

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, AUGUST 17, 2015
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
 - A. Minutes of August 3, 2015 Regular Session
 - B. Tax Releases and Refund
 - C. 2016 Holiday Schedule
 - D. Budget Amendments
2. NEW BERN DOWNTOWN PROPERTY UTILIZATION STUDY
PRESENTATION: Marcia Perritt, UNC School of Government and Jeff Ruggieri,
City of New Bern Director of Development Services

DEPARTMENTAL MATTERS

3. REGISTER OF DEEDS BACKFILE SCANNING CONTRACT: Sherri Richard,
Register of Deeds; Jack Veit, County Manager and Jim Hicks, County Attorney
4. EMERGENCY SERVICES – WEST OF NEW BERN FIRE DEPARTMENT
REQUEST: Doug Furgason, President
5. APPOINTMENTS
6. COUNTY ATTORNEY'S REPORT: Jim Hicks
7. COUNTY MANAGER'S REPORT: Jack Veit
8. COMMISSIONERS' REPORTS
9. RECESS TO RECONVENE AT THE ANIMAL SHELTER

Agenda Date: August 17, 2015

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF AUGUST 3, 2015 REGULAR SESSION

The Board will be asked to approve the regular session minutes of August 3, 2015 Regular Session.

B. TAX RELEASES AND REFUND

Craven County Tax Administrator, Ronnie Antry, submitted the routine requests for tax releases and refund contained in Attachment #1.B for the Board's approval.

C. 2016 HOLIDAY SCHEDULE

Human Resources Director, Amber Parker, submitted the 2016 Holiday Schedule contained in Attachment #1.C for the Board's approval.

D. BUDGET AMENDMENTS

Assistant County Manager of Finance/Administration, Rick Hemphill, presented the following budget amendments for the Board's approval. (See Attachment #1.D)

Amendments: Volunteer Fire Depts – Need to budget \$ 575 in additional fire dept funds to cover shortages in Volunteer Fire Departments' worker compensation lines. Dover needs \$60 and Twp 9 needs \$515. VFIS invoice dated 07/29/15 is for \$ 90,560.

Cooperative Extension/EFNEP– Expanded Food and Nutrition Education Program (EFNEP) had \$ 7,988 available to spend in fiscal year 2015. Of the available funds, \$ 4,314 remained unspent on June 30, 2015. Those funds need to be carried over and budgeted for fiscal year 2016.

Board Action: A roll call vote is needed to approve consent agenda items.

Agenda Date: August 17, 2015

Presenters: Marcia Perritt and Jeff Ruggieri

Agenda Item No. 2

Board Action Required or Considered: No

NEW BERN DOWNTOWN PROPERTY UTILIZATION STUDY PRESENTATION

Marcia Perritt of the UNC School of Government and New Bern Development Services Director, Jeff Ruggieri, will provide a PowerPoint presentation on a downtown property utilization study.

Board Action: Information only.

Agenda Date: August 17, 2015

Presenters: Sherri Richard and Jack Veit

Agenda Item No. 3

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: REGISTER OF DEEDS BACKFILE SCANNING
CONTRACT**

At the last meeting the Board voted to authorize the County Attorney and County Manager to negotiate a contract with Cott Systems for the entire scope of a project for backfile scanning of property records back to 1739. They were directed to return to the Board with a proposed document, which appears as Attachment #3.

Board Action: Consider contract for approval.

Agenda Date: August 17, 2015

Presenter: Doug Furgason

Agenda Item No. 4

Board Action Required or Considered: No

**DEPARTMENTAL MATTERS: EMERGENCY SERVICES – WEST OF NEW BERN
FIRE DEPARTMENT REQUEST**

Doug Furgason, President of West of New Bern Fire Department, will present information concerning a new truck purchase, as detailed in Attachment #4.

Board Action: Receive information.

Agenda Date: August 17, 2015

Presenter: _____

Agenda Item No. 5

Board Action Required or Considered: Yes

APPOINTMENTS

- A. PENDING
- B. UPCOMING

Board Action: Appointments will be effective immediately, unless otherwise specified.

A. PENDING APPOINTMENT(S):

JUVENILE CRIME PREVENTION COUNCIL

AUTHORIZATION: N.C.G.S. 147-33.66

MISSION/FUNCTION: To assess the needs of juveniles in the community, evaluate the adequacy of resources available and develop or propose ways to address unmet needs.

NUMBER OF MEMBERS:

25 (maximum)

TYPE:

From among the following categories, or in some instances, the designees of the specified position: school superintendent, chief of police, sheriff, district attorney, chief court counselor, area mental health director, social services director, county manager, substance abuse professional, member of faith community, county commissioner, person under the age of 21, juvenile defense attorney, chief district court judge, member of the business community, local health director, non-profit representative, parks and recreation representative, up to seven additional members appointed by the Board of Commissioners

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2nd Monday of the month 12:30 p.m.

COMPENSATION: No Yes Specify: _____

Term(s) expiring: Jennifer Knight (needs to be a representative of the business community.)

No applications on file.

CRAVEN COMMUNITY CHILD PROTECTION TEAM

AUTHORIZATION: NCGS 7B-1406

MISSION/FUNCTION: To respond to child protection needs before a child is harmed by taking action to identify and address gaps or deficiencies in services and resources through the annual report to the County Board of Commissioners, collaboration with community partners, promoting public awareness and advocating for action that addresses the child protection needs of each county.

