

**AGENDA**  
**VANCE COUNTY BOARD OF COMMISSIONERS**  
**May 7, 2018**

**Invocation**

**Pastor Carolyn Roy**  
**Plank Chapel United Methodist Church**

**Recognition of Leadership-Vance Participants, John Barnes**

- 1. Public Comments** (for those registered to speak by 5:45 p.m. - speakers are limited to five minutes)

**Board of Equalization and Review**  
*at the time the agenda was prepared, no one had signed up to appeal*  
**6:00 p.m. - 8:00 p.m.**

- 2. Appointment** **Felicia Gregory, FVW Opportunity  
Organizational Update**

- 3. Appointment** **Dennis Jarvis, EDC Director  
EDC Marketing Initiative**

- 4. Water District Board**  
**a. Monthly Operations Report**

- 5. Committee Reports and Recommendations**

- a. Public Safety Committee**
- Fire Engine Financing
  - Options for Old Fire Engine
  - VFD Funding and Response
  - Fire Commission Guidelines Revisions
- b. Planning/Environmental Committee**
- Tree Removal at Administration Building
  - Williamsboro Wayside Vegetation
  - Electronics Waste - Cost Reduction Pilot
  - Roadside Cleanup

- 6. Finance Director's Report**
- a. Surplus Property**
  - b. FY 2017-18 Audit Contract**
  - c. Pension Testing Engagement Letter**

7. **County Manager's Report**
  - a. **Fireworks Permit - Cokesbury VFD**
  - b. **Presentation of FY 2018-19 Proposed Budget**
  
8. **Consent Agenda Items**
  - a. **Budget Amendments and Transfers**
  - b. **Tax Refunds and Releases**
  - c. **Ambulance Charge-Offs**
  - d. **Monthly Reports**
  - e. **Minutes**
  
9. **Miscellaneous**
  - a. **Appointments**
  
10. **Closed Session**
  - a. **Economic Development Matter**
  - b. **Contract Negotiation**

***AGENDA APPOINTMENT FORM***

*May 7, 2018*

***Name:*** Felicia Gregory

***Name of Organization:*** FVW Opportunity, Inc.

***Purpose of appearance:*** Provide Organizational Update

# **AGENDA APPOINTMENT FORM**

*May 7, 2018*

**Name:** Dennis Jarvis

**Name of Organization:** Henderson-Vance Economic Development

**Purpose of appearance:** Present EDC Marketing Initiative as recommended by the Economic Development Commission and seek approval for funding the initiative.

**Recommendation from Economic Development Commission:** *Approve contracting with Marketing Alliance for the EDC Marketing Initiative and authorize the use of remaining FY17-18 departmental funds plus an additional allocation not to exceed \$60,000 from fund balance for the project.*

# MARKETING ALLIANCE QUALIFICATIONS

## Economic Development Marketing Experience

Marketing Alliance has worked with over 200 economic development agencies, ports, municipalities and chambers of commerce in 19 states, including 10 economic developers in North Carolina. We partner with our clients to help them identify their strengths and craft their message in order to differentiate and compete. Our in-house capabilities include marketing strategies, branding, website development, interactive maps, strategic digital campaigns, video production, email marketing, direct mail, print ads, media placement, print brochures, 3D renderings and animation, and enhanced analytic lead generation.

In North Carolina we have worked with local and regional economic developers to market two megasites that we were recently finalists for the Toyota-Mazda manufacturing plant.

Our experience includes meeting with numerous site selectors

and discussing how they use economic development marketing, videos, websites and interactive maps in their business of site selection. They've shared with us what they are looking for and what they consider makes an effective economic development marketing tool. We've incorporated their insights into our marketing development process.

We've worked closely with our economic development clients on sales presentations and videos aimed at specific industrial prospects. These presentations have helped our clients close the deal, and we've been fortunate to have had a small role in helping our clients land development deals worth billions of dollars.

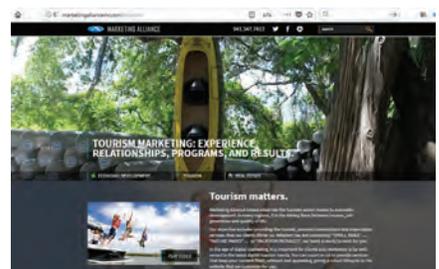
We attend numerous economic development conferences each year in order to stay up on top of trends and to network with site selectors and local and state officials. Marketing Alliance has presented annually on economic development marketing at the University of Southern Mississippi Masters of Economic Development Course for six years.



*Our clients are located primarily in the Southeastern United States, including 10 economic developers in North Carolina. An interactive map can be found on the Marketing Alliance website showing clients and locations.*



*Marketing Alliance has worked with two megasites in North Carolina that were finalists for the Toyota-Mazda project.*



*Detailed information and sample projects can be found on the Marketing Alliance website: [marketingallianceinc.com](http://marketingallianceinc.com).*

*Marketing Alliance was established in 2001 in Jackson, Mississippi and today has its corporate office in Punta Gorda, Florida.*



## MARKETING ALLIANCE

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### Proposal

For: Dennis Jarvis, II  
Economic Development Director  
Henderson-Vance County Economic Development Commission  
1775 Graham Ave  
Henderson, North Carolina 27536

Date: 3/29/18

Number: 4437

### Henderson-Vance County Budget Recap

Fiscal Year ending June 30, 2018 - \$24,100

Fiscal Year beginning July 1, 2018 - \$28,000

Fiscal Year beginning July 1, 2019 - \$28,000

### Deliverables and Timeline

#### Logo Development with Tagline

Begin production April 10, 2018 with final logo and tagline to be delivered on May 10, 2018

#### Website Development

Begin production April 10, 2018 with final delivery and launch in August 2018.

#### Videography and Photography

Begin production April 10, 2018 with final deliver of photos and videos upon launch of website in August 2018.

#### Social Media Branding

Begin production July 1, 2018 with final delivery upon launch of website in August 2018.

#### SiteTracker Advanced Analytics

To be incorporated into website and active upon launch of website in August 2018.



## MARKETING ALLIANCE

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### Henderson-Vance County Budget Recap and Billing

Fiscal Year ending June 30, 2018 - \$24,100

- Logo Development and Branding - \$8,500
- Videography and Photography - \$6,100 (balance to be billed in 2<sup>nd</sup> fiscal year)
- Website Production - \$9,500 (balance to be billed in 2<sup>nd</sup> fiscal year)

Fiscal Year beginning July 1, 2018 - \$28,000

- Videography and Photography - \$12,000
- Website Production - \$10,400
- Social Media Branding - \$2,000
- SiteTracker Advanced Analytics - \$3,600

Fiscal Year beginning July 1, 2019 - \$28,000

- To Be Determined – Digital Campaigns to Drive Leads
- SiteTracker Advanced Analytics - \$3,600
- Website annual maintenance - \$2,500

Note: Invoicing is billed each month for time-to-date applied to each project.

### Branding Details

#### Logo Development with tagline

This simplified branding process includes the development of the Henderson-Vance County Economic Development Commission logo and tagline. The creative process begins immediately based on feedback and direction given in the kick off meeting held via conference call. Creative development includes layout and design of five (5) logo design options and two rounds of revisions are included. Additional rounds of revisions will be billed at a standard \$140 per hour. Tagline development includes a series of tagline options and one round of revisions.

#### Estimate includes the following stages, benchmarks & deliverables:

- a) Guided Brand Discussion with primary contact via tele-conference (kick off meeting).
- b) Logo Designs and two rounds of revisions.
- c) Tagline options and one round of revisions.
- d) Final logos/taglines standards document.

**Production: \$8,500**

#### Clearance against registered trademarks disclaimer

Marketing Alliance will research to determine whether the proposed tagline is available for use or whether it has been registered and in use by another entity in connection with related goods or services. Marketing Alliance's preliminary research utilizes the United States Trademark Office Online Database. Marketing Alliance recommends that the client engage a Trademark Attorney for formal registration and clearance for use.



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### Videography and Photography Details

#### On-Site Filming

Marketing Alliance will shoot two days of on-site videography & photography that includes aerial drone footage and ground level footage in order to create a library of resources that will be used in marketing initiatives such as website development and video production (testimonials, overview, social media, etc.).

#### Estimate includes the following stages, benchmarks & deliverables:

- a) Two days of on-site videography & photography
- b) One minute overview video that includes script development, voice over, and royalty free music.
- c) Three testimonial videos of local companies thriving in the county. Includes royalty free music.
- d) Welcome message from Dennis Jarvis (one minute video).
- e) High end still photographs of area assets, workforce, educational resources for use in the website and future supporting marketing initiatives.

**Production: \$18,000**

### Website Development Details

Marketing Alliance will produce a highly effective economic development website for Henderson-Vance County Economic Development Commission that includes the following:

- Website with Expression Engine CMS (content management system)
- Creation of 20 website pages
- Creation of 2 or 3 template Pages
- Copy writing for 10 website pages
- Report Generator
- Responsive design optimized for mobile platforms
- Hosting Services - As an additional security measure, hosting also includes a secure sockets layer (SSL) certificate to encrypt data and allow safe transmission of private information when you log into your site or when a visitor fills in an online form.
- Google Analytics
- Incorporation of the NC State Sites & Buildings database (edpnc.com)
- Standard interactive proximity map.



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An example of an Interactive Proximity map can be viewed at:

[http://marketingallianceinc.com/map\\_example](http://marketingallianceinc.com/map_example)

**Production: \$20,000**

\$2,500 annual for year two and three

Year four optional renewal

**Annual fee includes –**

- Real time monitoring
- SEO Review, modifications, and recommendations for increased search ability
- Hosting services
- Expression Engine CMS updates
- Unlimited technical support

### **Social Media Branding Details**

Marketing Alliance, Inc. proposes having your Social Media channels match your brand and existing website. Marketing Alliance will set up the proper social media channels for Henderson-Vance Economic Development Commission and make them all match. Marketing Alliance will connect Social Media platforms Facebook, LinkedIn, Twitter to a dashboard like Hootsuite for a single entry process. Marketing Alliance will implement one initial intro post across all platforms and then train client on how to post going forward. Subscription to Hootsuite not included in this price.

**Production: \$2,000**

### **SiteTracker Advanced Analytics Details**

Marketing Alliance proposes to add advanced analytics tracking to the website. SiteTracker goes beyond Google Analytics and provides actionable data and generates real leads.

- Receive leads and stats in your email daily or smart phone with names of companies that visited your website the day prior which includes contact information and emails, revenue, and location.
- Track online campaigns and measure ROI more precisely.

**Advanced analytics tracking \$300 per month - \$3,600 annually**

# *Water District Board*



Vance County Water District  
 Operations Report  
 April 2018

Operations Highlights:                      Fiscal Year-to Date                      April (Apr 3- May1)

Work Order Completions:

Discolored Water/ Air in lines	5	0
Set Meters	31	2
Replace Meter/ERT	12	0
Remove Meter	3	0
Locate Lines	543	49
Odor In Water / Chlorine Check	3	0
Check Usage / Leaks	97	4
Replace Meter Lid/ Box	11	0
Low pressure/ No Water	10	0
Water Main Break	2	0
Distribute Boil Water Notices	0	0
Distribute Rescind Notices	0	0
Move in / move out	88	7
Phase 1 and 2 construction responses	1	0
Water line repairs	4	0
Actual Shut offs	31	3
Restores	14	1
Cross Connection Checks	1	0
Intent to Serve inspections	0	0
Hydrant/Site Care/Mowing	5	0
Delivered Return Mail	32	15
Water Taps	7	0

Satellite Office Activity:

Information requests	41	3
Bill pays	1796	191
Applications received	33	1

Billing Summaries:

January Billing                      01/04/2018 through 01/31/2018  
 1,282 active customers of which 848 were metered services  
 Gallons billed 2,253,136 Average usage 2,657 @ .01033 = \$27.45 plus \$ 30 Base = \$57.45  
 February Billing                      01/31/2018 through 03/06/2018  
 1,274 active customers of which 843 were metered services  
 Gallons billed 3,288,764 Average usage 3,901 @ .01033 = \$40.30 plus \$ 30 Base = \$ 70.30  
 March Billing                      03/06/2018 through 04/03/2018  
 1,271 active customers of which 843 were metered services  
 Gallons billed 2,439,960 Average usage 2,894 @ .01033 = \$29.90 plus \$ 30 base = \$ 59.90  
 April Billing                      04/03/2018 through 05/01/2018  
 1,271 active customers of which 843 were metered services  
 Gallons billed 2,084,890 Average usage 2,473 @ .01033 = \$25.55 plus \$ 30 base = \$ 55.55

Water System Overview:

The current customer count is as follows:

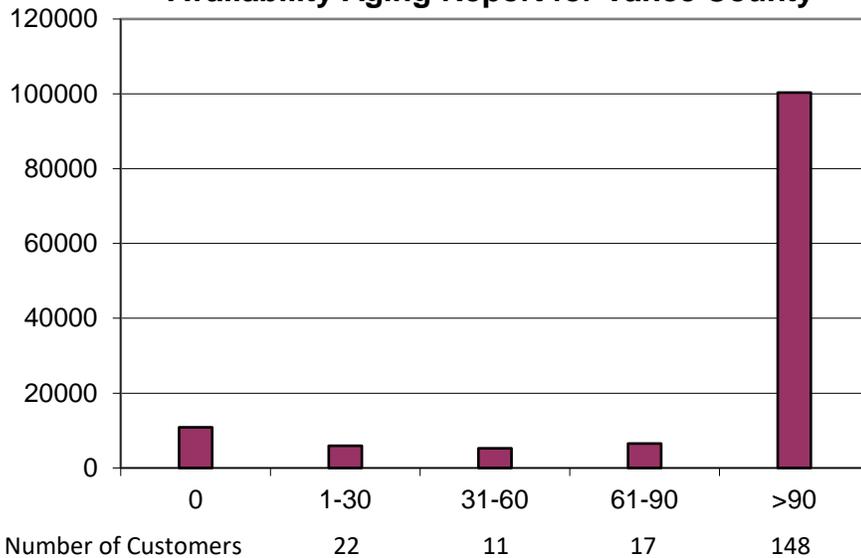
- \* Phase 1 – 671 total customers 210 availability accounts and 461 metered accounts
- \* Phase 2 – 600 total customers 218 availability accounts and 382 metered accounts

There is a total of 1,312 customers committed to the water system, 41 inactive accounts for a total of 1,271 active accounts.  
 The current past due balance amounts are shown on the attached page.



Vance County Water District  
 Operations Report  
 April 2018

**Availability Aging Report for Vance County**



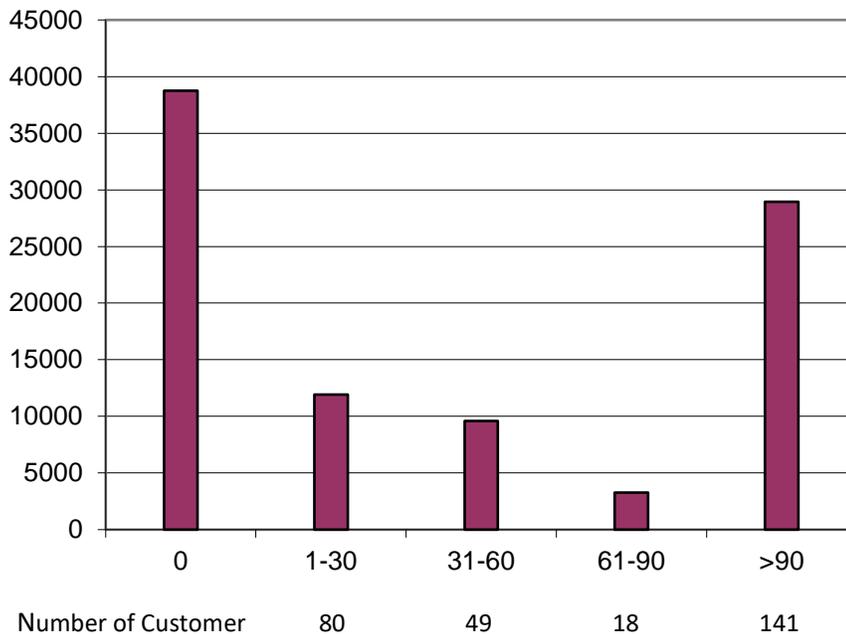
**Availability Accounts AR\***

Age	Current Month
0	\$ 10,879.55
1-30	\$ 5,903.28
31-60	\$ 5,261.60
61-90	\$ 6,558.00
>90	\$ 100,357.94

**Total Availability AR to date**

**\$ 128,960.37**

**Metered Aging Report for Vance County**



**Metered Services AR\***

Age	Current Month
0	\$ 38,756.60
1-30	\$ 11,934.54
31-60	\$ 9,587.23
61-90	\$ 3,273.62
>90	\$ 28,944.36

**Total Metered Services to date**

**\$ 92,496.35**

**Both Accounts**

**\$ 221,456.72**

\*  
 Graph information as of May 1, 2018

VANCE COUNTY  
REVENUE & EXPENDITURE STATEMENT  
03/01/2018 TO 03/31/2018

16 WATER FUND

REVENUE:	CURRENT PERIOD	YEAR-TO-DATE	BUDGETED	PCTUSED
16-329-432900 INVESTMENT EARNINGS	347.12	2,355.37	1,000.00	236%
16-367-436701 WATER LINE REIMB-CITY	0.00	0.00	16,504.00	0%
16-367-436712 WATER LINE RELOCATION REIMB	0.00	0.00	0.00	0%
16-375-437500 METERED WATER SALES	53,799.71	370,805.18	595,000.00	62%
16-375-437501 NON-METERED WATER REVENUE	11,214.12	90,403.06	130,000.00	70%
16-375-437502 WATER - DEBT SETOFF REVENUE	1,134.51	2,280.55	2,000.00	114%
16-376-437505 CONNECTION FEES	375.00	-9,395.00	5,000.00	-188%
16-376-437506 RECONNECT FEES	0.00	341.10	1,000.00	34%
16-376-437507 NSF CHECK FEES	18.24	704.63	500.00	141%
16-376-437508 LATE PAYMENT FEES	1,218.92	9,886.12	10,000.00	99%
16-397-439710 TRANSFER FROM GENERAL FUND	0.00	0.00	396,967.00	0%
TOTAL REVENUE	68,107.62	467,381.01	1,157,971.00	40%

EXPENDITURE:

16660-500621 BOND PRINCIPAL - WATER	0.00	0.00	177,000.00	0%
16660-500622 BOND INTEREST - WATER	0.00	0.00	346,333.00	0%
16-665-500011 TELEPHONE & POSTAGE	585.86	1,448.97	2,000.00	72%
16-665-500013 UTILITIES	357.16	2,724.87	4,000.00	68%
16-665-500026 ADVERTISING	330.00	1,423.00	1,750.00	81%
16-665-500033 DEPARTMENTAL SUPPLIES	959.37	14,801.66	17,000.00	87%
16-665-500044 SPECIAL CONTRACTED SERVICES	169.36	46,013.31	86,000.00	54%
16-665-500045 CONTRACTED SERVICES	14,732.08	105,260.66	150,000.00	70%
16-665-500054 INSURANCE & BONDS	0.00	1,476.92	1,478.00	100%
16-665-500079 PURCHASED WATER	9,313.68	107,583.21	189,440.00	57%
16-665-500088 BANK SERVICE CHARGES	144.32	1,077.17	1,750.00	62%
16-665-500230 WATER LINE RELOCATION	0.00	0.00	0.00	0%
16-665-500282 BAD DEBT EXPENSE	0.00	0.00	5,000.00	0%
16-665-500283 DEBT SERVICE RESERVE	0.00	0.00	52,334.00	0%
16-665-500284 CAPACITY FEE-CITY	0.00	0.00	52,875.00	0%
16-665-500286 SYSTEM MAINTENANCE	2,316.51	35,715.37	45,000.00	79%
16-665-500347 PERMITS	0.00	2,435.00	2,435.00	100%
16-665-500390 DEPRECIATION EXPENSE	0.00	0.00	23,576.00	0%
TOTAL EXPENDITURE	28,908.34	319,960.14	1,157,971.00	28%

EXCESS (DEFICIT) OF REVENUE

	39,199.28	147,420.87	0.00	
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*Committee Reports  
and Recommendations*

**Vance County**  
**Committee Reports and Recommendations**  
**May 7, 2018**

**Public Safety Committee**

***Fire Engine Financing.*** The committee (Wilder [C], Brummitt, & Faines) met on Tuesday, April 24<sup>th</sup> and Tuesday, April 1<sup>st</sup> and was informed that the county did not qualify for the \$50,000 USDA grant associated with the purchase of the fire engine due to the household incomes of the service area. The county is still eligible for a USDA loan, although staff believes bank financing will provide a shorter term, better rates and less overall interest over the length of the loan. The committee discussed financing the purchase and was made aware that staff would release RFPs for bank financing closer to the October/November timeframe when the truck build is completed. *For your information.*

***Options for Old Fire Engine.*** The committee was informed that a volunteer fire department has requested the old 1994 fire engine which is to be cycled out after completion of the new truck. The committee discussed options for disposing of the truck and shared an interest for keeping the fire engine local if there was a need from a volunteer department. *For your information.*

***Volunteer Fire Department Funding and Response.*** The committee reviewed and discussed the funding options listed on the “Fire & Rescue Service Program” handout. See attached. Staff informed the committee that pricing associated with the options were subject to minor changes based upon the final adopted fire fund budget. Option 1 consists of a total of 14 part-time positions, with 2 at each of the volunteer fire department, and one at the border departments. Option 2 consists of increasing the VFD funding to equal shares, with and without rotating capital and/or substation funds. Option 3 consists of combinations of part time positions and increased VFD funding with rotating capital and substation funding. Staff also provided the committee with a breakdown of personnel cost, operating cost and capital cost for the county fire department as presented in the FY19 recommended budget. The committee requested staff to prepare numbers and a proposal that converts the Golden Belt District to volunteer and disperses full-time county fire staff to the volunteer departments based upon call volumes and other factors with part-time staff at the remaining volunteer stations. The committee reiterated that any changes would not put current staff out of a job and are focused on evaluating whether there is a better way to protect lives and property. *For your information.*

***Fire Commission Guidelines Revisions.*** The committee was presented with a draft resolution prepared and endorsed by the fire commission updating their guidelines from the original 1960 resolution. The committee determined that a second meeting on April 1<sup>st</sup> was necessary to allow staff and the committee time for adequate review. During the April 1<sup>st</sup> meeting, the committee reviewed the resolution and recommended approval. The resolution sets duties and power of the Commission and states that the primary purpose of the Commission shall be to cooperate in the continued development of improved and efficient methods for the protection of life and property in Vance County, assist in providing a trained body of fire and/or rescue personnel, and accommodate other county agencies in emergency situations. *Recommendation: Approve resolution amending the purpose, duties and responsibilities of the Vance County Fire Commission.*

## **Planning and Environmental Committee**

***Tree Removal next to Administrative Building.*** The committee (Faines [C], Kelly, & Wilder) met on Thursday, May 3<sup>rd</sup> and discussed a recommendation from staff to remove a large tree between the Admin Building and Young Street. The tree is 130+ years old and is displaying similar signs as the one removed a few years ago and the one which fell April 23<sup>rd</sup> into the street. Cooperative Extension has reviewed the tree and noted it is growing in an area restricting its root growth and it has at least one major dead limb. The committee felt the potential liability and cost outweighed the cost of removing the tree and recommended to authorize the County Manager to seek quotes and approve a contract in an amount not to exceed \$7,000 for removal of the tree.

