

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

- 
- 1. CALL TO ORDER - CHAIRMAN**
  - 2. APPROVAL OF WORK SESSION AGENDA - CHAIRMAN**
    - 2.1. BOC - Changes to the Agenda Pg. 2
  - 3. DISCUSSION ITEMS - NO ACTION**
    - 3.1. Innovation and Technology - Innovation Report Pg. 4
  - 4. DISCUSSION ITEMS FOR ACTION**
    - 4.1. Active Living and Parks - 2020 Fees and Charges Policy Pg. 6
    - 4.2. Active Living and Parks - Town of Midland Request Pg. 11
    - 4.3. BOC - Appointments to Boards and Committees Pg. 13
    - 4.4. BOC - Commissioner Appointments for 2020 Pg. 16
    - 4.5. BOC - Resolution Establishing the Board of Commissioners' 2020 Meeting Schedule Pg. 18
    - 4.6. County Manager - Strategic Plan Final Draft Review Pg. 21
    - 4.7. Finance - Governmental Skylight and Roof Repair and Adjustments to the Construction and Renovation Fund Pg. 27
    - 4.8. Finance - Resolution Relating to Financing of Various School and County Projects Pg. 37
    - 4.9. Tax Administration - Electronic Listing Resolution Pg. 38
    - 4.10. Tax Administration - SC Debt Setoff MUA Pg. 40
    - 4.11. Tax Administration - SC Debt Setoff Resolution Pg. 46
  - 5. APPROVAL OF REGULAR MEETING AGENDA**
    - 5.1. BOC - Approval of Regular Meeting Agenda Pg. 49
  - 6. ADJOURN**

*In accordance with ADA regulations, anyone in need of an accommodation to participate in the meeting should notify the ADA coordinator at 704-920-2100 at least 48 hours prior to the meeting.*

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Approval of Work Session Agenda - Chairman

**SUBJECT:**

BOC - Changes to the Agenda

**BRIEF SUMMARY:**

A list of changes to the agenda is attached.

**REQUESTED ACTION:**

Motion to approve the agenda as amended.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Changes to the Agenda



**CABARRUS COUNTY BOARD OF COMMISSIONERS  
CHANGES TO THE AGENDA  
DECEMBER 2, 2019**

**REMOVED:**

**Closed Session**

**6.1 Closed Session – Pending Litigation and Economic Development**

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

Innovation and Technology - Innovation Report

**BRIEF SUMMARY:**

Preparing for the 2020 Election

**Voter Resources**

- Cabarrus County website **CabarrusCounty.us/elections**
- NC State Board of Elections website **NCSBE.Gov**

**Cabarrus County Apps**

- Election Day Polling Places App
- Precinct Officials Communication App

**Cabarrus County Support and Security**

- Physical
- Cyber

**REQUESTED ACTION:**

Receive report.

**EXPECTED LENGTH OF PRESENTATION:**

15 Minutes

**SUBMITTED BY:**

Debbie Brannan, Area Manager of Innovation

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Active Living and Parks - 2020 Fees and Charges Policy

### **BRIEF SUMMARY:**

Each year, the Active Living and Parks Department reviews the Fees and Charges Policy, presents it to the Active Living and Parks Commission and Senior Centers Advisory Council, and recommends changes to the Board of Commissioners.

The attached documents reflect the proposed changes to the Fees and Charges Policy and a summary of the requested changes. These items are addressed during this time of year so that they can be in place in January and for the entire calendar year. A fiscal year approval would split some of the sports and activity sessions.

Both the Senior Center Advisory Council and the Parks Commission unanimously approved this recommendation.

### **REQUESTED ACTION:**

Motion to approve the Active Living and Parks 2020 Fees and Charges Policy.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

Londa Strong, Director Active Living and Parks

### **BUDGET AMENDMENT REQUIRED:**

No

## COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

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### ATTACHMENTS:

- Summary Fees and Charges and Policy 2020

**Cabarrus County Active Living and Parks Department**  
**Proposed Changes to 2020 Fees & Charges Summary**

1. Page 5

Fishing Permits

\$2.00 per day per park

\$40.00 per year to fish one park

\$50.00 per year for FLP, CSP and RWP

All North Carolina Wildlife Regulations apply

2. Page 10

Group Birthday Parties – Frank Liske Park

Option # 1 (Minimum of 10 people):           \$6.00 per person

- Choice of 1 of the following: 1 game of Miniature Golf or 1 paddleboat ride, ~~or 30 minute Nature/Wildlife Program (Entire group must do same activity)~~
- Choice of Hot Dog or Corn Dog
- Choice of Bag of Chips/Pretzels
- Choice of Soft Drink, Water, or Fruit Juice

Option #2 (Minimum of 10 people):           \$8.00 per person

- 1 game of Miniature Golf and 1 paddleboat ride, ~~or 30 minute Nature/Wildlife Program (Entire group must do same activity)~~
- Choice of Hot Dog or Corn Dog
- Bag of Chips/Pretzels
- Choice of Soft Drink, Water, or Fruit Juice

3. Page 11

Frank Lisk Park Softball Fields

Softball Fields                           \$15.00 per hour per field

Softball Fields with Lights       \$20.00 per hour per field

Softball Field lining               \$25.00 per field



4. Page 11

Paddleboats (Saturday and Sunday 11am – 6pm)

Ages 15 and under must be accompanied by rider age 16 and up

Paddleboats (6 & over)	April - October	\$2.00 per 1/2 hour
Paddleboats (5 & under)	April – October	Free with paid rider
Kayaks & Canoes (18 & over)	April – October	\$5.00 per hour

Mini Golf (Saturday and Sunday 11am – 6pm & Monday – Friday 8 am – 5 pm)

Miniature Golf (6 & over)	March – November	\$2.00 per game
Miniature Golf (5 & under)	April – October	1 free game with each paid game

5. Page 11

EXCLUSIVE USE - Paddleboats

Paddleboats	\$100.00 for first hour and \$25.00 for each additional hour
Monday – Friday	8am - 6pm
Saturday - Sunday	9 - 11am or 6 - 8pm

EXCLUSIVE USE – Miniature Golf

Miniature Golf	\$75.00 for first hour and \$25.00 for each additional hour
Monday – Friday	5 - 8pm
Saturday – Sunday	9 - 11am or 6 - 8pm

\*\*\*\*\*

Group Use – Miniature Golf (OPEN TO GENERAL PUBLIC) Monday – Friday 8am - 5pm

Up to 24	\$40.00
25-50	\$75.00
60-100	\$150.00
101 +	\$200.00

Soccer Complex

Soccer Field (2 hour minimum use)	\$40.00 per hour
Soccer Field per day (8 hours)	\$250.00 per field

Ballfield Rental Policy

2 Day Rental (4 fields)	\$600.00
Gate Fee	\$150.00
Equipment Use	\$100.00

6. Page 12 –

<u>Activity</u>	<u>Cost Per Participant</u>
Day Camp	\$110.00 - \$140.00 per week
Half Day Camp/Specialty Camp	\$20.00 - \$95.00
Programs/Classes/Events/Tournament	Free - \$50.00

7. Page 13

Road Races

	Early Registration	Late Registration
5K Individual	\$20.00	\$23.00
Individual Fun Run/Walk	\$8.00	\$10.00
Team/Group 5K (5 or more)	\$15.00	N/A
Family Registration (max of 6)	\$65.00	\$75.00

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Active Living and Parks - Town of Midland Request

### **BRIEF SUMMARY:**

Midland Mayor John Crump, Council Member Wise, and Manager Paris made a presentation to the Active Living and Park (ALP) Commission at the October meeting. The Town wants to name the Trail around the front pond at Rob Wallace Park (RWP) in memory of Ellis "Reed" Parlier. Reed was the young man from Midland who lost his life during the tragic UNCC shooting earlier this year.

The Town of Midland will pay for a sign to designate the Trail name. Cabarrus County will make final approval for the location, size, and wording for the sign.

