

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

-
- 1. CALL TO ORDER - CHAIRMAN**
 - 2. APPROVAL OF WORK SESSION AGENDA - CHAIRMAN**
 - 2.1. BOC - Changes to the Agenda Pg. 3
 - 3. DISCUSSION ITEMS - NO ACTION**
 - 3.1. BOC - NCACC County Legislative Goals Pg. 5
 - 3.2. Board of Elections - Early Voting Sites for November Election Pg. 10
 - 3.3. County Manager - Child Care Facility Partnership Opportunity Pg. 19
 - 3.4. County Manager - COVID-19 Pandemic Funding Pg. 36
 - 3.5. Finance - General Obligation and Limited Obligation Bond Refunding Update Pg. 37
 - 3.6. Infrastructure and Asset Management - Courthouse Expansion Project Update Pg. 38
 - 3.7. Infrastructure and Asset Management - Frank Liske Park Barn Rebuild Project Update Pg. 41
 - 3.8. Innovation and Technology - Innovation Report Pg. 46
 - 3.9. Sheriff's Office - Quarterly Report Pg. 48
 - 4. DISCUSSION ITEMS FOR ACTION**
 - 4.1. BOC - Appointments to Boards and Committees Pg. 49
 - 4.2. Active Living and Parks - WW Flowe Park Lease Pg. 51
 - 4.3. County Manager - Humane Society of Cabarrus County Pg. 56
 - 4.4. County Manager - Involuntary Commitment Transport Services Pg. 59
 - 4.5. County Manager - FY 20 Funding Re-appropriations Pg. 76
 - 4.6. County Manager - Sanitary Sewer Easement at Weddington Hills Elementary School Pg. 80
 - 4.7. Finance - Request for Additional \$30,000 for Sheriff Training and Firing Range Renovation Project Pg. 91
 - 4.8. Finance - Rowan Cabarrus Community College Contingency Request for Advanced Technology Center - \$251,093.86 Pg. 100
 - 4.9. Finance - Write off of Ambulance, Library and Miscellaneous Receivables Pg. 103
 - 4.10. Infrastructure and Asset Management - Cabarrus County Courthouse Expansion Construction Manager at Risk Contract Extension (GMP 1.5) Pg. 109

- 4.11. Infrastructure and Asset Management - Cabarrus County Emergency Medical Services Headquarters Construction Manager At Risk Selection Pg. 120
- 4.12. Infrastructure and Asset Management - Human Services Center Lease Renewal Pg. 133
- 4.13. ITS- Storage Area Network Refresh Lease Agreement Pg. 138
- 4.14. Library - Circulation Policy Changes Pg. 139
- 4.15. Library - Proposal to End Overdue Fines Pg. 149
- 4.16. Sheriff's Office - Integrated In-Car Video Pg. 157

5. APPROVAL OF REGULAR MEETING AGENDA

- 5.1. BOC - Approval of Regular Meeting Agenda Pg. 159

6. CLOSED SESSION

- 6.1. Closed Session - Pending Litigation and Acquisition of Real Property Pg. 163

7. 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

**August 3, 2020
4:00 PM**

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:

ATTACHMENTS:

- Changes



**CABARRUS COUNTY BOARD OF COMMISSIONERS
CHANGES TO THE AGENDA
August 3, 2020**

ADDITIONS:

Discussion Items - No Action

3.4 County Manager - Covid-19 Pandemic Funding

Discussion Items for Action

4.13 ITS – Storage Area Network Refresh Lease Agreement

SUPPLEMENTAL INFORMATION:

Discussion Items – No Action

3.4 Infrastructure and Asset Management - Courthouse Expansion Project Update

- Photos added

Discussion Items for Action

4.10 Finance - Write off of Ambulance, Library and Miscellaneous Receivables

- Updated Ambulance Documents

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

BOC - NCACC County Legislative Goals

BRIEF SUMMARY:

Every two years, North Carolina Association of County Commissioners (NCACC) members engage in a process to determine the legislative goals that are in the best interest of counties. The NCACC goals-setting process begins in August of even-numbered years and consists of five stages: beginning with the solicitation of county proposals and ending with the adoption of the legislative agenda at the Legislative Goals Conference.

The submission deadline for legislative goals is September 30, and goals submitted by or before the deadline will be referred to a steering committee for review and consideration.

REQUESTED ACTION:

Receive Input.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Legislative Goals 18-19



Board of County Commissioners

October 3, 2018

North Carolina Association of County Commissioners
Attn: Kevin Leonard, Executive Director
215 N. Dawson Street
Raleigh, NC 28703

Re: Cabarrus County Legislative Goals

Dear Mr. Leonard:

On behalf of the Cabarrus County Board of Commissioners, the attached goals are submitted for consideration and review as a part of the legislative goals development process for the 2018-19 biennium:

Sincerely,


Stephen M. Morris, Chairman
Board of Commissioners

Cabarrus County Board of Commissioners 2018-2019

Legislative Goals

Unfunded Mandates

1. Request Federal and State Legislatures to avoid passing any legislation that results in unfunded mandates for local governments.
 - A. Provide additional funding for Human Services, Public Schools, and Jails to meet the current needs of the county.
 - B. Maintain or increase current levels of Medicaid funding to include reimbursement options for Community Paramedics.

Local Option Revenues

1. Provide additional opportunities for local option revenues.
 - A. Flexibility in sales tax revenues.
 - B. Support counties efforts to increase local revenues. When appropriate allow requests to move forward pending local voter approval.
 - C. Authorize all local option revenue sources that have previously been given to other counties.
 - D. Require state administrative offices to provide sales tax information when requested by counties for budgeting purposes.
 - E. Reinstate sales tax exemption for school systems.

Collective Bargaining

1. Oppose collective bargaining for all state and local government employees.

Schools

1. Oppose any shift of charter school capital funding to counties.
2. Support the adjustment of local contributions to match the services that charter schools are required to provide.
3. Return proceeds from the North Carolina Education Lottery Funds to their original 40% of the total proceeds going to counties for school capital needs.

General Legislation

1. Support local citizen involvement by requiring a local referendum prior to legislative actions to change existing procedures for electing county commissioners, ie. creating districts, territories, etc.
2. Study the impact to local government finances of exempting nonprofits from the requirement of paying property taxes and review possible payment in lieu of taxes requirements.
3. Improve the Tier rating system by allowing smaller towns and cities located in Tier Three counties to compete for all available grants by creating split tiered counties.
4. Change North Carolina Rural Center's grant/loan award criteria to more closely match the USDA Rural Development aid requirements — specifically related to prohibition against aid to municipalities in Tier 3 counties.

Board of Elections

1. Support the creation of larger voting districts'
2. Allow counties to reduce the amount of operational voting precincts.
3. Continue to permit early voting districts.
4. Support flexibility for local Boards of Elections to re-organize precincts in order to create more uniform precinct sizes.

Mental Health

1. Request to revisit and reexamine the current North Carolina Certificate of Need (CON) law, which prohibits health care providers, including mental health facilities, from acquiring, replacing or adding to their facilities without the prior approval of the Department of Health and Human Services. Exploration of the CON law would reveal limitations associated with available services, restrictions based on provider geographic location and the most cost effective and efficient service provisions. By reviewing and making necessary revisions to the CON law, it would allow providers to increase capacity through site expansion, increase bed availability and more adequately meet the needs of residents.

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

Board of Elections - Early Voting Sites for November Election

BRIEF SUMMARY:

Emergency Order by Executive Director of State Board of Elections requires counties to provide an early voting site for each 20,000 voters. We currently have 142,000 registered voters which would mean 8 sites.

REQUESTED ACTION:

Receive input.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Carol Soles, Elections Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Emergency State Order



NORTH CAROLINA

STATE BOARD OF ELECTIONS

Mailing Address:
P.O. Box 27255
Raleigh, NC 27611

(919) 814-0700 or
(866) 522-4723

Fax: (919) 715-0135

July 17, 2020

EMERGENCY ORDER

ADMINISTERING THE NOVEMBER 3, 2020 GENERAL ELECTION DURING THE GLOBAL COVID-19 PANDEMIC AND PUBLIC HEALTH EMERGENCY

As Executive Director, acting pursuant to N.C. Gen. Stat. § 163-27.1 and 08 NCAC 01 .0106, I hereby find the following:

1. On March 10, 2020, the Governor issued Executive Order No. 116, declaring a State of Emergency in response to the public health emergency posed by Coronavirus Disease 2019 (COVID-19).
2. On March 11, 2020, the World Health Organization declared COVID-19 a global pandemic.
3. On March 13, 2020, the President of the United States issued an emergency declaration for all states, tribes, territories, and the District of Columbia, retroactive to March 1, 2020, and declared that the COVID-19 pandemic in the United States constitutes a national emergency.
4. On March 25, 2020, the President approved a Major Disaster Declaration, FEMA-4487-DR, for the State of North Carolina.
5. On May 20, 2020, the Governor stated in Executive Order 141 that “slowing and controlling community spread of COVID-19 is critical to ensuring that the state’s healthcare facilities remain able to accommodate those who require medical assistance.” Executive Order 141 further states that, due to the “continued community spread of COVID-19 within North Carolina,” the State must “continue some measures to slow the spread of the virus during the pandemic.”
6. Executive Order 141 notes the determination of public health experts that that “the risk of contracting and transmitting COVID-19 is higher in settings that are indoors, where air does not circulate freely and where people are less likely to maintain social distancing by staying six feet apart.” Executive Order 141 also notes that “the risk of contracting and transmitting COVID-19 is higher in settings where people are stationary and in close contact for long periods of time” and “in gatherings of larger groups of people because these gatherings offer more opportunity for person-to-person contact with someone infected with COVID-19.”

7. The Secretary of the North Carolina Department of Health and Human Services has noted that scientific evidence suggests that the probability of COVID-19 transmission indoors is “approximately 18.7 times higher than in an open-air environment.”¹

8. As of July 16, 2020, North Carolina has had more than 93,426 laboratory-confirmed cases of COVID-19 and more than 1,588 deaths from the disease.²

9. As of the date of this Order, North Carolina’s daily case counts of COVID-19 continue to increase, the percent of COVID-19 tests that are positive remains elevated, emergency-department visits for COVID-19-like illnesses are increasing, and hospitalizations for COVID-19 are increasing.³

10. COVID-19 infections in North Carolina are likely to continue for the next several months and into the fall, through at least Election Day.

11. In-person polling places, by their very nature, are venues where people may, without appropriate measures, congregate, often in close quarters, and sometimes for prolonged periods of time. As a result, it is critical that measures be taken to reduce the risk of COVID-19 transmission and to ensure, to the maximum extent possible, that voters are able to exercise their constitutional right to vote without undue risk.

12. Experiences from other states that have conducted elections during the pandemic are instructive. In Wisconsin, for example, following primary elections on April 7, researchers at the University of Wisconsin-Oshkosh and Ball State University found a “statistically and economically significant association between in-person voting and the spread of COVID-19 two to three weeks after the election.” In addition, the study found that “consolidation of polling locations, and relatively fewer absentee votes, increased positive testing rates two to three weeks after the election.”⁴ The study’s findings suggest that taking measures to reduce crowding at polling places is important to minimize the risk of COVID-19 transmission.

13. It has also been publicly reported that in Georgia, in primary elections held on June 9, 2020, there were “widespread problems” that led to lengthy delays and disruptions that were caused by the introduction of a new voting system, a “mass exodus of poll workers fearing coronavirus exposure,” the forced closure of polling places due to insufficient staffing, and a

¹ Declaration of Mandy K. Cohen, MD, MPH, *North Carolina Bowling Proprietors Assn. v. Cooper*, No. 20 CVS 6422 (Wake Cty. Sup. Ct.), Dkt. 14.1, ¶ 40.

² See North Carolina Department of Health and Human Services COVID-19 Response, available at <https://covid19.ncdhhs.gov/>.

³ See North Carolina Department of Health and Human Services COVID-19 Dashboard, available at <https://covid19.ncdhhs.gov/dashboard>.

⁴ Cotti, Chad D. and Engelhardt, Bryan and Foster, Joshua and Nesson, Erik and Niekamp, Paul, *The Relationship between In-Person Voting, Consolidated Polling Locations, and Absentee Voting on COVID-19: Evidence from the Wisconsin Primary* (May 10, 2020), available at SSRN: <https://ssrn.com/abstract=3597233>.

“crush of absentee ballot requests.”⁵ In several locations, these problems led to hours-long delays in in-person voting on Election Day,⁶ further increasing both inconvenience and risk to voters and poll-workers. It has been publicly reported that Nevada and South Carolina also experienced similar delays and disruption.⁷ Pennsylvania and Washington, D.C. experienced delays during their primary elections as well; in Washington D.C., only 20 of its typical 143 polling places opened, with reported wait times at each location of more than an hour around 7:30 p.m. on election day during a citywide curfew and in Philadelphia, only 190 of 831 polling places were opened.⁸

14. On June 22, 2020, the Centers for Disease Control and Prevention (CDC) issued interim guidance to prevent the spread of COVID-19 in election-polling locations.⁹ The CDC guidance encourages elections officials to:

- Ensure that “poll workers who are sick, have tested positive for COVID-19, or have recently had a close contact with a person with COVID-19” stay home.
- “Provide an alcohol-based hand sanitizer with at least 60% alcohol for use at each step in the voting process where voters interact with poll workers, after using the voting machine, and as the final step in the voting process.”
- Use “physical barriers, such as plexiglass shields, that can be used to protect workers and voters when physical distance cannot be maintained.”
- “Recommend and reinforce the use of cloth face coverings among all workers” and “encourage voters to use cloth face coverings while in the polling location.”
- Ensure adequate supplies, including soap, hand sanitizer, paper towels, tissues, disinfectant wipes, and no-touch trash cans, to support healthy hygiene.

⁵ Gardner, Amy and Lee, Michelle Ye Hee and Boburg, Shawn, *Voting debacle in Georgia came after months of warnings went unaddressed*, The Washington Post (June 19, 2020), available at https://www.washingtonpost.com/politics/voting-debacle-in-georgia-came-after-months-of-warnings-went-unaddressed/2020/06/10/1ab97ade-ab27-11ea-94d2-d7bc43b26bf9_story.html.

⁶ *Id.*

⁷ *Id.*

⁸ Gardner, Amy and Viebeck, Elise and Pompilio, Natalie, *Primary voters in 8 states and D.C. faced some confusion, long lines and poor social distancing*, The Washington Post (June 2, 2020), available at https://www.washingtonpost.com/politics/in-pennsylvania-officials-prepare-for-coronavirus-civil-unrest-to-disrupt-tuesday-primary/2020/06/02/96a55c40-a4be-11ea-b619-3f9133bbb482_story.html.

⁹ *Interim guidance to prevent spread of coronavirus disease 2019 (COVID-19)*, The Centers for Disease Control and Prevention (June 22, 2020), available at <https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html>.

- Disinfect all surfaces “frequently touched by multiple people” and clean and disinfect voting-associated equipment. “After the polling location closes, clean and disinfect” all equipment and transport cases.
- “Where possible, replace shared objects like pens or ballot-activation cards with single-use objects” and headphones for voters with disabilities.
- “Encourage voters to stay at least six feet apart” from each other by posting signs and providing other visual cues and have plans to manage lines to ensure social distancing can be maintained.
- Increase the number of polling locations available for early voting and extend hours of operation at early voting sites.
- Maintain or increase the total number of polling places available to the public on Election Day to improve the ability to social distance.
- Minimize lines as much as possible, especially in small, indoor spaces.
- “Limit the number of voters in the facility by moving lines outdoors if weather permits or using a ticket system for access to the facility.”
- “To ensure sufficient space for social distancing and other measures, identify larger facilities for use as polling places.”
- Notify voters of changes to polling operations, including the availability of alternative voting options that minimize contact.
- Offer alternatives to in-person voting.
- Offer early voting or extended hours, where voter crowds may be smaller throughout the day.
- Offer alternative voting options that minimize exposure between poll-worker and voters for voters with symptoms, those who are sick, or known COVID-19 positive.

15. The COVID-19 pandemic is a major health emergency across all regions of North Carolina, affecting North Carolinians statewide.¹⁰

16. Because the COVID-19 pandemic affects North Carolinians across local jurisdictional boundaries, it is critical that health and safety measures instituted by county boards

¹⁰ See North Carolina Department of Health and Human Services COVID-19 Dashboard, available at <https://covid19.ncdhhs.gov/dashboard>.

of elections not conflict and are coordinated with statewide measures to ensure adequate protection for lives of North Carolina voters. Therefore, I have determined that it is necessary to take action and give direction to county boards of elections to ensure adequate protection for lives of North Carolinians.

17. The State Board and county boards of elections are already well underway with actively preparing to conduct the November 3, 2020 general election in accordance with state and federal law. For example, county boards were directed to submit one-stop early voting plans to the State Board by July 31, 2020. Some counties have already submitted plans. However, the COVID-19 pandemic is disrupting and will continue to disrupt the normal schedule for this election cycle in every county in the state, and has impaired critical components of election administration. These impairments include significantly increasing the difficulty for county boards to identify and train adequate numbers of poll-workers and one-stop workers who can safely assist with in-person registration and voting activities, and allow for voters to cast ballots without subjecting themselves to serious health risks. To address these impairments, county boards of elections can take actions that reduce crowd density, shorten the time voters spend in line and at polling locations, and improve sanitation and cleanliness.

18. N.C. Gen. Stat. § 163-27.1 and 08 NCAC 01. 0106 authorize me to exercise emergency powers to conduct an election where the normal schedule is disrupted by a catastrophe arising from natural causes that has resulted in a disaster declaration by the President of the United States or the Governor, while avoiding unnecessary conflict with the laws of North Carolina. The emergency remedial measures set forth here are calculated to offset the nature and scope of the disruption from the COVID-19 disaster.

19. Pursuant to N.C. Gen. Stat. § 163-27.1 and 08 NCAC 01. 0106(a) and (b), and after consultation with the State Board, I have determined that the COVID-19 health emergency is a catastrophe arising from natural causes—*i.e.*, a naturally occurring virus—resulting in a disaster declaration by the President of the United States and a declaration of a state of emergency by the Governor, and that the disaster has already disrupted and continues to disrupt the schedule and has already impacted and continues to impact multiple components of election administration.

20. State public health officials have cited data that show that the continuing spread of COVID-19 within North Carolina is on an upward trend.¹¹ They have informed me that the spread will likely continue for at least several months, through the November 3, 2020 general election date, and across the State. Pursuant to N.C. Gen. Stat. § 163-27.1 and 08 NCAC 01 .0106(c)(1) and (2), I have determined that these disruptions to administering the November 3, 2020 general election have already affected and will continue to affect the entire State and all contests. As of the date of this Order, I have determined that, pursuant to N.C. Gen. Stat. § 163-27.1 and 08 NCAC 01 .0106(c)(5), it is not clear when or if the disruptions to the normal schedule for the November 3, 2020 general election will end. Because of the advance planning necessary to address multiple components of election administration, pursuant to N.C. Gen. Stat.

¹¹ See North Carolina Department of Health and Human Services COVID-19 Dashboard, available at <https://covid19.ncdhhs.gov/dashboard>.

§ 163-27.1 and 08 NCAC 01 .0106(c)(3), (8), and (10), I have determined that certain emergency measures need to be identified now to ensure that there is adequate time to meet State and federal deadlines, particularly in light of the upcoming deadline for county boards to submit their one-stop absentee voting plans. Impacted aspects of election administration include procuring necessary supplies, ensuring adequate staffing, and securing adequate facilities and infrastructure.

21. Because there is a higher risk of transmission of the COVID-19 virus indoors and in areas where people come in close contact, pursuant to N.C. Gen. Stat. § 163-27.1 and 08 NCAC 01. 0106(c)(4) and (6), the State Board and county boards of elections must make arrangements to ensure the existence of safe in-person voting opportunities and safe spaces for election workers so as to reduce, to the maximum extent possible, displacement of voters or election workers. Pursuant to N.C. Gen. Stat. § 163-27.1 and 08 NCAC 01. 0106(c)(7), I have determined that the high risk of transmission in close contact also requires that the State Board and county boards of elections ensure that there are sufficient voting locations and election workers to ensure that every eligible North Carolinian has the ability to vote without endangering herself.

22. Without sufficient measures to ensure that all eligible North Carolinians can vote safely, the integrity of the elections may be compromised. To avoid the disenfranchisement of eligible voters and to protect the health and safety of election workers and voters, pursuant to N.C. Gen. Stat. § 163-27.1 and 08 NCAC 01 .0106(c)(9), I have determined that the State Board and county boards of elections must put in place measures that will protect against the contraction and spread of COVID-19 while voting is taking place.

Based on the foregoing findings and conclusions, by the authority vested in me as Executive Director by N.C. Gen. Stat. § 163-27.1 and 08 NCAC 01 .0106, IT IS ORDERED:

1. All county boards of elections shall open each one-stop early voting site in their county for a minimum of ten hours total for each of the first and second weekends of the 17-day early voting period. A county-board office or in-lieu-of site (as defined in N.C. Gen. Stat. § 163-227.6) that is open only during regular business hours shall be excluded from the requirement in this paragraph, provided that there is at least one other one-stop site in the county.

2. Each county board of elections shall open at least one one-stop early voting site per 20,000 registered voters in the county, as reflected in the voter registration records as of July 11, 2020. A county board of elections may apply to the Executive Director for a waiver of the requirement in this paragraph if its proposed plan is sufficient to serve the voting population, maintain social distancing and reduce the likelihood of long lines.

3. Any county board of elections that only has only one one-stop early voting site shall arrange for a backup site and backup staff in the event that its site must be shut down or in the event that there is a lack of sufficient staffing due to COVID-19.

4. Any county board of elections may open its sites earlier than 8:00 a.m. and/or may stay open later than 7:30 p.m., provided that the sites (other than the county-board office or in-lieu-of site, if only open regular business hours) are all open at the same time.

5. All county boards of elections shall post visible signage outside each one-stop site to inform voters of the location and hours of all one-stop sites in the county so voters can assess, while abiding by social distancing guidelines outside the polling location, whether to go to a different location.

6. If a county board of elections learns that one of its polling places for a precinct is inaccessible because of the COVID-19 pandemic, the county board of elections may request a transfer of some voters to an adjacent precinct. The request is subject to approval by the Executive Director and shall explain why the partial transfer is necessary due to the COVID-19 pandemic and how the proposal is consistent with the criteria in N.C. Gen. Stat. § 163-130.2(3)-(7). The request must be received at least 45 days prior to the election. No later than 30 days prior to the election, the county board of elections shall mail a notice of precinct change to each registered voter who, as a result of the change, will be assigned to a different voting place.

7. All county boards shall:

- a. Provide for social distancing at voting sites, including by applying appropriate markings and providing appropriate barriers, including barriers between elections officials and voters at check-in;
- b. Provide for frequent sanitation of common surfaces, hand-sanitizer, and single-use ballot-marking devices;
- c. Require that elections officials wear face coverings, and make face coverings available to voters who do not bring their own. Voters will not be required to wear a face covering to vote;
- d. Require face shields or partitions and gloves for all election officials where appropriate for the task.

8. The State Board shall provide a centralized location on its website for precinct-consolidation information throughout the voting period.

9. As Executive Director, I will disseminate additional guidance on the measures described here in Numbered Memos.

10. If any provision of this Order or its application to any person or circumstances is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of the Order which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this order are declared to be severable.

11. This order will be in effect immediately and will remain in effect through 11:59 p.m. on November 4, 2020 unless repealed, replaced, or rescinded by another Emergency Order. Further emergency orders may be issued to address other components of election administration that may be impaired as necessary.

This 17th day of July, 2020.

A handwritten signature in blue ink that reads "Karen Brinson Bell". The signature is written in a cursive style with a large initial 'K' and 'B'.

Karen Brinson Bell
Executive Director
North Carolina State Board of Elections

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

County Manager - Child Care Facility Partnership Opportunity

BRIEF SUMMARY:

In early 2020, All Saints Episcopal Church (ASEC) approached County staff about available space for child care at their facility. Since that time representatives from ASEC and County, along with Rowan Cabarrus Community College (RCCC), have met several times to discuss opening the county's first lab school at the site. The proposed facility would serve 68 children with half of the spots reserved for County employees.