***Recommendation:*** *Authorize the County Manager to seek quotes and approve a contract in an amount not to exceed \$7,000 for the removal of the large tree located between the administrative building and Young Street due to a potential safety issue.*

***Williamsboro Wayside Vegetation.*** The committee heard from three residents and discussed the growing vegetation located along NC 39 North at the Williamsboro Wayside Bridge. One committee members mentioned this area as being a part of the marketing and beautification efforts of the county and another member noted a concern with setting a precedent for counties taking over maintenance of roads and road right-of-ways. The committee was informed that NCDOT has maintained the area for many years until recent access to prisoners has reduced their ability to maintain the area. The committee was made aware that NCDOT has sprayed the area closest to the bridge in the past year and they are discussing the possibility of clearing a larger area. Staff informed the committee that quotes would need obtained if the county were to take on the project and felt both sides of the roadway could be cleared for less than \$20,000. The committee members noted the importance of the area and the need for having it cleared and were agreeable to further discussion with the full board. ***Request:*** *Authorize the County Manager to seek quotes and approve a contract in an amount not to exceed \$20,000 for the removal of vegetation along NC 39 North at the Williamsboro Wayside.*

***Electronics Waste – Cost Reduction Pilot.*** The committee was presented with a cost reduction pilot program that would involve changing the location of the county's e-waste collection from two sites (Brodie Road and NC 39 North) to a single collection point at the old county landfill on NC 39 North. The pilot would allow the county more control of items to be recycled vs. thrown away and has the potential to cut the cost of e-waste recycling. Both Granville and Vance counties would participate in this effort on an individual county basis. The committee was informed that a total of 39 other counties collect e-waste at a single site and Vance has gone from spending zero on e-waste to \$190,000 over the past two years. The recommended budget for the upcoming year includes \$110,000 budgeted for e-waste and is one of the primary reasons for a proposed increase in the household solid waste fee. The committee was agreeable to proceeding with the proposed cost reduction program. ***Recommendation:*** *Proceed with a cost reduction pilot program to centralize collection of e-waste at the old county landfill.*

***Roadside Cleanup.*** The committee was informed of the recent successful employee roadside cleanup event organized by Sherry Moss. A total of 17 employees participated and collected a total of 53 bags of trash along two roads. The committee was informed that the employees enjoyed the event and would like to do a similar event for the fall litter sweep. The committee was also informed that progress is being made with roadside cleanup around the county with many adopt-a-highway groups getting out over the past month. Also, NCDOT has contracted for roadside cleanup which has begun along major roadways ahead of the mowers moving into the county. Also, staff noted that the county appearance commission is back to being active as a result of a recent resurgence in its membership. ***For Your Information.***

Vance County

# Fire & Rescue Service Program

Funding Options	Additional Cost	New Tax Rate	Notes:
Current: Fire tax rate is 4.4 cents per \$100 (1 cent = \$173,499); Generates \$763,396		4.4 cents per \$100	Tax revenue is \$763,396 and total fire fund revenue is \$778,367 including prior year collections
Option 1A: PT positions at volunteer stations (7AM-7PM)	\$488,033	7.3 cents per \$100	Additional cost is \$662,685 minus 4 positions currently funded at \$174,651 = \$488,033; Adds 2.9 cent to tax rate
Option 1B: PT positions at volunteer stations (24 hours)	\$1,150,719	11.0 cents per \$100	Additional cost is \$1,325,370 minus 4 positions currently funded at \$174,651 = \$1,150,719; Adds 6.6 cents to tax rate
Option 2A: Increase VFD funding to \$75,000 equal shares (includes RS & County Dept.) w/ \$25,000 rotating capital & \$10,000 substation funding	\$236,300	5.8 cents per \$100	Additional cost would be \$795,000 minus existing cost of \$558,700; Adds 1.4 cent to tax rate
Option 2B: Increase VFD funding to \$100,000 equal shares (includes RS & County Dept.) w/ no rotating capital or substation funds	\$441,300	7.0 cents per \$100	Additional cost would be \$1,000,000 minus existing cost of \$558,700; Adds 2.6 cent to tax rate
Option 2C: Increase VFD funding to \$100,000 equal shares (includes RS & County Dept.) w/ \$25,000 rotating capital & 10,000 substation funding	\$486,300	7.2 cents per \$100	Additional cost would be \$1,045,000 minus existing cost of \$558,700; Adds 2.8 cent to tax rate
Option 3A: PT positions at volunteer stations (7AM-7PM) and increase VFD funding to \$75,000 w/ \$25,000 rotating capital	\$724,333	\$8.6 cents per \$100	Additional cost would be \$724,333; Adds 4.2 cent to tax rate
Option 3B: PT positions at volunteer stations (7AM-7PM) and increase VFD funding to \$100,000 w/ \$25,000 rotating capital & \$10,000 substation funding	\$974,333	10.1 cents per \$100	Additional cost would be \$974,333; Adds 5.7 cent to tax rate
FY19 Recommended Budget for VC Fire Department - Totals \$1,257,202 which includes \$956,681 in personnel cost, \$165,813 in operating cost, and \$134,708 in capital cost.			

# RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF VANCE COUNTY AMENDMENT TO THE VANCE COUNTY FIRE COMMISSION

**Whereas**, G.S. 153A-233 empowers a Board of County Commissioners to provide financial assistance for the organization, equipment, maintenance, and government of fire and/or rescue districts; and,

**Whereas**, the Board of County Commissioners of Vance County has determined that it is in the best interest of all citizens of said County:

- a. To encourage and financially aid in the equipment, maintenance, and government of fire and rescue districts in the County in order that these departments can protect public and private property in all areas of the County; and
- b. To aid and encourage the establishment of protective firefighting and/or rescue organizations throughout the County;
- c. To provide general assistance for the more adequate and efficient protection of life and property in all areas of the County;

**Whereas**, the Board of Commissioners originally created the Vance County Fire Commission by Resolution on the 5<sup>th</sup> day of July 1960; and

**Whereas**, based upon the recommendation of the current appointed Fire Commission, the role and duties of the Fire Commission are in need of being updated, amended and replaced with a more modern system which is more current and useful for insuring the best protection for the citizens of Vance County.

NOW THEREFORE, BE IT RESOLVED BY THE VANCE COUNTY BOARD OF COMMISSIONERS THAT:

The primary purpose of the Vance County Fire Commission shall be to cooperate in the continued development of improved and efficient methods for the protection of life and property in Vance County; assist in providing a trained body of fire and/or rescue personnel; and accommodate other county agencies in emergency situations.

**Section 1:** The Vance County Fire Commission (hereinafter referred to as "the Commission") shall serve by the appointment of and at the discretion of, the Vance County Board of Commissioners (hereinafter referred to as "the Board") and be composed of 3 members as follows:

- (a) One member of the Vance County Board of Commissioners, and to be known as the Vance County Fire Commissioner, and will be the Chair of the Commission

- (b) An active volunteer fireman.
- (c) A member at large who shall be a citizen of Vance County.
- (d) The County Fire Marshal who shall serve as an ex-officio member. The ex-officio member shall not have voting privileges and shall serve as secretary in this capacity for the duration of his/her employment with the county as Fire Marshal.

The Board of County Commissioners shall appoint the members of the Fire Commission when a vacancy occurs to serve a three-year term or the balance thereof remaining on an existing term. The current members shall continue to serve as the members of the amended Fire Commission under their existing terms.

The duties and powers of the Commission shall be as specified in this resolution, and the Commission shall develop additional rules and regulations, subject to the approval of the Board, as may be necessary to carry out the provisions of this resolution.

The Commission shall, as necessary, review the provisions and requirements contained in this resolution, and it shall recommend to the Board of County Commissioners amendments or changes which the Commission may deem advisable.

The Commission shall adopt a regular quarterly meeting schedule and shall conduct all meetings in accordance with the NC Open meetings laws. Additional meetings may be called in accordance with NC Law.

**Section 2:** Vance County will offer financial assistance for the maintenance and operation of any fire and/or rescue department in accordance with existing fire protection contracts.

**Section 3:** Any department receiving financial assistance shall make application to the Commission by January 31st. The Commission will review said applications and make recommendations to the Board of Commissioners for action. The departments shall be eligible for funding in July of each year.

**Section 4:** The Commission shall assist the County Fire Marshal in making regular inspections of each fire and/or rescue department receiving payments from the County (either Fire Service District Tax funds or otherwise). At least one inspection shall be made annually, but the Commission may request the Fire Marshal to make such other inspections as it deems advisable. The primary purpose of each inspection shall be to determine whether the department is continuing to meet the minimum standards as required by the Fire Protection Contract and Automatic/Mutual Aid Agreement with Vance County, with a written report provided from the Fire Marshal by no later than 30 days following the completion of each inspection.

If during any inspection by the Commission it determines that the fire and/or rescue department is not meeting the minimum standards as set forth in the department's Fire Protection Contract, the deficiency will be given to the Vance County Fire Marshal for the

Fire Marshal to investigate further. If the deficiencies have not been corrected, the Fire Commission shall notify the Board of Commissioners.

**Section 5:** The Commission shall review as needed, and make recommendations to the Board of Commissioners for any changes in policy or rules governing fire protection in Vance County, including the requirements for certified fire and/ or rescue departments, the training of personnel, the funding of departments within the fire service district, and the establishment and location of fire district boundaries.

**Section 6:** The Commission shall investigate and review conditions of all districts, whether existing or newly established, to ensure that all properties throughout the county may enjoy the same level of protection and service is adequate and beneficial to all persons and property within the county.

**Section 7:** Each fire and/or rescue department desiring to qualify for financial assistance shall meet the following minimum standards:

- a. A rural volunteer fire and/or rescue department shall be incorporated under the laws of the State of North Carolina. A municipal fire department shall be organized under an ordinance of the governing body of the incorporated city or town.
- b. Each fire and/or rescue department shall have a fire and/or rescue chief, an assistant fire and/or rescue chief, and other necessary officers, and fire and/or rescue personnel, with a minimum number of members as set forth by the North Carolina Office of the State Fire Marshal (OSFM). If a fire and/or rescue department has substations, that department will also comply with the standards for required number of members as set by the OSFM and/or NC Rescue & EMS Association. A list of all members, their addresses, telephone numbers, and email addresses must be given to the Fire Marshal on or before January 31st of each year. At least two monthly meetings shall be held by each department. One such meeting shall be a business session and the other a training session.
- c. All active members of a fire and/or rescue department in good standing shall have an identification card to identify them as a "bona fide fire and/or rescue personnel." Only active members of the department in "good standing" (members who are current with required trainings and certifications, in adherence with the volunteer requirements set by the Board, and in compliance with resolution) shall be allowed to have this identification in their possession.
- d. Each fire and/or rescue department should have as minimum equipment that which is specified by OSFM as necessary for Grade 9S/9E Communities. The equipment shall be kept operative and in good condition. The Commission shall have authority to accept minor deviations from the specified equipment, when such minor deviations will not affect the ability of the department to meet the standard.

- e. Each department shall carry liability insurance on its personnel and equipment, leaving the County free from any responsibility for any damages or claims resulting from the activities of its fire and/or rescue personnel or from the operation of its equipment. Each department shall also carry worker's compensation insurance on its active members to provide those members with the benefits of the Worker's Compensation Act.
- f. Each fire and/or rescue department shall carry out an organized training program, which shall meet the minimum standards of OSFM & OEMS. Such training may consist of courses taught by community colleges, local fire schools, and in-departmental training.
- g. The fire and/or rescue chief of each department is responsible for stressing SAFETY throughout the department and throughout all phases of the department's activities. Emphasis shall be placed on the safe driving of the fire and/or rescue personnel's own automobile to the scene, as well as on safe practices while at emergency scene. Individual fire and/or rescue department standards of guidance shall govern qualifications for driving fire and/or rescue trucks, safety training completion, communication and discipline along with problem identification and reporting.
- h. Each department should designate a traffic section composed of two members who should be trained in the proper handling of traffic.

**Section 8:** All fire and/or rescue departments in the county should, by agreement, determine the areas in which each will give basic fire and/or rescue protection, and within which each will solicit funds. Any disagreements shall be resolved by the Fire Commission. For those departments which may be approved for insurance rate reductions, the area of basic fire and/or rescue protection shall be determined with reference to the requirements of OSFM.

**Section 9:** Each fire and/or rescue department shall prepare an annual budget, providing for the receipt and expenditure of county assistance and other income and revenue. A copy of the budget shall be presented to the Commission by January 31st of each year.

**Section 10:** Whenever a fire and/or rescue department has met the requirements of OSFM, for providing fire protection to a Grade 9S/9E Community said fire district may, upon application, be designated by the Board of County Commissioners. The boundaries of the fire district will be fixed according to the requirements of the OSFM.

Adopted this the 7<sup>th</sup> day of May, 2018

ATTEST:

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Kelly H. Grissom  
Clerk to the Board

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Thomas S. Hester Jr, Chairman  
Vance County Board of Commissioners

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS  
OF VANCE COUNTY ~~PROVIDING FOR THE  
ESTABLISHMENT AMENDMENT TO OF THE VANCE COUNTY  
FIRE COMMISSION AND PROVIDING FOR FINANCIAL  
ASSISTANCE TO ALL COUNTY FIRE AND RESCUE  
DEPARTMENTS OF THE COUNTY~~

**Whereas**, G.S. 153(A)-233 empowers a Board of County Commissioners to provide financial assistance for the organization, equipment, maintenance, and government of fire and/or rescue districts; and,

**Whereas**, the Board of County Commissioners of Vance County has determined that it is in the best interest of all citizens of said County:

**Comment [JM1]:** This Whereas section added back as per committee.

- a. To encourage and financially aid in the equipment, maintenance, and government of fire and rescue districts in the County in order that these departments can protect public and private property in all areas of the County; and
- b. To aid and encourage the establishment of protective firefighting and/or rescue organizations throughout the County;
- c. To provide general assistance for the more adequate and efficient protection of life and property in all areas of the County;

**Whereas**, the Board of Commissioners originally created the Vance County Fire Commission by Resolution on the 5<sup>th</sup> day of July 1960; and

~~Whereas since that date, the Board of Commissioners has adopted the County Manger Plan of Administration, and has further created the role of a County Fire Marshal; and,~~

**Comment [JM2]:** Committee requested this to be removed.

**Whereas**, based upon the recommendation of the current appointed Fire Commission, the role and duties of the Fire Commission are in need of being updated, amended and replaced with a more modern system which is more current and useful for insuring the best protection for the citizens of Vance County.

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NOW THEREFORE, BE IT RESOLVED BY THE VANCE COUNTY BOARD OF COMMISSIONERS THAT:

The primary purpose of the Vance County Fire Commission shall be to cooperate in the continued development of improved and efficient methods for the protection of life and property in Vance County; assist in providing a trained body of fire and/or rescue personnel; and accommodate other county agencies in emergency situations.

**Section 1:** The Vance County Fire Commission (hereinafter referred to as "the Commission") shall serve by the appointment of and at the discretion of, ~~and under the supervision of~~ the Vance County Board of Commissioners (hereinafter referred to as "the Board") and be composed of ~~54~~ 3 members as follows:

**Comment [JM3]:** Committee agreed to 3 members with Fire Marshal as ex-officio.

- (a) One member of the Vance County Board of Commissioners, ~~to be appointed by said Board~~ and to be known as the Vance County Fire Commissioner, and will be the Chair of the Commission.
- (b) An active volunteer fireman, ~~who shall be appointed by the Board.~~
- ~~(c) A member at large who shall be a citizen of Vance County and who shall be appointed by the Board.~~
- ~~(e) Two Members appointed by the Vance County Fire and Rescue Association~~
- (d) The County Fire Marshal who shall serve as an ex-officio member. The ex-officio member shall not have voting privileges and shall serve as secretary in this capacity for the duration of his/her employment with the county as Fire Marshal.

The Board of County Commissioners shall appoint the members of the Fire Commission when a vacancy occurs to serve a ~~three~~four-year term or the balance thereof remaining on an existing term. The current members shall continue to serve as the members of the amended Fire Commission under their existing terms. The two (2) new positions to be appointed by the Association, shall serve an initial one year term for the first position, and a two (2) year term for the second position. Thereafter, each appointment shall be for a (3) year term.

The duties and powers of the Commission shall be as specified in this resolution, and the Commission shall ~~make~~develop additional rules and regulations, subject to the approval of the Board, as may be necessary to carry out the provisions of this resolution.

The Commission shall, as necessary, review the provisions and requirements contained in this resolution, and it shall recommend to the Board of County Commissioners amendments or changes which the Commission may deem advisable.

The Commission shall adopt a regular quarterly meeting schedule and shall conduct all meetings in accordance with the NC Open meetings laws. Additional meetings may be called in accordance with NC Law. meet quarterly or as necessary to accomplish its purposes. Special meetings may be called by the Chairperson or the vice Chairperson by giving forty eight (48) hours' notice to each member and Clerk to the Board as to the date, time, and place thereof.

**Section 2:** Beginning with the first day of the month following the adoption of this Resolution, Vance County will offer financial assistance for the maintenance and operation

of any fire and/or rescue department in accordance with existing fire protection contracts, ~~qualifying for financial assistance under the terms of this resolution. The payment to each department shall be used for the purchase and maintenance of equipment and for the operation of the department. No individual fire and/or rescue personnel shall receive any pay or compensation from the payment herein provided for services rendered as a volunteer fire and/or rescue provider.~~

**Comment [JSC4]:** Not necessary, as these funds are already controlled by contracts with VFD's;

**Section 3:** Any department, receiving financial assistance under this resolution, shall make application to the Commission by January 31st. The Commission will review said applications and make recommendations to the Board of Commissioners for action. ~~The departments shall be eligible for funding in July of each year.~~

**Comment [JM5]:** Committee agreeable to removing, but wants reference made that financial assistance provided in accordance with existing contract.