The Parlier family was made aware of this request and are in full support.

The sign is the only element of this project.

The ALP Commission unanimously approved this honorary naming of the Pond Trail Loop in memory of Reed Parlier.

### **REQUESTED ACTION:**

Motion to approve the naming of the Rob Wallace Park front pond trail loop to honor Ellis "Reed" Parlier with Cabarrus County having final say on size, location, and wording on the sign with the Town of Midland paying for the sign and installation.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Londa Strong, Active Living and Parks Director

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

BOC - Appointments to Boards and Committees

### **BRIEF SUMMARY:**

The following appointments to Boards and Committees are recommended for December:

#### Appointments - Cabarrus-Rowan Metropolitan Planning Organization Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC)

Each year, the Board of Commissioners has to appoint or reappoint representatives to the Cabarrus-Rowan Metropolitan Planning Organization Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC).

Staff respectfully requests that Susie Morris, Planning and Zoning Manager, be appointed as the Cabarrus County TCC representative and that Phil Collins, Senior Planner, be appointed as the alternate representative.

The Board of Commissioners will also need to appoint, or reappoint, a commission member to serve on the TAC, along with an alternate. Commissioner Poole currently serves as the representative for Cabarrus County and Commissioner Morris serves as the alternate.

#### Appointments - Centralina Economic Development District

The Centralina Economic Development District (CEDD) is requesting an appointment to the CEDD Board of Directors for a private sector representative. A letter in this regard is attached to the agenda.

#### Appointments - Juvenile Crime Prevention Council

At the Juvenile Crime Prevention Council's November meeting, the Council voted to recommend Camron Trott to fill the vacant "Student under 18" position as the Cabarrus

County Schools representative. A letter of recommendation in this regard is included in the agenda.

Representative recommendation is Camron Trott.

#### Appointments - NC 73 Council of Planning Member Appointments

Each year, the Board of Commissioners has to appoint or reappoint representatives to the NC 73 Council of Planning.

Staff respectfully requests that Susie Morris, Planning and Zoning Manager, be reappointed as the Cabarrus County representative and that Phil Collins, Senior Planner, be reappointed as the alternate representative.

The Board of Commissioners will also need to appoint or reappoint a commission member to serve on the NC73 COP, along with an alternate. Commissioner Honeycutt currently serves as the representative for Cabarrus County and Commissioner Poole serves as the alternate.

#### Appointments and Removals - Cabarrus County Senior Centers Advisory Council

The terms of appointment on the Cabarrus County Senior Centers Advisory Council for Thomas Dixon, Anita Helms, Pat Martin, Earnie Morrissey and Mary Watts expire December 31, 2019.

Thomas Dixon is eligible for and has agreed to serve another three-year term. Mr. Dixon resides in Rowan County. An exception to the "residency" provision of the Appointment Policy will be needed for him.

Mary Watts has expressed interest in serving an additional three-year term. She has proven to be an active advisory council member and has been instrumental in various programs and committees.

Anita Helms is eligible for re-appointment, but has requested not to be re-appointed at this time.

Pat Martin and Earnie Morrissey are not eligible to serve another term based on current bylaws.

The Cabarrus County Senior Centers Advisory Council unanimously voted to recommend Ann Eaves, James Lentz and Earline Ward be appointed to the Council for three-year terms ending December 31, 2022.

Representative recommendations are Ann Eaves, James Lentz, Earline Ward, Thomas Dixon and Mary Watts.

#### Appointments and Removals - Cabarrus County Youth Commission

The Youth Commission would like to recommend the following students be appointed to the Cabarrus County Youth Commission for two-year terms ending June 30, 2021:

Riley Critchelow, Cox Mill High School  
Lainey Lancaster, Mount Pleasant High School

Additionally, Cabarrus County Youth Commissioners Gabby Parra, from Mount Pleasant High School, and Belamy Counou have submitted their resignations.

Representative recommendations are Riley Critchelow and Lainey Lancaster.

Appointments and Removals - Human Services Advisory Board

The terms of Human Services Advisory Board members Marie Dockery, Lasharee Rogers and Andrea Pack end December 31st. Ms. Dockery and Ms. Rogers are eligible for reappointment and would like to serve another term. Due to scheduling conflicts, Ms. Pack has been unable to attend 75 percent of the advisory boards' meetings.

Representative recommendations are Lasharee Rogers and Marie Dockery.

**REQUESTED ACTION:**

Provide information.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

BOC - Commissioner Appointments for 2020

### **BRIEF SUMMARY:**

The following chart outlines commissioner appointments to various boards and committees and appointments as liaisons to the surrounding municipalities for 2020.

### **REQUESTED ACTION:**

Motion to approve the commissioner appointments for 2020 as set forth in the agenda.

### **EXPECTED LENGTH OF PRESENTATION:**

### **SUBMITTED BY:**

Lauren Linker, Clerk to the Board

### **BUDGET AMENDMENT REQUIRED:**

No

### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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### **ATTACHMENTS:**