The general framework is as follows:

1. ASEC would lease the space to RCCC;
2. RCCC would staff and operate a Five Star Center on the site. All staff would be paid a minimum of \$15 per hour. They would also provide hands-on experience to students in their early childhood education program; and
3. County would assist with initial operating expenses and potentially subsidize tuition for County staff.

REQUESTED ACTION:

Receive report and provide guidance to staff.

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Rodney Harris, Deputy County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Child Care Presentation

Child Care Center Partnership Opportunity

Board of Commissioners

August 3, 2020



CABARRUS COUNTY
America Thrives Here

Current State of Child Care

The inability to fill open jobs is the number one challenge across many sectors of our economy. Meanwhile, there are still thousands of workers, here in our communities, who want to join in and contribute, but face a critical shortfall. **I'm talking, of course, about one of the single greatest barriers to economic mobility facing American families today: access to affordable, high-quality child care.**

Lynn Johnson

Assistant Secretary, Administration for Children and Families

October 2019



Child Care in Cabarrus County

LICENSED FACILITIES

SERVED

3,852

AGES 0-5

1,105

PROGRAM STAFF

CHILD CARE SUBSIDIES FOR

661

PARTICIPANTS

AGES 0-12

9,871

CHILDREN WITH

WORKING PARENTS

87

LICENSED

FACILITIES

Source: 2020 Child Care Services Association. March 2020.



Child Care Challenges

Affordability

Target = 7% or less of household income for child care¹



¹ US Department of Health and Human Services

² Child Care Aware of America

Child Care Challenges

Quality Staff

Pay



NC Average of \$11.32 per hour¹

Benefits



49% receive health insurance²

Education



38% early childhood degree²

¹ U.S. Bureau of Labor Statistics, May 2019

² 2015 North Carolina Child Care Workforce Report



Potential Partnership



CABARRUS COUNTY
America Thrives Here



Operator (TBD)



CABARRUS COUNTY
America Thrives Here



Responsible for:

- Leasing space to operate the facility for up to 68 children
- Promoting volunteer opportunities to support the facility





Operator (TBD)

Responsible for:

- Daily operations from 7:00 a.m. to 6:00 p.m.
- Personnel (up to 15)
- State licensure (Five Star)
- Accreditation (NAEYC)
- Educational opportunities for early childhood education program students





CABARRUS COUNTY
America Thrives Here

Responsible for:

- Initial start-up costs
- Tuition Assistance Program





Initial Start-up Costs

Category	Cost
1. Staffing <ul style="list-style-type: none">Center Director (six months)Remaining staff (two months)	\$137,849
2. Equipment <ul style="list-style-type: none">PlaygroundFurniture	\$99,452
3. Other <ul style="list-style-type: none">SuppliesFoodLease	\$9,500
Total	\$246,801





Tuition Assistance Program

Option 1: County Slots Only (34)

	Per Year/Per Child	
Private Pay	County Cost	Family Cost
Maximum		\$15,300
Option 1a: 25%	\$3,825 per slot	\$11,475
Option 1b: 50%	\$7,650 per slot	\$7,650
Subsidy Eligible		Family Cost
Maximum	\$244 per slot	10% of income

Max County Cost = \$130,050 (1a) or \$260,100 (1b)





Tuition Assistance Program

Option 2: All Slots (68)

	Per Year/Per Child	
Private Pay	County Cost	Family Cost
Maximum		\$15,300
Option 2a: 25%	\$3,825 per slot	\$11,475
Option 2b: 50%	\$7,650 per slot	\$7,650
Subsidy Eligible	Annual County Cost	Family Cost
Maximum	\$244 per slot	X% of income

Max County Cost = \$260,100 (2a) or \$520,200 (2b)



Facility Staff (up to 15)

Pay



Minimum of \$15 per hour

Benefits



Health Insurance/Retirement

Education



AA or higher for All Lead Teachers



Facility Quality



Meet 10 standards:

1. Relationships
2. Curriculum
3. Teaching
4. Assess Child Progress
5. Health
6. Staff Competencies
7. Families
8. Community Relationships
9. Physical Environment
10. Leadership/Management

Currently 0 facilities
accredited in Cabarrus County



Components:

1. Program Standards
2. Education Standards
3. Quality Point

Minimum of 13 points
required



Next Steps



1. Should we proceed?



**2. Offer assistance?
3. To what degree?**



4. How to pay for it?

- Initial up to \$250k
- Ongoing up to \$520k

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

County Manager - COVID-19 Pandemic Funding

BRIEF SUMMARY:

Staff will present an update on FEMA and CARES Act funding.

REQUESTED ACTION:

Receive Information.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Elie Landrum, Management Analyst

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

Finance - General Obligation and Limited Obligation Bond Refunding Update

BRIEF SUMMARY:

Cabarrus County was able to refund a portion of debt that was discussed during the May 18, 2020 Board of Commissioners meeting. An update will be provide with results of the refunding and possible future refunding amounts.

REQUESTED ACTION:

Receive debt refunding presentation.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Susan Farrington, Finance Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

Infrastructure and Asset Management - Courthouse Expansion Project Update

BRIEF SUMMARY:

Staff to provide update on Cabarrus County Courthouse Expansion project.

REQUESTED ACTION:

No action required.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Bilafer, Area Manager of Operations

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

▢ Pictures

SALVAGING HVAC:

Messer worked with the County to salvage four package HVAC units that will be used at another County facility.



NEW WATER SERVICE:

This picture shows the start of the waterline tie-in work on Corban Ave.



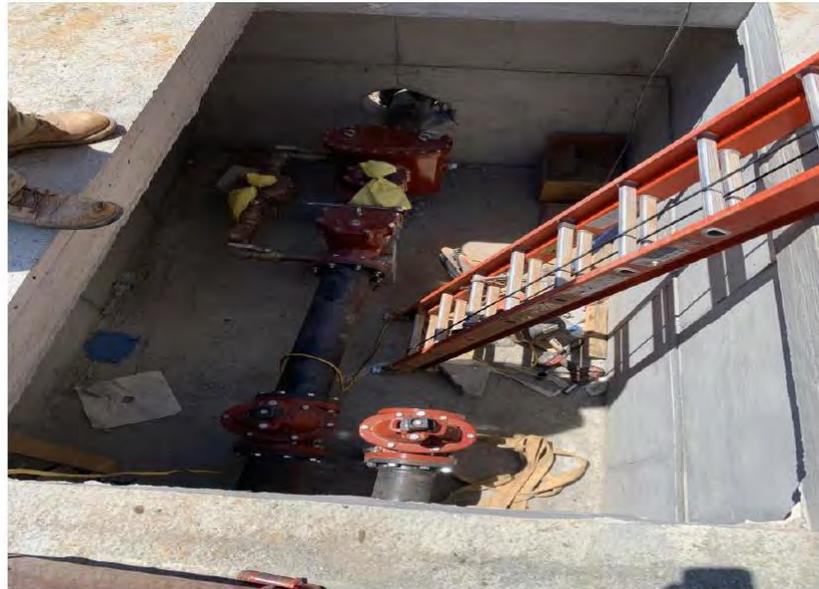
TRANSFORMERS:

Pictured here is the relocated transformer for the historic courthouse & a temporary transformer that will be used for construction of phase 2.



WATER METER VAULT:

Pictured here is the inside of the new 6" water meter vault on Corban Ave.



CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

Infrastructure and Asset Management - Frank Liske Park Barn Rebuild Project Update

BRIEF SUMMARY:

Staff to provide update on the Frank Liske Park Barn Rebuild Project including updates on the visioning, programming, site selection, and insurance claim.

REQUESTED ACTION:

Receive input.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Bilafer, Area Manager of Operations

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▢ Design Mission Statement
- ▢ Proposed Barn Location A

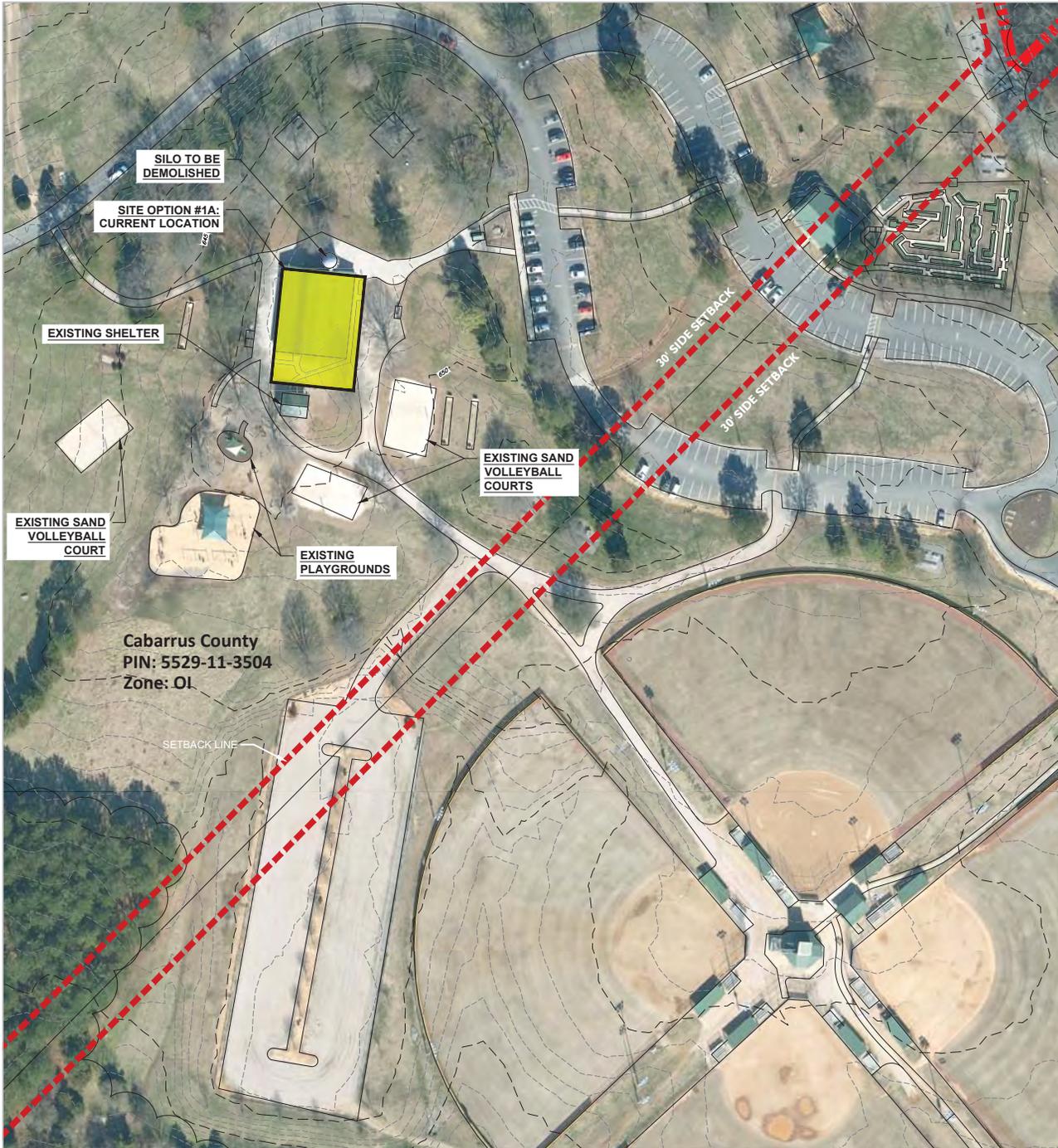
▣ Proposed Barn Location B

THE GOAL OF THIS PROJECT IS TO CREATE A TIMELESS EVENT SPACE THAT:

- Fosters a sense of community for its citizens by integrating, connecting, and complementing Frank Liske Park and Cabarrus County citizens.
- Respects the long history of the barn while mindfully looking towards the future.
- Strengthens Frank Liske Park Barn as an icon of the Cabarrus County Community.
- And provides multifunctional rentable spaces, support spaces, and infrastructure that will attract people and generate revenue for the Park and County.

DESIGN MISSION STATEMENT





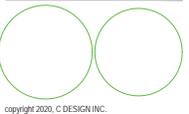
Potential Barn Location Considerations

Factors	Site 1A	Site 1B
Grading Required (Terrain)	1	2
Unsuitable Soil Potential	1	2
New Water Line Required	1	2
New Sanitary Sewer Line Required	1	2
New Parking Required	1	1
Vehicular Traffic Separation	2	1
Vegetation (Shade)	1	2
Connectivity to Existing Walks	1	2
Connectivity to Existing Facilities	1	1
Connectivity to Open Space	1	1
Visibility/Curb Appeal	1	1
General Site Development Cost	1	2
Attractiveness of Parking Area and Path to Front Door	1	2
Demolition and Replacement of Existing Facilities	1	2
Distance to Parking	1	1
Paved Parking Availability	1	2
New Storm Water Improvements Required	1	2
Total*	18	28

Scoring Key
 1=Less
 2=More
 3=Greatest
 *The site with the lowest score is the most suitable site to develop



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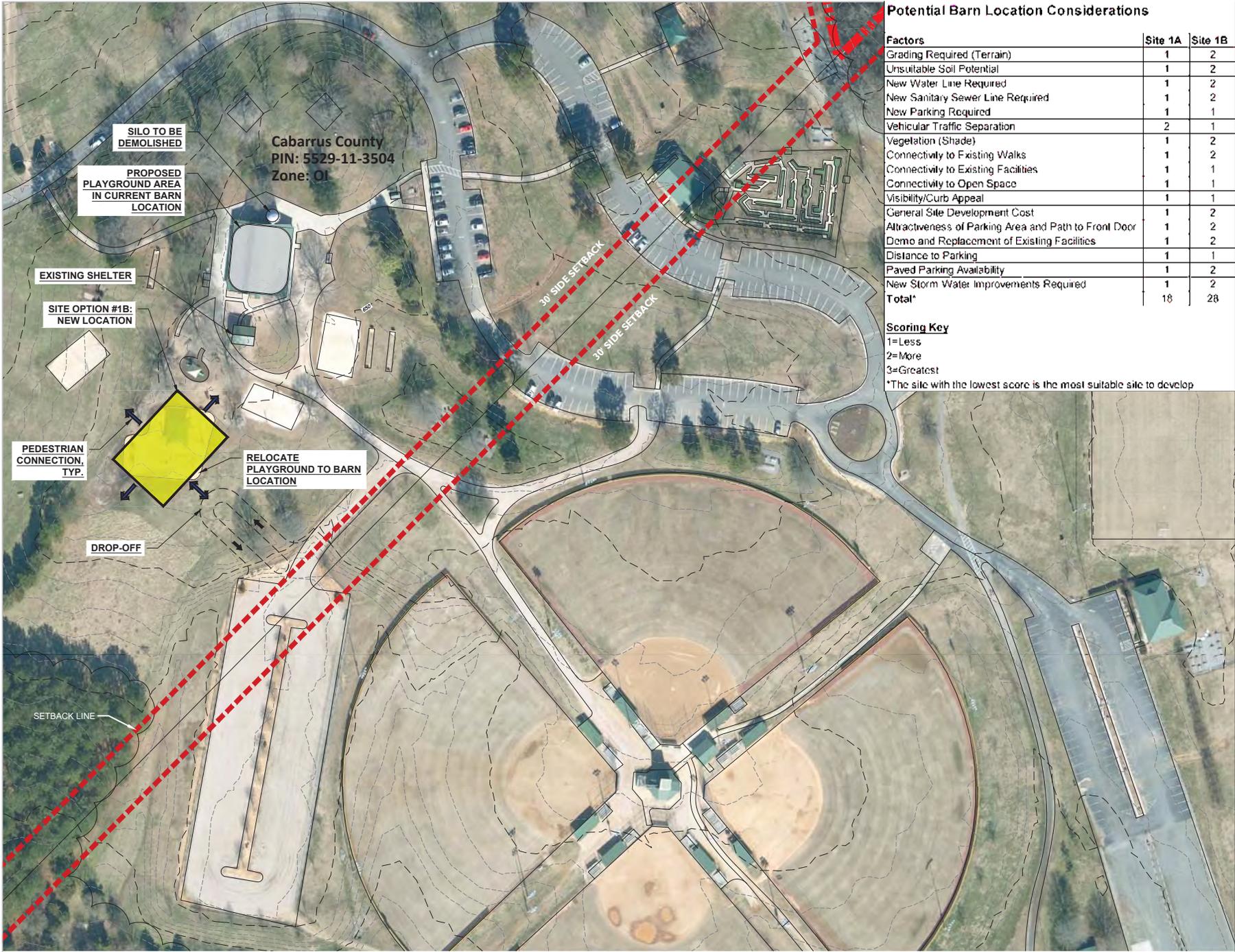
PROJECT INFORMATION | CONSULTANT | SEALS | REVISIONS | KEY PLAN

PLAN NORTH
 PROJECT NUMBER: 0604-0522
 DATE: 07.15.2020

Potential Barn Locations:
 Site 1A Plan



EX-2



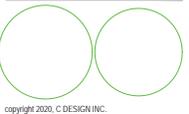
Potential Barn Location Considerations

Factors	Site 1A	Site 1B
Grading Required (Terrain)	1	2
Unsuitable Soil Potential	1	2
New Water Line Required	1	2
New Sanitary Sewer Line Required	1	2
New Parking Required	1	1
Vehicular Traffic Separation	2	1
Vegetation (Shade)	1	2
Connectivity to Existing Walks	1	2
Connectivity to Existing Facilities	1	1
Connectivity to Open Space	1	1
Visibility/Curb Appeal	1	1
General Site Development Cost	1	2
Attractiveness of Parking Area and Path to Front Door	1	2
Demolition and Replacement of Existing Facilities	1	2
Distance to Parking	1	1
Paved Parking Availability	1	2
New Storm Water Improvements Required	1	2
Total*	18	28

Scoring Key
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 # 704.521.9800



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PROJECT INFORMATION
 CONSULTANT
 SEALS
 REVISIONS
 KEY PLAN

PLAN NORTH
 PROJECT NUMBER
 DATE
 0604-0522
 07.15.2020

Potential Barn Locations:
 Site 1B Plan

EX-3



CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

Innovation and Technology - Innovation Report

BRIEF SUMMARY:

Presentation of innovation and technology services put into place by IT in collaboration with other departments and community stakeholders in alignment with the County's five strategic priorities.

1. Transparent and Accountable Government
2. Healthy and safe Community
3. A Thriving Economy
4. Culture and Recreation
5. Sustainable Growth and Development

REQUESTED ACTION:

Receive report.

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Debbie Brannan, Area Manager of Innovation and Technology

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items - No Action

SUBJECT:

Sheriff's Office - Quarterly Report

BRIEF SUMMARY:

Sheriff's Office to update the Board of current operations.

REQUESTED ACTION:

Receive Update

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Sheriff Van Shaw

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
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 August:

Appointments and Removals - Library Board of Trustees

Carol Schmidt's term on the Library Board of Trustees ended June 30, 2020. Per the Library Board of Trustees' by-laws, she is not eligible to serve another term at this time.

The Trustees have reviewed the current applications on file and are recommending the Board of Commissioners to appoint Rachel Porter to the Library Board of Trustees to fill the vacant Concord representative position.

Representative recommendation is Rachel Porter.

REQUESTED ACTION:

Provide information.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Active Living and Parks - WW Flowe Park Lease

BRIEF SUMMARY:

In 1995, The Active Living and Parks Department received a donation of 65 acres on Central Heights Drive in Concord for future park development. The donation was from Mary and Harry Brown. In 2007 an additional 60 acres was donated through Wachovia Bank and Trust as part of the Will of W.W. Flowe. Mr. Sam Davis, attorney, represents the Trust.

W.W. Flowe was the father of Mary Flowe Brown. Mr. Flowe was a textile manufacturer who was prominent in Cabarrus County's industrial development. In 2002, Phase 1 was opened to the public as W.W. Flowe Park. Cabarrus County Active Living and Parks Department developed Phase 1 and signed an Agreement with the City of Concord to operate the Park. Concord has operated the park and maintained it since it opened in 2002.

The current Lease between the County and Concord will expire March 31, 2022 and can be extended for an additional 20 years if approved by the Board of Commissioners. This is in alignment with the current Agreement.

The two departments have been successfully working together on this property for almost 20 years. Concord Parks and Recreation Department recently developed a Masterplan for all of the property which includes development of the property on the South side of Central Heights Drive as well as renovations and additional amenities on the Northeast side of Central Heights Drive (existing developed area).

The City of Concord has requested to have the property deeded to them so they can fully develop it. Renovations and replacement of playground equipment is needed. With additional athletic fields to Phase 1 side, additional parking is needed and is part of the

Masterplan as well. These renovations are estimated to be in excess of \$350,000. Mr. Davis has been made aware of this request.

This proposal has been presented to the Active Living and Parks Department Commission. The Department sees this as a win for the citizens of Cabarrus County provided Concord continues to develop based on their CIP and recommends this condition be a part of the future agreement.

REQUESTED ACTION:

Motion to approve deeding the developed and undeveloped property known as W.W. Flowe Park to the City of Concord Parks and Recreation Department with the knowledge they will continue to develop the property.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Londa Strong, Active Living and Parks Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Phase II plan
- ▣ Conceptual Plan



SITE DEVELOPMENT DATA

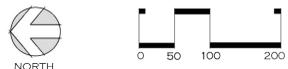
EXISTING ZONING: Low Density Residential (LDR)

PROPOSED ZONING CHANGE: Office/Institutional (OI) (based on 2008 Land Use Plan changes.)

PARCEL 1 (55286729760000): +/- 60.31 AC

PARKING COUNT: +/- 415

Note: Conceptual site plan subject to change. Conceptual site plan prepared as a preliminary site capacity study and development summary based on information provided by Cabarrus County GIS data and assumptions based on development of the property and is not intended to be used for property appraisal or other purposes or have bearing on any financing, sales or other performance based criteria.





CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

County Manager - Humane Society of Cabarrus County

BRIEF SUMMARY:

The Humane Society has experienced difficulty in securing appropriate levels of funding for their sheltering operations due to the COVID-19 pandemic. Their operational responsibilities have increased over the last few months with minimal opportunities to raise money in their usual methods. The Humane Society is a valuable asset to the Cabarrus County Animal Shelter in that they continue to move dogs and cats from our county shelter to local and regional organizations as well as individual adoptions. This year they have assisted with 66 dogs and 23 cats. Without their assistance, the County's shelter would be overwhelmed at times for space and usual care and feeding of a large number of animals. Due to the limited space in our facility it would be hard to maintain the health of animals and staff.

REQUESTED ACTION:

Motion to approve the grant for \$20,000 to provide their much needed services to the County's animal shelter and the community and authorize the County Finance Director to prepare the associated Budget Amendment.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Mike Downs, County Manager

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Request Letter

The Humane Society of Concord is requesting support from the Board of Commissioners in the form of a grant or donation from the county to help sustain us through this time of uncertainty with COVID-19. Because of the social distancing and risk of exposure, we have been unable to hold any of our fundraising activities that we would ordinarily have been able to hold which would have sustained us through the year. It does not appear that we will be able to hold our second largest fundraiser which is generally held in the latter part of October.

The Humane Society of Concord provides a vital service to this county in the following ways:

1. We have remained open during the entire COVID-19 epidemic continuing to serve animals and taking in animals when the County Shelter was closed;
2. We have opened and maintained a food bank to help the citizens of this county continue to keep their pets at home despite having lost their jobs or finding themselves unable to provide food for their pets. This helps keep citizens from trying to surrender their pets or putting them out on the streets necessitating the need for Animal Control to pick them up;
3. We continue to take owner surrendered pets now that the County Shelter has re-opened to the public but are not taking in owner surrendered animals;
4. The Humane Society of Concord continues to provide medical care including vaccinations, spay/neuter and microchipping for all animals that enter our facility;
5. The Humane Society of Concord has continued to pull dogs and cats from the county shelter including dogs that are Heartworm positive, pregnant or that have other anomalies in addition to pulling the healthy ones. Our active involvement helps to prevent the euthanasia of these animals.
6. The Humane Society of Concord is the largest adoption facility in this county and we are entirely self supported and exists solely on adoption fees, grants and fundraising which is very important to us.

