

**COUNTY OF CLEVELAND, NORTH CAROLINA**  
**AGENDA FOR THE REGULAR COMMISSION MEETING**

**September 18, 2018**

**6:00 PM**

**County Commissioners Chamber**

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- **Call to Order and Determination of a Quorum** - Commission Chair
  - **Pledge of Allegiance and Invocation** (Please stand for the Pledge of Allegiance and remain standing for the Invocation)
  - **Recognition of Elected Officials**
  - **Recognition of Veterans**
  - **Recognition of Law Enforcement**
  - **Recognition of County Department Heads**

**1. MOTION TO ADOPT THE PROPOSED AGENDA**

*(Only emergency items shall be added to the agenda. Upon approval of the Commission Chair and County Commission, the item will be added.)*

**2. CITIZEN RECOGNITION**

*The citizen recognition portion of the meeting is an opportunity for persons wishing to appear before the Commission to do so. Each presentation will be limited to three (3) minutes. The Board is interested in hearing citizen concerns, yet speakers should not expect comment, action, or deliberation on subject matter brought up during this segment. Topics requiring further investigation will be referred to the appropriate county agency.*

**3. CONSENT AGENDA**

*Motion to approve the following Consent Agenda items: (Consent items will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner.)*

- A. Minutes**                      Minutes from the September 4, 2018 Regular Meeting

- B.     **Tax**                     August Collection Report  
          **Administration**
- C.     **Tax**                     August 2018 Abatements and Supplements  
          **Administration**
- D.     **Tax**                     Order of Collection  
          **Administration**
- E.     **Sheriff's Office**       Budget Amendment (BNA#010)
- F.     **TACC**                  Budget Amendment (BNA#011)
- G.     **Legal**                  Easement for City of Shelby Waterline for Cleveland County Fair

#### **REGULAR AGENDA**

- 4.       EMS Base Station Renovation Update  
          Shane Fox, Chief Financial Officer
- 5.       Cleveland County Personnel Ordinance Update  
          Brian Epley, County Manager

#### **COMMISSIONER REPORTS**

#### **ADJOURN**

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**Citizen Recognition**

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**Department:**

**Agenda Title:**

**Agenda Summary:**

**Proposed Action:**

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**ATTACHMENTS:**

File Name

Description

No Attachments Available

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**Minutes**

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**Department:** Minutes

**Agenda Title:** Minutes from the September 4, 2018 Regular Meeting

**Agenda Summary:**

**Proposed Action:**

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**ATTACHMENTS:**

File Name	Description
<input type="checkbox"/> 09-04-2018_Minutes.pdf	9-4-18 Minutes



**Cleveland County Board of Commissioners**  
**September 4, 2018**

The Cleveland County Board of Commissioners met in a regular session on this date, at the hour of 6:00 p.m. in the Commission Chamber of the Cleveland County Administrative Offices.

**PRESENT:** Eddie Holbrook, Chairman  
Johnny Hutchins, Commissioner  
Ronnie Whetstine, Commissioner  
Doug Bridges, Commissioner  
Brian Epley, County Manager  
Tim Moore, County Attorney  
Phyllis Nowlen, Clerk to the Board  
Elliot Engstrom, Senior Staff Attorney  
Kerri Melton, Assistant County Manager  
Allison Mauney, Human Resources Director  
Chris Green, Tax Administrator  
Perry Davis, Emergency Management Director/Fire Marshall  
Lorie Poston, E-911 Communications Director  
Jason Falls, LeGrand Center Director  
Carol Wilson, Library Director  
Betsy Harnage, Register of Deeds

**ABSENT:** Susan Allen, Vice-Chair

**CALL TO ORDER**

Chairman Holbrook called the meeting to order and Tax Administrator Chris Green provided the invocation and led the audience in the Pledge of Allegiance.

**AGENDA ADOPTION**

**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Bridges and unanimously approved by the Board to, *approve the agenda*.

**CITIZEN RECOGNITION**

No citizen registered to speak.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

The Clerk to the Board included the Minutes of the *August 7, 2018 regular meetings*, in Board Members packets.

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Whetstine, and passed unanimously by the Board to, *approve the minutes as written*.

**TAX COLLECTOR'S MONTHLY REPORT**

The Tax Collector provided Commissioners with the following detailed written report regarding taxes collected during *July 2018*.

TOTAL TAXES COLLECTED JULY 2018				
YEAR	AMOUNT-REAL	AMOUNT-VEHI.		
DEF REV	\$71,935.02	\$0.00	\$71,935.02	
2018	\$3,170,980.37	\$0.00	\$3,170,980.37	
2017	\$168,486.21	\$0.00	\$168,486.21	
2016	\$25,257.42	\$0.00	\$25,257.42	
2015	\$8,478.51	\$0.00	\$8,478.51	
2014	\$4,742.90	\$0.00	\$4,742.90	
2013	\$4,394.64	\$313.58	\$4,708.22	
2012	\$926.42	\$736.07	\$1,662.49	
2011	\$728.54	\$398.61	\$1,127.15	
2010	\$789.93	\$54.82	\$844.75	
2009	\$678.09	\$138.49	\$816.58	
2008	\$259.02	\$41.58	\$300.60	
				DEFERRED REV
				\$71,935.02
TOTALS	\$3,456,658.07	\$1,883.15	\$3,458,341.22	
DISCOUNT	(\$15,841.52)			(\$195.23)
INTEREST	\$20,804.22	\$868.67	\$0.00	\$4,298.33
TOLERANCE	\$40.89	(\$0.84)		(\$0.51)
ADVERTISING	\$600.27	\$1,315.08		
GARNISHMEN	\$3,444.40			
NSF/ATTY	\$25.00			
LEGAL FEES	\$2,609.89			
TOTALS	\$3,468,241.22	\$3,866.06	\$3,472,107.28	\$76,037.61
MISC FEE	\$10.35	\$0.00		
TAXES COLL	\$3,468,251.57	\$3,866.06	\$3,472,117.63	
	\$71,935.02	\$0.00		
	\$3,396,316.55	\$3,866.06	\$3,400,182.61	
TOTAL UNCOLLECTED TAXES JULY 2018				
	AMOUNT-REAL	AMOUNT-VEHI.	COMBINED AMT	
2018	\$72,045,919.48	\$0.00	\$72,045,919.48	
2017	\$1,218,988.41	\$0.00	\$1,218,988.41	
2016	\$603,145.57	\$0.00	\$603,145.57	
2015	\$318,211.26	\$0.00	\$318,211.26	
2014	\$275,481.53	\$0.00	\$275,481.53	
2013	\$159,005.10	\$67,055.17	\$226,070.27	
2012	\$112,259.02	\$76,396.75	\$188,655.77	
2011	\$82,484.60	\$57,257.16	\$139,741.76	
2010	\$73,554.88	\$54,077.52	\$127,632.40	
2009	\$73,116.77	\$51,066.40	\$124,183.17	
2008	\$54,325.31	\$62,274.53	\$116,599.84	
2007	\$0.00	\$0.00	\$0.00	
	\$74,916,493.91	\$368,137.83	\$75,284,631.54	

**TAX ABATEMENTS AND SUPPLEMENTS**

The Tax Assessor provided Commissioners with a detailed written report regarding tax abatements and supplements during **July 2018**. The monthly grand total of tax abatements was listed as (\$24,922.58) and monthly grand total for tax supplements was listed as \$30,070.29.

**REGISTER OF DEEDS: BUDGET AMENDMENT (BNA #004)**

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board to, ***approve the following budget amendment:***

<i>Account Number</i>	<i>Project Code</i>	<i>Department/Account Name</i>	<i>Increase</i>	<i>Decrease</i>
010.419.4.810.00		Register of Deeds/Contributions-Donations	\$1,800.00	
010.419.5.790.00		Register of Deeds/Contributions-Donations	\$1,800.00	
<i>Explanation of Revisions: Budget donation from Historic Shelby Foundation to be used for archival/restoration of ROD books.</i>				

**PLANNING DEPARTMENT: BUDGET AMENDMENT (BNA #005)**

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board to, ***approve the following budget amendment:***

<i>Account Number</i>	<i>Project Code</i>	<i>Department/Account Name</i>	<i>Increase</i>	<i>Decrease</i>
010.410.4.310.00		Planning & Zoning/Federal Govt Grants	\$15,000.00	
010.491.5.490.00		Planning & Zoning/Professional Services	\$15,000.00	
<i>Explanation of Revisions: Budget grant award from NC Office of Archive and History. These are federal Historic Preservation Funds that are passed through the state to county. Funds are to be used for Historic Survey Update. Grant award is \$15,000 with county match of \$10,000 that was already in place in county budget.</i>				

**HEALTH DEPARTMENT: BUDGET AMENDMENT (BNA #006)**

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board to, ***approve the following budget amendment:***

<i>Account Number</i>	<i>Project Code</i>	<i>Department/Account Name</i>	<i>Increase</i>	<i>Decrease</i>
012.548.4.310.54		Carolina Access/State Grants	\$25,000.00	
012.546.5.490.54		Carolina Access/Salaries	\$25,000.00	
<i>Explanation of Revisions: To record \$25,000 in Community Care of North Carolina grant to support Practice Transformation Network (PTN).</i>				

**HEALTH DEPARTMENT: BUDGET AMENDMENT (BNA #007)**

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board to, ***approve the following budget amendment:***

<i>Account Number</i>	<i>Project Code</i>	<i>Department/Account Name</i>	<i>Increase</i>	<i>Decrease</i>
012.546.4.350.58		Carolina Access/State Grants	\$1,800.00	
012.546.5.121.00		Carolina Access/Salaries	\$1,800.00	
<i>Explanation of Revisions: To record \$1,800 Community Care of North Carolina grant from Duke University to be used for salaries/fringe for Sickle Cell.</i>				

**HEALTH DEPARTMENT: BUDGET AMENDMENT (BNA #008)**

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board to, ***approve the following budget amendment:***

<i>Account Number</i>	<i>Project Code</i>	<i>Department/Account Name</i>	<i>Increase</i>	<i>Decrease</i>
012.540.4.310.40		WIC/Client Services	\$956.00	
012.540.5.910.40		WIC/Client Services	\$956.00	
<i>Explanation of Revisions: Budget \$956 from the North Carolina Department of Health &amp; Human Services and Nutrition Services Branch to record a special time-limited fund to WIC for two new Laser Jet printers.</i>				

**HEALTH DEPARTMENT: BUDGET AMENDMENT (BNA #009)**

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board to, ***approve the following budget amendment:***

<i>Account Number</i>	<i>Project Code</i>	<i>Department/Account Name</i>	<i>Increase</i>	<i>Decrease</i>
012.538.4.350.00		Maternity/State Grants	\$70,000.00	
012.538.5.121.00		Maternity/Salaries	\$70,000.00	
012.539.4.350.00		Family Planning/State Grants	\$13,500.00	
012.539.5.121.00		Family Planning/Salaries	\$13,500.00	
012.537.4.350.00		Child Health/State Grants	\$13,500.00	
012.537.5.121.00		Child Health/Salaries	\$13,500.00	
012.538.4.350.00		Maternity/State Grants	\$15,000.00	
012.538.5.490.00		Maternity/Professional Services	\$15,000.00	
<i>Explanation of Revisions: Budget \$112,000 to record grant monies received from NC Office of Rural Health, Central Management &amp; Support to be distributed to Alliance for Health for travel and equipment. Also, to be used for Maternity, Family Planning and Child Health for prenatal care existing salaries.</i>				

**REMOVAL OF SERVICE WEAPON FOR RETIRED LIEUTENANT LAROY SHANE LEDBETTER**

Sheriff Alan Norman requested retiring Lieutenant Laroy Shane Ledbetter be presented his departmental service weapon. Lieutenant Ledbetter retired on September 1, 2018, after 26 years of full time law enforcement service with the Cleveland County Sheriff’s Office. The service weapon requested to be removed from inventory is a Glock 9mm, Model 17, serial number BDKT-830 and County asset number 201216.

**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board, *to approve the request to remove the service weapon from County inventory and issue to retired Lieutenant Laroy Shane Ledbetter.*

**REMOVAL OF SERVICE WEAPON FOR RETIRED LIEUTENANT WILLIAM FREDELL**

Sheriff Alan Norman requested retiring Lieutenant William Fredell be presented his departmental service weapon. Lieutenant Fredell will retire on October 1, 2018, after 23 years of full time law enforcement service with the Cleveland County Sheriff's Office. The service weapon requested to be removed from inventory is a Glock 9mm, Model 17, serial number BDKT-771 and County asset number 201191.

**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board, *to approve the request to remove the service weapon from County inventory and issue to Lieutenant William Fredell.*

**REMOVAL OF SERVICE WEAPON FOR RETIRED LIEUTENANT TRACY O. CURRY**

Sheriff Alan Norman requested retiring Lieutenant Tracy O. Curry be presented his departmental service weapon. Lieutenant Curry will retire on October 1, 2018, after 12 years of full time law enforcement service with the Cleveland County Sheriff's Office. The service weapon requested to be removed from inventory is a Glock 9mm, Model 17, serial number BDKT-905 and County asset number 201180.

**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board, *to approve the request to remove the service weapon from County inventory and issue to Lieutenant Tracy O. Curry.*

**HEALTH DEPARTMENT REVENUE POLICY UPDATE**

After conducting a review and on-site monitoring, the Health Department's third-party independent consultant has recommended several changes to be made to the Health Department's Financial Policy. These changes included several Medicaid and Medicare compliance updates made at the federal level which contain Medicaid changes to County Special Family Planning prescription drugs along with overall Medicaid changes to reimbursement rates. The Cleveland County Health Board has reviewed and approved these policy changes. A revised Financial Policy aligns the Health Department with current standards and guidelines for both Medicare and Medicaid compliance.

CLEVELAND COUNTY DEPARTMENT OF PUBLIC HEALTH		GUIDELINE/ PROCEDURE: Financial Eligibility/Fee Collection Policy		MANUAL: Board of Health  SUBJECT: Financial Eligibility/Fee Collection Policy	
NAME OF GUIDELINE	APPROVED BY:	EFFECTIVE DATE:	VERSION:	PAGE	
CCHD Financial Eligibility/ Fee Collection Policy	Health Director, Cleveland County Boards of Health and County Com's.	2/1/99	FINAL	1 OF 13	
	PREPARED BY: Alisa Leonard Tracy Barrett	DATE LAST REVISED: 7/1/18	DATE LAST REVIEWED: 7/1/18		

1.0 Policy:

Fees for Health Department services are authorized under NC General Statutes 130A-39 provided: (1) they are in accordance with a plan (Medicaid rate plus 25% unless cost is more than Medicaid rate, then cost plus 25%) recommended by the Health Director and approved by the Boards of Health and County Commissioners, and (2) unless they are not otherwise prohibited by law.

Public health services are increasingly expensive to provide. The Health Department serves the public interest best by assuring that all legally mandated public health services are made available and by providing as many recommended and requested public health services as possible for those citizens with greatest need. In the past, the concept of public health services has been that they are free to all. However, economic conditions have made it necessary for public health agencies to try to recoup some of the cost of services whether it is from the patient or another third-party payer. Fees have become necessary to support the provision of services and maximize Health Department revenues. The entire population benefits from the availability of subsidized public health services; therefore, fees are considered appropriate.

Fees charged to an individual for Health Department program services will be charged at an established rate that has been approved by the Health Director, Board of Health and the Board of County Commissioners. Individuals may qualify for a sliding fee scale discount based upon income. Services will not be denied based solely on the inability to pay. All staff members involved in collection of fees for service shall consistently follow the established guidelines for fee collection through the statements addressed in this document and shall hold all client information confidential.

The Cleveland County Health Department provides services without regard to religion, race, national origin, creed, gender, parity, marital status, age or contraceptive preference.

2.0 Programs Affected:

All clinical services should follow these guidelines.

3.0 Definitions:

None

Financial Eligibility-Fee Collection Policy/rg

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A pregnant woman is counted as two in determining a family size unless it is in conflict with the clients cultural, religious, and/or beliefs. Pregnant women expecting twins can be counted as three.

A foster child assigned by the Department of Social Services is a family of one with income considered to be paid to the foster parent for support of the child.

Definition of a New Patient

A new patient is a patient who has not received any professional services from a physician/qualified health care professional in the Health Department within the past 3 years for a billable visit that includes some level of evaluation and management service coded as a preventive service using 99381-99387 or 99391-99397, or an evaluation and management service using 99201-99205 and 99211-99215. If the patient's only visit to the Health Department is WIC or immunizations without one of the above codes, it does not affect the designation of the client as a new client – the client can still be NEW.

Identification Requirements - Also see HIPAA Policy/Procedure for Verification of Identification, Merging Records and Name Changes

Each patient should establish identity by providing a form of identification such as a Birth certificate, social security card, driver's license, military identification, passport, visa, green card, etc.

Residency Requirements

Residency requirements may vary according to the type of service provided and the program criteria. In determining residency, the interviewer should consider where the patient, or parent of a minor patient, resides at the time of service and where they intend to make their permanent home.

Program Residency Criteria:

General Clinic, Immunizations, Sexually Transmitted Diseases, Tuberculosis, Pharmacy, Family Planning, Communicable Disease, Breast and Cervical Cancer Control Program (BCCCP), HIV/AIDS: No residency requirement.

Eye Clinic, Diabetic Clinic, Glaucoma/Diabetic Screening, Care Coordination for Children, Pregnancy Care Management, Postpartum & Newborn Home Visits: must be Cleveland County resident.

Maternal Health Clinic, Dental Clinic, Child Health Clinic, Women, Infants and Children's Program: must be resident of North Carolina.

Documentation of Income

Patients will be asked to provide documentation of income. WIC and BCCCP patients will be required, per program guidelines, to provide documentation of income prior to receiving services. Eye Clinic and Glaucoma/Diabetic Screening patients will also be required to provide documentation of income to establish eligibility for services. No

Financial Eligibility-Fee Collection Policy/rg

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4.0 Procedure:

PROGRAM GUIDELINES

Specific program guidelines should always be used to determine residency, income requirements, sliding fee scale discounts, patient charges and other program eligibility requirements. Health department staff should always be alert regarding changes in program guidelines.

FINANCIAL ELIGIBILITY

The financial eligibility determination process is designed to assess a patient's ability to pay for services rendered by the Cleveland County Health Department. By having a written policy, screening procedures are consistent and standardized for all interviewers. Eligibility for services is determined by residency, family size and income information. Financial eligibility must be determined prior to or at the time the patient receives new services and should be updated annually or when there is a change.

Definition of Family/Economic Unit

There are two different methods to determine a family unit: Purchase of Care and Economic Unit.

The Purchase of Care method must be used in the Breast and Cervical Cancer Control Program. Purchase of Care defines the family unit as one or more of the following criteria:

- a) Related to the patient by blood, marriage or adoption
- b) Live in the same household with the patient
- c) Share a common source of income.

The Cleveland County Health Department uses the Economic Unit to define a family. A family is defined as a group of related or non-related individuals who are living together as one economic unit. Individuals are considered members of a single family or economic unit when their production of income and consumption of goods are related. Also, groups of individuals living in the same house with other individuals may be considered a separate Economic Unit. (Example: Some patients live in a setting with a number of family members, sometimes distantly related that make up the household. If they share daily expenses such as food, rent, utilities, etc, they constitute one Economic Unit. If the patient indicates that they share the expenses, and if confidentiality is not a factor, then the members of the Economic Unit would be considered as family members.)

Financially dependent relatives under the age of 19 with no income who live in the patient's household may also be counted as family members. Persons living in the household 18 years and older that are self-supporting should be considered as a family of one.

Teens and others seeking "confidential" services, regardless of age and depending on the reason for the confidential visit (i.e., parents are not aware of visit, domestic violence, etc.), should be considered as a family unit of one and income determined on the basis of the patient's resources alone.

Financial Eligibility-Fee Collection Policy/rg

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other patients will be refused services when presenting for care based on lack of documentation; however, if documentation is not provided, the patient should be informed (Declaration of Income-Attachment 1) at the time of service delivery that they are responsible for the full amount of the fees for services rendered. The patient will be allowed to provide documentation within five business days in order to base the previous 100% charge to a sliding fee. If no documentation is produced, then the charge stands at 100% for that visit. Family Planning patients who choose not to provide documentation of income must sign a release stating that they are choosing not to participate and agree that they will be charged the full fee for services if information is not provided within five business days. Once income is documented, it may be used for multiple programs.

Acceptable forms of income documentation are:

- a) Paycheck stub
- b) W-2 form, copy of complete tax return and attachments from the most recent calendar year
- c) A written statement from the patient's employer when no other documentation is available.
- d) Bank statement

When documentation of income has been verified the interviewer should enter the information on the Household tab in the Patagonia Electronic Health Record (EHR). Previous income history can be viewed on the Sliding Fee tab in the Declaration of Income area.

Patients that say they have applied for Medicaid should also be income screened in the event that Medicaid is not approved. They should be informed at the time of the visit what charges they will be responsible for if Medicaid is not approved. If their Medicaid application is approved and is retroactive to the date of service, charges will be changed from private pay and Medicaid will be billed

Documentation of income will not be required for mandated services such as Sexually Transmitted Diseases, Tuberculosis, Communicable Diseases and state supplied Immunizations since no charge will be assessed to the patient for these services, or for School Based Health center services since they are covered under a contract with the school system.

The Employment Security Commission database may be used to verify income of applicants.

Determination of Gross Income

Gross income is the total of all cash income before deductions for income taxes, employee's social security taxes, insurance premiums, bonds, etc. For self-employed applicants (both farm and non-farm) this means net income after business expenses. In general, gross income includes:

- a) Salaries and wages including overtime pay, commissions, fees and tips
- b) Earnings from self-employment
- c) Public Assistance money
- d) Unemployment compensation

Financial Eligibility-Fee Collection Policy/rg

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- e) Alimony Work First and child support (cannot be counted for Family Planning patients) payments received
- f) Military allotments including re-enlistment and jump pay
- g) All Social Security benefits
- h) Veteran’s Administration benefits
- i) Supplemental Security Income (SSI benefits)
- j) Retirement and pension payments
- k) Worker’s compensation
- l) Regular contributions from individuals not living in the household
- m) Income tax refunds
- n) Allowances paid to the patient for basic living expenses such as housing and utilities
- o) All other sources of cash income except those specifically excluded
- p) Educational stipends in excess of the cost of tuition and books.
- q) Lawn maintenance and housekeeping, as a business
- r) Christmas bonuses, prize winnings

The following sources of income should be excluded from sources of income:

- a) Irregular income that children earn from babysitting, mowing lawns, etc.
- b) Inheritances
- c) WIC vouchers
- d) Food stamps
- e) Payments under the Low-Income Energy Assistance Act
- f) School lunches
- g) Rent or fuel received in lieu of wages
- h) Military/in-kind housing assistance
- i) Life insurance proceeds or one-time settlements. On the other hand, if a liability settlement is to be paid in regular installments, this money would be counted as income
- j) Gifts
- k) Proceeds from sale of an asset
- l) Payments received under the Jobs Training Partnership Act
- m) Payments to volunteers under T 7 (VISTA) and T II (RSVP, foster grandparents and others) of the Domestic Volunteer Service Act of 1973.

