE CC CORP	$18.79	2017	38511	97012479
WOODLAKE CC CORP	$18.79	2017	38512	97012479
WOODLAKE CC CORP	$96.65	2017	38620	97012479
WOODLAKE CC CORP	$18.79	2017	38637	97012479
WOODLAKE CC CORP	$18.79	2017	38645	97012479
WOODLAKE CC CORP	$18.79	2017	38652	97012479
WOODLAKE CC CORP	$18.79	2017	38653	97012479
WOODLAKE CC CORP	$18.79	2017	38665	97012479
WOODLAKE CC CORP	$18.79	2017	38680	97012479
WOODLAKE CC CORP	$18.79	2017	38682	97012479
WOODLAKE CC CORP	$18.79	2017	38685	97012479
WOODLAKE CC CORP	$21.90	2017	38744	97012479
WOODLAKE CC CORP	$18.79	2017	38757	97012479
WOODLAKE CC CORP	$18.79	2017	38791	97012479
WOODLAKE CC CORP	$18.79	2017	38793	97012479
WOODLAKE CC CORP	$21.90	2017	38795	97012479
WOODLAKE CC CORP	$18.79	2017	38813	97012479
WOODLAKE CC CORP	$18.79	2017	38850	97012479
WOODLAKE CC CORP	$18.79	2017	38859	97012479
WOODLAKE CC CORP	$82.65	2017	38933	97012479
WOODLAKE CC CORP	$18.79	2017	38935	97012479
WOODLAKE CC CORP	$77.96	2017	38939	97012479
WOODLAKE CC CORP	$18.79	2017	38960	97012479
WOODLAKE CC CORP	$18.79	2017	38964	97012479
WOODLAKE CC CORP	$18.79	2017	38981	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$18.79	2017	38990	97012479
WOODLAKE CC CORP	$112.23	2017	38997	97012479
WOODLAKE CC CORP	$21.90	2017	39004	97012479
WOODLAKE CC CORP	$18.79	2017	39058	97012479
WOODLAKE CC CORP	$96.65	2017	39081	97012479
WOODLAKE CC CORP	$96.65	2017	39082	97012479
WOODLAKE CC CORP	$18.79	2017	39102	97012479
WOODLAKE CC CORP	$18.79	2017	39116	97012479
WOODLAKE CC CORP	$18.79	2017	39125	97012479
WOODLAKE CC CORP	$18.79	2017	39151	97012479
WOODLAKE CC CORP	$18.79	2017	39174	97012479
WOODLAKE CC CORP	$18.79	2017	39185	97012479
WOODLAKE CC CORP	$21.90	2017	39203	97012479
WOODLAKE CC CORP	$90.13	2017	39204	97012479
WOODLAKE CC CORP	$18.79	2017	39263	97012479
WOODLAKE CC CORP	$18.79	2017	39311	97012479
WOODLAKE CC CORP	$18.79	2017	39344	97012479
WOODLAKE CC CORP	$18.79	2017	39424	97012479
WOODLAKE CC CORP	$18.79	2017	39425	97012479
WOODLAKE CC CORP	$18.79	2017	39428	97012479
WOODLAKE CC CORP	$18.79	2017	39454	97012479
WOODLAKE CC CORP	$21.90	2017	39495	97012479
WOODLAKE CC CORP	$81.08	2017	39496	97012479
WOODLAKE CC CORP	$18.79	2017	39508	97012479
WOODLAKE CC CORP	$18.79	2017	39514	97012479
WOODLAKE CC CORP	$18.79	2017	39562	97012479
WOODLAKE CC CORP	$82.65	2017	39564	97012479
WOODLAKE CC CORP	$18.79	2017	39573	97012479
WOODLAKE CC CORP	$82.65	2017	39587	97012479
WOODLAKE CC CORP	$18.79	2017	39604	97012479
WOODLAKE CC CORP	$18.79	2017	39619	97012479
WOODLAKE CC CORP	$96.65	2017	39621	97012479
WOODLAKE CC CORP	$143.39	2017	39627	97012479
WOODLAKE CC CORP	$18.79	2017	39632	97012479
WOODLAKE CC CORP	$18.79	2017	39636	97012479
WOODLAKE CC CORP	$18.79	2017	39658	97012479
WOODLAKE CC CORP	$21.90	2017	39664	97012479
WOODLAKE CC CORP	$18.79	2017	39713	97012479
WOODLAKE CC CORP	$18.79	2017	39755	97012479
WOODLAKE CC CORP	$49.94	2017	39760	97012479
WOODLAKE CC CORP	$21.90	2017	39782	97012479
WOODLAKE CC CORP	$18.79	2017	39787	97012479
WOODLAKE CC CORP	$18.79	2017	39828	97012479
WOODLAKE CC CORP	$18.79	2017	39832	97012479
WOODLAKE CC CORP	$21.90	2017	39837	97012479
WOODLAKE CC CORP	$18.79	2017	39843	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$21.90	2017	39850	97012479
WOODLAKE CC CORP	$18.79	2017	39866	97012479
WOODLAKE CC CORP	$18.79	2017	39888	97012479
WOODLAKE CC CORP	$18.79	2017	39902	97012479
WOODLAKE CC CORP	$82.65	2017	39928	97012479
WOODLAKE CC CORP	$18.79	2017	39948	97012479
WOODLAKE CC CORP	$18.79	2017	39959	97012479
WOODLAKE CC CORP	$18.79	2017	39960	97012479
WOODLAKE CC CORP	$18.79	2017	39961	97012479
WOODLAKE CC CORP	$18.79	2017	39962	97012479
WOODLAKE CC CORP	$18.79	2017	39987	97012479
WOODLAKE CC CORP	$96.65	2017	39992	97012479
WOODLAKE CC CORP	$96.65	2017	39993	97012479
WOODLAKE CC CORP	$18.79	2017	40015	97012479
WOODLAKE CC CORP	$21.90	2017	40025	97012479
WOODLAKE CC CORP	$96.65	2017	40031	97012479
WOODLAKE CC CORP	$82.65	2017	40036	97012479
WOODLAKE CC CORP	$96.65	2017	40041	97012479
WOODLAKE CC CORP	$18.79	2017	40081	97012479
WOODLAKE CC CORP	$96.65	2017	40102	97012479
WOODLAKE CC CORP	$96.65	2017	40103	97012479
WOODLAKE CC CORP	$82.65	2017	40118	97012479
WOODLAKE CC CORP	$14.91	2017	40138	97012479
WOODLAKE CC CORP	$84.19	2017	40170	97012479
WOODLAKE CC CORP	$82.65	2017	40186	97012479
WOODLAKE CC CORP	$21.90	2017	40199	97012479
WOODLAKE CC CORP	$18.79	2017	40231	97012479
WOODLAKE CC CORP	$18.79	2017	40236	97012479
WOODLAKE CC CORP	$18.79	2017	40237	97012479
WOODLAKE CC CORP	$18.79	2017	40242	97012479
WOODLAKE CC CORP	$18.79	2017	40245	97012479
WOODLAKE CC CORP	$82.65	2017	40263	97012479
WOODLAKE CC CORP	$18.79	2017	40272	97012479
WOODLAKE CC CORP	$47.62	2017	40316	97012479
WOODLAKE CC CORP	$82.65	2017	40330	97012479
WOODLAKE CC CORP	$18.79	2017	40336	97012479
WOODLAKE CC CORP	$18.79	2017	40337	97012479
WOODLAKE CC CORP	$18.79	2017	40401	97012479
WOODLAKE CC CORP	$96.65	2017	40418	97012479
WOODLAKE CC CORP	$21.90	2017	40427	97012479
WOODLAKE CC CORP	$18.79	2017	40441	97012479
WOODLAKE CC CORP	$82.65	2017	40443	97012479
WOODLAKE CC CORP	$143.39	2017	40473	97012479
WOODLAKE CC CORP	$77.96	2017	40495	97012479
WOODLAKE CC CORP	$18.79	2017	40511	97012479
WOODLAKE CC CORP	$81.08	2017	40538	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$21.90	2017	40542	97012479
WOODLAKE CC CORP	$143.39	2017	40572	97012479
WOODLAKE CC CORP	$18.79	2017	40599	97012479
WOODLAKE CC CORP	$82.65	2017	40644	97012479
WOODLAKE CC CORP	$87.31	2017	40648	97012479
WOODLAKE CC CORP	$87.31	2017	40649	97012479
WOODLAKE CC CORP	$21.90	2017	40654	97012479
WOODLAKE CC CORP	$82.65	2017	40658	97012479
WOODLAKE CC CORP	$21.90	2017	40693	97012479
WOODLAKE CC CORP	$18.79	2017	40702	97012479
WOODLAKE CC CORP	$18.79	2017	40746	97012479
WOODLAKE CC CORP	$234.52	2017	40754	97012479
WOODLAKE CC CORP	$112.23	2017	40774	97012479
WOODLAKE CC CORP	$18.79	2017	40787	97012479
WOODLAKE CC CORP	$82.65	2017	40797	97012479
WOODLAKE CC CORP	$18.79	2017	40803	97012479
WOODLAKE CC CORP	$18.79	2017	40844	97012479
WOODLAKE CC CORP	$21.90	2017	40881	97012479
WOODLAKE CC CORP	$21.90	2017	40912	97012479
WOODLAKE CC CORP	$18.79	2017	40926	97012479
WOODLAKE CC CORP	$96.65	2017	40966	97012479
WOODLAKE CC CORP	$18.79	2017	40973	97012479
WOODLAKE CC CORP	$18.79	2017	40982	97012479
WOODLAKE CC CORP	$18.79	2017	41016	97012479
WOODLAKE CC CORP	$21.90	2017	41044	97012479
WOODLAKE CC CORP	$96.65	2017	41060	97012479
WOODLAKE CC CORP	$18.79	2017	41129	97012479
WOODLAKE CC CORP	$18.79	2017	41132	97012479
WOODLAKE CC CORP	$21.90	2017	41150	97012479
WOODLAKE CC CORP	$60.84	2017	41171	97012479
WOODLAKE CC CORP	$21.90	2017	41238	97012479
WOODLAKE CC CORP	$21.90	2017	41239	97012479
WOODLAKE CC CORP	$18.79	2017	41247	97012479
WOODLAKE CC CORP	$81.08	2017	41299	97012479
WOODLAKE CC CORP	$18.79	2017	41300	97012479
WOODLAKE CC CORP	$18.79	2017	41301	97012479
WOODLAKE CC CORP	$21.90	2017	41308	97012479
WOODLAKE CC CORP	$96.65	2017	41334	97012479
WOODLAKE CC CORP	$21.90	2017	41368	97012479
WOODLAKE CC CORP	$18.79	2017	41414	97012479
WOODLAKE CC CORP	$143.39	2017	41433	97012479
WOODLAKE CC CORP	$96.65	2017	41447	97012479
WOODLAKE CC CORP	$18.79	2017	41472	97012479
WOODLAKE CC CORP	$112.23	2017	41496	97012479
WOODLAKE CC CORP	$18.79	2017	41505	97012479
WOODLAKE CC CORP	$13.10	2017	41559	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$18.79	2017	41560	97012479
WOODLAKE CC CORP	$16.41	2017	41561	97012479
WOODLAKE CC CORP	$18.79	2017	41562	97012479
WOODLAKE CC CORP	$82.65	2017	41564	97012479
WOODLAKE CC CORP	$18.79	2017	41566	97012479
WOODLAKE CC CORP	$23.76	2017	41567	97012479
WOODLAKE CC CORP	$18.79	2017	41568	97012479
WOODLAKE CC CORP	$18.79	2017	41569	97012479
WOODLAKE CC CORP	$82.65	2017	41571	97012479
WOODLAKE CC CORP	$18.79	2017	41572	97012479
WOODLAKE CC CORP	$18.79	2017	41574	97012479
WOODLAKE CC CORP	$18.79	2017	41575	97012479
WOODLAKE CC CORP	$18.79	2017	41576	97012479
WOODLAKE CC CORP	$18.79	2017	41577	97012479
WOODLAKE CC CORP	$18.79	2017	41578	97012479
WOODLAKE CC CORP	$77.96	2017	41579	97012479
WOODLAKE CC CORP	$18.79	2017	41580	97012479
WOODLAKE CC CORP	$77.96	2017	41581	97012479
WOODLAKE CC CORP	$18.79	2017	41582	97012479
WOODLAKE CC CORP	$77.96	2017	41583	97012479
WOODLAKE CC CORP	$18.79	2017	41584	97012479
WOODLAKE CC CORP	$77.96	2017	41585	97012479
WOODLAKE CC CORP	$18.79	2017	41586	97012479
WOODLAKE CC CORP	$77.96	2017	41587	97012479
WOODLAKE CC CORP	$18.79	2017	41588	97012479
WOODLAKE CC CORP	$77.96	2017	41589	97012479
WOODLAKE CC CORP	$82.65	2017	41593	97012479
WOODLAKE CC CORP	$18.79	2017	41597	97012479
WOODLAKE CC CORP	$96.65	2017	41598	97012479
WOODLAKE CC CORP	$18.79	2017	41599	97012479
WOODLAKE CC CORP	$18.79	2017	41600	97012479
WOODLAKE CC CORP	$96.65	2017	41602	97012479
WOODLAKE CC CORP	$82.65	2017	41603	97012479
WOODLAKE CC CORP	$82.65	2017	41604	97012479
WOODLAKE CC CORP	$18.79	2017	41611	97012479
WOODLAKE CC CORP	$96.65	2017	41614	97012479
WOODLAKE CC CORP	$18.79	2017	41615	97012479
WOODLAKE CC CORP	$18.79	2017	41616	97012479
WOODLAKE CC CORP	$18.79	2017	41621	97012479
WOODLAKE CC CORP	$18.79	2017	41622	97012479
WOODLAKE CC CORP	$96.65	2017	41623	97012479
WOODLAKE CC CORP	$77.96	2017	41625	97012479
WOODLAKE CC CORP	$18.79	2017	41632	97012479
WOODLAKE CC CORP	$18.79	2017	41633	97012479
WOODLAKE CC CORP	$18.79	2017	41634	97012479
WOODLAKE CC CORP	$18.79	2017	41635	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$143.39	2017	41636	97012479
WOODLAKE CC CORP	$18.79	2017	41637	97012479
WOODLAKE CC CORP	$143.39	2017	41639	97012479
WOODLAKE CC CORP	$77.96	2017	41641	97012479
WOODLAKE CC CORP	$82.65	2017	41644	97012479
WOODLAKE CC CORP	$18.79	2017	41645	97012479
WOODLAKE CC CORP	$755.37	2017	41647	97012479
WOODLAKE CC CORP	$17.22	2017	41648	97012479
WOODLAKE CC CORP	$18,821.80	2017	41649	97012479
WOODLAKE CC CORP	$17.22	2017	41650	97012479
WOODLAKE CC CORP	$28.12	2017	41651	97012479
WOODLAKE CC CORP	$245.00	2017	41652	97012479
WOODLAKE CC CORP	$179.32	2017	41653	97012479
WOODLAKE CC CORP	$204.44	2017	41654	97012479
WOODLAKE CC CORP	$143.39	2017	41655	97012479
WOODLAKE CC CORP	$40.29	2017	41656	97012479
WOODLAKE CC CORP	$393.40	2017	41657	97012479
WOODLAKE CC CORP	$400.94	2017	41658	97012479
WOODLAKE CC CORP	$523.06	2017	41659	97012479
WOODLAKE CC CORP	$18.79	2017	41660	97012479
WOODLAKE CC CORP	$18.79	2017	41661	97012479
WOODLAKE CC CORP	$18.79	2017	41662	97012479
WOODLAKE CC CORP	$18.79	2017	41663	97012479
WOODLAKE CC CORP	$17.72	2017	41664	97012479
WOODLAKE CC CORP	$62.01	2017	41665	97012479
WOODLAKE CC CORP	$18.79	2017	41666	97012479
WOODLAKE CC CORP	$18.79	2017	41667	97012479
WOODLAKE CC CORP	$18.79	2017	41668	97012479
WOODLAKE CC CORP	$18.79	2017	41670	97012479
WOODLAKE CC CORP	$18.79	2017	41673	97012479
WOODLAKE CC CORP	$574.02	2017	41723	97012479
WOODLAKE CC CORP	$574.02	2017	41737	97012479
WOODLAKE CC CORP	$28.12	2017	41740	97012479
WOODLAKE CC CORP	$59.28	2017	41743	97012479
WOODLAKE CC CORP	$59.28	2017	41744	97012479
WOODLAKE CC CORP	$59.28	2017	41745	97012479
WOODLAKE CC CORP	$59.28	2017	41747	97012479
WOODLAKE CC CORP	$101.34	2017	41752	97012479
WOODLAKE CC CORP	$112.23	2017	41754	97012479
WOODLAKE CC CORP	$20.03	2017	41755	97012479
WOODLAKE CC CORP	$20.03	2017	41756	97012479
WOODLAKE CC CORP	$20.03	2017	41757	97012479
WOODLAKE CC CORP	$14.11	2017	41758	97012479
WOODLAKE CC CORP	$14.11	2017	41759	97012479
WOODLAKE CC CORP	$14.11	2017	41760	97012479
WOODLAKE CC CORP	$20.03	2017	41761	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$20.03	2017	41762	97012479
WOODLAKE CC CORP	$14.42	2017	41763	97012479
WOODLAKE CC CORP	$20.03	2017	41764	97012479
WOODLAKE CC CORP	$20.03	2017	41765	97012479
WOODLAKE CC CORP	$20.03	2017	41766	97012479
WOODLAKE CC CORP	$14.42	2017	41768	97012479
WOODLAKE CC CORP	$87.31	2017	41770	97012479
WOODLAKE CC CORP	$87.31	2017	41771	97012479
WOODLAKE CC CORP	$87.31	2017	41772	97012479
WOODLAKE CC CORP	$87.31	2017	41773	97012479
WOODLAKE CC CORP	$14.42	2017	41774	97012479
WOODLAKE CC CORP	$14.42	2017	41775	97012479
WOODLAKE CC CORP	$87.31	2017	41776	97012479
WOODLAKE CC CORP	$20.03	2017	41777	97012479
WOODLAKE CC CORP	$10.05	2017	41779	97012479
WOODLAKE CC CORP	$14.11	2017	41789	97012479
WOODLAKE CC CORP	$21.90	2017	41790	97012479
WOODLAKE CC CORP	$21.90	2017	41791	97012479
WOODLAKE CC CORP	$21.90	2017	41794	97012479
WOODLAKE CC CORP	$21.90	2017	41795	97012479
WOODLAKE CC CORP	$21.90	2017	41796	97012479
WOODLAKE CC CORP	$21.90	2017	41798	97012479
WOODLAKE CC CORP	$34.35	2017	41823	97012479
WOODLAKE CC CORP	$34.35	2017	41824	97012479
WOODLAKE CC CORP	$34.35	2017	41825	97012479
WOODLAKE CC CORP	$34.35	2017	41826	97012479
WOODLAKE CC CORP	$21.90	2017	41827	97012479
WOODLAKE CC CORP	$21.90	2017	41828	97012479
WOODLAKE CC CORP	$21.90	2017	41829	97012479
WOODLAKE CC CORP	$21.90	2017	41830	97012479
WOODLAKE CC CORP	$21.90	2017	41831	97012479
WOODLAKE CC CORP	$20.03	2017	41832	97012479
WOODLAKE CC CORP	$18.79	2017	41833	97012479
WOODLAKE CC CORP	$18.79	2017	41834	97012479
WOODLAKE CC CORP	$48.37	2017	41836	97012479
WOODLAKE CC CORP	$77.96	2017	41838	97012479
WOODLAKE CC CORP	$77.96	2017	41839	97012479
WOODLAKE CC CORP	$77.96	2017	41841	97012479
WOODLAKE CC CORP	$77.96	2017	41844	97012479
WOODLAKE CC CORP	$77.96	2017	41846	97012479
WOODLAKE CC CORP	$77.96	2017	41847	97012479
WOODLAKE CC CORP	$96.65	2017	41849	97012479
WOODLAKE CC CORP	$96.65	2017	41850	97012479
WOODLAKE CC CORP	$96.65	2017	41852	97012479
WOODLAKE CC CORP	$96.65	2017	41853	97012479
WOODLAKE CC CORP	$82.65	2017	41863	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$143.39	2017	41864	97012479
WOODLAKE CC CORP	$82.65	2017	41865	97012479
WOODLAKE CC CORP	$77.96	2017	41866	97012479
WOODLAKE CC CORP	$77.96	2017	41867	97012479
WOODLAKE CC CORP	$18.79	2017	41868	97012479
WOODLAKE CC CORP	$18.79	2017	41869	97012479
WOODLAKE CC CORP	$18.79	2017	41871	97012479
WOODLAKE CC CORP	$18.79	2017	41873	97012479
WOODLAKE CC CORP	$18.79	2017	41874	97012479
WOODLAKE CC CORP	$18.79	2017	41875	97012479
WOODLAKE CC CORP	$18.79	2017	41876	97012479
WOODLAKE CC CORP	$18.79	2017	41877	97012479
WOODLAKE CC CORP	$18.79	2017	41878	97012479
WOODLAKE CC CORP	$18.79	2017	41879	97012479
WOODLAKE CC CORP	$18.79	2017	41880	97012479
WOODLAKE CC CORP	$18.79	2017	41889	97012479
WOODLAKE CC CORP	$18.79	2017	41890	97012479
WOODLAKE CC CORP	$18.79	2017	41891	97012479
WOODLAKE CC CORP	$18.79	2017	41892	97012479
WOODLAKE CC CORP	$18.79	2017	41893	97012479
WOODLAKE CC CORP	$77.96	2017	41894	97012479
WOODLAKE CC CORP	$18.79	2017	41895	97012479
WOODLAKE CC CORP	$18.79	2017	41896	97012479
WOODLAKE CC CORP	$18.79	2017	41897	97012479
WOODLAKE CC CORP	$18.79	2017	41898	97012479
WOODLAKE CC CORP	$18.79	2017	41899	97012479
WOODLAKE CC CORP	$18.79	2017	41900	97012479
WOODLAKE CC CORP	$18.79	2017	41901	97012479
WOODLAKE CC CORP	$18.79	2017	41902	97012479
WOODLAKE CC CORP	$77.96	2017	41903	97012479
WOODLAKE CC CORP	$18.79	2017	41904	97012479
WOODLAKE CC CORP	$18.79	2017	41905	97012479
WOODLAKE CC CORP	$18.79	2017	41906	97012479
WOODLAKE CC CORP	$18.79	2017	41907	97012479
WOODLAKE CC CORP	$18.79	2017	41908	97012479
WOODLAKE CC CORP	$18.79	2017	41909	97012479
WOODLAKE CC CORP	$18.79	2017	41910	97012479
WOODLAKE CC CORP	$77.96	2017	41911	97012479
WOODLAKE CC CORP	$18.79	2017	41912	97012479
WOODLAKE CC CORP	$18.79	2017	41913	97012479
WOODLAKE CC CORP	$49.94	2017	41914	97012479
WOODLAKE CC CORP	$49.94	2017	41915	97012479
WOODLAKE CC CORP	$49.94	2017	41916	97012479
WOODLAKE CC CORP	$49.94	2017	41917	97012479
WOODLAKE CC CORP	$49.94	2017	41918	97012479
WOODLAKE CC CORP	$49.94	2017	41919	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$49.94	2017	41920	97012479
WOODLAKE CC CORP	$49.94	2017	41921	97012479
WOODLAKE CC CORP	$49.94	2017	41922	97012479
WOODLAKE CC CORP	$49.94	2017	41923	97012479
WOODLAKE CC CORP	$49.94	2017	41924	97012479
WOODLAKE CC CORP	$49.94	2017	41929	97012479
WOODLAKE CC CORP	$49.94	2017	41930	97012479
WOODLAKE CC CORP	$49.94	2017	41931	97012479
WOODLAKE CC CORP	$49.94	2017	41932	97012479
WOODLAKE CC CORP	$49.94	2017	41933	97012479
WOODLAKE CC CORP	$49.94	2017	41934	97012479
WOODLAKE CC CORP	$49.94	2017	41935	97012479
WOODLAKE CC CORP	$49.94	2017	41936	97012479
WOODLAKE CC CORP	$49.94	2017	41937	97012479
WOODLAKE CC CORP	$96.65	2017	41938	97012479
WOODLAKE CC CORP	$77.96	2017	41939	97012479
WOODLAKE CC CORP	$18.79	2017	41940	97012479
WOODLAKE CC CORP	$18.79	2017	41941	97012479
WOODLAKE CC CORP	$18.79	2017	41942	97012479
WOODLAKE CC CORP	$18.79	2017	41943	97012479
WOODLAKE CC CORP	$18.79	2017	41944	97012479
WOODLAKE CC CORP	$18.79	2017	41945	97012479
WOODLAKE CC CORP	$18.79	2017	41946	97012479
WOODLAKE CC CORP	$77.96	2017	41947	97012479
WOODLAKE CC CORP	$18.79	2017	41948	97012479
WOODLAKE CC CORP	$18.79	2017	41949	97012479
WOODLAKE CC CORP	$77.96	2017	41950	97012479
WOODLAKE CC CORP	$18.79	2017	41951	97012479
WOODLAKE CC CORP	$18.79	2017	41952	97012479
WOODLAKE CC CORP	$18.79	2017	41953	97012479
WOODLAKE CC CORP	$18.79	2017	41954	97012479
WOODLAKE CC CORP	$18.79	2017	41955	97012479
WOODLAKE CC CORP	$18.79	2017	41956	97012479
WOODLAKE CC CORP	$18.79	2017	41957	97012479
WOODLAKE CC CORP	$18.79	2017	41958	97012479
WOODLAKE CC CORP	$18.79	2017	41959	97012479
WOODLAKE CC CORP	$18.79	2017	41960	97012479
WOODLAKE CC CORP	$18.79	2017	41961	97012479
WOODLAKE CC CORP	$18.79	2017	41962	97012479
WOODLAKE CC CORP	$18.79	2017	41963	97012479
WOODLAKE CC CORP	$18.79	2017	41964	97012479
WOODLAKE CC CORP	$18.79	2017	41965	97012479
WOODLAKE CC CORP	$18.79	2017	41966	97012479
WOODLAKE CC CORP	$18.79	2017	41967	97012479
WOODLAKE CC CORP	$18.79	2017	41968	97012479
WOODLAKE CC CORP	$18.79	2017	41969	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$18.79	2017	41970	97012479
WOODLAKE CC CORP	$18.79	2017	41971	97012479
WOODLAKE CC CORP	$18.79	2017	41972	97012479
WOODLAKE CC CORP	$18.79	2017	41973	97012479
WOODLAKE CC CORP	$18.79	2017	41974	97012479
WOODLAKE CC CORP	$18.79	2017	41975	97012479
WOODLAKE CC CORP	$18.79	2017	41976	97012479
WOODLAKE CC CORP	$18.79	2017	41977	97012479
WOODLAKE CC CORP	$18.79	2017	41978	97012479
WOODLAKE CC CORP	$18.79	2017	41979	97012479
WOODLAKE CC CORP	$77.96	2017	41980	97012479
WOODLAKE CC CORP	$77.96	2017	41981	97012479
WOODLAKE CC CORP	$18.79	2017	41982	97012479
WOODLAKE CC CORP	$18.79	2017	41983	97012479
WOODLAKE CC CORP	$18.79	2017	41984	97012479
WOODLAKE CC CORP	$18.79	2017	41985	97012479
WOODLAKE CC CORP	$18.79	2017	41986	97012479
WOODLAKE CC CORP	$18.79	2017	41987	97012479
WOODLAKE CC CORP	$18.79	2017	41988	97012479
WOODLAKE CC CORP	$10.67	2017	41990	97012479
WOODLAKE CC CORP	$10.67	2017	41991	97012479
WOODLAKE CC CORP	$10.67	2017	41992	97012479
WOODLAKE CC CORP	$10.67	2017	41993	97012479
WOODLAKE CC CORP	$10.67	2017	41994	97012479
WOODLAKE CC CORP	$10.67	2017	41995	97012479
WOODLAKE CC CORP	$10.67	2017	41996	97012479
WOODLAKE CC CORP	$18.79	2017	41997	97012479
WOODLAKE CC CORP	$18.79	2017	41998	97012479
WOODLAKE CC CORP	$18.79	2017	41999	97012479
WOODLAKE CC CORP	$18.79	2017	42000	97012479
WOODLAKE CC CORP	$18.79	2017	42001	97012479
WOODLAKE CC CORP	$18.79	2017	42002	97012479
WOODLAKE CC CORP	$18.79	2017	42003	97012479
WOODLAKE CC CORP	$18.79	2017	42004	97012479
WOODLAKE CC CORP	$18.79	2017	42005	97012479
WOODLAKE CC CORP	$18.79	2017	42006	97012479
WOODLAKE CC CORP	$18.79	2017	42007	97012479
WOODLAKE CC CORP	$18.79	2017	42008	97012479
WOODLAKE CC CORP	$18.79	2017	42009	97012479
WOODLAKE CC CORP	$18.79	2017	42010	97012479
WOODLAKE CC CORP	$18.79	2017	42011	97012479
WOODLAKE CC CORP	$18.79	2017	42012	97012479
WOODLAKE CC CORP	$18.79	2017	42013	97012479
WOODLAKE CC CORP	$18.79	2017	42014	97012479
WOODLAKE CC CORP	$18.79	2017	42015	97012479
WOODLAKE CC CORP	$18.79	2017	42016	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$18.79	2017	42017	97012479
WOODLAKE CC CORP	$18.79	2017	42018	97012479
WOODLAKE CC CORP	$18.79	2017	42019	97012479
WOODLAKE CC CORP	$18.79	2017	42020	97012479
WOODLAKE CC CORP	$18.79	2017	42021	97012479
WOODLAKE CC CORP	$18.79	2017	42022	97012479
WOODLAKE CC CORP	$18.79	2017	42023	97012479
WOODLAKE CC CORP	$18.79	2017	42024	97012479
WOODLAKE CC CORP	$18.79	2017	42025	97012479
WOODLAKE CC CORP	$18.79	2017	42026	97012479
WOODLAKE CC CORP	$18.79	2017	42027	97012479
WOODLAKE CC CORP	$18.79	2017	42028	97012479
WOODLAKE CC CORP	$18.79	2017	42029	97012479
WOODLAKE CC CORP	$18.79	2017	42030	97012479
WOODLAKE CC CORP	$18.79	2017	42031	97012479
WOODLAKE CC CORP	$18.79	2017	42032	97012479
WOODLAKE CC CORP	$18.79	2017	42033	97012479
WOODLAKE CC CORP	$18.79	2017	42034	97012479
WOODLAKE CC CORP	$18.79	2017	42035	97012479
WOODLAKE CC CORP	$18.79	2017	42036	97012479
WOODLAKE CC CORP	$18.79	2017	42037	97012479
WOODLAKE CC CORP	$18.79	2017	42038	97012479
WOODLAKE CC CORP	$18.79	2017	42039	97012479
WOODLAKE CC CORP	$18.79	2017	42040	97012479
WOODLAKE CC CORP	$18.79	2017	42041	97012479
WOODLAKE CC CORP	$18.79	2017	42042	97012479
WOODLAKE CC CORP	$18.79	2017	42043	97012479
WOODLAKE CC CORP	$18.79	2017	42044	97012479
WOODLAKE CC CORP	$18.79	2017	42045	97012479
WOODLAKE CC CORP	$18.79	2017	42046	97012479
WOODLAKE CC CORP	$18.79	2017	42047	97012479
WOODLAKE CC CORP	$18.79	2017	42048	97012479
WOODLAKE CC CORP	$18.79	2017	42049	97012479
WOODLAKE CC CORP	$18.79	2017	42050	97012479
WOODLAKE CC CORP	$18.79	2017	42051	97012479
WOODLAKE CC CORP	$18.79	2017	42052	97012479
WOODLAKE CC CORP	$18.79	2017	42053	97012479
WOODLAKE CC CORP	$18.79	2017	42055	97012479
WOODLAKE CC CORP	$18.79	2017	42056	97012479
WOODLAKE CC CORP	$18.79	2017	42057	97012479
WOODLAKE CC CORP	$18.79	2017	42058	97012479
WOODLAKE CC CORP	$18.79	2017	42059	97012479
WOODLAKE CC CORP	$18.79	2017	42060	97012479
WOODLAKE CC CORP	$18.79	2017	42061	97012479
WOODLAKE CC CORP	$18.79	2017	42062	97012479
WOODLAKE CC CORP	$18.79	2017	42063	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$18.79	2017	42064	97012479
WOODLAKE CC CORP	$18.79	2017	42065	97012479
WOODLAKE CC CORP	$18.79	2017	42066	97012479
WOODLAKE CC CORP	$18.79	2017	42067	97012479
WOODLAKE CC CORP	$18.79	2017	42068	97012479
WOODLAKE CC CORP	$18.79	2017	42069	97012479
WOODLAKE CC CORP	$18.79	2017	42070	97012479
WOODLAKE CC CORP	$18.79	2017	42071	97012479
WOODLAKE CC CORP	$18.79	2017	42072	97012479
WOODLAKE CC CORP	$18.79	2017	42073	97012479
WOODLAKE CC CORP	$18.79	2017	42074	97012479
WOODLAKE CC CORP	$18.79	2017	42075	97012479
WOODLAKE CC CORP	$18.79	2017	42076	97012479
WOODLAKE CC CORP	$18.79	2017	42077	97012479
WOODLAKE CC CORP	$18.79	2017	42078	97012479
WOODLAKE CC CORP	$18.79	2017	42079	97012479
WOODLAKE CC CORP	$18.79	2017	42080	97012479
WOODLAKE CC CORP	$18.79	2017	42081	97012479
WOODLAKE CC CORP	$18.79	2017	42082	97012479
WOODLAKE CC CORP	$18.79	2017	42083	97012479
WOODLAKE CC CORP	$18.79	2017	42084	97012479
WOODLAKE CC CORP	$18.79	2017	42085	97012479
WOODLAKE CC CORP	$18.79	2017	42086	97012479
WOODLAKE CC CORP	$18.79	2017	42087	97012479
WOODLAKE CC CORP	$18.79	2017	42088	97012479
WOODLAKE CC CORP	$18.79	2017	42089	97012479
WOODLAKE CC CORP	$18.79	2017	42090	97012479
WOODLAKE CC CORP	$77.96	2017	42091	97012479
WOODLAKE CC CORP	$82.65	2017	42095	97012479
WOODLAKE CC CORP	$82.65	2017	42096	97012479
WOODLAKE CC CORP	$82.65	2017	42098	97012479
WOODLAKE CC CORP	$18.79	2017	42116	97012479
WOODLAKE CC CORP	$18.79	2017	42117	97012479
WOODLAKE CC CORP	$143.39	2017	42118	97012479
WOODLAKE CC CORP	$143.39	2017	42119	97012479
WOODLAKE CC CORP	$143.39	2017	42120	97012479
WOODLAKE CC CORP	$143.39	2017	42122	97012479
WOODLAKE CC CORP	$143.39	2017	42124	97012479
WOODLAKE CC CORP	$82.65	2017	42127	97012479
WOODLAKE CC CORP	$82.65	2017	42139	97012479
WOODLAKE CC CORP	$82.65	2017	42140	97012479
WOODLAKE CC CORP	$162.32	2017	42141	97012479
WOODLAKE CC CORP	$82.65	2017	42143	97012479
WOODLAKE CC CORP	$82.65	2017	42144	97012479
WOODLAKE CC CORP	$82.65	2017	42146	97012479
WOODLAKE CC CORP	$143.39	2017	42151	97012479