We would like to continue to serve the county and the animals and to continue to serve as a resource for the county shelter. Without the ability to host our fundraising activities it is becoming increasingly difficult to bring funds in. Please note that we continue to do online fundraising activities and continue to adopt out cats and dogs as we are able.

Respectfully submitted,

Judy Sims
Director

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

County Manager - Involuntary Commitment Transport Services

BRIEF SUMMARY:

Resolution supporting private providers for involuntary commitment transportation services.

REQUESTED ACTION:

Adopt resolution as presented.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Mike Downs, County Manager

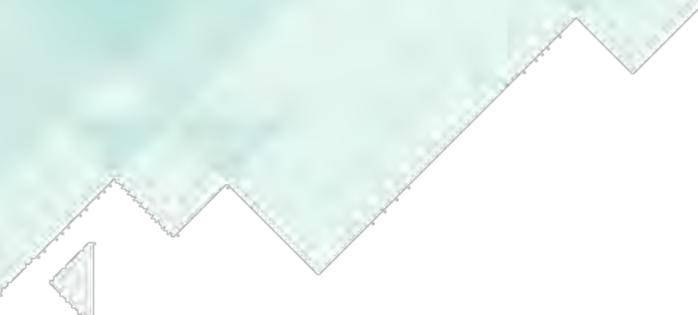
BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Local Area Crisis Plan
- ▣ Agreement
- ▣ Resolution



Local Area Crisis Plan

Cabarrus County

September 2019

In accordance with North Carolina S.L. 2018-33¹, Cardinal Innovations Healthcare has developed the following Local Area Crisis Services Plan for Cabarrus County.

Table of Contents

Background & Partnerships.....	5
Involuntary Commitment Transportation Agreement.....	6
Health Assessments/First Examination Locations.....	7
Available Training Programs for IVC/Transportation Personnel.....	8
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Crisis Intervention Training (CIT).....	8
Signatures.....	9
Appendix.....	10

¹ [S.L. 2018-33, Senate Bill 630](#)

RESOLUTION OF THE CONCORD CITY COUNCIL ADOPTING A
TRANSPORTATION PLAN TO TRANSPORT RESPONDENTS IN
INVOLUNTARY COMMITMENT PROCEEDINGS

WHEREAS, pursuant to N.C.G.S. 122C-251(a) the City has the duty to provide, through its law enforcement officers, transportation under the involuntary commitment proceedings of Article 5 of Chapter 122C of the North Carolina General Statutes for (i) citizens who are residents of the City of Concord, and (ii) any person who is physically taken into custody within the City of Concord city limits ("Transportation Services"); and

WHEREAS, The City has been providing such Transportation Services through the use of sworn City of Concord Police Officers; and

WHEREAS, N.C.G.S. 122C-251(g) provides that the governing body of a city or county shall adopt a plan for the transportation of respondents in involuntary commitment proceedings and that private agency personnel may be designated to provide all or parts of the transportation required by said proceedings; and

WHEREAS, N.C.G.S. 122C-251(g) further provides that persons designated in the plan to provide transportation shall be trained and the plan shall assure adequate safety and protections for both the public and the respondent; and

WHEREAS, City of Concord will continue to provide Transportation Services pursuant to N.C.G.S. 122C-251(a) and will not designate a private agency to transport respondents under the involuntary commitment proceedings of Article 5 Chapter 122C of the North Carolina General Statutes;

WHEREAS, N.C.G.S. 122C-251(g) further provides that law enforcement, other affected agencies, and the area authority shall participate in the development of a plan for the transportation of respondents in involuntary commitment proceedings; and

WHEREAS, the Concord Police Department, Cabarrus County Sheriff's Department, Atrium Health, Daymark, and Cardinal Innovations have consulted together and have agreed to a transportation plan pursuant to N.C.G.S. 122C-251(g); and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that a Transportation Plan is hereby adopted for the transportation of respondents in involuntary commitment proceedings under Article 5 of Chapter 122C of the North Carolina General Statutes; and

IT IS FURTHER RESOLVED that nothing herein shall prevent the City from designating private agency personnel to provide all or parts of the Transportation Services required by involuntary commitment proceedings, provided such designated persons are trained and provided for adequate safety and protection of both the public and the person transported.

Adopted this the 14th day of March 2019.

CITY COUNCIL
CITY OF CONCORD
NORTH CAROLINA



C. Busch, Mayor

ATTEST:

Kim Deason
Kim Deason, City Clerk

Background & Partnerships

In accordance with North Carolina S.L. 2018-33², Cardinal Innovations Healthcare has developed the following Local Area Crisis Services Plan for Cabarrus County.

This plan was developed in collaboration with partners in the community including: City of Concord, Cabarrus County Sherriff's Dept., City of Kannapolis Police Dept., Daymark Recovery Services, City of Concord Police Dept., Atrium Health Cabarrus.

Community-based Health Groups: Healthy Cabarrus, Cabarrus County Mental Health Advisory Board

² [S.L. 2018-33, Senate Bill 630](#)

Involuntary Commitment Transportation Agreement

North Carolina Session Law 2018-33 states that the governing body of a city or county shall adopt a plan known as an “involuntary commitment transportation agreement” for the custody and transportation of respondents in involuntary commitment proceedings, and that law enforcement and other affected agencies, including local acute care hospitals and other mental health providers, shall participate in developing the transportation agreement. The area authority may participate in developing the transportation agreement.³

- See *Appendix* for City of Concord completed Transportation Agreement.
- A Transportation Agreement has not been completed.

³ [S.L. 2018-33, Senate Bill 630](#)

Health Assessments/First Examination Locations

In accordance with North Carolina Session Law 2018-33, Cardinal Innovations has identified the following area facilities or locations for the provision of health screenings and first examinations for involuntary commitment situations in Cabarrus County. ⁴

Facility Name	Facility Address	Facility Phone Number	Hours of Operation of First Examiners
Daymark Recovery Services Facility-Based Crisis Center	280 Executive Park Drive Suite 160 Concord, NC 28025	704.933.3212	24-Hours – 7-days a week
Atrium Health Cabarrus	920 Church Street North Concord, NC 28025	704.403.3000	24-Hours – 7-days a week

⁴ [S.L. 2018-33, Senate Bill 630](#)

Available Training Programs for IVC/Transportation Personnel

Cardinal Innovations Healthcare offers a number of training programs that are available for law enforcement personnel or other persons designated or required to provide transportation and custody of involuntary commitment respondents.

Cardinal Innovations offers Crisis Intervention Training (CIT) and Mental Health First Aid (MHFA) to all agencies of Law Enforcement and now Magistrates as well.

Mental Health First Aid (MHFA)

Mental Health First Aid teaches the risk factors and warning signs of a range of behavioral health issues. The course covers the skills, knowledge and resources to help connect individuals experiencing a crisis with professional care. MHFA is an interactive session which runs 8 hours. It can be conducted as two 4-hour sessions.

To Request a Training: email: trainingrequest@cardinalinnovations.org.

Crisis Intervention Training (CIT)

Crisis Intervention Team training is designed to help Law Enforcement and other First Responders recognize the signs and symptoms of those experiencing a mental health crisis and how to get them access to services. Through classroom and role-play scenarios, CIT participants learn techniques to safely de-escalate volatile situations. Time: 40 hours.

To Request a Training: email: trainingrequest@cardinalinnovations.org.

Signatures

Printed Name	Signature	Organization	Date
			9/30/2019

Appendix

RESOLUTION OF THE CONCORD CITY COUNCIL ADOPTING A
TRANSPORTATION PLAN TO TRANSPORT RESPONDENTS IN
INVOLUNTARY COMMITMENT PROCEEDINGS

WHEREAS, pursuant to N.C.G.S. 122C-251(a) the City has the duty to provide, through its law enforcement officers, transportation under the involuntary commitment proceedings of Article 5 of Chapter 122C of the North Carolina General Statutes for (i) citizens who are residents of the City of Concord, and (ii) any person who is physically taken into custody within the City of Concord city limits ("Transportation Services"); and

WHEREAS, The City has been providing such Transportation Services through the use of sworn City of Concord Police Officers; and

WHEREAS, N.C.G.S. 122C-251(g) provides that the governing body of a city or county shall adopt a plan for the transportation of respondents in involuntary commitment proceedings and that private agency personnel may be designated to provide all or parts of the transportation required by said proceedings; and

WHEREAS, N.C.G.S. 122C-251(g) further provides that persons designated in the plan to provide transportation shall be trained and the plan shall assure adequate safety and protections for both the public and the respondent; and

WHEREAS, City of Concord will continue to provide Transportation Services pursuant to N.C.G.S. 122C-251(a) and will not designate a private agency to transport respondents under the involuntary commitment proceedings of Article 5 Chapter 122C of the North Carolina General Statutes;

WHEREAS, N.C.G.S. 122C-251(g) further provides that law enforcement, other affected agencies, and the area authority shall participate in the development of a plan for the transportation of respondents in involuntary commitment proceedings; and

WHEREAS, the Concord Police Department, Cabarrus County Sheriff's Department, Atrium Health, Daymark, and Cardinal Innovations have consulted together and have agreed to a transportation plan pursuant to N.C.G.S. 122C-251(g); and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that a Transportation Plan is hereby adopted for the transportation of respondents in involuntary commitment proceedings under Article 5 of Chapter 122C of the North Carolina General Statutes; and

IT IS FURTHER RESOLVED that nothing herein shall prevent the City from designating private agency personnel to provide all or parts of the Transportation Services required by involuntary commitment proceedings, provided such designated persons are trained and provided for adequate safety and protection of both the public and the person transported.

Adopted this the 14th day of March, 2019.

CITY COUNCIL
CITY OF CONCORD
NORTH CAROLINA



C. Busch, Mayor

ATTEST:

Kim Deason
Kim Deason, City Clerk

**Cabarrus County
INVOLUNTARY COMMITMENT
TRANSPORTATION AGREEMENT**

A. SCOPE OF PLAN

It is the policy of Cabarrus County (the "County") to transport persons subject to involuntary mental commitments ("Respondents") in conformity with the requirements set forth in N.C.G.S. 122C-251. This plan regarding transportation of Respondents applies to Cabarrus County Sheriff's Office personnel as law enforcement officers, and any contract transportation provider designated by the Cabarrus County Board of Commissioners ("Commissioners") pursuant to N.C.G.S. 122C-251 (c); N.C.G.S. 122C-251(g).

B. SERVICE OF INVOLUNTARY COMMITMENT ORDERS ON RESPONDENTS AND INITIAL CUSTODY MUST BE PERFORMED BY A LAW ENFORCEMENT OFFICER

The initial service of the Involuntary Commitment Order upon a Respondent and the initial custody of the Respondent shall be accomplished by a law enforcement officer pursuant to N.C.G.S. 122C-261. Once the Respondent has been committed to a 24-hour facility, transportation to and from that facility can be accomplished by a law enforcement officer or anyone authorized to provide transportation to involuntary commitment Respondents pursuant to N.C.G.S. 122C-251 (g).

C. TRANSPORTATION OF RESPONDENTS WITHIN Cabarrus County

Transportation of a Respondent who is a resident of the County or who is physically taken into custody within the County shall be provided by the Cabarrus County Sheriff's Office pursuant to N.C.G.S. 122C-251(g). Transports of municipal residents within Cabarrus County will be provided by the respective municipalities or their authorized contractual transportation provider for first examinations.

D. PROCEDURES FOR TRANSPORT OF RESPONDENTS

Members of the Cabarrus County Sheriff's Office or contract transportation providers designated by the County pursuant to N.C.G.S. 122C-251(g), to the extent feasible, shall dress in plain clothes and shall travel in unmarked vehicles, shall advise Respondents when either taking them into custody or performing transport, that the Respondent is not under arrest, has not committed a crime, but is being transported to receive treatment for their own safety and that of others. It should also be explained to the Respondent that it will be necessary for the Respondent's safety and the safety of others that the Respondent be handcuffed or otherwise restrained pursuant to Sheriff's Office policy.

In providing transportation pursuant to this policy, members of the Cabarrus County Sheriff's Office or contract transportation providers designated by the County pursuant to N.C.G.S. 122C-251(g), may use reasonable force to restrain the Respondent if it appears necessary to protect themselves, the Respondent, or others. Members of the Cabarrus County Sheriff's Office or contract transportation providers designated by the County pursuant to N.C.G.S. 122C-251 (g) should carefully read the Involuntary Commitment Order and Petition or seek information from the committing facility to determine if the Respondent presents any danger of assault or escape during the transport. All Respondents being transported shall either be secured in a car or van cage, if available, with the use of appropriate restraints to ensure the safety of the Respondent and the

members of the Cabarrus County Sheriff's Office or contract transportation providers designated by the County pursuant to N.C.G.S. 122C-251(g). Restraints used in these situations should restrain the Respondent securely, without causing injury. If special restraints are required to transport a Respondent, the person performing the transport should coordinate with the local mental health Crisis Assessment Center or other facility to obtain use of available appropriate restraints.

To the extent feasible, in providing transportation of a Respondent, there shall be a driver or attendant who is the same gender as the Respondent, unless a family member of the respondent is allowed to accompany the Respondent in lieu of an attendant of the same gender as the Respondent.

E. County TRANSPORTATION PLAN PURSUANT TO N.C.G.S. 122c-251(g)

Cabarrus County Sheriff's Office personnel or any person or firm contracted to provide transportation of involuntary commitment Respondents shall be subject to the terms of this plan and shall be trained using appropriate lesson plans for interacting with the mentally ill, emotionally disturbed and other special populations as set forth in N.C.G.S. 122C-202.2(a)(3). In this manner, this shall assure adequate safety and protections for both the public and the Respondent.

Cabarrus County Sheriff's Office personnel or a contract transportation provider designated by the County pursuant to N.C.G.S. 122C-251(g) to provide transportation to Respondents shall provide the transportation and follow the procedures in this policy and appropriate statues in Article 5, Chapter 122C of the North Carolina General Statutes. References in Article 5 to a law enforcement officer apply to Cabarrus County Sheriff's Office personnel or to a contract transportation provider retained and approved by the County pursuant to N.C.G.S. 122C-25 1(g) when providing transportation to involuntary commitment Respondents.

Contract transportation providers designated by County pursuant to N.C.G.S. 122C- 251 (g) shall agree to indemnify and hold harmless the County and the Sheriff of Cabarrus County and his or her employees or agents and provide necessary insurance as required by the County legal counsel and risk management staff before performing transportation duties pursuant to said contract.



**RESOLUTION OF THE CABARRUS COUNTY BOARD OF
COMMISSIONERS ADOPTING A PLAN SUPPORTING PRIVATE PROVIDER
INVOLUNTARY COMMITMENT TRANSPORT SERVICES**

WHEREAS, pursuant to N.C.G.S. §122C-251(a), cities and counties have the duty to provide, through its law enforcement officers, transportation under the involuntary commitment proceedings of Article 5 of Chapter 122C of the North Carolina General Statutes; and

WHEREAS, N.C.G.S. §122C-251(g) provides that the governing body of a city or county may adopt a plan for the transportation of respondents in involuntary commitment proceedings and that private agency personnel may be designated to provide all or parts of the transportation required by said proceedings; and

WHEREAS, N.C.G.S. §122C-251(g) further provides that persons designated in the plan to provide transportation shall be trained and the plan shall assure adequate safety and protection for both the public and the respondent; and

WHEREAS, the Cabarrus County Sheriff's Office, local law enforcement officers, and other affected agencies participate jointly in execution of a plan for transportation of respondents in involuntary commitment proceedings; and

WHEREAS, pursuant to N.C.G.S. §122C-251(g) law enforcement and other affected agencies receive adequate training through Cardinal Innovations Healthcare, in the transportation and restraint of mental health patients and are capable of providing transportation in a manner that ensures the safety and protection of both the public and the respondents; and

WHEREAS, Carolinas Healthcare operates hospitals including emergency departments within Cabarrus County and surrounding counties; and

WHEREAS, Carolinas Healthcare receives mental health patients who are respondents in commitment proceedings pursuant to Article 5 of Chapter 122C of the North Carolina General Statutes who require transportation services from time to time, and

WHEREAS, Carolinas Healthcare has signed a contract with a private agency to provide all or parts of the involuntary commitment transportation services between Carolina Healthcare facilities, and

WHEREAS, the agreement between Carolinas Healthcare and the private provider contracted to provide transportation of involuntary commitment respondents shall be consistent with the requirements of N.C.G.S. §122C-251(g) and further the Provider will receive Crisis Intervention Training,

will supply vehicles for the transportation of respondents, and will provide automobile liability insurance in the amount of not less than \$2 million dollars combined single limit – bodily injury and property damage covering all owned, non-owned and hired automobiles; commercial general liability coverage in the amount of not less than \$1 million per occurrence/\$2 million in the aggregate per annum and excess/umbrella coverage in the amount of \$2 million per occurrence/\$2 million in the aggregate); and any other applicable coverage required; that providers will comply with applicable laws in the transportation of residents; and that provider agrees to indemnify and hold harmless Cabarrus County and the Sheriff’s Office and his employees or agents; and shall be provided with no cost to Cabarrus County or the Sheriff’s Office.

NOW, THEREFORE BE IT RESOLVED, that as permitted by NCGS §122C-251(g), the plan for transportation of involuntary commitment respondents is hereby adopted for Carolinas Healthcare to engage the services of a private provider for the transportation, between CHC facilities, of respondents in involuntary commitment proceedings, and comply with the requirements of the procedures of Article 5 of Chapter 122C. Neither the adoption of the plan nor the designation of a private provider is, or shall be construed as, creating any agency or other relationship between the County, the Sheriff’s Office and the Provider. This resolution is intended to serve only as the designation required by NCGS §122C-251(g).

Adopted this the 17th day of August, 2020.

Stephen M. Morris Chairman
Board of Commissioners

ATTEST:

Lauren Linker
Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

County Manager - FY 20 Funding Re-appropriations

BRIEF SUMMARY:

Funds budgeted in the prior fiscal year (FY20) need to be carried-over to the current fiscal year (FY21) for use. These funds were not used in FY20 for a variety of reasons. Carrying-over these funds from FY20 to FY21, through an appropriation of fund balance, is required to complete purchases as planned.

REQUESTED ACTION:

Motion to amend the Fiscal Year 2020-2021 Budget Ordinance to allow the carry-over of unspent funds totaling \$1,029,626 from the 2019-2020 Budget Ordinance and authorize the County Finance Director to prepare the associated Budget Amendment.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Rodney Harris, Deputy County Manager

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ List

FY20 to FY21 Re-Appropriations

Department	Project / Grant	FY20 Account	FY21 Account	Amount	Justification
Active Living & Parks	Scholarship Grant	00198140-9610	00198140-9610	500.00	Scholarship grant from August of FY20 to attend cancelled training
	Electrostatic Sprayer	00198140-9330 FLP	00198140-9330 FLP	3,382.00	(4) Electrostatic sprayers to disinfect high touch/traffic areas
	Summer Day Camp Custodial Service	00198140-9357 RWP	00198140-9445 FLP	10,147.20	Custodial Labor for Summer Camps
Cooperative Extension	4-H Afterschool Cannon Grant	00195410-9102 4HCAN	00195410-9104 4HCAN	\$620.00	Grant period of January 1 to December 31 for 4-H After school
		00195410-9104 4HCAN	00195410-9104 4HCAN	\$7,056.67	
		00195410-9202 4HCAN	00195410-9202 4HCAN	\$144.74	
		00195410-9230 4HCAN	00195410-9230 4HCAN	\$118.22	
		00195410-9356 4HCAN	00195410-9356 4HCAN	\$5,758.93	
		00195410-9610 4HCAN	00195410-9610 4HCAN	\$367.59	
Emergency Management	Emergency Management Performance Grant	00192710-9482	00192710-9482	3,610.80	Grant funds to complete emergency operations projects
	McGuire Plan	00192710-9431	00192710-9431	2,738.71	Supplies to expand congregate reception center
Emergency Medical Services	Equipment for New Lieutenant	00192730-9360	00192730-9330	5,790.00	Critical EMS equipment including pulse oximeter cables and PRAN system
	Equipment for New Lieutenant	00192730-9330	00192730-9330	2,180.00	Replacement of five sets of critical cables
Finance	GASB 87 Capital Lease Implementation	00191710-9342	00191710-9342	20,900.00	Required software not purchased due to delayed implementation of GASB 87
	Triple P Grant	00195630-94003	00195630-94003	3,514.63	Triple P Funds
Human Services	SHIIP Special Program (Fed)	00195760-9356-SHIIP	00195760-9356-SHIIP	5,085.10	Federal grant running through September 2020
	SHIIP Special Program State	00195760-9356-ST8	00195760-9356-ST8	6,071.86	State portion of SHIIP Grant
	Adoption Incentive Funds	00195630-9332	00195630-9332	41,967.22	State funds for adoption awareness and supporting adoption
	5310 Grant	00195240-9472-0495	00195240-9472-0495	43,734.71	Federal Grant running through September 2020
	NCCARES Grant	00195240-		166,788.00	Grant
Information Technology Services	GIS / Accela project	00191810-9605	00191810-9605	77,700.00	Projects delayed due to COVID-19
	Hardware Upgrades	00191810-9342	00191810-9342	12,000.00	
	Hardware Upgrades	00191810-342-DEPT	00191810-9342-DEPT	38,000.00	
	Security Projects	00191810-9445	00191810-9445	50,000.00	
	Munis PaymentWorks	00191810-9445	00191810-9445	18,000.00	
	Traverse	00195610-9342-383-1	00195610-9342-383-1	36,000.00	
	Traverse	00195610-9445-383-1	00195610-9445-383-1	30,000.00	
	Traverse	00195610-9605-383-1	00195610-9605-383-1	35,000.00	
Infrastructure & Asset Management	Camp Spencer Pool Gate Replacement	00191952-9501	38091952-9501	5,400.00	Requires gate from Courthouse Annex to proceed
	Governmental Center Rotunda Painting	00191952-9501	38091952-9501	7,000.00	Delayed until after Governmental Center skylight/roof replacement project
	Canopy at Sheriff's Office and Detention Center	00191952-9501-SODC	38092110-9501-DM	45,000.00	Delayed by Jail Housing cell block negative pressure project
Library System	MTP Library Updates	00198240 - 9331	00198240 - 9331	4,133.70	Furniture and installation services will not be delivered until FY21
	Book Lockers (Cannon Grant)	00198240 - 9342	00198240 - 9342	4,496.50	Work cannot be completed until units installed
Planning and Development-Planning	Office Furniture and Front Counter Work Space	00193230-9331	00193230-9331	2,353.80	Office furniture and front counter work space
	Printing/Binding for CRS Program	00193230-9320	00193230-9320	500.00	Printing/binding for CRS Program documents and FEMA 5 year cycle visit

FY20 to FY21 Re-Appropriations

Department	Project / Grant	FY20 Account	FY21 Account	Amount	Justification
Sheriff's Office	State Criminal Alien Assistance Program Grant	0192130-9853	00192130-9853	105,075.80	Funds restricted to Jail Projects
	Network Communications Technology Grant	0162130-6383	00192130-9342-NCIC	30,920.00	Grant Funds received from NCIC for Jail improvement projects
	DARE Donations for Summer Camps	00162110-6805	00192110-9441	564.00	DARE Donations for Summer Camp
	Project SAFE Neighborhood Office upgrade	00192110-9331	00192110-9331	4,900.00	Office upgrade in progress for Project SAFE Coordinator Office.
	Vehicle Upfits	00192110-9863	00192110-9863	88,474.77	Ongoing Vehicle upfits and detailing. Vehicle delivery delayed.
	Ammunitions	00192110-9310	00192110-9310	851.00	Ammunition ordered in January and not received until July, 2020.
	Bike Safe Grant	00192110-9333-GHSP	00192110-9333-GHSP	2,690.50	Bike Safe Grant period runs from October 1 thru September 30.
	Animal Shelter Donations	00162145-6805	00192145-9605	3,699.61	Fund contributed to fund Medical Care for animals with more extensive injuries.
Solid Waste/Landfill	Yard Waste Grinding / Mulch	27094610-9445 MULCH	27094610-9445 MULCH	27,354.98	Cover grinding and processing of yard waste received at the end of FY20
Waste Reduction / Recycling	Household Hazardous Waste	00194620-9414	00194620-9414	1,549.12	Cover disposal of household hazardous waste received at the end of FY20
	NC Electronic Management Fund Expense	00194620-9370001	00194620-937001	21,416.52	State funds to be used for electronics/television recycling program
TOTAL				<u>1,029,626</u>	

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

County Manager - Sanitary Sewer Easement at Weddington Hills Elementary School

BRIEF SUMMARY:

Property adjacent to Weddington Hills is being developed for a residential subdivision (preliminary plan attached). That development will require connection to a public sewer line that is located on the Weddington Hills property which is owned by Cabarrus County. The developer is requesting a small section of easement for purposes of that connection. It is highlighted on page 2 of the attached easement maps. While researching the sewer line easement, representatives for the development and the City of Concord determined that no easement had ever been dedicated for the main sewer line crossing the school property. The developer had that sewer line and easement surveyed and has offered to prepare the documents necessary to complete that dedication. Since that line serves a larger area, including the new West Cabarrus High School site, that dedication needs to be completed.