NUMBER OF MEMBERS:
11-16

TYPE:
DSS Director, DSS staff member, law enforcement officer, attorney from DA's office, executive director of local community action agency, public School superintendent or designee, member of DSS Board, mental health professional, Guardian ad Litem Coordinator, Public Health Director, local health care provider, EMS/firefighter, District Court Judge, Commissioners appointees from other county agencies or community at-large

QUALIFICATIONS:

Stated above.

LENGTH OF TERMS:

As set by respective agencies, position and Commissioners'

MEETING SCHEDULE:

Quarterly; January, April, July, October

Term(s) ending:

Debra Kenyear (Appointed 2012)
Reappointment requested)

No applications on file.

ADULT CARE HOME ADVISORY COMMITTEE

AUTHORIZATION: N.C.G.S.131D-31

MISSION/FUNCTION: Work to maintain the intent of the Domiciliary Home Residents Bill of Rights within the licensed homes in the County; to promote community involvement and cooperation with domiciliary homes to ensure quality care for the elderly and disabled adults

NUMBER OF MEMBERS:
9-11

TYPE:
Dictated by the number of homes in the county;
homes have right to recommend 25% of appointees

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Cannot be employed by or have a relative in an adult care home.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: _____

COMPENSATION: No Yes Specify: _____

Term(s) ending: Kathy Nelson (Appointed 2012)
Jessica James (Resigned)

No applications on file.

B. UPCOMING APPOINTMENTS

September

Clean Sweep

Robert Blair (Appointed 2012)
Len Long (Appointed 2012)

Adult Care Home Advisory

Susan Mathes (Appointed 2012)

Emergency Medical Services

Crystal Tew (Appointed 2012)

Jury Commission

James Muse (Appointed 2013)

October

Community Child Protection Team

Dawn Gibson (Appointed 2012)

Adult Care Home Advisory

Linda Chagnon (Appointed 2012)

November

Firemen's Relief Fund

Donald Rottman (Appointed 2013)

Agricultural Advisory Committee

Jackie Anderson (Appointed 2009)
Dale Dawson (Appointed 2009)

Agenda Date: August 17, 2015

Presenter: Jim Hicks

Agenda Item No. 6

COUNTY ATTORNEY'S REPORT

*Final Acceptance - Offer to Purchase Real Property – 807 Cedar Street
(Parcel Number 8-007-262)*

The County and City previously received and tentatively approved an offer in the amount of \$1,500.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$11,855.16. The current tax value is \$3,760.00. The offer was advertised and there were no upset bids. The City has given its final approval. Attachment #6 contains the proposed resolution, deed and lien waiver. It is recommended that the Board give final approval of the sale and adopt the resolution.

Agenda Date: August 17, 2015

Presenter: Jack Veit

Agenda Item No. 7

COUNTY MANAGER'S REPORT

Agenda Date: August 17, 2015

Presenter: _____

Agenda Item No. 8

COMMISSIONERS' REPORTS

Agenda Date: August 17, 2015

Presenter: _____

Agenda Item No. 9

RECESS TO RECONVENE AT THE ANIMAL SHELTER

TAX804P

CRAVEN COUNTY

PAGE

1

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 08/17/2015

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
ADAMS, KENNETH D & ADAMS, CHAR BILLING ERROR-TO BE REBILLED	0104056 2015-0090287	211.40
ADAMS, KENNETH D & ADAMS, CHAR BILLING ERROR-TO BE REBILLED	0104056 2015-0090286	196.84
ADAMS, KENNETH D & ADAMS, CHAR BILLING ERROR-TO BE REBILLED	0104056 2015-0090285	516.73
ALVAREZ, FANNY SOLEDAD DID NOT OWN 1/1/2013	0052828 2013-0000890	67.12
ALVAREZ, FANNY SOLEDAD DID NOT OWN 1/1/2014	0052828 2014-0000970	64.30
BENEFICIAL MORTGAGE CO FORECLOSURE-LIEN EXTINGUISHED	0059948 2013-0004220	1,450.01
BENEFICIAL MORTGAGE CO FORECLOSURE-LIEN EXTINGUISHED	0059948 2014-0004335	1,174.44
FOY, ANNIE HEIRS FORECLOSURE-LIEN EXTINGUISHED	0020105 2014-0019535	176.00
HAMM, SHIRLEY MAE FORECLOSURE-LIEN EXTINGUISHED	3045150 2006-0022817	153.15
HAMM, SHIRLEY MAE FORECLOSURE-LIEN EXTINGUISHED	3045150 2007-0023494	156.27
HAMM, SHIRLEY MAE FORECLOSURE-LIEN EXTINGUISHED	3045150 2008-0023937	8.77
HAMM, SHIRLEY MAE FORECLOSURE-LIEN EXTINGUISHED	3045150 2011-0024255	413.95
HAMM, SHIRLEY MAE FORECLOSURE-LIEN EXTINGUISHED	3045150 2012-0024083	117.85
HAMM, SHIRLEY MAE FORECLOSURE-LIEN EXTINGUISHED	3045150 2013-0023265	7,111.90