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WOODLAKE CC CORP	$96.65	2017	42153	97012479
WOODLAKE CC CORP	$87.31	2017	42154	97012479
WOODLAKE CC CORP	$18.79	2017	42155	97012479
WOODLAKE CC CORP	$18.79	2017	42156	97012479
WOODLAKE CC CORP	$18.79	2017	42161	97012479
WOODLAKE CC CORP	$18.79	2017	42164	97012479
WOODLAKE CC CORP	$18.79	2017	42165	97012479
WOODLAKE CC CORP	$18.79	2017	42179	97012479
WOODLAKE CC CORP	$18.79	2017	42180	97012479
WOODLAKE CC CORP	$18.79	2017	42181	97012479
WOODLAKE CC CORP	$18.79	2017	42182	97012479
WOODLAKE CC CORP	$18.79	2017	42193	97012479
WOODLAKE CC CORP	$21.21	2017	52282	97012479
WOODLAKE CC CORP	$9.43	2017	52283	97012479
WOODLAKE CC CORP	$129.55	2017	52284	97012479
WOODLAKE CC CORP	$79.53	2017	52285	97012479
WOODLAKE CC CORP	$219.76	2017	52286	97012479
WOODLAKE CC CORP	$25.44	2017	52288	97012479
WOODLAKE CC CORP	$26.57	2017	52289	97012479
WOODLAKE CC CORP	$25.01	2017	52293	97012479
WOODLAKE CC CORP	$16.29	2017	52335	97012479
WOODLAKE CC CORP	$96.65	2017	54508	97012479
WOODLAKE CC CORP	$45.27	2017	54529	97012479
WOODLAKE CC CORP	$149.61	2017	54542	97012479
WOODLAKE CC CORP	$123.15	2017	54543	97012479
WOODLAKE CC CORP	$57.65	2017	54591	97012479
WOODLAKE CC CORP	$294.65	2017	56013	97012479
WOODLAKE CC CORP	$143.39	2017	56014	97012479
WOODLAKE CC CORP	$143.39	2017	56015	97012479
WOODLAKE CC CORP	$143.39	2017	56016	97012479
WOODLAKE CC CORP	$143.39	2017	56017	97012479
WOODLAKE CC CORP	$143.39	2017	56018	97012479
WOODLAKE CC CORP	$143.39	2017	56019	97012479
WOODLAKE CC CORP	$143.39	2017	56020	97012479
WOODLAKE CC CORP	$143.39	2017	56021	97012479
WOODLAKE CC CORP	$143.39	2017	56022	97012479
WOODLAKE CC CORP	$36.79	2017	63287	97012479
WOODLAKE CC CORP	$9.99	2017	63288	97012479
WOODLAKE CC CORP	$230.35	2017	66495	97012479
WOODLAKE CC CORP	$14.91	2017	66665	97012479
WOODLAKE CC CORP	$12.87	2017	66978	97012479
WOODLAKE CC CORP	$80.32	2017	69236	97012479
WOODLAKE CC CORP	$588.27	2017	70433	97012479
WOODLAKE CC CORP	$482.80	2017	70434	97012479
WOODS, MARGIE CAVINESS (HRS)	$162.40	2017	50942	97021735
WOOTEN, LULA BELLE HRS	$135.85	2017	6627	95464000