REQUESTED ACTION:

Motion to approve dedication of the proposed 30' utility easement to the City of Concord as shown with authorization for the County Manager to execute the necessary documents subject to review and revision by the County Attorney.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Jonathan B. Marshall, Deputy County Manager

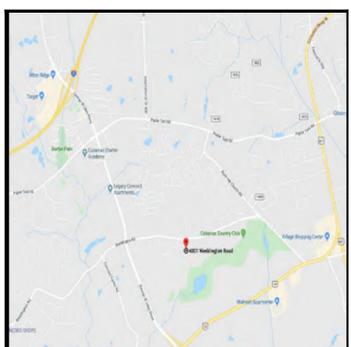
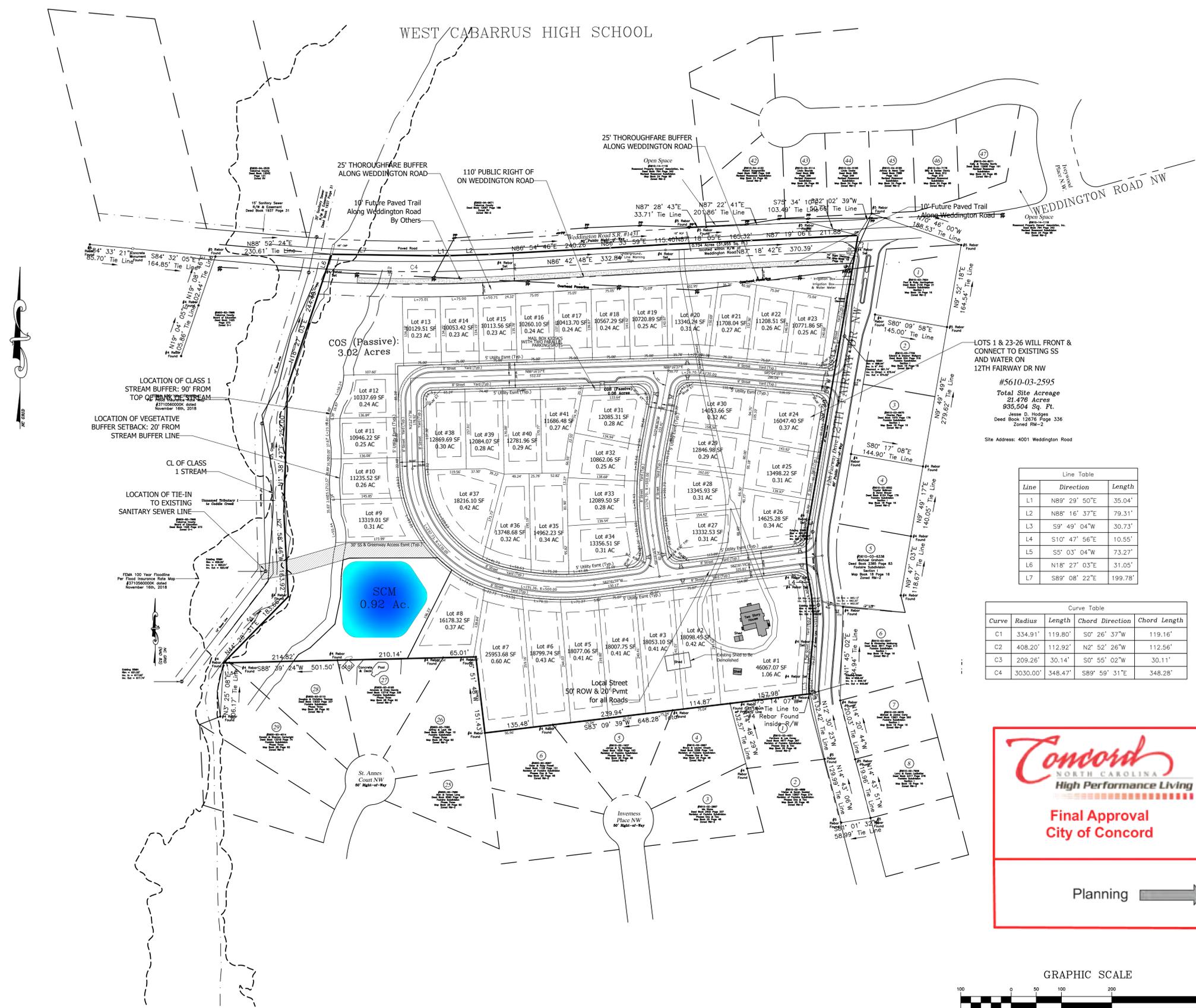
BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Olde Homestead Subdivision Preliminary Map
- ▣ Public 30' Utility Easement
- ▣ Easement Template
- ▣ Aerial Map



VICINITY MAP
NO SCALE

LOTS 1 & 23-26 WILL FRONT & CONNECT TO EXISTING SS AND WATER ON 12TH FAIRWAY DR NW
#5610-03-2595
Total Site Acreage 21.476 Acres
935,504 Sq. Ft.
Jesse D. Hodges
Deed Book 12616 Page 336
Zoned RM-2
Site Address: 4001 Weddington Road

Line	Direction	Length
L1	N89° 29' 50"E	35.04'
L2	N88° 16' 37"E	79.51'
L3	S9° 49' 04"W	30.73'
L4	S10° 47' 56"E	10.55'
L5	SS° 03' 04"W	73.27'
L6	N18° 27' 03"E	31.05'
L7	S89° 08' 22"E	199.78'

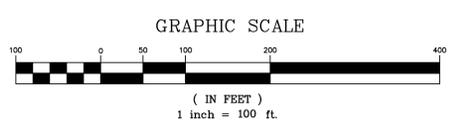
Curve	Radius	Length	Chord Direction	Chord Length
C1	334.91'	119.80'	S0° 26' 37"W	119.16'
C2	408.20'	112.92'	N2° 52' 26"W	112.56'
C3	209.26'	30.14'	S0° 55' 02"W	30.11'
C4	3030.00'	348.47'	S89° 59' 31"E	348.28'



Final Approval
City of Concord

Planning

APPROVED
By Pam Parker on 5/22/2020 9:52:53 AM



PIEDMONT DESIGN
ENGINEERING/SURVEYING/PLANNING
Associates, P.A.
Suite 101 Westfield Center, 125 East Plaza Drive
Phone: (704) 664-7888 Fax: (704) 664-1778 www.pdpipa.com
NCBELS License #: C-1007

PREPARED FOR:
NIBLOCK HOMES
759 CONCORD PKWY N, STE 20
CONCORD, NC 28027
704-788-4818

PRELIMINARY SUBDIVISION
OLDE HOMESTEAD - NIBLOCK HOMES
12th FAIRWAY DR NW
CONCORD, NORTH CAROLINA

REVISIONS	BY
REV. PER COMMENTS BY CITY OF CONCORD (4/9/20)	CLF

Date: 12/31/2019
Scale: 1" = 100'
Drawn: CLF
Checked: DLM
Project: 2015-04-01
Job: 2015-04-01
Sheet: **P-1**

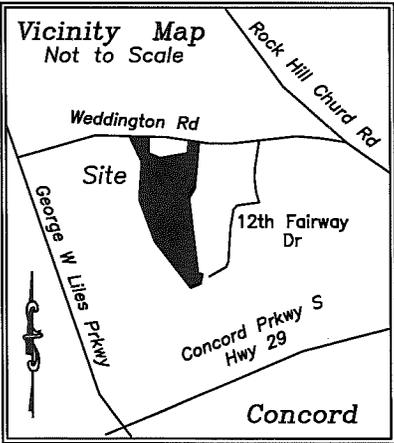
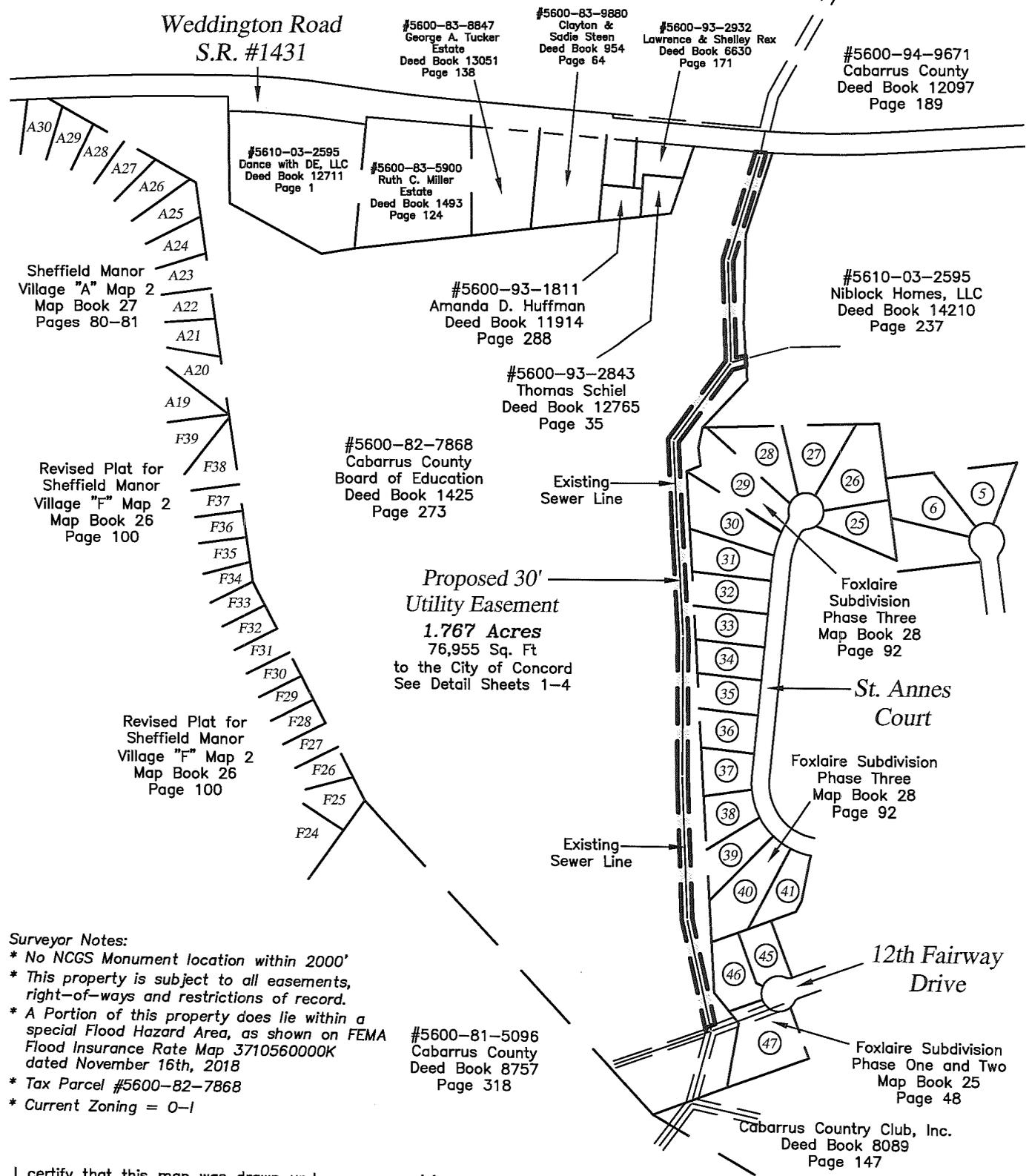
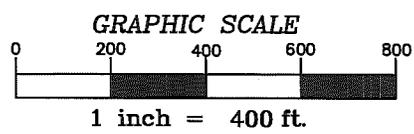


EXHIBIT MAP - COVER SHEET

THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS

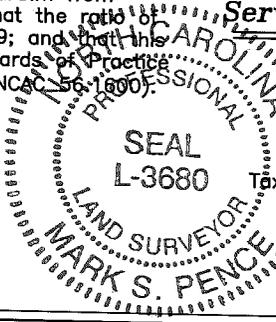


- Surveyor Notes:**
- * No NCGS Monument location within 2000'
 - * This property is subject to all easements, right-of-ways and restrictions of record.
 - * A Portion of this property does lie within a special Flood Hazard Area, as shown on FEMA Flood Insurance Rate Map 3710560000K dated November 16th, 2018
 - * Tax Parcel #5600-82-7868
 - * Current Zoning = O-1

I certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 1425, page 273, that the boundaries not surveyed are indicated as drawn from information in other referenced sources; that the ratio of precision or positional accuracy is 1:39,589; and that this map meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 N.C.A.C. 56-100).

This 7th day of July, 2020.

 Mark S. Pence L-3680
 Professional Land Surveyor
 Project # 191005

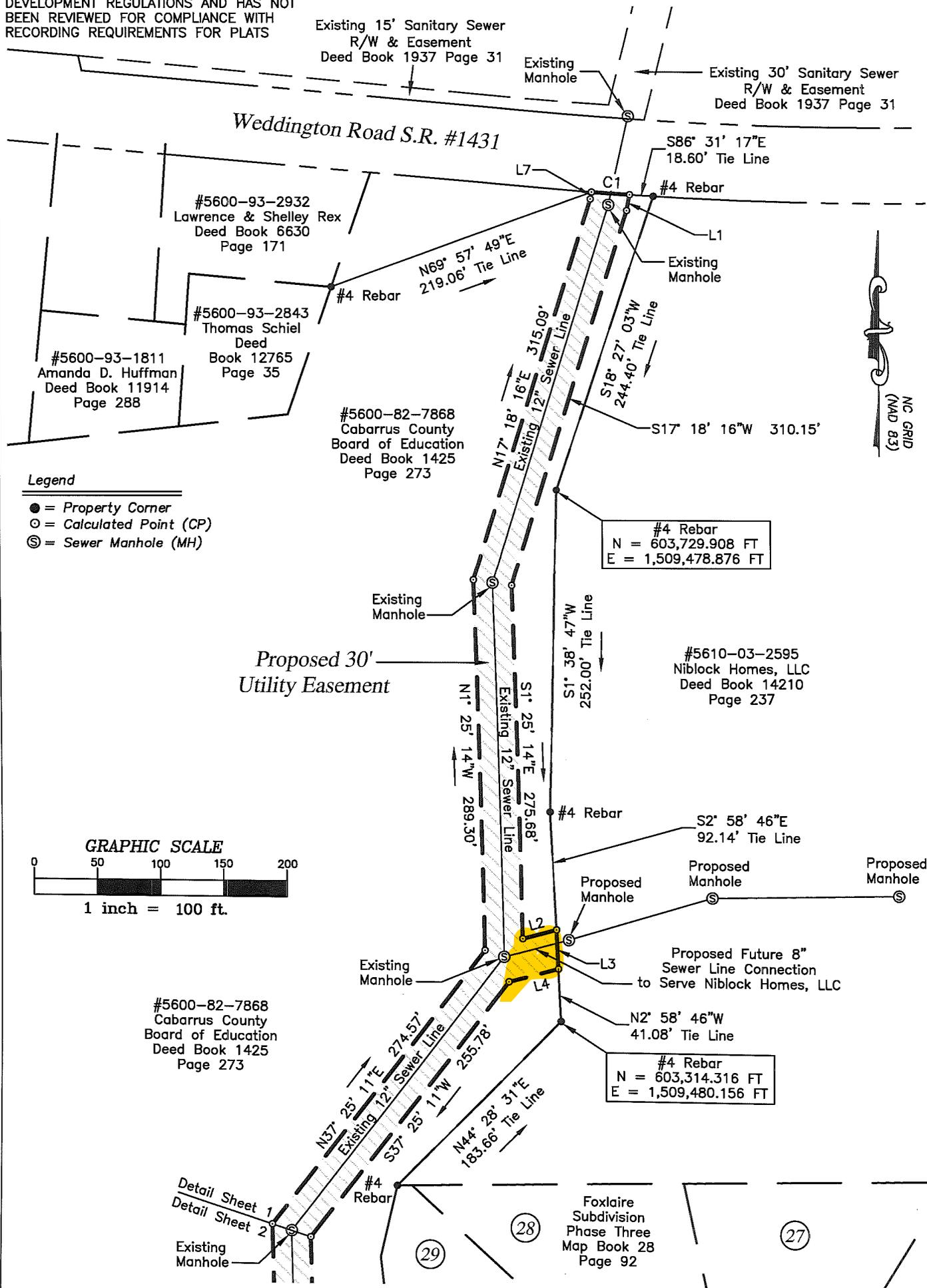


30' Utility Easement Map prepared for the City of Concord to Serve Cabarrus County Board of Education

No. 2 Township, Cabarrus County, Concord, NC
 Scale 1" = 400' - Date of Map, July 6th, 2020
 Sheet 1 of 5
 Current Owner: Cabarrus County Board of Education
 PO Box 707, Concord, NC 28026
 Tax Parcel #5600-82-7868 - Deed Book 1425 Page 273
PIEDMONT DESIGN ASSOCIATES, P.A.
 ENGINEERING - SURVEYING - PLANNING
 Suite 101 Westfield Center, 125 E. Plaza Dr., Mooresville, N.C. 28115
 Phone (704) 664-7888 Fax (704) 664-1778
 Corporate License #C-1007

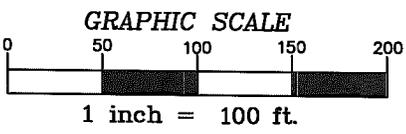
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EXHIBIT MAP - DETAIL SHEET 1

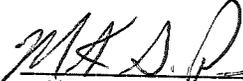


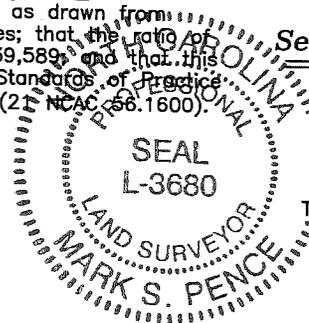
Legend

- = Property Corner
- = Calculated Point (CP)
- ⊙ = Sewer Manhole (MH)



I certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 1425, page 273, that the boundaries not surveyed are indicated as drawn from information in other referenced sources; that the ratio of precision or positional accuracy is 1:39,589, and that this map meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 NCAC 66.1600).

This 7th day of July, 2020.

 Mark S. Pence L-3680
 Professional Land Surveyor



Project # 191005

30' Utility Easement Map prepared for the City of Concord to Serve Cabarrus County Board of Education

No. 2 Township, Cabarrus County, Concord, NC
 Scale 1" = 100' - Date of Map, July 6th, 2020
 Sheet 2 of 5

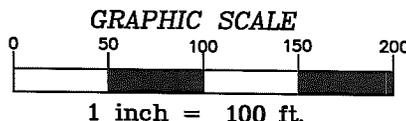
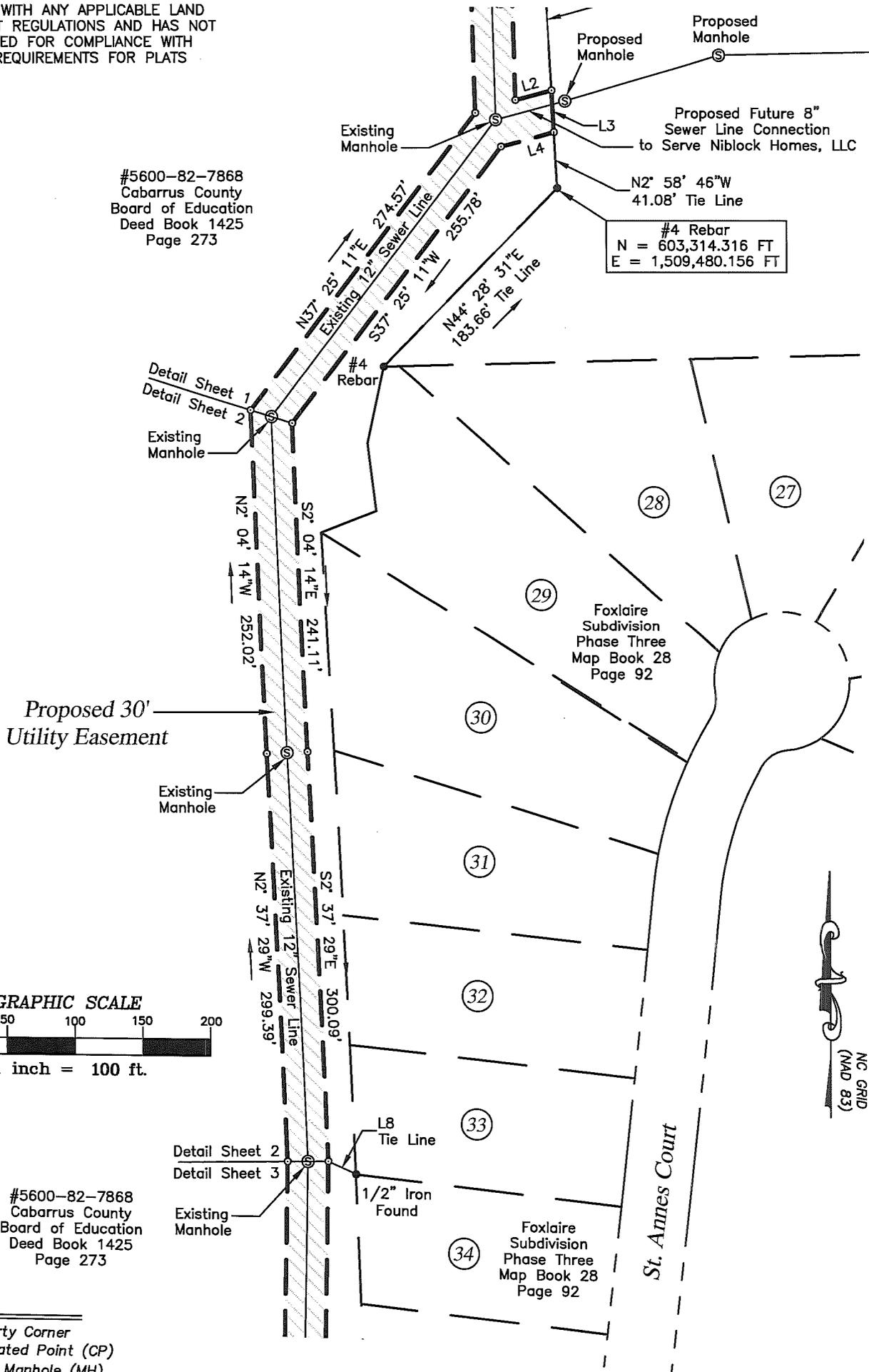
Current Owner: Cabarrus County Board of Education
 PO Box 707, Concord, NC 28026
 Tax Parcel #5600-82-7868 - Deed Book 1425 Page 273

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EXHIBIT MAP - DETAIL SHEET 2

#5600-82-7868
Cabarrus County
Board of Education
Deed Book 1425
Page 273



#5600-82-7868
Cabarrus County
Board of Education
Deed Book 1425
Page 273

- Legend**
- = Property Corner
 - = Calculated Point (CP)
 - ⊙ = Sewer Manhole (MH)

I certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 1425, page 273, that the boundaries not surveyed are indicated as drawn from information in other referenced sources, that the ratio of precision or positional accuracy is 1:30,589, and that this map meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56.1600).

This 7th day of July, 2020.

