



**CABARRUS COUNTY  
BOARD OF COMMISSIONERS**

**WORK SESSION  
OCTOBER 7, 2013  
4:00 P.M.**

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**1. CALL TO ORDER - CHAIRMAN**

**2. APPROVAL OF WORK SESSION AGENDA – CHAIRMAN**

2.1 Including Changes to the Agenda Pg. 105

**3. DISCUSSION ITEMS – NO ACTION**

3.1 BOC – Military Order of the Purple Heart Presentation Pg. 3

3.2 County Manager – Update on CCS QSCB (Qualified Schools Construction Bonds) Projects  
Pg. 5

3.3 DHS – Impact of Federal Government Shutdown of Human Services Pg. 106

**4. DISCUSSION ITEMS FOR ACTION AT OCTOBER 21, 2013 MEETING**

4.1 CCS – Funding Request for Central Cabarrus High School Artificial Turf Project Pg. 10

4.11 KCS – Request for Balance of QSCB Funds and One-time Monies for Replacement  
Generator at Kannapolis Intermediate School Pg. 107

**3. DISCUSSION ITEMS – NO ACTION (CONTINUED)**

3.4 BOC – Commissioner Discussion Item Pg. 14

3.5 BOC – NCACC Video Update Pg. 16

**4. DISCUSSION ITEMS FOR ACTION AT OCTOBER 21, 2013 MEETING  
(CONTINUED)**

4.2 County Manager – Revised County/CVB Interlocal Agreement Pg. 17

4.3 Active Living and Parks – Development of Two Multi-Purpose Fields at Frank Liske Park  
Pg. 21

4.4 County Manager – Restoration of the Memorial Fountain at the Historic Courthouse  
Pg. 25

4.5 DHS – Transportation Division – Rural Operating Assistance Program (ROAP) FY2014  
Funding Request – Public Hearing 6:30 P.M. Pg. 28

- 4.6 General Services – Old Jail Demolition/Courthouse Annex Renovations Construction/Demolition Bid Award Pg. 49
- 4.7 Planning & Development – Revision of Re-inspection Fees Pg. 86
- 4.8 Planning & Development – Selection of HOME Program Administrators for 2013-2014 Pg. 89
- 4.9 Planning & Development – Soil & Water Conservation District – Acceptance of State Funds and Application to State and Federal Matching Funds to Purchase Agricultural Conservation Easements Pg. 92
- 4.10 Register of Deeds – Resolution Regarding Electronic Permanent Records Pg. 97

**6. APPROVAL OF REGULAR MEETING AGENDA** Pg. 101

**7. CLOSED SESSION**

- 7.1 Closed Session – Pending Litigation Pg. 104

**8. ADJOURN – CHAIRMAN**



# CABARRUS COUNTY

## BOARD OF COMMISSIONERS WORK SESSION

OCTOBER 7, 2013  
4:00 P.M.

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### **AGENDA CATEGORY:**

Discussion Items - No Action

### **SUBJECT:**

BOC - Military Order of the Purple Heart Presentation

### **BRIEF SUMMARY:**

Members of the Military Order of the Purple Heart, Chapter 634, will conduct a presentation at the work session, requesting Cabarrus County be recognized as a "Purple Heart County".

### **REQUESTED ACTION:**

Receive input.

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

10 Minutes

### **SUBMITTED BY:**

Megan Smit, Clerk to the Board

### **BUDGET AMENDMENT REQUIRED:**

No

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

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## **A PROCLAMATION**

### **In Honor of the Military Order Of The Purple Heart**

**WHEREAS**, the Purple Heart is the oldest military decoration still in present use and was initially created by George Washington in 1782, as the "Badge of Military Merit"; and,

**WHEREAS**, the Purple Heart was the first American Service Award made available to the common soldier, and is awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and,

**WHEREAS**, the mission of The Military Order Of The Purple Heart, chartered by an act of Congress, is to foster an environment of goodwill among the combat-wounded veteran members and their families; to promote patriotism; to support related legislative initiatives; and, most importantly, to make sure we never forget the sacrifices made by those so decorated; and,

**WHEREAS**, there have been many former Cabarrus County residents who made the ultimate sacrifice in giving their lives in the cause of freedom, and the numerous combat-wounded veterans who currently reside within Cabarrus County, and as Purple Heart awardees who contribute to their community in countless ways; and,

**WHEREAS**, Cabarrus County, North Carolina falls within the purview of Chapter 634 of the Military Order of the Purple Heart, and wishes to pledge its strong support for this noble organization and for those who put their lives at risk in service of their Country and their fellow citizens.

**NOW, THEREFORE BE IT RESOLVED**, that the Cabarrus County Board of Commissioners hereby bestow honor and gratitude upon the Military Order of the Purple Heart, Chapter 634, and proudly proclaims and supports the recognition of Cabarrus County as a "Purple Heart County in the State of North Carolina".

Adopted this the 21<sup>st</sup> day of October, 2013.

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Elizabeth F. Poole, Chairman  
Cabarrus County Board of Commissioners



# CABARRUS COUNTY

## BOARD OF COMMISSIONERS WORK SESSION

**OCTOBER 7, 2013  
4:00 P.M.**

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### **AGENDA CATEGORY:**

Discussion Items - No Action

### **SUBJECT:**

County Manager - Update on CCS QSCB (Qualified School Construction Bonds) Projects

### **BRIEF SUMMARY:**

CCS representatives will present an update on the QSCB projects at the work session. The update will include:

- Executed contracts by project
- Project timelines and budgets

### **REQUESTED ACTION:**

Receive report.

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

5 Minutes

### **SUBMITTED BY:**

Len Witke, Cabarrus County Schools

### **BUDGET AMENDMENT REQUIRED:**

No

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

## ATTACHMENTS

- [QSCB Project Status Report](#)
  - [QSCB Milestone Report](#)
-

**Cabarrus County Schools**  
**QSCB Funded Project Status**

**As of September 24, 2013**

School	Project Description	Total Original Project Budget	Change in Budget	Requested Budget Amendment	Adjusted Project Budget	Amount Encumbered	Paid to Date	Bid Amount - Not encumbered	Estimated Future Expenses	Contingency for open projects	Balance Remaining	Project complete
Beverly Hills Elementary	Replace Windows in Four Classrooms	50,000	26,741		76,741	-	76,741				-	100%
Coltrane Webb Elementary	Remodel for Magnet School Program	150,000	(70,996)		79,004	-	79,004				-	100%
Central Cabarrus High	Replacement Windows & Doors	525,000	(64,821)		460,179	8,838	442,840				8,501	99%
Central Cabarrus High	Office Renovation & New Entry Vest.	150,000	168,114		318,114	-	318,114				-	100%
Concord High School	Replace Chillers & Controls	895,451	(205,073)		690,378	-	690,378				-	100%
Concord High School	Dining Room Addition	500,000	76,832		576,832	-	576,832				-	100%
Concord High School	Auditorium Improvements	175,000	113,223		288,223	-	288,223				-	100%
Northwest Cabarrus High	Replace Chillers & Controls	696,171	(74,482)		621,689	-	621,689				-	100%
Northwest Cabarrus High	Gym Addition	1,500,000	1,384,705		2,884,705	835,610	2,037,327			11,768	-	99%
PLC - J.N. Fries Middle	Remodel One Wing for PLC Program	200,000	(2,606)		197,394	-	197,394				-	100%
<b>Subtotal</b>		<b>4,841,622</b>	<b>1,351,637</b>	<b>0</b>	<b>6,193,259</b>	<b>844,448</b>	<b>5,328,542</b>	<b>-</b>	<b>-</b>	<b>11,768</b>	<b>8,501</b>	
<b>Mechanical, Electrical and Plumbing Engineering</b>												
Central Cabarrus High	Replace Chillers & Controls	676,163	115,653		791,816	-	791,816				-	100%
Central Cabarrus High	Electrical Vault Code Upgrades	225,000	(37,939)		187,061	-	187,061				-	100%
Mt. Pleasant Elementary	A/C System Replacement	785,957	(84,619)		701,338	-	701,338			-	-	100%
Northwest Cabarrus Middle	Replace Heat Pumps in 7th Grade Wing	226,695	(16,774)		209,921	-	209,921				-	100%
Various Schools - Breaker Panels	Electrical Panel Testing and Corrections plus Safety Equipment	375,846	(82,408)		293,438	-	288,104				5,334	100%
<b>Subtotal</b>		<b>2,289,661</b>	<b>(106,087)</b>	<b>0</b>	<b>2,183,574</b>	<b>-</b>	<b>2,178,240</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,334</b>	
<b>Roof Replacement</b>												
J.N. Fries Middle School	Partial Roof Replacement	220,000	144,845		364,845	272,677	92,168				-	40%
<b>Subtotal</b>		<b>220,000</b>	<b>144,845</b>	<b>0</b>	<b>364,845</b>	<b>272,677</b>	<b>92,168</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Food Service Improvements</b>												
Beverly Hills Elementary	Kitchen Hood Modifications	50,000	14,880		64,880	-	64,880				-	100%
Mt. Pleasant Middle School	Kitchen Hood Modifications	50,000	9,582		59,582	-	59,582				-	100%
R. Brown McAllister Elem.	Kitchen Hood Modifications	50,000	21,905		71,905	-	71,905				-	100%
<b>Subtotal</b>		<b>150,000</b>	<b>46,367</b>	<b>0</b>	<b>196,367</b>	<b>-</b>	<b>196,367</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Information Technology Upgrades and New Systems</b>												
Central Cabarrus High	Servers, Switches, Wireless, Wiring	275,000	(39,950)		235,050	-	235,050				-	100%
Concord High School	Switches, Wireless, Wiring	90,000	(9,919)		80,081	-	80,081				-	100%
Concord Middle School	Servers, Switches, Wireless	200,000	(4,174)		195,826	-	195,826				-	100%
Jay M. Robinson High	Servers, Switches, Wireless, Wiring	300,000	2,666		302,666	-	302,666				-	100%
J.N. Fries Middle School	Servers, Switches, Wireless, Wiring	190,000	7,746		197,746	-	197,746				-	100%
Mt. Pleasant Middle School	Servers, Switches, Wireless, Wiring	190,000	(28,159)		161,841	-	161,841				-	100%
Northwest Cabarrus High	Switches, Wireless, Wiring	50,000	22,527		72,527	-	72,527				-	100%
Northwest Cabarrus Middle	Servers, Switches, Wireless, Wiring	190,000	(31,836)		158,164	-	158,164				-	100%
Winecoff Elementary School	Servers, Switches, Wireless, Wiring	125,000	20,555		145,555	-	145,555				-	100%
<b>Subtotal</b>		<b>1,610,000</b>	<b>(60,544)</b>	<b>0</b>	<b>1,549,456</b>	<b>-</b>	<b>1,549,456</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**Cabarrus County Schools**

**QSCB Funded Project Status**

**As of September 24, 2013**

School	Project Description	Total Original Project Budget	Change in Budget	Requested Budget Amendment	Adjusted Project Budget	Amount Encumbered	Paid to Date	Bid Amount - Not encumbered	Estimated Future Expenses	Contingency for open projects	Balance Remaining	Project complete
<b>Postponed projects to be reinstated - priority order</b>												
Coltrane Webb Elementary	Kitchen Hood Modifications	50,000	(43,848)		6,152	-	6,152				-	100%
Mt. Pleasant High School	New Boilers	63,000	89,461		152,461	128,403	5,080		18,978		-	65%
Concord High School	Weight Room Addition and Remodel	100,000	(99,644)		356	-	356				-	100%
Concord High School	Vocational Building Remodeling	150,000	(149,494)		506	-	506				-	100%
Concord High School	Weight Room & Voc Bldg Combined		370,000		370,000	271,205	89,052			9,743	-	65%
Northwest Cabarrus High*	Practice Athletic Fields & Buildings	600,000	(560,273)		39,727	-	39,727				-	5%
<b>Postponed projects</b>												
Beverly Hills Elementary	Replace Chillers & Controls	332,556	(305,979)		26,577	-	26,577				-	5%
Northwest Cabarrus High	Upgrade Entrance Canopy & Security	175,000	(175,000)		-	-	-				-	0%
Mt. Pleasant Middle School	Replace Chillers & Controls	476,018	(456,441)		19,577		19,577				-	5%
<b>Projects Completed with other funds</b>												
Hickory Ridge High School	Wireless	25,000	(25,000)		-	-	-				-	100%
Mt. Pleasant High School	Wireless	20,000	(20,000)		-	-	-				-	100%
<b>Subtotal</b>		<b>1,991,574</b>	<b>(1,376,218)</b>	<b>0</b>	<b>615,356</b>	<b>399,608</b>	<b>187,027</b>	<b>-</b>	<b>18,978</b>	<b>9,743</b>	<b>-</b>	
<b>* Physically located adjacent to Boger Elementary and available to NW High, NW Middle and Boger Elementary.</b>												
<b>TOTALS FOR ALL PROJECTS</b>		<b>\$ 11,102,857</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,102,857</b>	<b>\$ 1,516,733</b>	<b>\$ 9,531,800</b>	<b>\$ -</b>	<b>\$ 18,978</b>	<b>\$ 21,511</b>	<b>\$ 13,835</b>	



**QSCB DESIGN AND CONSTRUCTION PROJECTS  
MILESTONE REPORT**

School	Project	Complete	Current Status	Issue Design Review	Bid Issue Date	Pre-Bid Meeting	Bid Opening Date	Construction Start	Substantial Completion Date	Notes
<b>Architectural</b>										
Central Cabarrus High	Windows and Doors	99%	Close Out					5/25/12	4/19/13	Awaiting legal process for final payment.
Northwest Cabarrus High	Gym Addition	99%	Construction					12/17/12	8/30/13	Renovation of gym, new construction - substantially complete.
Mt. Pleasant High School	Boilers Replacement	65%	Construction					7/23/13	9/15/13	New boilers are on site.
Concord High School	Weight Room & Vocational Building	65%	Construction					6/10/13	9/30/13	Exterior walls, roof, duct work are in place.
<b>Mechanical, Electrical and Plumbing Engineering</b>										
Various Schools - Breaker Panels	Upgrade Electrical Panels per Code	100%	Construction					10/2/12	5/23/13	Item will be removed for next month.
<b>Roof Replacement</b>										
J.N. Fries Middle School	Partial Roof Replacement	40%	Construction					7/23/13	10/1/13	Notice to Proceed issued. Contractor on site in October.
<b>Postponed Projects to be Reinstated - priority order</b>										
<b>Postponed Projects</b>										
Beverly Hills Elementary	Chiller & Controls Replacement	5%	Postponed							Design Only - Funding transfer to NWCHS Gym
Northwest Cabarrus High	Entrance Canopy Modifications	0%	Postponed							Funds for NWCHS Gymnasium
Northwest Cabarrus High*	Practice Fields	5%	Postponed							Funding transferred to MPHS boiler and JNFMS Roof.
Mt. Pleasant Middle School	Replace Chillers and Controls	5%	Postponed							Design Only; Funds for NWCHS Gymnasium

\* Was To be used by Boger, NWCMS & NWCHS.



## CABARRUS COUNTY

### BOARD OF COMMISSIONERS WORK SESSION

**OCTOBER 7, 2013  
4:00 P.M.**

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#### **AGENDA CATEGORY:**

Discussion Items for Action at October 21, 2013 Meeting

#### **SUBJECT:**

CCS - Funding Request for Central Cabarrus High School Artificial Turf Project

#### **BRIEF SUMMARY:**

Funds from the 2005 General Obligation (G.O.) Bonds were held in escrow on behalf of Cabarrus County Schools (CCS) regarding a construction project for the Furr Elementary School and were not expended on the project. Unexpended bond funds must be spent on the designated project or applied to debt service. Since the funds were expended in 2005, bond counsel advised the best solution is for the funds to be returned to the County and applied towards the debt service for the 2005 G.O. bonded debt. CCS is requesting funds in the amount of \$67,711.74 be returned to the Schools and directed towards the Central Cabarrus High School Artificial Turf Project that is now underway.

#### **REQUESTED ACTION:**

Motion to approve the Cabarrus County Schools funding request in the amount of \$67,711.74 and the related budget revision.

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

10 Minutes

#### **SUBMITTED BY:**

Kelly Kluttz, Cabarrus County Schools Finance Director

#### **BUDGET AMENDMENT REQUIRED:**

No

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

**ATTACHMENTS**

- [Furr Elementary School Escrow Funds](#)
-



4401 Old Airport Road  
PO Box 388  
Concord NC 28026-0388

704-262-6123  
704-262-6175 fax

September 19, 2013

Cabarrus County Board of Commissioners  
P.O. Box 707  
Concord, NC 28026-0707

RE: Furr Elementary School Escrow Funds

Dear County Commissioners:

Pursuant to Office of the County Manager letter dated September 9, 2013, in which Cabarrus County School System was requested to return monies left in escrow for the Furr Elementary School construction effort, please find an enclosed check for \$67,711.74.

Our attorney records indicate the original disbursement was made up of \$65,000.00 from Portrait Homes-Oxford Commons LLC and \$65,000.00 from the Board of Education (Board of Commissioners). The Commissioners' portion is being returned with additional interest earned.

It is our Board of Education position that these funds be returned with our strongest recommendation and request that they be directed towards the Central Cabarrus High School artificial turf effort now underway by our greater Cabarrus County Community.

We would appreciate your consideration on this request. Please contact Dr. Shepherd with any questions you might have regarding the details of this request.

Sincerely,

A handwritten signature in blue ink that reads 'Lynn Shue'.

Lynn Shue, Chairman  
Cabarrus County Board of Education

A handwritten signature in blue ink that reads 'Barry Shepherd'.

Dr. Barry Shepherd, Superintendent  
Cabarrus County Schools

CABARRUS COUNTY ADMINISTRATIVE UNIT  
P.O. BOX 388, CONCORD, NC 28026

Capital Outlay Fund  
**General Expense Voucher**

Unit No. **130**

**NO.** 902292  
**Date** 09/26/13

ACCOUNT NUMBER	PO #	INVOICE #	NET AMOUNT
4.9000.935.532.321.000.00 ESCROW REIMB/FURR		CAB COUNTY	67,711.74
09/26/13		CHECK#: 902292	TOTA 67,711.74

THIS CHECK IS VOID WITHOUT A COLORED BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW



STATE OF NORTH CAROLINA  
**CABARRUS COUNTY ADMINISTRATIVE UNIT**  
CAPITAL OUTLAY FUND/ GENERAL EXPENSE VOUCHER

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED  
BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT

FIRST CHARTER NATIONAL BANK  
CONCORD, NC

66-73/531

Unit No. **130**

**NO.** 902292

**Date** 09/26/13

**\*\*VOID AFTER ONE YEAR\*\***

**\$67,711.74**  
DOLLAR SIX SEVEN COMMA SEVEN ONE ONE PERIOD SEVEN FOUR

**PAY** EXACTLY \*\*\*67,711 DOLLARS AND 74 CENTS



## CABARRUS COUNTY

### BOARD OF COMMISSIONERS WORK SESSION

**OCTOBER 7, 2013  
4:00 P.M.**

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

BOC - Commissioner Discussion Item

**BRIEF SUMMARY:**

Commissioner Oesterreich provided the attached material for discussion at the work session.

**REQUESTED ACTION:**

For discussion at the work session.