Zero Income

If the patient reports zero income or very little income, the interviewer should question the patient further and must include an explanation of how the family is meeting the financial demands of basic daily living. In most cases, a statement of zero income would only be acceptable when the applicant lives on income from sources such as food stamps, etc. A third party, such as Employment Security Commission, landlord or whoever is assisting patient with household expenses, should verify income of a patient (Attachment 2). If the stated income is found to be untrue, the patient may be responsible for charges incurred based on the applicable sliding fee scale.

Family Planning patients who report they have no income are not required to provide a statement of zero income but may be asked how they pay for living expenses. Income of persons who support the client financially may be verified.

Verification of Income

Laboratory Fees

When laboratory specimens are sent out to a reference lab for analysis, the reference lab should be given information for the purpose of billing of the third-party Medicaid and Medicare payers for analysis of the specimen. Self-pay and Commercial insurance will be billed at our negotiated rates with reference lab, and the sliding fee will be used where required. Patients should be informed at the time of the clinic visit that a specimen is being sent to an outside lab for analysis. They should also be informed that they could receive an invoice from the reference lab if their third-party payer does not cover the entire charge.

When laboratory specimens are collected and analyzed at the patient’s request rather than program protocol, the patient may be assessed an additional fee for this service and as such be responsible for the full charge.

Immunizations

Vaccines provided by the State to local health departments for administration shall be administered at no cost to the patient (NC General Statute 130A-133(b). However, a fee for other immunizations requested, but not required, such as vaccines for foreign travel or rabies will be charged to the patient along with an administration fee to cover cost of supplies used and staff time. If a patient has any form of third-party reimbursement, the payer must be billed, unless confidentiality is a barrier. Medicaid will be billed as the payer of last resort.

Vaccines that are required for employment of Cleveland County employees will be charged to County departments based on cost of the vaccine. No administration fee will be assessed to the departments.

Medical Record Fees – Also see Policy/Procedure to Release/Obtain Patient Information

In accordance with the NC General Statutes 90-411, a charge to cover the costs incurred for searching, handling, copying, and mailing medical records to the patient or the patient’s designated representative may be administered. The maximum fee for each request shall be seventy-five cents per page for the first 25 pages, and fifty cents per page for pages 26 through 100, and twenty-five cents per page in excess of 100 pages, provided that the health care provider may impose a minimum fee of up to ten dollars. A fee shall not be imposed for request of copies of medical records made on behalf of an applicant for Social Security or Supplemental Security Income disability. The policy of the Cleveland County Health Department is not to impose a record fee for copies for continuation of care. The medical record fee may be adjusted according to a change in legislation.

Returned Check Fee

As allowed by North Carolina General Statute 25-3-506, if a check is returned for non-sufficient funds (NSF) a \$25.00 service charge will be assessed. Notification of the returned check will be made by a personal telephone call or certified mail. The patient’s original fee will be reinstated until collection is made for the returned check and NSF fee. Payment should be made by cash or money order. Once the NSF has been paid, the original check will be returned to the patient. If payment is not received in 30 days,

Each patient will be required to sign a Financial Eligibility Declaration of Income Form (Attachment 1) verifying that the financial information supplied to the interviewer is true and accurate. This statement will also include an authorization giving the Cleveland County Health Department the right to verify this information and authorize payment of benefits to Cleveland County Health Department. A Financial Eligibility Declaration of Income Form should be completed at each income screening. The Financial Eligibility Form should be signed and dated by the patient and initialed by the interviewer. The Financial Eligibility Declaration of Income Form will become part of the patient record.

Note: If a patient is considered “confidential,” it will be documented in Patagonia Health record.

Computation of Income

The family’s gross income must be used to determine eligibility of services at the time of the application for services. Gross family income, or income before deductions, is computed by adding money earned by family members during a 12-month period. Income review of the previous 12 months may be performed by the following methods:

- a) If there has been a change in employment, add the actual income earned during the previous six months and projected income for the future six months
- b) If employment has been continuous, use income from the previous 12 months. The previous 12 months period is calculated based on the date the applicant signed the income statement or the first date of program covered services, whichever is earlier.
- c) Following the initial financial eligibility determination, the patient should be asked if their financial status has changed at each subsequent visit. If no change has occurred, income should be reviewed annually or according to program guidelines.

SLIDING FEE SCALE

The sliding fee scale is an alternate fee scale that is developed by the North Carolina Division of Public Health so that a patient’s inability to pay is not a barrier to receive services. A schedule of discounts to fees charged is required for individuals with family incomes between 101% and 200% or 250% of the Federal poverty level. The Federal poverty level used for Family Planning is 250%. Fees must be waived for individuals with family incomes below 100% of the Federal poverty level and are determined by the Local Health Director. The sliding fee scale is used for most health department fees; however, the percent of discount may vary according to program guidelines established by the North Carolina Division of Public Health.

FEES

Fees are subsidized by grants, private donations, state and federal funds, and local contributions. The Cleveland County Health Department will determine fees based upon cost of services and are equal to or greater than the Medicaid rate. For non-mandated services, flat rate fees may be established for a service based on cost without discrimination to all patients. Fees will be approved by the Cleveland County Board of Health and Cleveland County Board of County Commissioners and giving the Local Health Director the latitude to adjust fees if changes occur in cost or in the Medicaid/Medicare rates. If necessary, in order to provide efficient continuity of care, the Health Director may approve a new fee for current CPT code/HCPCS procedures that are ordered by clinicians. Clients will be given a receipt when fees are paid at each visit, a statement of fees assessed for services and balance owed.

further follow-up will be done by the Cleveland County Finance Department. Exception: Notification of returned checks for Family Planning patients will be discussed with the patient during a clinic visit in order to avoid breach of confidentiality and conflict with guidance from the Office of Population Affairs for recipients of Title X funds.

SOURCES OF REIMBURSEMENT

Sources of reimbursement should be reviewed with the patient at each visit. An “Authorization for Assignment of Benefits” A Declaration of Income (Attachment 1) statement should be signed and dated at the initial visit and updated and signed annually thereafter or whenever there is a change in income. If there is a change in the insurance provider or other third-party reimbursement the insurance tab should be updated in Patagonia.

Private Pay

Patients with a household income above the 100% pay level of the sliding fee scale must be responsible for the full amount of the charges rendered.

Insurance/Medicare

Patients with a third-party source of coverage such as Insurance or Medicare should disclose this information and give a copy of their card to the interviewer. Bills will be submitted to these sources for payment. Co-payments will be the responsibility of the patient and will not be discounted since they are part of the patient’s insurance plan. If there is a balance after the insurance has paid, other than the co-payment, the patient who qualifies will be responsible for the balance after the sliding fee scale adjustment. Third parties that are authorized, or legally obligated, to pay for clients at or below 100% of the Federal Poverty Level Billed will not have any discount applied to charges.

Patients should be asked if the Health Department is in-network or out-of network with their particular insurance plan. Patients with private insurance in which we are an out-of network provider will be encouraged to use them in-network provider. All patients with private insurance should sign a Private Insurance Advance Notice Form (Attachment 3). However, if services are provided to patients in which the Health Department is out-of-network or not listed as the primary provider, the patient will be responsible for the fee based on the sliding fee scale, if applicable.

Claims for payment of services provided will be filed with insurance companies for patients that have private insurance. If the claims are denied or left pending, the Health Department will research and refile claims as appropriate. After this, if the claim is not paid/resolved, the patient will be billed for the service based on the appropriate sliding fee scale.

Patients that present with Medicare coverage should be notified that if Medicare does not cover the service, the patient will be responsible for the expense. The employee should also explain to the patient why the service may be denied for coverage. An Advanced Beneficiary Notice (ABN) should be completed and signed by the patient. A copy of the form should be given to the patient and a copy kept scanned in the medical record (Attachment # 3).



If a Family Planning patient gives consent to bill insurance, the clerk should explain that an Explanation of Benefits will be sent to the address listed with the insurance company. Patients should always sign Informed Consent form. Family Planning patients will not be charged more in copayments, deductibles or other fees than they should pay according to the sliding fee scale.

Medicaid

~~Medicaid recipients who request services are exempt from income eligibility guidelines.~~ However, All Maternity patients shall be referred to the eligibility specialist for evaluation and documentation. Maternal Health patients that are income screened and determined to have Presumptive Eligibility for Medicaid, will have Medicaid coverage for approximately two months (depending upon when they are screened during the month). Patients should be informed that if they do not officially apply for Medicaid at the Department of Social Services, they will be responsible for charges after Presumptive Eligibility ends. However, patients are not required to apply for Medicaid.

For those patients who have both private insurance and Medicaid, the private insurance is considered to be primary. After receipt of the explanation of benefits and payment from the insurance carrier, the balance may be filed for Medicaid payment.

Medicaid eligible patients will not be responsible for charges not covered denied by Medicaid payments.

Grants

Some grants are designed to pay for specific fees such as medical and dental fees. When patients meet the criteria of the grant, funding may be transferred from the grant revenue to cover the fee charged to the patient.

COLLECTIONS

The policy of the Cleveland County Health Department is to comply with North Carolina governmental regulations (North Carolina Administrative Code .0205/NC General Statute 130a-124), which require that all funds collected, must be budgeted and expended to further the objectives of the program that generated the income.

Clinic Visit

Clerical personnel will have the primary responsibility to inform patients of all charges incurred during clinic visit. Patients should be informed of the specific items that make up the charge such as office visit, lab work, supplies, etc. Clinicians may also disclose charges to patients in order to emphasize the importance of payments. Full payment will be solicited verbally and expected at the time service is rendered. Patients will be informed of their entire account status at each clinic visit or contact. At the clinic visit, statement information given to the patient will include full charges, sliding fee amounts, payments on accounts and the total balance due.

The receipt of payments that are not insurance co-payments for the current service will be posted to the oldest outstanding charge.

Medicaid patients that are determined to be chronic pill abusers may not be charged for replacement pills. However, these patients may be limited to one package of pills per visit to prevent continued abuse.

Expensive Forms of Contraception

Local health departments must assess their resources to determine the contraception methods that they can offer. Title X requires that all projects offer a broad range of acceptable and effective medically approved family planning methods and services either on site or by referral. If resources are limited, an alternative, less expensive form of contraception may be offered. If the patient persists in her request for expensive forms of contraception that are not available, she may be given a prescription and list of providers who offer the requested method of contraception. It should be made clear that if the patient chooses to access one of these providers, she will be doing so at her own expense.

Title X funded providers must not discriminate on the basis of a patient’s ability to pay. The choice of contraceptive method should be based on what is best for each individual patient taking into consideration the preferences of the patient. However, as previously mentioned, the provider may have to substitute a less expensive method due to the agency’s financial situation.

Family Planning patients who are unable to pay, for good cause, for Family Planning services may have fees waived by the Nursing Director or Financial Services Director.

SPECIAL SCHOOL HEALTH ISSUES

According to regulations governing school health services, local health departments may bill Medicaid for Medicaid-covered services even though they may also be provided to non-Medicaid eligible children for free. However, all other third parties liable for services will be billed as required by law.

When school employees are seen for a billable service in one of the school-based health centers, their third-party insurance source should be billed. Co-payments, co-insurance and deductibles not paid by the third party, will be billed to the school staff member just as other health department clinic services are billed.

COMMUNITY ORGANIZATION FOR DRUG ABUSE PREVENTION (CODAP)

CODAP services for the Student Options Begin with Intervention and Recovery (SOBIR) Program is funded primarily by the United Way of Cleveland County, Inc. They encourage delivery of service regardless of ability to pay. Therefore, a sliding fee scale was developed for the SOBIR Program. Annual income and the number of residents in a household are accepted based on declaration from the parent/guardian of the student in the program (see attachments 8 & 9). Also, see SOBIR Program Policy.

RESTRICTION OF SERVICES

As mentioned previously in the Financial Eligibility section, patients should be screened to determine financial eligibility at the time of the initial clinic visit. During the initial visit, if full pay is not rendered, expectations of reimbursement by the patient should be discussed and the

Statements

Patients with an active account will be mailed a computer-generated statement on every other month basis (Attachment 5).

Statements for confidential services will not be mailed to patients who have requested no contact by mail; however, discussion of payment of outstanding debts shall occur at the time service is rendered.

Debt Set-Off

As authorized by North Carolina General Statutes, Chapter 105A, the Cleveland County Health Department will utilize the North Carolina Government Debt Set-Off Program as an avenue to enhance collections and reduce accounts receivable. Amounts that are 90 days past due and \$50.00, or greater, will be sent a letter with their final statement. Patients will be encouraged to resolve their past due amount before the debt set-off is submitted for collection. A payment plan or contract can be negotiated based on when and how often patients receive regular income, how much they earn, and how much they owe. The contract should be discussed with the patient and a copy of the signed contract Patient Payment Agreement that shows the patient’s pledge for payment should be given to him/her (see Attachment 7). Each patient should be informed that he/she is expected to make a good faith effort toward payment of these fees. If payment is not received after 120 days, the health department will enter the client information into a debt set off program through a clearinghouse to the North Carolina Department of Revenue for collection by applying the past due amount against any income tax refund, or lottery winnings, to which the patient may be entitled. Specific policies and procedures of the Debt Set-Off Program to notify patients of the debt set-off and their right of appeal (Attachment 6) will be followed. Once the debt has been sent to the Clearinghouse, Cleveland County Health Department will no longer accept payments for that debt.

SPECIAL FAMILY PLANNING ISSUES

Since the Cleveland County Health Department receives funding from Title X, local family planning programs must address patient preferences and concerns, contain costs while assuring quality care, and assure compliance with Title X Guidelines. Medicaid reimburses the Cleveland County Health Department for 340B drugs per NC Medicaid and Health Choice state policy, which states that “providers billing for 340B drugs shall bill the cost that is reflective of their acquisition cost. Providers shall indicate that a drug was purchased under a 340B purchasing agreement by appending the “UD” modifier on the drug detail.” Medicaid does not collect rebates on claims from the Cleveland County Health Department.

Chronic Pill Abusers

Patients must take responsibility for their own birth control supplies. If a patient has been established as a chronic abuser of supplies (has had replacement pills given three times), and is a non-Medicaid client, one of the following options may be utilized:

- a) Provide the patient with foam and condoms
- b) Provide the patient with a prescription for the pills

patient should sign a contract agreeing to pay for the cost of services not covered by another source. If, on subsequent visits, the patient is found to be in breach of contract and refuses to make a good faith effort to pay even a small portion of the bill without good cause, service denials or restrictions may be applied unless restricted by State and Federal regulations. The Cleveland County Health Department’s policy will be to review a patient’s account when his/her account reaches \$200.00 and no payment has been made in three months. Service restrictions will be considered on a case-by-case basis. Family Planning services will not be subjected to any variation in quality of services or denied/restricted due to inability/unwillingness to pay, amount of outstanding balance, nor will they be required to meet with the health director as an attempt to collect the past due amount. Maternal Health patients who are already in the clinic may not be denied services as this would be considered abandonment.

BAD DEBT/WRITE-OFF POLICY

Delinquent accounts \$49.99, or smaller, will be written off at the end of each fiscal year, 12 months after the last date of Health Department service with no payments received. Anything \$50.00, or above, will be dealt with through debt-set off procedures. Bad debts, which are determined to be uncollectible for reasons such as; bankruptcy or death, will be written off upon notification that the account is uncollectible; death certificate or bankruptcy papers. Items that are not eligible for bad debt write off, i.e.; patients without social security numbers will also be written off at this time. At no time will a patient be notified that their account has been written off as a bad debt.

An itemized list of uncollectible outstanding patient balances will be prepared at the end of the fiscal year for the Chief Financial Officer’s review, and upon approval, fees may be written off as a bad debt. However, patients should never be informed that a debt has been written off.

The accounts receivable system shall indicate the written off amount of the account.

DONATIONS

Voluntary donations from patients are permissible. However, patients will never be pressured to make donations, and donations should not be a prerequisite for the provision of services or supplies. Donations should be budgeted and expended for the purpose requested by the patient.

The receipt of a donation does not result in the waiver of the billing/charging requirements set forth above. There is no schedule of donations, bills for donations, or any other implied coercion for donations.

GRIEVANCE PROCEDURES

If a patient is unsatisfied with the services rendered or billing of said services, the patient should be referred to the Nursing Supervisor/Nursing Director for conflict resolution. If billing is in question, it may be necessary for them to consult with the accounting staff. The next course of action for the patient is appeal to the Health Director.

CONFIDENTIALITY

The confidentiality of patient information is of utmost concern to all Health Department staff. All employees are required to sign a statement assuring patient confidentiality. Employees who do not have a “need to know” or to access patient records are informed that it is not their right to


view this information and are prohibited from doing so. With the passage and implementation of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (Federal Register 45 CFR, Part 160 & 164), health care providers have addressed many issues such as electronic transactions, medical records security and patient rights. Health Department employees are expected to comply with HIPAA regulations relating to privacy and confidentiality. The Cleveland County Health Department will continue to address these issues and have implemented necessary changes to comply with the regulations effective April 14, 2003.

5.0 Appendices (Attachments):

- 1. Declaration of Income Statement
- 2. Third Party Confirmation Letter
- 3. Private Insurance Advance Notice
- 4. Advanced Beneficiary Notice (ABN)
- 5. Monthly Statement
- 6. Debt Set-Off Notification
- 7. Patient Payment Agreement
- 8. SOBIR Agreement
- 9. SOBIR Sliding Fee Scale

6.0 Legal Reference/Reference:

- 1. NC General Statute 130A-39
- 2. NC General Statute 130A-133(b)
- 3. Title V Guidelines
- 4. NC General Statute 90-411
- 5. NC Administrative Code .0205 c
- 6. NC General Statute 105A
- 7. Title X Guidelines
- 8. Federal Register 45 CFR, Part 160 & 164
- 9. NC General Statute 25-3-506

  
Dorothea Wyant  
Health Director

  
Tom Spurling  
Chairperson, Cleveland County Board of Health

  
Elliott Engstrom  
County Attorney

  
Eddie Holbrook, Chair  
Cleveland County Board of Commissioners

  
Shane Fox  
Finance Director

History of Revisions:

Original Approved 2/1/99  
Revised 11/9/99  
Revised 2/1/03  
Revised 3/9/05  
Revised 10/24/05  
Revised 6/1/06  
Revised 5/07  
Revised 9/10/07  
Revised 1/8/08  
Revised 5/15/08  
Revised 11/9/10  
Revised 11/10/11  
Revised 7/1/12  
Reviewed 11/13/12  
Revised 11/12/13  
Revised 10/14/14  
Revised 11/10/15  
Revised 11/8/16  
Revised 7/1/18

**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board, *to approve the Health Department Revenue Policy Update.*

**AMENDMENT TO T5 AT KINGS MOUNTAIN VII INCENTIVE AGREEMENT**

The T5 at Kings Mountain VII Incentive Agreement was approved by the Board of Commissioners in July, 2015. Since that time, the property where this building is located has been subdivided. The current address for the building is now 121 Riverside Court. T5 is asking this administrative change be made to clarify the correct address.

**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board, *to approve the amendment to T5 at Kings Mountain VII Incentive Agreement.*



FIRST AMENDMENT TO INCENTIVE AGREEMENT

This FIRST AMENDMENT TO INCENTIVE AGREEMENT (this "Amendment") is made as of September 4, 2018, by and between CLEVELAND COUNTY, a body politic and corporate and political subdivision of the State of North Carolina ("County"), and T5@KINGS MOUNTAIN VII, LLC, a Delaware limited liability company ("Company").

WITNESSETH:

WHEREAS, County and Company entered into that certain Incentive Agreement, dated as of July 21, 2015, for that certain building located at 131 Riverside Court, Kings Mountain, North Carolina (as amended, modified and/or supplemented, the "Agreement") that was part of a greater 43-acre parcel (the "Original Property");

WHEREAS, subsequent to the Agreement, the Original Property was partitioned in October 2015, and Company owns that certain portion commonly known as 121 Riverside Court, Kings Mountain, North Carolina (the "New Property");

WHEREAS, County and Company have agreed to amend the Agreement to correct the address of the building owned by Company on the New Property in accordance with the terms and conditions set forth herein; and

WHEREAS, all capitalized terms used in this Amendment not otherwise defined herein shall have the meanings ascribed to them in the Agreement.

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

1. TSVII Project. The definition of the "Project" in the third paragraph in the recitals of the Agreement is hereby deleted and replaced with the following:

"WHEREAS, the Company (itself or through its affiliates, assignees or tenants) contemplates the expansion and/or equipping of a building located at 121 Riverside Court, Kings Mountain, North Carolina (the "Project"); and,"

2. Ratification. Except as modified hereby, the Agreement shall remain in full force and effect, and is hereby ratified and confirmed in all respects. To the extent there is any conflict between the terms of this Amendment and the Agreement, the terms of this Amendment shall govern.

3. Counterparts. This Amendment may be executed in one or more counterparts, each of which shall constitute an original and all of which when taken together shall constitute one and the same instrument. An executed facsimile or .pdf of this Amendment may be relied upon as having, and shall be deemed to have, the same force and effect as an original.

4. Applicable Law. This Amendment shall be construed and governed by the laws of the state where the Property is located without regard to conflicts of laws principles.

[Signatures on the following page]

IN WITNESS WHEREOF, each County and Company has caused this Amendment to be executed and delivered in its name by a duly authorized officer or representative.

COUNTY:

CLEVELAND COUNTY

By: Edda Holbrook  
Name: Edda Holbrook  
Title: Chairman

ATTEST:

By: Phyllis Nixen  
Name: Phyllis Nixen  
Title: Clerk to the Board

COMPANY:

T5@KINGS MOUNTAIN VII, LLC,  
a Delaware limited liability company

Decided by:  
By: Peter S. Marin  
Name: Peter S. Marin  
Title: President

ATTEST:

By: FRANCIS A. LYLES, JR.  
Name: FRANCIS A. LYLES, JR.  
Title: CHIEF BUSINESS OFFICER

REGULAR AGENDA

SALE OF COUNTY OWNED PROPERTY POLICY AND GUIDELINES

Chairman Holbrook recognized Elliot Engstrom, Senior Staff Attorney to present the sale of County owned property policy and guidelines. Mr. Engstrom explained, most of the properties the County has acquired have been through foreclosures where the taxes have not been paid on those properties. The County Attorney’s office and Tax Administrator have developed a new policy for the sale of county-owned properties. The new policy will provide greater flexibility to the County in disposing of county-owned property than its predecessor. The previous policy limited the County to selling foreclosed properties by sealed bid. The new policy allows the County to use any statutorily-authorized process to dispose of County property. This includes sale by sealed bid, public auction, negotiated offer, and exchange of property.