Mark S. Pence

Mark S. Pence L-3680
Professional Land Surveyor

Project # 191005



30' Utility Easement Map prepared for the City of Concord to Serve Cabarrus County Board of Education

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Scale 1" = 100' - Date of Map, July 6th, 2020
Sheet 3 of 5
Current Owner: Cabarrus County Board of Education
PO Box 707, Concord, NC 28026
Tax Parcel #5600-82-7868 - Deed Book 1425 Page 273

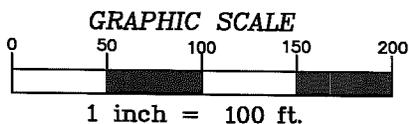
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Corporate License #C-1007

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EXHIBIT MAP - DETAIL SHEET 3

#5600-82-7868
Cabarrus County
Board of Education
Deed Book 1425
Page 273

Proposed 30'
Utility Easement



#5600-82-7868
Cabarrus County
Board of Education
Deed Book 1425
Page 273

Legend

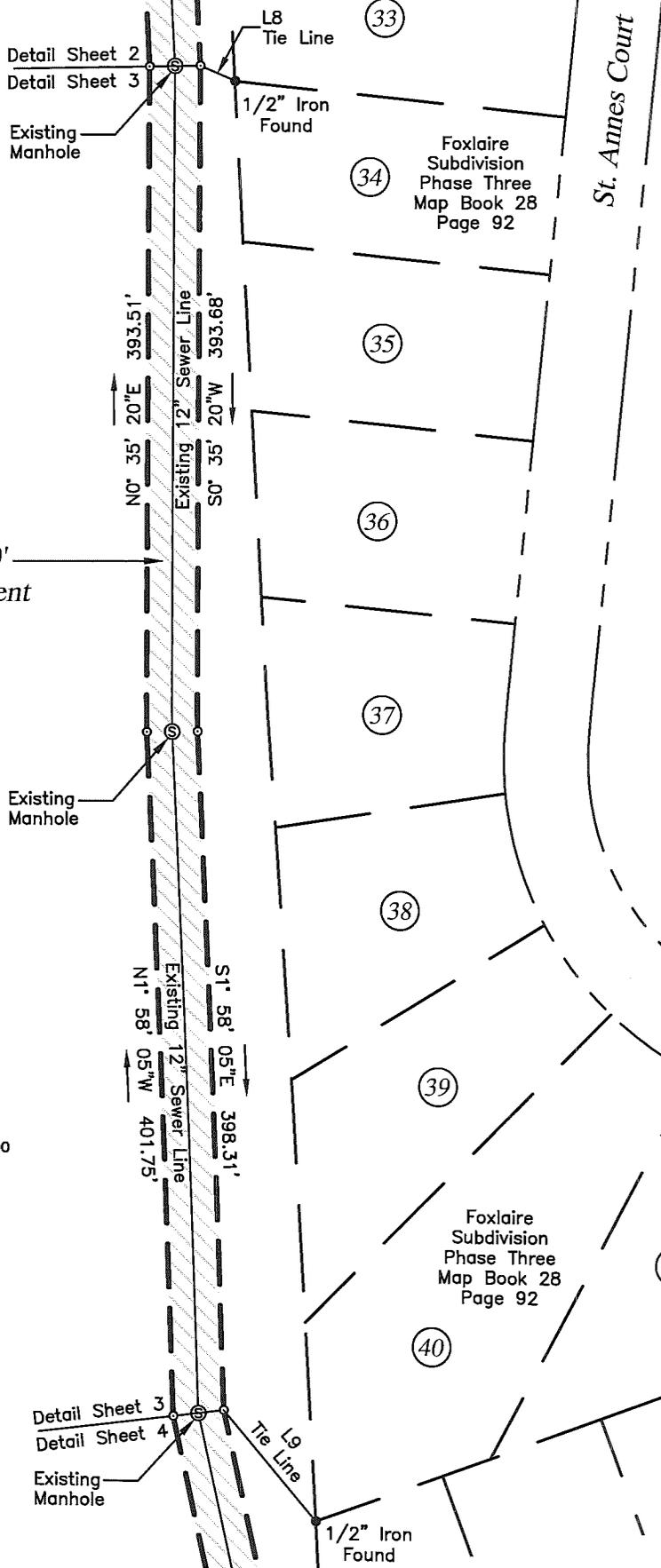
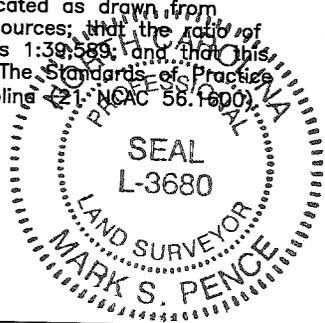
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This 7th day of July, 2020.

Mark S. Pence
Mark S. Pence L-3680
Professional Land Surveyor

Project # 191005



30' Utility Easement Map prepared for the City of Concord to Serve Cabarrus County Board of Education

No. 2 Township, Cabarrus County, Concord, NC
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Sheet 4 of 5

Current Owner: Cabarrus County Board of Education
PO Box 707, Concord, NC 28026

Tax Parcel #5600-82-7868 - Deed Book 1425 Page 273

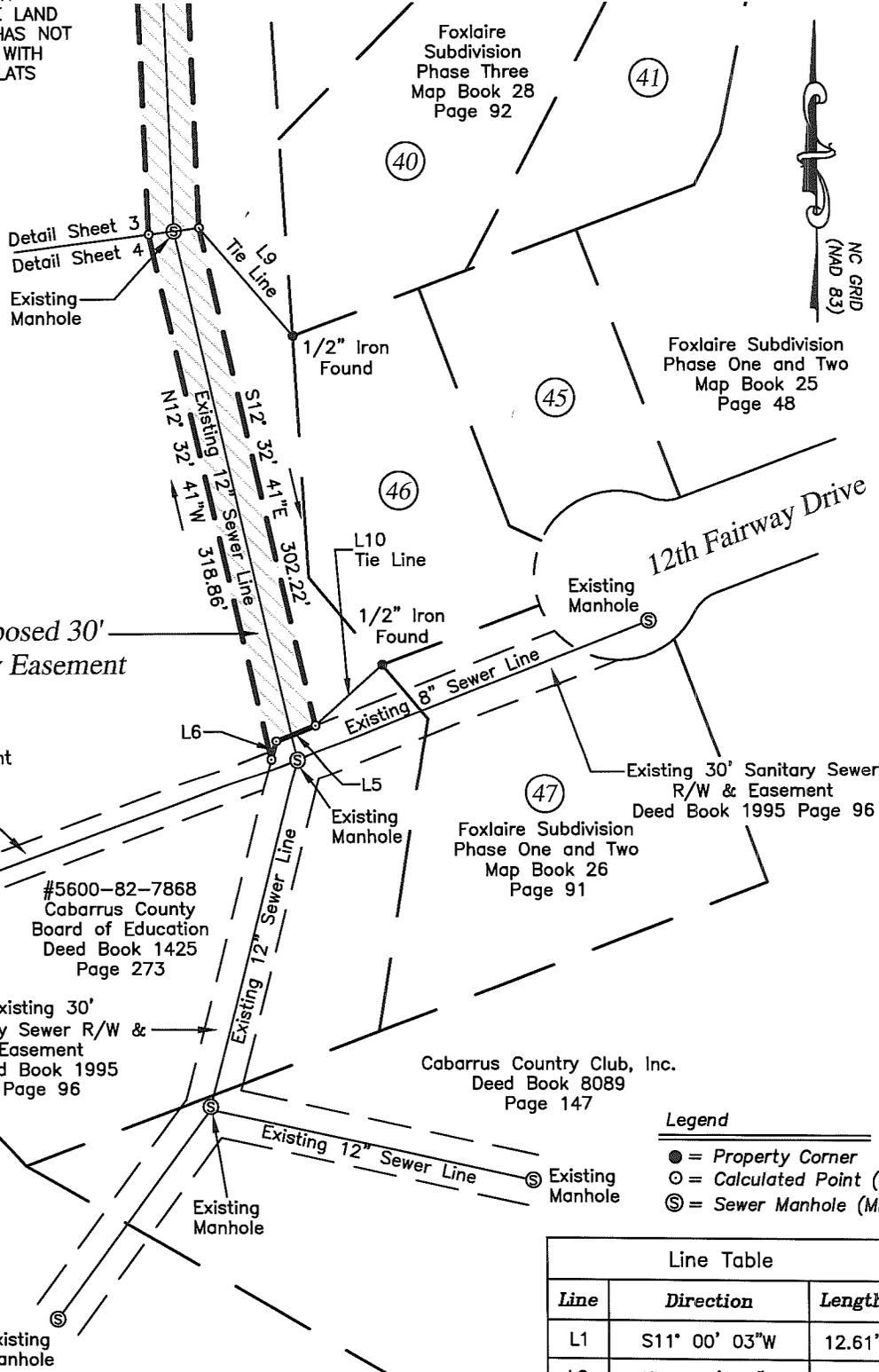
PIEDMONT DESIGN ASSOCIATES, P.A.

ENGINEERING - SURVEYING - PLANNING
Suite 101 Westfield Center, 125 E. Plaza Dr., Mooresville, N.C. 28115
Phone (704) 664-7888 Fax (704) 664-1778
Corporate License #C-1007

THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS

EXHIBIT MAP - DETAIL SHEET 4

#5600-82-7868
Cabarrus County
Board of Education
Deed Book 1425
Page 273



Existing City of Concord
20' Sanitary Sewer Easement
Deed Book 1038
Page 236

#5600-82-7868
Cabarrus County
Board of Education
Deed Book 1425
Page 273

Existing 30'
Sanitary Sewer R/W &
Easement
Deed Book 1995
Page 96

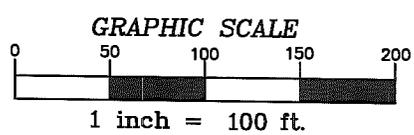
#5600-81-5096
Cabarrus County
Deed Book 8757
Page 318

Cabarrus Country Club, Inc.
Deed Book 8089
Page 147

Foxlaire Subdivision
Phase One and Two
Map Book 26
Page 91

Legend

- = Property Corner
- = Calculated Point (CP)
- ⊙ = Sewer Manhole (MH)



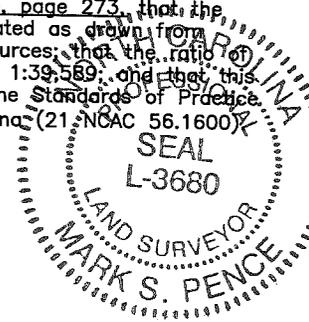
Curve Table				
Curve	Radius	Length	Chord Direction	Chord Length
C1	3030.00'	30.04'	S86° 03' 41"E	30.04'

Line Table		
Line	Direction	Length
L1	S11° 00' 03"W	12.61'
L2	N74° 49' 41"E	27.55'
L3	N2° 58' 46"W	30.69'
L4	S74° 49' 41"W	40.42'
L5	S68° 32' 08"W	25.11'
L6	S14° 58' 05"W	11.24'
L7	N11° 03' 07"E	5.63'
L8	N66° 30' 40"W	22.23'
L9	N40° 21' 05"W	84.64'
L10	S47° 48' 30"W	53.96'

I certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 1425, page 273, that the boundaries not surveyed are indicated as drawn from information in other referenced sources; that the ratio of precision or positional accuracy is 1:39,589; and that this map meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56.1600).

This 7th day of July, 2020.

Mark S. Pence
Mark S. Pence L-3680
Professional Land Surveyor



30' Utility Easement Map prepared for the City of Concord to Serve Cabarrus County Board of Education

No. 2 Township, Cabarrus County, Concord, NC
Scale 1" = 100' - Date of Map, July 6th, 2020
Sheet 5 of 5

Current Owner: Cabarrus County Board of Education
PO Box 707, Concord, NC 28026
Tax Parcel #5600-82-7868 - Deed Book 1425 Page 273

PIEDMONT DESIGN ASSOCIATES, P.A.
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Corporate License #C-1007

Project # 191005

“The following document is a TEMPLATE. This TEMPLATE is an example of the form and content of an easement agreement document that can be accepted by the City of Concord. Please consult with a licensed North Carolina Attorney as to the proper drafting and execution of this document. All drafted Easement Documents MUST BE REVIEWED by the City of Concord, PRIOR to any acceptance and recordation of an easement agreement(s) in the Cabarrus County Public Registry.”

Drawn By: [“Name”], Attorney
Return to: City of Concord, ROD Box

STATE OF NORTH CAROLINA
COUNTY OF CABARRUS

PIN #
Grant of Permanent Easement to
CITY OF CONCORD

The undersigned Grantors, [Insert Name(s)/Corporate Entity Name], A North Carolina Corporation, in consideration of payment to the Grantor(s) of the sum of One Dollar, (\$1.00), the receipt and sufficiency of which is hereby acknowledged, does/do hereby grant, bargain, sell and release unto the City of Concord, a North Carolina municipal corporation ("Grantee"), its successors, assigns and licenses, the right, privilege, and easement to enter and re-enter at any time and to install, dig, build, erect, maintain, repair, rebuild, operate, and patrol one or more public utilities, over ground or underground, including but not limited to sanitary sewer and water infrastructure, underground pipes, other utility lines, any and all related fixtures or appurtenances; the right to clear the easement area and keep it clear of brushes, trees, buildings, obstructions, and fire hazards; and the right to remove trees, if any, located beyond the limits of the easement area, but also which interfere with the utility easements or the easement area; the above described rights being incident to performance by the Grantee of its functions as a municipality or as the operator of a public utilities system, or the performance by any contractor, agent or licensee of the Grantee of any public utilities functions, the premises to be affected hereby being more particularly described as follows:

A Variable Width Permanent Utility Easement Area

Insert Legal Description

The Grantor(s), by the execution of this instrument acknowledges the plans for the above referenced project as it affects the remaining property have been fully explained to him/her or his/her authorized representative(s), and does hereby release the Grantee, its successors, and assigns from any and all claims for damages resulting from the construction of said project or from the past, present or future use of said premises herein conveyed for any purpose for which the said Grantee is authorized by law to subject the same.

Together with any and all rights normally incident thereto, and particularly the right of ingress and egress thereto from time to time as necessary for construction, reconstruction, enlargement and/or maintenance.

To have and to hold the same unto the City of Concord, its successors and assigns forever.

This agreement shall not be interpreted to impose any duty on the City of Concord, its successors and assigns to install any utilities by any particular date or within any particular time frame.

This property right may be assigned by the Grantee, or its successors.

The Grantor(s) shall have the right to use the above-described easement area for purposes not inconsistent with Grantees' full enjoyment of the rights hereby granted, provided that the Grantors shall not erect or construct any building or other structure thereon; maintain or permit any underground or over ground system of piping, poles or wiring within such strip; make any use of the facilities installed, buried, erected, or constructed thereon; or drill or operate any well or septic system within such strip, without the express written permission of the Grantee.

IN WITNESS WHEREOF these presents have been duly executed under seal by the Grantors on this the _____ day of _____, 201_____.

NAME OF GRANTOR(S)
[Name of Entity, State of Incorporation]

By: _____, President

By: _____, Vice President

By: _____, Secretary

STATE OF NORTH CAROLINA **CORPORATE NOTARY**
COUNTY OF _____

I, _____, a Notary Public of the County of _____, State of North Carolina, certify that _____, _____, and _____, (Names of Signatories) personally came before me this day and acknowledged that they are the _____ (Titles) of _____ (Grantor), a North Carolina Corporation, and that by the authority duly given and as the act of such entity, they signed the foregoing instrument in its name and on its behalf as its act and deed.

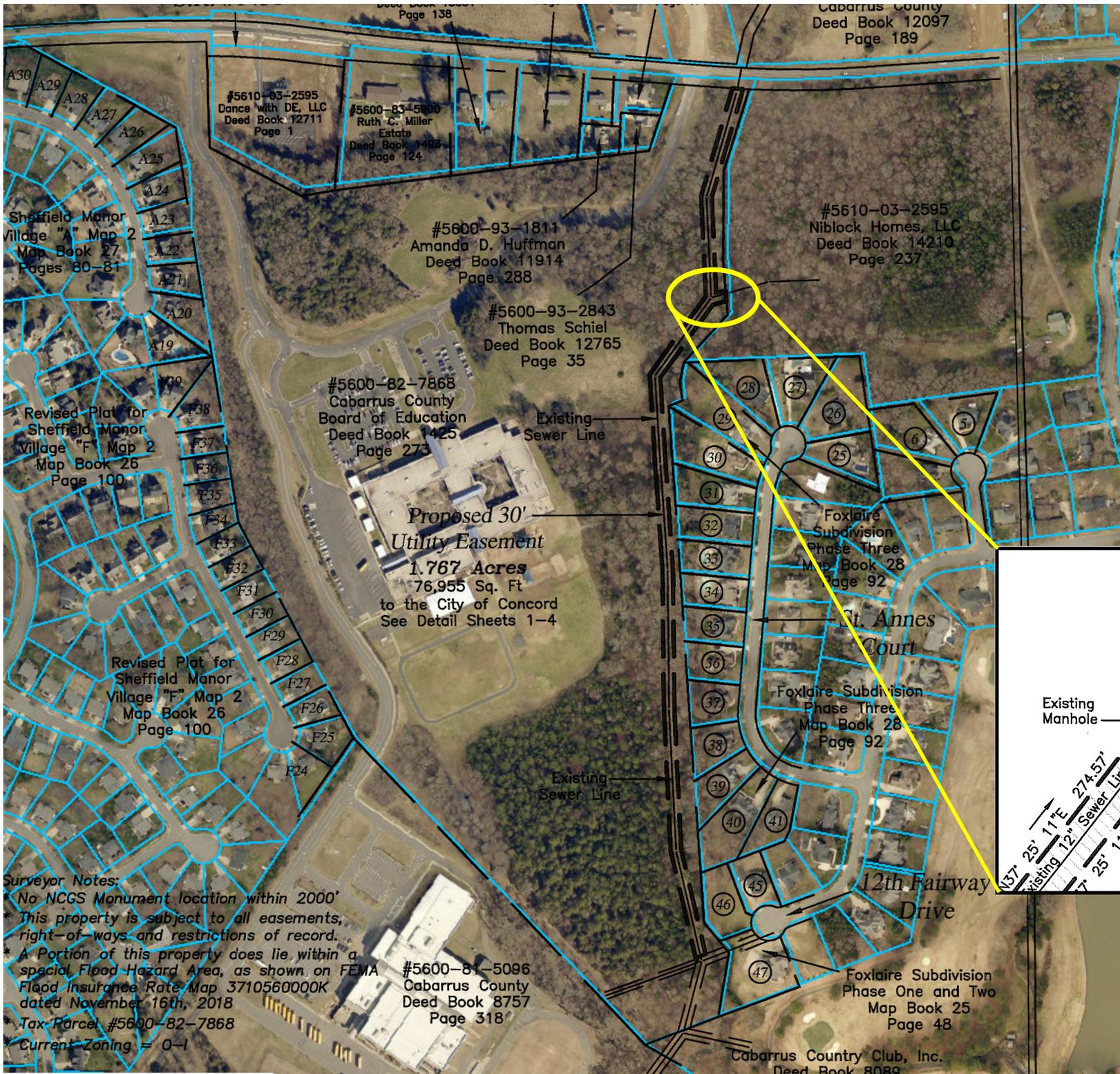
Witness my hand and notary seal or stamp, this the _____ Day of _____, 2015.

[SEAL] _____
Notary Public

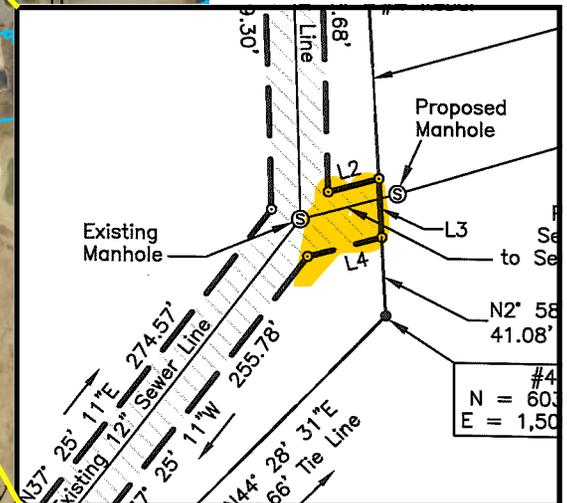
My Commission Expires: _____

“The following document is a TEMPLATE. This TEMPLATE is an example of the form and content of an easement agreement document that can be accepted by the City of Concord. Please consult with a licensed North Carolina Attorney as to the proper drafting and execution of this document. All drafted Easement Documents MUST BE REVIEWED by the City of Concord, PRIOR to any acceptance and recordation of an easement agreement(s) in the Cabarrus County Public Registry.”

Exhibit Map-Cover Aerial Overlay



Surveyor Notes:
 * No NCGS Monument location within 2000'
 * This property is subject to all easements, right-of-ways and restrictions of record.
 * A Portion of this property does lie within a special Flood Hazard Area, as shown on FEMA Flood Insurance Rate Map 3710560000K dated November 16th, 2018
 * Tax Parcel #5600-82-7868
 * Current Zoning = O-1



CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Finance - Request for Additional \$30,000 for Sheriff Training and Firing Range Renovation Project

BRIEF SUMMARY:

Due to the discovery of a completely destroyed sub surface storm water conveyance system, an additional \$30,000 contingency request is being made so if needed the conveyance system for the Sheriff Training and Firing Range can be replaced.

REQUESTED ACTION:

Motion to approve an additional \$30,000 for the Sheriff Training and Firing Range Renovation project and approve the related budget amendment and project ordinance(s).

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Susan Fearrington, Finance Director
Kyle Bilafer, Area Manager for Operations

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Firing Range Amendment
- ▣ Fd 343 Const and Reno Proj Ord
- ▣ Fd 380 County Capital Proj Ord

Budget Revision/Amendment Request

Date:

Amount:

Dept. Head:

Department:

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

This budget amendment records a contribution of \$30,000 from unallocated funds in the Construction and Renovation Fund to the County Capital Projects Fund to cover cost estimate increases for the Sheriff's Training & Firing Range project.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
343	6	0000-6805-AVAIL	Cont & Donations	31,000.00		30,000.00	1,000.00
343	9	0000-9830-AVAIL	Other Improvements	59,797.06		30,000.00	29,797.06
				-			0.00
343	6	2110-6805-RANGE	Cont & Donations	-	30,000.00		30,000.00
343	9	2110-9708-RANGE	Contribution to Capital Projects Fund	1,750,000.00	30,000.00		1,780,000.00
							0.00
380	6	2110-6910-RANGE	Contribution from Cap Proj Fd - Train & Firing Range	1,750,000.00	30,000.00		1,780,000.00
380	9	2110-9830-RANGE	Other Improvements-Sheriff Training & Firing Range	1,870,000.00	30,000.00		1,900,000.00
				-			0.00
				-			0.00
				-			0.00
				-			0.00

Budget Officer

- Approved
- Denied

Signature

Date

County Manager

- Approved
- Denied

Signature

Date

Board of Commissioners

- Approved
- Denied

Signature

Date

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	1,056,214
Sale of Fixed Assets	1,012,442
Contributions and Donations	148,036
General Fund Contribution	4,809,243
Lease Proceeds (Robert Wallace Park)	3,666,394
Capital Projects Fund Contribution	4,319,370
Capital Reserve Fund Contribution	25,327,221
Special Revenue Contribution	41,438

TOTAL REVENUES **\$40,730,358**

- D. The following appropriations are made as listed.

Government Management Furniture & Fixtures	\$ 26,300
Finance Equipment & Furniture	33,591
Enterprise Physical Security	300,000
County Website Design	283,750
Multiple building Fall Protection Measures	251,207
Jail Camera Upgrade	172,607
Sheriff Radio Communications Tower	160,000
Clerk of Court Improvements	68,786
Public Safety Training Center	90,000
EMS Co-location – Concord Fire #11	482,761
Emergency Communications Equip & Ethernet Backhaul	2,929,606
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
Library – Concord Office Reno	31,890
Arena – Lighting Control System Replacement	175,000
Arena – Building & Storage Replacement	161,000
Arena – Equipment & Furniture	41,437

Contribution to County Capital Projects Fund	24,720,527
Unassigned	29,797
TOTAL EXPENDITURES	\$40,730,358
GRAND TOTAL – REVENUES	\$40,730,358
GRAND TOTAL – EXPENDITURES	\$40,730,358

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 17th Day of August, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY COUNTY CAPITAL PROJECTS 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 for the construction and renovations of County Facilities. Details of the project 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.

