



Pender County

Agenda

**Board of County Commissioners Meeting
Tuesday, January 19, 2021 @ 4:00 PM
Pender County Hampstead Annex
15060 US Highway 17 N, Hampstead, NC**

	Presenter	Page
1. CALL TO ORDER		
2. INVOCATION		
3. PLEDGE OF ALLEGIANCE		
4. ADOPTION OF AGENDA		
5. PUBLIC INFORMATION		
5.1. Update on Pender County Courthouse Remediation and Repairs Courthouse Update 01192021	Vann	3
5.2. Update on the Beaver Trapping and Dam Removal Program through Pender Soil and Water. BEAVER PROGRAM UPDATE - SOIL & WATER 01192021	Turner	5
6. PUBLIC COMMENT In order to follow the CDC's guidelines for social distancing, those wishing to participate in Public Comment are encouraged to email their comments to cmo@pendercountync.gov . Comments received by 12 p.m. on January 19, 2021 will be distributed and placed in the record.		
7. CONSENT AGENDA		
7.1. Approval of Minutes: January 4, 2021. MINUTES - JANUARY 4	Long	7 - 46
7.2. Approval for a Purchase Order to LabCorp of America Holdings in the amount of \$85,000 for Fiscal Year 2020-2021. LabCorp Purchase Order	Moser	47 - 50
8. APPROVALS AND RESOLUTIONS		
8.1. Approval of Contract for Demolition Services - HMGP Hurricane Matthew and HMGP Hurricane Florence Expedited Acquisition. HMGP Matthew/Florence Demo Services	Henley	51 - 56
8.2. Resolution to Amend the Operating Agreement and Lease Agreements related to Pender Memorial Hospital to address their transition/assignment from New Hanover Regional Medical Center to its successor, Novant Health New Hanover Regional Medical Center, and to extend these for three years. HOSPITAL AGREEMENTS EXTENSION 01192021	Thurman	57 - 58
8.3. Reconsideration of the Cost Per Copy Management Program with Systel. COST PER COPY RECONSIDERATION 01192021	McEwen	59 - 103
9. DISCUSSION		

9.1.	Discussion of FY 2021-22 Budget Process. FY 2021-22 Budget Discussion	McEwen	105 - 107
10.	PENDER COUNTY BOARD OF HEALTH		
10.1.	COVID-19 Update for Pender County. COVID-19 Update 01192021	Moser	109
11.	ITEMS FROM THE COUNTY ATTORNEY, COUNTY MANAGER, ASSISTANT COUNTY MANAGERS, & COUNTY COMMISSIONERS		
12.	CLOSED SESSION (IF APPLICABLE).		
12.1.	CLOSED SESSION MOTION		111
13.	7PM PUBLIC HEARINGS: SPECIAL USE PERMITS/ZONING MAP AMENDMENTS/ RESOLUTIONS		
13.1.	Resolution Requesting Approval of a Conditional Zoning Map Amendment. REZONE 2020-16	Henley	113 - 156
14.	ADJOURNMENT		



Pender County Public Information

TO: Board of County Commissioners
FROM: Allen Vann
DATE: January 19, 2021
SUBJECT: Update on Pender County Courthouse Remediation and Repairs

SUMMARY:

An informational update will be provided to the Board in reference to the scope of work and status of repairs of the Pender County Courthouse as a result of Hurricane Florence damages.



Pender County Public Information

TO: Board of County Commissioners

FROM: Jason Turner

DATE: January 19, 2021

SUBJECT: Update on the Beaver Trapping and Damn Removal Program through
Pender Soil and Water.

SUMMARY:

Pender Soil and Water Conservation staff will present to the Board an update on this new Beaver Trapping and Damn Removal Program. Staff will discuss how citizens are selected to receive this service, any fees associated with this service as well as any liability concerns.



Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Melissa Long
DATE: January 19, 2021
SUBJECT: Approval of Minutes: January 4, 2021.

SUMMARY:

The minutes for the Regular Meeting on January 4, 2021 are attached for review and approval.

ACTION REQUESTED:

To review and approve the attached minutes.



MINUTES
Board of County Commissioners Meeting
Monday, January 4, 2021 4:00 PM
Pender County Public Assembly Room

MEMBERS PRESENT: George Brown
Fred McCoy
Jacqueline A. Newton
David Piepmeyer

MEMBERS ABSENT: David Williams

OTHERS PRESENT: Chad McEwen, County Manager
Trey Thurman, County Attorney
Melissa Long, Clerk to the Board
Doug Shipley, Assistant County Manager
Allen Vann, Assistant County Manager
Other Staff and Members of the Press and Public.

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1 CALL TO ORDER

Chairman Brown called the meeting to order at 4:01 p.m. and thanked and welcomed all to the meeting.

2 INVOCATION

Commissioner McCoy offered the invocation.

3 PLEDGE OF ALLEGIANCE

Commissioner Piepmeyer led the Pledge of Allegiance.

Chairman Brown recognized veterans and first responders who were in attendance and thanked them for their service.

EXCUSE COMMISSIONER

Moved by David Piepmeyer, seconded by Fred McCoy

Motion to excuse Commissioner Williams.

	For	Against	Abstained	Absent
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George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

4 ADOPTION OF AGENDA

Moved by Fred McCoy, seconded by David Piepmeyer

Motion to adopt the agenda as presented.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

5 PUBLIC INFORMATION

5.1 Update on Pender County Courthouse Remediation and Repairs.

15 - 29

Mr. Vann introduced Charles Boney with LS3P to provide an update on the status of the roof. A copy of Mr. Boney's presentation is attached. Mr. Boney presented a grid of the roof which was divided into areas. As discussed at the last meeting, the box gutters were repaired in December. Area A is a Flat Membrane Roof that has cracks at the wall transition. Area C is a Shingle Roof above the courtroom which has numerous leaks, beginning with the cold weather. Mr. Boney showed a photo of the Courtroom Ceiling prior to Hurricane Florence the a picture taken recently after the asbestos had been removed. Mr. Boney followed those photos with a series of photos of the roof itself. During the repointing process, the copper step flashing was coated. The shingle portion of the roof has since been covered with a temporary covering to shield the roof from further leaks. Mr. Boney stated that there are no obvious leaks on Area E of the roof which is the South Flat Roof. Area A of the roof which is the North Flat Roof is cracked at vertical transitions. Problems have not been noticed in Area B or Area D. Area E was

repaired a couple of years ago.

Mr. Boney listed the following observations:

- Area C: Roof leaks were not observed after Hurricane Florence, except two minor locations on the west side of the Courtroom.
- The shingle roof is approximately 15 years old and the decking above the Courtroom has more "flex" than normal which is subjecting the shingles to stress from winds and roof traffic.
- Area C leaks did not appear until the cold weather began which was around veterans day.
- Area C leaks place the new Courtroom ceiling in jeopardy.
- Area's A, B, D, and E did not have leaks that were attributed to Hurricane Florence.

Mr. Boney made the following recommendations:

- Replace Area's B, C and D with new ice and water shield and shingles and repair the box gutters.
- Replace Area's A and E with a new membrane and insulation system.
- Hire REI Roof Engineers to design and oversee the installation of the new roof.

Discussion ensued regarding the various leaks and how they may have happened. Superintendent Patrick Watkins with Thomas Construction explained that there are currently leaks in Area's A and C. Brief discussion ensued regarding the previous repair of Area E. Mr. Boney presented a proposed schedule of the project, adding the roof replacement to this project. Depending on how fast staff can get pricing and specs will depend on completion of the project but final completion is now likely to happen in June. Mr. Boney added that the cost for a new roof is likely to be \$250,000 - \$300,000 and that he recommends a total replacement so it can be under one warranty. Commissioner Piepmeyer commented on the project and his disappointment to be at this point. Commissioner Piepmeyer did suggest getting pricing for a metal roof, stating that although the cost is higher, it will last much longer than a shingle roof. Mr. Boney stated that he and staff will begin working on pulling this together. Mr. McEwen stated that he will contact the State Historic Preservation Office (SHPO) to get their input on the metal roof option as the building is historic. Commissioner Piepmeyer asked that staff not put too much thought into SHPO as they are not funding any of this renovation. Mr. McEwen stated that staff will get this information to the Board as soon as possible so the Board can proceed with a decision.

[01042021 County Commissioners Presentation-Courthouse Roof](#)

6 PUBLIC COMMENT

There were no signups for public comment.

7 CONSENT AGENDA

Commissioner Piepmeyer commented on item 7.4 stating that these bonuses for election workers were paid for by the CARES Act. He explained that he just wanted the public to know that Pender County has received some additional funding that is going directly to the election workers.

Moved by Fred McCoy, seconded by David Piepmeyer

Motion to approve the consent agenda as presented.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

- 7.1 Approval of Minutes: December 7, 2020.
- 7.2 Approval of Tax Releases and Refunds. 31 - 32
[DECEMBER 2020 REFUNDS RELEASES](#)
- 7.3 Approval of a Budget Amendment to Increase the Department of Social Services Revenues and Expenditures for Fiscal Year 2020-2021 33
Federal Cares Act Funding : \$126,713.02.
[BOA 7.3](#)
- 7.4 Approval of Budget Amendment for Elections Cares Act funding for One stop worker bonuses. 35
[BOA 7.4](#)
- 7.5 Approval of Budget Ordinance Amendment for Additional Local Match Funding for the WTP Generator & WWTP Berm Project. 37 - 38
[BOA 7.5](#)

8 APPROVALS AND RESOLUTIONS

- 8.1 Approval to Merge positions in Elections Office.

Elections Director Susan Williams explained that the Board of Elections has passed a resolution to restructure the Elections office. The Deputy Director and Elections Tech positions will be merged, with some portions of the duties being merged into the Director's position. And other duties will be completed by a Part time/ Temp as needed throughout the year. Ms. Williams explained that this will allow full time

elections staff to train Part time/ Temp employees throughout the year so that the department can run more efficiently at election time. If approved this change will be for at least one year as a trial to see if it helps with the efficiency in the Elections Department. Commissioner Newton thanked Ms. Williams for an outstanding job throughout the 2020 election.

Moved by David Piepmeyer, seconded by Jacqueline A. Newton

Motion to approve the restructuring of the Elections Office as requested.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

- 8.2 Approval to enter into a Cost Per Copy Management Program Agreement with The Toner Exchange to Manage, Maintain, and Support Departmental Multi-function Copier and Printers on a Set Rate per Click for Black & White (.01845) and color prints (.034 Simple, .036 Business, .038 Creative) for 60 months.

ITS Director Erik Harvey explained that Pender County requested bids for a 5-year Cost Per Copy Program for a multi-function copier device and desktop printer solution for all County departments. The purpose of the bid was to replace approximately 84 multi-function and 91 LaserJet printers, with the ability to add and delete devices as needed throughout the term of the contract. Additionally, the bid would allow the County to utilize similar equipment with a single vendor that could supply quality sales and service across all County offices. Staff is recommending award of this contract to The Toner Exchange which would save the county \$98,097 over the 5 year contract term. Chairman Brown asked why staff would recommend a higher bidder, citing the \$145,892 savings over the 5 year term with Systel. Discussion ensued regarding the reference checks and the quality of the equipment with the lower bid. Mr. Thurman commented on the process. Commissioner Piepmeyer asked if the bid for Systel-HP uses the latest version of the MFP. Mr. Harvey explained that it does. Discussion ensued regarding the bid process as well as the committee recommendation. Mr. Harvey thanked the committee, Mr. Thurman and the Board for their work on this.

Moved by David Piepmeyer, seconded by Jacqueline A. Newton

Motion to select and approve the Cost Per Copy Management Program Agreement with Systel for the HP-MFP's to Manage, Maintain, and Support Departmental Multi-function Copier and Printers on a Set Rate per Click for Black & White (.0149) and color prints (.0395) for 60 months.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

8.3 Consideration of a Purchase Order in the amount of \$85,950 for Hurricane Matthew Disaster Recovery Act Elevation and Repair Project.

Planning Director Travis Henley introduced Flood Plain Administrator Daniel Adams who explained that the homeowner of 230 Keith Road, Currie was originally approved for federal disaster recovery funding through the Community Development Block Grant - Disaster Recovery program following Hurricane Florence. Prior to construction beginning, the homeowner's eligibility status changed such that the property was no longer eligible for inclusion in that program. Following this development, County staff sought other funding opportunities to accomplish the original scope of work that had been originally approved for this property, which included an elevated home. The property owner was referred to the Pender County Long Term Recovery Group while staff sought other funding avenues. Ultimately, the North Carolina Office of State Budget and Management agreed to modify Pender County's Disaster Recovery Act grant awards to include this property in the Hurricane Matthew DRA program. North Carolina Baptists on Mission, one of the groups involved in the Pender County Long Term Recovery Group, has agreed to take on this project. Pursuant to North Carolina Office of State Budget and Management Notice to Proceed, Staff is requesting a purchase order in the amount of \$85,950, to be sourced from the Pender County Hurricane Matthew DRA fund and to the North Carolina Baptists on Mission. The Board thanked Planning Staff as well as Mike Moser with Baptists on Mission who was present for all their work in assisting the flood victims from Hurricane Matthew and Hurricane Florence.

Moved by Jacqueline A. Newton, seconded by Fred McCoy

Motion to approve the Purchase Order in the amount of \$85,950 for Hurricane Matthew Disaster Recovery Act Elevation and Repair Project as described herein.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

8.4 Hurricane Florence Hazard Mitigation Grant Program Expedited Acquisition Project - Establishment of Just Compensation #5.

39

Planning Director Travis Henley explained that pursuant to Pender County's grant agreement for the Hurricane Matthew (DR-4285) Hazard Mitigation Grant Program and the signed professional services contract with C. Nathan King and Associates, the County has received the following appraisal. The contract appraisers have certified that the properties listed below have been appraised in accordance with State law, Uniform Standards for Professional Appraisal Practice (USPAP) guidelines, and HMGP program guidelines. Staff has copies of said appraisal reports in its possession and, in reviewing them, found them to be accurate and reliable. Staff request that Just Compensation be established by the Pender County Board of Commissioners for the following properties: 106 Old River Acres EXT and adjacent vacant parcel, identified by Pender County PIN 3247-72-5460-0000 and 3247-72-6297-0000.

Moved by Fred McCoy, seconded by David Piepmeyer

Motion to approve and establish just compensation for one residential property and adjacent vacant parcel as part of the Hurricane Florence Hazard Mitigation Grant Program Expedited Acquisition Project.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			

David Williams				x
	4	0	0	1

CARRIED.

[Res for Just Compensation 01042021 FINAL](#)

- 8.5 Consideration of the Selection and Contract Award to Ardurra for Consulting and Management Services for Pender County Emergency Watershed Protection Program Round 2.

Planning Director Travis Henley explained that the Emergency Watershed Protection (EWP) Program, a federal emergency recovery program, helps local communities recover after a natural disaster strikes. The program offers technical and financial assistance to help local communities relieve imminent threats to life and property caused by floods, fires, windstorms and other natural disasters that impair a watershed. In this case, damages caused by Hurricane Florence allowed Pender County to apply for and receive EWP funding to address multiple projects across the County. Due to the size of Pender County's application, the project was split into separate rounds for the purposes of organization and funding. The first round of the project was approved in late-2019, and the Board of Commissioners approved a Budget Ordinance Amendment related to Round 1 at their December 2, 2019 meeting. Round 2 was funded in Spring 2020, and that round's Budget Ordinance Amendment was approved at Board of Commissioner's June 15, 2020 meeting. The EWP Program in Pender County overall is fully funded by a combination of the federal EWP grant and a separate state-level grant that fully covers the otherwise-required local match for EWP funds. Due to the complexity of the project and availability of administrative funding, Staff recommended that the County seek qualified firms or individuals to assist in implementing the EWP program. Through the RFP process, Ardurra was selected to provide these services for Round 1 at the December 2, 2019 meeting of the Pender County Board of Commissioners in accordance with the grant agreement for Round 1 of the Pender County EWP program in the amount of \$85,115.00. The funding for Round 2 of Pender County's EWP program also included additional funds for administrative costs, and Staff is again recommending that the County seek qualified firms or individuals to assist in implementing the EWP program. Due to the separate rounds of the project, an additional Request for Proposals was issued for consulting services on October 21, 2020 specific to the Round 2 projects in accordance with all applicable county, state, and federal guidelines. This initial RFP was extended up to November 17, 2020 due to questions, and ultimately only one firm responded to this RFP. Therefore the RFP was reissued on December 2, 2020 and closed on December 16, 2020. In addition to a resubmittal by the first responding

firm, an additional firm submitted a proposal for Staff's consideration. Staff received interest from a third firm, but that firm ultimately did not submit a proposal. Upon review by Planning and Finance staff, it has been determined that Ardurra's knowledge, qualifications, experience, and overall understanding of the project best meets the scope of the request and are being recommended for selection and award to execute the Round 2 EWP program for Pender County. Additionally, they have direct experience working with Pender County and other counties on the same program and are knowledgeable about the intricacies of it, as well as having relationships with State NRCS and USDA staff. Along with selection, it is being requested that the Board consider the contract award and Purchase Order with Ardurra to begin Round 2 of the project, while Round 1 is already underway. The initial agreement and Purchase Order is being requested to include \$117,595.00, which is in accordance with grant agreement for Round 2 of the EWP Program as well as board-approved Budget Ordinance Amendment for the EWP project, to complete the Scope of Work items 2-9 as the DSR's have been completed for the initial projects. The overall project budget for Round 2 is \$1,295,844.00 with \$1,178,040.00 going towards Construction Costs and \$117,804.00 going towards Development/Management Costs.

Moved by David Piepmeyer, seconded by Fred McCoy

Motion to approve and award the contract for round two of the EWP Program to Ardurra and approve associated Purchase Order for Development/Management Services for Round 2 of the Pender County EWP Program.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

9 APPOINTMENTS

9.1 Approval of Appointment of a Voting Delegate for the 2021 NCACC Legislative Goals Conference.

Ms. Long explained that Boards of County Commissioners may designate a voting delegate as well as an alternate to the 2021 NCACC Legislative Goals Conference. The 2021 NCACC Legislative Goals

Conference and Business Session will be held by virtual platform Thursday and Friday, January 14-15, 2021. The agenda for this conference was emailed by the association on December 17, 2020. Each county will be entitled to vote on legislative goal proposal submissions brought before the membership. The Board selected Commissioner Newton to attend the virtual conference.

Moved by Fred McCoy, seconded by David Piepmeyer

Motion to appoint Commissioner Newton as voting delegate for the 2021 NCACC Legislative Goals Conference.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

9.2 Approval of an Appointment to the Pender County Parks and Recreation Board.

Ms. Long explained that There is one vacancy on the Parks and Recreation Board. This vacancy is for District 1. Staff has received applications from Allen Hubbard, Shane Mellin and Jeffrey Snider. Their applications were attached in the meeting packet for review. Each applicant lives in District 1. Staff recommends appointment of Shane Mellin as he has the most Parks and Rec Board experience of the three applicants. This appointment will be for three years with term to expire June 30, 2023. The position has been properly advertised.

Moved by David Piepmeyer, seconded by Jacqueline A. Newton

Motion to appoint Shane Mellin to represent District 1 on the Parks and Recreation Board with term to expire June 30, 2023.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x

	4	0	0	1
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CARRIED.

9.3 Approval of Appointments to the Pender County Board of Adjustment.

Ms. Long explained that there are currently four vacancies on this Board. Those vacancies include: District 1, District 2, District 4, and an alternate. The following people have applied to serve on the Board of Adjustment:

- Shane Mellin, District 1
- Kyle Breuer, District 2
- Renzo Bugnatto, District 2
- Max Kipfer, District 1
- Jeffrey Snider, District 1

Staff is recommending the following appointments:

- District 1: Max Kipfer with term to expire January 4, 2023
- District 2: Kyle Breuer with term to expire January 4, 2024
- Alternate: Jeffrey Snider with term to expire January 4, 2023

Andrew Olsen has also served one term on the Board of Adjustment as an alternate and is seeking reappointment. Mr. Olsen lives in District 2. If approved, this term will be for three years and expire January 4, 2024. These positions have been properly advertised

Moved by David Piepmeyer, seconded by Fred McCoy

Motion to appoint the following to the Board of Adjustment:

- *District 1: Max Kipfer with term to expire January 4, 2023*
- *District 2: Kyle Breuer with term to expire January 4, 2024*
- *Alternate: Jeffrey Snider with term to expire January 4, 2023*
- *Alternate: Andrew Olsen with term to expire January 4, 2024 (reappointment)*

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

10 PENDER COUNTY BOARD OF HEALTH

There was no business to be conducted as the Pender County Board of Health.

11 SOCIAL SERVICES BOARD

There was no business to be conducted as the Pender County Social Services Board.

12 ITEMS FROM THE COUNTY ATTORNEY, COUNTY MANAGER, ASSISTANT COUNTY MANAGER, & COUNTY COMMISSIONERS

12.1 Items from the County Attorney.

- Mr. Thurman briefly reviewed the COVID-19 Vaccine rollout and procedure for Pender County.
- Mr. Thurman stated there were a few items for closed session, items 3 and 5.

12.2 Items from the County Manager.

- Mr. McEwen stated that RFP's will be going out for the BASF Property's environmental assessment in an effort to expand the Pender Commerce Park.

12.3 Items from the Assistant County Managers.

Assistant County Manager Doug Shipley:

- Mr. Shipley thanked Human Resources Staff and the Party Planning Committee for a successful virtual Holiday Party for Pender County Staff.
- Mr. Shipley advised the Board that the Fire Study is still in the final stages and that it should be coming to the Board no later than February.

12.4 Items from the County Commissioners.

Commissioner Newton:

- Commissioner Newton stated that she has spoke with Jason Turner who explained that his office has funding left over from Hurricane Matthew projects to hire William Parker as a contract employee to assist with the removal of Beavers. Brief discussion ensued about Mr. Parker's qualifications.

Commissioner McCoy:

- Commissioner McCoy commented on the Christmas Party and was thankful that he could be a part of it.
- Commissioner McCoy said a few words of remembrance regarding the passing of David Paul.

Chairman Brown:

- Chairman Brown stated that he hoped that everyone had a wonderful holiday season and that he wishes everyone a better 2021.

13 CLOSED SESSION (IF APPLICABLE).

Moved by David Piepmeyer, seconded by Fred McCoy

5:38 p.m.

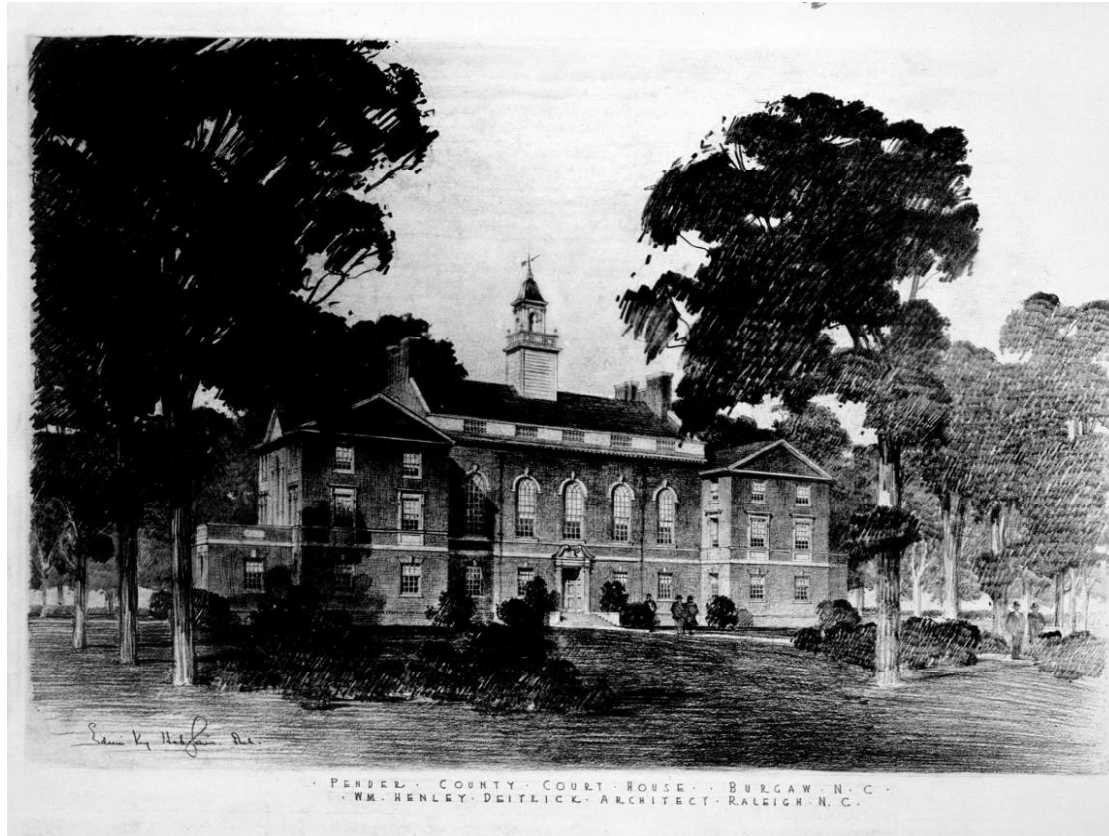
Motion to enter into closed session pursuant to G.S. 143-318.11: 3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded; and 5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. The Board exited closed session at approximately 6:08 p.m. No announcement was made upon exiting closed session.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams				x
	4	0	0	1

CARRIED.

14 ADJOURNMENT

There being no further business, the meeting adjourned at 6:08 p.m.

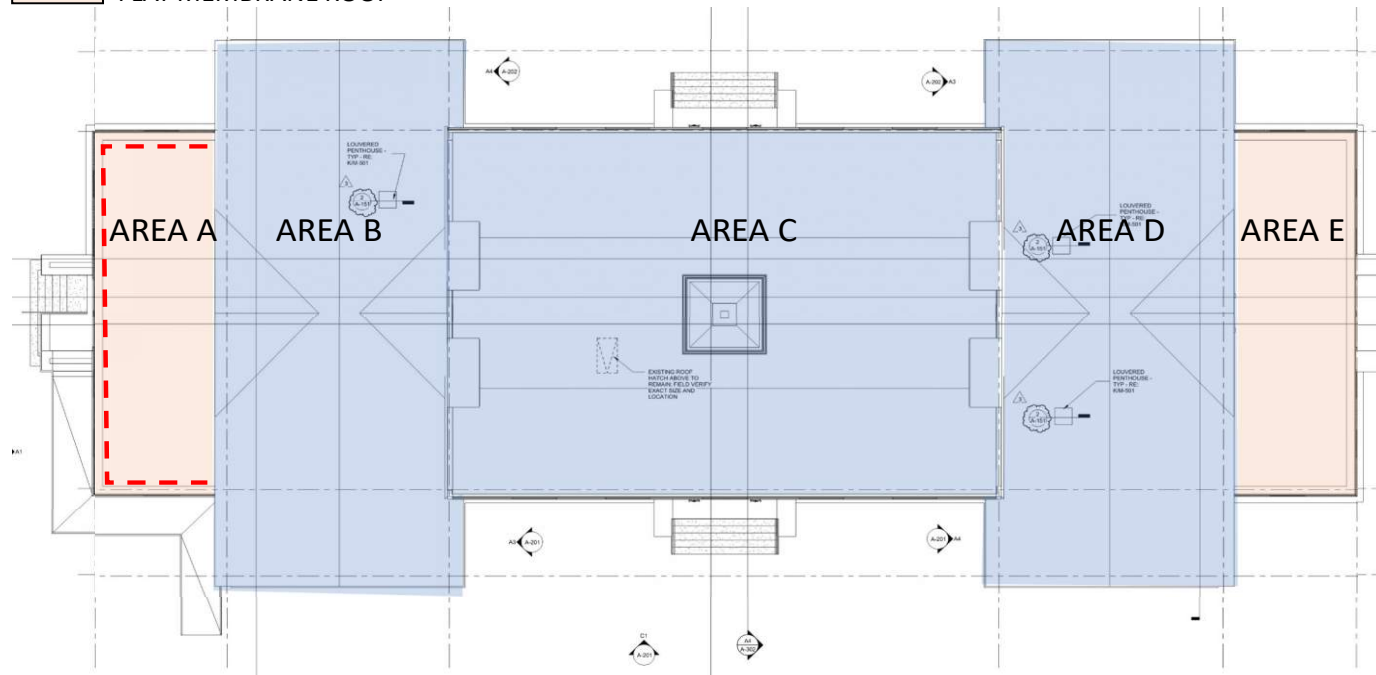


ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners
4 January 2021



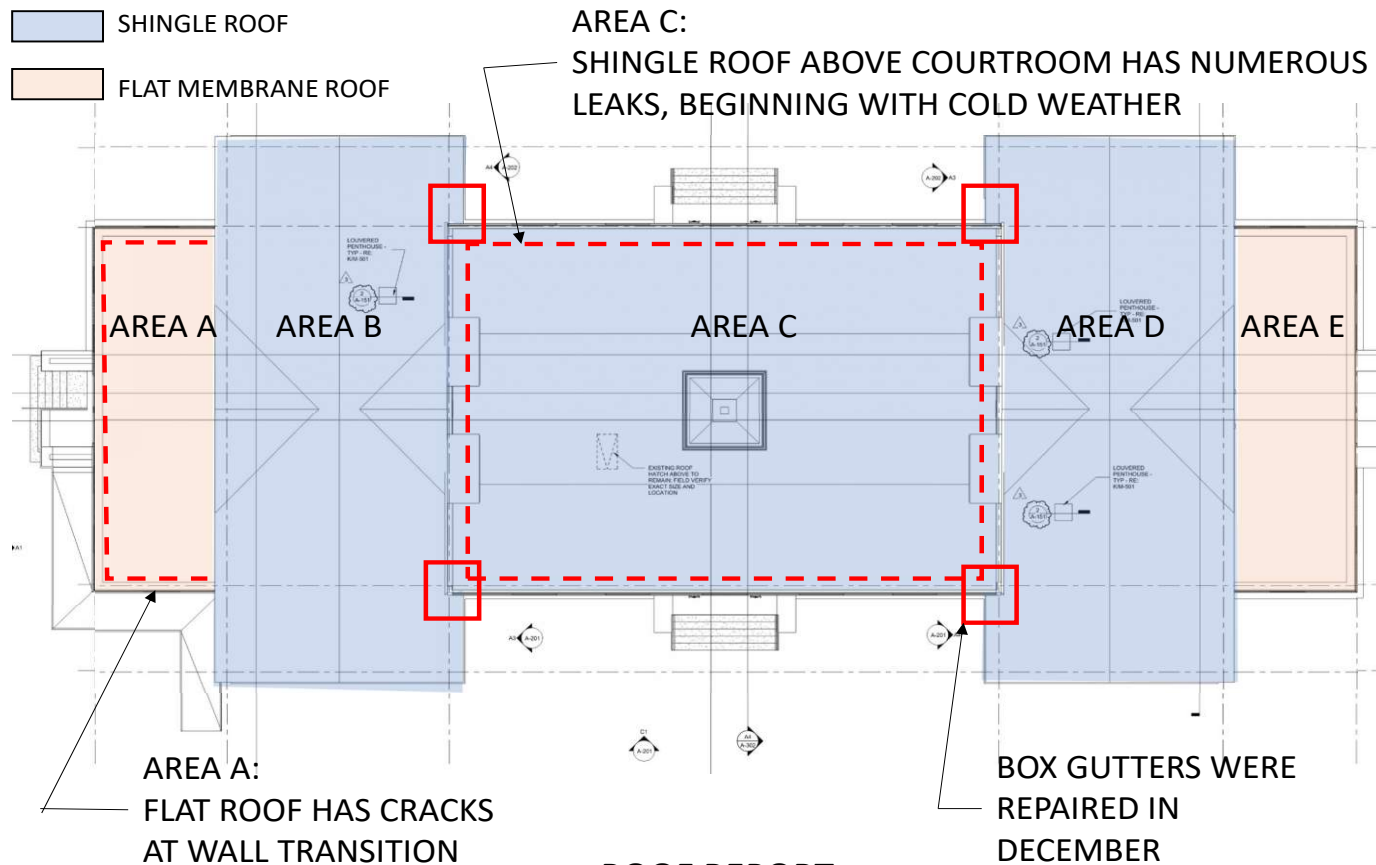
- SHINGLE ROOF
- FLAT MEMBRANE ROOF



ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners
4 January 2021





ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners
4 January 2021

LS3P



ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners

4 January 2021

LS3P



ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners

4 January 2021





AREA C ROOF
BEFORE RE-
POINTING

COPPER STEP
FLASHING EXPOSED

WHITE MEMBRANE
ROOF IN VALLEY

ROOF VENT

ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners
4 January 2021





AREA C ROOF
BEFORE RE-
POINTING

WHITE MEMBRANE
ROOF IN VALLEY

ROOF DRAIN (2 PER
SIDE)

ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners
4 January 2021

LS3P



AREA C ROOF
AFTER RE-POINTING

COPPER STEP
FLASHING COATED

ROOF COVERED
WITH TEMPORARY
COVERING

ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners
4 January 2021





AREA C ROOF
AFTER RE-POINTING

ROOF COVERED
WITH TEMPORARY
COVERING

ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners
4 January 2021





AREA E ROOF
(SOUTH FLAT ROOF)

WHITE MEMBRANE
ROOF COATED WITH
FABRIC &
SECONDARY
COATING

ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners
4 January 2021





AREA A ROOF
(NORTH FLAT ROOF)

WHITE MEMBRANE
ROOF COATED WITH
FABRIC & SECONDARY
COATING ON
PARAPET

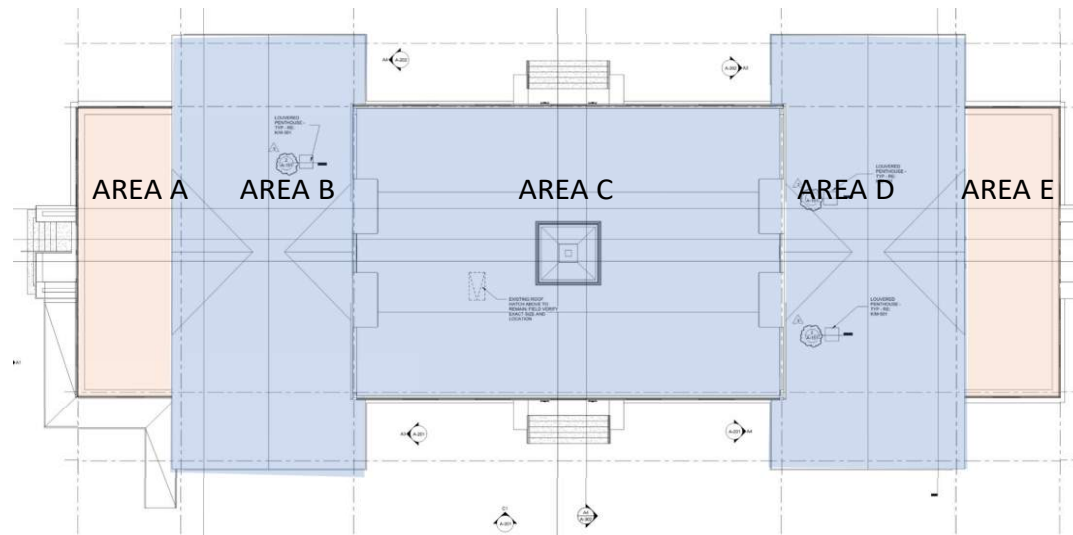


MEMBRANE HAS
CRACKED AT
VERTICAL
TRANSITIONS

ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners
4 January 2021





OBSERVATIONS:

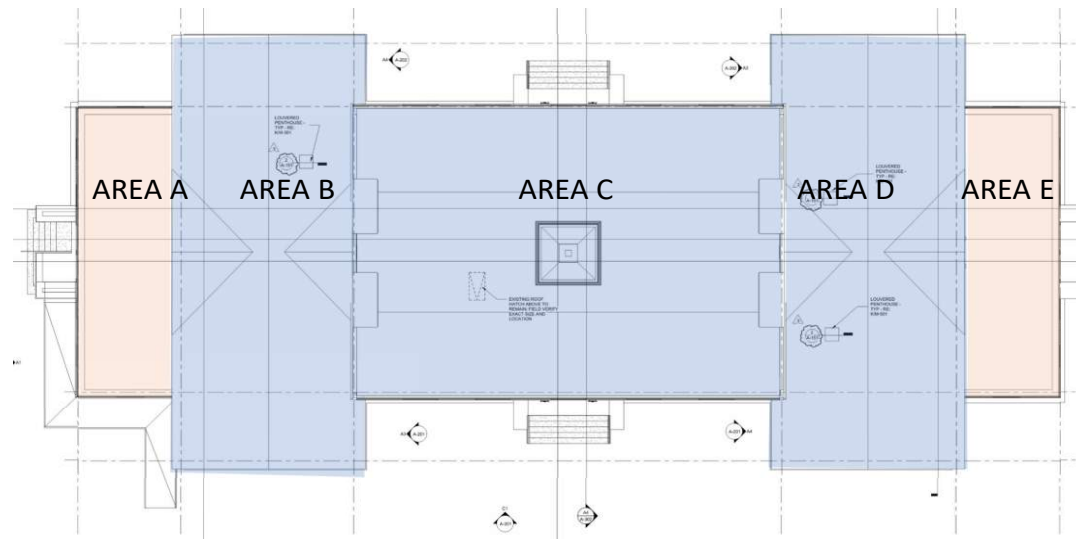
- 1) AREA C: ROOF LEAKS WERE NOT OBSERVED AFTER HURRICANE FLORENCE, EXCEPT 2 MINOR LOCATIONS ON WEST SIDE OF COURTROOM
- 2) THE SHINGLE ROOF IS APPROX. 15 YEARS OLD. THE DECKING ABOVE THE COURTROOM HAS MORE "FLEX" THAN NORMAL, SUBJECTING SHINGLES TO STRESS FROM WINDS & ROOF TRAFFIC
- 3) AREA C LEAKS DID NOT APPEAR UNTIL COLD WEATHER (VETERANS' DAY, NOV. 12)
- 4) AREA C LEAKS PLACE THE NEW COURTROOM CEILING IN JEOPARDY
- 5) AREAS A, B, D, E: NO LEAKS WERE ATTRIBUTED TO ROOF AFTER FLORENCE

ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners

4 January 2021





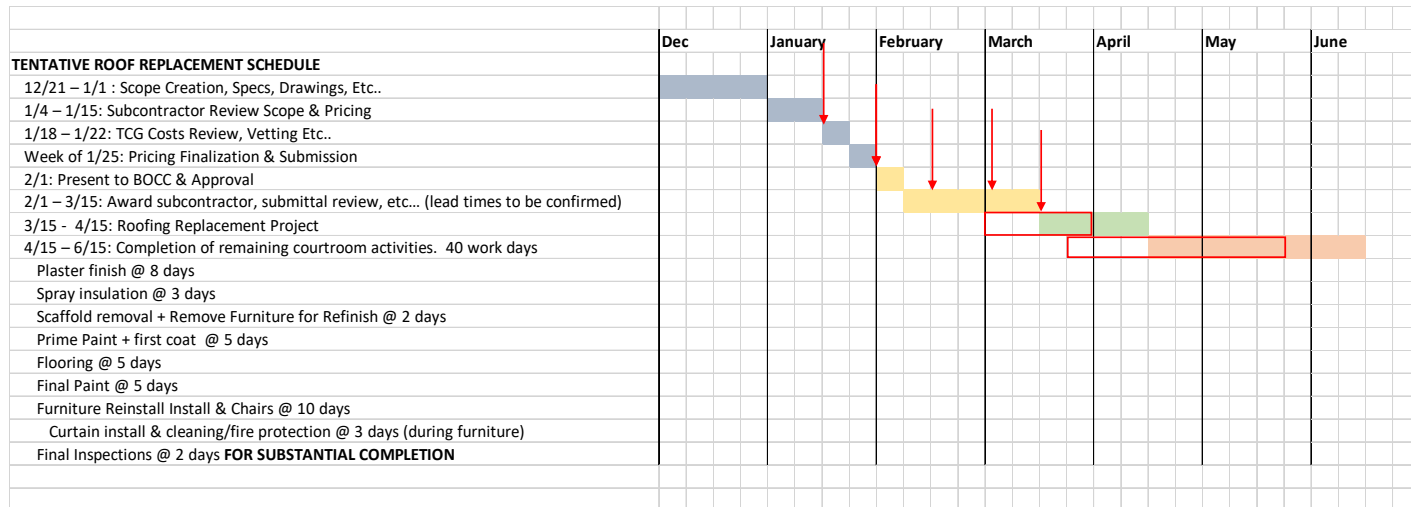
RECOMMENDATIONS:

- 1) REPLACE AREAS B, C, AND D WITH NEW ICE & WATER SHIELD AND SHINGLES. REPAIR BOX GUTTERS
- 2) REPLACE AREAS A AND E WITH NEW MEMBRANE & INSULATION SYSTEM
- 3) HIRE REI ROOF ENGINEERS TO DESIGN AND OVERSEE INSTALLATION

ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners
4 January 2021





ROOF REPORT

PENDER COUNTY COURTHOUSE RESTORATION
Report to Pender County Commissioners

4 January 2021



(END OF ROOF REPORT)



Pender County

Request For Board Action

DATE OF MEETING: January 4, 2021

REQUESTED BY: Justian Pound, Tax Assessor, Tax Assessor's Office

SHORT TITLE: Approval of Tax Releases and Refunds

BACKGROUND: Releases and refunds result from listing and assessing due to incorrect and incomplete information. Taxpayers will or have overpaid taxes. Board action rectifies the mistake. The refunds and releases are recommended as follows:

RELEASES OVER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
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NONE

REFUNDS OVER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
2019	BOATWRIGHT, KIP LYNN	203661453	153.77	SOLD
2019	HOWARD, THOMAS MELVIN JR	202690668	136.80	SOLD
2020	JORDAN, JAMES BERNARD	204448446	186.19	SOLD
2019	KERR, TYLER JAMES	202800819	136.80	MILTRY EXEMPT
2019	LASSITER, RONALD STUART	203239641	108.01	SOLD
2020	WEIMER, JUSTIN ROBERT	203925726	127.62	MILTRY EXEMPT

TOTAL REFUNDS OVER \$100 \$849.19

RELEASES UNDER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
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NONE

REFUNDS UNDER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
2019	BALON, GARY DAVID	204160683	57.60	SOLD
2019	BARNHILL, TERRI DELOISE	203753988	14.41	DESTROYED
2019	BARNHILL, TERRI DELOISE	203753991	11.31	DOUBLELIST
2019	BRYANT, HAYWOOD CLINTON	203564274	75.32	SOLD
2019	CAMACHO, SONIA CONSUELO	203753886	5.97	SOLD
2020	CANTRELL, KRYSTAL RIO	270527348	55.25	ADJSTD VALUE
2019	CARR, JIMMY WAYNE	270985038	33.98	SITUS
2019	CARR, JIMMY WAYNE	270985220	4.23	SITUS
2020	CARR, JIMMY WAYNE	270985224	8.19	SITUS

2019	CAVILEER, CHRISTINE	203433582	1.26	SOLD
2019	CHUNG, ERIC JUNE	203925732	45.17	SOLD
2019	CORBETT, GENETTA FENNELL	203346186	12.53	SOLD
2019	COWAN, DEBORAH DELGARBINO	202800564	6.26	DESTROYED
2019	D&J PROPERTIES OF HAMPSTEAD	203925735	38.37	SOLD
2019	DULEBOHN, MARTHA JANE	203161380	14.99	SOLD
2019	FLATHMAN, WILLIAM EDWARD	204160416	79.21	SOLD
2020	HOLDEN, NEAL ROBERT	270984636	57.61	SITUS
2019	LEE, IVEY NICK	202895208	14.80	SOLD
2019	LUNDEMOEN, BJORN KRISTIAN	202895895	20.55	SOLD
2019	MERRICK, MELINDA DENISE	203564493	12.15	SOLD
2019	NELSON, DIANE LYNN	202895157	4.56	SOLD
2019	RAMSEY, MICHAEL KEITH	272597512	7.03	SITUS
2019	TALL TIMBER TREE SERVICE	270527148	1.40	SITUS
2019	TALL TIMBER TREE SERVICE	270527240	1.04	SITUS
2019	TEACHEY, JASON BRIAN	204056844	68.54	SOLD
2019	WALKER, JENNIFER GOSNELL	204160266	26.99	SOLD
2020	WOLF, CHRISTOPHER REINHOLD	203433450	34.12	SOLD
2020	WOLF, DINA MARIE	203661246	18.53	SOLD
2020	WOLF, UTE MARIA	203433459	99.21	SOLD

TOTAL REFUNDS UNDER \$100	\$830.58
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TOTAL OF ALL RELEASES	NONE
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TOTAL OF ALL REFUNDS	\$1,679.77
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Pender County Budget Ordinance Amendment

Thursday, December 3, 2020

Date Thursday, December 3, 2020
Fiscal Year FY 2020-2021 **Fund** 12 - DSS
Division, Program, Project, etc. LIEAP Pandemic Funds **Department** 100097 - LOW INCOME ENERGY ASST PROG

Purpose of Request
North Carolina received an additional \$25 million Low Income Home Energy Assistance Program (LIHEAP) funding as a result of the Coronavirus Aid, Relief, and Economic Security (CARES) Act that was passed due to COVID-19. A portion of the CARES Act funds will be used for LIEAP to issue automatic payments to a target population that received a LIEAP payment in 2019-2020. This automatic payment will help continue social distancing efforts and eliminate face to face contact for the more at-risk population.

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	12	349950	126713.02
2			
3			
4			
5			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	100097	461418	126713.02
2			
3			
4			
5			
6			
7			
8			
9			
10			

Total Revenues 126713.02 **Total Expenditures** 126713.02

Budget Amendment Balances when Zero. 0

Prepared By: Savannah Hubach **Email** shubach@pendercountync.gov



Pender County Budget Ordinance Amendment

Wednesday, December 16, 2020

Date Wednesday, December 16, 2020

Board Meeting Date (If Applicable) Monday, January 4, 2021

Fiscal Year FY 2020-2021 Fund 10 - GENERAL

Division, Program, Project, etc. BOE CARES Act Funding Department 430 - BOARD OF ELECTIONS

Purpose of Request
Cares Act funds specified for One Stop Worker bonus pay at a rate of \$19.56 per day worked.

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	430-348185	Cares Act	\$19579.56
2			
3			
4			
5			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	430-400950	Bonus	\$19579.56
2			
3			
4			
5			
6			
7			
8			
9			
10			

Total Revenues 19579.56 Total Expenditures 19579.56
Prepared By: Susan Williams Email srwilliams@pendercountync.gov



Pender County Budget Ordinance Amendment

Wednesday, December 16, 2020

Date Monday, January 4, 2021

Board Meeting Date (If Applicable) Monday, January 4, 2021

Fiscal Year FY 2020-2021

Fund VARIOUS

Division, Program, Project, etc. Water Plant Generator & WWTP Flood Control Berm projects

Department 072 - WATER OPERATIONS

Purpose of Request

On October 21, 2019, the Board approved the use of \$420,000 as a local match of funds for the proposed Water Plant Generator (natural gas) and Wastewater Plant Flood Control Berm. These funds are being held in reserve to be used with grant funds we are seeking from the US Economic Development Administration, to address issues faced in the aftermath of Hurricane Florence. The 80% Hurricane Florence Disaster Relief grant program has unfortunately ran out of available funds before reaching Pender County's priority level. We then requested that the application be considered for CARES Act (Coronavirus) funding, but that program also exhausted its available funding prior to our consideration.

PCU is now proposing to resubmit the project for regular EDA Title IX assistance. This program provides up to a 75% grant, so to be considered, Pender County must obligate the additional 5% (\$105,000) to the project for a total local match of \$525,000 for the estimated \$2,100,000 project.

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	59-399000	Capacity Fees Fund Balance	105000
2	83-397062	Contrib from Capacity Fees	75000
3	88-397062	Transfer from Cap Fees Fund	30000
4			
5			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	59-409077	Transfer to WTP Fund	75000
2	59-409078	Transfer to PCP WWTP	30000
3	83-407400	Capital Outlay	75000
4	88-407460	Construction	30000
5			
6			
7			
8			
9			
10			

Total Revenues 210000 Total Expenditures 210000

Prepared By:

Kenny Keel

Email

kkeel@pendercountync.gov

**RESOLUTION ESTABLISHING JUST COMPENSATION FOR SELECTED REAL
PROPERTY IN PENDER COUNTY'S HURRICANE FLORENCE HAZARD MITIGATION GRANT PROGRAM**

WHEREAS, it has been certified by C. Nathan King and Associates as the County's contract appraisers for the Hurricane Florence Hazard Mitigation Grant Program (HMGP) that all properties listed below have been appraised in accordance with State law, Uniform Standards for Professional Appraisal Practice (USPAP) guidelines, and HMGP program guidelines; and

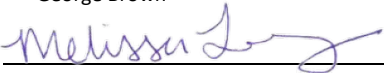
WHEREAS the County has copies of said appraisal reports in its possession that have been reviewed and found to be accurate and reliable;

THEREFORE BE IT RESOLVED, that Just Compensation is hereby established by the Pender County Board of Commissioners, for the following parcels:

Owner Name	Parcel Identification Number (PIN) of Parcel to be Acquired	Street Address	Established Fair Market Value
Mark and Barbara Thrift	3247-72-5460-0000 & 3247-72-6297-0000	106 Old River Acres EXT	\$229,000

This 4th day of January, 2021.

Board Chairman: 
George Brown

Clerk to the Board: 
Melissa Long



Pender County Request for Board Action

TO: Board of County Commissioners

FROM: Carolyn Moser

DATE: January 19, 2021

SUBJECT: Approval for a Purchase Order to LabCorp of America Holdings in the amount of \$85,000 for Fiscal Year 2020-2021.

SUMMARY:

The Health Department has exceeded the number of lab tests expected with LabCorp of America Holdings than planned and budgeted for this fiscal year. This is due to the high demand of COVID testing. We are requesting approval of a budget amendment as well as a purchase order in the amount of \$85,000 to LabCorp of America Holdings. The Health Department receives federal funding from HRSA (Health Resources and Services Administration) and reimbursement from insurance to assist with costs.

ACTION REQUESTED:

To consider approving the attached budget amendment and a purchase order in the amount of \$85,000 to LabCorp of America Holdings for Fiscal Year 2020-2021.



Pender County Budget Ordinance Amendment

Friday, January 8, 2021

Page 2 of 4

Date Friday, January 8, 2021
Board Meeting Date (If Applicable) Monday, January 18, 2021

Fiscal Year FY 2020-2021 Fund 11 - HEALTH
Division, Program, Project, etc. Laboratory Department 900077 - LABORATORY

Purpose of Request
Transfer funds to cover COVID Testing in Laboratory to Lab Corp.

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	11-370012	Fees / Child Health	20000.00
2	11-370008	Fees/Women's Health	-5000.00
3	11-376003	STD/Communicable Disease	-5000.00
4	11-375043	Fees/Immunization	-5000.00
5	11-370023	Fees/Maternal Health	-5000.00

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	900077-404500	Contracted Services	43470.00
2	900051-400400	Temporary Wages	-5000.00
3	900052-400400	Temporary Wages	-5000.00
4	900053-400400	Temporary Wages	-3470.00
5	900057-400400	Temporary Wages	-5000.00
6	900060-400400	Temporary Wages	-5000.00
7	900061-400400	Temporary Wages	-5000.00
8	900065-400400	Temporary Wages	-5000.00
9	900076-400400	Temporary Wages	-5000.00
10	900077-400400	Temporary Wages	-5000.00

Total Revenues 0 Total Expenditures 0

Budget Amendment Balances when Zero. 0

Prepared By:

Donna Ramos

Email

dramos@pendercountync.gov



Pender County Budget Ordinance Amendment

Friday, January 8, 2021

Page 4 of 4

DateFriday, January 8, 2021

Board Meeting Date (If Applicable)Monday, January 18, 2021

Fiscal YearFY 2020-2021Fund11 - HEALTH

Division, Program, Project, etc. LaboratoryDepartment900077 - LABORATORY

Purpose of Request
Transfer funds to cover COVID Testing in Laboratory to Lab Corp.

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	11-375076	Fees/Adult Health	45000.00
2	11-370020	Fees/Dental Health	-5000.00
3	11-370011	Fees/Mobile Dental	-40000.00
4			
5			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	900077-404500	Contracted Services	41530.00
2	900060-407400	Capital Outlay	-35000.00
3	900078-400400	Temporary Wages	-5000.00
4	900053-405500	Training	-1530.00
5			
6			
7			
8			
9			
10			

Total Revenues0

Total Expenditures0

Budget Amendment Balances when Zero.0

Prepared By:Donna Ramos

Emaildramos@pendercountync.gov



Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Travis Henley
DATE: January 19, 2021
SUBJECT: Approval of Contract for Demolition Services - HMGP Hurricane Matthew and HMGP Hurricane Florence Expedited Acquisition.

SUMMARY:

As part of the multiple iterations of the Hazard Mitigation Grant Program (HMGP) Pender County is currently administering, the County has acquired twelve (12) residential properties to mitigate future flood losses - one (1) as part of the Hurricane Matthew HMGP effort, and eleven (11) as part of the Hurricane Florence HMGP Expedited Acquisition Project, with an additional ten (10) to be acquired in the near future. Following closing of these properties, it is the County's responsibility to restore the respective sites to their natural state to assist with floodplain function and capacity, a state in which they will remain in perpetuity.

The Pender County Board of Commissioners previously approved an award for a portion of the demolition services for twelve of the twenty-two properties on November 2, 2020. Additional questions raised by Staff following the award led to a desire to rebid the project, and to advertise the entire scope of the project instead of piecemeal. As such, Staff and the Consultant (Insight Planning and Development, formerly known as Holland Consulting Planners, Inc.) advertised for demolition services through local newspaper (Pender-Topsail Post and Voice) as well as placed the advertisement on the County website and mailed the advertisement to regional contractors. The project was advertised as two separate groups (Group A and Group B).

In total, there were four responses to the first group, and three responses to the second group, all submitted through a sealed-bid process, and 4 Seasons Demolition was selected as the lowest responsible bidder for both groups. Therefore, Staff is recommending that the Board consider the proposal and award a contract in the amount of \$120,700.00 (Group A) and \$169,500.00 (Group B) for demolition services for the attached list of properties. Funding to complete this project is provided through the various previously approved HMGP grant agreements on a reimbursement basis and is covered through federal and state funds, through the following funds: 60-407441-6463

(Hurricane Matthew HMGP) and 60-407441-6467 (Hurricane Florence HMGP).

ACTION REQUESTED:

To consider awarding contracts in the amount of \$120,700.00 (Group A) and \$169,500.00 (Group B) to 4 Seasons Demolition for demolition services as part of the Hurricanes Matthew and Florence HMGP projects.

ATTACHMENTS:

1. Demolition Contract Award Memorandum
2. Bid Tabulations



MEMORANDUM

To: Daniel Adams CFM, Floodplain Administrator
From: Chip Bartlett, HMGP Project Manager
Date: December 31, 2020
Re: Demolition Contract Award – Pender County Buyout Programs

Background:

The County has received HMGP & Public Assistance (PA) funding related to Hurricanes Matthew & Florence for the purpose of clearing structures that were acquired by Pender County as part of the Acquisition (Buyout) Programs.

A bid opening for twenty-two (22) structures, two groups of eleven (11) including twelve (12) rebids, was held on December 30, 2020. The bid opening notice was advertised in the Pender-Topsail Post & Voice and on the Historically Underutilized Businesses (HUB) website, in addition to being mailed out to regional contractors.

Bids were received from four (4) contractors for Group A: Harris Services of NC; Timberline Forestry, LLC; Dutch Built Homes; and 4 Seasons Demolition; and three (3) contractors for Group B: Timberline Forestry, LLC; Dutch Built Homes; and 4 Seasons Demolition. The lowest lump sum bid for Group A and Group B was received from 4 Seasons Demolition.

We are recommending a lump sum contract award for the demolition of these eleven (11) properties in Group A be made to the Low Bidder as follows:

- 106 Old River Acres Drive Ext, Burgaw
- 300 White Oak Drive, Burgaw (Rebid)
- 324 White Oak Drive, Burgaw (Rebid)
- 615 River Bend Drive, Burgaw
- 3573 Croomsbridge Road, Burgaw (Rebid)
- 8485 NC Highway 53 East, Burgaw (Rebid)
- 8549 NC Highway 53 East, Burgaw (Rebid)
- 177 Riverview Drive, Burgaw
- 1081 River Bend Drive, Burgaw (Rebid)
- 521 Old River Acres Drive Ext, Burgaw
- 266 White Oak Drive, Burgaw

Lump Sum Bid: \$120,700.00 from 4 Seasons Demolition

We are recommending a lump sum contract award for the demolition of these eleven (11) properties in Group B be made to the Low Bidder as follows:

- 248 Canetuck Road, Currie
- 324 Morgan Cove Road, Burgaw
- 386 Thankful Road, Rocky Point (Rebid)
- 1241 S. Holly Shelter Estate Road, Rocky Point (Rebid)
- 1255 S. Holly Shelter Estate Road, Rocky Point (Rebid)
- 5302 Heading Bluff Road, Currie
- 23895 Highway 210, Currie (Rebid)
- 5376 Heading Bluff Road, Currie
- 5484 Heading Bluff Road, Currie (Rebid)
- 11 Whitestocking Road Ext., Burgaw
- 380 Canetuck Road, Currie (Rebid)

Lump Sum Bid: \$169,500.00 from 4 Seasons Demolition

Please note that these contract award amounts are still within the existing demolition budget for these units. Prompt approval of these contract awards are needed to allow us to move forward with the timely removal of these flood damaged structures.

Attachments: Bid Tabulations

Insight Planning + Development, LLC
Final Bid Tabulation - Group A

Page 5 of 6

Project:		Pender County Expedited HMGP-Florence/Matthew				Bid Opening Date				12/30/2020
Case File #		Occupant/Address		Contractors/Bids						
				Harris Services of NC	Timberline Forestry, LLC	Dutch Built Homes	4 Seasons Demolition			
1	106 Old River Acres Drive Ext, Burgaw, NC	\$22,195.00	\$24,895.28	\$15,200.00	\$12,500.00					
3	300 White Oak Drive, Burgaw, NC (Rebid)	\$22,640.00	\$19,195.28	\$12,500.00	\$10,500.00					
5	324 White Oak Drive, Burgaw, NC (Rebid)	\$18,310.00	\$19,195.28	\$10,500.00	\$9,800.00					
8	615 River Bend Drive, Burgaw, NC	\$23,900.00	\$29,133.39	\$14,500.00	\$7,800.00					
14	3573 Croomsbridge Road, Burgaw, NC (Rebid)	\$24,300.00	\$28,658.39	\$18,000.00	\$15,800.00					
16	8485 NC Highway 53 East, Burgaw, NC (Rebid)	\$17,565.00	\$21,795.28	\$9,000.00	\$8,400.00					
17	8549 NC Highway 53 East, Burgaw, NC (Rebid)	\$16,460.00	\$18,776.22	\$11,500.00	\$9,400.00					
19	177 Riverview Drive, Burgaw, NC	\$28,530.00	\$28,983.39	\$21,000.00	\$18,500.00					
20	1081 River Bend Drive, Burgaw, NC (Rebid)	\$22,288.00	\$24,395.28	\$16,000.00	\$9,500.00					
21	521 Old River Acres Drive Ext, Burgaw, NC	\$17,280.00	\$26,520.28	\$11,500.00	\$9,800.00					
24	266 White Oak Drive, Burgaw, NC	\$28,745.00	\$19,195.28	\$15,500.00	\$8,700.00					
	LUMP SUM TOTAL	\$242,213.00	\$260,743.35	\$155,200.00	\$120,700.00					
Bid Proposal Form		X	X	X	X					
Bid Summary Form		X	X	X	X					
Insurance Certification		X	X	X	X					
Contractor's Bid Qualification Form		X	X	X	X					

Bids Opened By: _____ on file (Signature) Witnessed By: _____ on file (Signature)

Yellow Highlight = Low Bid

Insight Planning + Development, LLC
Final Bid Tabulation - Group B

Project: Pender County Expedited HMGP-Florence/Matthew		Bid Opening Date 12/30/2020							
Case File #	Occupant/Address	Contractors/Bids							
		Harris Services of NC	Timberline Forestry, LLC	Dutch Built Homes	4 Seasons Demolition				
2	248 Canetuck Road, Currie, NC	NO BID	\$19,738.11	\$13,000.00	\$7,800.00				
4	324 Morgan Cove Road, Burgaw, NC	NO BID	\$25,614.33	\$25,500.00	\$15,800.00				
6	386 Thankful Road, Rocky Point, NC (Rebid)	NO BID	\$25,614.33	\$22,000.00	\$23,500.00				
10	1241 S. Holly Shelter Estate Road, Rocky Point, NC (Rebid)	NO BID	\$23,514.33	\$13,000.00	\$9,100.00				
11	1255 S. Holly Shelter Estate Road, Rocky Point, NC (Rebid)	NO BID	\$23,514.23	\$16,000.00	\$14,200.00				
15	5302 Heading Bluff Road, Currie, NC	NO BID	\$20,076.22	\$26,000.00	\$23,000.00				
18	23895 Highway 210, Currie, NC (Rebid)	NO BID	\$25,776.22	\$12,500.00	\$21,600.00				
22	5376 Heading Bluff Road, Currie, NC	NO BID	\$28,564.33	\$23,000.00	\$19,600.00				
23	5484 Heading Bluff Road, Currie, NC (Rebid)	NO BID	\$18,126.22	\$10,500.00	\$12,100.00				
25	11 Whitestocking Road Ext., Burgaw, NC	NO BID	\$29,214.33	\$10,500.00	\$11,600.00				
A6	380 Canetuck Road, Currie, NC (Rebid)	NO BID	\$19,738.11	\$10,500.00	\$11,200.00				
	LUMP SUM TOTAL	N/A	\$259,490.76	\$182,500.00	\$169,500.00				
Bid Proposal Form		X	X	X	X				
Bid Summary Form		X	X	X	X				
Insurance Certification		X	X	X	X				
Contractor's Bid Qualification Form		X	X	X	X				

Bids Opened By: _____ on file _____ (Signature) Witnessed By: _____ on file _____ (Signature)

Yellow Highlight = Low Bid



Pender County Request for Board Action

TO: Board of County Commissioners

FROM: Trey Thurman

DATE: January 19, 2021

SUBJECT: Resolution to Amend the Operating Agreement and Lease Agreements related to Pender Memorial Hospital to address their transition/assignment from New Hanover Regional Medical Center to its successor, Novant Health New Hanover Regional Medical Center, and to extend these for two years.

SUMMARY:

The lease agreement and operating agreement with Pender Memorial Hospital is scheduled to end July 2021. The Board is being requested to extend both the lease agreement and operating agreement for the hospital. The agreements are not attached as they are being finalized and will be distributed to the Board prior to the meeting for review.

ACTION REQUESTED:

To consider a Resolution extending the lease and operating agreements for Pender Memorial Hospital for two years or as amended.



Board of Commissioners

George R. Brown, Jr., Chairman
Archibald "Fred" McCoy, Vice Chairman
Jaqueline A. (Jackie) Newton
David A. Piepmeyer
J. David Williams, Jr.

County Manager

Chad McEwen
County Attorney
Carl W. "Trey" Thurman, III
Clerk to the Board
Melissa Long

Resolution to Amend the Operating Agreement and Lease Agreements related to Pender Memorial Hospital to address their transition/assignment from New Hanover Regional Medical Center to its successor, Novant Health New Hanover Regional Medical Center, and to extend these for two years.

WHEREAS, Pender County entered into an extension agreement on July 8, 2019 with New Hanover Regional Medical Center (NHRMC) for the lease and operation of Pender Memorial Hospital, with agreements to expire July 17, 2021; and

WHEREAS, The assignment of these agreements from NHRMC to its successor company, Novant Health New Hanover Regional Medical Center, in connection with closing the transaction with Novant Health, anticipated to occur and be effective as early as February 1, 2021, so that business continues as usual under the successor company; and

WHEREAS, approval of this resolution will effectuate the two-year extension of the Operating and Lease Agreement from July 17, 2021 to July 17, 2023 to ensure continuity of hospital operations and support.

NOW, THEREFORE IT BE RESOLVED that the Pender County Board of Commissioners approve the extension of the lease and operating agreements for Pender Memorial Hospital for a period of two years.

Adopted this the 19th day of January 2021.

George R. Brown, Chairman
Pender County Board of Commissioners

ATTEST:

Melissa Long
Clerk to the Board



Pender County Request for Board Action

TO: Board of County Commissioners

FROM: Chad McEwen

DATE: January 19, 2021

SUBJECT: Reconsideration of the Cost Per Copy Management Program with Systel.

SUMMARY:

Systel has submitted a contract that is substantively different in two material areas than the RFP submittal they provided and was the basis for the Boards approval on January 4, 2021. The two changes that Systel has made are that:

- The response time listed in the contract is 4 hours, however RFP and Proposal indicate a 2 hour response. Systel's response was that their company average response time in this market is a minimum 2 hours or less but they contractually commit to a maximum 4 hours or less or provide a credit to the customer in the amount of "XXX" should it ever occur. Systel stated that they still commit to and strive to exceed or response time of 2-2.5 hours or less but do feel it's important to put a maximum to abide by.
- The contract also added language that indicates unexpected low or excessive periods of non-usage not meeting minimum volume specifications may be assessed base rental fee. Neither minimum specifications or the fee are defined. Pender County requested this portion be removed altogether so as to only have rate for cost-per-copy arrangement. Systel responded that their pricing was based on volumes represented as estimated volumes of the county provided in the RFP and this language is intended as an effort to make sure Systel is protected in the event volume is substantially different then the bid document. Systel stated that they are open to different language but need to make sure there is not a considerable difference in actuals vs what the county provided along with the 2019 invoice (defined as more than 20% less than the per device average volume in the bid document) and base rental fees vary but for a 60 month contract is typically \$60/unit per month, or roughly 70% of the CPC rate at the represented volume, whichever is in better favor to the customer. The language in our proposal on adding/deleting devices has typically helped cover this but with a request to remove this, Systel can avoid picking up devices not

being used in lieu the minimum base access fee and is what other major account customers have found more favorable as well.
Based on these changes, staff is requesting that the Board take another look at this and reconsider their decision. The RFP scorecard and analysis are attached for the Board's review.

ACTION REQUESTED:

To reconsider the Board's decision of the Cost Per Copy Management Program with Systel.

Cost Per Copy Program - RFP 201009-1008 Score Sheet

Cost Per Copy Pricing	Respondents Name					Current Rates
	CopyPro	Toner Exchange	Systel	Systel - KM	CopyPro Extension	
B/W Pricing	0.02365	0.01845	0.0149	0.0189	0.0187	0.0237
Color Pricing	0.035	.034/.036/.038	0.0395	0.041	0.041	0.0419
Rating Factor	Respondents Name					
	CopyPro	Toner Exchange	Systel- HP	Systel - KM	CopyPro Extension	
	Score	Score	Score	Score	Score	
Proposal Content	26	25	26	26	26	
Price Proposal	7	28	35	14	21	
Suitability	28	27	20	21	26	
Vendor willingness to modify equipment	32	33	24	24	31	
Timeline/Schedule	30	27	29	29	31	
Vendor record	31	27	25	25	30	
Quality of Service	32	32	27	29	32	
Interview(if applicable)						
TOTAL	186	199	186	168	197	

7 Committee Members scored using the following scale. Scores above reflect each Proposal's score out of a possible 245 maximum score.

- | | |
|---|--|
| 0 | Totally unresponsive, does not meet minimum requirements. |
| 1 | Well below average, barely meets minimum requirements. |
| 2 | Slightly below average, meets minimum requirements. |
| 3 | Average, meets minimum requirements, exceeds minimum requirements in some areas. |
| 4 | Above average, exceeds minimum requirements in many or all areas. |
| 5 | Outstanding, far exceeds minimum requirements in most areas. |

REQUEST FOR PROPOSALS



Cost Per Copy Program

RFP # 201009-1008

Date of Issue: October 9, 2020

Deadline for Questions: October 23, 2020

Answers Provided: October 30, 2020

Proposals Due: November 6, 2020 by 5:00 PM (EST)

Issued for:

**Pender County Information Technology Services
805 S. Walker St. #1437
Burgaw, NC 28425
Phone: 910.259.1260**

Issued By:

**Trisha Newton, Purchasing Agent
Pender County Finance
805 S. Walker St. #1578
Burgaw, NC 28425
Phone: 910.259.1281**

NOTICE TO BIDDERS

Sealed proposals, subject to the conditions made a part hereof, will be received at this office (**805 S. Walker Street, Burgaw, NC 28425**) until **5:00 p.m. Eastern Standard Time on Friday, November 6, 2020**, for furnishing and delivering the commodity as described herein.

Bids submitted via facsimile (FAX) machine or Email in response to this Request for Proposals are not acceptable. **Please refer to page 4** for information on submitting your proposal.

EXECUTION

In compliance with this Request for Proposals, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices proposed for the option, which Pender County will choose. By executing this bid, I certify that this bid is submitted competitively and without collusion (G.S. 147-33-100).

Failure to execute/sign bid prior to submittal shall render bid invalid. Late bids are not acceptable.

BIDDER:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	TOLL FREE TEL. NO
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

Offer must be valid for 120 days from date of bid opening unless otherwise stated here:

_____ days.

Request for Proposals

Comprehensive Multi-Functional Copier/Printing Cost per Copy Program For Pender County Government Burgaw, North Carolina

The purpose of this Request for Proposals (RFP) is to obtain pricing for and selection of a vendor to provide a Cost Per Copy Program for Pender County. The vendor shall provide the County with a multi-function copier and printer solution based on a fixed price per copy countywide.

The County is requesting pricing for a 60 month term covering a mix of black and white (B&W) and color machines. The awarded vendor shall provide additional equipment as needed and update or replace equipment as requested by the County during the term of the contract at the same rate and within the same term as the original contract. All additions must be new and meet the definition of page 8, Section A: Multi-Function Machines: Item 2.

The vendor will propose to the County the latest technology in printers and copiers, model and number of multi-function machine, printer, and print devices needed, per department, based on current inventory/volume. The vendor will be responsible for implementing the correct size machine, delivery, set-up, assembly, check-out, service, providing operator training and the necessary operating manuals. Please see page 21, Appendix A, for the "Current Multi-Function and Printer Inventory List".

The County prefers not to use separate printers and faxes as a multi-function solution. However, there are some locations that will need a designated network printer.

The contract will be awarded to the vendor deemed to have submitted the best overall proposal on the basis of the factors included in the RFP. The County may cancel the RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. The award document will be a contract incorporating by reference all the requirements, items and conditions of the RFP.

I. Procurement Process

A. Timetable:

The County expects to undertake the selection process according to the following schedule. Please note that dates are approximate and are subject to change.

Release of RFP:	Friday, October 9, 2020
Deadline for Vendor Questions:	Friday, October 23, 2020
Answers to Vendor Questions:	Friday, October 30, 2020
RFP Due Date:	Friday, November 6, 2020 at 5:00 PM
Anticipated Award Date:	Monday, December 7, 2020

B. Interpretations and Clarifications:

Questions or clarification of this RFP must be made in writing and addressed to Trisha Newton, Purchasing Agent at the phone number or e-mail address listed below. Please reference the RFP page and topic.

Trisha Newton, Purchasing Agent
Finance Office
Pender County Government
Phone: (910) 259-1281
E-mail: newton@pendercountync.gov

C. Submission of RFP:

One (1) original, and one (1) electronic file on CD media of the proposal shall be submitted by no later than **Friday, November 6, 2020 at 5:00 p.m.** to:

Trisha Newton, Purchasing Agent
Pender County Finance Department
805 S. Walker St. Burgaw, NC 28425

- **Proposals should be clearly marked “RFP #201009-108 for Pender County Cost Per Copy Program”.**
- When received, all proposals and supporting materials, as well as correspondence relating to the RFP, shall become the property of the County. **Proposals sent by fax or email will not be accepted.**
- As allowed under NCGS 143.129.8, proposals will not be made available to inspect or copy until the contract has been awarded.
- In submitting a proposal, it is understood by the vendor that Pender County reserves the right to reject any and all proposals and to waive any irregularities or informalities in proposals when to do so is in the best interest of Pender County.
- Any proposal may be withdrawn or modified by written request of the vendor, provided such request is received by the County at the designated address **prior** to the date and time set for receipt of proposals.
- If a proposal includes any propriety data or information, such data or information must be specifically identified as such **on every page** on which it is found. Data or information so identified will remain confidential to the extent allowed by North Carolina law pursuant to GS 132-1.2 and will be used by Pender County personnel solely for the purposes of evaluating proposals and conducting contract negotiations.

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, Pender County reserves the right to change the conditions, requirements and specifications as it deems necessary.
- No proposals will be accepted from any person or organization that is in arrears for any obligation to Pender County, or that otherwise may be deemed irresponsible or unresponsive by County staff or the Pender County Board of Commissioners.
- All prices quoted must be firm for a period of 120 (one hundred twenty) days following the proposal deadline.
- The cost of preparing a response to the RFP will not be reimbursed by the County.
- All proposals should include all necessary brochures of proposed equipment.
- No agreements with any selected vendor shall be binding until a contract is signed and executed by the County manager and authorized representatives of the vendor.

D. Proposal Content:

Proposals should contain the following information:

- Cover letter presenting the vendor's understanding of the project, a summary of the approach to be undertaken to perform the services, as well as a summary of the costs to provide the services. It should be signed by an individual authorized to execute binding legal documents on behalf of the vendor and include the name, address, telephone number and fax number of the vendor along with the name, title, address, telephone and fax numbers of the executive that has the authority to contract and the company point of contact with the County.
- The vendor shall submit an executive summary, which shall, at a minimum, include an identification of the proposed project team, responsibilities of the project team, and a summary of the proposed services. The summary should also highlight aspects of the proposal which make it superior or unique in addressing the needs of the County.
- Vendor shall include information concerning experience with similar cost per copy or multi-function machine projects. In addition, please describe why you feel that your services, from a technical and functional perspective, are the best fit for the County.
- Describe how your organization shall fulfill the County's requirements for a program designed to meet the current and future needs.

- Define each model of machine proposed including:
 - Manufacturer
 - Model
 - Minimum number of impressions per month acceptable to keep machine in place
 - Maximum number of impressions per month for this machine
 - Picture of the proposed device
- Describe how changes to the contract, including machine additions and deletions, would be handled administratively and operationally.
- Identify the page count. What is one “tic”? What is more than one?
- Describe the approach your company will take for training end users on the equipment.
- Describe the approach your company will take to implement the equipment across the County.
- Describe the approach your company will take for supplies replenishment.
- Describe the approach your company will take to resolve service issues with equipment under the contract.
- Describe how your scanning solution will work.
- Describe how your faxing solution will work.
- Describe how your network printing solution will work.
- Describe your tools for managing the devices and how the Local Government Point of Contact and IT personnel could utilize these tools.
- Describe the security features of the products you are proposing in relationship to denying access to the County’s network for each of the functions it performs.
- Describe what your timeline would be, if your organization was awarded the contract to install all multi-function machines and printer, software, drivers, connectors, and setup equipment.