**Comment [JSC6]:** Contracts control this currently;

**Comment [JM7]:** Committee wants to keep reference to budget request from departments to fire commission by January 31<sup>st</sup>.

**Section 4:** The Commission shall assist the County Fire Marshal in making ~~make~~ regular inspections of each fire and/or rescue department receiving payments under this resolution from the County (either Fire Service District Tax funds or otherwise). At least one inspection shall be made annually, but the Commission may make request the Fire Marshal to make such other inspections as it deems advisable. The primary purpose of each ~~During any such~~ inspection, ~~the Fire Commission shall be to~~ determine whether the department is continuing to meet the minimum standards as herein specified ~~required by the Fire Protection Contract and Automatic/Mutual Aid Agreement with Vance County, and the findings of the Commission shall with a written report provided~~ be reported to the Board of County Commissioners from the Fire Marshal by no later than 30 days following the completion of each inspection.

**Comment [JM8]:** Committee requested to add mutual aid agreement.

**Section 5:** ~~If during any inspection by the Commission it determines that the fire and/or rescue department is not meeting the minimum standards as set forth in this the resolution department's Fire Protection Contract, a notice of the deficiency will be given to the Vance County Fire Marshal for the Fire Marshal to investigate further. in writing by the Fire Commissioner to the Fire and/or Rescue Chief and at least two members of the department. This notice shall specify a time allowed to correct the deficiencies. At the end of the specified time, an inspection shall be made by the Fire Commissioner to determine if the deficiencies have been corrected. If the deficiencies have not been corrected, the Fire Commissioner shall notify the Board of Commissioners, and payments shall cease until the department has met the minimum standards of this resolution. Thereafter, when the fire and/or rescue department believes it is again meeting the standards, it shall again apply for financial assistance in accordance with the provisions of Section 3 above.~~

**Section 6:** ~~Cooperate in the establishment of improved and efficient methods for the protection of life and property in Vance County. Assist in providing a trained body of fire and/or rescue personnel and accommodate other county agencies in emergency situations.~~

**Section 75:** ~~The Commission shall~~ To review as needed in cooperation with the Fire Marshal, and make recommendations to the Board of Commissioners ~~suggestions~~ for any changes in policy or rules governing fire protection in Vance County, including the requirements for certified fire and/or rescue departments, the training of personnel, the funding of volunteer

**Comment [JM9]:** Committee suggested this be removed.

departments within the fire service districts, and the establishment and location of volunteer fire district boundaries.

**Section 86:** The Commission shall investigate and review conditions of all districts, whether existing or newly established, to ensure that all properties throughout the county may enjoy the same level of protection and service is adequate and beneficial to all persons and property within the county.

**Section 97:** Each fire and/or rescue department desiring to qualify for financial assistance ~~under this resolution~~ shall meet the following minimum standards:

- a. A rural volunteer fire and/or rescue department shall be incorporated under the laws of the State of North Carolina. A municipal fire department shall be organized under an ordinance of the governing body of the incorporated city or town.
- b. Each fire and/or rescue department shall have a fire and/or rescue chief, an assistant fire and/or rescue chief, and other necessary officers, and fire and/or rescue personnel, with a minimum number of members as set forth by the North Carolina Office of the State Fire Marshal (OSFM). If a fire and/or rescue department has substations, that department will also comply with the standards for required number of members as set by the OSFM and/or NC Rescue & EMS Association. A list of all members, their addresses, telephone numbers, and email addresses must be given to the ~~Fire Commissioner~~ Fire Marshal on or before January 31st of each year. At least two monthly meetings shall be held by each department. One such meeting shall be a business session and the other a training session.
- c. All active members of a fire and/or rescue department in good standing shall have an identification card to identify them as a "bona fide fire and/or rescue personnel." Only active members of the department in "good standing" (members who are current with required trainings and certifications, in adherence with the volunteer requirements set by the Board, and in compliance with resolution) shall be allowed to have this identification in their possession.
- d. Each fire and/or rescue department should have as minimum equipment that which is specified by OSFM as necessary for Grade 9S/9E Communities. The equipment shall be kept operative and in good condition. The Commission shall have authority to accept minor deviations from the specified equipment, when such minor deviations will not affect the ability of the department to meet the standard.
- e. Each department shall carry liability insurance on its personnel and equipment, leaving the County free from any responsibility for any damages or claims resulting from the activities of its fire and/or rescue personnel or from the operation of its equipment. Each department shall also carry worker's

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**Comment [JSC10]:** This seems repetitive to what the above just provided

**Comment [JM11]:** Committee suggested to keep

**Comment [JSC12]:** Need to have a requirement that rescue squad must keep membership in NC R&EMS Association, Inc.

**Comment [JM13]:** Committee felt this would not need to be included as contracts require heavy rescue certification which requires membership in R&EMS Association.

compensation insurance on its active members to provide those members with the benefits of the Worker's Compensation Act.

- f. Each fire and/or rescue department shall carry out an organized training program, which shall ~~consist~~ meet the minimum standards of OSFM & OEMS, of at least 36 hours of training. Such training may consist of courses taught by community colleges, local fire schools, and in-departmental training.
  
- g. The fire and/or rescue chief of each department is responsible for stressing SAFETY throughout the department and throughout all phases of the department's activities. Emphasis shall be placed on the safe driving of the fire and/or rescue personnel's own automobile to the scene, as well as on safe practices while at emergency scene. Individual fire and/or rescue department standards of guidance shall govern qualifications for driving fire and/or rescue trucks, safety training completion, communication and discipline along with problem identification and reporting.
  
- ~~h. Each fire and/or rescue department shall respond to the call of the County E 911 Communications Center. It shall be the duty of the Fire and/or Rescue Chief to take steps as are necessary to make sure, in the event of such a call, that the district of a department answering a call shall not be left unprotected.~~
  
- ~~i. The Incident Command System shall be used at all emergency scenes. The 1<sup>st</sup> arriving firefighter will establish command through E911 and give a scene size up, command and staging location. Incident commander will be the scene safety officer unless one is appointed. Command can be transferred to a higher ranking officer with both announcing change through E911.~~
  
- ~~j. The Chief of the Fire and/or Rescue Department, County Fire Marshal, Chief of Police, and/or the Sheriff or the senior officer of the department having responsibility present at the scene, shall make a full investigation of each fire to determine, if possible, the cause of the fire. If any evidence of arson develops, local and state authorities shall be notified pursuant to N.C.G.S. §58-79-1.~~
  
- ~~k. The Fire and/or Rescue Chiefs are responsible for keeping accurate records of all fire calls, as well as other records and reports that may be required. A book of minutes shall be maintained by each department. The Fire and/or Rescue Chief will also be responsible for filing with the Commission any additional reports which are required by the Fire Commission or by OSFM.~~
  
- h. Each department should designate a traffic section composed of two members who should be trained in the proper handling of traffic.

**Comment [JM14]:** Already covered in contract and mutual aid agreements.

**Section 108:** All fire and/or rescue departments in the county should, by agreement, determine the areas in which each will give basic fire and/or rescue protection, and within which each will solicit funds. Any disagreements shall be resolved by the Fire Commission. For those departments which may be approved for insurance rate reductions, the area of basic fire and/or rescue protection shall be determined with reference to the requirements of [OFSMOSFM](#).

~~Section 12: Each incorporated fire and/or rescue department desiring to qualify for county financial assistance under the terms of this resolution shall agree in the application for financial assistance to meet the standards contained in this resolution, and such application shall be signed by the president of the corporation, the secretary of the corporation, and the Fire and/or Rescue Chief of the department. Each municipality desiring to provide protection to property outside its corporate limits and qualify for county financial assistance under the terms of this resolution shall agree to the standards contained in this resolution by proper action of the governing board, and the mayor, clerk of municipality, and the Fire and/or Rescue Chief shall sign the application for financial assistance wherein the municipality agrees to meet these standards.~~

**Section 139:** Each fire and/or rescue department shall prepare an annual budget, providing for the receipt and expenditure of county assistance and other income and revenue. A copy of the budget shall be presented to the Commission by ~~April 1st~~ [January 31st](#) of each year.

**Section 1410:** Whenever a fire and/or rescue department has met the requirements of [OFSMOSFM](#), for providing fire protection to a Grade 9S/9E Community said ~~VFD~~ fire district may, upon application, ~~shall~~ be designated by the Board of County Commissioners. The boundaries of the ~~VFD~~ fire district will be fixed according to the requirements of the [OFSMOSFM](#).

~~The Resolution establishing the Vance County Fire Commission and providing for financial assistance to all Fire and/or Rescue Departments Serving Vance County adopted by the Vance County Board of Commissioners on July 5<sup>th</sup>, 1960 and any and all amendments thereto are hereby rescinded.~~

This resolution shall take effect on the last day of \_\_\_\_\_

Adopted this \_\_\_\_\_ day of \_\_, ~~2018~~ **2018**

ATTEST:

\_\_\_\_\_  
Kelley H. Grissom  
Clerk to the Board

\_\_\_\_\_  
Thomas S. Hester Jr, Chairman  
Vance County Board of Commissioners

# Williamsboro Wayside

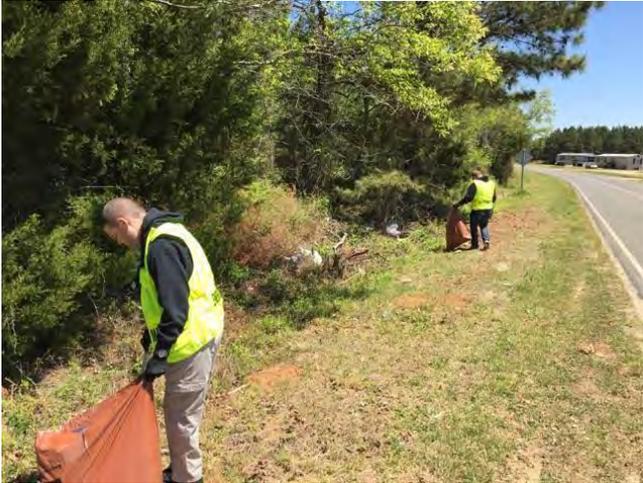
February 2008



August 2016



# County Employee Roadside Cleanup





*Finance Director's  
Report*

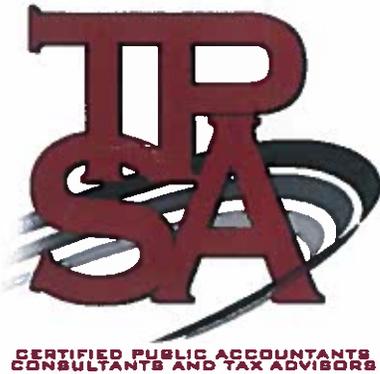
**Vance County**  
**Finance Director's Report to the Board**  
**May 7, 2018**

**A. Surplus Property.** *Recommendation: Approve the property presented as surplus and authorize the Finance Director to dispose of said property accordingly as allowed by state statute.*

**B. Audit Contract for FY 2017-18.** Thompson, Price, Scott, Adams & Co. has presented a contract to continue as the auditors for the county for the fiscal year ending June 30, 2018. The fee for the audit will be \$47,000 which is an increase of \$3,500 from the prior year. Additionally, the Office of the State Auditor is going to require a separate engagement for testing of Medicaid and other DSS programs for all counties beginning with fiscal year 2017-18. This testing goes beyond the scope of a typical audit. The cost of that engagement has not been determined at this time but will be an additional cost. *Recommendation: Approve the contract with Thompson, Price, Scott, Adams, & Co. to perform the annual financial audit for the fiscal year ending June 30, 2018.*

**C. Engagement Letter – Required Pension Testing.** Since new pension reporting standards went in place for governmental audits four years ago, The Office of the State Auditor and the Department of State Treasurer have been randomly selecting units of government for additional testing each year. Vance County is one of 48 units selected this year that will be required to undergo additional testing of its pension data that is part of the Local Government Employees Retirement System (LGERS). This testing is beyond the scope of our annual audit and requires a separate engagement letter. Also, there is an additional cost for this testing that is not part of our annual audit fee. The estimated cost of the pension testing engagement is \$4,500. *Recommendation: Approve the engagement letter with Thompson, Price, Scott, Adams, & Co. to perform the Pension Agreed-Upon Procedures testing as required by the Office of the State Auditor.*





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

P.O. Box 398  
1626 S Madison Street  
Whiteville, NC 28472  
Telephone (910) 642-2109  
Fax (910) 642-5958

Alan W. Thompson, CPA  
R. Bryon Scott, CPA  
Gregory S. Adams, CPA

April 5, 2018

APR 10 2018

Mr. David Beck  
Vance County  
122 Young Street  
Henderson, NC 27536

Dear Mr. Beck,

We have enclosed two copies of the audit contract and engagement letter for the 6/30/18 audit. Once the contract has been approved by the board and signed, please return one copy to us so that we can forward it to the LGC. The other copy is for your records.

**Please note the additional requirements of the contract. You must write in the date that the Board approved the contract. Without this information, the LGC will not approve the contract. So, please make sure that all signatures are obtained and the blank for the date the contract was approved by the board is filled in prior to returning the contract to us.**

In addition, the State Auditor is requiring a separate agreed upon procedures engagement for Medicaid and possibly other programs that are outside of the scope of our audit. You will receive an additional engagement letter for those procedures, and an additional fee will be charged for that required engagement.

Should you have any questions, please give me a call at (910) 642-2109.

Thanks,



Alan Thompson

CONTRACT TO AUDIT ACCOUNTS

Of VANCE COUNTY  
Primary Government Unit

N/A  
Discretely Presented Component Unit (DPCU) if applicable

On this 4TH day of APRIL, 2018,

Auditor: THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A. Auditor Mailing Address: PO BOX 398

WHITEVILLE, NC 28472 Hereinafter referred to as The Auditor

and BOARD OF COMMISSIONERS (Governing Board(s)) of VANCE COUNTY  
(Primary Government)

and N/A; hereinafter referred to as the Governmental Unit(s), agree as follows:  
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by accounting principles generally accepted in the United States of America (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning JULY 1, 2017, and ending JUNE 30, 2018. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with auditing standards generally accepted in the United States of America. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board). **County and Multi-County Health Departments:** The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on Eligibility Determination as required by Office of the State Auditor (OSA) and in accordance with the instructions and timeline provided by OSA.
3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's Auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the SLGFD staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

Contract to Audit Accounts (cont.)

VANCE COUNTY

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract. **If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.**

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the SLGFD within four months of fiscal year end. Audit report is due on: 10/31/18. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoices shall be sent via upload through the current portal address: <https://nctreasurerslgfd.leapfile.net>. Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date shall be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Government shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: **Fees listed on Fees page.**) This does not include fees for any Pre-Issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item #12).
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall submit to the SLGFD either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to the SLGFD simultaneously with the

Governmental Unit's audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the fiscal year end.
12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to the SLGFD. The pre-issuance review report shall accompany the audit report upon submission to the SLGFD.
13. The Auditor shall electronically submit the report of audit to the SLGFD as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. **Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit report Reissuance form.** These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If the SLGFD determines that corrections need to be made to the Governmental Unit's financial statements, those corrections shall be provided within three days of notification unless another deadline is agreed to by the SLGFD.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the SLGFD.

The SLGFD's process for submitting contracts, audit reports and invoices is subject to change. Auditors shall use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload the amended contract is <https://nctreasurerslgfd.leapfile.net>. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit shall be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses shall not be accepted by the SLGFD.
17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
19. The contract shall be executed, pre-audited, physically signed by all parties including Governmental Unit and the Auditor and then submitted in PDF format to the Secretary of the LGC. The current portal address to upload the contractual documents is <https://nctreasurerslgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2017. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

***SIGNATURE PAGES FOLLOW FEES PAGE***

Contract to Audit Accounts (cont.) **VANCE COUNTY**

Primary Government Unit  
N/A

Discretely Presented Component Unit (DPCU) if applicable

**FEES – PRIMARY GOVERNMENT**

AUDIT: \$ 43,500 \*(see Engagement Letter)

WRITING FINANCIAL STATEMENTS: \$ 3,500

ALL OTHER NON-ATTEST SERVICES: \$ BILLED AT STANDARD HOURLY RATES IF REQUIRED

For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a “significant threat” requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 35,250

\*\* NA if there is to be no interim billing

**FEES – DPCU (IF APPLICABLE)**

AUDIT: \$ N/A

WRITING FINANCIAL STATEMENTS: \$ N/A

ALL OTHER NON-ATTEST SERVICES: \$ N/A

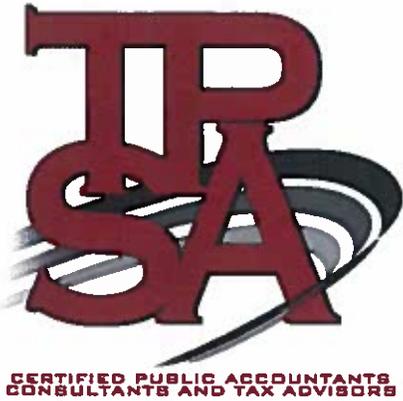
For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a “significant threat” requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ N/A

\*\* NA if there is to be no interim billing





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

P.O. Box 398

1626 S Madison Street

Whiteville, NC 28472

Telephone (910) 642-2109

Fax (910) 642-5958

Alan W. Thompson, CPA

R. Bryon Scott, CPA

Gregory S. Adams, CPA

April 4, 2018

Vance County  
122 Young Street  
Henderson, NC 27536

To Management and Those Charged With Governance:

We are pleased to confirm our understanding of the services we are to provide the Vance County for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Vance County as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Vance County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Vance County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Law Enforcement Officers' Special Separation Allowance Schedule of Total Pension Liability (Asset) and Schedule of Total Pension Liability (Asset) as a Percentage of Covered-Employee Payroll
3. Other Postemployment Benefits Schedules of Funding Progress and Employer Contributions
4. Schedule of the Proportionate Share of the Net Pension Liability (Asset) and Schedule of County Contributions – LGERS
5. Schedule of the Proportionate Share of the Net Pension Liability (Asset) and Schedule of County Contributions - ROD

We have also been engaged to report on supplementary information other than RSI that accompanies the Vance County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal and State Awards.
2. Combining Statements, Individual Fund Statements, and Supporting Schedules

Members

American Institute of CPAs - N.C. Association of CPAs - AICPA Division of Firms

Our responsibility for other information included in documents containing the entity's audited financial statements and auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on-

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners and management of Vance County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

### **Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories (if material), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures-Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Vance County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Vance County's major programs. The purpose of these procedures will be to express an opinion on Vance County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal and State awards, and related notes of Vance County in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for (1) designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and State awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. You responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by May 15, 2018.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and State awards in any document that contains and indicates that we have

reported on the schedule of expenditures of federal and State awards. You also agree to make the audited financial statements readily available to intended users of schedules of expenditures of federal and State awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedules of expenditures of federal and State awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, (David Beck), who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing

requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate. We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining approval through a written change order or additional engagement letter for such additional work.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' report or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to Oversight Agencies (or its designee), a federal agency provided direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the federal cognizant agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

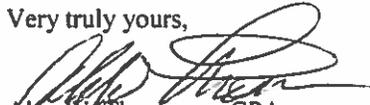
We expect to begin our audit by approximately May 14, 2018 and to issue our reports no later than October 31, 2018. Alan Thompson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, should not exceed \$47,000. Also, any excessive additional fees incurred in obtaining required audit evidence (i.e. bank confirmations) will be billed directly to the Board. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

The Office of State Auditors has requested significant changes to the Single Audit process to include removing direct benefits from the Schedule of Federal and State Awards. Since this will be a new process for everyone, we cannot adequately estimate the amount of additional time that may be required to perform Single Audit testing under the new guidelines. If additional programs are required to be tested that have not been identified as major programs for testing in previous years, additional fees may be charged at standard hourly rates. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. However, we believe our contract as it is will be sufficient to cover, but we do want to reserve the right to discuss this issue.

We appreciate the opportunity to be of service to the Vance County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in black ink, appearing to read "Alan W. Thompson". The signature is fluid and cursive, with a large initial "A" and "T".

Alan W. Thompson, CPA  
Thompson, Price, Scott, Adams & Co., P.A.

**RESPONSE:**

This letter correctly sets forth the understanding of the Vance County.