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Jason A. Oesterreich, Commissioner

**BUDGET AMENDMENT REQUIRED:**

No

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

**ATTACHMENTS**

[Tax Revenue Comparison](#)

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Tax Year	Ad Valorem Taxes By Year	Increase Compared to 2003 Tax Revenue
2003	63,501,156	
2004	65,795,359	2,294,203
2005	75,011,031	11,509,875
2006	96,563,868	33,062,712
2007	97,598,930	34,097,774
2008	103,618,369	40,117,213
2009	132,283,249	68,782,093
2010	133,990,035	70,488,879
2011	133,565,453	70,064,297
2012	131,847,712	68,346,556
2013	131,171,850	67,670,694
2014 (projected)	133,692,292	70,191,136
		<hr/> 536,625,432

Total Debt 2004 147,829,560

Total Debt 2014 347,473,073

Increased Ad Valorem Revenue 536,625,432

Additional Debt 199,643,513

**Total Additional Funds  
Received Over Baseline 736,268,945**



# CABARRUS COUNTY

## BOARD OF COMMISSIONERS WORK SESSION

**OCTOBER 7, 2013  
4:00 P.M.**

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

BOC - NCACC Video Update

**BRIEF SUMMARY:**

The North Carolina Association of County Commissioners (NCACC) has requested counties view the following video update during the first meeting in October.

**REQUESTED ACTION:**

Receive input.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Elizabeth F. Poole, Chairman

**BUDGET AMENDMENT REQUIRED:**

No

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

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## CABARRUS COUNTY

### BOARD OF COMMISSIONERS WORK SESSION

OCTOBER 7, 2013  
4:00 P.M.

---

**AGENDA CATEGORY:**

Discussion Items for Action at October 21, 2013 Meeting

**SUBJECT:**

County Manager - Revised County/CVB Interlocal Agreement

**BRIEF SUMMARY:**

The proposed agreement is a revision of the original (current) agreement between Cabarrus County and the Cabarrus Convention and Visitor's Bureau (CVB).

**REQUESTED ACTION:**

Review and approve the proposed interlocal agreement.

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Mike Downs, County Manager

**BUDGET AMENDMENT REQUIRED:**

No

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

**ATTACHMENTS**

[Interlocal Agreement](#)

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**STATE OF NORTH CAROLINA**  
**COUNTY OF CABARRUS**

**SECOND**  
**COUNTY – CVB**  
**INTERLOCAL AGREEMENT**

**THIS SECOND COUNTY-CVB INTERLOCAL AGREEMENT** (“Second Agreement”) is made and entered into effective July 1, 2013 by and between CABARRUS COUNTY (“County”), a body politic and political subdivision of the State of North Carolina and the CABARRUS COUNTY TOURISM AUTHORITY aka the CABARRUS COUNTY CONVENTION AND VISITORS BUREAU (“CVB”), a public instrumentality created by the County pursuant to the provisions of Chapter 658 of the 1989 North Carolina Session Laws.

**PREMISES**

1. Pursuant to N.C. Gen. Stat. §153A-155 and N.C. Gen. Stat. Chapter 658, the CVB receives the proceeds of the room occupancy tax (the “Tax”) levied by the County on hotel and motel occupancy revenues in the County.
2. The purpose of such Tax revenues is the promotion of tourism in the County.
3. Effective July 1, 2011, the County and the CVB entered into an “Agreement” for certain sharing of the proceeds of the Tax.
4. The CVB and the County desire to rework the term and other provisions of the original Agreement so as to continue to promote Cabarrus County and all of its venues for tourism and to facilitate the County being able to fund higher cost-higher value projects that will general tourism revenues.
5. Such an interlocal agreement is permitted by and governed by the provisions of N.C. Gen. Stat. §160A-460 and 153A-445.

In consideration of the above Premises and the Terms contained below, which the parties agree constitute sufficient consideration to make this Second Agreement legally sufficient, binding and enforceable, the parties agree as follows.

**TERMS**

1. Beginning July 1, 2013, the County shall continue to monthly collect and retain from the gross collected proceeds of the Tax an amount equal to 5.0% of the gross Tax as the administration fee for collecting the Tax and accounting for the proceeds to the CVB.

2. In addition to the administration fee to be collected from the Tax as provided above, beginning July 1, 2013, the County shall continue to monthly collect and retain from the gross collected proceeds of the Tax an amount equal to 5.0% of the Tax as a “Facilities Upgrade Fee”.

3. This Facilities Upgrade Fee shall continue to be used by the County to pay for improvements to County and local school parks, recreation and athletic facilities, including the County’s Arena, that can be utilized for events by conventions and/or visitors. It is contemplated by both parties that the choice of projects to be funded with the Facilities Upgrade Fee shall continue to be made with the intention to enhance the project venues and to increase the marketability of the project venues for CVB’s sales teams.

4. Notwithstanding the preceding paragraph, the purpose for and the timing of the expenditures for improvements to be paid from the proceeds of the Facilities Upgrade Fee shall be determined in the sole discretion of the County, but at least once annually the County shall submit a report in writing to the CVB Board accounting for the Tax proceeds collected as the Facilities Upgrade Fee, any expenditures from such proceeds and any plans for utilization of such proceeds.

5. It is acknowledged that as of July 1, 2011, the CVB was no longer required to pay to the County the Sports Development Fund and the annual \$100,000.00 CVB contribution for the County’s Arena.

6. The County will continue to use reasonable efforts to coordinate the marketing and promotion by the CVB of events utilizing local school facilities and shall cooperate with the CVB to promote and market the County parks, recreation and athletic facilities, including the County’s Arena. It is contemplated that local school facilities not specifically needed for school functions and events will be made available for usage by visitors and event participants.

7. The term of this Second Agreement shall extend from July 1, 2013 to June 30, 2018. If the County has fully complied with the provisions of Paragraphs 3 and 4 above, and the CVB has not given the County 180 days written notice prior to the end of the term, then the provisions of this Second Agreement shall be extended for an additional five (5) year period to June 30, 2023. Notwithstanding anything in this Paragraph to the contrary, if the County does not progress toward field improvements at Frank Liske Park within twelve (12) months of the initial year of this Second Agreement term, then the term of this Second Agreement shall end June 30, 2014 and continue on a month to month basis thereafter.

8. This Second Agreement document contains the entire understanding and terms relating to its subject matter and may not be amended or modified unless in writing and signed by both parties.

9. The parties acknowledge that each is trying to improve useful facilities and promote tourism in Cabarrus County for the common good and agree to perform the provisions of this Second Agreement in good faith.

10. This Second Agreement shall be construed in accordance with North Carolina law.

IN WITNESS, the parties have executed this Second Agreement, by authority duly given, as shown below.

CABARRUS COUNTY

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

Elizabeth F. Poole  
Chair, Cabarrus County  
Board of Commissioners

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

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

\_\_\_\_\_  
Ann Wilson  
Finance Director

CABARRUS COUNTY TOURISM AUTHORITY aka  
CABARRUS COUNTY CONVENTION AND VISITORS BUREAU

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

Ray Soporowski  
Board Chair

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



# CABARRUS COUNTY

## BOARD OF COMMISSIONERS WORK SESSION

**OCTOBER 7, 2013  
4:00 P.M.**

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### **AGENDA CATEGORY:**

Discussion Items for Action at October 21, 2013 Meeting

### **SUBJECT:**

Active Living and Parks - Development of Two Multi-Purpose Fields at Frank Liske Park

### **BRIEF SUMMARY:**

This proposal is for the development of two multi-purpose artificial turf athletic fields at Frank Liske Park. The project has been previously discussed and a preliminary plan, budget and map were developed by McGill and Associates (attached). McGill and Associates was selected after the RFQ and RFP process. Management, General Services, CVB and Active Living and Parks were all involved with the initial plan.

Located next to the existing tennis courts, the proposed fields will not interfere with the proposed Rotary Disc Golf Course. The fields could be utilized for lacrosse, soccer, ultimate frisbee, flag football, volleyball and other sports throughout most weeks and weekends.

The Cabarrus CVB has been involved with the project from the beginning and approved the construction expenditure based on the preliminary plan from McGill and Associates. The preliminary cost for construction is \$2,162,350.00, including two synthetic turf multi-purpose fields, grading, lights, restrooms, parking, fencing and all construction documents.

### **REQUESTED ACTION:**

Motion to approve the two multi-purpose fields at Frank Liske Park, to select McGill and Associates for the final design, advise on the advancement of project funds and authorize the County Manager complete and sign all necessary documentation subject to review and/or revision by the County Attorney.

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Kyle Bilafer, General Services Director  
Londa Strong, Active Living and Parks Director

**BUDGET AMENDMENT REQUIRED:**

Yes

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

**BUDGET AMENDMENT:**

**ATTACHMENTS**

[Two Multi-Purpose Fields at Frank Liske Park](#)

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**PROBABLE CONSTRUCTION COST ESTIMATE**  
**Cabarrus County Parks and Recreation**  
**Frank Liske Park Multipurpose Field Improvements**

PREPARED BY MCGILL ASSOCIATES, P.A.  
 January 30, 2012

	DESCRIPTION	QTY.	UNITS	UNIT COST	TOTAL
	Mobilization (3%)	1	LS	\$77,937	\$77,937
<b>Sub-total</b>					<b>\$77,937</b>
<b>Part 1 - General Construction</b>					
1	Erosion Control	9	AC	\$4,000	\$36,000
2	Sitework (Grading, Storm Drainage)	1	LS	\$50,000	\$50,000
3	Parking Lot Demolition	1	LS	\$5,000	\$5,000
4	Parking Lot #1	78	SP	\$565	\$44,070
5	Parking Lot #2	53	SP	\$565	\$29,945
6	Existing Parking Lot Improvements	1	LS	\$8,000	\$8,000
7	Sanitary Sewer (Tie to Existing Restrooms)	380	LF	\$24	\$9,120
8	Water Service	220	LF	\$9	\$1,980
9	Site Electric	1	LS	\$5,000	\$5,000
10	Site Lighting	1	EA	\$6,000	\$6,000
11	Park Signage	1	AL	\$3,000	\$3,000
12	Grass - Common Areas	2	AC	\$2,500	\$3,750
13	Landscaping (trees and shrubs)	1	AL	\$8,000	\$8,000
14	6' concrete sidewalk	3,720	SF	\$4	\$14,880
<b>Sub-total</b>					<b>\$224,745</b>
<b>Part 2 - Field Construction</b>					
1	Artificial Turf Lacrosse Field (330' x 180' with Border) (Med Grade)	150,000	SF	\$6	\$900,000
2	Vinyl Coated Chainlink Fencing (6' Ht.)	2,000	LF	\$16	\$32,000
3	MUSCO Field Lighting and Electrical Service (2 Fields)	1	AL	\$285,000	\$285,000
4	Irrigation Well (left out since both art. Turf but we will not be able to cool fields)	0	EA	\$7,500	\$0
5	Restroom Building (20'x40')	1	EA	\$110,000	\$110,000
6	Irrigation with Underground Cistern	0	EA	\$20,000	\$0
7	Miscellaneous (Benches, Trash Receptacles, Drinking Fountains)	1	AL	\$7,000	\$7,000
<b>Sub-total</b>					<b>\$1,334,000</b>
<b>Field Construction Alternates</b>					
1	Alternate 3Nx Artificial Turf Lacrosse Field (HIGH END)	75,000	SF	\$9	
2	Rock Allowance	1	AL	\$20,000	\$20,000
<b>SUBTOTAL CONSTRUCTION ESTIMATE (Including Alternates)</b>					<b>\$1,656,682</b>
<b>Contingency (10%)</b>					<b>\$165,668</b>
<b>Construction Materials Testing</b>					<b>\$40,000</b>
<b>Design, and Construction Management</b>					<b>\$150,000</b>
<b>TOTAL PROJECT ESTIMATE</b>					<b>\$2,012,350</b>
<b>WITHOUT LIGHTS BUT STILL INSTALLING THE ELECTRIC FOR FUTURE INSTALL</b>					<b>\$1,727,350</b>



CRUS COUNTY PARKS AND RECREATION DEPARTMENT

# FRANK LISKE PARK

MULTI-PURPOSE FIELD IMPROVEMENTS

FEBRUARY 2012





## CABARRUS COUNTY

### BOARD OF COMMISSIONERS WORK SESSION

**OCTOBER 7, 2013  
4:00 P.M.**

---

#### **AGENDA CATEGORY:**

Discussion Items for Action at October 21, 2013 Meeting

#### **SUBJECT:**

County Manager - Restoration of the Memorial Fountain at the Historic Courthouse

#### **BRIEF SUMMARY:**

The Historic Concord Preservation Trust and Cabarrus Chapter of the Daughters of the American Revolution would like to partner with Cabarrus County to restore the Memorial Fountain at the Historic Courthouse. A letter is attached outlining their proposal and the division of responsibility. The County General Services Department has worked with a water feature/fountain installation and service company to determine the approximate cost to the County for this proposed project. The proposed cost would be approximately \$20,000 with nearly a 50/50 cost share between organizations. The County would be responsible for all items related to the pool, pumps, filtration, water supply and infrastructure for the fountain.

#### **REQUESTED ACTION:**

Motion to approve the County's participation with this project including approval of the appropriate budget amendment for \$20,000 and authorize the County Manager and County Attorney to complete all necessary agreements.

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

5 Minutes

#### **SUBMITTED BY:**

Jonathan B. Marshall, Deputy County Manager

**BUDGET AMENDMENT REQUIRED:**

No

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

**ATTACHMENTS**

[Letter from Concord Downtown Development Corporation](#)

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September 26, 2013

Post Office Box 62

Concord

North Carolina

28026-0062

704 • 784 • 4208

Fax 704 • 784 • 2421

info@concorddowntown.com

Mr. Jonathan Marshall, Deputy County Manager  
Cabarrus County  
65 Church Street, South  
Concord, NC 28025

Dear Mr. Marshall,

I am writing this letter on behalf of the Historic Concord Preservation Trust and the Black Boys Chapter of the North Carolina Society, Daughters of the American Revolution. Our two organizations are partnering together to restore the Memorial Fountain, a 1916 DAR landmark located on the lawn of the Historic Cabarrus County Courthouse, 65 Union Street, South in Downtown Concord. We have obtained a restoration price from Robinson Iron, a specialist in restoring early twentieth-century cast iron fountains. We are prepared to raise \$20,000 to cover the cost of restoration plus a decorative plaque to recognize all donors and financial participants who contribute \$2500 or more to this project. We intend to raise funds through grants and donations from the local community including the Black Boys Chapter of the North Carolina Society, Daughters of the American Revolution and the Concord Downtown Development Corporation, as well as other organizations and private individuals.

We respectfully request that the Cabarrus County Board of Commissions support this endeavor by approving support for the refurbishment of the fountain through the funding of the necessary pumps with proper filtration and chemical control system to serve the operation of the fountain. This support would be contingent on our raising the necessary funds for the fountain restoration.

Thank you for your thoughtful consideration of this request.

Sincerely,

Diane M. Young  
Executive Director, CDDC

Lois Marlow  
Black Boys Chapter  
North Carolina Society DAR

Enclosures



MainStreet  
North Carolina



# CABARRUS COUNTY

## BOARD OF COMMISSIONERS WORK SESSION

**OCTOBER 7, 2013  
4:00 P.M.**

---

### **AGENDA CATEGORY:**

Discussion Items for Action at October 21, 2013 Meeting

### **SUBJECT:**

DHS - Transportation Division - Rural Operating Assistance Program (ROAP) FY-2014 Funding Request - Public Hearing 6:30 P.M.

### **BRIEF SUMMARY:**

Cabarrus County Transportation plans to apply for transportation funding through the NC Department of Transportation, Public Transportation Division for funding by the Rural Operating Assistance Program (ROAP) totaling \$223,946. The ROAP is a state funded public transportation grant program administered by the NCDOT-PTD. Funding applied for is designated for the following programs:

Elderly and Disabled Transportation Assistance Program (EDTAP), which provides operating assistance for the transportation of the state's elderly and disabled citizens. This assistance allows these individuals to reside in their homes for a longer period of time, thereby enhancing their quality of life.

Work First Transitional/Employment Transportation Assistance Program (WF/EMP), this program provides operating assistance for transitional Work First and general public employment transportation needs.

Rural General Public Program (RGP) funds provide transportation services to individuals from the general public who are not human service agency clients. This service helps connect areas in the county that do not have public transportation services, such as the CK Rider which operates in the Cities of Concord and Kannapolis.

These program funds are made available to counties through a formula allocation. ROAP funds are to be used for operational activities; not

capital or administrative positions. These funds are required to be accepted together as a package and cannot be split apart. County governments are the only eligible applicants for formula ROAP funds and an application must be submitted to receive these funds. The program intends for these funds to provide additional transportation instead of replacing current funding sources or levels of service.

Elderly and Disabled Transportation Assistance Program and Work First/Employment funding will be provided with 100 percent state funds and do not require a local match. RGP funds may be used to provide up to 90 percent of the fully allocated cost of each general public trip. A fare collected from passengers covers the 10 percent match, thereby removing the need for money from the general fund.

**REQUESTED ACTION:**

Hold a public hearing.

Motion to adopt the FY-2014 Rural Operating Assistance Program Certified Statement.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Ben Rose, Human Service Director

**BUDGET AMENDMENT REQUIRED:**

No

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

**ATTACHMENTS**

- [ROAP Allocation Table](#)
- [ROAP Certified Statement](#)
- [Suballocation Worksheet](#)
- [ROAP Application](#)
- [Public Hearing Record](#)
- [Public Hearing Notice - English](#)
- [Public Hearing Notice - Spanish](#)

COUNTIES	Formula EDTAP 14	Addt'l EDTAP 14	TOTAL EDTAP	Formula EMPL 14	Addt'l EMPL 14	TOTAL EMPL	Formula RGP 14	Addt'l RGP 14	TOTAL RGP	Total 2013-14 ROAP
Alamance	\$69,806	\$32,843	\$102,649	\$53,876	\$0	\$53,876	\$73,224	\$83,268	\$156,492	\$313,017
Alexander	\$40,035	\$18,834	\$58,869	\$11,481	\$0	\$11,481	\$34,374	\$39,090	\$73,464	\$143,814
Alleghany	\$33,021	\$15,534	\$48,555	\$4,867	\$0	\$4,867	\$25,196	\$28,651	\$53,847	\$107,269
Anson	\$38,110	\$17,929	\$56,039	\$15,732	\$0	\$15,732	\$30,746	\$34,962	\$65,708	\$137,479
Ashe	\$38,713	\$18,213	\$56,926	\$8,056	\$0	\$8,056	\$30,959	\$35,205	\$66,164	\$131,146
Avery	\$34,836	\$16,387	\$51,223	\$5,812	\$0	\$5,812	\$27,757	\$31,564	\$59,321	\$116,356
Beaufort	\$44,892	\$21,120	\$66,012	\$17,621	\$0	\$17,621	\$38,003	\$43,216	\$81,219	\$164,852
Bertie	\$36,174	\$17,018	\$53,192	\$11,007	\$0	\$11,007	\$28,824	\$32,778	\$61,602	\$125,801
Bladen	\$40,654	\$19,126	\$59,780	\$21,400	\$0	\$21,400	\$33,520	\$38,119	\$71,639	\$152,819
Brunswick	\$70,444	\$33,142	\$103,586	\$34,864	\$0	\$34,864	\$59,776	\$67,976	\$127,752	\$266,202
Buncombe	\$96,093	\$45,211	\$141,304	\$45,610	\$0	\$45,610	\$75,785	\$86,182	\$161,967	\$348,881
Burke	\$56,746	\$26,697	\$83,443	\$36,163	\$0	\$36,163	\$52,092	\$59,236	\$111,328	\$230,934
Cabarrus	\$70,996	\$33,403	\$104,399	\$22,817	\$0	\$22,817	\$45,261	\$51,469	\$96,730	\$223,946
Caldwell	\$54,083	\$25,443	\$79,526	\$17,505	\$0	\$17,505	\$49,531	\$56,324	\$105,855	\$202,886
Camden	\$32,174	\$15,135	\$47,309	\$6,166	\$0	\$6,166	\$24,982	\$28,408	\$53,390	\$106,865
Carteret	\$51,302	\$24,136	\$75,438	\$22,817	\$0	\$22,817	\$44,835	\$50,984	\$95,819	\$194,074
Caswell	\$37,140	\$17,472	\$54,612	\$7,937	\$0	\$7,937	\$29,678	\$33,749	\$63,427	\$125,976
Catawba	\$69,560	\$32,727	\$102,287	\$23,172	\$0	\$23,172	\$56,361	\$64,092	\$120,453	\$245,912
Chatham	\$48,278	\$22,714	\$70,992	\$16,204	\$0	\$16,204	\$43,554	\$49,527	\$93,081	\$180,277
Cherokee	\$39,198	\$18,441	\$57,639	\$7,584	\$0	\$7,584	\$30,746	\$34,963	\$65,709	\$130,932
Chowan	\$34,228	\$16,102	\$50,330	\$8,410	\$0	\$8,410	\$26,690	\$30,350	\$57,040	\$115,780
Clay	\$33,384	\$15,705	\$49,089	\$4,513	\$0	\$4,513	\$25,196	\$28,651	\$53,847	\$107,449
Cleveland	\$58,076	\$27,322	\$85,398	\$29,550	\$0	\$29,550	\$54,653	\$62,150	\$116,803	\$231,751
Columbus	\$49,010	\$23,058	\$72,068	\$22,226	\$0	\$22,226	\$41,206	\$46,857	\$88,063	\$182,357
Craven	\$56,630	\$26,642	\$83,272	\$38,524	\$0	\$38,524	\$57,215	\$65,063	\$122,278	\$244,074
Cumberland	\$102,131	\$48,051	\$150,182	\$90,719	\$0	\$90,719	\$63,192	\$71,859	\$135,051	\$375,952
Currituck	\$36,165	\$17,014	\$53,179	\$6,994	\$0	\$6,994	\$29,678	\$33,749	\$63,427	\$123,600
Dare	\$38,225	\$17,983	\$56,208	\$10,890	\$0	\$10,890	\$33,520	\$38,119	\$71,639	\$138,737
Davidson	\$73,449	\$34,558	\$108,007	\$38,997	\$0	\$38,997	\$74,932	\$85,210	\$160,142	\$307,146
Davie	\$41,608	\$19,575	\$61,183	\$12,543	\$0	\$12,543	\$35,655	\$40,546	\$76,201	\$149,927
Duplin	\$47,312	\$22,259	\$69,571	\$20,810	\$0	\$20,810	\$42,060	\$47,828	\$89,888	\$180,269
Durham	\$88,860	\$41,808	\$130,668	\$31,674	\$0	\$31,674	\$37,576	\$42,731	\$80,307	\$242,649