E. Pricing:

The County is requesting a fixed cost per copy price contract for both black & white and for color copies. All supplies, such as staples should be included in the fixed cost per copy price. The cost per copy price doesn't include paper. Paper will be furnished by the County. The vendor may also submit an alternate solution based on the department information spreadsheet.

Requirements:

- Please provide how you arrived at the black & white and color cost per copy per click.
- Upgrades and requested options shall be specifically identified during the first month of the addition to the County invoice.
- No third-party leasing or billing will be acceptable.
- All supplies will be covered by the vendor with the exception of paper.
- All additions later in the contract term will be at the same price, term, and conditions of the original award. All additions must be new and meet the definition of page 8, Section A: Multi-Function Machines: Item 2.
- The vendor must identify in the proposal all occasions when charges are not covered by the contract and present a proposed range of charges.
- The vendor may not increase right the cost per copy rate at any time during the contract. However, the vendor may at any time evaluate the usage and offer a lower rate or lower the rate based on technology standards and advancements.

II.THE SELECTION PROCESS

A. Award of contract:

- Upon review of proposals, the County will select a single vendor to provide the services sought within the content of this RFP. Pursuant to G.S. 143-129.8, the County will award a contract to the vendor that submits the best overall proposal, as determined by the County. Negotiations may be undertaken with the vendor whose proposal is the best overall and whose understanding, qualifications, experience, technical approach, and financial terms show them to be qualified, responsible and capable of providing the services.
- The contract awarded as a result of this RFP will be selected based on the most advantageous to the County and that best meets the needs of Pender County. The contract will not necessarily be awarded to the respondent with the lowest overall cost proposal or lowest overall cost per copy.

B. Selection Criteria:

- Proposals will be evaluated and scored by a committee consisting of information technology personnel and various departmental personnel on the basis of the following criteria, which will be accorded equal weight:
 - o Suitability of proposed items for purpose intended.
 - o Ability of vendor and willingness of vendor to modify equipment and processes as needed based on the County's needs.
 - o Ability of vendor to meet the time schedule of the project. Preference will be given to proposals demonstrating an ability to carry out the tasks and responsibilities outlined in the proposal in a prompt and efficient manner.
 - o Vendor record or performance and integrity. Preference will be given to respondents demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP.
 - o Vendor's service record. Preference will be given to respondents demonstrating the ability to respond to maintenance and service tasks and responsibilities outlined in the proposal in a prompt and efficient manner. Proposals should outline the respondent's specific responsibilities for installation, operation, maintenance and repair of equipment and systems following installation and should demonstrate the ability of the respondent to provide service on both a routine and an emergency basis.
 - o Overall response to the proposal.
- The evaluation committee may conduct interviews with the finalists to clarify information provided in the proposals. Vendors will be notified if an interview is needed with them.
- Following the criteria listed in G.S. 143-129.8 and 143-135.9, the County will make a final selection based on the evaluation committee's recommendation and other factors the County deems to be in its best interest, which factors shall be recorded.

III. SCOPE OF WORK

The County wishes to take advantage of the latest advances in technology for print devices and multi-function machines. The vendor should consider user-friendly functionality, supplies replenishment, and equipment service as critical components of the

RFP. Multi- function machines will be right-sized as deemed appropriate by the County's point of contact and the vendor during the term of the contract.

Any and all enterprise-wide licenses for any and all software, hardware, and connectors required to perform copy, print, scan, and fax functions must be included in your pricing structure so that all County employees can utilize the devices without additional costs. It is expected that all multi-function machines and printers will be connected to the respective networks and that all employees will utilize them. Any software, hardware, or connector's necessary for all employees, approximately 400, to utilize all aspects of the equipment must be included in your proposal.

If your solution requires any additional servers, computer hardware, and/or software it must be included in your proposal and pricing structure and should be clearly identified as additional equipment required for your solution.

Department count volumes given in this RFP are approximate; no minimum number of impressions per machine or for the total contract is implied or guaranteed. Historical volumes are offered to aid in the forecasting of equipment needs and the cost of fulfilling the contract. All vendors desiring to exercise this option should contact Trisha Newton by email at tnewton@pendercountync.gov. Average monthly volume over the past twelve (12) months are provided on Appendix A.

The County will provide electrical service and network wiring for equipment installed at the beginning of the contract. All locations that may need the higher 20 amp outlet must be identified within the RFP response. The appropriate County point of contact must approve, in writing, all new equipment installations requiring any changes to monthly charges for the County. If the County requests a change in equipment requiring changes in electrical outlets, the cost to perform the electrical work of network connection will be the responsibility and expense of the County.

It is essential that the vendor understand the needs of the County departments will change over the contract period. The successful vendor must reflect a plan for moving and changing equipment to meet these changing needs as they occur, without additional cost for the services provided. The County must have the ability to add or delete machines from the contract and modify machine requirements as our internal needs change over time. All additions must be new and meet the definition of page 8, Section A: Multi-Function Machines: Item 2.

The vendor is solely responsible for maintaining and servicing all equipment installed at the County and seeing that all features of the machine are in working order at all times during the term of the contract with the County.

The awarded vendor shall be responsible for replacing the present equipment with minimal disruption to County operations.

A. Multi-Function Machines:

- Proposals that give the County flexibility in changing machine size and requirements easily, and without additional cost during the term of the contract will be given priority.
- All multi-function machines and printers installed at the beginning of the contract must be new machines and all machines are to be current retail models and digital with the latest technology. A “new” machine is defined as newly assembled for first-time use with new components and manufactured within six months of the date of the contract award. No factory-refurbished machines will be accepted. Pender County may request new machines for its departments without limitation on the number or type of proposed machines during the term of the contract at no additional cost. If the manufacturer you are proposing has introduced a new model in any level and has the older model still available as a current product, you must offer the County only the newest model as part of the bid. The County wants the newest available technology. All additions must be new and meet the definition of page 8, Section A: Multi-Function Machines: Item 2.
- All equipment added to the contract after the Effective Date must be approved in advance by way of a written contract amendment prepared by the vendor and signed by the County Manager.
- Additional machines at no cost to the County will be added as needed by the County during the term of the contract.
- The title (ownership) of each multi-function machine and printer will remain with the awarded vendor and never be passed on to Pender County. In addition, Pender County will not be responsible for any taxes other than applicable sales taxes.
- All equipment proposed must have a meter or other device to measure impressions that will be able to be accessed for easy reading. In addition, the user must be able to separate the meter monthly counts by department and B&W and color usage. The equipment console display must signal the user of the need for paper, toner, developer, or of the occurrence of paper jams and/or misfeeds. Controls should also include exposure adjustments for print quality.
- Upon the contract award, it will be the vendor’s responsibility to ensure that the equipment proposed for each location is capable of fitting into the space provided, and the voltage supply and electrical plug are adequate for the machines being proposed. Changes of electrical outlets or the addition of network connections will be coordinated with the County Point of Contact, as needed, at the expense of the County. The vendor will not be required to supply a multi-function machine to any location at which the County does not approve a network connection.

- Due to HIPAA regulations, hard drives must be destroyed using methods that are fully compliant with HIPAA. The provider must sign a contract that states it will follow appropriate procedures to protect the data until it is destroyed and then follow documented processes and procedures for the destruction of the data. Finally, the provider will also provide documented proof of the destruction of the data. Data Security Kits must be installed on all machines.

B. Multi-Function and Printer Supplies:

- All supplies (i.e. staples), maintenance items, and repair parts relating to equipment proposed in this proposal are the sole responsibility of the vendor, with the exception of paper. All parts supplied by the vendor will be Original Equipment Manufacturer (OEM) for the term of the contract, no generic parts will be allowed. The vendor is required to monitor toner levels remotely and provide automatic toner replacement to the department in need without requiring a formal request from the County. The vendor will be responsible for keeping an adequate stock of supplies and repair parts so that no County department has an unreasonable delay in productivity.
- A system such as, FMAudit will be used to automate and monitor meters, status, and service alerts on printers, copiers and MFP's. The vendor is required to install, configure, and manage FMAudit. The vendor will ensure there are no delays or issues caused by the lack of toner and supplies replenishment. FMAudit will be configured by the vendor to ensure they are notified of low toner volume and supplies. It is acceptable for the vendor to supply the County with extra toner and supplies.
- Power cords, surge protectors (if required), network connection cords, and any other required cords or connection devices, must be provided for each unit; multi-function machine and printer by the vendor.

C. Scanning:

- All multi-function machines under the contract will have the ability to scan documents into a minimum of:
 - o TIFF
 - o JPEG
 - o PDF
- Single-pass duplex scanning will be preferable.
- It is expected that all multi-function machines, regardless of model, will have the ability to scan documents at a minimum of 600 x 600 dpi.
- It is expected that all multi-function machines will have the ability to connect to the County's e-mail system user listing via Active Directory and scan to e-mail using any of the file formats listed above.
- It is expected that all multi-function machines will be able to scan to network

file shares.

- Scanning functions should be configurable from the network and all devices should include a software package that allows for device management. The ability to scan in color, even from a monochrome-printing multi-function machine, is preferred.
- The vendor must include any software or hardware needed to complete the proposed scanning services in their proposal as part of the standard pricing program.

D. Faxing:

- The County uses RightFax as an electronic faxing solution. The county requires multi-function machines that can send faxes through analog phone lines, VoIP, or RightFax.
- The County requires all multi-function machines to have the RightFax connector installed and configured to send faxes using the integrated RightFax connector. All connectors must be configured by the vendor to interface with the County's RightFax system.
- All outbound faxing will be provided at no cost to the County. All inbound faxing resulting in a printed impression and any printed fax confirmation page will be an impression for purposes of invoicing under the contract. Each vendor must include any hardware, software, or licensing needed to complete the proposed fax services in their proposal as part of the standard pricing program.
- The multi-function machine must have a secure fax modem, meaning that it cannot be used by unauthorized individuals to gain access to documents or to the county's network. Please document how the multi-function machines in your proposal are protected from this type of intrusion. Also, please document any security risks that may need to be addressed with RightFax connectors and the multi-function machines.

E. Document Management System:

- The County currently uses Laserfiche Document Management System. All multi-function machines must have a connector to interface with Laserfiche.
- The awarded Cost Per Copy Program vendor will be responsible for ensuring all Laserfiche connectors on all multi-function machines are installed and configured properly.

F. Network Printing:

- Each multi-function machine must be able to print documents at a minimum of 600 dpi.

- All network printing to multi-function machines and printers must be invoiced to a specific department by use of account code set up.
- The County is interested in using Active Directory to identify employees for use at all network devices.
- Note in your proposal if a stand-alone print server is required or if the device will function as just another printer on the network. Any required hardware such as a print server or required software must be included in your proposed costs. All Multi-Function machines and printers must have an internal network card.

G. Department Charges:

Each device must support the ability to program access codes for the purpose of distributing monthly costs at the County level. This capability must be available for both copy and print items. The County may consider relaxing this requirement for the smallest model when used only within one department and program. The ability to associate access codes to Active Directory groups or users will be preferable.

H. Paper:

- All multi-function machines and print devices must have the ability to effectively utilize 20 lb. xerographic bond paper and a range of other paper of various weight and finishes, **including recycled paper**, with at least thirty percent (30%) post-consumer fiber.
- Machine levels three and up must have the ability to accommodate card stock at 110 lb. The level one machine must be able to accommodate card stock at 67 lb. or 90 lb.
- No equipment may be proposed which requires special or coated paper.

I. Addition of Multi-Function Machines During Installation:

Every attempt has been made to identify and correctly determine the need of all County departments; however, machines will likely be missed during the preparation of this RFP. The vendor must allow equipment to be added to the contract without any change in the cost-per-impression. Also, some departments may wish to upgrade the equipment they have been assigned in this RFP and must be allowed to do so at no additional cost to the County. No machine upgrades will be allowed to take place without the approval of the County Point of Contact and a written amendment to the contract. All additions must be new and meet the definition of page 8, Section A: Multifunction Machines: Item 2.

J. Multi-Function and Printer Service:

The vendor must devise and clearly explain a procedure for service and maintenance for all machines. Vendor will devise and clearly explain a Service Call System that will benefit the County and work within the vendor's capabilities. The Service Call System must provide the following at a minimum:

- Each County department will notify the vendor directly when an issue arises.

- The IT department will troubleshoot network problems that could affect the multi-function or Laser Jet printers from printing. If no issues are found this information will be reported to the County Department to include with their work order request to the vendor.
- The vendor must have, at a minimum, a service response program that is available from 8:00AM to 5:00PM Monday through Friday. All calls to the vendor and field/service technician placed between 8:00AM to 5:00PM Monday through Friday must be answered immediately by a representative of the vendor.
- The vendor response service program at minimum shall include a phone call within one hour to the requestor who made the service request and a technician on site within two (2) hours from the initial call for service.
- If the service technician cannot repair the machine at the initial service call, a sign must be affixed to the machine giving a date and time the machine will be back in service.
- The vendor must provide Pender County access to a computerized Service Call System (SCS) to track service calls and their status. The County point of contact or designee will access this system, via a website over the internet. The SCS must be able to generate reports for service history by machine. The SCS must be able to report, in hours, how long each machine experienced downtime per call and must be able to give a total number of hours downtime, by machine, per month. The SCS must be capable of reporting problems by machine on a monthly basis. The SCS must be kept up to date at all times during the contract with accurate information about each machine's location, service history, identification number, and machine features.
- The vendor must address how to cover service for departments that have after hour emergencies (i.e. Emergency Management, Emergency Operation Center, ITS, Library, Sheriff's Office, 911 Center, Jail, and Utilities) without any additional charges to the County.
- A Service Technician shall be employed by the vendor with adequate training and available time to service the County's needs. A back-up Service Technician must be in place at all times during the contract, at no additional cost to the County, in case of illness or other reasons the assigned Service Technician is not available to meet the needs of the County.
- The Service Technician must notify the requestor of the service request upon completion of all service requests.

K. Replacement of faulty machines:

- Once a copier or printer has been identified by Pender County as a faulty machine, the machine shall be replaced immediately at the discretion of the

County point of contact with a new multi-function printer, same make and model or a new superior model. All additions or replacement multi-function machines and printers must be new and meet the definition of page 8, Section A: Multi-function Machines: Item 2. A loner multi-function machine or printer must be provided to prevent any downtime.

L. Optional Services to be awarded separately- NOT required to respond to RFP or for award of Pender County's Cost Per Copy contract

- Pender County is seeking a Cloud-Based Fax Solution to replace our current on-premise electronic fax solution (RightFax). If your company offers such a solution, please outline the solution in as much detail possible to include all applicable costs. In addition, faxing to said cloud solution from MFP units, and end-user computers desired.
- Pender County utilizes the Office 365 environment to include OneDrive for Business and SharePoint Online. Pender is seeking a solution that would allow end-users to scan documents from the MFP units to their OneDrive for Business locations and/or SharePoint Online. If your company offers such a solution, please outline the solution in as much detail possible to include all applicable costs.

IV. ADDITIONAL COUNTY REQUIREMENTS

- A.** Vendor shall maintain insurance from companies licensed to write business policies in North Carolina, with an A.M. Best rating of "A" or higher, and acceptable to the County, of the kinds and minimum amounts specified below.

Certificates and Notice of Cancellation. Before commencing work under this contract, vendor shall furnish Pender County with certificates of all insurance required below. Certificates shall indicate the type, amount, class of operations covered, effective date and expiration date of all policies, and shall contain the following statement:

"The insurance covered by this certificate will not be cancelled or materially altered, **except after thirty (30) days written notice** has been received by Pender County".

The Certificate of Insurance, naming Pender County as an additional insured on Vendor's Commercial General Liability and Auto Liability Policies, shall be further evidenced by an actual endorsement furnished to the County from the insurer within thirty (30) days of the signing of the contract between the vendor and the County.

- 1. Workers Compensation and Employers Liability Insurance.** Covering all of the vendor's employees to be engaged in the work under this contract, providing the

required statutory benefits under North Carolina Workers Compensation Law, and employers liability insurance providing limits at least in the amount of \$100,000/500,000/100,000 applicable to claims due to bodily injury by accident or disease.

2. Commercial General Liability. Including coverage for independent vendor operations, contractual liability assumed under the provisions of this contract, products/completed, operations liability, and broad form property damage liability insurance coverage. The policy shall provide liability limits at least in the amount of \$1,000,000 per occurrence, combined single limits, applicable to claims due to bodily injury and/or property damage. **Pender County shall be named as an additional insured under this policy.**

3. Automobile Liability Insurance. Covering all owned, non-owned and hired vehicles, providing liability limits, at least in the amount of \$1,000,000 per occurrence combined single limits, applicable to claims due to bodily injury and/or property damage.

B. Indemnify the County:

Vendor agrees to protect, defend, indemnify and hold the County, and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, recoveries, costs, charges, and other expenses or liability of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and or the performance hereof. Vendor further agrees to investigate, handle, respond to, and provide defense for any such claim at his sole expense.

C. Termination of Contract:

The County reserves the right to cancel the contract at any time by giving a thirty (30) day written notice. This is in addition to a fiscal year end cancellation caused by lack of funding. Any cancellation as described herein will not be considered a breach of contract and will not be subject to penalty payments or multi-functional and LaserJet printers removal charges.

Required or Recommended Minimum Device Specifications

Multi-Functional Copier Devices For Pender County, Burgaw,

NC Black/White/Color Multi-Functional Copier/Printer

Original Copy Size:	For all units; 5.5 x 8.5, 8.5 x 11, 8.5 x 14, and 11 x 17.
Types of Originals:	Typed pages, invoices, drawings, ledgers, checks, photocopies, handwritten forms (pencil/ink), magazines, book text, FAX copy, photographs, transparencies
Image:	Zoom feature for reduction/enlargement, lighten/darken
Feeder:	Automatic
Finisher:	See specific copier/printer
Duplex:	All copiers/printers must have automatic feed with duplex two-sided copying ability.
Power:	110 – 120-volt, 220 volts where applicable
Meter Capacity:	Meter operation
Console stand:	Included where applicable

Required Features:

1. All units shall be network capable for print, copy, fax and scan. Scanning options shall not create a click charge. No additional hardware will be required for faxing, scanning, copying or printing.
2. Printer language must be PCL 6 and compatible with Postscript level II and III.
3. All units must have a minimum of 512 MB RAM.
4. Must have Graphical User Interface (GUI) access through the web to allow for monitoring copier functions such as viewing paper supply, toner supply, staples supply, copiers status, and online reading of meters.
5. Must be able to scan images to e-mail, network file share, and FTP.
6. All units should provide standard FAX modem with 33.6 Kbps minimum if requested by departments.
7. All units must meet ISO 15408 Security Standards.

Other Features for consideration:

1. Recommended Network Authentication (based on ADS/LDAP) to control usage and access.
2. Additional storage, if available, must be encrypted and only readable by that device.
3. Secure Print for confidential printing.
4. Some multifunction printers will be connected to an AS/400 and requiring IPDS.
5. Finishers - possible requirements: 10 bin, 20 bin, Stapling, Hole punch, Large capacity paper trays, Convenience stapler, Pamphlet Folder.
6. Wide format plotters.
7. Coin-Op (Library)

Color Multi-Functional Copier/Printer

With the increased demand for full color copying and printing, departments have requested access to color copying. These devices will be used by departments to accommodate their current need for black and white copying, printing, faxing, and scanning as well as for full color output. The County will attempt to centralize devices between departments/divisions. There are a several locations that require a designated color capable copier. The monthly click charge for full color copies and prints will be billed based on the color copy count for that machine. The County must be able to separate the B&W and color count per machine and department code. The black and white click charge must be the same as all other monochrome photocopiers.

Administrative Requirements

- A.** Vendor must provide a single designated account manager to work with Pender County as a point of contact who will have full authority over the contract, equipment and personnel who will be assigned to Pender County. This individual should have experience in the Multi-Function Machine/copier and printer business with a background in service, sales and management.
- B.** Vendor must include a list of any additional personnel, their contact information, and what their role and responsibilities are that will be assigned exclusively to Pender County.
- C.** The vendor must provide one invoice in an Excel spreadsheet or other agreed upon format emailed to the appointed County contact monthly. The invoice terms will be Net 30. The monthly invoice will include all costs associated with the monthly cycle counts from departments. The invoice shall, at minimum, include:
 - Invoice number
 - Bill/Invoice date
 - Department name and location
 - Machine serial number and ID number
 - Machine make/model
 - Current meter reading
 - Previous meter reading
 - B/W volume for month
 - Color volume for month
 - Service copy counts performed by vendor (applied as credit)
 - Total month volume
 - Dollar amount for each machine
 - Total of all machines???
- D.** The vendor will be required to gather monthly or quarterly copy counts for each multi-function machine and printer. An electronic invoice will be submitted on a monthly/quarterly basis, in arrears, for the actual number of copies produced.

Request for Proposals Bid Sheet

Comprehensive Multi-Functional Copier/Printing Cost per Copy Program For Pender County, Burgaw, NC

Bid furnished by: _____

Address: _____

Telephone #: _____ Fax #: _____

Tax ID #: _____

I (we) have carefully examined the Bid Information, reviewed the Bid Specifications, and all Addenda and therefore furnish the bid proposal as shown below.

BID PROPOSAL:

Sixty (60) month contract

Price Per Copy Black & White: \$ _____

Price Per Copy Full Color: \$ _____

NOTE: Black & white copies made on color photocopiers will be quoted at the same Price Per Copy rate as the Black & White rate listed above.

Name of Point of Contact dedicated to Pender County:

Name	Phone Number	Email
------	--------------	-------

Provide names of personnel and their responsibilities who will be dedicated to Pender County:

Name	Responsibility
_____	_____
_____	_____
_____	_____

Provide 3 references for whom you have done business with in the last (3) three years
(preferred consideration for County/City entities):

Name of Contact	Company	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of Bid Proposal: _____

By: _____
Authorized signature

Printed Name: _____

Title: _____

Address: _____

Phone: _____

Mobile: _____

Fax: _____

E-mail: _____

**Pender County's Cost Per Copy Program
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**Appendix A
Current Multi-Function and Printer Inventory List**

Department	Area/Location/Room	Address	City	Device ID	Make	Model number	Current Accessories	Average Volume-Last 12 months	Fax Board/Right Fax
County Manager									
	Back Room	805 S Walker Street	Burgaw	EQU4020	Konica Minolta	Bizhub C554e	F5534 WITH SD511 PLUS RU513 FINISHER/KMBS PK 520 HOLE PUNCH/KMBS PC 410 LCC CABINET - see new # A2XM019	1822	Right Fax Connector
Elections									
	Central MFP	807 Walker Street	Burgaw	EQU3792	Konica Minolta	Bizhub C308	F5534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	13477	Right Fax Connector
Emergency Management									
	Emergency Operations Center	805 Ridgewood Avenue	Burgaw	EQU4022	Konica Minolta	Bizhub C554e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	794	Right Fax Connector & Fax Board
	Emergency Operations Center- Planning	805 Ridgewood Avenue	Burgaw	EQU10259	Kyocera	Ecosys M3645SdnXX		0	
	Emergency Operations Center- Finance	805 Ridgewood Avenue	Burgaw	EQU10260	Kyocera	Ecosys M3645SdnXX		0	
	Emergency Operations Center- Operations	805 Ridgewood Avenue	Burgaw	EQU10266	Kyocera	Ecosys M3645SdnXX		16	
	Fire Marshal-Tommy Batson	805 Ridgewood Avenue	Burgaw	EQU4123	Kyocera	FS-2100DN		56	
	Deputy Fire Marshal- Josh Elixson	805 Ridgewood Avenue	Burgaw	EQU4188	Kyocera	FS-2100DN		79	
Extension Services									
	Central MFP	801 S. Walker Street	Burgaw	EQU4001	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	703	Right Fax Connector
	Mark Seitz	801 S. Walker Street	Burgaw	EQU4119	Kyocera	FS-2100DN		92	
Facilities & Fleet Services									
	Central MFP	210 S Bennett Street	Burgaw	EQU3787	Konica Minolta	Bizhub C308	F5534 WITH SD511 PLUS RU513 FINISHER/KMBS PK 520 HOLE PUNCH/DF-704 Dual Scan ARDF/KMBS PC 410 LCC CABINET - see new # A2XM019	1380	Right Fax Connector
	Vehicle Maintenance	210 S Bennett Street	Burgaw	EQU8410	Kyocera	FS-2100DN		324	
Finance									
	Finance	805 S Walker Street	Burgaw	EQU3960	Konica Minolta	Bizhub C308	F5534 + RU-513 Finisher/DF-704 Dual Scan ARDF/KMBS PC 410 LCC CABINET - see new # A2XM019	4013	Right Fax Connector
	Left	805 S Walker Street	Burgaw	EQU4117	Kyocera	FS-2100DN	PF-320 500 Sheet Feeder	2067	
	Carol Stewart/Payroll	805 S Walker Street	Burgaw	EQU4142	Kyocera	FS-2100DN		103	
Health									
	Animal Shelter	3280 New Savannah Road	Burgaw	UC1746	Konica Minolta	Bizhub C3350	FK-512 FAX KIT requires MK kit/MK-738 MOUNT KIT	3937	Right Fax Connector & Fax Board
	WIC	803 S Walker Street	Burgaw	EQU3802	Konica Minolta	Bizhub C368	F5534 + RU-513 Finisher/DF-704 Dual Scan ARDF/KMBS PC 410 LCC CABINET - see new # A2XM019	1033	Right Fax Connector
	Medical Records	803 S Walker Street	Burgaw	EQU3963	Konica Minolta	Bizhub C364e	F5534 + RU-513 Finisher/KMBS DF 701 DUAL ARDF/KMBS PC 410 LCC CABINET - see new # A2XM019	2353	Right Fax Connector
	Reception/Billing	803 S Walker Street	Burgaw	EQU3968	Konica Minolta	Bizhub C364e	F5534 + RU-513 Finisher/KMBS DF 701 DUAL ARDF/KMBS PC 410 LCC CABINET - see new # A2XM019	9546	Right Fax Connector
	Marjory Cooper	803 S Walker Street	Burgaw	EQU3969	Konica Minolta	Bizhub C364e	F5534 + RU-513 Finisher/KMBS DF 701 DUAL ARDF/KMBS PC 410 LCC CABINET - see new # A2XM019	1788	Right Fax Connector
	Eligibility	803 S Walker Street	Burgaw	EQU3979	Konica Minolta	Bizhub 4750	FS-P02 Finisher	643	Right Fax Connector
	Lab	803 S Walker Street	Burgaw	EQU3980	Konica Minolta	Bizhub 4750	FS-P02 Finisher/PF-P12 Cassette	1906	Right Fax Connector
	Immunization	803 S Walker Street	Burgaw	EQU3981	Konica Minolta	Bizhub 4750	FS-P02 Finisher	169	Right Fax Connector
	Nurse's Area	803 S Walker Street	Burgaw	EQU3991	Konica Minolta	BizhubC3350	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	1503	Right Fax Connector
	Dental	803 S Walker Street	Burgaw	EQU3995	Konica Minolta	BizhubC3350	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	1933	Right Fax Connector
	Child Health	803 S Walker Street	Burgaw	EQU3996	Konica Minolta	BizhubC3350	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	2034	Right Fax Connector
	Environmental Health	803 S Walker Street	Burgaw	EQU4003	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	2539	Right Fax Connector
	Admin	803 S Walker Street	Burgaw	EQU4019	Konica Minolta	Bizhub C554e	F5534 WITH SD511 PLUS RU513 FINISHER/KMBS PK 520 HOLE PUNCH/KMBS PC 410 LCC CABINET - see new # A2XM019	2185	Right Fax Connector
	S.Steele/Hallway	803 S Walker Street	Burgaw	EQU4023	Konica Minolta	Bizhub C554e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	7111	Right Fax Connector
	Health Promotions	803 S Walker Street	Burgaw	UC1709	Konica Minolta	Bizhub C3350	DK-P03 Copy Desk/MK-738 MOUNT KIT/FK-512 FAX KIT requires MK kit	1978	Right Fax Connector
	Environmental Health	15060 US Hwy 17	Hampstead	EQU3957	Konica Minolta	Bizhub C368	DF-704 Dual Scan ARDF/F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	1525	Right Fax Connector

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Environmental Health B/W	15060 US Hwy 17	Hampstead	EQU3966	Konica Minolta	Bizhub C364e	F5534 + RU-513 Finisher/DF-701 Dual Scan ARDF/DK 510 Enhanced Copy Desk	304	Right Fax Connector
Hampstead Annex Lab	15060 US Hwy 17	Hampstead	EQU3986	Konica Minolta	Bizhub C3850	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	373	Right Fax Connector
Dental	803 S Walker Street	Burgaw	EQU4120	Kyocera	FS-2100DN		352	
Jennifer Walker	803 S Walker Street	Burgaw	EQU4127	Kyocera	FS-2100DN		326	
Billing	803 S Walker Street	Burgaw	EQU4129	Kyocera	FS-2100DN		1352	
Marti Smith	803 S Walker Street	Burgaw	EQU4158	Kyocera	FS-2100DN		179	
Environmental Health	803 S Walker Street	Burgaw	EQU4161	Kyocera	FS-2100DN		0	
Health Director	803 S Walker Street	Burgaw	EQU4162	Kyocera	FS-2100DN		365	
Ashley Batts	803 S Walker Street	Burgaw	EQU4179	Kyocera	FS-2100DN		507	
Savannah Hubach	803 S Walker Street	Burgaw	EQU4191	Kyocera	FS-2100DN		408	
Donna Ramos	803 S Walker Street	Burgaw	EQU4202	Kyocera	P6035cdn		28	
WIC-Clerk's Office	803 S Walker Street	Burgaw	EQU6308	Kyocera	FS-2100DN		0	
WIC-Claudette's Office	803 S Walker Street	Burgaw	EQU6314	Kyocera	FS-2100DN		611	
WIC-Kimberly's Office	803 S Walker Street	Burgaw	EQU6317	Kyocera	FS-2100DN		443	
WIC Summary	15060 US Hwy 17	Hampstead	EQU4139		FS-2100DN		550	
Housing								
Central MFP	805 S Walker Street	Burgaw	EQU4000	Konica Minolta	Bizhub C3850F5	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	2202	Right Fax Connector
Human Resources								
Public Hallway	801 S Walker Street	Burgaw	EQU3970	Konica Minolta	Bizhub C368	F5534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	1674	Right Fax Connector
HR Office Hallway	801 S Walker Street	Burgaw	EQU3973	Konica Minolta	Bizhub C368	F5534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	342	Right Fax Connector
Library								
Coin Ops	103 S Cowan Street	Burgaw	EQU3951	Konica Minolta	Bizhub 284e	JAMEX COIN BOX/KMBS DF 624 ARDF/DK 510 Enhanced Copy Desk/JAMEX 57 BASE STAND FOR COIN BOX	1071	Right Fax Connector
Staff MFP	103 S Cowan Street	Burgaw	EQU3961	Konica Minolta	Bizhub C368	F5534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	1597	Right Fax Connector
Heritage House Coin Ops	108 S Cowan Street	Burgaw	EQU3952	Konica Minolta	Bizhub 284e	JAMEX COIN BOX/KMBS DF 624 ARDF/DK 510 Enhanced Copy Desk/JAMEX 57 BASE STAND FOR COIN BOX	429	Right Fax Connector
Coin Ops	75 Library Drive	Hampstead	EQU3950	Konica Minolta	Bizhub 284e	JAMEX COIN BOX/KMBS DF 624 ARDF/DK 510 Enhanced Copy Desk/JAMEX 57 BASE STAND FOR COIN BOX	348	Right Fax Connector
Staff MFP	75 Library Drive	Hampstead	EQU3985	Konica Minolta	Bizhub C3850F5	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	823	Right Fax Connector
Heritage House	103 S Cowan Street	Burgaw	EQU4132	Kyocera	FS-2100DN		45	
Public	103 S Cowan Street	Burgaw	EQU4203	Kyocera	P6035cdn	PF-510 500 Sheet Mult Purpose Feeder	2803	
Hampstead Library	75 Library Drive	Hampstead	EQU4197	Kyocera	P6035cdn		855	
Parks & Rec								
Shooting Range	8718 Shaw Highway	Rocky Point	EQU4825	Konica Minolta	Bizhub C258	DF-704 Dual Scan ARDF/KMBS PC 210 PAPER CABINET	0	Right Fax Connector
Planning & Community Development								
Central Permitting	15060 US Hwy 17	Hampstead	EQU3967	Konica Minolta	Bizhub 364e	F5534 + RU-513 Finisher/KMBS DF 624 ARDF/DK 510 Enhanced Copy Desk	549	Right Fax Connector
Central MFP	15060 US Hwy 17	Hampstead	EQU3974	Konica Minolta	Bizhub C368	F5534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	705	Right Fax Connector
Planning Conference Room	805 S Walker Street	Burgaw	EQU3972	Konica Minolta	Bizhub C368	F5534 + RU-513 Finisher/DF-704 Dual Scan ARDF/KMBS PC 210 PAPER CABINET	1114	Right Fax Connector
Inspections	805 S Walker Street	Burgaw	EQU3971	Konica Minolta	Bizhub C368	F5534 WITH SD511 PLUS RU513 FINISHER/KMBS PK 520 HOLE PUNCH/DF-704 Dual Scan ARDF/KMBS PC 410 LCC CABINET - see new # A2XM019	2069	Right Fax Connector
Register of Deeds								
ROD Office	300 E Fremont Street	Burgaw	EQU3958	Konica Minolta	Bizhub C368	F5534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	2737	Right Fax Connector
Vital Records	301 E Fremont Street	Burgaw	EQU3965	Konica Minolta	Bizhub C554e	F5534 + RU-513 Finisher/DK 510 Enhanced Copy Desk/KMBS DF 701 DUAL ARDF	679	Right Fax Connector
PUBLIC 4	302 E Fremont Street	Burgaw	EQU4116	Kyocera	FS-2100DN		0	
PUBLIC 2	303 E Fremont Street	Burgaw	EQU4136	Kyocera	FS-2100DN		155	
PUBLIC 1	305 E Fremont Street	Burgaw	EQU4149	Kyocera	FS-2100DN		0	
Shella Green	306 E Fremont Street	Burgaw	EQU4157	Kyocera	FS-2100DN		611	
Donna Kinto	307 E Fremont Street	Burgaw	EQU4160	Kyocera	FS-2100DN		478	
PUBLIC 3	308 E Fremont Street	Burgaw	EQU4181	Kyocera	FS-2100DN		6	
Brenda Treto	309 E Fremont Street	Burgaw	EQU4185	Kyocera	FS-2100DN		0	
Lori Kennedy	310 E Fremont Street	Burgaw	EQU4187	Kyocera	FS-2100DN		368	
Donna Barton	311 E Fremont Street	Burgaw	EQU4190	Kyocera	FS-2100DN		401	
Terri Creswell	312 E Fremont Street	Burgaw	EQU7137	Kyocera	M3040idn		194	