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 08/17/2015

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
HAMM, SHIRLEY MAE FORECLOSURE-LIEN EXTINGUISHED	3045150 2014-0023923	131.69
HENSLEY, BILLY CORRECTED DISC ADJUSTMENT	0083275 2015-0090292	50.53
HITCHCOCK, MARVIN R JR BOAT NOT TAXABLE TO CRAVEN COUNTY	0002259 2014-0092345	8.43
HOLLYWOOD ENTERTAINMENT CORPOR DISMISSED BY BANKRUPTCY COURT	0071415 2010-0024946	86.20
HOLLYWOOD ENTERTAINMENT CORPOR DISMISSED BY BAKNRUPTCY COURT	0071415 2010-0024947	208.04
HORTON, JOHN R RELEASED TO ORANGE COUNTY	0103930 2015-0090075	139.32
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED-SEE ACCT 81185	0077216 2008-0091221	8.17
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED-SEE ACCT 81185	0077216 2009-0038691	70.89
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED-SEE ACCT 81185	0077216 2010-0035271	62.31
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED-SEE ACCT 81185	0077216 2011-0039272	58.73
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED-SEE ACCT 81185	0077216 2012-0039163	54.42
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED-SEE ACCT 81185	0077216 2013-0092840	50.39
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED-SEE ACCT 81185	0077216 2014-0092613	46.25
WALLACE, JOANN DID NOT OWN 1/1/2014	0015112 2014-0058474	146.66

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 08/17/2015

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
WARNER, BEN CORRECTED DISCOVERED PROPERTY	0099930 2014-0058871	3,554.94
WARNER, BEN CORRECTED DISCOVERED PROPERTY	0099930 2014-0090155	3,540.39
	30 -CREDIT MEMO(S)	20,036.09

TAX805P

CRAVEN COUNTY

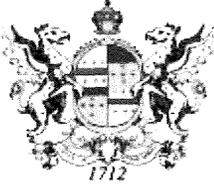
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1

REFUNDS SUBJECT TO BOARD APPROVAL ON 08/17/2015

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
HENSLEY, BILLY CORRECTION ON DISC BILLING	0083275 2015-0090292	55.38
	1 -REFUND(S)	55.38

Craven County



CRAVEN COUNTY 2016 HOLIDAY SCHEDULE

NEW YEAR'S DAY

Friday, January 1, 2016

MARTIN LUTHER KING, JR.'S BIRTHDAY

Monday, January 18, 2016

GOOD FRIDAY

Friday, March 25, 2016

MEMORIAL DAY

Monday, May 30, 2016

INDEPENDENCE DAY

Monday, July 4, 2016

LABOR DAY

Monday, September 5, 2016

VETERANS DAY

Friday, November 11, 2016

THANKSGIVING

Thursday, November 24, 2016

Friday, November 25, 2016

CHRISTMAS

Monday, December 26, 2016

Tuesday, December 27, 2016

Approved by the Craven County Board of Commissioners at the
August 17, 2015 regularly scheduled meeting.

Amber M. Parker
Human Resources Director

REC'D AUG 10 2015

Attachment #3



Hosted Image Services Schedule - Backfile

For Sherri B. Richard, Recorder of Deed, Craven County NC

Prepared on July 31, 2015

Backfile Conversion of Record Books

Cott Systems will provide the services to electronically capture and catalog images of the Record Books specified above, import them for access via the "Search" feature in Cott's Hosted Resolution3 system, and create the necessary linkage to programmatically attach the images to the corresponding electronic index data. Unique features within the Hosted Resolution3 Search will allow users to search electronic index data and display associated images online.

Record Book Source: Onsite Scanning by Cott

Table with 6 columns: Index Type, Date Range, Book Page Range, Number of Images, Page Size, Binder Type. Row 1: Deeds, 1/1/1984-12/31/1993, Book 1045 Page 1 thru Book 1412 Page 1075, 394,525, 8 1/2 x 17, loose

Historical Redaction Services

Cott will provide a service that combines the use of Optical Character Recognition (OCR) and Intelligent Character Recognition (ICR) technology and manual verification to identify and permanently redact sensitive data element(s). The redacted images will be imported into Customer's base system for public search purposes.

Table with 3 columns: Data Element(s) To Be Redacted, Estimated Pages/Images, Images Verified. Row 1: SSN (full), Driver's License (full), 394,525, Max of 22%

Project Management

To provide a smooth and seamless implementation of this project, Cott Systems will assign a team of industry professionals to your project. They will review and evaluate the project details gathered to date and determine the additional information needed to complete your project. As work progresses, the team will keep you informed of the status and timeline.

Assumptions and Requirements

- A supported version of Cott's resolution3 search application is currently installed and running.
Source documents provided and utilized by the Customer are assumed to be of usable quality, are complete, and are numbered and presented in sequence.
A Missing Page Report will be provided in the event missing pages are encountered.
The import and link software program is for this project's use and shall expire upon completion of this project.
The import process will not account for multiple instruments on one image where an instrument on the image continues to the next page (a different image).
Cott Systems is able to provide a solution for such situations by developing a different utility. This utility is subject to an additional fee. If customer is interested in this utility, customer should advise their Sales Representative.
Cott is not responsible for the integrity of the index data nor is Cott responsible for correcting any anomalies with the index data.
Any anomalies in the indexed data that may prevent images from properly linking, will be flagged and reported to the customer in a log file during the import process.