Attachment number 1

2013-14 ROAP Allocation Table

COUNTIES	Formula EDTAP 14	Addt'l EDTAP 14	TOTAL EDTAP	Formula EMPL 14	Addt'l EMPL 14	TOTAL EMPL	Formula RGP 14	Addt'l RGP 14	TOTAL RGP	Total 2013-14 ROAP
Eastern Band of the Cherokee	\$0	\$0	\$0	\$0	\$0	\$0	\$24,555	\$27,923	\$52,478	\$52,478
Edgecombe	\$46,701	\$21,972	\$68,673	\$38,642	\$0	\$38,642	\$34,801	\$39,575	\$74,376	\$181,691
Forsyth	\$110,804	\$52,133	\$162,937	\$50,215	\$0	\$50,215	\$0	\$0	\$0	\$213,152
Franklin	\$45,851	\$21,572	\$67,423	\$15,141	\$0	\$15,141	\$42,700	\$48,556	\$91,256	\$173,820
Gaston	\$86,251	\$40,579	\$126,830	\$32,266	\$0	\$32,266	\$67,674	\$76,957	\$144,631	\$303,727
Gates	\$33,144	\$15,591	\$48,735	\$6,874	\$0	\$6,874	\$25,836	\$29,379	\$55,215	\$110,824
Graham	\$32,539	\$15,307	\$47,846	\$4,277	\$0	\$4,277	\$24,128	\$27,438	\$51,566	\$103,689
Granville	\$44,521	\$20,946	\$65,467	\$15,023	\$0	\$15,023	\$40,779	\$46,372	\$87,151	\$167,641
Greene	\$35,319	\$16,615	\$51,934	\$7,346	\$0	\$7,346	\$29,038	\$33,020	\$62,058	\$121,338
Guilford	\$147,766	\$69,522	\$217,288	\$66,039	\$0	\$66,039	\$65,540	\$74,529	\$140,069	\$423,396
Halifax	\$47,433	\$22,316	\$69,749	\$16,795	\$0	\$16,795	\$40,139	\$45,642	\$85,781	\$172,325
Harnett	\$58,076	\$27,323	\$85,399	\$28,605	\$0	\$28,605	\$62,551	\$71,131	\$133,682	\$247,686
Haywood	\$48,520	\$22,828	\$71,348	\$23,526	\$0	\$23,526	\$41,633	\$47,343	\$88,976	\$183,850
Henderson	\$63,396	\$29,826	\$93,222	\$22,818	\$0	\$22,818	\$53,800	\$61,179	\$114,979	\$231,019
Hertford	\$37,986	\$17,870	\$55,856	\$11,834	\$0	\$11,834	\$30,105	\$34,234	\$64,339	\$132,029
Hoke	\$41,248	\$19,405	\$60,653	\$16,440	\$0	\$16,440	\$38,644	\$43,944	\$82,588	\$159,681
Hyde	\$31,329	\$14,738	\$46,067	\$4,394	\$0	\$4,394	\$23,702	\$26,952	\$50,654	\$101,115
Iredell	\$69,817	\$32,847	\$102,664	\$49,390	\$0	\$49,390	\$76,639	\$87,152	\$163,791	\$315,845
Jackson	\$40,648	\$19,123	\$59,771	\$10,064	\$0	\$10,064	\$33,307	\$37,876	\$71,183	\$141,018
Johnston	\$71,884	\$33,820	\$105,704	\$38,644	\$0	\$38,644	\$80,695	\$91,764	\$172,459	\$316,807
Jones	\$33,267	\$15,649	\$48,916	\$4,985	\$0	\$4,985	\$25,196	\$28,651	\$53,847	\$107,748
Lee	\$44,141	\$20,767	\$64,908	\$16,205	\$0	\$16,205	\$41,633	\$47,343	\$88,976	\$170,089
Lenoir	\$47,180	\$22,197	\$69,377	\$23,999	\$0	\$23,999	\$41,846	\$47,585	\$89,431	\$182,807
Lincoln	\$50,678	\$23,844	\$74,522	\$17,975	\$0	\$17,975	\$48,463	\$55,110	\$103,573	\$196,070
Macon	\$41,257	\$19,410	\$60,667	\$8,765	\$0	\$8,765	\$33,307	\$37,876	\$71,183	\$140,615
Madison	\$35,565	\$16,732	\$52,297	\$6,520	\$0	\$6,520	\$28,824	\$32,778	\$61,602	\$120,419
Martin	\$37,262	\$17,529	\$54,791	\$10,654	\$0	\$10,654	\$29,892	\$33,991	\$63,883	\$129,328
McDowell	\$43,432	\$20,433	\$63,865	\$13,252	\$0	\$13,252	\$0	\$0	\$0	\$77,117
Mecklenburg	\$217,398	\$102,286	\$319,684	\$338,945	\$0	\$338,945	\$92,863	\$105,600	\$198,463	\$857,092
Mitchell	\$34,714	\$16,331	\$51,045	\$5,458	\$0	\$5,458	\$26,903	\$30,593	\$57,496	\$113,999
Montgomery	\$38,108	\$17,928	\$56,036	\$9,827	\$0	\$9,827	\$31,172	\$35,449	\$66,621	\$132,484
Moore	\$56,997	\$26,816	\$83,813	\$19,984	\$0	\$19,984	\$52,305	\$59,479	\$111,784	\$215,581

Attachment number 1

2013-14 ROAP Allocation Table

COUNTIES	Formula EDTAP 14	Addt'l EDTAP 14	TOTAL EDTAP	Formula EMPL 14	Addt'l EMPL 14	TOTAL EMPL	Formula RGP 14	Addt'l RGP 14	TOTAL RGP	Total 2013-14 ROAP
Nash	\$56,384	\$26,526	\$82,910	\$21,400	\$0	\$21,400	\$40,564	\$46,129	\$86,693	\$191,003
New Hanover	\$81,457	\$38,324	\$119,781	\$38,051	\$0	\$38,051	\$55,934	\$63,607	\$119,541	\$277,373
Northampton	\$37,263	\$17,530	\$54,793	\$10,653	\$0	\$10,653	\$29,038	\$33,020	\$62,058	\$127,504
Onslow	\$62,672	\$29,486	\$92,158	\$41,240	\$0	\$41,240	\$61,057	\$69,432	\$130,489	\$263,887
Orange	\$54,786	\$25,775	\$80,561	\$34,980	\$0	\$34,980	\$43,340	\$49,284	\$92,624	\$208,165
Pamlico	\$33,991	\$15,991	\$49,982	\$5,457	\$0	\$5,457	\$26,263	\$29,865	\$56,128	\$111,567
Pasquotank	\$40,152	\$18,889	\$59,041	\$18,330	\$0	\$18,330	\$35,228	\$40,061	\$75,289	\$152,660
Pender	\$45,617	\$21,462	\$67,079	\$14,905	\$0	\$14,905	\$40,139	\$45,643	\$85,782	\$167,766
Perquimans	\$34,232	\$16,104	\$50,336	\$5,103	\$0	\$5,103	\$26,476	\$30,108	\$56,584	\$112,023
Person	\$40,525	\$19,065	\$59,590	\$16,441	\$0	\$16,441	\$35,015	\$39,818	\$74,833	\$150,864
Pitt	\$67,880	\$31,937	\$99,817	\$55,292	\$0	\$55,292	\$51,238	\$58,265	\$109,503	\$264,612
Polk	\$36,529	\$17,185	\$53,714	\$6,992	\$0	\$6,992	\$28,611	\$32,535	\$61,146	\$121,852
Randolph	\$68,135	\$32,056	\$100,191	\$36,990	\$0	\$36,990	\$69,809	\$79,384	\$149,193	\$286,374
Richmond	\$43,796	\$20,605	\$64,401	\$22,109	\$0	\$22,109	\$37,363	\$42,488	\$79,851	\$166,361
Robeson	\$68,380	\$32,171	\$100,551	\$55,294	\$0	\$55,294	\$67,034	\$76,229	\$143,263	\$299,108
Rockingham	\$56,870	\$26,755	\$83,625	\$41,122	\$0	\$41,122	\$52,946	\$60,207	\$113,153	\$237,900
Rowan	\$67,032	\$31,537	\$98,569	\$24,943	\$0	\$24,943	\$53,800	\$61,179	\$114,979	\$238,491
Rutherford	\$50,699	\$23,853	\$74,552	\$27,895	\$0	\$27,895	\$44,621	\$50,741	\$95,362	\$197,809
Sampson	\$49,130	\$23,114	\$72,244	\$18,920	\$0	\$18,920	\$43,340	\$49,284	\$92,624	\$183,788
Scotland	\$40,644	\$19,121	\$59,765	\$27,423	\$0	\$27,423	\$33,947	\$38,604	\$72,551	\$159,739
Stanly	\$46,332	\$21,798	\$68,130	\$20,338	\$0	\$20,338	\$42,060	\$47,828	\$89,888	\$178,356
Stokes	\$43,310	\$20,376	\$63,686	\$13,252	\$0	\$13,252	\$37,576	\$42,731	\$80,307	\$157,245
Surry	\$50,454	\$23,738	\$74,192	\$19,275	\$0	\$19,275	\$46,542	\$52,925	\$99,467	\$192,934
Swain	\$34,114	\$16,048	\$50,162	\$5,221	\$0	\$5,221	\$23,702	\$26,952	\$50,654	\$106,037
Transylvania	\$40,770	\$19,180	\$59,950	\$12,780	\$0	\$12,780	\$32,880	\$37,391	\$70,271	\$143,001
Tyrrell	\$30,845	\$14,510	\$45,355	\$3,332	\$0	\$3,332	\$0	\$0	\$0	\$48,687
Union	\$73,929	\$34,782	\$108,711	\$51,044	\$0	\$51,044	\$91,795	\$104,386	\$196,181	\$355,936
Vance	\$43,179	\$20,314	\$63,493	\$13,252	\$0	\$13,252	\$37,149	\$42,245	\$79,394	\$156,139
Wake	\$194,964	\$91,729	\$286,693	\$189,211	\$0	\$189,211	\$155,406	\$176,723	\$332,129	\$808,033
Warren	\$36,414	\$17,131	\$53,545	\$9,708	\$0	\$9,708	\$28,824	\$32,778	\$61,602	\$124,855
Washington	\$33,749	\$15,877	\$49,626	\$10,417	\$0	\$10,417	\$26,050	\$29,622	\$55,672	\$115,715
Watauga	\$40,758	\$19,175	\$59,933	\$10,181	\$0	\$10,181	\$33,520	\$38,119	\$71,639	\$141,753

Attachment number 1

2013-14 ROAP Allocation Table

COUNTIES	Formula EDTAP 14	Add'l EDTAP 14	TOTAL EDTAP	Formula EMPL 14	Add'l EMPL 14	TOTAL EMPL	Formula RGP 14	Add'l RGP 14	TOTAL RGP	Total 2013-14 ROAP
Wayne	\$62,556	\$29,430	\$91,986	\$27,070	\$0	\$27,070	\$51,878	\$58,994	\$110,872	\$229,928
Wilkes	\$50,824	\$23,912	\$74,736	\$35,689	\$0	\$35,689	\$45,261	\$51,469	\$96,730	\$207,155
Wilson	\$54,803	\$25,784	\$80,587	\$22,817	\$0	\$22,817	\$32,880	\$37,391	\$70,271	\$173,675
Yadkin	\$40,281	\$18,950	\$59,231	\$9,828	\$0	\$9,828	\$34,588	\$39,332	\$73,920	\$142,979
Yancey	\$35,685	\$16,788	\$52,473	\$5,812	\$0	\$5,812	\$27,757	\$31,564	\$59,321	\$117,606
<b>TOTALS</b>	\$5,383,706	\$2,532,865	\$7,916,571	\$2,624,210	\$0	\$2,624,210	\$4,269,078	\$4,854,630	\$9,123,708	\$19,664,489

**CERTIFIED STATEMENT**  
**FY2014**  
**RURAL OPERATING ASSISTANCE PROGRAM**  
**County of Cabarrus**

**WHEREAS**, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

**WHEREAS**, the county uses the most recent transportation plans (i.e. CTSP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

**WHEREAS**, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

**WHEREAS**, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

**WHEREAS**, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

**WHEREAS**, the period of performance for these funds will be July 1, 2013 to June 30, 2014 regardless of the date on which ROAP funds are disbursed to the county.

**NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Cabarrus North Carolina certify that the following statements are true and accurate:**

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips and services for five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2014 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in a semi-annual report and a final year-end report to NCDOT – Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2014 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$104,399	\$104,399
Employment Transportation Assistance Program (EMPL)	\$22,817	\$22,817
Rural General Public Program (RGP)	\$96,730	\$96,730
<b>TOTAL</b>	<b>\$223,946</b>	<b>\$223,946</b>

WITNESS my hand and county seal, this \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Board of County Manager/Administrator

\_\_\_\_\_  
Signature of Board of County Commissioners Chairperson

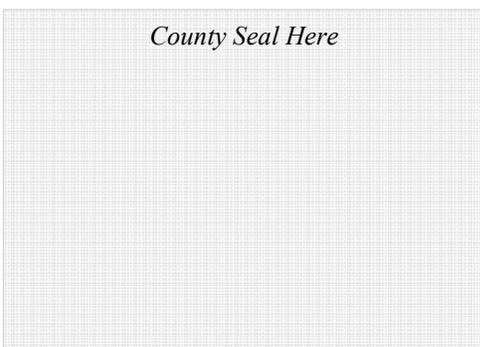
\_\_\_\_\_  
Printed Name of County Manager/Administrator

\_\_\_\_\_  
Printed Name of Chairperson

State of North Carolina County of Cabarrus

\_\_\_\_\_  
Signature of County Finance Officer

\_\_\_\_\_  
Printed Name of County Finance Officer



**FY2014 ROAP Sub-Allocation Worksheet**

Agencies Receiving Sub-Allocations	Elderly and Disabled Transportation Assistance Program		Employment Transportation Assistance Program		Rural General Public Transportation	
	Proposed		Proposed		Proposed	
	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips
DSS	\$14,307	841	\$22,817	1342	\$0	
Department of Aging	\$90,092	5299	\$0		\$0	
Cabarrus County Transportation	\$0		\$0		\$96,730	5690
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
<b>TOTAL AMOUNT</b>	<b>\$104,399</b>	<b>6140</b>	<b>\$22,817</b>	<b>1342</b>	<b>\$96,730</b>	<b>5690</b>

Agencies Receiving Sub-Allocations	EDTAP	EMPL	RGP
	Avg Cost of Trip	Avg Cost of Trip	Avg Cost of Serv
DSS	\$17.00	\$17.00	\$0.00
Department of Aging	\$17.00	\$17.00	\$0.00
Cabarrus County Transportation	\$17.00	\$17.00	\$17.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00

Cabarrus County  
 Name of Applicant (County)

\_\_\_\_\_  
 Signature - MDS Reviewer

Attachment number 3

# Application for Transportation Operating Assistance

## *FY 2014 Rural Operating Assistance Program Funds*

<b>Name of Applicant (County)</b>	<b>Cabarrus</b>
<b>County Manager</b>	<b>Mike Downs</b>
County Manager's Email Address	mkdowns@cabarruscounty.us
<b>County Finance Officer</b>	<b>Ann Wilson</b>
CFO's Email Address	amwilson@cabarruscounty.us
CFO's Phone Number	704-920-2883
<b>Person Completing this Application</b>	<b>Robert Bushey</b>
Person's Job Title	Transportation Coordinator
Person's Email Address	rwbushey@cabarruscounty.us
Person's Phone Number	704-920-2932
<b>Community Transportation System</b>	<b>Cabarrus County Transportation</b>
Name of Transit Contact Person	Randy Bass
Transit Contact Person's Email Address	crbass@cabarruscounty.us

Application Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines.**

County Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Finance Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

### Application Instructions

**County officials should read the ROAP Program State Management Plan which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.**

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

## FY2014 ROAP Program Schedule

*ROAP funds will be disbursed based on which deadline the applicant meets.*

First Application Deadline	September 16, 2013
Disbursement if 1 <sup>st</sup> Deadline is met (100%)	September 30, 2013
Second Chance Application Deadline	October 18, 2013
Disbursement if 2 <sup>nd</sup> Deadline is met (100%)	October 31, 2013

## County's Management of ROAP Funds

All counties are eligible to receive Rural Operating Assistance Program (ROAP) funding from the State of North Carolina. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process.
- ROAP funds are expended on eligible activities only.
- Supporting documentation of expenditures is maintained.
- Service recipients meet eligibility requirements and their eligibility is documented.
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance.
- An accounting of trips and expenditures is provided in a semi-annual report to NCDOT.
- ROAP funds received and expended are included in the local annual audit.