Sale of County-Owned Properties

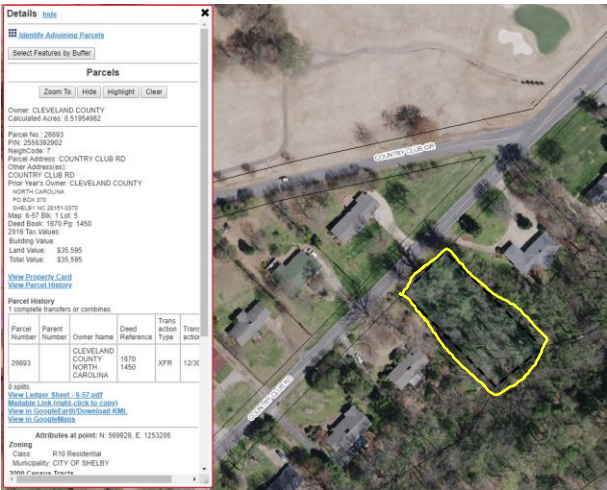
Elliot Engstrom  
Senior Staff Attorney  
September 4, 2018



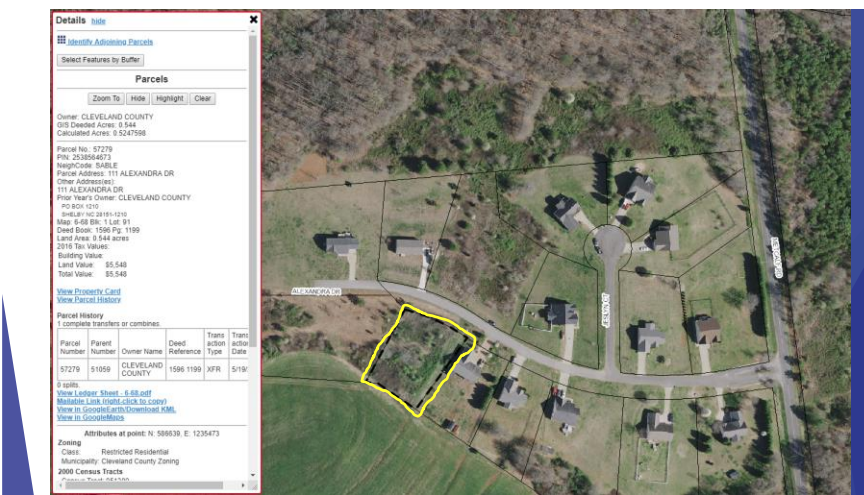
Two Items

- ▶ New proposed policy for sale of County-owned properties
- ▶ Proposed resolution authorizing an auction sale of certain County properties on October 10<sup>th</sup>

County-Owned Properties - Examples







## First Item - New Policy for Sale of County-Owned Properties

### State statute on sale of County-owned properties (G.S. 160A-266)

- Offers many options including...
  - Sale by sealed bid
  - Negotiated offer and upset bid
  - Public auction
  - More options listed in General Statutes

### Current County Policy - Two Issues

- **Issue # 1:** Current policy says that County will only use sealed bid process to sell properties obtained through tax foreclosure.
- **Solution # 1:** Provide that the County may use any statutorily-authorized process to sell County properties.

### Current County Policy - Two Issues

- **Issue # 2:** Says that to be accepted, a bid *must* total more than the County's investment in the property.
- **Solution # 2:** Place no minimum on what bid amount the County may accept.
  - Remember, County can still reject the high bid at the end of a bidding process.

### Recommended New Policy

- Clarifies that County may use any statutorily-authorized process to sell property.
- Places no limit on bids County must accept/reject (under statute, County is still always free to reject the high bid).
- Provides a simplified sealed bid process for when the County decides to sell property by sealed bid.

### Questions about new policy?

### Action Requested

- Adopt the new Cleveland County Policy and Guidelines for Sale of County-Owned Property

Chairman Holbrook opened the floor to the Board for questions and discussion. Commissioner Hutchins stated this was a good policy and felt it was time to revise the current policy in place. Commissioner Whetstine



inquired about the advertisement requirements. Mr. Engstrom explained the statutes regarding advertisement; stating the County must advertise any time there is to be a sale of County owned property.

**ACTION:** Commissioner Bridges made the motion, seconded by Commissioner Whetstine and unanimously approved by the Board to, *approve the sale of County owned property policy.*

<p><b><u>CLEVELAND COUNTY POLICY AND GUIDELINES FOR SALE OF COUNTY-OWNED PROPERTY</u></b></p> <p><b><u>Purpose:</u></b> The purpose of this policy is to establish a system that will promote a fair and effective means for anyone to buy real or personal property owned by Cleveland County. This policy supersedes any past policy for the sale of county-owned properties.</p> <p><b><u>Authority:</u></b> Cleveland County hereby adopts this policy under the authority granted by N.C.G.S. § 153A-176.</p> <p><b><u>Severability:</u></b> Any provision of this policy found to contradict state law will be considered void, with the rest of the policy remaining in force.</p> <p><b>Cleveland County reserves the right to use any statutorily-authorized process to dispose of County property. The following sealed bid policy applies only when the County chooses to dispose of property using the sealed bid process pursuant to N.C.G.S. § 160A-266(a)(2) and N.C.G.S. § 160A-268.</b></p> <p><b><u>Sealed Bid Policy (N.C.G.S. § 160A-268)</u></b></p> <p><b><i>I. Overview of Bid Process</i></b></p> <ol style="list-style-type: none"><li>1. Cleveland County (the "County") may choose to advertise for sealed bids on real property which the County has obtained through a property tax foreclosure proceeding and which are identified by a parcel identification number.<sup>1</sup></li><li>2. Bids may be submitted at any time after the Board of Commissioners resolves to advertise for sealed bids. However, the advertisement shall begin not less than 30 days before the date fixed for opening bids.</li><li>3. All bids must be submitted to the County paralegal, and the bidder will be required to pay to the County a bid deposit in the amount of five percent (5%) of the proposed bid.</li><li>4. All bids will be date and time stamped upon receipt by the County paralegal.</li><li>5. The property shall be advertised in a newspaper of local circulation as a "Public Notice for Sale of County Property." Such notice shall state that sealed bids are being accepted and at the end of thirty (30) days either (1) the highest responsive, responsible bidder will be awarded the property or (2) the County will reject all bids. If more than one high bid in the same amount is received, the County will either accept the first bid received or reject all bids. All funds for closing must be paid in cash or certified funds.</li><li>6. The successful high bidder will be responsible for all advertisement fees. Should the successful bidder fail to complete said transaction, the cost of advertising shall be</li></ol>	<p>deducted from the bidder's deposit amount prior to the issuance of a refund of the bid deposit.</p> <ol style="list-style-type: none"><li>7. The County reserves the right to withdraw property from sale at any time prior to the approval of a bid by the Board of Commissioners.</li><li>8. The County reserves the right to reject all bids at any time.</li><li>9. The County shall open all bids on the first business day following the thirtieth (30<sup>th</sup>) day of the sealed bid period.</li><li>10. The highest bid shall go before the Board of Commissioners for acceptance of the offer and authorization of sale within thirty (30) days of identifying the high bid.</li><li>11. Upon approval of sale by the Board of Commissioners, the bidder shall pay his or her bid to the County in its entirety, including the cost of advertisement, recording fees, and excise tax (if any). All deposits must be in the form of certified funds or cash and must accompany the offer.</li><li>12. After the bidder has made payment to the County for the entire amount of his or her bid, advertisement cost, recording fees, and excise tax (if any), the County shall have recorded and deliver to the bidder a Quitclaim Deed.</li></ol> <p><b><i>II. Responsibilities of Parties</i></b></p> <ol style="list-style-type: none"><li>1. It is the bidder's responsibility to have a title search completed prior to placing his or her bid.</li><li>2. After obtaining the parcel identification number, the bidder shall submit his or her bid to the County paralegal. The bidder must identify the property by the parcel identification number.</li><li>3. The bidder shall submit at the time of offer funds for deposit. Such funds shall consist of a bid deposit in the amount of five percent (5%) of the bid. All deposits must be in the form of certified funds.</li><li>4. All bids must be submitted within thirty (30) days from the date of publication of the initial bid.</li><li>5. A bid will only be considered when submitted as provided in paragraphs one (1) through six (4) of this section.</li><li>6. Following the advertisement and opening of bids, the highest bid from a responsible bidder shall go before the Board of Commissioners for acceptance and authorization of sale. If the Board accepts the bid and approves the sale, the bidder shall be required to pay the entire bid price, recording fees, excise stamps (if any), and advertisement cost</li></ol>
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<sup>1</sup> The County also retains the power to receive bids prior to advertisement pursuant to N.C.G.S. § 160A-269.

to the County before receiving a Quitclaim Deed. The County shall be responsible for recording the deed. It is the bidder's responsibility to pay stamps (excise tax), if any, and recording fees.

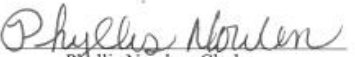
7. The successful bidder **only** will be notified within seventy-two (72) hours of the acceptance of the bid. Bidders requesting results of a bid must forward a written request along with a self-addressed, stamped envelope to:

Paralegal  
Cleveland County Government  
P.O. Box 1210  
Shelby, NC 28151

8. The County will return the certified checks of all unsuccessful bidders within five (5) business days.
9. Full payment is due within five (5) business days of notice of an acceptance of Bid. The winning bidder will receive a telephone call and an email, fax, or letter with payment and pick-up instructions.
10. All property is sold "AS IS."
11. By submission of a bid, the bidder acknowledges acceptance of these terms and conditions.
12. The County shall forward the deed to the successful bidder upon the successful bidder's payment of the entire bid amount plus the County's costs for advertisement, recording fees, and excise tax (if any). All funds must be certified funds or cash and deposited through the County Finance Office.

**This Policy and Guidelines for Sale of County-Owned Property is hereby approved, this the 4th day of September 2018.**

ATTEST:

  
Phyllis Nowlen, Clerk  
Cleveland County Board of Commissioners

  
Eddie Holbrook, Chairman  
Cleveland County Board of Commissioners

**RESOLUTION AUTHORIZING SALE OF COUNTY ONWED PROPERTY BY PUBLIC AUCTION**

Mr. Engstrom continued with the resolution authorizing the sale of county owned property by public auction.

The resolution will allow the County to dispose of properties that the County currently owns but from which it derives no value. Public auction is a statutorily-authorized method of disposing of such properties. By disposing of the properties together in a single public auction, the County will limit its advertising fees. Staff proposes the auction be held in the Commissioners’ Chambers on October 10, 2018. This will allow County staff sufficient time to advertise the public auction as required by statute.

Item # 2: Resolution Authorizing Sale by Public Auction (G.S. 160A-270)

Why sell by auction?

- ▶ Certain properties have little to no value except to a small number of people.
- ▶ Sealed bid process for such properties is cumbersome and expensive.
- ▶ Auction best utilizes County resources to dispose of several properties at once.

Timeline

- ▶ County publishes notice of auction sometime before September 10.
- ▶ Auction conducted at 10 a.m. on Wednesday, October 10 in the Commissioners’ Chambers.
- ▶ High bid for each parcel will be reported to this Board at its October 16 meeting.
- ▶ Board will then vote on whether to accept/reject the high bid for each parcel.

Action Requested

- ▶ Pass the resolution authorizing sale of the listed properties by public auction on October 10.

Chairman Holbrook opened the floor to the Board for questions and discussion. Commissioner Bridges inquired if upset bids will be used during the auction. Mr. Engstrom clarified participants will be able to outbid each other however when the auction has concluded there will be no upset bidding.

**ACTION:** Commissioner Whetstine made the motion, seconded by Commissioner Hutchins and unanimously approved by the Board to, *approve the resolution authoring the sale of County owned property by public auction.*





Resolution

Number 11-2018

Resolution Authorizing Auction Sale Pursuant to N.C.G.S. § 160A-270

WHEREAS, Cleveland County owns 20 parcels of land indicated on Attachment A that are surplus to its needs; and

WHEREAS, N.C.G.S. § 160A-270 permits the County to sell real property at public auction upon approval of the Board of Commissioners and after publication of a notice announcing the auction; and

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of Cleveland County resolves that:

1. The Board of Commissioners authorizes the sale at public auction of the 20 parcels of land indicated on Attachment A.
2. The auction will be conducted at 10:00 A.M., Wednesday, October 10, 2018, in the Commissioners' Chambers at the Cleveland County Administrative Building, located at 311 E. Marion Street, Shelby, NC 28150.
3. The terms of the sale are that the buyer must present at the auction a bid deposit of five percent (5%) of the amount of the bid, either in cash or with a certified check. This deposit will be held by the County until either the Board of Commissioners rejects the high bid for the property or, if the Board of Commissioners accepts the high bid, the closing of the sale. The deposit will be forfeited to the County if the high bidder refuses to close the sale after the bid has been approved by the Board of Commissioners.
4. After the auction, the high bid for each parcel shall be reported to the Board of Commissioners. The council will accept or reject the bid within 30 days after the bid is reported to it. No sale may be completed until the Board of Commissioners has approved the high bid.

5. The County reserves the right to withdraw any listed property from the auction at any time before the auction sale of that property.

Adopted this 4th day of September 2018.

Eddie Holbrook, Chairman  
Cleveland County Board of Commissioners

ATTEST:

Phyllis Nowlen, Clerk  
Cleveland County Board of Commissioners



ATTACHMENT A  
Parcels Available for Public Auction

PARCEL <sup>1</sup>	LOCATION
18744	504 Oakland Dr, Shelby
22052	2811 Light Oak Circle
22600	Strip: 10x50, Hudson St.
26535	Carver St., Shelby
26530	Lincoln Drive, Shelby
8805	Off Wilson St., Kings Mountain
7924	Campbell St., Kings Mountain
11857	1206 S. Battleground, Kings Mountain
24924	1409 Hunter Valley Rd. Shelby
13347	106 Myers St., Kings Mountain
8460	107 Myers St., Kings Mountain
8450	108 Myers St., Kings Mountain
44093	109 Myers St., Kings Mountain
71395	509 Oakland Dr. Shelby
27395	Carver St., Shelby
27398	Carver St., Shelby
27699	111 Lilly St, Shelby
19956	1021 Toms St, Shelby
20706	1113 Withers St, Shelby
21069	Pinecone Ln

<sup>1</sup> Properties can be viewed by Parcel ID number at <https://www.webgis.net/nc/Cleveland/> or at the Cleveland County Mapping Department, located at 311 E. Marion Street, Shelby, NC 28150.

**CLEVELAND COUNTY LIBRARY**

Chairman Holbrook called Carol Wilson, Library Director to the podium to present the library’s annual report and a resolution naming the Cleveland County Library System. She stated the library is currently being remodeled thanks to grants and endowments received. In 2017 a new, smaller eight seat meeting room was refashioned from an old computer storage room at the library.



# The World at Your Fingertips

Cleveland County Library System Annual Report

## Fiscal Year 2017-2018

- The Cleveland County Memorial Library, Spangler Branch Library and the Outreach Program reach over 43,000 citizens of Cleveland County.
- The Library System provided 186,172 items for check out from our in-house collections and 94,875 downloads from our digital resources.
- 140,137 people visited our libraries in the last year.10,295 came to the libraries for programs and 7,257 attended our programs held in the communities of the county.
- 836 non-library sponsored meetings were held in our three meeting rooms at the main library and 6,689 people attended those meetings.

## Progress continues in refurbishing the Main Library



## Improvements already made...



## What still needs to be done...

- The Plaster Meeting Room needs a complete makeover, but new appliances have already been placed in the adjoining kitchen
- Handicapped access needs to be added to the doors to the children's room
- Handicapped access needs to be improved at the main entrance
- To date the refurbishment of the Main Library has cost the county only \$7,000 plus the time of the Maintenance Department. The rest of the money is from gifts

# New Service to Students

## Student Access Project

- This project is a partnership with Cleveland County Schools to provide all of the digital content available at the Cleveland County Library System and Mauney Memorial Library to all students and staff. Pinnacle Academy will also become users this Fall.
  - Students use their Student IDs or Lunch numbers to gain access.
- Resources available:  
NC LIVE – 89 databases on all subjects  
NC KIDS – Thousands of children's books  
World Book Web – Online encyclopedia  
Tutor. Com – Homework help for all ages  
BookFLIX – Interactive fun with Pre-K to 3<sup>rd</sup> grade books.  
Mango Languages – Learn to speak – even Pirate!  
Test Prep – ACT, GRE, ASVAB, etc.

## Edge Grant

- Received \$8,000 from the Library Services and Construction Act
- Purchased a flatbed scanner that will help digitize documents and photographs
- Purchased two robust PCs to allow patrons to create their own digital content
- Added Affinity software to new computers ( does the same as PhotoShop)
- Added Foxit software to all public computers which allows people to manipulate and edit PDF files

## BLANTON ENDOWMENT

- The yearly income from this endowment provided the equipment to separate our public and staff computers into two networks
- This will make the County's infrastructure more secure and will allow needed software to be available to the public.

## Working in the Community

- Main Library is now the first stop on the West End free transportation route that helps those in need get rides to important sites around the county such as the Human Services Campus
- Workforce Development classes were held twice a week from June 2017 to April 2018. Taught by instructor from Community College. New administration there has decided to stop providing the instructor. We are looking to contract with an instructor to resume the classes.

“Thank You”  
County Commissioners  
and Administration  
for your continuing  
support!





Chairman Holbrook opened the floor to the Board for questions and discussion. Commissioner Hutchins inquired if there was a precaution in place to prevent any misuse of the library computers and Wi-Fi. Ms. Wilson advised there are multiple measures and firewalls in place.

The County added the Library as a County department in 2005. Prior to that, the library was a nonprofit corporation named the Cleveland County Memorial Library. The library has frequently been referred to by other names (Cleveland County Library System, Cleveland Memorial Library System, etc.), but the County has never formally recognized a name change. Currently the Libraries are operated as County Departments- the Cleveland Memorial Library in Shelby and the Spangler Branch in Lawndale. The Library Board has recommended designating the name as the **Cleveland County Library System**. Recognizing Cleveland County's library department as a library system will provide clarity to County employees, members of the public, and potential supporters as to the organization of Cleveland County's library. Specifically, naming the overall system the Cleveland County Library System will clarify that the County's library has multiple branches, those being the Cleveland County Memorial Library and the Cleveland County Library – Spangler Branch.

"Cleveland County  
Grows Greater"



## Resolution

Number 10-2018

### Resolution Naming the Cleveland County Library System

**WHEREAS**, the General Assembly has found that the availability of library services is a proper concern of local governments; and

**WHEREAS**, Cleveland County operates a public library system to collect and preserve knowledge; and

**WHEREAS**, prior to the County's taking over of the library, the library was a nonprofit corporation named the Cleveland County Memorial Library (SOS ID # 0029787); and

**WHEREAS**, Cleveland County's library system now occupies more than one physical location or branch; and

**NOW THEREFORE, BE IT RESOLVED**, the Board of Commissioners of Cleveland County resolves that:

1. The department of Cleveland County that operates the county's library system shall heretofore be known as the "Cleveland County Library System";
2. The branch of the Cleveland County Library System located at 104 Howie Drive, Shelby, NC 28150 shall be known as "Cleveland County Memorial Library";
3. The branch of the Cleveland County Library System located at 112 Piedmont Drive, Lawndale, NC shall be known as "Cleveland County Library System – Spangler Branch."

**Adopted this 4th day of September 2018.**



Eddie Holbrook, Chairman  
Cleveland County Board of Commissioners

ATTEST:



Phyllis Nowlen, Clerk  
Cleveland County Board of Commissioners



**ACTION:** Commissioner Bridges made the motion, seconded by Commissioner Hutchins and unanimously approved by the Board to, *approve the Resolution Naming the Cleveland County Library System.*

**COMMISSIONER REPORTS**

**Commissioner Bridges** – talked about solutions to help with the littering in the County.

**Commissioner Whetstine** – attended an ASR Grains summit and reviewed some of the farming information that was given during the seminar.

**Commissioner Hutchins** – spoke about the North Carolina Association of County Commissioners (NCACC) conference that was held last week in Hickory.

**Chairman Holbrook** – has attended several economic development meetings over the last several weeks and advised there may be several big projects coming to Cleveland County.

**ADJOURN**

There being no further business to come before the Board at this time, Commissioner Hutchins made the motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board, *to adjourn the meeting.* The next meeting of the Commission is scheduled for *Tuesday, September 18, 2018 at 6:00 p.m. in the Commissioners Chamber.*

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*Eddie Holbrook, Chairman  
Cleveland County Board of Commissioners*

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*Phyllis Nowlen, Clerk to the Board  
Cleveland County Board of Commissioners*



# COUNTY OF CLEVELAND, NORTH CAROLINA

## AGENDA ITEM SUMMARY

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### Tax Collector's Monthly Report

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**Department:** Tax Administration

**Agenda Title:** August Collection Report

**Agenda Summary:**

**Proposed Action:**

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#### ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Monthend_Real_August2018.pdf	August Real Estate Collections
<input type="checkbox"/> Monthend_Vehicle_August2018.pdf	August Vehicle Collections
<input type="checkbox"/> Percentage_2018_2019.pdf	August Percentage

**TOTAL TAXES COLLECTED AUGUST 2018**

YEAR	AMOUNT-REAL	AMOUNT-VEH	
DEF REV	\$0.00	\$0.00	
2018	\$38,478,400.47	\$0.00	\$38,478,400.47
2017	\$47,204.67	\$0.00	\$47,204.67
2016	(\$18,388.49)	\$0.00	(\$18,388.49)
2015	\$7,676.37	\$0.00	\$7,676.37
2014	\$3,281.83	\$0.00	\$3,281.83
2013	\$1,480.30	\$216.02	\$1,696.32
2012	\$75.46	\$262.42	\$337.88
2011	\$393.80	\$65.28	\$459.08
2010	\$0.00	\$129.64	\$129.64
2009	\$197.32	\$85.64	\$282.96
2008	\$127.05	\$0.00	\$127.05
TOTALS	\$38,520,448.78	\$759.00	\$38,521,207.78
DISCOUNT	(\$191,886.03)		
INTEREST	\$13,960.00	\$409.60	\$0.00
TOLERANCE	\$131.17	(\$0.50)	
ADVERTISING	\$389.92	\$613.67	
GARNISHMENT	\$1,795.08		
NSF/ATTY	\$0.05		
LEGAL FEES	\$0.00		
TOTALS	\$38,344,838.97	\$1,781.77	
MISC FEE	\$42.03	\$0.00	
TAXES COLL	\$38,344,881.00	\$1,781.77	\$38,346,662.77
	\$38,344,881.00	\$1,781.77	

**TOTAL TAXES UNCOLLECTED AUGUST 2018**

	AMOUNT-REAL	AMOUNT-VEH	COMBINED AMT
2018	\$33,542,710.91	\$0.00	\$33,542,710.91
2017	\$1,125,687.07	\$0.00	\$1,125,687.07
2016	\$475,437.39	\$0.00	\$475,437.39
2015	\$310,534.89	\$0.00	\$310,534.89
2014	\$272,199.70	\$0.00	\$272,199.70
2013	\$157,524.80	\$66,849.15	\$224,373.95
2012	\$112,183.56	\$76,134.33	\$188,317.89
2011	\$82,090.80	\$57,191.88	\$139,282.68
2010	\$73,554.88	\$53,947.88	\$127,502.76
2009	\$72,921.45	\$50,980.76	\$123,902.21
2008	\$54,198.26	\$62,274.63	\$116,472.89
	\$36,279,043.71	\$367,378.63	\$36,646,422.34

REAL-PERSONAL  
COUNTY GENERAL

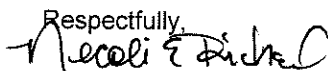
<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
<u>DEF REV</u>			<u>2018</u>
2018	\$21,161,497.51		
2017	\$30,692.32		
2016	(\$5,789.70)		
2015	\$4,179.19		
2014	\$1,722.07		
2013	\$743.12		
2012	\$19.34		
2011	\$213.62		
2010			
2009	\$127.32		
2008	\$62.70		

ACCOUNT NOS.