- Proposed 2020 Commissioner Appointments



## 2020 COMMISSIONER BOARD APPOINTMENTS

NAME OF BOARD	MEETING DATE	MEETING TIME	MEETING LOCATION	MEMBER	LIAISON	CURRENT LIAISON	ALTERNATE	VOTE	CAPACITY TO VOTE	NOTES
ACT Work Ready Community Committee	2nd Tuesday, Every Other Month	3:30 p.m.	Governmental Center	Poole						
Active Living and Parks Commission	3rd Thursday	6:00 p.m.	Concord Senior Center		Shue			N	No	
Cabarrus County Animal Protection Advisory Board	2nd Tuesday	6:30 p.m.	Governmental Center		Kiger				Yes	
Cabarrus County Board of Education - Business Mtg.	2nd Monday	6:00 p.m. (Business)	Old Airport Road		Kiger		Honeycutt	N	No	
Cabarrus County Board of Education - Work Session	1st Monday	6:00 p.m. (Wk. Session)	Old Airport Road		Honeycutt		Kiger	N		
Cabarrus County Partnership for Children (Smart Start)	4th Tuesday (Recommendation to meet bi-monthly)	Noon	1307 S. Cannon Blvd, Kannapolis, NC	Morris				Y	Yes	
Cabarrus Planning and Zoning Commission	2nd Tuesday	6:30 p.m.	Governmental Center		Kiger		Shue	N	No	
Cabarrus-Rowan Urban Area MPO Transportation Adv. Comm.	4th Wednesday (except July/Dec.)	5:30 p.m.	Varies	Poole			Morris	Y	Yes	
Cardinal Innovations (replaced PBH)	3rd Thursday (January, April, July & October)	6:00 p.m.	4855 Milestone Ave. Kannapolis	Morris						
Cardinal Innovations Commissioner Advisory Board	As Needed		Burlington	Shue						
Centralina Council of Government Executive Board	Monthly	2nd Wednesday	Charlotte Office	Shue						
Centralina Council of Government Board of Directors	Monthly	2nd Wednesday	Charlotte Office	Shue						
Centralina Economic Development Commission	3rd Thursday	4:00 p.m.	COG Office	Downs		Planning Staff				Term ends 2/28/22
Centralina Workforce Development Consortium	Bi-Monthly 2nd Tuesday	4:30	Varies	Poole				Y	Yes	
City of Concord	2nd Thursday	6:00 p.m.	Council Chambers		Kiger			N	No	
City of Kannapolis	2nd & 4th Mondays	6:00 p.m.	City Council Chambers		Morris			N	No	
City of Locust	1st Thursday	7:30 p.m.	City Hall		Shue			N	No	
Cooperative Extension Service	Quarterly	6:00 p.m.	Extension Office		Honeycutt			N	No	
Council of Planning – NC 73 Corridor	Quarterly, 3rd Tuesday	2:00 p.m.	Varies	Honeycutt			Poole	Y	Yes	
Early Childhood Task Force	2nd Tuesday	4:00 p.m.	Concord Library	Poole & Dubois						
Exit 49 Taskforce	As Needed		CVB Office		Poole		Downs	Y		
Fire Departments & First Responder Advisory Committee	March, June, Sept. & Dec.	7:00 p.m.	Different VFD's Host		Poole		Shue	N	No	
Forester of Cabarrus County	No Meetings - Direct contact w/ Liaison	NA	NA		Shue			N	No	
Home and Community Care Block Grant Advisory Committee	2-19; 3-1*9; 4-23*; 5-21; 8-20; and 11-19 (**tentative)	TBD	Senior Center	Honeycutt				N	Yes	
Human Services Advisory Board	2nd Wednesday	1:30 p.m.	HSC Board Room	Honeycutt				Y	Yes	
Juvenile Crime Prevention Council	3rd Wednesday	7:30 a.m.	Governmental Center	Morris				Y	Yes	
Kannapolis Board of Education	2nd Monday	Varies	Central Office		Shue		Kiger	N	No	
Library Board of Trustees	1-18; 3-15; 5-17; 7-19; 9-20; and 11-15 (3rd Thursdays)	4:30 p.m.	Libraries - Rotate		Morris			N	No	
Local Emergency Planning Committee	2-7; 5-2; 8-1; and 11-7	3:00 p.m.	Governmental Center		Honeycutt			Y	Yes	
Mental Health Advisory Board	3-21; 6-20; 9-19; and 12-19	6:00 p.m.	Governmental Center		Poole					
Public Health Authority of Cabarrus County	2nd Tuesday	5:30 p.m.	HSC Board Room	Morris				Y	Yes	Term ends 6/30/19
Region F Aging Advisory Committee	Quarterly - Thursday (March 8 and June 14)	1 p.m.	COG Office		Shue			N	No	
Rowan-Cabarrus Community College Board of Trustees	Last Monday of Month (except July & Dec.)	4:00 p.m.	Varies		Morris			N	No	Term ends 6/30/21
Senior Centers Advisory Council	3rd Monday	11:00 a.m.	Senior Center		Honeycutt			N	No	
Soil & Water Conservation District	1st Tuesday	5:15 p.m.	Governmental Center		Shue			N	No	
Tourism Authority (CVB)	4th Wednesday	8:00 a.m.	CVB Office	Honeycutt				Y	Yes	Term ends 6/30/21
Town of Harrisburg	2nd Monday	6:00 p.m.	Town Hall		Kiger			N	No	
Town of Midland	2nd Tuesday	6:00 p.m.	Town Hall		Shue			N	No	
Town of Mt. Pleasant	1st Monday (except June & August) No July or Sept meeting.	7:00 p.m.	Town Hall Auditorium		Poole			N	No	
Transportation Advisory Board	2-7; 4-4; 6-6; 8-1; 10-3; and 12-5	10:00 a.m.	CCTS Conference Room		Morris			N	No	
Water and Sewer Authority (WSACC)	3rd Thursday	5:00 p.m.	WSACC - 232 Davidson Hwy.	Poole & Marshall				Y	Yes	Term ends 6/30/21
Watershed Improvement Commission	3rd Tuesday - Bimonthly	6:30 p.m.	Governmental Center		Morris			N	No	
Youth Commission	3rd Monday	6:00 p.m.	Varies		Kiger			N		

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

BOC - Resolution Establishing the Board of Commissioners' 2020 Meeting Schedule

**BRIEF SUMMARY:**

The following resolution establishes the Boards' meeting schedule for 2020.

**REQUESTED ACTION:**

Motion to adopt resolution.

**EXPECTED LENGTH OF PRESENTATION:**

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▢ Resolution



**RESOLUTION  
ESTABLISHING THE REGULAR MEETING SCHEDULE  
FOR CALENDAR YEAR 2020**

**WHEREAS**, the regular agenda work sessions of the Cabarrus County Board of Commissioners are held on the first Monday of each month at 4:00 p.m. in the Multipurpose Room at the Governmental Center, except in December; and

**WHEREAS**, the regular meetings of the Board of Commissioners are held on the third Monday of each month at 6:30 p.m. in the Commissioners' Meeting Room at the Governmental Center; and

**WHEREAS**, the Board holds an annual goal-setting/planning retreat in the winter which is set for February 28, 2020 at 4:00 p.m. and February 29, 2020 at 8:00 a.m. at the Cabarrus Arena and Events Center in Concord; and

**WHEREAS**, budget workshops are held annually and are scheduled for June 2 and June 4, 2020 from 4:00 p.m. to 7:00 p.m. in the Multipurpose Room at the Governmental Center; and

**WHEREAS**, the Board will hold a Budget Public Hearing meeting June 1, 2020 at 6:30 p.m. in the Commissioners' Meeting Room at the Governmental Center; and

**WHEREAS**, quarterly summits are scheduled at the Cabarrus Arena and Events Center on January 15, 2020, April 15, 2020, July 15, 2020 and October 21, 2020 at 6:00 p.m.; and

**WHEREAS**, the Martin Luther King, Jr. holiday requires a change in the regular meeting date in January 2020; and

**WHEREAS**, the Labor Day holiday requires a change in the agenda work session meeting date in September 2020; and

**WHEREAS**, the Board may attend the following conferences/gatherings and desires to give the public ample notice:

NACo Legislative Conference in Washington, DC on February 29 – March 4, 2020;  
NCACC County Assembly Day/Legislative Reception in Raleigh on May 20, 2020;  
NACo Annual Conference in Orlando, Florida on July 17-20, 2020; and  
NCACC Annual Conference in Concord, NC on August 13-15, 2020.

**WHEREAS**, North Carolina General Statute 153A-39 requires that the Board hold an organizational meeting the first Monday in December for each even numbered year; and

**WHEREAS**, on the first Monday in December of even numbered years, it is customary for the Board to hold a reception and swearing-in ceremony at the Governmental Center honoring incoming and outgoing elected officials prior to the commencement of the organizational meeting; and

**WHEREAS,** the organizational meeting will be held in the Board of Commissioners' Meeting Room and begin at 6:00 p.m.; and

**WHEREAS,** the December agenda work session will be held in the Board of Commissioners' Meeting Room and will commence upon the conclusion of the organizational meeting (on or about 6:15 p.m.).

**NOW, THEREFORE, BE IT RESOLVED,** the Cabarrus County Board of Commissioners, pursuant to North Carolina General Statute 153A-40(a), does hereby:

- (1) Establish the Board's regular agenda work session schedule to meet at 4:00 p.m. in the Multipurpose Room at the Governmental Center on the following dates, except in December:

January 6, 2020	July 6, 2020
February 3, 2020	August 3, 2020
March 9, 2020	September 8, 2020 (Tuesday)
April 6, 2020	October 5, 2020
May 4, 2020	November 2, 2020
June 1, 2020	December 7, 2020 (6:15 p.m.)

- (2) Establish the Board's regular meeting schedule to meet at 6:30 p.m. in the Commissioner's Meeting Room at the Governmental Center on the following dates:

January 21, 2020 (Tuesday)	July 21, 2020 (Tuesday)
February 17, 2020	August 17, 2020
March 23, 2020	September 21, 2020
April 20, 2020	October 19, 2020
May 18, 2020	November 16, 2020
June 15, 2020	December 21, 2020

- (3) Establish the Board's annual goal-setting/planning retreat in the winter to meet at the Cabarrus Arena and Events Center which is set on the following dates:

February 28, 2020 (4:00 p.m.)	February 29, 2020 (8:00 a.m.)
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**BE IT FURTHER RESOLVED** that any recessed, special or emergency meeting will be held as needed with proper notice as required by North Carolina General Statute 153A-40.

**ADOPTED** this 16<sup>th</sup> day of December, 2019.

\_\_\_\_\_, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Lauren Linker, Clerk to the Board

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

County Manager - Strategic Plan Final Draft Review

**BRIEF SUMMARY:**

This will allow the Board time to ask questions and discuss the final draft of their strategic plan.