Transportation Needs and Public Involvement in Funding Decisions	Yes or No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the community transit system, to recommend how the ROAP funds should be sub-allocated?	<b>yes</b>
B. In addition to the public hearing notice and the public hearing, were other outreach efforts conducted to inform the public about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided to sub-allocate the ROAP funds?	<b>yes</b>
C. Does the federally funded Community Transportation System operating in the county have a Community Transportation Service Plan (CTSP) or Community Transportation Improvement Plan (CTIP) that was developed in the last five years or being completed at this time? <i>Date of the plan:</i>	<b>Yes</b>
D. Does your county have a Coordinated Public Transit-Human Services Transportation Plan (LCP) that provides a list of unmet transportation needs and/or gaps in transportation services? <i>Date of the plan:</i>	<b>yes</b>
E. Does the county have other transportation plans that address public transportation needs?	<b>yes</b>
If yes, list and describe these plans. <b>Client surveys</b>	
F. How did the county decide who would receive the ROAP funds? List the names of anyone who participated in the decision to sub allocate the ROAP funds and their role in the community. <b>TAB BOARD: Dan Payne, Julia Paterson, Janet Purser, Patricia Baker, Vicki Proctor, Susan Caudle, Cindy Hall, Sharon Corpening, Michelle Smith, Tony Harris, Jennifer Cagiano, Jody Rameriz</b>	
G. How did the county decide on the amount of ROAP funds to sub-allocate to a sub recipient? <b>DSS Decides who gets certified</b>	

Financial Management of ROAP Funds	Yes or No
H. Does the county disburse/allocate ROAP funds to any county governmental departments?	<b>Yes/DSS</b>
I. If yes, how does the county account for these funds within the county's accounting system? <b>County Budget and General Fund</b>	
J. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	<b>no</b>
K. If yes, does the county have a written agreement with these agencies that addresses the proper use and accountability of these funds? <i>(Include a sample agreement with application)</i>	
L. ROAP funds cannot be used instead of using the existing transportation funding an agency or organization receives from any other funding source. If any of the departments, agencies or organizations receiving ROAP funding from the county get transportation funding from other Federal, State or Local funding sources, list those funding programs:	
M. Do any subrecipients receive ROAP funds before any trips are provided, and refund the unused portion at the end of the period of performance?	<b>No</b>
N. Are ROAP funds being deposited in an interest bearing account?	<b>no</b>
If no, then why aren't ROAP funds deposited in an interest bearing account? <b>no</b>	
O. What does the county do with the interest from the ROAP funds?	
P. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	<b>no</b>
Q. Is supporting documentation maintained for all ROAP grant financial transactions for five years? <b>IMPORTANT: Yes is the only correct answer.</b>	<b>yes</b>
Monitoring and Oversight Responsibilities	Yes or No
R. The Finance Officer OR the Executive Director of an eligible transportation authority will be responsible for the oversight and evaluation of the transportation services provided with the ROAP funding? <b>IMPORTANT: Yes is the only correct answer.</b>	<b>yes</b>
S. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	<b>No/we provide the trips</b>
T. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation?	
U. Does the county require the subrecipients of ROAP funds to use the transportation services of the federally funded Community Transit System operating in the county?	<b>Yes</b>
V. Are subrecipients of ROAP funds coordinating transportation services with other subrecipients in the county therefore reducing any duplication of effort?	<b>no</b>

Accountability to North Carolina Taxpayers	Yes or No
W. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	<b>yes</b>
X. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?	<b>yes</b>
Y. A <b>semi-annual</b> ROAP Report must be completed and sent to NCDOT. Who will be designated to complete these reports in FY2014? <i>(name, title, employer)</i> <b>Robert Bushey, Transportation Coordinator, Cabarrus County Transportation</b>	

## Elderly and Disabled Transportation Assistance Program

The Elderly and Disabled Transportation Assistance Program (EDTAP), originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27), provides operating assistance funds for the transportation of the state's elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life.

Elderly and Disabled Transportation Assistance Program Questions	Yes or No
A. What will be the purposes of the trips provided with EDTAP funds? <i>(Check all that apply)</i> <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input type="checkbox"/> Transportation to workplace <input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit) <input checked="" type="checkbox"/> Human service agency appointments	
B. How will the transportation service be provided? <i>(Check all that apply)</i> <input checked="" type="checkbox"/> Public Transportation System <input type="checkbox"/> Private Provider <input type="checkbox"/> Taxi Service <input type="checkbox"/> Agency Staff Driver <input type="checkbox"/> Volunteer Driver Program	
C. Are any of the EDTAP services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <b>See these page numbers in the plan: 6</b> <b>Plan Title: Goal #3</b>	<b>yes</b>
D. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EDTAP funds?	<b>Yes</b>
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EDTAP funds the transit system receives?	<b>Yes</b>
Can the Community Transit System use any of the EDTAP funds it receives to provide transportation for elderly and disabled citizens of the county who do not have a human service agency or organization to pay for the service?	<b>Yes</b>

Elderly and Disabled Transportation Assistance Program Questions (con't)	Yes or No
<p>If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the elderly and disabled? <b>See these page numbers in the plan:</b> <b>Plan Title:</b></p>	
<p>Does the CTSP recommend any new EDTAP funded services for FY2014? <b>See these page numbers in the plan:</b> <b>Plan Title:</b></p>	<b>No</b>
<p>E. Will any of the subrecipients use their EDTAP sub-allocation as matching funds for any of the following programs? (<i>Matching funds for operating assistance only.</i>)</p> <p>5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program</p>	<b>Yes</b>
<p>F. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?</p>	<b>No</b>
<p>If yes, how much will the fare be?</p>	
<p>If yes, how will the fare revenue be used?</p>	
<p>G. Do any of the subrecipients of EDTAP funds restrict EDTAP funded trips based on the origin, timing or destination of the trip?</p>	<b>Yes</b>
<p>H. Is there a process or policy for determining when it is appropriate to transfer EDTAP funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?</p>	<b>Yes</b>
<p>I. EDTAP funded trips are expected to be provided throughout the entire year. If the EDTAP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?</p>	<b>No</b>

## Employment Transportation Assistance Program

The Employment Transportation Assistance Program (EMPL) is intended to help DSS clients that transitioned off Work First or TANF in the last 12 months, Workforce Development Program participants and/or the general public to travel to work, employment training and/or other employment related destinations.

Employment Transportation Program Questions	Yes or No
<p>A. What will be the purposes of the transportation services provided with EMPL funds? (<i>Check all that apply</i>)</p> <p><input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes  <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.)  <input checked="" type="checkbox"/> Child(ren) of working parent transported to Child Care</p>	

<p>B. How will the transportation service be provided? <i>(Check all that apply)</i></p> <p><input checked="" type="checkbox"/> Public Transportation System  <input type="checkbox"/> Private Provider  <input type="checkbox"/> Taxi Service  <input type="checkbox"/> Agency Staff Driver  <input type="checkbox"/> Volunteer Driver Program</p>	
<b>Employment Transportation Program Questions (con't)</b>	
<b>Yes or No</b>	
<p>C. Describe the eligibility criteria to be used in this county to determine who will be provided EMPL funded trips.  <b>Per DSS Policy</b></p>	
<p>D. Are any of the EMPL services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <b><i>See these page numbers in the plan:</i></b>  <b><i>Plan title:</i></b></p>	<b>No</b>
<p>E. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?</p>	<b>Yes</b>
<p>If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EMPL funds the transit system receives?</p>	<b>Yes</b>
<p>Can the Community Transit System use any of the EMPL funds it receives to provide transportation for citizens in the county who need transportation to a job or employment related destination and who do not have a human service agency or organization to pay for the service?</p>	<b>Yes</b>
<p>If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the employed or unemployed? <b><i>See these page numbers in the plan:</i></b>  <b><i>Plan title:</i></b></p>	
<p>Does the CTSP recommend any new EMPL funded services for FY2014?  <b><i>See these page numbers in the plan:</i></b>  <b><i>Plan title:</i></b></p>	<b>No</b>
<p>F. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?</p>	<b>No</b>
<p>If yes, how much will the fare be?</p>	
<p>If yes, how will the fare revenue be used?</p>	
<p>G. Do any of the subrecipients of EMPL funds restrict EMPL funded trips based on the origin, timing or destination of the trip?</p>	<b>Yes</b>
<p>H. Is there a process or policy for determining when it is appropriate to transfer funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?</p>	<b>Yes</b>
<p>I. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?</p>	<b>no</b>

J. Will any of the subrecipients use their EMPL sub-allocation as matching funds for any of the following programs? ( <i>Matching funds for operating assistance only.</i> ) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	<b>No</b>
K. EMPL funded trips are expected to be provided throughout the entire year. If the EMPL funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation services?	<b>No</b>

## Rural General Public Program

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization that will pay for the transportation service. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the RGP funds.

Rural General Public Transportation Program Questions	Yes or No
A. What will be the trip purposes of the transportation services provided with RGP funds? ( <i>Check all that apply</i> ) <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input checked="" type="checkbox"/> Child(ren) of working parent transported to child care <input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.) <input checked="" type="checkbox"/> Human service agency appointments	
B. How will the transportation service be provided? ( <i>Check all that apply</i> ) <input checked="" type="checkbox"/> Public Transportation System <input type="checkbox"/> Private Provider <input type="checkbox"/> Taxi Service <input type="checkbox"/> Volunteer Driver Program	
C. Are any of the RGP funded services the transit system will provide listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <b><i>See these page numbers in the plan: 6</i></b> <b><i>Plan title:</i></b>	<b>yes</b>
D. If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the general public services the transit system does in the county for citizens who need transportation but don't have a human service agency or organization to pay for the service? <b><i>See these page numbers in the plan:</i></b> <b><i>Plan title:</i></b>	
E. Does the CTSP recommend any new RGP funded services for FY2013-14? <b><i>See these page numbers in the plan:</i></b> <b><i>Plan title:</i></b>	<b>no</b>

F. Will RGP trips be provided to citizens who need transportation but don't have a human service agency or organization to pay for the trip?	<b>Yes</b>
G. Will any of the RGP funded trips be restricted based on origin, timing or destination of the trip to control the expenditure of funds overtime?	<b>Yes</b>
H. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transit System use fare revenue to generate the local 10% match requirement for RGP funds?	<b>Yes</b>
If yes, how much will the fare be? <b>\$3.00</b>	
If yes, how will the fare revenue be used? <b>match</b>	
<b>Rural General Public Transportation Program Questions (con't)</b>	
<b>Yes or No</b>	
If no, describe the source of the required matching funds?	
I. Will RGP funded trips be coordinated with human service agency trips?	<b>Yes</b>
J. How will the Community Transit System market the proposed RGP funded services? <b>Public meetings, community outreach</b>	
K. Will the Community Transit System use any of their RGP sub-allocation as matching funds for any of the following programs? ( <i>Matching funds for operating assistance only</i> ) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	<b>no</b>
L. Is any part of the county in an urbanized area according to the 2010 census?	<b>Yes</b>
M. RGP funded trips are expected to be provided throughout the entire year. If the RGP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation services?	<b>yes</b>

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Important – A public hearing MUST be conducted whether or not requested by the Public.

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## ROAP PUBLIC HEARING RECORD

Date Public Notice was published: \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PLACE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

How many **COMMISSIONERS** attended the public hearing? \_\_\_\_\_

How many members of the **PUBLIC** attended the public hearing? \_\_\_\_\_

### Public Attendance Surveys

*(Attached)*

*(Offered at Public Hearing but none completed)*

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I, the undersigned, representing *(Legal Name of Applicant)* \_\_\_\_\_ do hereby certify to the North Carolina Department of Transportation, that a Public Hearing was held as indicated above and

### During the Public Hearing

*(NO public comments)*

*(Public Comments were made and meeting minutes will be submitted after board approval)*

The estimated date for board approval of meeting minutes is: \_\_\_\_\_

\_\_\_\_\_  
Signature of Clerk to the Board

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date



## Voluntary Title VI Public Involvement

Title VI of the Civil Right’s Act of 1964 requires North Carolina Department of Transportation to gather statistical data on participants and beneficiaries of the agency’s federal-aid highway programs and activities. The North Carolina Department of Transportation collects information on race, color, national origin and gender of the attendees to this public meeting to ensure the inclusion of all segments of the population affected by a proposed project.

The North Carolina Department of Transportation wishes to clarify that this information gathering process **is completely voluntary** and that you are not required to disclose the statistical data requested in order to participate in this meeting. This form is a public document.

The completed forms will be held on file at the North Carolina Department of Transportation. For Further information regarding this process please contact Sharon Lipscomb, the Title VI Manager at telephone number 919.508.1808 or email at [slipscomb@ncdot.gov](mailto:slipscomb@ncdot.gov).

Project Name:		Date:
Meeting Location:		
Name (please print)	Gender:	
	<input type="checkbox"/> Male <input type="checkbox"/> Female	
General ethnic identification categories (check one)		
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> African American	<input type="checkbox"/> Asian/Pacific Islander	Other: _____
Color:	National Origin:	

After you complete this form, please fold it and place it inside the designated box on the registration table.

Thank you for your cooperation.



## Public Hearing Notice

This is to inform the public that a public hearing will be held on the proposed Rural Operating Assistance Program (ROAP) application to be submitted to the North Carolina Department of Transportation no later than October 18, 2013. The public hearing will be held on October 21, 2013 at 6:30 PM in the Cabarrus County Board of Commissioners' meeting room, located on the 2<sup>nd</sup> floor of the Cabarrus County Governmental Center at 65 Church Street SE, Concord, NC 28025. If reasonable accommodations are needed, please contact the ADA Coordinator at 704-920-2100 at least 48 hours prior to the public hearing.

The programs included in the Rural Operating Assistance Program application are:

1. Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the public transportation of elderly and disabled citizens.
2. Employment Transportation Assistance Program provides operating assistance for the public transportation of persons with employment related transportation needs.
3. Rural General Public (RGP) Program provides operating assistance for the public transportation of persons living in non-urban areas of the county.

The period of performance for Rural Operating Assistance Program funds is July 1, 2013 through June 30, 2014. The FY2014 ROAP individual program totals are:

<b>PROGRAM</b>	<b>TOTAL</b>
EDTAP	\$104,399
EMPL	\$22,817
RGP	\$96,730
<b>TOTAL</b>	<b>\$223,946</b>

This application may be inspected at the Cabarrus County Transportation Services Office located at 1303 South Cannon Blvd, Kannapolis, NC 28083, Monday-Friday from 8:00 AM - 4:00 PM. Written comments should be directed to Randy Bass, 1303 South Cannon Blvd, Kannapolis, NC 28083 or [rbass@cabarruscounty.us](mailto:rbass@cabarruscounty.us), before October 18, 2013.

Posted October 9, 2013



## **Aviso de Audiencia Pública**

Esto es para informar al público de que una audiencia pública se llevará a cabo en el proyecto de Programa Operativo de Asistencia Rural (ROAP) solicitud que se presentará ante el Departamento de Transporte de Carolina del Norte no más tarde del 18 de octubre de 2013. La audiencia pública se llevará a cabo el 21 de octubre de 2013 a las 6:30 PM en la Junta del Condado de Cabarrus de la sala de reuniones de Comisarios, que se encuentra en el segundo piso del Centro Gubernamental del Condado de Cabarrus en 65 Church Street SE, Concord, NC 28025. Si se necesitan ajustes razonables, por favor póngase en contacto con el coordinador de ADA 704-920-2100 por lo menos 48 horas antes de la audiencia pública.

Los programas incluidos en la aplicación del Programa de Asistencia de operaciones rurales son:

1. Programa de Asistencia de Transporte Ancianos y Discapacitados (EDTAP) proporciona asistencia operativa para el transporte público de las personas mayores y los discapacitados.
2. Programa de Asistencia de Transporte Empleo proporciona asistencia operativa para el transporte público de personas con necesidades de transporte relacionadas con el empleo.
3. Programa General Public Rural (RGP) proporciona asistencia operativa para el transporte público de personas que viven en zonas no urbanas de la provincia.

El plazo de ejecución de los fondos del Programa de Asistencia de servicio rural es 01 de julio 2013 hasta el 30 de junio de 2014. Los FY2014 ROAP los totales de cada programa son los siguientes:

<b>PROGRAM</b>	<b>TOTAL</b>
EDTAP	\$104,399
EMPL	\$22,817
RGP	\$96,730
<b>TOTAL</b>	<b>\$223,946</b>

Esta solicitud podrá ser consultada en la Oficina de Servicios de Transporte del Condado de Cabarrus ubicada en 1303 Sur Cannon Blvd, Kannapolis, NC 28083, de lunes a viernes de 8:00 AM - 4:00 PM. Los comentarios escritos deben ser dirigidas a Randy Bass, 1303 Sur Cannon Blvd, Kannapolis, NC 28083 o [crbass@cabarruscounty.us](mailto:crbass@cabarruscounty.us), tarde del 18 octubre de 2013.

Publicado 09 de octubre 2013



## CABARRUS COUNTY

### BOARD OF COMMISSIONERS WORK SESSION

**OCTOBER 7, 2013  
4:00 P.M.**

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**AGENDA CATEGORY:**

Discussion Items for Action at October 21, 2013 Meeting

**SUBJECT:**

General Services - Old Jail Demolition/Courthouse Annex Renovations  
Construction/Demolition Bid Award

**BRIEF SUMMARY:**

Sealed bids from a formal bidding process were solicited for the Old Jail Demolition and Courthouse Annex Renovations project and were received on September 18, 2013. Staff and architect have reviewed the submittals and a summary tabulation is attached.

**REQUESTED ACTION:**

Motion to approve the bid award and authorize the County Manager to execute the contract between Cabarrus County and DH Griffin for demolition services for \$117,000 plus contingency; and Cabarrus County and Liles Construction for parking lot and courthouse annex renovations for \$1,551,430 plus contingency, subject to review and/or revision by the County Attorney.