Hosted Image Services Schedule - Backfile

- Cott will send a team on-site to the customer's location to gather images utilizing Cott's On-site Scanning Process. Customer books may be disassembled then re-assembled to obtain pages for scanning.
- Cott will provide Quality Control for sequencing and naming of images to match the actual page numbers or instrument numbers on the documents.
- Upon starting the project, updates will be given to the Customer until the project is completed.
- Cott will utilize digitizing settings that apply to the largest majority of the images during the data capture process.
- Sample images need to contain as many variations of the data elements as possible; a minimum of 2,000 images are needed within the sample.
- Redaction rules are dependent upon the sufficiency of the sample of images established with regard to identifying such characteristics.
- Redaction project results are dependent upon the redaction rules established.
- 100% of the images within the project scope will be processed.
- The entire data element to be redacted, as opposed to redaction of only a portion of the data element.
- Cott will notify Customer if the suitability of image(s) comes into question during OCR/ICR process, and if more than 10% of the images require reprocessing (see footnote).
- Images larger than 8400 x 8400 pixels will not be accepted in the OCR process. For example, large size plats.
- Projects to redact multiple data elements are estimated not to require verification of more than 22% of the total images processed.
- If Customer's redaction needs or requirements change after this project is completed, regardless of whether the change is legislation related or not, additional per images charges would apply. Cott would advise customer of additional per images charges.
- Customer is responsible for keeping track of any change(s) made to images between the time the images go to Cott for processing and when redacted images are delivered to the Customer. Once redacted images are imported, Customer will need to modify the redacted images with any tracked change(s).

Implementation Plan

Customer acknowledges that in order for Cott to carry out the following Implementation Plan, Customer is required to fulfill the responsibilities described below:

Phase I – Planning

Receipt of signed contract by Cott	Customer, Cott
Issue Invoice to Customer	Cott
Capture images as applicable	Cott, Customer
Evaluate images for quality and completeness as applicable	Cott, Customer
Generate redaction rules	Cott, Customer
Process images for redaction	Cott
Catalogue and link images	Cott
Issue subsequent monthly invoices	Cott

Phase II - Implementation

Customer Base System analysis	Cott
Software and data prepared for shipping to Customer	Cott
Final project review	Cott

Phase III - Deployment

Remote installation of software and data on Customer's Base System	Cott
Oversee automated process through to project completion	Customer, Cott
Align software search permissions with redacted images	Cott, Customer
Issue invoice to Customer	Cott



Hosted Image Services Schedule – Backfile

Major Project Steps	About the Project Steps
Scanning	Cott will assign team, review and complete scope of work details, capture images, track media
Resync, Quality Control	Cott will review images for quality, rescan unacceptable images while onsite, name images, report missing images
Historical Redaction	Identify and permanently redact sensitive data element(s)
Import Service, Post Import Support	Load record book images for retrieval, 35 GB.

Estimated Project Fee*

\$38,500¹

¹ Estimated Project is based in part on:

The initial estimated number of images, which was prepared based on information gathered by Cott from the Customer's system. If the actual number of images processed or reprocessed is less than the estimate, the Customer will be invoiced for an aggregate amount that is less than the total specified herein. If the actual number of images processed or reprocessed is higher than the initial estimate, additional image charges will apply that will be the responsibility of the Customer. Cott will notify the Customer of any additional charges.

The suitability of images recognized by the OCR/ICR process. If the suitability of more than 10% of the images to be processed comes into question, the project is subject to an additional fee for reprocessing efforts that will be the responsibility of the Customer. Suitability can be influenced by several image quality factors, including, but not limited to, gray scale, and speckling. Cott will notify the Customer of any additional charges and will not proceed with additional processing without the written authorization of the Customer. The fee for reprocessing would \$0.0458/image for every image over 10% of the number of images to be processed. For example, if 100,000 images were processed and 15,000 needs reprocessed, Cott will charge \$0.0458/image for 5,000 images.

Flagging of the images. The number of images flagged for verification cannot be accurately predicted ahead of the actual processing of Customer's actual images. For projects where there are from 2 up to 5 data elements, and the actual number of images flagged for verification exceeds 22%, an additional verification fee will be the responsibility of the Customer. As Cott processes images, Cott will notify the Customer if actual processing reveals an additional verification fee is likely. Once the last portion of images is verified, Cott will notify the customer of any additional verification fee. The fee for additional verification would be \$0.0458/image for every image beyond the 22%. For example, if 100,000 images for redaction of one data element were processed and 25,000 need verified, Cott will charge \$0.0458/image for 10,000 images.

While OCR and ICR technology are very effective, there are times, such as with signatures written over top of typed SSN that will reduce the effectiveness of the process. While these scenarios are rare, they do occur and reduce the ability to capture 100% of the sensitive information; poor image quality, or placement, appearance and formation of sensitive data also play an essential role in the ability to capture sensitive information.



Hosted Image Services Schedule – Online Index Books
For Sherri B. Richard, Recorder of Deed, Craven County NC
 Prepared on July 31, 2015

Hosted Online Index Books with Record Books

Cott Systems will provide the service to receive images of the specified Index Books and Record Books and process them for access via the “Search” feature in Cott’s On Line Index Books application. Unique features within the application will allow users to search manual index book images and associated document images online. Users can search the name using the logic provide by the existing index, be placed on the first page of the index book where that entry resides, then electronically “page” through the index book to perform a visual search for the desired index information. Once an entry is visually located, the user simply enters the starting book and page, of the document and the image is provided.