**Management signature:** \_\_\_\_\_

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

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

**Governance signature:** \_\_\_\_\_

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

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

**CC: Board of Commissioners**

## David Beck

---

**From:** Sharon Edmundson <Sharon.Edmundson@nctreasurer.com>  
**Sent:** Thursday, February 15, 2018 6:23 PM  
**To:** Sharon Edmundson (sgeunc@nc.rr.com)  
**Subject:** 2018 TSERS and LGERS Pension Census Data Attest Population Sample  
**Attachments:** 2018 Auditor Employer Allocation memo.pdf; 2018 Additional Information Pension Census Data Attestations.pdf; List of Entities in Sample Population 2018.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

As you are aware, we are now in our fourth year of reporting pensions as required by GASB Statement 68. One of the many challenges presented by this standard as well as GASB Statement 67 is auditing the data that is used to calculate the net pension liability, pension expense, the related deferred inflows and outflows of resources, and apportioning that data to the employer participants in the plan. The AICPA, in its whitepaper *Single-Employer and Cost-Sharing Multiple-Employer Plans: Issues Associated with Testing Census Data in an Audit of Financial Statements*, discusses the various aspects of auditing census data and why it is important to both the plan and the employer participants. One such discussion is how the plan auditor, using a risk-based approach, can rely on testing done by the auditor of a sample of employer participants. The Office of State Auditor (OSA), in its role as the auditor for the State CAFR, which includes the LGERS plan, decided upon implementation of GASB Standards 67 and 68 to use this approach to provide assurance that the census data used to produce the net pension liability and the pension expense data is materially accurate. Likewise, the LGERS Plan itself has the responsibility to ensure that census data is materially correct so that it can have comfort that the actuary that is performing the net pension liability, pension expense, and deferrals calculation, is basing those calculations on materially correct data. Therefore, The Department of State Treasurer (DST) likewise decided to use this same approach to provide assurance to the Plan that the data is materially correct.

As a result, OSA has selected a sample of 48 local government employer participants from both LGERS and TSERS. You are receiving this email because your unit or your client has been selected as part of the sample of 48. The independent auditors for these 48 entities will be asked to provide attestation to both OSA and DST that certain census data is materially correct for the unit being audited. This will be an attest engagement for which a separate engagement document will be needed. Without this testing, OSA would be unable to issue its attest document and accompany schedules of the percentage of net pension liability, expense, and the related deferrals that will be allocated to each member employer.

Attached to this email are two documents with more specific information about the process. A third document is the list of employers that were selected. We will have information available in the near future on how to submit your attest documents to Fiscal Management.

We encourage you, if you have not already done so, to read the above reference white paper issued by the AICPA. You can find the paper here:

[http://www.aicpa.org/interestareas/governmentalauditquality/resources/gasbmatters/downloadabledocuments/aicpaslgp\\_cs\\_census\\_data\\_whitepaper.pdf](http://www.aicpa.org/interestareas/governmentalauditquality/resources/gasbmatters/downloadabledocuments/aicpaslgp_cs_census_data_whitepaper.pdf)

If you have any questions about this process please contact me at (919) 814-4289 or via email at [Sharon.edmundson@nctreasurer.com](mailto:Sharon.edmundson@nctreasurer.com) or Preeta Nayak at (919) 814-4291 or via email at [Preeta.nayak@nctreasurer.com](mailto:Preeta.nayak@nctreasurer.com)

**Sharon Edmundson, MPA, CPA**

*Director, Fiscal Management Section*

State and Local Government

Finance Division

Office: (919) 814-4289

3200 Atlantic Avenue, Raleigh, NC 27604

[www.NCTreasurer.com](http://www.NCTreasurer.com)



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**NORTH CAROLINA**  
DEPARTMENT OF STATE TREASURER



*Dale R. Folwell, CPA*  
STATE TREASURER OF NORTH CAROLINA  
DALE R. FOLWELL, CPA

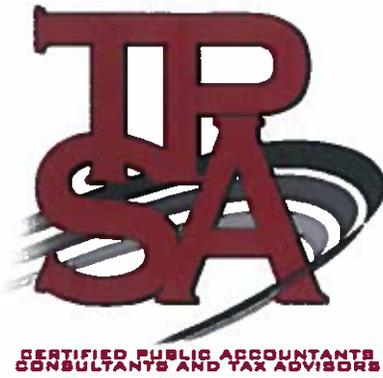
E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law. It may be subject to monitoring and disclosed to third parties including law enforcement personnel, by an authorized state official

IMPORTANT: When sending confidential or sensitive information, encryption should be used.

**Entity Name**

---

Alleghany County  
Asheville Regional Airport Authority  
Bladen County  
Brunswick Regional Water and Sewer H2GO  
Caldwell County  
Catawba County  
Cherokee County  
City of Brevard  
City of Charlotte  
City of Durham  
City of Gastonia  
City of Greenville  
City of Hamlet  
City of Havelock  
City of High Point  
City of Raleigh Housing Authority  
City of Shelby  
City of Wilmington  
City of Wilson  
Coastal Regional Solid Waste MGMT AUTH  
Eastpointe Human Services  
Granville-Vance Health Dist  
Guilford County  
Halifax County  
Housing Authority for the City of Kinston  
Johnston Health Center  
Macon County  
Madison County  
Martin County  
Orange County  
Pasquotank-Camden Ambulance Service  
Raleigh-Durham Airport Authority  
Town of Carolina Beach  
Town of Jamestown  
Town of Manteo  
Town of Matthews  
Town of Southern Shores  
Town of Wallace  
Triad Municipal ABC Board  
Vance County  
Wake County  
Currituck County Schools  
Davidson County Schools  
Durham Public Schools  
Henderson County Schools  
Newton-Conover City Schools  
Warren County Schools  
Wayne County Schools



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

P.O. Box 398

1626 S Madison Street

Whiteville, NC 28472

Telephone (910) 642-2109

Fax (910) 642-5958

Alan W. Thompson, CPA

R. Bryon Scott, CPA

Gregory S. Adams, CPA

April 4, 2018

Mr. David Beck  
Vance County  
122 Young Street  
Henderson, NC 27536

Dear Mr. Beck,

We have enclosed two copies of the engagement letter for the Pension Agreed-Upon Procedures audit required by the State Auditor's Office for June 30, 2018. Once the engagement has been approved by the board and signed, please return one copy to us so that we can forward it to the LGC. The other copy is for your records.

Should you have any questions, please give me a call at (910) 642-2109.

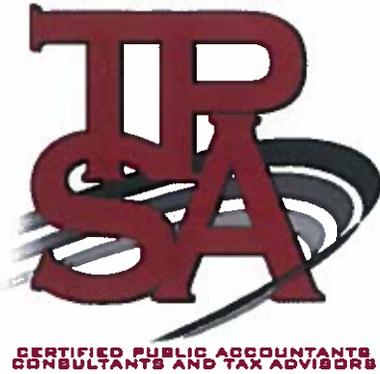
Thanks,



Alan Thompson

Members

American Institute of CPAs - N.C. Association of CPAs - AICPA Division of Firms



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Alan W. Thompson, CPA

R. Bryon Scott, CPA

Gregory S. Adams, CPA

April 4, 2018

To the Board of County Commissioners  
Vance County, North Carolina

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for Vance County.

We will examine the information requested by the Office of State Auditor, which includes reviewing the census data of Vance County as of December 31, 2017. The objectives of our examination are to (1) obtain reasonable assurance about whether the census data that was entered into the State retirement system is free from material misstatement based on information provided by the Office of the State Auditor; and (2) to express an opinion as to whether the census data is presented, in all material respects, in accordance with criteria set by the Retirement System's Handbook revised January 2017.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to management and the Board of Commissioners of Vance County. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with attestation standards.

This report is intended solely for the use of the Office of the State Auditor and Vance County management, and should not be used by anyone other than these specified parties. This engagement is solely to assist the Office of the State Auditor in offering an opinion on the State's Comprehensive Annual Financial Report.

Members

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We will plan and perform the examination to obtain reasonable assurance about whether the census data provided to the NC retirement system is free from material misstatement, based on criteria provided by the Office of the State Auditor. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, or known or suspected fraud or noncompliance with laws or regulations, or internal control deficiencies that may exist. However, we will inform you of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that may come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for the presentation of the census data in accordance with criteria set by the Retirement System's Handbook revised January 2017; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether the census data is presented in accordance with guidelines set by the NC Retirement System. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of this engagement, you agree to provide us with certain written representations in the form of a representation letter.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Alan W. Thompson, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We plan to begin our procedures on approximately May 1, 2018 and, unless unforeseeable problems are encountered, the engagement should be completed by October 12, 2018. We estimate that our fees for these services will be \$4,500. The fee estimate is based on anticipated cooperation from your personnel and the assumption the unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In

accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

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

---

*Thompson, Price, Scott, Adams & Co., P.A.*  
*Whiteville, North Carolina*  
April 4, 2018

**RESPONSE:**

**This letter correctly sets forth the understanding of Vance County, North Carolina.**

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

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

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

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

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

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

**Cc: Board of County Commissioners**

*County Manager's  
Report*

**Vance County**  
**County Manager's Report to the Board**  
**May 7, 2018**

**A. Fireworks Permit.** The Cokesbury Volunteer Fire Department is requesting approval of a fireworks permit for its annual Independence Day celebration on S. Cokesbury Road. According to Cokesbury VFD Chief Adam Pegram, the work will be performed by three licensed and insured shooters. The county fire marshal has approved the permit subject to board approval.

*Recommendation: Approve the request from Cokesbury Volunteer Fire Department for a permit to discharge fireworks at its annual Independence Day celebration on S. Cokesbury Road on Saturday, July 7, 2018.*

**B. Presentation of FY 2018-19 Proposed Budget.** We will transmit the proposed FY 2018-19 Vance County Budget to you on Monday evening. We will provide a brief synopsis of the budget and ask that you consider setting work sessions on May 21 and 22 to review the proposed budget in detail. The public hearing on the budget will be set for the evening of June 4, which is the date of your regular meeting. *Receive the FY 2018-19 proposed budget, schedule budget work sessions, and schedule budget hearing for the June 4th regular meeting.*



APPROVED  
*Keith Duncan*

## Vance County Special Use Permit

---

BY VIRTUE OF THE VANCE COUNTY FIRE PREVENTION ORDINANCE,

NAME: Adam Pegrum, Fire Chief

COMPANY: Cokesbury Volunteer Fire Department, Inc.

ADDRESS: 1516 S. Cokesbury Rd.

CITY/STATE/ZIP: Henderson, NC 27537

IS HEREBY GRANTED A SPECIAL USE PERMIT FOR THE FOLLOWING:

Pyrotechnic Display

THIS PERMIT SHALL BE VALID FROM: July 7, 2018 TO: July 8, 2018

AT THE FOLLOWING LOCATION: Cokesbury Volunteer Fire Department

SPECIAL REQUIREMENTS: Meet pyrotechnic display regulations from O.S.F.M.

THIS PERMIT IS ISSUED AND ACCEPTED ON CONDITION THAT ALL REGULATIONS AND PROVISIONS OF THE INTERNATIONAL FIRE CODE, NFPA CODES AND VANCE COUNTY ORDINANCE SHALL BE COMPLIED WITH. VIOLATIONS OF ANY SUCH REGULATION OR PROVISIONS SHALL MAKE THIS PERMIT INVALID AND REVOKEABLE.

THIS PERMIT SHALL BE VALID ONLY AS SPECIFIED AND SHALL NOT BE TRANSFERABLE OR RENEWABLE.

DATE: 4/30/18

FIRE MARSHAL: Keith Duncan (252)738-2091

PERMIT RECEIVED BY: \_\_\_\_\_



**COKESBURY VOLUNTEER FIRE DEPARTMENT, INC**  
**1516 S. COKESBURY RD**  
**HENDERSON, NC 27537**

To: Vance County Board of Commissioners  
From: Adam Pegram, Fire Chief  
Ref: Cokesbury Volunteer Fire Department Fireworks Display  
Date: April 30, 2018

The Cokesbury Volunteer Fire Department, Inc. is requesting the Vance County Board of Commissioners to waive the special use permit fee for our fireworks display scheduled for July 7, 2018. If you have any questions regarding this information or request please feel free to contact me. We thank you for your support and attention in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adam Pegram', with a long horizontal line extending to the right.

Adam Pegram, Fire Chief  
Cokesbury Volunteer Fire Department, Inc.

## Current Pyrotechnic 1.4G Operators

<u>County</u>	<u>Business Name</u>	<u>License Holder</u>	<u>License #</u>	<u>License Expires</u>	<u>Phone</u>
Avery	JECO Pyrotechnics Inc.	Shane Cantrell	3257	06/30/2021	
	Jeco Pyrotechnics Inc.	Cody Greene	3224	05/19/2021	(828) 260-2619
	JECO Pyrotechnics Inc.	Mark Parlier	3236	06/30/2021	
	JECO Pyrotechnics Inc.	Jacob Potter	1993	05/21/2021	
	JECO Pyrotechnics Inc.	Ronnie Reece	3237	06/30/2021	
	JECO Pyrotechnics Inc.	Eric Wright	1995	05/21/2021	
Buncombe	Zambelli Fireworks	Robert Sulaski	3459	01/24/2020	(800) 245-0397
Caldwell	Patterson Pyrotechnics	Edgar Jolly	3086	09/30/2018	(828) 212-1227
Catawba	Patterson Pyrotechnics	Joshua Chun	3316	09/30/2018	(828) 212-1227
Chowan		Dwayne Goodwin	3302	07/31/2018	
Cleveland		John Eargle	1809	06/09/2020	
Duplin	Walter Carlton Lanier	Walter Lanier	3061	06/16/2020	910-290-0126
		Douglas Sanderson	1580	05/26/2019	
Gaston	Town OF Dallas	Alan Cloninger	2087	07/31/2018	(704) 922-3176
	Town OF Dallas	Robert Pasour	2086	07/31/2018	(704) 922-3176
		Eric Withers	2091	09/30/2018	
	Town OF Dallas	Earl Withers	2090	07/31/2018	(704) 922-3176
Halifax	Town of Hobgood	Thomas Ellis	3045	05/26/2019	252-826-4573
Henderson	Blue Star Camps	Adam Falloon	3521	06/23/2020	
		Dustin Gosnell	3570	01/03/2021	
	Blue Star Camps	Benjamin Prosser	1821	06/30/2021	
	Blue Star Camps	Callum Renton	3519	06/23/2020	
	Kanuga Conferences Inc	Richard Varnadore	1816	06/27/2020	(828) 243-5543
	Falling Creek Camp Inc.	Simon Wilson	1798	06/28/2020	
	Blue Star Camps	Adam Withey	3520	06/23/2020	
Jackson	Camp Merrie Woode	James Dunn	1804	05/31/2020	(828) 743-3300
Lincoln	Randy Belk	Randy Belk	1786	06/01/2020	704-530-7511
McDowell	Sky Island Retreat & Campground	Jerry Wheeler	1571	06/28/2020	
Stokes		Ricky Bowen	1787	04/30/2020	
Transylvania	Sylvan Ramble LLC	Wayne Bishop	1994	06/30/2018	(828) 966-9483
	Rock Brook Camp for Girls	Jeffrey Carter	1802	05/31/2020	
	Camp High Rocks	Donald Gentle	1657	05/13/2019	(828) 885-2153
	Camp Carolina	Alfred Thompson	1801	06/09/2020	

<u>County</u>	<u>Business Name</u>	<u>License Holder</u>	<u>License #</u>	<u>License Expires</u>	<u>Phone</u>
Vance	Cokesbury VFD, Inc.	Michael Patrick	3146	06/30/2020	(252) 492-5667
	Cokesbury VFD, Inc.	Donald Roberson	3145	06/30/2020	(252) 492-5667
	Cokesbury VFD, Inc.	Christopher Wright	3127	06/25/2020	(252) 492-5667
	Camp Merri-Mac/Timberlake	John Menendez	3569	01/02/2021	

37 Current Pyrotechnic 1.4G Operator License Holders Export: [Excel](#) | [PDF](#)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Warrenton Insurance Agency Inc 131 S. Main St. PO Box 633 Warrenton NC 27589	<b>CONTACT NAME:</b> Walter Gardner <b>PHONE (A/C No. Ext.):</b> (252) 257-3104 <b>FAX (A/C No.):</b> (252) 257-3108 <b>E-MAIL ADDRESS:</b> warrentoninsurance@nc.rr.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> VFIS-American Alternative Insurance Corp <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		TR2052545-11	04/14/2018	04/14/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMPIOP AGG \$ 10,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE DED    RETENTION \$		TR2052545-11	04/14/2018	04/14/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

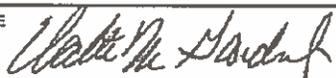
Coverage for Fireworks Presentation July 1-7, 2018.

**CERTIFICATE HOLDER**

County of Vance  
 Vance County Board of Commissioners  
 122 Young St., Suite B  
 Henderson, NC 27536

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  <WMG>

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# *Consent Agenda Items*

Budget Amendments and Transfers  
Tax Refunds and Releases  
Minutes

Monthly Reports  
911 Emergency Operations  
Administrative Ambulance Charge-Offs  
Cooperative Extension  
EMS  
Health Department  
Human Resources  
Information Technology  
Planning and Development  
Parks and Recreation  
Veterans Service

**VANCE COUNTY BUDGET AMENDMENT REQUEST**  
2017 - 2018 Fiscal Year

A request to amend the 2017-2018 Vance County Budget is hereby submitted to the Vance County Board of Commissioners as follows:

Department Name: Senior Center

**Revenue Amendment Request**

ACCOUNT TITLE	ACCOUNT NUMBER	REVENUE INCREASE (DECREASE)
Senior Center Trips	10350-435008	30,000.00

TOTAL REVENUE INCREASE (DECREASE) \$ 30,000.00

Reason for Revenue Amendment Request: There were several additional trips planned for seniors this fiscal year and demand for these has been strong. There are no county dollars spent on organizing these trips. They are funded by the seniors that pay to go the trips.

**Expenditure Amendment Request**

ACCOUNT TITLE	ACCOUNT NUMBER	EXPENSE INCREASE (DECREASE)
Special Contracted Services	10611-500044	30,000.00

TOTAL \$ 30,000.00

Reason for Expense Amendment Request: See above.

Requested by: \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: VANCE COUNTY BOARD OF COMMISSIONERS IN MEETING OF _____ _____ Kelly Grissom , Clerk VANCE COUNTY BOARD OF COMMISSIONERS
---

Reviewed by \_\_\_\_\_  
Finance Office \_\_\_\_\_

**VANCE COUNTY  
DEPARTMENTAL LINE-ITEM TRANSFER REQUEST  
2017 - 2018 Fiscal Year**

Department Name: Emergency Operations/911

**Request for Funds to be Transferred From:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Telephone & Postage	10621-500011	2,000.00
Worker's Comp Insurance	10621-500037	4,303.00
Insurance & Bonds	10621-500054	1,060.00

TOTAL \$ 7,363.00

Explanation of transfer request: Funds are needed in other line items to cover budget shortfalls.

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**Request for Funds to be Transferred To:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Travel/Training	10621-500014	1,000.00
Departmental Supplies	10621-500033	323.00
Unemployment Insurance	10621-500038	4,045.00
Non-Capitalized Assets	10621-500085	1,995.00

TOTAL \$ 7,363.00

Explanation of transfer request: See above.

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Requested by: \_\_\_\_\_ Date \_\_\_\_\_

PRESENTED: VANCE COUNTY BOARD OF COMMISSIONERS IN MEETING OF _____ _____
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Reviewed by \_\_\_\_\_  
 Finance Office \_\_\_\_\_

**VANCE COUNTY  
DEPARTMENTAL LINE-ITEM TRANSFER REQUEST  
2017 - 2018 Fiscal Year**

Department Name: Courthouse

**Request for Funds to be Transferred From:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Utilities	10505-500013	3,000.00

TOTAL \$ 3,000.00

Explanation of transfer request: Funds are needed in other line items to cover budget shortfalls.

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**Request for Funds to be Transferred To:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Maintenance Building & Grounds	10505-500015	2,250.00
Pest Control	10505-500057	750.00

TOTAL \$ 3,000.00

Explanation of transfer request: See above.

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Requested by: \_\_\_\_\_ Date \_\_\_\_\_

PRESENTED: VANCE COUNTY BOARD OF COMMISSIONERS IN MEETING OF _____ _____
--

Reviewed by \_\_\_\_\_  
 Finance Office \_\_\_\_\_

**VANCE COUNTY  
DEPARTMENTAL LINE-ITEM TRANSFER REQUEST  
2017 - 2018 Fiscal Year**

Department Name: Animal Services

**Request for Funds to be Transferred From:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Spaying/Neutering	10599-500012	3,000.00
Utilities	10599-500013	1,000.00

TOTAL \$ 4,000.00

Explanation of transfer request: Funds are needed in other line items to cover budget shortfalls.

