

HARNETT COUNTY BOARD OF COMMISSIONERS
County Administration Building
420 McKinney Parkway
Lillington, North Carolina

Regular Meeting

Tuesday

January 16, 2018 7:00 pm

1. Call to order – Chairman Gordon Springle
2. Pledge of Allegiance and Invocation – Commissioner Howard Penny
3. Consider additions and deletions to the published agenda
4. Consent Agenda
 - A. Minutes
 - B. Budget Amendments
 - C. Tax rebates, refunds and releases
 - D. Harnett County Public Utilities requests approval to create a Utility Civil Engineer (Grade 31) position at HCDPU and reclassify Thomas Shane Cummings into that position.
 - E. Harnett County Development Services requested approval to select Stewart, Inc. for \$54,981 to provide professional consulting services as related to the Northwest Harnett Small Area Plan.
 - F. Resolution Endorsing the Installation of Roadway Improvements in Harnett County by NC DOT
5. Period of up to 30 minutes for informal comments allowing 3 minutes for each presentation
6. Appointments
7. Johnston-Lee-Harnett Community Action Program Update, E. Marie Watson, Executive Director
8. Public Hearing to discuss the closeout of the Community Development Block Grant Commerce Fellows Capacity Building grant, Anna Peele, Assistant Director of General Services
9. Public Hearing Regarding Proposed Zoning Change: Case # RZ-17-522;
Landowner/Applicant: Lillington Grace Church of Nazarene / Pastor Tim Eyring; 7.33 +/- acres; Pin # 0558-96-5425.000; From Industrial to RA-20R Zoning District; Lillington Township; US Hwy 401 South, Mark Locklear, Director of Development Services

10. Public Hearing Regarding Proposed Zoning Change: Case # RZ-17-577;
Landowner/Applicant: Marie Blackmon d/b/a Marie's Landscape and Seeding / Marie Blackmon & Jan Norris, Agent; 1.11 +/- acres; Pin # 9575-95-8594.000; From RA-20R to Commercial; Barbecue Township; Off SR # 1115 (Buffalo Lake Road on Cooks Lane), Mark Locklear, Director of Development Services
11. Discuss 2018 Legislative Priorities
12. County Manager's Report – Paula Stewart, Interim County Manager
 - Harnett County Veterans Services Activities – December 2017
 - Harnett County Public Health Activities – December 2017
 - Development Services Report – December 2017
 - Interdepartmental Budget Amendments
13. New Business
14. Closed Session
15. Adjourn

HARNETT COUNTY BOARD OF COMMISSIONERS
Minutes of Regular Meeting
January 2, 2018

The Harnett County Board of Commissioners met in regular session on Tuesday, January 2, 2018, in the Commissioners Meeting Room, County Administration Building, 102 East Front Street, Lillington, North Carolina.

Members present: Gordon Springle, Chairman
 Howard Penny, Vice Chairman
 Barbara McKoy, Commissioner
 Abe Elmore, Commissioner
 Joe Miller, Commissioner

Staff present: Paula Stewart, Interim County Manager
 Dwight Snow, County Attorney
 Kimberly Honeycutt, Finance Officer
 Margaret Regina Wheeler, Clerk

Chairman Springle called the meeting to order at 9:00 am. Commissioner McKoy led the Pledge of Allegiance and invocation.

Chairman Springle called for additions or deletions to the published agenda. Commissioner Elmore moved to approve the agenda as published. Commissioner Miller seconded the motion, which passed unanimously.

Commissioner Elmore moved to approve the following items listed on the consent agenda. Vice Chairman Penny seconded the motion, which passed unanimously.

1. Minutes: December 18, 2017 Regular Meeting

2. Budget Amendments:

176 Benhaven Elementary

Code 336-8300-480.47-30	General Contractor	6,831 decrease
336-8300-480.47-62	Contingency	6,831 increase

177 General Fund

Code 192-5400-420.74-74	Capital Reserve Equipment	2,335 increase
192-0000-354.01-00	Capital Reserve Sale of other assets	2,335 increase

180 General Fund

Code 110-6700-429.11-14	Longevity	152 increase
110-6700-429.41-11	Telephone and Postage	152 decrease

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182 Group Insurance

Code	902-9802-410.90-97	Internal Service Fund	218,757 increase
	902-0000-399-00-00	Fund Balance Appropriated	218,757 increase

183 Social Services Department

Code	110-7700-441.36-13	Adult Care Home Training	40 increase
	110-7700-441.89-11	Child Abuse Awareness	3,086 increase
	110-7700-441.89-20	Central Electric Donation	2,785 increase
	110-7700-441.89-30	Fuel Fund Donation	96 increase
	110-7700-441.89-40	General Agency Donation	314 increase
	110-7700-441.89-50	Elderly Asst. Program	7,118 increase
	110-7700-441.89-60	Foster Care Donation	262 increase
	110-7700-441.89-70	Christmas Cheer	322 increase
	110-7700-441.88-15	Special Needs Adoptions	10,612 increase
	110-7700-441.89-12	Child Support Awareness	565 increase
	110-7700-441.89-13	Elder Abuse awareness	295 increase
	110-7700-441.80-90	Crisis Intervention	36,914 increase
	110-7700-441.80-92	LIEAP	36,914 increase
	110-0000-399.00-00	Fund Balance appropriated	19,715 increase
	110-0000-330.77-01	Social Services Administration	73,828 increase
	110-0000-353.06-00	Donations- Social Services	2,748 increase
	110-0000-353.77-04	Child Abuse Awareness	2,712 increase
	110-0000-353-77-05	Elder Abuse Awareness	295 increase
	110-0000-353.77-06	Child Support Awareness	565 increase

3. Tax rebates, refunds and releases (**Attachment 1**)

4. Harnett County General Services requested approval of award of bid for the construction of Primary & Supplemental Wind Cones to Cedar Peaks Enterprises Inc. in the amount of \$44,740.00. (**Attachment 2**)

Chairman Springle opened the floor for informal comments by the public, allowing up to 3 minutes for each presentation up to 30 minutes.

- Kris Nystrom of 391 Center Lane in Bunnlevel addressed the group.

Commissioner Miller moved to approve the appointment listed below. Commissioner Elmore seconded the motion, which passed unanimously.

CEMETARY BOARD OF TRUSTEES

Melanie Collins, Angela McCauley and Victoria Rodriquez were reappointed to serve on this board for terms of three years expiring December 31, 2020.

HARNETT COUNTY PUBLIC FACILITIES CORP. BOARD OF DIRECTORS

Paula Stewart was reappointed to serve on this board for a term of one year expiring December 31, 2018. Brian Haney was appointed to serve on this board for a term of one year expiring December 31, 2018.

TOWN OF ANGIER PLANNING BOARD & BOARD OF ADJUSTMENT

Everett Blake, III, of 352 Gardner Rd, Angier, NC was appointed to represent the Town of Angier Planning Board/Board of Adjustments. Term will be December 31, 2017 – December 31, 2019.

Mrs. Stewart presented the following report:

- Harnett County Financial Summary Report – October, 2017
- Harnett County Sales Tax Analysis by Article – August, 2017

Mrs. Stewart presented Harnett County Schools request that the leftover funds from the teachers supplements, reduction in K-3 class size, Early College and additional teacher positions be given to them to use for capital. She said the amount is estimated to be a little over \$1 million. Mrs. Honeycutt said the leftover funds were additional items budgeted for that the Board of Education had requested but not spent. Mrs. Honeycutt responded \$422,916 remains from the \$2.1 million teachers supplement funds budgeted. She reminded the Board they approved the transfer of these leftover funds to Harnett County Schools for capital the previous year. Vice Chairman Penny moved to approve the transfer of \$422,916 into the Board of Education's capital fund. Commissioner McKoy seconded the motion, which passed unanimously.

Mrs. Stewart reviewed upcoming meetings and invitations with commissioners. She also noted staff would move into the new county administration building located at 420 McKinney Parkway the week of January 8. Commissioners will discuss their legislative priorities at their upcoming work session. Staff was asked to follow up with the Fort Bragg Garrison Commander regarding his meeting with the Secretary of Army.

There was no new business.

Commissioner McKoy moved that the Board go into closed session to consult with the County's legal staff in order to preserve the attorney-client privilege concerning the handling of certain claims. This motion is made pursuant to N.C. General Statute Section 143-318.11(a)(3). Vice Chairman Penny seconded the motion that passed unanimously.

Commissioner Elmore moved that the Board come out of closed session. Vice Chairman Penny seconded the motion that passed unanimously.

Chairman Springle recessed the meeting. Commissioners toured the new county administration building located at 420 McKinney Parkway in Lillington. Commissioner Elmore moved to adjourn the meeting at 10:30 am. Vice Chairman Penny seconded the motion, which passed unanimously.

Gordon Springle, Chairman

Margaret Regina Wheeler, Clerk

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Board Report

1-2-18
Margaret Regina Wheeler
Clerk

Approved HC BOC 1-2-18

Date: 01/02/2018

To: Harnett County Board of Commissioners

Re: Consideration of Refund for Taxes, Interest and Penalties for all Municipalities

Adjustment Reason	Bill Number	Type	Received Amount	Refund Amount	Name
Adjustment	0000058953-2017-2017-0000-00	REI	\$3,613.65	\$1,131.35	WHITE, GARY L

S. Keith Faulkner
Tax Administrator

Harnett Regional Jetport
 Primary and Supplemental Wind Cones
 TBI No. 2701-1702
 Bid Date: Thursday, September 7, 2017 @ 11:00 am

This Tabulation was prepared by Talbert & Bright,
 Inc. and is correct to the best of our knowledge,
 information, and belief.

By: Eric Caddell Date: 9/8/17

Base Bid - Schedule I					Cedar Peaks Enterprises, Inc. 2717 Kearney Road Wake Forest, NC 27587 NC General License No: 73242	
Item	Spec.	Description	Unit	Quantity	Unit Price	Ext. Total
1	SGC-105	Mobilization	LS	1	\$ 5,905.00	\$ 5,905.00
2	PSP-19	Removal of Existing Primary Windcone	LS	1	\$ 1,500.00	\$ 1,500.00
3	L-108	Trenching for Direct Buried Cable	LF	2,500	\$ 2.00	\$ 5,000.00
4	L-108	L-824 Underground Cable, 1/C, No. 8 AWG, 5kV, Type C, Installed in Trench, Conduit or Duct Bank	LF	2,500	\$ 1.25	\$ 3,125.00
5	L-108	Supplemental Ground Rods Including Trench, No. 6 AWG Counterpoise and Connections	Each	4	\$ 110.00	\$ 440.00
6	L-107	L-806 Supplemental Wind Cone, Style 1-B, Size 1 with L-810 LED Obstruction Light, Installed including Foundation, Isolation Transformer, Conduits and Base Can	Each	2	\$ 8,000.00	\$ 16,000.00
7	L-107	L-807 Primary Wind Cone, Style 1-B, Size 2 with L-810 LED Obstruction Light, Installed including Foundation, Isolation Transformer, Conduits and Base Can, including repainting existing segmented circle	Each	1	\$ 10,700.00	\$ 10,700.00
8	L-115	Electrical Handhole, L-867B, Class 1, 24" Deep with ¾" Steel Cover, Installed in Turf, Complete with Incidentals. Align and Level as Required.	Each	1	\$ 950.00	\$ 950.00
9	T-901	Seeding	LS	1	\$ 600.00	\$ 600.00
10	T-908	Mulching	LS	1	\$ 500.00	\$ 500.00
Total Base Bid - Schedule I:						\$ 44,720.00

Non-AIP Eligible Item

Item	Spec.	Description	Unit	Quantity	Unit Price	Ext. Total
1	PSP-33	Additional Party Insurance	LS	1	\$ 20.00	\$ 20.00
Total Non-AIP Eligible Item:						\$ 20.00

Total Base Bid - Schedule I & Non-AIP Eligible Item: **\$ 44,740.00**

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the General Fund, Sheriff's Department, the appropriations are to be changed as follows:

[illegible]

REVENUE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
110-0000-356-51-12	Reimbursements/Lee Harnett Mental Health	7,462	

EXPLANATION: To transfer the Narcan reimbursement into the Sheriff's Materials & Supplies.

APPROVALS:

M. H. H. 12/29/17
Department Head (date)

Kimberly L. Brainerd
Finance Officer (date) 11/14/18

Paula K Stewart
County Manager (date)
1-2-18

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this day of , 2018.

Margaret Regina Wheeler,
Interim Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Commissioners

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the Airport Capital Reserves CP1302 budget, the appropriations are to be changed as follows:

EXPENDITURE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE
301-8300-406.90-03	Capital Projects	\$26,667	

REVENUE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE
301-0000-389.10-00	Interfund Transfer General Fund	\$26,667	

EXPLANATION: To budget County FY2018 allocations for the Airport Capital reserve Project.

APPROVALS:

Darryl A. Allen 22 Dec 17
Department Head (date)

Kimberly Z. Joneston
Finance Officer (date)
1/2/18

Phyllis K. Stewer
County Manager (date)
1-2-18

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this _____ day of _____, _____.

Margaret Regina Wheeler
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Commissioners

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the Airport Wind Cone Project budget, the appropriations are to be changed as follows:

EXPENDITURE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE
110-6599-406.36-25	Operating-Special Account / Wind Cones	\$79,798	

REVENUE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE
110-0000-331.83-12	Capital Projects/Jetport Wind cones	\$71,818	
110-0000-389.71-00	Interfund Transfer Capital Reserve	\$ 7,980	

EXPLANATION: Set up budget for the Wind Cone Project's construction phase (North Carolina Department of Transportation Division of Aviation 36237.25.16.1) Project will expire on June 30, 2018.

APPROVALS:

Henry G. Blair 22 Dec 17
Department Head (date)

Kimberly J. Womack
Finance Officer (date) 1/2/18

Pamela Stewart
County Manager (date) 1-2-18

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this _____ day of _____.

Margaret Regina Wheeler
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Commissioner

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018;

Section 1. To amend the General Fund, Health Department, the appropriations are to be changed as follows:

EXPENDITURE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
110-7600-441.11-13	Vacation Payout	\$ 13,038.00	
110-7600-441.11-00	Salaries		\$ 4,481.00
110-7600-441.60-33	Materials & Supplies		\$ 8,557.00

REVENUE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE

EXPLANATION: To move funds for Vacation Payout for Carla Harris and Graham Byrd.

APPROVALS:

9/2/18
Department Head (date)

Kimberly L. Magness
Finance Officer (Date) 11/5/18

Patrick Stewart
County Manager (Date) 1-8-18

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this day of ,2018

Margaret Regina Wheeler,
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Commissioners

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018

Section 1. To amend the General Fund, Sheriff, the appropriations are to be changed as follows:

EXPENDITURE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
110-5100-420.30-04	Professional Services	\$24,106	
110-8800-490.32-16	Contingency		\$24,106

REVENUE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE

EXPLANATION: To move funds to cover legal services by The McGuinness Law Firm.

APPROVALS:

[Signature]
Dept Head (date)

[Signature]
Finance Officer (date) 12/28/17

[Signature]
County Manager (date) 1-10-18

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted _____

Morgoret Regino Wheeler,
Clerk to the Board

Gordon Spruill, Chairman
Harnett County Board of Commissioners

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

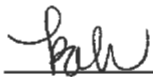
Section 1. To amend the General Fund, the appropriations are to be changed as follows:

EXPENDITURE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
110-8800-490-32-16	Contingency		\$26,500
110-8701-490-90-05	Other Financing-Trans/Capital Reserve	\$26,500	

REVENUE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE

EXPLANATION: To move funds for Court Room uplift.

APPROVALS:



Department Head (date)


Finance Officer (date) 11/1/18


County Manager (date)

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget

Adopted _____

Margaret Regina Daniel,
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Comm

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

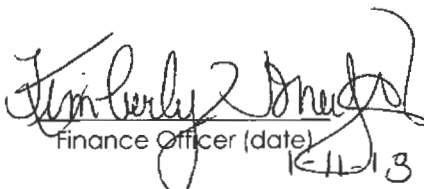
EXPENDITURE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE
110-8800-490-32-16	Contingency		\$7,000
110-8200-450-60-33	Materials & Supplies	\$4,000	
110-4155-410-60-33	Materials & Supplies	\$3,000	

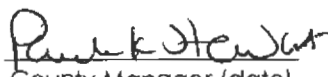
REVENUE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE

EXPLANATION: To move funds to cover desk

APPROVALS:


Department Head (date)


Finance Officer (date) 1-11-18


County Manager (date) 1-10-18

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget

Adopted _____

Margaret Regina Daniel,
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Comm

**Board Meeting
Agenda Item**

MEETING DATE: **January 16, 2018**

TO: HARNETT COUNTY BOARD OF COMMISSIONERS

SUBJECT: **New Position/Reclass for Utility Civil Engineer-Grade 31**

REQUESTED BY: **Steve Ward, HCDPU Director**

REQUEST:

This is a formal request for the Board to authorize the creation of a Utility Civil Engineer position at HCDPU. Thomas Shane Cummings is currently our Senior Engineering Technician and has served in that position for six years. He previously served in a similar position with Moore County for 4 years prior to joining HCDPU. Shane is a Harnett County native and still lives in the Mamers area. Shane recently obtained his Professional Engineering License from the State of North Carolina. He becomes the second PE currently working for the County and this greatly increases his value to HCDPU and the County in general. If approved by the Board Shane would be reclassified into this position. Shane is an outstanding asset to the department and the County and is deserving of this promotion/reclass. Please place this item on the consent agenda at the next available meeting.

FINANCE OFFICER'S RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

UTILITY CIVIL ENGINEER

General Statement of Duties

Performs difficult professional, technical and administrative work participating in the planning, design, and construction of water/wastewater infrastructure and related projects; serves as resource for engineering related issues.

Distinguishing Features of the Class

An employee in this class performs professional engineering work in the design and inspection of utility projects for the organization. Work includes conducting engineering studies and preparing cost estimates related to the extension of utility services; preparing engineering plans, specifications and contract documents for utility projects; serving as a project engineer on utility projects; inspecting projects and answering questions related to plans and specifications; reviewing site plans, subdivisions, hydraulic analyses and engineering reports for compliance with organization requirements; and overseeing the preparation of a variety of maps and drawings. Work also includes field inspections and assistance with survey work. Most work is performed indoors, with occasional fieldwork to meet with contractors, inspect work and assist with surveys. Work is performed under general supervision of the Director and/or Assistant Director and is evaluated based on conferences, review of records and designs, and adherence of work inspected to adopted plans and specifications.

Duties and Responsibilities

Conducts engineering studies and prepares cost estimates related to the extension of utilities and services; prepares engineering plans, specifications and contract documents necessary for the construction of public utility projects such as water and wastewater extensions and water booster and wastewater lift stations.

Serves as project engineer on utility projects; provides periodic inspections of projects to aid the Utility Construction Inspector in answering questions regarding project plans and specifications. Supervises field construction inspections, rights of way, utility locators and technician staff in obtaining topographic data needed to prepare engineering plans, records maps for obtaining easements and rights of way for projects; operates CAD and GPS equipment and participates in field work when needed.

Interprets environmental and engineering regulations; performs technical review of new development plans for compliance with engineering standards and organization ordinances; serves as engineering resource for interpreting new regulations and assisting with special projects.

Answers contractor questions; assists with the planning and implementation of training sessions and workshops on utility and other engineering policies and programs.

Reviews site and subdivision plans for compliance with requirements of the organization; provides assistance regarding requests for information on locating utilities and information on how to acquire services.

Meets and works with citizens regarding easement issues related to engineering projects; receives and investigates citizen complaints; provides information and options to staff, boards and customers.

Maintains files and records pertaining to engineering projects and activities.
Performs legal research with respect to deed descriptions and recorded maps.

Additional Job Duties

Attends and participate in professional group meetings to include the development review board and other pre-development meetings with prospective developers; stay abreast of new trends and innovations in the field of civil engineering. Perform related duties and responsibilities as required.

Recruitment and Selection Guidelines

Knowledges, Skills and Abilities

Thorough knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications for utilities.

Thorough knowledge of modern methods and techniques as applied to the design of utility projects.

Considerable knowledge of all relevant State and Federal laws, local ordinances, policies, and procedures.

Ability to perform difficult engineering computation and to make recommendations on engineering problems and projects.

Ability to establish effective working relationships with management, staff, contractors, local government and regulatory officials, customers and the general public.

Skill in the use of civil engineering instruments and equipment.

Skill in collaborative conflict resolution.

Ability to communicate complex ideas effectively, orally and in writing.

Ability to perform complex cost calculations.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing lifting, climbing, stooping, walking, fingering, talking and hearing and performing repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Must possess the visual acuity to examine and work with maps, charts, and detailed materials, to operator a computer, inspect sites, do extensive reading, review plans, and use measurement devices.

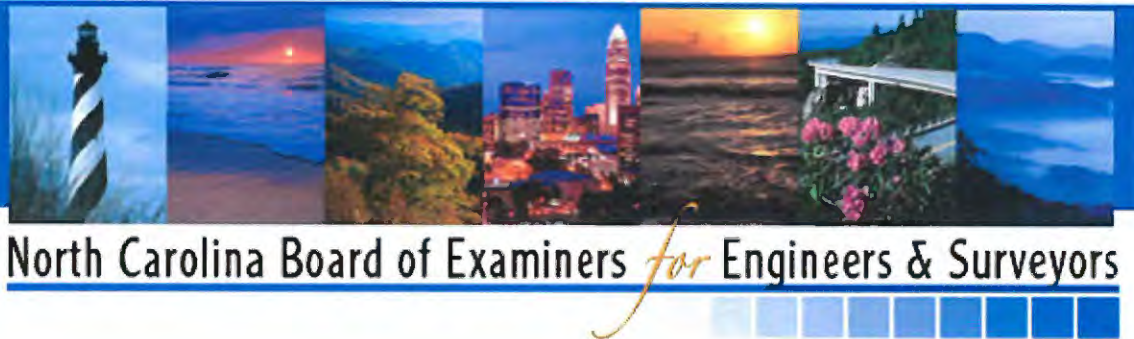
Desirable Education and Experience

Graduation from an accredited college or university with a degree in civil engineering and experience in utility engineering; or an equivalent combination of experience and education.

Special Requirements

Possession of a valid North Carolina driver's license.

Prefer registration as a Professional Engineer in the State of NC required.



[Forms](#) | [License Lookup](#) | [Renewals](#) | [Continuing Education](#) | [Enforcement](#) | [Engineers](#) | [Surveyors](#) | [Businesses](#) | [Contact](#)

License Lookup

Thomas S. Cummings
129 Cummings Rd
Lillington, NC 27546

License: 046016
Status: CURRENT
Expires: 12/31/2018

Disciplinary Actions

None found

[Search again.](#)

Note: Licensees may submit corrections to this information by clicking the "Renewals" link at the top. Please contact the Board office if you have questions about a license restriction or if a name you are searching for does not appear.

Photos at top courtesy of NC Division of Tourism, Film & Sports Development

Board Meeting Agenda Item

MEETING DATE: **January 16, 2018**

TO: HARNETT COUNTY BOARD OF COMMISSIONERS

SUBJECT: **Proposed Consultant for the NW Harnett Small Area Plan**

REQUESTED BY: **Development Services/ Mark Locklear**

REQUEST:

Development Services staff requests approval to select Stewart, Inc to provide professional consulting services as related to the Northwest Harnett Small Area Plan. There is \$60,000 budgeted for this project and Stewart's proposal is for \$54,981.

Stewart will assist in the development of this Ssmall Area Plan for the unincorporated northwestern portion of Harnett County. This small area plan seeks to provide a framework to guide appropriate development within a potential high growth area while maintaining the rural character, environmental quality, and enhancing livability of the area.

The geographic area covered by this plan is roughly bounded by the Wake County line to the North, The Town of Angier's ETJ and NC 210 corridor to the East, the Cape Fear River to the South, and the Chatham County/Lee County line to the West Due to the large extent of this area an emphasis will be placed on guiding new development and re-development to appropriate and desired locations within the study area. Of course, the study area is fluid and may be amended.

FINANCE OFFICER'S RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Company Name	Proposed Project Budget	Interview date & time	Staff thoughts on RFP Content	Rank	Interview Thoughts
Stewart Raleigh, NC	\$54,981.00	12/19/18 @ 11:00 am	very detailed project info, nice use of graphics, on-staff planners & engineers, familiarity with their staff & their products	1	<p>From the onset of the interview, all individuals involved seemed polished and aware of the issues of this particular region in the county. There was a lot of emphasis on watershed planning which is critical in this area. They would be able to help us through SPOT analysis on the transportation side of things. They would be able to bring Kimley-Horne & WSP on board as consulting agents.</p> <p>Members of their team have vast experience working with the county on various projects. They alluded to integrating plans for ED supersites in and around our County, corridor analysis, and Campbell University areas as well.</p>
			Initial comments on project background and goals are encouraging; analysis of housing preference and retail demand would be nice; staff experience with ordinance updates and policy initiatives will help with implementation; staff would have to make sure this is not a 're-tread' of the 2014 LUP update (b/c of Jake working on it).	1	
			Best RFP in terms of project outline; RFP content was professional with very nice GIS components; 6 month timeline; propose to use WSP (transportation) & Kimley Horn (Housing & Marketing Analysis)	1	
McAdams Durham, NC	\$26,070.00	12/19/18 @ 2:00 pm	Examples are too Parks & Rec oriented; budget friendly however this could lead to a simplified plan, or multiple change orders to achieve the desired product.	2	<p>McAdams did well talking about individual components like utilities, stormwater, and flexible development concepts. A member of their team worked on the P&R Master plan for Harnett. Some of the pitches seemed very developer centric and less about 'big picture' planning. Staff was concerned with the experience of the proposed project manager since it would be his first foray into heading up a team. Overall, the presentation was average and seemed 'rehearsed'. Staff also has concerns with their initial project estimation costs. It seems very budget friendly however this could lead to a simplified plan, or multiple change orders to achieve the desired product.</p>
			Too many Parks and Rec/greenways focused examples; detailed project approach; good graphics and format in submitted RFP; large staff with broad areas of expertise	2	
			Professional look; large environmentally focused team which could be good for Watershed issues; seem to be informed about issues; heavy on public input; nice initial cost; 7 month timeline.	2	
Holland Consulting Planners	\$57,200.00	12/19/18 @ 9:00 am	detailed work plan; propose to use Ramey & Kemp for transportation analysis; Angier not impressed with their work & final product	3	Consultants were straightforward and knew enough about the area to be able to formulate a good plan. Roger with RK&A also attended, to build a transportation component into the

			Detailed work plan; interesting ideas regarding incentives/implementation presented in their "final plans" proposal; lack of graphics/appearance not as sharp or modern	3	project. Overall, staff is a little apprehensive about how the public involvement side of things would play out. Interacting within our communities is key, and the other presentations/plans seem better suited for this.
			Would use a Transportation planning firm; may not do outreach as well as others.	3	
Benchmark Planning Charlotte, NC		Not interviewed due to RFP content as well as submittal issues.		4	
				4	
				4	



STEWART

STRONGER BY DESIGN

PROJECT COST ESTIMATE

NW Harnett Small Area Plan

NOVEMBER 15, 2017

Stewart

421 Fayetteville Street, Suite 400, Raleigh NC 27601

o: 919/380/8750

f: 919/380/8752

stewartinc.com

Stewart
Cost Estimate
NW Harnett Small Area Plan

Contact Information:

Cindy Szwarcop, AICP
 Manager of Planning & Municipal Services
 Direct 919.866.4823
 421 Fayetteville Street, Suite 400
 Raleigh, NC 27601

Cost By Phase Summary*

Phase	Description	Cost
1	Project Initiation	\$7,205
2	Engagement and Analysis	\$19,278
3	Plan Development	\$20,034
4	Implementation and Adoption	\$5,264
5	Continuing Services	N/C
	Labor Total	\$51,781
	Expenses	\$3,200
	Total	\$54,981

*Cost subject to change based on discussions with county staff and decisions regarding consultant and staff responsibilities, public engagement plan and deliverables
 **Market study and associated work could be considered an optional scope enhancement, however it is meant to inform land use recommendations, small area concepts and would benefit the County and Town of Angier
 ***Hourly rate includes overhead

Task Detail*

	Szwarcop	Petrosky	Linville	Turner / Alley	Massey / Delk	Graphic Design / Landscape Architect	WSP	KHA	Total
Phase 1: Project Initiation									
Plan Review/Data Gathering	1.0	4	4	4	2				15.0
Stakeholder Interviews		8		8				4	16
Project Initiation Meeting and Tour	6	6							
Steering Committee Meeting	5	5							10
Phase 1 Total	\$1,560	\$2,875	\$440	\$1,320	\$250	\$0	\$0	\$760	\$ 7,205
Phase 2: Engagement and Analysis									
Public Engagement Plan & Implementation		6	8	16					30
Mapping and Assessment	1	4	6		2		2		15
Housing Preference and Retail Demand Summary**								12	12
Suitability Analysis		8	2						10
Steering Committee Meetings (2)	4	8	4	8			4	4	32
Public Meeting or PEP Implementation		4		4			4		12
Coordination Meetings	2	16	4	4	4		6		38
Phase 2 Total	\$910	\$5,750	\$2,640	\$3,520	\$750	\$0	\$2,288	\$3,420	\$ 19,278
Phase 3: Plan Development									
Land Use	1.5	2	2	3		2			10.5
FLU Map and Design Guide		8	3	8		2			21
Small Area Concepts	1	4	2			32	4	4	47
Utilities	1	4			16				21
Transportation	2	1	4		8		16		31
Natural Resources, Open Space and Parks		6	2			2			10
Steering Committee Meeting		4	1				4		9
Public Meeting or PEP Implementation		4			4		4		12
Phase 3 Total	\$715	\$4,125	\$1,540	\$1,210	\$3,500	\$4,180	\$4,004	\$760	\$20,034
Phase 4: Implementation and Adoption									
Implementation Strategies	1	2		10	4		1		18
Plan Document	2	4	2			6	5		19
Plan Adoption		4					2		6
Phase 4 Total	\$390	\$1,250	\$220	\$1,100	\$500	\$660	\$1,144	\$0	\$5,264
Billable Rate***	\$ 130	\$ 125	\$ 110	\$ 110	\$ 125	\$ 110	\$ 143	\$ 190	
Total Hours	28	112	44	65	40	44	52	26	
Labor Total	\$ 3,575	\$ 14,000	\$ 4,840	\$ 7,150	\$ 5,000	\$ 4,840	\$ 7,436	\$ 4,940	\$ 51,781
Expenses									
Travel									\$1,500
Food and Supplies for Public Meetings									\$700
Printing and Deliverables									\$1,000
Total Cost									\$ 54,981



NOVEMBER 15, 2017

Stewart

421 Fayetteville Street, Suite 400, Raleigh, NC 27601

o: 919/380/8750

f: 919/380/8752

www.stewartinc.com





November 15, 2017

Renea Warren-Ford, Purchasing Specialist
Mark Locklear, Planning Services Director (mlocklear@harnett.org)
102 E. Front Street
Lillington, NC 27546

RE: Harnett County - NW Harnett Small Area Plan

Dear Ms. Warren-Ford and Mr. Mark Locklear:

We understand that Harnett County is poised to experience significant growth in the coming years. As such, the County has issued a NW Harnett Small Area Plan RFP to provide a framework to guide development while maintaining the rural character, environmental quality, and livability of the area. Stewart is pleased to submit our proposal for this project.

We have assembled a highly-regarded team of professionals for this assignment. I will serve as the Principal-in-Charge, and Jake Petrosky, AICP will serve as the Project Manager, responsible for regular communication with the County and Steering Committee. While employed with a previous firm, Jake was the Project Manager for the Harnett County Comprehensive Plan. He will be supported by a team of Certified Planners with decades of local government planning experience as well as Professional Engineers and Landscape Architects.

To complement our experience, we have partnered with WSP and Kimley-Horn on this project. Mike Surasky, PE with WSP specializes in transportation planning and has worked with key team members on a number of successful local and regional planning/design efforts. Jessica Rossi, AICP with Kimley-Horn is an experienced urban planner and real estate economist.

A combination of several factors makes the Stewart team the best choice for your project:

- **Experienced Planning & Municipal Services Team** – Our team has six certified AICP planners with decades of North Carolina-centered planning experience. Our staff is proficient in GIS Mapping and Land Use Modeling to assist in analyzing land use patterns, potential growth areas, infrastructure, transportation networks, and other necessary data to create a Small Area Plan.
- **Municipal Planning and Private Development Experience** – Many firms can write and update Small Area Plans, Comprehensive Plans, and Land Development Ordinances. Stewart is different in that our planners, landscape architects, and engineers also utilize these documents on a daily basis. Our experience in land development projects allows us to “ground truth” the plan prior to implementation.
- **Local Knowledge** – Stewart is headquartered in Raleigh and is currently doing work in several towns in Harnett County. Stewart is a Certified Historically Underutilized Business (HUB).

We appreciate the opportunity to submit this proposal response and look forward to the prospect of working on this project with you. Please call me at 919.866.4823 or email at cszwarckop@stewartinc.com if you have any questions or need additional information.

Sincerely,

STEWART

Cindy Szwarcop, AICP
Manager of Planning & Municipal Services | Associate Vice President

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 6. PROJECT APPROACH / WORK PLAN
 7. SCHEDULE / DELIVERABLES
 8. PREVIOUS SIMILAR WORK



FIRM OVERVIEW

STRONGER BY DESIGN

Stewart is a design, engineering and planning firm located in Raleigh, Durham and Charlotte, NC, serving clients throughout the southeastern US. With a unique collaborative cross-discipline approach that results in stronger and more creative design solutions, Stewart offers a full range of services to meet the needs of our clients, including:

- Land Planning and Design
- Structural Engineering
- Global Sports & Events
- Transportation

Founded in 1994 by Willy E. Stewart, PE, the firm has more than 200 employees. Stewart is owned by a select group of professionals who are personally involved in our clients' projects.

Stewart provides services in a variety of markets within the public and private sectors. Clients include education, healthcare, institutions, municipalities, architects, departments of transportation and the federal government as well as commercial, retail, residential, mixed-use, and private developers.

MINORITY BUSINESS STATUS

The firm is a certified Historically Underutilized Business (HUB) with the State of North Carolina through the Statewide Uniform Certification (SWUC) program. The firm is also a certified Small, Women, and Minority (SWaM) owned business with the Commonwealth of Virginia, as well as a certified Small Professional Services Firm (SPSF) with the North Carolina Department of Transportation.

wsp WSP, formerly WSP | Parsons Brinckerhoff is one of the largest, most diverse transportation and engineering firms within North Carolina. Drawing on over 130 years of experience, WSP plans, designs, and manages the construction and operations of the transportation networks of tomorrow. The firm provides a full range of services to assist transportation agencies, municipalities, and MPOs in meeting the financial, technical, and contextual challenges of planning for and delivering a transportation system that addresses the economic, social, and environmental needs of the communities they serve. WSP's staff of over 150 North Carolina-based planners, engineers, and support staff in offices in the Charlotte, Mooresville, and Raleigh areas possess the skills required for successful corridor study execution including:

- GIS mapping and database management
- Public education
- Stakeholder coordination
- Travel and freight forecasting
- Land use modeling and planning



Kimley-Horn is one of the nation's premier planning and design consulting firms. Whether a project is national or local, involving public infrastructure or private development, they look out for the client's best interest, reduce risk, and deliver great value. Engineers, planners, and environmental scientists combine the creativity to develop insightful solutions with the rigor to deliver practical results that consistently exceed expectations. Kimley-Horn's Market Analysis and Economic Development expertise will be leveraged to understand housing and commercial demand in the study area and ensure that the planning effort results in realistic land use concepts and policies that can take advantage of future market demand.

STEWART OFFICE LOCATIONS

Raleigh, North Carolina
421 Fayetteville Street, Suite 400
Raleigh, NC 27601
T 919. 380. 8750

Raleigh Geotech/CMT Lab
5400 Old Poole Road
Raleigh, NC 27610
T 919. 380. 8750

Durham, North Carolina
101 West Main Street
Durham, NC 27701
T 919. 380. 8750

Charlotte, North Carolina
101 North Tryon Street, Suite 1400
Charlotte, NC 28202
T 704. 334. 7925

Charlotte Geotech/CMT Lab
9801-E Southern Pine Blvd.
Charlotte, NC 28273
T 704. 334. 7925

STEWART AWARDS

2017 ULI York Award
Museum Park at the NCMA

**2017 Sir Walter Raleigh
Landscape Design Award**
Museum Park at the NCMA

**2017 ASLA Southeast Region
Honor Award**
[Re]imagining Broughton

2017 ACEC NC Grand Award
NCSU Talley Student Union

**2016 SEA NC Award for Excellence
in Structural Engineering**
NCSU Talley Student Union

2016 NCASLA Merit Award
Stanhope Student Apartments

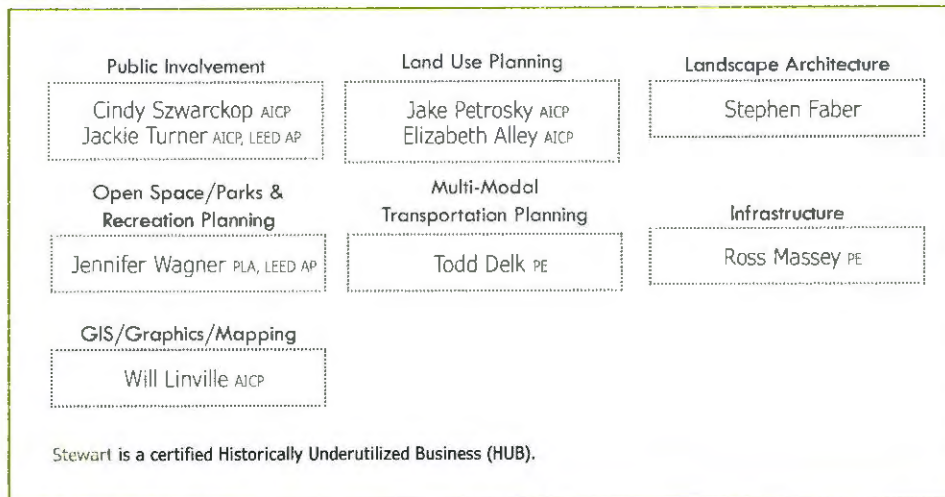


JAKE PETROSKY AICP
Project Manager



CINDY SZWARCKOP AICP
Principal-In-Charge

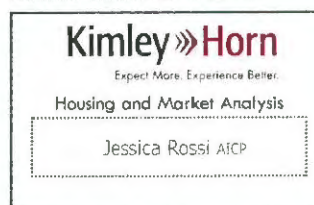
STEWART Prime Consultant



WSP Sub Consultant



KIMLEY-HORN Sub Consultant





CINDY SZWARCOP AICP

PRINCIPAL-IN-CHARGE

ASSOC. VICE PRESIDENT, MANAGER OF PLANNING & MUNICIPAL SERVICES

As Manager of Planning and Municipal Services, Cindy is responsible for extensive due diligence and site constraints, research and reporting, entitlements (including rezoning, special use permits, and annexations). She is a Certified Planner specializing in land use, demographics, municipal coordination, and public involvement. Cindy utilizes her skills and experience in project management, agency coordination, regulatory requirements, and the site development process to deliver highly successful projects.