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Sheriff's Office									
		101 Vitamin Drive	Wilmington	EQU3994	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	559	Right Fax Connector & Fax Board
		104 N Walker Street	Burgaw	EQU7427	Konica Minolta	Bizhub C368	F5533 Finisher/FK - 514 Fax Kit/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	6361	Right Fax Connector & Fax Board
Jail Admin		104 N Walker Street	Burgaw	EQU3988	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	1805	Right Fax Connector & Fax Board
Det Hall		605 E Fremont Street	Burgaw	EQU3953	Konica Minolta	Bizhub C308	F5534 + RU-513 Finisher/FK - 514 Fax Kit/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	3441	Right Fax Connector & Fax Board
Dispatch		605 E Fremont Street	Burgaw	EQU3959	Konica Minolta	Bizhub C308	F5534 + RU-513 Finisher/FK - 514 Fax Kit/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	3276	Right Fax Connector & Fax Board
Admin-Main Hall		605 E Fremont Street	Burgaw	EQU4005	Konica Minolta	BIZHUB C454E	F5534 + RU-513 Finisher/KMBS FAX KIT FK511/KMBS PC 410 LCC CABINET - see new # A2XM019	4575	Right Fax Connector & Fax Board
Records		605 E Fremont Street	Burgaw	EQU4355	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	7050	Right Fax Connector & Fax Board
IT		605 E Fremont Street	Burgaw	EQU8607	Konica Minolta	Bizhub C3350	DK-P03 Copy Desk/MK-738 MOUNT KIT	12	Right Fax Connector & Fax Board
EOC Dispatch		805 Ridgewood Avenue	Burgaw	EQU4356	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	5	Right Fax Connector & Fax Board
SHERIFF DEPT--Hampstead Annex			Hampstead	EQU4354	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	966	Right Fax Connector & Fax Board
Courthouse		100 S. Wright Street	Burgaw	EQU7472	Kyocera	M3040idn		0	
Jeannie Coleman		605 E Fremont Street	Burgaw	EQU4180	Kyocera	FS-2100DN		337	
LEC		605 E Fremont Street	Burgaw	EQU4276	Kyocera	FS-2100DN		0	
Jail Kitchen		104 N Walker Street	Burgaw	EQU5687	Kyocera	P2135DN		43	
Civil Office		605 E Fremont Street	Burgaw	EQU10264	Kyocera	Ecosys M3645idnKX		321	
Jail		605 E Fremont Street	Burgaw	EQU5059	Kyocera	M6535CIDN		868	
Front Desk		605 E Fremont Street	Burgaw	EQU5075	Kyocera	M3540IDN		1924	
Captain Billy Sanders		605 E Fremont Street	Burgaw	EQU5433	Kyocera	FS-2100DN		53	
911-Jackie		605 E Fremont Street	Burgaw	EQU5688	Kyocera	P2135DN		163	
911-Sharon		605 E Fremont Street	Burgaw	EQU5690	Kyocera	P2135DN		40	
Major Collier		605 E Fremont Street	Burgaw	EQU9473	Kyocera	P2040DW		118	
Soil & Water									
	Priscilla Pierce	15060 US Hwy 17	Burgaw	EQU10288	Kyocera	M6035cidn		145	
Social Services									
Child Support Enforcement		305 S Walker Street	Burgaw	EQU4010	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/DK 510 Enhanced Copy Desk	3492	Right Fax Connector
East Wing South Hall MFP		810 S Walker Street	Burgaw	EQU4002	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	11224	Right Fax Connector
West Wing North Hall MFP		810 S Walker Street	Burgaw	EQU4008	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	6372	Right Fax Connector
West Wing Rm 108 MFP (E Gainey/A Gurganious office)		810 S Walker Street	Burgaw	EQU4009	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/DK 510 Enhanced Copy Desk	11254	Right Fax Connector
East Wing North Hall MFP		810 S Walker Street	Burgaw	EQU4011	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	2852	Right Fax Connector
East Wing North Hall 1 MFP		810 S Walker Street	Burgaw	EQU4012	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	11044	Right Fax Connector
East Wing North Hall 2 MFP(between bathrooms)		810 S Walker Street	Burgaw	EQU4013	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	3815	Right Fax Connector
West Wing North Hall 2 MFP (by bathrooms & mail station)		810 S Walker Street	Burgaw	EQU4014	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	5984	Right Fax Connector
West Wing MFP		810 S Walker Street	Burgaw	EQU4015	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	2208	Right Fax Connector
Day Care MFP-Back Trailer		810 S Walker Street	Burgaw	EQU4016	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	491	Right Fax Connector
West Wing North Hall 3 MFP		810 S Walker Street	Burgaw	EQU4017	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	2675	Right Fax Connector
Front Desk		810 S Walker Street	Burgaw	EQU4018	Konica Minolta	Bizhub C454e	F5534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	13906	Right Fax Connector
MAIN ENTRANCE / LEFT TURN AT DOUBLE DOORS / HALL		810 S Walker Street	Burgaw	EQU9389	Konica Minolta	Bizhub C3851FS	DK-P03 Copy Desk	4375	Right Fax Connector
Hampstead Annex MFP		15060 US Hwy 17	Hampstead	EQU3386	Konica Minolta	Bizhub 4750		602	Right Fax Connector
Hampstead Annex MFP		15060 US Hwy 17	Hampstead	EQU3978	Konica Minolta	Bizhub 4750	FS-P02 Finisher	304	Right Fax Connector
CSE STATE Printer		305 S Walker Street	Burgaw	EQU4138	Kyocera	FS-2100DN		714	
CSE STATE Printer		305 S Walker Street	Burgaw	EQU4167	Kyocera	FS-2100DN		2851	
Dorothy Beatty		810 S Walker Street	Burgaw	EQU4690	Kyocera	FS-2100DN		2022	
Kelli Anderson		810 S Walker Street	Burgaw	EQU4122	Kyocera	FS-2100DN		1595	
Pamela Henry-Smith		810 S Walker Street	Burgaw	EQU4124	Kyocera	FS-2100DN		1150	
Tammy Hatcher		810 S Walker Street	Burgaw	EQU4125	Kyocera	FS-2100DN		1100	
Bert Wilson		810 S Walker Street	Burgaw	EQU4126	Kyocera	FS-2100DN		0	
Celia Pigford		810 S Walker Street	Burgaw	EQU4128	Kyocera	FS-2100DN		908	
W3		810 S Walker Street	Burgaw	EQU4130	Kyocera	FS-2100DN		1250	
Melony Malone		810 S Walker Street	Burgaw	EQU4133	Kyocera	FS-2100DN		0	
Patricia Walker		810 S Walker Street	Burgaw	EQU4143	Kyocera	FS-2100DN		163	
DSS Director		810 S Walker Street	Burgaw	EQU4144	Kyocera	FS-2100DN		486	
Samantha Nixon		810 S Walker Street	Burgaw	EQU4145	Kyocera	FS-2100DN		23	
Sherry Horrell		810 S Walker Street	Burgaw	EQU4146	Kyocera	FS-2100DN		2886	
Armanda Graham		810 S Walker Street	Burgaw	EQU4147	Kyocera	FS-2100DN		68	
Cathy Ingram		810 S Walker Street	Burgaw	EQU4148	Kyocera	FS-2100DN		831	
Food & Nutrition		810 S Walker Street	Burgaw	EQU4150	Kyocera	FS-2100DN		0	

**Pender County's Cost Per Copy Program
Request for Proposal**

**Appendix A
Current Multi-Function and Printer Inventory List**

Page 27 of 45

Stephanie Summerland	810 S Walker Street	Burgaw	EQU4163	Kyocera	FS-2100DN		343	
Melinda Bradshaw	810 S Walker Street	Burgaw	EQU4164	Kyocera	FS-2100DN		570	
Nicole Maund	810 S Walker Street	Burgaw	EQU4165	Kyocera	FS-2100DN		889	
Aimee Watson-Green	810 S Walker Street	Burgaw	EQU4166	Kyocera	FS-2100DN		681	
Kristin Dombroski	810 S Walker Street	Burgaw	EQU4168	Kyocera	FS-2100DN		535	
Tonya Hooks	810 S Walker Street	Burgaw	EQU4169	Kyocera	FS-2100DN		772	
Adult Medicaid Supervisor	810 S Walker Street	Burgaw	EQU4170	Kyocera	FS-2100DN		1050	
Keisha Hooks	810 S Walker Street	Burgaw	EQU4182	Kyocera	FS-2100DN		153	
Leonora Corbett	810 S Walker Street	Burgaw	EQU4196	Kyocera	FS-2100DN		342	
Angelo Garcia	810 S Walker Street	Burgaw	EQU8611	Kyocera	ECOSYS P2040DW		379	
Aimee Watson-Green	810 S Walker Street	Burgaw	EQU8699	Kyocera	FS-2100DN		157	
Tax								
Main Tax Office	300 E Fremont Street	Burgaw	EQU3954	Konica Minolta	Bizhub C308		2237	Right Fax Connector
Appraiser	300 E Fremont Street	Burgaw	EQU3993	Konica Minolta	Bizhub 368		205	Right Fax Connector
tax collections BAST FRONT DOOR BEHIND COUNTERBoards	300 E Fremont Street	Burgaw	EQU3987	Konica Minolta	Bizhub C3850FS		1565	Right Fax Connector
TaxLaser2	300 E Fremont Street	Burgaw	EQU4121	Kyocera	FS-2100DN		377	
Marie Jackson	300 E Fremont Street	Burgaw	EQU4134	Kyocera	FS-2100DN		259	
TaxLaser1	300 E Fremont Street	Burgaw	EQU4189	Kyocera	FS-2100DN		893	
Sarah Pridgen	300 E Fremont Street	Burgaw	EQU4131	Kyocera	FS-2100DN		602	
TC-1	300 E Fremont Street	Burgaw	EQU4151	Kyocera	FS-2100DN		513	
Takia McIntire	300 E Fremont Street	Burgaw	EQU4152	Kyocera	FS-2100DN		368	
Tereca Crenshaw	300 E Fremont Street	Burgaw	EQU4153	Kyocera	FS-2100DN		430	
TC-2	300 E Fremont Street	Burgaw	EQU4154	Kyocera	FS-2100DN		312	
Back Room	300 E Fremont Street	Burgaw	EQU4172	Kyocera	FS-2100DN		11	
Kayla Southerland	300 E Fremont Street	Burgaw	EQU4173	Kyocera	FS-2100DN		0	
Sarah Pridgen	300 E Fremont Street	Burgaw	EQU4174	Kyocera	FS-2100DN		668	
Jo Woods	300 E Fremont Street	Burgaw	EQU4192	Kyocera	FS-2100DN		176	
Tourism								
Central MFP	106 E Wilmington Street	Burgaw	EQU4021	Konica Minolta	Bizhub C454e	FS534 WITH SD511 PLUS RU513 FINISHER/KMBS PK 520 HOLE PUNCH/KMBS PC 410 LCC CABINET - see new # AZXM019	604	Right Fax Connector
Tammy Proctor	106 E Wilmington Street	Burgaw	EQU7537	Kyocera	FS-2100DN		19	
Utilities								
WasteWater Treatment Plant	469 Quality Way	Wilmington	EQU6350	Konica Minolta	Bizhub 4750		263	Right Fax Connector
Clerks	605 E Fremont Street	Burgaw	EQU3977	Konica Minolta	Bizhub 4750	FS-P02 Finisher/PF-P12 Cassette	5938	Right Fax Connector
Public Utilities Office	605 E Fremont Street	Burgaw	EQU4004	Konica Minolta	Bizhub C454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # AZXM019	4422	Right Fax Connector
Water Treatment Plant	289 Quality Way	Wilmington	EQU3998	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	781	Right Fax Connector
Hampstead Annex Receptionist	15060 US Hwy 17	Hampstead	EQU3999	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	1602	Right Fax Connector
Clerk's Office	605 E Fremont Street	Burgaw	EQU4140	Kyocera	FS-2100DN	PF-320 500 Sheet Feeder	1358	
Veteran Affairs								
Roy's Office	805 S Walker Street	Burgaw	EQU3997	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	333	Right Fax Connector
Hampstead Annex	15060 US Hwy 17	Hampstead	EQU3990	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	681	Right Fax Connector
Total Devices Requesting		164						



RFP: Cost Per Copy Program

201009-108

ADDENDUM 1 - Questions and Answers

October 30, 2020

NOTICE: The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

QUESTIONS AND ANSWERS

Q1. When are you trying to install the new equipment???

A1. February 2021

Q2. I am inquiring about exercising our option to view the historical copy and print volumes of the County. How do you recommend we accomplish that?

A2. Just a reminder that Appendix A shows the average volume of the past 12 months. Attached (Appendix B) is the historical volumes from our current contract starting from May 2016 through September 2020.

Q3. Section III: Scope of Work: Pg. 9: Could you please provide the total B&W and Color volumes for the County for Jan –Dec of 2019 and 2018.

A3. See Appendix B issued at the time of this Addendum.

Q4. Section III: Scope of Work: Pg. 10: Can you please provide the total number of net new additional units that were added over the previous 5-year contract period?

A4. 18 New Devices: 10 B/W Printers; 1 Color Printer; 5 Desktop MFP's; 2 Standard MFP's

Q5. Appendix A: It appears as though during your last contract period there was a significant number of B&W copiers that were replaced with color copiers. For example, your 2015 RFP required mostly B&W copiers in DSS....they are mostly color now. When were these copiers replaced, why were these replaced and did the County pay additional funds outside the contracted CPC for these replacements?

A5. DSS has only 2 MFP's that print color. No replacements. At no time has the County paid additional fees beyond the cost per copy.

Q6. Section III: Scope of Work: A. Multi-Function Machines: Pg. 10: How are you confirming the following requirement?

Q6A. If the manufacturer you are proposing has introduced a new model in any level and has the older model still available as a current product, you must offer the County only the newest model as part of the bid.

A6A. If the current model is still available and will not be End-of Life (EoL) or End-of-Support (EoS) during the duration of the contract, then yes, a new "current" model may be used. If the current model is EoL/EoS during the duration of the contract, then a newer model must be provided.

Q6B. Will the current vendor be allowed to leave any existing equipment as part of their response to this RFP?

A6B. No. All equipment must be new.

Q6C. Does the County have any expansions or new buildings that are in the planning stages right now?

A6C. Yes, but we do not expect that it will have any impact on our cost per copy contract.

Q7. Section III: Scope of Work: D. Faxing: Pg. 12: What version of RightFax does the County currently use?

A7. RightFax version 10.6. On October 26th Right Fax will be upgraded to version 11.2.

Q8. Section III: Scope of Work: E. Document Management System: Pg. 12: What version of Laserfiche does the County currently use?

A8. Laserfiche version 10.3.

Q9. Section III: Scope of Work: E. Document Management System: Pg. 12: Does the County have a license for the Laserfiche Import Agent? If yes, which version is deployed?

A9. Yes, the County has a current Laserfiche Import Agent license. Current version is 10.3.

Q10A. Anticipated Date of award is December 7th, 2020 – The last RFP was awarded in February 2016 with a start (install) date April 2016. That was a 60-month contract term which would put the contract ending March 2021. When will the new Contract begin?

A10A. Contract to be awarded in December. Equipment installation, service and billing to begin in February 2021.

Q10B. What is the expected install date?

A10B. Install date – February 2021

After the contract is awarded, we will meet with selected Vendor to plan an implantation schedule to be completed no later than March 2021. We expect the Vendor to be prepared knowledge of potential delivery dates of equipment.

Q11. Surge Protectors: Page 11 Item C indicates Surge Protectors (if required); Is this a requirement by Pender County on any of the devices?

A11. Yes, on all devices (MFPs and printers).

Q12. Will you provide annual volume information over the term of the contract currently in place?

A12. Yes, See Appendix B.

Q13A. Cloud Fax: Page 15 Item L - How many Fax Numbers will be ported over to the Cloud Fax Server?

A13A. 33 currently being used by RightFax

Q13B. What kind of access cards do Pender County Employees carry? Are they magnetic swipe cards, HiD, etc.

A13B. HiD/RFID card

Q14. Can you please provide volumes broken out Color vs. Black and White?

A14. See Appendix B.

Q15. If we are unable to provide connectors for Right Fax, would you consider an alternate solution?

A15. No

Q16. If we are unable to provide the connectors for Laserfiche, would you consider an alternate solution?

A16. No

PLEASE SEE APPENDIX B issued October 30, 2020 for HISTORICAL VOLUME in pdf version.
Visit www.pendercountync.gov for an Excel file.

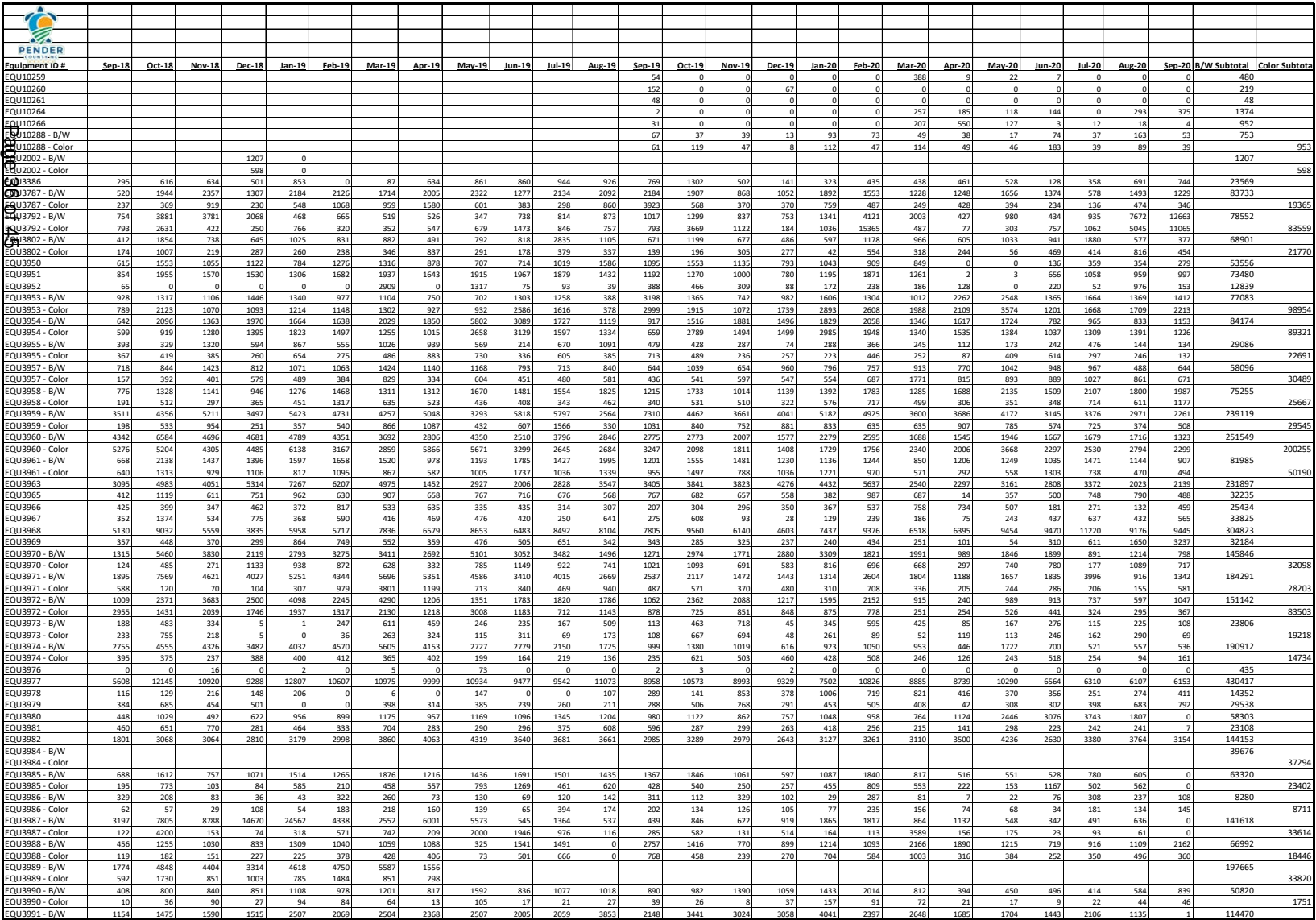
Addendum 2 is being issued to address questions from interested parties. Appendix B is being issued at the same time with historical volumes.

– END –

Equipment ID #	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	
EQU3991 - Color	1828	1284	658	1258	769	1123	851	648	1222	2739	302	1468	761	2348	1133	3615	1467	1638	424	551	474	634	773	284	897	705	491	690	
EQU3992 - B/W	1867	961	1313	1033	1962	576	779	421	285	140	382	298	419	1092	525	1079	1934	418	622	1189	1320	1360	767	0	306	776	1164	1199	
EQU3992 - Color	395	241	271	281	557	176	299	148	204	160	181	138	393	499	106	577	1042	314	402	365	396	465	396	2	374	364	484	530	
EQU3993 - B/W	94	118	74	32	146	131	184	80	85	44	42	174	86	488	82	58	269	39	276	40	2	17	20	11	2	3	242		
EQU3993 - Color	182	184	160	100	160	180	789	621	506	459	278	99	147	236	317	326	579	537	563	291	177	92	70	60	28	26	25	126	
EQU3994 - B/W	6233	6904	8392	10057	9254	10884	7566	10128	8945	9037	8961	8453	8505	9279	7694	11256	6962	7822	10689	9089	8998	6260	6163	7751	4888	1654			
EQU3994 - Color	6169	1665	21	17	16	25	47	52	28	11	52	9	22	10	48	47	5	64	31	28	21	19	4	65	2	0			
EQU3995 - B/W	3001	3946	3657	1548	2675	1234	4890	340	1913	1901	2518	2410	1865	2525	1986	2493	2528	1978	3105	1410	3870	1749	2578	2175	2255	2064	1850	2952	
EQU3995 - Color	827	797	1232	447	2126	635	1906	90	521	1214	1157	912	946	1560	1088	3181	492	449	769	420	1168	625	924	943	701	918	1275	1392	
EQU3996 - B/W	3995	2040	1311	2013	2360	2195	1246	1432	1881	1686	1435	1507	1424	1884	1993	2125	2712	1855	2471	1375	1658	1689	1964	1434	1823	1868	2479	1768	
EQU3996 - Color	1279	1167	952	1279	1075	737	631	952	965	893	1954	752	959	1706	1376	1177	1544	1360	957	808	963	1028	934	790	940	1018	1667	1478	
EQU3997 - B/W	231	66	70	55	42	82	48	32	43	47	221	23	56	43	27	80	49	57	48	40	40	48	60	41	42	112	46	197	
EQU3997 - Color	46	28	15	0	5	5	0	0	0	4	3	23	2	22	16	4	32	16	6	1	27	72	24	61	3	43	12	101	17
EQU3998 - B/W	619	362	448	512	399	386	160	643	712	549	1428	641	474	485	611	534	460	340	715	153	427	592	268	196	825	421	288	486	
EQU3998 - Color	998	675	519	400	258	285	73	986	404	418	453	398	605	507	252	416	311	329	1275	191	170	242	253	114	227	295	267	304	
EQU3999 - B/W	636	351	219	627	1278	1974	2029	2225	2477	2444	1752	1563	2019	2326	2169	2260	1954	1951	2134	1455	2185	2130	1968	2062	2190	1834	2214	2139	
EQU3999 - Color	108	35	20	38	44	168	38	69	166	126	173	79	32	30	95	81	121	142	203	88	172	175	210	187	149	159	138	163	
EQU4000 - B/W	6832	4086	3796	4008	3766	3171	3287	3553	4596	3631	4378	3338	3494	3736	3365	3626	4014	4396	3260	2786	2885	3354	4522	4002	5577	4376	2949	4539	
EQU4000 - Color	421	16	219	6	6	36	16	6	15	248	107	26	12	429	186	175	25	248	31	37	21	8	13	18	442	38	16	31	
EQU4001 - B/W	5864	1744	2754	13579	11530	2884	877	1336	4544	5400	10101	11595	16487	922	672	2575	14151	2711	3102	1579	4123	4563	5149	5541	2980	1220	620	786	
EQU4001 - Color	1178	172	544	929	2007	549	586	421	648	321	1105	222	454	1694	1891	482	738	763	1128	200	597	263	597	2420	426	1038	263	363	
EQU4002 - B/W	18828	14968	15967	13260	19346	11120	15338	17025	17784	16187	15754	13618	14814	11176	15935	14841	19233	19400	16020	21165	17943	15325	12411	15414	14498	16750	16253		
EQU4002 - Color	4833	4883	4506	11748	6359	9652	6096	8257	5369	6878	5276	3823	5235	4253	5439	3788	3601	4874	4598	2417	3987	3533	4133	2912	4022	4555	4083	4548	
EQU4003 - B/W	4248	3417	3210	3399	2839	3243	1939	2187	2574	3312	3559	4527	637	3349	2305	2687	4971	3068	2768	3213	2877	3293	3936	3295	3588	2821	2875	3861	
EQU4003 - Color	1531	1522	1686	1376	1138	2482	1044	1349	1205	1473	1437	1377	378	1964	1688	998	565	567	728	485	551	1015	5638	846	1116	1082	895	2737	
EQU4004 - B/W	1039	1033	781	867	1501	1127	724	963	1182	1579	1252	1160	1498	2160	686	1921	1717	1241	1553	936	868	1815	3236	1649	1436	1716	1328	1218	
EQU4004 - Color	568	774	913	623	722	559	544	664	690	653	929	706	1117	1274	882	1146	1257	1109	1199	822	606	1801	1681	992	1218	1210	1252	1218	
EQU4005 - B/W	4044	5894	2756	3204	5401	2960	2772	3204	1461	3619	2616	4618	2407	2818	3402	2678	4008	4344	3775	3543	2403	3101	3368	3733	3188	3314	2452	2506	3066
EQU4005 - Color	1272	1369	1129	1143	1058	816	973	1241	1259	539	1233	950	1057	1308	1539	1362	1289	1199	1591	1031	1736	1260	1294	1606	2854	1294	1010	1803	
EQU4008 - B/W	9702	7291	8304	7954	8394	6241	7285	10391	9678	5238	6807	7332	8330	9027	7516	6862	7556	9945	6596	7862	6380	8802	10467	9489	10591	8463	8749	8675	
EQU4009	6715	4298	3641	4889	5464	5309	5113	5073	5383	4709	5951	5743	5834	6871	5111	7123	6399	8054	7632	3317	4533	7021	7942	7467	6509	10615	7449	9518	
EQU4010	9090	6951	6092	7286	8236	6401	7055	6681	7396	6221	8295	6093	7371	7945	6228	4288	12170	8846	6074	6762	7867	7737	7081	6298	8280	7078	6757	7545	
EQU4011	8448	10025	10017	8947	8836	8247	9311	8185	8729	8243	9227	8385	10706	10657	9321	9124	11894	10408	9831	7191	7344	8813	7446	8495	7660	8622	7836	6652	
EQU4012	17757	11982	11113	15841	16321	14519	11615	13059	13169	14274	18248	11276	13813	10828	12781	15243	10709	11233	9504	8663	10324	11319	8921	10644	11416	11950	8537	9760	
EQU4013	14187	10764	11262	11820	10594	13048	12366	11514	14604	12353	9683	8461	14171	14482	11059	15884	12083	13062	11605	11306	12177	12171	11370	13291	12370	12655	14057		
EQU4014	14240	8531	19257	6177	6632	3336	5725	7435	7824	5461	7305	5415	5411	6209	6367	7348	7205	6678	5889	9151	6466	13006	10042	8451	11546	13749	12277	15843	
EQU4015	8036	6303	7745	7053	6317	6470	6635	4199	7751	6316	5697	5534	6410	5072	10872	9873	6438	7884	4965	3617	3636	6651	10163	6819	5647	5622	7445	7280	
EQU4016	9820	5871	5251	8717	6199	5161	5270	5146	7505	5714	6564	3745	4400	2349	1	161	2	2238	4	226	155	351	3303	179	641	938	463	326	
EQU4017	2559	2148	2261	2264	2660	2200	2628	3545	3784	3262	4438	4948	5428	3677	3153	4897	6370	6401	3167	3231	4780	6271	2379	2651	5036	2649	2802		
EQU4018	11235	10629	9902	10713	11597	11623	8622	7806	12234	11739	9479	11460	9631	7231	8843	9489	8578	11662	8695	10019	11975	10796	8556	12465	9922	14579			
EQU4019 - B/W	6209	2923	2482	4522	2212	5231	3361	3840	6355	5699	4463	3371	3642	4022	3356	3197	4754	2890	3974	3852	6224	2963	5018	2460	2240	2534	3044	5070	
EQU4019 - Color	4317	3438	1383	4651	3781	3417	3158	1212	4207	1502	2068	3822	1594	2550	3018	7372	4709	4796	3670	1700	5502	5305	6744	5422	2545	1924	2846	8329	
EQU4020 - B/W	7328	4061	2865	2319	2253	1859	3288	2174	1352	2254	5389	2666	2615	3279	1127	1303	933	1343	4776	513	1582	1431	1660	672	1471	1463	1403	1260	
EQU4020 - Color	2120	4142	5339	2411	1933	1244	4297	1655	1961	1617	5286	1950	2172	3716	1443	1538	1519	1930	4791	731	875	2964	1750	505	1938	1344	1395	1970	
EQU4021 - B/W	452	949	67	137	712	290	176	246	306	426	247	229	246	879	84	572	540	449	123	50	255	905	373	685	704	1155	427	372	
EQU4021 - Color	216	472	89	408	662	84	215	47	368	503	415	206	1193	586	645	83	716	256	543	1217	301	1136	770	1163	919	4029	350	615	
EQU4022 - B/W	806	344	507	90	81	8786	836	470	1021	1167	2768	911	671	524	662	663	552	964	840	296	531	719	358	1129	354	1159	1939	689	
EQU4022 - Color	177	122																											

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Equipment ID #	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	
EQU7137																								0	156	387	398	345	
EQU7186 - B/W																												32	
EQU7186 - Color																												61	
EQU7427 - B/W																											7943	8656	
EQU7427 - Color																											0	0	
EQU7472																								0	0	80	0	371	4
EQU7537																									6	250	156	163	279
EQU8410																													
EQU8607 - B/W																													
EQU8607 - Color																													
EQU8611																													
EQU8699																													
EQU9389 - B/W																													
EQU9389 - Color																													
EQU9473																													
FU728 - B/W																					3453	0	2226	1565	1537	1922	2631	2515	2470
FU728 - Color																					0	0	4746	1399	2302	1858	2302	2243	2688
NH234 - B/W								1031	760																				
NH234 - Color								264	394																				
NH235 - B/W																													
NH235 - Color																													
NH336 - B/W	2844																												
NH336 - Color	188																												
UC1524 - B/W													2411																
UC1524 - Color													891																
UC1709 - B/W																													
UC1709 - Color																													
UC1746 - B/W																													
UC1746 - Color																													
*Blank cells reflect Added/Removed equipment through term of contract																													
*Install began April 1; May reflects install through first billing cycle																													



Equipment ID #	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	B/W Subtotal	Color Subtotal
EQU3991 - Color	40	240	342	648	907	787	1053	545	436	324	805	845	590	538	755	1066	909	939	1273	823	1286	1346	360	740	0		49232
EQU3992 - B/W	48	207	1343	3058	815	498	413	232	209	304	87	219	79	162	32	0	0	0	0	2	3	0	37	1	0	31736	
EQU3992 - Color	110	96	639	334	613	285	269	163	219	580	193	88	71	232	83	0	0	0	0	0	2	0	29	0	0		13766
EQU3993 - B/W	2	2	3	17	38	35	28	44	407	363	267	377	398	680	334	300	464	117	89	121	392	541	73	77	104	8114	
EQU3993 - Color	22	11	80	70	278	317	179	136	336	561	638	442	239	400	78	216	299	93	73	162	196	595	57	211	87		13094
EQU3994 - B/W					0	0	1884	614	590	438	194	816	1072	396	311	486	201	168	402	325	296	294	596	0	0	220907	
EQU3994 - Color					0	0	843	271	270	250	233	212	279	189	231	218	475	498	526	210	390	410	225	231	0		14439
EQU3995 - B/W	1130	2279	1434	1522	1720	2023	2328	2827	3180	2527	1588	2680	1203	2224	1752	1876	2135	2593	1634	162	33	54	877	1015	1662	109874	
EQU3995 - Color	337	706	570	230	540	459	674	941	1175	528	321	1099	1415	843	447	823	584	1312	938	108	43	18	964	815	473		45490
EQU3996 - B/W	1168	2011	1968	1547	1596	920	1901	1250	1008	1571	1083	1336	1224	1615	974	735	1298	1880	2057	2043	2563	1459	1464	1600	1574	91388	
EQU3996 - Color	584	1528	1085	779	1171	700	613	289	548	453	390	806	536	1238	810	519	615	590	852	403	432	673	440	338	935		48668
EQU3997 - B/W	28	110	189	117	177	273	260	257	163	234	188	191	143	167	180	252	241	334	148	126	170	193	166	360	270	6883	
EQU3997 - Color	6	48	19	11	3	17	8	12	2	50	47	58	17	7	35	48	25	24	8	34	16	22	111	6	64		1286
EQU3998 - B/W	367	265	204	538	894	171	784	856	372	0	588	411	321	667	298	23	661	669	402	133	336	163	714	533	259	24763	
EQU3998 - Color	97	140	76	193	847	108	322	205	205	0	550	192	204	66	79	0	281	421	161	97	189	262	349	150	318		17137
EQU3999 - B/W	1555	2601	2215	2291	2403	2261	2555	2710	2617	1843	2854	2203	1871	2118	1861	1731	2057	2132	1869	2267	2432	1501	1497	1132	0	101141	
EQU3999 - Color	102	374	121	187	162	190	255	267	80	90	150	122	50	93	65	45	46	126	172	45	87	33	70	126	0		6267
EQU4000 - B/W	1306	4968	2355	2843	4284	3854	4624	2336	3420	4384	3691	5097	3074	4669	4102	3550	5327	4521	6994	5597	7298	2391	1863	1424	2804	206099	
EQU4000 - Color	5	259	550	430	157	123	380	67	253	141	156	349	360	177	167	156	161	271	343	280	280	346	168	136	176		8535
EQU4001 - B/W	229	11182	753	288	5412	2084	3221	1373	2267	1274	624	1346	8425	1558	1057	4081	3642	5461	2301	266	82	282	155	205	188	197285	
EQU4001 - Color	35	1311	145	303	662	885	2105	1221	607	1545	435	1836	6318	599	1225	444	1137	3481	1538	43	84	214	585	571	403		49911
EQU4002 - B/W	13170	19702	15904	15063	20066	17179	22699	15956	20445	18715	16998	18694	16633	20015	16803	18363	20896	24519	20161	10018	6070	6016	8004	8711	10729	847830	
EQU4002 - Color	2603	5616	3283	2114	3642	3288	6006	3621	5048	5950	5647	6350	4245	7312	4023	3892	6435	5264	6862	3227	1308	1362	2817	1805	2671		248049
EQU4003 - B/W	4237	4697	1614	2342	3632	2774	3060	2442	3538	2445	3129	2546	2586	3003	2796	1759	2689	4348	2623	1877	1647	1820	1682	1451	1546	154871	
EQU4003 - Color	656	720	508	547	737	627	1219	493	979	971	574	869	1101	590	647	744	963	1407	1178	735	1473	1372	1040	868	1018		60909
EQU4004 - B/W	619	1474	1425	1364	1296	1119	1049	783	837	2103	1788	1428	798	2496	2701	1895	1052	2812	2030	3033	2602	3520	3148	3079	2748	85565	
EQU4004 - Color	677	1391	1218	1127	1360	1122	1258	1013	1289	1087	1087	2313	1510	1768	906	1112	1048	2012	2050	1897	2421	1423	1799	1654	1304		62975
EQU4005 - B/W	1690	2206	2371	2945	3275	4245	3188	2793	4401	2681	4362	59	8833	0	7351	2094	3051	3044	2835	3271	2865	3368	2939	3096	3493	175907	
EQU4005 - Color	700	1227	996	1401	2246	1371	2108	1153	1527	1558	2045	38	3069	0	2868	1629	1966	2943	1499	2155	1634	1817	1024	1374	1845		76274
EQU4008	5894	9992	9776	6164	10889	7215	928	8290	20368	10099	10459	11788	6028	11688	9922	4280	3840	6214	5015	4040	2283	4627	5199	5220	9016	427325	
EQU4009	3130	6061	12320	7178	5858	7158	9146	8502	10130	10400	6108	10441	9652	11549	8428	8206	10148	11681	10504	3521	3429	7212	3659	30407	0		391311
EQU4010	2617	7276	5647	5290	7238	5921	7713	6632	7868	6115	4503	7058	5222	5783	6049	6144	6689	7435	7879	2857	2387	1872	3477	2112	4823	341631	
EQU4011	10576	7045	5226	6516	5952	5623	7554	7949	6572	6647	6922	14612	8382	9341	6482	7323	7852	10704	9367	5348	4639	2922	3306	2659	2721	420750	
EQU4012	6098	9108	8898	10627	13076	13203	12252	12166	10801	11564	8409	11475	9657	16351	12327	13458	10326	19068	14030	11270	9606	6062	10845	11065	11407	627968	
EQU4013	6420	10027	10041	10104	12978	8433	11117	10746	11515	10649	12797	13390	7916	10418	7627	7021	9587	11956	13854	4909	4342	2771	2703	4204	4675	563401	
EQU4014	10005	12879	16226	11123	16269	11211	13153	9531	13417	17945	19801	11968	9887	15207	10856	7393	8318	6586	7773	6415	2270	7890	5829	3533	6664	505125	
EQU4015	4782	11219	6701	4310	10807	7313	11008	12003	13684	11782	9324	11900	6021	8128	7585	4451	6256	7319	6504	3586	3812	3660	3499	1561	1158	365123	
EQU4016	12341	7464	1434	374	1867	249	258	706	10263	415	7931	66544	159	339	60	321	973	428	298	10	89	257	990	209	211	204890	
EQU4017	844	3613	3927	2461	3398	2556	2686	2285	5570	4948	4108	5933	4177	13382	3942	3774	4623	5727	5782	5426	4041	2958	3068	2445	2800	204362	
EQU4018	10636	6152	7336	11796	7427	8862	10130	14824	8976	8341	8093	13014	13710	13389	10497	12016	19248	11144	13004	14060	7422	14200	15231	13561	172841		
EQU4019 - B/W	16423	5075	1695	1457	2919	2005	3129	1974	1618	1565	1600	1360	1334	1980	1062	696	1936	1561	904	1082	1307	579	1136	914	930	166179	
EQU4019 - Color	1807	2496	1269	2430	4747	3172	2600	1861	1162	1202	1295	3422	1434	2586	1844	983	1488	3143	2369	1423	2246	1273	1213	1587	1385		155932
EQU4020 - B/W	465	551	2120	906	2282	502	634	778	1339	1579	933	602	453	1497	1677	628	1845	812	1171	480	501	1431	401	354	1697	90277	
EQU4020 - Color	635	439	2133	1227	1707	1846	1298	1788	3730	2685	696	1061	453	3084	1918	1408	1263	1084	1695	551	862	1963	424	580	1707		100773
EQU4021 - B/W	62	44	236	7	229	5	0	0	0	0	0	0	0	1208	1102	318	538	298	345	300	187	277	153	316	229	17910	
EQU4021 - Color	140	479	1209	178	207	0	0	0	0	0	0	0	0	1286	841	639	327	139	191	206	307	203	180	473	473		25685
EQU4022 - B/W	14900	2138	977	934	1406	323	298	290	243	415	283	508	3344	150	454	89	132	301	1232	1056	797	901	354	708	246	62316	
EQU4022 - Color	6158	1689	1530	500	993	343	473	355	507	719	185	458	1158	111	274	100	93	447	1126	994	1305	126	203	414	203		29741
EQU4023 - B/W	4042	3333	637	1787	1299	3551	1708	1644	1292	1122	1912	1977	1526	4648	1534	1178	3430	2406	1689	937	1475	2757	5244	3352	2717	121407	
EQU4023 - Color	867	2038	1385	1441	986	1658	1821	1657	1502	2124	1861	1516	1002	4219	1509	2731	4048	3076	3150	1628	1976	3177	5740	3395	1510		107748
EQU4116	1	0	0																								