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**Request for Funds to be Transferred To:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Health Care-Drugs-Medicine	10599-500046	4,000.00

TOTAL \$ 4,000.00

Explanation of transfer request: See above.

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Requested by: \_\_\_\_\_ Date \_\_\_\_\_

PRESENTED: VANCE COUNTY BOARD OF COMMISSIONERS IN MEETING OF _____ _____
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Reviewed by \_\_\_\_\_  
 Finance Office \_\_\_\_\_

**VANCE COUNTY**  
**DEPARTMENTAL LINE-ITEM TRANSFER REQUEST**  
 2017 - 2018 Fiscal Year

Department Name: EMS

**Request for Funds to be Transferred From:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Group Insurance	10530-500006	10,000.00
Worker's Comp Insurance	10530-500037	13,960.00
Special Contracted Services	10530-500044	21,040.00

TOTAL \$ 45,000.00

Explanation of transfer request: Funds are needed in other line items to cover budget shortfalls.

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**Request for Funds to be Transferred To:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Maintenance Vehicles	10530-500017	10,000.00
Fuel	10530-500186	5,000.00
Ambulance Supplies	10530-500334	30,000.00

TOTAL \$ 45,000.00

Explanation of transfer request: See above.

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Requested by: \_\_\_\_\_ Date \_\_\_\_\_

PRESENTED: VANCE COUNTY BOARD OF COMMISSIONERS IN MEETING OF _____ _____
--

Reviewed by \_\_\_\_\_  
 Finance Office \_\_\_\_\_

**VANCE COUNTY  
DEPARTMENTAL LINE-ITEM TRANSFER REQUEST  
2017 - 2018 Fiscal Year**

Department Name: Sheriff

**Request for Funds to be Transferred From:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Auto Supplies	10510-500031	10,000.00
Worker's Comp Insurance	10510-500037	10,500.00

TOTAL \$ 20,500.00

Explanation of transfer request: Funds are needed in other line items to cover budget shortfalls.

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**Request for Funds to be Transferred To:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Travel/Training	10510-500014	2,000.00
Maintenance Vehicles	10510-500017	15,000.00
Departmental Supplies	10510-500033	1,000.00
Uniforms	10510-500036	2,500.00

TOTAL \$ 20,500.00

Explanation of transfer request: See above.

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Requested by: \_\_\_\_\_ Date \_\_\_\_\_

PRESENTED: VANCE COUNTY BOARD OF COMMISSIONERS IN MEETING OF _____ _____
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Reviewed by \_\_\_\_\_  
 Finance Office \_\_\_\_\_

**VANCE COUNTY  
DEPARTMENTAL LINE-ITEM TRANSFER REQUEST  
2017 - 2018 Fiscal Year**

Department Name: Jail

**Request for Funds to be Transferred From:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Group Insurance	10520-500006	41,575.00
Worker's Comp Insurance	10520-500037	9,925.00

TOTAL \$ 51,500.00

Explanation of transfer request: Funds are needed in other line items to cover budget shortfalls.

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**Request for Funds to be Transferred To:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Maintenance Building & Grounds	10520-500015	8,000.00
Office Supplies	10520-500032	1,500.00
Uniforms	10520-500036	2,000.00
Special Contracted Services	10520-500044	30,000.00
Food & Provisions	10520-500047	10,000.00

TOTAL \$ 51,500.00

Explanation of transfer request: See above.

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Requested by: \_\_\_\_\_ Date \_\_\_\_\_

PRESENTED:  
VANCE COUNTY BOARD OF COMMISSIONERS  
IN MEETING OF  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by \_\_\_\_\_  
Finance Office \_\_\_\_\_

**VANCE COUNTY**  
**DEPARTMENTAL LINE-ITEM TRANSFER REQUEST**  
 2017 - 2018 Fiscal Year

Department Name: Social Services

**Request for Funds to be Transferred From:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Worker's Comp Insurance	10610-500037	6,000.00

TOTAL \$ 6,000.00

Explanation of transfer request: Funds are needed in other line items to cover budget shortfalls.

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**Request for Funds to be Transferred To:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Office Supplies	10610-500032	6,000.00

TOTAL \$ 6,000.00

Explanation of transfer request: See above.

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Requested by: \_\_\_\_\_ Date \_\_\_\_\_

PRESENTED: VANCE COUNTY BOARD OF COMMISSIONERS IN MEETING OF _____ _____
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Reviewed by \_\_\_\_\_  
 Finance Office \_\_\_\_\_

**VANCE COUNTY**  
**DEPARTMENTAL LINE-ITEM TRANSFER REQUEST**  
 2017 - 2018 Fiscal Year

Department Name: Admin/Finance & Tax

**Request for Funds to be Transferred From:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Equipment Rental	10440-500021	1,000.00
Worker's Comp Insurance	10440-500037	136.00
Bank Service Charges	10440-500088	1,500.00
Contracted Services	10450-500045	2,500.00

TOTAL \$ 5,136.00

Explanation of transfer request: Funds are being transferred for the purchase of a new folder/insert machine. The current machine is leased with the lease term now expired. It is much more cost effective to purchase a new machine outright instead of entering into another lease agreement.

**Request for Funds to be Transferred To:**

ACCOUNT TITLE	ACCOUNT NUMBER	AMOUNT
Capital Outlay	10440-500074	5,136.00

TOTAL \$ 5,136.00

Explanation of transfer request: See above.

Requested by: \_\_\_\_\_ Date \_\_\_\_\_

PRESENTED:  
 VANCE COUNTY BOARD OF COMMISSIONERS  
 IN MEETING OF

Reviewed by \_\_\_\_\_  
 Finance Office \_\_\_\_\_

TAX OFFICE REFUND AND RELEASE REPORT FOR MARCH 2018

TAXPAYER NAME	TAX YR	REAL	PERSONAL	SOLID WASTE FEE	REASON
MACON MATTIE ALSTON	2010	55.67	0	0	foreclosure
MACON MATTIE ALSTON	2011	55.65	0	0	foreclosure
WATKINS C. F. JR.	2011	68.68	0	0	cathy notes/bill
MACON MATTIE ALSTON	2012	56.62	0	0	foreclosure
MAYFIELD GERTRUDE D HEIRS	2012	1.30	0	0	foreclosure
UNKNOWN	2012	10.94	0	0	foreclosure
WATKINS C. F. JR.	2012	69.87	0	0	cathy notes/bill
MACON MATTIE ALSTON	2013	56.62	0	0	foreclosure
MAYFIELD GERTRUDE D HEIRS	2013	265.25	0	105.00	foreclosure
UNKNOWN	2013	11.22	0	0	foreclosure
WATKINS C. F. JR.	2013	69.87	0	0	cathy notes/bill
MACON MATTIE ALSTON	2014	57.31	0	0	foreclosure
MAYFIELD GERTRUDE D HEIRS	2014	267.15	0	105.00	foreclosure
UNKNOWN	2014	11.30	0	0	foreclosure
WATKINS C. F. JR.	2014	70.72	0	0	cathy notes/bill
MACON MATTIE ALSTON	2015	57.31	0	0	foreclosure
MAYFIELD GERTRUDE D HEIRS	2015	267.15	0	105.00	foreclosure
UNKNOWN	2015	11.30	0	0	foreclosure
WATKINS C. F. JR.	2015	70.72	0	0	cathy notes/bill
ANOVIV REALTY OF NC INC	2016	3,619.19	0	0	correct value
EDGETT HAROLD WAYNE	2016	0	3.08	0	pers prop billed
MACON MATTIE ALSTON	2016	44.45	0	0	foreclosure
MAYFIELD GERTRUDE D HEIRS	2016	311.59	0	105.00	foreclosure
PULLEY ROBERT BENJAMIN	2016	189.04	0	0	correct value
UNKNOWN	2016	5.88	0	0	foreclosure
WATKINS C. F. JR.	2016	74.72	0	0	cathy notes/bill
ANOVIV REALTY OF NC INC	2017	3,619.19	0	0	correct value
CASH CORBETT DAVIS	2017	0	4.44	0	pers prop billed
DUBINSKI MARK ANTHONY	2017	0	1,517.74	0	pers prop billed
DUBINSKI MARK ANTHONY	2017	0	1.60	0	pers prop billed
EDGETT HAROLD WAYNE	2017	0	3.08	0	pers prop billed
EDWARDS VINCENT W	2017	0	127.81	0	pers prop billed
EDWARDS VINCENT W	2017	0	1.02	0	pers prop billed
LUNSFORD LAWRENCE	2017	0	0	105.00	remove solid was
MACON MATTIE ALSTON	2017	44.45	0	0	foreclosure
MARROW GAYLE	2017	0	0	105.00	remove solid was
MAYFIELD GERTRUDE D HEIRS	2017	311.59	0	105.00	foreclosure

<b>TAXPAYER NAME</b>	<b>TAX YR</b>	<b>REAL</b>	<b>PERSONAL</b>	<b>SOLID WASTE FEE</b>	<b>REASON</b>
PERSON GEORGE	2017	0	55.53	105.00	pers prop billed
PULLEY ROBERT BENJAMIN	2017	189.04	0	0	correct value
UNKNOWN	2017	5.88	0	0	foreclosure
VAUGHAN FRANCES L	2017	99.94	0	105.00	remove solid was
WATKINS C. F. JR.	2017	74.72	0	0	cathy notes/bill
WEST GARY MICHAEL	2017	0	3.08	0	pers prop billed
TIPPETT PHILIP FRANKLIN	2018	0	80.37	0	pers prop billed
<b>TOTAL</b>		10,124.33	1,797.75		

**HENDERSON-VANCE COUNTY 911**

**NUMBER OF CALLS REPORT BY COMPLAINT (ALL UNITS)**

**TOTAL**

**5,158**

**TIME PERIOD: 04/01/2018 00:00:01 Through 04/30/2018 23:59:59**

DEPARTMENT	COMMENT	TOTAL	COUNTY	CITY	STATE	OTHER
DATA WITH NO DEPARTMENT		133				133
AFTON VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	4	4			
AMERICAN RED CROSS	Other Dispatch	1				1
BEARPOND VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	47	47			
BERTIE AMUBLANCE SERVICE	City & County Dispatch	3				3
COKEBURY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	16	16			
CSX RAILROAD	Other Dispatch	2				2
DREWRY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	14	14			
CENTURYLINK	Other Dispatch	0				0
DUKE ENERGY	Other Dispatch	9				9
EPSOM VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	21	21			
HENDERSON FIRE DEPARTMENT-STA 1	City Dispatch	319		319		
HENDERSON FIRE DEPARTMENT-STA 2	City Dispatch	249		249		
HENDERSON POLICE DEPARTMENT	City Dispatch	2328		2328		
HENDERSON STREET DEPT	City Dispatch	9		9		
HENDERSON WATER DEPARTMENT	City Dispatch	6		6		
HICKSBORO VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	20	20			
KITTRELL VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	24	24			
NORTH CAROLINA DEPT OF PARKS	State Dispatch	1			1	
NORTH CAROLINA DEPT OF TRANSPORTATION	State Dispatch	10			10	
NORTH CAROLINA DIVISION OF MOTOR VEHICLES	State Dispatch	0			0	
NORTH CAROLINA FORESTRY SERVICE	State Dispatch	22			22	
NORTH CAROLINA MEDICAL EXAMINER	State Dispatch	3			3	
NORTH CAROLINA PROBATION & PAROLE	State Dispatch	3			3	
NORTH CAROLINA STATE HIGHWAY PATROL	State Dispatch	66			66	
NORTH CENTRAL MEDICAL TRANSPORTS	City & County Dispatch	2	2			
NORTH CAROLINA WILDLIFE	State Dispatch	3			3	
PUBLIC SERVICE GAS	Other Dispatch	4				4
RIDGEWAY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	2	2			
TOWNSVILLE VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	21	21			
VANCE COUNTY AMBULANCE SERVICE (EMS)	City & County Dispatch	595	227	360		
VANCE COUNTY ANIMAL CONTROL	County Dispatch	72	72			
VANCE CO DEPT OF SOCIAL SERVICES	County Dispatch	4	4			
VANCE COUNTY EMERGENCY MANAGEMENT	City & County Dispatch	6	6			
VANCE COUNTY FIRE DEPARTMENT	County Dispatch/FIRE	95	95			
VANCE COUNTY FIRE MARSHALL	County Dispatch/FIRE	0	0			
VANCE COUNTY MAGISTRATE OFFICE	Other Dispatch	0				0
VANCE COUNTY RESCUE SQUAD	County Dispatch	31	31			
VANCE COUNTY SHERIFF DEPARTMENT	County Dispatch	2092	2092			
WAKE ELECTRIC	County Dispatch	1	1			
WATKINS VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	25	25			
<b>TOTALS</b>		<b>6263</b>	<b>2724</b>	<b>3271</b>	<b>108</b>	<b>152</b>

Signature: 

Prepared by: Vivian E. Cassiter, Training Supervisor

Signature: 

Reviewed by: Brian K. Short, Director  
05/01/2018

# HENDERSON-VANCE CO 911

## Number Of Calls Report by Department (All Units)

First Date: 04/01/2018

Jurisdiction: HEN-VAN

Last Date: 04/30/2018

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	<i>Department</i>	<i>Number</i>
1	Data with no Department.	133
2	AFTO	4
3	ARC	1
4	BERT	3
5	BVFD	47
6	CSX	2
7	CVFD	16
8	DOT	10
9	DSS	4
10	DVFD	14
11	EM	6
12	EMS	595
13	EVFD	21
14	FOR	22
15	GAS	4
16	HFD1	319
17	HFD2	249
18	HPD	2328
19	HVFD	20
20	KVFD	24
21	ME	3
22	NCEN	2
23	PARK	1
24	PE	9
25	PROB	3
26	RIDG	2
27	SHP	66
28	STRE	9
29	TVFD	21
30	VCAC	72
31	VCFD	95
32	VCR	31
33	VCSO	2092
34	WAKE	1
35	WATE	6
36	WILD	3
37	WVFD	25

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**Total: 5158**

A call with multiple Departments assigned will be counted in the group total for each of these Departments, therefore such calls will be counted more than once. For this reason, the total number of calls may not equal the sum of the group totals

# HENDERSON-VANCE CO 911

## Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 04/01/2018

Last Date: 04/30/2018

Complaint		Number
911HU	911 HANG UP CALL	65
ABAND	ABANDONED OR JUNKED CARS	2
ABDOM-EMD	ABDOMINAL PAIN OR PROBLEMS	25
ABNV	ABANDONED VEHICLE	1
ACC-PD	ACCIDENT PROPERTY DAMAGE	96
ACC-PI	ACCIDENT PERSONAL INJURY	6
ALARM	ALARM RESIDENCE OR BUSINESS	283
ALARMFALSE	ALARM FALSE	58
ALARMMED	ALARM MEDICAL	13
ALLERG-EMD	ALLERGIC REACTION / ENVENOMATIC	7
ALMBA	ALARM BANK	1
ANIMAL-EMD	ANIMAL BITE / ATTACK	1
ANIM	ANIMAL COMPLAINT/VISCIOUS ANIMAL	64
ARMED SUSP	ARMED SUSPECT (MAN WITH A GUN)	4
ARRE	ARREST	5
ASAG	ASSIST OTHER AGENCY	26
ASMO	ASSIST MOTORIST	40
ASSAULIP-EMD	ASSAULT OR SEXUAL ASSAULT - IN PI	2
ASSAULT-EMD	ASSAULT OR SEXUAL ASSAULT	35
BACKPAIN-EMD	BACK PAIN (NON-TRAUMATIC)	4
BE MV	BREAKING AND ENTERING TO A MOTOR VEHICLE	22
BREATH-EMD	BREATHING PROBLEMS	68
BURG-IP	BURGLARY/B&E IN PROGRESS	6
BURGLARY	BURGLARY	39
CAR	CARELESS AND RECKLESS DRIVER	53
CARDIAC-EMD	CARDIAC/RESPIRATORY ARREST OR	9
CHASE	CHASE	4
CHESTPAI-EMD	CHEST PAIN	57
CHILD-ABU	CHILD ABUSE OR NEGLECT	5
CHIVEH	CHILD LOCKED IN VEHICLE	1
CHOKING-EMD	CHOKING	1
CITIZEN ASST	CITIZEN ASSIST / SERVICE CALL	15
CIVDIS	CIVIL DISPUTE	77
COMTHR	COMMUNICATING THREATS	16
CONTROLBURN	CONTROLLED BURN	4
CONVULS-EMD	CONVULSIONS / SEIZURES	29
DIABETIC-EMD	DIABETIC PROBLEMS	19
DIRTRF	DIRECTING TRAFFIC/TRAFFIC CONTROL	1
DISO	DISORDERLY PERSON	87
DOMEIP/W	DOMESTIC DISPUTE - IN PROGRESS	3
DOM-PROB	DOMESTIC PROBLEM	81
DROWNING-EMD	DROWNING (NEAR DRWONING) / DIVING	1
DRUGALC	DRUG OR ALCOHOL COMPLAINT	38
DRUNKDRIV	DRUNK DRIVER	6
DVO	DOMESTIC VIOLENCE ORDER	4
ELEC HAZZARD	ELECTRICAL HAZZARD	1
EMERG TRANS	EMERGENCY TRANSPORT	6
ESCO	ESCORT	199
EVICTION	EVICTION CARRIED OUT	22
FALLS-EMD	FALLS (SUBJECT FALLEN)	32
FIGHT	FIGHT	20
FIRE ALARM	ALARMS	39
FRAUD	FRAUD/FORGERY	28

# HENDERSON-VANCE CO 911

## Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 04/01/2018

Last Date: 04/30/2018

Complaint		Number
GAS LEAK	GAS LEAK / ODOR	2
HARR	HARRASSMENT/THREATS	44
HAZMAT	HAZMAT	1
HEADACHE-EMD	HEADACHE	7
HEART-EMD	HEART PROBLEMS - AICD	7
HEMORR-EMD	HEMORRHAGE / LACERATION	25
HOMEINV	HOME INVASION	2
HOMI	HOMICIDE	1
HRPD	HIT & RUN PD	33
HRPI	HIT & RUN PI	2
ILL-DUMP	ILLEGAL DUMPING	7
INDEXPO	INDECENT EXPOSURE	4
INSPECTION	FIRE INSPECTION	14
INTPERS	INTOXICATED PERSON	14
INVE	INVESTIGATE ----- AT	649
IPV	IMPROPERLY PARKED VEHICLE	21
JUV	JUVENILE PROBLEMS	31
KIDN	KIDNAPPING/FELONIOUS RESTRAINT	1
LARCIP	LARCENY IN PROGRESS	1
LARC	LARCENY - ALREADY OCCURRED	108
LIVEST	LIVESTOCK IN ROADWAY	1
LOIT	LOITERING COMPLAIN	12
LOST	LOST PROPERTY	5
LOUD	LOUD MUSIC	87
MEDICAL	MEDICAL	2
MEN	MENTAL SUBJECT	99
MISS	MISSING PERSON	9
MUTUAL AID	MUTUAL AID/ ASSIST OUTSIDE AGENC	1
MVC	MOTOR VEHICLE COLLISION	25
ODOR	ODOR (STRANGE/UNKNOWN)	1
OPEN	OPEN DOOR/WINDOW	5
OUTSIDE FIRE	OUTSIDE FIRE	24
OVERDOSE-EMD	OVERDOSE / POISONING (INGESTION	12
PDAMG	PROPERTY DAMAGE ALREADY OCCUI	77
PDMGIP	PROPERTY DAMAGE IN PROGRESS	1
PREGNANT-EMD	PREGNANCY/CHILDBIRTH/MISCARRIA	6
PROP CHECK	PROPERTY CHECK	188
PROW	PROWLER	31
RACE	RACING/HIGH SPEED DRIVING	2
RECFPI	RECOVERED/FOUND PROPERTY	14
ROBARM	ROBBERY ARMED	1
ROBBERY	ROBBERY	1
RUN	RUNAWAY	4
SHOP	SHOPLIFTER	4
SHOTS	SHOTS FIRED	71
SICK-EMD	SICK PERSON	113
SMOKE OUTSID	SMOKE INVESTIGATION OUTSIDE	1
STABBING-EMD	STABBING / GUNSHOT / PENETRATING	6
STOLV	STOLEN VEHICLE	12
STROKE-EMD	STROKE (CVA)	9
STRUCT FIRE	STRUCTURE FIRE	18
SUBINCUS	SUBJECT IN CUSTODY	11
SUICIDE-EMD	SUICIDE / PSYCHIATRIC / ABNORMAL	5