SUB TOTAL	\$21,193,467.49
DISCOUNT	(\$108,118.37)
INTEREST	\$8,550.56
ADVERTISING	\$389.92
GARNISHMENT	\$1,795.08
NSF/ATTY	\$0.05
LEGAL FEES	
TOLERANCE	\$83.25
TOTAL	\$21,096,167.98
Misc Fee	\$42.03
	\$21,096,210.01

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
	<u>08/31/18</u>			
2018	\$23,000,334.29	\$41,328,096.16	55.65%	\$18,327,761.87
2017	\$43,573,789.85	\$44,188,345.20	98.61%	\$614,555.35
2016	\$43,501,195.67	\$43,750,238.29	99.43%	\$249,042.62
2015	\$42,851,568.01	\$43,030,101.61	99.59%	\$178,533.60
2014	\$42,023,678.94	\$42,171,866.22	99.65%	\$148,187.28
2013	\$41,125,570.59	\$41,203,911.73	99.81%	\$78,341.14
2012	\$38,761,267.86	\$38,820,667.00	99.85%	\$59,399.14
2011	\$36,259,523.32	\$36,300,701.22	99.89%	\$41,177.90
2010	\$34,609,689.33	\$34,649,485.04	99.89%	\$39,795.71
2009	\$34,254,907.42	\$34,292,461.78	99.89%	\$37,554.36
2008	\$33,845,568.98	\$33,874,159.07	99.92%	\$28,590.09

(CLEVELAND COUNTY GENERAL LEVY INCLUDED IN COUNTY GENERAL, COUNTY FIRE, TWO SCHOOL DISTRICTS AND THREE FIRE DISTRICTS.)

Respectfully,  
  
Neele E. Richard  
Tax Collector

REAL-PERSONAL  
COUNTY FIRE

<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
<u>DEF REV</u>			<u>2018</u>
2018	\$1,337,044.61		
2017	\$5,203.84		
2016	\$765.33		
2015	\$137.74		
2014	\$53.56		
2013	\$6.79		
2012	\$1.03		
2011	\$6.60		
2010			
2009	\$4.73		
2008			
			<u>ACCOUNT NOS.</u>
SUB TOTAL	\$1,343,224.23		
DISCOUNT	(\$6,943.71)		
INTEREST	\$613.64		
TOLERANCE	\$7.33		
TOTAL	\$1,336,901.49		

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
	<u>08/31/18</u>			
2018	\$1,484,442.99	\$2,708,818.53	54.80%	\$1,224,375.54
2017	\$2,779,086.32	\$2,830,132.47	98.20%	\$51,046.15
2016	\$1,461,445.20	\$1,471,218.36	99.34%	\$9,773.16
2015	\$1,449,877.20	\$1,458,249.29	99.43%	\$8,372.09
2014	\$1,443,635.42	\$1,450,442.64	99.53%	\$6,807.22
2013	\$1,484,582.88	\$1,487,359.99	99.81%	\$2,777.11
2012	\$864,793.65	\$865,993.49	99.86%	\$1,199.84
2011	\$774,825.40	\$775,820.57	99.87%	\$995.17
2010	\$766,234.69	\$767,219.15	99.87%	\$984.46
2009	\$761,736.85	\$762,499.83	99.90%	\$762.98
2008	\$756,151.18	\$756,821.10	99.91%	\$669.92

(COUNTY FIRE DISTRICT LEVY INCLUDED IN COUNTY GENERAL)

Respectfully,  
  
 Neale E. Richard  
 Tax Collector

REAL-PERSONAL  
CLEVELAND COUNTY SOLID WASTE

<u>YEAR</u> <u>DEF REV</u>	<u>FEES COLLECTED</u>	<u>MONTH OF</u> <u>AUGUST</u> 2018
2018	\$778,551.09	
2017	\$7,519.17	
2016	\$2,026.40	
2015	\$633.83	
2014	\$239.10	
2013	\$101.60	
2012	\$50.00	
2011	\$50.00	
2010		
2009		
2008		
SUB TOTAL	<u>\$789,171.19</u>	<u>ACCOUNT NOS.</u>
DISCOUNT		
INTEREST		
TOLERANCE		
TOTAL	<u>\$789,171.19</u>	

<u>YEAR</u>	<u>FEES COLLECTED THRU</u> <u>08/31/18</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
2018	\$874,621.16	\$1,907,158.64	45.86%	\$1,032,537.48
2017	\$1,827,481.18	\$1,925,324.22	94.92%	\$97,843.04
2016	\$1,670,724.49	\$1,728,796.93	96.64%	\$58,072.44
2015	\$1,717,097.57	\$1,744,741.30	98.42%	\$27,643.73
2014	\$1,726,570.99	\$1,761,967.27	97.99%	\$35,396.28
2013	\$1,742,024.08	\$1,767,907.87	98.54%	\$25,883.79
2012	\$1,406,396.17	\$1,418,122.50	99.17%	\$11,726.33
2011	\$1,413,148.69	\$1,427,570.12	98.99%	\$14,421.43
2010	\$1,408,980.13	\$1,416,632.62	99.46%	\$7,652.49
2009	\$1,423,284.28	\$1,430,937.50	99.47%	\$7,653.22
2008	\$1,410,416.23	\$1,417,080.00	99.53%	\$6,663.77

Respectfully,  
  
 Necole E. Richard  
 Tax Collector


VENDOR

3170

REAL-PERSONAL  
CLEVELAND COUNTY SCHOOLS

<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
<u>DEF REV</u>			<u>2018</u>
2018	\$5,568,833.78		
2017	\$8,076.93		
2016	(\$1,523.33)		
2015	\$1,099.91		
2014	\$453.15		
2013	\$195.56		
2012	\$5.09		
2011	\$56.22		
2010			
2009	\$33.49		
2008	\$16.50		
			<u>ACCOUNT NOS.</u>
SUB TOTAL	\$5,577,247.30		
DISCOUNT	(\$28,426.07)		
INTEREST	\$2,245.96		
TOLERANCE	\$20.82		
TOTAL	\$5,551,088.01		
			020.600.5.524.00

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
	<u>08/31/18</u>			
2018	\$6,052,739.80	\$10,875,842.30	55.65%	\$4,823,102.50
2017	\$11,466,814.41	\$11,628,539.95	98.61%	\$161,725.54
2016	\$11,447,711.31	\$11,513,249.62	99.43%	\$65,538.31
2015	\$11,276,756.63	\$11,323,740.04	99.59%	\$46,983.41
2014	\$11,058,892.42	\$11,097,889.83	99.65%	\$38,997.41
2013	\$10,822,548.54	\$10,843,165.36	99.81%	\$20,616.82
2012	\$10,200,344.54	\$10,215,976.17	99.85%	\$15,631.63
2011	\$9,541,792.95	\$9,552,629.63	99.89%	\$10,836.68
2010	\$9,107,596.77	\$9,118,069.12	99.89%	\$10,472.35
2009	\$9,014,005.82	\$9,023,888.60	99.89%	\$9,882.78
2008	\$8,906,045.94	\$8,913,567.27	99.92%	\$7,521.33

Respectfully,  
  
 Necole E. Richard  
 Tax Collector

Respectfully,  
  
 Neecole E. Richard  
 Tax Collector


VENDOR 7990

REAL-PERSONAL  
LATTIMORE FIRE  
#7 VFD

<u>YEAR</u> <u>DEF REV</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u> <u>AUGUST</u> 2018
2018	\$101,304.32	
2017	\$243.93	
2016	\$63.28	
2015	\$27.16	
2014	\$0.73	
2013		
2012		
2011		
2010		
2009		
2008		
<u>ACCOUNT NOS.</u>		
SUB TOTAL	\$101,639.42	
DISCOUNT	(\$530.19)	
INTEREST	\$29.08	
TOLERANCE	\$0.94	
TOTAL	\$101,139.25	075.000.2.240.00

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u> <u>08/31/18</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
2018	\$109,671.92	\$241,255.83	45.46%	\$131,583.91
2017	\$241,762.47	\$245,874.41	98.33%	\$4,111.94
2016	\$273,114.35	\$273,935.95	99.70%	\$821.60
2015	\$264,606.55	\$265,052.11	99.83%	\$445.56
2014	\$268,295.15	\$268,584.86	99.89%	\$289.71
2013	\$205,981.30	\$206,120.89	99.93%	\$139.59
2012	\$107,909.80	\$107,990.48	99.93%	\$80.68
2011	\$84,952.71	\$84,995.28	99.95%	\$42.57
2010	\$84,258.54	\$84,301.04	99.95%	\$42.50
2009	\$83,411.08	\$83,439.40	99.97%	\$28.32
2008	\$81,878.99	\$81,903.94	99.97%	\$24.95

(LATTIMORE FIRE DISTRICT LEVY INCLUDED IN COUNTY GENERAL)

Respectfully,  
  
Necole E. Richard  
Tax Collector







VENDOR 12560

REAL-PERSONAL  
CITY OF SHELBY  
DISTRICT 25

<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
<u>DEF REV</u>			<u>2018</u>
2018	\$105,996.74		
2017	\$678.88		
2016			
2015			
2014			
2013			
2012			
2011			
2010			
2009			
2008			

		<u>ACCOUNT NOS.</u>
SUB TOTAL	\$106,675.62	
DISCOUNT	(\$531.47)	
INTEREST	\$44.14	
TOLERANCE	\$1.30	
SUBTOTAL	\$106,189.59	
2% COLL FEE	(\$2,123.79)	077.000.2.240.00
TOTAL	\$104,065.80	010.413.4.540.00
		10.000.1.203.00
		WIRE TRANSFER

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
	<u>08/31/18</u>			
2018	\$123,102.61	\$340,339.12	36.17%	\$217,236.51
2017	\$317,900.10	\$321,959.17	98.74%	\$4,059.07
2016	\$319,404.44	\$320,730.09	99.59%	\$1,325.65
2015	\$315,997.21	\$316,703.16	99.78%	\$705.95
2014	\$314,490.53	\$314,898.50	99.87%	\$407.97
2013	\$315,453.29	\$315,698.22	99.92%	\$244.93
2012	\$303,190.46	\$303,321.12	99.96%	\$130.66
2011	\$334,113.14	\$334,391.44	99.92%	\$278.30
2010	\$312,066.57	\$312,577.54	99.84%	\$510.97
2009	\$314,488.00	\$315,748.84	99.60%	\$1,260.84
2008	\$313,642.40	\$313,914.61	99.91%	\$272.21

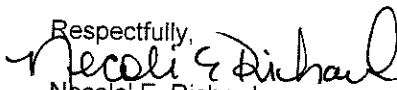
Respectfully,  
  
Necole E. Richard  
Tax Collector

VENDOR 1411

REAL-PERSONAL  
TOWN OF BOILING SPRINGS

<u>YEAR</u> <u>DEF REV</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u> <u>AUGUST</u> 2018
2018	\$562,328.36	
2017	\$311.08	
2016	\$81.42	
2015	\$46.58	
2014		
2013		
2012		
2011		
2010		
2009		
2008		
<u>ACCOUNT NOS.</u>		
SUB TOTAL	\$562,767.44	
DISCOUNT	(\$2,843.04)	
INTEREST	\$38.77	
TOLERANCE	\$1.45	
SUBTOTAL	\$559,964.62	078.000.2.240.00
2% COLL FEE	(\$11,199.29)	010.413.4.540.00
TOTAL	\$548,765.33	

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u> 08/31/18	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
2018	\$606,735.22	\$920,065.58	65.94%	\$313,330.36
2017	\$908,420.90	\$919,482.67	98.80%	\$11,061.77
2016	\$819,304.03	\$822,416.68	99.62%	\$3,112.65
2015	\$807,495.47	\$808,449.91	99.88%	\$954.44
2014	\$790,281.59	\$790,935.69	99.92%	\$654.10
2013	\$708,806.10	\$709,598.17	99.89%	\$792.07
2012	\$699,989.63	\$700,603.25	99.91%	\$613.62
2011	\$697,140.01	\$697,192.23	99.99%	\$52.22
2010	\$696,642.91	\$696,689.62	99.99%	\$46.71
2009	\$685,290.90	\$685,321.59	100.00%	\$30.69
2008	\$671,319.66	\$671,461.36	99.98%	\$141.70

Respectfully,  
  
Nicole E. Richard  
Tax Collector

VENDOR 6230

REAL-PERSONAL  
TOWN OF GROVER

<u>YEAR</u> <u>DEF REV</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u> 2018
2018	\$45,518.81		
2017	\$59.26		
2016	\$59.26		
2015	\$51.46		
2014			
2013			
2012			
2011			
2010			
2009			
2008			

ACCOUNT NOS.

SUB TOTAL	\$45,688.79	
DISCOUNT	(\$232.78)	
INTEREST	\$30.51	
TOLERANCE	\$0.95	
SUBTOTAL	\$45,487.47	079.000.2.240.00
2% COLL FEE	(\$909.75)	010.413.4.540.00
TOTAL	\$44,577.72	

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u> 08/31/18	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
2018	\$50,623.14	\$103,687.87	48.82%	\$53,064.73
2017	\$115,550.41	\$117,935.42	97.98%	\$2,385.01
2016	\$117,246.63	\$118,153.55	99.23%	\$906.92
2015	\$120,674.06	\$121,125.85	99.63%	\$451.79
2014	\$120,479.14	\$120,971.20	99.59%	\$492.06
2013	\$117,678.12	\$118,142.49	99.61%	\$464.37
2012	\$119,962.57	\$120,121.56	99.87%	\$158.99
2011	\$119,394.37	\$119,546.48	99.87%	\$152.11
2010	\$118,585.50	\$118,717.44	99.89%	\$131.94
2009	\$117,042.01	\$117,055.69	99.99%	\$13.68
2008	\$115,844.94	\$115,877.69	99.97%	\$32.75

Respectfully,  
  
Necole E. Richard  
Tax Collector



VENDOR 8010

REAL-PERSONAL  
TOWN OF LATTIMORE


<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
<u>DEF REV</u>			<u>2018</u>
2018	\$14,929.28		
2017	\$82.21		
2016	\$29.22		
2015			
2014			
2013			
2012			
2011			
2010			
2009			
2008			

		<u>ACCOUNT NOS.</u>
SUB TOTAL	\$15,040.71	
DISCOUNT	(\$76.19)	
INTEREST	\$3.70	
TOLERANCE	\$0.09	
SUBTOTAL	\$14,968.31	081.000.2.240.00
2% COLL FEE	(\$299.37)	010.413.4.540.00
TOTAL	\$14,668.94	

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u>		<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
	<u>08/31/18</u>				
2018	\$16,456.48	\$29,028.62	56.69%	\$12,572.14	
2017	\$30,352.73	\$31,010.85	97.88%	\$658.12	
2016	\$31,306.42	\$31,583.55	99.12%	\$277.13	
2015	\$33,044.94	\$33,208.85	99.51%	\$163.91	
2014	\$33,877.20	\$33,884.61	99.98%	\$7.41	
2013	\$27,774.44	\$27,780.51	99.98%	\$6.07	
2012	\$31,694.01	\$31,704.40	99.97%	\$10.39	
2011	\$30,718.52	\$30,726.14	99.98%	\$7.62	
2010	\$30,091.97	\$30,098.80	99.98%	\$6.83	
2009	\$30,031.56	\$30,092.03	99.80%	\$60.47	
2008	\$29,251.77	\$29,300.55	99.83%	\$48.78	

Respectfully,

  
 Neicole E. Richard  
 Tax Collector

VENDOR **14350** REAL-PERSONAL  
CLEVELAND CO. SANITARY DISTRICT  
 CLEVELAND COUNTY WATER

<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
<u>DEF REV</u>			<u>2018</u>
2018	\$340,902.56		
2017	\$1,131.74		
2016	\$366.93		
2015	\$69.53		
2014	\$28.48		
2013	\$5.56		
2012			
2011			
2010			
2009	\$3.15		
2008			

ACCOUNT NOS.

SUB TOTAL	\$342,507.95	
DISCOUNT	(\$1,768.21)	
INTEREST	\$174.51	
TOLERANCE	\$1.82	
SUBTOTAL	\$340,916.07	082.000.2.240.00
2% COLL FEE	(\$6,818.32)	010.413.4.540.00
TOTAL	\$334,097.75	

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u>		<u>LEVY</u>	<u>% COLLECTED UNCOLLECTED</u>	
	<u>08/31/18</u>				
2018	\$376,716.38	\$721,284.63	52.23%	\$344,568.25	
2017	\$723,559.32	\$737,036.95	98.17%	\$13,477.63	
2016	\$727,721.18	\$732,663.33	99.33%	\$4,942.15	
2015	\$727,920.43	\$730,796.36	99.61%	\$2,875.93	
2014	\$714,000.12	\$715,974.26	99.72%	\$1,974.14	
2013	\$714,128.27	\$715,440.73	99.82%	\$1,312.46	
2012	\$692,547.32	\$693,442.96	99.87%	\$895.64	
2011	\$642,594.87	\$643,326.28	99.89%	\$731.41	
2010	\$632,806.37	\$633,525.22	0.00%	\$718.85	
2009	\$631,706.39	\$632,253.44	0.00%	\$547.05	
2008	\$622,993.51	\$623,501.46	100.00%	\$507.95	

Respectfully,  
  
 Necole E. Richard  
 Tax Collector



VENDOR 7865

REAL-PERSONAL  
TOWN OF KINGSTOWN

<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
<u>DEF REV</u>			<u>2018</u>
2018	\$18,651.95		
2017	\$364.54		
2016	\$244.89		
2015	\$8.96		
2014	\$79.32		
2013			
2012			
2011			
2010			
2009			
2008			

ACCOUNT NOS.

SUB TOTAL	\$19,349.66
DISCOUNT	(\$95.97)
INTEREST	\$146.23
TOLERANCE	\$0.31
SUBTOTAL	\$19,400.23
2% COLL FEE	(\$388.00)
TOTAL	\$19,012.23

083.000.2.240.00  
010.413.4.540.00  
10.000.1.203.00  
WIRE TRANSFER

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
	<u>08/31/18</u>			
2018	\$20,219.27	\$66,271.33	30.51%	\$46,052.06
2017	\$45,854.75	\$51,928.14	88.30%	\$6,073.39
2016	\$49,255.40	\$52,117.89	94.51%	\$2,862.49
2015	\$64,939.51	\$67,620.03	96.04%	\$2,680.52
2014	\$66,739.65	\$68,254.96	97.78%	\$1,515.31
2013	\$68,368.56	\$68,953.97	99.15%	\$585.41
2012	\$68,593.90	\$68,981.82	99.44%	\$387.92
2011	\$68,468.64	\$68,584.67	99.83%	\$116.03
2010	\$68,658.45	\$69,111.07	99.35%	\$452.62
2009	\$67,542.11	\$67,679.93	99.80%	\$137.82
2008	\$68,130.36	\$68,231.58	99.85%	\$101.22

Respectfully,  
  
Necole E. Richard  
Tax Collector

VENDOR 5120

REAL-PERSONAL  
TOWN OF FALLSTON

<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
<u>DEF REV</u>			<u>2018</u>
2018	\$8,498.70		
2017	\$2.46		
2016			
2015			
2014			
2013			
2012			
2011			
2010			
2009			
2008			

ACCOUNT NOS.

SUB TOTAL	\$8,501.16	
DISCOUNT	(\$44.62)	
INTEREST	\$1.40	
TOLERANCE	\$0.15	
SUBTOTAL	\$8,458.09	084.000.2.240.00
2% COLL FEE	(\$169.16)	010.413.4.540.00
TOTAL	\$8,288.93	

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
	<u>08/31/18</u>			
2018	\$9,739.26	\$18,116.19	53.76%	\$8,376.93
2017	\$18,031.09	\$18,509.14	97.42%	\$478.05
2016	\$18,521.54	\$18,533.75	99.93%	\$12.21
2015	\$20,213.05	\$20,316.31	99.49%	\$103.26
2014	\$18,703.94	\$18,794.58	99.52%	\$90.64
2013	\$18,679.04	\$18,720.08	99.78%	\$41.04
2012	\$18,703.83	\$18,742.53	99.79%	\$38.70
2011	\$18,260.93	\$18,267.75	99.96%	\$6.82
2010	\$18,098.16	\$18,109.23	99.94%	\$11.07
2009	\$17,902.61	\$17,913.18	99.94%	\$10.57
2008	\$17,526.79	\$17,536.42	99.95%	\$9.63

Respectfully,

  
Nicole E. Richard  
Tax Collector

VENDOR 4640

REAL-PERSONAL  
TOWN OF EARL

<u>YEAR</u> <u>DEF REV</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u> <u>2018</u>
2018	\$6,861.46		
2017			
2016			
2015	\$19.66		
2014			
2013			
2012			
2011			
2010			
2009			
2008			

ACCOUNT NOS.

SUB TOTAL	\$6,881.12	
DISCOUNT	(\$35.28)	
INTEREST		
TOLERANCE		
SUBTOTAL	\$6,845.84	
2% COLL FEE	(\$136.92)	085.000.2.240.00
TOTAL	\$6,708.92	010.413.4.540.00

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u> <u>08/31/18</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
2018	\$7,703.17	\$15,004.31	51.34%	\$7,301.14
2017	\$14,463.30	\$15,216.00	95.05%	\$752.70
2016	\$14,637.79	\$14,780.51	99.03%	\$142.72
2015	\$14,641.14	\$14,728.00	99.41%	\$86.86
2014	\$14,894.47	\$14,953.71	99.60%	\$59.24
2013	\$14,711.82	\$14,759.57	99.68%	\$47.75
2012	\$14,339.09	\$14,402.34	99.56%	\$63.25
2011	\$13,884.13	\$13,926.77	99.69%	\$42.64
2010	\$13,979.73	\$14,022.37	99.70%	\$42.64
2009	\$14,540.82	\$14,583.46	99.71%	\$42.64
2008	\$14,834.80	\$14,857.45	99.85%	\$22.65

Respectfully,  
  
Necole E. Richard  
Tax Collector

VENDOR 11240

REAL-PERSONAL  
TOWN OF POLKVILLE

<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
<u>DEF REV</u>			<u>2018</u>
2018	\$3,969.97		
2017			
2016			
2015			
2014			
2013			
2012			
2011			
2010			
2009			
2008			

ACCOUNT NOS.

SUB TOTAL	\$3,969.97	
DISCOUNT	(\$21.27)	
INTEREST		
TOLERANCE	\$0.07	
SUBTOTAL	\$3,948.77	086.000.2.240.00
2% COLL FEE	(\$78.98)	010.413.4.540.00
TOTAL	\$3,869.79	

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
	<u>08/31/18</u>			
2018	\$4,419.13	\$11,788.46	37.49%	\$7,369.33
2017	\$11,960.28	\$12,052.25	99.24%	\$91.97
2016	\$11,802.24	\$11,813.19	99.91%	\$10.95
2015	\$12,055.19	\$12,061.74	99.95%	\$6.55
2014	\$11,590.39	\$11,604.64	99.88%	\$14.25
2013	\$11,756.43	\$11,761.61	99.96%	\$5.18
2012	\$11,547.53	\$11,547.86	100.00%	\$0.33
2011	\$11,580.91	\$11,580.94	100.00%	\$0.03
2010	\$12,105.78	\$12,105.78	100.00%	\$0.00
2009	\$11,501.57	\$11,515.01	99.88%	\$13.44
2008	\$11,247.19	\$11,255.16	99.93%	\$7.97

Respectfully,  
  
Necole E. Richard  
Tax Collector





VENDOR 14630

REAL-PERSONAL  
TOWN OF WACO

<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
<u>DEF REV</u>			<u>2018</u>
2018	\$8,825.28		
2017	\$27.07		
2016			
2015			
2014			
2013			
2012			
2011			
2010			
2009			
2008			

ACCOUNT NOS.

SUB TOTAL	\$8,852.35	
DISCOUNT	(\$45.11)	
INTEREST	\$0.27	
TOLERANCE	\$0.01	
SUBTOTAL	\$8,807.52	
2% COLL FE	(\$176.15)	089.000.2.240.00
TOTAL	\$8,631.37	010.413.4.540.00

<u>YEAR</u>	<u>TAXES COLLECTED THRU</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
	<u>08/31/18</u>			
2018	\$9,985.17	\$21,716.83	45.98%	\$11,731.66
2017	\$24,664.84	\$24,832.06	99.33%	\$167.22
2016	\$24,260.39	\$24,371.21	99.55%	\$110.82
2015	\$23,823.52	\$23,953.46	99.46%	\$129.94
2014	\$28,876.36	\$29,075.06	99.32%	\$198.70
2013	\$19,961.94	\$20,077.89	99.42%	\$115.95
2012	\$21,139.20	\$21,222.22	99.61%	\$83.02
2011	\$18,625.80	\$18,708.82	99.56%	\$83.02
2010	\$17,089.45	\$17,162.70	99.57%	\$73.25
2009	\$12,909.31	\$12,967.91	99.55%	\$58.60
2008	\$13,744.97	\$13,773.27	99.79%	\$28.30

Respectfully,  
  
Nicole E. Richard  
Tax Collector

VENDOR 10910 REAL-PERSONAL  
TOWN OF PATTERSON SPRINGS

<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
DEF REV			2018
2018	\$12,687.44		
2017	\$27.31		
2016			
2015			
2014			
2013			
2012			
2011			
2010			
2009			
2008			
ACCOUNT NOS.			
SUB TOTAL	\$12,714.75		
DISCOUNT	(\$65.05)		
INTEREST	\$1.99		
TOLERANCE	\$0.16		
TOTAL	\$12,651.85		
		090.000.2.240.00	
		010.413.4.540.00	

TAXES COLLECTED THRU				
<u>YEAR</u>	<u>08/31/18</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>
2018	\$14,811.91	\$30,334.59	48.83%	\$15,522.68
2017	\$29,175.97	\$29,935.90	97.46%	\$759.93

Respectfully,  
  
 Neole E. Richard  
 Tax Collector



VENDOR 1180

REAL-PERSONAL  
TOWN OF BELWOOD

<u>YEAR</u>	<u>TAXES COLLECTED</u>	<u>MONTH OF</u>	<u>AUGUST</u>
DEF REV			2018

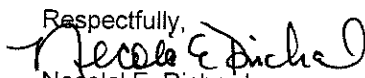
2018	\$9,513.41
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	

ACCOUNT NOS.

SUB TOTAL	\$9,513.41
DISCOUNT	(\$50.27)
INTEREST	
TOLERANCE	\$0.13
TOTAL	\$9,463.27

092.000.2.240.00  
010.413.4.540.00

	<u>TAXES COLLECTED THRU</u>				
<u>YEAR</u>	<u>08/31/18</u>	<u>LEVY</u>	<u>% COLLECTED</u>	<u>UNCOLLECTED</u>	
2018	\$10,454.63	\$23,156.80	45.15%	\$12,702.17	

Respectfully,  
  
Necole E. Richard  
Tax Collector

VEHICLES TOTAL TAXES COLLECTED AUGUST 2018

DEF REV	\$0.00
2018	\$0.00
2017	\$0.00
2016	\$0.00
2015	\$0.00
2014	\$0.00
2013	\$216.02
2012	\$262.42
2011	\$65.28
2010	\$129.64
2009	\$85.64
2008	\$0.00

TOTAL	\$759.00
INTEREST	\$409.60
FEES	\$613.67
TOLERANCE	(\$0.50)
TOTAL	<u>\$1,781.77</u>

TOTAL TAXES UNCOLLECTED AUGUST 2018

2018	\$0.00
2017	\$0.00
2016	\$0.00
2015	\$0.00
2014	\$0.00
2013	\$66,849.15
2012	\$76,134.33
2011	\$57,191.88
2010	\$53,947.88
2009	\$50,980.76
2008	\$62,274.63
	\$0.00
	\$0.00
TOTAL	<u>\$367,378.63</u>

Percentage	Real Property			
Revenue	Unit: 010			
	2018-2019	2017-2018	2016-2017	2015-2016
July	4.45%	3.79%	2.32%	6.34%
August	55.65%	55.63%	55.60%	53.72%
September		58.57%	57.37%	54.98%
October		56.43%	54.98%	53.36%
November		59.42%	58.00%	56.28%
December		72.67%	73.13%	81.61%
January		93.74%	93.07%	92.44%
February		95.94%	95.48%	95.12%
March		97.03%	96.96%	96.46%
April		97.60%	97.58%	97.22%
May		97.98%	98.20%	97.80%
June		98.28%	98.42%	98.23%

# COUNTY OF CLEVELAND, NORTH CAROLINA

## AGENDA ITEM SUMMARY

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### Tax Administration

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**Department:** Tax Administration

**Agenda Title:** August 2018 Abatements and Supplements

**Agenda Summary:**

**Proposed Action:**

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#### ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Pending_Refunds_and_Releases_9-18.pdf	Pending Refunds and releases 9-18-18
<input type="checkbox"/> abate_supp_report_phyliss_aug_2018.pdf	Aug 2018 Abate and Suppl

### PENDING REFUNDS / RELEASES (RECOMMENDED FOR APPROVAL)

September 18, 2018

The following requests have been reviewed by the County Assessor and found to be in order. They are hereby submitted for approval by the Cleveland County Board of Commissioners per G.S. 105-381. Supporting documentation is on file in the County Assessor's Office. Staff Recommendation: Approve Requests.

[illegible]

PENDING REFUNDS / RELEASES (RECOMMENDED TO DENY)

September 18, 2018

The following requests have been reviewed by the County Assessor and Senior Staff Attorney. It is their opinion that the stated request does not constitute a valid defense to the tax imposed or any part thereof, as provided in G.S. 105-381. Supporting documentation is on file in the County Assessor's Office. Staff recommendation: Deny requests.

NAME	YEAR	RECEIPT	NOTE	REQUESTED			TAX, FEES		REQUEST	
				VALUE CHANGE	DISTRICT	RATE	& INTEREST	PAID	RELEASE	REFUND
			(none currently)							
								TOTAL	0.00	0.00

ABATEMENTS & SUPPLEMENTS

PROPERTY AND HE

MONTH | AUGUST 2018-2019

DISTRICT	FUND	2019	2018	2017	2016	2015
<u>COUNTY GE</u>	<u>10</u>	ABATEMENTS	(28,055.34)	(21,586.51)	(21,586.51)	
		SUPPLEMENTS	19,202.28			
		HB ABATEMENTS				
		HB SUPPLEMENTS				
<u>CONSOLIDA</u>	<u>20</u>	ABATEMENTS	(7,383.00)	(5,680.66)	(5,680.66)	
		SUPPLEMENTS	5,053.28			
		HB ABATEMENTS				
		HB SUPPLEMENTS				
<u>COUNTY FI</u>	<u>28</u>	ABATEMENTS	(199.14)			
		SUPPLEMENTS	987.54			
		HB ABATEMENTS				
		HB SUPPLEMENTS				
<u>COUNTY SC</u>	<u>71</u>	ABATEMENTS				
		SUPPLEMENTS				
		HB ABATEMENTS				
		HB SUPPLEMENTS				
<u>SHELBY SC</u>	<u>72</u>	ABATEMENTS				
		SUPPLEMENTS				
		HB ABATEMENTS				
		HB SUPPLEMENTS				
<u>KINGS MTN</u>	<u>73</u>	ABATEMENTS				
		SUPPLEMENTS				
		HB ABATEMENTS				
		HB SUPPLEMENTS				
<u>FALLSTON I</u>	<u>74</u>	ABATEMENTS				
		SUPPLEMENTS	78.26			
		HB ABATEMENTS				
		HB SUPPLEMENTS				
<u>LATTIMORE</u>	<u>75</u>	ABATEMENTS	(10.31)			
		SUPPLEMENTS	3.01			
		HB ABATEMENTS				
		HB SUPPLEMENTS				
<u>RIPPY FIRE</u>	<u>76</u>	ABATEMENTS	(2.63)			

		SUPPLEMENTS		6.70			
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	10-76		0.00	(35,650.42)	(27,267.17)	(27,267.17)	0.00
TOTAL SUP	10-76		0.00	25,331.07	0.00	0.00	0.00
TOTAL HB A	10-76		0.00	0.00	0.00	0.00	0.00
TOTAL HB S	10-76		0.00	0.00	0.00	0.00	0.00

CITY OF SH	77	ABATEMENTS		(18484.24)	(18,829.50)	(18,829.50)	
		SUPPLEMENTS		6,819.07			
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	77		0.00	(18484.24)	(18,829.50)	(18,829.50)	0.00
TOTAL SUP	77		0.00	6,819.07	0.00	0.00	0.00

TOWN OF B	78	ABATEMENTS		(2,015.50)			
		SUPPLEMENTS		128.15			
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	78		0.00	(2,015.50)	0.00	0.00	0.00
TOTAL SUP	78		0.00	128.15	0.00	0.00	0.00

TOWN OF G	79	ABATEMENTS					
		SUPPLEMENTS					
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	79		0.00	0.00	0.00	0.00	0.00
TOTAL SUP	79		0.00	0.00	0.00	0.00	0.00

CITY OF KIN	80	ABATEMENTS		(2,577.93)			
		SUPPLEMENTS		604.36			
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	80		0.00	(2577.93)	0.00	0.00	0.00
TOTAL SUP	80		0.00	604.36	0.00	0.00	0.00

TOWN OF L	81	ABATEMENTS					
		SUPPLEMENTS		10.87			
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	81		0.00	0.00	0.00	0.00	0.00
TOTAL SUP	81		0.00	10.87	0.00	0.00	0.00

UPPER CLE'	82	ABATEMENTS		(45.28)			
		SUPPLEMENTS		285.86			

		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	82		0.00	(45.28)	0.00	0.00	0.00
TOTAL SUP	82		0.00	285.86	0.00	0.00	0.00

TOWN OF K		83	ABATEMENTS					
			SUPPLEMENTS					
			HB ABATEMENTS					
			HB SUPPLEMENTS					
TOTAL ABA	83		0.00	0.00	0.00	0.00	0.00	
TOTAL SUP	83		0.00	0.00	0.00	0.00	0.00	

<u>TOWN OF F</u> 84		ABATEMENTS					
		SUPPLEMENTS					
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	84		0.00	0.00	0.00	0.00	0.00
TOTAL SUP	84		0.00	0.00	0.00	0.00	0.00

<u>TOWN OF E.</u> 85		ABATEMENTS					
		SUPPLEMENTS					
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	85		0.00	0.00	0.00	0.00	0.00
TOTAL SUP	85		0.00	0.00	0.00	0.00	0.00

<u>TOWN OF P</u>		86	ABATEMENTS					
			SUPPLEMENTS					
			HB ABATEMENTS					
			HB SUPPLEMENTS					
TOTAL ABA	86		0.00	<b>0.00</b>	0.00	0.00	0.00	
TOTAL SUP	86		0.00	0.00	0.00	0.00	0.00	

TOWN OF L		87	ABATEMENTS		(31.48)			
			SUPPLEMENTS		440.63			
			HB ABATEMENTS					
			HB SUPPLEMENTS					
TOTAL ABA	87		0.00	(31.48)	0.00	0.00	0.00	
TOTAL SUP	87		0.00	440.63	0.00	0.00	0.00	

<u>TOWN OF C</u> 88		ABATEMENTS					
		SUPPLEMENTS					
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	88		0.00	0.00	0.00	0.00	0.00
TOTAL SUP	88		0.00	0.00	0.00	0.00	0.00



TOWN OF W	89	ABATEMENTS					
		SUPPLEMENTS					
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	89		0.00	0.00	0.00	0.00	0.00
TOTAL SUP	89		0.00	0.00	0.00	0.00	0.00

TOWN OF P.	91	ABATEMENTS	(57.15)				
		SUPPLEMENTS					
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	91		0.00	(57.15)	0.00	0.00	0.00
TOTAL SUP	91		0.00	0.00	0.00	0.00	0.00

TOWN OF B	92	ABATEMENTS					
		SUPPLEMENTS	7.35				
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	92		0.00	0.00	0.00	0.00	0.00
TOTAL SUP	92		0.00	7.35	0.00	0.00	0.00

S/W COLLEC	54	ABATEMENTS	(368.03)				
		SUPPLEMENTS	794.59				
		HB ABATEMENTS					
		HB SUPPLEMENTS					
TOTAL ABA	54		0.00	(368.03)	0.00	0.00	0.00
TOTAL SUP	54		0.00	794.59	0.00	0.00	0.00

TOTAL REG	10-92		0.00	(59,230.03)	(46,096.67)	(46,096.67)	0.00
TOTAL REG	10-92		0.00	34,421.95	0.00	0.00	0.00
TOTAL HB A	10-92		0	0.00	0.00	0.00	0.00
TOTAL HB S	10-92		0.00	0.00	0.00	0.00	0.00

PAGE TOTAL	10-92	ABATEMENT	0.00	(59,230.03)	(46,096.67)	(46,096.67)	0.00
PAGE TOTAL	10-92	SUPPLEMENT	0.00	34,421.95	0.00	0.00	0.00

MONTHLY GRAND TOTAL ABATEMENT (151,423.37)

MONTHLY GRAND TOTAL SUPPLEMENT 34,421.95

CHRIS GREEN  
TAX ASSESSOR

[illegible]

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**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

---

**Order of Collection**

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**Department:** Tax Administration

**Agenda Title:** Order of Collection

**Agenda Summary:**

**Proposed Action:**

---

**ATTACHMENTS:**

File Name	Description
<input type="checkbox"/> Order_of_Collection_2018__StaffReport.pdf	Order of Collection

STAFF REPORT

To: County Commissioners

Date: September 11, 2018

Via: Brian Epley, County Manager

From: Chris Green, Tax Administrator

Subject: Order of Collection (Consent Agenda)

Summary Statement: Adoption of Order directing the Tax Collector to collect taxes for 2018 and prior years.

Review: Please include the following Order under the consent agenda for your regular meeting scheduled for September 18, 2018. This Order is set forth in accordance with N.C.G.S. 105-321(b) and shall have the force and effect of a judgment and execution against real and personal property.

Pros:

- 

Cons:

- 

Fiscal Impact:

Recommendation: County staff recommends adoption of Order (statutory requirement).

Attachment: Order

State of North Carolina

County of Cleveland

Order of Collection

To Necole' Richard, Tax Collector:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records for the year 2018, and all taxes outstanding for tax years 2008 through 2017, as filed in the office of the Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in Cleveland County and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, and to use or cause to be used, all remedies provided by law.

Adopted this, the 18<sup>th</sup> day of September, 2018.

---

Eddie Holbrook, Chair  
Cleveland County Board of Commissioners

Attest:

---

Phyllis Nowlen  
Cleveland County Clerk

# COUNTY OF CLEVELAND, NORTH CAROLINA

## AGENDA ITEM SUMMARY

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**Sheriff: Budget Amendment (BNA#010)**

---

**Department:** Sheriff's Office

**Agenda Title:** Budget Amendment (BNA#010)

**Agenda Summary:**

**Proposed Action:**

---

### ATTACHMENTS:

File Name	Description
<input type="checkbox"/> BNA010_091818.pdf	SHERIFF BUDGET AMENDMENT (BNA#010)

**BUDGET NEW - ORDINANCE AMENDMENT**

BNA # 010

SUBMITTED TO BOARD OF COUNTY COMMISSIONERS  
FOR CONSIDERATION AT MEETING TO BE HELD ON:

September 18, 2018

SIGNATURES:

FROM: BUDGET OFFICER  
THRU: FINANCE OFFICE  
FOR DEPT: SHERIFF'S OFFICE  
DATE: August 18, 2018

\_\_\_\_\_  
Finance Director  
*PA Todd*  
\_\_\_\_\_  
Department Manager

Account Number	Project Code	Department	Account Name	Increase	Decrease
<u>010.441.4.810.00</u>		<u>Sheriff's Office</u>	<u>Dontations/Contrib</u>	<u>\$ 15,200.00</u>	
<u>010.441.5.790.00</u>		<u>Sheriff's Office</u>	<u>Dontations/Contrib</u>	<u>\$ 15,200.00</u>	

Explanation of Revisions: Request to budget donated funds received for the purchase of thermal imagers  
\_\_\_\_\_  
\_\_\_\_\_

THE ABOVE AMENDMENT HAS BEEN APPROVED AND RECORDED IN THE MINUTES OF THE COUNTY  
COMMISSIONERS' MEETING ON \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Phyllis Nowlen, Clerk to the Board

RETURN TO FINANCE OFFICE and Forward copy via email to [Tonya.Sigmon@clevelandcounty.com](mailto:Tonya.Sigmon@clevelandcounty.com)

cc: Personnel Batch # \_\_\_\_\_  
cc: Purchasing Date: \_\_\_\_\_  
By: \_\_\_\_\_

**DOVER FOUNDATION, INC.**

(704) 487-8888  
DRAWER 208  
SHELBY, NC 28151

**FIFTH THIRD BANK**

**5740**

66-73/531

8/2/2018

PAY TO THE  
ORDER OF

Cleveland County Sheriff's Department

\$ \*\*15,200.00

Fifteen Thousand Two Hundred and 00/100\*\*\*\*\*

DOLLARS

Cleveland County Sheriff's Department  
PO Box 1508  
Shelby, NC 28151  
Attn: Sheriff Alan Norman

MEMO

Law Enforcement Equipment

*Charles D. Hamrick*

⑈005740⑈

DOVER FOUNDATION, INC.

Cleveland County Sheriff's De

Law Enforcement Equipment

8/2/2018

**5740**  
15,200.00

010.441.4.810.00  
Donate Dover Found

Fifth Third Checking    Law Enforcement Equipment

15,200.00



August 3, 2018

Cleveland County Sheriff's Department  
100 Justice Place  
Shelby, NC 28150  
Attn: Lieutenant Mark Craig

Dear Lieutenant Craig:

Dover Foundation, Inc. is pleased to enclose a check in the amount of \$15,200 to help fund the two thermal imagers. We appreciate your dedication and wish you much continued success.

The foundation will mail a follow-up form in approximately six months. We look forward to hearing how this grant is used to accomplish your goals. Please remember to check our website [www.doverfoundationinc.com](http://www.doverfoundationinc.com) for updated grant application requirements.

The 1993 Tax Act requires us to have a written verification of any charitable contributions on file in our office. Please sign and return page two as soon as possible.

Please note for your records my new email address is: [agragg@doverfdn.org](mailto:agragg@doverfdn.org).

Thank you,

  
Amanda Gragg  
Executive Director







This receipt is to acknowledge that on August 3, 2018, **Dover Foundation, Inc.** made a cash contribution of \$15,200 to Cleveland County Sheriff's Department. Our organization provided no goods or services to Dover Foundation, Inc. in exchange for the contribution received.

Lina Potat  
Signature

8/17/18  
Date

Admin. Asst.  
Title

56-6000288  
Tax ID

8/17/18- emailed to Amanda

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

---

**TACC: Budget Amendment (BNA#011)**

---

**Department:** TACC

**Agenda Title:** Budget Amendment (BNA#011)

**Agenda Summary:**

**Proposed Action:**

---

**ATTACHMENTS:**

File Name	Description
<input type="checkbox"/> BNA#011.pdf	BNA#011

## BUDGET NEW - ORDINANCE AMENDMENT

BNA # 011SUBMITTED TO BOARD OF COUNTY COMMISSIONERS  
FOR CONSIDERATION AT MEETING TO BE HELD ON:September 18, 2018SIGNATURES: Finance Director

FROM: BUDGET OFFICER

THRU: FINANCE OFFICE

FOR DEPT: TACCDATE: 8/27/2018Department Manager

Account Number	Project Code	Department	Account Name	Increase	Decrease
010.497.4.350.00	08300-P432	3rd Party Grants	State Grants	\$ 30,708.00	
010.497.5.700.00	08300-P432	3rd Party Grants	Grants	\$ 30,708.00	

Explanation of Revisions: To budget grant award verses the original budget form the NC Dept of Transportation for the  
2019 ROAP funds.

THE ABOVE AMENDMENT HAS BEEN APPROVED AND RECORDED IN THE MINUTES OF THE COUNTY  
 COMMISSIONERS' MEETING ON \_\_\_\_\_  
 (Date)

\_\_\_\_\_  
Phyllis Nowlen, Clerk to the BoardRETURN TO FINANCE OFFICE and Forward copy via email to [Tonya.Sigmon@clevelandcounty.com](mailto:Tonya.Sigmon@clevelandcounty.com)

cc: Personnel Batch # \_\_\_\_\_  
 cc: Purchasing Date: \_\_\_\_\_  
 By: \_\_\_\_\_

TRANS DATE	TRANSACTION TYPE ID#	CHECK# POID	DESCRIPTION	BUDGET	REQUESTED	ENCUMBERED	DEBITS CREDITS	BUDGET BALANCE
-----								
ACCOUNT # 010-497-4-350-00 DESC: STATE GOVERNMENT GRANTS ASN:								
07/01/18	BAL		BEGINNING BUDGET & AVAILA	175,000.00	0.00	0.00	0.00	175,000.00
			TOTALS	175,000.00	0.00	0.00	0.00	175,000.00
-----								

*8/21/18*

91,558.00+  
114,150.00+  
002 205,708.00+  
175,000.00-  
001 30,708.00\*

Budget  
increase  
8/27/18 - GW

GL1116S

Budget Detail Inquiry

Account: 011-508-4-350-00  
STATE GOVERNMENT GRANTS  
Year: Current Minus 0

Description	Amount
93767-P440 HEALTH CHOICE	15,714-
02200-P267 AFDC INCENTIVE	50-
02200-P268 TANF INCENTIVE	500-
08300-P432 WF DOT FUNDS	24,826-

NO Adjustment  
needed

3/27/18-

aw

F12=Previous

# **FY 2018 - 2019 ROAP Allocation Table**

<b>2019</b>	<b>FY2019 Total Allocation</b>			
<b>COUNTIES</b>	<b>EDTAP</b>	<b>EMPL</b>	<b>RGP</b>	<b>Total</b>
Alamance	\$ 105,093	\$ 35,346	\$ 75,640	\$ 216,079
Alexander	\$ 61,689	\$ 10,008	\$ 66,221	\$ 137,918
Alleghany	\$ 50,892	\$ 4,854	\$ 47,467	\$ 103,213
Anson	\$ 56,942	\$ 8,076	\$ 61,369	\$ 126,387
Ashe	\$ 57,856	\$ 8,505	\$ 61,662	\$ 128,023
Avery	\$ 52,537	\$ 6,249	\$ 53,314	\$ 112,100
Beaufort	\$ 69,957	\$ 12,800	\$ 79,689	\$ 162,446
Bertie	\$ 55,112	\$ 7,432	\$ 56,382	\$ 118,926
Bladen	\$ 63,728	\$ 10,974	\$ 68,624	\$ 143,326
Brunswick	\$ 104,594	\$ 29,229	\$ 97,080	\$ 230,903
Buncombe	\$ 148,910	\$ 52,100	\$ 88,163	\$ 289,173
Burke	\$ 90,282	\$ 21,497	\$ 71,781	\$ 183,560
Cabarrus	\$ 98,650	\$ 41,683	\$ 67,982	\$ 208,315
Caldwell	\$ 84,048	\$ 20,101	\$ 62,810	\$ 166,959
Camden	\$ 48,694	\$ 4,531	\$ 46,433	\$ 99,658
Carteret	\$ 80,393	\$ 17,846	\$ 96,159	\$ 194,398
Caswell	\$ 56,941	\$ 7,539	\$ 58,527	\$ 123,007
Catawba	\$ 103,072	\$ 35,886	\$ 84,528	\$ 223,486
Chatham	\$ 71,051	\$ 15,806	\$ 87,816	\$ 174,673
Cherokee	\$ 60,424	\$ 8,505	\$ 61,585	\$ 130,514
Chowan	\$ 52,534	\$ 5,819	\$ 50,669	\$ 109,022
Clay	\$ 50,159	\$ 4,639	\$ 46,967	\$ 101,765
Cleveland	\$ 91,558	\$ 24,826	\$ 114,150	\$ 230,534
Columbus	\$ 75,639	\$ 15,806	\$ 88,790	\$ 180,235
Craven	\$ 90,472	\$ 23,860	\$ 84,304	\$ 198,636
Cumberland	\$ 157,499	\$ 73,897	\$ 75,237	\$ 306,633
Currituck	\$ 53,450	\$ 8,613	\$ 58,375	\$ 120,438
Dare	\$ 60,052	\$ 15,378	\$ 67,507	\$ 142,937
Davidson	\$ 115,191	\$ 37,603	\$ 105,586	\$ 258,380
Davie	\$ 61,320	\$ 10,867	\$ 67,734	\$ 139,921
Duplin	\$ 70,320	\$ 15,377	\$ 89,148	\$ 174,845
Durham	\$ 129,906	\$ 63,159	\$ 50,904	\$ 243,969
Eastern Band of the Cherokee	\$ -	\$ -	\$ 44,771	\$ 44,771
Edgecombe	\$ 72,696	\$ 17,310	\$ 72,157	\$ 162,163
Forsyth	\$ 162,374	\$ 79,911	\$ -	\$ 242,285
Franklin	\$ 70,676	\$ 15,806	\$ 86,758	\$ 173,240
Gaston	\$ 134,015	\$ 49,093	\$ 79,161	\$ 262,269
Gates	\$ 49,978	\$ 4,853	\$ 48,384	\$ 103,215
Graham	\$ 48,329	\$ 4,961	\$ 45,027	\$ 98,317
Granville	\$ 75,995	\$ 14,733	\$ 89,543	\$ 180,271
Greene	\$ 53,268	\$ 6,786	\$ 56,452	\$ 116,506

\*

Guilford	\$ 205,113	\$ 115,131	\$ 92,225	\$ 412,469
Halifax	\$ 76,553	\$ 16,020	\$ 85,791	\$ 178,364
Harnett	\$ 86,429	\$ 28,155	\$ 127,774	\$ 242,358
Haywood	\$ 73,797	\$ 15,161	\$ 66,459	\$ 155,417
Henderson	\$ 95,943	\$ 24,289	\$ 68,909	\$ 189,141
Hertford	\$ 57,854	\$ 7,861	\$ 59,363	\$ 125,078
Hoke	\$ 60,411	\$ 13,337	\$ 55,482	\$ 129,230
Hyde	\$ 48,334	\$ 4,317	\$ 42,762	\$ 95,413
Iredell	\$ 101,629	\$ 37,926	\$ 90,857	\$ 230,412
Jackson	\$ 62,618	\$ 11,619	\$ 70,245	\$ 144,482
Johnston	\$ 103,292	\$ 39,537	\$ 153,342	\$ 296,171
Jones	\$ 50,898	\$ 4,639	\$ 46,585	\$ 102,122
Lee	\$ 67,905	\$ 16,021	\$ 88,586	\$ 172,512
Lenoir	\$ 76,354	\$ 15,698	\$ 90,020	\$ 182,072
Lincoln	\$ 78,714	\$ 19,995	\$ 97,038	\$ 195,747
Macon	\$ 63,356	\$ 10,223	\$ 67,508	\$ 141,087
Madison	\$ 55,477	\$ 6,894	\$ 54,211	\$ 116,582
Martin	\$ 57,492	\$ 8,183	\$ 59,219	\$ 124,894
McDowell	\$ 69,948	\$ 12,048	\$ 77,257	\$ 159,253
Mecklenburg	\$ 292,720	\$ 220,146	\$ 46,272	\$ 559,138
Mitchell	\$ 53,454	\$ 5,927	\$ 51,361	\$ 110,742
Montgomery	\$ 57,675	\$ 8,183	\$ 62,117	\$ 127,975
Moore	\$ 87,361	\$ 21,390	\$ 115,329	\$ 224,080
Nash	\$ 86,432	\$ 25,470	\$ 77,774	\$ 189,676
New Hanover	\$ 120,898	\$ 49,845	\$ 41,599	\$ 212,342
Northampton	\$ 58,961	\$ 7,323	\$ 57,101	\$ 123,385
Onslow	\$ 99,987	\$ 38,141	\$ 101,338	\$ 239,466
Orange	\$ 83,466	\$ 30,946	\$ 71,253	\$ 185,665
Pamlico	\$ 52,177	\$ 5,176	\$ 49,218	\$ 106,571
Pasquotank	\$ 61,132	\$ 12,370	\$ 73,440	\$ 146,942
Pender	\$ 69,774	\$ 14,625	\$ 81,727	\$ 166,126
Perquimans	\$ 52,541	\$ 5,391	\$ 49,490	\$ 107,422
Person	\$ 63,165	\$ 11,297	\$ 72,387	\$ 146,849
Pitt	\$ 101,083	\$ 41,577	\$ 81,970	\$ 224,630
Polk	\$ 55,101	\$ 6,572	\$ 55,702	\$ 117,375
Randolph	\$ 100,365	\$ 32,987	\$ 143,693	\$ 277,045
Richmond	\$ 70,682	\$ 13,122	\$ 78,703	\$ 162,507
Robeson	\$ 104,956	\$ 34,275	\$ 155,308	\$ 294,539
Rockingham	\$ 92,119	\$ 23,216	\$ 120,079	\$ 235,414
Rowan	\$ 103,830	\$ 32,880	\$ 84,955	\$ 221,665
Rutherford	\$ 80,944	\$ 17,739	\$ 97,339	\$ 196,022
Sampson	\$ 73,071	\$ 16,772	\$ 93,484	\$ 183,327
Scotland	\$ 64,813	\$ 11,296	\$ 69,476	\$ 145,585
Stanly	\$ 71,220	\$ 15,269	\$ 90,979	\$ 177,468
Stokes	\$ 66,097	\$ 12,478	\$ 69,233	\$ 147,808
Surry	\$ 79,657	\$ 17,846	\$ 102,500	\$ 200,003
Swain	\$ 50,896	\$ 6,680	\$ 46,325	\$ 103,901



Transylvania	\$ 62,984	\$ 9,256	\$ 66,569	\$ 138,809
Tyrrell	\$ 46,866	\$ 3,565	\$ 41,527	\$ 91,958
Union	\$ 99,970	\$ 46,087	\$ 86,002	\$ 232,059
Vance	\$ 76,532	\$ 13,122	\$ 77,631	\$ 167,285
Wake	\$ 274,346	\$ 202,643	\$ 97,335	\$ 574,324
Warren	\$ 60,792	\$ 7,001	\$ 56,109	\$ 123,902
Washington	\$ 52,543	\$ 5,713	\$ 49,292	\$ 107,548
Watauga	\$ 61,135	\$ 13,551	\$ 82,611	\$ 157,297
Wayne	\$ 94,490	\$ 29,658	\$ 91,845	\$ 215,993
Wilkes	\$ 80,217	\$ 16,879	\$ 98,686	\$ 195,782
Wilson	\$ 79,640	\$ 23,860	\$ 108,594	\$ 212,094
Yadkin	\$ 60,413	\$ 10,115	\$ 71,455	\$ 141,983
Yancey	\$ 54,924	\$ 6,249	\$ 53,332	\$ 114,505
<b>TOTALS</b>	<b>\$ 8,147,842</b>	<b>\$ 2,385,956</b>	<b>\$ 7,529,629</b>	<b>\$ 18,063,427</b>

# COUNTY OF CLEVELAND, NORTH CAROLINA

## AGENDA ITEM SUMMARY

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### Easement for City of Shelby Waterline for Cleveland County Fair

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**Department:** Legal

**Agenda Title:** Easement for City of Shelby Waterline for Cleveland County Fair

**Agenda Summary:**

**Proposed Action:**

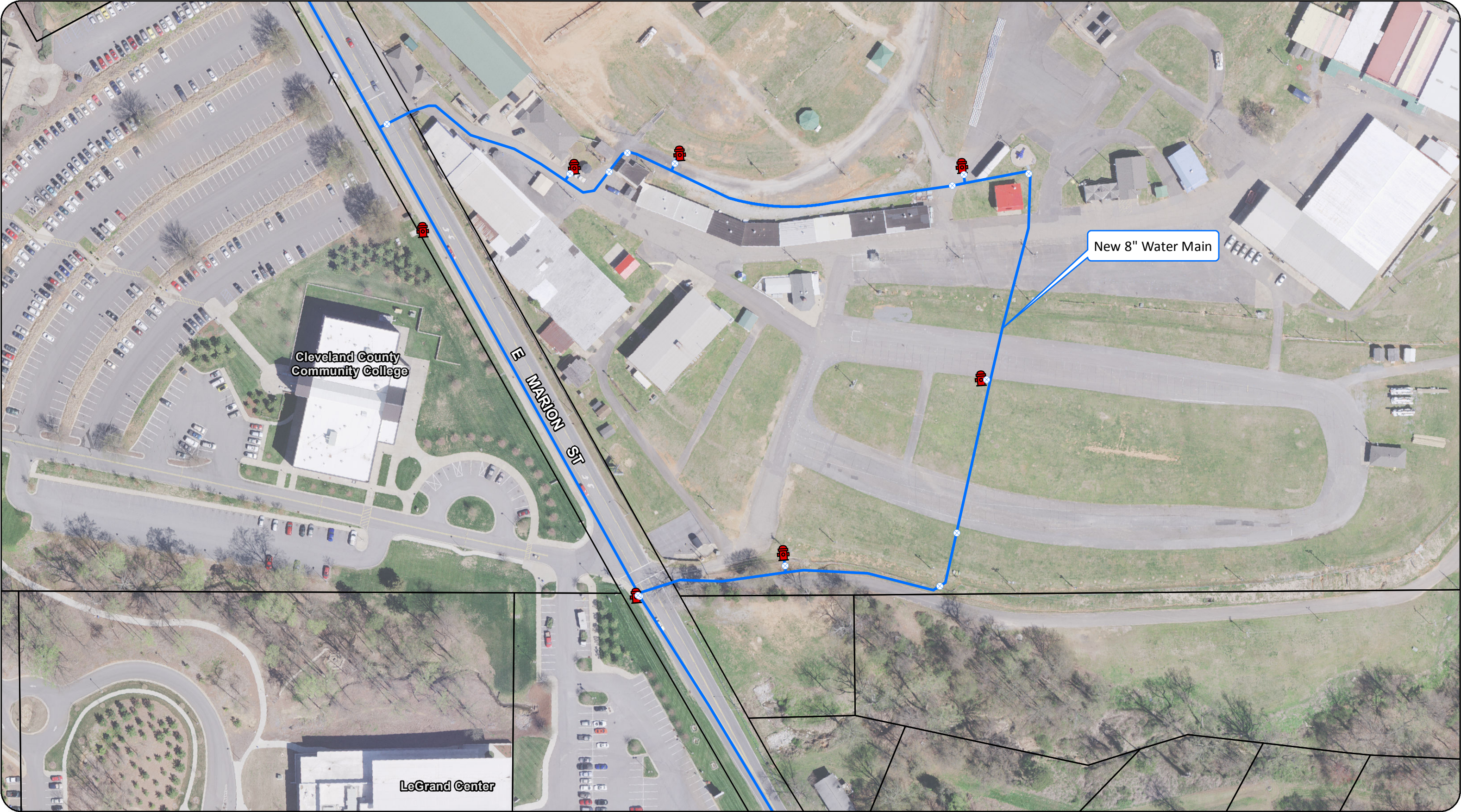
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#### ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Fairgrounds_Waterline_Map.pdf	Fairgrounds Waterline Map
<input type="checkbox"/> DRAFT_Easement_Fair.pdf	Easement COS CC Fair



# Cleveland County Fairgrounds Waterline

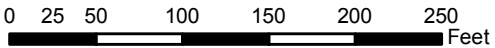


Legend

- ⊗ Valves
- Hydrants
- Water Main
- ▭ Parcels



9/11/2018



The City of Shelby makes no representations, warranties or guarantees as to the accuracy and completeness of the enclosed information and data, and the City is not responsible for any errors or omissions concerning the content and positional accuracy of such information and data.



**NORTH CAROLINA**

**EASEMENT FOR UTILITIES**

**CLEVELAND COUNTY**

**THIS DEED OF EASEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, By and between  
Cleveland County GRANTOR(S) Hereafter, collectively, "OWNER(S)" and  
The City of Shelby, North Carolina, GRANTEE, hereafter "**GRANTEE**";

**WITNESSETH:**

Owner(s) certifies they are all of the owners of certain real estate, hereafter referred to as "**easement premises**" described on **Exhibit A** to this instrument; and the Parties have agreed it is in their best interests for Owner to grant and Grantee to accept a **permanent easement** in the easement premises for the purposes stated herein below;

**THEREFORE**, in consideration of the foregoing, the mutual covenants contained herein, **the parties agree as follows:**

**1. Grant.** Owner hereby grants and conveys to Grantee a **permanent easement** in and upon the easement premises in the area described on **Exhibit A** to this instrument and attached hereto. Such area is hereafter referred to as the "**easement area**". The following rights are also granted: the right, but not the obligation, to clear the easement area and keep it cleared of all trees, undergrowth, or other obstructions; the right, but not the obligation, to trim and cut and keep trimmed and cut all dead, weak, leaning, or dangerous trees or limbs outside the easement area which might interfere with or fall upon the lines or systems of the Grantee; and the right to relocate said facilities, systems of communications or related services on said lands to conform to any future highway relocation, widening, or improvements.

**2. Purpose.** The Grantee and its assignees, if any, are hereby further granted the right within the easement area to construct, operate, maintain, improve, modify, replace, or abandon in place any equipment necessary or convenient to the operation of the following utilities services or related activities (only those services or activities indicated by an "X" shall apply):

<input checked="" type="checkbox"/> Water	<input type="checkbox"/> Electrical	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Sanitary Sewer
<input type="checkbox"/> Communications	<input type="checkbox"/> Sidewalk		
<input type="checkbox"/> Other			

together with rights of ingress and egress across all adjoining lands of Owner as may be necessary to the reasonable exercise of the rights herein granted:

**3. Construction Easement.** Owner further grants to Grantee a **temporary construction easement** over the easement premises and outside of the actual or "approximate" location of the easement area for the purpose of installing, constructing, replacing or removing, as necessary from time to time, the equipment required or desired for the uses and purposes specified above.

**4. Owners Rights Reserved.** Owner reserves the right to use the easement area in any manner which will not damage, impair, prevent or interfere with Grantee's equipment or its exercise of the rights granted hereunder. Owners will not build or place any structure upon or substantially alter the easement area without the advance consent of the Grantee.

**5. Assignment.** Grantee may fully or partially transfer this easement without consent of or compensation to Owners. In the event of transfer, Owner's interests shall be protected to the same extent as hereunder.

**6. Appearance.** After completion of installation, construction, repair or removal of any equipment or device, the Grantee at its sole expense will restore the appearance of the easement area as nearly as reasonably possible to that which existed immediately prior to such activity.

**7. Release.** Owner hereby releases Grantee from all claims or rights of action now or hereafter accrued or acquired by them, due to injuries to any part of the **easement premises** or improvements thereon, resulting from Grantee's lawful activities carried out pursuant to this Agreement.

**8. Binding Effect.** All rights, title and privileges and all benefits and burdens herein granted or imposed shall **run with the land** (the **easement premises**) and shall be binding upon and inure to the benefit of the named parties, their respective heirs, personal representatives, successors and assigns.

**9. Attachments. Exhibits "A", & "B"** to this instrument, if attached, are incorporated herein by this reference as fully as if set out in the body of the text.

**10. Other Terms.** This writing contains **all** the terms of agreement.

**TO HAVE AND HOLD** the above described real property interest to the Grantee in perpetuity for the uses and purposes herein described. Owner covenants with Grantee that Owner is seized of the premises in fee simple, has the right to convey the Easement rights contained herein and will warrant and defend this conveyance against the lawful claims of all persons whomsoever, except for the following **EXCEPTIONS** to which Owners' title is subject: **NONE**.

**IN WITNESS WHEREOF**, the Owner(s) have set their hands the date above written.

**OWNER(S)**

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**Attested:** \_\_\_\_\_

STATE OF NORTH CAROLINA

COUNTY OF CLEVELAND

I, \_\_\_\_\_, a Notary Public of the County of Cleveland and State  
of North Carolina, do hereby certify that \_\_\_\_\_  
personally appeared before me this day and acknowledged the due execution of the foregoing Deed of Easement,  
together with attached Exhibits.

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

Notary Public

\_\_\_\_\_  
(SEAL)

My Commission Expires:

EXHIBIT "A" TO EASEMENT FOR UTILITIES by and between  
Cleveland County AND City of Shelby, North Carolina

The Easement Area is contained within that real property described in Record/Deed Book     K    , Page     282     and Plat Book \_\_\_\_\_, Page \_\_\_\_\_ of the Cleveland County Registry.

**LEGAL DESCRIPTION OF EASEMENT AREA:**

Being two separate easements for waterline having a total width of 20' and lying 10' on each side of a line defined as follows:

**EASEMENT AREA #1**

Beginning at a point in the common boundary line between Cleveland County (Deed Book K Page 282) and Cleveland County Fair Association (Deed Book 6K Page 329), same being located N 85°35'26" W 1223.93' (Horizontal Ground Distance) from a Nail at the Base of an Angle Iron having NAD83 (2011) State Plane Grid Coordinates N: 565589.262 USFT E: 1258919.532 USFT (Combined Factor: 0.99977267) and proceeding thence through the property owned by Cleveland County (Deed Book K Page 282) the following fifteen (15) courses and distances:

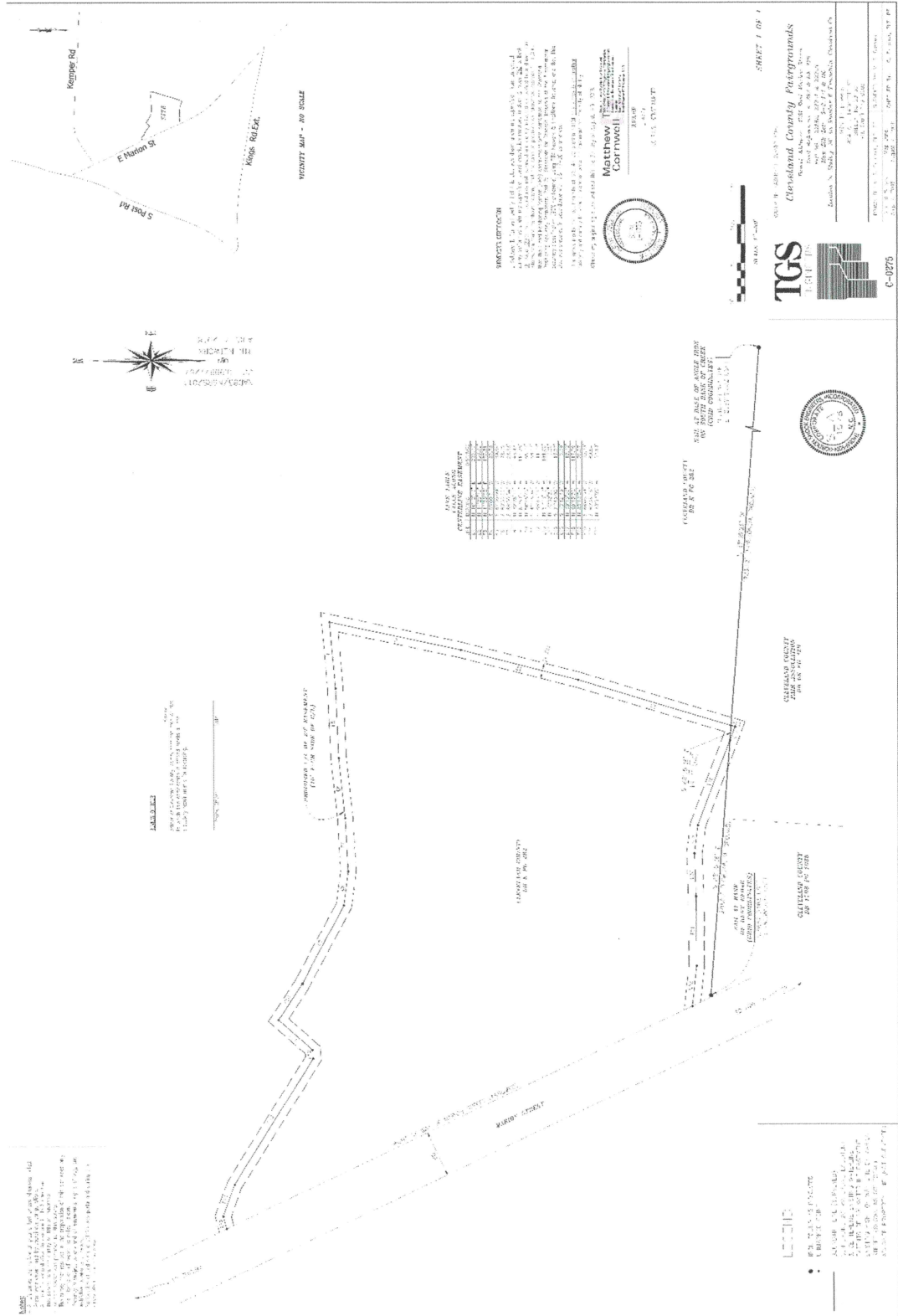
- 1) N 16°42'43" E 205.73'
- 2) N 14°20'13" E 156.63'
- 3) N 11°59'03" E 173.81'
- 4) S 85°00'21" W 85.78'
- 5) S 87°30'00" W 89.84'
- 6) S 83°55'29" W 78.06'
- 7) S 86°50'54" W 68.88'
- 8) N 82°26'17" W 43.92'
- 9) N 61°50'17" W 114.25'
- 10) N 56°45'40" W 55.77'
- 11) S 41°26'39" W 58.43'
- 12) S 85°46'14" W 11.03'
- 13) N 57°43'43" W 191.60'
- 14) N 70°02'23" W 43.20'
- 15) S 74°43'08" W 16.87' to a point located on the apparent existing right of way line of Marion Street

**EASEMENT AREA #2**

Beginning at a point in the common boundary line between Cleveland County (Deed Book K Page 282) and Cleveland County Fair Association (Deed Book 6K Page 329), same being located S 85°35'26" E 329.83' (Horizontal Ground Distance) from a Nail at the Base of a Bent Rebar having NAD83 (2011) State Plane Grid Coordinates N: 565710.163 USFT E: 1257351.672 USFT (Combined Factor: 0.99977267) and proceeding thence through the property owned by Cleveland County (Deed Book K Page 282) the following five (5) courses and distances:

- 1) N 69°15'30" W 117.26'
- 2) N 83°10'34" W 36.57'
- 3) S 88°06'50" W 55.29'
- 4) S 89°36'26" W 89.64'
- 5) N 83°32'55" W 52.19' to a point located on the apparent existing right of way line of Marion Street

Reference showing easement premises as shown on Utility Easement drawing dated, August 7, 2018 by Matthew Cornwell of TGS Engineers





**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**EMS Base Station Renovation Update**

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**Department:** Finance

**Agenda Title:** EMS Base Station Renovation Update

**Agenda Summary:** Shane Fox, Chief Financial Officer

**Proposed Action:**

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**ATTACHMENTS:**

File Name

Description

No Attachments Available

# COUNTY OF CLEVELAND, NORTH CAROLINA

## AGENDA ITEM SUMMARY

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### Cleveland County Personnel Ordinance Update

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**Department:**

**Agenda Title:** Cleveland County Personnel Ordinance Update

**Agenda Summary:** Brian Epley, County Manager

**Proposed Action:**

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#### ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Articles_I_II_III_of_the_Ordinance.pdf	Articles I - III Personnel Ordinance
<input type="checkbox"/> APPENDIX_E_- _PAY_PLAN_OF_OFFICE_OF_CLEVELAND_COUNTY_SHERIFF_POLICY.pdf	Appendix E Sheriff's Office Pay Plan

## ARTICLE I. - ORGANIZATION OF PERSONNEL SYSTEM

### Section 1. - Purpose.

The purpose of this ordinance is to establish a personnel system which will recruit, select, develop and maintain an effective and responsible workforce. This ordinance is established under the authority of G.S. Ch. 153A, Art. 5 and Ch. 126.