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Kyle Bilafer, General Services Director

**BUDGET AMENDMENT REQUIRED:**

No

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

## ATTACHMENTS

- [Bid Tabulation](#)
  - [Advertisement for Bids](#)
  - [Prequalification for Demo](#)
  - [Prequalification for Renovations](#)
  - [CH Annex First Floor Plan](#)
  - [CH Annex Second Floor Plan](#)
  - [CH Annex Parking Lot Plan](#)
  - [Digital Rendering of Demolition](#)
-

## BID TABULATION

Name of Project: **Demolition of 1986 Addition to Former Jail**

Location: **77 Union St. South  
Concord, N.C. 28025**

Due: 2:00pm Wednesday, September 18, 2013

Name of Contractor	Base Bid	Unit Price No. 1 Subgrade Repair	Unit Price No. 2 Structural Fill		Bid Bond	Est. Days
Clear Site Industries						
Ike's Construction	180,000.00	\$20/YD	\$10/YD		YES	105
Environmental Holding Group						
DH Griffin	117,000.00	\$70/YD	\$25/YD		YES	38
MBH Enterprises	177,222.00	\$21/YD	\$10/YD		YES	60
Liles Construction						
Greenway Waste Solutions	238,800.00	\$10/YD	\$10/YD		YES	80

**BID TABULATION**

Name of Project: **Cabarrus County Annex Renovation and Parking Lot**

Location: **77 Union St. South  
Concord, N.C. 28025**

**Due: 2:00pm Wednesday, September 18, 2013**

Name of Contractor	Base Bid	Alternate No. 1 Add	Alternate No. 2 Deduct	Alternate No. 3 Add	Alternate No. 4 Deduct	Alternate No. 5 Add	Alternate No. 6 Add	Alternate No. 7 Add
JD Goodrum Constuction								
Ike's Construction	1,536,000.00	25,000.00	-16,000.00	12,000.00	-12,000.00	0.00	0.00	0.00
Liles Construction	1,479,900.00	31,750.00	-13,600.00	9,800.00	-10,435.00	0.00	0.00	0.00
H.M. Kern	1,670,293.00	27,000.00	-13,000.00	7,000.00	-12,000.00	0.00	0.00	0.00
	Alternate No. 8 Add	Alternate No. 9 Add	Alternate No. 10 Add	Alternate No. 11 Add	Alternate No. 12 Add	Alternate No.13 Add	Alternate No. 14 Add	Alternate No. 15 Add
JD Goodrum Constuction								
Ike's Construction	0.00	0.00	1,500.00	0.00	0.00	11,000.00	0.00	16,300.00
Liles Construction	0.00	0.00	1,600.00	0.00	0.00	11,580.00	0.00	16,800.00
H.M. Kern	0.00	0.00	1,400.00	0.00	4,800.00	0.00	0.00	18,500.00
	Unit Price Subgrade Repair	Unit Price Mass Rock	Unit Price Trench Rock	Bid Bond	Estimated Days			
JD Goodrum Constuction								
Ike's Construction	20	75	100	YES	150			
Liles Construction	30	125	50	YES	150			
H.M. Kern	24	100	150	YES	150			

TOTAL: 1,551,430.00

**BID TABULATION**

Name of Project: **Cabarrus County Annex Renovation and Parking Lot and Demolition of 1986 Addition to Former Jail**

Location: **77 Union St. South  
Concord, N.C. 28025**

**Due: 2:00pm Wednesday, September 18, 2013**

Name of Contractor	Base Bid		Alternate No. 1		Alternate No. 2		Alternate No. 3		Alternate No. 4		Alternate No. 5		Alternate No. 6		Alternate No. 7	
			Add		Deduct		Add		Deduct		Add		Add		Add	
JD Goodrum Construction																
Ike's Construction	1,700,000.00		25,000.00		-16,000.00		12,000.00		-12,000.00		0.00		0.00		0.00	
Liles Construction	1,655,900.00		31,750.00		-13,600.00		9,800.00		-10,435.00		0.00		0.00		0.00	
H.M. Kern																
	Alternate No. 8		Alternate No. 9		Alternate No. 10		Alternate No. 11		Alternate No. 12		Alternate No.13		Alternate No. 14		Alternate No. 15	
	Add		Add		Add		Add		Add		Add		Add		Add	
JD Goodrum Construction																
Ike's Construction	0.00		0.00		1,500.00		0.00		0.00		11,000.00		0.00		16,300.00	
Liles Construction	0.00		0.00		1,600.00		0.00		0.00		11,580.00		1,000.00		16,800.00	
H.M. Kern																
	Unit Price Subgrade Repair	Unit Price Fill	Unit Price Mass Rock	Unit Price Trench Rock	Bid Bond	Estimated Days										
JD Goodrum Construction																
Ike's Construction	20	10	75	100	YES	255										
Liles Construction	30	30	125	50	YES	255										
H.M. Kern																

**Advertisement for Bids**

Notice is given hereby that sealed proposals will be received by the Cabarrus County, up to 2:00 p.m., Wednesday, August 28, 2013 in the Commissioners Room on the second floor of the Governmental Center, 65 Church St., SE, Concord, N.C. and immediately thereafter publicly opened and read for the furnishing of labor, materials, and equipment for the **Demolition of the 1986 Addition to the Former Jail and Cabarrus County Courthouse Annex Renovations and Parking Lot, 77 Union St. South, Concord, N.C.** Bidders may submit proposals for either project or a combined proposal for both projects. All bidders are required to complete and submit the Prequalification for Single Prime Contractors Form enclosed in the Project Manuals and attached to this Advertisement for Bids.

Bids shall be received as follows:

Single Prime Bids for the **Demolition of the 1986 Addition to the Former Jail**, which includes all the Work in the Contract Documents for Demolition of the 1986 Addition to the Former Jail.

Single Prime Bids for the **Cabarrus County Courthouse Annex Renovations and Parking Lot**, which includes all the Work in the Contract Documents for Cabarrus County Courthouse Annex Renovations and Parking.

Single Prime Bids for the **Demolition of the 1986 Addition to the Former Jail and Cabarrus County Courthouse Annex Renovations and Parking Lot** combined, which includes all the Work in the Contract Documents for both projects.

Plans for bidding will be issued as follows:

- a. Single Prime contract bidders shall be issued two composite sets of plans and specifications including General, HVAC, Plumbing and Electrical work.

Complete plans, specifications and contract documents will be open for inspection in the Office of the Architect, Griffin Architecture, P.A., 5 Union Street, South, Concord, North Carolina

Plan Deposit

Bidders may receive two copies of the bid documents listed above upon payment of a \$100.00 deposit (\$50.00 per set), completely refundable for each set returned to the Architect, postpaid, in satisfactory and useable condition, within 10 days after the bid opening.

Additional copies of the plans and specifications may be purchased by a bidder from Duncan Parnell, Inc., 651 Church St. North, Concord, NC 28025.

A Pre-Bid Meeting will be held at the project site on August 1, 2013 at 10:00 am. Bidders are to park in Cabarrus County Parking Lot No. 1, on the east side of Church St., between Cabarrus Ave. and Means Ave. Entrance to the meeting will be provided through the Means Ave. side entrance vestibule of the Cabarrus County Courthouse. The bidders and their subcontractors will also be allowed access to the existing building during the hours of 9:00 am to 1:00 pm on August 7<sup>th</sup> and 8<sup>th</sup>, 2013.

Section 00006

All contractors are hereby notified that they must have proper license under the State laws governing their respective trades.

Each proposal shall be accompanied by a deposit of cash or certified check on some bank or trust company insured by the Federal Deposit Insurance Corporation in an amount equal to 5% of the gross amount of the Proposal. In lieu thereof, such bidders may file a bid bond executed in accordance with conditions as prescribed by GS 143-129 as amended. The deposit shall be retained if the successful bidder fails to execute the contract within 10 days after the award or fails to give satisfactory surety as required by law.

A Performance Bond will be required for one hundred percent (100%) for the Contract Price and a Payment Bond will be required for one Hundred percent (100%) of the contract Price. Form of bonds shall be A.I.A. Document A-311.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of thirty (30) days.

The Owner reserves the right to reject any or all bids, to waive informalities, and to award contracts in the best interest of the Owner.



**State of North Carolina**  
**Prequalification for Single Prime Contractors**

**Section 1. MINIMUM REQUIREMENTS**

**1. a. General Company information (Primary/Main office location)**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State Zip Code + 4

(\_\_\_\_\_) \_\_\_\_\_  
Phone number

(\_\_\_\_\_) \_\_\_\_\_  
Fax number

\_\_\_\_\_  
Primary Contact Name

\_\_\_\_\_  
Secondary Contact Name

\_\_\_\_\_  
Primary Contact Email Address

\_\_\_\_\_  
Secondary Contact Email Address

**Organization**

**1. b. Business type** (check box)  Corporation  Partnership  Limited Liability Company  Sole Proprietor  Joint Venture

**1. c. Type of Work** (check box)  General Construction  Electrical  Mechanical  Plumbing  Other (please specify)

**1. d. Licensing information** (Please provide all North Carolina professional licenses required for you to perform your services.)

**NC License Type** (check box)  General Construction  Electrical  Mechanical  Plumbing  Other (please specify)

<u>NC License number</u>	<u>License Limit/Level</u>	<u>State/County/City Privilege License (provide copy)</u>
--------------------------	----------------------------	---

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Bonding**

**1. e. (1)** Attach letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this project, on behalf of your firm or its agent licensed to do business in North Carolina, and verifying your company's capability and capacity based on your current value of work. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating system or The Federal Treasury List.

Have you attached a surety letter?  Yes  No

Prequalification\_Form\_03-01-11 2 of 12

**State of North Carolina**  
**Prequalification for Single Prime Contractors**

**1. e. (2)** Have any funds been expended by a surety company on your firm's behalf?  Yes  No If yes, explain:

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**1. e. (3)** List all surety companies that have provided bonds for your company for the past five (5) years, provide explanation, required, if more than one company.

Date	Firm	Reason
Date	Firm	Reason
Date	Firm	Reason

**Litigation/Claims**

**1. f. (1)** Has your company been involved in any suits or arbitration proceedings within the last five years?  No  Yes If yes, please explain:

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**1. f. (2)** Are there currently any judgments, claims, arbitration proceedings or suits involving Owners pending or outstanding against your company, its officers, owners, or agents?  No  Yes If yes, please explain:

---

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**Insurance**

**1. g.**  
In order to prequalify, firms must indicate that they can provide evidence of insurance coverage as follows, should they subsequently be the successful bidder. Have you attached a copy of your insurance certificate?  Yes  No

- Worker's Compensation insurance as required by law and Employer's Liability Insurance coverage with minimum limits of \$100,000.
- General liability insurance with minimum limits of \$500,000 per occurrence for bodily injury and \$100,000 per occurrence/\$300,000 aggregate for property damage.
- Builder's risk at the full insurable value of the entire work site.

**Size/Capacity**

**1. h. (1)** How many full-time permanent employees work for the company? \_\_\_\_\_

**1. h. (2)** If the company has more than one office location, how many full-time permanent employees work for the company at the location which will serve this project? \_\_\_\_\_

**1. h. (3)** List the annual dollar value of construction work the company has performed for each year over the last 5 calendar years (if applicable).

## State of North Carolina Prequalification for Single Prime Contractors

1 _____ (yr)	2 _____ (yr)	3 _____ (yr)	4 _____ (yr)	5 _____ (yr)
--------------	--------------	--------------	--------------	--------------

### Section 2. GENERAL REQUIREMENTS

#### Experience

**2. a. (1)** Number of years in business as a contractor under the company name listed in 1.a., above: \_\_\_\_\_ years.  
List any other names your firm operated under previously.

1	2	3	4	5
---	---	---	---	---

**2. a. (2)** List date, State and type of incorporation, partnership, or proprietorship establishment:

Date	State/Type (incorporation, partnership/proprietorship)
------	--

**2. a. (3)** List names of the firm principals appropriate to the type of the firm:

*Corporation: President, Vice-president, Secretary, Treasurer*

*Partnership: Partners*

*Proprietorship: Owner*

*Other: List and explain*

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_ Yrs Service: \_\_\_\_\_

**2. a. (4)** Has your company ever performed construction work for the State of North Carolina and/or related public agencies and/or this specific agency/institution?  Yes  No

If yes, list the name of the agency, project, dollar value, owner and architect names and contact phone numbers, scheduled completion and actual completion dates for all projects completed within the last five to ten (5-10) years.

State/Public Agency	Project Name	Dollar Value	Owner Agency Contact Info	Architect Contact Info	Scheduled-Actual Completion Date

## State of North Carolina

### Prequalification for Single Prime Contractors

State/Public Agency	Project Name	Dollar Value	Owner Agency Contact Info	Architect Contact Info	Scheduled-Actual Completion Date

**2. a. (5)** Has your organization been pre-qualified to bid on a State agency/institution project and failed to submit a bid without notice of good cause a minimum of one day before bid date?  Yes  No If yes, on a separate sheet list name of project and reason you did not submit a bid.

**Office Locations**

**2. b.** Will this project be managed and directed from an office in NC? An office in NC is defined as “The principal place from which the trade or business of the bidder is directed or managed,” per GS 143-59 (c).  Yes  No

**Workload**

**2. c. (1)** How many projects do you currently have under contract or in progress and what is their total dollar value?

- \_\_\_\_\_ (#) of projects
- \$ \_\_\_\_\_ (Current projects contract amount)
- \$ \_\_\_\_\_ (Projects current amount remaining to bill)

**2. c. (2)** List the three biggest contracts currently under contract or in progress, including for each, the name of the project, owner and architect names and phone numbers, contract dollar values, percentage complete and currently anticipated completion dates.

<b>#1 –Project Name</b>	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	

**State of North Carolina**  
**Prequalification for Single Prime Contractors**

Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

<b>#2 –Project Name</b>	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

<b>#3 –Project Name</b>	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

**Quality Control/Administration**

**2. d. (1)** Describe quality control procedures, including contractor inspection and approval processes. List the most recent project where these procedures were used, and provide owner and architect contact names and telephone numbers.

<b>Quality Control Procedures</b>	
Project Name	
Owner Name/ Representative	

## State of North Carolina Prequalification for Single Prime Contractors

Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contractor Inspection Process	
Approval Process	

**2. d. (2)** Describe management plans for processing Requests for Information (RFI's), shop drawings, submittals, value engineering, change orders, proposals, and requests for deviations. Identify key personnel assigned to these or other special issues. Describe your approach to dispute and claims resolution.

<b>Management Plan Process</b>	
Name of Key Personnel	
Requests for Information (RFI's)	
Shop Drawings	
Submittals	
Value Engineering	
Change Orders	
Proposals	
Requests for Deviations	
Dispute and Claim Resolution Approach	
Other Special Issues	

### Financials

**2. e.** Attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item becoming part of a public record.) Have you attached a balance sheet?     Yes     No

List any lines of credit, including the identification of the financial institution holding the credit line, contact name and phone number at the institution, current total line of credit, current balance available, and effective date of the stated balances (must be within the last 30 days). Have you attached a line of credit statement?     Yes     No

*Note: As provided by statute, the agency/institution will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.*



## State of North Carolina

### Prequalification for Single Prime Contractors

List the HUB participation you provided in the three “similar” projects cited in Section 3.a., below, including name, percentage achieved and owner representative’s name and telephone number.

Project Name	HUB %	Owner’s Rep	Contact Phone #

### Section 3. PROJECT SPECIFIC REQUIREMENTS

#### Project-Specific References

**3. a.** Please identify three projects most closely reflecting the size and complexity of the type of work being requested for the currently proposed project. The similar projects should have been completed within the last ten (10) years, at least one of which within the last five (5) years. Include:

<b>#1 –Similar - Project Name</b>	
Project description and its similarity to proposed project	
Role and Responsibility	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Final Contract Dollar Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	
<b>Sub-Contractor Relations – References from similar relevant projects</b>	
#1 – Sub-Contractor Reference	

**State of North Carolina**  
**Prequalification for Single Prime Contractors**

#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

<b>#2 –Similar - Project Name</b>	
Project description and its' Similarity to proposed project	
Role and Responsibility	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Final Contract Dollar Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	
<b>Sub-Contractor Relations – References from similar relevant projects</b>	
#1 – Sub-Contractor Reference	
#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

<b>#3 –Similar - Project Name</b>	
Project description and its' Similarity to proposed project	
Role and Responsibility	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	

**State of North Carolina**  
**Prequalification for Single Prime Contractors**

Contract Dollar Value	
Final Contract Dollar Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	
<b>Sub-Contractor Relations – References from similar relevant projects</b>	
#1 – Sub-Contractor Reference	
#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

*[General project references were requested in section 2. a. (4), based on a “Yes” response, and 2. c. (2). If this comparable project information is already reflected in those responses, please simply identify the relevant projects and detailed information.]*

**Staffing and Organizational Structure**

**3. b. (1) Staff Qualifications** - Provide organizational structure reflecting authority, responsibility and proportion of time dedicated to this project and job descriptions for all key positions. Provide evidence that the key personnel have worked together successfully as a team.

**3. b. (2) Project-specific Staff Experience** - Project-specific employment history is requested for key personnel for similar projects performed within the last five years. As attachments, include qualifications (resumes) of the project team key personnel to be assigned to this project. For each resume, include name, length of time employed with your company, proposed position, education and training, professional registrations/ licenses, and affiliations, company and project-specific employment history.

Information should include project size and description, time and budget performance, position held, authority and responsibilities, contributions made to project success, and include owner/architect contacts with phone numbers.

**3. b. (3) Staff Availability** - Are key personnel also proposed on any other projects for which bidding and contracting is pending?  Yes  No If yes, describe general availability and qualifications of potential substitutes.

**Other Unique Information**

**3. c.** [This section reflects any further project-specific or unique project requirements, such as clean room, hospital/medical, prison, LEED certification, construction recycling, schedule constraints, etc. DO NOT REPEAT ABOVE QUESTIONS. Expand line items and distribute points consistent with any additions.]

**State of North Carolina**  
**Prequalification for Single Prime Contractors**

**4. Signature**

By signing this document, you are acknowledging that all answers are true to the best of your knowledge.  
Submitted by:

\_\_\_\_\_  
Company Name (as licensed in NC)

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Mailing Address

a. Dated this day of: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Signature by Authorized Officer

\_\_\_\_\_  
Print Title of Authorized Officer

Phone: \_\_\_\_\_  
Contact person's phone number

Email: \_\_\_\_\_  
Contact person's E-mail address

b. Notary Certification:  
North Carolina  
\_\_\_\_\_ County

I, a Notary Public of the County and State aforesaid, certify that \_\_\_\_\_, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Official Notary Seal or Stamp)

\_\_\_\_\_  
Signature of Notary Public

My commission expires \_\_\_\_\_, 20 \_\_\_\_



**State of North Carolina**  
**Prequalification for Single Prime Contractors**

**Section 1. MINIMUM REQUIREMENTS**

**1. a. General Company information (Primary/Main office location)**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State Zip Code + 4

(\_\_\_\_\_) \_\_\_\_\_  
Phone number

(\_\_\_\_\_) \_\_\_\_\_  
Fax number

\_\_\_\_\_  
Primary Contact Name

\_\_\_\_\_  
Secondary Contact Name

\_\_\_\_\_  
Primary Contact Email Address

\_\_\_\_\_  
Secondary Contact Email Address

**Organization**

**1. b. Business type** (check box)  Corporation  Partnership  Limited Liability Company  Sole Proprietor  Joint Venture

**1. c. Type of Work** (check box)  General Construction  Electrical  Mechanical  Plumbing  Other (please specify)

**1. d. Licensing information** (Please provide all North Carolina professional licenses required for you to perform your services.)

**NC License Type** (check box)  General Construction  Electrical  Mechanical  Plumbing  Other (please specify)

<u>NC License number</u>	<u>License Limit/Level</u>	<u>State/County/City Privilege License (provide copy)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Bonding**

**1. e. (1)** Attach letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this project, on behalf of your firm or its agent licensed to do business in North Carolina, and verifying your company's capability and capacity based on your current value of work. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating system or The Federal Treasury List.

Have you attached a surety letter?  Yes  No

**State of North Carolina**  
**Prequalification for Single Prime Contractors**

**1. e. (2)** Have any funds been expended by a surety company on your firm's behalf?  Yes  No If yes, explain:

---

---

**1. e. (3)** List all surety companies that have provided bonds for your company for the past five (5) years, provide explanation, required, if more than one company.

Date	Firm	Reason
Date	Firm	Reason
Date	Firm	Reason

**Litigation/Claims**

**1. f. (1)** Has your company been involved in any suits or arbitration proceedings within the last five years?  No  Yes If yes, please explain:

---

---

**1. f. (2)** Are there currently any judgments, claims, arbitration proceedings or suits involving Owners pending or outstanding against your company, its officers, owners, or agents?  No  Yes If yes, please explain:

---

---

**Insurance**

**1. g.**  
In order to prequalify, firms must indicate that they can provide evidence of insurance coverage as follows, should they subsequently be the successful bidder. Have you attached a copy of your insurance certificate?  Yes  No

- Worker's Compensation insurance as required by law and Employer's Liability Insurance coverage with minimum limits of \$100,000.
- General liability insurance with minimum limits of \$500,000 per occurrence for bodily injury and \$100,000 per occurrence/\$300,000 aggregate for property damage.
- Builder's risk at the full insurable value of the entire work site.

**Size/Capacity**

**1. h. (1)** How many full-time permanent employees work for the company? \_\_\_\_\_

**1. h. (2)** If the company has more than one office location, how many full-time permanent employees work for the company at the location which will serve this project? \_\_\_\_\_

**1. h. (3)** List the annual dollar value of construction work the company has performed for each year over the last 5 calendar years (if applicable).

## State of North Carolina Prequalification for Single Prime Contractors

1 _____ (yr)	2 _____ (yr)	3 _____ (yr)	4 _____ (yr)	5 _____ (yr)
--------------	--------------	--------------	--------------	--------------

### Section 2. GENERAL REQUIREMENTS

#### Experience

**2. a. (1)** Number of years in business as a contractor under the company name listed in 1.a., above: \_\_\_\_\_ years.  
List any other names your firm operated under previously.