# HENDERSON-VANCE CO 911

## Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 04/01/2018

Last Date: 04/30/2018

Complaint		Number
SUPSUB	SUSPICIOUS SUBJECT	72
SURR	SURRENDER	14
SUSP PACKAGE	SUSPICIOUS PACKAGE (LETTER, ITEM	2
SUSVEH	SUSPICIOUS VEHICLE	78
TEST	TEST CALL	116
TRAFFIC STOP	VEHICLE STOP	283
TRAUMA-EMD	TRAUMATIC INJURY (SPECIFY IN NARI	4
TREEDWN	TREE DOWN	13
TRES	TRESPASSING SUSPECT	98
UNAUTHVEH	UNAUTHORIZED USE VEHICLE	4
UNCONC-EMD	UNCONCIOUS / FAINTING OR NEAR	52
UNKNOWN-EMD	UNKNOWN PROBLEM (MAN DOWN)	3
VEHICLE FIRE	VEHICLE FIRE	11
WARRANT	WARRANT	838
WATER RESCUE	WATER RESCUE/ SINKING VEHICLE / \	1
WATER	WATER RELATED PROBLEM	6

Report Total: 5158

# ADMINISTRATIVE AMBULANCE CHARGE-OFFS

## FOR INFORMATION ONLY

APRIL 2018

<u>NAME</u>	<u>DATE OF SERVICE</u>	<u>AMOUNT</u>	<u>REASON</u>
Michael Adcock	03/25/2008	425.04	Uncollectible-Statute of limitation beyond 10 yrs
Jeffar Alston	03/18/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs
Charles H. Ayscue	03/25/2008 & 03/29/2008	868.84	Uncollectible-Statute of limitation beyond 10 yrs
Donna L. Ayscue	03/24/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs
Nakeisha S. Bagley	03/27/2008	181.09	Uncollectible-Statute of limitation beyond 10 yrs
Mildred Baskerville	03/10/2008	24.54	Uncollectible-Statute of limitation beyond 10 yrs
Jason Boyd	03/13/2008 & 03/17/2008	784.42	Uncollectible-Statute of limitation beyond 10 yrs
Ingrid C. Brooks	03/10/2008	478.14	Uncollectible-Statute of limitation beyond 10 yrs
John D. Brooks	03/13/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs
Natashia Brown	03/29/2008	378.14	Uncollectible-Statute of limitation beyond 10 yr
Bonnie D. Buhrmester-Papa	03/27/2008	434.42	Uncollectible-Statute of limitation beyond 10 yrs
Jasmin A. Bullock	03/26/2008	26.00	Uncollectible-Statute of limitation beyond 10 yrs

Pamela C. Bullock	03/26/2008	396.90	Uncollectible-Statute of limitation beyond 10 yrs
Barbara E. Burchett	03/05/2008	100.00	Uncollectible-Statute of limitation beyond 10 yrs
Charlie T. Burroughs	03/31/2008	387.52	Uncollectible-Statute of limitation beyond 10 yrs
Darron L. Burwell	03/04/2008	283.90	Uncollectible-Statute of limitation beyond 10 yrs
Alvin Champion	03/12/2008	75.00	Uncollectible-Statute of limitation beyond 10 yrs
Darius Clark	03/05/2008	216.03	Uncollectible-Statute of limitation beyond 10 yrs
Djuan R. Closs	03/06/2008	387.52	Uncollectible-Statute of limitation beyond 10 yrs
Tomeka Cozart	03/13/2008	75.00	Uncollectible-Statute of limitation beyond 10 yrs
John I. Davis	03/27/2008	387.52	Uncollectible-Statute of limitation beyond 10 yrs
Hazel W. Delbridge	03/15/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs
Dennis W. Dickerson	03/25/2008 & 03/26/2008	296.03	Uncollectible-Statute of limitation beyond 10 yrs
Marion Y. Durham	03/24/2008	90.64	Uncollectible-Statute of limitation beyond 10 yrs
Tasha K. Durham	03/15/2008	396.90	Uncollectible-Statute of limitation beyond 10 yrs
Donetra D. Eddings	03/01/2008	487.52	Uncollectible-Statute of limitation beyond 10 yrs
Kimberly L. Elam	03/31/2008	75.00	Uncollectible-Statute of limitation beyond 10 yrs
William Fields	03/22/2008	396.90	Uncollectible-Statute of limitation beyond 10 yrs
June B. Finch	03/15/2008	205.17	Uncollectible-Statute of limitation beyond 10 yrs
Vanessa E. Gray	03/01/2008	387.52	Uncollectible-Statute of limitation beyond 10 yrs

William T. Griffith	03/29/2008	443.80	Uncollectible-Statute of limitation beyond 10 yrs
Earl Gupton	03/08/2008	387.52	Uncollectible-Statute of limitation beyond 10 yrs
James A. Hargrove	03/07/2008	387.52	Uncollectible-Statute of limitation beyond 10 yrs
Kristine Haskamp	03/08/2008	396.90	Uncollectible-Statute of limitation beyond 10 yrs
Emma Lou H. Hawkins	03/20/2008	83.13	Uncollectible-Statute of limitation beyond 10 yrs
Lizzie E. Hawkins	03/22/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs
Queen E. Holloway	03/15/2008	75.00	Uncollectible-Statute of limitation beyond 10 yrs
Wanda J. Horton	03/01/2008 – 03/17/2008	1453.34	Uncollectible-Statute of limitation beyond 10 yrs
Kamesha Jefferson	03/07/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs
Bennie C. Jeffreys	03/12/2008	396.90	Uncollectible-Statute of limitation beyond 10 yrs
Samuel Johnson, Jr.	03/13/2008	85.01	Uncollectible-Statute of limitation beyond 10 yrs
Natosha E. Jones	03/07/2008 & 03/18/2008	925.12	Uncollectible-Statute of limitation beyond 10 yrs
Latisha B. Jordan	03/26/2008	62.33	Uncollectible-Statute of limitation beyond 10 yrs
Sidney M. Mayo	03/26/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs
Sarah M. McGann	03/22/2008	396.90	Uncollectible-Statute of limitation beyond 10 yrs
Beatman A. McKnight	03/24/2008	378.14	Uncollectible-Statute of limitation beyond 10 yrs
Willie L. Moore	03/02/2008	571.94	Uncollectible-Statute of limitation beyond 10 yrs
Willie M. Oakley	03/03/2008	387.52	Uncollectible-Statute of limitation beyond 10 yrs

Dexter T. Obery	03/02/2008 & 03/31/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs
Willie Parker	03/27/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs
Monique D. Patterson	03/28/2008	433.14	Uncollectible-Statute of limitation beyond 10 yrs
James H. Pernell	03/21/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs
Maggie M. Perry	03/08/2008	75.00	Uncollectible-Statute of limitation beyond 10 yrs
Mary E. Ragland	03/16/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs
Marie A. Reardon-Dudley	03/07/2008	562.56	Uncollectible-Statute of limitation beyond 10 yrs
Andrea D. Rice	03/12/2008	387.52	Uncollectible-Statute of limitation beyond 10 yrs
Thomas H. Roberts	03/22/2008 & 03/27/2008	115.56	Uncollectible-Statute of limitation beyond 10 yrs
Amanda H. Robertson	03/22/2008	358.94	Uncollectible-Statute of limitation beyond 10 yrs
Helen J. Rutherford	03/04/2008	100.00	Uncollectible-Statute of limitation beyond 10 yrs
Hilaria Salazar-Torres	03/14/2008	415.66	Uncollectible-Statute of limitation beyond 10 yrs
Gale W. Sanford	03/05/2008	174.56	Uncollectible-Statute of limitation beyond 10 yrs
Mary H. Seward	03/03/2008	75.00	Uncollectible-Statute of limitation beyond 10 yrs
Faye E. Sheppard	03/29/2008	100.00	Uncollectible-Statute of limitation beyond 10 yrs
Joseph B. Straw	03/12/2008	75.00	Uncollectible-Statute of limitation beyond 10 yrs
Evelyn E. Tarry	03/08/2008	15.88	Uncollectible-Statute of limitation beyond 10 yrs
Tina M. Teasley	03/07/2008	190.64	Uncollectible-Statute of

Keena S. Towns	03/20/2008	75.00	limitation beyond 10 yrs Uncollectible-Statute of limitation beyond 10 yrs
Keisha Ward	03/24/2008	68.00	Uncollectible-Statute of limitation beyond 10 yrs
Jason R. Warring	03/11/2008	471.94	Uncollectible-Statute of limitation beyond 10 yrs
Michelle L. Wheeling	03/08/2008	387.52	Uncollectible-Statute of limitation beyond 10 yrs
Frederick O. Wiggins	03/04/2008	75.00	Uncollectible-Statute of limitation beyond 10 yrs
Milton E. Williams	03/07/2008	406.28	Uncollectible-Statute of limitation beyond 10 yrs
Christopher L. Yarborough	03/12/2008	150.00	Uncollectible-Statute of limitation beyond 10 yrs

**TOTAL            \$ 21,039.97**

Objectives	Outcomes
<p><b>1. Producers will increase sales of food locally to more agriculturally aware consumers through market development, producer and consumer education, and new farmer and infrastructure support.</b></p>	<ul style="list-style-type: none"> <li>• The Vance County Regional Farmers Market opened the 2018 season on April 21 with a Spring Fling event that featured over 30 vendors. Approximately 450 customers visited on opening day, a new record. The Market will be open on Saturdays, 7:30 am to 1 pm, and will add Wednesday hours on May 16th.</li> <li>• Kerr-Tar beekeepers met in April with 15 members attending. The educational program was titled Collecting bee swarms. After the meeting members stated they had gained a better knowledge of why bees swarm, and how to keep bees when collected from a swarm. Cooperative Extension updated a list of members that wanted to be on call for bee swarm assistance to citizens during the spring bee swarm season.</li> </ul>
<p><b>2. Agricultural producers, workers, food handlers and consumers will adopt safer food and agricultural production, handling, and distribution practices that reduce workplace and home injuries/illnesses, enhance food security, and increase the quality and safety of food that North Carolinians prepare and consumers.</b></p>	<ul style="list-style-type: none"> <li>• The Vance County Regional Farmers Market opened the 2018 season on April 21 with a Spring Fling event that featured over 30 vendors. Approximately 450 customers visited on opening day, a new record. The Market will be open on Saturdays, 7:30 am to 1 pm, and will add Wednesday hours on May 16th.</li> </ul>
<p><b>3. Individuals and groups will acquire leadership and decision making capacities needed to guide and actively participate in local and state organizations.</b></p>	<ul style="list-style-type: none"> <li>• The North Central District ECA District Day took place on April 19th, 2018 at the Vance Granville Community College Civic Center. This year's theme was Educating The Future. Members heard about ways they can become involved with their local community colleges. They have the opportunity to serve as mentors, volunteer with Small Business Centers, and promote the various programs offered in their area. ECA members are now equipped to go in their respective counties and volunteer with the local college. They were also given updates by Dr. Sarah Kirby on the importance of healthy eating especially as you age.</li> </ul>

<p><b>4. Youth and adults will address community issues and/or challenges through volunteerism.</b></p>	<ul style="list-style-type: none"> <li>• The North Central District ECA District Day took place on April 19th, 2018 at the Vance Granville Community College Civic Center. This year’s theme was Educating The Future. Members heard about ways they can become involved with their local community colleges. They have the opportunity to serve as mentors, volunteer with Small Business Centers, and promote the various programs offered in their area. ECA members are now equipped to go in their respective counties and volunteer with the local college .</li> </ul>
<p><b>5. North Carolina's plant, animal and food systems will become more profitable and sustainable.</b></p>	<ul style="list-style-type: none"> <li>• Kerr-Tar beekeepers met in April with 15 members attending. The educational program was titled Collecting bee swarms. After the meeting members stated they had gained a better knowledge of why bees swarm, and how to keep bees when collected from a swarm. Cooperative Extension updated a list of members that wanted to be on call for bee swarm assistance to citizens during the spring bee swarm season.</li> </ul>
<p><b>6. Parents and caregivers will effectively use recommended parenting, self care practices and community resources.</b></p>	<ul style="list-style-type: none"> <li>• Incredible Years classes continue on Wednesdays until May 23. Individual parenting session have been held for 4 parents using the PPP- positive parenting program curriculum. Week of the young child activities are being coordinated through the Parenting Task force.</li> </ul>
<p><b>7. Futures that Work: School to Career Pathways</b></p>	<ul style="list-style-type: none"> <li>• The 2nd Grade at Aycock Elementary School completed their embryology project with the successful hatching of 3 dozens chicks. The students were able to learn about the life cycle of an embryo into a live chick. They also learned about responsibility as they had to take care of the eggs.</li> </ul>
<p><b>8. Youth and adult program participants will make healthy food choices, achieve the recommended amount of physical activity and reduce risk factors for chronic diseases</b></p>	<ul style="list-style-type: none"> <li>• The EFNEP program has continued our zumba and F.I.T classes with the vance county recreation department. Our partnership with aycock elementary and the boys &amp; girls club continues to grow as well. We have also created a brand new partnership with resourceful communities and we will be teaming up for the produce RX program where participants will receive fresh fruits and veggies with the help of the vance county mobile market.</li> </ul>
<p><b>9. Consumers and communities will enhance the value of plants,</b></p>	<ul style="list-style-type: none"> <li>• Each month the Vance office of NC Cooperative Extension reaches hundreds of</li> </ul>

<p><b>animals, and landscapes while conserving valuable natural resources and protecting the environment.</b></p>	<p>home gardeners through our outreach efforts. Those efforts are conducted in partnership with the Master Gardener volunteers, and include social media, electronic newsletters, news articles, farmers market information tables, and more. Paul McKenzie and Wayne Rowland also produce a weekly gardening radio program on WIZS, 1450 am. Master Gardener volunteers are continuing to make progress on the Memorial Garden project at the Farmers Market, which will greatly enhance the landscape and also serve as an educational garden.</p>
<p><b>10. Community Outreach</b></p>	<ul style="list-style-type: none"><li>• Vance County Cooperative Extension partnered with First Baptist Church to provide the community with a food giveaway. The farmer’s market was used on April 12th, to house, pack, and distribute the food. Over 500 families were served with the help of strong volunteers and committed members of the faith based community.</li></ul>

**Vance County Emergency Medical Service  
04/01/2018- 04/30/18 Call Breakdown**

**EMS Calls Totals By Station**

Company 9 (Main)	504
Company 1 (Bearpond FD)	73
<b>Apr 2018 Total Calls</b>	<b>577</b>

**EMS Calls By Medical Category**

Abdominal Pain	34
Allergies	3
Altered Mental Status	11
Animal Bite	0
Assault	6
Back Pain	4
Breathing Problems	58
Burns	0
CO Poisoning / Hazmat	0
Cardiac Arrest	13
Chest Pain	40
Choking	1
Code Stroke	3
Convulsions / Seizure	24
Diabetic Problem	16
Drowning	0
Electrocution	0
Eye Problem	2
Fall Victim	15
Fire Standby	15
Headache	9
Heart Problems	7
Heat/Cold Exposure	1
Hemorrhage/Laceration	24
Industrial Accident	0
Ingestion/Poisoning	14
Medical Alarm	8
Newborn	0
Not Applicable	30
Not Available	24
Not Entered	0
Not Known	1
Pain	30
Pregnancy / Childbirth	3
Psychiatric Problems	3
Respiratory Arrest	0
STEMI	6
Sick Person	106

**EMS Calls By Medical Category (cont.)**

Stab/Gunshot Wound	2
Standby	0
Stroke/CVA	6
Traffic Accident	0
Transfer / Interfacility	0
Trauma, Arrest	1
Traumatic Injury	24
Unconscious / Fainting	25
Unknown Problems	8
<b>Apr 2018 Total Calls</b>	<b>577</b>

**EMS Calls By Outcome**

ALS Assist	0
Cancelled	1
Cancelled Enroute	10
Dead at Scene	12
Fire Standby	11
No Patient Found	45
Not Entered	0
Patient Refused Care	56
Standby	1
Training Chart	0
Treated, Refused transport	27
Treated, Transferred Care	2
Treated, Transported by EMS	412
<b>Apr 2018 Total Calls</b>	<b>577</b>

**Mileage Report**

Unit	Milage
102	120,060
103	106,485
104	24,047
105	81,605
108	60,786
109	54,467
110	155,000
112	134,698
114	67,104

# GVPH AGENCY SERVICES MARCH 2018

Service Counts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Trend
OBCM clients	81	78	106										265	
MH Clinic Visits	102	77	73										252	
Postpartum Home Visits	25	28	23										76	
Newborn Home Visits	26	29	23										78	
CH Clinic Visits	55	96	85										236	
CC4C clients	212	225	203										640	
FP Clinic Visits	146	164	182										492	
Primary Care Visits	67	82	95										244	
Positive Pregnancy Tests	17	6	9										32	
STD Visits	73	95	79										247	
HIV Tests	94	103	93										290	
Reportable Dx-Granville	61	69	90										220	
Reportable Dx-Vance	93	93	79										265	
Positive PPD	0	0	1										1	
Latent TB Cases	2	2	2										6	
Active TB Cases	0	1	0										1	
Animal Bites-Granville	4	5	7										16	
Animal Bites- Vance	6	2	4										12	
Positive Rabies	1	1	0										2	
Immunizations Given	280	223	145										648	
Flu Vaccines Given	158	83	19										260	
In-house Labs	508	522	546										1,576	
Reference Labs	595	640	585										1,820	
Births-Granville	36	16	27										79	
Births-Vance	47	49	35										131	
Deaths-Granville	44	33	22										99	
Deaths-Vance	62	32	39										133	
Fetal Deaths-Granville	0	0	0										0	
Fetal Deaths-Vance	0	0	0										0	
WIC Participants	2,414	2,376	2,367										7,157	
<b>Total</b>	<b>5,209</b>	<b>5,130</b>	<b>4,939</b>	<b>0</b>	<b>15,278</b>									





<b>2018</b>	<b>March</b>	<b>CAT</b>
04091110004 EATON-JOHNSON MIDDLE 500 W Rockspring Street 7 Gloria Cheek 438-5017	3-1-18 A 99.5	3
04091110005 HENDERSON MIDDLE 219 Charles Street 8 Mariel West 492-0434	3-2-18 A 99.5	3
04091030082 Chewly Delicious Jamaican Food Truck 1853 Lynn Avenue 252-425-1120	3-2-18 A 94.5	2
04091050002 CROSSROADS CHRIST 583 Old County Home Road 431-1333	3-5-18 A 99.5	3
04091010397 COVENTRY HOUSE INN 20 Medical Court 690-7096	3-5-18 A 99	4
0409010416 SUNSHINES 2868 NC Hwy 39 S 252-657-9849	3-5-18 A 99	2
04091010164 MAZATLAN 1052 Ruin Creek Road 200 Gavino Flores 438-6062	3-6-18 A 96.5	4
04091110018 HENDERSON COLLEGIATE 1071 Old Epsom Road	3-7-18 A 95.5	3

04091010299 NEW HOPE MINI MART 10289 HWY 39 N 492-5798	3-7-18 A 90.5	3
04091010889 HENDERSON MEXICAN 1101 Nicholas Street 237 Bruno Ramirez 492-2166	3-8-18 A 95	4
04091010400 HABANERO GRILL MEXICAN RESTARUARNT 116 Parham Road 430-0201	3-8-18 A 96.5	4
04091010169 GOLDEN CORRAL 103 N Cooper Drive 129 Golden Corral Corp. 438-9500	3-12-18 A 96	4
04091010298 GEORGE'S 210 N Garnett Street	3-13-18 A 96.5	4
04091010343 CLARK ST BOYS & GIRLS CLUB 212 N Clark Street	3-14-18 A 98	4
04091010030 GOLDEN SKILLET 444 Dabney Drive 130 Steve Wright 492-4040	3-14-18 A 98.5	4
04091090223 VANCE COUNTY NUTRITION SITE 126 S Garnett St 252-492-0257	3-15-18 A 99	4

04091020091 CLARK'S GROCERY 2064 Vicksboro Rd	3-15-18 I	2
04091010387 KITTERLL GROCERY 1356 HWY 1 492-3005	3-16-18 A 91	4
04091010471 THE TASTE OF SOUL 7360 HWY 39 N 252-572-2614	3-16-18 A 92.5	4
04091027907 TED'S CATERING 420 Alexander Ave 430-0173	3-19-18 A 96	4
04091010368 RUBY TUESDAY 101 Exchange Street 492-6243	3-19-18 A 98.5	4
04091010284 VANCE COUNTY JAIL FOOD SERVICE 516 Beckenridge Street 438-3923	3-21-18 A 98	4
04091010410 RESTAURANT 39 946 G West Andrews Ave 432-3970	3-21-18 A 99	4
04091010025 FORSYTHE'S BBQ 2362 N Garnett St 127 TH Weldon 438-5228	3-22-18 A 98	4