RELEVANT EXPERIENCE

Town of Pittsboro UDO Assessment | Pittsboro, NC

Project Manager | Stewart was hired by a large development company to provide an assessment of the proposed Pittsboro Unified Development Ordinance. The assessment report was formalized and forwarded to the Town of Pittsboro to use as an aid in the final revisions to the UDO document.

Jackson County Unified Development Ordinance Update | Jackson County, NC

Project Manager | Stewart was engaged to provide planning services for the development of the County's first UDO. The project includes the preparation of an assessment of their existing Land Use Ordinances and how they are equipped to implement the newly adopted Comprehensive Land Use Plan. Based on the direction provided by the County, it was determined that a good portion of the UDO would be a technical effort to reformat and re-organize the existing twenty-one separate ordinances. The team is in the process of preparing the assessment report, developing an outreach strategy and preparing an outline of the new UDO.

Town of Clayton Unified Development Ordinance Update | Clayton, NC

Project Manager | Stewart was engaged to update and revise portions of Article 2 and Article 6 of the Clayton Unified Development Ordinance as well as an update to the Subdivision review standards. As part of this effort, Stewart conducted a best practices search to assist in the development of the revised regulations. We met with Town staff on a weekly basis to discuss elements and proposed revisions. Meetings with the Planning Board and Town Council are forthcoming as the project nears completion.

Town of Chapel Hill Design Manual | Chapel Hill, NC

Project Manager | Stewart was selected by the Town of Chapel Hill to update and revise the Engineering Design Manual and Standard Details. Stewart reviewed the existing 2005 Manual and made recommendations as to format, content, best practices, construction practices, and state requirements. Following an extensive review with Town staff, the public, and Town Boards/Commissions, Stewart revised the 2005 document into a more modern and standardized format.

Granville County Comprehensive Plan | Granville County, NC

Project Manager | Stewart was selected to prepare the Granville County Comprehensive Plan that will address and determine the community's priorities and address anticipated growth in ways that preserves the community character, fosters economic development, and recognizes the County's natural assets.

Pitt County Southwest Bypass Land Use Plan | Pitt County, NC

Project Manager | Stewart was selected to prepare a land use plan that will address potential growth along the Southwest Bypass Corridor.

EDUCATION

Bachelor of Science in Public Administration and Political Science
James Madison University

Master of Urban and Regional Planning, (concentration in Urban Management and Physical Development)
Virginia Tech

REGISTRATION

American Institute of Certified Planners (AICP): #019412

APPOINTMENTS

Past Member, City of Raleigh Appearance Commission

Member, City of Raleigh UDO Advisory Group

Past Member, Town of Morrisville Blue Ribbon Transportation Funding Commission

Member, City of Raleigh Development Services Advisory Committee

ORGANIZATIONS

NCAPA
ULI
ULI Market Impact Regional Council
WLI - Founding Member



JAKE PETROSKY AICP
PROJECT MANAGER / LAND USE PLANNING

Jake is responsible for Land Use Planning and Urban Design as well as Bicycle and Pedestrian Planning at Stewart. His duties include project management, analysis, conceptual design and public engagement activities. Jake has 14 years of experience in multi-modal transportation planning, land use and comprehensive plans, small area plans, corridor studies, parks, greenways, and environmental planning. He believes in data-driven, design-oriented planning and has a professional and personal interest in municipal and regional bicycle, pedestrian, and greenway systems and how they can improve mobility and quality of life.

RELEVANT EXPERIENCE

Harnett County Comprehensive Plan* | Harnett County, NC

Project Manager | Jake developed land use, natural resources, economic development, transportation and utility recommendations, in addition to scenario planning and indicator development. The project included a NC Wildlife Partners for Green Growth Grant that included a Esri Storymap deliverable.

Harrisburg Area Land Use Plan Update | Harrisburg, NC

Project Manager | Jake is leading an innovative assessment of existing land use and tax base, GIS-based suitability analysis, and public involvement activities which will help guide the development of the future land use plan and associated policies. Stewart is also assisting the Town with parks, recreation, natural resource, bike/ped and utility plan components.

Granville County Comprehensive Plan | Granville County, NC

Deputy Project Manager | Stewart was selected to prepare the Granville County Comprehensive Plan that will address and determine the community's priorities and address anticipated growth in ways that preserve the community character, foster economic development, and recognize the County's natural assets.

Pitt County Southwest Bypass Land Use Plan | Pitt County, NC

Deputy Project Manager | Stewart was selected to prepare a land use plan that will address potential growth along the Southwest Bypass Corridor. Jake will lead the development of land use scenarios and policy recommendations.

Greensboro Western Area Land Use and Infrastructure Plan* | Greensboro, NC

Project Team | Jake developed land use, transportation and environmental recommendations.

Plan Chatham: The Chatham County Comprehensive Plan* | Chatham County, NC

Project Manager | Jake led development of the comprehensive plan, and developed land use, infrastructure, natural resources, parks and recreation recommendations. Innovative engagement utilized MySidewalk, ArcGIS Online interactive mapping and social media. The plan included high-end cartography, land use suitability analysis, a NC Wildlife Partners for Green Growth grant, a health element and small area concept design.

Clayton Comprehensive Plan* | Clayton, NC

Project Manager | Jake led development of the plan, including land use, transportation, parks and recreation, natural resources and utility recommendations. The plan included successful public involvement effort that resulted in over 1,000 participants.

Union County Transportation Plan / 2025 Comprehensive Plan Update* | Union County, NC

Project Team | Jake was instrumental in the creation of future land use recommendations and small area concept designs, performed environmental and greenway planning, developed growth forecasts, and coordinated future year travel model runs.

EDUCATION

Master of Urban Planning
University of Florida

Bachelor of Community and
Regional Planning
Appalachian State University

REGISTRATION

American Institute of Certified
Planners (AICP): #026937

PRESENTATIONS

*Bicycle Facility Design &
Integration with Urban
Development*, Texas ASLA 2017

*Economic and Placemaking
Benefits of Trails*, 2017 Piedmont
Trails Summit

The GeoDesign Toolshed, Esri 2017
GeoDesign Summit

*Growth Modeling and Utility
Impact Analysis*, 2015 Esri GIS
User Conference

*The Second Level: The Art and
Science of Advanced GIS Analysis
and Metrics*, North Carolina
American Planning Association
2014 Annual Conference

AWARDS

**2014 Marvin Collins Outstanding
Planning Award**,
Peak Plan 2030: The Apex
Comprehensive Plan, NC APA

**2014 Marvin Collins Outstanding
Planning Award**,
GroWNC Regional Plan, NC APA

**Denotes work performed in
previous position.*



PUBLIC INVOLVEMENT

JACKIE TURNER AICP, LEED AP ASSOCIATE MANAGER OF PLANNING

With over 25 years of planning, urban design, and landscape architecture experience in both public and private practice, Jackie brings a passion for creating vibrant, authentic, and sustainable communities that respond to a client's needs while exhibiting a creative flair and environmental sensitivity, reflecting modern design theories. Jackie strongly believes that the most successful projects involve meaningful public engagement providing all in a community the opportunity to have their voice heard. As a planner, she is skilled in meeting facilitation and has lead hundreds of public workshops and steering committee and client staff meetings and presented before commissions, boards and councils.

EDUCATION

Master of Landscape Architecture
University of California, Berkeley

Bachelor of Arts, Environmental Biology
University of Virginia

REGISTRATION

American Institute of Certified Planners
LEED Accredited Professional

RELEVANT EXPERIENCE

- **Comprehensive Plan*** | Burlington, NC
Project Director
- **Downtown Implementation Strategies Plan*** | Rocky Mount, NC
Project Director
- **Comprehensive Plan*** | Madison, IN
Project Lead
- **Comprehensive Plan*** | Bellwood, IL
Project Lead
- **Fort Wayne Downtown Design Manual*** | Fort Wayne, IN
Project Lead

** Denotes work performed prior to joining Stewart*



LAND USE PLANNING

ELIZABETH S. ALLEY AICP SENIOR PLANNER

Elizabeth is a planner with over a decade of public sector experience. Her work ranges from historic preservation, urban design, and downtown development to small area planning and code writing. She is passionate about creating a vibrant pedestrian realm and engaging the community to develop place-based design decisions. Excited by tangible projects that can be created through partnership between the private, public and nonprofit sectors, she is past chair of the Beehive Collective, a local women's giving circle, as well as a founding trustee of the Awesome Foundation Raleigh Chapter.

EDUCATION

Master of City and Regional Planning, with Certificate in American Urbanism, University of Virginia School of Architecture

Bachelor of Arts in Religious Studies and Sociology,
University of Virginia College of Arts and Science

REGISTRATION

American Institute of Certified Planners (AICP): #152288

RELEVANT EXPERIENCE

- **Granville County Comprehensive Plan** | Granville County, NC
Senior Planner, Public Involvement
- **Pitt County Southwest Bypass Land Use Plan** | Pitt County, NC
Senior Planner, Public Involvement
- **Town of Chapel Hill Design Manual** | Chapel Hill, NC
Planner
- **2030 Comprehensive Plan*** | Raleigh, NC
Urban Design Project Lead
- **Livable Streets Plan Implementation*** | Raleigh, NC
Project Manager

** Denotes work performed prior to joining Stewart*



GIS/GRAPHICS/MAPPING

WILL LINVILLE AICP PLANNER II

Will is a certified planner with seven years of experience in municipal and county planning. He has expertise in zoning administration, grant writing, historic preservation, public involvement, transportation planning, and the composition of comprehensive and land use plans. His role involves GIS, land use planning and public involvement.

EDUCATION

Bachelor of Science in Geography, University of North Carolina at Charlotte

REGISTRATION

American Institute of Certified Planners (AICP): #256688

RELEVANT EXPERIENCE

- **Pitt County Southwest Bypass Land Use Plan** | Pitt County, NC
GIS
- **Town of Lillington UDO** | Pittsboro, NC
GIS and Code Writing
- **Granville County Comprehensive Plan** | Granville County, NC
GIS
- **Town of Yadkinville Comprehensive Plan*** | Yadkinville, NC
Project Manager
- **Southwestern Cumberland/Northeastern Hoke Multi-Modal Congestion Plan*** | Cumberland/Hoke County, NC
Project Manager
- **Southeast Cumberland Land Use Plan*** | Fayetteville, NC
Planner
- **South Central Cumberland Land Use Plan*** | Fayetteville, NC
Planner
- **Southwest Cumberland/Hope Mills Detailed Land Use Plan*** | Fayetteville, NC
Community Engagement



OPEN SPACE/PARKS & RECREATION PLANNING

JENNIFER WAGNER PLA, ASLA, LEED AP LAND PLANNING & DESIGN PROJECT MANAGER

Jennifer has an extensive understanding of park and playground design, downtown streetscapes, greenways, master planning, and campus and hospice garden design. With more than 11 years of experience, Jennifer has expertise in facilitating and presenting public meetings, grant writing, schematic design, and construction documents, and has provided construction administration for projects ranging from small private jobs to large public sites.

EDUCATION

Master of Landscape Architecture, North Carolina State University

Bachelor of Arts in International Studies, American University

REGISTRATION

Professional Landscape Architect (PLA): North Carolina #1791
LEED Accredited Professional

RELEVANT EXPERIENCE

- **Knightdale Comprehensive Pedestrian Plan*** | Knightdale, NC
Lead Designer and Planner
- **Elizabethtown Comprehensive Pedestrian Plan*** | Elizabethtown, NC
Lead Designer and Planner
- **Mills Park Phase II** | Cary, NC
Project Manager
- **Forest Ridge Park** | Raleigh, NC
Senior Landscape Architect
- **MLK Jr. Park** | Carrboro, NC
Project Manager

** work performed with previous firm*



MULTI-MODAL TRANSPORTATION PLANNING

TODD B. DELK PE
 CIVIL ENGINEER | MANAGER OF BICYCLE &
 PEDESTRIAN PRACTICE

With project work spanning traffic impact and capacity studies, corridor planning, and highway safety research, Todd has over 16 years of experience in transportation planning, engineering, and research in public and private practice. His approach involves investigating projects in a multidisciplinary manner in order to evaluate costs and benefits from transportation, land use, safety, and environmental frameworks. Todd's combined background allows him to facilitate a dialogue between engineers and planners during a project and interpret technical data for citizens and local officials during public involvement efforts.

EDUCATION

Master of Science in Civil Engineering,
 Georgia Institute of Technology

Bachelor of Science in Civil Engineering,
 North Carolina State University

Bachelor of Science in Multidisciplinary Studies,
 North Carolina State University

REGISTRATION

Professional Engineer:
 North Carolina #31596

RELEVANT EXPERIENCE

- **Mobility/Connectivity Plan** | Town of Chapel Hill, NC
Project Manager
- **Charlotte Uptown Urban Trails** | Charlotte, NC
Project Engineer
- **Blount/Person Corridor Bike Lane Study and Design** | Raleigh, NC
Project Manager
- **Lumley, Westgate, Ebenezer Church Road Pedestrian Improvements Feasibility Study** | Raleigh, NC
Project Manager



INFRASTRUCTURE

ROSS MASSEY PE
 CIVIL PROJECT MANAGER | LAND PLANNING AND
 DESIGN SENIOR PROJECT MANAGER

Ross has facilitated design and construction oversight to infrastructure projects including municipal water and wastewater system expansions, hospital and university expansions and additions, development master-planned communities, and mixed-use development. His design and construction administration experience includes infrastructure projects such as land development, pumping stations, earthen dams, on-site wastewater systems, water and wastewater treatment plants, elevated water storage tank rehabilitation and new construction. Ross has extensive experience working with municipalities to evaluate budgetary expenditures, obtain jurisdictional approvals and management of the construction contract process.

EDUCATION

Bachelor of Science in Civil Engineering,
 North Carolina State University

REGISTRATION

Professional Engineer:
 North Carolina #1977

RELEVANT EXPERIENCE

- **Town of Chapel Hill Design Manual** | Chapel Hill, NC
Civil Project Engineer
- **Croasdaile Village Prayer Garden** | Durham, NC
Civil Project Engineer
- **Crabtree Creek Greenway** | Raleigh, NC
Civil Project Engineer
- **Duke University Union Drive** | Durham, NC
Civil Project Engineer



LANDSCAPE ARCHITECTURE

STEPHEN M. FABER

LANDSCAPE DESIGNER II

Stephen recently joined Stewart, bringing a wealth of experience across multiple project types. Through research, design and real estate advisory services, he combines design and strategic planning to drive positive outcomes for clients, users, and the environment in projects of varying scales from residential design to large master-planned communities. Stephen's work includes mixed-use, education, residential, resorts, brownfield reclamation, parks, greenways and roadway corridors.

EDUCATION

Master of Real Estate Development
Clemson University

Bachelor of Landscape Architecture, minor in Horticulture
University of Arkansas

RELEVANT EXPERIENCE

- **Durham Beltline | Durham, NC**
Landscape Architecture/Conceptual Design
- **Parkwood Parks and Opens Space Comprehensive Plan | Durham, NC**
Lead Landscape Designer
- **UMORE Park* | Rosemont, Minnesota**
Lead Landscape Designer and Pattern Book Project Manager
- **Snowmass Mountain Village* | Snowmass Village, Colorado**
Landscape Designer

* work performed with previous firm



MIKE SURASKY, PE, PTOE
TRANSPORTATION AND CORRIDOR PLANNING

Mike is a Senior Transportation Engineer located in WSP's Raleigh office. With over 20 years of experience, he has developed the skills to lead projects in the fields of traffic engineering, transportation planning, traffic control, roadway design, roundabout design, signing and marking, and signal design. Recent experience includes working on on-call traffic and transportation projects that involved both design and construction solutions to many challenges. Mike possesses excellent project management skills, allowing him to effectively communicate and facilitate tasks with team members involved in every aspect of the project. He has successfully administered several projects for state, municipal, and private clients.

EDUCATION

MCE Civil Engineering (Transportation Concentration), NC State University; BSCE Civil Engineering

RELEVANT EXPERIENCE

Mike served as Project Manager for:

- **Town of Wendell Transportation Plan**
- **City of Raleigh Crabtree Valley Transportation Study**
- **City of Winston-Salem Peters Creek Parkway Transportation Study**
- **Wilmington Dawson-Wooster Corridor Project**

WSP USA (WSP), formerly WSP | Parsons Brinckerhoff, is one of the largest, most diverse transportation and engineering firms within North Carolina. Drawing on over 130 years of experience, WSP plans, designs, and manages the construction and operations of the transportation networks of tomorrow. The firm provides a full range of services to assist transportation agencies, municipalities, and MPOs in meeting the financial, technical, and contextual challenges of planning for and delivering a transportation system that addresses the economic, social, and environmental needs of the communities they serve. WSP's staff of over 150 North Carolina-based planners, engineers, and support staff in offices in the Charlotte, Mooresville, and Raleigh areas possess the skills required for successful corridor study execution including:

- GIS mapping and database management
- Public education
- Stakeholder coordination
- Travel and freight forecasting
- Land use modeling and planning
- Traffic analysis and operations
- Environmental review
- Concept design
- Cost estimating
- Performance evaluation

WSP has completed long distance, multi-county corridor studies throughout the Southeast including in North Carolina, Tennessee, Georgia, Florida, and Virginia.



HOUSING AND MARKET ANALYSIS

JESSICA ROSSI AICP

MARKET ANALYSIS AND ECONOMIC DEVELOPMENT

With more than 13 years of real estate market research and planning experience, Jessica brings a comprehensive perspective to all consulting assignments. Her involvement provides clients with detailed insights into demographic and development trends as well as the fiscal implications of different growth scenarios. She works on a wide variety of comprehensive planning and economic development assignments for local governments and regional agencies. Developer and investor clients also rely on Jessica's insight to determine demand for commercial and residential projects and to choose specific concepts to maximize marketability and value. As a national resource for Kimley-Horn, Jessica participates in assignments across the United States.

EDUCATION

Master of Arts, Community and Regional Planning,
University of Rhode Island

Bachelor of Arts, Environmental Studies and Political Science,
Alfred University

REGISTRATION

American Institute of Certified Planners

RELEVANT EXPERIENCE

Jessica served as project manager or provided market analysis, economic development, and/or return on investment services for the following projects:

- Village District Plan | Holly Springs, NC
- Peak Plan 2030 | Apex, NC
- Peak Plan 2035 Update | Apex, NC
- Community-Wide Multifamily Housing Analysis | Greenville, NC
- Greer Community Master Plan | Greer, SC
- Envision Loudoun Comprehensive Plan | Loudoun County, VA
- Gateway Small Area Plan | Butner, NC
- Blueprint North Fulton 2.0 | Alpharetta, GA
- Brawley School Road Area Plan | Mooresville, NC
- Fort Mill Comprehensive Plan | Fort Mill, SC
- Concord Avenue Area Revitalization Plan | Monroe, NC
- Southeast Area Study (SEAS) | Capital Area MPO, NC
- Town Center Community Improvement Plan | Cobb County, GA
- Imagine Westerville Comprehensive Plan | Westerville, OH
- Recreation Center Feasibility Analysis | Holly Springs, NC
- Rock Hill Comprehensive Plan | Rock Hill, NC
- Airport West Small Area Plan | Greensboro, NC

PROJECT BACKGROUND

The Study Area for the Northwest Harnett Small Area Plan is 81 square miles (52,000 acres) and sits on the edge of Fuquay-Varina and a rapidly growing area of Wake County. It is one of the fastest growing parts of Harnett County. The county's population has grown by 44% between 2000 and 2010. During that time the study area, as described in the RFP, has grown by 56%. The study area remains rural in nature. Predominant land uses are agriculture, forestry and very low density residential uses. Raven Rock State Park anchors the southern boundary along with the Cape Fear River, a primary water source for the County and municipalities. Within the next few years there will likely be increasing development pressure from the north, as land prices increase in Wake County, from the east due to easy access to US 401 and from the southeast due to commercial, office and institutional development on the northside of Lillington and near Campbell University. It is exciting to see Harnett County embark on a Small Area Plan that seeks to identify ways to maintain rural character and environmental quality while accommodating growth and enhancing the livability of the area. The Study Area presents many opportunities and challenges. Post-recession development pressure has begun to lead to residential development in the study area and on the western side of Angier. Coordinated efforts across departments and with adjacent local governments is necessary to take advantage of this growth and recent infrastructure investments, such as the sewer main along Neill's Creek. A plan needs to be crafted to build on policies in the 2015 Comprehensive Growth Management Plan and ensure that the design and density of development is sensitive to existing residents, protects water quality and leads to lasting quality development.



Figure 1: Growth pressure from Wake County has reached the area of the county west of Angier. Defining the type and character of new growth as well as planning the infrastructure to serve it will be a primary goal of the Northwest Harnett Small Area Plan.

PROJECT SCOPE

Our experienced team will work with County staff and a Steering Committee to develop and adopt a small area plan for the Northwest Harnett Study Area. We will achieve this by following a strategic project schedule. Our design oriented, data driven, collaborative process has been carefully outlined to ensure the project objectives and tasks are met throughout the development process of this plan. The scope consists of four phases:

- Phase 1: Project Initiation
- Phase 2: Engagement & Analysis
- Phase 3: Plan Development
- Phase 4: Implementation & Adoption

Our team will work together with the Harnett County Planning Department and other departments in all facets of the plan development process including steering committee facilitation, public outreach, analysis and the creation of policies and implementation strategies. The phases of the scope of work are described in more detail below.

Proposed Scope of Work



Proposed Schedule



PHASE 1: Project Initiation

Existing Plan and Document Review/Data Gathering

The team will work with County staff to identify and assemble relevant background documents for review, including but not limited to:

- GIS Files
- 2015 Comprehensive Growth Management Plan
- Unified Development Ordinance
- Park and Recreation Master Plan
- Angier Comprehensive Land Use Plan
- Recent utility plans
- Economic development planning efforts

The background documents will be reviewed to assess the implications of the studies and the relevancy of recommendations and projects to the study area. In addition, the team will coordinate with The Capital Area MPO during the update of the Southwest Area Study to ensure recommendations consider the direction of regional transportation plans.

Kick-Off Meetings and Stakeholder Interviews

Following document review, the Stewart team will conduct an initial round of meetings with staff, the Steering Committee, elected/appointed officials, and stakeholders to help identify key issues to be addressed in the Northwest Harnett Small Area Plan and to understand expectations.



Figure 2: The 2015 Comprehensive Growth Management Plan identified a framework for future development that should be refined and reinforced with the Northwest Harnett Small Area Plan.

Kick-Off Meetings

- *Project Initiation Meeting with County Staff* – The Project Team will hold a project initiation meeting, or a series of meetings with County staff from the Planning Department, Parks and Recreation, Public Works, and other key departments.
- *Community Tours* – Conduct tour(s) with County staff to document, inventory, and view key areas and features, such as cross-roads communities, potential growth areas, County-owned

land and buildings, protected and unprotected natural resource areas, housing, recently approved developments (or areas proposed/being considered for development), and utilities and infrastructure. This tour will help the Stewart team understand development patterns, centers of activity, and key elements such as use mix, scale and design features that contribute to the character of the area. It will also illuminate how well current standards and policies are achieving the goals of adopted plans and clarification that may be necessary through the area planning process.

- *Stakeholder Interviews* – The team will conduct a series of stakeholder interviews (generally 4 to 6 meetings) taking place over the course of one to two days. We will work with County staff to identify these interests (business interests, community and neighborhood groups, economic development and tourism officials, representatives of the environmental community, etc.)
- *Steering Committee Meeting* – A meeting with the Steering Committee will be conducted during Phase 1 where our team will discuss the project approach, schedule, and initial impressions.

Phase 1 Deliverables

- *Data Request* – A formal data request will be provided to allow the release of GIS files and other documents for the project.
- *Plan Review* – A summary of previous planning efforts and adopted policy will be prepared and highlights will be presented to the Steering Committee. Highlights of the plan review will also be included in the final plan document.
- *Stakeholder Interview Schedule and Invitation Template* – The Team work with County staff to determine appropriate stakeholders and develop a schedule for the meetings. An email invitation template will be provided for staff to use to invite stakeholders to participate in the plan.
- *Meeting Materials* – The Team will be responsible for producing materials for the Stakeholder Interviews, Steering Committee Meeting and other meetings.



Figure 3: High Quality Waters and Water Supply Watersheds are key natural assets that need to be protected while accommodating development in the Study Area.

PHASE 2: Engagement and Analysis

Public Engagement

In general, we approach plans as a chance to have a community conversation. We think the best plans are informed by meaningful input, data driven and design oriented. The team will work closely with County staff to develop a public engagement strategy that will include a roadmap for engaging citizens given the unique geographic, generational, and demographic characteristics of the study area. This strategy will set goals for the public outreach process, identify key milestones and outline the steps necessary to accomplish them. In the strategy we propose to use a mixture of the following public involvement techniques:

- *Leadership and Stakeholder Interviews* – discuss the issues one-on-one with strategic groups
- *Visioning Workshop* – drop-in meetings where participants use markers and other exercise to indicate preference to concepts, projects, etc.
- *Charrettes* – interactive workshop where participants have opportunity to express their ideas and thoughts in graphic form.
- *Surveys* – paper and/or online surveys that gather feedback on issues, priorities and preferences can be used in addition to public meetings to ensure a more complete cross-section of the County is polled.
- *Project website/social media* – unique project website, Facebook page, Instagram page, and/or Twitter pages.
- *Focus Group Meetings* – Targeted meetings with members of the community at key stages in the planning process to guide the development of the plan and associated recommendations.
- *Pop-Up meetings* – go to where community members are already gathering (sporting events, Chamber of Commerce meetings, local civic club meetings, school events, senior events, parallel planning efforts, etc.).

A vision for the Northwest Area will be crafted based on feedback received. Public involvement will be critical to identifying priority goals for plan and determining the direction of the analysis and emphasis of the recommendations. The public engagement strategy included in the scope is subject to revision based on feedback from County staff and the steering committee, but tentatively includes stakeholder interviews, two (2) public meetings, an online survey and 20 hours of additional staff time.



Figure 4: Interactive exercises at community meetings can help gather input on community priorities and preferences.

Mapping and Analysis

It is expected that this project will include a comprehensive collection of data including but not limited to: Demographic and historical information; existing and planned utility and transportation infrastructure, an existing land use inventory; analysis of previous zoning and development activity; analysis of housing preference and retail demand; and an analysis of key natural resources and agricultural assets. The team will coordinate with the following entities to develop an understanding of issues and opportunities in the study area.

- Capital Area Metropolitan Planning Organization
- Town of Angier
- City of Lillington
- Harnett County Economic Development
- North Carolina Division of Parks and Recreation
- North Carolina Wildlife Resources Commission

Growth Area Identification

The Land Use Suitability Analysis created during the Harnett County Growth Plan will be updated to consider land use and infrastructure changes since 2015. Maps showing land use suitability for residential, commercial and industrial development will be utilized along with input on factors influencing growth gathered during the first two phases of the planning process. The team will use these quantitative and qualitative inputs to create a map showing potential growth areas in the study area. It is expected that growth areas from the 2015 Comprehensive Growth Plan will be refined and described as part of this process.

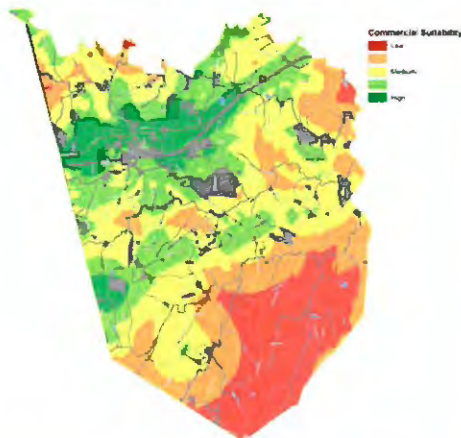


Figure 5: A GIS-based land use suitability analysis can help determine areas economically and environmentally suited for growth.

Phase 2 Meetings:

- *Steering Committee Meetings* – It is anticipated that the Steering Committee will meet twice during Phase 2.
- *Public Meeting* – It is anticipated there will be at least one public meeting during Phase 2.
- *Coordination Meetings* – The Project Team will participate in regular coordination calls with County staff and participate in at least 1 in-person worksession during Phase 2.

Phase 2 Deliverables:

- *Mapping:*
 - Existing Land Use Inventory Map
 - Land Supply Map (Vacant, Developed, and Underdeveloped Lands)
 - Parcel Size Map
 - Zoning Map
 - Multi-Modal Transportation Inventory Map
 - Infrastructure (Water, Sewer, Storm)
 - Services (Schools, Police, Fire, EMS)
 - Parks, Recreation and Greenways (Existing and Proposed)
 - Open Space and Agricultural Lands
 - Environmental Features (Floodplains, Wetlands, Slope, Topography, Vegetation, and other Sensitive Resources)
- Housing preference and retail demand summary
- Land Use Suitability Analysis Maps (Residential, Commercial and Industrial)
- Growth Areas Map and Descriptions
- Online Survey and Summary
- Meeting Materials

PHASE 3: Plan Development

Policy recommendations will be developed for each of the agreed upon plan elements based on input from staff, the steering committee, the public and regional, state and national best practices.

Land Use

The Study Area is beginning to experience change. Some tracts of land that have historically grown tobacco, sweet potatoes and pine trees are now being converted to subdivisions. Residential growth from Fuquay-Varina is creeping over the county line. New residents are attracted by sandy fields, rolling hills, scenic views and relatively low traffic streets. This planning effort is meant to facilitate a discussion regarding the future of the area. It should define what areas should stay rural and agricultural in character, what areas are best for new residential growth and where commercial growth should occur. It should also envision what quality development looks like on the ground, and lay the policy groundwork for updating standards and codes accordingly.

The focus of the land use element in the plan will be to clarify the development pattern intended for the Study Area. A map showing intended development pattern will be produced. Depending on the input received during the process this may include additional land use categories that build on the recommendations included in the 2015 Comprehensive Growth Plan and/or policies that seek to capitalize on emerging housing preferences and market demand. The process will include the identification of new or revision of growth areas and/

or nodes. Future land use designations will be accompanied by descriptions that specify intended use mix, scale, density and other design features (i.e. street standards). National and regional best practices will be reviewed and land use and design policies for the Study Area will be development that accomplish priority goals identified in Phase 2. As part of this task conceptual designs will be produced for two or more locations that convey the intent of future land use, design, infrastructure, parks and recreation and/or natural resource related policy recommendations.

Illustrations will be produced by landscape architects on the Project Team through a joint design process with County staff, and may provide a framework for land subdivision, access, building orientation, open space, urban design and aesthetics for future development areas. Policies and associated illustrations will provide guidance on future rezonings and inform updates of development regulations and standards.



Figure 6: Conceptual illustrations that show building orientation, land uses, street trees, access, location of parking, and amenities can help convey the intent of a future land use map and policies. This illustration was created as part of the Chatham County Comprehensive Plan, an effort led by Jake Petrosky.

Utilities

Cross-roads communities like Duncan, Cokesbury, Rawls, Chalybeate Springs, and Kipling are in the cross-hairs of growth and opportunity. A framework for public and privately funded roadway and utility infrastructure improvements needs to be created to facilitate the type of growth that is envisioned as part of the land use element of the plan. Stewart's engineers, led by Ross Massey, will work with Harnett County staff and land planners on the team to develop policies related to cost share / reimbursement, process and standards. Recommendations and priorities for public utility extensions will be included in this element. This process may include an evaluation of the

feasibility of basin-level sewer service, utility service areas, interjurisdictional connections, decentralized utility service options and short, medium and long-term priorities.

Transportation

The Study Area is not well served by a roadway network. Four north/south roadways exist and three or four east/west routes in an area that is roughly 7x10 miles. The standard of a thoroughfare every 1 mile is not met and given the large floodplains that run north to south, many additional thoroughfare level connections are unlikely. Nodal development with a transect of diminishing density is possible, but would need to be served by new, privately funded collectors and supported by improvements on major north/south routes and key intersection improvements. This phase of the plan will identify key infrastructure improvements and potential funding sources. This task will be led by Mike Surasky with WSP and Todd Delk at Stewart. The Team will coordinate with the CAMPO Southwest Area Study update and note priorities from the study and additional, county-level priorities that are key to supporting desired growth in the US 401 and NC 210 corridors as well as any other growth areas identified during the process. Policies in the plan will draw from best practices across the triangle and may clarify right of way needs, street standards and bicycle and pedestrian facility priorities in the Study Area.

Open Space, Natural Resources and Parks

Farms, fields and forests contribute to the rural character of the study area and are one of the reasons many choose to live in Harnett County. In addition, farmland and timberland contribute over \$194 million in income to the local economy each year (based on 2012 Census of Agriculture and NC State University timber income figures from 2015). The streams that drain the Study Area flow to the Cape Fear River, which is the primary water supply for Harnett county and many downstream communities. Many streams are designated as High Quality Waters (Parkers, Avents, and Hector Creek). The area around Ravens Rock State Park has extensive uplands designated as being exceptionally high in biodiversity and habitat value. The current development pattern of dispersed subdivisions of ½ to 1 acre lots with minimal open space may lead to conflicts with agriculture, degraded water quality and fragmented forests. The Small Area Plan needs to address how to protect valuable natural assets while accommodating the pending growth. Policies related to safeguarding water quality, agricultural protection and preservation of rural character will be key to achieving this goal. The small area plan should direct growth toward preferred locations with services and infrastructure and ensure development that is compatible with existing land uses. In addition, the plan will build on recent efforts to update

the Parks and Recreation Master Plan and address the needs of the Study Area which has been identified as an underserved area of the county. Policies and implementation strategies that further parks, greenway and trail priorities in the area will be developed.

Phase 3 Meetings:

- *Steering Committee Meetings* – It is anticipated that the Steering Committee will meet once during Phase 3.
- *Public Meeting* – It is anticipated there will be a public meeting towards the end of Phase 3.
- *Coordination Meetings* – The Project Team will participate in regular coordination calls with County staff and participate in at least one in-person worksession during Phase 3.

Phase 3 Deliverables:

- Future Land Use Concept Map
- Future Land Use Design Guide
- Land Use Policies and/or Strategies
- Two Small Area Concept Plans
- Utility Policies and/or Strategies
- Priority Public Utility Improvements
- Transportation Policies and/or Strategies
- Priority Transportation Improvements
- Open Space, Natural Resource and Parks Policies and/or Strategies
- Meeting Materials

PHASE 4: Implementation and Adoption

Implementation Strategies

Implementation strategies will be created to address short, medium, and long-term actions to provide direction to the County and partner municipalities for the next 20 years. The implementation strategies will:

- Define the actions/recommendations, by Plan element, needed to achieve the Plan objectives
- Prioritize the activities (short-term, medium, long-term)
- Link actions to a responsible party

The implementation part of the plan will specify revisions to the 2015 Comprehensive Growth Plan and Future Land Use Map that are necessary to achieve priority goals identified through the process. The conceptual illustration of future development will help inform implementation strategies related to the Land Use element of the plan (i.e. new zoning districts or overlays). Potential updates to the Unified Development Ordinance will be noted, along with options. Implementation strategies will also include recommendations for coordination with municipalities on transportation, utility and land use objectives.

Plan Document

The Project Team will prepare and submit a draft Northwest Harnett County Plan document (to be delivered in batches of chapters to ease review) to County staff and the Steering Committee for review. Following this review, the draft document will be posted on the County website for comment. All comments received from staff, the Steering Committee, and the public will be catalogued, and responses made. This careful tracking of comments will allow the Stewart team to identify common themes in feedback/comments for discussion with County staff and elected/appointed officials during the review and public hearing process. The draft document will be revised and amended as appropriate.

Plan Adoption

The Stewart team, in conjunction with County staff, will present the Final Plan during a public hearing process. Following the public hearing process, a final set of plan documents in printed and electronic format will be provided to the County.

Phase 4 Deliverables:

- PowerPoint presentation of final plan
- As noted in the RFQ, we will provide 10 bound copies of the final document.
- An electronic copy, formatted and indexed for easy download from a website, will also be provided.
- All documents will be provided in both digital and hard copy. The digital formats will be as follows:
 - Text – MS WORD and PDF
 - Spreadsheets – MS Excel
 - Databases – MS Access
 - Mapping Products – ArcView format

Training and Continuing Service

The Stewart team will conduct one ½-day training session for County staff, Planning Board, Board of Adjustment, County Commissioners.

As part of our Continuing Service promise, we will be available by phone or email for a period of six months following plan adoption to assist staff with questions. This continuing service is included in our base fee and is not an additional line item cost.



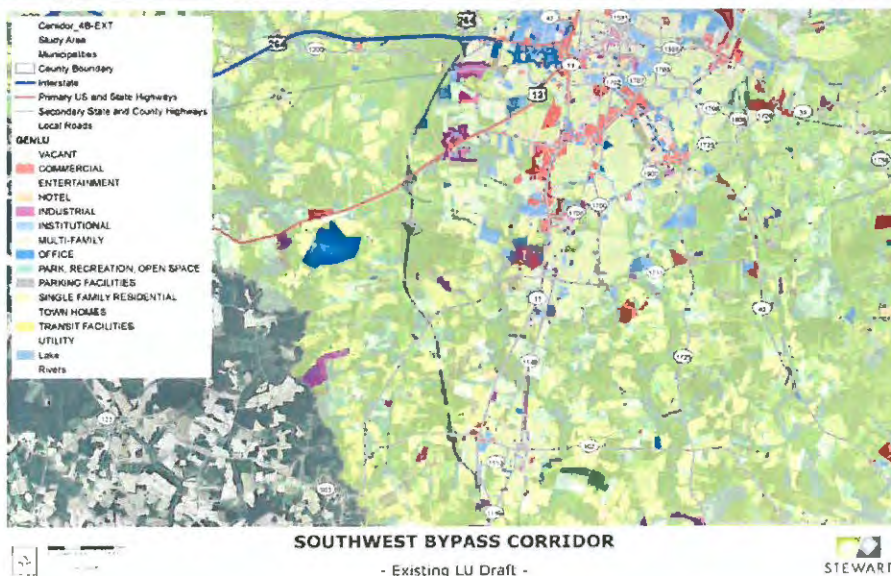
TIMELINE

As requested in the RFP, the following schedule shows completion of the NW Harnett Small Area Plan within six months of the project start date. For the purposes of this proposal, we anticipate that an official Notice to Proceed will be issued in January 2018.