Index Book Source: Onsite Scanning by Cott

Index Style: Alpha Index

Index Type	Time Frame	No. of index Volumes	Images per Volume	Total Images	Sheet Size	Binder Style	Book Page Range
Real Estate	1739 - 10/31/1912	10	885	8,850	9 x 13 1/2	Loose	1/1 - 107/550
Real Estate	11/01/1912 - 1947	15	1,390	20,850	9 x 13 1/2	Loose	176/1 - 405/600
Deeds & Mtgs	1/1/1947 – 6/30/1972	27	550	14,850	14 x 16	Loose	426/1 - 435/550
Deeds & Mtgs	7/1/1972 - 12/31/1983	14	630	8,820	15 x 18	Loose	4464/1 - 611/600
TOTALS				53,370			

Record Book Source: Onsite Scanning by Cott

Record Book	Book Page Range	No. of Record Books	Total Images	Sheet size	Bound or Loose Leaf	Notes
Record of Deeds, Deeds, Deeds of Trust, Mortgages, Real Estate	1/1 - 107/550	211	58,025	12 1/4 x 18	Loose	Mylar
	108/1 - 175/600	75	45,000	10 x 15 1/2	Bound	Tab in Front
	176/1 - 405/600	193	115,800	10 1/2 x 16	Loose	
	406/1 - 425/1100	10	22,000	8 1/2 x 14	Loose	
	426/1 - 435/550	9	4,950	11 1/2 x 18	Loose	Photostats
	436/1 - 445/1100	5	11,000	8 1/2 x 14	Loose	
	4464/1 - 611/600	166	99,600	11 1/2 x 18	Loose	Photostats
	612/1 - 763/1300	76	197,600	8 1/2 x 14	Loose	
764/1 - 1044/1024	281	288,025	8 1/2 x 14	Loose		
TOTALS			842,000			

Historical Redaction Services for Record Books 315-1044

Cott will provide a service that combines the use of Optical Character Recognition (OCR) and Intelligent Character Recognition (ICR) technology and manual verification to identify and permanently redact sensitive data element(s). The redacted images will be imported into Customer’s base system for public search purposes.

Data Element(s) To Be Redacted	Estimated Pages/Images	Images Verified
SSN (full) Driver’s License (full)	677,193	Max of 22%

Hosted Image Services Schedule - Online Index Books

<p>Cott Online Index Books</p>  <p><i>Software as a Service (SaaS) Cott Hosted Deployment</i></p>	
<p>Project Scope: OIB software, building index book logic, onsite scanning and quality control, redaction, implementation of software, software training, and software assurance & support</p>	<p>User Licenses unlimited search, rights to use software for term of contract</p>
<p>GB of Images – this project will yield approximately 89 GB worth of images</p>	<p>Training – includes 1 hour of live webinar training/Go-Live Support</p>
Major Project Steps	About the Project Steps
Scanning	Cott will assign project team, review and complete scope of work details, capture images based on OIB search strategy, track media
Resynch (naming images) Quality Control, Redaction	Cott will review the images for quality, rescan unacceptable images while on-site, name images based on OIB search strategy, report missing images and redact images.
Index Logic Build Project Management Testing	Project team determines index build strategy, which is unique to each index book series, creates alpha units, divisions and subdivision, types setouts, tests each index build from a search perspective
OIB Software Setup & Import	Cott software will manage the index books; Cott will install new index series to software program, load index book images, load record book images.
Access Permissions	Review and setup of data/image access permissions.
OIB Software Support	Software update, Customer Support
Data Access Permissions	
<p>Please check below the appropriate data access permissions:</p> <p><input type="checkbox"/> Staff Only.</p> <p><input type="checkbox"/> In office public search stations.</p> <p><input type="checkbox"/> County offices such as Auditor's office.</p> <p><input type="checkbox"/> Any internet users.</p> <p><input type="checkbox"/> Other, please explain: _____</p> <p>_____</p>	



Hosted Image Services Schedule

Fees	Backfile	\$38,500 ^{1,4}
	Online Index Books	<u>\$175,000 ^{1,4}</u> and \$125/mo.
	Total	\$213,500 and \$125/mo.
Schedule of Payments	Invoice upon receipt of signed contract	\$53,400
	Due upon subsequent invoices	\$160,100 ²
	Invoice upon Go-Live Date (deployment)	\$125/mo ³

NOTE: Invoices are due within thirty (30) days of issue.

TERM: This is a 60 month contract. The term to begin the 1st of month following the Go-Live.

¹ Fees are based in part on the initial estimated number of images, which was prepared based on information provided from an on-site survey of the records. If the actual number of images processed is less than the estimate, Customer will be invoiced for an aggregate amount that is less than the total specified herein. If the actual number of images processed is higher than the initial estimate, additional image charges will apply that will be the responsibility of the Customer. Cott will notify Customer of any additional charges.

² Cott will issue subsequent invoice(s) until the project is complete. Invoice(s) will be issued to reflect the actual number of images processed by Cott for the previous month. Invoice(s) may also be issued for the actual number of images imported by Cott for the previous month. Cott will apply any applicable credit on your account from the initial down payment.

³ For the month in which the Go-Live occurs, the Customer will be additionally invoiced upon the Go-Live Date for the monthly fee on a prorated basis from the Go-Live Date through the end of that month. For example, if Go-Live Date occurs on March 15, the Customer would be invoiced for period from March 15 through March 31. Thereafter, the monthly Maintenance fee will be invoiced on the 1st of the month in advance of services rendered.