1	2	3	4	5
---	---	---	---	---

**2. a. (2)** List date, State and type of incorporation, partnership, or proprietorship establishment:

Date	State/Type (incorporation, partnership/proprietorship)
------	--

**2. a. (3)** List names of the firm principals appropriate to the type of the firm:

*Corporation: President, Vice-president, Secretary, Treasurer*

*Partnership: Partners*

*Proprietorship: Owner*

*Other: List and explain*

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_ Yrs Service: \_\_\_\_\_

**2. a. (4)** Has your company ever performed construction work for the State of North Carolina and/or related public agencies and/or this specific agency/institution?  Yes  No

If yes, list the name of the agency, project, dollar value, owner and architect names and contact phone numbers, scheduled completion and actual completion dates for all projects completed within the last five to ten (5-10) years.

State/Public Agency	Project Name	Dollar Value	Owner Agency Contact Info	Architect Contact Info	Scheduled-Actual Completion Date

## State of North Carolina

### Prequalification for Single Prime Contractors

State/Public Agency	Project Name	Dollar Value	Owner Agency Contact Info	Architect Contact Info	Scheduled-Actual Completion Date

**2. a. (5)** Has your organization been pre-qualified to bid on a State agency/institution project and failed to submit a bid without notice of good cause a minimum of one day before bid date?  Yes  No If yes, on a separate sheet list name of project and reason you did not submit a bid.

**Office Locations**

**2. b.** Will this project be managed and directed from an office in NC? An office in NC is defined as “The principal place from which the trade or business of the bidder is directed or managed,” per GS 143-59 (c).  Yes  No

**Workload**

**2. c. (1)** How many projects do you currently have under contract or in progress and what is their total dollar value?

- \_\_\_\_\_ (#) of projects
- \$ \_\_\_\_\_ (Current projects contract amount)
- \$ \_\_\_\_\_ (Projects current amount remaining to bill)

**2. c. (2)** List the three biggest contracts currently under contract or in progress, including for each, the name of the project, owner and architect names and phone numbers, contract dollar values, percentage complete and currently anticipated completion dates.

<b>#1 –Project Name</b>	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	

**State of North Carolina**  
**Prequalification for Single Prime Contractors**

Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

<b>#2 –Project Name</b>	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

<b>#3 –Project Name</b>	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

**Quality Control/Administration**

**2. d. (1)** Describe quality control procedures, including contractor inspection and approval processes. List the most recent project where these procedures were used, and provide owner and architect contact names and telephone numbers.

<b>Quality Control Procedures</b>	
Project Name	
Owner Name/ Representative	

## State of North Carolina

### Prequalification for Single Prime Contractors

Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contractor Inspection Process	
Approval Process	

**2. d. (2)** Describe management plans for processing Requests for Information (RFI's), shop drawings, submittals, value engineering, change orders, proposals, and requests for deviations. Identify key personnel assigned to these or other special issues. Describe your approach to dispute and claims resolution.

<b>Management Plan Process</b>	
Name of Key Personnel	
Requests for Information (RFI's)	
Shop Drawings	
Submittals	
Value Engineering	
Change Orders	
Proposals	
Requests for Deviations	
Dispute and Claim Resolution Approach	
Other Special Issues	

### Financials

**2. e.** Attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item becoming part of a public record.) Have you attached a balance sheet?     Yes     No

List any lines of credit, including the identification of the financial institution holding the credit line, contact name and phone number at the institution, current total line of credit, current balance available, and effective date of the stated balances (must be within the last 30 days). Have you attached a line of credit statement?     Yes     No

*Note: As provided by statute, the agency/institution will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.*



## State of North Carolina

### Prequalification for Single Prime Contractors

List the HUB participation you provided in the three “similar” projects cited in Section 3.a., below, including name, percentage achieved and owner representative’s name and telephone number.

Project Name	HUB %	Owner’s Rep	Contact Phone #

### Section 3. PROJECT SPECIFIC REQUIREMENTS

#### Project-Specific References

**3. a.** Please identify three projects most closely reflecting the size and complexity of the type of work being requested for the currently proposed project. The similar projects should have been completed within the last ten (10) years, at least one of which within the last five (5) years. Include:

<b>#1 –Similar - Project Name</b>	
Project description and its similarity to proposed project	
Role and Responsibility	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Final Contract Dollar Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	
<b>Sub-Contractor Relations – References from similar relevant projects</b>	
#1 – Sub-Contractor Reference	

**State of North Carolina**  
**Prequalification for Single Prime Contractors**

#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

<b>#2 –Similar - Project Name</b>	
Project description and its' Similarity to proposed project	
Role and Responsibility	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Final Contract Dollar Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	
<b>Sub-Contractor Relations – References from similar relevant projects</b>	
#1 – Sub-Contractor Reference	
#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

<b>#3 –Similar - Project Name</b>	
Project description and its' Similarity to proposed project	
Role and Responsibility	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	

**State of North Carolina**  
**Prequalification for Single Prime Contractors**

Contract Dollar Value	
Final Contract Dollar Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	
<b>Sub-Contractor Relations – References from similar relevant projects</b>	
#1 – Sub-Contractor Reference	
#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

*[General project references were requested in section 2. a. (4), based on a “Yes” response, and 2. c. (2). If this comparable project information is already reflected in those responses, please simply identify the relevant projects and detailed information.]*

**Staffing and Organizational Structure**

**3. b. (1) Staff Qualifications** - Provide organizational structure reflecting authority, responsibility and proportion of time dedicated to this project and job descriptions for all key positions. Provide evidence that the key personnel have worked together successfully as a team.

**3. b. (2) Project-specific Staff Experience** - Project-specific employment history is requested for key personnel for similar projects performed within the last five years. As attachments, include qualifications (resumes) of the project team key personnel to be assigned to this project. For each resume, include name, length of time employed with your company, proposed position, education and training, professional registrations/ licenses, and affiliations, company and project-specific employment history.

Information should include project size and description, time and budget performance, position held, authority and responsibilities, contributions made to project success, and include owner/architect contacts with phone numbers.

**3. b. (3) Staff Availability** - Are key personnel also proposed on any other projects for which bidding and contracting is pending?  Yes  No If yes, describe general availability and qualifications of potential substitutes.

**Other Unique Information**

**3. c.** [This section reflects any further project-specific or unique project requirements, such as clean room, hospital/medical, prison, LEED certification, construction recycling, schedule constraints, etc. DO NOT REPEAT ABOVE QUESTIONS. Expand line items and distribute points consistent with any additions.]

**State of North Carolina**  
**Prequalification for Single Prime Contractors**

**4. Signature**

By signing this document, you are acknowledging that all answers are true to the best of your knowledge.  
Submitted by:

\_\_\_\_\_  
Company Name (as licensed in NC)

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Mailing Address

a. Dated this day of: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Signature by Authorized Officer

\_\_\_\_\_  
Print Title of Authorized Officer

Phone: \_\_\_\_\_  
Contact person's phone number

Email: \_\_\_\_\_  
Contact person's E-mail address

b. Notary Certification:  
North Carolina  
\_\_\_\_\_ County

I, a Notary Public of the County and State aforesaid, certify that \_\_\_\_\_, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Official Notary Seal or Stamp)

\_\_\_\_\_  
Signature of Notary Public

My commission expires \_\_\_\_\_, 20 \_\_\_\_

7/25/2013 \\JERICDESKTOP\Data\Jeric's Active\Cab. County 1970 Jail Demo\Arch\CAD\Final\Courthouse Annex Renovation-1.pln

**CABARRUS COUNTY COURTHOUSE ANNEX RENOVATION AND PARKING LOT**

77 UNION ST. S  
 CONCORD, NC 28025

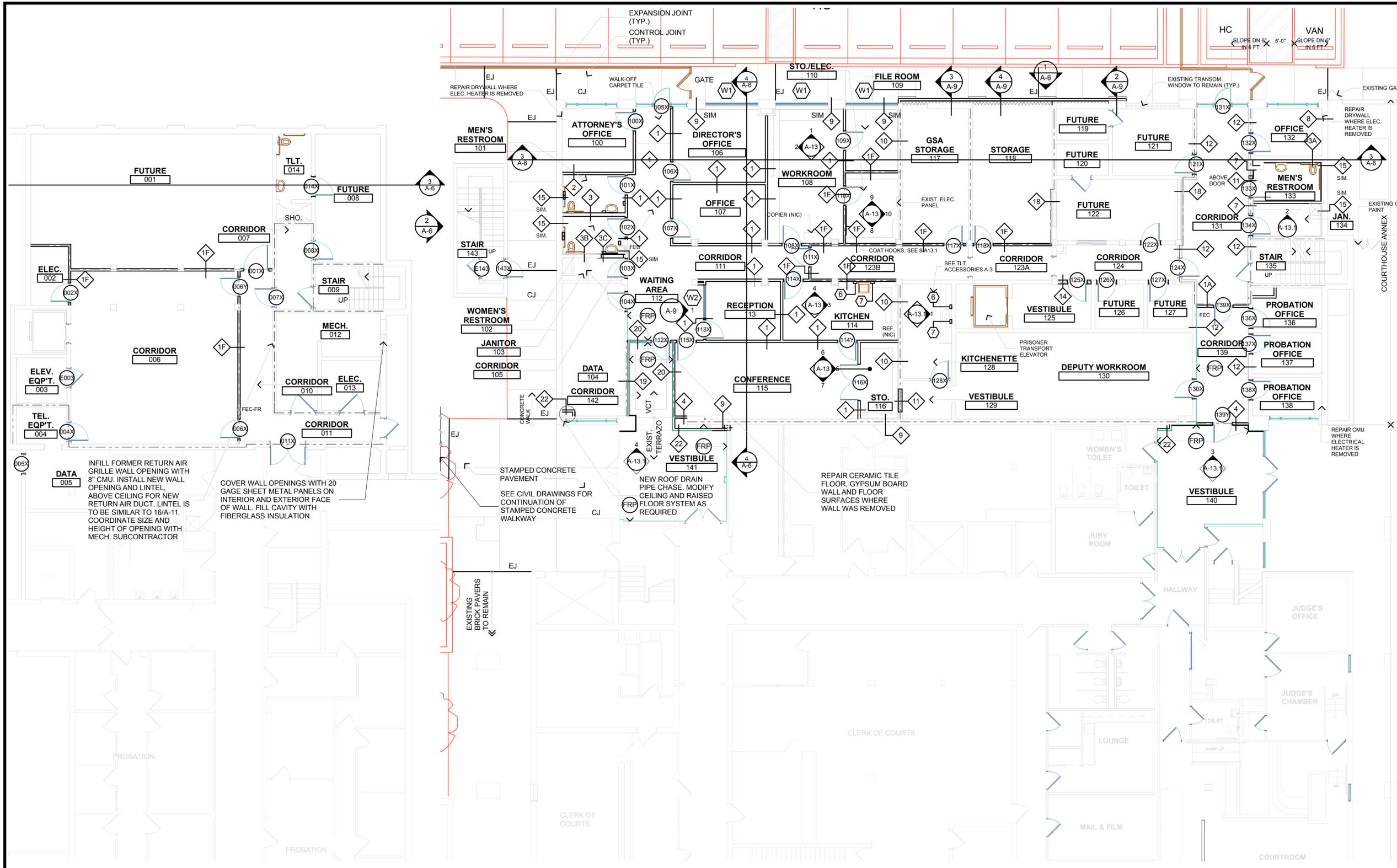
REVISION NO.	REVISION DATE

ISSUE DATE: 03/15/13

PROJECT NO:  
 MODEL FILE:  
 DRAWN BY: JDJ  
 CHK'D BY: KAG  
 COPYRIGHT

**SHEET TITLE**  
**BASEMENT AND FIRST FLOOR PLAN**

**A-1**



**1 BASEMENT FLOOR PLAN**  
 SCALE: 1/8" = 1'-0"

**2 FIRST FLOOR PLAN**  
 SCALE: 1/8" = 1'-0"

- WALL LEGEND:**
- EXISTING WALL
  - 2 HR. FIRE RATED WALL
  - NEW WALL
  - 1 HR. FIRE RATED WALL
  - ⬡ WINDOW
  - ⊙ TOILET ACCESSORIES
  - ⊙ WALL TYPE
  - ⊙ 4'-0" HIGH FIBERGLASS REINFORCED PLASTIC PANEL
- ABBREVIATIONS:**
- CJ CONTROL JOINT, SEE 7/AS-3
  - EJ EXPANSION JOINT, SEE 7/AS-3
  - CG CORNER GUARD

**GENERAL NOTES:**

1. INFILL ALL WALL OPENINGS ABOVE CEILING OF 1HR FIRE RATED CMU WALLS WITH 8" CMU.
2. APPLY FIRE CAULK ALONG FULL CONNECTIONS OF 1 HR. FIRE RATED WALL TO UNDERSIDE OF ROOF DECK.
3. SEAL ALL GAPS, ABOVE CEILING OF FIRE RATED WALLS WITH FIRE SEALANT.
4. COVER ALL OPENINGS IN EXISTING 1HR. RATED DRYWALL PARTITIONS WITH ONE LAYER OF 5/8" TYPE C GYPSUM BOARD ADHERED TO EXISTING DRYWALL SURFACES AND EXTENDING TO AND MECHANICALLY ATTACHED TO ADJACENT METAL STUDS. APPLY DRYWALL TO BOTH SIDES OF WALL, IF OPENING GOES THROUGH THE WALL. APPLY FIRE CAULK ALONG FULL PERIMETER OF ALL PENETRATIONS THROUGH FIRE RATED WALLS.
5. REPAIR WALL SURFACES WHERE PLUMBING WASTE, VENT WATER LINES OR ELECTRICAL CONDUITS ARE REMOVED.
6. FILL OPENINGS WHERE PLUMBING WASTE, VENT, WATER LINES OR ELECTRICAL CONDUITS THAT PENETRATE FLOOR OR ROOF SLABS ARE REMOVED. SEE DETAIL 6/A-2.
7. FILL ALL OPENINGS IN WALLS CREATED BY THE REMOVAL OF DUCTWORK IN FIRE RATED WALLS. INFILL PER NOTE 1 OR 4 DEPENDING ON WALL CONSTRUCTION.
8. REPAIR ALL HOLES IN WALLS WHERE EXISTING SURFACE MOUNTED ITEMS ARE REMOVED.

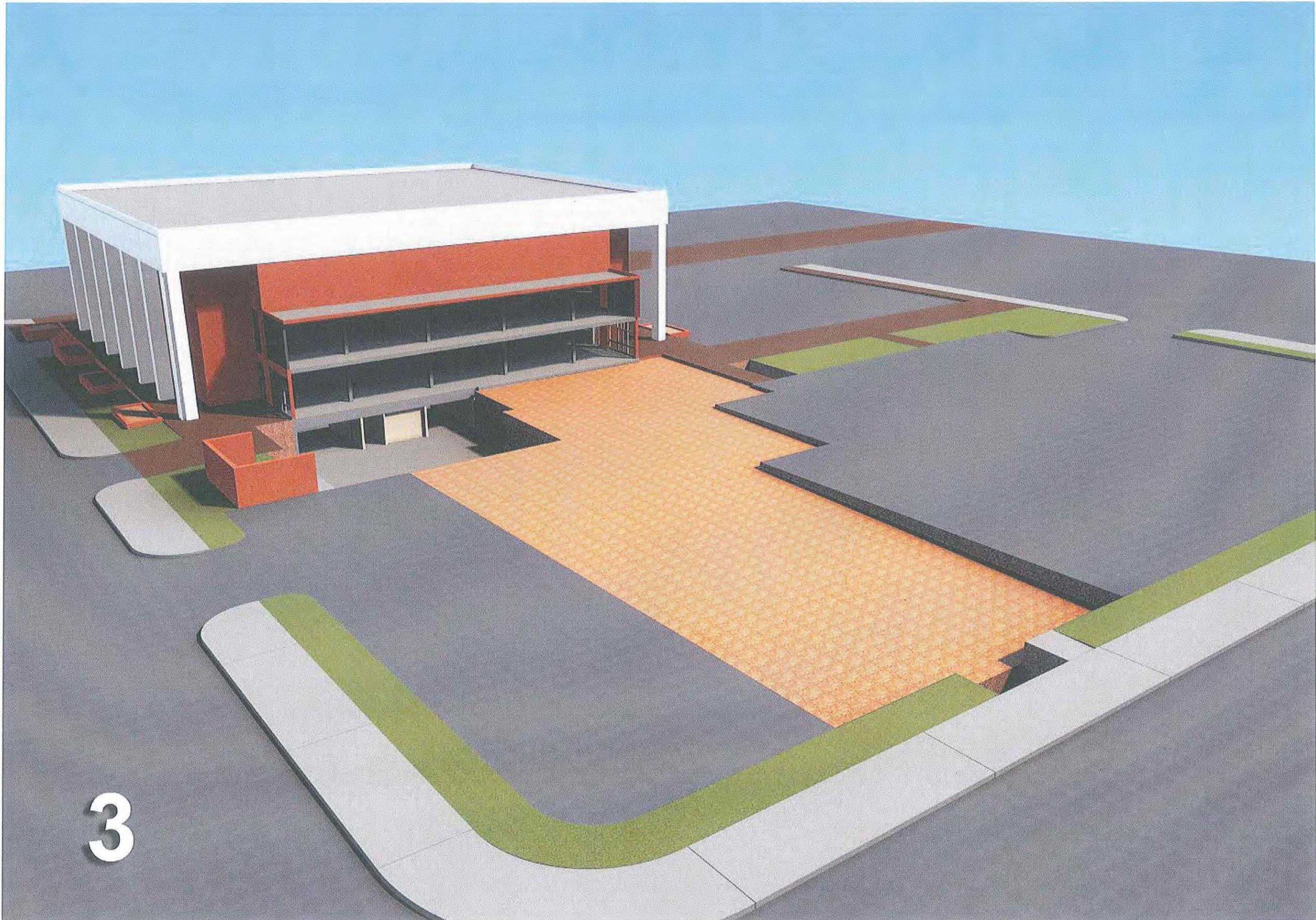








2





## CABARRUS COUNTY

### BOARD OF COMMISSIONERS WORK SESSION

OCTOBER 7, 2013  
4:00 P.M.

---

**AGENDA CATEGORY:**

Discussion Items for Action at October 21, 2013 Meeting

**SUBJECT:**

Planning & Development - Revision of Re-inspection Fees

**BRIEF SUMMARY:**

Construction Standards staff is proposing a revision to the re-inspection fees. The fee is currently \$50.00 for any re-inspection and for multiple re-inspections. This creates additional costs for the county. Staff is proposing an increase to \$100.00 for the first re-inspection and \$125.00 for each additional re-inspection. The fees are typically applied as described in the attached memo. There is flexibility in the application and removal of the fees at the discretion of staff. The goal of this measure is to reduce failure rates and site visits.

**REQUESTED ACTION:**

Motion to approve a revision to the fee schedule.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Kelly Sifford, AICP  
Planning & Development Director

**BUDGET AMENDMENT REQUIRED:**

No

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

## ATTACHMENTS

[Memo](#)

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To: Cabarrus County Board of Commissioners

From: Kelly Sifford, AICP

Re: Re-inspection fees adjustment

Date: September 13, 2013

Due to a rise in failure rates, staff is proposing a revised “call back” or re-inspection fee. Currently, Cabarrus County’s fee is \$50 no matter how many times a job fails inspection. Fees are typically imposed under conditions such as the job not being ready for inspection, calling in when the items cited for failure have not been fixed or the inspector cannot gain access to the site. There were 465 re-inspection fees applied in FY 12-13. In less than one quarter in FY 13-14, two hundred and twenty five re-inspection fees have been applied. These failures create the need for additional inspections which are additional costs to the county. Construction Standards staff is finding that it is more cost effective for many builders to use county inspectors for quality control rather than providing it privately. In an effort to reduce failure rates and multiple trips to the same site for re-inspection, staff is recommending a system of increasingly punitive fees for re-inspections.