It is estimated that the following revenues will be available to complete capital projects as listed.

Debt Proceeds 2020 Draw Note	\$ 77,592,977
Debt Proceeds 2022 Draw Note	46,478,143
Contributions from Capital Projects Fund	25,017,039
Contribution from General Fund	7,300,629
Contribution from Capital Reserve Fund	3,643,337
Contribution from Internal Service Fund	131,001
TOTAL REVENUES	\$160,163,126

- C. The following appropriations are made as listed.

Courthouse Site Enabling Construction & Renovation	\$ 132,211,360
Governmental Center Skylight & Roof Replacement	2,577,722
Contribution to Capital Reserve (Reimb for Skylight Project)	2,085,000
Artificial Turf Fields	4,401,748
Frank Liske Barn Replacement	131,001
Legal / Closing Expenses	952,508
Governmental Center Parking Deck Sealing	350,000
Operations Center Renovations	4,918,787
Fiber Infrastructure Improvement	420,000
Jail Annex HVAC Replacement	240,000
Sheriff Training & Firing Range Renovations	1,900,000
Human Services HVAC	180,000
Frank Liske Park ADA Renovations	1,100,000
Frank Liske Park Water Line	780,000
Frank Liske Park Playground Replacement	120,000
Camp Spencer Vending & Archery Building	625,000
West Cabarrus Library & Senior Center	2,400,000
Deferred Maintenance Projects	2,100,000
EMS Headquarters	2,670,000

TOTAL EXPENDITURES **\$160,163,126**

GRAND TOTAL – REVENUES **\$160,163,126**
GRAND TOTAL – EXPENDITURES **\$160,163,126**

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.
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 - 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.
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- 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 17th day of August, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Finance - Rowan Cabarrus Community College Contingency Request for Advanced Technology Center - \$251,093.86

BRIEF SUMMARY:

The Trustees of Rowan Cabarrus Community College has made a request for the release of the remaining contingency funds in the amount of \$251,093.86 for the Advanced Technology Center. Cabarrus County holds contingency funds in the Capital Reserve Fund until needs arise during school construction projects. A memo is included for your review.

REQUESTED ACTION:

Motion to approve the use of contingency funds for the Rowan Cabarrus Community College Advanced Technology Center and authorize the County Finance Director to prepare the associated Budget Amendment and Project Ordinance(s).

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Dr. Carol Spalding, President, RCCC
Jonathan Chamberlain, Chief Officer, College Environment, RCCC
David Cannon, Chief Finance & Administrative Officer, RCCC
Susan Fearington, Finance Director, Cabarrus County

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- RCCC Contingency Request Memo



July 21, 2020

Mr. Mike Downs
Cabarrus County Government
65 Church St., South
Concord, NC 28025

Subject: Request for Transfer Contingency to ATC Project

Reference: SCO Project #16-15695-02B – Cabarrus Advanced Technology Center

Dear Mr. Downs,

In order to complete the final phase of the Advanced Technology Center Project, the Board of Trustees for Rowan-Cabarrus Community College is requesting a transfer of \$251,093.86 from the Project Contingency into the construction budget line item. This funding will serve as a portion of the match for the funding provided by the US Department of Commerce, Economic Development Administrations (EDA) grant to the project.

We appreciate the continued support of the Cabarrus County Commission for this project and for the operations of the College.

Sincerely,

Carol S. Spalding, Ed.D.
President, Rowan-Cabarrus Community College

cc: Jonathan Chamberlain, Chief Officer, College Environment
David Cannon, Chief Financial Officer

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Finance - Write off of Ambulance, Library and Miscellaneous Receivables

BRIEF SUMMARY:

The County's practice is to keep three years of ambulance receivables plus the current year's receivables in the General Ledger. This practice allows the outstanding receivable balance of \$2,021,013.97 for Fiscal Year 2016 to be written off. The Emergency Medical Services Staff has exhausted all means of collectibles for the Fiscal Year 2016 bills.

Following these same guidelines, the County's practice is to keep three years of Library receivables plus the current year's receivables on the General Ledger. This practice allows the outstanding receivable of \$46,996.43 for Fiscal Year 2016 to be written off. The Library Department staff has exhausted all means of collections for the Fiscal Year 2016 fines.

Also included in this agenda item is a list of Miscellaneous Receivables that the Finance Department and County Attorney have determined are uncollectible in the amount of \$4,289.72.

REQUESTED ACTION:

Motion to authorize the Finance Department to write-off the outstanding receivables as presented.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Susan Fearington, Finance Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Library Receivable
- ▣ Miscellaneous Receivable
- ▣ Ambulance Memo
- ▣ Ambulance Receivable

CABARRUS COUNTY						
OUTSTANDING INVOICES						
REQUESTED TO WRITE OFF						
FY 2020						
Date	Customer	Inv #	Description	Amount	Rev Acct #	Notes - Reason for Write Off
04/01/19	CHURCHILL STABLES	4826	FIRE CODE PERMITS	\$ 50.00	00162715-6502	need to write off - out of business
09/04/18	CONCORD HOUSE ASSITED LIVING	4508	FIRE CODE PERMITS	50.00	00162715-6502	need to write off - out of business
08/26/19	E&A PRODUCTIONS	5031	EMS COVERAGE	902.00	00162730-6606	5/13/20 - Customer said they can't afford to pay for this 1/24/20 - spoke to customer, they can't afford to make any pmts at this time 12/2019 customer will try to make pmts but not likely
08/28/18	EDISON FOARD CONSTRUCTION	4470	INSPECTION FEES	1,887.27	36897305-9820	4/24/20 - per R.Koch, not worth legal fight, write off
03/08/19	GBX-GADDIS BROS	4784	FIRE INSPECTION	50.00	00162715-6502	need to write off - out of business
01/12/17	LAVONNIA ILER	3582	EX EMP OWES FOR SUPP INS	824.80	VARIOUS	need to write off - numerous attempts to collect pmt have gone unanswered, former employee
11/14/16	MEDPREP CONSULTING	3480	OVERPMT ON INVOICE	(10.00)		need to write off - can't reach customer to send refund
05/22/18	NATURAL VIBE SMOKE SHOP	4291	REINSPECTION FEE	50.00	00162715-6502	need to write off - out of business
01/12/17	NIKIA WILLIAMS	3581	EX EMP OWES FOR SUPP INS	112.86	VARIOUS	need to write off - numerous attempts to collect pmt have gone unanswered, former employee
12/03/15	PEGGY CRAWFORD	3077	BARN RENTAL REIMB	93.75	00168140-6606-BARN	need to write off - ALPs has not been able to collect
04/26/17	ROCQUELLE HOLMES	3743	EX EMP OWES FOR SUPP INS	53.04	VARIOUS	need to write off - numerous attempts to collect pmt have gone unanswered, former employee
11/10/15	SCI TOWERS	3040	RECORDING	26.00	00193230-9485	need to write off - might be out of business. L.Roberts can't reach anyone
05/28/19	SQUEEGEE TEES	4891	FIRE INSPECTION	50.00	00162715-6502	12/31/19 - Dawn G. has tried numerous times to contact someone with no luck, no confidence in getting paid
08/13/19	SUBWAY	5020	FIRE INSPECTION	50.00	00162715-6502	12/31/19 - Dawn G. has tried numerous times to contact someone with no luck, no confidence in getting paid
09/10/19	TRACTOR SUPPLY	5069	FEE FOR INSPECTION	50.00	00162715-6502	12/31/19 - Dawn G. emailed inv directly to corporate office, getting run around
06/21/19	VERIZON WIRELESS	4944	FIRE PERMIT FEES	50.00	00162715-6502	12/31/19 - Dawn G. has tried numerous times to contact someone with no luck, no confidence in getting paid
TOTAL AMOUNT REQUESTED TO WRITE - OFF				\$ 4,289.72		



Cabarrus County Finance Department

To: Susan B Fearington, Finance Director

Copy: Jimmy Lentz, EMS Director

From: Suzanne Burgess, Finance, Deputy Finance Director

Date: August 03, 2020

Subj: Write-off of Uncollectible Accounts Receivable - Ambulance

Cabarrus County's year-end procedure includes adjusting the Accounts Receivable-Ambulance balance to include the outstanding balances for the closing year plus the three preceding fiscal years. Therefore, at June 30, 2020, the Accounts Receivable-Ambulance balance should include outstanding amounts owed for fiscal years 2017 through 2020, totaling \$9,291,724.42

The current Accounts Receivable-Ambulance general ledger balance is \$11,312,738.39 and needs to be adjusted by writing off a total of \$2,021,013.97.

The proposed write-off amount represents unpaid account balances for fiscal year 2016. Historical analyses indicate amounts are no longer collectible in the fourth year following billing.

The County's third-party billing company, EMS Management & Consultants, is responsible for ensuring all claims are filed timely with insurance companies. In addition, the County's Emergency Medical Services staff are diligent in attempting to collect past-due balances through the use of a collection agency, garnishments and the State's Debt Setoff program.

Please submit the write-off request to the Board of Commissioners for approval. Writing-off the fiscal year 2016 balance does not prevent the collection of these outstanding balances. It simply allows the Finance Department to adjust the Accounts Receivable-Ambulance balance to accurately reflect the balance which is considered collectible.

CABARRUS COUNTY
ACCOUNTS RECEIVABLE - AMBULANCE
Fiscal Year Ended June 30, 2020

Description	FY16	FY17	FY18	FY19	FY20	Total
Billing						
Charges, net of contractual allowances	6,727,259.58	7,275,293.34	7,066,004.20	7,339,417.82	7,502,786.75	35,910,761.69
Collections						
Payments, net of refunds	(4,706,245.61)	(5,002,236.82)	(5,245,048.28)	(5,346,150.97)	(4,298,341.62)	(24,598,023.30)
Accounts Receivable - Ambulance						
Unpaid balances at June 30, 2020	2,021,013.97	2,273,056.52	1,820,955.92	1,993,266.85	3,204,445.13	11,312,738.39
Proposed Write-off						
Uncollectible, fiscal year 2016						(2,021,013.97)
Adjusted Accounts Receivable - Ambulance, June 30, 2020						<u>9,291,724.42</u>

Prepared by:

Suzanne Burgess, Cabarrus County Finance Department

Notes:

Historical data show that the percentage of collectibility is about 55 percent in the year billed, 15 percent in the year following billing, one percent in the second year following billing, and one percent in the third year following billing. Accounts are fully uncollectible in the fourth year following billing. The County's third-party billing company, EMS Management & Consultants, typically writes-off an account balance when it is unpaid after approximately 90 days. Cabarrus County Emergency Medical Services staff continue collection procedures, so the County does not consider amounts to be uncollectible at this time, thus requiring the above analysis and adjustment.

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Infrastructure and Asset Management - Cabarrus County Courthouse Expansion
Construction Manager at Risk Contract Extension (GMP 1.5)

BRIEF SUMMARY:

Currently Cabarrus County has a GMP (Guaranteed Maximum Price) based contract with Messer Construction for Courthouse expansion Construction Manager at Risk services. On December 13, 2019, Messer Construction bid out the scope of work for the site enabling portion of the project. This will be referred to as GMP (Guaranteed Maximum Price) #1 and is considered an extension to their original contract which was for preconstruction services. As mentioned in the May 2020 meeting GMP 1.5 originated from the desire to lock down the bid packages for the rammed aggregate piers, below grade concrete, and tower crane and get all of those sub contractors in play prior to the bulk of GMP 2 going out for bid. Messer has now received an official GMP #1.5 bid.

REQUESTED ACTION:

Motion to approve the GMP #1.5 bid award and authorize the County Manager to execute the contract extension between Cabarrus County and Messer Construction, subject to revision by the County Attorney.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Bilafer, Area Manager of Operations
Susan Fearington, Finance Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Change Order



Change Order Proposal

Project: 184180-000 Cabarrus County Courthouse

Project: Cabarrus County Courthouse
2400 Executive Street
Charlotte, NC 28208

Proposed Change Order #: External OCO 001

Description: Phase 1.5 Foundations
Status: Not Projected

To (Owner): Cabarrus County
65 Church St. S
Concord, NC 28025

Change Order Date: 07/16/2020
Reason For Change: Adjustment
Job Specific Reason:

You are directed to make the following changes in this Contract:

Contract Item	Description	Adds	Deducts	Vendor
000012111.9000xx	Budget Fund - BY	\$3,397,982.00		
	<i>Phase 1.5 Foundations Increase. Please below referenced exhibits that are included with this change request.</i> * Exhibit 1 - Phase 1.5 Cost Breakdown ; Dated 7/17/2020 * Exhibit 2 - Phase 1.5 Clarifications ; Dated 7/17/2020 * Exhibit 3 - Phase 1.5 Specification List ; Dated 7/17/2020 * Exhibit 4 - Phase 1.5 Drawing List ; Dated 7/17/2020			
	Subtotal:	\$3,397,982.00		
Total for Change Order:		\$3,397,982.00		

The original Contract Sum was	\$7,659,797.00
The net change by previously authorized Change Orders was	\$0.00
The Contract Sum prior to this Change Order was	\$7,659,797.00
The Contract Sum will be increased by this Change Order in the amount of	\$3,397,982.00
The new Contract Sum including this Change Order will be	<u>\$11,057,779.00</u>
The Contract Time will be increased by the following number of days.....	120
The date of Substantial Completion as of This Change Order therefore is	02/28/2021

Authorized By Owner:

Cabarrus County
65 Church St. S
Concord, NC 28025

By: _____

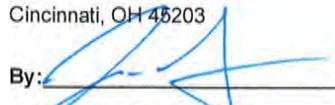
Date: _____

By: _____

Date: _____

Accepted By Contractor:

Messer Construction Co.
643 W. Court St.
Cincinnati, OH 45203

By:  _____

Date: 7-17-2020

By: _____

Date: _____

Architect/Engineer:

Silling Architects
405 Capitol Street
Charleston, WV 25301

By: _____

Date: _____

By: _____

Date: _____

**PROJECT: Cabarrus County Courthouse Phase 1.5 Foundations
July 17th, 2020**

**Exhibit 1 - Phase 1.5 Cost Breakdown
Overall Project Recap**

PKG#	Description	Value	Subcontractor	MBE %	Local Contractor
03A	Foundation	\$ 2,118,524	Lithko Contracting, LLC.	10.0%	-
31A	Rammed Aggregate Piers	\$ 264,140	Wayne Brothers Inc.	5.4%	Yes
	Structural Steel	\$ 49,857	Engineered Steel Products, LLC.	-	-
	General Conditions	\$ 335,896			
	General Requirements/Hoisting/Safety	\$ 287,618			
	Subtotal	\$ 3,056,035	-	7.4%	8.6%
	SDI - 1.15%	\$ 27,974		\$ 225,961	\$ 264,140
	CMaR Contingency - 3%	\$ 91,681		MBE Spend	Local Spend
	Escalation	\$ -			
	Building Permit and Plan Review	\$ 20,280			
	Tap Fees (By Cabarrus County)	\$ -			
	BR - DIC - 0.07%	\$ 2,202			
	CM Bond - 0.65%	\$ 22,022			
	CCIP - 2.23%	\$ 75,619			
	Fee - 3.10%	\$ 102,170			
	GMP Total	\$ 3,397,982			

**Exhibit 1 - Phase 1.5 Cost Breakdown
General Conditions and General Requirements
7.17.2020**

General Conditions - Staffing

Name	Hours	Rate	Cost
Chris Malinowski - Operations VP	141	\$ 173.04	\$ 24,398.64
Jason Harris - Project Executive	705	\$ 129.27	\$ 91,135.35
Steve Wise - Liles support	70	\$ 129.27	\$ 9,048.90
Steve Steffens - Superintendent	705	\$ 110.73	\$ 78,064.65
Project Manager	156	\$85.49	\$ 13,336.44
Gilberto Diaz - Doc Control	705	\$ 72.36	\$ 51,013.80
BSG Manager	156	\$ 80.34	\$ 12,533.04
Mitch Griffith - Project Accountant	141	\$ 69.12	\$ 9,745.92
Angie Braun - Operations Associate	705	\$ 47.38	\$ 33,402.90
Safety Manager	141	\$ 93.73	\$ 13,215.93
Total:			\$335,895.57

General conditions are based on a total of 4.1 months (10/1/2020 - 1/31/2021)

**Exhibit 1 - Phase 1.5 Cost Breakdown
General Conditions and General Requirements
7.17.2020**

General Requirements

Description	Unit	Unit Type	Unit cost	Total
Field office w/ Security Leased	4	mo	\$ 3,850	\$ 15,400
Field office w/ Security mobile	4	mo	\$ 1,292	\$ 5,168
Office equipment & supplies	4	mo	\$ 900	\$ 3,600
Office equipment & supplies	4	mo	\$ 100	\$ 400
Printer/Copy/Fax/Scanner	4	mo	\$ 500	\$ 2,000
Office Furniture Office Space	1	ls	\$ 4,000	\$ 4,000
Office Network Setup	1	ls	\$ 3,000	\$ 3,000
Office Network Equipment & Service Charges	4	mo	\$ 850	\$ 3,400
Project Management, Pay App, and QA/QC Software	4	mo	\$ 1,500	\$ 6,000
iSqFt software service	1	ls	\$ 450	\$ 450
GC Pay	4	mo	\$ 150	\$ 600
Plan & specification reproduction	20	set	\$ 150	\$ 3,000
Project photos	4	mo	\$ 150	\$ 600
Professional surveyor	100	hr	\$ 100	\$ 10,000
Temporary electric for construction office mobile only	4	mo	\$ 150	\$ 600
Temporary service setup for tower crane and project	1	ls	\$ 80,000	\$ 80,000
Temporary electric for construction site	4	mo	\$ 3,500	\$ 14,000
Maintenance of Traffic Control Measures	4	mo	\$ 1,000	\$ 4,000
Safety/First Aid	4	mo	\$ 1,000	\$ 4,000
Toilet & Handwashing service per month	4	mo	\$ 750	\$ 3,000
Dumpsters	26	ea	\$ 500	\$ 13,000
Tower Crane Erection	1	ls	\$ 100,000	\$ 100,000
Temporary stair tower - rental	4	mo	\$ 2,000	\$ 8,000
Temporary stair tower - erect/dismantle/deliver	1	ls	\$ 3,000	\$ 3,000
Temporary fire extinguishers	4	mo	\$ 100	\$ 400
			Total:	\$ 287,618

General requirements are based on a total of 4.1 months (10/1/2020 - 1/31/2021)

EXHIBIT 2

Qualifications and Clarifications

7.17.2020

1. Engineered Steel's work is a change order to their existing contract executed as part of Phase 1.
2. Wayne Brothers bid includes their insurance adder associated with alternate #1 and they are excluded from the CCIP.
3. Lithko's bid includes alternate #2 – waterproofing & drainage.
4. Lithko's bid includes an add of \$2,944 to class B finish the interior side ramp walls, not indicated in exhibit C – exposed concrete walls.
5. This change order includes \$225,961 in Minority Spend which equals 7.4% of the cost of work associated with this change order.
6. This change order includes an estimated \$264,140 in spend with local Cabarrus County Companies which equals 8.6% of the cost of work associated with this change order.
7. Contractors excluded from the CCIP program include:
 - a. Wayne Brothers, Inc.
 - b. Other Subcontractors as identified in the CCIP Program Manual (demolition, abatement, temporary work, etc.)
8. Sales tax is included.
9. Messer Construction has not included an owner contingency.
10. General conditions and general requirements are based on a time period starting October 1st, 2020 and ending January 31st, 2021. Messer's staff starting February 1st, 2021 will be funded via a change order increase for Phase 2 of the overall project.
11. Change order assumes working hours of: Exterior work is 7 a.m. to 5 p.m. and Interior work is 7 p.m. to 5 a.m.
12. A tower crane will be erected as part of this phase which will be approximately 170' tall and have a boom length of about 260'. The tower crane will rotate a full 360 degrees and will have free access to the airspace above the surrounding properties. Messer will work with the County and the City for the necessary shutdowns associated with the deliveries and erection of the tower crane.
13. The tower crane operating expense (rental & operation) are included for this phase in Lithko's bid. Additional operating expenses will be added via a change order increase for Phase 2 of the overall project.
14. Pandemic Requirements
 - a. Messer will supply the project with additional port-o-lets and hand washing stations as well as provide regular cleaning of these items in an effort to minimize the spread of illness (i.e. COVID-19)
 - b. Each subcontractor will be required to supply their employees with PPE suggested by the CDC, required by Messer, or the Owner. Examples of said

items include but are not limited to: CDC approved face coverings, face shields, gloves, etc.

- c. Each person on-site will be required to fill out a daily screening form.
- d. Subcontractor JSA's will require each crew to address social distancing or appropriate PPE as approved by Messer. (See above item 14b)
- e. Failure to maintain social distancing or wear the required PPE will result in immediate removal from the project.
- f. The aforementioned pandemic requirements are based on the current state and local guidelines as of July 17th, 2020.

15. Exclusions:

- a. Delays or costs associated with COVID-19 beyond those identified in this proposal.
- b. Unforeseen Conditions.
- c. Hazardous material removal.
- d. Unsuitable soils or rock removal and replacement.
- e. Change order excludes third party testing, inspections, special inspections, and consultants including, but not limited to soil borings and analysis, geotechnical testing, 3rd party commissioning, envelope testing/commissioning, acoustical testing, vibration testing/monitoring, hazardous material testing or consulting, and material testing.
- f. Utility connection fees or utility assessments are excluded.
- g. Change order excludes design or engineering costs with the exception of the engineering required for the rammed aggregate piers.