⁴ Estimated Project is based in part on:

The initial estimated number of images, which was prepared based on information gathered by Cott from the Customer's system. If the actual number of images processed or reprocessed is less than the estimate, the Customer will be invoiced for an aggregate amount that is less than the total specified herein. If the actual number of images processed or reprocessed is higher than the initial estimate, additional image charges will apply that will be the responsibility of the Customer. Cott will notify the Customer of any additional charges.

The suitability of images recognized by the OCR/ICR process. If the suitability of more than 10% of the images to be processed comes into question, the project is subject to an additional fee for reprocessing efforts that will be the responsibility of the Customer. Suitability can be influenced by several image quality factors, including, but not limited to, gray scale, and speckling. Cott will notify the Customer of any additional charges and will not proceed with additional processing without the written authorization of the Customer. The fee for reprocessing would



\$0.0458/image for every image over 10% of the number of images to be processed. For example, if 100,000 images were processed and 15,000 needs reprocessed, Cott will charge \$0.0458/image for 5,000 images.

Flagging of the images. The number of images flagged for verification cannot be accurately predicted ahead of the actual processing of Customer's actual images. For projects where there are from 2 up to 5 data elements, and the actual number of images flagged for verification exceeds 22%, an additional verification fee will be the responsibility of the Customer. As Cott processes images, Cott will notify the Customer if actual processing reveals an additional verification fee is likely. Once the last portion of images is verified, Cott will notify the customer of any additional verification fee. The fee for additional verification would be \$0.0458/image for every image beyond the 22%. For example, if 100,000 images for redaction of one data element were processed and 25,000 need verified, Cott will charge \$0.0458/image for 10,000 images.

While OCR and ICR technology are very effective, there are times, such as with signatures written over top of typed SSN that will reduce the effectiveness of the process. While these scenarios are rare, they do occur and reduce the ability to capture 100% of the sensitive information; poor image quality, or placement, appearance and formation of sensitive data also play an essential role in the ability to capture sensitive information.

Customer to provide the following:

High Speed Internet Connection, Site Preparation, Microsoft Windows Proficiency



Hosted Image Services Schedule

Cott and Customer have executed this Schedule to be effective as of the date it is signed by Customer. Cott's **Master Agreement for Products and Services** also applies to the provision of services by Cott under this Schedule and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this Schedule will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

This Schedule may be executed and delivered in counterparts (including by facsimile or other electronic transmission such as in .pdf or other electronic delivery format, any such delivery, an "Electronic Delivery"), all of which shall be considered one and the same agreement. This Schedule, to the extent delivered by Electronic Delivery, shall be treated in all manner and respects as an original agreement and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person including for evidentiary purposes.

Master Agreement for Products and Services	<u>10/29/2008</u> <small>(Date Signed)</small>
Addendum for Historical Redaction Services	<u>6/16/2011</u> <small>(Date Signed)</small>
Addendum for Backfile Services	<u>11/29/2006</u> <small>(Date Signed)</small>

Craven County, NC
(County, Parish, Town)

COTT SYSTEMS, INC.

CUSTOMER

Deborah A. Ball 7/31/2015
(Signature) (Date)

(Signature) (Date)

Deborah A. Ball
(Print Name)

(Print Name)

Chief Executive Officer
(Print Title)

(Print Title)

Rose Byrd
(Attest)

(Attest)

PLEASE NOTE:

The pricing in this offer is valid through 1/10/2016. After this date, this offer will be priced at the then current rate and will be subject to current costs equal to +/- 10%



Customer acknowledgement also required on page 6.

Please digitally sign or print and sign original copy/copies for your records.
Once contract is signed, please email or fax the entire contract to Cott.
To: Cott Systems | ATTN Finance Dept | 1.866.540.1072 | contracts@cottsystems.com

County Of Craven
Emergency Services

Stanley Kite, Director
Ira Whitford, Asst. Director

Bus: (252) 636-6608
Fax: (252) 636-6655



MEMORANDUM

TO: Jack Veit, Craven County Manager

FROM: Stanley Kite, Director

SUBJ: West of New Bern VFD request

DATE: August 10, 2015

RE: County Commissioner's Agenda Request August 17, 2015

I have been requested by Doug Furgason, President, West of New Bern Fire Department to be placed on the Commissioner's Agenda for August 17, 2015. The Fire Department would like to inform the Board of Commissioner's about the plan to purchase a new Fire Engine this year. President Furgason would like to inform the Commissioners of the following

- New Engine cost \$415,000
- Department has \$100,000 in Capital Improvement for down payment
- Balance to be financed by State Employees Credit Union for 10 years
- Interest rates 2.75% fixed rate
- Annual amount will be \$47,520

The Department expects to control annual expenditures and not have any increase in request for increases in Fire Tax as a result of this purchase. This new truck will be replacing a 1976 Front Mount pump engine.

Doug Furgason will be present to present the information to the Commissioners. As you know the current Contract with the Department requires this information be presented to the Commissioners.