Equipment ID #	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	B/W Subtotal	Color Subtotal	
EQU4144	131	55	211	731	261	1108	160	652	321	1476	143	380	329	381	741	455	181	336	296	63	666	101	777	355	321	14345		
EQU4145	0	0	0	0	0	0	0	0	0	0	0	0	0	0	329	187	345	513	368	186	117	99	15	52	0	7206		
EQU4146	2123	3264	2555	1897	2687	3848	3602	3359	2377	1584	2039	2977	2447	2935	2241	2210	2734	3037	2869	2659	2322	1862	3163	2936	2609	141404		
EQU4147	118	114	188	115	136	188	135	188	37	119	32	165	95	115	99	23	145	55	109	37	3	24	44	100	45	65	5990	
EQU4148	122	290	492	150	960	281	504	138	263	364	334	381	326	112	495	1143	533	608	1169	744	543	314	539	991	954	19127		
EQU4149	4	57	52	1	7	62	7	64	7	18	33	23	11	14	147	15	4	29	93	0	0	0	0	1	0	2820		
EQU4150	6	1	0	5	92	0	99	70	26	79	30	8	4	0	0	0	0	0	0	0	0	0	1	1	0	11435		
EQU4151	1344	2042	1999	2529	2482	1669	2192	1271	1879	3311	2008	748	1403	851	1629	2439	2124	1274	1473	473	901	1043	236	1286	0	87858		
EQU4152	2395	2628	1175	2330	600	1223	2257	1890	1655	1037	648	1020	1220	715	1296	1441	1735	896	924	735	568	331	527	563	0	101875		
EQU4153	5815	3352	1295	1898	1978	1261	2541	1844	1549	2153	1320	2012	2842	984	3867	2149	2232	3294	2369	2484	1916	843	463	763	0	106947		
EQU4154	1023	2286	1973	3559	3995	2144	2384	1249	2621	3156	1219	1869	1758	1086	3546	4642	4649	2906	1763	304	638	610	86	563	217	121533		
EQU4157	190	344	319	308	468	353	346	340	317	327	517	547	647	861	672	656	512	725	618	21	213	682	710	712	376	25116		
EQU4158	123	329	189	142	364	359	229	194	210	191	111	143	182	192	175	155	278	231	221	151	262	141	160	107	248	13468		
EQU4159	21	15	69	1	126	167	135	82	189	143	88	103	60	40	51	45	364	198	41	5	113	158	99	66	0	6455		
EQU4160	298	682	462	414	422	448	492	417	477	362	529	535	379	535	515	414	392	542	504	578	582	224	301	510	578	19528		
EQU4161	31	93	86	195	187	180	134	144	149	88	90	150	99	75	139	74	91	93	178	98	0	1	0	0	0	4263		
EQU4162	159	518	158	278	103	255	201	156	132	155	101	139	111	94	101	140	150	137	276	290	487	216	420	550	103	11823		
EQU4163	469	634	831	940	775	0	0	460	425	259	567	306	207	0	0	43	368	350	406	339	471	94	143	244	422	38335		
EQU4164	0	0	126	840	1083	919	1719	733	254	129	36	9	580	650	530	668	1458	1022	1090	205	0	365	363	344	599	33818		
EQU4165	56	0	18	459	413	756	570	475	523	308	356	573	601	425	475	563	322	702	430	1722	1086	440	740	751	1116	19872		
EQU4166	92	118	163	327	191	247	273	319	371	645	283	461	915	344	224	233	446	499	374	791	789	527	630	592	803	20991		
EQU4167	2548	4120	4120	3818	4130	4332	5042	3975	4563	4920	3827	5111	3554	5030	4338	4093	5283	5169	5117	2782	2473	1406	2406	2389	3101	228646		
EQU4168	94	211	414	260	433	790	874	1001	1143	44	619	751	540	751	789	623	830	1470	1300	425	441	212	512	591	496	31103		
EQU4169	467	478	893	825	80	1	1938	1337	1323	1525	1018	1278	855	1399	1078	1370	879	1491	1349	466	594	954	655	826	918	43546		
EQU4170	825	3682	4215	4546	2645	2368	2332	2277	3122	1913	2516	4575	3610	4118	4164	5575	4291	4329	3496	2624	2519	1503	229	546	1284	109099		
EQU4172	54	2559	655	2218	4439	512	701	309	316	574	189	74	20	0	0	7	0	0	0	0	0	0	0	22	0	27564		
EQU4173	1822	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5145		
EQU4174	846	0	2002	1332	1486	1324	200	0	1395	514	714	102	0	539	0	59	235	24	10009	1004	806	17	1313	674	0	57346		
EQU4178	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8777		
EQU4179	67	160	77	69	148	347	463	352	387	468	481	916	664	1098	690	412	586	741	784	807	744	618	630	326	601	17611		
EQU4180	0	0	0	0	0	800	0	693	211	475	417	319	140	287	220	293	272	451	245	378	292	464	290	411	8042			
EQU4181	142	167	99	99	305	242	212	286	279	346	182	334	232	291	94	149	171	161	52	2	0	0	2	10	7134			
EQU4182	183	1044	860	1076	1248	1419	535	20	5	584	743	149	164	217	182	177	61	0	7	345	252	108	261	70	155	36136		
EQU4184	21	130	140	289	154	37	81	166	70	48	21	47	25	0	0	8	0	0	0	0	0	0	0	0	0	3521		
EQU4185	2	0	0	0	3	38	0	0	0	0	0	0	0	0	0	0	6	14	0	1	0	1	0	0	0	1047		
EQU4187	29	305	293	161	238	105	226	191	375	272	334	438	147	327	213	279	257	356	500	225	321	251	396	463	247	18919		
EQU4188	87	71	150	91	128								97	0	0	0	0	0	0	0	0	6	19	30	168	2959		
EQU4189	489	783	892	813	1135	908	707	694	1457	1041	987	1055	818	1141	1516	888	1374	1227	1183	675	964	558	975	957	761	50095		
EQU4190	188	684	361	502	575	459	393	371	476	509	463	478	380	480	406	724	472	452	336	301	410	355	484	411	359	21377		
EQU4191	228	412	1020	431	571	363	499	482	509	379	460	466	245	302	297	292	337	418	521	285	469	313	323	441	460	25616		
EQU4192	0	0	0	0	0	0	49	0	0	0	0	0	0	17	34	33	19	24	41	678	517	94	417	78	0	3821		
EQU4193	1558	3189	3095	2640	4174	3532	1839	1632	873	753	563	707	1867	454	1285	738	3179	4752	1253	1537	404	1102	568	524	412	130150		
EQU4196 - B/W	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	310	242	2184		
EQU4196 - Color	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	173	56		344	
EQU4197 - B/W	1014	2027	1808	1147	1897	1772	1911	1691	1389	1079	2253	1482	1097	1811	921	1185	1717	1725	1552	1	40	402	355	599	1365	80143		
EQU4197 - Color	212	89	205	166	74	42	90	83	30	53	88	149	33	35	60	104	39	43	26	2	0	0	6	19	21		4103	
EQU4199 - B/W																										241		
EQU4199 - Color																											319	
EQU4202 - B/W	2	3	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	23	293			
EQU4202 - Color	0	22	0	8	22	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	15	18		639	
EQU4203 - B/W	953	3328	2634	2150	1969	2526	3763	2688	2818	2430	2875	3536	2231	2194	2449	2620	2785	3269	2001	33	165	957	1836	2777	2988	138004		
EQU4203 - Color	85	432	310	409	339	337	447	309	517	488	336	415	441	517	361	477	370	444	151	0	31	176	401	414	114		16924	
EQU4276	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	37	0	0	0	0	2512		
EQU4354 - B/W	290	960	624	860	1206	874	914	798	678	556	778	15	1441	1158	415	346	455	791	1060	631	622	286	592	510	1052	41287		
EQU4354 - Color	222	968	1214	1565	1536	927	1160	910	854	717	1010	99	1102	525	291	493	625	743	1467	564	506	304	187	337	493		44567	
EQU4355 - B/W	878	2999	2794	2965	3321	3870	4099	3334	1498	3842	3613	1221	4769	3065	2663	2924	3190	3168	3722	3496	5168	3935	677					



RFP: Cost Per Copy Program

201009-108

ADDENDUM 2

Appendix A REVISED

Electronic File may be on CD or USB drive

November 3, 2020

***NOTICE:** The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.*

Updates Provided to Appendix A

Please see the attached **REVISED Appendix A** - Current Multi-Function and Printer Inventory List. All updates are to model numbers and descriptions of equipment and have been highlighted in **yellow**.

Electronic File may be on CD or USB drive

C. Submission of RFP:

One (1) original, and one (1) electronic file on CD media **or a USB drive** of the proposal shall be submitted by no later than **Friday, November 6, 2020 at 5:00 p.m.** to:

Trisha Newton, Purchasing Agent
Pender County Finance Department
805 S. Walker St. Burgaw, NC 28425

Addendum 2 is being issued to distribute the REVISION of Appendix A which provides 28 updates to model numbers the descriptions of equipment. Additionally, to clarify that a CD or USB drive submission is acceptable.

– END –

Pender County's Cost Per Copy Program
Request for Proposal

Appendix A - Revised
Current Multi-Function and Printer Inventory List

Department	Area/Location/Room	Address	City	Device ID	Make	Model number	Current Accessories	Average Volume Last 12 months	Fax Board/Right Fax
County Manager									
	Back Room	805 S Walker Street	Burgaw	EQU4020	Konica Minolta	Bizhub C554e	FS534 WITH SD511 PLUS RU513 FINISHER/KMBS PK 520 HOLE PUNCH/KMBS PC 410 LCC CABINET - see new # A2XM019	1822	Right Fax Connector
Elections									
	Central MFP	807 Walker Street	Burgaw	EQU3792	Konica Minolta	Bizhub C308	FS534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	13477	Right Fax Connector
Emergency Management									
	Emergency Operations Center	805 Ridgewood Avenue	Burgaw	EQU4022	Konica Minolta	Bizhub C554e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	794	Right Fax Connector & Fax Board
	Emergency Operations Center- Planning	805 Ridgewood Avenue	Burgaw	EQU10259	Kyocera	Ecosys M3645idnKX		0	
	Emergency Operations Center- Finance	805 Ridgewood Avenue	Burgaw	EQU10260	Kyocera	Ecosys M3645idnKX		0	
	Emergency Operations Center- Operations	805 Ridgewood Avenue	Burgaw	EQU10266	Kyocera	Ecosys M3645idnKX		16	
	Fire Marshal-Tommy Batson	805 Ridgewood Avenue	Burgaw	EQU4123	Kyocera	FS-2100DN		56	
	Deputy Fire Marshal-Josh Elixson	805 Ridgewood Avenue	Burgaw	EQU4188	Kyocera	FS-2100DN		79	
Extension Services									
	Central MFP	801 S. Walker Street	Burgaw	EQU4001	Konica Minolta	Bizhub C454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	703	Right Fax Connector
	Mark Setz	801 S. Walker Street	Burgaw	EQU4119	Kyocera	FS-2100DN		92	
Facilities & Fleet Services									
	Central MFP	210 S Bennett Street	Burgaw	EQU3787	Konica Minolta	Bizhub C308	FS534 WITH SD511 PLUS RU513 FINISHER/KMBS PK 520 HOLE PUNCH/DF-704 Dual Scan ARDF/KMBS PC 410 LCC CABINET - see new # A2XM019	1380	Right Fax Connector
	Vehicle Maintenance	210 S Bennett Street	Burgaw	EQU8410	Kyocera	FS-2100DN		324	
Finance									
	Finance	805 S Walker Street	Burgaw	EQU3960	Konica Minolta	Bizhub C308	FS534 + RU-513 Finisher/DF-704 Dual Scan ARDF/KMBS PC 410 LCC CABINET - see new # A2XM019	4013	Right Fax Connector
	Left	805 S Walker Street	Burgaw	EQU4117	Kyocera	FS-2100DN	PF-320 500 Sheet Feeder	2067	
	Carol Stewart/Payroll	805 S Walker Street	Burgaw	EQU4142	Kyocera	FS-2100DN		103	
Health									
	Animal Shelter	3280 New Savannah Road	Burgaw	UC1746	Konica Minolta	Bizhub C3350	FK-512 FAX KIT requires MK kit/MK-738 MOUNT KIT	3937	Right Fax Connector & Fax Board
	WIC	803 S Walker Street	Burgaw	EQU3802	Konica Minolta	Bizhub C368	FS534 + RU-513 Finisher/DF-704 Dual Scan ARDF/KMBS PC 410 LCC CABINET - see new # A2XM019	1033	Right Fax Connector
	Medical Records	803 S Walker Street	Burgaw	EQU3963	Konica Minolta	Bizhub 364e	FS534 + RU-513 Finisher/KMBS DF 701 DUAL ARDF/KMBS PC 410 LCC CABINET see new # A2XM019	2353	Right Fax Connector
	Reception/Billing	803 S Walker Street	Burgaw	EQU3968	Konica Minolta	Bizhub 364e	FS534 + RU-513 Finisher/KMBS DF 701 DUAL ARDF/KMBS PC 410 LCC CABINET see new # A2XM019	9546	Right Fax Connector
	Marjory Cooper	803 S Walker Street	Burgaw	EQU3969	Konica Minolta	Bizhub 364e	FS534 + RU-513 Finisher/KMBS DF 701 DUAL ARDF/KMBS PC 410 LCC CABINET see new # A2XM019	1788	Right Fax Connector
	Eligibility	803 S Walker Street	Burgaw	EQU3979	Konica Minolta	Bizhub 4750	FS-P02 Finisher	643	Right Fax Connector
	Lab	803 S Walker Street	Burgaw	EQU3980	Konica Minolta	Bizhub 4750	FS-P02 Finisher/PF-P12 Cassette	1906	Right Fax Connector
	Immunization	803 S Walker Street	Burgaw	EQU3981	Konica Minolta	Bizhub 4750	FS-P02 Finisher	169	Right Fax Connector
	Nurse's Area	803 S Walker Street	Burgaw	EQU3991	Konica Minolta	BizhubC3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	1503	Right Fax Connector
	Dental	803 S Walker Street	Burgaw	EQU3995	Konica Minolta	BizhubC3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	1933	Right Fax Connector
	Child Health	803 S Walker Street	Burgaw	EQU3996	Konica Minolta	BizhubC3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	2034	Right Fax Connector
	Environmental Health	803 S Walker Street	Burgaw	EQU4003	Konica Minolta	Bizhub C454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	2539	Right Fax Connector
	Admin	803 S Walker Street	Burgaw	EQU4019	Konica Minolta	Bizhub C554e	FS534 WITH SD511 PLUS RU513 FINISHER/KMBS PK 520 HOLE PUNCH/KMBS PC 410 LCC CABINET - see new # A2XM019	2185	Right Fax Connector
	S.Steele/Hallway	803 S Walker Street	Burgaw	EQU4023	Konica Minolta	Bizhub C554e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	7111	Right Fax Connector
	Health Promotions	803 S Walker Street	Burgaw	UC1709	Konica Minolta	Bizhub C3350	DK-P03 Copy Desk/MK-738 MOUNT KIT/FK-512 FAX KIT requires MK kit	1978	Right Fax Connector

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Appendix A - Revised

Current Multi-Function and Printer Inventory List

Environmental Health	15060 US Hwy 17	Hampstead	EQU3957	Konica Minolta	Bizhub C308	DF-704 Dual Scan ARDF/FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	1525	Right Fax Connector
Environmental Health B/W	15060 US Hwy 17	Hampstead	EQU3966	Konica Minolta	Bizhub 364e	FS534 + RU-513 Finisher/DF-701 Dual Scan ARDF/DK 510 Enhanced Copy Desk	304	Right Fax Connector
Hampstead Annex Lab	15060 US Hwy 17	Hampstead	EQU3986	Konica Minolta	BizhubC3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	373	Right Fax Connector
Dental	803 S Walker Street	Burgaw	EQU4120	Kyocera	FS-2100DN		352	
Jennifer Walker	803 S Walker Street	Burgaw	EQU4127	Kyocera	FS-2100DN		326	
Billings	803 S Walker Street	Burgaw	EQU4129	Kyocera	FS-2100DN		1352	
Marti Smith	803 S Walker Street	Burgaw	EQU4158	Kyocera	FS-2100DN		179	
Environmental Health	803 S Walker Street	Burgaw	EQU4161	Kyocera	FS-2100DN		0	
Health Director	803 S Walker Street	Burgaw	EQU4162	Kyocera	FS-2100DN		365	
Ashley Batts	803 S Walker Street	Burgaw	EQU4179	Kyocera	FS-2100DN		507	
Savannah Hubach	803 S Walker Street	Burgaw	EQU4191	Kyocera	FS-2100DN		408	
Donna Ramos	803 S Walker Street	Burgaw	EQU4202	Kyocera	P6035cdn		28	
WIC-Clerk's Office	803 S Walker Street	Burgaw	EQU6308	Kyocera	FS-2100DN		0	
WIC-Claudette's Office	803 S Walker Street	Burgaw	EQU6314	Kyocera	FS-2100DN		611	
WIC-Kimberly's Office	803 S Walker Street	Burgaw	EQU6317	Kyocera	FS-2100DN		443	
WIC Summary	15060 US Hwy 17	Hampstead	EQU4139	Kyocera	FS-2100DN		550	
Housing								
Central MFP	805 S Walker Street	Burgaw	EQU4000	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	2202	Right Fax Connector
Human Resources								
Public Hallway	801 S Walker Street	Burgaw	EQU3970	Konica Minolta	Bizhub C368	FS534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	1674	Right Fax Connector
HR Office Hallway	801 S Walker Street	Burgaw	EQU3973	Konica Minolta	Bizhub C368	FS534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	342	Right Fax Connector
Library								
Coin Ops	103 S Cowan Street	Burgaw	EQU3951	Konica Minolta	Bizhub 284e	JAMEX COIN BOX/KMBS DF 624 ARDF/DK 510 Enhanced Copy Desk/JAMEX 57 BASE STAND FOR COIN BOX	1071	Right Fax Connector
Staff MFP	103 S Cowan Street	Burgaw	EQU3961	Konica Minolta	Bizhub C308	FS534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	1597	Right Fax Connector
Heritage House Coin Ops	108 S Cowan Street	Burgaw	EQU3952	Konica Minolta	Bizhub 284e	JAMEX COIN BOX/KMBS DF 624 ARDF/DK 510 Enhanced Copy Desk/JAMEX 57 BASE STAND FOR COIN BOX	429	Right Fax Connector
Coin Ops	75 Library Drive	Hampstead	EQU3950	Konica Minolta	Bizhub 284e	JAMEX COIN BOX/KMBS DF 624 ARDF/DK 510 Enhanced Copy Desk/JAMEX 57 BASE STAND FOR COIN BOX	348	Right Fax Connector
Staff MFP	75 Library Drive	Hampstead	EQU3985	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	823	Right Fax Connector
Heritage House	103 S Cowan Street	Burgaw	EQU4132	Kyocera	FS-2100DN		45	
Public	103 S Cowan Street	Burgaw	EQU4203	Kyocera	P6035cdn	PF-510 500 Sheet Multit Purpose Feeder	2803	
Hampstead Library	75 Library Drive	Hampstead	EQU4197	Kyocera	P6035cdn		855	
Parks & Rec								
Shooting Range	8718 Shaw Highway	Rocky Point	EQU4825	Konica Minolta	Bizhub C258	DF-704 Dual Scan ARDF/KMBS PC 210 PAPER CABINET	0	Right Fax Connector
Planning & Community Development								
Central Permitting	15060 US Hwy 17	Hampstead	EQU3967	Konica Minolta	Bizhub 364e	FS534 + RU-513 Finisher/KMBS DF 624 ARDF/DK 510 Enhanced Copy Desk	549	Right Fax Connector
Central MFP	15060 US Hwy 17	Hampstead	EQU3974	Konica Minolta	Bizhub C368	FS534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	705	Right Fax Connector
Planning Conference Room	805 S Walker Street	Burgaw	EQU3972	Konica Minolta	Bizhub C368	FS534 + RU-513 Finisher/DF-704 Dual Scan ARDF/KMBS PC 210 PAPER CABINET	1114	Right Fax Connector
Inspections	805 S Walker Street	Burgaw	EQU3971	Konica Minolta	Bizhub C368	FS534 WITH SD511 PLUS RU513 FINISHER/KMBS PK 520 HOLE PUNCH/DF-704 Dual Scan ARDF/KMBS PC 410 LCC CABINET - see new # A2XM019	2069	Right Fax Connector
Register of Deeds								
ROD Office	300 E Fremont Street	Burgaw	EQU3958	Konica Minolta	Bizhub C308	FS534 + RU-513 Finisher/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	2737	Right Fax Connector
Vital Records	301 E Fremont Street	Burgaw	EQU3965	Konica Minolta	Bizhub 364e	FS534 + RU-513 Finisher/DK 510 Enhanced Copy Desk/KMBS DF 701 DUAL ARDF	679	Right Fax Connector
PUBLIC 4	302 E Fremont Street	Burgaw	EQU4116	Kyocera	FS-2100DN		0	
PUBLIC 2	303 E Fremont Street	Burgaw	EQU4136	Kyocera	FS-2100DN		155	
PUBLIC 1	305 E Fremont Street	Burgaw	EQU4149	Kyocera	FS-2100DN		0	
Shella Green	306 E Fremont Street	Burgaw	EQU4157	Kyocera	FS-2100DN		611	
Donna Kinto	307 E Fremont Street	Burgaw	EQU4160	Kyocera	FS-2100DN		478	
PUBLIC 3	308 E Fremont Street	Burgaw	EQU4181	Kyocera	FS-2100DN		6	
Brenda Treto	309 E Fremont Street	Burgaw	EQU4185	Kyocera	FS-2100DN		0	
Lori Kennedy	310 E Fremont Street	Burgaw	EQU4187	Kyocera	FS-2100DN		368	
Donna Barton	311 E Fremont Street	Burgaw	EQU4190	Kyocera	FS-2100DN		401	

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Current Multi-Function and Printer Inventory List

Terri Creswell	312 E Fremont Street	Burgaw	EQU7137	Kyocera	M3040idn		194	
Sheriff's Office								
	101 Vitamin Drive	Wilmington	EQU3994	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	559	Right Fax Connector & Fax Board
	104 N Walker Street	Burgaw	EQU7427	Konica Minolta	Bizhub C368	FS533 Finisher/FK - 514 Fax Kit/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	6361	Right Fax Connector & Fax Board
Jail Admin	104 N Walker Street	Burgaw	EQU3988	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	1805	Right Fax Connector & Fax Board
Det Hall	605 E Fremont Street	Burgaw	EQU3953	Konica Minolta	Bizhub C308	FS534 + RU-513 Finisher/FK - 514 Fax Kit/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	3441	Right Fax Connector & Fax Board
Dispatch	605 E Fremont Street	Burgaw	EQU3959	Konica Minolta	Bizhub C308	FS534 + RU-513 Finisher/FK - 514 Fax Kit/DF-704 Dual Scan ARDF/DK 510 Enhanced Copy Desk	3276	Right Fax Connector & Fax Board
Admin-Main Hall	605 E Fremont Street	Burgaw	EQU4005	Konica Minolta	BIZHUB C454E	FS534 + RU-513 Finisher/KMBS FAX KIT FK511/KMBS PC 410 LCC CABINET - see new # A2XM019	4575	Right Fax Connector & Fax Board
Records	605 E Fremont Street	Burgaw	EQU4355	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	7050	Right Fax Connector & Fax Board
IT	605 E Fremont Street	Burgaw	EQU8607	Konica Minolta	Bizhub C3350	DK-P03 Copy Desk/MK-738 MOUNT KIT	12	Right Fax Connector & Fax Board
EOC Dispatch	805 Ridgewood Avenue	Burgaw	EQU4356	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	5	Right Fax Connector & Fax Board
SHERIFF DEPT--Hampstead Annex	805 Ridgewood Avenue	Hampstead	EQU4354	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	966	Right Fax Connector & Fax Board
Courthouse	100 S Wright Street	Burgaw	EQU7472	Kyocera	M3040idn		0	
Jeannie Coleman	605 E Fremont Street	Burgaw	EQU4180	Kyocera	FS-2100DN		337	
LEC	605 E Fremont Street	Burgaw	EQU4276	Kyocera	FS-2100DN		0	
Jail Kitchen	104 N Walker Street	Burgaw	EQU5687	Kyocera	P2135DN		43	
Civil Office	605 E Fremont Street	Burgaw	EQU10264	Kyocera	Ecosys M3645idnKX		321	
Jail	605 E Fremont Street	Burgaw	EQU5059	Kyocera	M6535CIDN		868	
Front Desk	605 E Fremont Street	Burgaw	EQU5075	Kyocera	M3540IDN		1924	
Captain Billy Sanders	605 E Fremont Street	Burgaw	EQU5433	Kyocera	FS-2100DN		53	
911-Jackie	605 E Fremont Street	Burgaw	EQU5688	Kyocera	P2135DN		163	
911-Sharon	605 E Fremont Street	Burgaw	EQU5690	Kyocera	P2135DN		40	
Major Collier	605 E Fremont Street	Burgaw	EQU9473	Kyocera	P2040DW		118	
Soil & Water								
Priscilla Pierce	15060 US Hwy 17	Burgaw	EQU10288	Kyocera	M6035cidn		145	
Social Services								
Child Support Enforcement	305 S Walker Street	Burgaw	EQU4010	Konica Minolta	Bizhub 454e	FS534 + RU-513 Finisher/DK 510 Enhanced Copy Desk	3492	Right Fax Connector
East Wing South Hall MFP	810 S Walker Street	Burgaw	EQU4002	Konica Minolta	Bizhub C454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	11224	Right Fax Connector
West Wing North Hall MFP	810 S Walker Street	Burgaw	EQU4008	Konica Minolta	Bizhub 454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	6372	Right Fax Connector
West Wing Rm 108 MFP (E Gainey/A Gurganious office)	810 S Walker Street	Burgaw	EQU4009	Konica Minolta	Bizhub 454e	FS534 + RU-513 Finisher/DK 510 Enhanced Copy Desk	11254	Right Fax Connector
East Wing North Hall MFP	810 S Walker Street	Burgaw	EQU4011	Konica Minolta	Bizhub 454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	2852	Right Fax Connector
East Wing North Hall 1 MFP	810 S Walker Street	Burgaw	EQU4012	Konica Minolta	Bizhub 454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	11044	Right Fax Connector
East Wing North Hall 2 MFP(between bathrooms)	810 S Walker Street	Burgaw	EQU4013	Konica Minolta	Bizhub 454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	3815	Right Fax Connector
West Wing North Hall 2 MFP (by bathrooms & mail station)	810 S Walker Street	Burgaw	EQU4014	Konica Minolta	Bizhub 454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	5984	Right Fax Connector
West Wing MFP	810 S Walker Street	Burgaw	EQU4015	Konica Minolta	Bizhub 454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	2208	Right Fax Connector
Day Care MFP-Back Trailer	810 S Walker Street	Burgaw	EQU4016	Konica Minolta	Bizhub 454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	491	Right Fax Connector
West Wing North Hall 3 MFP	810 S Walker Street	Burgaw	EQU4017	Konica Minolta	Bizhub 454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	2675	Right Fax Connector
Front Desk	810 S Walker Street	Burgaw	EQU4018	Konica Minolta	Bizhub 454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	13906	Right Fax Connector
MAIN ENTRANCE / LEFT TURN AT DOUBLE DOORS / HALL	810 S Walker Street	Burgaw	EQU9389	Konica Minolta	Bizhub C3851FS	DK-P03 Copy Desk	4375	Right Fax Connector
Hampstead Annex MFP	15060 US Hwy 17	Hampstead	EQU3386	Konica Minolta	Bizhub 4750		602	Right Fax Connector
Hampstead Annex MFP	15060 US Hwy 17	Hampstead	EQU3978	Konica Minolta	Bizhub 4750	FS-P02 Finisher	304	Right Fax Connector
CSE STATE Printer	305 S Walker Street	Burgaw	EQU4138	Kyocera	FS-2100DN		714	
CSE STATE Printer	305 S Walker Street	Burgaw	EQU4167	Kyocera	FS-2100DN		2851	
Dorothy Beatty	810 S Walker Street	Burgaw	EQU4690	Kyocera	FS-2100DN		2022	
Kelli Anderson	810 S Walker Street	Burgaw	EQU4122	Kyocera	FS-2100DN		1595	
Pamela Henry-Smith	810 S Walker Street	Burgaw	EQU4124	Kyocera	FS-2100DN		1150	
Tammy Hatcher	810 S Walker Street	Burgaw	EQU4125	Kyocera	FS-2100DN		1100	
Bert Wilson	810 S Walker Street	Burgaw	EQU4126	Kyocera	FS-2100DN		0	
Celia Pigford	810 S Walker Street	Burgaw	EQU4128	Kyocera	FS-2100DN		908	

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W3	810 S Walker Street	Burgaw	EQU4130	Kyocera	FS-2100DN		1250	
Melony Malone	810 S Walker Street	Burgaw	EQU4133	Kyocera	FS-2100DN		0	
Patricia Walker	810 S Walker Street	Burgaw	EQU4143	Kyocera	FS-2100DN		163	
DSS Director	810 S Walker Street	Burgaw	EQU4144	Kyocera	FS-2100DN		486	
Samantha Nixon	810 S Walker Street	Burgaw	EQU4145	Kyocera	FS-2100DN		23	
Sherry Horrell	810 S Walker Street	Burgaw	EQU4146	Kyocera	FS-2100DN		2886	
Amanda Graham	810 S Walker Street	Burgaw	EQU4147	Kyocera	FS-2100DN		68	
Cathy Ingram	810 S Walker Street	Burgaw	EQU4148	Kyocera	FS-2100DN		831	
Food & Nutrition	810 S Walker Street	Burgaw	EQU4150	Kyocera	FS-2100DN		0	
Stephanie Summerland	810 S Walker Street	Burgaw	EQU4163	Kyocera	FS-2100DN		343	
Melinda Bradshaw	810 S Walker Street	Burgaw	EQU4164	Kyocera	FS-2100DN		570	
Nicole Maund	810 S Walker Street	Burgaw	EQU4165	Kyocera	FS-2100DN		889	
Aimee Watson-Green	810 S Walker Street	Burgaw	EQU4166	Kyocera	FS-2100DN		681	
Kristin Dombroski	810 S Walker Street	Burgaw	EQU4168	Kyocera	FS-2100DN		535	
Tonya Hooks	810 S Walker Street	Burgaw	EQU4169	Kyocera	FS-2100DN		772	
Adult Medicaid Supervisor	810 S Walker Street	Burgaw	EQU4170	Kyocera	FS-2100DN		1050	
Keisha Hooks	810 S Walker Street	Burgaw	EQU4182	Kyocera	FS-2100DN		153	
Leonora Corbett	810 S Walker Street	Burgaw	EQU4196	Kyocera	FS-2100DN		342	
Angelo Garcia	810 S Walker Street	Burgaw	EQU8611	Kyocera	ECOSYS P2040DW		379	
Aimee Watson-Green	810 S Walker Street	Burgaw	EQU8699	Kyocera	FS-2100DN		157	
Tax								
Main Tax Office	300 E Fremont Street	Burgaw	EQU3954	Konica Minolta	Bizhub C308	FS534 + RU-513 Finisher/DK 510 Enhanced Copy Desk/ DK-704 DUAL ARDF	2237	Right Fax Connector
Appraiser	300 E Fremont Street	Burgaw	EQU3993	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	205	Right Fax Connector
Tax collections PAST FRONT DOOR BEHIND COUNTER/Loane	300 E Fremont Street	Burgaw	EQU3987	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	1565	Right Fax Connector
TaxLaser2	300 E Fremont Street	Burgaw	EQU4121	Kyocera	FS-2100DN		377	
Marie Jackson	300 E Fremont Street	Burgaw	EQU4134	Kyocera	FS-2100DN		259	
TaxLaser1	300 E Fremont Street	Burgaw	EQU4189	Kyocera	FS-2100DN		893	
Sarah Pridgen	300 E Fremont Street	Burgaw	EQU4131	Kyocera	FS-2100DN		602	
TC-1	300 E Fremont Street	Burgaw	EQU4151	Kyocera	FS-2100DN		513	
Takia McIntire	300 E Fremont Street	Burgaw	EQU4152	Kyocera	FS-2100DN		368	
Tereca Crenshaw	300 E Fremont Street	Burgaw	EQU4153	Kyocera	FS-2100DN		430	
TC-2	300 E Fremont Street	Burgaw	EQU4154	Kyocera	FS-2100DN		312	
Back Room	300 E Fremont Street	Burgaw	EQU4172	Kyocera	FS-2100DN		11	
Kayla Southerland	300 E Fremont Street	Burgaw	EQU4173	Kyocera	FS-2100DN		0	
Sarah Pridgen	300 E Fremont Street	Burgaw	EQU4174	Kyocera	FS-2100DN		668	
Jo Woods	300 E Fremont Street	Burgaw	EQU4192	Kyocera	FS-2100DN		176	
Tourism								
Central MFP	106 E Wilmington Street	Burgaw	EQU4021	Konica Minolta	Bizhub C554e	FS534 WITH SD511 PLUS RU513 FINISHER/KMBS PK 520 HOLE PUNCH/KMBS PC 410 LCC CABINET - see new # A2XM019	604	Right Fax Connector
Tammy Proctor	106 E Wilmington Street	Burgaw	EQU7537	Kyocera	FS-2100DN		19	
Utilities								
WasteWater Treatment Plant	469 Quality Way	Wilmington	EQU6350	Konica Minolta	Bizhub 4750		263	Right Fax Connector
Clerks	605 E Fremont Street	Burgaw	EQU3977	Konica Minolta	Bizhub 4750	FS-P02 Finisher/PF-P12 Cassette	5938	Right Fax Connector
Public Utilities Office	605 E Fremont Street	Burgaw	EQU4004	Konica Minolta	Bizhub C454e	FS534 + RU-513 Finisher/KMBS PC 410 LCC CABINET - see new # A2XM019	4422	Right Fax Connector
Water Treatment Plant	289 Quality Way	Wilmington	EQU3998	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	781	Right Fax Connector
Hampstead Annex Receptionist	15060 US Hwy 17	Hampstead	EQU3999	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	1602	Right Fax Connector
Clerk's Office	605 E Fremont Street	Burgaw	EQU4140	Kyocera	FS-2100DN	PF-320 500 Sheet Feeder	1358	
Veteran Affairs								
Roy's Office	805 S Walker Street	Burgaw	EQU3997	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	333	Right Fax Connector
Hampstead Annex	15060 US Hwy 17	Hampstead	EQU3990	Konica Minolta	Bizhub C3850FS	PF- P13 Paper Feed Unit/DK-P03 Copy Desk	681	Right Fax Connector
Total Devices Requesting			164					

Pender County Cost Per Copy Analysis						
<u>Contract Term</u>	<u>Vendor</u>	<u>Projections</u>			<u>Savings Over Prior Contract</u>	
			Per Click	Total Spend	Contract Term	Annually
2011-2016	Coeco	B/W	0.0265	\$419,493		
		Color	0.0598	\$158,616		
		Total		\$578,109		
2016-2021	CopyPro	B/W	0.0237	\$376,913		
		Color	0.0419	\$103,711		
		Total		\$480,624	\$97,485	\$19,497.03
2021-2026	Systel-HP	B/W	0.0149	\$236,962		
		Color	0.0395	\$97,770		
		Total		\$334,732	\$145,892	\$29,178.31
	The Toner Exchange	B/W	0.01845	\$293,420		
		Color	0.036	\$89,107		
		Total		\$382,527	\$98,097	\$19,619.45
	CopyPro-Extension	B/W	0.0187	\$297,396		
		Color	0.041	\$101,483		
		Total		\$398,879	\$81,745	\$16,349.08
	Systel-KM	B/W	0.0189	\$300,576		
		Color	0.041	\$101,483		
		Total		\$402,059	\$78,565	\$15,712.94
	CopyPro-New	B/W	0.02365	\$376,118		
		Color	0.035	\$86,632		
		Total		\$462,750	\$17,874	\$3,574.83



Pender County Discussion

TO: Board of County Commissioners
FROM: Chad McEwen
DATE: January 19, 2021
SUBJECT: Discussion of FY 2021-22 Budget Process.

SUMMARY:

The Board has requested an update on the FY 2021-22 Budget Process. Staff will discuss the changes to the budget process with the Board. A copy of the Budget Calendar is attached for the Board's review.

Pender County Government 2021/2022 Departmental Planning Calendar

When	What	Who
November 18	Budget Packages Ready for Distribution	Budget Analyst
December 10 th	Deadline for Completing Planning Quiz & Entering Due Dates in TEAMS	Departmental Financial Personnel
December 15 th	IT replacement expenditures available for Departments	IT
January 8 th	Deadline for rolling salary numbers into MUNIS budget	HR
January 15 th	Deadline for Submitting Fleet Vehicle Requests	Departmental Financial Personnel
January 18 th	Letters submitted to outside agencies	Budget Analyst
January 18 th	Veteran's Administration, Tourism, County Manager, Governing Board, Finance, & Board of Elections - Financial Plan Due Date	Departmental Financial personnel
January 29 th	Deadline for meetings with Veteran's Administration, Tourism, County Manager, Finance, Governing Board, & Board of Elections	Financial Planning Committee
February 1 st	Planning and Community Development, Tax, Register of Deeds, & Housing Administration - Financial Plan Due	Departmental Financial personnel
February 12 th	Deadline for meeting with Planning and Community Development, Tax, Register of Deeds, & Housing Administration	Financial Planning Committee
February 15 th	Human Resources, IT, Cooperative Extension, Parks & Rec, JCPC & Maintenance Financial Plan Due	Departmental Financial personnel
February 26 th	Deadline for meetings with Human Resources, IT, Cooperative Extension, Parks & Rec, JCPC & Maintenance	Financial Planning Committee
March 1 st	Emergency Management, Library, Sheriff and Jail – Financial Plan due	Departmental Financial personnel
March 12 th	Deadline for meeting with Library, Emergency Management, Sheriff and Jail	Financial Planning Committee
March 15 th	Health, Utilities and DSS – Financial Plan Due	Departmental Financial personnel
March 15 th	Overhead Insurances calculated	Human Resources
March 15 th	First Salary Projections loaded into MUNIS and Worker's Comp adjusted accordingly	Human Resources
March 19 th	Financial Planning Due for Fire Departments & EMS	
March 26 th	Deadline for meeting with Utilities, Fire Departments, Health and DSS	Financial Planning Committee
March 26 th	Outside Agencies & Schools Due	Outside Agencies & Fire Dept
March 29 th	Deadline for Meeting with Schools	Schools & Fire Department

**Pender County Government
2021/2022 Departmental Planning Calendar**

March 30 th	Final Salary Projections in MUNIS	Human Resource
April 15 th	proposed budget & budget message disbursed	Finance, Board Clerk, County Manager
April 29 th	BOC Budget work session	BOC
May 10 th	BOC Budget work session	BOC
May 13 th	BOC Budget work session – Hampstead	BOC
May 10 th 16 th	Advertise Public Hearing	Board Clerk
May 18 th	Public Hearing	BOC
May 20 th	BOC Budget work session (if needed)	BOC
June 7 th	Formal Adoption of budget	BOC
June 17 th	AV-8 report completed and filed , due 10 days after adoption	Budget manger
June 30 th	Roll position controls into next year	HR



Pender County Public Information

TO: Board of County Commissioners
FROM: Carolyn Moser
DATE: January 19, 2021
SUBJECT: COVID-19 Update for Pender County.