UNPAID REAL PROPERTY
2017 TAXES

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
WORTHY, SAM (HRS)	$101.77	2017	6631	95567900
WRENCHER, CHARLES	$104.25	2017	6635	97019007
WRIGHT, BARRY M	$226.68	2017	25821	95615400
WRIGHT, BRONSON	$26.12	2017	55251	95624300
WRIGHT, BRONSON	$487.10	2017	55750	95624300
WRIGHT, DAVID HAROLD JR	$292.97	2017	298	95628300
WRIGHT, JAMES BRONSON	$591.46	2017	6641	95670900
YOPP, WALLACE E	$6.73	2017	4074	96010350
YOUNG, EVELYN HRS	$83.26	2017	37430	96110000
YOW, IRENE SALMON	$9.69	2017	6679	96248200
ZANDERS, CLARA E	$313.61	2017	6683	96344700
ZANDERS, CLARA E	$97.61	2017	56341	96344700
TOTAL UNPAID	**$276,268.63**			

UNPAID PERSONAL PROPERTY
2017 TAXES

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
A FULL CIRCLE MASSAGE THERAPY	$52.43	2017	8228	97019478
A&E PROPERTY MANAGEMENT SERVICE LLC	$34.33	2017	3888	97015677
AARON, TODD HENRY	$16.26	2017	7007	97003661
ABELLA, ANGELA KIRK	$6.86	2017	2442	108000
ABERDEEN BEAD COMPANY	$56.53	2017	5138	97004429
ABERDEEN SEAFOOD MARKET	$113.06	2017	7518	97016499
AGUILAR, HERMAN BALDEMAR JIMEN	$13.06	2017	3537	531395
ALCALDE, SANTIAGO LUNA	$6.86	2017	4718	100003003
ALLEN, FRANCES TERESA & LARRY DONELLE	$12.04	2017	4926	97002006
ALVEAR, HERIBERTO ESTRAD	$13.06	2017	2545	1395750
ANDERSON, BRANDON C	$25.43	2017	1000892	97023966
ANDRE, AMBER	$19.90	2017	2604	1639860
ARBAIZA, BERTHA LOPEZ	$6.86	2017	2636	1826096
ARMSTRONG, ELSIE	$55.54	2017	2667	1920750
ARYA I LLC	$28.32	2017	7577	97017253
AT HOME PC SUPPORT	$52.43	2017	5442	97007940
ATWELL, KEVIN CHRISTOPHER	$52.97	2017	5404	120567
BAC 2 MAC	$62.69	2017	8024	97018684
BAILEY, MARGIE HONEYCUTT	$32.14	2017	2919	2868290
BAKER, MATTHEW &	$45.76	2017	6900	3088810
BARBER, RAYMOND M &	$16.67	2017	8682	3551350
BARTON, MCKINLEY ALAN	$23.40	2017	8693	97021423
BATTEN, CALVIN LEE	$19.52	2017	3248	4268700
BATTEN, JOSEPH	$17.97	2017	3250	4273900
BAXTER, HEIDI KENNEDY	$29.06	2017	3279	4375475
BEAN, PATRICIA D	$7.80	2017	3327	4533390
BEANN, HALEY	$127.07	2017	1000790	97023739
BEASLEY, LEWIS LEON	$11.64	2017	3347	97019543
BENNETT, LEWIS GENE JR	$5.80	2017	4638	5100950
BERG, LYNWOOD	$20.64	2017	3490	5197690
BEYOND THE SHUTTER GALLERY	$92.55	2017	7662	97017682
BLAKE, KENNY ANDREW	$10.30	2017	7982	110919
BLUE, CHRISTOPHER L & ROSA E	$16.26	2017	7031	100002798
BOGGS, CHARLES DANIEL	$31.60	2017	3919	7047290
BOSTIC, BILLY	$57.57	2017	5150	97004679
BRADFORD ASSOCIATES NC LLC	$52.43	2017	5461	97008087
BRADLEY, NAPOLEON &	$16.51	2017	4206	8095300
BRADY, MARCUS JOHN	$10.13	2017	4232	8225050
BRANCH, MICHAEL LAMONT	$21.16	2017	4267	8343050
BRAVO, REYES MARTINEZ	$6.86	2017	4278	8406570
BRENNEMAN, KENNETH CONRAD	$6.86	2017	4304	8486590
BREWER, BARBARA SUE	$11.25	2017	5759	97009114
BREWER, JONATHAN LEE	$15.96	2017	9216	97021893
BRIGHT, JERMAINE WADE	$4.18	2017	8295	8951440
BRITT, DAVID RAY JR	$6.86	2017	4440	9066798
BRITT, LISA GALLIMORE	$6.86	2017	5228	100002040

UNPAID PERSONAL PROPERTY
2017 TAXES

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
BRITT, REX ALAN	$8.16	2017	4806	9141450
BROWER, JAMES MICHAEL	$6.86	2017	4550	9572700
BROWER, KRISTIN NACOLE	$8.23	2017	4554	97011014
BROWER, VIRGINIA DAVIS	$31.60	2017	4574	97015324
BROWER, WILLIE A	$20.70	2017	4576	9688100
BRUNSON, HATTIE R	$14.24	2017	7341	97011668
BRYAN, JEFFREY JAMES	$6.86	2017	2440	10752395
BRYANT, WENDY HARDY	$4.72	2017	4734	10855600
BULLEN, JOSHUA WILLIAM	$6.99	2017	4777	97000523
BURRIS, THELMA	$13.78	2017	2474	11656750
BURTON, GENE M JR	$30.99	2017	6290	11711810
BUSTAMANTE, APOLONIO BARRITA	$13.06	2017	4721	100003007
BYER, BRYN MEGHAN	$39.44	2017	8169	97019149
CAGLE, JOHNNY	$6.86	2017	5948	97010193
CAGLE, MITCHELL	$7.66	2017	2500	12516550
CAGLE, RICHARD	$6.86	2017	2501	12540500
CAMERON & CO	$7.19	2017	2144	99006135
CAMPBELL, BILLY RAY	$10.06	2017	2522	13266510
CAMPBELL, BRANDY LYNN	$34.95	2017	5114	97006641
CAMPBELL, JIMMIE LEE	$6.86	2017	4808	97000913
CAMPBELL, PATTY JO	$39.66	2017	2530	13449100
CAPOTE, ISRAEL CASTREJON	$114.01	2017	1001349	100003329
CAROLINA CENTER FOR PAIN PA	$298.38	2017	5437	97007915
CARR, DENNIS F	$22.63	2017	2548	14034880
CARR, DENNIS FRANK JR	$46.52	2017	1001352	88077
CARSON, ROBERT THOMAS &	$2.60	2017	2551	14117200
CASTILLO, LAURA VEGA	$14.94	2017	2557	14440605
CAVINESS, SHIRLEY LOUISE	$11.45	2017	5899	97009847
CHAMBERS, DAVID	$13.16	2017	2569	15042500
CHILDERS, GREG	$14.94	2017	2582	15546350
CHISHOLM, ANTHONY RAY	$26.04	2017	2585	15624000
CHISHOLM, CHRISTOPHER L	$6.86	2017	6194	97010813
CLAYTON'S OIL CHANGER PLUS	$115.98	2017	8542	97021100
CLEMONS, FREDERICK HENRY JR	$20.36	2017	3411	97020739
CLIFT COMMERCIAL LLC	$97.26	2017	1579	99004641
COKELY, BONNIE LEE	$9.87	2017	2611	16808250
COLE PAINTING INC	$9.68	2017	5495	97008239
COLE, CHADWICK D	$6.86	2017	5985	16904900
COLE, RONALD P	$107.09	2017	8175	17146700
COLLINS, BENJAMIN KEITH	$12.36	2017	5771	97009125
COLLINS, BOBBY R II	$68.54	2017	1216	99003007
CONN, KEVIN REEVES	$42.27	2017	5773	97009127
COOKE, JEREMY KEKAI	$200.84	2017	6219	97010856
COTTON, RICKY	$6.86	2017	2649	18594090
COX, DEREK MITCHELL	$46.76	2017	5220	72347
COYLE CONSTRUCTION LLC	$18.68	2017	7580	99004428

UNPAID PERSONAL PROPERTY
2017 TAXES

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
CRANFORD, TONYA PHILLIPS	$46.89	2017	4801	97000829
CRAVEN, CHARLES	$148.15	2017	2666	19202660
CRAVEN, MATTHEW THOMAS	$17.68	2017	2669	19238590
CREECH, JOHN MARSHALL	$77.71	2017	1000911	97023372
CURB APPEAL	$56.53	2017	5463	97008090
CYBERTECH	$243.40	2017	2035	99005809
DAVIS, ARLENE D	$15.74	2017	2717	20922200
DAVIS, JASON ROSS	$8.00	2017	4812	97000923
DAVIS, JASON ROSS	$85.93	2017	1000929	97000923
DAVIS, JOHNNY RAY	$6.86	2017	4785	97000570
DAVIS, LARRY EUGENE	$13.42	2017	2736	21298500
DAVIS, RICHARD BRYAN	$15.45	2017	6785	97012977
DAVIS, SCOTTIE G	$12.56	2017	2743	21521885
DAVIS, SCOTTIE GENE	$207.19	2017	6589	97012376
DEATON, ALEXIS MARIE	$43.12	2017	6019	97010343
DEVERE CONSTRUCTION COMPANY	$181.85	2017	7392	97015632
DIAMOND BIZ INC	$52.43	2017	5049	97003470
DICK, JAMES ANTHONY	$8.63	2017	8594	22450250
DIXON, PHILIP CONRAD JR	$46.73	2017	7735	97017824
DOMINGO, MARIA MANUEL	$8.69	2017	2782	22937380
DONALD, TIMOTHY P & MARCIA S	$6.86	2017	2783	22953700
DONNELLY, ANDY EUGENE	$11.64	2017	2784	23009050
DONOVAN, PETER A	$41.74	2017	6907	23054800
DOUGLAS, TIFFANY DANIELLE	$24.56	2017	2788	23204790
DOWD, MICHAEL ANTHONY	$48.50	2017	2792	23368300
DOWN MEMORY LANE COLLECTIBLES & ANTIQUES	$56.53	2017	5467	97008111
DRAKE, MARTA	$9.61	2017	1369	99003963
DUNROVIN	$34.27	2017	5046	97003463
ECHO PACIFIC CONSTRUCTION INC	$440.63	2017	6210	97010852
EDMISTEN, DONALD RAY	$19.18	2017	2822	24621450
EDMISTEN, RICHARD E	$24.54	2017	2824	24626200
ELAM, DONALD PHILLIP II	$16.87	2017	6679	24966550
ELDRIDGE, PATRICK ALLEN	$1.33	2017	5929	97010174
ENGLISH, JANE ELIZABETH	$11.60	2017	8469	97020757
ENGLISH, STEVEN &	$14.77	2017	2835	25410890
EVANS, MICHAEL EUGENE	$23.65	2017	6909	97013235
EVOLUTION ATHLETICS	$3.87	2017	8236	97019489
FARLEY, JOSEPH MICHAEL	$20.97	2017	8846	110359
FAULK, PAMELA SUE	$6.86	2017	2858	26176390
FIDELITY CONSULTING GROUP INC	$10.49	2017	2868	26596570
FIELDS, VIRGINIA BARBER	$13.78	2017	2870	97009658
FOREVER IN THE LIGHT	$46.29	2017	7520	97016503
FOSTER, ROBIN DENISE	$46.89	2017	2897	27739880
FRANCIS, MATTHEW COOPER	$15.63	2017	4844	97001375
FRANCIS, MATTHEW COOPER	$44.07	2017	1000983	97001375
FUENTES, MARVIN ALEXANDER	$15.64	2017	8305	97019560

UNPAID PERSONAL PROPERTY
2017 TAXES

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
GALLIMORE, CARL	$98.07	2017	2935	29810490
GALLIMORE, JOHN CARL JR	$30.44	2017	2937	29812699
GALLIMORE, JOHN EDWARD	$157.52	2017	8179	29812750
GALLIMORE, JOHN EDWARD	$250.75	2017	1000989	29812750
GALOWNIA, COLIN MARK JR	$11.31	2017	2938	29822490
GAMES, JOHN THOMAS JR	$12.04	2017	2942	29864095
GARCIA, JAVIER VAZQUEZ	$14.27	2017	4758	97000463
GARCIA, JUAN CARLOS VALLEJO	$18.44	2017	2945	29899840
GARCIA, JUAN CARLOS VALLEJO	$8.30	2017	2946	29899840
GARCIA, LESLIE MARIE	$85.93	2017	1001365	97024237
GARNER, DOUGLAS BRADLEY	$40.64	2017	2961	3024860
GARNER, JERRY LEE	$12.10	2017	2965	30428450
GARNER, MELISSA CHRISCOE	$100.48	2017	1001367	97024239
GESINGER, JAMES JOSEPH	$96.04	2017	8182	97019155
GIBBY REVOCABLE LIVING TRUST	$18.71	2017	8314	97019568
GIBBY REVOCABLE LIVING TRUST	$24.21	2017	8315	97019569
GIBSON, MICHAEL KEVIN	$9.89	2017	2997	31498490
GOINS, TYLIBRA NASHAUN	$34.33	2017	3015	118547
GOMEZ, JESUS SANCHEZ	$30.92	2017	3017	32343075
GOMEZ, JONATHAN	$16.45	2017	7440	97015835
GONZALES, ANCELMO GONZALES	$11.37	2017	3020	32351860
GONZALEZ, ALBERTO A	$6.86	2017	3019	32351790
GONZALEZ, GABRIEL ALEXANDER	$82.09	2017	8185	97932
GONZALEZ, SILVIA SANCHEZ	$12.26	2017	3023	32355560
GONZALEZ-DIAZ, MIGUEL ANGEL	$61.35	2017	5189	97000494
GOODHUE, LAYNETTE MARIE	$14.04	2017	8466	97020755
GOODWIN, ELIZABETH	$23.03	2017	3027	32458550
GOPER VENEGAS, YESENIA	$16.26	2017	7093	97014410
GRAHAM, JOHN	$10.30	2017	3036	32863100
GRAVES, GREGORY MURRAY	$25.51	2017	7095	97020026
GREEN, ANTHONY D	$10.49	2017	3040	33119490
GREEN, STEFANI P	$10.49	2017	3045	33221495
GREENE, DUSTIN RAY	$28.40	2017	8612	97021340
GREENE, JAMES PRESTON	$12.10	2017	2656	97019555
GREENLEAF, ROBERT GEORGE	$198.47	2017	1001368	97024240
GREGORIO, ESTHER LOPEZ	$11.31	2017	3053	33421260
GREGSON, WILLIAM EDWARD	$183.78	2017	1001369	121862
GRIFFIN, JAMES B	$45.36	2017	4588	33559100
GRIMSTEAD, MELVA	$55.37	2017	3057	33657890
GROOMS, DENNIS	$45.77	2017	290	33695450
GUERRERO CISNEROS, MAYRA GEOVANNA	$163.80	2017	1001371	97024243
GUSMAN, MAYRA JADIRA	$31.60	2017	3061	33947850
GUSMAN, MAYRA JADIRA	$19.90	2017	1001018	33947850
HALL, KENNETH ALLEN	$6.86	2017	3073	34403450
HANCOCK, CAROLYN COOK	$13.16	2017	5061	97003581
HANCOCK, KEITH GARRETT	$13.78	2017	3086	34741790