RESOLUTION
807 Cedar Street, New Bern, North Carolina

THAT WHEREAS, Craven County and the City of New Bern have received an offer to purchase a parcel of property owned by the County and City identified as 807 Cedar Street, and being more particularly described herein; and

WHEREAS, the Board of Commissioners is authorized to sell the County's interest in the property pursuant to North Carolina General Statute §160A-269; and

WHEREAS, the offer to purchase was advertised as required by said statute; and

WHEREAS, the offer to purchase was in the sum of \$1,500.00 by Elizabeth Green; that no increased bids were received; and

WHEREAS, the Board of Commissioners deems it advisable and in the best interest of the County to sell its interest in the subject property to the successful bidder and to convey its interest in said property by quitclaim deed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY:

Section 1. That the last and highest bid of Elizabeth Green, in the sum of \$1,500.00 for said parcel identified as 807 Cedar Street, and being more particularly described herein, be and the same is hereby accepted as to the County's interest in said property, and the Chairman, County Manager and/or Clerk be and they are hereby authorized and directed to execute a quitclaim deed to the purchasers for the County's interest in said property.

Section 2. That a copy of said quitclaim deed is attached hereto and incorporated herein by reference, and the original deed shall be delivered to said purchasers once the same has been executed on behalf of the County and City, upon payment of the purchase price.

Section 3. That the subject property is more particularly described as follows:

All that certain lot or parcel of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

All of that certain property more fully described in Deed Book 3071 at Page 182 in the Craven County Registry. This property is also commonly referred to by its tax parcel identification number which is 8-007-262.

ADOPTED THIS 17th DAY OF AUGUST, 2015.

STEVE TYSON, Chairman

(County Seal)

GWENDOLYN BRYAN,
Clerk to the Board

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Prepared by and return to:

Michael Scott Davis
DAVIS HARTMAN WRIGHT PLLC
209 Pollock Street
New Bern, NC 28560

Tax Parcel # 8-007-262
Revenue Stamps \$0.00

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

QUITCLAIM DEED

THIS QUITCLAIM DEED, made this 11th day of August, 2015, by and between the **CITY OF NEW BERN**, a municipal corporation of the State of North Carolina, and **CRAVEN COUNTY**, a body politic and corporate of the State of North Carolina (“Grantors”); to **ELIZABETH GREEN**, whose mailing address is _____, (“Grantee”);

WITNESSETH:

That said Grantors for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration to Grantors paid by the Grantee, the receipt of which is hereby acknowledged, have remised and released, and by these presents do remise, release and forever quitclaim unto the Grantee, Grantee’s heirs and assigns, the following described property, to wit:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.

The property herein conveyed does not include the primary residence of a Grantor.

DAVIS HARTMAN WRIGHT PLLC
Attorneys at Law
209 Pollock Street
New Bern, NC 28560

TO HAVE AND TO HOLD the above described lot or parcel of land and all privileges and appurtenances thereunto belonging to the Grantees, Grantee's heirs and assigns, free and discharged from all right, title, claim or interest of the said Grantors or anyone claiming by, through or under the Grantors.

IN TESTIMONY WHEREOF, the **CITY OF NEW BERN** has caused this instrument to be executed as its act and deed by its Mayor, attested by its Deputy City Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Aldermen, and **CRAVEN COUNTY** has caused this instrument to be executed as its act and deed by the Chairman of its Board of Commissioners, attested by its Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Commissioners, as of the day and year first above written.

(SEAL)

CITY OF NEW BERN

By: _____
Mayor

ATTEST:

Deputy City Clerk

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

I, _____, Notary Public in and for said County and State, do hereby certify that on the ____ day of August, 2015, before me personally appeared DANA E. OUTLAW, with whom I am personally acquainted, who, being by me duly sworn, says that he is the Mayor and that BRENDA BLANCO is the Deputy City Clerk for the City of New Bern, the municipal corporation described in and which executed the foregoing instrument; that he knows the common seal of said municipal corporation; that the seal affixed to the foregoing instrument is said common seal; that the name of the municipal corporation was subscribed thereto by the said Mayor; that the said common seal was affixed, all by order of the Board of Aldermen of said municipal corporation; and that the said instrument is the act and deed of said municipal corporation.

WITNESS my hand and official seal this the ____ day of August, 2015.

Notary Public

My Commission Expires:

CRAVEN COUNTY

By: _____
Chairman, Craven County Board of
Commissioners

(SEAL)

ATTEST:

Clerk, Craven County Board of
Commissioners

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

I, _____, Notary Public in and for said County and State, do hereby certify that on the ____ day of _____, 2015, before me personally appeared STEVE TYSON, with whom I am personally acquainted, who, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County, and that GWENDOLYN M. BRYAN is the Clerk of the Board of Commissioners for Craven County, the body politic and corporate described in and which executed the foregoing instrument; that he knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Chairman; that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and official seal this the ____ day of _____, 2015.

Notary Public

My Commission Expires:

EXHIBIT A

All that certain lot or parcel of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

All and singular the following described land situate in the City of New Bern, North Carolina, on the south side of Cedar Street between West and Bern Streets, to wit: BEGINNING on the northern line of Lot No. Fifty Two according to the plan of the City of New Bern, one hundred and seven feet and three inches west of the northeastern corner of the said lot and runs westwardly with Cedar Street thirty five feet, thence south and parallel with the eastern line of the said lot 107 feet 3 inches to Lot No. 51, thence eastwardly with the line of the said Lot No. 51 thirty five feet, thence northwardly and parallel with the eastern line of the said lot to the beginning.

Being also that same property conveyed to Craven County and the City of New Bern by Commissioner's Deed recorded March 9, 2012 in Book 3071 at Page 182 of the Craven County Registry.

Subject to restrictive covenants and easements of record.