04091012000 ICHIBAR JAPANESE 901-S Beckford Drive 438-7070	3-22-18 A 97.5	4
04091010013 CHEX TRUCK STOP I-85 & Flemingtown Road 113 TC Stevenson 492-5189	3-22-18 C	4
04091010130 BAMBOO GARDEN 1520-D Dabney Drive 103 Dragon Great Wall Chinese RS 438-8080	3-23-18 A 96.5	4
04091010201 220 SEAFOOD 1812 N Garnett St 178 T&J Restaurant Corp 492-8084	3-23-18 A 96	4
04091030083 Comida Casera Don`a Mary 605 Mason St 919-264-6358	3-23-18 I	2
04091010341 MARIA PARHAM DIET. 566 Ruin Creek Road 144 Patrick Jackson 438-4143	3-26-18 A 98	4
04091010300 MAYFLOWER SEAFOOD 201 N Cooper Drive	3-26-18 A 97.5	4
04091010405 SO-UL DELICIOUS 1502 Raleigh Road 252-767-6317	3-27-18 C	4

04091020025 SUPPLY LINE DELI 235 Raleigh Road 018 John Williams 438-2836	3-27-18 A 98	4
04091010183 CRACKER BARREL 1631 Ruin Creek Road 213 Cracker Barrwl Old Country S 431-9111	3-29-18 A 99.5	4
04091010412 MIDDLEBURG STEAK & SEAFOOD 7139 Broad Street 919-971-0972	3-29-18 A 98.5	4
04091010044 NUNNERY FREEMAN 1645 Norlina Road 151 OH Freeman 438-4751	3-29-18 A 91.5	4

I= New Business  
C= Closed  
H= Out of Business  
B= Seasonal  
T=Transitional

6-Apr-18

*Nancy S. Bauer*

14<sup>-22</sup>

New Tickets

0

Your Tickets

0

Open Tickets

0

Unassigned Tickets

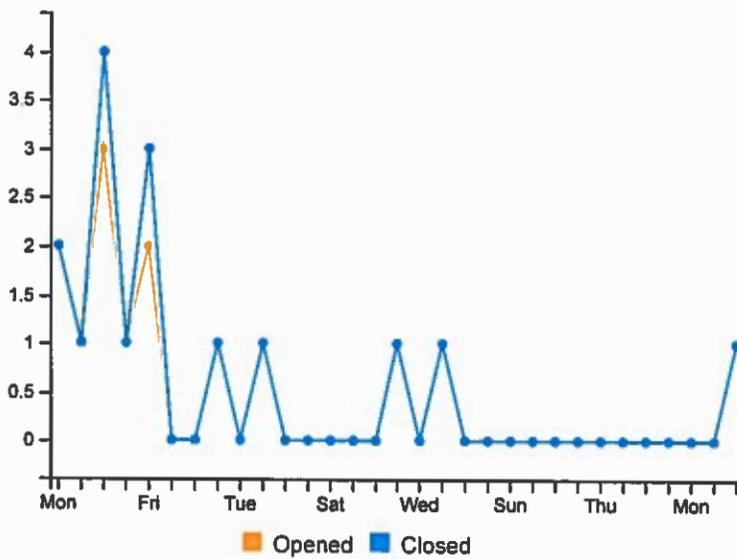
First Response Time  
AVERAGE

39 seconds

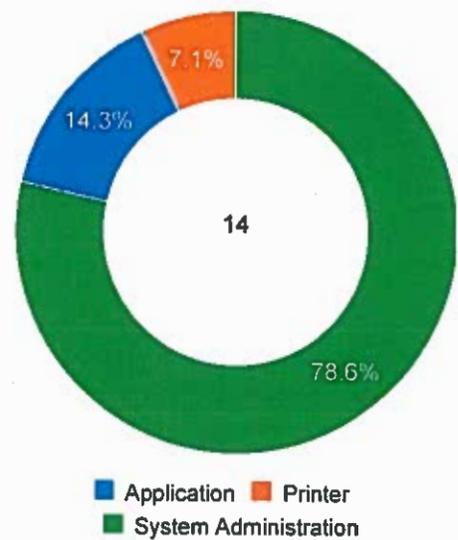
Ticket Close Time  
AVERAGE

2 days 21 hours

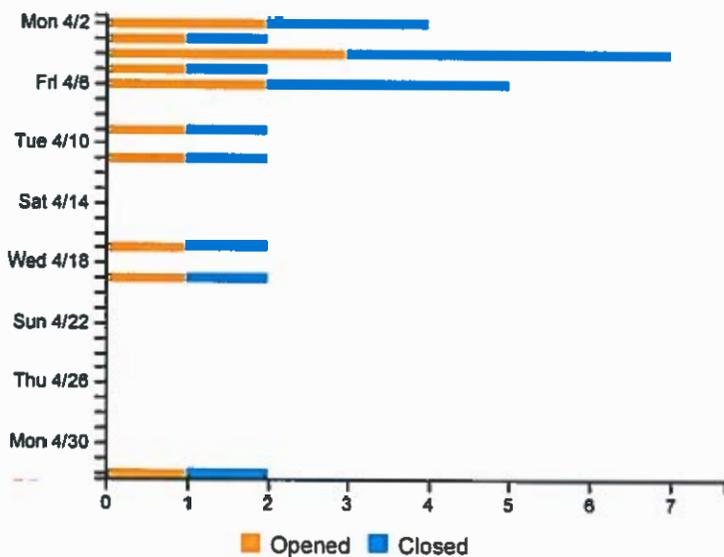
### Ticket History



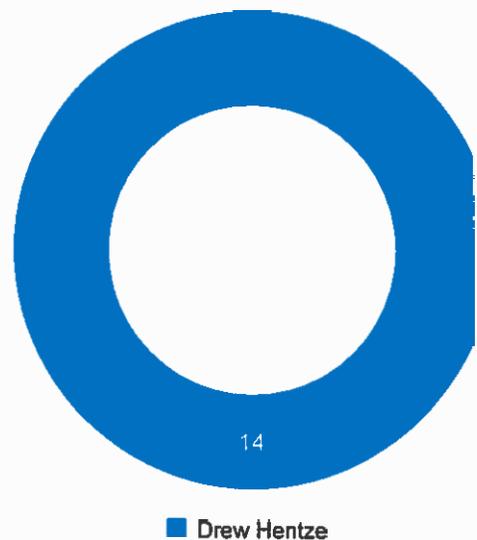
### Category Breakdown



### Ticket Churn



### Top 5 Ticket Creators



**VANCE COUNTY PLANNING & DEVELOPMENT  
ACTIVITY SUMMARY REPORT  
March 26, 2018 - April 25, 2018**

**GENERAL ACTIVITY**

Type of Activity	Total Records	Fees	Value
Enforcement Cases	15	N/A	N/A
Miscellaneous Fees	12	\$36	N/A
Planning Fees	9	\$995	N/A
*Zoning Permits*	42	\$1,970	N/A
Board of Adjustment	0	\$0	N/A
Planning Board / Rezoning	0	\$0	N/A
Mechanical	19	\$1,302	\$125,001
Electrical	29	\$1,640	\$68,411
Plumbing	10	\$545	\$14,799
Water Taps	0	\$0	\$0
** Building **	60	\$18,471	\$2,023,164
<b>TOTAL ALL ACTIVITY</b>	<b>196</b>	<b>\$24,959</b>	<b>\$2,231,375</b>

**\* ZONING PERMITS BREAKDOWN \***

Residential Zoning Permits	Total	Fees
Single Family Dwellings	12	\$720
Multi-Family Dwellings	0	\$0
Residential Additions	2	\$120
Commercial	0	\$0
Miscellaneous	14	\$780
Sign	0	\$0
Cell Tower	0	\$0
Perk Test Authorizations	14	\$350
Dev Permit (Kittrell)	0	\$0
<b>TOTAL ZONING PERMITS</b>	<b>42</b>	<b>\$1,970</b>

**\*\* BUILDING PERMITS BREAKDOWN \*\***

Residential Building Permits	Total	Fees	Value
(SFR) Single Family Residential	5	\$5,666	\$792,547
(MOD) Modular	3	\$2,187	\$414,700
(SWMH) Single Wide Mobile Home	6	\$1,150	\$56,660
(DWMH) Double Wide Mobile Home	0	\$0	\$0
(TWMH) Triple Wide Mobile Home	0	\$0	\$0
(ADD) Addition	2	\$675	\$30,000
(ACC) Accessory	14	\$1,475	\$131,379
Remodel	8	\$2,243	\$196,317
Shingles	5	\$325	\$17,000
(Demo) Demolition	2	\$110	\$19,000
<b>Total Residential</b>	<b>45</b>	<b>\$13,831</b>	<b>\$1,657,603</b>
<b>Commercial Building Permits</b>			
(CN) Commercial - New	0	\$0	\$0
(CA) Commercial - Addition	1	\$475	\$28,700
(CU) Commercial - Upfit	5	\$3,670	\$336,861
(OC) Occupancy Change	3	\$165	\$0
(FS) Fire/Safety	6	\$330	\$0
<b>Total Commercial</b>	<b>15</b>	<b>\$4,640</b>	<b>\$365,561</b>
Misc (Residential & Commercial)	0	\$0	\$0
<b>TOTAL BUILDING PERMITS</b>	<b>60</b>	<b>\$18,471</b>	<b>\$2,023,164</b>

Prepared by: *Made Kelley*  
04/30/2018

Approved by: *J. L. Howard*  
04/30/2018

**Vance County Planning & Development's**  
**Permits Issued - Building**  
**03/26/18 to 04/25/18**

Project Number	Project Description	Permit Issued Date	Short Address	Owner Name	Contractor Name	Value	Total Fees	Parcel ID
ACC - 18 - 0306	adding a pavilion 16x24 open with electric	04/02/2018	208 Noel Ln.	Bouren, Wayne D.E. Bouren, Amy L	Owner	\$10,000.00	\$110.00	0354 01001A
ACC - 18 - 0369	adding 20x25 metal garage	04/10/2018	1715 Pool Rock Rd.	Bray Rosemary	Owner Owner	\$6,500.00	\$55.00	0354B01001
ACC - 18 - 0391	covered metal car port 18x45	04/20/2018	3110 Kelly Rd.	Green Steven B Green Michelle	Owner Owner	\$3,200.00	\$100.00	0376 01024
ACC - 18 - 0464	adding a 12x16 carport	04/17/2018	1210 Dabney Dr.	Short Helen D.	Owner Owner	\$1,200.00	\$55.00	0029 05006
<b>Building Accessory (R)</b>								
Total Value		\$20,900.00	(Avg.: \$5,225.00)					
Total Fees		\$320.00						
Permits Issued:		4						
DECK - 18 - 0238	construct a 10x20 top on back porch.	03/27/2018	310 Lynnbank Estates Rd.	Daye Frankey	Robert Hargrove	\$3,200.00	\$65.00	0467 03036
DECK - 18 - 0263	adding a 143.6 sq ft ramp	03/26/2018	1589 Hicksboro Rd.	Moss Amy O	Owner	\$2,062.35	\$110.00	0404 01032
DECK - 18 - 0280	add an uncovered 20x16 deck to site built home	04/02/2018	3247 Satterwhite Point Rd.	FRANK E OR BRENDA T BROCK	Owner	\$3,900.00	\$55.00	0600 02036

DECK - 18 - 0313	replacing deck at back door of house 12x16	04/05/2018	4235 Jacksontown Rd.	Bumette Robert A	Owner Owner	\$2,000.00	\$55.00	0587 03012
DECK - 18 - 0345	Rebuild 12" x 16" deck.	04/04/2018	131 S Piney Grove Rd.	Finnegan James W Finnegan Gail	Owner Owner	\$2,300.00	\$110.00	0580 01020
DECK - 18 - 0364	tear down and rebuild 14x19 deck and add roof over it	04/11/2018	1819 S Cokesbury Rd.	Fleming Howard Dale	John Thompson	\$12,500.00	\$175.00	0530 02025
DECK - 18 - 0374	adding a 15x40 in ground pool with a 1875sqft decking	04/12/2018	1800 N Lynnbank Rd.	Stanton Billy T Stanton Tammie	Owner Owner	\$75,000.00	\$320.00	0451 01003A
DECK - 18 - 0399	handicap ramp	04/05/2018	1308 Oakridge Ave.	Collins Earlie G Jr Collins Margaret K	Owner Owner	\$3,000.00	\$55.00	0013 01033
DECK - 18 - 0402	constructed a 28'8"x5'2' front porch and a 18'0"x16'0" rear porch	04/13/2018	311 N Lynnbank Rd.	Miller Diane	Owner Owner	\$5,017.12	\$155.00	0452 03001
DECK - 18 - 0440	building a storage unit in back yard 20x20	04/13/2018	450 Vicksboro Rd.	Vargas-Cruz Erica R Cruz Erica R Vargas	Owner Owner	\$1,500.00	\$55.00	0216 01011

**Building Accessory (R) - Deck/Ramp**

Total Value	\$110,479.47	(Avg.: \$11,047.95)
Total Fees	\$1,155.00	
Permits Issued:	10	

CA - 18 - 0362	adding a picnic shelter 20x40/add exit door add elect: water to shelter	04/05/2018	3047 Bobbitt Rd.	Plank Chapel Church	Jimmy Williams	\$28,700.00	\$475.00	0484 02001
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<b>Building Addition (C)</b>		
Total Value	<b>\$28,700.00</b>	(Avg.: \$28,700.00)
Total Fees	<b>\$475.00</b>	
Permits Issued:	<b>1</b>	

ADD - 18 - 0239	adding a room to make a bathroom and laundry room 208sqft	04/18/2018	1015 N Pinkston St.	Harris Kenneth & Shardene	Owner Owner	\$10,000.00	\$210.00	0079 07007
ADD - 18 - 0367	enclosing existing deck for room	04/19/2018	15255 N NC 39 Hwy.	Twisdale Norwood D Jr	Owner Owner	\$20,000.00	\$465.00	0302 02003A

<b>Building Addition (R)</b>		
Total Value	<b>\$30,000.00</b>	(Avg.: \$15,000.00)
Total Fees	<b>\$675.00</b>	
Permits Issued:	<b>2</b>	

MOD - 18 - 0318	off frame mod 1680heated sqft	03/26/2018	5766 Raleigh Rd.	Evans Shiquita	Angela Norwood	\$146,700.00	\$639.00	0456 03025
MOD - 18 - 0366	off frame 1 story modular 1792 sqft with 48sqft porch	04/03/2018	206 Allen Ln.	Johnson Fred Heirs	Brenda Foell	\$178,000.00	\$804.00	0408 02010
MOD - 18 - 0428	off frame mod 1625 heated space and 180 sqft of porch	04/20/2018	139 Buoy Dr.	T-Wel & Associates Llc	Leslie Foster, II	\$90,000.00	\$744.00	0372B01019

<b>Building New Modular (R)</b>		
Total Value	<b>\$414,700.00</b>	(Avg.: \$138,233.33)
Total Fees	<b>\$2,187.00</b>	

Permits Issued: **3**

SFR - 17 - 0155	2 story SFR 3 bedrooms 3.5 baths - 1723 heated sq. ft. 1st floor, 1090 sq. ft. basement, 543 sq. ft. attached garage, 739 sq ft. porch/patio and 12 x 12 storage building	04/05/2018	1428 Spring Valley Lake Rd.	Odonoghue Michael V Odonoghue Elena V	Walter Yedlosky	\$300,000.00	\$1,528.00	0202 01037
SFR - 18 - 0240	new SFD 384 heated space and a 6x16 porch	04/04/2018	96 Noel Ln.	Bawden John S	Owner Owner	\$25,000.00	\$534.00	0354 01001C
SFR - 18 - 0319	new SFR 1.5 story	04/02/2018	424 W. Waycliff Rd.	Wade Jurney Homes	Tara Rabitz	\$78,549.13	\$1,008.00	0412C01012
SFR - 18 - 0320	new SFR 2 story	03/29/2018	264 Waterfall Rd.	Wade Jurney Homes	Tara Rabitz	\$88,997.69	\$1,008.00	0412A01001
SFR - 18 - 0389	new SFR 2 story 920sqft, 2nd floor 437 with 1569detached garage and 200sqft porch	04/10/2018	132 Sunset Cove Ln.	Coble Jeff	Samuel Albert Thomas IV	\$300,000.00	\$1,588.00	0578 01097

<b>Building New Single Family (R)</b>		
Total Value	<b>\$792,546.82</b>	(Avg.: \$158,509.36)
Total Fees	<b>\$5,666.00</b>	
Permits Issued:	<b>6</b>	

RMODL - 18 - 0223	remodel 1940 sqft with 716 of that as	03/27/2018	4740 Old Watkins Rd.	Sadler John W Sr Sadler Bertha	Nathan Lee Byler	\$101,670.00	\$589.00	0433 03005
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	room addition			Amy F. Granger				
RMODL - 18 - 0328	putting in replacement windows and siding	03/26/2018	1017 S Chestnut St.	Guptill Jennie A.	Max Delano Lands, jr	\$8,000.00	\$65.00	0005 07017
RMODL - 18 - 0333	foundation repair	03/26/2018	275 Evans Rd.	Cooper David J Cooper Dorothy	Richard Sykes	\$10,250.00	\$65.00	0215 01002
RMODL - 18 - 0339	remodel due to fire damage 755 sqft	03/27/2018	319 Rowland St. Suite # c	Miller Dale L. & Martha	Owner Owner	\$20,000.00	\$355.00	0024 03005
RMODL - 18 - 0457	vinyl siding, soffit and fascia and shutters 1500 sqft	04/18/2018	704 Bullocksville Park Rd.	Chase Patsy A	Danny Townsend	\$16,897.00	\$65.00	0587 02033
RMODL - 18 - 0473	remodel 1500 sqft	04/18/2018	75 Gwynn Pond Ln.	Lopez-Rosales Juan Manuel Hernandez-Montoya Maria DE L	Owner Owner	\$20,000.00	\$629.00	0215 01042A
RMODL - 18 - 0486	remodel 1176 heated space	04/23/2018	306 Chavasse Ave.	Hildas Grocery Store Inc	Owner Owner	\$15,000.00	\$410.00	0027 03030
RMODL - 18 - 0368	remove & replace 2 7x12 stoops and steps	04/11/2018	109 Browns Creek Ln.	Holland Graham T Holland Lisa	John Thompson	\$4,500.00	\$65.00	0590 02018
<b>Building Remodel (R)</b>								
Total Value		<b>\$196,317.00</b>	(Avg.: \$24,539.63)					
Total Fees		<b>\$2,243.00</b>						
Permits Issued:		<b>8</b>						
CU - 17 - 1232	interior/exterior renovation to an	04/12/2018	1553 Dabney Dr.	Buddy L. Properties Llc	Brandon Daneault	\$72,750.00	\$505.00	0032 01003

	existing KFC restaurant							
CU - 18 - 0085	Renovate existing Sonic Building to an Assembly occupancy. Approximately 1792 s.f.	04/17/2018	885 S Beckford Dr.	Cdm Investors Group Llc	Jonte Hawkins	\$18,000.00	\$455.00	0012 01043
CU - 18 - 0278	Antenna, equipment and mount upgrades on existing cell tower	04/06/2018	2099 Oak Ridge Church Rd.	Floyd Michael Preston	Fred Womble	\$10,000.00	\$255.00	0488 02001
CU - 18 - 0371	Remove 6 antennas Install 3 new antennas - AT&T Remove 3 TMAs Install 5 RRUs Install 1 SQUID	04/06/2018	2099 Oak Ridge Church Rd.	Floyd Michael Preston	Stanley Maclin	\$15,000.00	\$255.00	0488 02001
CU - 18 - 0503	adding new store	04/24/2018	1245 Dabney Dr.	Henderson Fields Llc	Todd A Womacks	\$221,111.00	\$2,200.00	0013 03048

**Building Upfit/Remodel (C)**

Total Value	\$336,861.00	(Avg.: \$67,372.20)
Total Fees	\$3,670.00	
Permits Issued:	5	

DEMO - 18 - 0343	demolish a commercial building	03/27/2018	405 S Gamett St.	Burrell Zelene T	Kenny Murphy	\$18,000.00	\$55.00	0002 05002
DEMO - 18 - 0384	demolish and old barn/house haul of to landfill	04/04/2018	4147 Stagecoach Rd.	Greene Ada Reams	Owner Owner	\$1,000.00	\$55.00	0368 02001

**Demolition Permit**

Total Value	\$19,000.00	(Avg.: \$9,500.00)
Total Fees	\$110.00	
Permits Issued:	2	