UNPAID PERSONAL PROPERTY
2017 TAXES

NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
HAPPNIE-BURNS, SEAN ALEXANDER	$14.17	2017	1001021	97023455
HARMON, MAE	$6.86	2017	3099	35301390
HARPER, JOHNNY	$12.79	2017	3104	35360290
HARRIS, ANTHONY GERALD	$12.70	2017	3107	35622375
HARRIS, HOWARD M III	$55.37	2017	3110	35723800
HARRIS, JESSI LENA JONES	$46.89	2017	3112	35751250
HARRIS, PATRICIA	$45.97	2017	3113	35815820
HARRIS, TRAVIS L	$155.83	2017	3116	35879100
HARRY, KENDELL ANDREW	$105.82	2017	8748	97021303
HARTSELL, MICHAEL DOUGLAS II	$5.47	2017	9037	36061800
HAYES, JASON CALVIN	$15.15	2017	3126	36417850
HEARNE, GEORGE G	$21.47	2017	3132	36613450
HEAVENLY PINES JEWELRY & DESIGN LLC	$185.10	2017	7252	97015054
HERNANDEZ, NORBERT	$6.86	2017	3146	37147225
HERNANDEZ, ZENAIDO BELTRAN	$6.86	2017	3148	37147575
HERNANDEZ-LOPEZ, ESMERALDA LISBET	$11.45	2017	2984	97019506
HERNANDEZ-RODRIGUEZ, XIOMARA REBECCA	$30.92	2017	6912	97013237
HOBGOOD, TINA PRICE	$1.19	2017	8618	37963675
HOLDEN, GERALD	$38.99	2017	5991	97010301
HOLTON, MATTHEW DUSTIN	$13.70	2017	8013	97018571
HORNER, MARA MCNEIL	$47.90	2017	3181	38864000
HORNER, RONNIE GENE	$29.22	2017	5782	97009175
HORTON, ANTHONY	$101.25	2017	3184	38934250
HORTON, JACKIE	$70.87	2017	3185	38941290
HORTON, JIMMY DANIEL	$7.45	2017	8754	97019683
HOWELL, ELIOT J	$24.20	2017	3193	39173310
HUBBARD, DOUGLAS J JR	$1.16	2017	6613	39270150
HUDSON, CHACE	$7.61	2017	6252	97010912
HUFF, LESA PATE	$11.85	2017	1001374	97024246
HUGHES, TODD	$45.44	2017	7456	97014059
HUSSEY, CARRIE BETH	$45.03	2017	4656	100002772
HUSSEY, JACK VERNON	$19.18	2017	3209	40084550
ICON CUSTOMS	$295.29	2017	5004	97002777
IRBY, HERBERT C.DERRYL, JR	$19.62	2017	3221	40693890
ISGRIG, SUSAN NEIGUT	$30.35	2017	8017	110774
ISGRIG, TERRY W	$27.55	2017	7115	40751775
J A SPIVEY HAIR CO	$33.74	2017	2196	99006277
JACKSON, CURTIS WALTER	$6.28	2017	7782	97017947
JAIMES CRUZ, MISAEL	$72.57	2017	6836	97013203
JARAMILLO, DAVID B	$11.50	2017	3235	41381300
JOHNSON, ANTHONY PAUL	$6.86	2017	3241	42129380
JOHNSTONE, WILLIAM MILLER JR	$35.23	2017	6484	97012242
JONES, ALONZO DALE JR	$19.57	2017	3251	42747525
JORDAN PHILLIPS HVAC & HOME REPAIR SVCS	$34.27	2017	5480	97008170
JUDD, DANNY DALE	$60.71	2017	8019	97018576
JUSTICE, CARL G	$24.60	2017	3267	43378395

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NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
JUSTIS, EDWARD B	$50.91	2017	7460	97015856
K & R METAL ROOFS	$68.54	2017	8238	97019491
KAD MIEL LEARNING CENTER	$20.03	2017	2209	99006311
KEADY, ALAN VINCENT	$6.86	2017	3273	43557290
KELLY, JOSHUA LEE	$60.16	2017	3283	97015832
KELLY, PHILIP COSTIN	$23.13	2017	7128	97014458
KELLY, VANESSA ELLIOTT	$24.37	2017	1001384	97024255
KENNEDY, DEBORAH	$6.86	2017	3293	44231200
KENS TOTAL LAWN & HOME CARE	$34.27	2017	7559	97017037
KENT, JIMMY RAY	$19.18	2017	3302	44532000
KIDRON, MICHAEL B	$1.03	2017	7129	97008910
KING, STEVEN MARTIN	$22.45	2017	5785	97009191
KING, VAUGHN MATTHEW	$50.91	2017	6614	97012511
LA FAMILIA MEXICAN GRILL	$289.96	2017	8271	97019530
LANDRY, AARON LAWLESS &	$3.45	2017	7761	46477900
LANKFORD, GARY ALAN	$8.23	2017	3359	46631500
LARA, SANTANA	$24.60	2017	3360	46664425
LASSITER, JEFF	$23.44	2017	3362	46802700
LATHAM, WILLIAM W III	$13.70	2017	3363	46842290
LAWSON, BRONZIE HAROLD IV	$13.32	2017	5786	97009192
LEAK, SARAH	$60.67	2017	3371	47249200
LEONHARDT, CHRISTINE FAYE ROUSE	$6.86	2017	8544	97021186
LEWIS, PATRICK MACKENZIE	$13.31	2017	8761	97021311
LIKE MOTHER LIKE DAUGHTER BOUTIQUE	$56.53	2017	7536	97016538
LINTHICUM, DAVE	$6.85	2017	400	48338950
LITTLE TEAPOT CHILDCARE CENTER	$289.38	2017	1912	99005538
LITTLE, JAMES R	$43.12	2017	3400	48453800
LIVENGOOD, LEROY CLAYTON	$52.37	2017	6710	97012742
LLOYD, SHERRY	$19.90	2017	3406	48601100
LOCKLEAR, CHRISTOPHER SHANE	$100.48	2017	1001389	97024268
LOCKLEAR, WOODROW JR	$6.86	2017	3414	48718750
LONG, JASON CARTER	$14.99	2017	5790	97009195
LOS CABOS MEXICAN RESTAURANT LLC	$82.63	2017	1963	97021994
LOURO, JOSEPH ERIC	$11.10	2017	3423	49638350
LOY, THOMAS NEIL	$125.59	2017	8194	117800
LUCAS, JUSTIN RYAN	$24.86	2017	3434	49881400
LUCAS, WILLIAM F	$8.16	2017	3436	49908800
LYERLY, LAWRENCE JR	$6.79	2017	1001099	50153700
LYNCH, GASTON HUGH	$96.79	2017	5792	92106
MABE, JEREMY	$33.60	2017	3451	50339680
MABRY, RYAN SCOTT &	$7.10	2017	7148	50372250
MAKE IT HAPPY	$58.29	2017	8074	97018895
MANDUJANO, ALICIA DOMINGUEZ	$16.23	2017	3461	50779800
MANESS, EARNESTINE R	$101.29	2017	3469	51032560
MANNING MANAGEMENT COMPANY	$8.00	2017	1718	99005037
MANUEL, MANUEL FRANCISCO	$6.99	2017	4774	84000

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MANUEL, MANUEL FRANCISCO	$48.73	2017	4775	84000
MARKS THE SHOP	$5.49	2017	5052	97003509
MARSHALL, JOHN PETER	$37.22	2017	3504	97015715
MARTIN, ALGIE FLAKE III	$144.73	2017	8197	97019163
MARTIN, ALTON EUGENE	$34.95	2017	3506	52325040
MARTIN, LAUREN MARIE	$42.04	2017	1001393	97024273
MARTIN, TOMMY JUNIOR	$18.31	2017	8316	4875
MARTINEZ LAWNCARE	$34.27	2017	7954	97018465
MARTINEZ, ULISES AGUILAR	$6.86	2017	3522	52677390
MASHBURN, PAUL ANDERSON	$15.47	2017	5194	97010309
MASTER CUTS OF PINEHURST	$34.27	2017	5059	97003566
MATTHEWS, RANDALL KANE	$85.93	2017	1001395	97024279
MAY, CRAIG R	$110.91	2017	3538	53281650
MCCANLESS, ALLEN A &	$6.86	2017	3544	53698150
MCCONNON, ANDREW STEEL	$105.54	2017	6861	97013215
MCCRAE, YOLANDA M	$6.86	2017	3606	56041350
MCDONALD, MARY PATE	$11.66	2017	3570	54687475
MCGAW, ANDREW WILLIAM	$16.78	2017	8102	54942090
MCGAW, ANDREW WILLIAM	$14.18	2017	1001115	54942090
MCINNIS, MARVIN C	$14.57	2017	3585	55209200
MCKEITHEN, TAKEEMA LASHEL	$113.17	2017	3593	55527800
MCKENZIE, MICHAEL BRENT	$39.81	2017	3598	55807690
MCKENZIE, WILLIAM HOLT	$6.86	2017	3600	55878510
MCKINNON, CHRISTOPHER ALEXANDER	$26.18	2017	4139	97010379
MCLEAN & SON'S DETAILING & CUSTOM WHEELS	$42.38	2017	2103	97015884
MCLELLAN, JANI DIANE	$8.30	2017	4952	97002633
MCLEOD, IRVIN CLARENCE	$8.30	2017	3616	56476420
MCLEOD, MICHAEL DANIEL	$6.86	2017	3618	56539910
MCLEOD, RITA MAE	$11.60	2017	3614	56362560
MCMILLAN, BERNES	$11.64	2017	6256	56683490
MCMILLIAN, WILLIAM	$28.79	2017	3625	56766850
MCNEILL, ALFRED LAMONT	$9.09	2017	3627	56911000
MCNEILL, BEVERLY C	$10.30	2017	3628	56945605
MCNEILL, DARRELL GARVIN	$12.10	2017	3634	57020550
MCNEILL, JAMES HARVEY	$6.86	2017	3637	57155060
MCRAE, ROI ORRIN	$22.15	2017	3644	57649750
MCRAE, RUTH DOWNS	$12.83	2017	3645	57663150
MEDLIN, BRANDI	$6.86	2017	3648	57830795
MENDIGUREN, ROBERT J	$15.45	2017	6945	58147850
MHCM ENTERPRISES, LLC	$26.52	2017	5045	97003441
MILLS, DAVID LEE	$9.29	2017	6560	58873600
MITCHELL, BELINDA	$26.48	2017	3676	59034590
MITCHELL, KAREN FRYE	$29.35	2017	5197	97005198
MIZELL, JOEY ANDREW	$6.86	2017	8005	97018563
MONROE, DELANTA MARCUS	$145.93	2017	1001139	111983
MONROE, KARI ANN	$18.71	2017	3689	59508090

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NAME	UNPAID PRINCIPAL	YEAR	BILL	ACCT
MONROE, NEAL SANDERS	$129.26	2017	3691	59597590
MOORE LAWN CARE	$58.00	2017	7516	97016457
MOORE, MICHAEL WAYNE	$37.97	2017	3708	60212290
MOORE, SCOTT ANDREW	$100.48	2017	1001147	75879
MOORE, SPRING KELLER	$6.86	2017	1001148	97023485
MORGAN, PHILLIP DREW	$6.46	2017	8158	60665790
MORSE, LEIGH TYSON	$63.00	2017	3728	61169600
MOUTON, STEPHEN UDON	$33.50	2017	9176	97021670
MURCHISON, ROGER WAYNE III	$38.11	2017	5886	97009569
N & R MOTORS II	$29.00	2017	8043	97018760
NATIONAL LAWN SERVICE	$14.57	2017	3752	62218220
NGUYEN, THUY THANH	$98.51	2017	6629	97012640
NIRSCHL, JONATHAN DEREK	$13.78	2017	3237	97019477
NIRSCHL, JONATHAN DEREK	$31.00	2017	1000002	97019477
NOCE, CARL	$24.89	2017	7179	97014507
NORRIS, WILLIAM A	$46.89	2017	5162	97004861
NOWRANG, BENI	$12.73	2017	3779	63298390
NUCCI, RONALD ANTHONY JR	$40.53	2017	6630	97012641
OCAMPO, MARILU MELGAR	$20.36	2017	5336	97006364
ODOM, PHILLIP DUDLEY JR	$106.30	2017	8767	97021315
OGLE, LINDA H	$11.45	2017	3791	63802070
ON TIME PLUMBING	$4.23	2017	1567	99004605
ORTEGA, FABIOLA LIRA	$13.06	2017	3796	64123990
PAPOCA, CESAR	$6.86	2017	8462	97020733
PARKER, WILLIAM THOMAS	$5.66	2017	8724	97021433
PATTERSON, EDWARD CLARK IV	$52.52	2017	2991	97020420
PATTERSON, JAMES HOOVER III	$14.31	2017	3822	65405950
PAVLOSKY, BRIDGETTE VICK	$392.56	2017	7386	97015616
PENNINGTON, MICHAEL LEAPOLD	$72.51	2017	6374	97011997
PEREZ MARTINEZ, ABISAI	$82.09	2017	8208	97019169
PEREZ-SAAVEDRA, MA GUADALUPE	$6.86	2017	4586	100002301
PERSON, JARVIS L	$6.86	2017	3842	66157180
PERSON, MARTRI DESHAN	$20.84	2017	4796	97000821
PERSON, MONICA A	$27.69	2017	3844	66188800
PERSON, SHELBI	$44.07	2017	3847	66221400
PERSON, WILLIAM ERNEST JR	$23.06	2017	7186	97014511
PHILLIPS, AMBER	$45.42	2017	6357	97011653
PHROMSAVANH, KHAMPHEVY	$383.67	2017	540	66908900
PINSON, JOSE	$12.70	2017	3933	97015232
POINDEXTER, DONNA ELIZABETH	$6.86	2017	3885	69121975
POLISHED NAILS & FACIAL LLC	$3.72	2017	7540	97016581
POPE, CHARLES R JR	$9.06	2017	3890	69259800
PORTA, ROBERT	$245.99	2017	7934	97018332
PORTER, MICHAEL	$13.78	2017	3893	69355250
PRIEGO, PAULA	$11.60	2017	8421	97020589
PRIEST, JOSEPH ANTHONY &	$1.32	2017	3904	69938150

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PRITCHARD, RYAN GARRETT	$16.26	2017	7190	70030550
PRO ROOFING COMPANY	$34.27	2017	8042	97018744
PRO SEAL & STRIPING LLC	$44.75	2017	1001436	97023270
PROMISELAND GRADING LLC	$178.09	2017	1967	70090200
PURCELL, KARL MATHIS	$20.58	2017	3913	70258100
PURVIS, CHRISTOPHER DANIEL	$15.45	2017	6949	97013279
PURVIS, JAMES PHILLIP	$6.53	2017	7996	97018557
QUICK, GURNEY LEE DEANDRA	$27.48	2017	3922	70669790
QUISTIAN, JUAN	$17.54	2017	3928	70737850
R K MASONRY	$32.08	2017	7602	97017303
RAMIREZ, JUAN PABLO ALVAREZ	$84.46	2017	1000773	100003076
RAMIREZ-RODRIGUEZ, MARCOS G	$6.86	2017	7333	97015458
RATLIFF, TEYANNA MARIE	$6.86	2017	3943	71094660
RAY, ANTWAN L	$29.53	2017	3945	71130420
RAY, LORENZO JASPER	$6.86	2017	3949	71210560
REED, TIMOTHY CRAIG	$37.35	2017	1001202	97023755
REEVES, WILLIAM TIMOTHY	$13.06	2017	7991	97018531
REICO KITCHEN & BATH	$1.93	2017	5430	97007649
REYES, VICTORIA LOCKLEAR	$36.46	2017	3413	48711450
RHA NC/MR INC	$93.50	2017	1421	99004083
RICE, MARK ALDEN	$85.34	2017	3480	97020414
RICHARDSON, DEBORAH ANN	$40.58	2017	3972	72252250
RICHARDSON, KEITH	$16.26	2017	7744	97017854
RICHARDSON, YOLANDA	$6.86	2017	3976	72339395
RING, TOMMY WILLIAM	$11.66	2017	3997	72842950
RINGI, RYAN CHARLES	$47.34	2017	6528	97012265
RITCHIE, BARRY	$16.51	2017	3998	72874985
ROBERTSON, JOHN LEITCH	$31.46	2017	8784	97021447
ROBERTSON, JOHN LEITCH	$153.24	2017	1001216	97021447
RODRIGUEZ, ESTEFANIE HERNANDEZ	$246.41	2017	1001220	97023759
RODRIGUEZ, GUILLERMO	$6.86	2017	8459	97020731
RODRIGUEZ, JESUS ARROYO	$22.15	2017	5230	73778560
RODRIGUEZ, KARINA ZAMORA	$16.23	2017	4031	73778445
ROMERO, CARLOS	$11.60	2017	4040	74036560
RON NUCCI HAULING GRADING & LANDSCAPING	$13.93	2017	5555	97008608
RORIE, FLOYD LEE	$6.86	2017	4981	74083000
ROSS, RAYMOND JOSEPH	$6.86	2017	4044	74264710
ROSTAD, KYLE	$47.90	2017	6265	97007481
RUSSELL, LORENZO	$6.86	2017	4053	74758250
RYBA, CHARLIE	$48.84	2017	927	99001237
RYDER, GREGORY STEVEN	$18.47	2017	6954	74895000
SANCHEZ GONZALEZ, CINTYA NOEMI	$26.94	2017	1001228	97023761
SANCHEZ, GERARDO VIVEROS	$25.08	2017	4067	75131690
SANDERS, WILLIAM DAVID	$37.09	2017	4075	97000823
SANDRA'S FAMILY DAY CARE & PRE-SCHOOL	$52.43	2017	5865	97009413
SAUNDERS, CLARENCE WAYNE	$19.09	2017	5062	97019538

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SAUNDERS, JUSTIN LEE	$10.30	2017	4087	75724350
SEAGRAVES, CHARLES WESLEY	$33.25	2017	4114	76688800
SEMERIK, IVAN	$302.07	2017	6653	97011086
SESSOMS, JERRY	$6.86	2017	4124	77160720
SET IN STONE OF THE SANDHILLS LLC	$56.53	2017	6980	97013586
SEVEN LAKES BODY SHOP	$16.37	2017	2145	99006137
SHAW, DONALD WAYNE	$57.16	2017	4129	77650490
SHEARER, DONNA ALLRED	$62.34	2017	3080	3456880
SHEFFIELD, BARBARA HUSSEY	$34.95	2017	4132	77840700
SHEFFIELD, KELLY RYAN	$6.86	2017	5253	97006093
SHEPLEY, CHRISTOPHER WAYNE	$17.06	2017	8915	97021392
SHORT, GREGORY	$6.99	2017	4143	78557300
SHORT, TROY D	$74.51	2017	4144	78613365
SISTARE, JOSEPH LYNN	$19.92	2017	4168	79356000
SMITH PSYCHOLOGICAL SERVICES	$17.19	2017	2061	99005884
SMITH, ANDREW RUDOLPH	$99.22	2017	1001274	97023768
SMITH, BILLY	$7.61	2017	4174	79911790
SMITH, DOUGLAS LEE	$120.79	2017	7749	117885
SMITH, JENNIFER ELAINE	$6.86	2017	4183	80249500
SMITH, KAREN LYNETTE	$30.94	2017	6657	97012676
SMITH, KARL EDWARD	$2.45	2017	674	80343100
SMITH, MARY SHELL	$6.86	2017	4193	80454400
SMITH, NICHOLAS PERRY	$29.35	2017	3621	97027049
SMITH, STEVEN JAMES	$33.53	2017	4200	80691250
SMITH, TIFFANY LORRIANE	$10.57	2017	4202	80707400
SNEAD, YVONNE RAY	$2.08	2017	9092	120561
SOLIS, RIGOBERTO JUAREZ	$8.30	2017	3940	97020715
SOPI INC	$11.91	2017	7615	97017315
SOUP & MORE...	$1.72	2017	6316	97011174
SOUTHERN WHEY INC	$52.43	2017	5104	97004109
SPENCER, JEFFREY LASHAWN	$46.89	2017	8249	97019508
SPIVEY, CATHY MOORE	$15.96	2017	4220	81650690
STANFORD, MICHAEL	$107.95	2017	6036	97010402
STEPHAN LAPPING	$12.65	2017	2308	99006514
STEPHENS, DONALD T	$6.86	2017	4234	82341585
STEPHENS, DONALD THURSTON	$92.06	2017	4235	82341590
STEPHENS, SHARONDA DENISE	$12.33	2017	4882	97001104
STEWART, JAMES STANLEY	$6.86	2017	4243	82633450
STOCUM, JOSEPH KYLE	$25.42	2017	6662	82816025
STOCUM, LEWIS JACOB	$23.31	2017	4250	82823090
STONE, JESSE JAMES	$24.89	2017	5073	97004032
STONER, ROBERT D & HEATHER R	$21.70	2017	4870	100003108
STRAIGHT LINES COLLISION	$33.74	2017	2202	99006289
STRASSNER, ROBERT MICHAEL	$30.83	2017	9103	76540
SWAIN, MATTIE SUE	$11.64	2017	4956	83921900
TANNEHILL, JOHN EDWARD	$6.86	2017	4289	84244410