**REQUESTED ACTION:**

Motion to approve final draft of the Cabarrus County Strategic Plan.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Robbie Furr, Extension Officer

Mike Downs, County Manager

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

▢ Strategic Plan

## **Cabarrus County Government Strategic Plan**

### **Vision:**

*Our vision for Cabarrus is a county where our children learn, our citizens participate, our dreams matter, our families and neighbors thrive and our community prospers.*

### **Mission:**

*Through visionary leadership and good stewardship, we will administer state requirements, ensure public safety, determine county needs and provide services to continually enhance quality of life.*

### **Strategic Priority: Healthy & Safe Community**

**Goal 1:** Sustain a culture where safety is a shared priority for residents, businesses, employees and visitors.

**Objective 1:** Promote public safety and emergency preparedness by educating stakeholders on the capabilities and functions of governmental services.

**Objective 2:** Develop resiliency in our community to withstand and recover from events detrimental to public health and safety.

**Objective 3:** Work with public safety, governmental and non-governmental agencies, to provide quality service and improve efficiency.

**Objective 4:** Build community relationships that encourage collaboration, communication, trust and understanding with public safety officers.

**Goal 2:** Improve the physical and mental circumstances of residents by connecting them to community resources to enhance their quality of life.

**Objective 1:** Partner with community organizations and municipalities to provide affordable housing, emergency housing, address homelessness and food insecurity.

**Objective 2:** Promote and educate accessibility and availability of household hazardous waste services.

**Objective 3:** Connect veterans with necessary resources and services.

**Objective 4:** Enhance accessibility of services and programs for people with disabilities.

**Goal 3:** Promote and engage quality of life initiatives to foster a healthy and safe community.

**Objective 1:** Collaborate with community members to assess and evaluate mental and physical wellness.

**Objective 2:** Provide opportunities and access for physical activity and nutrition education.

**Objective 3:** Actively partner and recruit behavioral health services and resources specific to our community.

**Objective 4:** Strengthen outreach, communication and education to residents about access to health benefits and services.

**Objective 5:** Ensure early education of youth and parents about mental health, substance abuse and risky behaviors to redirect to better healthy life-balance and wellness choices.

### **Strategic Priority: Culture & Recreation**

**Goal 1:** Create a community that recognizes the basic human need for physical and intellectual development.

**Objective 1:** Support and initiate positive methods of expression across diverse communities.

**Objective 2:** Foster collaboration and partnerships to increase personal growth opportunities that support lifelong learning.

**Objective 3:** Support and initiate arts opportunities that reach diverse communities.

**Objective 4:** Ensure programming is inclusive of all people, all abilities and all skill levels.

**Goal 2:** Enhance policies, facilities and land to foster diverse cultural and recreational opportunities.

**Objective 1:** Develop a land acquisition plan and determine priorities within that plan.

**Objective 2:** Create an amenities and facilities master plan that incorporates community partner assets.

**Objective 3:** Facilitate strategic partnerships that maximize community resources to accommodate programming demands.

**Objective 4:** Establish a sustainable and reliable funding plan for maintenance and expansion of facilities.

### **Strategic Priority: Sustainable Growth and Development**

**Goal 1:** Promote responsible and strategic county-wide growth.

**Objective 1:** Provide community education on zoning and ordinance differences between the county and municipalities.

**Objective 2:** Collaborate with municipalities on long-term plans for infrastructure and growth.

**Objective 3:** Encourage growth in or near municipal limits, where utilities are available, and follow the Cabarrus County Schools' construction design guidelines.

**Objective 4:** Facilitate collaboration between jurisdictions on land use planning and development.

**Objective 5:** Provide economical solid waste disposal solutions for the future.

**Goal 2:** Promote, support and address sustainable open space, forestry practices and farming.

**Objective 1:** Advocate for agriculture through public awareness.

**Objective 2:** Encourage participation of landowners in Present Use Value taxation, open space, and viable agriculture uses of land.

**Objective 3:** Become a role model for sustainability by using native plants, keeping open spaces and wise use of natural resources.



## **Strategic Priority: A Thriving Economy**

**Goal 1:** Promote, grow and sustain a diverse economic base through collaborative community partnerships.

**Objective 1:** Promote government, education, and community incentives for competitive recruitment.

**Objective 2:** Recruit businesses that offer sustainable jobs with competitive wages.

**Objective 3:** Create public awareness and understanding of economic development.

**Goal 2:** Invest in opportunities that promote self-sufficiency and empowerment to our current and future workforce.

**Objective 1:** Ensure and improve access to apprenticeships and training programs.

**Objective 2:** Provide transportation to career technical education for high school students.

**Objective 3:** Attract businesses / employers that support skilled labor, On the Job Training, and post-secondary education

**Objective 4:** Prioritize and improve socio-economic supports and quality of life measures through community partnerships.

## **Strategic Priority: Transparent and Accountable Government**

**Goal 1:** Ensure a, engaged and accountable workforce to provide exceptional service.

**Objective 1:** Recruit and retain service-minded, innovative, and technically skilled employees.

**Objective 2:** Ensure our workforce is diverse, inclusive and reflective of the community.

**Objective 3:** Offer competitive compensation and benefits to allow employees to thrive.

**Objective 4:** Provide development opportunities to enhance current skill sets, leadership development and succession planning.

**Objective 5:** Increase opportunities for employee engagement and community involvement.

**Goal 2:** Perform analysis, forecasting and reporting to ensure effective stewardship of funds and longevity of current and future county assets.

**Objective 1:** Establish, evaluate and follow policies and procedures to safeguard county assets.

**Objective 2:** Utilize fair and equitable methods to assess property values.

**Objective 3:** Improve forecasting of large total cost of ownership expenditures for county owned facilities and equipment.

**Objective 4:** Evaluate current operating expense strategies per square foot.

**Objective 5:** Employ new techniques and strategies to increase efficiency of facility operations.

**Objective 6:** Promote collaboration with stakeholders and management to better understand vision, direction and priorities.

**Objective 7:** Strengthen relationships with partners and customers to better understand needs and expectations.

**Goal 3:** Create opportunities for people to see value in the work of County government.

**Objective 1:** Facilitate interactions with respect and professionalism.

**Objective 2:** Educate the community on ways to participate in services, programs and events.

**Objective 3:** Motivate the community to participate in the governmental process.

**Objective 4:** Distribute information that is clear, relevant and timely.

**Objective 5:** Communicate, inform and educate internal and external stakeholders on the allocation of county resources.

**Goal 4:** Develop creative technological solutions to support county services.

**Objective 1:** Facilitate data driven decision making using dashboards and targeted measurements.

**Objective 2:** Utilize collaborative technology and shared services.

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Finance - Governmental Skylight and Roof Repair and Adjustments to the Construction and Renovation Fund

### **BRIEF SUMMARY:**

The Governmental Skylight and Roof repair project is anticipated to be over budget. This project is recorded and tracked in the Construction and Renovation Fund. Based on current estimates an additional \$492,722 is required. Funds are available from the General Fund debt service expenditures to cover this need.

The Construction and Renovation Fund also has some completed projects that need to be adjusted to the actual final project amounts and other projects that need to be written off from the general ledger. A list of projects to be written off is included for review. Since the fund is a multi-year fund, a budget amendment and project ordinance is also included for review and approval.