Task	Months					
	1	2	3	4	5	6
Phase I - Project Initiation						
Project Initiation						
Data collection and evaluation of local plans						
Community Tour(s) and Stakeholder Interviews						
Steering Committee Meeting #1						
Phase II - Engagement and Analysis						
Mapping, Market Analysis and Land Use Suitability Analysis						
Growth Area Identification						
Steering Committee Meeting #2						
Public Meeting #1						
Phase III - Plan Development						
Future Land Use Element						
Infrastructure Element						
Parks and Natural Resources Element						
Steering Committee Meeting #3						
Development of Two Small Area Concept Plans						
Steering Committee Meeting #4						
Public Meeting # 2						
Phase IV - Implementation and Adoption						
Implementation Strategies						
Steering Committee Meeting #5						
Revisions/Updates to Comprehensive Plan & UDO						
Presentation of Draft Small Area Plan						
Submit Final Plan Documents and Deliverables						



PITT COUNTY SOUTHWEST BYPASS LAND USE PLAN



LOCATION
Pitt County, NC

OWNER
Pitt County
Eric Gooby, AICP
Senior Planner
egooby@pittcountync.gov
252. 902. 3250

DATES
Start: 2017
Completion: Ongoing

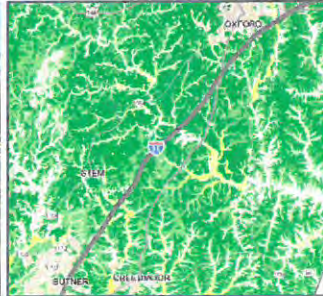
DISCIPLINES
Public Input Process
Planning
GIS
Civil Engineering

TEAM
Cindy Szwarcop, AICP
Jake Petrosky, AICP
Will Linville, AICP
Elizabeth Alley, AICP

Stewart was engaged by Pitt County (in conjunction with Greenville, Ayden, Winterville and NCDOT) to prepare the Southwest Bypass Corridor Land Use Plan. Pitt County and the surrounding area is experiencing growth in anticipation of the Southwest Bypass. The bypass will improve mobility and alleviate congestion but also presents challenges. Land use policy and regulations currently do address the type, scale and design of non-residential uses typically associated with a transportation facility of the magnitude of the bypass. The intent of the plan is to help local governments take advantage of development opportunities along the corridor. The plan will also ensure that future development is managed appropriately and is compatible with existing communities and long term plans for growth in the County and partner municipalities.

GRANVILLE COUNTY COMPREHENSIVE PLAN

LAND USE PLAN



LOCATION

Granville County, NC

OWNER

Granville County
Barry Baker
Planning Director
919. 603. 1334
barry.baker@granvillecounty.org

DATES

Start: August 2017
Completion: October 2018

DISCIPLINES

Planning
Civil Engineering
GIS
Public Involvement

TEAM

Cindy Szwarcop, AICP
Jake Petrosky, AICP
Will Linville, AICP
Todd Delk, PE
Elizabeth Alley, AICP

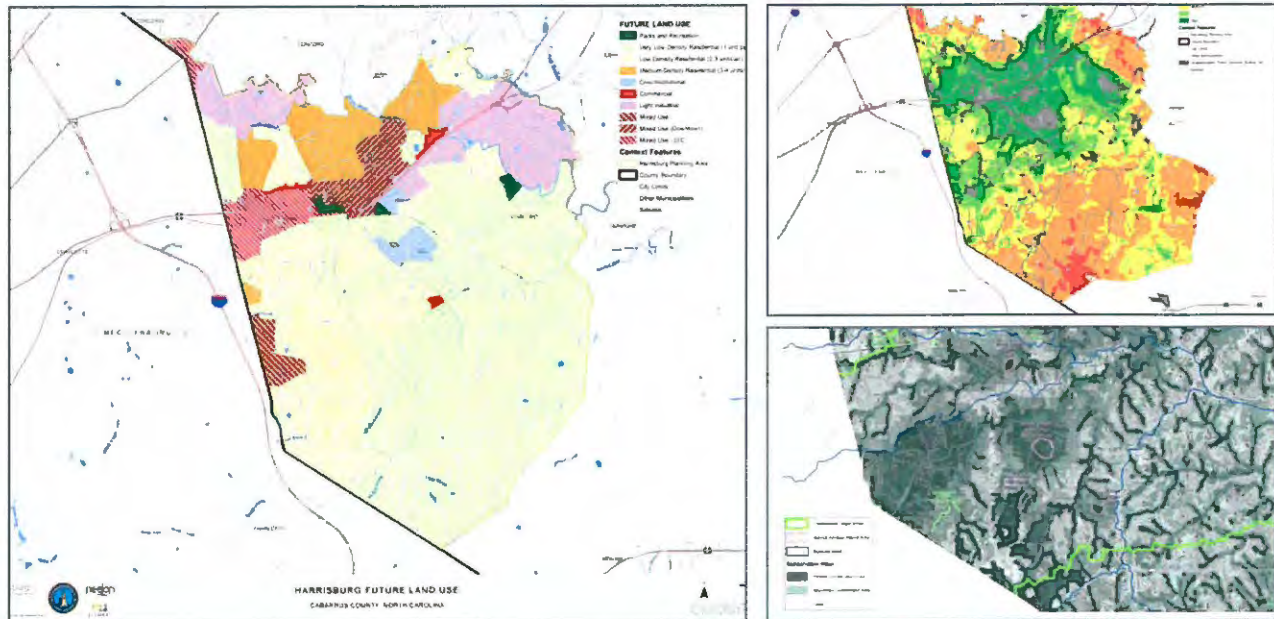
Stewart was selected to prepare the Granville County Comprehensive Plan that will address and determine the community's priorities and address anticipated growth in ways that preserve the community character, foster economic development, and recognize the County's natural assets. The population of Granville County is estimated at 59,000 and is approximately 536 square miles with five municipalities: Butner, Creedmoor, Oxford, Stem and Stovall. The County is located in the Kerr Tar and Triangle region of North Carolina and is adjacent to two metropolitan centers, Raleigh and Durham.

The work program includes a significant level of community involvement consisting of pop-up meetings, workshops, social media, community preference surveys and the use of both steering committee and stakeholder groups.

As part of the project, Stewart will also analyze water and sewer capacity and utilize CommunityViz to help the County understand the possibility and capacity for growth. This modeling will provide an insight into the impacts that land use policies can have on neighborhoods, the economy, infrastructure and the environment.

HARRISBURG AREA LAND USE PLAN

LAND USE PLAN



Stewart is working with the Town of Harrisburg and Cabarrus County on an update to the Harrisburg Area Land Use Plan. Harrisburg is one of the fastest growing communities in the Charlotte Region. The plan update seeks to preserve the family-friendly character of the Town, while re-energizing the Harrisburg Town Center and protecting unique natural areas and agricultural lands in the Reedy Creek Watershed. Stewart's innovative assessment of existing land use and tax base, GIS-based suitability analysis, and public involvement activities will help guide the development of the future land use plan and associated policies. Stewart is also assisting the Town with parks, recreation and natural resource recommendations, bicycle and pedestrian planning, and utility infrastructure plan components.

LOCATION
Harrisburg, NC

OWNER
Town of Harrisburg
Cabarrus County

DATES
Start: August 2017
Completion: Ongoing

DISCIPLINES
Land Use Planning and Design
Environmental Planning
Greenway Planning
Implementation

TEAM
Jake Petrosky, AICP
Will Linville, AICP

UNIFIED DEVELOPMENT ORDINANCE

TOWN OF LILLINGTON, NC



Stewart was engaged to provide planning services to the Town of Lillington. The first phase of the project includes the preparation of an assessment of the Town's land development ordinances and evaluation of how well they are equipped to implement the Town's Land Use Plan. During this task, Stewart staff identified overarching strengths and weaknesses of the general format, zoning districts, development standards, review procedures and overall user-friendliness of the ordinances. At the conclusion of the assessment report, we made recommendations to guide the Town on how to improve their land development ordinances and prepared an outline for developing a Unified Development Ordinance. Drawing on the recommendations provided in the assessment report, Stewart began the second task, to develop the Town's first Unified Development Ordinance. Stewart staff presented the UDO to Town staff, Planning Board and Town Council.

LOCATION

Lillington, NC

OWNER

Town of Lillington
Marshall Parrish
Town Planner
910. 893. 0311

DATES

Start: 2016
Completion: 2017

DISCIPLINES

Planning

KEY STAFF

Cindy Szwarcop, AICP
Will Linville, AICP

JACKSON COUNTY UDO

UNIFIED DEVELOPMENT ORDINANCE



LOCATION

Jackson County, NC

OWNER

Jackson County
Michael Poston
Planning Director
828. 631. 2255

DATES

Start: July 2017
Completion: September 2018

DISCIPLINES

Planning
Community Outreach

TEAM

Cindy Szwarcop, AICP
Will Linville, AICP
Elizabeth Alley, AICP

Stewart was engaged to provide planning services to Jackson County for the development of the County's first Unified Development Ordinance. The project includes the preparation of an assessment of their existing Land Use Ordinances and how they are equipped to implement the newly adopted Comprehensive Land Use Plan. Based on the direction provided by the County, it was determined that a good portion of the UDO would be a technical effort to reformat and re-organize the existing twenty-one separate ordinances. The Assessment Report has been completed, outreach is ongoing and the latter phases of the project are underway.

UNIFIED DEVELOPMENT ORDINANCE

TOWN OF WILSON'S MILLS, NC



LOCATION

Wilson's Mills, NC

OWNER

Town of Wilson's Mills
Alicia Gregory
Town Administrator
919. 390. 8665

DATES

Start: 2016
Completion: April 2018

DISCIPLINES

Planning

TEAM

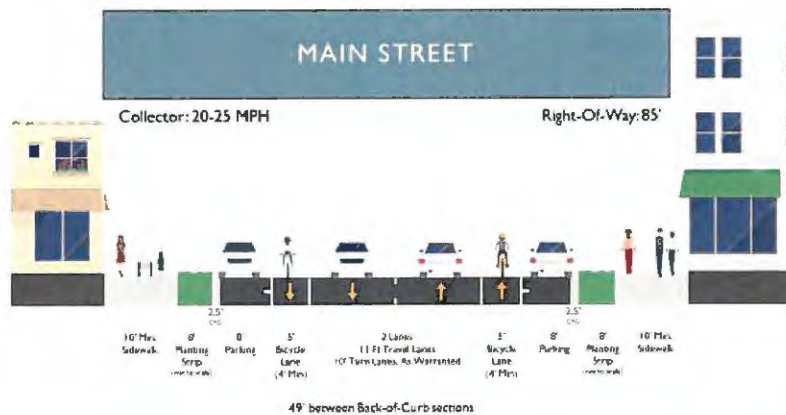
Cindy Szwarcop, AICP
Will Linville, AICP



Stewart was engaged to provide an assessment of the Town's code of ordinances and an evaluation of how well they were equipped to implement the Wilson's Mills Community Plan 2030. Our team developed a Code Assessment Report that identified overarching strengths and weaknesses of the general format, zoning districts, development standards, review procedures and overall user-friendliness of the existing code of ordinances. We made recommendations to guide the Town on how to improve their ordinances and prepared an outline for developing a Unified Development Ordinance. We are currently in the process of drafting the Town's first Unified Development Ordinance.

TOWN OF CHAPEL HILL DESIGN MANUAL

ENGINEERING DESIGN MANUAL AND STANDARD DETAILS



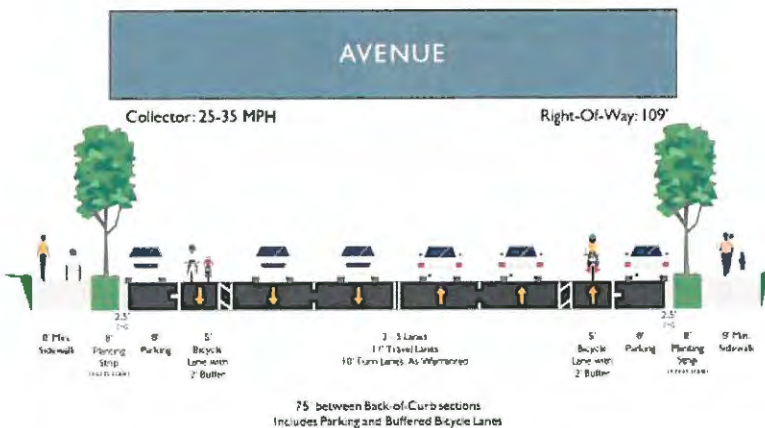
LOCATION
Chapel Hill, NC

OWNER
Town of Chapel Hill
Chris Roberts, PE
Manager of Engineering & Infrastructure
6850 Millhouse Road
Chapel Hill, NC
919. 969. 5091
croberts@townofchapelhill.org

DATES
Start: December 2016
Completion: February 2017

DISCIPLINES
Planning
Engineering
Bike/Pedestrian
Transportation

TEAM
Cindy Szwarczkop, AICP -
Principal-in-Charge
Project Manager
Ross Massey, PE
Elizabeth Alley, AICP

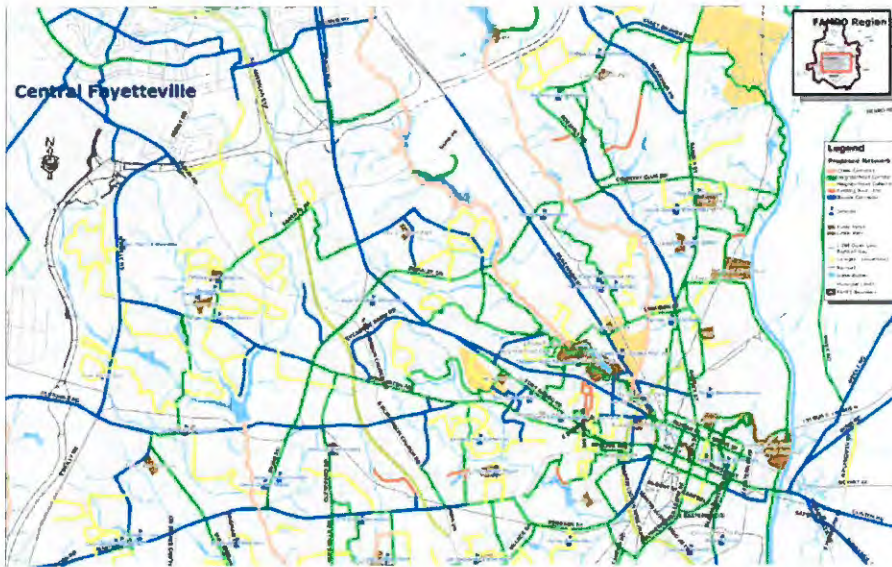


Stewart was selected by the Town of Chapel Hill to update and revise the Engineering Design Manual and Standard Details. Stewart reviewed the existing 2005 Manual and made recommendations as to format, content, best practices, construction practices, and state requirements. Following an extensive review with Town staff, the public, and Town Boards/Commissions, Stewart revised the 2005 document into a more modern and standardized format. In conjunction with the development of the Design Manual, all of the Town's Standard Details were updated, revised, and reformatted. The final component of the project was the creation of seven street cross sections to depict the requirements of the new street standards.



FAMPO BICYCLE & PEDESTRIAN CONNECTIVITY PLAN

FAYETTEVILLE METROPOLITAN PLANNING ORGANIZATION (FAMPO)



LOCATION

Cumberland, Hoke and Harnett
County, NC

CLIENT

Fayetteville Metropolitan Planning
Organization (FAMPO)
Maurizia Chapman, AICP
Transportation Planner
130 Gillespie Street
Fayetteville, NC 28301
910. 678. 7615

DATES

Start: February 2010
Completion: October 2010

CONSTRUCTION COST

N/A

LENGTH

7.5 miles

DISCIPLINES

Planning
Public Involvement
GIS

TEAM

Cindy Szwarcop, AICP

The Fayetteville Area Metropolitan Planning Organization (FAMPO), a transportation management area with a population in excess of 300,000, selected Stewart to prepare a Bicycle and Pedestrian Connectivity Report that addresses the need for a connecting system of bicycle, transit, and pedestrian facilities. This report helped identify and prioritize bicycle and pedestrian facilities connectivity issues that exist within the study area, with regards to the regional network of existing and proposed facilities. This Bicycle and Pedestrian Connectivity Report included the FAMPO's metropolitan area, which includes parts of Hoke and Harnett Counties, and all of Cumberland County. The report also took into account the region surrounding the study area, to include connectivity opportunities and promotion of coordinated bicycle and pedestrian planning.

Stewart's planning services included an innovative suite of public involvement tools that ranged from traditional public meetings to interactive web sites that hosted online surveys, maps and discussions. The completed plan provides a phase implementation strategy for achieving the connectivity goals for the entire community.

The firm was also selected to plan and design the Little Cross Creek Greenway. This greenway will begin at Fort Bragg's boundary at Bragg Boulevard, cross under the proposed Fayetteville Outer Loop (Future I-295) and continue south along Little Cross Creek to the Cape Fear River, a distance of approximately 7.5 miles.

MAIN STREET/BLACK STREET CORRIDOR REVITALIZATION STUDY



LOCATION

Rock Hill, SC

OWNER

City of Rock Hill
Mary DiFabio Foote
Textile Corridor & Old Town
Redevelopment Supervisor
PO Box 11706
Rock Hill, SC 29731
803. 326. 3817
mfoote@cityofrockhill.com

DATES

Start: 2013
Completion: 2014

CONSTRUCTION COST

\$8.5 million public investment

DISCIPLINES

Stakeholder and Public
Involvement
Conditions Assessments
Public Infrastructure
Improvements
Streetscape Design
Land Use Planning
Cost Estimates
Financial Impact Analysis

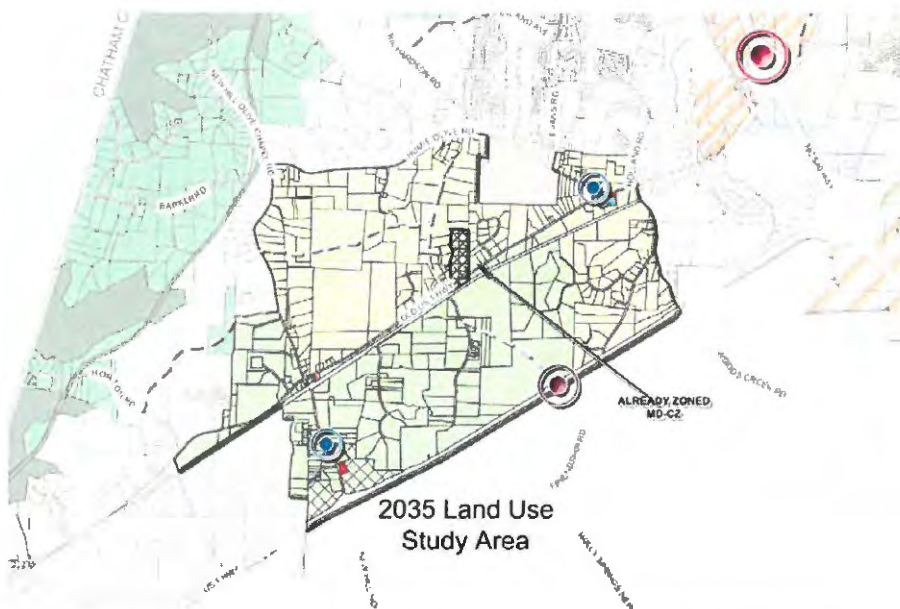
TEAM

Jim Haden, PLA, ASLA
Dan Blackman, PLA, ASLA
Meredith Beard, Associate ASLA



This project is an update of the Hagins-Fewell Neighborhood Master Plan (2004). Stewart generated strategies for the improvement of the West Main and West Black Street Corridors. These corridors are extensions of major downtown streets, but are located on the "other side" of the rail line bisecting downtown Rock Hill. These strategies respond to the many elements of the 2004 plan that have been implemented and bring new vision and creativity to the needed improvements in the corridors which have not yet benefited from the implementation and planning to date. There are opportunities to create connections between the Knowledge Park, an emerging employment center, Winthrop University, the Hagins-Fewell Neighborhood, and Downtown Rock Hill.

PEAK PLAN 2030 AND PEAK PLAN 2035 COMPREHENSIVE PLAN



LOCATION
Apex, NC

OWNER
Town of Apex
Dianne Khin, Planning Director
919. 249. 3332
dkhin@apexnc.org

DISCIPLINES
Prepared demographic, housing,
and economic development
sections of the Peak Plan 2030
Comprehensive Plan

TEAM
Jessica Rossi, AICP

Apex is a rapidly growing municipality 15 miles southwest of downtown Raleigh. Kimley-Horn participated as part of a larger consulting team to prepare demographic, housing, and economic development sections of the Peak Plan 2030 Comprehensive Plan. Forecasts were provided for population, households, and employment by type, and corresponding land demand was estimated for single-family, townhouse/condominium, apartment, retail, and office/industrial uses. Housing and economic development recommendations were prepared in conjunction with the transportation, land use, historic preservation and implementation elements.

A follow-up market analysis and economic development update was conducted for the community, with a distinct focus on a 3,000-acre area near Friendship and New Hill, southwest of Apex's corporate limits. The identified area was not studied in depth during the development of Peak Plan 2030, adopted in 2013. The findings of the economic study and market analysis were used by the Town of Apex to evaluate probable land use mixes in the Study Area through the 2035 horizon year.

The analysis documented existing conditions from a demographic and real estate market perspective, providing baseline market statistics to inform potential development opportunities within the Study Area. Real estate demand forecasts were prepared through 2035 for residential, retail, office, and industrial uses. The analysis considered both local and regional market forces impacting the Town of Apex.

VILLAGE DISTRICT PLAN

CIVIC, COMMERCIAL AND RESIDENTIAL USES



LOCATION

Holly Springs, NC

OWNER

Town of Holly Springs
Gina M. Clapp, AICP
Director of Planning & Zoning
919. 557. 3908
gina.clapp@hollyspringsnc.us

DISCIPLINES

Market Analysis

TEAM

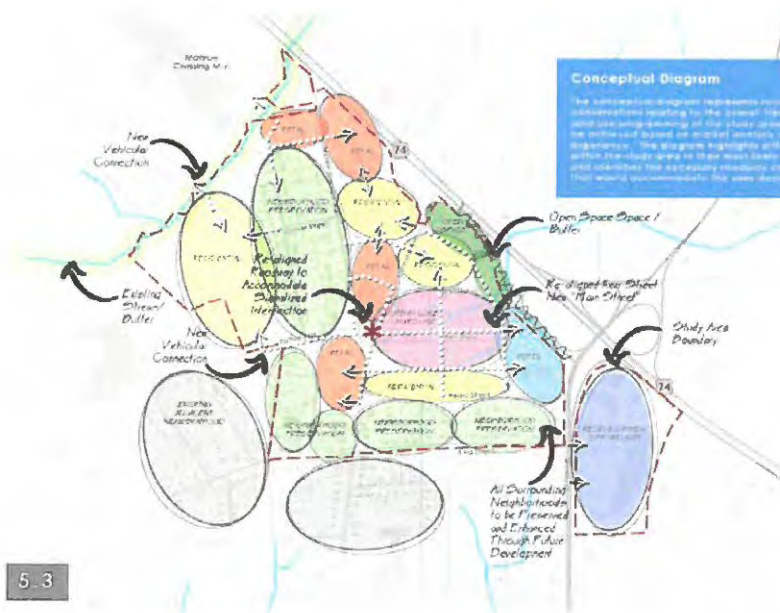
Jessica Rossi, AICP

This effort focused on analyzing the market potential to create a village district in Holly Springs, NC, located approximately 15 miles southwest of downtown Raleigh. The Town has an area in which it is establishing a village district with a mix of civic, commercial and residential uses constructed in an urban form in a vibrant pedestrian environment. Holly Springs had already invested in a Town Hall, and a combined Library and Cultural Center.

Working in conjunction with a team of land and transportation planners, we conducted in-depth research into area demographics, public and private investments, and recent residential and commercial real estate market trends. Forecasts were then generated for the amount and type of housing units and commercial square footage that could be absorbed in the village district. As part of this effort, interviews were conducted with area businesses and public input was obtained in two meetings.

A design charrette was held to convert the market opportunities into a parcel-specific land use plan. As part of the implementation recommendations, a catalyst mixed-use project was prescribed. Municipal strategies and funding mechanisms were also identified to attract village district development. The Town has moved forward with several recommendations.

CONCORD AVENUE AREA REVITALIZATION PLAN



LOCATION
Monroe, NC

OWNER
City of Monroe
Lisa Stiwwinter, AICP
Director of Planning and Development
704. 282. 4569
lstiwwinter@monroenc.org

DISCIPLINES
Area Revitalization Plan

TEAM
Jessica Rossi, AICP

The Concord Avenue area is an important gateway to downtown Monroe and one of the city's most diverse areas. While the area could leverage access to US 74 and proximity to downtown, it faces numerous challenges, including the lack of a neighborhood core, residences in disrepair, poor connectivity, and underutilized retail buildings. The Concord Avenue Area Master Plan represents an important first effort toward revitalizing the area with an emphasis on identifying, preserving, and enhancing community features valued by residents and business owners.

Kimley-Horn led the city through a planning process focused on improving safety and aesthetics, promoting private investment, encouraging quality development in targeted locations, and protecting neighborhood integrity. The plan considered three scenarios with various forms, styles, and development intensities. The preferred scenario was carried forward for a more detailed master planning process. The plan concludes with a set of plans, policies, programs, and projects along with a strategy board that provides additional detail on phasing, responsibilities, costs, and funding sources.

To help the community celebrate their plan, Kimley-Horn created a website and customized digital flipbook of the final report. We encourage you to visit revitalizeconcordavenue.com to view our work.

01

Town of Knightdale
Bill Summers
 Town Manager
 919.217.2202

Stewart completed an assessment of the Town's UDO/ Land Use Ordinance.

02

Town of Clayton
David DeYoung, AICP
 Planning Director
 919.553.5002 ext. 5400

Stewart was engaged to update and revise portions of Article 2 and Article 6 of the Clayton Unified Development Ordinance as well as update the Subdivision review standards.

Jake Petrosky was the lead consultant for their Comp Plan.

03

Town of Wilson's Mills
Alicia Gregory
 Town Administrator
 919.938.3885

Stewart was engaged to provide on-call staffing services related to all planning and zoning efforts to the Town.

04

Montgomery Development
Linnie Causey
 919.260.2439
 linniecausey@outlook.com

Stewart was hired to provide and assessment of the proposed Pittsboro UDO.

05

Granville County
Barry Baker
 Planning Director
 919.603.1334
 barry.baker@granvillecounty.org

Stewart is currently working with the County on a new comprehensive plan.

06

Pitt County
Eric Gooby
 Senior Planner
 252.902.3250
 eric.gooby@pittcountync.gov

Stewart is currently working on a land use plan for the SW Bypass Corridor.



**RESOLUTION BY THE HARNETT COUNTY BOARD OF COMMISSIONERS
ENDORING THE INSTALLATION OF ROADWAY IMPROVEMENTS
BY NCDOT IN HARNETT COUNTY**

WHEREAS, NCDOT has requested a resolution from the Harnett County Board of Commissioners endorsing the installation of roadway improvements along SR 1709 (Hodges Chapel Road) from US 301 to I-95, SR 1414 (Piney Grove Rawls Road) from US 401 to Wake County, and SR 1291 (Old US 421) from SR 1229 (McDougald Road) to SR 1304 (Willie Cameron Road); and

WHEREAS, NCDOT proposes to make improvements to these roadways. Said improvements will consist of two (2) foot shoulder widening and resurfacing to portions of the roadways to enhance their safety and operational efficiency; and

WHEREAS, the construction of these improvements will be at no cost to Harnett County; and

NOW, THEREFORE, BE IT RESOLVED, that the Harnett County Board of Commissioners endorses the concept of NCDOT making said improvements to these sections of SR 1709 (Hodges Chapel Road), SR 1414 (Piney Grove Rawls Road), and SR 1291 (Old US 421) with two (2) foot shoulder widening to enhance their safety.

Adopted this 16th day of January, 2018.

Harnett County Board of Commissioners

C. Gordon Springle, Chairman

Attest:

Margaret Regina Wheeler, Clerk to the Board

January 16, 2018 APPOINTMENTS NEEDED

ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE

There are three (3) vacancies on this committee.

BOARD OF EQUALIZATION AND REVIEW

There will be (3) vacancies on February 28, 2018 for Districts 1, 3, & 5

HARNETT COUNTY AIRPORT COMMITTEE

There is one (1) vacancy for a member representing District 5 on this committee.
We will need a member representing District 1 appointed December 2018.

HARNETT COUNTY BOARD OF ADJUSTMENT

There is one (1) vacancy for an alternate members representing District 3 on this board.

HARNETT COUNTY COUNCIL FOR WOMEN

There are three (3) vacancies on this council.

HARNETT COUNTY PLANNING BOARD

There is one (1) vacancy for a member representing District 2 on this committee.

HARNETT COUNTY PUBLIC LIBRARY BOARD

There is (1) vacancy on this board

HOME AND COMMUNITY CARE BLOCK GRANT COMMITTEE

There are three (3) vacancies on this committee.

MID-CAROLINA AGING ADVISORY COMMITTEE

There are two (2) vacancies on this committee.

NURSING HOME COMMUNITY ADVISORY COMMITTEE

There is one (1) vacancy on this board.

OFFICE of
ECONOMIC OPPORTUNITY

**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Johnston-Lee-Harnett Community Action, Inc.

County: Harnett

Date of Application Submission: January 8, 2018

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO February 8, 2018.

Clerk to the Board should initial all items below.

MRW

The agency submitted a complete grant application for Commissioner review.

MRW

The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

MRW

Commissioners' comments provided those to the agency. (If applicable)

Margaret Regina Wheeler
Clerk to the Board

1-8-18

Date

Shannon M Eason
Notary

1-8-2018

Date



my Commission
expires 8-10-2020



Johnston-Lee-Harnett Community Action, Inc.

rec'd 1-8-18
gw

MAIN OFFICE

Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE

Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE

Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

January 8, 2018

Ms. Gina Wheeler, Clerk
Harnett County
P. O. Box 759
Lillington, N. C. 27546

Dear Ms. Wheeler:

Pursuant to Instruction 20 of the August 5, 1982 OEO Letter of Instruction and State Administrative Code entitled "Review of Local Agencies Program Year and Community Service Block Grant Anti-Poverty Plan by Public and County Commissioner's, we are pleased to submit this plan for your review. We would appreciate you signing and notarizing the attached form, that you have received the grant to go to the Commissioners and if there are comments please provide them to be included in the grant. If you need additional information, please don't hesitate to let us know.

Sincerely,

E. Marie Watson

E. Marie Watson
Executive Director

EMW/

Enclosure:

North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program

Fiscal Year 2018-19 Application for Funding
Project Period July 1, 2018 – June 30, 2019
Application Due Date: February 12, 2018

Agency Information	
Agency:	Johnston-Lee-Harnett Community Action, Inc,
Federal I.D.	560859623
DUNS Number:	153233663
Administrative Office Address:	1102 Massey Street, Smithfield, NC 27577
Mailing Address (include the 4-digit zip code extension):	P.O. Drawer 711, Smithfield, NC 27577-0711
Telephone Number:	919-934-2145
Fax Number:	919-934-6231
Board Chairperson:	Mr. Robert W. Atkinson
Board Chairperson's Address: (where communications should be sent)	4212 Massey-Holt Road, Princeton, NC 27569
Board Chairperson's Term of Office (enter beginning and end dates):	02/2006-02/2019
Executive Director:	Mrs. E. Marie Watson
Executive Director Email Address:	jlhca@jlhcommunityaction.org
Agency Fiscal Officer:	Mrs. Lakisha Nichols
Fiscal Officer Email Address:	lanichols@jlhcommunityaction.org
CSBG Program Director:	Ms. Tina Ray
CSBG Program Director Email Address:	tinarray@jlhcommunityaction.org
Counties Served with CSBG funds:	Johnston, Lee and Harnett
Agency Operational Fiscal Year:	July 01-June 30

North Carolina Department of Health and Human Services
Office of Economic Opportunity – Melvin L. Williams, Jr., Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on January 6, 7 and 8, 2017 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
December 8, 2017	Johnston		
December 6, 2017	Lee		
December 7, 2017	Harnett		

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on January 5, 2018 as required by 10A NCAC 97C .0111(b)(1)(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
January 8, 2018	Johnston		
January 8, 2018	Lee		
January 8, 2018	Harnett		

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: December 14, 2017

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson: _____
(Signature) (Date)

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	18	Total Current Vacant Seats	0
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Total Number of Seats Reserved for Each Sector	Poor		Public		Private	
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	0	Private	0

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor					
1. Roger Pope	Johnston	CSBG Policy Advisory Council	09/2009	4	06/2019
2. David Barber	Johnston	CSBG Policy Advisory Council	08/1991	13	06/2019
3. Cassandra McLean	Lee	Head Start Policy Council	11/2016	0	08/2018
4. Rev. Frank Taylor	Harnett	Harnett Co Policy Advisory Council	04/2007	5	06/2019
5. Jackie McMillian	Lee	CCCC	06/1993	12	06/2019
6. Karen Wall	Johnston	Partnership for Children	10/2006	5	01/2019
7. Erica Bell	Harnett	Head Start Policy Council	11/2016	0	08/2018
8. Pamela Thombs	Johnston	NCCU Consumer Financial	09/2006	5	02/2019
Public Elected Officials					
1. Robert Atkinson	Johnston	Johnston County Commissioners	02/2006	5	02/2018
2. Dawn Winn-Burdo	Johnston	Division of Child Development	06/2009	4	08/2019
3. Tim Sloan	Lee	Lee County Commissioners	01/2013	2	12/2018
4. Cameron Sharpe	Lee	Lee County Commissioners	01/2013	2	01/2019
5. Barbara McKoy	Harnett	Harnett County Commissioners	01/2013	2	01/2019
6. Ursela McLean	Harnett	Harnett County Commissioners	04/2006	5	02/2019
Representatives of Private Organizations					
1. Louise Sewell	Johnston	Johnston County Citizens Association	08/1998	9	09/2018
2. Jerry Lemmond	Lee	Retired	02/2001	8	01/2019
3. Joyce Holloman	Johnston	Community & Senior Services of Johnston County	04/2006	5	01/2019
4. Jim Currin	Harnett	Ruritan Club	10/2006	5	02/2018
5.					
6.					

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

Board of Directors Chairperson

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
David Barber	1601 Wayne Memorial Drive Goldsboro, NC 27534	dbarber@ksbankinc.com
Roger Pope	128 North 2 nd Street Smithfield, NC 27577	rwpope@fouroaksbank.com
Pamela Thombs	6300 Gretna Green Lane, Raleigh, NC 27603	pthombs@ncu.edu
Jackie McMillan	411 Frazier Drive Sanford, NC 27332	jjmcmillan5@gmail.com
Rev. Frank Taylor	405 N. 14 th Street Erwin, NC 28339	Har-very@hotmail.com
Karen Wall	125 Ottawa Drive, Wendell, NC 27501	kwall@pfcjc.org
Cassandra McLean	510 W. Raleigh Street Sanford, NC 27332	shreerebaby@gmail.com
Erica Bell	103 C Sawyer Street Dunn, NC 28334	Bellcharm8@gmail.com
Robert W. Atkinson	4212 Massey-Holt Road Princeton, NC	Ratk1@aol.com
Tim Sloan	4242 Sloan Road. Sanford, NC 27330	timothysloan@phizer.com
Ursela McLean	1016 Shawtown Road. Lillington, NC 27546	urselamclean@yahoo.com
Dawn Winn-Burdo	108 Carrie Drive Clayton, NC 27520	dcwburdo@msn.com
Barbara McKoy	PO Box 553 Lillington, NC 27546	bmckoy@harnett.org
Cameron Sharpe	616 Cashmere Ct Sanford, NC 27332	csharpe@leecountync.gov
Louise Sewell	301 Birch Street Smithfield, NC 27577	Elpsewell10@hotmail.com
Joyce Holloman	1363 W. Market Street Smithfield, NC 27577	joyce@cssjohnston.org
Jerry Lemmond	1403 Spring Lane, Sanford, NC 27330	No email address
Jim Currin	745 Leaflet Church Road Lillington, NC 27546	jcurrin@harnett12.nc.us

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
Robert W. Atkinson	Chairperson	Public	Johnston
Jerry Lemmond		Private	Lee
Karen Wall		Disadvantaged	Johnston
Ursela McLean		Public	Harnett
Jackie McMillian		Disadvantaged	Lee
Committee Name: Finance			
Jim Currin	Chairperson	Private	Harnett
Roger Pope		Disadvantaged	Johnston
Robert Atkinson		Public Sector	Johnston
David Barber		Disadvantaged	Johnston
Jackie McMillian		Disadvantaged	Lee
Committee Name: Membership			
Jerry Lemmond	Chairperson	Private	Lee
Tim Sloan		Public	Lee
Barbara McKoy		Public	Harnett
Cassandra McLean		Disadvantaged	Lee
Committee Name: Personnel			
David Barber	Chairperson	Disadvantaged	Johnston
Ursela McLean		Public	Harnett
Jerry Lemmond		Private	Lee
Louise Sewell		Disadvantaged	Johnston
Committee Name: Planning and Evaluation			
Joyce Holloman	Chairperson	Private	Johnston
Rev. Frank Taylor		Disadvantaged	Harnett
Jackie McMillian		Disadvantaged	Lee
Cameron Sharpe		Public	Lee
Dawn Winn-Burdo		Public	Johnston
Committee Name: Parliamentary			
Louise Sewell	Chairperson	Private	Johnston
Jerry Lemmond		Private	Lee
Committee Name:			
	Chairperson		

*To be completed by agencies serving multiple counties.

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

a. Low-Income Community:

The Community Services Block Grant STARS Policy Advisory Council met once a quarter in each county with staff in the STARS Program along with representatives from other partner agencies and the faith-based community and discussed the grant. They reviewed program performance to date reports and gave input on areas of concerns and/or opportunities and to propose programmatic changes (if applicable).