### Section 2. – Coverage.

- (a) All employees in the county's service shall be subject to this ordinance, except as provided in this section.
- (b) The following officials and employees are exempt:
  - (1) County Attorney
- (c) The following employees shall be covered only by the specifically designated articles and sections:
  - (1) Employees governed by the state personnel act shall be subject to all articles except article II.
  - (2) The County Manager and Clerk to the Board shall be subject to all articles except articles II, III, IV, VII, and VIII. See G.S. § 153A-81; 153A-111.
  - (3) The following employees shall be subject to all articles except articles IV, VII, and VIII.
    - (a) Tax Administrator. See G.S. § 105-294.
    - (b) Assistant Tax Assessor. See. G.S. § 105-297.
    - (c) Tax Collector. See G.S. § 105-349(a).
    - (d) Deputy Tax Collector. See G.S. § 105-349(f).
  - (4) Employees of the North Carolina Agricultural Extension Service shall be subject to all articles except Articles II, III, IV, and IX.
  - (5) The Elections Director shall be subject to all articles except Articles IV, V, VII, and VIII. See G.S. § 163-35.
  - (6) The Sheriff and all departmental employees shall be subject to only Articles III, VI, and IX. See G.S. § 153A-103(1).
  - (7) The Register of Deeds and all departmental employees shall be subject to only Articles III, VI, and IX. See G.S. § 153A-103(1).
  - (8) Temporary/emergency employees shall be subject to all articles

except Article III, Section 9, Articles VI, VII, VIII and IX.

- (9) Employees serving a Probationary Period following an initial Appointment shall be subject to all articles with the exception of Article VIII.
- (10) Part-Time, hourly employees shall be subject to all articles except Article III, Section 9, Articles VI, VIII and IX.
- (11) All employees and/or departments with an Article IV exception shall be subject to Section 7.1, Criminal History Check.

Section 3. – Definitions (listed alphabetically).

- (1) *Adverse Action.* A Demotion, dismissal, reduction in pay, layoff, or involuntary transfer or suspension.
- (2) *Anniversary Date.* The employee's original date of hire to Cleveland County service in a permanently established Position.
- (3) *Appointing Authority.* Any board or Position with legal or delegated authority to make hiring decisions.
- (4) *Appointment.* The employment of an applicant or employee to perform the duties and responsibilities of an established Position that has been approved by the Human Resources Department.
- (5) *Class.* A group of Positions that are similar in duties and responsibilities and should therefore be treated consistently in terms of recruitment, selection, compensation and other terms and conditions of employment.
- (6) *Classification.* An evaluation of a Position's assigned duties and responsibilities that determines the appropriate Pay Grade based on Job-Evaluation factors and comparison to other Positions.
- (7) *Class Specification.* A summary of the most important features of a Position, including the nature of the work performed, specific responsibilities, and required knowledge, skills and abilities; and minimum levels of education and work experience that are required to perform the job well.
- (8) *Compensation Plan.* A structure designed to establish compensation guidelines and determine appropriate Pay Grades and pay-ranges for specified Positions.
- (9) *Compensatory (or "Comp") Time.* Time off from work that is earned in lieu of payment of wages for hours worked. Non-Exempt Employees shall accrue "Compensatory Time" for hours worked in excess of forty (40) hours per seven-day Work Week ("Excess Hours"), which is earned at a rate of one and one-half (1.50) multiplied by all such Excess Hours. Persons employed in "law enforcement" Positions, as defined by the Fair Labor Standards Act of 1938 (the "FLSA"), however, earn "Compensatory Time" for hours worked in excess of 171 during each work period of twenty-eight (28) consecutive days, which is likewise earned at a rate of one and one-half (1.50) multiplied by all such hours in excess of 171, in accordance with the FLSA.

- (10) *Competitive Service Employee*. An employee of the Department of Social Services, Department of Public Health or Office of Emergency Management receiving Federal grant-in-aid funds and is subject to the State Personnel Act. These employees are also known as "career state employees". Please note that coverages and procedures outlined in the County Personnel Ordinance are identical to those outlined in the State Personnel Act.
- (11) *Cost-of-Living Increase*. An annual adjustment that may be made to all pay ranges effective July 1 of each year. It is the responsibility of the County Manager to recommend this adjustment to the Board of Commissioners. In making the adjustment, the County Manager shall consider relevant economic indicators for the past twelve (12) months.
- (12) *County General Employee*. A county employee assigned to a department not subject to the State Personnel Act, located in a department that funds its Positions with no state or federal money sources.
- (13) *Demotion/Reassignment Downward*. The movement of an individual to a Position in a lower Salary Grade.
- (14) *Emergency Appointment*. An Emergency Appointment may be made when an emergency situation exists requiring the services of an employee before it is possible to identify a qualified applicant through the regular recruitment process. When it is determined that an Emergency Appointment is necessary, all other requirements, with the exception of drug testing, will be waived. Emergency Appointments may be made for a period of up to sixty (60) work days or a total of four hundred eighty (480) hours "in pay status." Individuals may not receive successive Emergency Appointments with the same department or agency. At least three (3) calendar months must elapse before that department or agency can give the same individual another Emergency Appointment. All Emergency Appointments must be approved by the County Manager.
- (15) *Exempt Employee*. An employee who is not subject to the minimum wage and premium Overtime pay requirements of the FLSA and who is not compensated for hours worked beyond an established Work Week.
- (16) *Full-Time Employee*. An employee, appointed to a permanently established Position, designated by the Board of Commissioners as full-time.
- (17) *Grade*. A level in the compensation schedule in which a group of jobs shares a range of compensation.
- (18) *Grievance*. A claim or complaint based upon an event or condition which effects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions. A Grievance may involve alleged safety or health hazards, unsatisfactory physical facilities, surroundings, materials or equipment, unfair or discriminatory supervisory or disciplinary practices, unjust treatment by fellow workers, unreasonable work quotas, or any other inequity relating to conditions of employment.
- (19) *Hiring Rate*. The compensation paid an employee when hired into county service.
- (20) *Interim Appointment*. The status of an employee who temporarily fulfills a vacated Position or responsibilities.
- (21) *Job Evaluation*. A formal process by which Human Resources and County management determine the relative value of jobs in the organization.

- (22) *Longevity Plan*. A plan to reward employees for faithful continuous service, based solely on longevity. Payment made one (1) time per calendar year.
- (23) *Market*. A defined group of comparable organizations that is used as a comparator for purposes of compensation review and adjustment.
- (24) *Market Adjustment*. A change in Grade-level of a Position due to the results of a study of comparable Positions in designated private and public sector organizations.
- (25) *Meal Period*. Time in which employees are completely relieved from duty.
- (26) *Merit Increase*. An increase in salary above the standard job rate based on service which exceeds the standard and/or expected performance of the assigned Position.
- (27) *Non-Exempt Employee*. An employee who is subject to the minimum wage and premium Overtime pay requirements of the FLSA and who must receive premium Overtime pay or Compensatory Time off in accordance with the FLSA
- (28) *Occupational Series*. A grouping of related job classifications in which the range of duties and responsibilities, and the scope and complexity of the Positions are distinguished by the assignment of levels.
- (29) *Overtime*. Hours worked that entitle a Non-Exempt Employee to premium Overtime pay and/or Compensatory Time in accordance with the FLSA.
- (30) *Overtime Compensation*. Compensation for Overtime to which a Non-Exempt Employee is entitled in accordance with the FLSA.
- (31) *Part-Time Employee*. An employee who is paid on an hourly basis, less than twenty (20) hours a week.
- (32) *Pay Grade/Salary Grade*. A number level of various jobs that share a range of potential compensation, as set forth in the County Pay Scale.
- (33) *Pay Plan*. A schedule of pay ranges systematized into sequential rates including low, mid, and high for each Class assigned to any given salary range.
- (34) *Performance Evaluation System*. The annual employee's review designed to facilitate discussion about areas of opportunity and performance meeting or exceeding expectations.
- (35) *Permanent Position*. A Position which has been approved by the Board of Commissioners, and in which the duties and responsibilities are required to be attained on a continuous and annually recurring basis, normally requiring fulltime employment of an individual. Exceptions to full-time employment are where the recurring duties and responsibilities of a Permanent Position can be attended in less than a regular work day and/or Work Week.
- (36) *Position (or job)*. A collection of duties and responsibilities usually assigned to one (1) employee.
- (37) *Position Analysis Questionnaire (PAQ)*. A form/questionnaire used to obtain information about an employee's Position to develop a Class description.

- (38) *Position Classification Plan*. An approved plan by the Board of Commissioners that assigns classes (Positions) to the appropriate Pay Grade.
- (39) *Probationary Employee*. A person appointed to a Permanent Position who has not completed the Probationary Period. (See Article IV, Section 9.)
- (40) *Probationary Period*. The required period of time an employee serves before obtaining permanent status when entering county service.
- (41) *Promotion*. The movement of an individual to a Position in a higher Pay Grade.
- (42) *Reclassification*. The process of evaluating a Position for substantial and long-term changes in assigned duties and responsibilities.
- (43) *Salary Plan Revision*. The uniform raising and lowering of the Salary Ranges of every Grade within the salary plan.
- (44) *Salary Range*. The range of compensation established to pay employees performing a particular job or group of jobs which has a minimum pay rate (low), a maximum pay rate (high), and a series of mid-range compensation.
- (45) *Temporary Employee*. A person appointed to serve in a Position for a definite duration, but not to exceed six (6) months.
- (46) *Temporary Position*. A Position which the duties and responsibilities are required to be attended for a specific short period of time, normally not to exceed six (6) months and may or may not require attendance by a person for a full workday and/or Work Week.
- (47) *Transfer*. The reassignment of an employee from one Position or department to another.
- (48) *Work Week*. The seven-day Work Week used for purposes of determining entitlement to premium Overtime Compensation and/or Compensatory Time, which may vary by Department.

#### Section 4. – Merit principle.

All Appointments and Promotions hereunder shall be made solely on the basis of merit and fitness. All Positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same Class and the same Salary Range. No applicant for county employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual's race, color, religion, sex, national origin, political affiliation, disability or age.

#### Section 5. - Responsibility of Board of Commissioners.

The Board of Commissioners shall establish personnel policies and rules, including the Classification and Pay Plan and shall make and confirm Appointments when so specified by law.

#### Section 6. - Responsibility of County Manager.

The County Manager shall be responsible to the Board of Commissioners for the administration of the personnel program. The County Manager shall appoint, suspend, and remove all county

officers and employees, except those elected by the people or whose Appointment is otherwise provided for by law. The County Manager shall make Appointments, dismissals, and suspensions in accordance with G.S. § 153A-82 and Articles IV, V, VII, and VIII of this ordinance.

#### Section 7. - Responsibility of human resources director.

The County Manager shall appoint a human resources director who shall assist in the preparation and maintenance of the Position Classification Plan and the Pay Plan, and perform such other duties in connection with a modern human resources program as the manager shall require, such as:

- (a) Apply, interpret, and carry out this ordinance and the policies adopted thereunder, as directed by the County Manager;
- (b) Establish and maintain records of all persons in the county service, setting forth each officer and employee, class title of Position, pay or status history and other relevant employment data;
- (c) Develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the county;
- (d) Encourage and exercise leadership in the development of effective personnel administration within the various county departments, and to make available the facilities of the human resources office to this end;
- (e) Investigate, from time to time, the operation and effect of this ordinance and of the policies made thereunder, and report his/her findings and recommendations to the manager;
- (f) Make such recommendations to the manager regarding the personnel functions, as well as revisions to the personnel system, as he/she may consider appropriate;
- (g) Issue and publish any necessary administrative directives, supplements, interpretations, and necessary prescribed forms and reports for any personnel matters for the proper functioning, maintenance, and documentation of the procedures established by and in accordance with this ordinance.

All matters dealing with personnel shall be routed through such official, who shall maintain a complete system of personnel files and records.

### ARTICLE II – POSITION CLASSIFICATION PLAN

#### Section 1. - Purpose.

Cleveland County maintains this "Classification Plan" (the "Plan") to ensure fair and appropriate evaluation of all Positions and jobs that are employed by the County. ("Position" and "job" are synonymous and will therefore be used interchangeably.) The Plan complies with the requirements of the North Carolina competitive system for local government employees.



## Section 2. - Coverage.

This Plan applies to all County employees in accordance with Section 2 of Article I of the Cleveland County Ordinances.

## Section 3. - Responsibilities

- (a) County Manager:  
The Cleveland County Manager is responsible to the Board of Commissioners for maintaining and when needed updating the Plan so that it accurately reflects the duties performed by County employees in their respective jobs.
- (b) Human Resources Director:  
The Cleveland County Manager has delegated to the Human Resources Director the responsibility for overseeing and administering the job Classification and compensation system for Cleveland County. The Human Resources Director and his/her staff shall provide professional input and advice to County Department Heads upon receipt of requests to establish new Positions and/or requests to reclassify existing Positions. The Human Resources Director provides advice and recommendations regarding job-classification actions to the County Manager, who will make the final decisions regarding such actions. The Human Resources Director shall ensure that trained professional staff are available to maintain the job Classification and compensation system policies.
- (c) Human Resources Department/staff:  
The staff of the Cleveland County Human Resources Department shall provide initial review of requests to classify new Positions, and to reclassify or reallocate existing Positions, and shall maintain all records, Position-histories, organizational charts and all other information that is necessary to administer this Plan. As part of such responsibilities, such staff shall identify "benchmark Positions" for use in the Classification review of existing and new Positions. Human Resources staff shall also assist County departments to ensure that organizational charts are complete and current, and shall document all Classification requests and how such requests have been resolved.
- (d) Department Directors:  
Department directors shall work and cooperate with the Human Resources Department to maintain the job Classification and compensation system. Directors shall also notify Human Resources whenever any of the essential job functions of an existing Position has been or needs to be changed or when a new Position needs to be established. Directors shall also ensure that Departmental organizational charts and written job descriptions regarding jobs in their Departments are current and have been provided to the Human Resources Department.
- (e) Equal Employment Opportunity:  
The Human Resources Department will periodically review the essential job functions and written job descriptions of all existing Positions to ensure that reasonable and appropriate measures have been taken to avoid unlawful employment discrimination and maximize equality of opportunity for applicants and employees.

## Section 4. – The Classification plan.

The Classification plan consists of:

- (a) A grouping into their respective classes of Positions which are approximately equal in complexity and responsibility, which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions.
- (b) Class titles descriptive of the work of the Class.
- (c) Written specifications for each Class of Positions.
- (d) An allocation list containing the Position number, Class, title, and Grade of each Position in the classified service and identifying the name of the incumbent in each Position.

#### Section 5. – Class titles.

Class titles will be used in all records maintained by the Human Resources, Finance, and Budget Appropriation Departments. Changes in "Class titles" must be approved by the Human Resources Department.

Informal preliminary working titles may be used in the course of intra-departmental or inter-departmental communications to indicate authority, status in the organization, or administrative rank of Positions in question.

#### Section 6. – Methodology for job classification.

Position analysis is the process of describing and analyzing the different types and levels of work and then grouping Positions that have the same or similar functions, for the purpose of ensuring appropriate compensation of all jobs.

The County will use the whole-job comparison method for job classification. Pre-defined Class Specifications are established for a series of job classes, and a job is placed in the Classification that best describes it. These specifications identify and describe the key characteristics of occupations, which are essential in distinguishing different levels of work. Jobs are allocated to classifications based on the internal value of the job and value as compared to other county classifications.

First, Positions will be grouped into Job Families and Occupational Series based on the kind of work performed. Then, each Position's duties and responsibilities will be evaluated to determine its level in the overall grouping of Positions. This process will evaluate Positions based on Classification factors in this policy. All Positions will be designated as exempt from or subject to premium Overtime Compensation.

The following Classification factors will be considered in the course of classifying jobs for the purpose of determining compensation:

- (1) *Training and Ability.* Includes education and specialized training, licenses, certifications, and registrations
- (2) *Experience.* The time usually required for a person with the required training and ability to develop the necessary skills and abilities to perform the job.
- (3) *Level of Work.* Is the Position entry level of the type of work performed, intermediate level, advanced/supervisory level, or a mastery/managerial level.

- (4) *Human Relations*. The responsibility of working with or through other people, and the extent, frequency and purpose of the contracts.
- (5) *Physical Demands*. The job requirements which induce physical fatigue through exertion or strain.
- (6) *Working Conditions and Hazards*. The extent of disagreeable or hazardous environmental or physical conditions or mental effort and/or stress and the frequency and duration of the undesirable conditions.
- (7) *Independence of Actions*. How much freedom or independence is allowed or required of this Position.
- (8) *Impact of End Results*. The extent to which the job directly influences and affects actions impacting the end results, i.e. how much do the decisions or actions of the employee impact the organization and what are the consequences.
- (9) *Supervision*. The responsibility for oversight or supervision over other employees.

#### Section 7. Administration of the plan.

##### (a) Request to Establish a New Position:

Requests to establish a new Position of employment, which may be made only by the head of a Department, shall be handled as follows:

- (1) Before requesting the authorization and funding from the Board of County Commissioners to establish a new Position, a position justification analysis must be requested, submitted and approved. The Department Head must complete a Position Analysis Questionnaire and written job description and send both to the Human Resources Department, with a written request for the proposed Position, a proposal as to how the proposed Position will be funded, and a proposed Departmental Organizational chart.
- (2) Human Resources staff will review the request and determine the appropriate Classification and level for the Position using the Classification factors as set forth above.
- (3) If the requested new Position is approved by the Board of Commissioners and assigned to an existing Classification, then Human Resources will so inform the relevant Department Head.
- (4) If the requested Position is approved by the Board of Commissioners, but does not fit within an existing job classification, then Human Resources may conduct a "labor market survey" or other appropriate analysis to match the job duties and responsibilities of the new Position with appropriate compensation based on prevailing "market rates" for the job.

##### (b) Request to Review Existing Position

Requests to reclassify or reallocate existing Positions shall be reviewed using the following procedure:

- (1) To initiate a change in the Classification of an existing Position, the Department Head will forward a request to the Human Resources Department requesting review of the Position. This request shall include a new PAQ, the current job description, the proposed new job description, a detailed statement of the reasons for the requested change, and the documentation of authorization and funding, and a current organizational chart. If organizational changes are a part of the reason for the request, then the department shall also submit an organizational chart that illustrates the proposed change or changes.
- (2) Human Resources staff will review the request and will determine the appropriate Classification and level for the Position using allocation factors as set out in this policy.

(c) Procedure for Conducting Organizational or Occupational Studies

When conditions require a Position management review of an entire organizational unit or an Occupational Series, the following process will be followed:

- (1) Procedure for conducting an Organizational Unit Study  
First, the departmental director will contact Human Resources to discuss the reasons for requesting a Position management review of the entire organizational unit. Such reviews typically occur either prior to or at the same time as significant reorganization.

Next, the Human Resources Director will determine whether there are sufficient in-house resources to conduct the study. If so, Human Resources and department management will work out a schedule for the study. If not, the Human Resources Director shall recommend to the County Manager that an outside consultant be engaged for this review.

Before the process starts, it is the responsibility of department management to work with the Finance Director to secure funding for the results of this review.

Finally, once the study is completed, Human Resources will present the results, including proposed allocations and potential cost to department director. Once agreement is reached on allocations, then the results, including costs of implementation, will be presented to the County Manager for his/her approval.

(d) Procedure for conducting an Occupational Study

Human Resources, as part of its ongoing Position management responsibility, is responsible for monitoring Classification and compensation activity to determine when conditions require an occupational study. When such conditions occur, the Human Resources Director shall recommend to the County Manager that a countywide occupational study occur. Part of this recommendation shall be whether County Human Resources can conduct the study, or whether outside assistance will be needed.

Human Resources shall coordinate all aspects of the study, including information gathering and analysis. At the completion of the study, Human Resources shall recommend to the County Manager any new classifications or compensation policies from the study. The cost of implementing this study shall be included in this recommendation. The results of the study, including the costs of implementation, shall be presented to the County Manager for his/her approval.

(e) Salary Surveys/Compensation

Cleveland County uses as comparators for compensation purposes those counties in North Carolina that it believes are most similar to it in terms of population and commerce and services offered by the county, as well as counties in the immediate geographical area.

Section 8. Database tracking.

The Cleveland County Human Resources Department uses Keystone's "Position management activity database tracking system" for purposes of review, analysis and documentation of appropriate compensation of all employed Positions.

ARTICLE III – COMPENSATION PLAN

Section 1. – Purpose.

Cleveland County maintains a Compensation Plan (the "Compensation Plan") that is designed to attract, reward and retain excellent employees. The Compensation Plan includes (but is not limited to) a written "Pay Scale" that may be amended from time to time (the "Pay Scale"). The Pay Scale provides for "Salary" Grades and correlates them with "Low", "Mid" and "High" salaries, and expresses compensation in terms of "Salary" because the vast majority of County

employees are paid gross wages in fixed regular amounts on a semi-monthly basis regardless of whether they are or are not "exempt" from the minimum wage and premium Overtime pay provisions of the Fair Labor Standards Act of 1938 (the "FLSA"). Use of the term "Salary" in the Pay Scale is not intended to imply that any employee is entitled to payment of a minimum "salary" set forth in the Pay Scale, as the sole purpose of each low, middle and high "Salary" set forth in the Pay Scale is to provide a range of annual compensation that correlates with a given "Salary Grade" that, in turn, correlates with each employee's Position. (The actual compensation paid to any employee shall be determined by the Human Resources Department in accordance with relevant provisions of this Ordinance.) The purpose of the Compensation Plan is to provide consistent, equitable and work-related bases for administering employees' compensation in a way that best serves the citizens and employees of Cleveland County.

## Section 2. – Maintenance and administration of the Compensation Plan.

The Cleveland County Manager has delegated the responsibility of overseeing and administering the Compensation Plan to the Human Resources Director. The Human Resources Director shall administer and maintain the Compensation Plan. The Compensation Plan is intended to provide equitable compensation for all Positions when considered in relation to each other, comparable rates of pay for similar employment in the private and public sector in the competitive labor market, changes in the Cost-of-Living, financial conditions of the County, and other objective factors.

## Section 3. – Adjustments to the Compensation Plan.

- (a) *Adjustments of Compensation.* The County Board of Commissioners (the "BOC") may from time to time adjust compensation of County employees to ensure that such compensation remains competitive, to the extent possible.
- (b) *Cost-of-Living Adjustments.* Cost-of-Living Adjustments, when granted by the BOC, will be provided to all County employees.

## Section 4. – Rates of Compensation pay.

Rates of compensation are based on qualifications that pertain to the requirements of each Position, internal equity, recruitment difficulties, budget constraints, and/or the employee's unique skills.

- (a) *Work Against/Trainee Rates.* Job Classifications often require knowledge or skills that are not available in the labor market or that cannot be learned in a short period of time. To accommodate this and where appropriate, a trainee progression will be permitted that will establish a uniform guide for equitable employment and compensation of trainees. An employee may be appointed to a job Classification to work against a regular classified Position. Such an employee is described as a "work against" employee.

A "work against" employee may be hired to work in a Position when there are no suitable qualified candidates. The "work against" employee will be paid at the rate that pertains to the highest-paid job that the employee is qualified to perform. Upon successful completion of education or training requirements, the employee's compensation will increase to the minimum level for the job for which the employee was hired.

A "Trainee" employee will be paid at one dollar (\$1.00) less than the minimum rate for the job for which the employee was hired. Upon successful completion of education or training requirements, the employee's compensation will increase to the minimum level for the job for which the employee was hired.

- (b) *Interim Appointment Rates.* An Interim Appointment occurs when an employee is selected to temporarily perform some of all the duties and responsibilities of a vacant Position with the expectation that the person will hold the Position for at least sixty (60) calendar days. Interim Appointments may be extended beyond sixty (60) calendar days with Human Resources' approval. Interim Appointments must be reviewed and approved by Human Resources.

The employee's compensation will be increased by ten percent (10%) for the period of time in any Interim Appointment. After the Interim Appointment has been completed, the employee will return to her/his original Position at the previous compensation.

- (c) *Part-Time Employees.* Part-Time Employees will be hired at the minimum rate of compensation of the Position into which the employee was hired.

#### Section 5. –Compensation when a Position change occurs.

Position changes may affect an employee's salary. The degree of change, if any, depends upon the type of Position change. Human Resources must approve all Position changes and pay adjustments.

- (a) *New Hire/Appointment.* Newly-hired employees will generally be paid at the minimum of the compensation range for the Classification of the Position into which the employee has been hired. Employees may be paid above that rate if education/experience, internal equity, department turnover, and recruiting challenges warrant higher compensation.

Requests for higher compensation must be submitted to and approved by Human Resources. Requests for compensation for new-hires that are twelve percent (12%) or more above the minimum of the compensation range for the Classification of the Position into which the employee has been hired requires approval by the County Manager. Such requests that exceed twenty-five percent (25%) of such minimum require the approval of the Board of Commissioners (via the County Manager).

- (b) *Promotion.* Employees may be promoted in appropriate circumstances. The terms and conditions of all Promotions must be approved in advance by the Director of Human Resources. A promoted employee's annual compensation will be increased (a) by six percent (6%) of his or her current compensation or (b) to the "Salary Low" set forth in the then-prevailing Pay Scale that corresponds with the Position to which he or she has been promoted, whichever is greater. Higher increases in compensation of Promotion, based the requirements of the new Position; internal equity; recruitment difficulties; and the unique or unusual skills of the promoted employee.

- (c) *Reclassification.* Reclassification is the process of evaluating a Position for substantial and long-term changes in the assigned duties and responsibilities.

When an employee occupies a Position that is evaluated, and the Position moves to a higher Pay Grade, then the employee's compensation will increase by at least six percent (6%) or to the minimum compensation of the higher Pay Grade, whichever is greater.

When a Position is evaluated, and it moves to a Pay Grade that is lower than the present Pay Grade due to reorganization or some other reason unrelated to the employee's performance, the employee's compensation shall remain the same, as long as such compensation is within the range that corresponds to the new Pay Grade. If the employee's compensation before the evaluation is higher than the maximum

compensation of the new Pay Grade, then the employee's compensation will be reduced to the maximum compensation of the new Pay Grade.

When a Position is evaluated, and it remains in the same Pay Grade, the employee's compensation shall remain the same. This applies when a Position is reclassified to a different job title, but in the same Pay Grade.

- (d) *Lateral Transfer*. A Lateral Transfer occurs when an employee moves into another Position at the same Grade level. Employees making a Lateral Transfer will not receive a compensation increase at the time of the Transfer. Lateral Transfers must be reviewed and approved by the Human Resources Director.
- (e) *Demotions*. Employees may be demoted in appropriate circumstances. The terms and conditions of all Demotions must be approved in advance by the Director of Human Resources. A demoted employee's annual compensation will be reduced by (a) three percent (3%) of his or her current annual compensation, (b) fifty percent (50%) of the amount of the employee's last wage increase (other than a County-wide "Cost-of-Living Adjustment"), or (c) such other amount that the Director of Human Resources finds appropriate, based on, for example, the reason for the Demotion, the number of Salary Grades by which the employee's Position is being demoted, and/or internal equity issues. Any employee who is permitted to return to the Position from which he or she was demoted or reassigned within three-hundred and sixty-five (365) days from the date of such Demotion or reassignment may, in the discretion of the Director of Human Resources, be restored to the annual compensation that he or she was paid immediately before such Demotion or reassignment.
- (f) *Amendment of Compensation Prescribed by Pay Scale*. If the County elects to amend the Pay Scale, then the rates at which employees are compensated may be adjusted accordingly.

#### Section 6. – Pay for non-routine work schedules.

- (a) Emergency Callback

*Callback Pay*. Any Non-Exempt Employee called back to work and who appears for work outside of normal working hours will receive compensation for at least two (2) hours worked, or compensation for all on-call hours worked, whichever is greater.

- (b) *Compensatory Time*. Employees are expected to work during (and only during) all assigned hours of work, exclusive of bona fide breaks and assigned mealtimes. Employees shall not work when not scheduled to work unless such work has been approved in advance by the appropriate supervisor, except in cases of extreme emergency.

The County will provide Compensatory Time in lieu of premium Overtime pay in accordance with and to the extent allowed by the FLSA (subject to the maximum accruals allowed by law). For Non-Exempt law enforcement employees, Overtime Compensation will be paid after an employee has worked more than one hundred and seventy-one (171) hours in any work period of twenty-eight (28) consecutive days.

- (1) Only hours actually worked by an employee will count towards calculation of entitlement to premium Overtime pay.



- (2) Employees will be required to use their Compensatory Time depending on departmental needs. Employees asking to use Compensatory Time must make a specific request to their immediate supervisors. An employee's Compensatory Time must be used/exhausted before he or she can use accumulated sick/vacation leave.
- (3) All Non-Exempt Employees will be paid for any unused Compensatory Time upon termination of employment. Employees moving from Non-Exempt to exempt designation will be paid out for accrued Compensatory Time.
- (4) Exempt Employees will accrue Compensatory Time on an "hour for hour" basis for all hours worked in excess of forty (40) during a seven-day Work Week. (Such employees are expected to report such excess hours honestly and with reasonable accuracy.) Exempt Employees shall not be paid for any accrued but unused Compensatory Time upon termination of employment.

#### Section 7. – Payroll procedure.

All employees shall be paid on a semi-monthly basis. The fifteenth (15<sup>th</sup>) and last calendar days of the month are the designated paydays, unless any such payday occurs on a Saturday, Sunday or holiday recognized by the County, in which case the payday will be the last working day before such fifteenth (15<sup>th</sup>) or last day of the month.

#### Section 8. – Payroll deductions.

Only payroll deductions specifically mandated or authorized by federal or state law or County ordinance will typically be deducted from earned wages. The County, however, will make deductions from earned wages to compensate the County for damage to or loss of County-owned property, to the extent allowed by law.

#### Section 9. – Longevity Pay Plan.

Full-Time Employees hired before January 1, 2019, in a "Permanent Position" as defined in Section 3 of Article I of Appendix "A" of the County Code of Ordinances, are eligible for "longevity pay" in accordance with the following table based on total continuous full-time service as of November 30 of any given calendar year.

Years of Service	Longevity Pay Rate
10 but less than 15	1.50 percent of annual salary
15 but less than 20	2.25 percent of annual salary
20 but less than 25	3.25 percent of annual salary
25 or more	4.50 percent of annual salary

Longevity pay shall be made in one (1) lump sum and shall be computed by multiplying the employee's annual compensation as of the eligibility date by the prescribed percentage, rounded

to the nearest whole dollar. Longevity pay shall have no effect on an employee's compensation or non-wage benefits other than such effect on his or her "regular rate" as may be required by the FLSA. Such pay shall be paid by no later than November 30 of each calendar year.

An employee on an authorized leave of absence without pay shall be deemed to be in continuous service for purposes of the "Years of Service" set forth above, but an employee who has failed to return to employment after such an authorized leave of absence shall forfeit entitlement to longevity pay to the extent allowed by law.

#### Section 10. – Employees in the Office of County Sheriff

Employees in the Office of the Cleveland County Sheriff are subject to both this Article and the "Pay Plan of Office of Cleveland County Sheriff", as amended from time to time with the approval of the Board of Commissioners.

## APPENDIX E- PAY PLAN OF OFFICE OF CLEVELAND COUNTY SHERIFF POLICY

The following Pay Plan applies to all full-time employees of the Cleveland County Sheriff's Office.

### Section 1. – Definitions for purposes of this Pay Plan only (listed alphabetically).

- (1) *Advanced Certificate*. An "Advanced Certificate" acquired from the North Carolina Department of Justice.
- (2) *Associates Degree*. For the purposes of this policy, an Associate's Degree is a two-year degree from an accredited educational institution, consisting of sixty (60) or more hours of credit from a technical school, community college, college, or university. The degree document must state that it is an Associate's Degree.
- (3) *Bachelor's Degree*. For the purposes of this policy, a Bachelor's Degree is any four-year degree from an accredited educational institution, consisting of one hundred and twenty (120) or more hours from a college or university. The degree document must state that it is a Bachelor's Degree.
- (4) *Intermediate Certificate*. An "Intermediate Certificate" acquired from the North Carolina Department of Justice.
- (5) *Military Service: Service in any branch of the U.S. Armed Forces*. In order for Military Service to entitle an employee to credit for such service in accordance with this Pay Plan, the following criteria must be met:
  - (a) The employee must have completed/fulfilled all obligations of his/her enlistment in any of the U.S. Armed Forces: and
  - (b) The employee must have received an Honorable Discharge after completion of all military contracts, or, in some rare cases, a Medical Discharge. In cases of medical discharge, a departmentally independent panel will review and determine eligibility for credit for such service based on employee's length of time served, and circumstances surrounding his or her discharge.
- (6) *Years employed by Cleveland County Sheriff's Office*. The total years (i.e., total completed months of employment by Cleveland County Sheriff's Office divided by twelve (12)), during which an employee has worked for the Cleveland County Sheriff's Office. Only completed years of service will be considered.
- (7) *Years of Service*. The total years (i.e., total completed months of employment divided by twelve (12)) during which an employee has worked for any governmental law enforcement agency in North Carolina, including job experience elsewhere than for Cleveland County. These years do not need to be consecutive. Only complete Years of Service will be considered.

### Section 2. – Classifications.

Employees will be subject to the following classifications, based on job title, certifications, years of employment by a governmental law enforcement agency in North Carolina, and educational attainment. Based on these criteria, employees will be classified into the "levels" set forth below:

- (a) *Administrative Personnel*. The following applies to all employees in the Sheriff's Office employed as "Administrative Support Assistant" or "Administrative Assistant":
- (1) Level 1: Employment before attainment of Levels 2 or 3.
  - (2) Level 2: Four (4) Years of Service in an administrative position for a governmental law enforcement agency in North Carolina; OR Three (3) years of such service and an Associate's Degree; OR any such service and a Bachelor's Degree.
  - (3) Level 3: Seven (7) Years of Service in an administrative position for a governmental law enforcement agency; OR Four (4) years of such service and an Associate's Degree; OR Two (2) years of such service and a Bachelor's Degree.
- (b) *Detention Officer*. The following applies to all employees in the Sheriff's Office employed as "Detention Officer":
- (1) Level 1: Employment before attainment of Levels 2 or 3.
  - (2) Level 2: Four (4) Years of Service for a governmental law enforcement agency position for a governmental law enforcement agency in North Carolina; OR Two (2) years of such service and an Associate's Degree; OR any such service and a Bachelor's Degree.
  - (3) Level 3: Seven (7) years of such service; OR Six (6) years of such service and an Associate's Degree; OR Two (2) years of such service and a Bachelor's Degree.
- (c) *Detention Corporal*. The following applies to all employees in the Sheriff's Office employed as "Detention Corporal ":
- (1) Level 1: Employment before attainment of Levels 2 or 3.
  - (2) Level 2: Three (3) Years of Service in a detention corporal position for a governmental law enforcement agency; OR One (1) year of such service and an Associate's Degree, OR any such service and a Bachelor's Degree.
  - (3) Level 3: Seven (7) Years of Service in the role of detention corporal; OR Five (5) Years of Service in the role of detention corporal and an Associate's Degree; OR Two (2) Years of Service in the role of detention corporal and a Bachelor's Degree.
- (d) *Deputy*. The following applies to all employees in the Sheriff's Office employed as "Deputy":
- (1) Level 1: Employment before attainment of Levels 2 or 3.
  - (2) Level 2: Four (4) Years of Service in the role of deputy for a governmental law enforcement agency; OR Two (2) years of such service and an Associate's Degree; OR any such service and a Bachelor's Degree or any qualifying Military Service.
  - (3) Level 3: Two (2) Years Employed by the Cleveland County Sheriff's Office and any of the following: Seven (7) Years of Service; OR Six (6) Years of Service and an Associate's Degree; OR Two (2) Years of Service and a Bachelor's Degree or any qualifying Military Service.
  - (4) Level 4: Two (2) Years Employed by the Cleveland County Sheriff's Office and an Advanced Certificate and any of the following: Thirteen (13) Years of Service; OR Ten (10) Years of Service and an Associate's Degree; OR Six (6) Years of Service and a Bachelor's Degree or any qualifying Military Service.

- (e) *Investigator*. The following applies to all employees in the Sheriff's Office employed as "Investigator":
- (1) Level 1: Employment before attainment of Levels 2 or 3.
  - (2) Level 2: (Four) 4 Years of Service with Cleveland County in the role of investigator; OR Three (3) Years of Service with Cleveland County in the role of investigator and an Associate's Degree; OR any such service and a Bachelor's Degree or any qualifying Military Service.
  - (3) Level 3: Intermediate Certificate and: Seven (7) Years of Service with Cleveland County in the role of investigator; OR Four (4) Years of Service with Cleveland County in the role of investigator and an Associate's Degree; OR Two (2) Years of Service with Cleveland County in the role of investigator and a Bachelor's Degree or any qualifying Military Service.
- (f) *Sergeant*. The following applies to all employees in the Sheriff's Department employed as "Sergeant":
- (1) Level 1: Employment before attainment of Levels 2 or 3.
  - (2) Level 2: Four (4) Years of Service with Cleveland County in the role of sergeant; OR Three (3) Years of Service with Cleveland County in the role of sergeant and an Associate's Degree; OR such service and a Bachelor's Degree or any qualifying Military Service.
  - (3) Level 3: Advanced Certificate and any of the following: Eight (8) Years of Service with Cleveland County in the role of sergeant; OR Six (6) Years of Service with Cleveland County in the role of sergeant and an Associate's Degree; OR Three (3) Years of Service with Cleveland County in the role of sergeant and a Bachelor's Degree or any qualifying Military Service.
- (g) *Lieutenant*. The following applies to all employees in the Sheriff's Office employed as "Lieutenant":
- (1) Level 1: Employment before attainment of Levels 2 or 3.
  - (2) Level 2: Four (4) Years of Service with Cleveland County in the role of lieutenant; OR three (3) Years of Service with Cleveland County in the role of lieutenant and an Associate's Degree; OR any such service with a Bachelor's Degree or any qualifying Military Service.
  - (3) Level 3: Advanced Certificate and any of the following: Eight (8) Years of Service with Cleveland County in the role of lieutenant; OR Six (6) Years of Service with Cleveland County in the role of lieutenant and an Associate's Degree; OR Three (3) Years of Service with Cleveland County in the role of lieutenant and a Bachelor's Degree or any qualifying Military Service.
- (h) *Captain*. The following applies to all employees in the Sheriff's Office employed as "Captain":
- (1) Level 1: Employment before attainment of Levels 2 or 3.
  - (2) Level 2: Advanced Certificate and any of the following: Four (4) Years of Service with Cleveland County in the role of captain; OR Three (3) Years of Service with Cleveland County in the role of captain and an Associate's Degree; OR any such service and a Bachelor's Degree or any qualifying Military Service.
- (i) *Major*. The following applies to all employees in the Sheriff's Office employed as "Major":

- (1) Level 1: Employment before attainment of Level 2.
- (2) Level 2: Advanced Certificate and any of the following: Four (4) Years of Service with Cleveland County in the role of major; OR Three (3) Years of Service with Cleveland County in the role of major and an Associate's Degree; OR any such service and a Bachelor's Degree or any qualifying Military Service.

### Section 3. - Promotional Increases in Compensation.

Employees will be classified according to their positions and fulfillment of the foregoing criteria. When an employee has fulfilled the requirements of any "level" beyond "Level 1" of his/her position, then he/she will be given a promotional increase in compensation based on the chart below. Each employee shall inform the Sheriff in writing of attainment of the certificate or degree on the basis of which the employee wishes a new classification to be based, and shall provide the Sheriff with a complete copy of such certificate and/or evidence of award of the degree. (The Department may require as much as thirty (30) days from compliance with this provision to implement the new classification.) The percentages set forth in the "Promotional Increase Chart" below will be applied to the annual compensation that the employee is being paid in accordance with the "Cleveland County Pay Scale" that is in effect as of the date(s) of implementation of such promotional increases.

Promotional Increase Chart

Position	Grade	Level 2 Increase	Level 3 Increase	Level 4 Increase
Admin	6, 8, 12	4% of Current Compensation	2% of Current Compensation	None
Detention Officer	9	4% of Current Compensation	2% of Current Compensation	None
Deputy	11	4% of Current Compensation	2% of Current Compensation	6% of Current Compensation
Investigator	12	4% of Current Compensation	2% of Current Compensation	None
Sergeant	14	4% of Current Compensation	2% of Current Compensation	None
Inv. Sergeant	15	4% of Current Compensation	2% of Current Compensation	None
Lieutenant	16	4% of Current Compensation	2% of Current Compensation	None
INV Lieutenant	17	4% of Current Compensation	2% of Current Compensation	None
Captain	18	6% of Current Compensation	None	None
Major	21	6% of Current Compensation	None	None

### Section 4. - Position incentives.

In addition to the promotional increases in compensation that will be awarded based on the criteria set forth above, selected Sheriff's Department employees will be paid additional monetary incentives to reward the performance of specified duties. These incentives will be awarded and paid on a semi-annual basis, and will be paid only as set forth below. Such incentives will be based on the "Salary Low" compensation that pertains to an employee's position that is set forth in the "Cleveland County Pay Scale" that is in effect as of the date(s) of payment of such incentives (regardless of the annual compensation that the employee is then actually being paid).

Employees employed in the following Divisions will be paid a non-discretionary incentive payment ("Incentive Payment") of one and one-half percent (1.50%) on a semi-annual basis (which amounts to three percent (3%) annually): **The Narcotics Division and the Criminal Investigative Division.**

Employees employed in the following Divisions or jobs will be paid an Incentive Payment of seventy-five hundredths of one percent (0.75%) on a semi-annual basis (which amounts to one and one-half percent (1.50%) annually): **Community Interdiction Team Division, K-9 Division, and Field Training Officers.**

No Incentive Payment shall be paid to an employee whose employment, regardless of reason, has come to an end as of the date of an Incentive Payment.

Employees employed in the **Special Emergency Response Team** ("SERT"), as defined by a roster maintained by the Office of the Sheriff, will be paid an Incentive Payment of one-half (1/2) of one percent (0.5%) on a semi-annual basis (which amounts to one percent (1%) annually).

**Provided, however,** that any employee who has worked in one of the foregoing positions or Divisions for fewer than three (3) complete consecutive months shall be ineligible for such an Incentive Payment. If an employee has worked in one of the foregoing positions for more than three (3) but fewer than twelve (12) complete consecutive months, then he/she is eligible for a pro-rated Incentive Payment based on the number of complete consecutive months worked in his/her role. For example, if an employee has worked in the Narcotics Division for eight (8) such months, then he/she is eligible for an Incentive Payment equal to  $(8\text{months}/12\text{months}) \times 3\% = (66.66) \times 3\% = \text{two percent (2\%)}$ .

With the exception of employees employed in the SERT, employees may qualify for only one (1) an Incentive Payment at any given time, and will be paid whichever potential Incentive Payment is greater. (For example, if an employee is a Field Training Officer in the Narcotics Division, then he/she would qualify for the one-half percent (1.5%) an Incentive Payment on a semi-annual basis (which will amount to three percent (3%) if payable over two consecutive semi-annual payments.) Employees employed in the SERT will be eligible for the SERT an Incentive Payment regardless of eligibility for any other Incentive Payments.

**COUNTY OF CLEVELAND, NORTH CAROLINA**

**AGENDA ITEM SUMMARY**

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**Adjourn**

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**Department:**

**Agenda Title:**

**Agenda Summary:**

**Proposed Action:**

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**ATTACHMENTS:**

File Name

Description

No Attachments Available