### **REQUESTED ACTION:**

Motion to approve the budget amendments and updated project ordinance for the Construction and Renovation Fund.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

Susan Fearrington, Finance Director

Michael Miller, Infrastructure and Asset Management Director

Kyle Bilafer, Area Manager of Operations

**BUDGET AMENDMENT REQUIRED:**

Yes

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Skylight Budget Amendment
- ▣ List of Projects Written Off
- ▣ Amendment for Projects Written Off
- ▣ Fd 343 Project Ordinance

### Budget Revision/Amendment Request

Date: 12/16/2019

Amount: \$ 492,722.00

Dept. Head: Susan Fearrington, (prepared by Sarah Chesley)

Department: Finance, Fund 343 and 001

Internal Transfer Within Department
  Transfer Between Departments/Funds
  Supplemental Request

**Purpose: This Budget Amendment moves funds in the amount of \$492,722 from the General Fund into the Other Improvements' Fund 343 for Skylight/Roof Repair Project.**

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	9	9110-9915	Install Principal - Schools	1,240,000.00		492,722.00	747,278.00
001	9	1960-9708	Contribution to Capital Projects Fund	8,360,294.00	492,722.00		8,853,016.00
343	9	1110-9830-RPAIR	Other Improvements - Skylight/Roof Repair	1,894,479.00	492,722.00		2,387,201.00
343	6	1110-6902-RPAIR	Cont'b from General Fund	-	492,722.00		492,722.00

**Budget Officer**

Approved  
 Denied

**County Manager**

Approved  
 Denied

**Board of Commissioners**

Approved  
 Denied

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

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

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

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

**Completed Construction & Renovation Projects  
Fund 343**

<b>PROJECT DESCRIPTION</b>	<b>TOTAL OF PROJECT</b>
Government Center (GC) Chiller Replacement	\$ 175,709.46
GC ADA Restroom Project Phase I	151,468.56
IT Jail Cameras	24,098.43
Department Furniture Purchases	184,500.79
GC Elevator Modernization	176,000.00
Law Enforcement Center Technology	791,324.13
Sheriff Admin Roof Repair	113,659.20
Landfill Retaining Walls	230,301.50
Veterans Services Renovation	92,674.00
Coop Extension Restroom ADA	118,812.41
RCCC Land Purchase	1,244,000.50
Frank Liske Park Restroom Project	126,405.13
	\$ 3,428,954.11

### Budget Revision/Amendment Request

<b>Date:</b>	12/16/2019	<b>Amount:</b>	\$ 3,431,679.15
<b>Dept. Head:</b>	Susan Fearington (prepared by Sarah Chesley)	<b>Department:</b>	Finance, 343 Construction & Renovation Fund
<input type="checkbox"/> Internal Transfer Within Department	<input type="checkbox"/> Transfer Between Departments/Funds	<input checked="" type="checkbox"/>	Supplemental Request

The purpose of this budget amendment is to close completed projects in the 343 Construction & Renovation Fund (The Project names are listed below) and to move remaining unused amounts from the FLP bathroom replacement project and the EMS Monitors purchase into the AVAIL account to be used for other projects.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
343	6	1110-6921	Cont From Capital Reserve Fund	175,709.46	-	175,709.46	0.00
343	9	1110-9830	Other Improvements	175,709.46	-	175,709.46	0.00
			<i>GC Chiller Replacement completed</i>				0.00
343	6	1110-6921-BATH	Cont From Capital Reserve Fund	151,468.56	-	151,468.56	0.00
343	9	1110-9607-BATH	Architects	15,000.00	-	15,000.00	
343	9	1110-9830-BATH	Other Improvements	136,468.56	-	136,468.56	0.00
			<i>GC ADA Bathroom Project completed</i>		-		0.00
343	6	1810-6902-CAMSY	Contribution From General Fund	24,098.43	-	24,098.43	0.00
343	9	1810-9860-CAMSY	Equipment & Furniture	24,098.43	-	24,098.43	0.00
			<i>IT Jail Cameras completed</i>				
343	6	1910-6902	Contribution From General Fund	184,500.79	-	184,500.79	0.00
343	9	1910-9331	Minor Office Equipment & Furniture	184,500.79	-	184,500.79	0.00
			<i>Departments Furniture Purchases completed</i>				
343	6	1952-6902	Contribution From General Fund	176,000.00	-	176,000.00	0.00

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
343	9	1952-9830	Other Improvements	176,000.00	-	176,000.00	0.00
			<i>Elevator Modernization completed</i>				
343	6	2110-6902-EQUIP	Contribution From General Fund	777,324.13	-	777,324.13	0.00
343	6	2110-6921-EQUIP	Cont From Capital Reserve Fund	14,000.00	-	14,000.00	0.00
343	9	2110-9860-EQUIP	Equipment & Furniture	791,324.13	-	791,324.13	0.00
			<i>LEC Law Enforcement Technology</i>				
343	6	2110-6902-RPAIR	Contribution From General Fund	113,659.20	-	113,659.20	0.00
343	9	2110-9821-RPAIR	Building and Renovations	113,659.20	-	113,659.20	0.00
			<i>Sheriff Admin Roof Repair completed</i>				
343	6	4610-6902	Contribution From General Fund	230,301.50	-	230,301.50	0.00
343	9	4610-9830	Other Improvements	230,301.50	-	230,301.50	0.00
			<i>Landfill Project completed</i>				
343	6	5110-6921	Cont From Capital Reserve Fund	92,674.00	-	92,674.00	0.00
343	9	5110-9830	Other Improvements	92,674.00	-	92,674.00	0.00
			<i>Veterans Services Renovation completed</i>				
343	6	5410-6902	Contribution From General Fund	118,812.41	-	118,812.41	0.00
343	9	5410-9830	Other Improvements	118,812.41	-	118,812.41	0.00
			<i>Coop extension Bathrooms ADA completed</i>				
343	6	7240-6902	Contribution From General Fund	314,000.50	-	314,000.50	0.00
343	6	7240-6905	Proceeds From Lease	930,000.00	-	930,000.00	0.00



Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
343	9	7240-9801	Land Acquisition	1,244,000.50	-	1,244,000.50	0.00
			<i>RCCC Expansion Project completed</i>				
343	6	8140-6921-BATH	Cont From Capital Reserve Fund	126,405.13	-	126,405.13	0.00
343	9	8140-9830-BATH	Other Improvements	126,405.13	-	126,405.13	0.00
			<i>FLP Bathroom Repair</i>				
343	6	8140-6921-REPL	Cont From Capital Reserve Fund	100,000.00		2,725.00	97,275.00
343	9	8140-9860-REPL	Equipment & Furniture	100,000.00		2,725.00	97,275.00
343	6	0000-6921-AVAIL	Cont From Capital Reserve Fund	22,670.82	2,725.00		25,395.82
343	9	0000-9830-AVAIL	Other Improvements - AVAIL	106,140.72	2,725.00		108,865.72
			<i>FLP Bathroom Replacement move remaining budget to AVAIL</i>				
343	6	2730-6921-MONIT	Cont From Capital Reserve Fund	566,111.00		0.04	566,110.96
343	9	2730-9860-MONIT	Equipment & Furniture	566,111.00		0.04	566,110.96
343	6	0000-6921-AVAIL	Cont From Capital Reserve Fund	25,395.82	0.04		25,395.86
343	9	0000-9830-AVAIL	Other Improvements - AVAIL	108,865.72	0.04		108,865.76
			<i>EMS new Monitors - move remaining budget to AVAIL</i>				
<b>Budget Officer</b>			<b>County Manager</b>		<b>Board of Commissioners</b>		
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied			<input type="checkbox"/> Denied		<input type="checkbox"/> Denied		
_____ <i>Signature</i>			_____ <i>Signature</i>		_____ <i>Signature</i>		

# CABARRUS COUNTY CONSTRUCTION AND RENOVATION PROJECT BUDGET ORDINANCE

**BE IT ORDAINED** by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is the various County construction and renovation related projects. Details of the projects are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Park & Recreation Trust Fund (PARTF) Grant	\$ 350,000
Rental – Tower Lease	945,978
Sale of Fixed Assets	1,012,442
Contributions and Donations	148,036
General Fund Contribution	7,009,243
Lease Proceeds (Robert Wallace Park)	3,666,394
Capital Projects Fund Contribution	4,319,370
Capital Reserve Fund Contribution	24,001,182
Special Revenue Contribution	41,438

**TOTAL REVENUES** **\$41,494,083**

- D. The following appropriations are made as listed.