Community Needs Assessment Questionnaires are distributed to low-income people in our service areas during this process. Clients coming into the agency seeking and/or receiving services completed questionnaires and discussed what they perceived to be unmet needs in their county. Respondents of the surveys taken in November 2017 included but were not limited to the Department of Social Services, Head Start/Early Head Start, Johnston Community College, Central Carolina Community College, public libraries, local churches/ faith-based community members, Division of Employment Services, Salvation Army, housing authorities and other groups whose primary clients are low-income.

The Policy Advisory Council reviewed the 2018-19 funding proposal and participated in discussions related to the grant and the proposed activities.

Representatives from the low-income community completed surveys that helped identify needs and/or concerns in their community or in their workplace during the initial planning process. Some PAC members serve on the Board of Directors and shared their expertise and first-hand knowledge of the current trends affecting all segments of the population that could impact low-income people.

The Policy Advisory Council members were involved in discussions on any proposed changes to the STARS program and would submit them (if applicable) to the Board of Directors for approval, ex. procedures manuals, grant opportunities, et cetera.

b. Agency Staff:

Agency staff members played a crucial role in the planning process by providing information regarding their programs that could influence some of the services the STARS Program provides to low-income people, ex. Head Start/Early Head Start.

A number of strategic planning sessions were held with the S.T.A.R.S. staff to re-evaluate the program goals from the prior year. This particular strategy is instrumental in determining the effectiveness of the plan and to find out if the needs expressed on the Needs Assessments have been addressed.

Working with staff, activities were planned for the next program year that would best meet the needs expressed by the participants using the most effective process possible. Staff members participated in a SWOT Analysis Process to determine the strengths, weaknesses, opportunities and threats to the STARS Program and STARS participants.

Information provided by staff members from other agency programs were used in the planning stage of the grant. The CSBG Director and other staff members contacted other agencies and organizations in our service areas to collect data.

Planning Process Narrative (Continued)

The CSBG Director compiled the data to develop a demographical profile of all three counties

c. Agency's Board Members:

The Board will meet bi-monthly to:

- Receive administration's assessment of project operation and process.
- Review the bi-monthly computer generated printouts that are mailed to them prior to the board meeting showing progress made toward the timely fulfillment of Performance Measures.
- Receive the report, advice and recommendations of the Planning and Evaluation Committee with respect to suggestions made by the STARS Policy Advisory Councils in respect to the program's functionality.
- Participate in and/or conduct public relation activities designed to highlight the accomplishments of program participants and the agency.
- In accordance with the CSBG Organizational Standards, the board members are fully engaged in the development, planning, implementation and evaluation of CSBG activities.
- Board members through board action and oversight review and approve each stage of the grant process.

2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also, describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

This is the first year of a three-year plan and services were prioritized based on the results of the Community Needs Assessment Questionnaire conducted in Johnston, Lee and Harnett Counties during the planning process in November 2017. Of the 500 questionnaires distributed during the planning process, 282 were returned which represent a 56% return rate. The following areas of needs were identified: Affordable Housing, Employment, and Education received the highest priority with 106, 89, 65 respectively. A number of factors played a significant role in the ranking of the needs and concerns expressed by participants completing the survey. The rental cost of affordable standard housing is now approximately \$612.00-950.00 and has contributed to many of our participants becoming a part of the homeless population. One systemic problem that accounted for this dilemma was the participants' incomes did not increase to meet the need; Clients coming into the agency complete a "Tell me About Yourself" questionnaire which the STARS Counselors use to evaluate the participants' needs. It provides guidance in helping participants learn how to develop strategies designed to build a new life. There has been a reduction of key support programs such as Medicaid, NC SNAP, Unemployment benefits, etc., which has presented even more challenges to be faced by low-income individuals/families. Temporary employment agencies are the new normal and are experiencing difficulties placing unemployed persons. This problem exists whether the candidates are highly qualified professionals or unskilled laborers, which created another barrier for many participants who have a GED/ high school diploma or less.

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

The agency prioritizes implementing programs that increase self-sufficiency in low-income people in Johnston, Lee and Harnett Counties. Securing funding to develop the capacity and effectiveness

Planning Process Narrative (Continued)

of our agency in areas such as affordable housing, employment opportunities, educational advancement, affordable daycare, financial literacy, foreclosure prevention, emergency assistance, homeownership, early childhood education does help empower low-income individuals and families. We will continue to seek other funding opportunities and/or partnerships to help meet needs that have the ability to empower the participants or help them avoid adverse situations that could disrupt their path to achievement. The problem of high rent coupled with high utility bills has created a dilemma that is impacting low-income people in the agency's service areas. Financial Literacy workshops are conducted to help participants develop skills designed to educate them about the basic foundations of creating a monthly budget, preparing to save money, and securing future wealth.

Credit and Pre- Purchase Counseling are key components of Financial Literacy and enables participants to meet the criteria for low interest rates and assistance from other funding streams. This gives the participants the chance to obtain low payments and to own a stake in their community. Partnering with local financial institutions to bring different practices of money management has proven successful.

The STARS Counselors conduct workshops on numerous topics that address issues that STARS participants are facing. Topics such as: Income Tax Preparation, Energy Conservation, Credit Counseling, Financial Literacy, Consumer Rights, Home Ownership/Renters Insurance, Nutrition, Job-Readiness Skill Building, Renter's Rights, Consumer Credit Education and other topics that will help participants become advocates for themselves and their families. Intense one-on-one case management is an essential tool used to help participants reach self-sufficiency. Frequently, when the participants take an objective look at their situation, they can identify the cause of the problem and can then take the steps necessary to correct and adopt strategies to move forward toward a successful resolution. Short and long range goals are set by the participants with guidance from their counselor and then prioritized to achieve measurable successes. Networking and collaborations with other service agencies, organizations, public and private sectors and faith-based programs are all strategic components of affecting positive changes. When resources (manpower, financial, etc.) are combined, a greater number of low-income people are able to be assisted.

4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

JLHCA is a charter member of the Job Link Centers in both Johnston and Lee Counties and agency staff members work very closely with the NC Works Career Center staff in all three counties to help participants find employment. We will coordinate with other programs in our service areas in an effort to pool resources and provide services to more low-income people. Collaborative efforts will involve joint workshops conducted or through the sharing of information that would benefit our participants. We hold seats on each other's boards or committees to ensure that representatives from the public, private and disadvantaged sectors are aware of services.

The Executive Director is a member of the Southeast Rural Community Assistance Project, Inc., Bank of Four Oaks Advisory Board, BRAC Board member, Weatherization Policy Advisory Council, Johnston County Board of Elections, Smithfield-Selma Chamber of Commerce Public Policy Committee, a lifetime member of the North Carolina Community Action Association Board,

Planning Process Narrative (Continued)

Southeastern Association of Community Action Agencies, Johnston County Citizens' Association Assistant Secretary and Tribute to Excellence Committee chair, Johnston County Jury Commission, Living Well Partnership of Johnston County/Healthy Carolinians Board member, Johnston County Area Transportation System Advisory Board, Selma Area Ministerial Association, Chairman of the Johnston County Emergency Food and Shelter Board, Chairman of the Lee County Emergency Food and Shelter Board, the Johnston County Continuum of Care and the Balance of State Committee. Chair of Region 7 Continuum of Care Committee. Duke Helping Home Advisory Subcommittee and the Regional Lead for the Lee-Harnett County Housing Committee.

The CSBG Director is a lifetime member of the North Carolina Head Start Association and the North Carolina Community Action Association, Johnston County Child Fatality Task Force, Johnston County Community Child Protection Team, 1st Vice-President of the North Carolina Community Action Association, Princeton Area Ministerial Association, Selma Ministerial Association, Smithfield-Selma Chamber of Commerce Economic Development Committee, Johnston County Citizen's Association Chairperson and Tribute to Excellence Committee Banquet (funds are awarded annually for scholarships for six (6) local high school seniors), Johnston County Continuum of Care/Regional Housing Committee, Lee-Harnett County Continuum of Care/Regional Housing Committee and the Balance of State Committee.

Program staff in the agency works in conjunction with other organizations/entities to ensure low-income families obtains needed services. The coordination of services through information and referrals, as well as follow-up, play an important role in this project. We coordinate with local community partners in order to increase the availability of resources to low-income people in the agency's service areas.

We partner with public and private resources using a variety of approaches such as cross training. As members and the founder of the Johnston County Human Services Council, we meet quarterly to discuss any concerns or opportunities that may have become available since the last meeting. We also provide training for each other's clients and staff to make sure that areas of needs and concerns are identified and addressed. The agency is conscientious in its regard to keeping private citizens informed about programs and other initiatives with goals that help stamp out the causes of poverty. This is accomplished by issuing information through year-in-reviews, website, news releases, announcements to churches and other community groups/organizations. Staff attends faith-based activities, civic organizations and other community groups' functions to keep them informed on services that the agency offers. The agency focuses on operating programs that help eliminate the core issues that threaten to destroy the ability of low-income people to become stable; therefore, it is vital we work together as a team. The private and public sectors in our service areas are involved in almost every phase of this process. Individuals from both populations hold a seat on our Tripartite Board of Directors, assisting in the planning process, serving on the Successfully Transitioning to Achieve Real Self-Sufficiency (STARS) Policy Advisory Council in each county to help guarantee we are aware of any changes that could have a negative or a positive impact on our target population. We serve on each other's boards and stay in contact to help assure a seamless delivery of services. They donate both time and money to help us meet the needs of the participants we serve. Representatives from these two groups help distribute and collect CSBG client surveys each year to help gauge the needs of low income people in our target area. The agency has an annual banquet to report to the community the programs the agency offers.

Planning Process Narrative (Continued)

- **Other methods the agency use to involve the private and public sector in our efforts to eliminate the causal factors of poverty are:**
- The agency partnered with the Department of Commerce Food and Nutrition Program to help food EBT recipients find employment, enroll in school and participate in programs to help them overcome their current situation.
- The agency participates in Drug Action Meetings in Johnston and Lee Counties.
- The CSBG staff work very closely with local business and industry in an effort to gain employment for the participants.
- Staff members serve on boards and committees of various organizations that work with low-income residents and other entities that can make a positive difference on the lives of the disadvantaged population in the target area.
- The agency works very closely with the Area Ministries, Faith-based organizations, local churches and Food Closets in all three counties which help us share the struggles of low-income members of the community with laypersons
- The Executive Director serves on the Low-Income Initiative for the Bank of Four Oaks and on the Board of Directors of the Southeast Rural Community Assistance Project.
- The Board of Directors of Johnston-Lee-Harnett Community Action, Inc. has tri-parte representation. Board composition is comprised of representatives from the public, private and disadvantaged sector of the community. Partnerships have been created with local banks in providing funding for housing counseling.
- Housing counseling assists individuals/families who want to purchase a home and help others having trouble paying their mortgage. Bank staff from local institutions also conducts Financial Literacy Classes.
- The Executive Director and the CSBG Director serve on the Economic Development Committee of the Smithfield-Selma Chamber of Commerce. Serving on committees in the chambers gives us an opportunity to gain first-hand knowledge about potential changes in the county in the areas of industry, community initiatives and other projects that can impact the lives of all sectors of the community. The chance to share opinions and ask pertinent questions is invaluable. It also allows us the opportunity to network and get the Community Action story and mission out to both the public and private sector. We are Chamber of Commerce members in the three-county service areas.
- The Executive Director, CSBG Director, Human Resources Director and the STARS Senior Counselors in Johnston, Lee and Harnett County are (FDIC) Federal Deposit Insurance Corporation Certified Money Smart Trainers. The STARS Senior Counselors in Johnston and Lee are SOARS Specialists, which help persons who are homeless or in danger of becoming homeless and have a diagnosed disability complete an application for disability benefits as a means of securing or maintaining affordable housing.
- The STARS staff in Johnston County serves on the New Choices Advisory Board with the local Domestic Violence Shelter, the Fresh Start Re-Entry Task Force. The Lee County STARS staff serves on the Lee County Community Child Protection Team and Child Fatality Task Force, Enrichment Center/ Senior Program, Sanford Housing Authority, Hearing Board, Project Task Force, Project Safe Neighborhoods/ City Of Sanford, Library Board –Lee County, NC Works (ESC). The Senior Counselors attend the Lee-Harnett Housing Collaborative in their respective counties. The Harnett County STARS Senior Counselor is a NC Works Career Center Partners

Planning Process Narrative (Continued)

member, the Harnett County Community Food Pantry, The Hispanic Task Force, North Carolina Latino Foundation, the Belhaven Fire

Department, Volunteer at Harnett County PTO Thrift Store, With Love from Jesus, SAFE and the Hispanic Coalition

- The Human Resources Director serves on the Johnston County Human Resources Council and is a Smithfield Housing Authority Hearing Officer.
- The agency uses information from data collection/intake systems as a tool in verifying the validity of clients seeking services from our partners/lay people in the community. This process helps determine if the needs presented by the participants are legitimate and to reduce the frequency of duplication and/or abuse of services.
- The Head Start Director serves on the Partnership for Children of Johnston County Board, Lee County Partnership for Children Early Care and Education Committee and is a member of the board of directors, Harnett County Partnership for Children Outreach Committee, NC Pre-K Committee in Johnston, Lee and Harnett Counties, Safe Kids, North Carolina Head Start Association (Budget, Conference and Executive Committee), Johnston County Ready Schools Committee, Johnston Community College Early Childhood Advisory Committee. Other Head Start staff serves on the Committee for Exceptional Children, Johnston, Lee and Harnett County Local Interagency Coordinating Council, NC Head Start Cluster B, Special Olympics and the Consumer and Family Advocacy Committee.
- Our agency work with banks and other lending institutions such as Rural Economic Development and North Carolina Housing Finance to assist with low-interest mortgage loans to help low-income individuals purchase a home. In some instances, the applicant will not have to pay a down payment. We provide reverse mortgage counseling when the banks and/or mortgage companies refer families to the agency. Our agency provides pre-purchase, foreclosure prevention, default, reverse mortgage and delinquent mortgage counseling.
- Some local churches include funding in their annual budget to help those in need of emergency assistance that come through our agency. There are some churches/organizations that have special projects to assist us in meeting the needs of local low-income residents.
- Our agency is a CHDO, which is designated as Community Housing Development Organization and a charter member of JobLink, now called the NC Works Career Center Program, in Johnston and Lee Counties.
- Area Ministries and local churches provide food and monetary support for our participants to help provide quality services and allow us to serve more low-income people. We have received a grant for food from Food Lion to help lessen the curse of the hunger in the agency's service area.
- We participate in and help coordinate Resource Fairs, Health Fairs, workshops and other activities with other partners that keep the public informed about resources/ services in the community.
- The agency partners with local churches and other organizations to perform repairs on the homes of low-income people. Our agency provided the names and completed intakes on potential participants by collaborating with the local churches, individuals living in substandard housing received housing services that they could not otherwise afford. The executive director is a member of the Johnston County Long Term Recovery Committee Case Management Chair.
- As a member and founder of the Johnston County Human Services Council, we meet quarterly

Planning Process Narrative (Continued)

with individuals from community, public sector, private sector, charitable groups and other group representative who have an interest in the welfare of the low-income. Discussions pertinent to the needs and concerns or the availability of new opportunities are shared with the partners who then share with their participants. We provide training for each other's clients and staff members to

ensure that issues affecting low-income people were being addressed.

- The Counselors refer families to Head Start/Early Head Start and other programs offered by the agency and the community to help stabilize the family. Participants are referred to Human Resources Development classes and English as a Second Language (ESL) at Johnston Community College, Central Carolina Community College and other agencies offering classes. Participants are required to enroll in and attend Career Readiness Certification classes at the community colleges to increase their job-readiness skills.
- Budgeting and other group- learning classes are taught by the agency and from the community to enhance job-readiness skills of our participants. Participants are referred to any programs that can help them work toward achieving their goals whether the service provider is internal or external.

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

Linkages are established between Johnston-Lee-Harnett Community Action, Inc., governmental programs and other social services program through a variety of methods. Agency staff members serve on committees in other agencies and their staff members serve on committees in our agency. This relationship is on-going and prevents a duplication of services based on open communication between staff. When a client enters our agency with a request for services, a counselor will contact other agencies/organizations to see if they have already received assistance or if there are resources available to assist the household. Information on existing program is shared with clients and agencies/organizations and referrals are made to help expedite access to services.

Staff composition in Johnston County consist of a STARS Senior Counselor/Supervisor and two (2) STARS Counselors. Because of budget constraints in Lee County only one full-time STARS Counselor and one STARS Counselor who works in Lee and Harnett County provide services to low-income people.

Information that is presented at our Board of Directors and Policy Advisory Council meetings plays a vital role in coordinating and establishing linkages between governmental and other social services programs in the delivery of services to low-income individuals. As the Board of Directors is a Tripartite board, its members include county commissioners, bankers, realtors, representatives from legal services, local health department, department of social services, faith based organizations, senior services, teachers, division of employment services, head start policy council, partnerships for children, civic groups, etc., Programming concerning the availability, delivery and quality of services are always of the utmost importance and at the forefront of discussions between partners.

Harnett County has a STARS Senior Counselor/Supervisor and one (1) full time STARS Counselor. Another STARS Counselor works in Harnett County three days a week and in Lee

Planning Process Narrative (Continued)

County the other two days. The CSBG Director monitors the total CSBG Program (see organizational chart). When a participant enters the STARS office, a counselor will interview them to assess their situation. The participant completes a 'Tell Me About Yourself' questionnaire so the counselor can determine the next course of action. The counselor completes an intake and that

information is assessed to determine if the participant is eligible for enrollment into the STARS Program. The file is then given to the Senior Counselor who will review it to determine if it meets the eligibility guidelines and to assign the participant to a STARS Counselor. If the needs are for emergency food, a voucher is issued on-site and they are then referred to Social Services to apply for food stamps. If the need is for emergency shelter, etc. the counselor will refer them to the appropriate resource in order to link needs with services. When needed, the counselor will facilitate the process through direct communication, coordination of services to help strengthen the link between the participant and service provider. When a client comes in with a crisis, an intake is completed by a counselor and if eligible, the client is referred to the STARS Senior Counselor who reviews all applications to determine eligibility. The crisis is verified by contacting the vendor who can confirm the data shared by the applicant.

The Senior Counselor then searches for community resources or generates a voucher (if funds are available) to meet the need. The agency has received grants from the Presbyteria of New Hope to assist with rental deposits for eligible participants. The Emergency Food and Shelter Program provided grants in Johnston, Lee and Harnett Counties to assist participants with utility bills and rental and/or mortgage payments. The United Way of the Greater Triangle provides funds to assist low-income people in crisis that lives in Johnston County. Cultivating partnerships with other organizations has proven to be a successful endeavor for the agency to help build bridges and break down barriers. The goal is to provide a ladder for disadvantaged individuals and /or families to use in order to step up and out of poverty. The United Way of Lee County provide funding for crisis situations.

The STARS Senior Counselors meet with the counselors on a weekly basis to discuss concerns, participant progress, celebrate successes or setbacks that could potentially hinder the successful achievement of the goals set by their self-sufficiency participants. During this meeting, potential candidates for case management are discussed and the Senior Counselor then assigns a counselor to the participant.

Many of the clients who enter the agency seeking emergency assistance were enrolled into the STARS program after the crisis had been resolved and after it was determined the client would benefit from the case management intervention. Some participants come to the agency seeking case management and others are referred from other organizations/agencies/faith-based groups. The STARS Counselors' meet with their casemanagement participants at least once a month to evaluate and review their goals. Counselors work with participants as they move toward realizing their dreams and to help them rise above the poverty level. Group learning activities are offered to participants on topics that can help facilitate positive changes in their life. Some workshops offered are Job-Readiness, Financial Literacy, Income Tax Preparation, Consumer Education, Energy Conservation and Insurance (all types), etc. Following up on their activities and/or their concerns is a basic but essential part of the self-sufficiency experience. One major goal of Casemanagement is that the participants will adopt a more proactive approach to making life choices rather than being reactive.

Planning Process Narrative (Continued)

- 6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).**

Participants enrolled in the STARS Program with children enrolled in the Johnston-Lee-Harnett Head Start/ Early Head Start Program may participate in a variety of initiatives that can enrich the

self-sufficiency experience. They are encouraged to take advantage of programs being offered by the agency and other community or Human Services agencies, as they are made available. Johnston-Lee-Harnett Head Start offers the "I am moving.... I am learning" Initiative which is a practical approach to addressing childhood obesity in Head Start children. The program educates Head Start children and their families in a variety of methods on how to become more physically active and use these four basic components: Moving With the Brain in Mind, Body language, Nutrition Building Blocks and Resources for Family Meals to help them achieve and maintain a healthier lifestyle.

Head Start's Male Involvement Program (Men for Tots) is designed to enhance the lives of the primary males in the children's lives as well as the entire family. The program targets initiatives that would strengthen the emotional and financial well-being of the family. Key elements that the program focuses on are effective parenting, building leadership skills and entrepreneurship and other critical issues facing males in today's society. Head Start Family Service Workers work with the men to foster self-sufficiency. The men do not have to be the child's biological father; they can be stepfathers, grandfathers, uncles, and friends of the family or other relatives. The only requirement for participation in this program is that they have never been convicted of a felony (especially involving a child) and that they have a genuine interest in the welfare of children. The workshops provided by this initiative are open to the public. When there are other programs that offer parenting programs, we encourage parents to participate fully in order to gain the maximum benefit in the parenting experience.

The STARS Program coordinates supports and provides assistance in organizing other nontraditional partners in order to assist in closing the gap between needs and services. For participants of the STARS Program, strategies are planned that will identify barriers to achieving self-sufficiency. Goal setting activities are designed in such a manner that the problem they are experiencing can be reduced. The service plan may include several groups working together with the participants to create a plan of action that can help move the family/individual above the poverty guidelines. Participants are required to attend Financial Literacy classes to help them create and maintain a budget. Incorporating this strategy into the program can assist participants as they work to attain their set goals.

The Housing Program is designed to help participants develop the habit of saving in order to become a homebuyer. The program incorporates financial literacy training, one-on-one counseling, pre-purchase counseling, Homebuyers Education workshops and training sessions to make sure that participants are well versed in the area of home ownership.

Planning Process Narrative (Continued)

Children enrolled in the Head Start Program and have been diagnosed with asthma can also participate in the Head Start Asthma Outreach Program. This program was designed to minimize the number of asthmatic episodes Head Start children were experiencing.

A Respiratory Therapist from Down East Respiratory Services were assigned to work with the children who have asthma three days a week at the center that they attend. It is not mandatory and parent/guardians have the option to enroll their children in the program. Doctors and the insurance carriers have to agree that the child can be enrolled in the program.

The respiratory therapist makes home visits to the children during the holidays and is available to provide services year-round. This ensures continuity of services and care and treatment for the child and to answer questions and address concerns that the family may have. Since the inception

of the program about 30% of the 695 children who are enrolled in the program have benefitted through education, knowledge, management of the disease and a decreased number of asthma attacks. Enrollment in the program has decreased the number of absentees due to Asthma related illness.

The HUD Emergency Solutions Grant (ESG) Rapid Re-Housing Program in Johnston, Lee and Harnett Counties afford us the opportunity to help move homeless families/individuals out of cars, parks and other dangerous living conditions and into standard housing. Clients enrolled in the program receive utility and rent assistance for up to 3-months. They will also receive utility and rental deposit assistance. If applicable, they may be assisted with rental application fees. A counselor will work with them to help them find employment and/or link them with services they may be eligible to receive. The counselor helps them assess their situation; help determine what circumstances got them to this place and what they could do to avoid becoming homeless again.

The CSBG Director is a National Certified Grant Specialist and continually looks for funding to support programs that are beneficial to low-income people in Johnston, Lee and Harnett Counties such as Foundation Grants, Emergency Food and Shelter Program, United Way Support, Presbyteria of New Hope and other funding as opportunities arise. We will continue to apply for funding to develop programs that will help the STARS participants rise above the poverty level. She is also a graduate of the Financial Empowerment Learning Cluster.

The Head Start (BMI) Body Mass Index Program was initiated due to the high number of head start children who were overweight. The initiative is a collaborative effort between Head Start, primary care physicians, local Health Departments, as well as Women, Infant and Children's (W. I. C) offices. During the bi-annual height and weight checks, if a child's body mass index percentage indicates that a child is high, at risk, or underweight a computer-generated graph is sent to the parents who then have to take the child to a medical provider for follow-up. The nutrition coordinator then tracks the progress or lack of progress and follows up with the parent/guardian. If the BMI percentage is high, the curriculum in the classroom will be amended to help rectify the situation. Healthy snacks are encouraged and parents receive educational information, such as monthly newsletters, et cetera to help introduce a healthier lifestyle to the entire family.

The Housing Urban Development Housing Counseling Program provides multiple services which specifically target both homeowners and potential homeowners. Reverse Mortgage for senior citizens who own their homes are afforded the opportunity to stay in the homes and receive funds

Planning Process Narrative (Continued)

to help meet their needs. There are only a few counselors who are nationally certified to coordinate reverse mortgages. The Counselor also offers Homeowners Training, Default and Pre-Purchase Counseling. The Financial Literacy Training is incorporated into the other elements of this program and is conducted by the Senior STARS Counselors who are Certified Money Smart Trainers. The Executive Director, CSBG Director and the Human Resources Director are also FDIC Certified

Money Smart Trainers. The CSBG Director and the Johnston County STARS Senior Counselor completed the Financial Empowerment Learning Cluster. The STARS Senior Counselors in Johnston, Lee and Harnett Counties are graduates of the Center for Financial Social Work.

- 7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.**

CSBG STARS Program staff work very closely with the Area Ministries and encourages churches to provide emergency assistance when resources are available. Food Vouchers are issued to eligible applicants in Johnston County. We will pursue additional funds from other sources to help meet the needs of low-income people needing emergency assistance. Funding from the Presbyteria of New Hope Outreach grant also assists in this venture. Funding from the United Way and the Emergency Food and Shelter Program (EFSP) is used to assist the agency in Johnston, Lee and Harnett Counties providing for emergency needs. As other food assistance programs become available, people, referrals are made to ensure that any person in need of food assistance will receive services

Food closets are organized within each area ministry and are supported by volunteers and private donations from churches, schools and food drives conducted by the community. In Johnston County, the food vouchers are distributed by the STARS Counselors.

Many low-income people seeking emergency assistance benefited when private donors contributed funds for the sole purpose of providing emergency assistance. Private donors can help those in need in this way without having to screen them to see whether or not there is real crisis. Local churches in all three counties also provide funds to assist participants who are experiencing a crisis. The program partners with churches, food banks and other organizations whose primary mission is to distribute food to those in need. Some people receive food vouchers, bags of groceries or hot nutritious meals from area soup kitchens that are referred from our agency. We maintain a close relationship with these groups to ensure that no one goes hungry and to keep abreast of any new services that may become available.

There are no set agency wide methods used to operate the emergency food programs. Each food distribution program dictates the process that it will use according to their policies and procedures and/or mandates from the funding source. Intakes are completed on all the clients who come into the agency

Planning Process Narrative (Continued)

- 8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act.**

The agency is a Charter Member of the Job Link Centers in Johnston and Lee Counties; the name has been changed to NC Works Career Centers.

The agency has a formal partnership with the North Carolina Division of Workforce Solutions Food and Nutrition Employment and Training Division. A copy of their training schedule is emailed to the CSBG Director and a copy of the STARS workshops are emailed to the Director of the program. If a client is receiving Food Stamps or eligible to receive them, they are referred the Food and Nutrition Employment and Training Counselor.

Referrals are made to agencies in our service area for employment and training programs. We also offer Job- Readiness workshops to our Casemanagement participants. We work with Triangle South Workforce Development in Lee and Harnett County.

Staff from our agency and other Human Services agencies/organizations serves on each other's Boards and Policy Advisory Councils to ensure that our counselors are well-informed on the availability of services that are beneficial to our clients. We use referral forms to speed-up the delivery of service and to avoid duplication of services.

The Executive Director and the CSBG Director serve on the Smithfield-Selma Chamber of Commerce Economic Development Committee. This affords the agency an opportunity to be in on the planning stage of any business prospects that may be coming to or leaving our area that could have a positive or potentially negative impact on low-income people.

The CSBG Policy Advisory Council includes representatives to the Board of Directors which is a Tri-part board. Representatives from the NC Works Career Center and various organizations that work with individuals seeking employment share their expertise and any job opportunities. Programming concerning the availability of jobs is vital to the successful attainment of the goal of finding employment.

- 9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).**

The Department of Social Services and other human services refer low-income people to our agency for emergency assistance when they do meet their criteria. These service requests include utility payment assistance and other crisis aid for needy persons outside LIEAP/CIP when they no longer have funds available. Social Services' Emergency Assistance/Crisis Programs have fairly restrictive guidelines. Their emergency assistance programs are structured to meet crisis needs within a 24-hour time frame and for a certain household type; therefore their available funds are depleted very quickly and many households are left without services because they don't meet the guidelines. We coordinate our resources to try to ensure that those individuals who are in crisis receive needed help, if resources are available. By using this strategy, we can assist more low-income people as they fight to keep the most basic of needs, ex. utility payments, rental assistance, medicine, food, etc. The agency continues to seek private donations of cash, goods, and volunteer services, that is then made available to low-income people in the area.

Planning Process Narrative (Continued)

As contractors, JHCA operate the Harnett County Department of Social Services' Low-Income Energy Assistance Program (LIHEAP) and Crisis Intervention Program (CIP). Three staff members were hired to operate the program in the Harnett County office of the agency to meet emergency home heating needs. The program is a heating/cooling program and funds are

disbursed only when weather conditions become extreme. The determination to release funds is made by the Harnett County Department of Social Services Director.

The JHCA Weatherization Program and the HARRP (Heating Assistance Repair Replacement Program) provides assistance to eligible individuals/ families with their energy conservation needs. One of the primary goals of this program is to create a safe, healthy environment in which low income people live. Conserving energy saves on energy bills by maximizing their heating and air appliances capabilities and allows the client to save money as the energy bill decreases. They provide home and heating system repairs, air sealing using new method to make the best use of energy conservation, rehabilitate substandard houses, replace heating systems when needed and offering educational classes in small home repairs and energy conservation. Urgent repairs are made when funds are available. The Executive Director is a member of the Weatherization Policy Advisory Council for the state Weatherization Program.

The Helping Home Project funded by a Duke Energy Progress grant to the North Carolina Community Action Association afforded the agency an opportunity to assist more household and complete more extensive services to the resident of the home in need of repairs. Through this program, appliances, heat/air units can be purchased to make the house more energy efficient.

10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

A large number of low-income youth in our service area are experiencing multiple barriers that include but are not limited to: lack of employment, recreational facilities, transportation, high crime, mentorships and substance abuse that impede their economic and emotional growth. In the job market, they are competing with adults (their parents in some instances) who have more education, experience and emotional stability. Many jobs that once used youth are now hiring adults and even senior citizens. There are few programs and/or activities that focus on low-income youth. Due to high rate of substance abuse (both youth and their parents) and drug related crimes in our area, parents don't let their children go to the parks and play areas. Low-income youth need access to a legal source of income, recreational programs and other activities that will foster self-esteem and create a sense of purpose. Most youth-based programs are geared toward youth with a juvenile record or who have problems (mental/social/physical).

Agency staff and some board members serve on committees who offer services to youth between the ages of 0 to 21. We work closely with the Department of Social Services, Johnston County Industries Yes I Can Program, KARMA Youth Services, Community Colleges, Health Departments, Partnerships for Children, Community Child Protection Team/Child Fatality Task Force, National Fatherhood Practitioners, Johnston County Neuse Charter School, Johnston County Citizens' Association, N.C. Coastal Pines Girl Scouts, Harnett Productions, Kiwanis Club of Lee County, Kappa Alpha Phi Fraternity, Omega Psi Phi Fraternity, YMCA, Safe Kids Coalition, NAACP, Johnston County Chapter of the Delta Sigma Theta Sorority Some other youth-based projects that

Planning Process Narrative (Continued)

staff participate in are Project Task Force, Johnston County Schools, First in Families, Family Promise of Lee County, Psi Sigma Omega Chapter of the AKA Sorority, Sisters Informing Sisters about Topics on Aids Project, Johnston and Lee County Girls and Boys Clubs, Hillcrest Youth Center,

Lee County, Housing Authority, Johnston County Youth Services, Base Realignment and Closure (BRAC), local churches and other groups that work primarily with youth to identify problems and

seek solutions. Other efforts include Project Safe Neighborhoods/City of Sanford Library Board of Lee County, NC, Harnett County Cooperative Extension, 4-H, Harnett County Workforce Development Career Center/IA Youth Program and the Adolescents Pregnancy Prevention Program.

The CSBG Director is the Membership and Political Action Committee chairman of Johnston County Citizens Association which sponsors fund raising activities annually to provide six (6) scholarships for local high school seniors. The Executive Director is the chairperson for the Tribute to Excellence Committee which is the primary fundraiser for these scholarship funds. She is also a member of the Education Committee of the organization. The goal of this program is to help meet the educational needs of youth by:

- Providing preparation for post-secondary educational opportunities;
- Providing linkages between academic and occupational learning;
- Provide scholarship funds to assist with needs associated with attending an institution of higher learning.

11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

All participants including custodial parents in single-parent households are asked whether or not they are receiving child support. They are told about the availability and advisability of seeking assistance through the local child support office. They are informed about any services they may be eligible for and contact information during the intake process. When eligible participants come into the agency seeking services, they are given a referral form by the Successfully Transitioning to Achieve Real Self-Sufficiency (STARS) Counselor that is accepted by staff at a partner entity/organization/agency. If they are not receiving child support and express an interest, they are referred to the local child support agency.

If the custodial parent/guardian has made arrangement with the non-custodial parent and is not interested in pursuing court-ordered child support or do not wish to involve the local child-support office, we do not try to intervene. In some instances, they receive more assistance directly from the non-custodial parent than they would if they involved the local child-support agency. They will not be denied services if they refuse to seek court-ordered child support.

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2018- June 30, 2019

Section I: Identification of the Problem (use additional sheets if necessary)

- 1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.**

The poverty causes were ranked based on the results of the Community Needs Assessment questionnaire conducted in November 2017 and as such will be addressed and are as follows: Affordable Housing: 106, Employment: 89 and Education: 65.

- 2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).**

(A) Explain why the problem exists.

Approximately 20,007 people of the 168,878 (indexmundi.com) in Johnston County live below the poverty guidelines. These figures reflect total households (not individuals).

Approximately 6708 people of the 59,616 people in Lee County live below the poverty guidelines. These figures are reflective of the total households.

Approximately 23,165 people of the 130,881 people (Census.gov. in Harnett County live below the poverty guidelines. These figures are reflective of the total households

The current percentages of people living below the poverty level are listed as follows: Lee- 17.7 %, Harnett- 18.1% (US Census) and Johnston- 15.4 %.

According to the US Census, the average number of people in a household per county is: Johnston County- 2- www.osbm.state.nc.us, Lee County- 3-Lee County Chamber of Commerce and Harnett County- 2.84 – Census.gov.

The figures in the chart below reflect the number of TANF, Medicaid and Food Stamps recipients. The working poor continue to make up a large percentage of families living below the poverty level. They also receive little if any benefits on their jobs.

As of November 2017, the figures below reflect the number of households receiving assistance from Social Services:

Service:	Johnston	Lee	Harnett
Food Stamps (households):	13,436	4748	13,774
Work First/TANF:	322	64	139
Medicaid:	45,369	13,032	8,930

- (B) Identify the segment of the population and give the number of people experiencing the problem.**

1) Affordable Housing: Based on the responses garnered from the 2017 Community Needs Assessment Questionnaire, Affordable housing was listed as the top priority. Based on the eligibility guidelines for income-based housing in Johnston, Lee and Harnett

Agency Strategy for Eliminating Poverty (continued)

Counties, affordable housing is very unaffordable for low-income people. Criminal background and credit checks are the main reasons that many low-income people cannot find affordable housing. If their records check reveals a judgment or a negative action by a former landlord or utility company, they may be considered ineligible. Some potential renters must pay a non-refundable application fee to complete an application, credit report, and background check. Having to do so for multiple locations can prove difficult for most.

The average rental cost for a 3-bedroom apartment runs between \$612.00 to \$950.00 depending on the location and the landlord. Some private landlords take advantage of clients who don't meet the Section VIII or income based housing guidelines even if the house is substandard.

When you add high rent, high deposits and high utility deposits that can cost up to \$1000.00 together, you attain a better picture of why affordable housing was ranked number one on the Community Needs Assessment questionnaire. The waiting list for subsidized housing is between 4 to 7 years. In Johnston County alone, the Housing Assistance Payment Program has an extensive waiting list with an average wait time of 7 years. The layers of restrictions are increasing at an alarming rate. As the renters' market increases, the chances of low-income people finding affordable housing decreases. Anyone coming to the agency seeking emergency assistance must attend the mandatory Financial Literacy classes. The classes are designed to help clients develop budgeting skills that will help them manage their money. As their credit scores rise, the participant will become more attractive to the landlord or mortgage lenders.

2) Employment: With the lack of good paying jobs especially those with benefits in our service areas, it was not surprising that employment was one of the top priorities for persons completing the surveys. Many of the STARS participants enter the program without the qualifications/skills necessary to command high wages and their salaries reflect that fact. Some of the likely culprits may be a lack of education (academic/vocational), transportation and criminal backgrounds, etc. Many people with college degrees are finding it difficult to find a job and even harder to find a job with benefits. Competition is fierce and jobs are few or require specific skill sets. Many of the participants only have a high school diploma or a GED, which makes their prospect for employment dismal. Participants without a diploma are finding it very hard to find a job. Employers are increasingly concerned with the skill level of both their current employees and potential employees. Employers must be cognizant of the type of skills needed for their businesses to thrive in today's global economy. According to the North Carolina Career Readiness Certificate Consortium, more than 80% of all jobs were projected to require skills beyond high school. The CRC is an assessment-based credential that gives employers and career seekers a uniform measure of key workplace skills. As a result, both job seekers and incumbent workers are increasingly called upon to demonstrate a more advanced set of skills or at least the ability to develop those skills through on-the-job training. North Carolina's Career Readiness Certification (CRC) is designed to meet the needs of both employers and job seekers in this transitioning economy. For employers, the CRC offers a reliable means of determining whether a potential employee has the

necessary literacy, numeracy and problem-solving skills to be “job ready. To countermand these barriers, the STARS program will place more emphasis on programming which incorporate activities that will enhance job/skills development, coaching participants on job-readiness endeavors which include the Career Readiness Certification. It is imperative that STARS participants are equipped with this certificate because for job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting. Unemployment figures reflect those persons still unemployed and drawing benefits, so the actual figures are usually higher than reported. Some people don't have any reserve of time to draw down from. The latest unemployment figures for 2017 are as follows: Johnston County- 3.7% , Lee County – 4.4% and Harnett County 4.5%.

3) Education: Education presents a momentous barrier to one's self-sufficiency. In order to attain gainful employment capable of increasing their household income to a level of being able to successfully sustain household expenses without outside help, it is imperative for an individual to be cognizant of the needs to improve their educational status. Job listings indicate specific educational levels the applicant must possess and if participants are unable to meet those particular requirements, they automatically become less marketable to employers. As a result of being less marketable there is an increased risk of being overlooked. By increasing their education levels, STARS participants open up greater opportunities that would not be available to them otherwise. Setting educational goals serves multiple purposes. Not only does it broaden the participants' horizons leading to a new perspective of how to handle their situations, but it also expands the spectrum for the types of positions they are able to apply for. With many participants having no more than a high school diploma or GED, it is necessary to encourage them to seek out access to available opportunities that would assist them in becoming better educated citizens in their communities. By doing so they are creating a fighting chance in securing their ideal employment.

(C) Provide demographic information of those adversely effected inclusive of:

Gender	Age	Ethnicity	Race
Males: 1749	0-5: 1255	Non-Hispanic: 4714	Black: 3204
Female: 3619	6-11: 407	Hispanic: 654	White: 1567
	12-17: 587		Multi-Race: 116
	18-23: 423		Other: 479
	24-44: 1615		Amer. Indian: 1
	45-54 :556		Asian: 1
	55-69: 379		
	70+: 146		
Total: 5368	Total: 5368	Total: 5368	Total: 5368

(D) Explain how the persons are adversely affected.

Low-income residents of Johnston, Lee and Harnett Counties are adversely affected by negative economic conditions due to the lack of funds needed to meet their most basic needs, ex. Shelter, food, utilities, etc. When the state legislators reduced the amount of unemployment benefits and the number of weeks they can receive benefits, it caused a

hardship on the very people who could least afford it. These families were already struggling; therefore, trying to maintain a household, provide a nutritious meal for themselves and their family and keep utility services connected is virtually impossible. Many low-income persons seeking services are living on SSI benefits for their child(ren) or child support from absentee dads or moms. There has been an increase in the number of people contacting the agency seeking Foreclosure Preventions and requesting Reverse Mortgage assistance. That fact alone is an indicator of the scope of the problem that exists in our service areas. It has affected all age groups as the Reverse Mortgage Program requires that the homeowner must be 62 years of age or older.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available:

a. Agency Resources:

Johnston-Lee-Harnett Community Action's current programs implemented to enhance this grant:

- ★ Head Start program serves 3 and 4-year old children and their families- \$4,163,801.
- ★ Early Head Start (prenatal to 3 years of age - \$1,549,708.
- ★ DOE Weatherization- \$135,867.
- ★ DSS-Harnett County-\$60,153.
- ★ LIHEAP Housing Assistance Repair/Replacement Program-\$222,688.
- ★ LIHEAP WAP-\$- \$428,605.
- ★ Six (6) food closets operated by local area ministries are working closely with JLHCA to Provide emergency food and volunteers to operate all facilities.
- ★ North Carolina Pre-K- \$122,363
- ★ Emergency Food and Shelter Programs – (3 counties) \$36,703
- ★ Head Start USDA Community Food & Nutrition- \$563,838.
- ★ ESG Housing Grant \$187,349
- ★ United Way (2-counties)- \$44,006
- ★ Emergency Assistance Program-\$52,024
- ★ NC Foreclosure Prevention -\$29,850
- ★ HUD Housing Program-\$9,130.
- ★ Duke Helping Home Program-\$66,975.
- ★ Sanford Emergency Housing - \$3,000.

b. Community Resources:

Average Per Month	Johnston County	Lee County	Harnett County
Food Stamps	13,486	4748	13,774
Cost Per Month	\$3,231,354	\$1429.03	\$2,155,624.67
Medicaid	45,369	13,032	8,930
Cost Per Month	\$17,774,238	Info not available	Info not available
TANF	322	74	139
Cost Per Month	\$735,915	\$17,464	Info not available
Emergency Assistance Funds	\$31,370	\$33,775	\$5000
LIEAP	\$518,800	\$41,137	\$465,582
Energy Neighbor	\$13,610	\$7,266.96	\$2,041.42
CIP	\$632,765	\$250,478	\$502,496
Regulated Daycares	72	64	50
Cost Per Month	\$31,320	\$27,520	\$432,921

Social Security Payments:

Johnston	Lee	Harnett
\$33,450,000	\$130,416	\$19,199,000

HUD: Section VIII Housing: 624 units in Johnston County; 691 in Lee County and 331 in Harnett County Public Housing: Johnston County- 561 units, Lee County-447, and Harnett County-143

Harbor in Johnston County is a battered women's shelter that has 14 beds available for women, infant

and children with an annual budget of \$104,000.

Haven of Lee County has a total of 29 beds for battered 105 women and 59 infant and children with an annual budget of \$286,780.

Safe of Harnett County is a battered women's shelter that has 12 beds with an annual budget of \$405,377.

NC Department of Commerce Division of Employment Services annual report for January-November 2016 Unemployment expenditures reported the following figures:

Johnston	Lee	Harnett
\$2,755,360.63	\$1,127,394.50	\$1,733,308.09.

Literacy

Johnston	Lee	Harnett
14%	23.6%	
23,643		11,523

Rural Housing Development Project Units- Loans were broken down in the three-county target area in this manner:

Johnston County	Lee County	Harnett County
502 Loans Low: -1 @\$353,000	502 Loans Low: 0	502 Loans Low: 0
502 Loans Very Low-2@\$236,999	502 Loans Very Low: 0	502 Loans Very Low -0
504 Loan-0	504 Loans: 1 @ \$5,200	504 Loans:-0
504 Grant Only-4@\$30,000	504 Grant: 1 @ \$2,800	504 Grant-3 @ \$22,500
504 Loan & Grant - 0	504 Loan & Grant: 5	504 Loan & Grant-0
Guaranteed: 80 loans @ \$14,179,384	Guaranteed: 10 loans @ \$1,470,002	Guaranteed: 29 loans @ \$4,096,888

(F) Resources Needed:

c. Agency Resources:

The resources listed below are needed and include an estimated monetary value. These services are not available or accessible to our participants at the present, but could be obtained by collaborating with existing resources and by obtaining additional funding.

- (a) Job development/apprenticeships assistance, career planning program- \$75,000.
- (b) Additional support staff for Head Start childcare positions-\$350,000.
- (c) County-wide before and after school programs--\$650,000
- (d) Individual Development Account Programs- \$200,000.
- (e) Build/operate Homeless Shelters for women & children, families and men- \$1, 500,000
- (f) Funding for Housing rehabilitation Program- \$650,000.
- (g) Creation of a microenterprise-\$875,000
- (h) Additional resources to meet the needs of the homeless/w disabilities-\$350,000.
- (i) One-stop agency wide intake system \$55,000
- (j) Provide linkages between participants and affordable, reliable transportation.-\$25,000
- (k) (2) New Head Start Facilities \$3,500,000
- (l) Four (4) school buses for Head Start-\$400,000
- (m). Transitional housing and staff -\$1,250,000

d. Community Resources:

- (a) More job Training opportunities.
- (b). Reentry services for ex-offenders.
- (c.) County wide affordable transportation
- (d.) Shelters for women, families and single men

- (e.) More affordable standard housing.
- (f) Lower cost and accessibility of medical care.
- (g.) Substance abuse prevention/intervention for families.
- (h). Homeless intervention programs
- (i.) Creation of a Microenterprises/Incubator
- (j.) More services for the mentally challenged.

Section III: Objective and Strategy

(G) Objective Statement:

Provide comprehensive services designed to remove 15 of the 70 low-income households from poverty by June 30, 2019.

Strategies for Objective: Develop and provide supportive services to low-income people that eliminate barriers to self-sufficiency. Locate and network with employers, community colleges and other resources that can assist the agency in its pursuit to help implement self-improvement behavior. Utilize Work Force Development Boards to work through employment issues. Secure additional funding opportunities and join forces with community resources in order to assist participants /families when in crisis in order to alleviate the situation.

Incorporate strategies developed and adopted by the agency's board and staff to ensure that the Organizational Standards are used to its maximum feasibility. Updating them as needed to make sure that the agency is not just meeting but exceeding its goals.

Integrate the activities contained in the Results Oriented Management and Accountability (ROMA) Cycle into every aspect of the program and the agency.

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	STARS						
2. Poverty Cause Name:	Affordable Housing, Employment, Education						
3. Objective Statement:	Provide comprehensive services designed to remove 36 low-income households from poverty by June 30, 2021.						
4. Selected Strategy:	Develop and provide supportive services to low-income people that eliminate barriers to self-sufficiency. Locate and network with employers, community colleges and other resources that can assist the agency in its pursuit to help implement self-improvement behavior. Utilize Work Force Development Boards to work through employment issues. Secure additional funding opportunities and collaborate with community resources in order to assist participants /families when in crisis in order to stabilize the situation.						
5. Project Period:	July 1, 2018	To	June 30, 2019	Plan Year	1	of	3
6. CSBG Funds Requested for this Project:	\$530,882.00						
7. Total Number Expected to Be Served:	70						
a. Expected Number of New Clients	65						
b. Expected Number of Carryover Clients	5						
Section II: One-Year CSBG Program Objective and Activities							
Activities	Position Title(s)	Implementation Schedule					
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter		
Objective: Provide comprehensive services designed to remove 15 of the 70 low-income households from poverty by June 30, 2019.	CSBG Director, STARS Senior Counselors (SSCS) STARS Counselors (SC)	20	40 (20)	65 (25)	70 (5)		
1 Monitor and direct CSBG Program in the three-county service area.	CSBG Director, STARS Senior Counselors (SSCS) STARS Counselors (SC)	09/18	12/18	03/19	06/19		
2. Supervise Senior STARS Counselors/Supervisors.	CSBG Director	09/18	12/18	03/19	06/19		
3. Secure additional funding streams to augment services provided by the CSBG STARS Program	CSBG Director	09/18	12/18	03/19	06/19		
4. Educate and inform all sectors of the community (private, public and disadvantaged) on the benefit and value of the CSBG Program.	CSBG Director	09/18	12/18	03/19	06/19		
5. Identify and enroll self-sufficiency participants into the STARS Program.	SSCS STARS Counselors	20	40 (20)	65 (25)	70 (5)		
6 Provide supervisory oversight for STARS Counselors.	STARS Senior Counselors/Supervisors	09/18	12/18	03/19	06/19		

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
7. Conduct outreach and recruitment using various media outlets, referrals, flyers, brochures, community partners and advertisement tools.	CSBG Director, SSCS, SC	09/18	12/18	03/19	06/19
8. Make home visits to stay informed on participants activities and provide follow-up and support	SSCS, SC	20	40 (20)	65 (25)	70 (5)
9. Provide budget counseling and develop long-range plans with the family. <u>Supportive and Transition Services</u> <ul style="list-style-type: none"> ➤ Counseling ➤ Financial Literacy Curriculum ➤ Information and Referrals ➤ Work clothes and tools ➤ Transportation ➤ Educational supplies, books, tuition, etc. ➤ Childcare, deposits, payments, fees, etc. 	SSCS, SC	20	40 (20)	65 (25)	70 (5)
10. Work with participants if applicable to obtain Standard and affordable Housing	SSCS, SSSC	20	40 (20)	65 (25)	70 (5)
11. Establish and develop comprehensive services that involve the total family to achieve self-sufficiency <ul style="list-style-type: none"> ➤ Orientation ➤ Develop plans of action ➤ Assessment/reassessment ➤ Facilitate problem-solving sessions ➤ Employment Counseling 	CSBG Director, SSCS, SC	20	40 (20)	65 (25)	70 (5)
12. Encourage participants to establish and maintain a savings account.	SSCS, SC	20	40 (20)	65 (25)	70 (5)
13. Maintain updated records of all activities and accomplishments in AR4CA and maintain a hard copy.	SSCS, SC	20	40 (20)	65 (25)	70 (5)
14. Work intensively with NC Works Career Center staff in each county to help participants secure employment.	SC	20	40 (20)	65 (25)	70 (5)
15. <u>Stabilization Services</u> <ul style="list-style-type: none"> ➤ Contact partners if emergency assistance is needed ➤ Conduct crisis prevention /budgeting workshops ➤ Advocate for participants with service providers on participants behalf to avoid evictions, disconnects, etc. 	CSBG Director, SSCS, SC	20	40 (20)	65 (25)	70 (5)

Crisis Intervention

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

8. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 6 of the Fiscal Year 2018-19 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (S.T.A.R.S.)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	70
The number of low-income participant families rising above the poverty level.	15
The number of participant families obtaining employment.	13
The number of participant families who are employed and obtain better employment.	10
The number of jobs with medical benefits obtained.	8
The number of participant families completing education/training programs.	10
The number of participant families securing standard housing.	12
The number of participant families provided emergency assistance.	25
The number of participant families provided employment supports.	23
The number of participant families provided educational supports.	7
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Table 2 Outcome Measures for Project 2 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	

Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total *number of persons served* in the table.

Number of Families to be Served Per County											
Agency Name: Johnston-Lee-Harnett Community Action, Inc.											
Project Name: STARS											
County	Johnston	Lee	Harnett								Total
Total Planned	30	13	27								70
Project Name:											
County											Total
Total Planned											

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

a. Board of Directors:

The Board will meet bi-monthly to:

Receive administration's assessment of project operation and process.

On its own they will review the monthly computer-generated printouts showing progress made toward the timely fulfillment of Performance Measures.

Receive the advice and recommendations of the Board Planning and Evaluation Committee with respect to the disposition of the Project Policy Advisory Councils suggestions for program refinement, as well as with respect to their own suggestions.

Participate in public relation activities designed to highlight the agency's accomplishments.

Participate in Strategic Planning to help move the agency toward excellence.

Participate in the development and reviewing the agency's Organizational Standards.

b. Low-Income Community:

The CSBG STARS Program will have Policy Advisory Council in all three counties according to the following design:

Five low-income participants either participants or persons in the community that can represent low-income people because of their involvement with them and their understanding of their problems.

Six representatives selected from the following agencies: Department of Social Services.

NC Cooperative Extension Program, Community College, Faith-based, Public Library, Senior Services, Housing Authority, Division of Employment Services and Job Link.

The Successfully Transitioning to Achieve Real Self-Sufficiency (STARS) Policy Advisory Council's in each county will meet at least once per quarter in conjunction with the agency's preparation of OEO Form 240 Report to review program performance to date and to suggest adjustments in the program geared at achieving more effective services. They also share pertinent information from their agency and/or area that could be beneficial to the STARS participants as well as the program.

Monitoring, Assessment and Evaluation Plan(continued)

Representatives from the low-income community complete Community Need Assessment Questionnaires and distribute them to residents in their own communities or in their workplace.

Representatives from the low-income serve as a PAC representative to the Board of Directors.

c. Program Participants:

STARS participants complete need/interest surveys.

Work with their counselors to achieve self-sufficiency by following through on short and long-range goals.

Participants and family members attend workshops that can benefit them.

STARS Counselors advise participants to approach their individual circumstances from a proactive standpoint rather a reactive stance.

Identify and develop strategies to achieve realistic goals designed to help lift themselves and the family out of poverty.

d. Others:

staff will assess the needs of low-income person during the initial intake, home visits and any ensuing office visits/contacts. Participants take the Holland Self-Esteem Test during enrollment and again at the end of the year during their exit conference.

Staff evaluates the program by charting the participants' progress in reaching their goals, participation in group learning sessions, job retention abilities, changes in income and if they have risen above the poverty level.

Staff attends and provides information to PAC members. Staff advocate for the participant while working with them to help foster the skills necessary for the participants to become advocates for themselves.

Representatives from other human service agencies serve on the Board, The Policy Advisory Councils in each county and network with the agency to foster a seamless delivery of services.

Members from the faith-based community work with the agency to assist in resolving crisis situations. They rely on the staff's relationship with community partners and their ability to both assess and authenticate the situation.

The program's intake system is used to either substantiate and/or negate information received by the applicant and to reduce the possibility of services being duplicated. Representatives from this group also serve on Policy Advisory Councils.

Monitoring, Assessment and Evaluation Plan(continued)

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

The Board of Director monitors administrative policies and procedures through a review of financial records and reports, affirmative action goals, personnel action, etc. The Executive Director takes action as necessary to ensure that agency policies and procedures are not violated and recommend needed policy changes to the Board of Directors for approval.

The Board examine, analyze, evaluate and discusses policies in effect during the program year. The Board reviews the annual audit with the agency's auditor to make sure that the agency is fiscally sound.

The Board reviews program reports at each bi-monthly meeting. The Board's committee structure allows for all aspects of the agency's programs to be reviewed on a monthly or bi-monthly basis with committees reporting to the full board.

The Board conducts an annual evaluation of the Executive Director's performance to determine if the agency's goals and objectives are being met.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Policy Advisory Council will meet each quarter to review, approve the ar4ca 240 report, the crisis report, and the non-quantifiable report. They recommend if relevant programmatic adjustments and share relevant information from their individual program that may be beneficial to low-income people.

The Policy Advisory Council will meet each quarter to review, approve the ar4ca 240 report, the crisis report, and the non-quantifiable report. They recommend if relevant programmatic adjustments and share relevant information from their individual program that may be beneficial to low-income people.

Members of the Board of Directors' Planning and Evaluation Committee meet each quarter with the Policy Advisory Councils to review program progress and make recommendations if warranted o the full board on any proposed programmatic changes

Members of the Board of Directors' Planning and Evaluation Committee meet each quarter with the Policy Advisory Councils to review program progress and make recommendations if warranted to the full board on any proposed programmatic changes

4. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Policy Advisory Council will meet each quarter to review, approve the AR4CA 240 report, the Crisis Report and the Non-Quantifiable Report. They recommend if relevant programmatic adjustments and share relevant information from their individual program that may be beneficial to low-income people.

Monitoring, Assessment and Evaluation Plan(continued)

Members of the Board of Directors' Planning and Evaluation Committee meet each quarter with the Policy Advisory Councils to review program progress and make recommendations if warranted to the full board on any proposed programmatic changes. The board of directors meet bi-monthly to receive the CSBG activities report and approve the Planning & Evaluation Committee minutes when they meet.

5. Describe the Board's procedure for conducting the agency self-evaluation.

A JLHCA Board of Directors Self-Evaluation survey was mailed to the board in a stamped self-addressed envelope prior to the annual board training retreat. The questions contained in the survey were developed using a compilation of the duties, roles and responsibilities obtained from various workshops designed for non-profit boards. The self evaluation results were reviewed and discussed at the annual training meeting. In addition, each proposed project in last year's plan contained performance measures against which progress in the program was measured on a bi-monthly basis by the Board of Directors and on a quarterly basis by the Policy Advisory Committee.

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The Board of Directors met on October 13, 2017 for an orientation/training retreat. The results of a self-evaluation surveys were reviewed and each item was discussed to determine strengths and weakness. During the board meeting, members were asked why they thought certain items received lower scores others and what they felt could be done to bring the scores up as well as meet the needs they felt warranted the lower score. They assessed their strengths and weaknesses during the session as well as the duties and roles that each member would undertake for the coming year. A course of action and corrective strategies were addressed. This fiscal year's project evaluation will begin July 01, 2018 and end June 30, 2019. The board receives detailed reports on agency programs from the planning stage through the evaluation progress. They receive end of the year reports that capture programmatic information from participants' activities to financial status. The board will participate in the completion of the Community Needs Survey during the months of October and November, The results of the survey will be compiled and the board will adopt the prioritized strategies for eliminating poverty. strategies based on the needs outlined in the survey.

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A
N/A**

1. Administrative Support requested for (Name of Grant):		
2. Total amount of Administrative Support requested: \$		
3. Brief description of grant including the name of the funding source:		
4. Total Grant Amount:	\$	
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)		
6. How will the agency track the CSBG funds used for Administrative Support?		
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)		
Indirect Costs		
Indirect Cost Base:		
Indirect Cost Rate %:	%	
Indirect cost base amount for this grant:	\$	
Percent indirect allowed by funding source for this grant:	%	
Dollar amount indirect allowed by funding source for this grant:	\$	
Cost Allocation		
Percent of administrative costs allowed by funding source for this grant %:	%	
Dollar amount of administrative costs allowed by funding source for this grant:	\$	
8. Actual numerical calculation used to determine Administrative Support needed:		
9. Administrative Support to be applied: (choose one)	Monthly	
	Quarterly	
	Annually	

OEO Form 225N-The Budget Narrative

Section III-Budget Summary			
Indirect Cost Rate Information: The indirect rate for Johnston-Lee-Harnett Community Action is 17.25%. We should have a new rate by the next program year.			
Section IV-Salary and Wages			
Staff Names and Positions: Tina Ray – CSBG Director (100% CSBG); Nicole Jones – Jo Co. Senior STARS Counselor; Kelly True Harnett County Senior STARS Counselor; Linda Ware - Lee County Senior STARS Counselor; Alisa Bizzell – HC STARS Counselor; Tanisha Rouse – Jo Co STARS Counselor.			
Section IVa-Budget Support Data			
Fringe Benefits: JLHCA fringe benefits remains the same.			
Communications: All calculations are proved in OEO 225.			
Section IVb-Budget Support Data			
Equipment:			
Section IVc-Budget Support Data			
Space Costs: All calculations are provided in OEO 225..			
Travel: All calculations are provided in OEO 225.			
Supplies/Materials: All calculations are provided in OEO 225.			
Section IVd-Budget Support Data-Contractual			
Sub-contractor [DBA if applicable]	AR4CA All calculations are provided in OEO 225	Primary Contact Vicki Hedinger	
Address/Phone	25 Gaston St, Asheville, NC		
Service Description	Data Entry Software		
Payment Arrangement	\$2,400.00	Contract Duration	7/1/18-6/30/19
Sub-contractor [DBA if applicable]	CMA Technologies	Primary Contact Mike Watson	
Address/Phone	P. O. Box 5275 Winston Salem, NC 27113		
Service Description	Data Entry Software for Client Vouchers		
Payment Arrangement	\$3,000.00	Contract Duration	7/1/18-6/30/19
Section IVe-Budget Support Data			
Client Services: All calculations are provided in the OEO Form 225			
Other: All calculations are provided in the OEO Form 225.			

AGENCY BUDGET INFORMATION

Budget Type:

Annual Application:

Amendment:

Budget Change:

Section 1. IDENTIFICATION

Agency Name:

Johnston-Lee-Harnett Community Action, Inc.

Contract Period:

July 1, 2018 - June 30, 2019

SECTION II. CONTRACT SUMMARY

CSBG	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contract Amount
	\$478,229	\$52,653		\$530,882
TOTAL OEO CONTRACT AMOUNT				\$530,882

CSBG ADMINISTRATIVE SUPPORT: Insert name of program supported by CSBG and the amount of support indicated on the Administrative Support Worksheet (OEO Form 212A).

STARS

(Insert Program Name)

SECTION III. BUDGET SUMMARY

OBJECT CATEGORIES	STARS		PROGRAM TOTALS	COUNTY TOTALS
Salaries & Wages	\$305,232		\$305,232	\$305,232
Fringe Benefits	\$104,918		\$104,918	\$104,625
Equipment				
Communication	\$8,000		\$8,000	\$8,000
Space Cost	\$7,260		\$7,260	\$11,750
Travel	\$9,374		\$9,374	\$10,000
Supplies/Materials	\$9,000		\$9,000	\$12,000
Contractual	\$6,400		\$6,400	\$6,388
Client Services	\$16,234		\$16,234	\$16,234
Other	\$11,812		\$11,812	\$4,000
Total Direct Costs	\$478,230		\$478,230	\$478,229
Indirect Costs				
Approved Rate: 17.25%	\$52,653		\$52,653	\$52,653
Base : 305,232				
TOTALS	\$530,882		\$530,882	\$530,882

SECTION IV. - SALARIES AND FRINGE BENEFITS

011618a HCB0C Page 97

Johnston-Lee-Harnett Community Action, Inc.

SECTION IV. - SALARIES AND FRINGE BENEFITS

011618a HCBOC Page 98

Johnston-Lee-Harnett Community Action, Inc.

SECTION IVa. - BUDGET SUPPORT DATA

COST CATEGORY				STARS		TOTAL
EQUIPMENT						
Description	Quantity	Unit Price				
TOTAL EQUIPMENT						
COMMUNICATIONS						
Tele/Fax - \$441 x 12 mos				\$5,304		\$5,304
Postage - \$224.67 x 12 mos				\$2,696		\$2,696
TOTAL COMMUNICATIONS				\$8,000		

SECTION IVb - BUDGET SUPPORT DATA

COST CATEGORY		STARS		TOTAL
SPACE COST				
Utilities - \$125 x 12 mos		\$1,500		\$1,500
Office 3 staff (508 sq ft) \$480 x 12 mos		\$5,760		\$5,760
TOTAL SPACE COSTS		\$7,260		\$7,260
TRAVEL				
Local Travel				
Johnston 300 mi. x .54 x 12 mos; Lee 100 mi. x .54 x 12 mos; Harnett 275 mi		\$4,374		\$4,374
.54 x 12 mos) (client visits, job interviews, document pickup, etc)				
Conferences (NCCAA, OEO & SEACAA)				
CSBG Staff Planned Training	5013	\$5,000		\$5,000
Board Member Planned Training				
TOTAL TRAVEL		\$9,374		\$9,374
SUPPLIES/MATERIALS				
Materials - \$750 x 12 mos		\$9,000		\$9,000
TOTAL SUPPLIES/MATERIALS		\$9,000		\$9,000

[illegible][illegible]

Per Diem	North Carolina Community Action Association
Hotel	CAP LAW
Registration	Community Action Opportunity (AR4CA)
Flight/Baggage	ROMA
Taxi/Shuttle	OEO CSBG Annual Conference
Other	Southeastern Community Action Conference
	NASCSP
	NCAP
Board Member	

[illegible]

SECTION IVd. - BUDGET SUPPORT DATA

COST CATEGORY		STARS		TOTAL
CLIENT SERVICES				
Case Management Clients		\$16,234		\$16,234
TOTAL CLIENT SERVICES		\$16,234		\$16,234
OTHER (specify)				
Insurance - annual general liability - \$		\$1,500		\$1,500
Maint & Repairs - Garbage pickup - building repairs		\$4,812		\$4,812
Membeships & Subscriptions - local newspaper for jobs		\$500		\$500
Printing & Publication - CSBG Brochures & other literature		\$2,000		\$2,000
Drug Test - copies; water		\$3,000		\$3,000
TOTAL OTHER		\$11,812		\$11,812

COUNTY BUDGET

FISCAL YEAR

July 1, 2018 - June 30, 2019

AGENCY

Johnston-Lee-Harnett Community Action, Inc.

	COUNTY NAME(S)									TOTAL
	Johnston	Lee	Harnett	(County)	(County)	(County)	(County)	(County)	(County)	
Per County Allocation	\$226,697	\$95,321	\$208,864							
Expense Categories										
Salaries & Wages	\$132,499	\$52,584	\$120,149							\$305,232
Fringe Benefits	\$48,436	\$19,855	\$36,334							\$104,625
Equipment										
Communication	\$3,000	\$1,000	\$4,000							\$8,000
Space Costs	\$7,500	\$750	\$3,500							\$11,750
Travel	\$3,500	\$2,000	\$4,500							\$10,000
Supplies/Materials	\$5,000	\$1,500	\$5,500							\$12,000
Contractual	\$2,500	\$1,080	\$2,808							\$6,388
Client Services	\$906	\$6,481	\$8,847							\$16,234
Other	\$500	\$1,000	\$2,500							\$4,000
Total Direct Costs	\$203,841	\$86,250	\$188,138							\$478,229
Indirect Costs	\$22,856	\$9,071	\$20,726							\$52,653
Admin Support (CSBG only)										
Total Costs	\$226,697	\$95,321	\$208,864							\$530,882

TOTAL AGENCY BUDGET

AGENCY

Johnston-Lee-Harnett Community Action, Inc.

FISCAL YEAR

July 1, 2018 - June 30, 2019

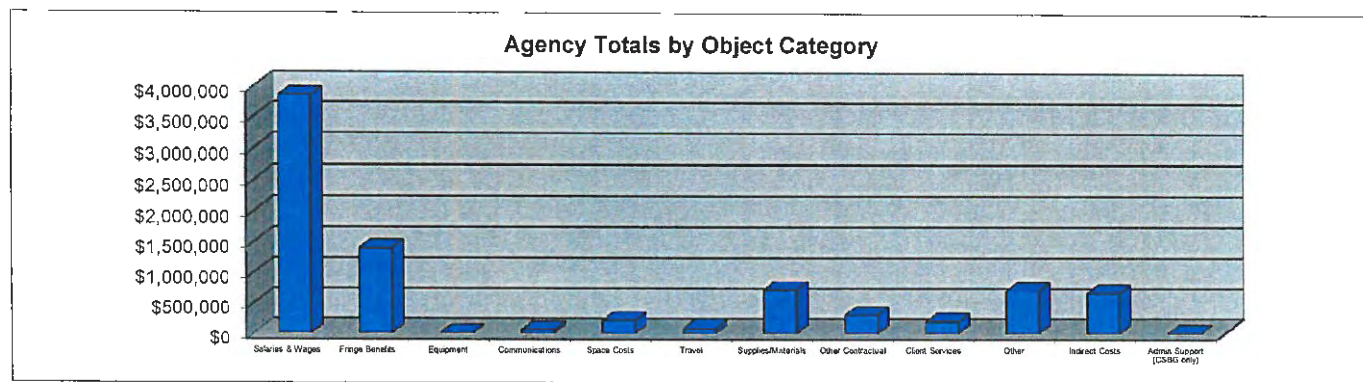
Please check one			
INDIRECT COST BASE:	Total Direct Costs	X	Salaries/Wages
INDIRECT COST RATE:	17.3%		Salaries/Fringes

OBJECT CATEGORIES	PROGRAM NAMES										TOTAL
	CSBG	DSS-Harnett Co	Liheap HARRP	Liheap WAP	DOE WAP	Econ Dev	Rapid Rehousing	MPP	HUD Housing	EFSP	
Salaries & Wages	\$305,232	\$42,519	\$18,601	\$101,563	\$34,115	\$30,000	\$48,629	\$20,000	\$6,026		\$606,685
Fringe Benefits	\$104,918	\$9,738	\$8,010	\$41,230	\$13,726	\$16,160	\$22,241	\$1,925	\$1,559		\$219,507
Equipment											
Communication	\$8,000		\$1,094	\$3,244	\$800	\$3,500		\$500			\$17,138
Space Cost	\$7,260			\$3,100	\$374	\$3,000					\$13,734
Travel	\$9,374		\$1,728		\$4,813	\$2,639	\$3,228	\$1,000			\$22,782
Supplies/Materials	\$9,930		\$78,603	\$73,571	\$17,914	\$1,693					\$181,711
Contractual	\$5,400		\$110,845	\$113,151	\$27,773						\$257,169
Client Services	\$16,303						\$113,251			\$36,703	\$166,257
Other	\$11,812	\$702	\$598	\$75,842	\$30,467	\$8,912					\$128,333
Total Direct Costs	\$478,229	\$52,959	\$219,479	\$411,701	\$129,982	\$65,904	\$187,349	\$23,425	\$7,585	\$36,703	\$1,613,316
Indirect Costs	\$52,653	\$7,194	\$3,209	\$16,904	\$5,885	\$10,000		\$3,384	\$1,545		\$100,774
Admin Support (CSBG only)											
Total Costs	\$530,882	\$60,153	\$222,688	\$428,605	\$135,867	\$75,904	\$187,349	\$26,809	\$9,130	\$36,703	\$1,714,090

OBJECT CATEGORIES	PROGRAM NAMES										TOTAL
	Head Start	Early Head Start	School Food	NC Pre-K	United Way/Crisis	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	OTHER	
Salaries & Wages	\$2,215,104	\$878,121	\$96,510	\$54,209							\$3,243,944
Fringe Benefits	\$804,926	\$322,006	\$31,125	\$16,386							\$1,174,443
Equipment											
Communications	\$26,000	\$5,000		\$250							\$31,250
Space Costs	\$145,116	\$46,000									\$191,116
Travel	\$37,000	\$14,900	\$250	\$2,400							\$54,550
Supplies/Materials	\$67,932	\$48,956	\$402,885	\$13,203							\$532,976
Contractual	\$37,000	\$6,263									\$43,263
Client Services	\$1,000	\$1,000			\$20,449						\$22,449
Other	\$447,618	\$75,986	\$16,738	\$25,738							\$566,080
Total Direct Costs	\$3,781,696	\$1,398,232	\$547,508	\$112,186	\$20,449						\$5,860,071
Indirect Costs	\$382,105	\$151,476	\$16,330	\$9,172							\$559,083
Total Costs	\$4,163,801	\$1,549,708	\$563,838	\$121,358	\$20,449						\$6,419,154

TOTALS BY OBJECT CATEGORY

OBJECT CATEGORY	TOTALS
Salaries & Wages	\$3,850,629
Fringe Benefits	\$1,393,950
Equipment	
Communications	\$48,388
Space Costs	\$204,850
Travel	\$77,332
Supplies/Materials	\$714,687
Other Contractual	\$300,432
Client Services	\$188,706
Other	\$694,413
Total Direct Costs	\$7,473,387
Indirect Costs	\$659,857
Admin Support (CSBG only)	
Agency Totals	\$8,133,244



**Board Meeting
Agenda Item**

MEETING DATE: **January 16, 2018**

TO: HARNETT COUNTY BOARD OF COMMISSIONERS

SUBJECT: **Public Hearing to discuss the closeout of the Community Development Block Grant Commerce Fellows Capacity Building grant**

REQUESTED BY: **Barry A. Blevins, General Services**

REQUEST:

General Services Director, Community Development request the Board of Commissioners consider a public hearing in order to complete the closeout actions for the North Carolina Community Development Block Grant Commerce Fellows Capacity Building grant. Funds were utilized to facilitate capacity-building enabling local administrators to participate in professional development courses at East Carolina University.

FINANCE OFFICER'S RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Community Development Block Grant
Commerce Fellows / Building Community through Capacity and Knowledge

June of 2016, Harnett County Community Development applied for the Community Development Block Grant to send an employee (Anna Peele) to attend classes at East Carolina University. In July 2016, the County was awarded \$50,000.

Classes began in October 2016, and were attended monthly. The last class session was in May 2017. Topics of discussion were Community Leadership, Communication with Diverse Stakeholders, Identifying and Describing Needs/Issues, Collaboration and Cooperation of Community Partners, Assessing the Environment, Defining the Problem and Successful Solutions, Methods and Techniques for Data Collection and Analysis, Strategic Planning to Implement Projects, Line Item Budgets, Evaluating Programs, Policies, and Projects.

Total funds utilized from the grant were \$19,623.48.

In May 2017 ECU presented Anna Peele with a Certificate of Recognition for the Successful Completion of the Grant Administration and Public Management Curriculum and presented Harnett County with a plaque for participation in the ECU/NC Commerce Talent Enhancement and Capacity Building Program, Office of Innovation and Economic Development. Anna Peele will present to the Board of Commissioners at the Public Hearing the plaque and it will be displayed in the office of General Services.

LEGAL

LEGAL

NOTICE OF CLOSETOUT PUBLIC HEARING COUNTY OF HARNETT COMMUNITY DEVELOPMENT PROGRAM

Notice is hereby given the County of Harnett Board of Commissioners will hold a public hearing on January 10, 2018 at 7:00 PM in the Commissioners meeting room, Harnett County Administration Building, 420 McGowan Parkway, Lillington, NC, to discuss the closeout of the Community Development Block Grant (CDBG) Commerce Federal Capacity Building grant. The grant of \$50,000 was utilized to facilitate capacity-building enabling local administrators to participate in professional development courses at East Carolina University. All activities are completed and the County is in the process of closing the grant.

All citizens are urged to attend the public hearing and make their views known prior to the submission of closeout information to the NC Department of Commerce. A public information file exists at the County General Services Building and may be viewed upon request. Residents will be given the opportunity to provide oral or written comment on the County's use of CDBG funds. For additional information or to submit written comments, please contact Anna Poole, General Services Assistant Director, P.O. Box 640, 200 Alexander Drive, Lillington, NC 27548. Comments should be postmarked no later than Friday, January 12, 2018, and a written response will be made within 10 days. The County does not discriminate based on race, color, religion, sex, national origin, handicap, age, marital status, or political affiliation in the admission, access to treatment or employment in CDBG program and activities. Persons with disabilities requiring special accommodations should contact Anna Poole, General Services Assistant Director, 910-263-7536, TDD Relay Service at 711, at least 45 hours prior to the scheduled meeting.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Anna Poole al 910-263-7536 o en 200 Alexander Drive, Lillington, NC 27548 o en su sitio web para más comunicación.

Gordon Springs Chairman
1/2/18

IN THE GENERAL COURT OF JUSTICE OF NORTH CAROLINA SUPERIOR COURT DIVISION HARNETT COUNTY 17SP396

IN THE MATTER OF THE FORECLOSURE OF A DEED OF TRUST
EXECUTED BY GARY L. ROSS AND GAYLE R. ROSS DATED
SEPTEMBER 2, 2016 AND RECORDED IN BOOK 3443 AT PAGE 18
IN THE HARNETT COUNTY PUBLIC REGISTRY, NORTH CAROLINA

NOTICE OF SALE

Under and by virtue of the power and authority contained in the above-referenced deed of trust and because of default in the payment of the secured indebtedness and failure to perform the covenants and agreements therein contained and, pursuant to the deed of the owner and holder of the secured debt, the undersigned substitute trustee will expose for sale at public auction to the highest bidder for cash at the usual place of sale of the county court-house of said county at 11:30AM on January 10, 2018, the following described real estate and any other improvements which may be situated thereon, in Harnett County, North Carolina, and being more particularly described as follows:

BEING ALL OF LOT ONE (1) IN A SUBDIVISION KNOWN AS FOREST RIDGE SUBDIVISION, SECTION THREE, ACCORDING TO A PLAT OF THE SAME BEING QUATY RECORDED IN HARNETT COUNTY, SLIDE 33-B, HARNETT COUNTY REGISTRY, NORTH CAROLINA.

And Being more commonly known as: 1143 Liberty Ln, Cameron, NC 28328

The record owner(s) of the property, as reflected in the records of the Register of Deeds, is/are Gary L. Ross and Gayle R. Ross.

This property to be offered pursuant to this notice of sale is being offered for sale, hereafter and hereinafter "AS IS, WHERE IS," under the Trustee for the holder of the debt secured by this deed of trust, being foreclosed, nor the officers, directors, attorneys, employees, agents or authorized representatives of either Trustee or the holder of the debt make any representation or warranty relating to the title or any physical, environmental, health or safety conditions existing on, in, or relating to the property being offered for sale. Any and all responsibilities or liabilities arising out of or in connection with any such condition expressly are disclaimed. This sale is made subject to all prior liens and encumbrances and unpaid taxes and assessments including but not limited to any transfer taxes associated with the foreclosure. A deposit of five percent (5%) of the amount of the bid or seven hundred dollars (\$750.00), whichever is greater, is required and must be tendered in the form of certified funds at the time of the sale. This sale will be held open to bids for up to 30 days as required by law. Following the expiration of the statutory upset period, all remaining amounts are IMMEDIATELY DUE AND OWING. Failure to remit funds in a timely manner will result in a Declaration of Default and any capital will be frozen pending the outcome of any re-sale. If the sale is set aside for any reason, the Purchaser at the sale shall be entitled only to a return of the deposit paid. The Purchaser shall have no further recourse against the Mortgagor, the Mortgagee, the Substitute Trustee or the attorney of any of the foregoing.

SPECIAL NOTICE FOR LEASEHOLD TENANTS: If you are a tenant residing in the property, be advised that an Order for Possession of the property may be issued in favor of the purchaser. Also, if your lease began or was renewed on or after October 1, 2007, be advised that you may terminate the rental agreement upon written notice to the landlord, to be effective on a date stated in the notice that is at least 10 days, but no more than 90 days, after the sale date contained in the notice of sale, provided that the mortgagee has not cured the default at the time notice of termination is provided. You may be liable for rent due under the agreement provided to the effective date of the termination.

The date of this notice is November 16, 2017.

Grady L. Engle or Elizabeth B. Ebb
Substitute Trustee
10130 Perimeter Parkway, Suite 400
Charlotte, NC 28216
(704) 333-8167
<http://slawsonlaw.com/>
17-002625
1/2/2018

Board Meeting Agenda Item

MEETING DATE: **January 16, 2018**

TO: HARNETT COUNTY BOARD OF COMMISSIONERS

SUBJECT: **Proposed Zoning Change: Case # RZ-17-522**

REQUESTED BY: **Development Services/ Mark Locklear**

REQUEST:

Landowner/Applicant: Lillington Grace Church of Nazarene / Pastor Tim Eyring; 7.33 +/- acres; Pin # 0558-96-5425.000; From Industrial to RA-20R Zoning District; US Hwy 401 South; Lillington Township.

Development Services staff recommends APPROVAL for the requested rezoning to Residential. This request is compatible with Harnett County regulatory documents and would not have an unreasonable impact on the surrounding community based on the Land Use Plan and adjacent zoning.

Additional Information:

On January 2nd, the Harnett County Planning Board voted unanimously (4-0) to recommend approval based on existing residential uses and the County's Land Use plan.

No one attended the meeting in opposition.

FINANCE OFFICER'S RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:



REZONING STAFF REPORT

Case: RZ-17-522

Mark Locklear, Director of Development Services

mlocklear@harnett.org

Phone: (910) 893-7525

Fax: (910) 814-8278

Planning Board: January 2, 2018 County Commissioners: January 16, 2018

Requesting a Rezoning from Industrial to RA-20R

Applicant Information

Owner of Record:

Name: Lillington Grace Church

Address: 1293 Titan Roberts Rd

City/State/Zip: Lillington, NC 27546

Applicant:

Name: Pastor Tim Eyring

Address: 1293 Titan Roberts Rd

City/State/Zip: Lillington, NC 27546

Property Description

PIN(s): 0558-96-5425

Acreage: 7.33

Address/SR No.: US 401 S.

Township:

☐ (01) Anderson Creek

☐ (02) Averbosboro

☐ (03) Barbecue

☐ (04) Black River

☐ (05) Buckhorn

☐ (06) Duke

☐ (07) Grove

☐ (08) Hectors Creek

☐ (09) Johnsonville

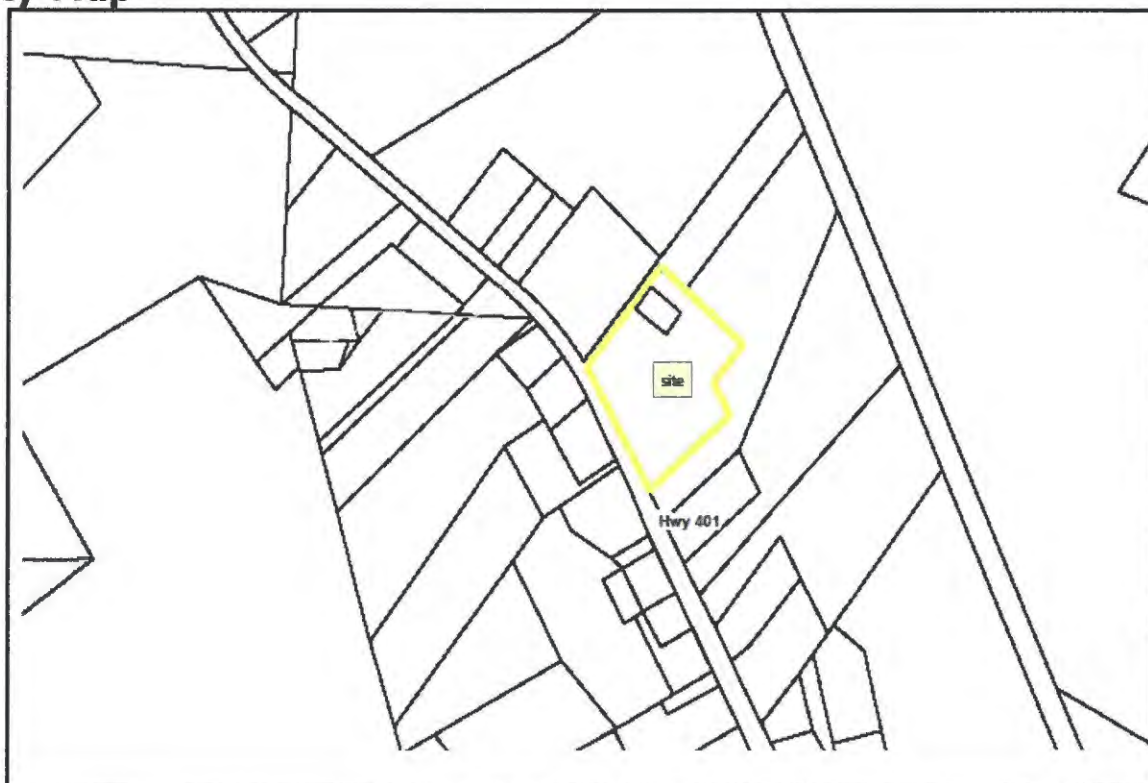
☒ (10) Lillington

☐ (11) Neill's Creek

☐ (12) Stewart's Creek

☐ (13) Upper Little River

Vicinity Map



Vicinity Map

Physical Characteristics



Aerial Photograph

Site Description: Site is currently vacant, farmland.

Surrounding Land Uses: single family residential uses, and undeveloped agricultural areas.

Services Available

Water:

- ☒ Public (Harnett County)
☐ Private (Well)
☐ Other: Unverified

Sewer:

- ☒ Public (Harnett County)
☐ Private (Septic Tank)
☐ Other: unverified

Transportation:

Annual Daily Traffic Count:
4,600 avg daily trips

Site Distances: Good

Zoning District Compatibility

The following is a summary list of potential uses. For actual permitted uses please refer to the UDO's Table of Uses.



Zoning Map

	CURRENT Industrial	REQUESTED RA-20R
Parks & Rec	X	X
Natural Preserves	X	X
Bona Fide Farms	X	X
Single Family		X
Manufactured Homes, Design Regulated		
Manufactured Homes		X
Multi-Family		X
Institutional	X	
Commercial Services		
Retail		X
Wholesale	X	
Industrial	X	
Manufacturing	X	

Land Use Classification Compatibility



	ZONING Industrial	LAND USE Ag & Rural Residential
Parks & Rec	X	X
Natural Preserves	X	X
Bona Fide Farms	X	X
Single Family		X
Manufactured Homes, Design Regulated		X
Manufactured Homes		X
Multi-Family		
Institutional	X	
Commercial Service		
Retail		X
Wholesale	X	X
Industrial	X	
Manufacturing	X	

Evaluation

- ☒ Yes ☐ No The IMPACT to the adjacent property owners and the surrounding community is reasonable, and the benefits of the rezoning outweigh any potential inconvenience or harm to the community.
REASONING: The impact to the surrounding community is reasonable, as the requested zoning district is similar in nature to the surrounding area.
- ☒ Yes ☐ No The requested zoning district is COMPATIBLE with the existing Land Use Classification.
REASONING: The requested zoning to RA-20R is compatible with the Land Use Classification of Agricultural & Rural Residential. This classification is typical of an area with a limited transportation network & low density developments.
- ☒ Yes ☐ No The proposal does ENHANCE or maintain the public health, safety and general welfare.
REASONING: The requested zoning to RA-20R would maintain the public health, safety and general welfare due to the existing residential uses within the area.
- ☐ Yes ☒ No The request is for a SMALL SCALE REZONING and should be evaluated for reasonableness.
REASONING: Due to the surrounding residentially zoned area the application does not need to be considered a Small Scale Rezoning.

Suggested Statement-of-Consistency (Staff concludes that...)

As stated in the evaluation, the requested rezoning to **RA-20R** would not have an unreasonable impact on the surrounding community and will maintain the public health, safety, and general welfare because of the existing residential uses within the area. Therefore, these existing uses lead to compliance with the adopted Land Use Plan, and it is recommended that this rezoning request be **APPROVED**.

Additional Information

On January 2nd, the Harnett County Planning Board voted unanimously (4-0) to recommend approval of application based on compatibility to the Land Use Plan and the adjacent RA-20R zoning.

*No one spoke in opposition.

Site Photographs



site



residence in middle, but on separate parcel



adjacent houses & street view



street view & houses across the street

Traditional Standards of Review and Worksheet

STANDARDS OF REVIEW

The Planning Board shall consider and make recommendations to the County Board of Commissioners concerning each proposed zoning district. The following policy guidelines shall be followed by the Planning Board concerning zoning districts and no proposed zoning district will receive favorable recommendation unless:

- ☐ Yes ☐ No A. The proposal will place all property similarly situated in the area in the same category, or in appropriate complementary categories.
- ☐ Yes ☐ No B. There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of the individual or small group.
- ☐ Yes ☐ No C. There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements, and not merely uses which applicants state they intend to make of the property involved.)
- ☐ Yes ☐ No D. There is convincing demonstration that the character of the neighborhood will not be materially and adversely affected by any use permitted in the proposed change.
- ☐ Yes ☐ No E. The proposed change is in accordance with the comprehensive plan and sound planning practices.

☐ GRANTING THE REZONING REQUEST

Motion to grant the rezoning upon finding that the rezoning is reasonable based on **All** of the above findings of fact A-E being found in the affirmative and that the rezoning advances the public interest.

☐ DENYING THE REZONING REQUEST

Motion to deny the rezoning upon finding that the proposed rezoning does not advance the public interest and is unreasonable due to the following:

- ☐ The proposal will not place all property similarly situated in the area in the same category, or in appropriate complementary categories.
- ☐ There is not convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of the individual or small group.
- ☐ There is not convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements, and not merely uses which applicants state they intend to make of the property involved.)
- ☐ There is not convincing demonstration that the character of the neighborhood will not be materially and adversely affected by any use permitted in the proposed change.
- ☐ The proposed change is not in accordance with the comprehensive plan and sound planning practices.
- ☐ The proposed change was not found to be reasonable for a small scale rezoning



APPLICATION FOR ZONING CHANGE

Planning Department
108 E. Front Street
P.O. Box 65, Lillington, NC 27546
Phone: (910) 893-7525 Fax: (910) 893-2793

Total Fee: ~~\$200.00~~ \$250.00
Receipt: _____
Permit: #TE#17-522
Hearing Date: _____

Applicant Information

Owner of Record:

Name: Lillington Grove
Address: 1293 Titan Roberts Rd.
City/State/Zip: Lillington, NC 27546
E-mail: _____
Phone: 910-303-9582
Fax: _____

Applicant:

Name: Pastor Tim Eyring
Address: 1293 Titan Roberts Rd.
City/State/Zip: Lillington NC 27546
E-mail: bayside817@verizon.net
Phone: 910-303-9582
Fax: _____

Property Description

PIN(s): 0558-96-5425 Acreage: 7.33 Acres
Address/SR No.: 0, US 401 South
Directions from Lillington: South on Rt. 401 approx 2.5 miles on left

Deed Book: 3494 Page: 817
Plat Book: 2017 Page: 80 lot #1

Existing Zoning:

- ☐ Conservation
☐ RA-20M
☐ RA-20R
☐ RA-30
☐ RA-40
☐ Commercial
☐ Light Industrial
☒ Industrial
☐ Office & Inst'l

Requested Zoning:

- ☐ Conservation
☐ RA-20M
☒ RA-20R
☐ RA-30
☐ RA-40
☐ Commercial
☐ Light Industrial
☐ Industrial
☐ Office & Inst'l

Township:

- ☐ (01) Anderson Creek
☐ (02) Averagesboro
☐ (03) Barbecue
☐ (04) Black River
☐ (05) Buckhorn
☐ (06) Duke
☐ (07) Grove
☐ (08) Hectors Creek
☐ (09) Johnsonville
☒ (10) Lillington
☐ (11) Neill's Creek
☐ (12) Stewart's Creek
☐ (13) Upper Little River

Attachments

- Written description of property from recorded deed
- Recorded map of property at scale of not less than one (1) inch = 200 feet
- Explanation of why the zoning change is requested, addressing applicable portions of Article XII of the Zoning Ordinance

Signatures

The undersigned applicant hereby certifies that, to the best of his or her knowledge and belief, all information supplied with this application is true and accurate:

Property Owner Signature

Date

Pastor Tim Eyring
Authorized Agent Signature

1/7/2017
Date

Requirements for Consideration

The Planning Board shall consider and make recommendations to the County Board of Commissioners concerning each proposed zoning district. The following policy guidelines shall be followed by the Planning Board concerning zoning districts and no proposed zoning district will receive favorable recommendation unless:

- 2.1 The proposal will place all property similarly situated in the area in the same category, or in appropriate complementary categories.
- 2.2 There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of the individual or small group.
- 2.3 There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements, and not merely uses which applicants state they intend to make of the property involved.)
- 2.4 There is convincing demonstration that the character of the neighborhood will not be materially and adversely affected by any use permitted in the proposed change.
- 2.5 The proposed change is in accordance with the comprehensive plan and sound planning practices.

Application for Zoning Change

Attachment #3 – Explanation of why zoning change is requested

The zoning change from Industrial to RA-20R is requested in order that a house of worship may be constructed. Current membership is 30 with weekly attendance around 28. This will provide for the first Church of the Nazarene in Harnett County, the nearest congregations meeting in Fayetteville, Cary and Garner.

Board Meeting Agenda Item

MEETING DATE: **January 16, 2018**

TO: HARNETT COUNTY BOARD OF COMMISSIONERS

SUBJECT: **Proposed Zoning Change: Case # RZ-17-577**

REQUESTED BY: **Development Services/ Mark Locklear**

REQUEST:

Landowner/Applicant: Marie Blackmon d/b/a Marie's Landscape and Seeding / Marie Blackmon & Jan Norris, Agent; 1.11 +/- acres; Pin # 9575-95-8594.000; From RA-20R to Commercial; off SR # 1115 (Buffalo Lake Road and Cooks Lane); Barbecue Township.

Development Services staff recommends APPROVAL for the requested rezoning to Commercial. This request is compatible with Harnett County regulatory documents and would not have an unreasonable impact on the surrounding community based on the Land Use Plan and adjacent zoning.

Additional Information:

On January 2nd, the Harnett County Planning Board voted unanimously (4-0) to recommend approval based on existing residential uses and the County's Land Use plan.

No one attended the meeting in opposition.

FINANCE OFFICER'S RECOMMENDATION:**COUNTY MANAGER'S RECOMMENDATION:**



REZONING STAFF REPORT

Case: RZ-17-577

Mark Locklear, Director of Development Services

mlocklear@harnett.org

Phone: (910) 893-7525

Fax: (910) 814-8278

Planning Board: January 2, 2018 County Commissioners: January 16, 2018

Requesting a Rezoning from RA-20R to Commercial

Applicant Information

Owner of Record:

Name: Marie Blackmon; dba Marie's Landscaping

Address: 4409 Buffalo Lake Rd

City/State/Zip: Sanford, NC 27330

Applicant:

Name: Marie Blackmon

Address: 4409 Buffalo Lake Rd

City/State/Zip: Sanford, NC 27330

Property Description

PIN(s): 9575-95-8594

Acreage: 1.11

Address/SR No.: 4409 Buffalo Lake Rd

Township:

☐ (01) Anderson Creek

☐ (02) Averagesboro

☒ (03) Barbecue

☐ (04) Black River

☐ (05) Buckhorn

☐ (06) Duke

☐ (07) Grove

☐ (08) Hectors Creek

☐ (09) Johnsonville

☐ (10) Lillington

☐ (11) Neill's Creek

☐ (12) Stewart's Creek

☐ (13) Upper Little River

Vicinity Map



Vicinity Map

Physical Characteristics



Site Description: Site is currently occupied by a former landscaping business consisting of several structures. This been in operation since for at least 10 years.

Surrounding Land Uses: Single family residential and various commercial uses.

Services Available

Water:

- ☒ Public (Harnett County)
☐ Private (Well)
☐ Other: Unverified

Sewer:

- ☒ Public (Harnett County)
☐ Private (Septic Tank)
☐ Other: unverified

Transportation:

Annual Daily Traffic Count:
14,000

Site Distances: Good

Zoning District Compatibility

The following is a summary list of general uses, or actual permitted uses refer to the Zoning Ordinance.



	CURRENT RA-20R	REQUESTED Commercial
Parks & Rec	X	X
Natural Preserves	X	X
Bona Fide Farms	X	X
Single Family	X	
Manufactured Homes, Design Regulated	X	
Manufactured Homes	X	
Multi-Family	X	
Institutional	X	X
Commercial Services		X
Retail		X
Wholesale		X
Industrial		
Manufacturing		

Land Use Classification Compatibility



	CURRENT ZONING RA-20R	LAND USE CMU
Parks & Rec	X	X
Natural Preserves	X	X
Bona Fide Farms	X	X
Single Family	X	X
Manufactured Homes, Design Regulated	X	X
Manufactured Homes		
Multi-Family		X
Institutional	X	X
Commercial Service	X	
Retail	X	X
Wholesale	X	X
Industrial		X
Manufacturing		X

Evaluation

- ☒ Yes ☐ No The IMPACT to the adjacent property owners and the surrounding community is reasonable, and the benefits of the rezoning outweigh any potential inconvenience or harm to the community.
REASONING: The impact to the surrounding community is reasonable, as the requested zoning district is compatible with the parcel's current use.
- ☒ Yes ☐ No The requested zoning district is COMPATIBLE with the existing Land Use Classification.
REASONING: The requested zoning to Commercial is compatible with the overall land use classification of Compact Mixed Use, as well as within the Compatibility Development Target area. The Compact Mixed Use classification is in areas that are known for growing, activity centers based on potential utility availability, access to major thoroughfares, and higher density developments.
- ☒ Yes ☐ No The proposal does ENHANCE or maintain the public health, safety and general welfare.
REASONING: The requested zoning to Commercial would enhance or maintain the public health, safety and general welfare due to the uses on this parcel and the potential site improvements.
- ☐ Yes ☒ No The request is for a SMALL SCALE REZONING and should be evaluated for reasonableness.
REASONING: Since this parcel is adjacent to Commercial zoning, this application does not need to be evaluated for a Small Scale Rezoning.

Suggested Statement-of-Consistency (Staff concludes that...)

As stated in the evaluation, the requested rezoning to Commercial would not have an unreasonable impact on the surrounding community based the present use, adjacent commercial zoning, as well as compliance with the County's Land Use Plan. Therefore, it is recommended that this rezoning request be **APPROVED**.

Additional Information

On January 2nd, the Harnett County Planning Board voted unanimously (4-0) to recommend approval of application based on compatibility to the Land Use Plan and the adjacent Commercial zoning.

*No one spoke in opposition.

Site Photographs



site from Buffalo Lake Rd



site & adjacent easement





site from Carolina Hills s/d (Deer View Dr) & adjacent house



site; backyard from Deer View Dr



House across the street & other area residences on Deer View Dr



site; backyard from Deer View Dr



Traditional Standards of Review and Worksheet

STANDARDS OF REVIEW

The Planning Board shall consider and make recommendations to the County Board of Commissioners concerning each proposed zoning district. The following policy guidelines shall be followed by the Planning Board concerning zoning districts and no proposed zoning district will receive favorable recommendation unless:

- ☐ Yes ☐ No A. The proposal will place all property similarly situated in the area in the same category, or in appropriate complementary categories.
- ☐ Yes ☐ No B. There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of the individual or small group.
- ☐ Yes ☐ No C. There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements, and not merely uses which applicants state they intend to make of the property involved.)
- ☐ Yes ☐ No D. There is convincing demonstration that the character of the neighborhood will not be materially and adversely affected by any use permitted in the proposed change.
- ☐ Yes ☐ No E. The proposed change is in accordance with the comprehensive plan and sound planning practices.

☐ GRANTING THE REZONING REQUEST

Motion to grant the rezoning upon finding that the rezoning is reasonable based on **All** of the above findings of fact A-E being found in the affirmative and that the rezoning advances the public interest.

☐ DENYING THE REZONING REQUEST

Motion to deny the rezoning upon finding that the proposed rezoning does not advance the public interest and is unreasonable due to the following:

- ☐ The proposal will not place all property similarly situated in the area in the same category, or in appropriate complementary categories.
- ☐ There is not convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of the individual or small group.
- ☐ There is not convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements, and not merely uses which applicants state they intend to make of the property involved.)
- ☐ There is not convincing demonstration that the character of the neighborhood will not be materially and adversely affected by any use permitted in the proposed change.
- ☐ The proposed change is not in accordance with the comprehensive plan and sound planning practices.
- ☐ The proposed change was not found to be reasonable for a small scale rezoning



APPLICATION FOR ZONING CHANGE

Planning Department
108 E. Front Street
P.O. Box 65, Lillington, NC 27546
Phone: (910) 893-7525 Fax: (910) 893-2793

Total Fee: 250.00
Receipt: _____
Permit: 17-577
Hearing Date: Jan. 2, 2018

Applicant Information

Owner of Record:

Name: Marie W. Blackmon d/b/a Marie's
Address: 4409 Buffalo Lakes Landscaping and
City/State/Zip: Sanford, NC 27330
E-mail: _____
Phone: 919-820-1234
Fax: N/A

Applicant:

Name: Marie Blackmon / Jan Morris
Address: 4409 Buffalo Lakes Road Apt 6
City/State/Zip: Sanford NC 27330
E-mail: janmoris@gmail.com
Phone: 919-820-1234
Fax: N/A

Property Description

PIN(s) 1575 95 8594.000

Acreage: 1.11 Acres

Address/SR No.: 4409 Buffalo Lakes

Directions from Lillington: Take NC 27W approx. 14 miles turn left on
Buffalo Lakes Rd. Property on left approx. 4.4 miles.

Deed Book: B89

Page: First Station on right.

Plat Book: F

Page: 503-A

Existing Zoning:

- ☐ Conservation
- ☐ RA-20M
- ☒ RA-20R
- ☐ RA-30
- ☐ RA-40
- ☐ Commercial
- ☐ Light Industrial
- ☐ Industrial
- ☐ Office & Inst'l

Requested Zoning:

- ☐ Conservation
- ☐ RA-20M
- ☐ RA-20R
- ☐ RA-30
- ☐ RA-40
- ☒ Commercial
- ☐ Light Industrial
- ☐ Industrial
- ☐ Office & Inst'l

Township:

- ☐ (01) Anderson Creek
- ☐ (02) Averbosboro
- ☒ (03) Barbecue
- ☐ (04) Black River
- ☐ (05) Buckhorn
- ☐ (06) Duke
- ☐ (07) Grove
- ☐ (08) Hector's Creek
- ☐ (09) Johnsonville
- ☐ (10) Lillington
- ☐ (11) Neill's Creek
- ☐ (12) Stewart's Creek
- ☐ (13) Upper Little River

Attachments

- Written description of property from recorded deed
- Recorded map of property at scale of not less than one (1) inch = 200 feet
- Explanation of why the zoning change is requested, addressing applicable portions of Article XIV of the Zoning Ordinance

Signatures

The undersigned applicant hereby certifies that, to the best of his or her knowledge and belief, all information supplied with this application is true and accurate:

Marie West Blackmon 12/4/17
Property Owner Signature Date

Jan Morris 12-4-2017
Authorized Agent Signature Date

Requirements for Consideration

The Planning Board shall consider and make recommendations to the County Board of Commissioners concerning each proposed zoning district. The following policy guidelines shall be followed by the Planning Board concerning zoning districts and no proposed zoning district will receive favorable recommendation unless:

- 2.1 The proposal will place all property similarly situated in the area in the same category, or in appropriate complementary categories.
- 2.2 There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of the individual or small group.
- 2.3 There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements, and not merely uses which applicants state they intend to make of the property involved.)
- 2.4 There is convincing demonstration that the character of the neighborhood will not be materially and adversely affected by any use permitted in the proposed change.
- 2.5 The proposed change is in accordance with the comprehensive plan and sound planning practices.

December 4, 2017

Harnett County Planning Department

108 E Front Street

Lillington, NC 27546

To Whom It May Concern:

We are requesting a rezoning of the property located at 4409 Buffalo Lake Road in Sanford. The property is zoned RA-20R. We feel this property would better serve the county as commercial. The neighboring properties and area is reflecting the commercial growth near our home.

We have contacted our agent, Jan Norris with RE/MAX Signature Realty and requested to market this property as commercial if rezoning is approved. Thank you for your consideration.

Respectfully,

A handwritten signature in cursive script that reads "Marie V. Blackmon".

Mrs. Marie Blackmon

Harnett County 2018-19 Legislative Priorities DRAFT

February 5, 2018

Assist Harnett County in Expanding Broadband Access in Underserved Areas

Many portions of Harnett County do not currently have access to broadband. This is another significant barrier to economic growth in the county. Harnett County asks for assistance in developing infrastructure and providing broadband to underserved areas within the county.

Support Efforts to Expand Natural Gas Capacity

Access to natural gas is a basic requirement for many industries and businesses looking for sites to locate new facilities. Despite a massive population influx in western Harnett County, a lack of access to natural gas has prevented the commercial and industrial growth that would normally accompany these increases in population. Harnett County seeks assistance in identifying ways to expand natural gas capacity throughout the county.

Continue Support of Construction of Four Lane Highway into Wake County

The lack of a four-lane highway connecting Harnett County to Wake County is seen as a significant barrier to economic development in Harnett County. A four-lane highway into Wake County would have a significant positive economic impact on Harnett County in terms of commercial and residential development.

Authorize Use of Recreation Fees for Construction

Harnett County requests legislation that would grant the county the ability to use recreation fees, which are currently received from new development in the county, for construction of recreational amenities as well as land acquisition. At present, counties can only use this revenue for land acquisition while municipalities are allowed to use them for both construction and land acquisition.

Allow Counties to Enact Impact Fees to Support Public Education

Similar to the recreation fees that are received for new development in the county, Harnett County requests the ability to enact additional fees on new development that assist in funding public education in the county.

County Support of Multi-County Agricultural Business District

Harnett County seeks legislation allowing it to partner with neighboring counties to establish a multi-jurisdictional regional Agricultural Business District that allows for favorable taxation and incentives to attract agricultural businesses to the region. Like several of its neighboring counties, Harnett counts agriculture as its largest industry and seeks to partner with neighboring counties to enhance its agricultural economy.

Allow Counties to use E-911 Funds for E-911 Needs Other than Equipment

Harnett County currently has E-911 funds which can only be used to purchase equipment, however the county has fulfilled all existing equipment needs. Harnett County asks for the flexibility to use leftover E-911 funds for personnel, training and other needs connected to the use of E-911.

Grant County Boards of Commissioners the Ability to Construct Schools

The Harnett County Board of Commissioners asks for the authority to construct schools, which will assist the county in efforts to reduce existing and future issues with overcrowding. Currently, only the Board of Education has this authority.

Departmental Requests

Reduce Waiting Period to Auction Livestock

Harnett County Animal Services requests changes to current requirements for livestock auction and adoption to reduce the burden on the County to hold and care for livestock Animal Services takes in. Under current requirements, it can sometimes take 20 days to auction livestock, which imposes significant burdens in terms of cost and space on the County. If the animals receive no bids, Animal Services attempts to adopt them at minimal cost to residents. Animal Services requests reducing the 10-day waiting period to auction livestock to three days, which would reduce the stress on animals, as well as the costs required to maintain the animals.

Address Motor Vehicle Gap Billing Issues

While the Tax & Tag Together program dramatically increased counties' collection rates on motor vehicle property taxes, drivers who are delinquent on their taxes are allowed to begin their new registration period upon payment, creating a gap between the initial expiration date and the new start date. County tax offices may bill for this gap, however it creates confusion for taxpayers and can be difficult to collect. The result is lost revenue for county governments. The Harnett County Tax Office requests requiring the new registration period to begin when the previous one ended, or finding another solution that will allow for the inclusion of this gap period within the Tax & Tag Together program to increase collections.

Preserve Maternal and Child Health Block Grant Funding

The Harnett County Health Department requests preservation of the Federal Maternal and Child Health Block Grant. Since 2012, this grant has been reduced by more than \$7 million. In the current fiscal year, this reduction has resulted in a loss of \$26,000 to Harnett County's Maternal and Child Health programs.

Increase Support of County Veterans Services Programs

North Carolina currently provides some funding for the maintenance and operation of county Veterans Services programs. This funding is currently capped at \$2,000 per fiscal year per program. Harnett County Veterans Services provides a valuable resource to the county's veteran population. The department requests additional state support of its Veterans Services program.

Allow Firefighters at Non-Profit Departments Access to Local Government Retirement System

Harnett County and numerous other career non-profit fire departments are not permitted access to the N.C. Local Governmental Employees' Retirement System. This creates a situation where these departments become a training ground for career firefighters who, following training, move on to municipal and county agencies to be eligible for the retirement system. Since 1998, the N.C. State Firefighters Association has petitioned the IRS to allow career firefighters employed by non-profit fire departments access to the retirement system. Harnett County Emergency Services asks for this change.

Assist County with Developing Economic Development Products

Harnett County currently lacks existing buildings for industrial prospects. Over the last six months, this has resulted in the inability to respond to 20 out of 23 economic development prospects due to the lack of a sufficient product. An increasing number of site searches involving greenfields require the sites to be certified. Harnett County does not currently have any certified sites. Harnett County Economic Development requests assistance in funding the development of shell buildings and certifying sites, which will allow the County to compete for more business and industry to bring increased prosperity to the County's residents.


Harnett County Veterans Services Activities Reporting Form

Agenda Items

12 ①

Month/Year December 2017

Request For Service (Telephone and In-Person)				Correspondence Out			Claimant Status			Written Action Taken (Claims & Development)								
	DATE	NAME	Telephone Call	Faxes/ E-Mail	Written	Other	Veteran	Widow	Other	4138- Development and Follow up	Compensation	DIC	Appeals- NOD; Form 9	Veteran's Pension	Widow's Pension	Education and Scholarships	North Carolina Benefits	Miscellaneous
1			426	354	99	86	133	16	1	25	33	4	6		3	1	13	79
2																		
3		GW-37																
4		VN-41																
5		OIF-38																
6		K-8																
7		PT-9																
8		WW II-0																
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
Total			426	354	99	86	133	16	1	25	33	4	6	0	3	1	13	79


Eric Truesdale
Harnett County Veterans
Officer

Walk In: 150
Phone Calls: 426

Harnett County Department of Public Health Activities Summary

Agenda Items

12 ②

July 1, 2017 - June 30, 2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	AVG.
Front Desk - Check-in Appointments	993	1364	1360	1206	1001	834							6758	1126.3
Health Clinics														
Adult Women Wellness Clinic	3	3	2	2	1	3							14	2.3333
Care Coordination for Children (CC4C)	260	290	268	257	283	279							1637	272.83
Child Health - Sick Clinic	75	110	136	127	147	107							702	117
Child Health - Well Clinic	82	183	167	120	72	43							667	111.17
County Employee Health Clinic	132	142	222	406	135	136							1173	195.5
Family Planning	150	185	150	140	129	129							883	147.17
Immunizations	180	312	501	351	213	129							1686	281
Maternity (Prenatal Clinic)	222	285	225	230	226	211							1399	233.17
OB Care Management (OBCM)	210	173	156	138	99	108							884	147.33
Postpartum Home Visits	10	28	15	20	28	21							122	20.333
Refer/Repeat Pap	1	1	0	2	3	1							8	1.3333
STD Services	100	142	108	98	96	74							618	103
TB Services	197	160	144	149	120	60							830	138.33
Welcome Baby Home Visits	10	30	15	21	28	22							126	21
Total Services	1632	2044	2109	2061	1580	1323	0	0	0	0	0	0	10749	1791.5
Reportable Disease Cases														
Tuberculosis	0	0	0	0	0	0							0	0
HIV - (Quarterly report)	0	0	0	0	0	0							0	0
AIDS - (Quarterly report)	0	0	0	0	0	0							0	0
SYPHILIS - (Quarterly report)	2	1	0	0	0	0							3	0.5
OTHER STD's	13	21	16	12	15	12							89	14.833
Other (salmonella, campylobacter, etc)	3	3	2	0	7	10							25	4.1667
Total Services	18	25	18	12	22	22	0	0	0	0	0	0	117	19.5
Health Education														
Outreach	288	579	303	688	327	371							2556	426
Laboratory Clients														
Laboratory Tests	1269	1563	1352	1171	1139	1030							7524	1254
HIV Tests	141	186	155	137	138	107							864	144
WIC Active Participation	3019	3068	3054	3053	3005								15199	3039.8
Vital Statistics														
Births In County	49	39	40	45	76	49							298	49.667
Births Out of County	135	98	86	133	144	96							692	115.33
Deaths	67	67	66	63	58	62							383	63.833
Environmental Health														
# of Improvement Apps Confirmed	37	39	40	37	23	38							214	35.667
Number of Permits Issued	44	39	33	50	30	30							226	37.667
Number of Completions	45	52	38	41	42	53							271	45.167
Number of Existing Permits	22	30	23	50	28	28							181	30.167
Repair Permits Issued	15	5	3	3	3	10							39	6.5
Permits Denied	0	1	2	1	0	0							4	0.6667
Food and Lodging														
Establishments Inspect'd/Reinspected	69	80	85	92	92	65							483	80.5
Visits / Critical Violations Verification	21	24	26	58	29	29							187	31.167
Private Water Supplies														
Applications Received	14	17	2	2	9	11							55	9.1667

updated 01/08/2018



DEVELOPMENT SERVICES REPORT

December 2017



**Monthly Status Report For
Planning, Inspections & Central Permitting
Fiscal Year 2017-2018**

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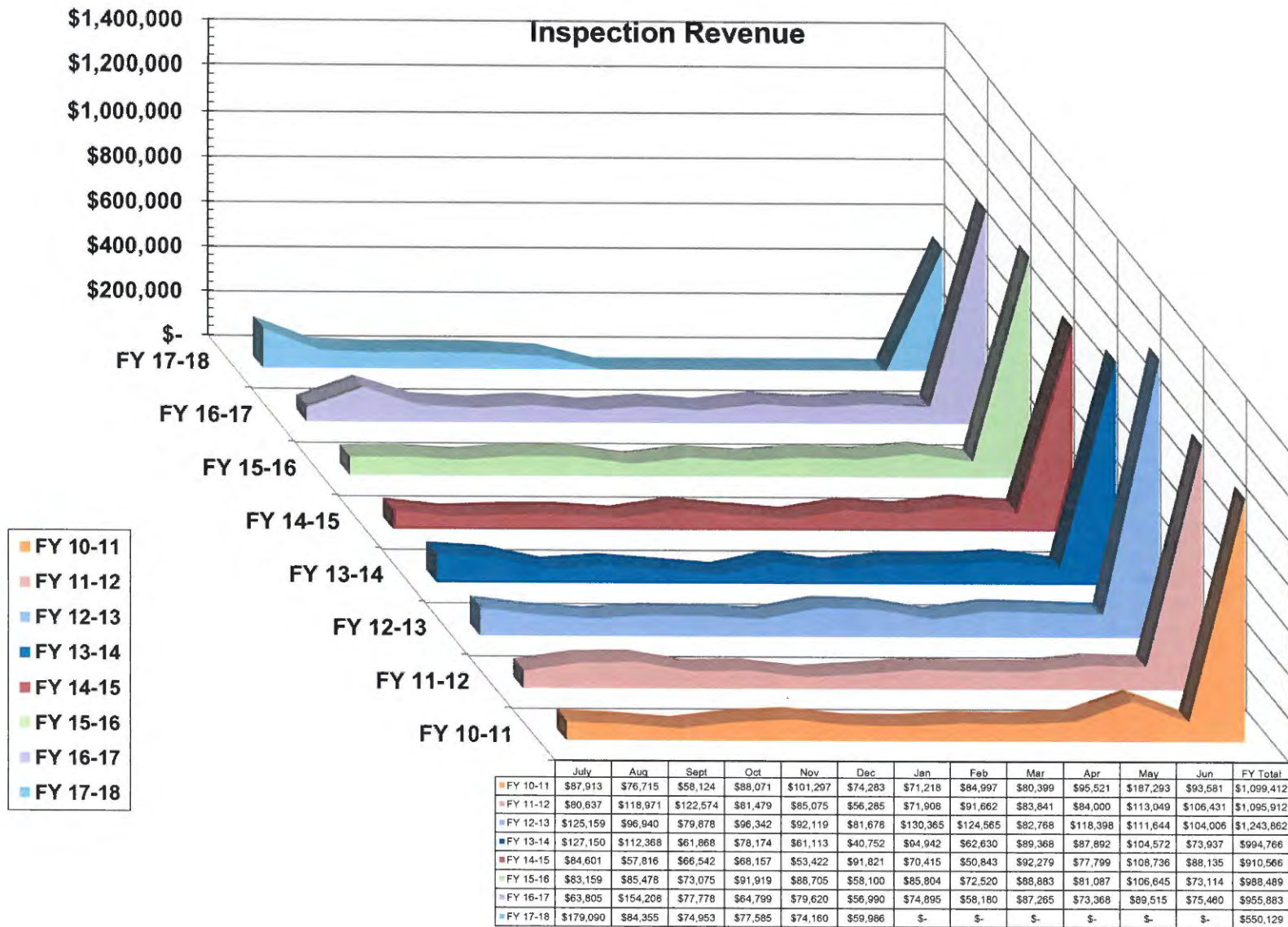
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III. Township Information:

<i>Recreational Fee</i>	20
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<i>Lots</i>	21
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<i>Applications</i>	22
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Planning Activity Report For December 2017							
Board Of Adjustments							
	Appeal	Cell Tower	SW / DW	PUD	Commercial	Variance	Total
Monthly	0	0	0	0	1	0	1
Year To Date	0	0	1	0	11	1	13
Recreational Fees For Major Subdivisions							
Townships	Total For Month			Year To Date		Total (since fy. 06)	
Anderson Creek	\$ -			\$ 35,000.00		\$ 1,160,500.00	
Averasboro	\$ -			\$ -		\$ 6,500.00	
Barbecue	\$ -			\$ 22,000.00		\$ 411,500.00	
Black River	\$ -			\$ 500.00		\$ 61,500.00	
Buckhorn	\$ -			\$ -		\$ -	
Duke	\$ -			\$ -		\$ -	
Grove	\$ -			\$ -		\$ -	
Hectors Creek	\$ -			\$ -		\$ 137,500.00	
Johnsonville	\$ -			\$ -		\$ 191,500.00	
Lillington	\$ -			\$ -		\$ -	
Neills Creek	\$ -			\$ -		\$ 1,000.00	
Stewarts Creek	\$ -			\$ -		\$ 77,500.00	
Upper Little River	\$ -			\$ 4,000.00		\$ 53,000.00	
Totals	\$ -			\$ 61,500.00		\$ 2,100,500.00	
Preliminary Major Subdivisions							
Townships	Number Of Subdivisions By Month			Number of Lots By Month		YTD	
Anderson Creek	Approved					0	
	Reviewed & Placed On Hold					104	
Averasboro	Approved					0	
	Reviewed & Placed On Hold					0	
Barbecue	Approved					0	
	Reviewed & Placed On Hold						

Black River	Approved			15
	Reviewed & Placed On Hold			0
Buckhorn	Approved			0
	Reviewed & Placed On Hold			0
Duke	Approved			0
	Reviewed & Placed On Hold			0
Grove	Approved			0
	Reviewed & Placed On Hold			0
Hectors Creek	Approved			156
	Reviewed & Placed On Hold			0
Johnsonville	Approved			0
	Reviewed & Placed On Hold			0
Lillington	Approved			0
	Reviewed & Placed On Hold			0
Neills Creek	Approved			0
	Reviewed & Placed On Hold			0
Stewarts Creek	Approved			58
	Reviewed & Placed On Hold			0
Upper Little River	Approved			0
	Reviewed & Placed On Hold			0
Preliminary Major Subdivision Totals				
Monthly	Number Of Subdivisions		Number Of Lots	
	Approved	0		0
	Reviewed & Placed On Hold	0		0
Year To Date	Number Of Subdivisions		Number Of Lots	
	Approved	4		229
	Reviewed & Placed On Hold	1		104
Final Major Subdivisions				
Townships	Number Of Subdivisions		Number of Lots By Month	YTD
Anderson Creek	Approved			20
	Reviewed & Placed On Hold			95
Averasboro	Approved			0

	Reviewed & Placed On Hold			0
Barbecue	Approved			0
	Reviewed & Placed On Hold			0
Black River	Approved			0
	Reviewed & Placed On Hold			0
Buckhorn	Approved			0
	Reviewed & Placed On Hold			0
Duke	Approved			0
	Reviewed & Placed On Hold			0
Grove	Approved			0
	Reviewed & Placed On Hold			0
Hectors Creek	Approved			0
	Reviewed & Placed On Hold			0
Johnsonville	Approved			0
	Reviewed & Placed On Hold			0
Lillington	Approved			0
	Reviewed & Placed On Hold			0
Neills Creek	Approved			0
	Reviewed & Placed On Hold			0
Stewarts Creek	Approved			0
	Reviewed & Placed On Hold			20
Upper Little River	Approved			8
	Reviewed & Placed On Hold			0
Final Major Subdivision Totals				
Monthly	Number Of Subdivisions		Number Of Lots	
	Approved	0		0
	Reviewed & Placed On Hold	0		0
Year To Date	Number Of Subdivisions		Number Of Lots	
	Approved	3		28
	Reviewed & Placed On Hold	4		115
Minor Subdivisions				
Monthly	Number Of Subdivisions		Number Of Lots	

	Approved	6	7			
Year To Date	Number Of Subdivisions		Number Of Lots			
	Approved	45	81			
Exempt Subdivisions						
Monthly	Number Of Subdivisions		Number Of Lots			
	Approved	13	24			
Year To Date	Number Of Subdivisions		Number Of Lots			
	Approved	95	189			
Flood Zone Permits Issued						
Monthly			0			
Year To Date			2			
Zoning Inspections						
Monthly			55			
Year To Date			283			
Manufactured Home Park License Issued						
Monthly	Number Of Parks		Number Of Lots			
	Approved	11	112			
Year To Date	Number Of Parks		Number Of Lots			
	Approved	48	753			
Manufactured Home Park Inspections						
Monthly	Number Of Inspections		16			
Year To Date	Number of Inspections		92			
Rezoning Requests						
Monthly	Type Of Request		P.B. Action		C.C. Action	
	1	RA-30 to Comm	1	Approved	Approved	1
	1	Comm to RA-20R	1	Approved	Approved	1
	1	RA-40 to RA-30	1	Approved	Denied	1
Year To Date	Total Number Of Requests		P.B. Action		C.C. Action	
	5		5	Approved	Approved	4
			0	Denied	Denied	1
Text Amendments/Ordinances						
Monthly			0			

Year To Date			0
Violations			
Monthly	Complaints	Resolved	Pending
	11	5	2
Year To Date	Complaints	Resolved	Pending
	47	28	19
Commercial Site Plan Reviews			
Monthly			0
Year To Date			9
Abandoned Mobile Home Project Initiative (A.M.P.I)			
Monthly	S.W.M.H.	D.W.M.H.	TOTALS
	Contracts	0	0
	Removed	0	0
Year To Date	S.W.M.H.	D.W.M.H.	TOTALS
	Contracts	0	0
	Removed	0	0
Problem Properties Abatement			
Monthly	SFD	OTHER	TOTALS
	Contracts	0	0
	Removed	0	0
Year To Date	SFD	OTHER	TOTALS
	Contracts	2	2
	Removed	2	2

Special Project Activity December 2017

Ongoing

- Staff has selected a consultant for the Small Area Plan within the Northwest portion of the county and will request selection approval from the County Commissioners in January. Staff expects this project to take approximately 10-12 months.
- Development Services, along with the IT Department has begun the process of implementing our new software TRAKIT. This will be approximately a 10-12 month process.

- Staff continues the process to implement the Problem Properties Program. Procedures have been created and associated staff has been contacted and informed of the program and it's potential.
- Staff is assisting the Legal Department with updating the Detonation, Discharge and Noise Ordinance.
- Since the County's Comprehensive Growth Plan was completed and adopted, staff is prioritizing projects within the plan for potential CIP Projects.
- Staff is working on a Panhandling Ordinance and have run into issues with Sheriff's Department.

Staff Reviewing Commercial Site Plans for:

**New-
Ongoing**

1. Campbell University-Wrestling Office
2. Gourd Springs Baptist Church
3. 84 Lumber Comp Expansion
4. Clovelly Solar Farm-Neill's Creek Road
5. Campbell Pointe Townhomes (Phases 4-6) 126 Units
6. Flowers Solar Farm-Bailey's Crossroads

Other

7. Development of the Problem Properties Task Force

Unresolved Violations Submitted to Legal

2/24/2016	ad	15-338	Lucinda Masino	Masino's MHP/Williford Lane	District 2	MHP Expired COZC
12/4/2015 & 11/01/2016	ad	08-727	Alex Joel McLean	22703 NC 24-27	District 5	Grandfathered/Illegal Junkyard
5/16/2017	ad	16-382	Kyle Rankin	19 Andrea Court	District 5	Junk Debris and Vehicles
7/26/2017	ad	17-27	Ernestine Lockamy	Unassigned...Titan Roberts Road	District 1	Junkyard
7/26/2017	ad	17-28	Ernestine Lockamy	5262 Titan Roberts Road	District 1	Junkyard
7/26/2017	ad	08-727	Alex Joel McLean	22703 NC 24-27	District 5	Grandfathered/Illegal Junkyard
8/2/2017	ad	17-39	Antonio Ceron	160 Allen Street	District 4	Junkyard Conditions
9/22/2017	ad	17-160	Susan Agnew	Smith Rentals MHP/HWY 24/Ramon Lane	District 1	MHP Expired COZC
10/25/2017	ad	17-181	Justin Scott McLean	5350 Titan Roberts Road	District 1	Abandoned MH/Vehicle

Upcoming

Harnett County Planning Board Meeting

Tuesday, January 2, 2018

Proposed Zoning Change: Case # RZ-17-522

Landowner/Applicant: Lillington Grace Church of Nazarene / Pastor Tim Eyring; 7.33 +/- acres; Pin # 0558-96-5425.000; From Industrial to RA-20R Zoning District; Lillington Township; US Hwy 401 South

Proposed Zoning Change: Case # RZ-17-577

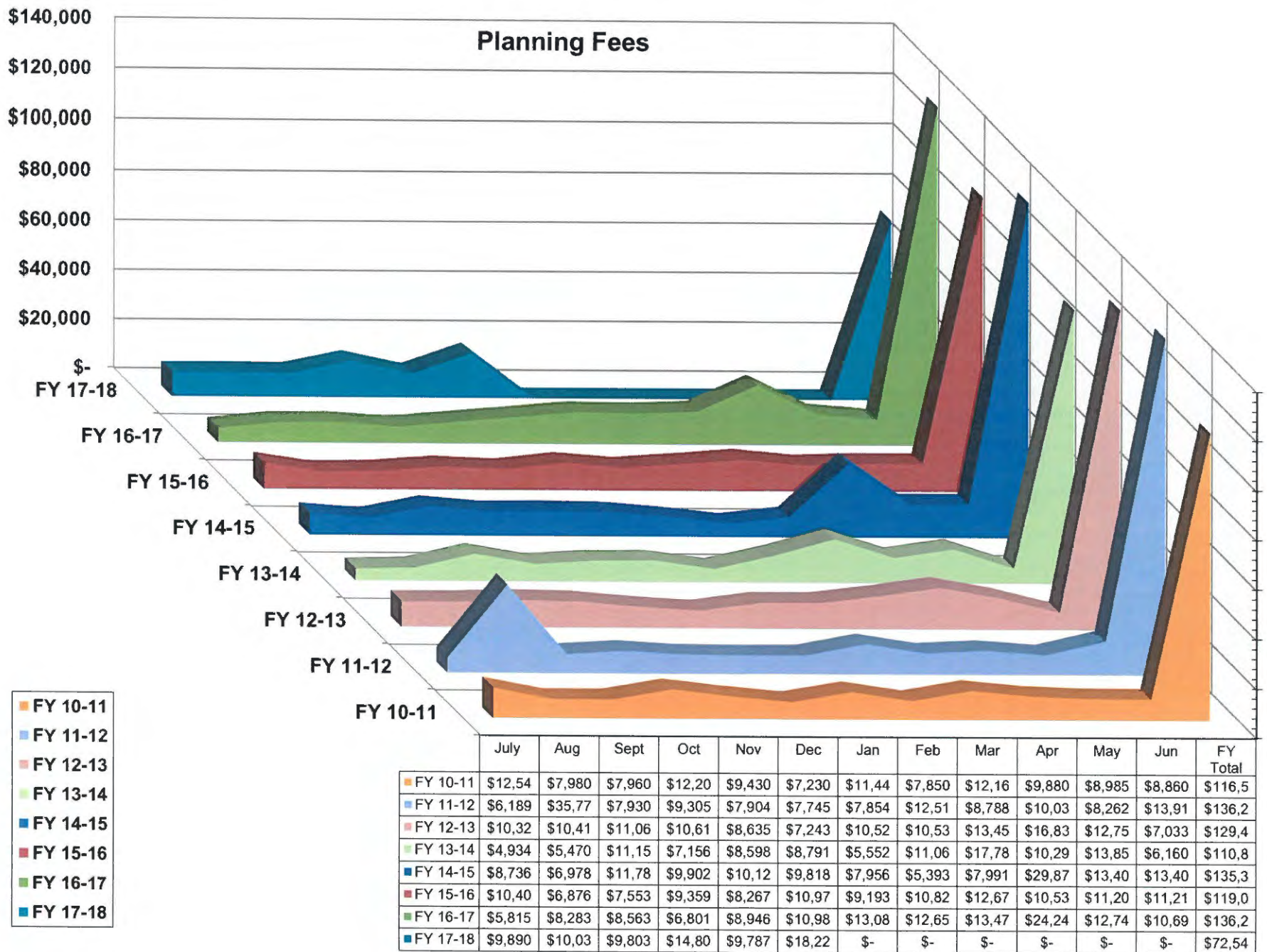
Landowner/Applicant: Marie Blackmon d/b/a Marie's Landscape and Seeding / Marie Blackmon & Jan Norris, Agent; 1.11 +/- acres; Pin # 9575-95-8594.000; From RA-20R to Commercial; Barbecue Township; Off SR # 1115 (Buffalo Lake Road on Cooks Lane).

Harnett County Board of Adjustment Meeting**Monday, January 8, 2018****Conditional Use – Old Business*****Tabled from the December 11, 2017 Meeting***

1. BA-CU-25-17. Lockamy, Ernestine C/O Lindberg Crosby / John Peter Lockamy; An Auto Repair Shop in an RA-20R Zoning District; Pin #'s 0586-39-1086.000 & 0586-38-2828.000; 4.0 acres (consisting of 2 parcels); Stewart's Creek Township; SR # 2021 (Titan Roberts Road).

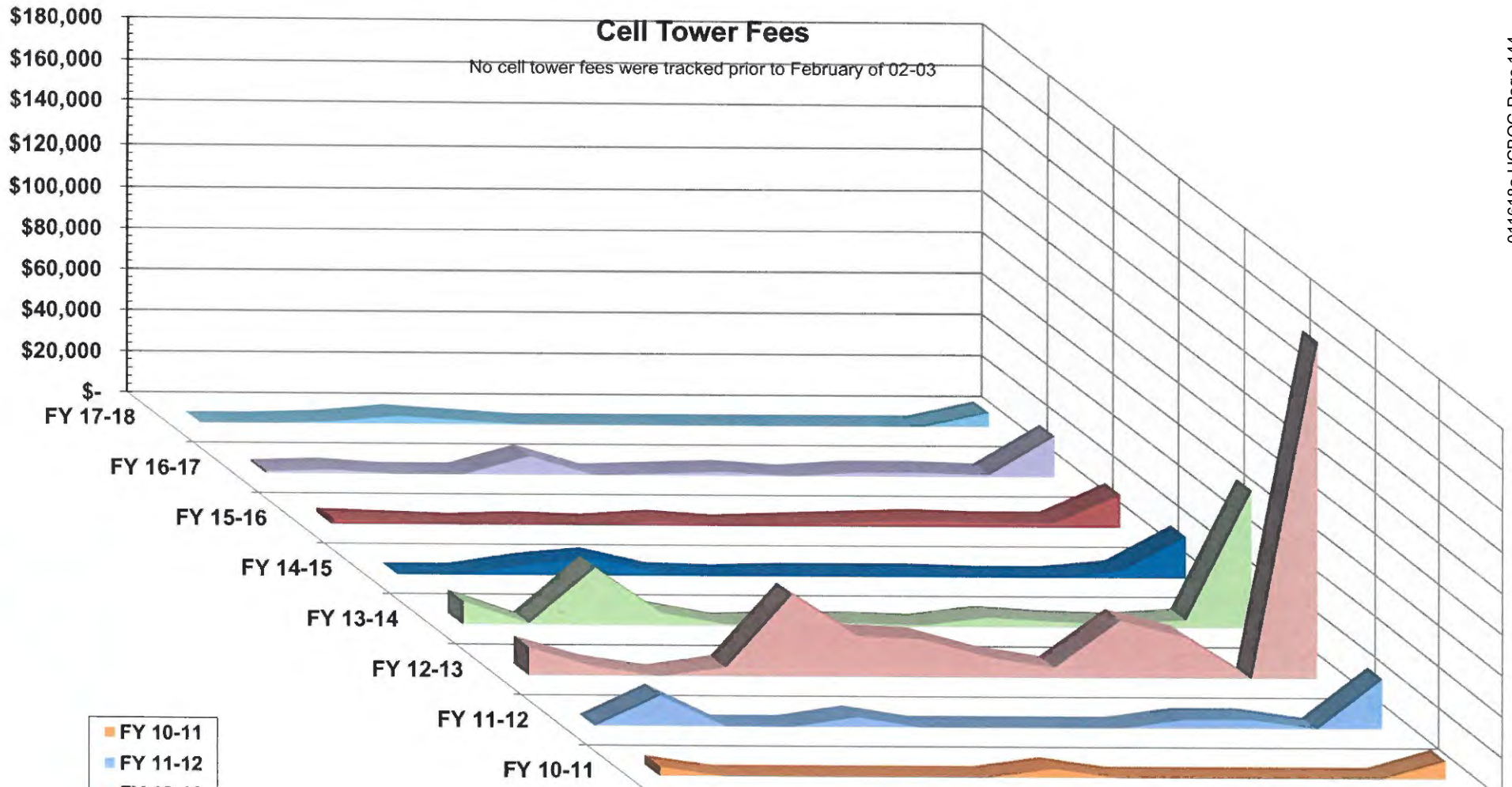
Conditional Use - New Business

2. BA-CU-01-18. McNeill, Dwight & Timothy McNeill. A Competitive Cycle Shop in an RA-30 Zoning District; Pin # 9691-65-0377.000; 1 acre lot; Upper Little River Township; SR # 1270 (Hollies Pines Road).
3. BA-CU-02-18. Tahilramani, Justin & Jessica. An RV Park in an RA-20R Zoning District; Pin # 9564-44-4119.000; 8.35 acres; Johnsonville Township; SR # 1108 (Cameron Hill Road).

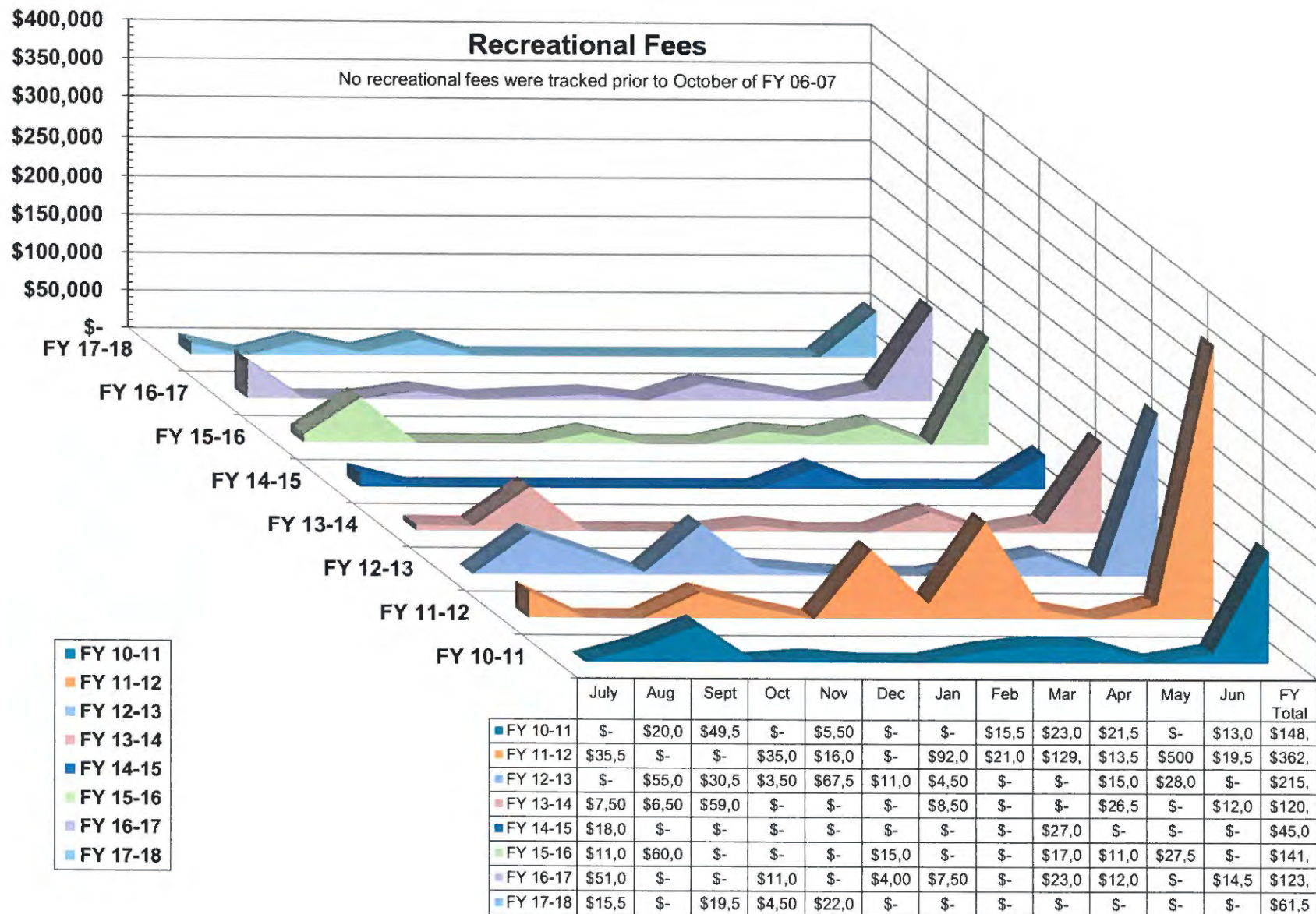


Cell Tower Fees

No cell tower fees were tracked prior to February of 02-03

[illegible]

[illegible][illegible]



Fire Marshall Fees

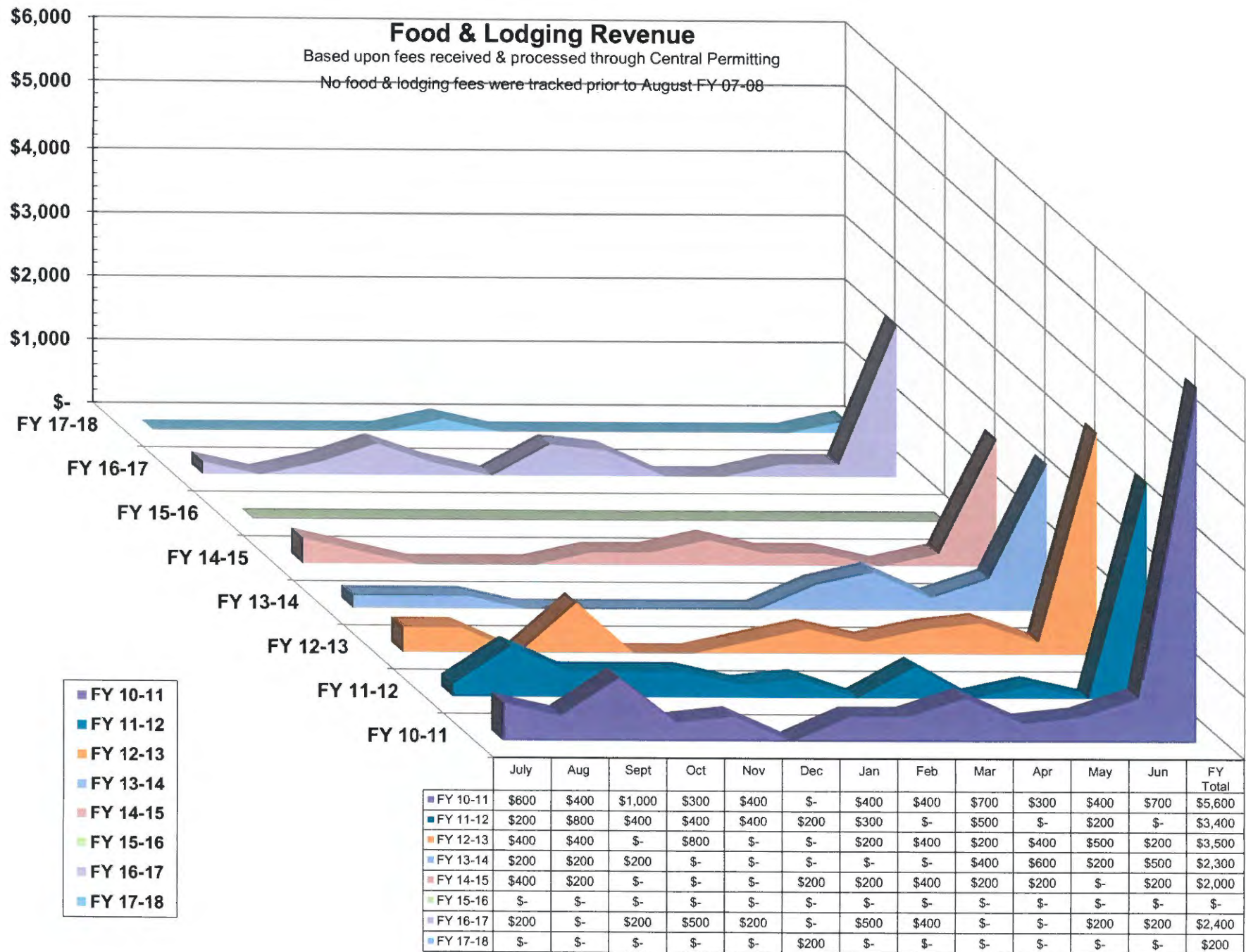
Based upon fees received & processed through Central Permitting

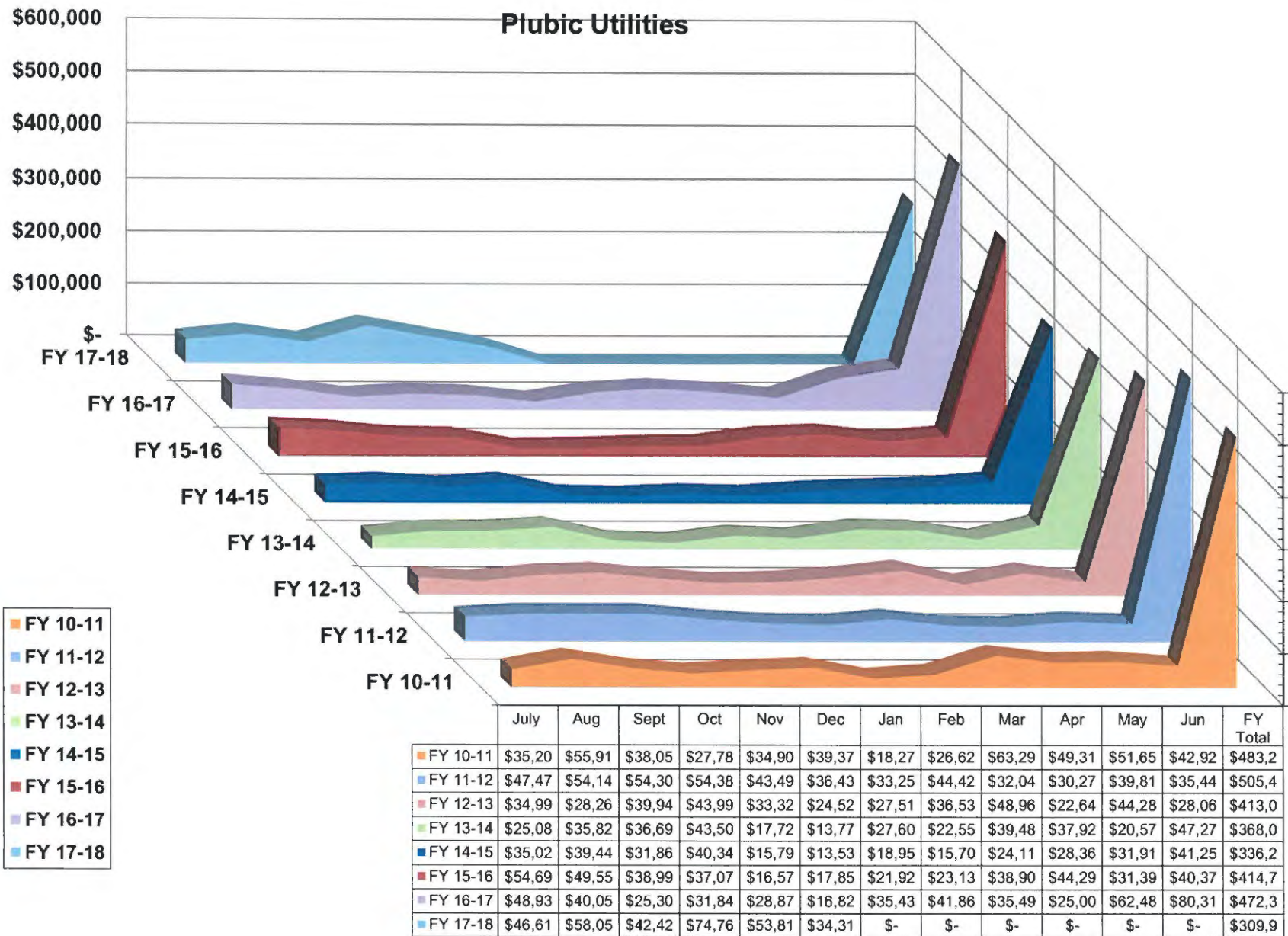
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY Total
FY 10-11	\$703	\$1,106	\$1,080	\$1,346	\$1,949	\$2,461	\$1,364	\$1,907	\$940	\$1,059	\$1,715	\$542	\$16,115
FY 11-12	\$660	\$2,181	\$1,043	\$615	\$3,133	\$4,235	\$1,196	\$1,407	\$2,436	\$581	\$2,106	\$1,337	\$20,937
FY 12-13	\$1,675	\$1,534	\$1,100	\$835	\$539	\$702	\$3,138	\$693	\$825	\$1,193	\$5,021	\$1,279	\$18,552
FY 13-14	\$2,530	\$1,594	\$3,289	\$1,722	\$926	\$725	\$3,251	\$862	\$1,023	\$650	\$2,446	\$741	\$19,776
FY 14-15	\$1,275	\$1,745	\$1,093	\$1,370	\$1,092	\$783	\$650	\$1,327	\$971	\$1,203	\$1,535	\$1,912	\$14,958
FY 15-16	\$1,549	\$1,611	\$569	\$1,703	\$1,082	\$691	\$6,948	\$885	\$1,540	\$1,036	\$2,284	\$976	\$20,858
FY 16-17	\$1,765	\$2,026	\$2,070	\$480	\$3,025	\$407	\$1,749	\$800	\$380	\$1,017	\$1,073	\$1,190	\$15,935
FY 17-18	\$975	\$1,826	\$1,095	\$5,067	\$785	\$1,332	\$-	\$-	\$-	\$-	\$-	\$-	\$11,080

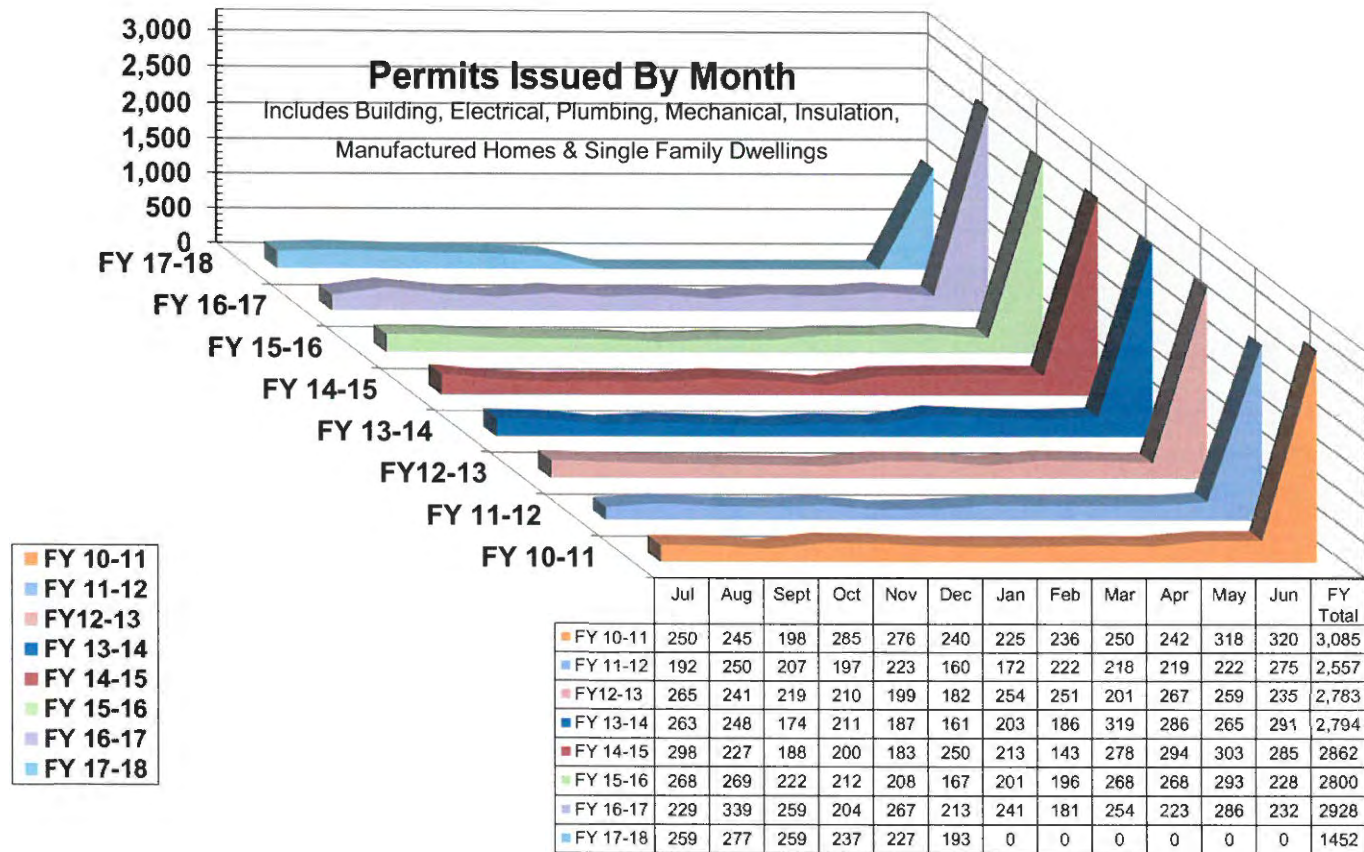
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY Total
■ FY 10-11	\$703	\$1,106	\$1,080	\$1,346	\$1,949	\$2,461	\$1,364	\$1,907	\$940	\$1,059	\$1,715	\$542	\$16,17
■ FY 11-12	\$660	\$2,181	\$1,043	\$615	\$3,133	\$4,235	\$1,196	\$1,407	\$2,436	\$581	\$2,106	\$1,337	\$20,93
■ FY 12-13	\$1,675	\$1,534	\$1,100	\$835	\$539	\$702	\$3,138	\$693	\$825	\$1,193	\$5,021	\$1,279	\$18,53
■ FY 13-14	\$2,530	\$1,594	\$3,289	\$1,722	\$926	\$725	\$3,251	\$862	\$1,023	\$650	\$2,446	\$741	\$19,75
■ FY 14-15	\$1,275	\$1,745	\$1,093	\$1,370	\$1,092	\$783	\$650	\$1,327	\$971	\$1,203	\$1,535	\$1,912	\$14,95
■ FY 15-16	\$1,549	\$1,611	\$569	\$1,703	\$1,082	\$691	\$6,948	\$885	\$1,540	\$1,036	\$2,284	\$976	\$20,87
■ FY 16-17	\$1,765	\$2,026	\$2,070	\$480	\$3,025	\$407	\$1,749	\$800	\$380	\$1,017	\$1,073	\$1,190	\$15,98
■ FY 17-18	\$975	\$1,826	\$1,095	\$5,067	\$785	\$1,332	\$-	\$-	\$-	\$-	\$-	\$-	\$11,08

Based upon fees received & processed through Central Permitting

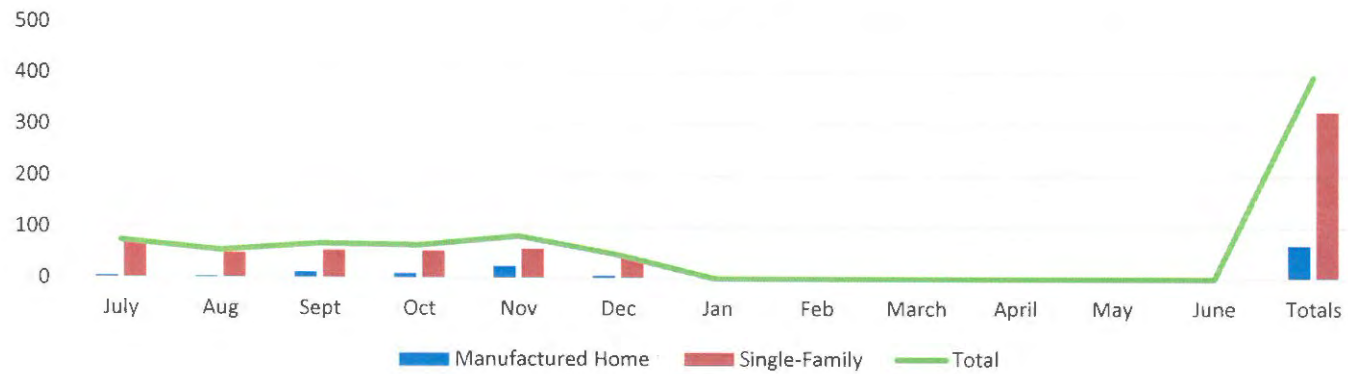




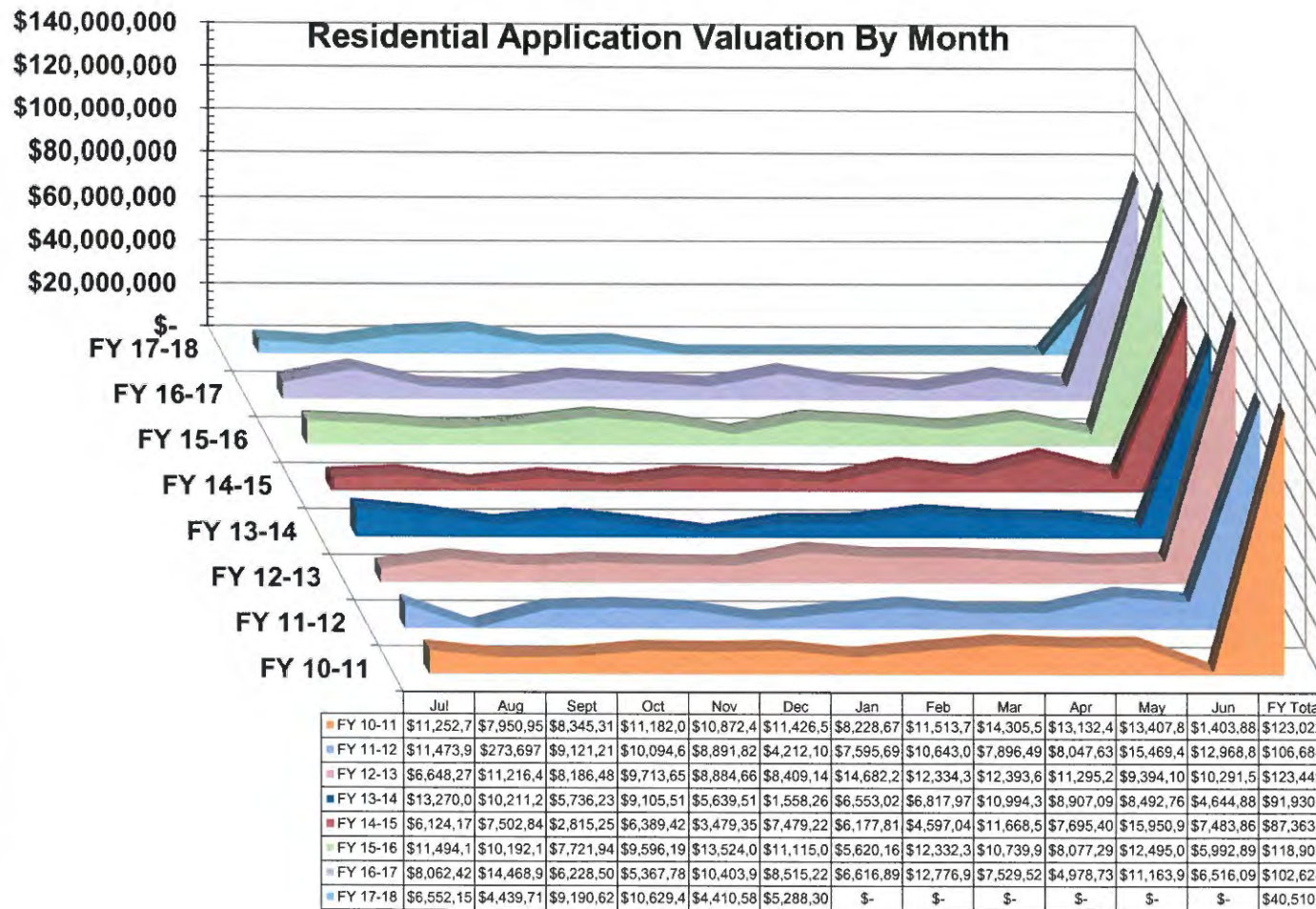




SFH and Manufactured Home Permits Issued FY 17-18

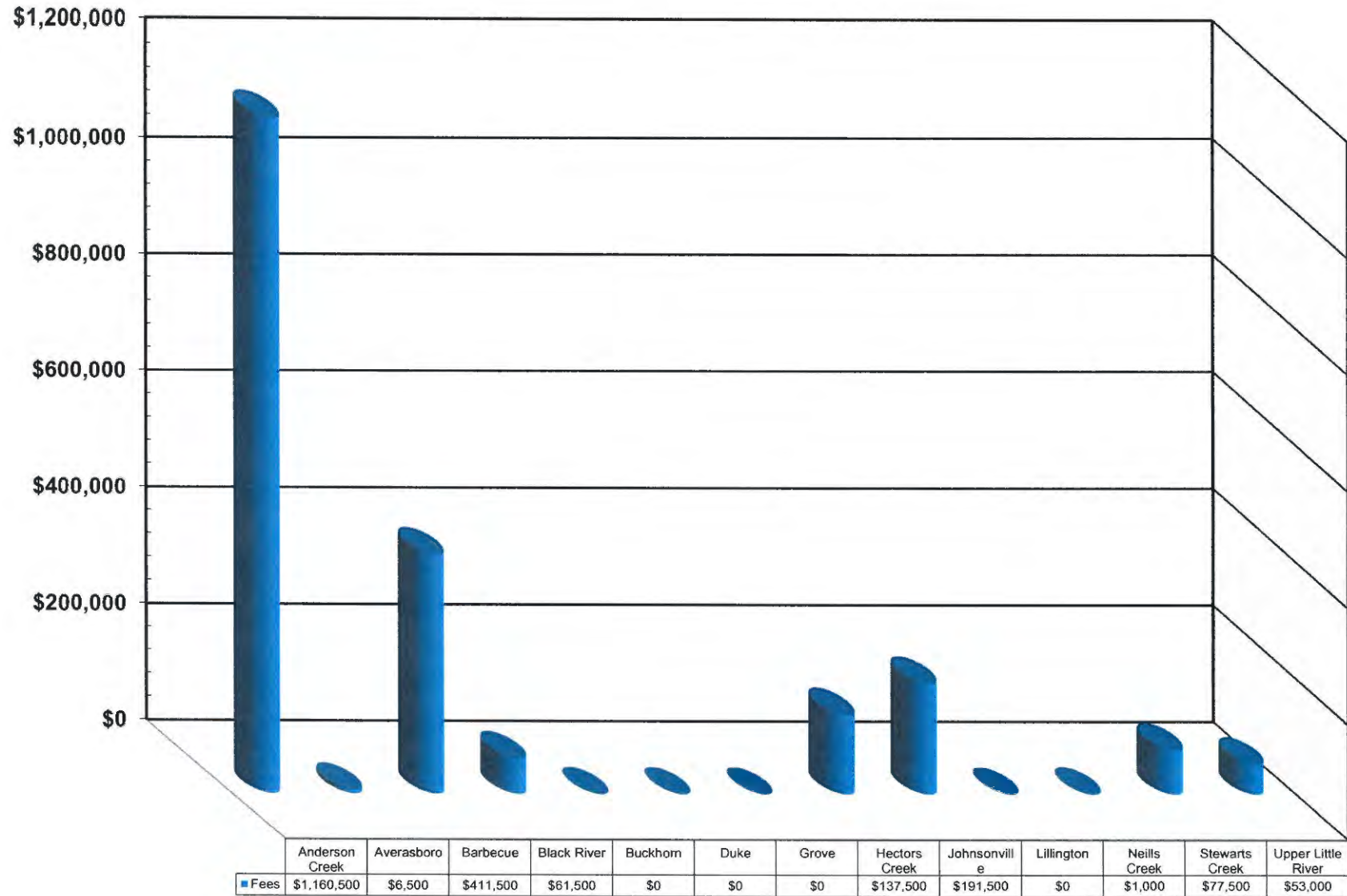


Permit Type	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Totals
Manufactured Home	6	5	13	11	25	7							67
Single-Family	68	50	55	54	58	40							325
Total	74	55	68	65	83	47	0						392



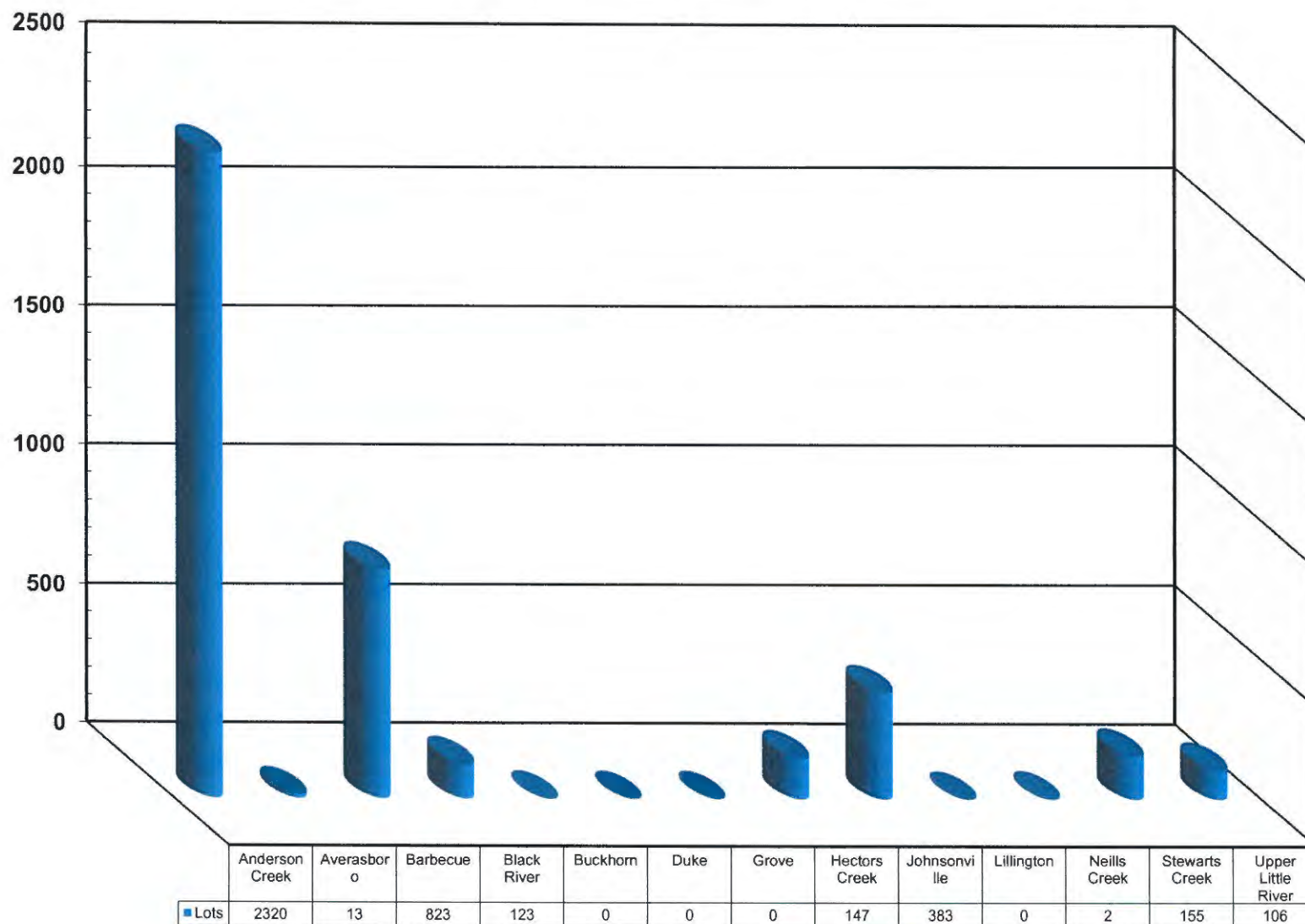
Recreation Fees By Township (TOTALS SINCE 10/1/06)

No recreational fees were tracked prior to October of FY 06-07

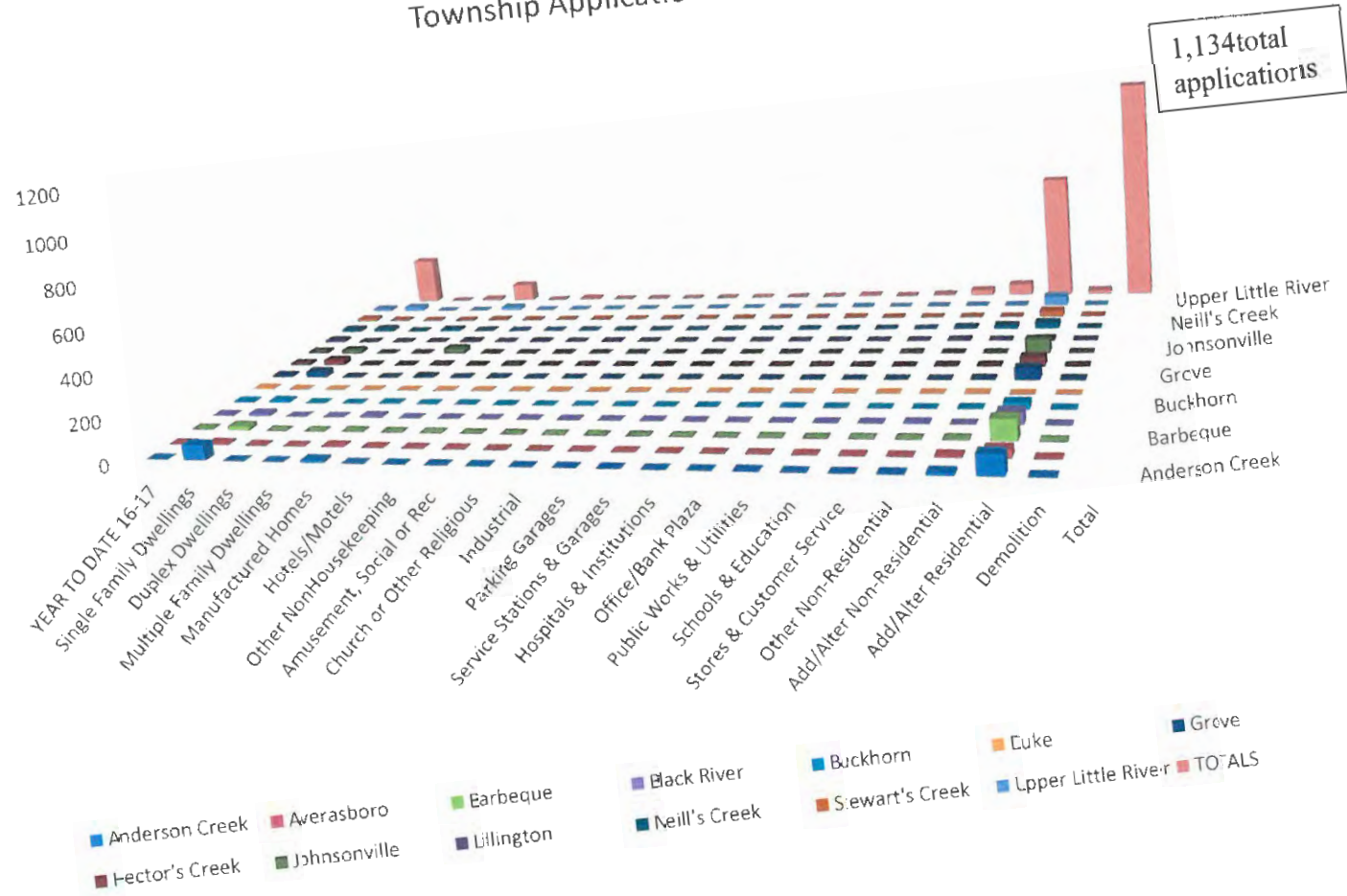


Lots By Township (TOTALS SINCE 10/1/06)

No lots were tracked prior to October of FY 06-07



Township Applications FY 17-18



BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018

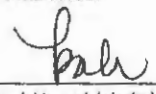
Section 1. To amend the General Fund, Education, the appropriations are to be changed as follows:

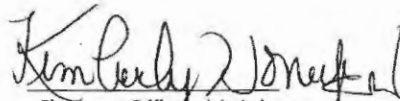
EXPENDITURE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
110-8600-480.31-07	BOE- Reserve		\$920,000
110-8600-480.31-10	Teacher - Additional Positions	\$920,000	

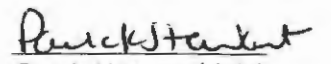
REVENUE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE

EXPLANATION: To adjust budget to facilitate tracking of Board of Education's Additional Teacher Funding Invoices.

APPROVALS:


Dept Head (date)


Finance Officer (date)
12/18/17


County Manager (date)
12-18-17

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted _____

Margaret Regina Wheeler,
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Commissioners

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018;

Section 1. To amend the General Fund, Health Department, the appropriations are to be changed as follows:

EXPENDITURE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
110-7600-441.60-46	Medical Supplies		\$ 330.00
110-7600-441.74-74	Capital Outlay	\$ 330.00	

REVENUE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE

EXPLANATION: To move funds to cover additional costs for CBC machine.

APPROVALS:

92 Mr. J. 12/15/17
Department Head (date)

Jim Lundy 2 Honeycutt 12/21/17
Finance Officer (Date)

Patrick K. Stewart 12/22/17
County Manager (Date)

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this day of ,2017

Margaret Regina Wheeler,
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Commissioners

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

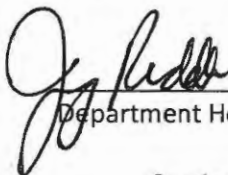
Section 1. To amend the General Fund, Emergency Services Department, the appropriations are to be changed as follows:

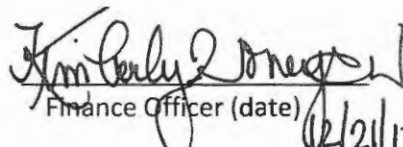
EXPENDITURE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
110-5300-420.11-00	Salaries & Wages		\$3580
110-5300-420.11-13	Salaries & Wages - Vacation Payout	\$3580	

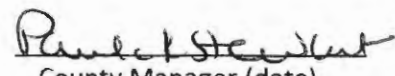
REVENUE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE

EXPLANATION: To budget funds to Salaries & Wages - Vacation Payout due to employee termination – retired.
 → 1/1/18 Harold C. Flowers

APPROVALS:

 12/15/17
 Department Head (date)

 12/21/17
 Finance Officer (date)

 12-22-17
 County Manager (date)

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this _____ day of _____, 2017.

 Margaret Regina Wheeler
 Clerk to the Board

 Gordon Springle, Chairman
 Harnett County Board of Commissioners

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the Public Utilities West Central Transmission PU1301, the appropriations are to be changed as follows:

EXPENDITURE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
546-9100-431-45-01	Construction		\$ 17,899
546-9100-431-60-57	Miscellaneous	\$17,899	

REVENUE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE

EXPLANATION: To decrease construction line due to sales tax . PE#4

APPROVALS:

CRyals 12-18-17
Finance & Accounting Specialist II

Kimberly Womack
Finance Officer (date)
12/21/17

Patrick K. Steward
County Manager (date)
12-22-17

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted _____

Margaret Regina Daniel,
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Comm

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the 2015 2016 Budget, General Services Fund, the appropriations are to be changed as follows:

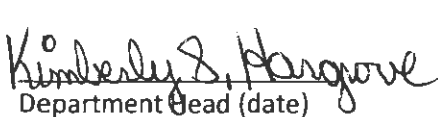
EXPENDITURE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE
110-4800-410.60-53	Dues and Subscriptions	20.00	
110-4800-410.60-33	Materials and Supplies		20.00

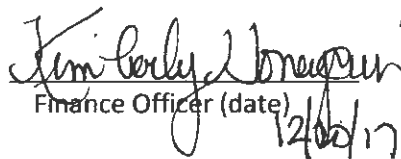
REVENUE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE


EXPLANATION

Register of Deeds needs additional funds in the Dues and Subscriptions account for NC Notary Association Dues. National Notary Association Dues went up this year from \$59 to \$69, which made us short \$10 for NC Notary Association Dues. I encumbered funds for the NC Notary Association dues and a \$20 check has to be mailed.

APPROVALS:


Department Head (date)


Finance Officer (date) 12/22/17


County Manager (date) 12-22-17

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this day of , .

Margaret Regina Wheeler
Clerk to the Board

Jim Burgin, Chairman
Harnett County Board of Commissioners

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the General Fund, Sheriff/Detention Department, the appropriations are to be changed as follows:

EXPENDITURE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE
110-5120-420-43-15	Repairs - Building		2,000
110-5120-420-43-16	Repairs - Equipment	2,000	

REVENUE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE

EXPLANATION: To transfer funds from Building repairs to Equipment repairs for need repairs to the Detention Center's washing machines.

APPROVALS:

Maria Harris 12/1/17
Department Head (date)

Kimberly J. Smith 12/1/17
Finance Officer (date)

Rebecca K. Stender 1-2-18
County Manager (date)

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this day of , 2016.

Margaret Regina Wheeler,
Interim Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Commissioners

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the Airport budget, the appropriations are to be changed as follows:

EXPENDITURE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE
110-6500-406.43-18	Operating-Repair & Maint. Landscaping		2,994.00
110-6500-406.43-16	Operating – Repair & Maint. Equipment	2,994.00	
110-6500-406.52-54	Operating – Insurance and Bonds		100
110-6500-406.60-28	Operating – Computer Software	100	

REVENUE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE

EXPLANATION: Increase accounts for repairs on airport equipment and the increase of the annual service fee for self-serve fueling terminal.

APPROVALS:

Barry C. Allen 22 Dec 18
Department Head (date)

Kimberly L. Henson
Finance Officer (date) 12/18

Patrick K. Stewart
County Manager (date) 1-2-18

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this _____ day of _____.

Margaret Regina Wheeler
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Commissioner

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018

Section 1. To amend the General Fund, Education, the appropriations are to be changed as follows:

EXPENDITURE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE
110-8600-480.31-13	BOE Teacher Supplement		\$422,916
110-8600-480.31-12	Capital Outlay	\$422,916	

REVENUE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE

EXPLANATION: To move funds left over from Teacher Supplement to Capital Outlay. Approved by the Harnett County Board of Commissioners at the January 2, 2018 meeting.

APPROVALS:

bsw
Dept Head (date)

Kimberly J. Winstead
Finance Officer (date) 1/5/18

Patrick Stewart
County Manager (date) 1-8-18

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted _____

Margaret Regina Wheeler,
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Commissioners

FUND 110 GENERAL		DEPT/DIV 8600 EDUCATION/		*****CURRENT*****		*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
BA	ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION										
48		EDUCATION										
480		EDUCATION										
31		OPERATING - SPECIAL										
31 07		RESERVE	54763-	.00	0	273804	.00	0	.00	0	.00	0
31 10		TEACHER - ADDITIONAL PSNS	148095	.00	0	379520	178384.24	47	.00	1120000	941615.76	16
31 11		BOE - CURRENT EXPENSE	1755668	.00	0	12289676	10534013.48	86	.00	21068027	10534013.52	50
31 12		BOE - CAPITAL OUTLAY	74091	.00	0	495455	556619.23	112	.00	865909	309289.77	64
31 13		BOE - TEACHER SUPPLEMENT	183250	.00	0	1282750	1776083.60	139	.00	2199000	422916.40	81
31 14		CCCC - CURRENT EXPENSE	90037	.00	0	630259	540225.00	86	.00	1080450	540225.00	50
31 15		CCCC - CAPITAL OUTLAY	2500	.00	0	17500	5697.27	33	.00	30000	24302.73	19
31 16		CCCC - HLTH SCIENCES BLDG	1-	.00	0	7-	.00	0	.00	0	.00	0
31 **		OPERATING - SPECIAL	2198877	.00	0	15368957	13591022.82	88	.00	26363386	12772363.18	52
35		OPERATING - SPECIAL										
35 86		CENTRAL CAROLINA WORKS	0	.00	0	0	.00	0	.00	0	.00	0
35 **		OPERATING - SPECIAL	0	.00	0	0	.00	0	.00	0	.00	0
36		OPERATING-SPECIAL ACCOUNT										
36 19		CCCC - DOT	0	.00	0	0	.00	0	.00	0	.00	0
36 **		OPERATING-SPECIAL ACCOUNT	0	.00	0	0	.00	0	.00	0	.00	0
480 ** **		EDUCATION	2198877	.00	0	15368957	13591022.82	88	.00	26363386	12772363.18	52
48 ** **		EDUCATION	2198877	.00	0	15368957	13591022.82	88	.00	26363386	12772363.18	52
DIV 8600		TOTAL *****										
		EDUCATION	2198877	.00	0	15368957	13591022.82	88	.00	26363386	12772363.18	52
DEPT 86		TOTAL *****										
		EDUCATION	2198877	.00	0	15368957	13591022.82	88	.00	26363386	12772363.18	52
FUND 110		TOTAL *****										
		GENERAL	2198877	.00	0	15368957	13591022.82	88	.00	26363386	12772363.18	52
GRAND		TOTAL *****										
			2198877	.00	0	15368957	13591022.82	88	.00	26363386	12772363.18	52

941 615.76

422 916.40

1,364,532.16

He is asking
 for 1,019,944.40

a difference of
 \$ 344,587.76

* There must be some
 invoices in the
 pipeline.

Note 422 916.40
 to Capital
 BA

PREPARED 12/29/2017, 17:22:17

ACCOUNT ACTIVITY LISTING

PROGRAM GM360L

FISCAL YEAR: 2018

ACCOUNT NUMBER SELECTION

FROM: 110-8600-480.31-07 TO: 110-8600-480.31-13

TYPE: R (O-ONLY, R-RANGE, S-SELECTIVE)

TRANSACTION SELECTION

TYPES... AJ X CR X BA X TF X EN X AP X

DATE RANGE...FROM: 0/00/0000 TO: 99/99/9999

PERIOD...FROM: 00 TO: 99

POSTING DATE RANGE...FROM: 0/00/0000 TO: 99/99/9999

SUPPRESS PRINTING OF ACCOUNTS WITHOUT TRANSACTIONS (N/Y): N

PRINT DEBIT/CREDIT COLUMNS, SUPPRESS BUDGET . . . (N/Y): N

PRINT ENCUMBRANCE (N/Y): Y

PAGE BREAK BY FUND: N

PAGE BREAK BY ACCOUNT: N

PAGE BREAK BY DPT/DIV: N

USE CURRENT BUDGET FOR ESTIM/APPROP TOTAL: Y

GROUP	PO	ACCTG	-----TRANSACTION-----	YTD/CURRENT	YTD/CURRENT	TRANSACTION	CURRENT
NBR	NBR	PER.	CD DATE NUMBER DESCRIPTION ESTIM/APPROP ENCUMBRANCE AMOUNT BALANCE				
FUND 110 GENERAL							
110-8600-480.31-07			OPERATING - SPECIAL / RESERVE	0	.00	.00	.00
7930		06/18 BA	12/21/17 BA#175I FACILICATE TRACKIN	920,000-			
			BOE TEACHER FUNDS				
7402		06/18 AJ	12/13/17 JE#1988 TO CORRECT KEYING			52,206.58	
			INV#ATF-K-3-1				
7555		06/18 AJ	12/13/17 JE#1988 TO REVERSE JE#1988			52,206.58-	
			KIMBERLY				
ACCOUNT TOTAL				0	.00	.00	.00
110-8600-480.31-10			OPERATING - SPECIAL / TEACHER - ADDITION	1,120,000	.00	178,384.24	941,615.76
7930		06/18 BA	12/21/17 BA#175I FACILICATE TRACKIN	920,000			
			BOE TEACHER FUNDS				
7592		06/18 AP	12/15/17 0054604 HARNETT COUNTY BOA			9,305.12	
			FOR DECEMBER 2017				
7592		06/18 AP	12/15/17 0054604 HARNETT COUNTY BOA			13,354.65	
			FOR DECEMBER 2017				
7592		06/18 AP	12/15/17 0054604 HARNETT COUNTY BOA			18,574.29	
			FOR DECEMBER 2017				
7402		06/18 AJ	12/13/17 JE#1988 TO CORRECT KEYING			52,206.58-	
			INV#ATF-K-3-1				
7555		06/18 AJ	12/13/17 JE#1988 TO REVERSE JE#1988			52,206.58	
			KIMBERLY				
7414		06/18 AP	12/13/17 0054152 HARNETT COUNTY BOA			4,596.54	
			NOVEMBER 2017				
6697		05/18 AP	11/28/17 0053592 HARNETT COUNTY BOA			6,297.03	
			NOVEMBER 2017				
6697		05/18 AP	11/28/17 0053592 HARNETT COUNTY BOA			74,050.03	
			AUG-NOV 2017				
6697		05/18 AP	11/28/17 0053592 HARNETT COUNTY BOA			52,206.58	
			K-3 CLASS SIZE REDUCTION				
ACCOUNT TOTAL				1,120,000	.00	178,384.24	941,615.76
110-8600-480.31-11			OPERATING - SPECIAL / BOE - CURRENT EXPE	21,068,027	.00	10,534,013.48	10,534,013.52
6987		06/18 AP	12/04/17 0053739 HARNETT COUNTY BOA			1,755,668.92	
			DECEMBER 2017				
5764		05/18 AP	11/06/17 0052763 HARNETT COUNTY BOA			1,755,668.92	
			NOVEMBER 2017				
4078		04/18 AP	10/02/17 0051351 HARNETT COUNTY BOA			1,755,668.92	
			OCTOBER 2017				
3322		03/18 AP	09/18/17 0050642 HARNETT COUNTY BOA			1,755,668.92	
			SEPTEMBER 2017				
1049		02/18 AP	08/02/17 0049173 HARNETT COUNTY BOA			1,755,668.92	
			CURRENT EXPENSE				
270		01/18 AP	07/13/17 0048378 HARNETT COUNTY BOA			1,755,668.88	
			JULY 2017				
ACCOUNT TOTAL				21,068,027	.00	10,534,013.48	10,534,013.52

GROUP	PO	ACCTG	-----	TRANSACTION----		YTD/CURRENT	YTD/CURRENT	TRANSACTION	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER	ESTIM/APPROP	ENCUMBRANCE	AMOUNT	BALANCE
FUND 110 GENERAL									
110-8600-480.31-12					OPERATING - SPECIAL / BOE - CAPITAL OUTL	865,909	.00	556,619.23	309,289.77
7414		06/18 AP 12/13/17			0580824 BRADY INTEGRATED S			13,666.00	
					CHILLER NORTH HARNETT PRIMARY				
7414		06/18 AP 12/13/17			0580824 BRADY INTEGRATED S			18,350.00	
					CHILLER NORTH HARNETT PRIMARY				
7414		06/18 AP 12/13/17			0054154 MARK GREGORY ROOFI			23,005.00	
					REPLACE SHINGLES BOE BUILDING				
7414		06/18 AP 12/13/17			0580824 BRADY INTEGRATED S			20,210.63	
					CAMERAS HARNETT PRIMARY				
7414		06/18 AP 12/13/17			0580824 BRADY INTEGRATED S			56,652.00	
					CHILLER NORTH HARNETT PRIMARY				
7414		06/18 AP 12/13/17			0580824 BRADY INTEGRATED S			104,547.00	
					CHILLER NORTH HARNETT PRIMARY				
7340		06/18 AP 12/12/17			0054049 MURRAY SUPPLY COMP			31,333.78	
					WATER HEATER/SUPPLIES HIGHLAND ELEM. SCHOOL				
7340		06/18 AP 12/12/17			0054049 MURRAY SUPPLY COMP			3.00	
					WATER HEATER/SUPPLIES HIGHLAND ELEM. SCHOOL				
7090		06/18 AP 12/06/17			0580661 BRADY INTEGRATED S			21,929.69	
					CAMERA UPGRADE WESTERN HARNETT MIDDLE				
7090		06/18 AP 12/06/17			0580661 BRADY INTEGRATED S			11,440.81	
					CAMERA UPGRADE WESTERN HARNETT MIDDLE				
6588		05/18 AP 11/27/17			0053520 RALEIGH CONTRACT G			17,412.50	
					SUPPLY/INSTALL DOOR ANDERSON CREEK OFFICE ENT				
6012		05/18 AP 11/13/17			0053013 SOUTHEASTERN ACOUS			18,980.38	
					REMOVE/INSTALL FLOORING ANDERSON CREEK				
5780		05/18 AP 11/06/17			0052782 MARK GREGORY ROOFI			7,500.00	
					RE-COST METAL ROOF STAR ACADEMY				
5567		05/18 AP 11/01/17			0052646 J & J WHOLESALE DI			13,854.56	
					HOT WATER HEATERS WESTERN HARNETT HIGH				
5567		05/18 AP 11/01/17			0052646 J & J WHOLESALE DI			18,988.24	
					HOT WATER HEATERS COATS ERWIN MIDDLE				
5567		05/18 AP 11/01/17			0052646 J & J WHOLESALE DI			15,197.22	
					HOT WATER HEATERS OVERHILLS HIGH SCHOOL				
5019		04/18 AP 10/24/17			0052316 BUILDING AUTOMATIO			15,893.35	
					BAS UPGRADE CHILLER NORTH HARNETT PRIMARY				
4987		04/18 AP 10/23/17			0052314 SOUTHEASTERN ACOUS			14,517.76	
					REMOVE/INSTALL FLOORING LILLINGTON-SHAWTOWN				
4987		04/18 AP 10/23/17			0052314 SOUTHEASTERN ACOUS			14,517.76	
					REMOVE/INSTALL FLOORING COATS ELEMENTARY				
2639		03/18 BA 09/05/17			BA#68B TO BUDGET PRIOR YE	73,520			
					CAPITAL OUTLAY/7 HUTS				
2639		03/18 BA 09/05/17			BA#68B TO BUDGET PRIOR YE	42,389			
					CAPITAL OUTLAY/7 HUTS				
2605		03/18 AP 09/05/17			0577950 MURRAY SUPPLY COMP			9,879.44	
					WATER HEATER ANGIER ELEM				
2605		03/18 AP 09/05/17			0577950 MURRAY SUPPLY COMP			10,709.08	
					WATER HEATER HARNETT CENTRAL HIGH				
2215		02/18 AP 08/24/17			0049992 BUILDING AUTOMATIO			20,204.55	
					PY CHILLER HARNETT PRIMARY				
2215		02/18 AP 08/24/17			0577740 RALEIGH CONTRACT G			4,306.79	

GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	TRANSACTION NUMBER	DESCRIPTION	YTD/CURRENT ESTIM/APPROP	YTD/CURRENT ENCUMBRANCE	TRANSACTION AMOUNT	CURRENT BALANCE
FUND 110 GENERAL										
110-8600-480.31-12						OPERATING - SPECIAL / BOE - CAPITAL OUTLAY				continued
						PY INSTALL DOOR LAFAYETTE CAFETERIA				
2164			02/18	TF	08/22/17	JE#510			10,502.81-	
						CORRECT CODING ERR				
						282676,V#20835				
1496			02/18	TF	08/09/17	JE#302			84,022.50	
						CORRECT CODING ERR				
						V282676 V#20835 8/9/17				
1496			02/18	TF	08/09/17	JE#302			73,519.69-	
						CORRECT CODING ERR				
						V282676 V#20835 8/9/17				
1944			02/18	TF	08/09/17	JE#302			84,022.50-	
						REVERSE INCORRECT				
						V282676 V#20835 8/9/17				
1944			02/18	TF	08/09/17	JE#302			73,519.69	
						REVERSE INCORRECT				
						V282676 V#20835 8/9/17				
1293			02/18	AP	08/08/17	0576878			84,022.50	
						MODULAR SPACE CORP				
						CLASSROOMS				
						ACCOUNT TOTAL	865,909	.00	556,619.23	309,289.77
110-8600-480.31-13						OPERATING - SPECIAL / BOE - TEACHER SUPP	2,199,000	.00	1,776,083.60	422,916.40
7011			06/18	AP	12/04/17	0053775			1,776,083.60	
						HARNETT COUNTY BOA				
						SUPPLEMENT ONLY 1290.60				
						ACCOUNT TOTAL	2,199,000	.00	1,776,083.60	422,916.40
						FUND TOTAL	25,252,936	.00	13,045,100.55	12,207,835.45
						GRAND TOTAL	25,252,936	.00	13,045,100.55	12,207,835.45

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the General Services budget, the appropriations are to be changed as follows:

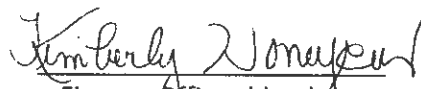
EXPENDITURE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE
110-4600-410.58-14	Operating/Travel Admin		50
110-4600-410.58-01	Operating/Training & Meetings	50	

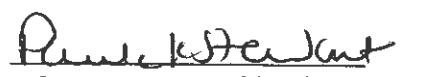
REVENUE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE

EXPLANATION: To fund the Training and Meeting account. Employee will be attending the North Carolina School of Government's Effective Supervisory Management Program.

APPROVALS:


Department Head (date) 2/2/18


Finance Officer (date) 1/5/18


County Manager (date) 1-8-18

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this _____ day of _____.

Margaret Regina Wheeler
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Commissioner

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the General Fund, Sheriff's Department, the appropriations are to be changed as follows:

[illegible]

REVENUE		AMOUNT	AMOUNT
CODE NUMBER	DESCRIPTION OF CODE	INCREASE	DECREASE

EXPLANATION: To increase the Sheriff's Vacation payout and Holiday payout for termination pay.

APPROVALS:

Maria Haim 12/28/17
Department Head (date)

Kimberly J. Jones
Finance Officer (date) 1/5/18

Paula K. Stewart
County Manager (date)
1-8-18

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this day of , 2017.

Margaret Regina Wheeler,
Interim Clerk to the Board

Jim Burgin, Chairman
Harnett County Board of Commissioners

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Harnett, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018

Section 1. To amend the General Fund, the appropriations are to be changed as follows:


[illegible]

REVENUE CODE NUMBER	DESCRIPTION OF CODE	AMOUNT INCREASE	AMOUNT DECREASE

EXPLANATION: To move funds for Capital lease payments on Financial software. Originally budgeted using estimates as final schedules were not yet prepared.

APPROVALS:

Pale
Dept Head (date)


 Finance Officer (date) 1/10/18

Paul K Stewart
County Manager (date)
1-11-18

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted _____

Margaret Regina Wheeler,
Clerk to the Board

Gordon Springle, Chairman
Harnett County Board of Commissioners