Staff is recommending \$100 for the first re-inspection and a \$125 fee for subsequent unnecessary trips (per inspections category). Staff researched other surrounding and comparable jurisdictions to determine the range of re-inspection fees. The fees ranged from \$52.50 to \$121 per re-inspection. The jurisdictions researched included Iredell, Rowan, Caldwell, Union, Lincoln, Gaston, Catawba, Wake, Mecklenburg and Orange counties.



## CABARRUS COUNTY

### BOARD OF COMMISSIONERS WORK SESSION

**OCTOBER 7, 2013  
4:00 P.M.**

---

#### **AGENDA CATEGORY:**

Discussion Items for Action at October 21, 2013 Meeting

#### **SUBJECT:**

Planning & Development - Selection of HOME Program Administrators for 2013-2014

#### **BRIEF SUMMARY:**

Cabarrus County has participated in the Cabarrus/Iredell/Rowan HOME Consortium for many years. The program provides funding for housing rehabilitation. Cabarrus County gives priority to elderly and disabled individuals and families for housing rehabilitation. Many aspects of the program are administered by Cabarrus County staff; however some areas require specific expertise such as environmental reviews, work write ups, lead and asbestos management. For these types of services, the county has traditionally hired consultants. Cabarrus County issued an RFQ for these services. There is a memo regarding the RFQ process and the proposals received in the supporting documentation.

#### **REQUESTED ACTION:**

Motion to approve Hobbs Upchurch and Associates as the provider of administrative services for the 2013-2014 HOME program and authorize the County Manager to execute a contract upon arrival of grant funding, subject to review and/or revision by the County Attorney.

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

5 Minutes

#### **SUBMITTED BY:**

Kelly Sifford, AICP  
Planning and Development Director

**BUDGET AMENDMENT REQUIRED:**

No

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

**ATTACHMENTS**

[Memo regarding 2013-2014- HOME program admin](#)

---



To: Cabarrus County Board of Commissioners

From: Kelly Sifford, AICP

Date: September 26, 2013

Re: Selection of an Administrator for 2013-2014

Cabarrus County will receive approximately \$97,899 in HOME program funds for the 2013-2014 year. Staff issued a RFQ for HOME program administration. The RFQ was direct mailed to three companies initially. Staff only received one proposal so the RFQ was posted on the county website for another week. The original proposal from Hobbs Upchurch and Associates was not opened until the second set of proposals was due. We did not receive any proposals in the second RFQ advertising. The only proposal is from the current administrator which is Hobbs Upchurch and Associates for \$15,000. All of the costs are covered by the grant. The service provision includes: environmental review, loan closings, contractor management, work write ups, inspections, final pay approvals to contractors, and reporting.



## CABARRUS COUNTY

### BOARD OF COMMISSIONERS WORK SESSION

**OCTOBER 7, 2013  
4:00 P.M.**

---

#### **AGENDA CATEGORY:**

Discussion Items for Action at October 21, 2013 Meeting

#### **SUBJECT:**

Planning & Development - Soil & Water Conservation District - Acceptance of State Funds and Application for State and Federal Matching Funds to Purchase Agricultural Conservation Easements

#### **BRIEF SUMMARY:**

The NC Department of Agriculture awarded Cabarrus Soil & Water Conservation District up to \$228,112.50 from the Agricultural Development and Farmland Preservation Trust Fund to purchase development rights and place a conservation easement on a portion of Porter Farms. The District intends to apply for \$456,225 in federal matching funds from the Farm and Ranchland Protection Program, a federal Farm Bill program administered by the Natural Resources Conservation Service in the US Department of Agriculture. The county match on this application is limited to an in-kind match. These funds will be used to purchase development rights and place a permanent agricultural conservation easement on an estimated 182.49 acres of farmland owned by Porter Farms. A budget amendment will be submitted at a later date if the federal matching funds are awarded. The District also intends to apply for additional state Agricultural Development and Farmland Preservation Trust Fund monies to place one or more conservation easements on additional farmland. Farmland preservation supports goals of both the Board of Commissioners and the Conservation District board by improving the quality of life for county citizens. Permanently protecting farmland ensures the land base necessary for the county's agricultural economy while simultaneously keeping the tax burden low by maximizing land acreage where the cost of county services is lower.

#### **REQUESTED ACTION:**

1. Motion to accept the grant award and adopt the related budget revision and project ordinance and authorize the County Manager to execute the grant award on behalf of Cabarrus County, subject to review and revision by the County Attorney and the Soil and Water Conservation District;
2. Motion to authorize Cabarrus Soil and Water Conservation District to submit an application for \$456,225 in matching funds to the Farm and Ranchland Protection Program administered by the Natural Resources Conservation Service in the United States Department of Agriculture.
3. Motion to authorize Cabarrus Soil and Water Conservation District to submit one or more applications to the North Carolina Agricultural Development and Farmland Preservation Program Trust Fund for additional funds to acquire conservation easements on additional farmland.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Dennis Testerman, Senior Resource Conservation Specialist

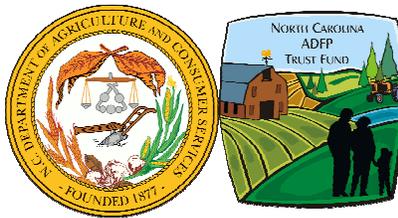
**BUDGET AMENDMENT REQUIRED:**

No

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

**ATTACHMENTS**

- [Grant Award Letter](#)
  - [County Manager Letter of Support](#)
  - [Conservation District Letter of Support](#)
-



# NCDA&CS ADFP Trust Fund

**Steve Troxler**  
Chair

NC DEPT. OF AGRICULTURE & CONSUMER  
SERVICES

**Sharon Alford Decker**

NC DEPT. OF COMMERCE

**Jimmy Gentry**

THE NC STATE GRANGE

**Billy Guillet**

NC RURAL ECONOMIC DEVELOPMENT CENTER,  
INC.

**Clarence Hood**

OFFICE OF THE SPEAKER OF THE HOUSE OF  
REPRESENTATIVES

**Tommy Houser**

NC ASSOC OF SOIL & WATER CONSERVATION  
DISTRICTS

**William Holbrook**

OFFICE OF THE PRESIDENT PRO TEMPORE

**B. Ray Jeffers**

PERSON COUNTY COMMISSIONER

**Jimmy Johnson**

NC DEPT. OF ENVIRONMENTAL & NATURAL  
RESOURCES

**Scott Marlow**

RURAL ADVANCEMENT FOUNDATION  
INTERNATIONAL - USA

**Dr. Tom Melton**

NC STATE UNIVERSITY - CALS

**Edgar Miller**

CONSERVATION TRUST FOR NC

**Erica Peterson**

NC AGRIBUSINESS COUNCIL

**Dr. William Randle**

NC A&T STATE UNIVERSITY

**Bob Schaefer**

NC FORESTRY ASSOC.

**Darrell Tennie**

NC BLACK FARMERS & AGRICULTURALISTS  
ASSOC.

**Steve Woodson**

NC FARM BUREAU

**Vacant**

OFFICE OF THE GOVERNOR

July 30, 2013

Mr. Dennis Testerman  
Cabarrus Soil and Water Conservation District  
715 Cabarrus Avenue West  
Concord, NC 28027-6214

Dear Mr. Testerman:

Thank you for your interest in the N.C. Agricultural Development and Farmland Preservation Trust Fund program. Your project, Porter Farm Easement, has been reviewed by staff and endorsed by the N.C. Agricultural Development and Farmland Preservation Advisory Committee.

I am pleased to inform you that this project has been selected for funding. The estimated funding for this project will be \$228,112.50.

You may be contacted by staff to make adjustments to your budget, timeline or other contractual documents. Contract timeline will be from July 1, 2013, until June 30, 2015.

If you have any questions or need further clarification, please contact the ADFP Trust Fund Office at 919-707-3071.

Sincerely,

Steven W. Troxler  
Commissioner of Agriculture

**MAILING ADDRESS:**  
1001 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1001

PHONE: (919) 707-3071 – FAX: (919) 716-0105  
[www.ncagr.gov](http://www.ncagr.gov) – [www.ncadfp.org](http://www.ncadfp.org)  
E-MAIL: [ncadfp@ncagr.gov](mailto:ncadfp@ncagr.gov)

**LOCATION:**  
2 WEST EDENTON ST.  
RALEIGH, NC 27601

Attachment number 1



## Office of the County Manager

---

December 12, 2012

To Whom It May Concern:

Cabarrus County fully supports farmland preservation efforts through the Cabarrus Soil and Water Conservation District. In support of the Porter Farms Permanent Conservation Easement (Cabarrus) program, Cabarrus County has budgeted county staff time, travel, attorney fees and contract work in the annual budget. Based on similar past projects, staff is projecting 45 hours of Administrative Secretary time, 45 hours of the Resource Conservation Specialist time and 75 hours of the Senior Resource Conservation Specialist time. Travel and attorney fees are in the annual budget and will be provided as necessary.

We believe this will provide sufficient support to complete this project. If you have further questions, please feel free to contact me at 704-920-2139 or Dennis Testerman, the Senior Resource Conservation Specialist who will be working on this project at 704-920-3303.

Sincerely,

Mike Downs  
County Manager



715 Cabarrus Ave. W.  
Room 301  
Concord, NC 28027-6214  
Telephone: 704-920-3300  
Fax: 704-795-6432  
Email:  
detesterman@cabarruscounty.us  
Website: www.cabarruscounty.us/SandW/

**BOARD OF SUPERVISORS**

**Jeff Goforth**  
Chairman

**Vicky Porter**  
Vice-Chairman

**Ned Hudson**  
Secretary-Treasurer

**Louis Suther**  
Member

**Robert Brown**  
Member

**Tommy Porter**  
Associate Member

**Bob Ritchie**  
Associate Member

**STAFF**

**Amy Griffith**  
Administrative Secretary

**Daniel McClellan**  
Resource Conservation Specialist

**Dennis Testerman**  
Resource Conservation Specialist

December 14, 2012

Elizabeth Heath  
Agriculture Development and Farmland Preservation Trust Fund  
NCDA&CS  
2 W. Edenton Street  
Raleigh, NC 27601

Dear Ms. Heath:

At the regular meeting of our board on December 6, we voted unanimously by consent to endorse an application to secure partial funding to purchase additional permanent conservation easements on Porter Farms. The vote was made by consent via the Staff Report, which documents that staff is following the board's direction on this action.

We have been working on this project since 2008, when the Land Trust for Central NC first approached us about submitting an ADFPTF application for an easement on this farm. We anticipate that the LTCNC will be a contingent grantee on these easements in the event that the enclosed application is successful.

Land tenure is a top priority for our board, and we are systematically trying to protect private working lands with easements. In the eastern portion of our county, there is a window of opportunity to provide long-term protection to land that is currently zoned "Agriculture Open." We are attempting to develop clusters of conservation easements in an effort to foster greater efficiencies in our local agricultural economy. Porter Farms are carrying on a family tradition of conservation leadership in our county is helping secure the future of agriculture here.

We value our partnership with NCDA&CS, which was strengthened this year when the Division of Soil and Water Conservation transferred to NCDA&CS. We look forward to working together with you and your colleagues on land stewardship initiatives such as this one.

Sincerely,

A handwritten signature in black ink that reads "Ned y. Hudson". The signature is written in a cursive style.

Ned Hudson



## CABARRUS COUNTY

### BOARD OF COMMISSIONERS WORK SESSION

**OCTOBER 7, 2013  
4:00 P.M.**

---

**AGENDA CATEGORY:**

Discussion Items for Action at October 21, 2013 Meeting

**SUBJECT:**

Register of Deeds - Resolution Regarding Electronic Permanent Records

**BRIEF SUMMARY:**

The majority of counties in North Carolina have converted to storage of land record type transactions in an electronic format as the official permanent record as opposed to maintaining shelved books in a vault. Currently, the Register of Deeds office maintains electronic copies of all records as well as paper copies stored in the vault. The paper copies are currently the official record. Both shelf and vault space are almost full.

After discussion with other Registers, an official from the N.C. Institute of Government and local customers who utilize these documents, it was determined that January 1, 2014 would be a suitable date to convert to maintaining electronic copies as the official permanent record. A resolution is attached for your approval. The applicable statute authorizing maintenance of the official record in electronic form is also attached.

**REQUESTED ACTION:**

Motion to adopt resolution.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Wayne Nixon, Register of Deeds

**BUDGET AMENDMENT REQUIRED:**

No

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

**ATTACHMENTS**

- [Resolution Regarding Electronic Permanent Records](#)
  - [G.S. 47-16.4](#)
-



**RESOLUTION RECORDING REGISTER OF DEEDS  
DOCUMENTS IN AN ELECTRONIC FORMAT**

WHEREAS, it is a common business practice to record and store documents in an electronic format;

WHEREAS, the County has an electronic storage resource to store documents for easy access and reduction of paper and storage space expenditures;

WHEREAS, NC General Statute 47-16.4 (5) and (6) allows for documents to be maintained in electronic format as permanent records;

NOW, THEREFORE, BE IT RESOLVED that the Cabarrus County Board of Commissioners endorses storage of all documents filed as or in the manner of real estate transactions by the Register of Deeds in electronic format as the official record beginning January 1, 2014 and thereafter. Placed on file with the Clerk to the Board on this 21<sup>st</sup> day of October, 2013.

Adopted this the 21<sup>st</sup> day of October, 2013.

CABARRUS COUNTY  
BOARD OF COMMISSIONERS

BY: \_\_\_\_\_  
Elizabeth F. Poole, Chairman  
Cabarrus County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Megan I. E. Smit, Clerk to the Board

**§ 47-16.4. Recording of documents.**

(a) In this section, "paper document" means a document that is received by the register of deeds in a form that is not electronic.

(b) A register of deeds:

- (1) Who implements any of the functions listed in this section shall do so in compliance with standards adopted by the Secretary of State.
- (2) May receive, index, store, archive, and transmit electronic documents.
- (3) May provide for access to, and for search and retrieval of, documents and information by electronic means.
- (4) Who accepts electronic documents for recording shall continue to accept paper documents as authorized by law and shall place entries for both types of documents in the same index.
- (5) May convert paper documents accepted for recording into electronic form.
- (6) May convert into electronic form information recorded before the register of deeds began to record electronic documents.
- (7) May accept electronically any fee or tax that the register of deeds is authorized to collect.
- (8) May agree with other officials of this State or a political subdivision thereof on procedures or processes to facilitate the electronic satisfaction of conditions to recording and the electronic payment of fees and taxes. (2005-391, s. 1.)



# **CABARRUS COUNTY**

## **BOARD OF COMMISSIONERS REGULAR MEETING**

**OCTOBER 21, 2013  
6:30 P.M.**

---

### **CALL TO ORDER BY THE CHAIRMAN**

### **PRESENTATION OF COLORS**

BOY SCOUT TROOP 59  
NEW GILEAD REFORMED UNITED CHURCH OF CHRIST

### **INVOCATION**

PASTOR ROGER BARKER  
THE ROCK CHRISTIAN CHURCH OF CONCORD

### **A. APPROVAL OR CORRECTION OF MINUTES**

1. Approval or Correction of Meeting Minutes

### **B. APPROVAL OF THE AGENDA**

### **C. RECOGNITIONS AND PRESENTATIONS**

1. BOC - DECA Month Proclamation
2. BOC - Veterans Day Proclamation
3. Military Order of the Purple Heart - Proclamation
4. Planning & Development - Weatherization Day 2013 Proclamation
5. DHS - Child Support Performance Awards
6. KCS - Recognition of Kannapolis City Schools Teacher of the Year
7. Planning & Development - Soil & Water Conservation District - Recognition of Ned Hudson as the 2013 North Carolina Outstanding Conservation

District Board Member

**D. INFORMAL PUBLIC COMMENTS** *(Each speaker is limited to 3 minutes)*

**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 - Development of Two Multi-Purpose Fields at Frank Liske Park
2. CCS - Funding Request for Central Cabarrus High School Artificial Turf Project
3. County Manager - Restoration of the Memorial Fountain at the Historic Courthouse
4. County Manager - Revised County/CVB Interlocal Agreement
5. General Services - Old Jail Demolition/Courthouse Annex Renovations Construction/Demolition Bid Award
6. KCS – Request for Balance of QSCB Funds and One-time Monies for Replacement Generator at Kannapolis Intermediate School
7. Planning & Development - Revision of Re-inspection Fees
8. Planning & Development - Selection of HOME Program Administrators for 2013-2014
9. Planning & Development - Soil & Water Conservation District - Acceptance of State Funds and Application for State and Federal Matching Funds to Purchase Agricultural Conservation Easements
10. Register of Deeds - Resolution Regarding Electronic Permanent Records
11. Tax Administration - Refund and Release Report - September 2013

**G. NEW BUSINESS**

1. DHS - Transportation Division - Rural Operating Assistance Program (ROAP) FY-2014 Funding Request - Public Hearing 6:30 P.M.

**H. APPOINTMENTS TO BOARDS AND COMMITTEES**

1. Appointments (Removal) - Cardinal Innovations Healthcare Solutions
2. Appointments (Removals) - Cabarrus County Tourism Authority
3. Appointments - Adult Care Home Community Advisory Committee
4. Appointments - Nursing Home Community Advisory Committee

**I. REPORTS**

1. Cabarrus County Schools (CCS) - One-Time Funding Update

2. County Manager - Monthly Reports on Building Activity
3. Planning & Development - CDBG Monthly Report for August
4. BOC - Receive Updates from Commission Members Who Serve as Liaisons to Municipalities or on Various Boards/Committees
5. Request for Applications for County Boards/Committees

**J. GENERAL COMMENTS BY BOARD MEMBERS**

**K. WATER & SEWER DISTRICT OF CABARRUS COUNTY**

**L. CLOSED SESSION**

**M. ADJOURN**

**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.**

**Scheduled Meetings:**

<b>November 4</b>	<b>Work Session</b>	<b>4:00 p.m.</b>	<b>Multipurpose Room</b>
<b>November 18</b>	<b>Regular Meeting</b>	<b>6:30 p.m.</b>	<b>BOC Meeting Room</b>
<b>December 2</b>	<b>Work Session</b>	<b>4:00 p.m.</b>	<b>Multipurpose Room</b>
<b>December 16</b>	<b>Regular Meeting</b>	<b>6:30 p.m.</b>	<b>BOC Meeting Room</b>

**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.

**Channel 22 Broadcast Schedule**

**Cabarrus County Board of Commissioners' Meetings**

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

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



# CABARRUS COUNTY

## BOARD OF COMMISSIONERS WORK SESSION

OCTOBER 7, 2013  
4:00 P.M.

---

### **AGENDA CATEGORY:**

Closed Session

### **SUBJECT:**

Closed Session - Pending Litigation

### **BRIEF SUMMARY:**

A closed session is needed to consult with the county attorney concerning threatened or pending litigation as authorized by NCGS 143-318.11(a)(3).

### **REQUESTED ACTION:**

Motion to go into closed session to discuss threatened or pending litigation as authorized by NCGS 143-318.11(a)(3).