SUMMARY:

Health Department Staff will provide a COVID-19 Update for Pender County.

PENDER COUNTY CLOSED SESSION MOTION

All boards, agencies or public bodies in meetings of two or more members covered by the Open Meetings Law in Pender County shall utilize the following procedure for entering a "Closed Session."

MOTION

_____, (member of the governing body) moves to enter closed session pursuant to G.S. 143-318.11: (select one or more of the following grounds):

1. To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or is not considered a public record within the meaning of Chapter 132 of the General Statutes.
2. To prevent the disclosure of information that is of an honorary degree, scholarship, prize, or similar award.
3. To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
4. To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
5. To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
6. To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy matters may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
7. To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
8. To formulate plans by a local board of education relating to emergency response to incidents of school violence.
9. To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

VOTES FOR: _____ VOTES AGAINST: _____

Attested: _____ Date: _____



Pender County Request for Board Action

TO: Board Of County Commissioners
FROM: Travis Henley
DATE: January 19, 2021
SUBJECT: Resolution Requesting Approval of a Conditional Zoning Map Amendment.

SUMMARY:

Stroud Engineering, applicant, on behalf of Rocky Point Properties LLC and Farm and Garden LLC, owners, is requesting the approval of a Conditional Zoning Map Amendment for three (3) tracts totaling approximately ±301.09 acres from RP, Residential Performance and RA, Rural Agricultural zoning districts to PD-CD1, Planned Development Conditional zoning district 1. This request is to allow for 750 single family detached residential units, associated sewage treatment facility (NAICS 221320), and a farmers' market (NAICS 445230).

ACTION REQUESTED:

To Hold a Public Hearing and Consider the Approval of a Conditional Zoning Map Amendment based on its consistency with the Pender County Unified Development Ordinance and Pender 2.0 Comprehensive Land Use Plan, with Staff also recommending approval. The proposed development is consistent with three (3) goals, two (2) objectives, and six (6) policies and the Future Land Use Map in the Pender 2.0 Comprehensive Land Use Plan, and conflicts with none. The proposed development is compliant with the Pender County Unified Development Ordinance.

**PLANNING STAFF REPORT
CONDITIONAL ZONING MAP AMENDMENT
"FALLS MIST GARDENS"**

SUMMARY

Hearing Date: October 6, 2020 Planning Board (tabled)
November 5, 2020 Planning Board
January 19, 2020 Board of Commissioners
Applicant: Stroud Engineering
Property Owners: Rocky Point Properties LLC, Farm and Garden LLC
Case Number: REZONE 2020-16, MDP 2020-21

Rezoning and Development Proposal: Stroud Engineering, applicant, on behalf of Rocky Point Properties LLC and Farm and Garden LLC, owners, is requesting the approval of a Conditional Zoning Map Amendment for three (3) tracts totaling approximately ± 301.09 acres from RP, Residential Performance and RA, Rural Agricultural zoning districts to PD-CD1, Planned Development Conditional zoning district 1. This request is to allow for 750 single family detached residential units, associated sewage treatment facility (NAICS 221320), and a farmers' market (NAICS 445230).

Property Record Number, Acreage, and Location: The proposed development is south of NC HWY 210, approximately ± 0.03 miles east of the intersection of NC HWY 210 and Balcombe Rd (SR 1425), and west of US HWY 117 in the Rocky Point Township and may be further identified by Pender County PINs 3234-29-6506-0000, 3234-38-5366-0000, and 3234-24-6900-0000.

Recommendation: At their November 5, 2020 meeting, the Pender County Planning Board recommended conditional approval of this application based on its consistency with the Pender County Unified Development Ordinance and Pender 2.0 Comprehensive Land Use Plan, with Staff also recommending approval. The proposed development is consistent with three (3) goals, two (2) objectives, and six (6) policies and the Future Land Use Map in the Pender 2.0 Comprehensive Land Use Plan, and conflicts with none. The proposed development is compliant with the Pender County Unified Development Ordinance.

PROCESS

Staff are providing a brief overview of the review process for this project as it relates to the Unified Development Ordinance due to its relative complexity, as well as a recently-approved text amendment which alters the review process for the proposal.

Submittals Included in This Report

Conditional Rezoning

The Conditional Rezoning process is intended for a development that has a high level of certainty of being constructed and the most commonly expected application will contain a specified use or uses, permitted by right or special use, on small and large-scale projects. A conditional rezoning is designed to provide more certainty for Pender County and for nearby residents as to which uses can be expected in a development proposal and which uses will not be present. Conditional zoning districts must be considered by the Planning Board for a recommendation and then approved by the Board of County Commissioners.

Note: This project was submitted, and review started, prior to the approval of Zoning Text Amendment 2020-11 which revised certain items related to conditional rezoning applications. For consistency, all ordinance references are to the UDO as amended 3/16/2020 – the last revision date prior to the approval of ZTA 2020-11 unless noted. Based on staff evaluation, the only material difference if reviewed under the new version is that the project density would likely be lower under the new calculation.

The Conditional Rezoning process differs from a General Use Rezoning in its inclusion of requirements to go before the Technical Review Committee (TRC) for specific site plan review and its requirement of the applicant to hold a public meeting to address any community concerns. Reports from both TRC and the public meeting shall be submitted to Pender County. These comments are provided as attachments to this report and are also discussed in the “Public Input Meeting” and “Technical Review Committee Comments” sections in this report. Applicants provide a generalized sketch plan illustrating a broad overview of their concept.

Master Development Plan

A more detailed document than the sketch plan required at the time of conditional rezoning, a Master Development Plan provides additional information regarding open space, roadway facilities, and in the case of the PD, Planned Development zoning district establishes dimensional standards (e.g. setbacks), and timing of recreational units. In the PD district, MDPs are required to be reviewed by the Planning Board in addition to staff.

In this case, the applicant has submitted their Master Development Plan as the sketch plan for the Conditional Rezoning. The Planning Board has conditionally approved the Master Development Plan for this project, contingent on Board of County Commissioners approval of this application.

Subsequent Submittals

Preliminary Plat

The Preliminary Plat is required prior to approval of land-moving activity or utility installation related to residential subdivisions. At this stage, staff require submittal of any outstanding permits required by the UDO and ensure that the specific layout to be constructed is in compliance with UDO standards along with the conditions of any previous approvals. Due to the recent passage of Zoning Text Amendment ZTA 2020-10b, Preliminary Plats conforming to an approved Master Development Plan in the PD, Planned Development zoning district would be reviewed only at the staff level rather than by the Planning Board.

Final Plat

Once the conditions of the Preliminary Plat have been met or financed through a Performance Guarantee, staff perform a site visit and if Ordinance requirements and conditions of approval have been met, the subdivision may be recorded and building permits for individual lots obtained.

Site Development Plan

Commercial projects, such as amenity sites and retail establishments, require approval of a Site Development Plan (Change of Use, Minor Site Development Plan, or Major Site Development Plan, depending on intensity). Due to the recent passage of Zoning Text Amendment ZTA 2020-10b, Major Site Development Plans conforming to an approved Master Development Plan would be reviewed only at the staff level rather than by the Planning Board. The other two types of site plans were already reviewed administratively.

PROPOSAL OVERVIEW

This project, largely consisting of single-family lots on a private sewer system, along with 65 acres of dedicated common space and a farmers’ market, was submitted under the name “Falls Mist Gardens”. However, the Pender County Addressing Coordinator has provided notification that the requested name is too similar to existing names. The applicant will be required to provide a new name prior to Preliminary Plat approval.

Proposed Uses

Use Type	Ref NAICS	Zoning Districts									
		RA	RP	RM	MH	PD	GB	OI	IT	GI	EC
RESIDENTIAL											
SFD: Detached- Conventional		P	P	P	P	P					
Sector 22: UTILITIES											
Sewage Treatment Facilities*	221320		S	PMD/S		PMD/S				P	
Except: Sewage Lift Stations*		SD	SD	PMD/S	PMD/S	PMD/S	D	D	D	D	
*County Owned or County Service District Provided Systems=P											
Sectors 44-45 RETAIL TRADE											
Food and Beverage Stores	445	S	S			P	P		P		

The proposed uses within the PD, Planned Development conditional zoning district 1 are to include the use of single family residential detached conventional housing, a use permitted in the PD, Planned Development zoning district. This includes all associated secondary uses that could occur within a residential subdivision, such as recreational and natural areas as well as home occupations and accessory structures commonly associated with residential uses.

Additionally, the applicant has requested approval for one acre of commercial frontage along NC Hwy 210 for the establishment of a farmers' market.

A private sewer system is proposed to serve the development, which is permitted with approval of a Master Development Plan. Any future expansion of service area to the surrounding area would require further zoning approval and associated hearing(s).

All proposed uses are permitted within the PD, Planned Development zoning district. The applicant would be required to provide all necessary permits – and adhere to all relevant review procedures and standards within the Pender County Unified Development Ordinance – to receive staff approval. All other uses or expansions will be prohibited unless an alteration is made to the approval. Any changes to the requested petition shall be processed in accordance with amendments to the zoning map and in accordance with the Pender County Unified Development Ordinance.

Density

The proposed net density of the Master Development Plan is shown in Table 1 below and calculated in accordance with Section 4.8.1.D.1 of the UDO at the time of submission, totaling approximately 3.5 units per acre. According to Section 4.8.1.D.1, the net density in the PD, Planned Development zoning district shall be a maximum of five (5) units per acre. This development proposal is thus in compliance with the density allowance in the PD district. Additionally, the proposed density conforms with the Future Land Use Map in the Pender 2.0 Comprehensive Land Use Plan. The Future Land Use Classification for these parcels is Medium Density Residential, which envisions development at a density of three to six dwelling units an acre or less.

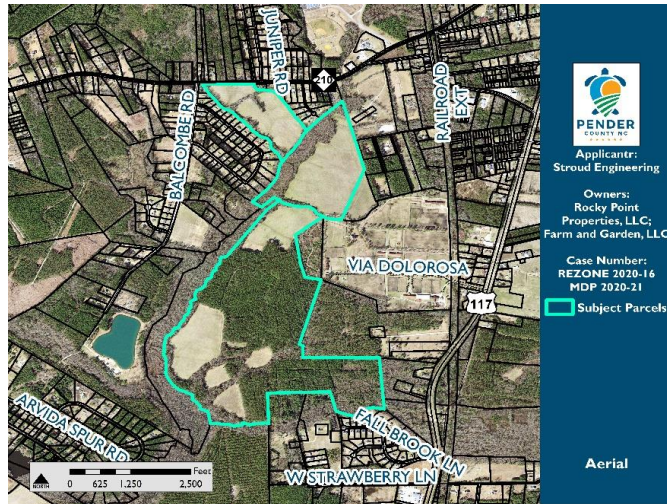


Table 1: Density

Total Acreage	301.1
Non-Residential Acreage	9
Right-of-Way Acreage	10
Common Space Acreage	65
Total Units	750
Developable Land	216.1
Net Density	3.47

Dimensional Requirements

Per Section 4.14, Zoning District Dimensional Requirements, the setback requirements for the PD, Planned Development zoning district are to be specified on the Master Development Plan and subject to review and approval. The applicant has proposed the following dimensional requirements which are in compliance with the Unified Development Ordinance and the PD, Planned Development zoning district:

Table 2: Requested Dimensional Standards

Proposed Dimensional Standards for PD-CD1 Zoning District	Single Family Conventional Lots	Nonresidential Uses
Minimum Lot Size (in sq. ft.)	n/a	n/a
Minimum Lot Width	n/a	n/a
Minimum Front Yard	20'	50'
Minimum Side Yard	10'	10'
Minimum Corner Yard	15'	15'
Minimum Rear Yard	15'	25'
Chord	30'	50'
Maximum Building Height	35'	35'
Structure Separation	n/a	n/a

The applicant has stated that they are requesting no minimum lot size or minimum lot width in order to design the lots such that the environmental features of the property may be conserved within dedicated common open space to the greatest extent possible. Additionally, the applicant has requested that required structure separation between structures on the same lot be based on North Carolina Building Code, which varies based on the construction of the structures.

Phasing

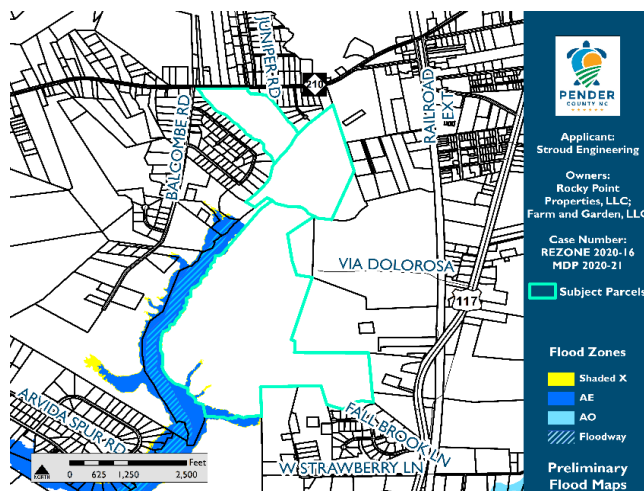
The applicant is proposing to construct the project in three phases working southward from NC Hwy 210: The first phase would consist of 300 residential lots, the wastewater treatment plant, and the farmers' market. The second phase would consist of an additional 300 residential lots, and the third phase would consist of the final 150 residential lots.

ENVIRONMENT, LANDSCAPING AND RECREATION

Environmental Conditions

Flood Zones

The property has limited areas in a Special Flood Hazard Area based on Map #3720322400J effective 2/16/2007. Specifically, there are small portions of AE flood zone along the southern and western boundaries with a base flood elevation ranging from approximately ± 14.2 ft to ± 22.3 ft. Preliminary flood maps (Map #3720322400K) indicate a slightly larger portion of the property in AE flood zone with a base flood elevation ranging from approximately ± 13.8 ft to ± 20.7 ft, as well as extremely limited amounts of Shaded X flood zone. The elevation contours in these portions of the property range from ± 12 to ± 26 ft.



Wetlands

Both the National Wetlands Inventory and North Carolina Division of Coastal Management illustrate the potential of wetlands on the property, as does the submitted Master Development Plan based on a delineation by Southern Environmental Group. No Jurisdictional Determination from the U.S. Army Corps of Engineers has been submitted by the applicant, which will be required prior to any administrative development approvals. According to the submitted narrative, the total wetland disturbance will be limited to one acre. Any disturbance within these wetlands is subject to review and approval by the U.S. Army Corps of Engineers.

Areas of Environmental Concern

The North Carolina Department of Environmental Quality (DEQ) has not identified any Areas of Environmental Concern (AECs) on the site.

Biodiversity and Wildlife

The North Carolina Wildlife Resources Commission (WRC) publishes the Biodiversity and Wildlife Habitat Assessment as part of their Conservation Planning Tool. Land that has been inventoried through this Assessment is ranked on scale ranging from 1 to 10, with higher numbers signifying a more prevalent presence of "more rare, abundant, and diverse species and habitats" in those areas. Less than 25% of the subject properties have a ranking, as much of the interior is already cleared. Nearly the entirety area of the scored area is ranked as a 6, signifying an elevated conservation priority. Approximately 5 acres in the southeasternmost portion of the proposed development are ranked as a 7, representing a more significant conservation priority.

Landscaping and Buffers

The applicant has proposed a type A buffer along NC Hwy 210, as well as a type C buffer along most boundaries east of the proposed collector street. All other boundaries, largely along the southern and western borders, are proposed to maintain a 25-foot vegetated buffer along the property line. Based on an analysis of aerial photography, these areas currently have tree lines which are 25' deep from the property line or deeper.

Planned Developments require an A buffer along all boundaries adjacent to a street, and a C buffer along all boundaries adjacent to single family residential uses or residential lots with a parcel size of less than 1 acre and when a single family structure is within 50' of the boundary of the development. A B buffer, which is an intermediate-density planting between A and C buffers, is the standard usually required on all other boundary lines. As a C buffer exceeds the standards of a B buffer, substituting a C buffer along all non-street property lines conforms with the ordinance. Preserving existing vegetation is encouraged by the ordinance where possible, and the Conditional Zoning process allows the creation of custom buffering standards within a proposed district. If the proposal is approved as proposed, the specific A and C buffers to be installed will be detailed at the preliminary plat level and all buffers will be installed or guaranteed through a financial instrument prior to final plat approval.

Table 3: Buffer Standards

Buffer "A" This buffer is designed primarily for road frontage areas and should run parallel to the street to provide a continuous, aesthetically pleasing streetscape. The requirements for buffer "A" shall be met by any one of the following:
A-1) 15 foot wide strip with 3 canopy trees, 2 understory trees and a grass cover of at least 98 % coverage (except within 4 feet of the base of any tree), per 100 linear feet (width may be reduced to 10' for existing developed lots that are subject to new buffer requirements), or
A-2) 20 foot wide strip with 3 canopy trees, 2 understory trees and either a grass cover of at least 98 % coverage (except within 4 feet of the base of any tree or shrub) or 18 shrubs per 100 linear feet, or
A-3) 25 foot wide strip with 1 canopy tree, 2 understory trees and either a grass cover of at least 98 % coverage (except within 4 feet of the base of any tree or shrub) or 21 shrubs per 100 linear feet, or
A-4) 30 foot wide strip with 1 canopy tree, 2 understory trees and either a grass or other approved vegetative ground cover of at least 98 % coverage (except within 4 feet of the base of any tree or shrub) or 32 shrubs per 100 linear feet.
Buffer "C" This buffer is designed to provide a high density screen primarily along non street boundary lines to provide buffer and separation between different categories of uses such as commercial adjacent to residential uses or other non-residential uses adjacent to high density single family residential uses. The requirements for buffer "C" shall be met by any one of the following:
C-1) 10 foot wide strip with a 6 foot high wood stockade, basket weave, or other solid wood fence and 2 canopy trees and a grass cover of at least 98 % coverage (except within 4 feet of the base of any tree), per 100 linear feet, or
C-2) 15 foot wide strip with a 6 foot high wood stockade, basket weave, or other solid wood fence or an evergreen hedge* that will provide a continuous screen at least 6' high within 4 years and 1 canopy tree, 4 understory trees and a grass cover of at least 98 % coverage (except within 4 feet of the base of any tree), per 100 linear feet, or *Reference spacing requirements in plant list for specific species and spacing to achieve evergreen hedge
C-3) 20 foot wide strip with an evergreen hedge that will provide a continuous screen at least 6' high within 4 years and 1 canopy tree or 3 understory trees and a grass cover of at least 98 % coverage (except within 4 feet of the base of any tree), per 100 linear feet, or
C-4) 25 foot wide strip with an evergreen hedge that will provide a continuous screen at least 6' high within 4 years, 2 understory trees and a grass cover of at least 98 % coverage (except within 4 feet of the base of any tree), per 100 linear feet.

Significant Trees

A significant tree survey conforming with section 8.1.3 of the Pender County Unified Development Ordinance will be required prior to administrative approval of any subsequent Preliminary Plat or Site Development Plan within this project. Any significant tree proposed for removal shall be mitigated by the on-site planting of two (2) trees of the same species with a minimum caliper of 2" or greater.

Open Space

Per Section 7.6.1.C: Required Open Space of the Pender County Unified Development Ordinance: All new residential subdivisions shall provide open space in the amount of 0.03 acres per dwelling unit within the subdivision. No more than 50% of the required open space shall be designated as passive open space. 50% or more of the required open space shall be designated as active open space. A minimum of 22.5 acres of open space would be required for this development, with a minimum of 11.25 acres of open space. The applicant is proposing 65 acres of open space, 12 of which are proposed as active open space. The applicant is in compliance with Pender County's open space requirements.

Per Section 7.6.1.E.1 of the Unified Development Ordinance, the dedicated open space shall form a single parcel of land, whether the subdivision is developed in phases or sections, except where it is determined by the appropriate governing body, that two (2) or more parcels would be in the best interests of the residents of the subdivision and the public; and in such case, the appropriate governing body, may require that such parcels be connected. The applicant has illustrated that at least the minimum required open space shall be contiguous, and is requesting that the Conditional Zoning District not be held to a minimum lot size or minimum lot width to allow as much of the property as possible to remain in common open space.

The applicant has proposed that each preliminary plat be proportionally responsible for fulfilling the portion of the total open space associated with the number of lots proposed for platting to provide flexibility for the configuration of lots and open space in relation to the land's natural features in each phase to be determined closer to the time of development. Allowing this flexibility in larger Master Development Plans does have precedent in Pender County.

Table 4: Required Open Space

Open Space Type	Open Space Required (acres)	Open Space Proposed (acres)
Passive	11.25	53
Active	11.25	12
Total	22.5	65

Recreational Units

Per Section 7.6.2 of the Pender County Unified Development Ordinance, developments are required to provide recreational units equivalent to financial credits based on the total proposed dwelling units as established in Table 4 below. The applicant has proposed 750 single family lots and is therefore required to provide seven and a half (7.5) recreation units totaling a minimum of \$75,000. The applicant has proposed that each preliminary plat be proportionally responsible for fulfilling the portion of the total recreational unit value associated with the number of lots proposed for platting to provide flexibility for the types of recreational unit in each phase to be determined closer to the time of development. Allowing this flexibility in larger Master Development Plans does have precedent in Pender County.

Table 5: Required Recreation Units

Dwelling Units	Recreational Unit(s)	Financial Unit
34-99	1.0	\$10,000
100-150	1.5	\$15,000
151-200	2.0	\$20,000
201-250	2.5	\$25,000
251-300	3.0	\$30,000
301-350	3.5	\$35,000
351-400	4.0	\$40,000

*The figures referenced above shall be carried up to 1,000 dwelling units/10.0 recreational units or \$100,000. Developments exceeding 1,000 dwelling units shall not be required to exceed the maximum of 10 recreational units.

TRANSPORTATION INFRASTRUCTURE

Roadways

The applicant is constructing three public roadways illustrated in the Pender County Collector Street Plan. A Minor Collector Street will run generally south from NC Hwy 210 to the southern border of the proposed development. Two Local Collector Streets will split off from this main thoroughfare, with one stubbing out just south of the proposed wastewater treatment plant to the east and the other connecting to the existing Fall Brook Ln. The remainder of the roadways illustrated on the Master Development Plan are only conceptual, and no decision regarding the ownership or layout of the internal roadway network has been provided at this time. However, as discussed below, a connection to A.R. Black Ave. will be required for the purposes of linking into the existing roadway network and providing additional connectivity for fire code purposes.

The proposed road network is shaped, in part, by Section 7.5.1 of the Pender County Unified Development Ordinance which states that the layout of streets as to arrangement, width, grade, character, and location shall conform to 1) the Pender County Collector Street Plan, 2) adjoining street systems, 3) existing, planned and proposed streets, 4) To provide for continuity in existing streets, 5) Provide adequate right-of-way for collector streets, and 6) Reasonable access will be provided to adjacent properties for development.

The proposal conforms with the Pender County Collector Street Plan and the Pender County Unified Development Ordinance. At the Preliminary and Final Plat levels, staff will require the applicant to certify that all roadways meet NCDOT subdivision standards, and work with the Fire Marshal to ensure the roads meet all applicable fire code standards as well.

Street Connectivity and Access

The applicant has proposed five total connections to the proposed development: Three to existing roadways, and two stubs to be continued in the case of adjoining development. The development would connect to existing roadways via an entrance on NC Hwy 210 on the Minor Collector Street, a continuation of a Local Collector Street to Fall Brook Ln. to reach US HWY 117, and the connection of a neighborhood street to A.R. Black Ave. The Minor Collector Street stubs to the south and is intended to eventually connect to Strawberry Ln and ultimately NC Hwy 133. The other Local Collector Street stubs to the east, and if future development occurs would connect to US Hwy 117.

Rocky Point Properties, LLC purchased a piece of property of approximately 40.288 acres adjoining the Fall Brook subdivision as recorded with the Register of Deeds on September 19, 2006 – Deed Book 3052, Pages 297 and 298. A 50' access and utility easement was recorded to the conveyed property, as illustrated on Map Book 42, Page 116. The deed entitles the property owner to utilize Fall Brook Ln to construct single family dwellings on the acquired property with the caveat that, "Until the completed roadway for access to the subject property is accepted for maintenance by [NCDOT], the Grantee, and its successors, assigns and Grantees, shall be responsible for maintenance and repair of the said roadway based on the ratio of usage and the cause of the need for repair and maintenance." The proposed conditions of approval, agreed to by the applicant, would preempt this clause and only permit residential or construction traffic related to this proposal to utilize the existing Fall Brook Ln once the North Carolina Department of Transportation has accepted it for maintenance.

The applicant has also agreed to place a siren-activated gate for emergency access to A.R. Black Ave. until such time as that roadway be redeveloped to the street standards of the Pender County Unified Development Ordinance.

In accordance with the Pender County Collector Street Plan, individual driveway access will not be permitted on the Minor Collector Street. However, the Plan does permit individual driveway access on the Local Collector Streets.

Traffic

A Traffic Impact Analysis (TIA) has been scoped for the proposed development. Per Section 6.1.2.B.15 of Pender County's Unified Development Ordinance, a Traffic Impact Analysis is required when the development generates 100 trips in the morning or peak hours or 1,000 trips per day. The proposed development is projected to result in 7,000 daily trips and 700 peak hour trips at buildout. Any traffic management requirements will be required by the NCDOT and will be required to be compliant with the NCDOT's Driveway Manual.

The Traffic Impact Analysis will be required to be complete prior to administrative approval of the project.

All roadway improvements will be tracked through the driveway permit process and coordinated with the NCDOT and Staff.

Traffic Calming

To address concerns regarding traffic safety in the existing Fall Brook development, the applicant has agreed to installing two traffic calming devices – one inside the platted development, one just within the proposed new development – upon agreement with NCDOT regarding the specific strategies that are appropriate with those locations. Additionally, the applicant and NCDOT staff have agreed that a speed limit of 25 MPH should be posted upon state acceptance of maintenance.

Pedestrian Access

The applicant has agreed to a condition to provide sidewalks along all streets throughout the development. Along the Minor Collector Street, which connects to NC Hwy 210 and runs south to the property line generally paralleling US Hwy 117, the applicant has proposed a multi-use path.

Proposed sidewalks provide pedestrian access to each of the active open space areas, reducing the need for vehicular transportation to those areas. Sidewalks also provide a safe, walkable community for all residents and provide for pedestrian circulations throughout the community. Greater bicycle and pedestrian connectivity is a purpose of the PD, Planned Development zoning district and is encouraged by the Pender 2.0 Comprehensive Land Use Plan and this proposal conforms with those documents in this regard.

OTHER INFRASTRUCTURE

Utilities

The applicant intends to utilize Pender County Utilities (PCU) water. The applicant also intends to utilize a private on-site wastewater treatment plant for wastewater treatment and disposal. The applicant has received a Letter of Intent from Pluris, a private wastewater utility, to provide this service. That Letter is attached to this report. Relevant documentation from state, local, or private entities involved in the construction and operation of these utilities will be required prior to administrative approval to construct any phase of the development.

Stormwater

Section 7.9 of the Pender County Unified Development Ordinance requires that stormwater infrastructure be built such that the post development runoff from the project be no more than ten (10) percent more than the pre- development runoff. Low-density projects, as this is proposed to be, are required to meet this standard for the 1 year 24-hour event, while high-density projects are required to meet this standard for a twenty-five year storm and be analyzed for a fifty-year storm. The applicant has proposed exceeding these standards by constructing a stormwater system which would accommodate a fifty-year storm and be analyzed for a hundred-year storm. Certification from a licensed engineer that the project meets these requirements shall be required at administrative approval of each phase of the development, and all necessary state permits will be required prior to administrative approval for land disturbing activities.

Signage

All signage shall be reviewed per Article 9 of the Pender County Unified Development Ordinance.

PUBLIC INPUT MEETING

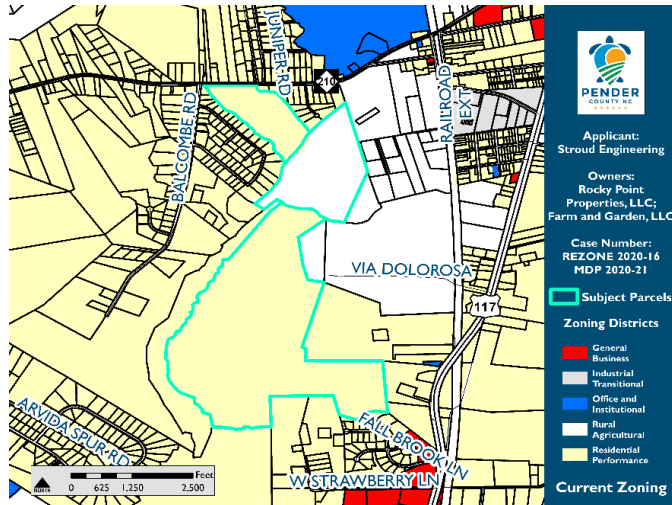
The public meeting was held on July 8, 2020 from 5:30pm-8:30pm in the shelter at Millers Pond Park. Notices of the meeting being held were mailed to all residents within 500 feet of the subject property at least 10 days prior to the meeting. The applicant provided a brief overview of the project and took questions from the attendees. Community concerns included traffic, stormwater runoff, and school capacity. Attendees expressed those concerns to Pender County Staff in attendance as well. The applicant has provided a report from the public input meeting and is included as Attachment 1.

TECHNICAL REVIEW COMMITTEE (TRC) RESPONSES

Pender County's Technical Review Committee meeting was held on Wednesday, June 3, 2020 at 9 A.M. in the Board of County Commissioners meeting room, to review the proposal. The comments can be found in Attachment 2.

EVALUATION

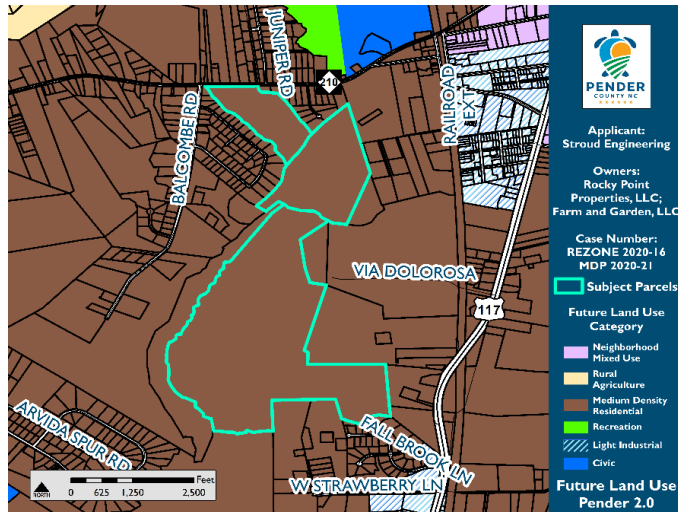
- A. Public Notifications:** Advertisements for the proposal have been placed in the Pender-Topsail Post & Voice. Adjacent property owners within five hundred feet (500') of the subject parcel were notified by first class mail; and a sign advertising the public hearing was placed on the subject properties.
- B. Existing Zoning in Area:** The subject property is currently zoned RP, Residential Performance and RA, Rural Agricultural zoning districts. The subject properties are bordered by RP, Residential Performance zoning district properties along most parcel lines. The subject properties are bordered to the east by RA, Rural Agricultural zoning district properties.



C. Existing Land Use in Area: The subject parcels are currently vacant and are surrounded by residential development to the north, northeast, southwest, southeast, and east. Vacant/agricultural land uses can be found to each cardinal direction. Heide Trask High School and Pender EMS & Fire Station 7 are nearby to the northeast.

D. Pender 2.0 Comprehensive Land Use Plan Compliance:

The Pender 2.0 Comprehensive Land Use Plan designates the subject property as Medium Density Residential. Medium density residential uses are vital to supporting Pender County's growing population by strategically locating more dense residential development in areas that will not create conflicts with existing neighborhoods. These uses are located in close proximity to supporting services and a mixture of development types, and are generally found in the southern portion of the County. Appropriate uses include single-family residences, duplexes, townhomes, community recreation and open space uses, and neighborhood-scale institutional uses such as religious and civic organizations. Townhomes may be suitable when proposed as part of a master planned community whereby the dimensional requirements and uses forming the outer boundary of the community are compatible with the adjacent properties or permissible uses. Clustering of new residential communities is encouraged.



Planned communities may also include well-integrated neighborhood-scale commercial and office uses. Industrial and manufacturing uses, and commercial and office uses not located within a planned community, are inappropriate. Development density within this category is three to six dwelling units an acre or less.

This application is consistent with the Medium Density Residential Future Land Use classification because it proposes a clustered single-family neighborhood at a density of 3.47 units an acre in addition to integrated commercial frontage. The Pender 2.0 Comprehensive Land Use Plan also encourages bicycle and pedestrian infrastructure within this Future Land Use classification, which the applicant has proposed.

In addition to conforming with the Future Land Use Map, the Conditional Zoning Map Amendment request is supported by three (3) goals, two (2) objectives, and six (6) policies within the Pender 2.0 Comprehensive Land Use Plan:

Policy 3.1.H: Low Impact Development (LID): The County supports Low Impact Development practices. Such LID practices may include retaining/infiltrating most of the runoff on-site, maximizing the use of permeable pavements, reducing the amount of impervious coverage, and clustering housing to allow a profitable development density while maximizing open space and minimizing wildlife habitat fragmentation.

Goal 4.2: Manage the timing, location and intensity of growth by coordinating transportation improvements in accordance with development and ensuring safe and efficient modes of transportation are available to all residents and visitors.

Policy 4.2.F: Collector Street Plan: The County shall continue to support and implement the Pender County Collector Street Plan when reviewing and approving new development proposals within the WMPO Boundary area of the County.

Goal 4.3: Provide safe opportunities for walking and cycling, while supporting the need for paratransit service and other alternatives to provide transportation choices for residents and visitors.

Objective 4.3: Encourage alternative means of transportation to reduce traffic, enhance economic development, offer services to those without use of a vehicle, and provide recreational opportunities for residents and visitors.

Goal 5.1: Land Use and Growth Management: Manage the physical growth and development of Pender County by encouraging more intensive land uses in key locations identified for such growth while preserving and protecting the unique physical character and social assets of the rural heritage and coastal habitat that makes the County a unique place to live.

Objective 5.1: Land Use and Growth Management: Ensure that development and use of resources balances protection of natural resources and agricultural lands with economic development, avoids risks to public health and welfare, and is consistent with the capability of the land.

Policy 5.1.D: Focused Growth and Development: The County supports a growth pattern that includes low density single-family residential communities, but also allows for the strategic placement of higher density residential, mixed uses, and commercial development to accommodate and support future population growth, where necessary infrastructure exists or is planned.

Policy 5.1.H: Mixed Use Development: The County supports a wide range of commercial and residential development at varying intensities, when appropriately located, and provided that impacts to adjacent property owners and traffic congestion is mitigated.

Policy 5.1.V: Residential Development: The County supports a range of housing types and development at appropriate densities and locations that are compatible with their surroundings and are in accordance with the future land use map.

Policy 5.1.Z: Cluster Development Incentive: The County supports the clustering of residential development within the residential future land use categories for the preservation of coastal natural resources, prime agricultural lands, or wildlife habitat areas.

The project fulfils several desired policy outcomes for development as described in the Pender 2.0 Comprehensive Land Use Plan. The proposal provides enhanced transportation infrastructure, constructing multiple collector streets as well as bicycle and pedestrian connectivity throughout the development. While not proposing to certify the project to the Low Impact Development stormwater engineering standard, the project exhibits multiple characteristics of LID design – namely clustering development to preserve open space and providing above-average stormwater infrastructure. Additionally, based on comments received from the relevant agencies, sufficient infrastructure is available or will be constructed to serve the development.

The Conditional Zoning Map Amendment proposal was not found to conflict with any goals, objectives, or policies in the Pender 2.0 Comprehensive Land Use Plan.

- E. Unified Development Ordinance Compliance:** Section 3.3 of the Unified Development Ordinance provides for standards that shall be followed by the Planning Board and Board of County Commissioners before a favorable recommendation of approval for a rezoning can be made. The Planned Development District encourages progressive land planning and design concepts and is intended to provide an alternative to a conventional development. The PD Districts allows projects of innovative design and layout that may not otherwise be permitted under this Ordinance due to the strict application of zoning district or general development standards. The PD District shall not be used as a means of circumventing the County's adopted land development regulations.

Utilities

Public water services are available for the subject properties through Pender County Utilities, which has indicated sufficient capacity to serve the development. The applicant has also proposed an onsite wastewater treatment plant to provide sewer service within the development. Any final zoning approvals are contingent upon review and approval by appropriate local and state agencies.