Government Management Furniture & Fixtures	11,000
Land Bank	2,200,000
Government Center Skylight/Roof Repairs	2,577,723
Enterprise Physical Security	300,000
ITS Fiber Technology Improvements	120,000
County Website Design	283,750
County Operation Center	4,768,787
Multiple building Fall Protection Measures	300,000
Jail Camera Upgrade	172,607
Training & Firing Range Renovation	1,750,000
Sheriff Radio Communications Tower	160,000
Courthouse Expansion	12,519,000
Clerk of Court Improvements	68,786
Public Safety Training Center	90,000
EMS Headquarters – Consultants	170,000
EMS Co-location – Concord Fire #11	482,761
EMS Heart Monitors	566,111
Emergency Communications Equip & Ethernet Backhaul	2,819,370
JM Robinson High School Wetlands Mitigation	100,000
NE Area Park – Other Improvements	589,024

NE Area Park - Land	1,000,000
Robert Wallace Park	8,147,965
Carolina Thread Trail	109,329
Frank Liske park Playground Replacement	97,275
Frank Liske Park – Lower Lot Restrooms	728,506
Frank Liske Park – Water Line Replacement	360,000
Camp Spencer – Vending machine Bldg and overlook	425,000
Library - Midland Furniture	40,786
Library – Concord Office Reno	50,000
Arena – Lighting Control System Replacement	175,000
Arena – Building & Storage Replacement	161,000
Arena – Equipment & Furniture	41,437
Unassigned	108,866
<b>TOTAL EXPENDITURES</b>	<b>\$41,494,083</b>
<b>GRAND TOTAL – REVENUES</b>	<b>\$41,494,083</b>
<b>GRAND TOTAL – EXPENDITURES</b>	<b>\$41,494,083</b>

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
  - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
  - 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
  - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
  - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
  - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
  - 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
  - 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.

8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 16<sup>th</sup> Day of December, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: \_\_\_\_\_  
\_\_\_\_\_, Chairman

ATTEST:

\_\_\_\_\_  
Clerk to the Board

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Finance - Resolution Relating to Financing of Various School and County Projects

**BRIEF SUMMARY:**

Finance requests the Board of Commissioners approve the attached resolution enabling staff to enter into one or more installment financing contracts for various public school and county projects. A public hearing is required for the Board of Commissioners' regular meeting on January 21, 2020.

**REQUESTED ACTION:**

Motion to approve the resolution relating to one or more installment financing contracts in an aggregate amount of up to \$127,000,000, and to set a public hearing for Tuesday, January 21, 2020 at 6:30 p.m. or as soon thereafter as persons may be heard.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Susan Fearington, Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Tax Administration - Electronic Listing Resolution

**BRIEF SUMMARY:**

NCGS 105-310.1 and 105-307 authorize Counties to permit, by resolution, electronic listing of personal property for property tax purposes. The Tax Administration has developed the capability to allow electronic listing to Business Personal Property accounts.

**REQUESTED ACTION:**

Motion to adopt resolution.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

David Thrift, Tax Administrator

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- Resolution Authorizing Electronic Listing



**RESOLUTION AUTHORIZING ELECTRONIC LISTING AND EXTENDING THE TIME FOR FILING  
ELECTRONIC LISTINGS OF PERSONAL PROPERTY FOR PROPERTY TAX PURPOSES**

**WHEREAS**, North Carolina General Statute § 105-310.1 authorizes Counties to permit electronic Listing of personal property; and

**WHEREAS**, North Carolina General Statute § 105-307 permits the Board of County Commissioners to extend the deadline for filing electronic listings of personal property under NCGS§ 105-304 to June 1, as long as the Notice requirements of NCGS § 105-296(c) are published; and

**WHEREAS**, North Carolina General Statute § 105-311 (b) authorizes electronic signature of personal property listings which are submitted electronically;

**NOW THEREFORE BE IT RESOLVED** as follows:

1. The Cabarrus County Board of County Commissioners pursuant to NCGS § 105-310.1 by this Resolution provides for and authorizes personal property listings to be submitted and signed electronically.
2. Electronic Listing of Personal Property may be accomplished by a taxpayer as follows: 1- Electronic listings of personal property must be submitted online; 2- Facsimiles shall not be accepted as electronic listings of personal property; and 3- In order to list personal property electronically, a taxpayer must use an electronic listing application approved by the Cabarrus County Tax Assessor.
3. Extension of Listing Period to electronically file personal property listings after January 31, may be allowed if the taxpayer first files a request for an extension of time during the month of January, on or before January 31, and if the taxpayer provides an Account ID obtained from the Cabarrus County Tax Assessor and associated with the location of the personal property for which the extension is requested. Once an extension of time has been granted by the Cabarrus County Tax Assessor the electronic filing must be received by the Cabarrus County Tax Assessor no later than April 15 in order to avoid late list penalties.
4. This Resolution shall be recorded in the minutes of the Cabarrus County Board of Commissioners and notice of the procedure and extension of time for electronic filing of personal property listings shall be published as required by NCGS § 105-296(c).
5. This Resolution is effective upon adoption and will remain effective for all tax years after its adoption.

Adopted this 16<sup>th</sup> day of December, 2019.

\_\_\_\_\_  
\_\_\_\_\_, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Lauren Linker, Clerk to the Board

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Tax Administration - SC Debt Setoff MUA

**BRIEF SUMMARY:**

Review and approve Memorandum of Understanding to participate in South Carolina Debt SetOff.

The County wishes to continue to increase the collection rate of debts that are due and owing to the County including but not limited to delinquent ad valorem taxes and ambulance fees. By availing itself of the South Carolina Setoff Debt Collection Act of 2003, assistance in the collection of said debts can be rendered by your approval.

**REQUESTED ACTION:**

Motion to approve the Memorandum of Agreement between Cabarrus County and South Carolina Association of Counties.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Janice Morrison, Tax Collection Manager  
David Thrift, Tax Administrator

**BUDGET AMENDMENT REQUIRED:**

No



## COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

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### ATTACHMENTS:

- ▣ SC Debt Setoff MUA

STATE OF SOUTH CAROLINA )  
 COUNTY OF RICHLAND )  
 )  
 )  
 SOUTH CAROLINA )  
 ASSOCIATION OF COUNTIES )  
 )  
 (SCAC) )  
 )  
 AND )  
 )  
 )  
 \_\_\_\_\_ )  
 (Name of Claimant Agency)

**MEMORANDUM OF  
 UNDERSTANDING AND AGREEMENT**

**PARTICIPATION  
 IN THE  
 SETOFF DEBT  
 COLLECTION PROGRAM**

This AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the above referenced Claimant Agency and the South Carolina Association of Counties (SCAC) pursuant to the Setoff Debt Collection Act, S.C. Code §12-56-10 *et seq.* (2003), as amended.

WHEREAS, the Setoff Debt Collection Act authorizes the South Carolina Department of Revenue (Department), to render assistance to collect any delinquent debt, as defined in S.C. Code §12-56-20(4) (2003), owing Claimant Agency; and

WHEREAS, Claimant Agency desires to enter into this Agreement with SCAC in order to participate in the Setoff Debt Collection Act to increase the collection rate of delinquent debts owing to Claimant Agency; and

WHEREAS, SCAC is a political subdivision for purposes of the Setoff Debt Collection Act and is authorized to submit claims on behalf of its members, other political subdivisions, and Claimant Agencies as defined in S.C. Code §12-56-20(1) (2003);

NOW, THEREFORE in consideration of the mutual covenants and agreements, terms and conditions contained herein, it is hereby understood and agreed by and between Claimant Agency and SCAC that:

1. Claimant Agency is a state agency, board, committee, commission, public institution of higher learning, political subdivision or other governmental or quasi-governmental entity of any state or the United States, South Carolina Student Loan Corporation, a housing authority established pursuant to Articles 5, 7, and 9 of Chapter 3 of Title 31 of the South Carolina Code or a member of SCAC and is authorized to participate in the Setoff Debt Collection Act.

2. Claimant Agency hereby designates, appoints, and authorizes SCAC to process for submission to Department Claimant Agency’s delinquent debts.

“Delinquent debt” means any sum due and owing Claimant Agency, including collection costs and administrative fees, court costs, fines, penalties, and interest which have accrued through contract, subrogation, tort, operation of law, or any other legal theory regardless of whether there is an outstanding judgment for that sum which is legally collectible and for which a collection effort has been or is being made. Delinquent debt does not include sums owed to a county hospital when the hospital and the debtor have entered into a written payment agreement and the debtor is current in meeting the obligations of the agreement.

3. SCAC agrees to submit delinquent debts to Department. Claimant Agency is responsible

for complying with the notice and appeal provisions and other requirements of the Setoff Debt Collection Act.

4. Upon execution of this Agreement, Claimant Agency shall file a "Participation Form" with SCAC designating a Setoff Debt Coordinator with SCAC. The Setoff Debt Coordinator shall be the designated contact between SCAC and Claimant Agency for all communications and is authorized by Claimant Agency to carry out the requirements of the Setoff Debt Collection Act. The Setoff Debt Coordinator shall supply SCAC with any and all information which in the opinion of SCAC is necessary for the proper implementation of this Agreement.

5. Claimant Agency shall use SCAC's "Entity User Setoff Debt Software Program" or an ASCII file or Excel file layout specified by SCAC to prepare electronic transfer files referred to herein as "Debt Files". If, in the opinion of SCAC, changes to the Entity User Setoff Debt Software Program or specifications for an ASCII file or Excel file are necessary to carry out this program, SCAC shall timely notify Claimant Agency. Claimant Agency covenants and agrees that it shall immediately implement any changes required by SCAC.

SCAC shall not accept any Debt File that is not prepared as specified by SCAC. SCAC will accept Debt Files that are electronically transferred through SCAC's File Transfer Protocol (FTP) software. Paper hard copies shall not be accepted.

Each Debt File submitted to SCAC is deemed to bear a certification that the debts are owing and due Claimant Agency, for which prior efforts to collect have been made, and which Claimant Agency instructs SCAC to submit to Department for collection from a debtor's tax refund or is deemed an authorization to SCAC to notify Department to reduce a previously submitted debt to the amount stated. Each Debt File shall be deemed

to be accompanied by the certification provided in Paragraph 6.

6. SCAC is not, and shall not be liable for a wrongful or improper setoff. Claimant Agency shall file a "Certification Form" upon submission of the initial Debt File each year. Each subsequent Debt File shall be deemed to be accompanied by the Certification Form. The Certification Form shall be a form prescribed by SCAC and shall be substantially as follows:

"I hereby certify that Claimant Agency for whom the associated data file was prepared has complied with all the requirements of the Setoff Debt Collection Act; that Claimant Agency has properly given each individual debtor whose name appears in the data file the notice of intention to set off and Claimant Agency's appeal procedures pursuant to S.C. Code §12-56-62; that each data file submitted containing account reductions, deletions, or protests has been reviewed by me and is, to the best of my knowledge and belief, true, correct, and complete."

7. Not less than thirty (30) days before filing a Debt File with SCAC, Claimant Agency shall provide the debtor with the statutory notice advising the debtor of Claimant Agency's intention to cause the debtor's tax refund to be set off.

8. Only after the required statutory thirty (30) day notice is provided to debtor by Claimant Agency may Claimant Agency transmit a Debt File to SCAC. Debt Files shall be received electronically by SCAC on or before November 1 of the preceding calendar year in which the refund would be paid.

9. Upon receipt of Claimant Agency's Debt File, SCAC shall compile the information and submit the data to Department on or before the date specified each year by Department.

10. No debt totaling less than twenty-five dollars (\$25.00) per individual may be

submitted to SCAC for setoff. This provision does not prohibit submitting in subsequent years, under Paragraph 12 of this Memorandum, those debts which were twenty-five dollars (\$25.00) or more when first submitted to SCAC even though, in subsequent years, that debt is less than twenty-five dollars (\$25.00) because of successful interception(s) resulting in partial payment of the delinquent debt.

11. Pursuant to S.C. Code § 12-56-60, Department shall add to each debt setoff the sum of twenty-five dollars (\$25.00) to defray its administrative cost, and SCAC shall, pursuant to S.C. Code §12-56-63, add twenty five dollars (\$25.00) to each debt to defray its administrative costs. SCAC's twenty-five dollars (\$25.00) shall be retained by SCAC in the event of a successful interception.

“Successful interception” means Department matched a debt submitted by SCAC against a tax refund for interception and payment towards a delinquent debt owed to Claimant Agency.

12. In the event of partial payment of a delinquent debt, the balance of the debt may be submitted in a following year. Twenty-five dollars (\$25.00) shall be added to the debt and retained by SCAC upon successful interception of a tax return in a subsequent year, notwithstanding the previous year's interception and payment.

13. Claimant Agency acknowledges that Claimant Agency is responsible for the notice and hearing requirements of the Setoff Debt Collection Act and that SCAC is exempt from these provisions of the Setoff Debt Collection Act. Claimant Agency affirms to SCAC that it will comply with the notice and hearing procedures required by the Setoff Debt Collection Act.

14. Claimant Agency shall file an “Appointment of Hearing Officer” form with SCAC certifying the appointment of a hearing officer. If the appointed hearing officer is

unable to serve at any time, Claimant Agency shall appoint another officer and file a new “Appointment of Hearing Officer” form with SCAC.

15. Within seven (7) calendar days of Claimant Agency's receipt of a debtor's “Notice of Protest,” Claimant Agency shall send the Notice of Protest to SCAC. At the same time, Claimant Agency shall notify SCAC with a Debt File marking the protested delinquent debt as a protest account.

Claimant Agency shall conduct a protest hearing in conformity with the Setoff Debt Collection Act and shall provide SCAC with a copy of the “Certification of Hearing” and “Decision of Hearing Officer” no later than seven (7) calendar days from the date these forms are executed by the hearing officer. If further appeal is taken, Claimant Agency shall immediately file copies of all pleadings and papers with Department and SCAC.

Upon resolution of a protest, Claimant Agency shall notify SCAC of the resolution of the protest by sending a Debt File either reducing the balance or taking the debt out of protest status.

16. If Claimant Agency is found to be entitled to no part of the amount of a setoff, it shall make a refund to the debtor in an amount equal to the amount retained by Department, including administrative costs paid to Department and to SCAC along with interest, if any, as required by the Setoff Debt Collection Act.

17. SCAC shall remit to Claimant Agency through a check or an electronic bank deposit funds received from Department within a reasonable time from the date of receipt from Department. Thereafter, SCAC shall provide Claimant Agency an accounting of the funds collected which will include the name of the debtor, the debtor's social security number, and the amount of the setoff. Claimant Agency shall provide debtors with proper notice of payment

and balance, if any, as required by the Setoff Debt Collection Act.

18. Claimant Agency shall hold SCAC free and harmless and shall indemnify SCAC against any and all damages, claims, causes of action, injuries, actions, liabilities, or proceedings arising from the performance of SCAC.

19. This Agreement shall remain and continue in full force and effect from year to year unless modified or terminated in writing by either party upon ninety (90) days written notice to the other party; provided, however, that any debts submitted by Claimant Agency to SCAC shall continue to be covered under the terms and conditions of the agreement until SCAC is notified by Department that it has completed the collection cycle for that setoff year.

20. This Agreement is solely between SCAC and Claimant Agency and is not intended to benefit any other person or entity. No debtor and/or taxpayer or their spouse, family member, successor or assign is intended to be a third party beneficiary of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding and Agreement to be properly executed on the day and year first above written.

Attest:

**On Behalf of Claimant Agency:**

By:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**On behalf of S.C. Association of Counties:**

By:

Signature \_\_\_\_\_

Michael B. Cone, Executive Director  
Post Office Box 8207  
Columbia, SC 29202  
(803) 252-7255

At Columbia, South Carolina  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Tax Administration - SC Debt Setoff Resolution

**BRIEF SUMMARY:**

To review and approve resolution requesting assistance from South Carolina Debt Setoff to collect delinquent taxes, ambulance fees and other debts owing the County. The initial step in the collection of delinquent debts of residents of South Carolina is the approval of resolution by the governing board. The Tax Collector wishes to continue to increase the collection rate of debts that are due and owing to the county and thereby avail itself to the Setoff Debt Collection Act of 2003. In conjunction with EMS services and other county departments, requesting approval of this resolution.

**REQUESTED ACTION:**

Motion to adopt resolution.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Janice Morrison, Tax Collection Manager  
David Thrift, Tax Administrator

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- SC Debt Setoff Resolution



**RESOLUTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING AND AGREEMENT BETWEEN CABARRUS COUNTY AND THE SOUTH CAROLINA ASSOCIATION OF COUNTIES RELATING TO THE SOUTH CAROLINA ASSOCIATION OF COUNTIES BEING AUTHORIZED AND DESIGNATED AS THE CLAIMANT AGENT FOR THE COUNTY PURSUANT TO THE SOUTH CAROLINA SETOFF DEBT COLLECTION ACT OF 2003, AS AMENDED.**

**WHEREAS**, the Setoff Debt Collection Act of 2003, as amended, allows the South Carolina Department of Revenue to render assistance in the collection of delinquent accounts or debts owing to the County; and

**WHEREAS**, the County entity wishes to increase the collection rate of debts that are due and owing to the County by availing itself of the South Carolina Setoff Debt Collection Act of 2003, as amended, and

**WHEREAS**, the Board has reviewed and approved the Memorandum of Understanding and Agreement designating the South Carolina Association of Counties to serve as the County's claimant agent;

**NOW, THEREFORE, BE IT RESOLVED**, by Cabarrus County Board of Commissioners, that the Memorandum of Understanding and Agreement between Cabarrus County and the South Carolina Association of Counties relating to the Association serving as the County's claimant agent pursuant to the Setoff Debt Collection Act of 2003, as amended, is approved. A copy of the Memorandum of Understanding and Agreement is incorporated herein by reference.

Adopted this 16th day of December, 2019.

\_\_\_\_\_  
\_\_\_\_\_, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Lauren Linker, Clerk to the Board



# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 2, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Approval of Regular Meeting Agenda

**SUBJECT:**

BOC - Approval of Regular Meeting Agenda

**BRIEF SUMMARY:**

The proposed agenda for the December 16, 2019 regular meeting is attached.

**REQUESTED ACTION:**

Motion to approve the agenda for the December 16, 2019 regular meeting.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Proposed December 16, 2019 Agenda

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS REGULAR MEETING

**December 16, 2019  
6:30 PM**

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### MISSION STATEMENT

THROUGH VISIONARY LEADERSHIP AND GOOD STEWARDSHIP, WE WILL ADMINISTER STATE REQUIREMENTS, ENSURE PUBLIC SAFETY, DETERMINE COUNTY NEEDS, AND PROVIDE SERVICES THAT CONTINUALLY ENHANCE QUALITY OF LIFE

### CALL TO ORDER BY THE CHAIRMAN

### PRESENTATION OF COLORS

### INVOCATION

Reverend Delton W. Cooper, Sr., Cabarrus County Sheriff's Office Chaplain

### A. APPROVAL OR CORRECTIONS OF MINUTES

1. Approval or Correction of Meeting Minutes

### B. BOARD ORGANIZATION

1. Board of Commissioners - Election of Chairman
2. Board of Commissioners - Election of Vice Chairman
3. Board of Commissioners - Comments from Chairman and Vice Chairman

### C. APPROVAL OF THE AGENDA

### D. RECOGNITIONS AND PRESENTATIONS

1. Human Resources - Recognition of John "David" Baxter, Cable Television General Manager, on His Retirement from Cabarrus County Communications and Outreach Department
2. Proclamation - Dr. Martin Luther King, Jr. Day
3. Proclamation - National Radon Action Month

### E. INFORMAL PUBLIC COMMENTS

### F. OLD BUSINESS

### G. CONSENT AGENDA

*(Items listed under consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.)*

1. Active Living and Parks - 2020 Fees and Charges Policy
2. Active Living and Parks - Town of Midland Request
3. Appointments - Cabarrus-Rowan Metropolitan Planning Organization Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC)
4. Appointments - Centralina Economic Development District
5. Appointments - Juvenile Crime Prevention Council
6. Appointments - NC 73 Council of Planning Member Appointments
7. Appointments and Removals - Cabarrus County Senior Centers Advisory Council
8. Appointments and Removals - Cabarrus County Youth Commission
9. Appointments and Removals - Human Services Advisory Board
10. BOC - Commissioner Appointments for 2020
11. BOC - Resolution Establishing the Board of Commissioners' 2020 Meeting Schedule
12. County Manager - Strategic Plan Final Draft Review
13. Finance - Governmental Skylight and Roof Repair and Adjustments to the Construction and Renovation Fund
14. Finance - Resolution Relating to Financing of Various School and County Projects
15. Tax Administration - Electronic Listing Resolution
16. Tax Administration - Refund and Release Reports - November 2019
17. Tax Administration - SC Debt Setoff MUA
18. Tax Administration - SC Debt Setoff Resolution

#### **H. NEW BUSINESS**

1. Infrastructure and Asset Management - Sheriff's Training and Firing Range Civil Renovations
2. Finance - Presentation of the Fiscal Year 2019 Comprehensive Annual Financial Report

#### **I. REPORTS**

1. BOC - Receive Updates From Commission Members who Serve as Liaisons to Municipalities or on Various Boards/Committees
2. BOC - Request for Applications for County Boards/Committees
3. County Manager - Monthly Building Activity Reports
4. County Manager - Monthly New Development Report
5. EDC - November 2019 Monthly Summary Report
6. Finance - Monthly Financial Update

#### **J. GENERAL COMMENTS BY BOARD MEMBERS**

- K. WATER AND SEWER DISTRICT OF CABARRUS COUNTY
- L. CLOSED SESSION
- M. ADJOURN

**Scheduled Meetings**

January 6	Work Session	4:00 p.m.	Multipurpose Room
January 15	Cabarrus Summit	6:00 p.m.	Cabarrus Arena
January 21	Regular Meeting	6:30 p.m.	BOC Meeting Room
February 3	Work Session	4:00 p.m.	Multipurpose Room
February 17	Regular Meeting	6:30 p.m.	BOC Meeting Room
February 28	Board Retreat	4:00 p.m.	Cabarrus Arena
February 29	Board Retreat	8:00 a.m.	Cabarrus Arena

**Mission:** Through visionary leadership and good stewardship, we will administer state requirements, ensure public safety, determine county needs, and provide services that continually enhance quality of life.

**Vision:** Our vision for Cabarrus is a county where our children learn, our citizens participate, our dreams matter, our families and neighbors thrive, and our community prospers.

**Cabarrus County Television Broadcast Schedule  
Cabarrus County Board of Commissioners' Meetings**

The most recent Commissioners' meeting is broadcast at the following days and times. Agenda work sessions begin airing after the 1st Monday of the month and are broadcast for two weeks up until the regular meeting. Then the regular meeting begins airing live the 3rd Monday of each month and is broadcast up until the next agenda work session.

<b>Sunday - Saturday</b>	<b>1:00 P.M.</b>
<b>Sunday - Tuesday</b>	<b>6:30 P.M.</b>
<b>Thursday &amp; Friday</b>	<b>6:30 P.M.</b>

In accordance with ADA regulations, anyone who needs an accommodation to participate in the meeting should notify the ADA Coordinator at 704-920-2100 at least forty-eight (48) hours prior to the meeting.