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

15 Minutes

### **SUBMITTED BY:**

Mike Downs, County Manager

### **BUDGET AMENDMENT REQUIRED:**

No

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



**CABARRUS COUNTY BOARD OF COMMISSIONERS  
CHANGES TO THE AGENDA  
OCTOBER 7, 2013**

**ADDITIONS:**

**DISCUSSION ITEMS – NO ACTION**

**3.3 DHS – Impact of Federal Government Shutdown on Human Services Pg. 106**

**DISCUSSION ITEMS FOR ACTION AT OCTOBER 21, 2013 MEETING**

**4.11 KCS – Request for Balance of QSCB Funds and One-time Monies for Replacement Generator at Kannapolis Intermediate School Pg. 107**

**SUPPLEMENTAL INFORMATION:**

**DISCUSSION ITEMS FOR ACTION AT OCTOBER 21, 2013 MEETING**

**4.6 General Services – Old Jail Demolition/Courthouse Annex Renovations Construction/Demolition Bid Award**

- Floor Plans Pg. 113

**MOVED TO NOVEMBER:**

**DISCUSSION ITEMS FOR ACTION AT OCTOBER 21, 2013 MEETING**

**4.1 CCS – Funding Request for Central Cabarrus High school Artificial Turf Project**

- Request from CCS to move this item to November



**CABARRUS COUNTY**

**BOARD OF COMMISSIONERS  
WORK SESSION**

**OCTOBER 7, 2013  
4:00 P.M.**

---

**AGENDA CATEGORY:**

Discussion Items – No Action

**SUBJECT:**

DHS – Impact of Federal Government Shutdown on Human Services

**BRIEF SUMMARY:**

An update will be provided at the work session on the potential impact of the federal government shutdown on human services.

**REQUESTED ACTION:**

For discussion at the work session.

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Mike Downs, County Manager

**BUDGET AMENDMENT REQUIRED:**

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



## CABARRUS COUNTY

### BOARD OF COMMISSIONERS WORK SESSION

OCTOBER 7, 2013  
4:00 P.M.

---

#### **AGENDA CATEGORY:**

Discussion Items for Action at October 21, 2013 Meeting

#### **SUBJECT:**

KCS – Request for Balance of QSCB Funds and One-time Monies for Replacement Generator at Kannapolis Intermediate School

#### **BRIEF SUMMARY:**

The Kannapolis Fire Department performed an inspection of the Kannapolis Intermediate School (KIS), noting a violation of code 1006.3, illumination emergency power. “Illumination Emergency Power” is defined as the power supply for means of egress illumination normally provided by the electrical supply on the premises. In the event of a power failure, KIS does not meet the code for emergency back-up illumination. Until this problem is corrected, this facility is not allowed to house assemblies or host other functions after dusk. The projected generator replacement cost is \$50,404. This item has been previously listed among their one-time funding requests. The QSCB funds will cover \$12,266.70 of the cost with an additional \$38,138 needed from the County’s available fund balance. KCS returned \$62,422 in one-time funds from their HVAC projects as of June 30, 2013.

#### **REQUESTED ACTION:**

Motion to approve the budget amendment.

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Pamela S. Dubois, Deputy County Manager  
Will Crabtree, KCS

**BUDGET AMENDMENT REQUIRED:**

Yes

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



## Kannapolis City Schools

100 DENVER STREET  
KANNAPOLIS, NC 28083

William F. Crabtree  
Director of Business Operations  
Will.Crabtree@kcs.k12.nc.us

704-938-1131 FAX: 704-933-6370

<http://www.kannapolis.k12.nc.us>

June 12, 2013

To: Mike Downs, County Manager  
From: Will Crabtree, Director of Business Operations  
Re: Request for Emergency Generator

---

I would like to request the use of funds from the one time capital fund for use in replacing the generator at Kannapolis Intermediate School. The bids for the project were opened today and the low bid was Hinson Electric at \$42,094. Mcknight, Smith, Ward and Griffin are the engineers on the project and their fee is \$7,500. The total request for the project would be \$50,404. Emergency services, the Fire Department, and the county electrical inspector have requested that we replace this generator in order to have this site available in case of emergency. The funding is available in the onetime funds due to the fact that the control projects at Forest Park Elementary and Fred L. Wilson Elementary came in under budget. Thank you for your consideration of this project.

**Inspection Summary**  
**Kannapolis Fire Department**

Inspection 1468

**Inspection**

Type INSPECTION - General  
 Status Complete  
 Inspector Pethel  
 Unit Number  
 Shift ADMIN

Scheduled  
 Inspected On 10/03/2013 00:00  
 Finished At 10/03/2013 11:52  
 Next Inspection

Scheduled  
 Inspection Length 1.00

**Occupant**

Occupant Name Kannapolis Intermediate School  
 Building Name  
 Contact Name Todd Parker  
 Address 525 E C ST  
 City, State and Zip Kannapolis, NC 28083  
 Phone 704-932-4161

**Owner**

Owner / Company Kannapolis Intermediate School  
 Contact Name Todd Parker  
 Address 525 E C ST  
 City, State and Zip Kannapolis, NC 28083-  
 Phone 704-932-4161

**Comments**

**Violation Summary**

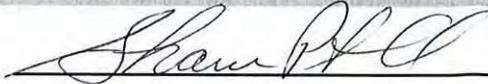
Status	Violation	Location
Need of Correction	<p>1006.3 - Illumination emergency power.                      1006.3 Illumination emergency power. The power supply for means of egress illumination shall normally be provided by the premises' electrical supply.</p> <p>In the event of power supply failure, an emergency electrical system shall automatically illuminate all of the following areas:</p> <ol style="list-style-type: none"> <li>1. Aisles and unenclosed egress stairways in rooms and spaces that require two or more means of egress.</li> <li>2. Corridors, exit enclosures and exit passageways in buildings required to have two or more exits.</li> <li>3. Exterior egress components at other than their levels of exit discharge until exit discharge is accomplished for buildings required to have two or more exits.</li> <li>4. Interior exit discharge elements, as permitted in Section 1027.1, in buildings required to have two or more exits.</li> <li>5. Exterior landings as required by Section 1008.1.6 for exit discharge doorways in buildings required to have two or more exits.</li> </ol> <p>The emergency power system shall provide power for a duration of not less than 90 minutes and shall consist of storage batteries, unit equipment or an on-site generator. The installation of the emergency power system shall be in accordance with Section 604.</p> <p>In the event of a power failure this building does not meet the code for emergency back up illumination. The problem exits from 04/19/2013 on our records. I believe this problem</p>	

has existed before that time but I have no record of it. Until this is problem has been corrected this facility can no longer have assemblies or any other function after dusk.

**Tickler History**

Date	Type	Inspector	Narrative
------	------	-----------	-----------

**Signatures**

	<u>10-3-13</u>
	Date

**Cabarrus County Budget Amendment Request**

Date:

Amount:

Dept. Head:

Department:

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

**Purpose:**

To utilize the balance of QSCB funds along with \$38,138 of fund balance to purchase an emergency generator for Kannapolis Intermediate School in order to allow for occupancy in the building past dusk based on a Kannapolis Fire Department Inspection.

Account Number	Account Name	Approved Budget	Inc Amount	Dec Amount	Revised Budget
36760000-6902	Cont. from General Fd	\$0.00	\$38,138.00		\$38,138.00
36797402-9821-MEP	Building/Renovations	\$1,711,819.37	\$50,404.70		\$1,762,224.07
36797402-9821-RR	Building/Renovations	\$1,282,053.30		(\$12,186.70)	\$1,294,240.00
36797407-9821-MEP	Building /Renovations	\$146,400.00		(\$80.00)	\$146,480.00
					\$0.00
00167230-6901	Fund Balance Appropria	\$374,632.00	\$38,138.00		\$412,770.00
00197230-9708-QSCB	Cont. to Capital Proj.	\$0.00	\$38,138.00		\$38,138.00
					\$0.00
<b>Total</b>					

**Budget Officer**

- Approved
- Denied

**County Manager**

- Approved
- Denied

**Board of Commissioners**

- Approved
- Denied

Signature

Signature

Signature

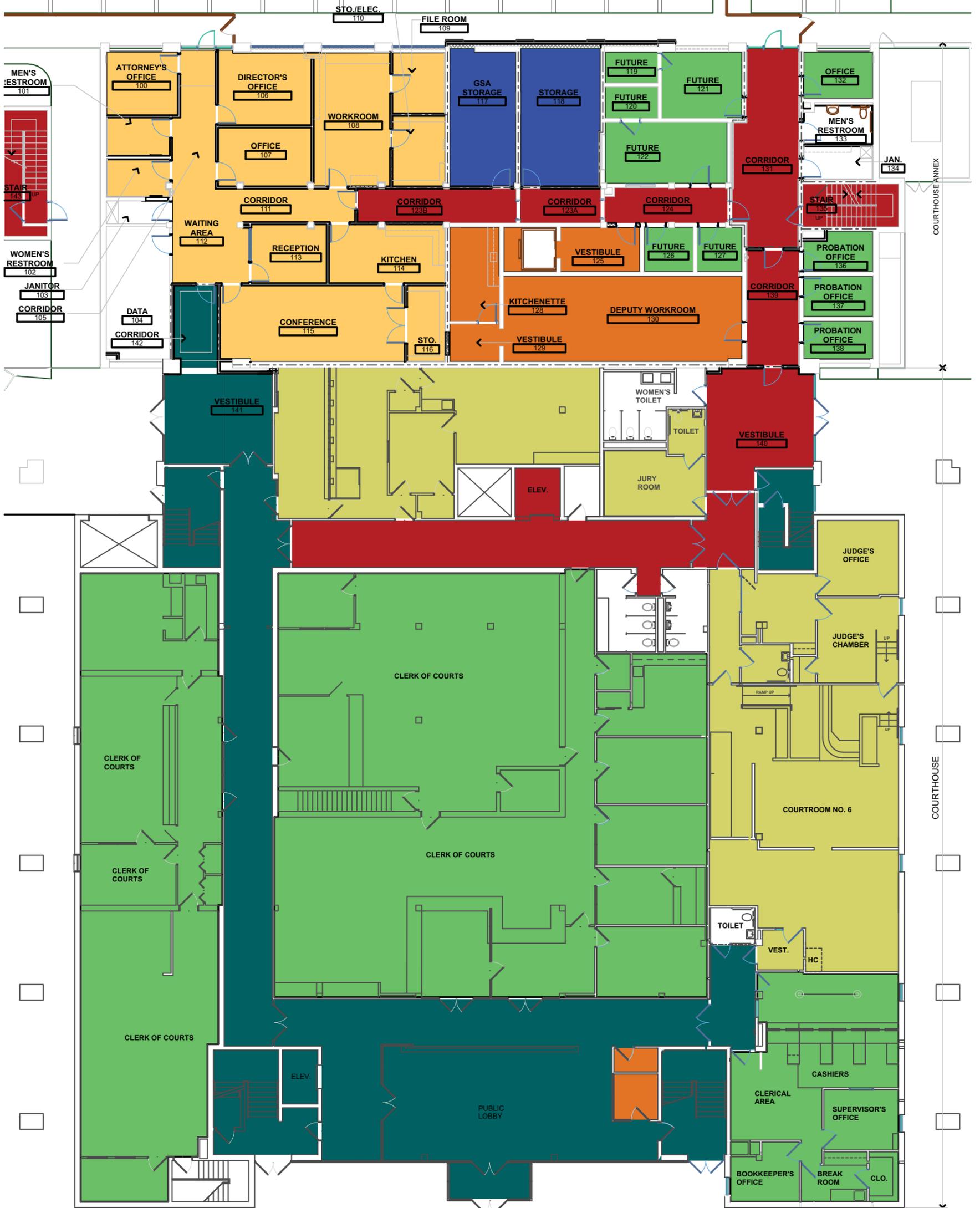
Date

Date

Date



- SHERIFF DEPT. / PRISONER ESCORT
- CLERK OF COURTS
- GENERAL SERVICES STORAGE
- DISTRICT ATTORNEY
- COURTS/ JUDGES/ JURY
- PUBLIC CIRCULATION
- SECURE CIRCULATION

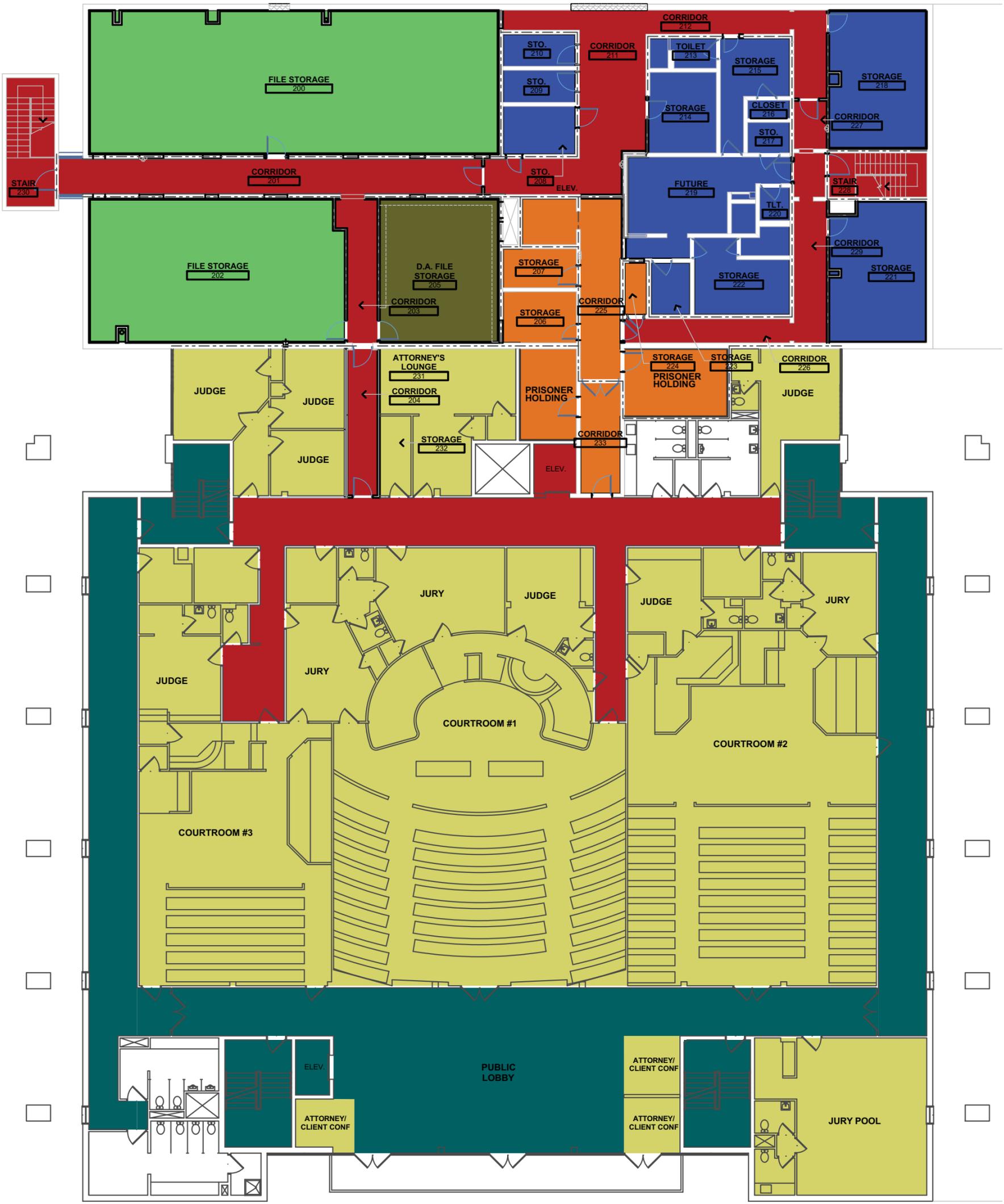


1  
SP-2

# FIRST FLOOR PLAN

SCALE: 1/16" = 1'-0"

- SHERIFF DEPT./ PRISONER ESCORT
- CLERK OF COURTS
- GENERAL SERVICES STORAGE
- DISTRICT ATTORNEY
- COURTS/ JUDGES/ JURY
- PUBLIC CIRCULATION
- SECURE CIRCULATION

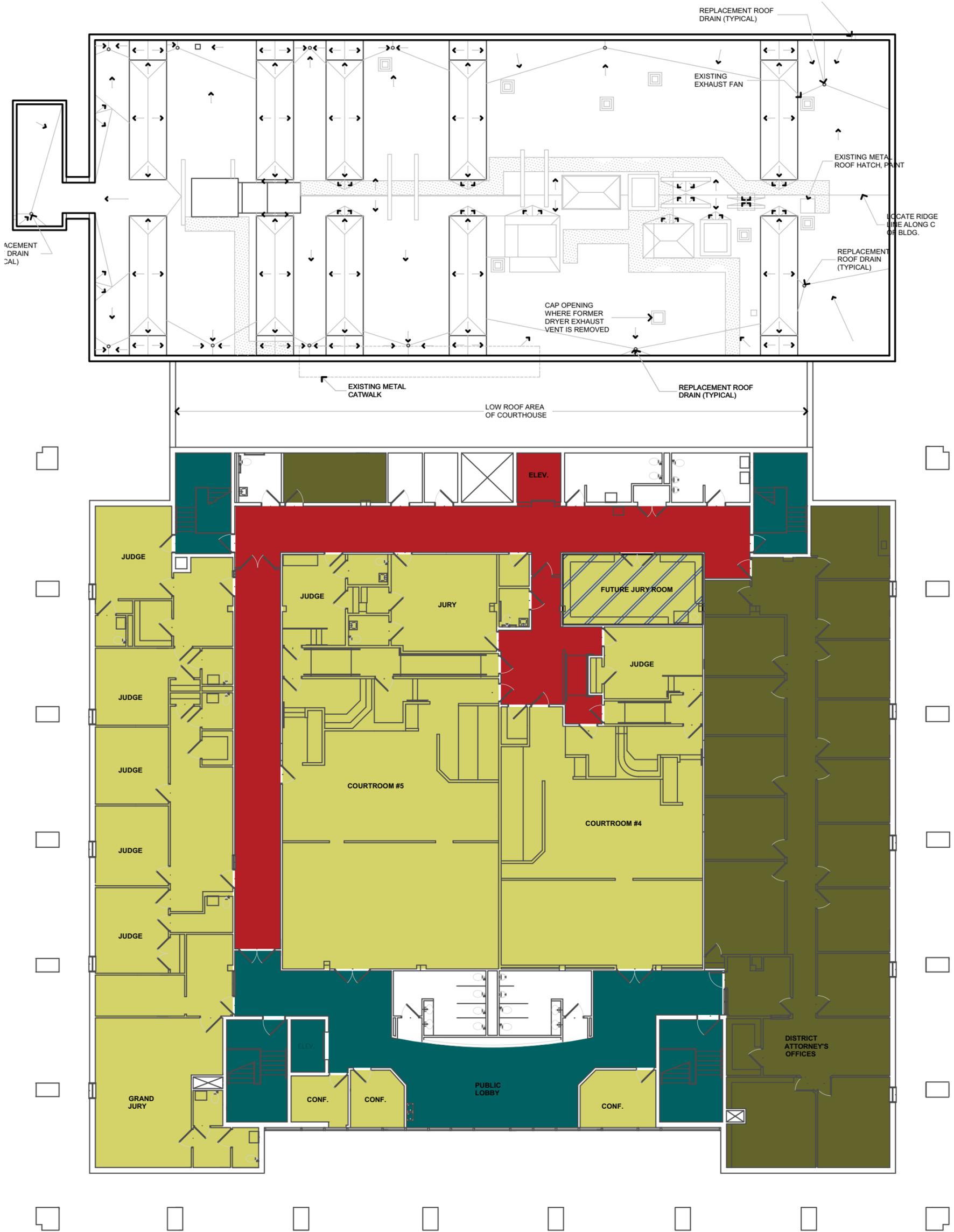


1  
SP-3

# SECOND FLOOR PLAN

SCALE: 1/16" = 1'-0"

- SHERIFF DEPT./ PRISONER ESCORT
- CLERK OF COURTS
- GENERAL SERVICES STORAGE
- DISTRICT ATTORNEY
- COURTS/ JUDGES/ JURY
- PUBLIC CIRCULATION
- SECURE CIRCULATION
- REALLOCATION OF MAINTENANCE TO JURY ROOM



1  
SP-4

# THIRD FLOOR PLAN

SCALE: 1/16" = 1'-0"