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TAYLOR, ALAN DAWSON	$12.36	2017	5830	84451300
TAYLOR, BOBBIE KAY	$13.32	2017	5831	84474440
TAYLOR, ROBERT CLARENCE JR	$216.31	2017	7978	97018521
TAYLOR, TAMMIE JEAN	$46.89	2017	4300	84688990
TCI SOFTWARE INC	$1.30	2017	5487	97019823
TDS ELECTRICAL COMPANY LLC	$68.54	2017	7558	97016789
TENNEY, ALEX ROBERT	$6.86	2017	7861	97018237
TERRY, IVY ROBINSON	$13.64	2017	4307	84904450
TEVEPAUGH, DONNA	$22.63	2017	4308	84945200
THATCHER, HANS	$70.26	2017	8218	97003729
THE AWAKENED HEART CENTER LLC	$32.68	2017	1249	99003195
THE VILLAGE FOX BOUTIQUE	$46.29	2017	5137	97004412
THOMAS, BRENDA L	$67.41	2017	4313	85438300
THOMAS, GARY B JR	$40.10	2017	4316	85558190
THRIFT STORE	$58.00	2017	7001	97013761
TIER 1 USA DESIGN & DEFENSE	$7.79	2017	8244	97019500
TOWERING PINES INC	$52.43	2017	7556	97016786
TOWNSEND, WILLIAM BROOKS III	$39.66	2017	4344	86829850
TRETTER, ALICIA MARIE	$11.10	2017	5833	97009260
TRIANGLE WINE COMPANY	$91.45	2017	5130	97004328
TUCKER, JEWETT E	$9.67	2017	4355	87158395
TYSON, CYNTHIA MCKEITHAN	$101.29	2017	4364	87686050
ULTIMATE RELAXATION SPA	$145.96	2017	8232	97019482
UNDERDOWN, RICHARD GLENN II	$17.16	2017	4366	8779300
URIBE, MARICRUZ AGUILAR	$9.45	2017	4372	87963200
UTLEY, RUTH	$6.86	2017	4375	88034750
VALDEZ-SANCHEZ, LILIANA	$22.45	2017	4376	88055290
VALDEZ-SANCHEZ, LILIANA	$136.72	2017	1001298	88055290
VALERIAMO, JAMIE GARCIA	$14.94	2017	4378	88067190
VAMPLE, MARIO RODREQUS	$63.93	2017	7003	97014182
VASQUEZ, NOHEMI	$6.86	2017	3883	69105690
VELSOR, WILLIAM M	$40.58	2017	4389	88405825
VENABLE, FRANCES YARBOROUGH	$10.30	2017	4390	88406050
VENABLE, JEFFREY R	$39.12	2017	4391	88406100
VENEGAS, YESENIA GOPAR	$57.92	2017	8426	113306
VERTIZ, KINA	$14.31	2017	4394	88452180
VILLA PINEDA, CENOBIO	$33.95	2017	1001302	97023785
VILLALBA, MODESTO	$19.41	2017	4585	100002300
VRABCAK, JOSEPH P & PATTY L	$39.33	2017	7974	100000254
WALL, DAVID W	$18.71	2017	4407	89129450
WALLACE, EVELYN	$7.26	2017	4411	89306700
WARREN, JEAN MARIE	$14.94	2017	4420	89758660
WATKINS, JOHN W III	$18.24	2017	9116	97021624
WATSON, ROBERT ERNEST	$21.12	2017	8926	90044350
WE FILE INC	$53.95	2017	7401	97015644
WE FILE INC	$59.69	2017	7402	97015644

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WEBER, GARY ALAN JR	$135.43	2017	8223	97019181
WHITAKER, JAMES L	$119.95	2017	749	90945300
WHITE, DWAIN LEE	$6.86	2017	4447	91079400
WHITE, LEROY MCSWAIN	$6.86	2017	4451	91157500
WHITE, STEVEN WILLIAM	$21.68	2017	6957	97013390
WICKER, BOBBY & AUDREY	$14.94	2017	5303	97006268
WICKER, RICKEY CURTIS JR	$68.39	2017	4463	91606510
WIKE'S PROFESSIONAL LANDSCAPING	$113.06	2017	8029	97018689
WILKES, MARVIN THOMAS &	$23.13	2017	7230	91760300
WILLIAMS, BILLY RAY	$12.88	2017	8877	97021488
WILLIAMS, EMILY DAWN	$15.82	2017	7347	97015484
WILLIAMS, JAMES EARL	$6.86	2017	4487	92576100
WILLIAMS, LENDON &	$15.96	2017	6243	92697000
WILLIAMS, SAMUEL GRILL	$22.84	2017	3561	97009067
WILLS, WILLIAM BURKE II	$44.83	2017	4519	93538530
WILSON, CHARLES JASON JR	$50.91	2017	5181	97005128
WILSON, JAMES P	$11.60	2017	4521	93720400
WILSON, STEPHAN JAY	$52.52	2017	4821	93863440
WILSON, THERESA G	$6.86	2017	4525	93863700
WINDOW AND DOOR SPECIALTIES	$52.43	2017	6974	97013580
WOODARD, JAMES	$106.40	2017	4541	95403800
WOODLE, ROGER DALE	$24.07	2017	4513	97015485
WOODS, DONALD RAY	$14.94	2017	5897	97009597
WRAY, SANDRA NICHOLSON	$113.41	2017	1000893	97023967
WRIGHT, NANCY ELLEN	$6.86	2017	1001342	97023792
YOW, LINDA JEAN	$41.81	2017	4562	96266150
TOTAL UNPAID	**$21,676.76**			

REPORT OF DELINQUENT PERSONAL PROPERTY TAXES

TO: Moore County Board of Commissioners

The undersigned tax collector respectfully reports that certain personal property taxes levied for the year 2017, remain uncollected, such uncollected taxes are being set out below. Said taxes are not liens upon real estate. The undersigned tax collector has made diligent efforts to collect said taxes by use of remedies against personal property as provided by law but has been unable to locate sufficient property belonging to delinquent taxpayers out of which the taxes might be collected. In every instance in which the tax collector has been able to discover through diligent inquiry the existence of property belonging to delinquent taxpayers within other taxing units in North Carolina, the undersigned has proceeded under the provisions of G. S. 105-364.

Per Attached Printout (Principal Amount) $21,676.76

The undersigned requests that the above-listed taxes be charged to the Tax Administrator as delinquent taxes upon annual settlement.

This 17th day of July, 2018.

Gary E. Briggs
Tax Administrator

Sworn and subscribed to before me,
this the 17th day of July, 2018.

Laura M. Williams
Clerk to the Board of Commissioners

SETTLEMENT STATEMENT OF MINIMAL TAX BILLS

As required by North Carolina General Statute 105-321(f), the following totals represent a summary of minimal tax bills not charged to the Tax Administrator for collecting for 2017-2018.

Real and Personal

Total Bills	2,044
Total Due	$5,919.21
Average Bill Amount	$2.90

Motor Vehicles

Total Bills	0
Total Due	$0
Average Bill Amount	$0

SETTLEMENT STATEMENT OF SMALL OVER/UNDER PAYMENTS

As required by North Carolina General Statute 105-357(c), the following totals represent a summary of small over/under payments that shall be reported to the governing body.

Real and Personal

Total Bills	2,177
Net Adjustment	$96.41

Motor Vehicles

Total Bills	199
Net Adjustment	$49.56

§ 105-357. Payment of taxes.

(a) Medium of Payment. - Taxes shall be payable in existing national currency. Deeds to real property, notes of the taxpayer or others, bonds or notes of the taxing unit, and payments in kind shall not be accepted in payment of taxes. A taxing unit may not permit the payment of taxes by offset of any bill, claim, judgment, or other obligation owed to the taxpayer by the taxing unit. The prohibition against payment of taxes by offset does not apply to offset of an obligation arising from a lease or another contract entered into between the taxpayer and the taxing unit before July 1 of the fiscal year for which the unpaid taxes were levied.

(b) Acceptance of Checks and Electronic Payment. - The tax collector may accept checks and electronic payments, as defined in G.S. 147-86.20, in payment of taxes, as authorized by G.S. 159-32.1. Acceptance of a check or electronic payment is at the tax collector's own risk. A tax collector who accepts electronic payment of taxes may add a fee to each electronic payment transaction to offset the service charge the taxing unit pays for electronic payment service. A tax collector who accepts electronic payment or check in payment of taxes may issue the tax receipt immediately or withhold the receipt until the check has been collected or the electronic payment invoice has been honored by the issuer.

If a tax collector accepts a check or an electronic payment and issues a tax receipt and the check is returned unpaid (without negligence on the part of the tax collector in presenting the check for payment) or the electronic payment invoice is not honored by the issuer, the taxes for which the check or electronic payment was given shall be deemed unpaid; the tax collector shall immediately correct the copy of the tax receipt and other appropriate records to show the fact of nonpayment, and shall give written notice by certified or registered mail to the person to whom the tax receipt was issued to return it to the tax collector. After correcting the records to show the fact of nonpayment, the tax collector shall proceed to collect the taxes by the use of any remedies allowed for the collection of taxes or by bringing a civil action on the check or electronic payment.

A financial institution with which a taxing unit has contracted for receipt of payment of taxes may accept a check in payment of taxes. If the check is honored, the financial institution shall so notify the tax collector, who shall, upon request of the taxpayer, issue a receipt for payment of the taxes. If the check is returned unpaid, the financial institution shall so notify the tax collector, who shall proceed to collect the taxes by use of any remedy allowed for collection of taxes or by bringing a civil action on the check.

(1) Effect on Tax Lien. - If the tax collector accepts a check or electronic payment in payment of taxes on real property and issues the receipt, and the check is later returned unpaid or the electronic payment invoice is not honored by the issuer, the taxing unit's lien for taxes on the real property shall be inferior to the rights of purchasers for value and of persons acquiring liens of record for value if the purchasers or lienholders acquire their rights in good faith and without actual knowledge that the check has not been collected or the electronic payment invoice has not been honored, after examination of the copy of the tax receipt in the tax collector's office during the time that record showed the taxes as paid or after examination of the official receipt issued to the taxpayer prior to the date on which the tax collector notified the taxpayer to return the receipt.

(2) Penalty. - In addition to interest for nonpayment of taxes provided by G.S. 105-360 and in addition to any criminal penalties provided by law, the penalty for presenting in payment of taxes a check or electronic funds transfer that is returned or not completed because of insufficient funds or nonexistence of an account of the drawer or transferor is twenty-five dollars ($25.00) or ten percent (10%) of the amount of the check or electronic invoice, whichever is greater, subject to a

maximum of one thousand dollars ($1,000). This penalty does not apply if the tax collector finds that, when the check or electronic funds transfer was presented for payment, the drawer of the check or transferor of funds had sufficient funds in an account at a financial institution in this State to make the payment and, by inadvertence, the drawer of the check or transferor of the funds failed to draw the check or initiate a transfer on the account that had sufficient funds. This penalty shall be added to and collected in the same manner as the taxes for which the check or electronic payment was given.

(c) Small Underpayments and Overpayments. - The governing body of a taxing unit may, by resolution, permit its tax collector to treat small underpayments of taxes as fully paid and to not refund small overpayments of taxes unless the taxpayer requests a refund before the end of the fiscal year in which the small overpayment is made. A "small underpayment" is a payment made, other than in person, that is no more than one dollar ($1.00) less than the taxes due on a tax receipt. A "small overpayment" is a payment made, other than in person, that is no more than one dollar ($1.00) greater than the taxes due on a tax receipt.

The tax collector shall keep records of all underpayments and overpayments of taxes by receipt number and amount and shall report these payments to the governing body as part of his settlement.

A resolution authorizing adjustments of underpayments and overpayments as provided in this subsection shall:

(1) Be adopted on or before June 15 of the year to which it is to apply;

(2) Apply to taxes levied for all previous fiscal years; and

(3) Continue in effect until repealed or amended by resolution of the taxing unit.

(1939, c. 310, s. 1710; 1971, c. 806, s. 1; 1987, c. 661; 1989, c. 578, s. 3; 1989 (Reg. Sess., 1990), c. 1005, s. 8; 1991, c. 584, s. 2; 1999-434, s. 6; 2001-487, s. 25; 2002-156, s. 1; 2005-134, s. 1; 2005-313, s. 10.)

RESOLUTION

WHEREAS, Moore County Tax Administrator has provided in his annual settlement preliminary reports containing the list of the names of persons owning real property whose taxes for 2017 remain unpaid and a list of persons owing taxes but listed no real property whose taxes remain unpaid; and

WHEREAS, North Carolina General Statute 105-373(a)(2) states that the governing body of the taxing unit shall enter upon its minutes the names of persons owing taxes but listed no real property whose taxes remain unpaid and whom it finds to be insolvent; and

WHEREAS, a diligent effort has been made to collect these taxes out of the personal property of the taxpayers concerned; and

WHEREAS, other means open to the collector have been used for collection of such taxes; and

WHEREAS, where applicable, collection outside the taxing unit has been attempted; and

WHEREAS, all information has been provided concerning those taxpayers as may be of interest to or required by the governing body; and

WHEREAS, the allowance of insolvents does not extinguish the claim for taxes; and

WHEREAS, the collector will continue to pursue collections of such taxes until the ten-year statute of limitations expires; and

WHEREAS, the Board of Commissioners by resolution should accept the lists as presented and declares that no one on the preliminary report of persons owing taxes but listed no real property should be determined insolvent; and

NOW, THEREFORE, BE IT RESOLVED, that the list of persons owing taxes but listed no real property whose taxes remain unpaid along with the list of unpaid 2017 real property taxes be charged to the Tax Administrator for collections as delinquent taxes.

Adopted this the 17th day of July, 2018.

_____
Catherine P. Graham, Chair
Moore County Board of Commissioners

ATTEST:

_____
Laura M. Williams
Clerk to the Board

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

SUMMARY TAX SETTLEMENT
CURRENT YEAR TAX - 2017-2018 as of June 30, 2018

	Real/Personal Taxes County, General, Late ALS & Fire Districts including Levy, Afterlists & Discoveries	**Real/Personal Taxes County, General, Late ALS & Fire Districts & Municipals including Levy, Afterlists & Discoveries**	**RP & MV* County, General, Late ALS & Fire Districts Real/Personal & Motor Vehicles**	**MV Only ** DMV - State System County, ALS, & Fire Motor Vehicle Tax Valuation & Levy**
	Summary - Page 1	Summary - Page 2	Summary - Page 4	Summary - Page 14
Total Valuation - Main Levy	$14,971,049,075	$22,521,641,577	$17,178,664,243	$1,408,543,111
Utilities	$311,025,474	$388,885,944	$0	$0
Afterlists/Discoveries	$488,046,583	$104,859,216	$0	$0
Total Valuation	$15,770,121,132	$23,015,386,737	$17,178,664,243	$1,408,543,111
Gross Levy Billed	$61,391,916	$87,832,525	$66,564,279	$5,172,362
Total Adj, Releases, Refunds	-$736,741	-$773,005	-$736,741	$0
Adjusted Levy	$60,655,175	$87,059,521	$65,827,538	$5,172,362
Gross Collections	$60,455,288	$86,806,048	$65,627,651	$5,172,362
Less Relief/Refunds	-$49,301	-$44,780	-$49,301	$0
Net Collections	$60,405,987	$86,761,267	$65,578,349	$5,172,362
Balance Uncollected at 6/30/18	$249,188	$298,253	$249,188	$0
Collection Percentage 6/30/18	99.5892%	99.6574%	99.6215%	100.0000%

***Motor Vehicle Value has been added in to account for the collection for DMV collection of taxes.**

**** Motor Vehicle Taxes for the current fiscal year are collected by the state of North Carolina. The State began collections for MV taxes effective with Fiscal Year 2014/2015. Since that time the Tax Administrator is tasked with collections of the prior year MV taxes only. The column you see above for DMV "MV Only" is for informational purposes only.**

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

REAL & PERSONAL PROPERTY TAX

CURRENT YEAR TAX - 2017 through 2018
Includes County General, Late, ALS and Fire Districts

		Cty,Gen, Late,ALS	Fire Districts	Total
Valuation:	Main Levy, Afterlists, Discoveries			
	Real Property	11,522,573,078	3,948,742,346	15,471,315,424
	Exemption/Deferred Value	(754,921,297)	(699,221,488)	(1,454,142,785)
	Personal Property	616,923,778	336,952,658	953,876,436
	Total Main levy	11,384,575,559	3,586,473,516	14,971,049,075
	Utilities	195,625,858	115,399,616	311,025,474
	Afterlists/Discoveries	50,806,967	437,239,616	488,046,583
	Total Valuation	11,631,008,384	4,139,112,748	15,770,121,132
Amount to be collected:				
Main Levy		56,433,573.35	3,598,647.33	60,032,220.68
Utilities		968,347.97	103,859.62	1,072,207.59
Afterlists		255,099.80	32,388.41	287,488.21
	Gross Levy	57,657,021.12	3,734,895.36	61,391,916.48
Total Reliefs/Releases		(643,618.79)		
Total Adjustments		(43,820.84)		
Total Relief/Refunds		(49,301.43)		
				(736,741.06)
	Adjusted Levy			60,655,175.42
Gross Collections		60,455,288.43		
Less Relief/Refunds		(49,301.43)		
	Net Collections			60,405,987.00
Balance Uncollected at 6/30/18				**249,188.42**
Collection Percentage: County General, late, ALS				99.5892%

Balance Uncollected at 6/30/18	
County	204,016.37
ALS	13,594.38
Late	1,604.55
Fire	29,973.12
	249,188.42

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

REAL & PERSONAL PROPERTY TAX
Includes County General, Late, ALS , Fire Districts and Municipalities
CURRENT YEAR TAX - 2017-2018

VALUATION: Main levy and all afterlists/discoveries

	Main Levy	Utilities	Afterlists/ Discoveries	Total
County General, Late, ALS	11,384,575,559	195,625,858	50,806,967	11,631,008,384
Fire Districts	3,985,571,006	115,399,616	38,142,126	4,139,112,748
Municipals	7,151,495,012	77,860,470	15,910,123	7,245,265,605
	22,521,641,577	388,885,944	104,859,216	23,015,386,737

LEVY: Main Levy and all afterlists/discoveries		
County General, Late, ALS	57,657,021.12	
Fire Districts	3,734,895.36	
Municipals and Municipals Late	26,440,608.77	
Total Levy Billed		87,832,525.25
Total Reliefs/Releases	(663,532.29)	
Total Adjustments	(64,692.10)	
Total Relief/Refunds	(44,780.36)	
		(773,004.75)
Adjusted Levy		87,059,520.50
Gross Collections	86,806,047.57	
Less Relief/Refunds	(44,780.36)	
Net Collections		86,761,267.21
Balance Uncollected at 6/30/18		298,253.29
Collection percentage		
County General, Late, ALS, Fire Districts & Municipals		99.6574%

2017-18 Tax Uncollected at 6/30/18	
County	204,016.37
ALS	13,594.38
Late	1,604.55
Fire	29,973.12
Municipals	49,064.87
Total	298,253.29

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

PRIOR YEAR REAL & PERSONAL PROPERTY TAXES (no motor vehicles)

Includes County General, Late, ALS and Fire Districts only

	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010-11	2009-10	2008-9	2007-8	2006-7	2005-6	2004-5	2003-4	2002-3	2001-2	2000 & Back	Summary
Beginning Balance July 1, 2017	235,743.56	86,135.68	173,749.82	37,198.65	30,768.75	19,347.86	19,044.31	27,586.62	16,224.97	10,669.90	27,078.49	2,330.12	2,325.67	1,803.84	1,045.17	5.42	5.28	691,064.11
Reliefs/Releases	(1,394.41)	(182.62)	(1,291.56)	(1,154.65)	(100.18)	(101.32)	(67.29)	(70.24)	(76.47)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,438.74)
Adjustments	1,151.00	856.07	2.08	1.06	2,325.70	(0.88)	(2.54)	(0.81)	(1.00)	5.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,336.00
Gross collections	(116,005.98)	(33,016.33)	(29,990.00)	(9,219.49)	(15,198.14)	(4,625.25)	(4,790.39)	(4,150.52)	(1,826.88)	(1,825.59)	(223.74)	(254.08)	(45.11)	(45.11)	(27.79)	0.00	0.00	(221,244.40)
Balance Uncollected 6/30/18	119,494.17	53,792.80	142,470.34	26,825.57	17,796.13	14,620.41	14,184.09	23,365.05	14,320.62	8,849.63	26,854.75	2,076.04	2,280.56	1,758.73	1,017.38	5.42	5.28	469,716.97
Collection Percentage Based on Original Levy	99.96%	99.96%	99.96%	99.98%	99.97%	99.98%	99.99%	99.97%	99.98%	99.98%	99.97%	99.97%	99.98%	99.99%	99.98%	100.00%	100.00%	-
Balance Uncollected at June 30, 2018																		
County General	98,004.75	45,219.80	117,575.95	23,109.77	15,303.53	12,371.46	12,054.48	19,568.03	11,290.55	7,172.36	21,529.71	1,719.45	1,913.75	1,472.94	824.07	4.96	4.82	389,140.38
ALS	6,653.21	2,020.46	5,099.61	994.29	724.91	532.15	518.13	869.48	642.92	483.61	1,911.66	153.85	161.13	124.01	75.66	0.46	0.46	20,966.00
Late	847.76	776.08	901.11	0.00	0.00	515.65	596.28	1,379.41	1,319.48	499.54	2,162.59	-2.21	0.00	0.00	0.00	0.00	0.00	8,995.69
Fire Districts	13,988.45	5,776.46	18,893.67	2,721.51	1,767.69	1,201.15	1,015.20	1,528.13	1,067.67	894.12	1,250.79	204.95	205.68	161.78	117.65	0.00	0.00	50,594.90
Total	119,494.17	53,792.80	142,470.34	26,825.57	17,796.13	14,620.41	14,184.09	23,365.05	14,320.62	8,849.63	26,854.75	2,076.04	2,280.56	1,758.73	1,017.38	5.42	5.28	469,716.97

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

SUMMARY SETTLEMENT

Includes County General, Late, ALS and Fire Districts
(Real/Personal Property & MV, DMV information)

TOTAL VALUATION (Main Levy & Utilities)		17,178,664,243	(includes MV DMV page 14)
GROSS LEVY		66,564,278.69	(includes MV DMV page 14)
TOTAL RELIEFS/RELEASES		(643,618.79)	
TOTAL ADJUSTMENTS		(43,820.84)	
TOTAL RELIEF/REFUNDS		(49,301.43)	
ADJUSTED LEVY			65,827,537.63
GROSS COLLECTIONS		65,627,650.64	(includes MV DMV page 14)
LESS RELIEF/REFUNDS		(49,301.43)	
NET COLLECTIONS			65,578,349.21
BALANCE UNCOLLECTED AS OF 6/30/18			249,188.42
COLLECTION RATE			99.6215%

BALANCE UNCOLLECTED AT June 30, 2018

	Real/Personal	Motor Vehicles	Total
COUNTY GENERAL	204,016.37	0.00	204,016.37
ALS	13,594.38	0.00	13,594.38
LATE	1,604.55	0.00	1,604.55
FIRE	29,973.12	0.00	29,973.12
TOTAL	249,188.42	0.00	249,188.42

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

Town of Aberdeen: Municipal Tax and Municipal Late

2017-2018 Tax

Main Levy	3,625,747.67	
Utilities	91,720.72	
Afterlists/Discoveries	14,137.94	
Gross Levy		3,731,606.53
Total Relief/Releases	(3,233.23)	
Total Adjustments	(174.51)	
Total Relief/Refunds	(243.19)	
		(3,650.93)
Adjusted Levy		3,727,955.60
Gross Collections	3,721,690.42	
Less Relief/Refunds	(243.19)	
Net Collections		(3,721,447.23)
2017-16 Tax Balance Uncollected 6/30/18		6,508.37
Collection Percentage		99.8254%

PRIOR YEAR TAXES

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	2005-6	2004-5	2003-4	2002-3	2001-2	2000 & Back	Summary
Beginning Balance 7/1/17	5,311.12	1,490.35	2,595.16	1,501.36	1,944.22	1,659.46	1,293.41	1,136.03	1,401.38	729.98	2,061.78	108.71	110.26	14.54	76.29	4.37	4.37	21,444.79
Relief/Releases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjustments	918.96	1,298.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,215.85
Gross Collections	(2,261.63)	(306.35)	(170.96)	(9.26)	(656.33)	(443.18)	0.00	0.00	(473.42)	(441.01)	(32.87)	0.00	0.00	0.00	0.00	0.00	0.00	(4,795.01)
Balance Uncollected 6/30/16	3,968.45	2,460.89	2,424.20	1,492.10	1,287.89	1,216.28	1,293.41	1,136.03	927.96	288.97	2,028.91	108.71	110.26	14.54	76.29	4.37	4.37	18,865.63
Collection Percentage Based on Original Levy	99.89%	99.94%	99.95%	99.97%	99.94%	99.96%	99.96%	99.96%	99.99%	99.99%	99.98%	99.99%	99.99%	99.99%	99.99%	100.00%	100.00%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

Town of Cameron: Municipal Tax and Municipal Late

2017-2018 Tax

Main Levy	90,898.75	
Utilities	3,476.65	
Afterlists/Discoveries	427.16	
Gross Levy		94,802.56
Total Reliefs/Releases	(120.38)	
Total Adjustments	(1,025.89)	
Total Relief/Refunds	0.00	
		(1,146.27)
Adjusted Levy		93,656.29
Gross Collections	93,274.83	
Less Relief/Refunds	0.00	
Net Collections		(93,274.83)
2017-18 Tax Balance Uncollected 6/30/18		381.46
Collection Percentage		99.5927%

PRIOR YEAR TAXES

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Summary
Beginning Balance 7/1/17	443.44	143.21	106.61	19.61	19.61	32.18	127.26	131.30	66.51	0.00	131.90	1,221.63
Reliefs/Releases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjustments	(12.85)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(12.85)
Gross Collections	(265.96)	(86.72)	(87.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(439.68)
Balance Uncollected 6/30/18	164.63	56.49	19.61	19.61	19.61	32.18	127.26	131.30	66.51	0.00	131.90	769.10
Collection Percentage Based on Original Levy	99.65%	99.99%	99.99%	99.99%	99.99%	99.99%	99.99%	99.99%	100.00%	100.00%	100.00%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

Town of Carthage: Municipal Tax and Municipal Late

2017-2018 Tax

Main Levy	1,066,685.53	
Utilities	22,318.42	
Afterlists/Discoveries	1,600.63	
Gross Levy		1,090,604.58
Total Reliefs/Releases	(2,232.13)	
Total Adjustments	(1,095.51)	
Total Relief/Refunds	(222.75)	
		(3,550.39)
Adjusted Levy		1,087,054.19
Gross Collections	1,080,596.07	
Less Relief/Refunds	(222.75)	
Net Collections		(1,080,373.32)
2017-18 Tax Balance Uncollected 6/30/18		6,680.87
Collection Percentage		99.3854%

PRIOR YEAR TAXES

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	2005-6	2004-5	2003-4	2002-3	Summary
Beginning Balance 7/1/17	6,587.38	2,272.14	1,367.60	831.25	462.41	236.60	344.24	311.71	186.06	131.76	113.30	5.50	6.30	5.50	1.22	12,862.97
Reliefs/Releases	(19.22)	(5.45)	(3.45)	(3.21)	(3.21)	(2.92)	0.00	0.00	0.00	(0.05)	0.00	0.00	0.00	0.00	0.00	(37.51)
Adjustments	(0.45)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.45)
Gross Collections	(4,674.62)	(1,562.93)	(946.01)	(254.60)	(51.04)	(124.28)	(124.28)	(9.92)	(9.92)	(5.01)	0.00	0.00	0.00	0.00	0.00	(7,762.61)
Balance Uncollected 6/30/18	1,893.09	703.76	418.14	573.44	408.16	109.40	219.96	301.79	176.14	126.70	113.30	5.50	6.30	5.50	1.22	5,062.40
Collection Percentage Based on Original Levy	99.64%	99.97%	99.99%	99.99%	99.99%	99.99%	99.99%	99.99%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

Village of Pinehurst : Municipal Tax, Municipal Late and R-PH Fire

2017-2018 Tax

Main Levy	9,447,812.14	
Utilities	60,841.90	
Afterlists/Discoveries	2,559.31	
Gross Levy		9,511,213.35
Total Reliefs/Releases	790.17	
Total Adjustments	(1,085.49)	
Total Relief/Refunds	(1,742.44)	
		(2,037.76)
Adjusted Levy		9,509,175.59
Gross Collections	9,504,164.32	
Less Relief/Refunds	(1,742.44)	
Net Collections		(9,502,421.88)
2017-18 Tax Balance Uncollected 6/30/18		6,753.71
Collection Percentage		99.9290%

PRIOR YEAR TAXES

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	2005-6	2004-5	2003-4	2002-3	Summary
Beginning Balance 7/1/17	9,195.54	2,708.01	237.78	170.54	1,561.96	138.38	200.68	1,720.26	218.76	466.39	585.45	46.51	46.51	43.51	48.20	17,388.48
Reliefs/Releases	0.00	0.00	0.00	0.00	(11.95)	(12.99)	(13.67)	(14.25)	(15.00)	0.00	0.00	0.00	0.00	0.00	0.00	(67.86)
Adjustments	(0.20)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.20)
Gross Collections	(2,863.52)	(624.73)	(7.70)	0.00	(1,177.30)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,673.25)
Balance Uncollected 6/30/18	6,331.82	2,083.28	230.08	170.54	372.71	125.39	187.01	1,706.01	203.76	466.39	585.45	46.51	46.51	43.51	48.20	12,647.17
Collection Percentage Based on Original Levy	99.92%	99.99%	99.99%	99.999%	99.999%	99.999%	99.999%	99.997%	99.999%	99.999%	99.999%	100.000%	100.000%	100.000%	100.000%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

Town of Robbins : Municipal Tax, Municipal Late

2017-2018 Tax

Main Levy	305,550.16	
Utilities	17,848.33	
Afterlists/Discoveries	2,063.81	
Gross Levy		325,462.30
Total Reliefs/Releases	(1,296.70)	
Total Adjustments	(3,049.78)	
Total Relief/Refunds	0.00	
		(4,346.48)
Adjusted Levy		321,115.82
Gross Collections	318,760.78	
Less Relief/Refunds	0.00	
Net Collections		(318,760.78)
2017-18 Tax Balance Uncollected 6/30/18		2,355.04
Collection Percentage		99.2666%

PRIOR YEAR TAXES

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	2005-6	2004-5	2003-4	2002-3	Summary
Beginning Balance 7/1/17	1,506.74	1,205.47	917.63	917.63	331.59	260.58	169.89	1,964.25	97.12	78.34	148.83	123.42	123.42	123.42	50.39	8,018.72
Reliefs/Releases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjustments	(0.36)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.36)
Gross Collections	(740.39)	(769.30)	(535.93)	(540.31)	(304.00)	(243.49)	(96.72)	(28.43)	(4.45)	(71.08)	0.00	0.00	0.00	0.00	0.00	(3,334.10)
Balance Uncollected 6/30/18	765.99	436.17	381.70	377.32	27.59	17.09	73.17	1,935.82	92.67	7.26	148.83	123.42	123.42	123.42	50.39	4,684.26
Collection Percentage Based on Original Levy	99.52%	99.82%	99.82%	99.99%	100.00%	100.00%	100.00%	99.988%	99.99%	100.00%	99.99%	99.99%	99.99%	99.99%	100.0000%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

Town of Southern Pines: Municipal Tax and Municipal Late

2017-2018 Tax

Main Levy	8,999,814.66	
Utilities	96,586.98	
Afterlists/Discoveries	12,252.16	
Gross Levy		9,108,653.80
Total Reliefs/Releases	(10,809.80)	
Total Adjustments	(4,913.74)	
Total Relief/Refunds	(1,319.23)	
		(17,042.77)
Adjusted Levy		9,091,611.03
Gross Collections	9,074,181.63	
Less Relief/Refunds	(1,319.23)	
Net Collections		(9,072,862.40)
2017-18 Tax Balance Uncollected 6/30/18		18,748.63
Collection Percentage		99.7938%

PRIOR YEAR TAXES

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	2005-6	2004-5	2003-4	2002-3	Summary
Beginning Balance 7/1/17	17,983.85	8,125.46	6,218.20	4,638.97	3,198.28	2,922.98	1,819.54	3,315.91	2,108.29	944.34	10,237.03	334.40	169.50	166.88	63.20	62,246.83
Reliefs/Releases	0.00	(0.21)	(1.34)	(0.20)	(0.24)	0.00	0.00	0.00	(0.08)	0.00	0.00	0.00	0.00	0.00	0.00	(2.07)
Adjustments	(61.18)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(61.18)
Gross Collections	(12,534.80)	(4,758.00)	(3,243.98)	(2,467.32)	(1,345.35)	(376.72)	(240.37)	(15.47)	(23.92)	(57.41)	(76.93)	(171.95)	(34.16)	(34.16)	(23.35)	(25,403.89)
Balance Uncollected 6/30/18	5,387.87	3,367.25	2,972.88	2,171.45	1,852.69	2,546.26	1,579.17	3,300.44	2,084.29	886.93	10,160.10	162.45	135.34	132.72	39.85	36,779.69
Collection Percentage Based on Original Levy	99.8840%	99.9700%	99.9500%	99.9823%	99.9900%	99.9600%	99.9400%	99.9900%	99.9700%	99.9999%	99.9890%	99.9980%	99.9999%	99.9999%	99.9999%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

Town of Taylortown: Municipal Tax and Municipal Late

2017-2018 Tax

Main Levy	431,448.93	
Utilities	6,773.79	
Afterlists/Discoveries	24,857.53	
Gross Levy		463,080.25
Total Reliefs/Releases	(775.95)	
Total Adjustments	(4,432.53)	
Total Relief/Refunds	0.00	
		(5,208.48)
Adjusted Levy		457,871.77
Gross Collections	455,358.21	
Less Relief/Refunds	0.00	
Net Collections		(455,358.21)
2017-18 Tax Balance Uncollected 6/30/18		2,513.56
Collection Percentage		99.4510%

PRIOR YEAR TAXES

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	2005-6	2004-5	2003-4	Summary
Beginning Balance 7/1/17	1,835.42	495.83	220.56	202.67	3,740.32	92.30	2,267.51	2,037.00	645.24	554.92	537.16	5.80	5.80	10.73	12,651.26
Reliefs/Releases	(0.59)	(9.52)	(4.04)	(4.04)	(4.04)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(22.23)
Adjustments	0.00	9.52	4.04	4.02	4.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.62
Gross Collections	(1,295.31)	(91.21)	(53.16)	(38.97)	(3,678.60)	(34.00)	(2,184.04)	(2,028.80)	0.00	0.00	0.00	0.00	0.00	0.00	(9,404.09)
Balance Uncollected 6/30/18	539.52	404.62	167.40	163.68	61.72	58.30	83.47	8.20	645.24	554.92	537.16	5.80	5.80	10.73	3,246.56
Collection Percentage Based on Original Levy	99.69%	99.93%	99.99%	99.99%	99.99%	99.99%	99.99%	100.00%	99.99%	99.999%	99.9999%	100.00%	100.00%	100.00%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

Town of Vass: Municipal Tax, Municipal Late

2017-2018 Tax

Main Levy	340,691.58	
Utilities	10,444.31	
Afterlists/Discoveries	863.15	
Gross Levy		351,999.04
Total Reliefs/Releases	(554.27)	
Total Adjustments	(3,785.86)	
Total Relief/Refunds	0.00	
		(4,340.13)
Adjusted Levy		347,658.91
Gross Collections	343,544.74	
Less Relief/Refunds	0.00	
Net Collections		(343,544.74)
2017-18 Tax Balance Uncollected 6/30/18		4,114.17
Collection Percentage		98.8166%

PRIOR YEAR TAXES

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	2005-6	2004-5	2003-4	2002-3	Summary
Beginning Balance 7/1/17	3,532.80	1,407.79	1,173.31	835.79	631.30	371.53	753.26	498.82	143.39	94.39	103.26	1.16	1.16	1.16	3.70	9,552.82
Reliefs/Releases	0.00	0.00	0.00	0.00	0.00	(0.29)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.29)
Adjustments	(10.19)	(0.02)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(10.21)
Gross Collections	(2,364.55)	(552.63)	(340.75)	0.00	(31.42)	(29.04)	(26.40)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,344.79)
Balance Uncollected 6/30/18	1,158.06	855.14	832.56	835.79	599.88	342.20	726.86	498.82	143.39	94.39	103.26	1.16	1.16	1.16	3.70	6,197.53
Collection Percentage Based on Original Levy	98.95%	99.67%	98.97%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

Town of Whispering Pines: Municipal Tax, Municipal Late

2017-2018 Tax

Main Levy	1,754,060.58	
Utilities	6,659.36	
Afterlists/Discoveries	2,466.42	
Gross Levy		1,763,186.36
Total Reliefs/Releases	(1,681.21)	
Total Adjustments	(1,307.95)	
Total Relief/Refunds	(993.46)	
		(3,982.62)
Adjusted Levy		1,759,203.74
Gross Collections	1,759,188.14	
Less Relief/Refunds	(993.46)	
Net Collections		(1,758,194.68)
2017-18 Tax Balance Uncollected 6/30/18		1,009.06
Collection Percentage		99.9426%

PRIOR YEAR TAXES

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	Summary
Beginning Balance 7/1/17	1,178.85	174.94	101.78	93.20	88.80	30.13	0.00	0.47	7.55	1,675.72
Reliefs/Releases	(65.24)	(20.35)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(85.59)
Adjustments	(0.26)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.26)
Gross Collections	(293.48)	(1.25)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(294.73)
Balance Uncollected 6/30/18	819.87	153.34	101.78	93.20	88.80	30.13	0.00	0.47	7.55	1,295.14
Collection Percentage Based on Original Levy	99.94%	99.98%	99.98%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	

Began Collecting Whispering Pines Municipal Taxes 7/1/08.

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2018 Motor Vehicle Tax

Includes County General, ALS and Fire Districts **DMV*** Current Year only

County General Motor Vehicle Valuation		1,408,543,111
Gross Levy	5,172,362.21	
Total Reliefs/Releases	0.00	
Total Adjustments	0.00	
Total Relief/Refunds	0.00	
Adjusted Levy		5,172,362.21
Gross Collections	5,172,362.21	
Less Relief/Refunds	0.00	
Net Collections		5,172,362.21
Balance Uncollected on 6/30/18		0.00
Collection Percentage		100.0000%

Balance Uncollected:	
County	0.00
ALS	0.00
Fire	0.00
	0.00

Prior Year Motor Vehicle Taxes - County Responsibility

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	971.73	23,285.77	27,024.34	25,207.60	21,217.15	20,982.86	25,789.56	28,639.49	28,575.10	201,693.60
Total Adjustments	(7.17)	304.05	367.04	789.59	72.05	45.81	31.99	(1.21)	0.00	1,602.15
Total Releases	(0.91)	(406.84)	(368.81)	(114.90)	(240.21)	(122.32)	(17.93)	0.00	0.00	(1,271.92)
Gross Collections	(737.41)	(3,489.26)	(4,634.56)	(4,177.30)	(3,192.38)	(2,787.95)	(3,079.62)	(619.47)	(124.84)	(22,842.79)
Balance on 6/30/18	226.24	19,693.72	22,388.01	21,704.99	17,856.61	18,118.40	22,724.00	28,018.81	28,450.26	179,181.04
Balance Uncollected on 6/30/18										
County General	188.21	17,539.12	19,877.81	19,261.47	15,952.90	16,071.03	19,911.85	24,289.02	24,246.76	157,338.17
ALS	8.10	750.81	857.83	831.21	686.24	759.45	1,151.88	1,807.26	2,131.75	8,984.53
Fire	29.93	1,403.79	1,652.37	1,612.31	1,217.47	1,287.92	1,660.27	1,922.53	2,071.75	12,858.34
	226.24	19,693.72	22,388.01	21,704.99	17,856.61	18,118.40	22,724.00	28,018.81	28,450.26	179,181.04
Collection Percentage Based on Original Levy	97.04%	97.54%	97.47%	98.42%	98.97%	98.99%	98.93%	98.89%	98.87%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2018 Motor Vehicle Tax

Town of Aberdeen

Total Motor Vehicle Valuation		0
Gross Levy	0.00	
Total Reliefs/Releases	0.00	
Total Adjustments	0.00	
Total Relief/Refunds	0.00	
Adjusted Levy		0.00
Gross Collections	0.00	
Less Relief/Refunds	0.00	
Net Collections		0.00
Balance Uncollected on 6/30/18		0.00
Collection Percentage		#DIV/0!

Prior Year Motor Vehicle Taxes

	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	1,957.56	2,858.45	1,895.79	1,880.83	2,298.17	2,526.85	2,944.23	3,361.97	19,723.85
Total Adjustments	(0.35)	(0.52)	(0.58)	(0.49)	(0.45)	(0.11)	(0.06)	0.00	(2.56)
Total Releases	0.00	(116.53)	0.00	0.00	(101.74)	0.00	0.00	0.00	(218.27)
Gross collections	(276.57)	(375.90)	(229.51)	(166.23)	(27.59)	(239.70)	(84.49)	0.00	(1,399.99)
Balance on 6/30/18	1,680.64	2,365.50	1,665.70	1,714.11	2,168.39	2,287.04	2,859.68	3,361.97	18,103.03
Collection Percentage Based on Original Levy	99.77%	99.43%	99.50%	99.55%	99.59%	99.49%	99.43%	99.57%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2018 Motor Vehicle Tax

Town of Cameron

Total Motor Vehicle Valuation			0
Gross Levy		0.00	
Total Reliefs/Releases		0.00	
Total Adjustments		0.00	
Total Relief/Refunds		0.00	
	Adjusted Levy		0.00
Gross Collections		0.00	
Less Relief/Refunds		0.00	
	Net Collections		0.00
Balance Uncollected on 6/30/18			0.00
Collection Percentage			#DIV/0!

Prior Year Motor Vehicle Taxes

	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	571.95	748.59	634.02	377.14	107.14	340.64	223.60	134.57	3,137.65
Total Adjustments	0.00	0.00	115.06	0.00	0.00	0.00	0.00	0.00	115.06
Total Releases	0.00	0.00	(115.06)	0.00	0.00	0.00	0.00	0.00	(115.06)
Gross collections	(8.29)	(83.34)	(115.06)	(6.61)	(12.42)	(25.70)	0.00	0.00	(251.42)
Balance on 6/30/18	563.66	665.25	518.96	370.53	94.72	314.94	223.60	134.57	2,886.23
Collection Percentage Based on Original Levy	98.99%	98.99%	98.99%	99.32%	99.57%	99.68%	99.72%	99.99%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2018 Motor Vehicle Tax

Town of Carthage and Carthage Special

Total Motor Vehicle Valuation		0
Gross Levy	0.00	
Total Reliefs/Releases	0.00	
Total Adjustments	0.00	
Total Relief/Refunds	0.00	
Adjusted Levy		0.00
Gross Collections	0.00	
Less Relief/Refunds	0.00	
Net Collections		0.00
Balance Uncollected on 6/30/18		0.00
Collection Percentage		#DIV/0!

Prior Year Motor Vehicle Taxes

	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	559.19	861.80	622.13	621.83	565.37	731.23	1,401.44	603.06	5,966.05
Total Adjustments	0.00	(0.29)	(0.29)	0.00	0.00	(0.24)	0.00	0.00	(0.82)
Total Releases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross collections	(116.75)	(210.13)	(198.98)	(107.05)	(186.99)	(52.76)	(9.92)	0.00	(882.58)
Balance on 6/30/18	442.44	651.38	422.86	514.78	378.38	678.23	1,391.52	603.06	5,082.65
Collection Percentage Based on Original Levy	99.82%	99.74%	99.87%	99.84%	99.76%	99.73%	99.68%	99.84%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2018 Motor Vehicle Tax

Village of Foxfire

Total Motor Vehicle Valuation		0
Gross Levy	0.00	
Total Reliefs/Releases	0.00	
Total Adjustments	0.00	
Total Relief/Refunds	0.00	
Adjusted Levy		0.00
Gross Collections	0.00	
Less Relief/Refunds	0.00	
Net Collections		0.00
Balance Uncollected on 6/30/18		0.00
Collection Percentage		#DIV/0!

Prior Year Motor Vehicle Taxes

	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	101.98	74.78	313.00	106.07	27.46	46.59	123.46	183.95	977.29
Total Adjustments	0.00	(0.02)	0.00	0.00	0.00	0.00	0.00	0.00	(0.02)
Total Releases	(50.61)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(50.61)
Gross collections	(2.47)	(22.74)	(53.12)	(35.81)	0.00	0.00	(40.96)	0.00	(155.10)
Balance on 6/30/18	48.90	52.02	259.88	70.26	27.46	46.59	82.50	183.95	771.56
Collection Percentage Based on Original Levy	99.57%	99.75%	99.48%	99.73%	99.99%	99.99%	99.90%	99.91%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2018 Motor Vehicle Tax

Town of Pinebluff

Total Motor Vehicle Valuation		0
Gross Levy	0.00	
Total Reliefs/Releases	0.00	
Total Adjustments	0.00	
Total Relief/Refunds	0.00	
Adjusted Levy		0.00
Gross Collections	0.00	
Less Relief/Refunds	0.00	
Net Collections		0.00
Balance Uncollected on 6/30/18		0.00
Collection Percentage		#DIV/0!

Prior Year Motor Vehicle Taxes

	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	203.89	288.38	291.12	223.76	150.37	251.01	593.98	462.55	2,465.06
Total Adjustments	0.00	0.00	0.00	(0.08)	(0.03)	0.00	0.00	0.00	(0.11)
Total Releases	0.00	0.00	0.00	(60.57)	0.00	0.00	0.00	0.00	(60.57)
Gross collections	(3.89)	(45.82)	(24.08)	(11.17)	(9.64)	(33.90)	0.00	0.00	(128.50)
Balance on 6/30/18	200.00	242.56	267.04	151.94	140.70	217.11	593.98	462.55	2,275.88
Collection Percentage Based on Original Levy	99.83%	99.78%	99.53%	99.73%	99.85%	99.72%	99.68%	99.73%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2015 Motor Vehicle Tax

Village of Pinehurst, Phst Special and R-PH

Total Motor Vehicle Valuation		0
Gross Levy	0.00	
Total Reliefs/Releases	0.00	
Total Adjustments	0.00	
Total Relief/Refunds	0.00	
Adjusted Levy		0.00
Gross Collections	0.00	
Less Relief/Refunds	0.00	
Net Collections		0.00
Balance Uncollected on 6/30/18		0.00
Collection Percentage		#DIV/0!

Prior Year Motor Vehicle Taxes

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	19.43	1,294.40	1,052.12	1,042.98	1,077.57	904.97	828.96	1,499.30	1,459.40	9,179.13
Total Adjustments	0.00	(0.07)	(0.32)	43.50	(0.36)	0.00	(0.07)	(0.10)	0.00	42.58
Total Releases	0.00	(82.01)	0.00	(10.30)	0.00	(4.20)	0.00	0.00	0.00	(96.51)
Gross collections	(19.43)	(39.19)	(148.89)	(138.98)	(161.41)	(102.96)	(38.61)	(18.79)	0.00	(668.26)
Balance on 6/30/18	0.00	1,173.13	902.91	937.20	915.80	797.81	790.28	1,480.41	1,459.40	8,456.94
Collection Percentage Based on Original Levy	100.00%	99.91%	99.89%	99.68%	99.97%	99.98%	99.89%	99.98%	99.97%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2018 Motor Vehicle Tax

Town of Robbins

Total Motor Vehicle Valuation		0
Gross Levy	0.00	
Total Reliefs/Releases	0.00	
Total Adjustments	0.00	
Total Relief/Refunds	0.00	
Adjusted Levy		0.00
Gross Collections	0.00	
Less Relief/Refunds	0.00	
Net Collections		0.00
Balance Uncollected on 6/30/18		0.00
Collection Percentage		#DIV/0!

Prior Year Motor Vehicle Taxes

	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	389.99	289.68	747.92	239.94	741.11	768.41	452.40	896.59	4,526.04
Total Adjustments	0.00	0.00	(0.01)	0.00	0.00	0.00	0.00	0.00	(0.01)
Total Releases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross collections	(15.90)	(72.75)	(73.76)	(53.18)	(16.89)	(20.52)	0.00	0.00	(253.00)
Balance on 6/30/18	374.09	216.93	674.15	186.76	724.22	747.89	452.40	896.59	4,273.03
Collection Percentage Based on Original Levy	99.75%	99.76%	99.37%	99.59%	99.29%	99.34%	99.68%	98.89%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2018 Motor Vehicle Tax

Town of Southern Pines

Total Motor Vehicle Valuation		0
Gross Levy	0.00	
Total Reliefs/Releases	0.00	
Total Adjustments	0.00	
Total Relief/Refunds	0.00	
Adjusted Levy		0.00
Gross Collections	0.00	
Less Relief/Refunds	0.00	
Net Collections		0.00
Balance Uncollected on 6/30/17		0.00
Collection Percentage		#DIV/0!

Prior Year Motor Vehicle Taxes

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	99.16	2,243.35	3,170.72	2,710.82	2,508.87	2,040.78	2,433.15	3,308.12	3,588.51	22,103.48
Total Adjustments	0.00	178.87	53.92	(1.20)	(0.18)	(0.39)	23.97	(0.10)	0.00	254.89
Total Releases	0.00	0.00	(171.30)	0.00	(116.06)	0.00	0.00	0.00	0.00	(287.36)
Gross collections	(99.16)	(292.35)	(443.72)	(308.16)	(261.89)	(371.03)	(214.74)	(30.84)	(85.91)	(2,107.80)
Balance on 6/30/18	0.00	2,129.87	2,609.62	2,401.46	2,130.74	1,669.36	2,242.38	3,277.18	3,502.60	19,963.21
Collection Percentage Based on Original Levy	52.17%	99.87%	99.52%	99.73%	99.89%	99.85%	99.62%	98.98%	98.81%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2018 Motor Vehicle Tax

Town of Taylortown

Total Motor Vehicle Valuation		0
Gross Levy	0.00	
Total Reliefs/Releases	0.00	
Total Adjustments	0.00	
Total Relief/Refunds	0.00	
Adjusted Levy		0.00
Gross Collections	0.00	
Less Relief/Refunds	0.00	
Net Collections		0.00
Balance Uncollected on 6/30/18		0.00
Collection Percentage		#DIV/0!

Prior Year Motor Vehicle Taxes

	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	147.92	231.07	240.59	119.27	302.44	223.98	310.57	201.78	1,777.62
Total Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Releases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross collections	(14.71)	0.00	0.00	(30.52)	(40.28)	(6.52)	(11.16)	(0.50)	(103.69)
Balance on 6/30/18	133.21	231.07	240.59	88.75	262.16	217.46	299.41	201.28	1,673.93
Collection Percentage Based on Original Levy	99.84%	99.65%	99.73%	99.84%	99.27%	99.33%	99.54%	99.58%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2018 Motor Vehicle Tax

Town of Vass

Total Motor Vehicle Valuation		0
Gross Levy	0.00	
Total Reliefs/Releases	0.00	
Total Adjustments	0.00	
Total Relief/Refunds	0.00	
Adjusted Levy		0.00
Gross Collections	0.00	
Less Relief/Refunds	0.00	
Net Collections		0.00
Balance Uncollected on 6/30/18		0.00
Collection Percentage		#DIV/0!

Prior Year Motor Vehicle Taxes

	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	230.68	402.47	258.91	313.84	317.38	618.72	435.48	432.10	3,009.58
Total Adjustments	(0.06)	0.00	0.00	0.00	(0.02)	(0.01)	(0.02)	0.00	(0.11)
Total Releases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross collections	(30.32)	(31.52)	(15.22)	(7.06)	(55.16)	(94.74)	(9.00)	0.00	(243.02)
Balance on 6/30/18	200.30	370.95	243.69	306.78	262.20	523.97	426.46	432.10	2,766.45
Collection Percentage Based on Original Levy	99.96%	99.93%	99.96%	99.84%	99.97%	99.23%	99.72%	99.82%	

MOORE COUNTY
TAX SETTLEMENT OF June 30, 2018
FISCAL YEAR 2017-2018

2017-2018 Motor Vehicle Tax

Village of Whispering Pines

Total Motor Vehicle Valuation		0
Gross Levy	0.00	
Total Reliefs/Releases	0.00	
Total Adjustments	0.00	
Total Relief/Refunds	0.00	
Adjusted Levy		0.00
Gross Collections	0.00	
Less Relief/Refunds	0.00	
Net Collections		0.00
Balance Uncollected on 6/30/18		0.00
Collection Percentage		#DIV/0!

Prior Year Motor Vehicle Taxes

	2013-14	2012-13	2011-12	2010-11	2009-10	2008-9	2007-8	2006-7	Totals
Balance on 7/1/17	463.76	268.68	232.29	261.21	93.28	231.02	248.51	285.27	2,084.02
Total Adjustments	13.47	0.00	26.13	0.00	0.00	0.00	0.00	0.00	39.60
Total Releases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross collections	(7.44)	(45.64)	(17.35)	(18.79)	(26.72)	(22.36)	0.00	0.00	(138.30)
Balance on 6/30/18	469.79	223.04	241.07	242.42	66.56	208.66	248.51	285.27	1,985.32
Collection Percentage Based on Original Levy	99.96%	99.97%	99.98%	99.93%	99.99%	99.82%	99.20%	99.57%	

Agenda Item: VIII. F.
Meeting Date: 7/17/2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Gary E. Briggs, Tax Administrator GB

DATE: July 5, 2018

SUBJECT: Charge of 2018-2019 Tax Levy

PRESENTER: Gary Briggs

REQUEST:

In accordance with North Carolina General Statute 105-321(b), charge the Tax Administrator with the collection of taxes for the tax levy 2018-2019.

BACKGROUND:

North Carolina General Statute 105-321(b) states that the Board of Commissioners shall adopt and enter into its minutes an order directing the Tax Collector (Tax Administrator) to collect the taxes charged in the tax records and receipts for the current fiscal year.

IMPLEMENTATION PLAN:

Upon being charged with 2018-2019 collections, the Tax Administrator will proceed in collecting real and personal property taxes for the current fiscal year.

FINANCIAL IMPACT STATEMENT:

N/A

RECOMMENDATION SUMMARY:

Motion to charge the Tax Administrator with the collections of all real, personal, public service company, and motor vehicle taxes for 2018-2019 levy year, and with the collections of all delinquent real, personal, public service company, and motor vehicle taxes.

SUPPORTING ATTACHMENTS:

North Carolina General Statute 105-321
Authorization to Collect

§ 105-321. Disposition of tax records and receipts; order of collection.

(a) County tax records shall be filed in the office of the assessor unless the board of county commissioners shall require them to be filed in some other public office of the county. City and town tax records shall be filed in some public office of the municipality designated by the governing body of the city or town. In the discretion of the governing body, a duplicate copy of the tax records may be delivered to the tax collector at the time he is charged with the collection of taxes.

(b) Before delivering the tax receipts to the tax collector in any year, the board of county commissioners or municipal governing body shall adopt and enter in its minutes an order directing the tax collector to collect the taxes charged in the tax records and receipts. A copy of this order shall be delivered to the tax collector at the time the tax receipts are delivered to him, but the failure to do so shall not affect the tax collector's rights and duties to employ the means of collecting taxes provided by this Subchapter. The order of collection shall have the force and effect of a judgment and execution against the taxpayers' real and personal property and shall be drawn in substantially the following form:

State of North Carolina
County (or City or Town) of _____
To the Tax Collector of the County (or City or Town) of _____
_____:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of _____ and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County (or City or Town) of _____ , and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this ____ day of _____, _____

_____(Seal)
Chairman, Board of Commissioners of
_____ County
(Mayor, City (or Town) of _____)

Attest:

_____
Clerk of Board of Commissioners of _____ County
(Clerk of the City (or Town) of _____)

(c) The original tax receipts, together with any duplicate copies that may have been prepared, shall be delivered to the tax collector by the governing body on or before the first day of September each year if the tax collector has made settlement as required by G.S. 105-352. The tax collector shall give his receipt for the tax receipts and duplicates delivered to him for collection.

(d) Repealed by Session Laws 2006-30, s. 5, effective June 29, 2006.

(e) The governing body of a taxing unit may contract with a bank or other financial institution for receipt of payment of taxes payable at par and of delinquent taxes and interest for the current tax year. A financial institution may not issue a receipt for any tax payments received by it, however. Discount for early payment of taxes shall be allowed by a financial institution that contracts with a taxing unit pursuant to this subsection to the same extent as allowed by the tax collector. A financial institution that contracts with a taxing unit for receipt of payment of taxes shall furnish a bond to the taxing unit conditioned upon faithful performance of the contract in a form and amount satisfactory to the governing body of the taxing unit. A governing body of a taxing unit that contracts with a financial institution pursuant to this subsection shall publish a timely notice of the institution at which

taxpayers may pay their taxes in a newspaper having circulation within the taxing unit. No notice is required, however, if the financial institution receives payments only through the mail.

(f) Minimal Taxes. - Notwithstanding the provisions of G.S. 105-380, the governing body of a taxing unit that collects its own taxes may, by resolution, direct its assessor and tax collector not to collect minimal taxes charged on the tax records and receipts. Minimal taxes are the combined taxes and fees of the taxing unit and any other units for which it collects taxes, due on a tax receipt prepared pursuant to G.S. 105-320 in a total original principal amount that does not exceed an amount, up to five dollars ($5.00), set by the governing body. The amount set by the governing body should be the estimated cost to the taxing unit of billing the taxpayer for the amounts due on a tax receipt or tax notice. Upon adoption of a resolution pursuant to this subsection, the tax collector shall not bill the taxpayer for, or otherwise collect, minimal taxes but shall keep a record of all minimal taxes by receipt number and amount and shall make a report of the amount of these taxes to the governing body at the time of the settlement. These minimal taxes shall not be a lien on the taxpayer's real property and shall not be collectible under Article 26 of this Subchapter. A resolution adopted pursuant to this subsection must be adopted on or before June 15 preceding the first taxable year to which it applies and remains in effect until amended or repealed by resolution of the taxing unit. A resolution adopted pursuant to this subsection shall not apply to taxes on registered motor vehicles.

(g) Minimal Refunds. - The governing body of a taxing unit that collects its own taxes may, by resolution, direct the taxing unit not to mail a refund for an overpayment of tax if the refund is less than fifteen dollars ($15.00). Upon adoption of a resolution pursuant to this subsection, the taxing unit shall keep a record of all minimal refunds by receipt number and amount and shall make a report of the amount of these refunds to the governing body at the time of the settlement and shall implement a system by which payment of the refund may be made to a taxpayer who comes into the office of the taxing unit seeking the refund. Unless the taxpayer requests the minimal refund in person at the office of the taxing unit before the end of the fiscal year in which the refund is due, the taxing unit must implement a system to apply the minimal refund as a credit against the tax liability of the taxpayer for taxes due to the taxing unit for the next succeeding year. An overpayment of tax bears interest at the rate set under G.S. 105-241.21 from the date the interest begins to accrue until a refund is paid or applied in accordance with this section. Interest accrues from the later of the date the tax was paid and the date the tax would have been considered delinquent under G.S. 105-360. A resolution adopted pursuant to this subsection must be adopted on or before June 15 preceding the first taxable year to which it applies and remains in effect until amended or repealed by resolution of the taxing unit. (1939, c. 310, s. 1103; 1971, c. 806, s. 1; 1973, c. 476, s. 193; c. 615; 1987, c. 45, s. 1; 1989, c. 578, s. 1; 1991, c. 584, s. 1; 1995, c. 24, s. 1; c. 329, ss. 1, 2; 1999-456, s. 59; 2006-30, s. 5; 2012-79, s. 3.1; 2015-266, s. 2.)

State of North Carolina
County of Moore
To the Tax Administrator of the County of Moore

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records, current and delinquent, filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Moore, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 17th day of July, 2018.

_____
Catherine P. Graham, Chair
Moore County Board of Commissioners

ATTEST:

_____
Laura M. Williams
Clerk of the Board

Agenda Item: VIII. G.
Meeting Date: **07/17/2018**

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: **Denise Brook, Administration**

DATE: **July 5, 2018**

SUBJECT: **Approval of the Position Classification and Pay Plan for Moore County**

PRESENTER: **Janet Parris/Denise Brook**

REQUEST:

Request the Board of Commissioners adopt the Position Classification and Pay Plan for Moore County resulting from the Pay Study.

BACKGROUND:

As Moore County grows, it is imperative to offer competitive salaries to employees in order to attract and retain the best possible talent. Therefore, on March 3, 2017, the County entered into a contract with Piedmont Triad Regional Council (PTRC) to conduct a Pay Plan and Classification Study for each approved and budgeted full time and part time position to determine the effectiveness of the County's pay plan and to analyze each position for recommended classification and placement within the pay plan.

A formal job analysis of each position was completed which included questionnaires, individual meetings with employees, and discussions with Department Directors. Collected data was analyzed to identify job families and to define the scope and different levels of work within each job family. The factors used to determine the grade level of each position were required knowledge, skills and abilities; difficulty, complexity and variety of work performed; decision making and judgment; consequence of error; nature, type and significance of public contacts; supervision given and received; and working conditions.

The external competitive analysis of this study focused on those peer entities that were identified as being competitors for talent, similar in size and/or services provided and similar in job functions. Compensation data from these entities was analyzed and a pay plan structure including pay grades, ranges and steps as well as placement of individual classes within each pay grade was recommended.

Administration and Human Resources worked together to ensure equity was maintained across the County departments. Administration and Human Resources worked with Department Directors individually to ensure equity within their respective departments.

IMPLEMENTATION PLAN:

Effective September 15, 2018

FINANCIAL IMPACT STATEMENT:

The financial impact of the proposed position classification and pay plan is included in the adopted FY 2018/2019 Budget.

RECOMMENDATION SUMMARY:

Request the Board of Commissioners adopt the Position Classification and Pay Plan for Moore County effective September 15, 2018.

Agenda Item: ¼ Cent Sales Tax Referendum Consideration VIII. H.
Meeting Date: July 17, 2018

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: J. Wayne Vest

DATE: July 17, 2018

SUBJECT: ¼ Cent Sales Tax Referendum Consideration

PRESENTER: J. Wayne Vest

AGENDA PLACEMENT: New Business

REQUEST:

Request the Board of Commissioners to consider placing the Article 46 ¼ Cent Sales Tax referendum on the November 2018 ballot.

BACKGROUND:

- The most recent ¼ cent referendum held in 2016 narrowly failed
- Consideration was given to holding a subsequent referendum in November of 2016; however, efforts to have the allowable ballot language modified by the north Carolina General Assembly were not successful so the referendum was delayed to allow more time to have the allowable language modified.
- The Board once again asked the North Carolina General Assembly to modify the allowable language during the 2017-2018 session; however the effort was not successful and the local bill introduced and passed by the House (H 1017) stalled in the Senate's Committee on Rules and Operations
- The referendum can be placed on the November ballot with the existing statutory language should the Board decide to move forward with that decision

IMPLEMENTATION PLAN:

Should the Board approve placing the referendum on the November ballot, staff will take the necessary steps to meet the required deadlines.

FINANCIAL IMPACT STATEMENT:

Passage of the Article 46 ¼ Cent Sales Tax will generate an estimated $2.1 Million in revenue. The additional revenue will offset the necessary property tax increase needed to fund debt service that will occur due to the $123 Million in Moore County School and Sandhills Community General Obligation Bond Issuances.

RECOMMENDATION SUMMARY:

Request the Board of Commissioners to consider placing the Article 46 ¼ Cent Sales Tax referendum on the November 2018 ballot.

SUPPORTING ATTACHMENTS:

- North Carolina General Statutes of Article 46
- Final Version of H 1017

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2017

H 2

HOUSE BILL 1017
Committee Substitute Favorable 6/6/18

Short Title: Moore/Stanly Local Sales Tax Use Restriction. (Local)

Sponsors:

Referred to:

May 28, 2018

A BILL TO BE ENTITLED

AN ACT TO MODIFY THE QUARTER-CENT LOCAL OPTION SALES TAX FOR MOORE AND STANLY COUNTIES.

The General Assembly of North Carolina enacts:

SECTION 1.(a) This section applies to Moore County only.

SECTION 1.(b) G.S. 105-537(c) reads as rewritten:

"(c) Ballot Question. – The form of the question to be presented on a ballot for a special election concerning the levy of the tax authorized by this Article shall be:

"[ ] FOR [ ] AGAINST

Local sales and use tax at the rate of one-quarter (1/4) of one percent ~~(0.25%)~~ (1%) in addition to all other State and local sales and use ~~taxes.~~taxes, to be used only for public school construction, repair, and renovation purposes. For example, tax on a purchase of one hundred dollars ($100.00) would be an extra twenty-five cents (25¢)."

SECTION 1.(c) G.S. 105-538 reads as rewritten:

"**§ 105-538. Administration and use of taxes.**

(a) Administration. – The Secretary shall, on a monthly basis, allocate to each taxing county the net proceeds of the tax levied under this Article. If the Secretary collects taxes under this Article in a month and the taxes cannot be identified as being attributable to a particular taxing county, the Secretary must allocate the net proceeds of these taxes among the taxing counties in proportion to the amount of taxes collected in each county under this Article in that month. For purposes of this Article, the term "net proceeds" has the same meaning as defined in G.S. 105-472.

Except as provided in this Article, the adoption, levy, collection, administration, and repeal of these additional taxes must be in accordance with Article 39 of this Chapter. G.S. 105-468.1 is an administrative provision that applies to this Article. A tax levied under this Article does not apply to the sales price of food that is exempt from tax pursuant to G.S. 105-164.13B or to the sales price of a bundled transaction taxable pursuant to G.S. 105-467(a)(5a). The Secretary shall not divide the amount allocated to a county between the county and the municipalities within the county.

(b) Use. – A county may use funds received under this Article only for funding public school construction, repair, and renovation purposes. A county shall use funds to supplement and not to supplant or replace existing funds or other resources for public school construction."

SECTION 2.(a) This section applies to Stanly County only.

SECTION 2.(b) G.S. 105-537(c) reads as rewritten:

"(c) Ballot Question. – The form of the question to be presented on a ballot for a special election concerning the levy of the tax authorized by this Article shall be:

"[ ] FOR [ ] AGAINST

Local sales and use tax at the rate of one-quarter (1/4) of one percent ~~(0.25%)~~ (1%) in addition to all other State and local sales and use ~~taxes.~~taxes, to be used only for public education purposes. For example, tax on a purchase of one hundred dollars ($100.00) would be an extra twenty-five cents (25¢)."

SECTION 2.(c) G.S. 105-538 reads as rewritten:

"**§ 105-538. Administration and use of taxes.**

(a) Administration. – The Secretary shall, on a monthly basis, allocate to each taxing county the net proceeds of the tax levied under this Article. If the Secretary collects taxes under this Article in a month and the taxes cannot be identified as being attributable to a particular taxing county, the Secretary must allocate the net proceeds of these taxes among the taxing counties in proportion to the amount of taxes collected in each county under this Article in that month. For purposes of this Article, the term "net proceeds" has the same meaning as defined in G.S. 105-472.

Except as provided in this Article, the adoption, levy, collection, administration, and repeal of these additional taxes must be in accordance with Article 39 of this Chapter. G.S. 105-468.1 is an administrative provision that applies to this Article. A tax levied under this Article does not apply to the sales price of food that is exempt from tax pursuant to G.S. 105-164.13B or to the sales price of a bundled transaction taxable pursuant to G.S. 105-467(a)(5a). The Secretary shall not divide the amount allocated to a county between the county and the municipalities within the county.

(b) Use. – A county may use funds received under this Article only for funding public education. A county shall use funds to supplement and not to supplant or replace existing funds or other resources for public education."

SECTION 3. This act is effective when it becomes law.

Article 46.

One-Quarter Cent (1/4¢) County Sales and Use Tax.

§ 105-535. Short title.

This Article is the One-Quarter Cent (1/4¢) County Sales and Use Tax Act. (2007-323, s. 31.17(b).)

§ 105-536. Limitations.

This Article applies only to counties that levy the first one-cent (1¢) sales and use tax under Article 39 of this Chapter or under Chapter 1096 of the 1967 Session Laws, the first one-half cent (1/2¢) local sales and use tax under Article 40 of this Chapter, and the second one-half cent (1/2¢) local sales and use tax under Article 42 of this Chapter. (2007-323, s. 31.17(b).)

§ 105-537. Levy.

(a) Authority. – If the majority of those voting in a referendum held pursuant to this Article vote for the levy of the tax, the board of county commissioners may, by resolution and after 10 days' public notice, levy a local sales and use tax at a rate of one-quarter percent (0.25%).

(b) Vote. – The board of county commissioners may direct the county board of elections to conduct an advisory referendum on the question of whether to levy a local sales and use tax in the county as provided in this Article. The election shall be held in accordance with the procedures of G.S. 163A-1592.

(c) Ballot Question. – The form of the question to be presented on a ballot for a special election concerning the levy of the tax authorized by this Article shall be:

"[ ] FOR [ ] AGAINST

Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes."

(d) Repealed by Session Laws 2014-3, s. 14.22, effective May 29, 2014. (2007-323, s. 31.17(b); 2013-381, s. 10.14; 2014-3, s. 14.22; 2017-6, s. 3.)

§ 105-538. Administration of taxes.

The Secretary shall, on a monthly basis, allocate to each taxing county the net proceeds of the tax levied under this Article. If the Secretary collects taxes under this Article in a month and the taxes cannot be identified as being attributable to a particular taxing county, the Secretary must allocate the net proceeds of these taxes among the taxing counties in proportion to the amount of taxes collected in each county under this Article in that month. For purposes of this Article, the term "net proceeds" has the same meaning as defined in G.S. 105-472.

Except as provided in this Article, the adoption, levy, collection, administration, and repeal of these additional taxes must be in accordance with Article 39 of this Chapter. G.S. 105-468.1 is an administrative provision that applies to this Article. A tax levied under this Article does not apply to the sales price of food that is exempt from tax pursuant to G.S. 105-164.13B or to the sales price of a bundled transaction taxable pursuant to G.S. 105-467(a)(5a). The Secretary shall not divide the amount allocated to a county between the county and the municipalities within the county. (2007-323, s. 31.17(b); 2007-345, s. 14.5(a); 2008-134, s. 75; 2009-445, s. 18; 2016-5, s. 3.21.)

§§ 105-539 through 105-549: Reserved for future codification purposes.

Agenda Item: IX. A.
Meeting Date: 07/17/2018

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: **Laura M. Williams, Clerk**

DATE: **07/13/2018**

SUBJECT: **Appointments / Board of Adjustment**

REQUEST:

Appoint three members and one alternate member to the Board of Adjustment.

BACKGROUND:

Current terms of service for Board of Adjustment members Frank Thigpen, Kathy Liles, and Penny Johnson and alternate Paul Hodges expire July 31. Each of these members has served more than two consecutive terms, so if reappointed, the commissioners will need to vote to waive the term limit. There are no other applications on file. There is additionally one member vacancy and a second alternate vacancy to be filled.

IMPLEMENTATION PLAN:

Clerk will make notification of appointments and update records.

RECOMMENDATION SUMMARY:

Make a motion to appoint members to the Board of Adjustment for three-year terms expiring July 31, 2021.

Agenda Item: IX. B.
Meeting Date: 07/17/2018

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: **Laura M. Williams, Clerk**

DATE: **07/10/2018**

SUBJECT: **Appointments / NCACC Annual Conference Voting Delegate**

REQUEST:

Designate a voting delegate for the NC Association of County Commissioners annual conference.

BACKGROUND:

The NCACC Annual Conference will be held in Catawba County August 23 – 25. During the business session on Saturday, August 25 at 3:00pm, each county will be entitled to one vote on items that come before the membership. Counties are requested to designate a voting delegate prior to the conference.
Commissioner Gregory has indicated his willingness to attend the conference and represent Moore County.

IMPLEMENTATION PLAN:

Clerk will submit required documentation to NCACC staff.

RECOMMENDATION SUMMARY:

Make a motion to appoint a voting delegate to the NCACC Annual Conference.

Agenda Item: IX. C.
Meeting Date: 07/17/2018

MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: **Laura M. Williams, Clerk**

DATE: **07/10/2018**

SUBJECT: **Appointments / Town of Vass Planning Board ETJ Members**

REQUEST:

Appoint two ETJ members to the Town of Vass Planning Board.

BACKGROUND:

On behalf of the Town of Vass Board of Commissioners, the Town Administrator/Clerk has requested the reappointment of Daniel Dent (4230 Cypress Church Rd.) and the appointment of Ron Atkinson (2551 US Hwy 1) as extraterritorial jurisdiction (ETJ) members of the Town's Planning Board.

IMPLEMENTATION PLAN:

Clerk will make notification of appointments.

RECOMMENDATION SUMMARY:

Make a motion to reappoint Daniel Dent and appoint Ron Atkinson as ETJ members of the Town of Vass Planning Board.