Traffic & Roadways

The subject property has direct frontage on NC Hwy 210. Average Annual Daily Trips (AADT) and capacity of NC Hwy 210 in this area are 5,800/15,500 (V/C), which represents a V/C ratio of 0.37:1, suggesting that traffic volumes are approximately 37% of the full capacity of the roadway. Along the segment of US Hwy 117 which intersects with Fall Brook Ln, Average Annual Daily Trips (AADT) and capacity are 8,500/15,500 (V/C), which represents a V/C ratio of 0.55:1, suggesting that traffic volumes are approximately 55% of the full capacity of the roadway.

A Traffic Impact Analysis (TIA) has been scoped for the proposed development. Per Section 6.1.2.B.15 of Pender County's Unified Development Ordinance, a Traffic Impact Analysis is required when the development generates 100 trips in the morning or peak hours or 1,000 trips per day. The proposed development is projected to result in 7,000 daily trips and 700 peak hour trips at buildout. Any traffic management requirements will be required by the NCDOT and will be required to be compliant with the NCDOT's Driveway Manual.

Schools

750 residential units are proposed in this application. Therefore, an impact to the school system should be anticipated. Pender County Schools staff attended the TRC meeting on June 3, 2020 and indicated that over the projected timeframe for total buildout, Pender County Schools would be able to accommodate the potential increase in school age children due to the anticipated construction timeline for the proposed development.

A new Pender County Schools student in this area would likely attend Rocky Point or Cape Fear Elementary School, Cape Fear Middle School, or Heide Trask High School. According to data provided by Pender County Schools at the end of August, these facilities are at approximately 90%, 77%, 67%, and 87% of full capacity respectively under normal circumstances.

At the Public Input Meeting, community concerns included traffic, stormwater runoff, and school capacity. The applicant worked with staff on conditions which address some of these topics, as discussed in the following section.

3.4.4 Review Criteria for Conditional Rezoning

When evaluating an application for the creation of a conditional zoning district, the Planning Board and Board of Commissioners shall consider the following:

- 1) The application's consistency to the general policies and objectives in all adopted Land Use Plans and Unified Development Ordinance.
- 2) The potential impacts and/or benefits on the surrounding area, adjoining properties.
- 3) The report of results from the public input meeting.

CONDITIONS FOR APPROVAL OF PETITION

Per Sections 3.4.5 and 4.13.6 of the Pender County Unified Development Ordinance, the Pender County Planning Board and the Board of County Commissioners can add reasonable and appropriate conditions based on mutually established goals with the Applicant and adjacent property owners. Conditions may address parking areas and driveways, pedestrian and vehicular circulation systems, screening and buffer areas, the timing of development, street and right-of-way improvements, water and sewer improvements, stormwater drainage, the provision of open space, and other matters that the participants in the public input meeting, staff, Planning Board and County Commission find appropriate or the petitioner may propose.

Staff, the applicant, and the Pender County Planning Board have collaborated to reach agreement on the following potential conditions of approval for this application:

1. The project shall be designed so that the post development runoff from the project be no more than ten (10) percent more than the pre- development runoff for the 10, 25, and 50 year return period events and be analyzed for the 100-year event.
2. All wetlands which will not be disturbed via an Army Corps of Engineers wetlands fill permit as part of the proposed development shall be placed under a conservation easement.
3. Informational signs to be installed at 500 ft intervals along all delineated wetland boundaries within platted open space, and to be maintained by the HOA and replaced as necessary. The applicant shall include this provision in the recorded covenants and restrictions for the development in perpetuity.
4. Sidewalks will be installed along all streets, and crosswalks will be marked at all intersections with a Collector Street.
5. Fall Brook Ln will be accepted for NCDOT maintenance prior to preliminary plat approval of the 601st lot of this development, preliminary plat approval of any portion of the development within the boundary of Tract 2 as shown on Pender County Map Book 42 P 116, or use of Fall Brook Ln for construction traffic, whichever shall come first.

6. A siren-activated gate meeting the standards of the Pender County Fire Marshal will be required at the border of the development and the existing A.R. Black Av., to be installed prior to final plat approval of the appropriate section, and be required to remain in place until such time as A.R. Black Av. is brought up to the street design standards of the Pender County Unified Development Ordinance.
7. The wastewater treatment plant shall utilize membrane filtration technology, or other technology certified by the project engineer to render no greater negative impact to local water quality than membrane filtration.
8. Evidence that the Army Corps of Engineers has received any Certificate of Completion forms for wetland disturbance permits relating to the project shall be provided to staff prior to approval of the last Final Plat associated with this development.
9. Prior to completing the roadway connection between Fall Brook and the proposed development, A measure similar to a chicane that is acceptable to the NCDOT and Pender County Emergency Services shall be installed within the proposed development near the interconnection with Fall Brook, as well as at least one additional traffic calming measure along Fall Brook that is acceptable to NCDOT. The applicant shall also make a written request to the North Carolina Department of Transportation that a speed limit of 25 MPH should be posted on Fall Brook Ln.

RECOMMENDATION

At their November 5, 2020 meeting, the Pender County Planning Board recommended conditional approval of this application based on its consistency with the Pender County Unified Development Ordinance and Pender 2.0 Comprehensive Land Use Plan, with Staff also recommending approval. The proposed development is consistent with three (3) goals, two (2) objectives, and six (6) policies and the Future Land Use Map in the Pender 2.0 Comprehensive Land Use Plan, and conflicts with none. The proposed development is compliant with the Pender County Unified Development Ordinance.

BOARD OF COUNTY COMMISSIONERS ACTION NEEDED:**TO APPROVE:**

Motion to recommend approval of the Conditional Zoning Map Amendment and to make a finding that the approval is consistent with the following goals, objectives, and policies in the Pender 2.0 Comprehensive Land Use Plan:

- **Policy 3.1.H**
- **Goal 4.2**
- **Policy 4.2.F**
- **Goal 4.3**
- **Objective 4.3**
- **Goal 5.1**
- **Objective 5.1**
- **Policy 5.1.D**
- **Policy 5.1.H**
- **Policy 5.1.V**
- **Policy 5.1.Z**

The proposed rezoning is consistent with the Medium Density Residential Future Land Use classification in the Pender 2.0 Comprehensive Land Use Plan because the proposed development is of an appropriate density for the area, enhances local transportation infrastructure, and utilizes design techniques to minimize stormwater runoff while maximizing preservation of open space.

TO DENY:

Motion to deny the Conditional Zoning Map Amendment and to make a finding of denial because although the proposal is consistent with the Pender 2.0 Comprehensive Land Use Plan, said denial is reasonable and in the public interest and does not further the goals of the Pender 2.0 Comprehensive Land Use Plan because [INSERT REASONING]

BOARD ACTION FOR CONDITIONAL ZONING MAP AMENDMENT REQUEST

Motion: _____ **Pitts** _____ **Seconded:** _____ **Beaudoin** _____

Approved: _____ **X** _____ **Denied:** _____ **Unanimous:** _____

McClammy: Y Jordan: N Beaudoin: Y Buchanan: Y Gruntfest: N Pitts: Y Teachey: Y

APPLICATION FOR CONDITIONAL REZONING

THIS SECTION FOR OFFICE USE			
Application No.	ZMA-CD REZONE 2020-46	Date	5/8/2020
Application Fee	\$ 3460.90	Receipt No.	10561
Pre-Application Conference	3/13/2020	Hearing Date	Pending
SECTION 1: APPLICANT INFORMATION			
Applicant's Name:	James H. Fentress, Jr., PE	Owner's Name:	Mark Maynard
Applicant's Address:	STROUD ENGINEERING, PA	Owner's Address:	ROCKY POINT PROPERTIES, LLC 10 S. CARDINAL DR.
City, State, & Zip	102 - D CINEMA DR. WILMINGTON, NC 28403	City, State, & Zip	WILMINGTON, NC 28403
Phone Number:	910-815-0775	Phone Number:	910 612-3633
Email Address:	jfentress@stroudengineer.com	Email Address:	jr@tributecompanies.com
Legal relationship of applicant to land owner: ENGINEER			
SECTION 2: PROJECT INFORMATION			
Property Identification Number (PIN):	3234-29-6506-0000=35.25ac. RP 3234-38-5366-0000=57.20ac. RA 3234-24-6900-0000=208.64ac. RP	Total property acreage:	301.09 AC.
Current Zoning District:	SEE ABOVE	Proposed Zoning District:	PD
Project Address or Location:	HWY 210 / OFF HWY 210 & OFF 117 S. US HWY		
Proposed Uses to be Considered (Include NAICS Code):			
Proposed rezoning to PD to provide a mix of single family detached lot sizes and shapes to yield an overall density of 2.5 units per acre. Commercial use along North Carolina Highway 210 frontage shall be complimentary to proposed housing development. Project proposes an onsite waste water treatment plant to provide central sewer to all uses.			
Proposed Uses to be Eliminated from Consideration (Include NAICS Code):			
SECTION 3: SIGNATURES			
Applicant's Signature		Date:	4/17/2020
Owner's Signature		Date:	4/17/2020
NOTICE TO APPLICANT			
1. Applicant must also submit the information described on the Rezoning Checklist. 2. Applicant or agent authorized in writing must attend the public hearing. 3. Once the public hearing has been advertised, the case will be heard unless the applicant withdraws the application or unless the Planning Board or other authorized person agrees to table or delay the hearing. 4. All fees are non-refundable. 5. A complete application packet must be submitted prior to the deadline in order to be placed on the next Planning Board Agenda.			

Conditional (Zoning Map) Amendment Checklist

☒	Signed application form
☒	Application fee
☒	A list of names and addresses, as obtained from the county tax listings & tax abstract, all adjacent property owners, including property owners directly across any road or road easement, & owners of the property under consideration for rezoning.
☒	Two (2) business size envelopes legibly addressed with first class postage for each of the adjacent and abutting property owners on the above list.
☒	Accurate legal description or a map drawn to scale showing the property boundaries that are to be rezoned, in sufficient detail to for the rezoning to be located on the Official Zoning Map.
☒	12 (11"x17") map copies to be distributed to the Planning Board
☒	20 (11"x17") map copies to be distributed to the Board of Commissioners
☒	Digital (.pdf) submission of all application materials
☒	Public Input Meeting Report (Section 3.4.3 or see Public Input Meeting on the first page of this application)
☒	A description and/or statement of the present and proposed zoning regulation or district boundary and stating why the request is being made and any information that is pertinent to the case. If the owner and applicant are different, the letter must be signed by both parties.
☒	All applications which specify an intended use must include a generalized site development plan drawn to a suitable scale, supporting information and text which specifies the use or uses intended for the property and any development standards to be approved concurrently with the rezoning application
☒	A generalized site development plan shall include the following items: ☒ A vicinity map drawn to a suitable scale which illustrates adjacent or nearby roadways, railroads, waterways & public facilities. ☒ A (metes and bounds) boundary of the parcel or portion of the parcel to be rezoned and developed. ☒ All existing easements, reservations and rights of way. ☒ Delineation of all Areas of Environmental Concern including but not limited to federal jurisdictional wetlands. ☒ For residential uses, the number of units, heights and a generalized location. For non-residential uses, the height, approximate footprint and location of all structures. ☒ If a known use is proposed: Traffic impact report, parking and circulation plans illustrating dimensions, intersections and typical cross sections. ☒ All proposed setbacks, buffers, screening and landscaping. ☒ Phasing. ☒ Signage. ☒ Outdoor lighting. ☒ Current zoning district designation and current land use status. ☒ Other information deemed necessary by the Administrator, Planning Board, or Board of Commissioners, including but not limited to a Traffic Impact Analysis or other report from a subject matter expert.

Office Use Only						
ZMA-CD Fees: (\$500.00 for first 5 acres; \$10/acre thereafter up to 1,000 acres; \$5/acre thereafter)	Total Fee Calculation: \$ <u>3460.90</u>					
Attachments Included with Application: (Please include # of copies)						
CD /other digital version	☒ Y ☐ N	Plan Sets	# of large	# of 11X17	Other documents/Reports	☐ Y ☐ N
Payment Method:	Cash: ☐ \$ _____	Credit Card: ☐ Master Card ☐ Visa		Check: ☒ Check # <u>108371</u>		
Application received by: <u>[Signature]</u>		Application completeness approved by: <u>[Signature]</u>			Date: <u>5/8/2020</u>	
Dates scheduled for public hearing:		☐ Planning Board: <u>Pending</u>		☐ Board of Commissioners: <u>Pending</u>		

Farm and Garden, LLC
3907-100 Wrightsville Ave.
Wilmington, NC 28403

August 10, 2020

Pender County Planning Dept.
Attn: Sam Shore, MPA
805 South Walker Street
Burgaw, NC 28425

RE: Rezoning Acknowledgment in Pender County, NC

Dear Sam Shore,

Farm and Garden, LLC is the owner of Pender County parcel numbers 3234-29-6506-0000 (35.23 acres) and 3234-38-5366-0000 (57.2 acres). The subject two parcels are proposed to be rezoned to Pender County Zoning District PD zone by application filed on or about May 7, 2020 by James H. Fentress, Jr. PE of Stroud Engineering, PA. Farm and Garden, LLC is filed with the North Carolina Secretary of State having ID# 1971347 and reports Registered Agent Samuel B. Potter. By signature below, Farm and Garden, LLC acknowledges and consents to the proposed rezoning.

Sincerely,



Samuel B. Potter
Registered Agent
Farm and Garden, LLC



STROUD ENGINEERING, P. A.

CONSULTING ENGINEERS
102D CINEMA DRIVE
WILMINGTON, NORTH CAROLINA 28403
WWW.STROUDENGINEER.COM
LICENSE NO. C-0647

Date: 9/15/2020

Falls Mist Village

Conditional Rezoning Narrative

Introduction

Three properties are compiled to be proposed as a Planned Development by the two landowners Rocky Point Properties, LLC and Farm and Garden, LLC. Rocky Point Properties, LLC owns the 208.6 acre tract adjacent the Fallbrook subdivision. Farm and Garden, LLC owns the 35.3 acre and the 57.2 acre tracts extending off US Highway 210 toward Rocky Point Properties. The three tracts combine to just over three hundred and one acres. These properties stretch from US Highway 117 to North Carolina Highway 210. The two properties on either end are presently zoned RP. The property in the middle is presently zoned RA. The current maximum density for the properties is understood to allow for about six hundred and sixty-seven homes. All three properties are proposed for conditional rezoning to PD. The conditional rezoning plan proposes seven hundred and fifty single family detached lots. The PD zoning is desired to enable lot size flexibility. No minimum lot size is proposed given that the density is to be fixed for the combined properties. This will enable creative design to adjust for environmental assets as well as the dedication of enhanced common spaces to benefit the properties created. The Pender County Comprehensive Transportation Plan shows a group 2 collector street bisecting the properties, parallel to US Highway 117 and connecting to NC Highway 210. This is considered the primary collector street serving the proposed development. The plan also shows a group 2 collector extending from US Highway 117 out of the Williamson tract and intersecting the collector planned parallel to US Highway 117. There is also a group 1 collector street shown extending out of the Fallbrook subdivision that also intersects the collector parallel to US Highway 117. The proposed plan includes such collector streets with limited access to interconnecting streets. The group 2 collector street includes a mixed use path. The lots are proposed off of the interconnecting streets. There will be no residential driveways extended from the collector streets. The collector streets will be designed as public road rights of way and built for North Carolina Department of Transportation acceptance. These development concepts are consistent with the Pender County Comprehensive Land Use Plan with regards to public infrastructure sized for growth, preservation of environmentally sensitive areas, provision of common areas and enhanced open spaces for community use.

107B COMMERCE STREET
GREENVILLE, NORTH CAROLINA 27858
252.756.9352

102D CINEMA DRIVE
WILMINGTON, NORTH CAROLINA 28403
910.815.0775

3302C BRIDGES STREET
MOREHEAD CITY, NORTH CAROLINA 28557
252.247.7479

Existing Uses

The properties are all currently undeveloped and utilized for agriculture of various description. The property is mostly cleared for these purposes. Turkey Creek meanders along the western property line of the largest tract before cutting between the two properties closest to NC Highway 210. The wetlands adjacent to Turkey Creek constitute the majority of the wetlands on the properties. There is within the wetland boundaries and adjacent Turkey Creek the one-hundred year flood plain.

Proposed Uses

The proposed PD zoning is to enable a large single family residential neighborhood with varying lot sizes and supporting commercial uses being the waste water treatment plant and commercial frontage on NC Highway 210. The commercial use is intended to serve and compliment the neighborhood. The project will initially develop from US Highway 210 by extending the aforementioned primary group 2 collector into the Farm and Garden Property with proposed residential lots fronting local roads that emanate from the main collector. The collector will be extended as the project develops additional phases until its completed connection to the south end of the property and with a group 1 collector connecting east to Fall Brook Lane. The project will maintain and mostly preserve existing drainage patterns while proposing wet detention ponds to treat and manage the stormwater runoff. Existing wetlands on the property will be preserved to the greatest extent practical. The total wetland impact will be limited to one half acre for each of the two developers. The project proposes a wastewater treatment plant. The plant will be developed in accordance with North Carolina Department of Environmental Quality standards and permitted to water reuse standards. This will enable the treated wastewater to be reused for irrigation in the common areas as well as returned to the lots for irrigation if so desired. Potable water will be provided by Pender County Utilities with a main that will connect the lines on US Highway 117 with those on NC Highway 210. This will improve the water pressures and quality in the region. The development will extend primarily on already cleared property. Grading will be limited to only that necessary for drainage to the proposed detention ponds.

In consideration of the concerns raised at the July 8th, 2020 community meeting the plan has been revised to now show phasing extending from the north end of the property adjacent NC Highway 210, proposed drainage and conservation areas, a revised group 2 collector location being more consistent with the Pender County Collector Street Plan as well as buffers where existing wetland buffers are not provided. The community meeting was contentious however we feel beneficial to the process and the plan.

107B COMMERCE STREET
GREENVILLE, NORTH CAROLINA 27858
252.756.9352

102D CINEMA DRIVE
WILMINGTON, NORTH CAROLINA 28403
910.616.0775

3302C BRIDGES STREET
MOREHEAD CITY, NORTH CAROLINA 28557
252.247.7479

SITE DATA

PROJECT PINS 3234-24-6900-0000, 3234-38-5366-0000, & 3234-29-6506-0000
PROJECT AREA 301.1 AC
EXISTING ZONING RP & RA
PROPOSED ZONING PD
PROPOSED SINGLE FAMILY LOTS 750
PROPOSED COMMERCIAL AREA 1 AC
PROPOSED COMMON AREA 65 AC
SEWER UTILITY AREA 8 AC
PROPOSED RIGHT OF WAY AREA 10 AC
PROPOSED SINGLE FAMILY AREA 217 AC
PROPOSED OVERALL DENSITY 3.5 UNITS/ACRE
MINIMUM LOT SIZE SEE NOTE 9
OPEN SPACE REQUIRED 22.5 AC
PASSIVE OPEN SPACE PROVIDED 53 AC
ACTIVE OPEN SPACE PROVIDED 12 AC
RECREATION UNITS REQUIRED 7.5
RECEIVING STREAM & CLASS TURKEY CREEK, SW
PHASE 1 PROPOSES 300 LOTS & COMM.
PHASE 2 PROPOSES 300 LOTS
PHASE 3 PROPOSES 150 LOTS

GENERAL NOTES:

1. 301.1 ACRES ARE PROPOSED TO BE REZONED TO PD, PLANNED DEVELOPMENT PURSUANT PENDER COUNTY UNIFIED DEVELOPMENT ORDINANCE.
2. PRIMARY ACCESS TO BE PROVIDED BY PUBLIC COLLECTOR ROAD IN ACCORDANCE WITH THE PENDER COUNTY COLLECTOR ROAD PLAN.
3. ALL STREET CONSTRUCTION SHALL COMPLY WITH NCDOT STANDARDS.
4. WETLAND LINE DELINEATED BY SOUTHERN ENVIRONMENTAL GROUP INC. SEGI.
5. WATER SERVICE TO BE PROVIDED BY PENDER COUNTY UTILITIES.
6. STORMWATER MANAGEMENT SHALL BE BY LOW DENSITY, CURB OUTLET WITH SPREAD COLLECTION. STORMWATER WET DETENTION PONDS ARE PROPOSED TO ENABLE THE COLLECTION PRING.
7. UNLESS OTHERWISE SHOWN, A TWENTY FIVE FOOT VEGETATED BUFFER IS PROPOSED ADJACENT THE PROJECT BOUNDARY.
8. THE PROPERTY IS LOCATED WITHIN THE CAPE FEAR RIVER BASIN AND DRAINS TO TURKEY CREEK, SW WATERS.
9. NO SINGLE FAMILY RESIDENTIAL MINIMUM LOT SIZE IS PROPOSED. LOT SIZES WILL BE ESTABLISHED BY FUTURE PRELIMINARY PLANS AND CONSISTENT WITH PERMITTED DENSITY TO PROVIDE COMMON AREAS WHERE ENVIRONMENTALLY APPROPRIATE AND AS NEEDED FOR COMMUNITY BENEFIT.
10. PROPOSED PD ZONING RESIDENTIAL SETBACKS:
FRONT = 20'
REAR = 15'
SIDE = 10'
CORNER = 15'
MIN. CHORD = 30'
MAX. BUILDING HEIGHT = 35' MAX.
11. PROPOSED PD ZONING COMMERCIAL SETBACKS:
FRONT = 50'
REAR = 25'
SIDE = 10'
CORNER = 15'
MIN. CHORD = 50'
MAX. BUILDING HEIGHT = 35' MAX.
12. PROPOSED DEVELOPMENT WILL ADD 7000 TRIPS PER DAY, 700 PEAK HOUR TRIPS.
13. RETAIL NAKS CODE 445230, SEWAGE TREATMENT FACILITY NAKS CODE 221320.
14. LOCAL ROADS SHOWN FOR CONCEPT ONLY. PRELIMINARY PLAN ROAD NETWORK MAY VARY.
15. ACTIVE SPACES AND RECREATIONAL UNITS WILL BE DESIGNED IN THE PRELIMINARY PLAN PROCESS AND DEDICATED AS APPROPRIATE FOR THE NUMBER OF LOTS SO PLANNED.
16. SIGNIFICANT TREE SURVEY WILL BE PROVIDED IN PERLIMINARY PLAN PROCESS.
17. DEVELOPMENT PROPOSES TO DESIGN STORMWATER DETENTION SYSTEMS FOR THE 50 YEAR AND MODEL FOR THE 100 YR. STORM.
18. FALL BROOK LANE WILL BE ACCEPTED FOR MAINTENANCE BEFORE CONNECTION MADE BY PHASE 3 RECORDING.
19. FALL BROOK LANE WILL BE ACCEPTED FOR NCDOT MAINTENANCE PRIOR TO PRELIMINARY PLAT APPROVAL OF THE 601ST LOT OF THIS DEVELOPMENT. PRELIMINARY PLAT APPROVAL OF ANY PORTION OF THE DEVELOPMENT WITHIN THE BOUNDARY OF PRACT 2 AS SHOWN ON THE PENDER COUNTY MAP BOOK 42 PAGE 116, OR USE OF FALL BROOK LANE FOR CONSTRUCTION TRAFFIC, WHICHEVER COMES FIRST.
20. BUILDING SEPARATION SHALL BE IN ACCORDANCE WITH THE NORTH CAROLINA BUILDING CODE.

PROJECT NO. : PW1200-001

DRAWING NO. : W:\MASTER\PW-1200\DG\MASTER DEVELOPMENT PLAN.DGN

300 0 300 600
GRAPHIC SCALE: 1" = 300'

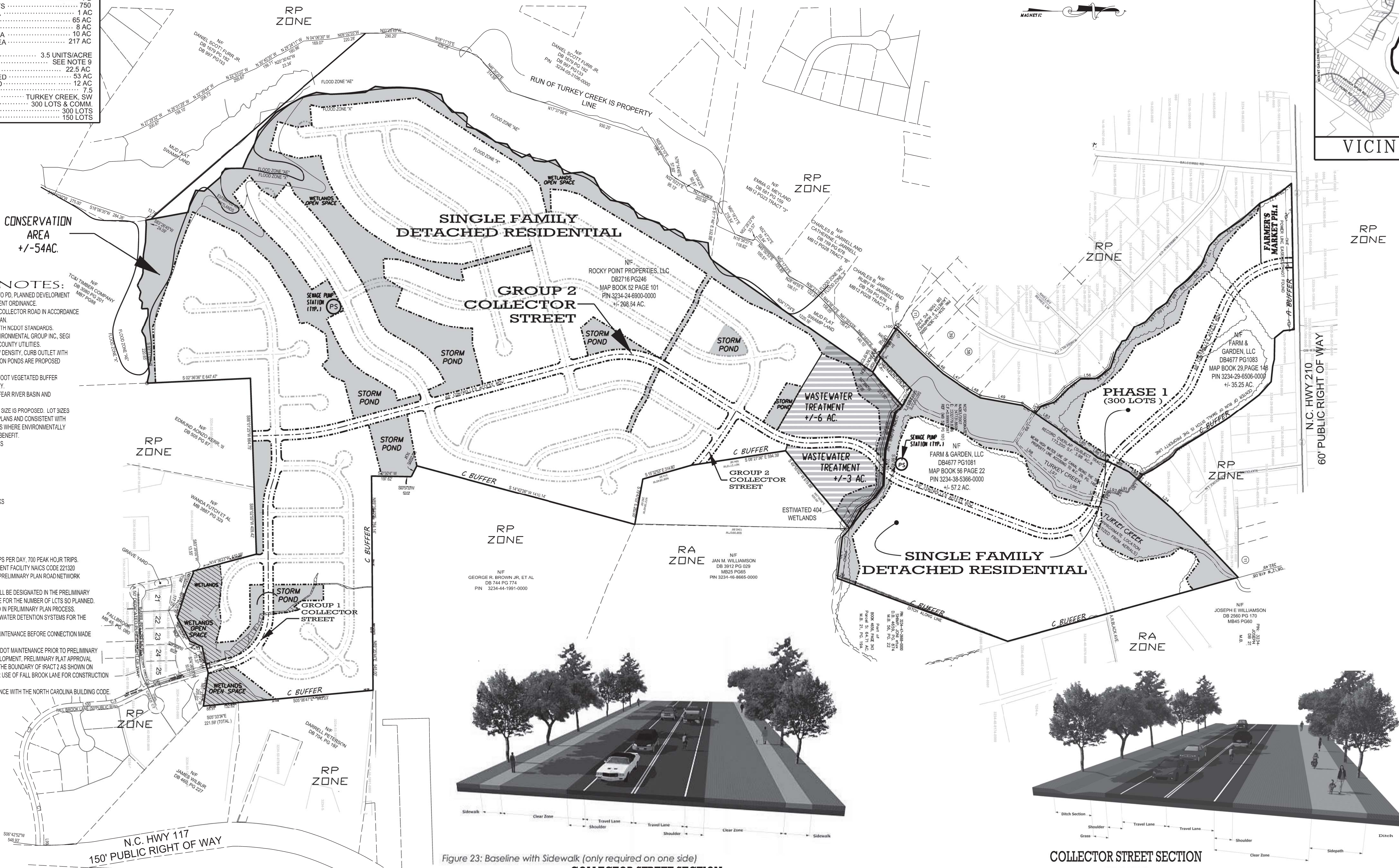
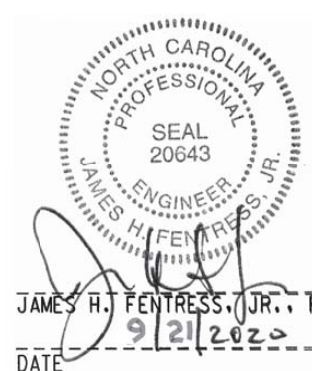


Figure 23: Baseline with Sidewalk (only required on one side)
COLLECTOR STREET SECTION
GROUP 1

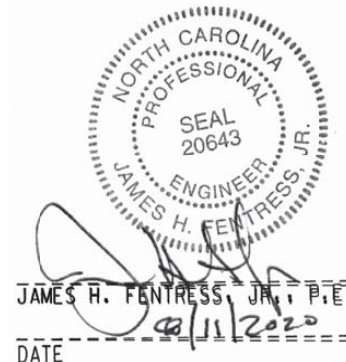
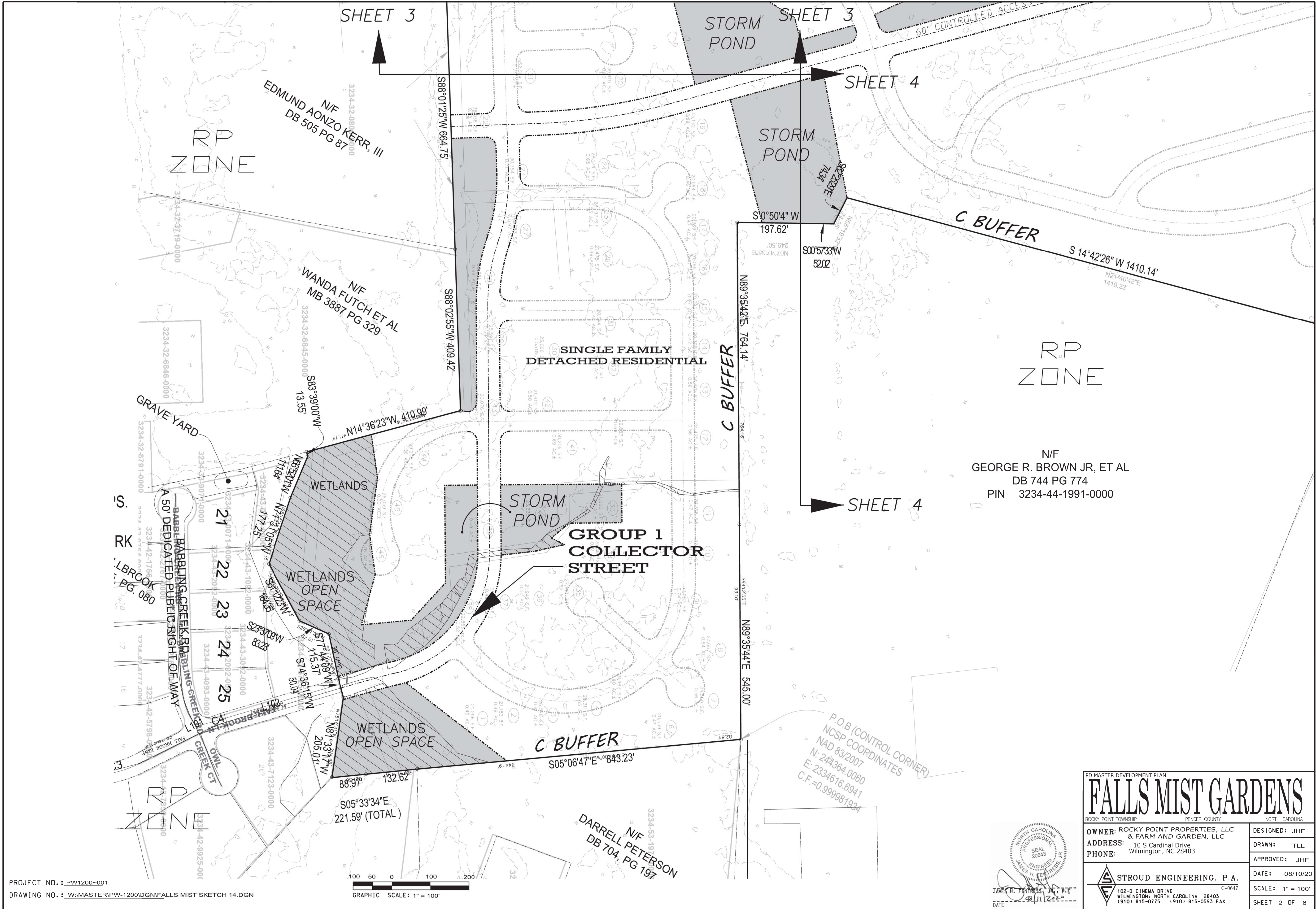
COLLECTOR STREET SECTION
GROUP 2



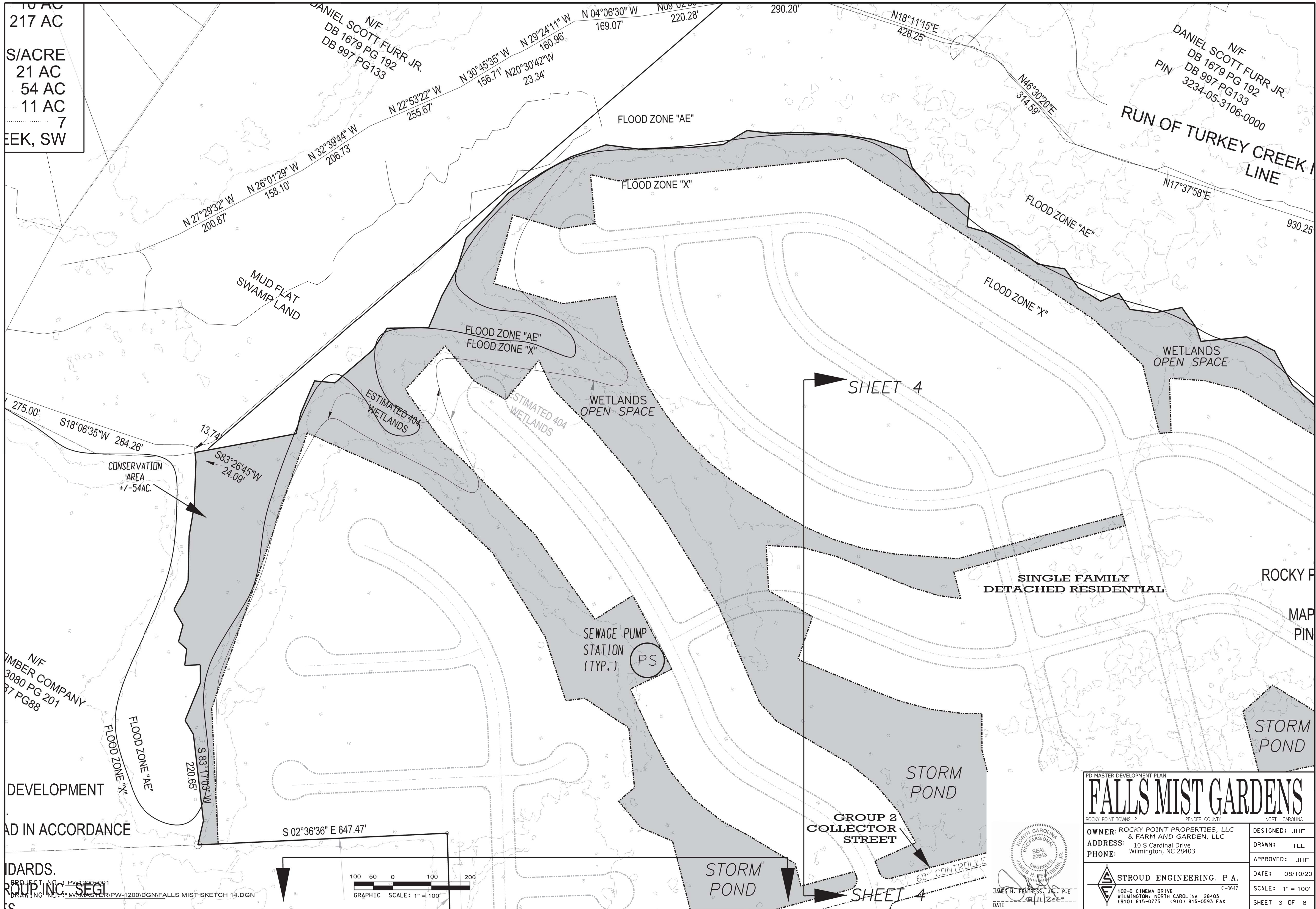
PD MASTER DEVELOPMENT PLAN	
FALLS MIST GARDENS	
ROCKY POINT TOWNSHIP	PENDER COUNTY NORTH CAROLINA
OWNER: ROCKY POINT PROPERTIES, LLC & FARM AND GARDEN, LLC	DESIGNED: JHF
ADDRESS: 10 S Cardinal Drive	DRAWN: TLL
PHONE: Wilmington, NC 28403	APPROVED: JHF
 STROUD ENGINEERING, P.A. 102-3 CINEMA DRIVE WILMINGTON, NORTH CAROLINA 28403 (910) 815-0775 (910) 815-0593 FAX	DATE: 03/03/20
	SCALE: 1" = 300'
	SHEET 1 OF 6

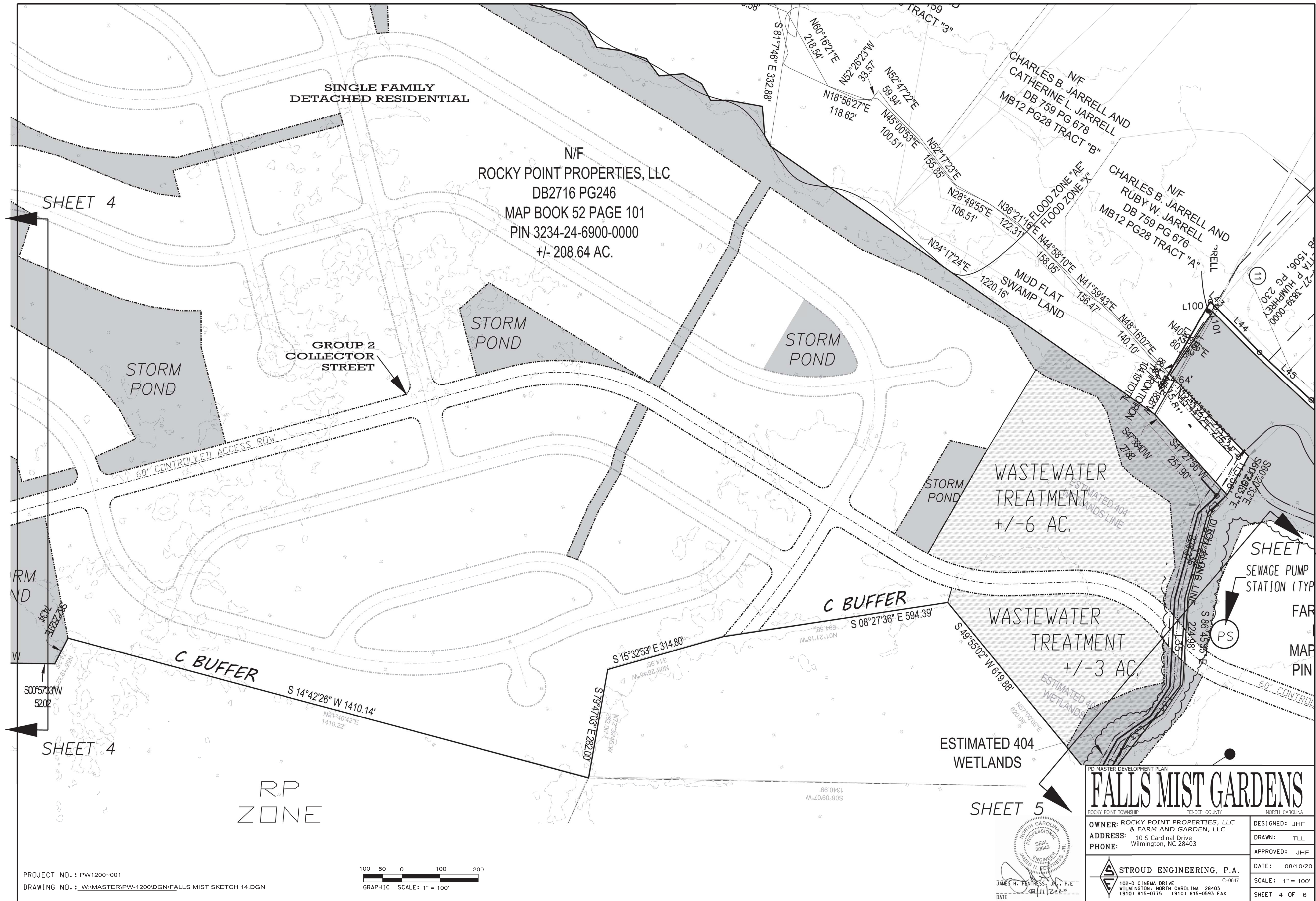
DRAWING NO. : W:\MASTER\PW-1200\DGN\FALLS MIST SKETCH 14.DGN

GRAPHIC SCALE: 1" = 100'

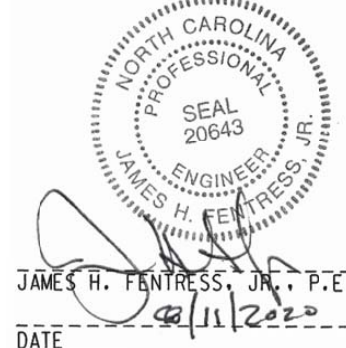
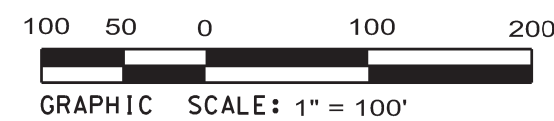


PD MASTER DEVELOPMENT PLAN	
FALLS MIST GARDENS	
ROCKY POINT TOWNSHIP	PENDER COUNTY NORTH CAROLINA
OWNER: ROCKY POINT PROPERTIES, LLC & FARM AND GARDEN, LLC	
ADDRESS: 10 S Cardinal Drive Wilmington, NC 28403	
PHONE: (910) 815-0775 (910) 815-0593 FAX	
DESIGNED: JHF	DRAWN: TLL
APPROVED: JHF	DATE: 08/10/20
SCALE: 1" = 100'	
SHEET 2 OF 6	





PROJECT NO. : PW1200-001
DRAWING NO. : W:\MASTER\PW-1200\DGN\FALLS MIST SKETCH 14.DGN



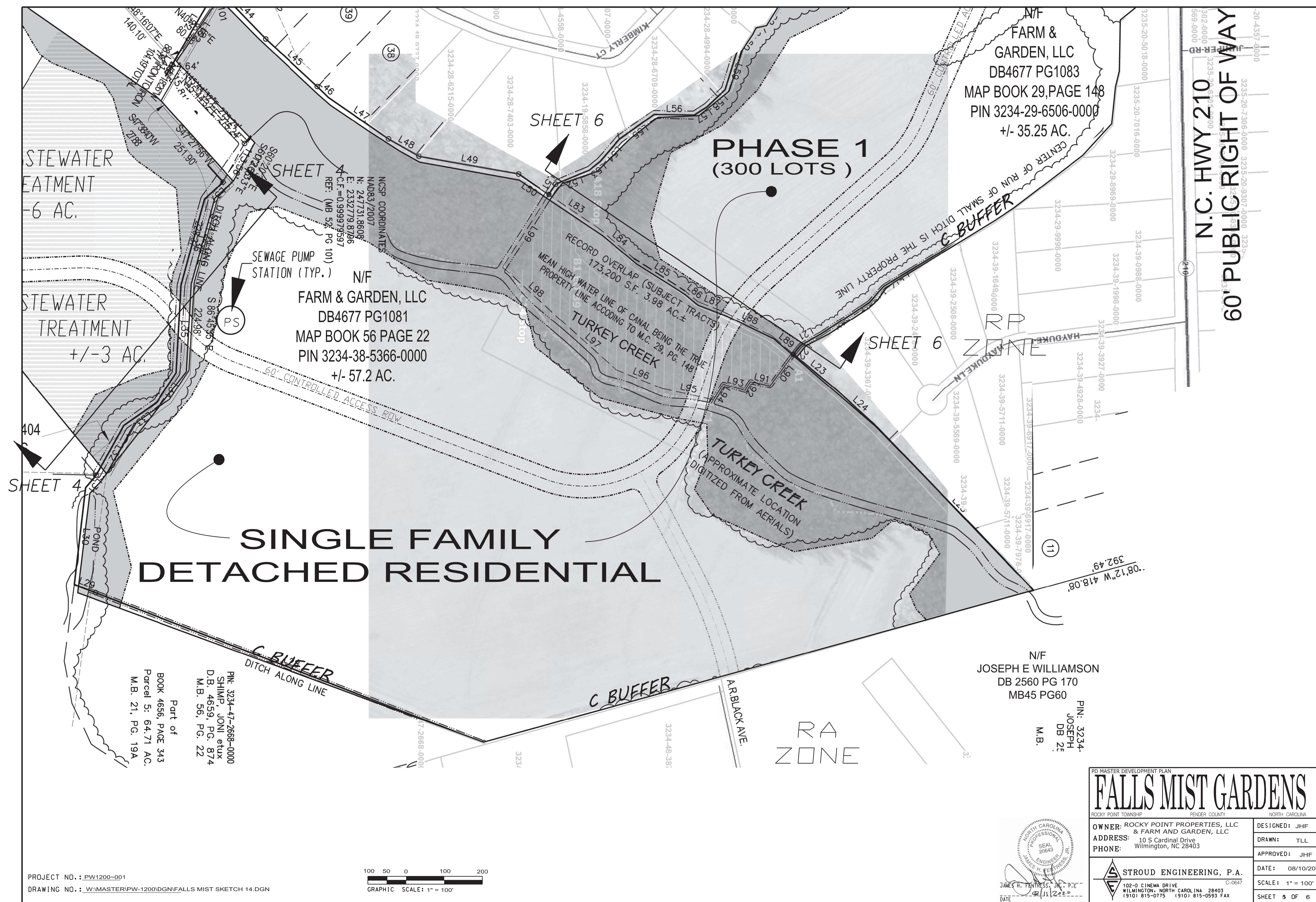
PD MASTER DEVELOPMENT PLAN

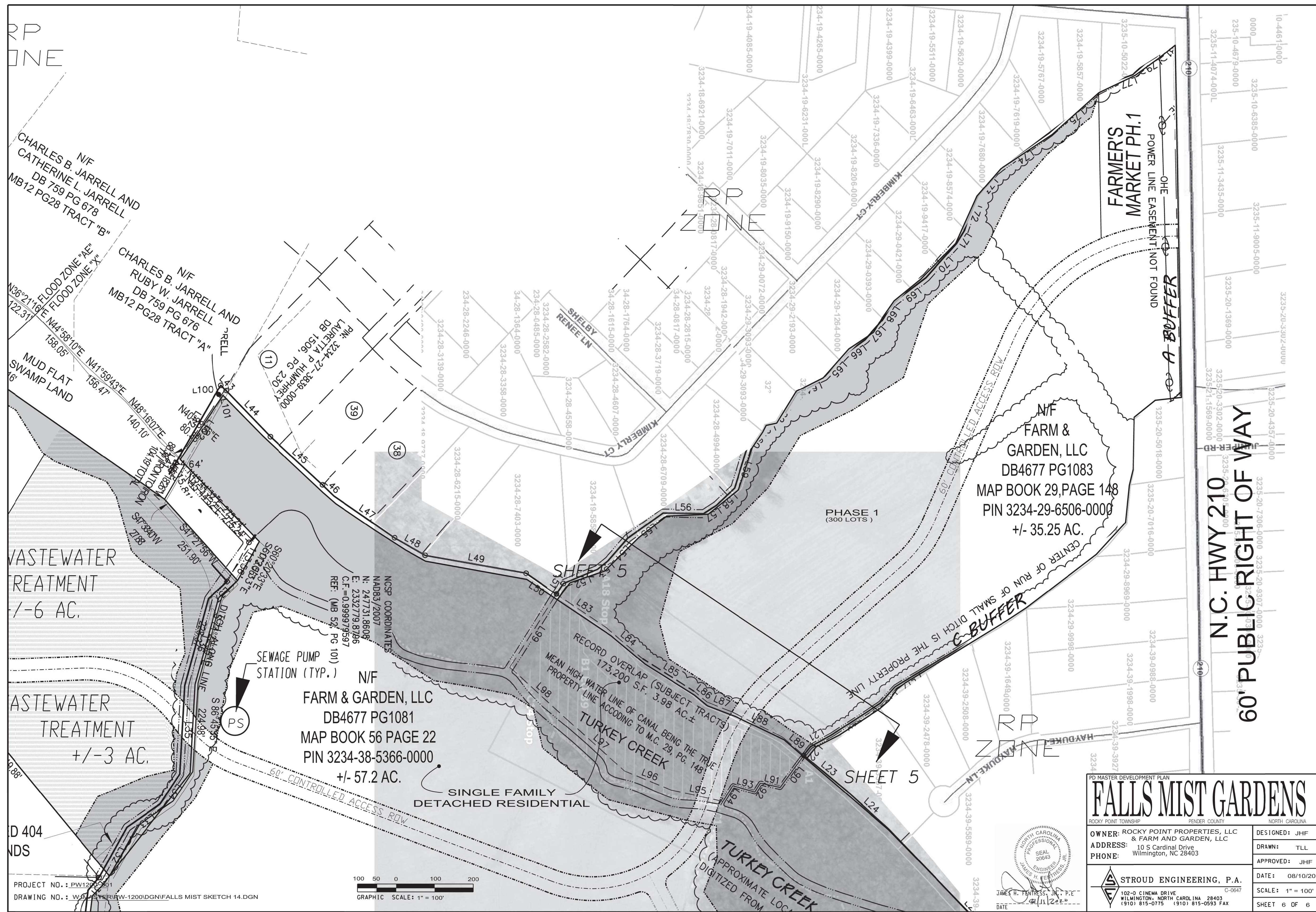
FALLS MIST GARDENS

ROCKY POINT TOWNSHIP PENDER COUNTY NORTH CAROLINA

OWNER: ROCKY POINT PROPERTIES, LLC & FARM AND GARDEN, LLC	DESIGNED: JHF
ADDRESS: 10 S Cardinal Drive Wilmington, NC 28403	DRAWN: TLL
PHONE:	APPROVED: JHF
	DATE: 08/10/20
	SCALE: 1" = 100'
	SHEET 4 OF 6

STROUD ENGINEERING, P.A.
102-3 CINEMA DRIVE
WILMINGTON, NORTH CAROLINA 28403
(910) 815-0775 (910) 815-0593 FAX







MAURICE W. GALLARDA, PE
Managing Member

May 22, 2020

Mr. James ("Jimmy") H. Fentress Jr. PE
Stroud Engineering, PA
102D Cinema Drive
Wilmington, NC 28403

via email and original by FedEx

Re: Letter of Intent to Provide Wastewater Treatment Services to Rocky Point Properties, LLC's Falls Mist Gardens

Dear Jimmy,

This letter serves as a letter of Intent ("LOI") for Pluris to provide wastewater treatment services for the above referenced development to be located southeast of the intersection of Highway 210 and Highway 117 in the community of Rocky Point in Pender County North Carolina. The development, known as "Falls Mist Gardens" will comprise some 300 acres with 750 single family residences planned at buildout.

Pluris plans to service the development with an onsite membrane bio-reactor ("MBR") advanced wastewater treatment plant. Pluris has completed two MBR facilities over the past 10 years in Pender and Onslow counties and is presently completing its 3rd facility with startup beginning the first week of next month (June 2020).

Randy Hoffer, Pluris's North Carolina Regional Manager has reached out to you to schedule a group meeting as part of Pluris's due diligence in siting, designing, and permitting the MBR facility within planned development. Our design engineer Michael Gallant, PE will be in attendance and providing Mark Maynard plans on attending, I will make an effort to be there as well.

Prior to the meeting, it may facilitate discussion by providing Randy with information that will allow him and Michael to do some preliminary conceptual planning for the MBR facility. Information might include an estimated buildout schedule for the entire 750 residences, available land for siting the MBR treatment plant and contemplated high rate infiltration pond, and any engineering drawings you may currently have for the development showing elevation differences.

As you know Pluris is regulated in accordance with § 62 of the North Carolina Public Utilities Act, as a public utility. The Act requires the North Carolina Utilities Commission ("NCUC") to approve new service areas of all utilities and Fall Mist Gardens is a new service area. Upon execution of a definitive developer agreement between Pluris and Rocky Point Properties, LLC, Pluris will submit an application to the NCUC for review and approval. The developer agreement will include all binding terms between the parties.

I appreciate you and Rocky Point Properties, LLC considering Pluris for this project and should Mr. Maynard desire to evaluate Pluris's reputation and performance I will be happy to provide contacts within the development industry, local municipal and county boards and agencies, as well as the regulatory agencies including the North Carolina Department of Environmental Quality ("NCDEQ") and the NCUC.

Sincerely,

Maurice W. Gallarda, PE
Managing Member

CC: Randy Hoffer (via email)
Michael C. Gallant, PE, PA (via email)



STROUD ENGINEERING, P. A.

CONSULTING ENGINEERS
102D CINEMA DRIVE
WILMINGTON, NORTH CAROLINA 28403
WWW.STROUDENGINEER.COM
LICENSE NO. C-0647

ROCKY POINT PROPERTIES, LLC. AND FARM AND GARDEN, LLC PROPERTIES BETWEEN HWY 210 & US HWY 117 S FALLS MIST

Community Informational Meeting Report

One required community meeting was held from 5:30 pm to 8:30 pm on Wednesday, July 8, 2020 at the Pender County Miller's Pond Park. This meeting was organized by Stroud Engineering, PA to provide adjoining residents an opportunity to review the proposal, ask questions, and voice concerns regarding the proposed conditional use rezoning. The residents were notified by mail of the meeting concerning the proposed rezoning.

There were at least thirty adjoining residents, two Stroud Engineering, PA representatives, the property ownership, a senior Transportation Engineer from Davenport Engineering, and three Pender County Planners. A reporting of the attendees is attached. There were several inquiries of Stroud Engineering in the weeks leading up to the meeting. Primary concerns were traffic, flooding, drainage, safety, property value, visual pollution and value of proposed homes.

The majority of the comments and concerns were from the Fall Brook Subdivision Community residents. Their general questions (and the answers provided) follows:

Traffic :

Traffic was a primary concern, as likely increased from the proposed PD neighborhood of the seven hundred and fifty proposed homesites. Fall Brook Lane was dedicated as a twenty wide North Carolina Department of Transportation, NCDOT, collector road in 2008. Many of the resident's park alongside the street. The attending homeowners of Fall Brook were made aware of the Pender County Collector Street Plan that emanates from their neighborhood. The concern is that the collector connection will create a bypass around Rocky Point and cause a significant increase in traffic? Fall Brook residents are concerned that their narrow roads will not be widened.

Another noted concern is the south bound site distance from the existing US Highway 117 overpass to the north in its relation to the main Fall Brook entrance. The traffic increase could cause back-ups leading into the existing subdivision for north bound traffic making a left into Fall Brook Lane. There was some concern that existing wildlife would be disturbed.

107B COMMERCE STREET
GREENVILLE, NORTH CAROLINA 27858
252.756.9352

102D CINEMA DRIVE
WILMINGTON, NORTH CAROLINA 28403
910.815.0775

3302C BRIDGES STREET
MOREHEAD CITY, NORTH CAROLINA 28557
252.247.7479

The Fall Brook residents inquired if they could put up an emergency gate similar to a Surf City community? Such gate would likely be problematic on a publicly dedicated road.

Flooding:

Flooding as a result of the increased impervious was a reported concern. Balcombe Road residents reported flooding along Turkey Creek was already a problem. A picture of recent street and lot flooding in the area was provided by one of the residents who claimed to have built the adjacent house. Several Fall Brook residents reported the roadside ditches being frequently overwhelmed. Concerns of the adequacy of existing culverts was also expressed.

Schools:

Fall Brook residents expressed concern about the overcrowding of the schools in the area. They questioned the existing schools ability to accommodate increased student age population. Stroud Engineering reported that the Pender County School system is aware of the proposed development.

Safety:

The Fall Brook community is concerned about the safety of their children with increased amounts of traffic traversing their neighborhood indicating that their children frequently play in the streets. Stroud Engineering represented that the proposed development's collector streets include bike lanes and sidewalks for improved pedestrian access.

Various questions:

- When will the construction start? *18 months +/- for approval and permits.*
- Concerns of existing homes being devalued by the additional traffic.
- What size lots are proposed? *The PD zone is proposed to enable a diversity of lot sizes.*
- Residents want to be made aware of all upcoming meetings for attendance.
- Where will wastewater treatments be located?
- Any other ideas for alternate outlets?

Please see attachments supplied by Stroud Engineering.

Thanks,

James H. Fentress Jr. PE, PLS



Attachments

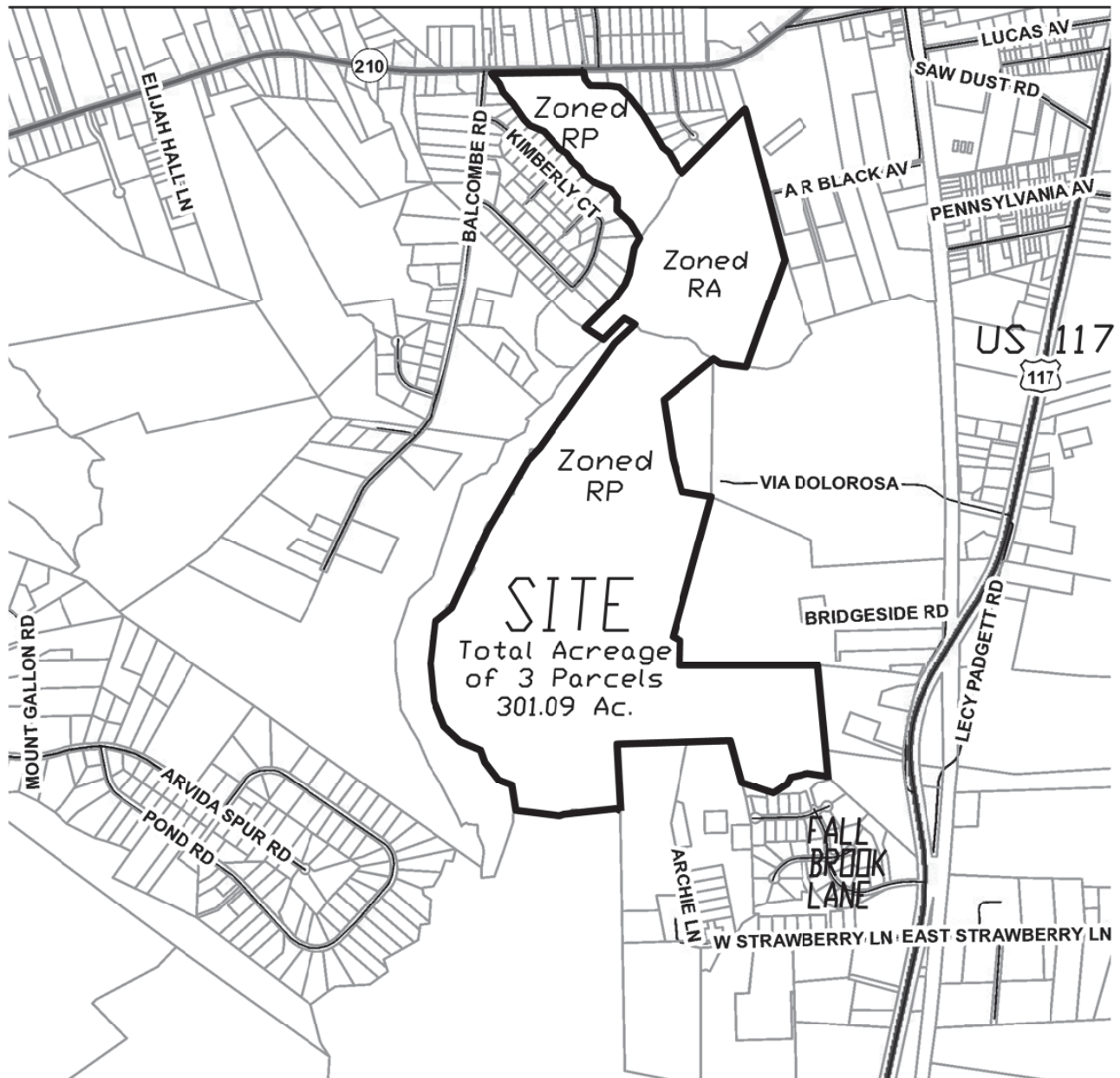
JHF/jf

File W:\Master\PW-1200\wpd\COMMUNITY MEETING\FALLS MIST COMMUNITY MEETING REPORT.doc

1078 COMMERCE STREET
GREENVILLE, NORTH CAROLINA 27858
252.756.9352

102D CINEMA DRIVE
WILMINGTON, NORTH CAROLINA 28403
910.815.0775

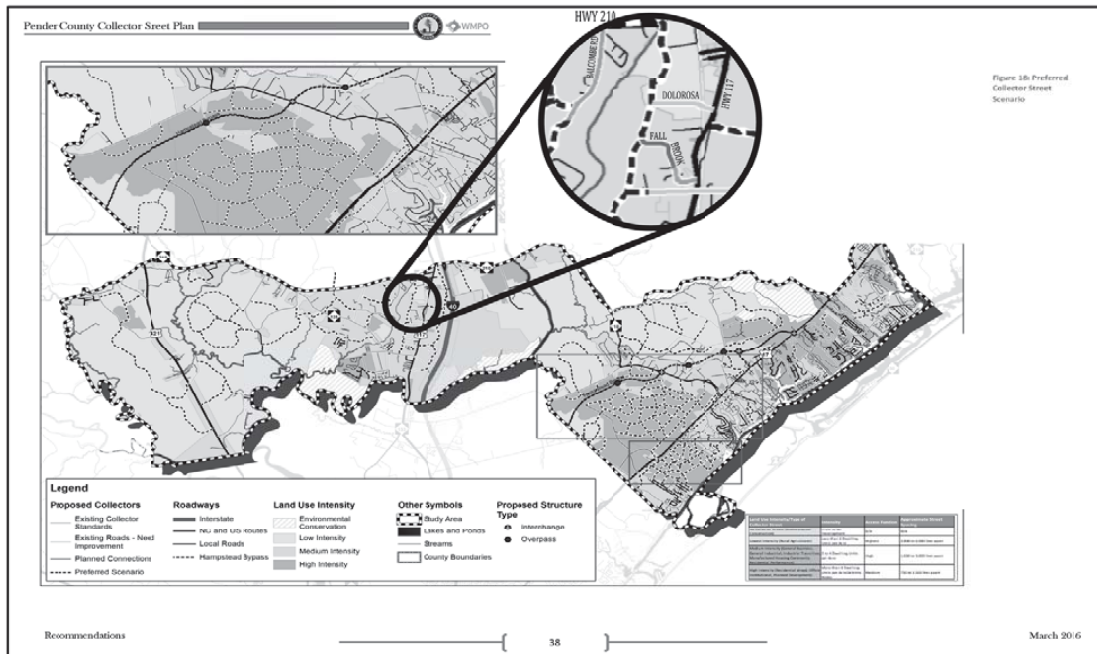
3302C BRIDGES STREET
MOREHEAD CITY, NORTH CAROLINA 28557
252.247.7479



VICINITY MAP

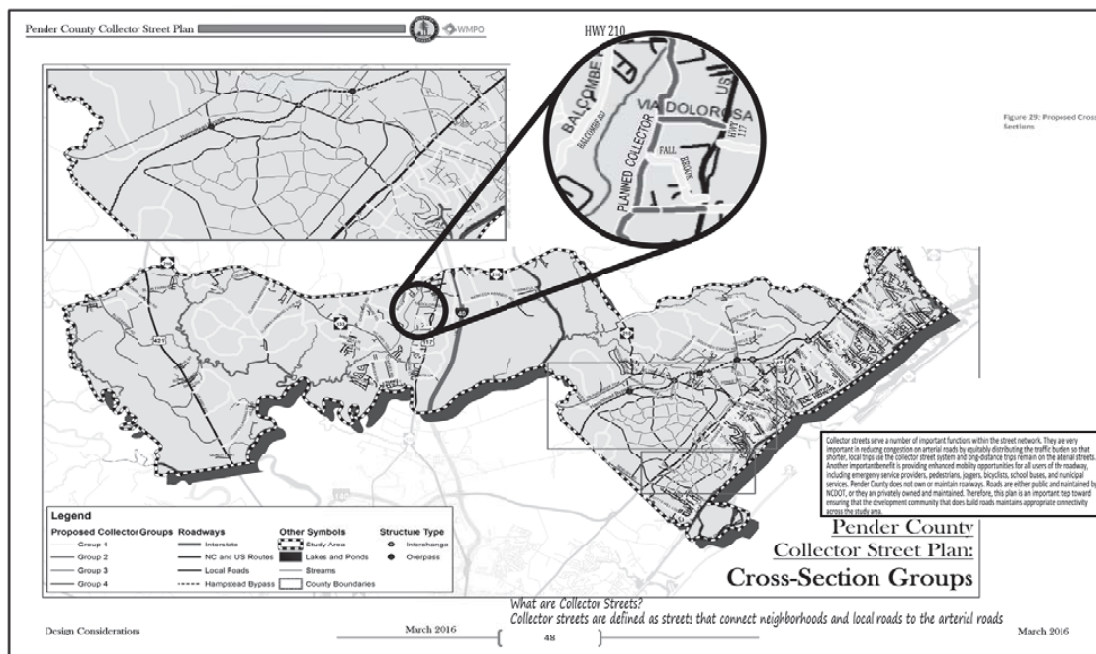
for a Planned Residential
Development

Engineered and Planned by:
Stroud Engineering, PA
102-D Cinema Dr.
Wilmington, NC 28403
910-815-0775



Pender County Collector Street Plan

Final Report 2016 WMPO



FALLS MIST - COMMUNITY MEETING (JULY 8TH, 2020)
SIGN -IN SHEET

[illegible]

Tracy Lowe

From: Don Bennett <DBennett@davenportworld.com>
Sent: Thursday, July 09, 2020 9:40 AM
To: Jimmy Fentress; Tracy Lowe
Cc: Dionne Brown
Subject: Community meeting feedback notes.

Here are the key traffic issues I heard last night at the meeting and my observations or knowledge on the matter in red.

- Sight Distance exiting Fall Brook onto 117. – After the meeting, I rode up to the roadway and rode down Fall Brook as committed to in the meeting. When exiting, there is an overturned tree in the ditch line that has some overgrowth. I will report this to NCDOT this AM as it appears to be in the ROW of 117.
- There was a concern about the total traffic load on Fall Brook. – Consistent with my experience, residents assert that two vehicles per home will leave in the AM and return in the PM, hence the 1500 number. They also assume that all those vehicles will exit in front of their house. ITE trip generation generally assigns just south of 10 trips per day to single family residential. In keeping with general practice – 10% of the daily traffic occurs in the peak period. Therefore the site will generally create about 750+/- vehicles in the full build. I would assume that about half will head to NC210, about half to US117, the residents(current) will assume a greater percentage going to 117 since that is the way to Wilmington, but.....the elementary and high school are north of the site and would logically draw parent pickup and drop off to the northern access point. None the less, this project was entitled to access this roadway and the TIA will eventually reveal what the overall increase in load is. Reviewing the counts at US117 and Fall Brook showed a definite effect of COVID as the AM volumes were much lower than Trip Gen would have estimated. Please note also, that Pender County schools has a bus stop at this location as Fall Brook is not currently publicly maintained. This could potentially create issues at the Planning Board/Commissioner meeting and we would do well to have documentation that buses will stop in the neighborhood for pickup once the road is publicly maintained. This will provide some traffic calming in the AM peak for the increases in traffic.
- With of Fall Brook Lane/Cars parked on Fall Brook - I rode Fall Brook all the way to the back and it appears to be in decent condition, one cross line cut, but is a standard NCDOT 20' cross section for the roadway. My experience has been that the sidewalks are likely in an easement off the ROW and would still be the maintenance responsibility of the HOA.(More on that later) NCDOT does not maintain sidewalks in the ROW. There was one vehicle parked with its driver side wheels on the pavement, ironically it was Bob's.(Green Bay and Oklahoma stickers gave it away) One statement was made that cars park on the street due to insufficient driveways to store household vehicles. Casual observation during my ride through showed that most of the garages(it appeared all homes had two car garages) that had the doors open were more attached storage for lawn and sporting equipment. Bob was correct that his Mustang was in the garage, but street view images and yesterday seem to confirm that Bob regularly parks parallel to Fall Brook.
- There was discussion about two items that were not necessarily related to current conditions and requests for changes to the initial design. –
 - Gated Access, that would be up to the Pender County planners and NCDOT. If the roads are to become State maintained, gating would be a non-starter. That in and of itself would perpetually make all of Fall Brook a privately maintained roadway and I am pretty sure that would not fly with regard to the collector street plan concept.
 - The other was making the roadway less attractive as a cut through. That is possible through design. When I was with Wilmington, it became clear through the neighborhood traffic calming program that interconnectivity was a good thing, but a straight path invited speeds that were not aligned with neighborhood character. The road system in the new development could be aligned in a way that still creates the connection, but would require multiple stop/turn, T intersection arrangements that would dissuade through traffic while still allowing multiple points of ingress and

egress from both the existing and proposed residential. Whether that meets the NCDOT Subdivision road design guidelines would have to be investigated.

- The HOA – There was a comment made during the meeting that there is no HOA in the neighborhood. Odd, as Pender GIS shows three parcels in the neighborhood deeded to the HOA and under their liability and maintenance. It would appear that the developer of the neighborhood left a couple of strings untied when the neighborhood was completed.
- Lastly – After the bulk of the crowd had left, I had a discussion with one of the younger persons about the TIA. I cannot recall his name. I reassured him that the TIA will be prepared to NCDOT standards and that the only influence the developer has on that process is the number of units per phase. Everything else is done by the NCDOT book for TIA's. That seemed to give him some comfort that it will be studied, and the developer may have to make improvements to the interface with the existing intersections at NC210 and US117 to mitigate the impacts of the proposed development.



Don Bennett | Senior Transportation Engineer
DAVENPORT
3722 Shipyard Blvd, Suite E | Wilmington, NC 28403
t (910) 550-3741 ext: 22212
c(910) 599-1380

[website](#) | [map](#) | [email](#)

Search Results Layers

Clear Zoom To Options

6 records found

Maximum number records is 1000

FALL BROOK HOA INC
315 FRIDAY DR
WILMINGTON NC
PIN: 3234-33-6071-0000

Zoom Details

FALL BROOK HOA INC
315 FRIDAY DR
WILMINGTON NC
PIN: 3234-42-6021-0000

Zoom Details

FALL BROOK HOA INC
315 FRIDAY DR
WILMINGTON NC
PIN: 3234-42-6725-0000

Zoom Details

FALL BROOK HOA INC
315 FRIDAY DR
WILMINGTON NC
PIN: 3234-43-0114-0000

Zoom Details

FALL BROOK HOA INC
315 FRIDAY DR
WILMINGTON NC
PIN: 3234-52-0187-0000

Zoom Details

FALL BROOK HOA INC
315 FRIDAY DR
WILMINGTON NC
PIN: 3234-52-3758-0000

Zoom Details

Secretary of State
Elaine F. Marshall

Home I Want To... Divisions

Non-Profit Corporation

Legal Name

Fall Brook Homeowners' Association, Inc.

Information

SosId: 1106542

Status: Current-Active ⓘ

Date Formed: 7/13/2009

Citizenship: Domestic

Annual Report Due Date:

Annual Report Status: Current

Registered Agent: [Tucker Thomas N.](#)

Addresses

Reg Office

315 Friday Drive
Wilmington NC 28411

Reg Mailing

315 Friday Drive
Wilmington NC 28411



Dalcombe Rd.

Pender County Agencies

County Manager's Office

No response

Pender County Public Works

No response

Pender County Utilities

- PCU is interested in the phases of construction. Stroud Engineer mentioned that the development will be build on phases of 100 homes per phase. PCU agreed with the ratio.
- PCU is interested on Waste Water Treatment Design. Stroud Engineer mentioned that the intention is to have Pluris build a membrane WWTP. PCU agreed with the decision as long as it is a membrane plant as discussed.

Pender County Environmental Health

No response

Pender County Emergency Management

Pender County Fire Marshal

- Collector road from NC Hwy 210 to FallBrook must meet NC DOT and support 75,000 lbs
- Full completion of the roadway from NC Hwy 210 and US Hwy 117 S completed at the time on the start by the 100th house

Pender County Parks and Recreation

- Interested in potential of fee-in-lieu for recreational units

Pender County Board of Education

- Major concern is capacity, though proposed timeline (50 units/yr) should give time for infrastructure to keep up

Pender County Sheriff's Department

No response

Pender County Addressing Coordinator

- Request must be made to reserve road names per Pender County's Unified Development Ordinance Section 11.5.1.C. The request should include a list of requested names and alternates for review.
- Street signs must meet the County Specifications as noted in the County's Unified Development Ordinance Section 11.10.2.A
- The Pender County GIS Division interprets Pender County UDO §11.4.3 regarding prohibited road names as being valid for subdivision names as well. In this case Falls Mist Gardens is too similar to an existing subdivision name, and we ask that a new name and possible alternatives be submitted. This can be emailed to me and does not require a new preliminary plan

submission. Please also be aware that the collector street on your preliminary plan would need to retain the name of FALL BROOK LN since it extends an existing street.

Pender County Soil & Water Conservation

No response

Pender County Permitting Division

No response

Pender County Flood Plain Manager

No response

Pender County Code Enforcement

No response

Pender County Building Inspections

No response

Pender County Library

No response

Transportation

NCDOT - District Engineer Office

Project currently in the TIA process. Will require subdivision plan approval and encroachment agreement possible.

NCDOT - Division Engineer Office

No response

NCDOT – Transportation Planning Branch

No response

Wilmington Metropolitan Planning Organization (WMPO)

No response – collaborating through TIA process to coordinate improvements

Cape Fear Rural Planning Organization (RPO)

No response

Statewide Organizations

Division of Energy, Mineral and Land Resources (Stormwater Management)

No response

Division of Energy, Mineral and Land Resources (Erosion Control)

No response

Division of Coastal Management

No response

US Army Corps of Engineers

No response

NC Wildlife

No response

State Archeology

No response

Division of Underground Storage Tanks

No response

Utilities

Duke Energy

No response

Four County Electric

No response

Pluris Holdings LLC

No response

Piedmont Natural Gas

No response

AT&T

No response



Pender County

Request For Board Action

DATE OF MEETING:	January 19, 2021
REQUESTED BY:	Travis N. Henley, Director, Planning and Community Development
SHORT TITLE:	Resolution Requesting Approval of a Conditional Zoning Map Amendment from RP, Residential Performance zoning district and RA, Rural Agricultural zoning district to PD-CD1, Planned Development Conditional zoning district 1.
BACKGROUND:	Stroud Engineering, applicant, on behalf of Rocky Point Properties LLC and Farm and Garden LLC, owners, is requesting the approval of a Conditional Zoning Map Amendment for three (3) tracts totaling approximately ±301.09 acres from RP, Residential Performance and RA, Rural Agricultural zoning districts to PD-CD1, Planned Development Conditional zoning district 1. This request is to allow for 750 single family detached residential units, associated sewage treatment facility (NAICS 221320), and a farmers' market (NAICS 445230).
SPECIFIC ACTION REQUESTED:	To Hold a Public Hearing and Consider the Approval of a Zoning Map Amendment from RP, Residential Performance zoning district and RA, Rural Agricultural zoning district to PD-CD1, Planned Development Conditional zoning district 1.

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

on January 19, 2021 the Pender County Board of Commissioners (approved, modified, denied) the Conditional Zoning Map Amendment, as described herein. The Chairman/County Manger is authorized to execute any/all documents necessary to implement this resolution.

AMENDMENTS:

MOVED:

SECONDED:

☐

APPROVED

☐

DENIED

YEA VOTES: ☐ BROWN ☐ MCCOY ☐ NEWTON ☐ PIEPMAYER ☐ WILLIAMS

01/19/2021

George R. Brown, Chairman Date

01/19/2021

Clerk to the Board

Date