FS - 18 - 0334	ALE INSPECTION	03/26/2018	1492 Warrenton Rd.	Abdo Saleh Inc	Owner Owner	\$55.00	0525 02006
FS - 18 - 0335	ALE INSPECTION	03/26/2018	1458 Warrenton Rd.	M & A Usa Inc	Owner Owner	\$55.00	0525 04017
FS - 18 - 0446	ale check	04/13/2018	2002 Graham Ave.	Silo Inc. The	Owner Owner	\$55.00	0215 03001
FS - 18 - 0452	ale check	04/16/2018	4730 NC 39 South - B	Mina Mini Mart Lic	Owner Owner	\$55.00	0546 01003

**Fire/Safety**

Total Value	\$0.00	(Avg.: \$0.00)
Total Fees	\$220.00	
Permits Issued:	4	

FSDC - 18 - 0354	fire and safety for daycare	03/29/2018	164 Burwell Ave.	Kdswrid Lic	Owner Owner	\$55.00	0003 09002
FSDC - 18 - 0469	annual fire and safety	04/18/2018	53 Brookhaven Ct.	Robertson Vivian G.	Owner Owner	\$55.00	0532A02005

**Fire/Safety - Foster/Day Care**

Total Value	\$0.00	(Avg.: \$0.00)
Total Fees	\$110.00	
Permits Issued:	2	

SWMH - 18 - 0143	1982 swmh 68x14	03/29/2018	86 Michelle	Ken Fitzsimmons	Alex Parham, III	\$9,000.00	\$155.00	0472 02024
SWMH - 18 - 0350	SWMH 1991 60x14 no air	03/28/2018	106 Plantation Dr.	Margaret R. Warner	Owner Owner	\$2,500.00	\$155.00	0498A01004
SWMH - 18 - 0390	2001 SWMH 70x14	04/17/2018	1613 Club Pond Rd.	Wilkins Donald Eric	Brandon Abel		\$155.00	0537 01008
SWMH - 18 - 0412	SWMH 2003 76x16	04/06/2018	500 J P Taylor Rd. Bldg. lot 9	Abbott Willie F Abbott James Thurston Sr	James Pendergrass	\$39,660.00	\$320.00	0221 02014
SWMH - 18 - 0426	SWMH 1982 14x70	04/23/2018	664 S Cokesbury Rd.	Ayscue Delores	Brandon Abel	\$500.00	\$210.00	0534 01007
SWMH - 18 - 0491	1994 SWMH 70x14 no A/c	04/23/2018	4221 Morgan Rd.	Katelyn R. Beddingfield	Owner Owner	\$5,000.00	\$155.00	0322 03014

**Manufactured Home Single Wide (R)**

Total Value	\$56,660.00	(Avg.: \$9,443.33)
Total Fees	\$1,150.00	
Permits Issued:	6	

OC - 18 - 0341	change of name and owner ship	03/27/2018	1632 Parham St.	Corbitville Properties Inc.	Owner Owner		\$55.00	0007 03006
OC - 18 - 0475	change of owner	04/19/2018	200 Parkview West - A Dr.	Northpark Associates Inc	Owner Owner		\$55.00	0210 06001
OC - 18 - 0381	new owner - changing to a flower shop. Listed with tax department as a retail shop.	04/06/2018	212 Dabney Dr.	Watkins & Watkins Development Llc	Owner Owner		\$55.00	0017 02004

Occupancy Change (C)		
Total Value	\$0.00	(Avg.: \$0.00)
Total Fees	\$165.00	
Permits Issued:	3	

SHING - 18 - 0342	remove and replace shingles	03/27/2018	230 Virginia Ave.	Loeza Nereyda Gallegos	Owner Owner	\$1,500.00	\$65.00	0023 01008
SHING - 18 - 0394	remove and replace	04/05/2018	1819 S Cokesbury Rd.	Fleming Howard Dale	William Harris	\$6,500.00	\$65.00	0530 02025
SHING - 18 - 0454	remove and replace shingles	04/16/2018	703 John St.	Perry Laura J.	Owner Owner	\$3,000.00	\$65.00	0074 02004
SHING - 18 - 0459	remove & replace shingles	04/17/2018	1102 Parham St.	Ray Charlie J Ray Lowanna	Owner Owner	\$3,500.00	\$65.00	0020 02006
SHING - 18 - 0468	remove & replace shingles	04/18/2018	220 Walnut North - A St.	Falkner Family Trust	Pedro Martinez	\$2,500.00	\$65.00	0023 04005

Shingles		
Total Value	\$17,000.00	(Avg.: \$3,400.00)
Total Fees	\$325.00	
Permits Issued:	5	

<b>TOTALS:</b>	Square Footage:	59,428.60	(Avg.: 1,188.57)
	Value:	\$2,023,164.29	(Avg.: \$40,463.29)
	Total Projects:	60	
	Permits Issued:	60	

**Total Fees:**

**\$18,471.00**

**Vance County Planning & Development's**  
**Planning Activity**  
03/26/18 to 04/25/18

Short ID	Project Description	Project Start Date	Short Address	Owner Name	Total Fees
EXPT	Recombination 4.176 acres on NC Hwy 39.	03/26/2018	6086 S NC 39 Hwy.	Wilder William G Wilder Pamela M	\$30.00
EXPT	Recombination of 0484 04002, 0484 04018 into 0490 02014, resulting in 26.055 acres on Bobbitt Road.	04/17/2018	3969 Bobbitt Rd.	Wilson Mac A. & Judith W.	\$30.00
EXPT	Recombination, 2+ acres on Edwards Road.	03/26/2018	Edwards Rd.	Newcomb Kathy	\$30.00
EXPT	Recombination of land on Plum Nutty Road.	04/03/2018	510 Plum Nutty Rd.	John G. Britt Jr	\$30.00
<b>Plan - Plat (Exempt)</b>					
<b>Total Fees</b>		<b>\$120.00</b>			

MRSUB	One two acre lot off Jacksontown Rd. Residual is 402 acres.	03/26/2018	Jacksontown Rd.	Bullock Solar LLC	\$175.00
MRSUB	One 2.116 acre lot on Stagecoach Rd. 90+ acres in remainder. 4147 Stagecoach rd... second dwelling to be removed and address retired. Demo permits issued 4/4/18.	04/04/2018	4145 stagecoach Rd.	John C. Eller	\$175.00
MRSUB	3 lots, Hicksboro Rd., 7.79 acres each. No remainder.	04/05/2018	825 Hicksboro Rd.	Dillard Barbara M.	\$175.00
MRSUB	1 lot, 1.103 acres, 17+ acres remaining, on S. Chavis Rd.	04/05/2018	S Chavis Rd.	Person Nathan Jr.	\$175.00
MRSUB	One 4.27 acre tract from 0366 01007, 12 + acre tract, located on Terry Lane.	04/02/2018	Terry Ln.	Terry Carrie T.	\$175.00

<b>Plan - Subdivision (Minor)</b>		
<b>Total Fees</b>		<b>\$875.00</b>

<b>TOTALS:</b>	<b>Total Projects:</b>	<b>9</b>	
	<b>Total Fees:</b>		<b>\$995.00</b>

## RECREATION/PARKS

### APRIL 2018 RECREATION PROGRAM SUMMARY

#### RECREATION PROGRAM DIVISION

#### YOUTH ATHLETICS

SPORT	GAMES	PRACTICES	SPECTATOR	PARTICIPANT HOURS	COACHES MEETINGS
Baseball/Softball	47	135	4,175	7,202.5	4

#### RECREATION PROGRAMS

- ✚ Golden Age Club – conducted four weekly meetings that included a trip to Imperial Centre, lunch at the Smokehouse in Rocky Mount and a Bingo day. There was a total monthly attendance of 39 members.
- ✚ Visually Impaired Program (VIP) - this program works with visually impaired citizens. Volunteers help provide recreational activities that includes a support group meeting. There was total monthly attendance of 20 visual impaired citizens for the month.
- ✚ Special Olympics –Vance County Special Olympic Volleyball held 4 practices for the month with a total monthly attendance of 53 athletes.
- ✚ Rec Players - Interviews for Director were held on April 10<sup>th</sup>. Rec Players Advisory Committee members recommended hiring Stephanie Asabi Howard to direct the second showing of “*Clybourne Park*” to be performed August 9-12 at McGregor Hall.
- ✚ Senior Games – The Henderson-Vance Recreation Parks and Department hosted badminton, croquet and table tennis at the Aycock Recreation Center on April 12<sup>th</sup> for the Region K Senior Games. Crystal Allen assisted with Track and Field Events held on April 17<sup>th</sup> in Warren County. This event allows seniors ages 50 and older from Vance, Warren, Granville, Franklin, and Person counties to participate in tournament style games.

#### Special Events

- ✚ The “Week of the Young Child” was honored April 16-20. During this week the Henderson-Vance Recreation Parks and Department staff teamed up in groups of two and provided various games and activities at the different elementary schools in the area. Crystal and Tara provided activities for two Pre-K classes at Aycock Elementary, a second grade class at Clarke Elementary and a fifth grade class at Dabney Elementary.

Candace Williams and Steve Osborne led activities with 5<sup>th</sup> graders at LB Yancey Elementary School. Shantel Hargrove and Keisha Alston led games with kindergarteners at E.M. Rollins.

- ✚ Crystal Allen attended the Recreation Advisory Meeting that was held April 5<sup>th</sup> and a Rec Players on April 24<sup>th</sup> at City Hall.

## **AYCOCK RECREATION CENTER**

- ✚ The Henderson-Vance Recreation and Parks Department is helping the City, County, and Vance County Schools with an employee wellness program by providing free memberships to all City, County, and Vance County School employees. There were a total of 27 City Employees, 9 County Employees and 5 Vance County School Employees.
- ✚ There was a total of 1,786 patron check-ins at Aycock Recreation Center for the month of April. This excludes the numbers for rentals, meetings, classes, aquatic events, and youth athletics.
- ✚ Slide N Glide is a fitness class designed for participants to learn the newest slides while working up a sweat. Slide N Glide had 19 participants for the month of April.
- ✚ Beginning Yoga is a fitness class designed for participants to learn the basic techniques of Yoga and to inspire physical, mental, and spiritual peace from within. Yoga had 5 participants for the month of April.
- ✚ Zumba is a fitness class that involves dance and aerobic movements performed to energetic music. Zumba had 23 participants for the month of April.
- ✚ F.I.T. (Fun Interval Training) is a fitness class that you vary your speeds and intensity throughout a shorter run. F.I.T. had 12 participants for the month of April.
- ✚ There was one multi-purpose room rental with 6 hours of usage and a total of 80 participants; one lobby rental with 1 hour of usage and a total of 40 participants for the month of April.
- ✚ Vance County held their employee recognition on Friday, April 13<sup>th</sup> at the Aycock Recreation Center.
- ✚ JCPC held their monthly meeting on April 19<sup>th</sup> in the lobby.
- ✚ Early Voting began on Thursday, April 19<sup>th</sup> in the Multipurpose Room.

✚ Vance-Granville Community College utilized the gym on Wednesday, April 25<sup>th</sup> for basketball tryouts.

✚ Youth services utilized the multi-purpose room on Wednesdays for D.R.E.A.M. dance practices.

✚ DREAM will host their annual Fashion Show on Saturday, April 28<sup>th</sup> in the gym.

## **YOUTH SERVICES**

### ***Community Service/Restitution***

✚ There were no new admissions the month. One youth was terminated. There are currently seven youth working on their Community Service hours.

### ***Teen Court***

✚ There were no new admissions this month. There were no terminations during the month. There are currently eight youth enrolled.

✚ There were no referrals for the month so Teen Court was not held during the month of April.

✚ NC Teen Court Association hosted its annual Mock Trial competition April 13-15 in Concord, NC at the Great Wolf Lodge. Vance County brought home several awards. Two attorneys won the Best Attorney award for their respective trials with one was defense and one was prosecution. Our bailiff was the Best Overall Bailiff for his courtroom. Our clerk was the Best Overall Clerk for her courtroom.

### ***Project Youth Outreach***

✚ Program is up and running for this school year with programs hosted at EO Young, New Hope, Aycock, Carver, Eaton-Johnson, and Henderson Middle School.

### ***D.R.E.A.M.***

✚ The Third Annual Fashion Show was held on April 28<sup>th</sup>.

### ***Community Outreach Efforts***

✚ Youth Services hosted several sessions of the Shop Talk series. Sessions were held at the following locations: (1) ExQuizid Cuts (2) Eastside Barbershop (3) Touch of Class (4) Heavenly Reign and (5) Renaissance. At each of these events, citizens of both the City and County voiced their concerns and/or ideas to help improve our community.

✚ Teen Council held its first meeting on April 16<sup>th</sup>.

## **COMMUNITY INVOLVEMENT**

- ✚ Shantel Hargrove, Candace Williams and Greg Kelly attended the Recreation Commission meeting on April 5<sup>th</sup>.
- ✚ Greg Kelly attended the Boys & Girls Club board meeting on April 10<sup>th</sup>.
- ✚ Candace Williams and Shantel Hargrove attended the JCPC Meeting on April 19<sup>th</sup> where funding presentations were presented.
- ✚ Candace Williams participated in Zeb Vance's Career Day on April 23<sup>rd</sup>.
- ✚ Greg Kelly attended a Safe Kids meeting on April 24<sup>th</sup>.
- ✚ Candace Williams participated in Zeb Vance's report conferences on April 30<sup>th</sup>.

## **AQUATICS**

- ✚ Water Aerobics Class was held 25 times with a total of 198 participants.
- ✚ Practice was scheduled for 1 swim team 3 times with 66 participants and 6 hours of usage.
- ✚ AM open swim was held 21 times with 67 participants and 42 hours of usage.
- ✚ Pinkston Elementary SAW came 5 times with 36 participants and 5 hours of use.
- ✚ Group swim lessons were held 48 times with 103 participants and 18 hours of use.
- ✚ Swim groups were scheduled 3 times with 15 participants and 13 hours of use for 1 group.
- ✚ Rentals were booked 1 time with 27 participants and 2 hours of use.



# *Miscellaneous*

## ***APPOINTMENTS***

***May 7, 2018***

### **Adult Care Advisory Committee - three year term**

Reappoint June Royster-Tucker - appointed 11/2012

Lois Williams - appointed 08/2015

Cornell Manning - appointed 02/2003

### **Nursing Home Advisory Committee**

Appoint Veronica Hendricks to fill a vacant position. See application.

### **Franklin Vance Warren Opportunity Board**

Appoint Andrea Harris to fill vacant position. See application.

Application for Boards/Commissions/Committees  
Vance County Board of Commissioners

JAN 24 2018

Please complete each section.

Full Name Veronica Ann Hendricks Date of Birth 10-13-60

Home Address 112 Beavertail Rd Henderson, NC 27537

Home Phone 252-430-1085

Current Employer Vance County Schools

Job Title School Nurse Years in current position 10 1/2

Business Phone 252-430-6000 Fax 252-430-0308

Duties Care for sick students, maintain medical records,

administer medications, assure that immunizations are complete  
educate staff on health issues.

Other employment history \_\_\_\_\_

It is the Board of Commissioners' goal to maintain a balance of membership on its Boards/Commissions/Committees based on race, gender and district residency.

District No. \_\_\_\_\_

Male \_\_\_\_\_ Female

White \_\_\_\_\_ Black  Hispanic \_\_\_\_\_ Native America \_\_\_\_\_ Asian \_\_\_\_\_ Other \_\_\_\_\_

Board/Commission/Committee Applying For (list only one per form) Nursing Home Advisory Committee

Why are you interested in serving on this Board/Commission/Committee? To ensure that  
patients are treated fairly and receiving the best  
possible care.

Generally, the Board desires to broaden participation on Boards/Commissions/Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees to no more than 3 Boards/Commissions/Committees. Therefore, please list any other Boards/Commissions/Committees on which you currently serve:

\_\_\_\_\_

DO NOT SUBMIT RESUMES/ATTACHMENTS

**Interests/Skills/Areas of Expertise/Professional Organizations/Activities:**

American Red Cross CPR Instructor  
Finance Director/Member - Calvary Temple Holy Church  
Granville Vance Innovative Approaches Committee

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you?

Yes \_\_\_\_\_ No  If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Board of Commissioners? Yes \_\_\_\_\_ No  If yes, please explain: \_\_\_\_\_

I understand that any situation which may arise to cause conflict of interest may create serious ethical or legal implications if appropriate discretion is not exercised or responsible action is not taken.

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature: Veronica Hendricks Date: 1-22-18

**Form is invalid if not signed and dated.**

**Return completed form to:**

Kelly H. Grissom  
County Commissioners' Office  
122 Young Street, Suite B  
Henderson, NC 27536  
Phone: (252)738-2003 Fax: (252) 738-2039

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# ANDREA L. HARRIS

340 W. Rockspring Street  
Henderson, NC 27536

April 30, 2018

Ms. Kelly H. Grissom  
Clerk to the Board  
Vance County Commission  
122 Young Street, Suite B  
Henderson, NC 27536

Dear Ms. Grissom,

Please accept this letter as my official request to resign from the Vance County Housing Authority, and my request to be considered for appointment to the Franklin-Vance-Warren Opportunity Board of Directors. Much of my work life has been in a non-profit organization coupled with shorter stints in government. Many years ago, I worked at Franklin-Vance-Warren and have tried to stay somewhat abreast of the operations and work of Community Action Agencies generally across the state. I do believe that I may be of greater value to the county as a member of this board rather than as a member of the board of the Housing Authority.

I do ask that you share this request with Mr. McMillen and Mr. Hester in order that their leadership may make address this change possibly at their May 2018 meeting. If additional information is needed, please contact me at [andrea.harris@self-help.org](mailto:andrea.harris@self-help.org) or on my cell at (919) 423-0011.

Thanking you in advance for your consideration of this request.

Sincerely,

*Andrea*

Andrea L. Harris

cc Mr. Thomas S. Hester, Chairman, Vance County Board of Commissioners  
Mr. Jordan McMillen, County Manager

## Application for Boards/Commissions/Committees Vance County Board of Commissioners

**Please complete each section.**

Full Name: Andrea Lynnette Harris Date of Birth July 2, 1948

Home Address: 340 W. Rockspring Street Henderson, NC 27536

Home Phone: (252) 438-5669

Business Phone: (919) 794-6791/ Cell: (919) 423-0011 Email: andrea652@earthlink.net

Current Employer: Self-Help

Job Title: Senior Fellow Years in current position: 1.5

Duties: Use expertise, experience and relationships to help build the assets of limited resource communities and people through education/higher education, business, housing, and community development.

Other employment history: President Emeritus of the NC Institute of Minority Economic Development (28 years); Management Information Specialist, NC Department of Commerce (6 yrs.); Special Southeastern US Project/ Associated Director NC Senior Citizens Federation(6 yrs.); Executive Director/former Deputy Director/ former Senior Citizens Director, Franklin Vance Warren Opportunity (5 years); Vance County Public Schools (one semester); and Community Organizer, Guilford County Economic Opportunity.

**It is the Board of Commissioners' goal to maintain a balance of membership on its Boards/Commissions/Committees based on race, gender and district residency.**

District No. 1

Male \_\_\_\_\_ Female X

White \_\_\_\_\_ Black X Hispanic \_\_\_\_\_ Native America \_\_\_\_\_ Asian \_\_\_\_\_ Other \_\_\_\_\_

**Board/Commission/Committee Applying For (list only one per form)** \_\_\_\_\_

Why are you interested in serving on this Board/Commission/Committee? \_\_\_\_\_

Franklin-Vance –Warren Opportunity, Inc. Board of Directors

Generally, the Board desires to broaden participation on Boards/Commissions/Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees to no more than 3

Boards/Commissions/Committees. Therefore, please list any other Boards/Commissions/Committees on which you currently serve:

Vance County ABC Board

**DO NOT SUBMIT RESUMES/ATTACHMENTS**

**Interests/Skills/Areas of Expertise/Professional Organizations/Activities:**

\_More than 30 year experience in the leadership of a non-profit organization with public and private resources, and public/private partnerships. Knowledgeable of laws and regulations governing non-profits; familiar with the history and mission of community action agencies; Understanding of the challenges facing areas with an increasingly low income population; Familiar with some research on rebuilding low-wealth communities and lifting LMI populations.

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you?

Yes \_\_\_\_\_ No X\_\_\_\_\_ If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Board of Commissioners? Yes \_\_\_\_\_ No X\_\_\_\_\_ If yes, please explain:

I understand that any situation which may arise to cause conflict of interest may create serious ethical or legal implications if appropriate discretion is not exercised or responsible action is not taken.

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature: *Andrea L. Harris*

Date: *May 3, 2018*