Exhibit 3 - Specification List

7.17.2020

Specification No.	Specification Description/Title	Revision #	Release Date
	CMAR BIDDER'S MANUAL		
00 21 13	Instructions To Bidders		6.8.2020
00 24 13	Bid Category Descriptions	Add. 1	6.22.2020
00 26 00	Procurement Substitution Procedures		6.8.2020
00 30 10	MBE Provisions and Forms		6.8.2020
00 31 13	Preliminary Schedules and Project Phasing		6.8.2020
00 41 00	Bid Forms	Add. 1	6.22.2020
00 43 13	Bid Security Bond		6.8.2020
00 52 00	Agreement Forms		6.8.2020
00 61 13	Performance & Payment Bond Forms		6.8.2020
00 62 76.13	Sales Tax Form		6.8.2020
00 73 16	Insurance Requirements		6.8.2020
00 73 19	Health and Safety Requirements		6.8.2020
01 21 00	Allowances		6.8.2020
01 22 00	Unit Prices		6.8.2020
01 23 00	Alternates	Add. 1	6.22.2020
01 25 00	Substitution Procedures		6.8.2020
01 26 00	Contract Modification Procedures		6.8.2020
01 29 00	Payment Procedures		6.8.2020
01 31 19	Project Meetings		6.8.2020
01 32 16	Construction Progress Scheduling		6.8.2020
01 32 26	Construction Progress Reporting		6.8.2020
01 33 00	Submittal Procedures		6.8.2020
01 35 43	Environmental Procedures – 5S Program		6.8.2020
01 40 01	Quality Program		6.8.2020
01 50 00	Temporary Facilities and Controls		6.8.2020
01 60 00	Product Requirements		6.8.2020
01 71 23	Field Engineering		6.8.2020
01 74 13	Progress and Final Cleaning		6.8.2020
01 74 19	Construction Waste Management and Disposal		6.8.2020
01 77 00	Closeout Procedures		6.8.2020
01 78 36	Warranties		6.8.2020
01 80 00	Storm Water Pollution Prevention Plan Template		6.8.2020
EXHIBIT A	Phase 1.5 Site Logistics		6.8.2020
EXHIBIT B	Site Elevations & Erosion Control		6.8.2020
EXHIBIT C	Exposed Concrete Walls		6.8.2020

	SELLING TECHNICAL SPECIFICATIONS		
	Geotechnical Report dated April 12, 2019 by CESI		
	Geotechnical Report Addendum 1 dated August 16, 2019 by CESI		
	Geotechnical Report Addendum 2 dated August 16, 2019 by CESI		
01 14 00	Special Inspection Services		6.1.2020
01 14 10	Statement and Schedule of Special Inspections		6.1.2020
03 30 00	Cast in place Concrete for Buildings		6.1.2020
05 12 00	Structural Steel Framing		6.1.2020
07 13 26	Self-Adhering Sheet Waterproofing		6.1.2020
07 21 00	Thermal Insulation		6.1.2020
31 61 00	Aggregate Piers		6.1.2020
33 46 00	Subdrainage		6.1.2020

Exhibit 4 - Drawing List

7.17.2020

Sheet Number	Sheet Description/Drawing Title	Revision #	Sheet Date
15.S0.1	GENERAL NOTES		6.1.2020
15.S0.2	SCHEDULES		6.1.2020
15.S1.00A	BASEMENT FOUNDATION PLAN – WEST		6.1.2020
15.S1.00B	BASEMENT FOUNDATION PLAN – EAST		6.1.2020
15.S1.10A	FIRST FLOOR TOP OF WALL PLAN – WEST		6.1.2020
15.S1.10B	FIRST FLOOR TOP OF WALL PLAN – EAST		6.1.2020
15.S2.1	WALL ELEVATIONS		6.1.2020
15.S2.2	WALL ELEVATIONS		6.1.2020
15.S2.3	WALL ELEVATIONS		6.1.2020
15.S3.01	FOUNDATION SECTIONS		6.1.2020
15.S3.02	FOUNDATION SECTIONS		6.1.2020
15.S3.03	FOUNDATION SECTIONS		6.1.2020
15.S3.11	FOUNDATION / FRAMING SECTIONS		6.1.2020
15.S3.12	FOUNDATION / FRAMING SECTIONS		6.1.2020
15.S3.13	FOUNDATION / FRAMING SECTIONS		6.1.2020
15.S3.14	FOUNDATION / FRAMING SECTIONS		6.1.2020
15.S4.01	ENLARGED PLANS		6.1.2020
15.S4.02	ENLARGED PLANS		6.1.2020
15.S5.1	TYPICAL DETAILS		6.1.2020
15.S5.2	TYPICAL DETAILS		6.1.2020
15.S5.3	TYPICAL DETAILS		6.1.2020
15.S5.4	TYPICAL DETAILS		6.1.2020
C3-1	SITE PLAN		6.8.2020

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Infrastructure and Asset Management - Cabarrus County Emergency Medical Services Headquarters Construction Manager At Risk Selection

BRIEF SUMMARY:

Cabarrus County posted a Request for Qualifications (RFQ) for Construction Manager at Risk services on 06/22/20 for the construction of a new Cabarrus County Emergency Medical Services (EMS) Headquarters (HQ). Nine (9) firms submitted qualification packages on the due date of 07/10/20. An internal selection committee consisting of Cabarrus County staff, Cabarrus County EMS, and Cabarrus County Commissioners made a shortlist of three of the nine firms. ADW Architects offered written evaluations of the RFQ submissions and were involved in the process but did not have an official vote in the process. The three shortlisted construction firms made presentations to the selection committee and ADW Architects on 07/30/20. The presentations were forty five minutes long with thirty additional minutes given for questions and answers.

REQUESTED ACTION:

Motion to approve the bid award and authorize the County Manager to execute the contract between Cabarrus County and "to be announced at meeting", subject to revision by the County Attorney.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Bilafer, Area Manager of Operations
James Lentz, EMS Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ CMAR RFQ posting



Request for Qualifications (RFQ)
for
Construction Manager at Risk (CM@R) Services
for
Cabarrus County Emergency Medical Services (EMS) Headquarters (HQ)
Construction

Issued: 06/22/20

Submittals Due: 07/10/20 by 3:00 PM EST

Introduction

Cabarrus County, North Carolina (“County”) is seeking to hire a qualified Construction Manager at Risk firm (“CM@R”) to provide preconstruction and construction management services for a +/- 30,000 square foot Emergency Medical Services (EMS) Headquarters (HQ) building located in Concord (“Project”). Through this Request for Qualifications (“RFQ”), the County is seeking Qualifications Statements from interested and qualified firms.

There is an aerial provided at the end of this document detailing the location of the proposed new EMS HQ building as well as a preliminary layout generated from the programming study.

The CM@R, or its joint venture partner, must have experience as the prime at-risk contractor, design-builder, or construction manager (either individually or as the major joint venture partner) for the construction of a minimum of three (3) similar size or larger professional or governmental and/or public safety projects to be considered for further evaluation.

Scope of Work

The specific scope of work for the selected CM@R for the Project will be defined in the construction management agreement. However, at a minimum the following services are required of the CM@R:

Provide preconstruction phase services including cost estimating, life-cycle cost analysis, value engineering, BIM driven conflict resolution, constructability reviews, scheduling, phasing plans, etc.

- Provide and maintain Request For Information (“RFI”) and submittal logs
- Develop and maintain a master project schedule
- Prepare and maintain a cash flow analysis
- Define and prepare scopes of work for bid packages
- Develop a site management plan
- Provide construction management and general contracting services (if statute allows)
- Develop a phasing and sequencing plan
- Establish and maintain quality control standards
- Provide Guaranteed Maximum Price(s) (“GMP(s)”)

The County anticipates entering into a construction management agreement with the CM@R for preconstruction services, an early site package GMP, and the actual building GMP.

In accordance with North Carolina General Statutes Section 143-128.1 firm will be required to prequalify all first tier subcontractors with assessment tools and criteria for the Project including specific prequalification scoring values jointly developed with the County.

Project Schedule

The Project schedule has not yet been confirmed however the county anticipates starting the actual construction in fiscal year 2022 which officially starts on July 1st of 2021.

Qualifications Statement Submittal Requirements

The following components shall be submitted to the County in a concise manner as part of the response to this RFQ. Failure to include all of the elements specified below may be cause for rejection. Additional information may be provided, but shall be succinct and relevant to this RFQ. Submittals shall be limited to 30 pages (single sided or 15 pages double sided, the 30 pages does NOT include the exhibits). Document pages shall be 8-1/2 inches by 11 inches in size. Qualifications Statements shall correspond to the sections below:

1. Firm Information

- a. Firm name, mailing address (include physical location if mailing address is a P.O. Box), contact person, telephone number, and e-mail address.
- b. Type of organization (joint venture, partnership, limited partnership, corporation, etc.). If submitting as a joint venture, firm shall provide a summary of the draft agreement terms.
- c. Firm history, including background of firm's executive management and number of years the firm has been in business.
- d. Financial information:
 - Firm's total annual construction volume for the past five (5) years.
 - Name and contact information of the firm's bonding company.
 - Letter from the surety indicating the firm's current bonding capacity and the surety's willingness to bond the Project.
 - A.M. Best rating for the firm's surety, and its status to do business in North Carolina.
- e. Has the firm, or joint venture partner, ever been involved in litigation or arbitration with an owner of a similar facility? If so, please describe each instance, giving specific detail regarding the reasons for the claim and amount in dispute. Explain how the claim was resolved.
- f. Complete the form provided in Exhibit B of this RFQ and provide any additional supporting documentation the Respondent determines is warranted for the Owner to assess the Respondent's litigation history.

2. Relevant Experience and Capabilities

- a. Provide confirmation that the firm and its team members are licensed to provide construction management services in North Carolina.
- b. Demonstrate the firm's experience in constructing larger professional or governmental and/or public safety projects. Provide three (3) examples where the firm has provided construction management services for projects similar in size and complexity (i.e. 2,000 sq. foot plus buildings, public safety buildings, large governmental buildings, etc.). The selected projects should demonstrate the firm's capability, creativity and unique problem solving skills, budget and schedule compliance, and added value. The following information shall be provided for each project:
 - Owner and location of the project
 - Completion date or status of the project
 - Brief project description highlighting its key elements
 - Capacity and square footage of the project
 - Key personnel for this project
 - E-mail and telephone number for references (Design team/architects, Key subcontractors and the actual owner of the project)

- Initial project budget, final cost, and type of contract

3. Project Team

- a. Identify the key personnel who will be assigned to the Project.
- b. Identify the firm's single point of contact for the entire Project.
- c. Provide an organization chart clearly defining all individuals proposed for the Project.
- d. Provide resumes for each individual listed above, including the following:
 - Name and title
 - Years of experience
 - Years with firm
 - Office location
 - Education, certifications, licenses, and/or special training
 - Description of role and key responsibilities for the Project and level of involvement
 - Listing and description of relevant project experience
- e. Identify the level of commitment to the Project for each key personnel, including the project executive and lead project manager(s).

4. Project Approach: Provide a narrative describing the firm's approach to the Project. The following items shall be addressed specifically:

- a. Discuss role as a team member on the Project that includes the County, owner's representative/program manager, architect, engineer, and other Project stakeholders.
- b. Discuss approach to project controls, including scope, schedule, budget and cost control, and construction quality control with examples of past success.
- c. Discuss proposed first-tier subcontractor pre-qualification and procurement procedures.
- d. Discuss project tracking / reporting: Identify tools and strategies used to track project performance.
- e. Request for Information (RFI), and shop drawings: Describe your firm's approach to handling these documents to insure accuracy and timeliness. Provide examples of applicable logs (preferably on a Project noted in the Experience category).
- f. Schedule and Staffing Plan: Describe your firm's approach to maintenance of project schedules and resolving project schedule deficiencies.
- g. Describe procurement plan to ensure completion of the Project on a timely basis.
- h. Describe practices and processes in monitoring and managing construction activities and subcontractor performance so as to minimize requests for change orders and avoid or mitigate construction related disputes.
- i. Indicate whether the firm would propose to self-perform any work on the Project and, if so, the nature of the work and the firm's capability to self-perform.
- j. Describe how the firm will ensure competitive pricing and on-time, quality performance by its subcontractors.

- k. Describe the firm's approach to creating a competitive procurement environment for the benefit of the Project.
 - l. Describe your firm's approach to identifying and mitigating potential constructability issues during the pre-construction phase
 - m. Explain your approach for resolving potential conflicts and changes in the work between your firm and 1) subcontractors, 2) Design Engineers, and 3) the Owner.
5. **Minority Participation:** Describe the program (plan) that your company has developed to encourage participation by Minority and other HUB firms to meet or exceed the goals set by North Carolina General Statute 143-128.2. Attach a copy of that plan to this proposal. Provide documentation of the Minority and other HUB participation that you have achieved over the past two years on both public and private construction projects. Outline specific efforts that your company takes to notify Minority and other HUB firms of opportunities for participation. Indicate the minority participation goal that you expect to achieve on this project. The CM@R will be required to submit a final plan for compliance with Section 143-128.2 for County approval prior to soliciting bids for the Project's first tier subcontractors.

Selection Criteria

Qualifications Statements will be evaluated by the Selection Committee based on the firms' ability to meet the requirements of this RFQ. The Selection Committee will include members(s) of the Board of Commissioners, County Manager's office, staff from the Infrastructure and Asset Management, Information Technology Services, EMS, and Construction Standards. Other staff members may participate in the evaluation process as well. The primary evaluation criteria include:

1. Experience providing preconstruction and construction management services for similar projects;
2. Approach to the Project;
3. Ability to meet the established schedule;
4. Qualifications and abilities of key individuals proposed for the Project;
5. Client, subcontractor, and design references; and
6. An office in North Carolina.

Submission Process and Timeline

Qualifications Statements shall be submitted electronically by 3:00 PM on July 10th, 2020. Responses must be prepared in conformance with the guidelines described in this RFQ. Responses received after the deadline will **not** be considered.

Electronic qualification statements shall be submitted electronically in PDF format to kdbilafer@cabarruscounty.us. The e-mail subject line must be as follows: "CM@R Qualifications Statement - Cabarrus County EMS Headquarters."

All responses are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, the County agrees to keep confidential any confidential proprietary information

included in a response, provided that: 1) the respondent identifies the confidential proprietary portions of the response; 2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary; and 3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

In submitting a Qualifications Statement, each firm agrees that the County may reveal any materials contained in such response to all the County staff and the County officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee or who are hired by the County to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the County and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.

Conditions and Reservations

The County reserves the right to refuse and reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the County in its sole and exclusive discretion. The County reserves the right to waive technicalities and informalities. The County reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the County to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of the State of North Carolina.

Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the County unless the County and your firm execute a contract.

An authorized representative of the firm is required to certify the accuracy of all information contained in your submittal by executing the certification form attached to this RFQ as Exhibit A.

EXHIBIT A

Certification Form

(Provide separate Certification for each Joint Venture or Partnership entity)

COMPANY NAME **SEAL**

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS RESPONSE TO THE REQUEST FOR PROPOSALS IS CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND BELIEF.

This the _____ day of _____, 2017.

By: _____

Title: _____

License number under which the project will be executed:

Name license number above is held in: STATE

OF _____

COUNTY OF _____

_____ a Notary Public in and for the County and State aforesaid, do hereby certify that personally came before me this day and acknowledged that he is of and by that authority duly given and as an act of the foregoing instrument was signed by As, attested by him/herself as Secretary, and sealed with the common seal of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the _____ day of _____, 2018.

My commission expires:

EXHIBIT B – LITIGATION HISTORY

If the Respondent replies yes to any of the questions below, please provide a full explanation with any required supporting relevant documentation that can be legally provided.

Has your company been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, employment discrimination or prevailing wages within the last 10 years?

Yes No

Have any of the following actions occurred on, or in conjunction with, any project performed by your company, affiliate, or their officers, partners, or directors in the last five years?

a. Legal Action Initiated by Contractor against Owner

Yes No

b. Legal Action Initiated by Contractor against Subcontractor

Yes No

c. Legal Action Initiated by Owner?

Yes No

d. Legal Action Initiated by Subcontractor?

Yes No

e. Arbitrations

Yes No

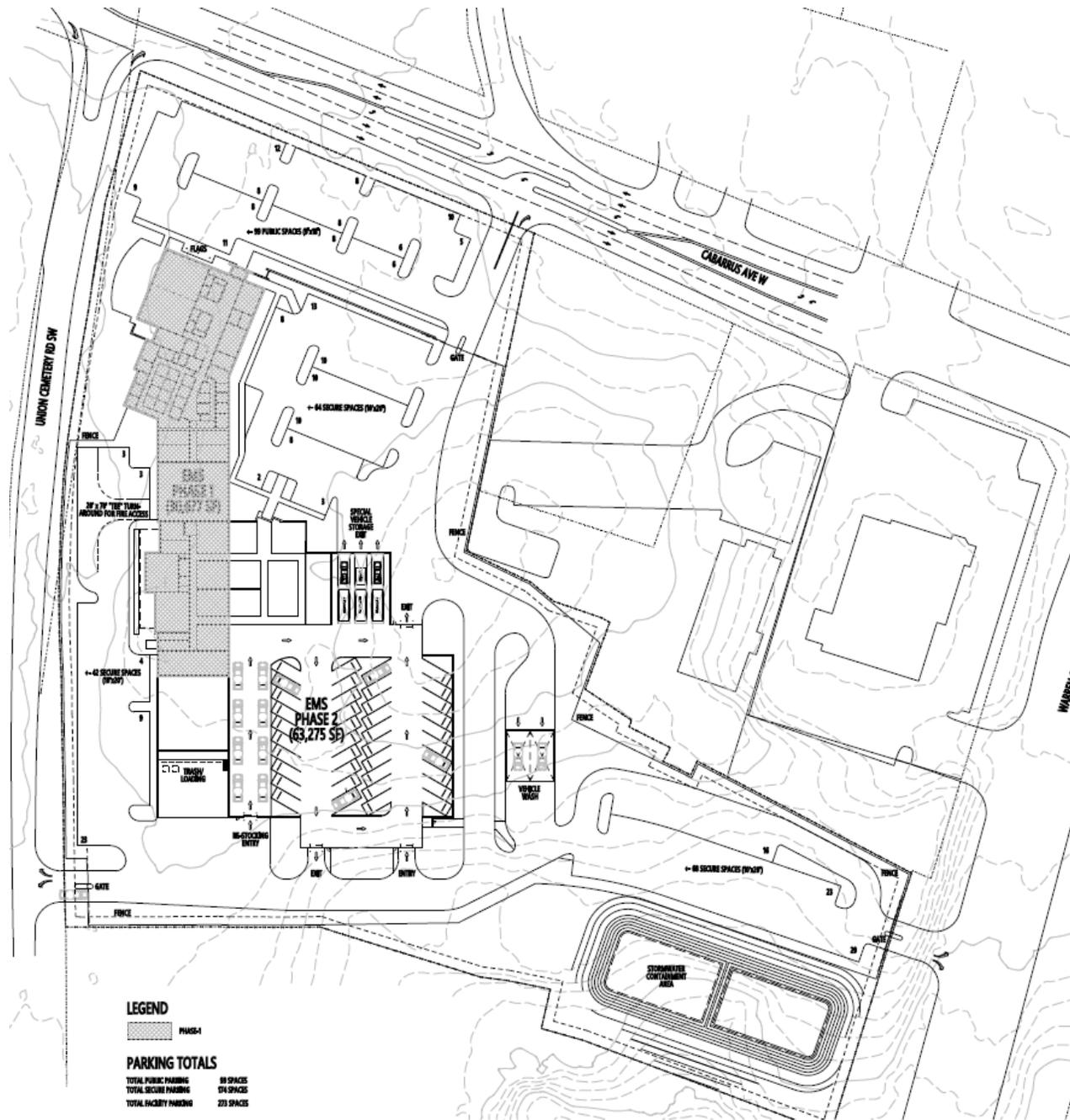
Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging?

Yes No

Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina?

Yes No





LEGEND

PHASE 1

PARKING TOTALS

TOTAL PUBLIC PARKING	50 SPACES
TOTAL SECURE PARKING	234 SPACES
TOTAL FACILITY PARKING	233 SPACES

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Infrastructure and Asset Management - Human Services Center Lease Renewal

BRIEF SUMMARY:

The owner of the Human Services Center building, Kannapolis Land, Inc., has reached out to the Cabarrus County Area Manager of Operations to discuss the building lease renewal. The current renewal expires on May 31, 2022. The owner would like extend the lease term to May 31, 2027, accompanied with a CPI adjustment in 2022. There has not been a Consumer Price Index (CPI) adjustment since 2012. The owner has discussed with the county, large ticket improvement/repair items such as the patio surface and parking lot lights. The owner is not offering repair/replacement of the parking lot with this lease extension as has been discussed in the past.

REQUESTED ACTION:

Motion to approve the Lease Extension between Cabarrus County and Kannapolis Land, Inc. for the Human Services Center and authorize the County Manager to execute the Agreement on behalf of Cabarrus County, subject to review or revisions by the County Attorney.

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Kyle Bilafer, Area Manager of Operations

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- DRAFT Lease Extension

**AGREEMENT FOR EXTENSION AND
FOURTH AMENDMENT TO LEASE**

THIS AGREEMENT is made and entered into as of the _____ day of June, 2020 by and between **KANNAPOLIS LAND, INC.** ("Landlord"), and **CABARRUS COUNTY** ("Tenant").

BACKGROUND

A. Landlord and Tenant are parties to that certain Lease Agreement dated December 1, 1996 for space at 1303 S. Cannon Blvd., Kannapolis, NC 28083 (the "Demised Premises"). The said Lease Agreement was amended and the term extended by First Amendment dated February 10, 2006, and by Agreement for Extension and Second Amendment to Lease dated March 14, 2011, and by Agreement for Extension and Third Amendment to Lease dated May __, 2015. The Lease Agreement as amended aforesaid is hereinafter referred to as the "Lease".

B. The third Extended Term of the Lease expires May 31, 2022. Tenant has notified Landlord that it desires to extend the Lease Term, and requests that the Landlord perform certain repair work.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant hereby agree as follows:

1. Extension. Landlord and Tenant hereby agree to extend the Lease Term for a period of five (5) years commencing on June 1, 2022 and expiring on May 31, 2027 (the "Fourth Extended Term").

2. Rent. The annual Basic Rent during the Fourth Extended Term shall be equal to \$717,724.44 increased by the percentage increase in the Consumer Price Index during the commencement date and the termination date of the previous term (June 1, 2017 to May 31, 2022). The term "Consumer Price Index" as used in this paragraph shall mean the Consumer Price Index for All Urban Consumers, U.S. City Average, All Items (1982-84=100), published by the Bureau of Labor Statistics of the United States Department of Labor. If the Bureau of Labor Statistics should discontinue the publication of the Index, or publish the same less frequently, or alter the same in some manner, then Landlord shall adopt a substitute Index or substitute procedure which reasonably reflects and monitors consumer prices.

3. Repair. Landlord shall perform the following repair work on the Demised Premises:

a) Patio – Landlord shall replace at its expense approximately 1100 square feet of concrete patio currently used by Tenant as an outdoor seating area situate on the north side of the building as more particularly shown highlighted in red on Exhibit 1; and

b) Parking Lot Lights – Landlord shall at Landlord’s expense upgrade the fixture heads of the existing exterior parking lot pole lights with LED fixtures.

4. Lease Ratified. Except as hereby amended, the terms and conditions of the Lease are ratified and confirmed by the Landlord and Tenant and shall remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed the Agreement for Extension and Fourth Amendment to Lease in duplicate as of the day and year below written.

**LANDLORD:
KANNAPOLIS LAND, INC.**

Witness

By: _____
Theresa C. Rowe

Date

Its: Vice President

**TENANT:
CABARRUS COUNTY**

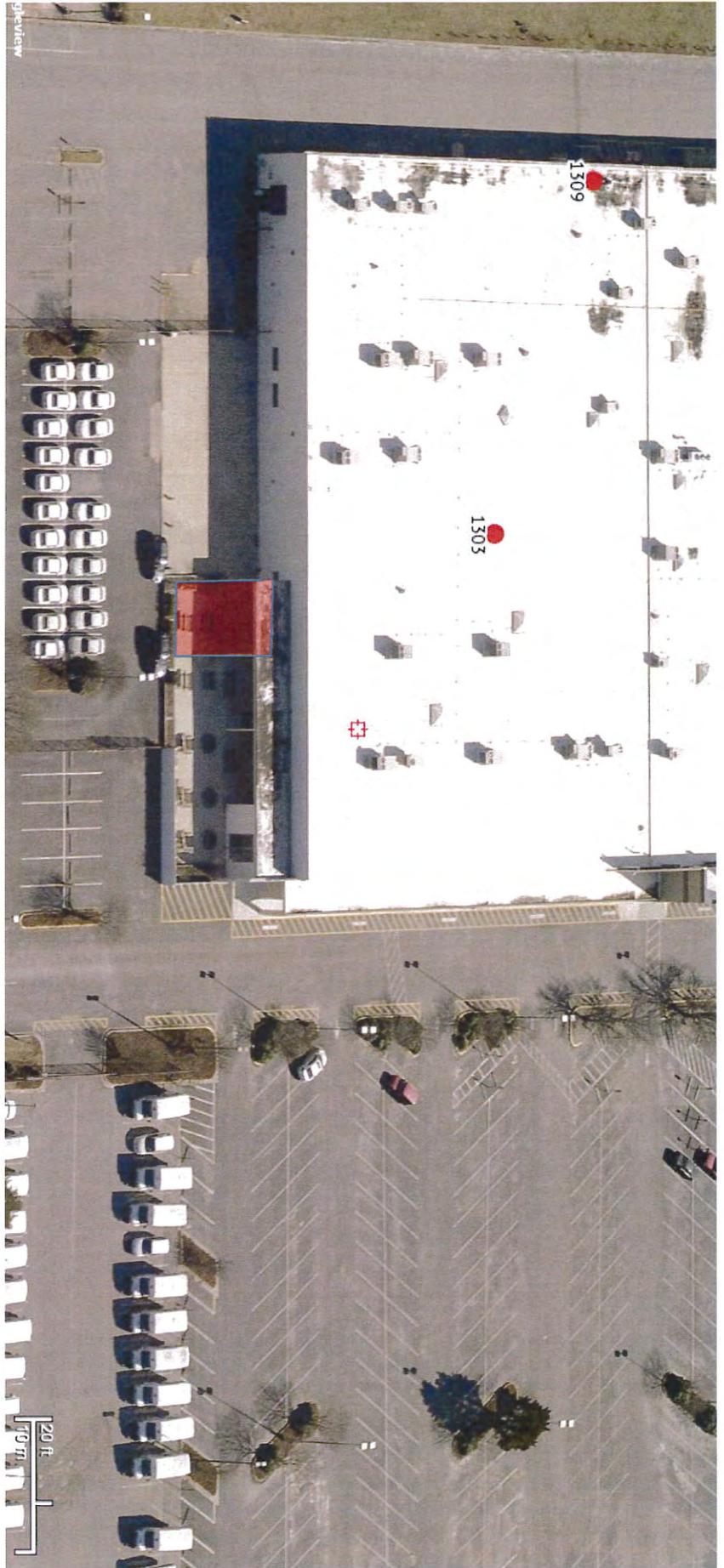
Witness

By: _____

Date

Its: _____
Title

EXHIBIT 1



replace the floor coating in the red shaded area above

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

ITS- Storage Area Network Refresh Lease Agreement

BRIEF SUMMARY:

Cabarrus County's current Storage Area Network lease is expiring. The lease provides for a complete refresh of the current storage hardware. This data storage devices supports all county departments, Cabarrus County Schools and Kannapolis City Schools.