**OWNER AFFIDAVIT AND INDEMNITY AGREEMENT
(NO RECENT IMPROVEMENTS AND NO EXECUTORY CONTRACTS FOR IMPROVEMENTS)**

PARTIES: All parties identified in this section must execute this Agreement.

Owner: Craven County, a body politic and corporate

(NOTE: A separate Agreement is required for each successive owner in the 120-Day Lien Period.)

PROPERTY: See "EXHIBIT A" attached hereto and incorporated herein by reference

(Insert street address or brief description and/or attach a description as Exhibit A. Include here any real estate that is a portion of a larger, previously unsegregated tract when that area is reasonably necessary for the convenient use and occupation of Improvements on the larger tract.)

DEFINITIONS: The following capitalized terms as used in this Agreement shall have the following meanings:

- **Improvement:** All or any part of any building, structure, erection, alteration, demolition, excavation, clearing, grading, filling, or landscaping, including trees and shrubbery, driveways, and private roadways on the Property as defined below.
- **Labor, Services or Materials:** ALL labor, services, materials for which a lien can be claimed under NCGS Chapter 44A, Article 2, including but not limited to professional design services (including architectural, engineering, landscaping and surveying) and/or rental equipment.
- **Contractor:** Any person or entity who has performed or furnished or has contracted to perform or furnish Labor, Services or Materials pursuant to a contract, either express or implied, with the Owner of real property for the making of an Improvement thereon. (Note that services by architects, engineers, landscapers, surveyors, furnishers of rental equipment and contracts for construction on Property of Improvements are often provided before there is visible evidence of construction.)
- **120-Day Lien Period:** The 120 days immediately preceding the date of recordation of the latter of the deed to purchaser or deed of trust to lender in the Office of the Register of Deeds of the county in which the Property is located.
- **Owner:** Any person or entity, as defined in NCGS Chapter 44A, Article 2, who has or has had any interest in the Property within the 120-Day Lien Period. For the purposes of this Agreement, the term Owner includes: (i) a seller of the Property or a borrower under a loan agreement secured by the Property; (ii) a person with rights to purchase the Property under a contract and for whom an Improvement is made and who ordered the Improvement to be made; and (iii) the Owner's successors in interest and agents of the Owner acting within their authority.
- **Company:** The title insurance company providing the title policy for the transaction contemplated by the parties herein.
- **Property:** The real estate described above or on Exhibit A and any leaseholds, tenements, hereditaments, and improvements placed thereon.
- All defined terms shall include the singular or plural as required by context.

AGREEMENT: For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and as an inducement to the purchase of the Property by a purchaser and/or the making of a loan by a lender secured by a deed of trust encumbering the Property and the issuance of a title insurance policy or policies by Company insuring title to the Property without exception to liens for Labor, Services or Materials; Owner first being duly sworn, deposes, says and agrees:

1. **Certifications:** Owner certifies that at no time during the 120-Day Lien Period have any Labor, Services or Materials been furnished in connection with a contract, express or implied, for Improvements to the Property (including architectural, engineering, landscaping or surveying services or materials or rental equipment for which a lien can be claimed under NCGS Chapter 44A) nor have any Labor, Services or Materials been furnished on the Property prior to the 120-Day Lien Period that will or may be completed after the date of this affidavit OR only minor repairs and/or alterations to pre-existing Improvements have been made and Owner certifies such repairs and/or alterations have been completed and those providing Labor, Services or Materials for the repairs have been paid in full. The Owner further certifies that no Mechanics Lien Agent has been appointed.
2. **Reliance and Indemnification:** This Agreement may be relied upon by the purchaser in the purchase of the Property, a lender to make a loan secured by a deed of trust encumbering the Property and by Company in issuance of a title insurance policy or policies insuring title to the Property without exception to matters certified in this Agreement. The provisions of this Agreement shall survive the disbursement of funds and closing of this transaction and shall be binding upon Owner and anyone claiming by, through or under Owner.

Owner agrees to indemnify and hold purchaser, lender, and Company harmless of and from any and all loss, cost, damage and expense of every kind, and attorney's fees, costs and expenses, which the purchaser, lender or Company shall or may incur or become liable for, directly or indirectly, as a result of reliance on the certifications of Owner made herein or in enforcement of the Company's rights hereunder.

3. **NCLTA Copyright and Entire Agreement:** This Agreement and any attachments hereto represent the entire agreement between the Owner and the Company, and no prior or contemporaneous agreement or understanding inconsistent herewith (whether oral or written) pertaining to such matters is effective. THIS IS A COPYRIGHT FORM and any variances in the form provisions hereof must be specifically stated in the blank below and agreed to in writing by the Company.

No modification of this Agreement, and no waiver of any of its terms or conditions, shall be effective unless made in writing and approved by the Company.

PROVIDING A FALSE AFFIDAVIT IS A CRIMINAL OFFENSE		
EXECUTION BY OWNER		
<p>Craven County, a body politic and corporate</p> <p>By: _____</p> <p>Printed or Typed Name/Title: _____</p> <p>(Seal)</p>	<p>State of <u>NORTH CAROLINA</u> County of <u>Craven</u></p> <p>Signed and sworn to (or affirmed) before me this day by</p> <p>_____</p> <p>As _____ of</p> <p><u>Craven County, a body politic and corporate.</u></p> <p>Date: _____</p> <p>_____, Notary Public</p> <p>My Commission Expires: _____</p>	<p>(Notary Seal)</p>

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