REQUESTED ACTION:

Motion to approve the Lease Agreement between Cabarrus County and leasing company for the Nimble and Qumulo storage devices and to authorize the County Manager to execute the Agreement of behalf of Cabarrus County, subject to review or revisions by the County Attorney.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Todd Shanley

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Library - Circulation Policy Changes

BRIEF SUMMARY:

To better serve the educational institutions of Cabarrus County, a policy change to make all students and educators eligible for free library cards is proposed. The non-resident fee has also not increased in at least 10 years; as a measure of fairness for Cabarrus County tax payers, it is proposed to increase this fee to \$25 per year. This cost is more aligned with the fees charged by surrounding counties.

Proposed changes in the attached draft also include updates regarding the removal of overdue fines, which can be adjusted based on approval.

The Library Board of Trustees approved these changes at their July 16th meeting.

REQUESTED ACTION:

Motion to approve library policy changes.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Emery Ortiz, Library Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Circulation Policy Updates - Draft

CABARRUS COUNTY PUBLIC LIBRARY CIRCULATION POLICY

I. Library Cards: Eligibility & Registration

A Cabarrus County Public Library card must be presented at any library in the county to check out materials or use the Internet. A photo ID may be used if the patron's library card is not present.

Eligibility may be established with the following:

- a current photo ID, other official photo identification with pre-printed name and address

OR

- if the current address is not shown on any of the above, then checks imprinted with address, or an official (government, utility or billing company) piece of dated mail with resident's name can be used along with the Driver's License or photo identification

A. Patron Types

Library cards will be issued according to the following patron types:

1. Youth

Children and juveniles under 18 will be issued a Youth card. To establish eligibility to obtain a library card, the child's parent or legal guardian must furnish above proof of identification and address. The adult who takes responsibility for the child is responsible for all items checked out, fees, etc. The responsible party must have a library card before a card will be issued to the child.

Juveniles ages 16 and 17 may provide the required proof of identification and address to establish eligibility themselves without a responsible party; however, internet usage is restricted to ages 17 and up without written or verbal approval of a parent/legal guardian. The card holder will be responsible for all items checked out, fees, etc.

2. Adult

Persons age 18 and older will be issued an adult card with the required proof of identification and address.

If an adult is not able to provide correct proof of identification and address then a parent or legal guardian may provide that information and sign as the responsible party. Those accounts will be linked together.

B. Residency

1. Cabarrus County Residents

- a. All county residents age 5 or older are eligible for free library cards. A NC driver's license or NC ID with current address is required. Out-of-county residents who own

property and pay taxes in Cabarrus County will also need to present a business license or tax statement that shows the address of their Cabarrus County property.

- b. Residents of Cabarrus or Rowan County who have a driver's license (NC or out of state) that do not have the correct address must also present other documentation verifying address (lease, bill, check book, etc.).

2. Non-Residents

- a. **Free Registration.** Residents of Rowan County, employees of Cabarrus County, and students and educators at educational institutions within Cabarrus County are eligible for a free library card. A valid NC driver's license or photo ID with current address is required. Proof of employment or a student ID will be required as applicable.
- b. **Annual Fee.** Individuals not represented above are eligible for a library card for an annual fee of \$25.00. A driver's license or photo ID with a current address is required.

3. Limited Checkout

- a. Cabarrus County residents living in shelters, group homes, or other eligible circumstances may be issued free Library Cards upon approval of a supervisory staff member, and will be limited to three items checked out at a time, in addition to Internet access for eligible applicants (ages 17 and up). Proof of residency at a shelter or group home will be required.

C. Other Card Types

1. Internet Only Card

An Internet Only card will be issued to individuals 18 years and older who do not have proof of current address. They must have a picture ID. Internet Only cards cannot be used to checkout library materials.

2. Student

Established partnerships with various schools within Cabarrus County may grant access to digital library resources with student ID numbers, or an alternate ID. These cards may not be used to check out physical materials, but may be used to access the internet at a library facility, with parental approval.

D. Card Renewal

All cards are updated for information on an annual basis. Patrons are responsible for updating name changes, address changes, etc. as they occur; proof of address will be required to renew a card if mail to the existing address has been undeliverable. A youth card may be updated by the responsible party without the child being present.

All linked cards will be updated at the same time except for non-resident fee cards.

E. Replacement Cards

The charge for replacing a damaged, lost or stolen card is \$2.00. Cardholders are responsible for all materials charged to their cards up to the time when they report their card missing. When requesting a replacement card the card holder must provide proof of identification and address as stated in section *I. Library Cards: Eligibility & Registration*.

F. Right to Refuse Card Applications

The Library reserves the right to refuse to issue library cards if other members of the household have been denied borrowing privileges.

II. Loan Periods and Limits

The following loan periods and limits have been established to provide library users with an adequate amount of time to both use library materials and return them so that they are available in a reasonable amount of time for other users.

A. Loan Periods

Most circulating items are checked out for 28 days with the following exceptions:

- DVDs – 14 days
- Launchpad Tablet—14 days
- New Adult Books – 14 days
- [Magazines](#)—14 days

B. Limits

A maximum of 50 items may be checked out to a card at any time, with the exception of card holders in the Limited Checkout category, which are limited to 3 items at a time. The following limits apply to all card holders:

- DVDs – limit of 6 (those with a Youth Card may only checkout DVDs geared toward children and families with a rating of G or equivalent).
- Launchpad Tablet—limit of 1 (limited to checkout on an adult card in good standing, only).
- Audiobooks/[Playaways](#) – limit of 6.
- Music CDs – limit of 6.
- Magazines—limit of 6.

C. Renewals

Most items can be renewed twice. Items with existing holds may not be renewed.

Items may be renewed online (with library card number and PIN), in person at any library location, or by phone.

D. Non-Circulating Items

For preservation and access purposes, certain items may not be checked out:

- Newspaper titles
- Reference books

E. Return of Items

Items may be returned to any Library in the Cabarrus County system, regardless of where items were checked out. They may either be brought into the Library during business hours or placed in the outside drops 24 hours a day, with the exception of Launchpad Tablets, which should be returned in-person to a circulation desk. Launchpads returned in the book drops will incur a \$2 fee, or charged for any damage, whichever is greater. (Note: outside drops at the Harrisburg Library are only available during park hours). Fines for overdue items should NOT be put in the drops.

Patrons are responsible for materials until they are checked in.

Patrons who return items in the outside drops before entering the Library may be required to wait until the drop is emptied to checkout if they have reached the limit for certain material types.

III. Fines and Fees Patron Responsibilities

A. Overdue Materials

Overdue fines are assessed for items returned more than one business day past their due date. Fines are assessed only on days the libraries are open. Fine rates are as follows:

- All materials — \$0.20 per day the library is open

B. Maximum Fines

In order to encourage return of long-overdue materials, there is a maximum per-item fine of \$5.00 on all items.

C. Verbal Reminders

Patrons will be verbally reminded about any outstanding items or fees on their account each visit.

A. Responsibility (*moved up, for continuity*)

Library users are responsible for all materials checked out on their card or on the cards of children for whom they have assumed responsibility. If library users allow others to check-out materials on their card, those materials are still the responsibility of the card owner. Lost cards should be reported immediately; library users are responsible for all materials checked out on their card up to the time that they report the card as lost.

D. Overdue notices

Courtesy reminders are sent via email (to those with a valid email address) four days before an item is due. Overdue notices are delivered by email or automated telephone 7, 14, and 30 days after an item is due. Overdue notices are sent as a courtesy and failure to receive a notice will not be considered grounds for waiving a fine. Patron accounts will be blocked if items are not returned within 14 days of the due date. After 60 days, any overdue items will be declared lost and the patron will be charged for each item.

E. The Safekeeping of Materials

Patrons are responsible for the safekeeping of materials checked out on their library card.

1. Lost Materials

Patrons who lose materials will be charged the list price of the book at the time it was purchased. Items are **considered lost after 60 days.**

2. Damaged Materials

When materials are damaged, there will be a charge for the repair of the item or the cost of replacement, ~~plus a processing fee if the item cannot be repaired.~~ If a patron is required to pay for a replacement, they may keep the damaged item.

These costs will be determined by the library staff depending on necessary repairs. The “Costs Associated with Repairable Damage” chart will be referenced for costs associated with damaged materials, and may be found below.

3. Replacement Copies.

The library will accept replacement copies of lost/damaged items that meet the following criteria:

- The replacement item is new and unopened (in the case of media replacements)
- The replacement item is identical in format to the item lost/damaged, including format (hard or soft cover), ISBN number, edition, etc.

Library staff reserves the right to refuse any replacement item that does not meet the standards above. A processing fee of \$5.00 per item will be charged to the patron’s account upon acceptance of replacement items. Any replacement charges for a lost/damaged item will be waived upon the acceptance of a suitable replacement item.

To ensure a replacement copy is acceptable, patrons are strongly encouraged to consult a library staff member before submitting an item for consideration.

4. Launchpad Tablets

Launchpad Tablets are a special circulating item that require extra care on behalf of the patron. Each unit is checked out as a kit that includes the tablet, carrying case, AC adapter, and USB cable. Patrons are responsible for the safe return of each item included in the kit. Tablets must be charged upon return. Library is not responsible for any information retained on device upon return (accessibility to personal information is limited; Launchpad tablets do not connect to the internet or require personal information for use but may retain information regarding game play and/or lesson progress).

Costs Associated with Repairable Damage

MISCELLANEOUS	Barcode	2.00
BOOKS	Book Jacket	2.00
	Plastic Cover for Book Jacket	1.00

	Damaged/Torn/Stained		1.00-5.00
AUDIOVISUAL	AV Covers (All)		1.00
	AV Covers plus barcode		3.00
	Launchpad Tablet		120.00
	Launchpad Bumper/Protective Cover		9.00
	Launchpad AC Adaptor		10.00
	Launchpad USB Cord		5.00
	Launchpad Carrying Case		10.00
	Case	Plus Cover	Plus Cover & Barcode
Music CD Cases			
Single	1.50	2.50	4.50
Double	2.00	3.00	5.00
Audiobook Cases			
1-4 discs	4.00	5.00	7.00
5-10 discs	6.00	7.00	9.00
11-18 discs	7.00	8.00	10.00
19+ discs	8.00	9.00	11.00
DVD cases			
1-2 discs	2.00	3.00	5.00
3-4 discs	3.00	4.00	6.00
REPLACEMENT COST FOR LOST/DAMAGED CDs			
Audiobook discs may be replaced at a cost of \$10.00 per disc for up to two discs. If more than two discs in a set are damaged, replacement of the entire collection will be charged, based on list price of the collection.			

F. Natural Disaster or Unforeseen Circumstance

If materials are damaged or lost due to a natural disaster or some unforeseen event (fire, flood, storm, theft, death, etc.), a written request for amnesty may be approved by a library manager with proof of disaster or death.

G. Forms of Payment

The Library will accept the following forms of payment

- Cash or money orders.
- Personal check made out to the "Cabarrus County" for the exact amount of the fines.
- Credit cards.
- [Online payments through the library's online catalog](#)

H. Refunds

Patrons returning lost items are eligible for a refund if the item is returned within six months of its due date, and is in shelf-ready condition. -The refund will equal the price they paid for the item minus the \$5 processing fee; any accumulated overdue fines will be deducted from the refund. Refunds will be issued by the County Finance department.

IV. Special Services

A. Holds

Any circulating item may be placed on hold at the request of a patron. When it is available, the patron will be notified and be given seven calendar days to pick up the item. Holds are limited to ten per card at any one time (Note: Limited Checkout cards are limited to 1 hold at any one time).

Items may be placed on hold the following ways:

- online – with library card number and PIN
- in person at the circulation desk
- by phone

Holds may be placed on cards with a blocked status, but the account must be cleared before items may be checked out.

B. Inter-Library Loan (ILL)

Cabarrus County Public Library borrows materials for its patrons from other libraries in North Carolina, the Southeast or wherever materials are available.

- Inter-Library loan service is available to Cabarrus County Public Library patrons with a library card in good standing.
- Most libraries will not loan recently published (last 12 months), high demand or rare items.
- Patrons are responsible for paying for the postage required to send the item back to the lending institution, which will be charged at a flat rate of \$3.00 per item for standard materials. Special materials, such as microfilm or historical resources, may require an additional cost.
- Materials that are in the Cabarrus County Public Library collection will not be borrowed from other libraries unless the material is deemed lost.
- Interlibrary loan requests are generally filled in 10-14 days, but occasionally can take longer.
- The due date is set by the lending library.
- Requests for interlibrary loan renewals must be made one week before it is due. Requests for renewal must be made directly to the Inter-Library Loan department. Renewals are granted by the lending institution and can not be made automatically.
- There is a charge of \$1.00 per day for each item overdue.

C. Personal Identification Number (PIN)

A PIN will be assigned to patrons upon request. The PIN will allow the patron to access their account online to renew items, place holds and view other account information. The PIN may be up to 8 alpha or numeric characters. Patrons may request a PIN in the following ways:

- in person at the circulation desk – with library card
- by phone – with library card number

V. Denial of Borrowing Privileges

- To ensure that no one library user accrues an excessively high fine **and that loss of materials stays minimal**, library users will have their borrowing privileges denied when they have one item that is overdue by **14 days** ~~or when their fines exceed \$5.00.~~ ~~Borrowing privileges may be denied if linked accounts have items overdue by 60 days or when their fines exceed \$5.00.~~ If attempts to contact a patron fail, their account may be blocked. When this is the case, the library user must present current acceptable identification before being permitted to check out any more materials.
- The Library reserves the right to prohibit the use of a library card if any card linked to that card has an **excessive balance** and/or overdue items (more than **14** days old) checked out on the library card.

VI. Confidentiality of User Records

The Library shall not disclose any Library record that identifies a person having requested or obtained specific materials, information, or services, or as otherwise having used the Library, except as provided under these circumstances:

- When required by the Library for Library operation
- With written consent of the user; and/or
- Pursuant to a subpoena, court order, or where otherwise required by law. All subpoenas, court orders, etc. should be directed to the Library Director.

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Library - Proposal to End Overdue Fines

BRIEF SUMMARY:

As library systems across the country have made a move to end the practice of collecting overdue fines for materials in recent years, data has emerged to show positive results. While overdue fines statistically do not serve as an effective measure of accountability or incentive to return materials, removing overdue fines has been shown to increase library usage, promote equitable library usage across demographics, and have the same or better rate of return of library materials.

The Library Board of Trustees voted in favor of this measure at their July 16th meeting.

REQUESTED ACTION:

Motion to approve the removal of overdue fines from library policies and procedures, including any outstanding overdue fines.

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Emery Ortiz, Library Director

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Fine Free Initiative

Feeling Fine (Free): Removing Barriers to Access



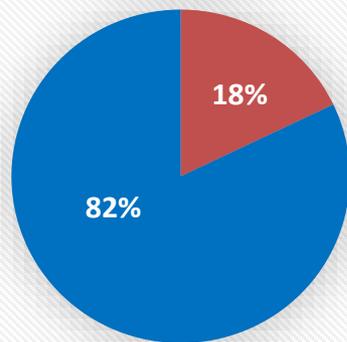
CABARRUS COUNTY
America Thrives Here

Emery Ortiz, Library Director

Why do public libraries charge overdue fines?

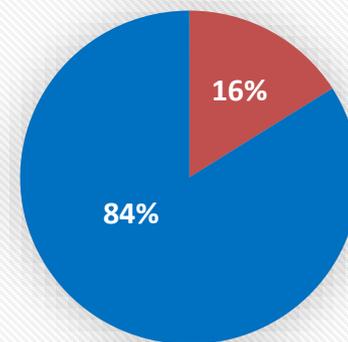
- Traditionally, as a measure of accountability
- Source of revenue
 - Overdue fines were approximately 1 to 1.5% of library budget over the past 4 years (\$45,000 in FY20; 1.2%)

Youth Cardholders (20,093)



Blocked No Block

Adult Cardholders (75,392)



Blocked No Block

Local Impact

- Kannapolis Library has the highest percentage of card holders that are blocked (owe more than \$5 in fines and fees).
- Mt. Pleasant Library has the highest percentage of card holders that are delinquent (owe money, but less than \$5).
- These branches have statistically been seeing weak increases in circulation, if any, and have even seen declines in some areas.

	CON	HAR	KAN	MID	MTP	Total
BLOCKED	6,940	2,985	5,037	51	745	15,758
DELINQUENT	6,367	3,770	3,330	84	895	14,446

Reality of Overdue Fines

- Shown to *discourage* the return of materials, and decreases library usage
- Perpetuates negative feelings towards libraries, and creates negative patron interactions
- Finance is writing off a significant portion of these bills, annually
- Disproportionately affects users with lower incomes, single parent homes, disabilities, etc.

Outstanding Bills by Fiscal Year	
	Outstanding Bill Amount
FY15	\$96,371.23
FY16	\$48,397.16
FY17	\$159,827.07
FY18	\$106,398.75
FY19	\$119,900.44

“Having library fines stand in the way of people searching for jobs and social services just seemed counterintuitive to us.” – Andrea Telli, Chicago Library Commissioner

What Fine-Free Looks Like

- **Increased Circulation**

- During a study by the New York Public Library, children in a fine free program borrowed materials at a 37% higher rate than those not in the program, and teens in the program borrowed at a rate of 35% higher ([2011](#))

- **Increase in Library Usage**

- Salt Lake City Public Library: This library reported an increase in checkouts of 10% as well as a 3.5% increase in new cardholders ([2018](#))

- **Increase in Book Returns/Decrease in Losses**

- Especially ones long-overdue ([240% increase](#) in Chicago Public Library system, 2019)
- Robeson County, NC saw fewer lost items across collections: 7% fewer lost items in both adult and children’s collections; 40% fewer lost items in teen collections (2020)
- Dayton Metro Library: Six months after eliminating overdue fines, this library found that not only were fewer materials becoming overdue, but more materials were being returned than in the previous year ([2018](#))



Fine Free Libraries in NC:

Chapel Hill Public Library, Wake County Public Library, Carteret County Public Library, Robeson County Public Library, Gibsonville Public Library, Mooresville Public Library, Wilson County Public Library, Farmville Public Library, Gaston County Public Library, Northwestern Regional Library System (Alleghany, Stokes, Surry, and Yadkin counties)...and counting.

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Sheriff's Office - Integrated In-Car Video

BRIEF SUMMARY:

On April 20, 2020, the Board approved the Sheriff's Office application for a Department of Justice Body-worn Camera (BWC) grant. The FY2021 budget adopted by the board in June included the funds needed to implement a BWC program for 120 deputies. The annual cost for the BWC program and tasers is \$276,033 in FY21 and \$204,369 from FY22-FY25. Implementation is expected later this year.

Currently, the Sheriff's Office uses Panasonic for in-car video. Shifting in-car video to Axon would provide an integrated system to increase efficiency. It would provide for greater transparency and improve data collection of video evidence by linking all video collection to a single platform. The annual cost for Axon in-car video would be \$235,633 from FY22-FY25. If approved, funds would be appropriated during the FY22 budget process as Axon has agreed to spread the FY21 payment across the next four fiscal years.

REQUESTED ACTION:

Motion to approve entering into an agreement with Axon Enterprises for in-car video.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Van Shaw, Sheriff
James Bailey, Chief Deputy
Rodney Harris, Deputy County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Approval of Regular Meeting Agenda

SUBJECT:

BOC - Approval of Regular Meeting Agenda

BRIEF SUMMARY:

The proposed agenda for the August 17, 2020 regular meeting is attached.

REQUESTED ACTION:

Motion to approve the agenda for the August 17, 2020 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:

ATTACHMENTS:

- 8/17/20 Agenda

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**August 17, 2020
6:30 PM**

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

A. APPROVAL OR CORRECTIONS OF MINUTES

1. Approval or Correction of Meeting Minutes

B. APPROVAL OF THE AGENDA

C. RECOGNITIONS AND PRESENTATIONS

1. Active Living and Parks - Senior Centers Month September 2020
2. Sheriff's Office – Recognition of "Storm" on His Retirement from the Cabarrus County Sheriff's Office as a K-9 Service Dog
3. Soil and Water - Annual Conservation Contest Winners

D. INFORMAL PUBLIC COMMENTS

E. OLD BUSINESS

F. 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 - WW Flowe Park Lease
2. Appointments and Removals - Library Board of Trustees

3. County Manager - FY 20 Funding Re-appropriations
4. County Manager - Humane Society of Cabarrus County
5. County Manager - Involuntary Commitment Transport Services
6. County Manager - Sanitary Sewer Easement at Weddington Hills Elementary School
7. Finance - Request for Additional \$30,000 for Sheriff Training and Firing Range Renovation Project
8. Finance - Rowan Cabarrus Community College Contingency Request for Advanced Technology Center - \$251,093.86
9. Finance - Write off of Ambulance, Library and Miscellaneous Receivables
10. Infrastructure and Asset Management - Cabarrus County Courthouse Expansion Construction Manager at Risk Contract Extension (GMP 1.5)
11. Infrastructure and Asset Management - Cabarrus County Emergency Medical Services Headquarters Construction Manager At Risk Selection
12. Infrastructure and Asset Management - Human Services Center Lease Renewal
13. ITS- Storage Area Network Refresh Lease Agreement
14. Library - Circulation Policy Changes
15. Library - Proposal to End Overdue Fines
16. Sheriff's Office - Award of Service Weapon
17. Sheriff's Office - Declare K-9 "Storm" Surplus Property
18. Sheriff's Office - Integrated In-Car Video
19. Tax Administration - Refund and Release Reports – July 2020

G. NEW BUSINESS

H. 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 - July 2020 Monthly Summary Report
6. Finance - Monthly Financial Update

I. GENERAL COMMENTS BY BOARD MEMBERS

J. WATER AND SEWER DISTRICT OF CABARRUS COUNTY

K. CLOSED SESSION

L. ADJOURN

Scheduled Meetings

**September 8
September 21**

**Work Session
Regular Meeting**

**4:00 p.m.
6:30 p.m.**

**Multipurpose Room
BOC Meeting Room**

October 5	Work Session	4:00 p.m.	Multipurpose Room
October 19	Regular Meeting	6:30 p.m.	BOC Meeting Room
October 21	Cabarrus Summit	6:00 p.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.

Sunday - Saturday	1:00 P.M.
Sunday - Tuesday	6:30 P.M.
Thursday & Friday	6:30 P.M.

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.

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**August 3, 2020
4:00 PM**

AGENDA CATEGORY:

Closed Session

SUBJECT:

Closed Session - Pending Litigation and Acquisition of Real Property

BRIEF SUMMARY:

A closed session is needed to discuss matters related to pending litigation and acquisition of real property as authorized by NCGS 143-318.11(a)(3) and (5).

REQUESTED ACTION:

Motion to go into closed session to discuss matters related to pending litigation and acquisition of real property as authorized by NCGS 143-318.11(a)(3) and (5).

EXPECTED LENGTH OF PRESENTATION:

30 Minutes

SUBMITTED BY:

Mike Downs, County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:
