Macon County



MACON COUNTY BOARD OF COMMISSIONERS AUGUST 14, 2018 AGENDA

- 1. Call to order and welcome by Chairman Tate
- 2. Announcements
- 3. Moment of Silence
- 4. Pledge of Allegiance
- 5. Public Hearing(s) None
- 6. Public Comment Period
- 7. Additions to agenda
- 8. Adjustments to and approval of the agenda
- 9. Reports/Presentations
 New state Division of Aging and Adult Services award named in
 honor of Dorothy R. Crawford Department of Social Services
 Director Patrick Betancourt and Mrs. Crawford

10.Old Business

- A. Public Wi-Fi for libraries Commissioner Gillespie
- B. Update on space needs analysis County Manager

11.New Business

- A. Renewal of lease with Inovotex LLC Economic Development Director Tommy Jenkins/County Attorney
- B. Macon County Transit Director Kim Angel
 - (1) Updated System Safety Plan (SSP)
 - (2) Continuity of Operations Plan (COOP)
 - (3) Updated Title V Plan
- C. Resolution to abandon a portion of State Route (SR) 1617 North Carolina Department of Transportation
- D. Agreement to Provide Recreation Opportunities with Scaly Mountain Historical Society Finance Director

- E. Fireworks permit application Grand Finale Entertainment, Inc.
- F. Ratification of board poll County Manager

12. Consent Agenda – Attachment #12

All items below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners.

- A. Minutes of the June 5, 2018 continued session, the June 12, 2018 regular meeting and the June 19, 2018 continued session
- B. Budget Amendments #20-31
- C. Tax Releases for July in the amount of \$24,377.78
- D. 2017 Tax Settlement Report
- E. Monthly ad valorem tax report (no action necessary)

13.Appointments

- A. Library Board (one seat)
- B. Tony Potts as chair of the Highlands Tourism Development Committee
- 14. Closed session (if necessary)
- 15.Adjourn/Recess

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

MEETING DATE: August 14, 2018

DEPARTMENT/AGENCY: Department of Social Services

SUBJECT MATTER: State award named in honor of Dorothy

Crawford

COMMENTS/RECOMMENDATION:

Department of Social Services Director Patrick Betancourt will be at the meeting to share the news of an announcement by the North Carolina Department of Health and Human Services — Division of Aging and Adult Services — regarding a newly created statewide award named in honor of Dorothy R. Crawford. The Dorothy R. Crawford Award will recognize an individual or organization that has developed innovative strategies related to or had a significant impact on the lives of older adults through Adult Protective Services or guardianship. Mr. Betancourt can provide additional details at the meeting, and will be accompanied by Mrs. Crawford.

Attachments	Yes _	X	_ No
Agenda Item 9			

MACON COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

MEETING DATE: August 14, 2018

DEPARTMENT/AGENCY: Governing Board

SUBJECT MATTER: Public Wi-Fi for libraries

COMMENTS/RECOMMENDATION:

Commissioner Gillespie will have a recommendation regarding a request to enhance Wi-Fi service at the libraries in Highlands and Nantahala.

Attachments _____ Yes ___X __ No

Agenda Item 10A

MACON COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

MEETING DATE: August 14, 2018

DEPARTMENT/AGENCY: Administration

SUBJECT MATTER: Space Needs Analysis

COMMENTS/RECOMMENDATION:

The County Manager will give the board an update on the proposed Space Needs Analysis

Attachments Yes X No

Agenda Item 10B

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

MEETING DATE: August 14, 2018

DEPARTMENT/AGENCY:

Economic Development

SUBJECT MATTER: Renewal of lease with Inovotex, LLC

COMMENTS/RECOMMENDATION:

Economic Development Director Tommy Jenkins is seeking a one-year renewal of the lease with Inovotex, LLC for space at the Macon County Business Development Center. The lease would be effective as of June 15, 2018 at a monthly rent of \$1,840 per month. The County Attorney has prepared the appropriate resolution and lease for the board's consideration, copies of which are attached. He advises that a "colored" Exhibit A to the lease will be provided at the meeting.

Attachments	2	Yes	 No
Agenda Item	11 A		

STATE OF NORTH CAROLINA COUNTY OF MACON

RESOLUTION OF THE MACON COUNTY BOARD OF COUNTY COMMISSIONERS DECLARING PROPERTY TO BE SURPLUS AND APPROVING A ONE YEAR LEASE OF THE SAME BY MACON COUNTY TO INOVOTEX, LLC., A DELAWARE LIMITED LIABILITY COMPANY.

THAT WHEREAS, Macon County owns certain real property being described in the Lease to Inovotex, LLC, a Delaware Limited Liability Company, a copy of which is attached hereto; and

WHEREAS, Macon County does not presently have a use for the same; and

WHEREAS, Macon County desires to declare the same to be surplus and authorize the entry of the Lease to Inovotex, LLC, a Delaware Limited Liability Company, a copy of which is attached hereto, for the period of one year from June 15, 2018; and

WHEREAS, pursuant to N.C. Gen. Stat. § 160A-272, Macon County is authorized to enter into the Lease to Inovotex, LLC, a Delaware Limited Liability Company, a copy of which is attached hereto, upon the passing of a Resolution authorizing the same.

NOW THEREFORE,	upon Motion	of Com	missioner _			;
seconded by Commissioner	-			, and duly app	proved, be	e i1
hereby resolved by the Macor	County Board o	f County	y Commissio	ners as follows:		

RESOLVED, that Macon County will not have a need for the real property described in the Lease to Inovotex, LLC, a Delaware Limited Liability Company, a copy of which is attached hereto and incorporated herein by reference for and during the term of such lease and does hereby declare the same to be surplus property; and

RESOLVED, that Macon County does hereby authorize the entry into the Lease to Inovotex, LLC, a Delaware Limited Liability Company, a copy of which is attached hereto and incorporated herein by reference, for the period of one year from June 15, 2018, through June 14, 2019; and

RESOLVED, that Derek Roland, Macon County Manager, is hereby authorized and directed to fill in any blanks upon the same and execute said Lease to Inovotex, LLC., a Delaware Limited Liability Company, on behalf of Macon County.

Adopted at the August 14, 2018, Regular Meeting of the Macon County Board of Commissioners.

James Tate, Chairman, Macon County Board of
County Commissioners

ATTEST:

Derek Roland, Macon County Manager and Clerk to the Board

(Official Seal)

NORTH CAROLINA MACON COUNTY

LEASE TO INOVOTEX, LLC, A DELAWARE LIMITED LIABILITY COMPANY, FROM MACON COUNTY

This lease is made this 15th day of June, 2018, by and between MACON COUNTY, a body corporate and politic organized and existing under the laws of the State of North Carolina, hereinafter called the "Lessor," and Inovotex, LLC, a Delaware Limited Liability Company, hereinafter called the "Tenant."

WITNESSETH:

That, subject to the terms and conditions hereinafter set forth, the Landlord does hereby demise and let and the Tenant does hereby rent and hire from the Landlord, those certain premises (hereinafter referred to as the "Premises") located at the Macon County Business Development Center and more particularly shown in yellow and blue on Exhibit A attached hereto and incorporated herein as limited hereinafter.

- (1) Premises. Lessor leases unto the Tenant, and the Tenant accepts upon the full terms and conditions of this lease, that certain space located in the Macon County Business Development Center at the Macon County Industrial Park near Franklin, NC, as specifically shown in yellow and blue on the drawing of the floor plan of the Business Development Center which is attached hereto as Exhibit A and incorporated herein by reference as limited hereinafter. The space designated on the drawing attached hereto as Exhibit A in the color yellow is leased unto the Tenant for Tenant's exclusive use. The spaces outlined in blue and designated on the drawing as the Men's and Women's Restrooms, Lounge, Janitor's Closet, Corridors, Loading Dock, Halls and Waiting Room may be used by Tenant for Tenant's non-exclusive use in common with any other tenants in the Business Development Center and Lessor, together with such portion of the premises as is reasonably necessary for access, parking and use of the leased premises.
- (2) Term. Subject to the terms below, this lease shall commence June 15, 2018, and shall continue for a term expiring June 14, 2019. THAT NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, LESSOR MAY END THIS LEASE UPON 30 DAYS NOTICE TO TENANT WITHOUT LEGAL CONSEQUENCE.
- (3) Rent. The Macon County Business Development Center is owned by Macon County as a small business incubator to promote economic development and the growth of jobs in Macon County. The lease of the premises to Tenant is in furtherance of that policy. The monthly rent for the aforementioned space is \$1,840.00 per month. Rent is due and payable on the 15th day of each month in advance.

- (4) Use of Premises. The leased premises shall only be used by Tenant for a business that does clothing design and manufacturing.
- (5) No Assignment. This lease shall not be assigned by Tenant nor shall Tenant sublet the leased premises or any portion thereof.
- (6) Tenant's Responsibilities for Repairs. Tenant agrees to accept the premises in their present condition and to maintain the interior components of the portion of the premises leased to Tenant in a good state of repair during the term of this lease. Interior components shall include the floors, walls, ceilings, electrical components, lighting fixtures, plumbing and plumbing fixtures. Tenant shall be responsible for interior repairs in the portions of the premises leased to it exclusively and in common with other tenants. If other space in the Center is leased to existing or additional tenants, the tenants shall establish a procedure by which all tenants using the common area shall share in the cost of such maintenance. At termination, Tenant shall surrender the premises to the Lessor in as good condition as they now are, except for ordinary wear and tear incident to the use of the premises.
- (7)Lessor's Responsibilities for Repairs. Lessor shall make all necessary repairs to the exterior of the premises, including the parking and driveway areas, exterior walls, windows and roof. In the event the premises or any part thereof are substantially damaged by fire or other casualty to the extent that necessary repairs will exceed twenty percent of the value of the building, the parties agree that Lessor shall have no obligation to make the repairs and Lessor may elect to either make the necessary repairs or to terminate the lease.
- (8) Maintenance. Tenant shall be solely responsible for all routine and recurring maintenance, including cleaning, trash removal and painting of the interior portion of the premises leased to it exclusively and the portion of the premises leased to is as common area with other tenants. If other space is leased to existing or additional tenants, the tenants shall establish a procedure by which all tenants using the common area shall share in the cost of such maintenance. Lessor shall continue to maintain the exterior premises including the parking areas, driveways and landscaping/mowing.
- (9) Abatement of Nuisances and Appearance. Tenant shall comply with all laws, rules and regulations of any governmental jurisdiction applicable to the leased premises and shall take all measures necessary to prevent or abate nuisances or other grievances arising out of the manner of the occupancy of the premises for its business purposes. Tenant shall further maintain the appearance of the premises in manner that is aesthetically pleasing and consistent with other business users in the neighborhood and shall not accumulate trash or debris nor display merchandise on the premises.
- (10) Utilities. Lessee shall be responsible for furnishing its utilities for Unit A shown on Exhibit A attached hereto. Lessor will provide utilities for the balance of the leased premises.
- (11) Alterations. Tenant shall not make any alterations, additions or improvements to the

premises without first obtaining written permission from the Lessor and any such alterations, additions or improvements which are permitted shall inure to the benefit of the Lessor upon expiration of the lease and surrender of the premises by the Tenant.

(12)Indemnification. Tenant shall indemnify Lessor and hold it harmless from and against any and all claims, actions, damages, liability and expense in connection with the loss of life, personal injury or damage to property occurring in or about, or arising out of, the leased premises, or occasioned wholly or in part by any act or omission of Tenant, its agents, licensees, concessionaires, customers or employees. In the event Lessor shall be made a party to any litigation, commenced by or against Tenant, its agents, licensees, concessionaires, customers or employees, then Tenant shall protect and hold Lessor harmless and shall pay all costs, expenses and reasonable attorneys' fees included or paid by Lessor in connection with such litigation.

(13) Environmental Matters. With respect to any pollutants, contaminants, chemicals, or industrial, toxic or hazardous substance or material defined as such in, or for purposes of, all applicable environmental laws, rules, regulations and ordinances now or hereafter in effect ("Environmental Laws"), including without limitation, any waste constituents coming within the definition or list of hazardous substances in 40 C.F.R. §§ 261.1 through 261.33 ("Hazardous Material"), the Tenant represents, warrants and covenants that it will indemnify and hold Lessor harmless from and against any and all losses, liabilities, damages, injuries, interest, deficiencies, fines, penalties, costs, expenses, attorneys' fees, disbursements, and costs of investigation and clean-up, including without limitation, claims, suits, and proceedings by federal, state, or local government authorities with respect to, or as a direct or indirect result of (i) the presence on or under, or the escape, seepage, leakage, spillage, discharge, emission, discharging or releasing from, the property of any Hazardous Material, if such occurs during the term of the lease, (ii) any other environmental pollution, including without limitation, any contaminant, waste, irritant or pollutant, discharged into or otherwise contained in the environment at or adjacent to the property if such occurs during the term of the lease, (iii) non-compliance relating to the Tenant's business or the property with any Environmental Law or any other federal, state or local statute, law, ordinance, rule, regulation, order or decree, or (iv) the inaccuracy, misrepresentation or violation or default of or under any matter set forth in this section unless any such loss, liability, damage, injury or the like is directly caused by negligent acts of the Lessor. In addition, the Tenant shall at all times keep on file with the Macon County Fire Marshall a list of any of the materials, substances, or chemicals described in this paragraph and stored or kept on the leased premises.

(14)Incidents of Default. Each and every term of this lease is a material part of this lease and continuation of the lease is conditioned on the parties' adherence to its terms. The breach or threatened breach of any of the lease terms by the Tenant shall be deemed an incident of default. A declaration of insolvency or the filing of a petition of bankruptcy by the Tenant shall also be deemed an incident of default. In the event Tenant defaults as defined in this paragraph, Lessor may declare the lease terminated and retake possession of the premises upon allowing Tenant a reasonable time to vacate the premises and remove its personal property from the premises.

In testimony whereof, the parties have signed this lease on the date first written above in

duplicate originals, one of which is retained by each of the parties.

COUNTY OF MACON	
Ву:	
Macon County Manager	
Inovotex, LLC, a Delaware	
Limited Liability Company	
Bv:	
President	

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

MEETING DATE: August 14, 2018

DEPARTMENT/AGENCY: Transit

SUBJECT MATTER: Plan approvals

COMMENTS/RECOMMENDATION:

Transit Director Kim Angel is seeking board approval of three documents, as follows:

- 1. Updated System Safety Plan
- 2. Continuity of Operations Plan
- 3. Updated Title VI Plan

Per Ms. Angel, the safety system plan is still a work in progress and will be delivered to the board prior to or at the meeting. The two other plans are attached for your review.

Attachments _	2	Yes	No
Agenda Item 1	1 1B (1). (2) and (3)	



Continuity of Operations (COOP) Plan

Macon County
5 West Main Street
Franklin, NC 28734



FOREWORD

Local Communities have an ethical responsibility to ensure the safety of their county. They also have a legal obligation to operate in a prudent and efficient manner, even during an impending threat or following a disaster.

This continuity of operations (COOP) plan provides guidance for Macon County to perform its essential functions as part of a COOP capability.

Recommended changes to this document may be addressed, at any time, to the Emergency Services Office, 104 East Main Street, Franklin, NC 28734

Derek Roland, Manager

TABLE OF CONTENTS

I. INTRODUCTION	2
II. PURPOSE	2
III. APPLICABILITY AND SCOPE ERROR! BOOKMARK NOT	DEFINED.
IV. ESSENTIAL FUNCTIONS	2
V. AUTHORITIES AND REFERENCES	3
VI. CONCEPT OF OPERATIONS	3
A. PHASE I: ACTIVATION AND RELOCATION 4 1. Decision Process 4 2. Alert, Notification, and Implementation Process 4 3. Leadership 5 B. PHASE II: ALTERNATE FACILITY OPERATIONS 5 1. Mission Critical Systems 5 2. Vital Files, Records, and Databases 5 C. PHASE III: RECONSTITUTION 6 VII. COOP PLANNING RESPONSIBILITIES A. CHIEF MUNICIPAL OFFICER 6 B. EMERGENCY MANAGEMENT DIRECT (SENIOR COOP OFFICIAL) 7 C. ERS SUPPORT OFFICIAL 7 D. DEPARTMENT HEAD 7 E. COUNTY STAFF 8	6
VIII. LOGISTICS	8
A. ALTERNATE LOCATION 8 B. INTEROPERABLE COMMUNICATIONS 8	
IX. TEST, TRAINING, AND EXERCISES	8
X. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT	8
A. Multiyear strategy 8	
XI. COOP PLAN MAINTENANCE	9
ANNEX A: AUTHORITIES AND REFERENCES	10
ANNEX B: ALTERNATE LOCATION/FACILITY INFORMATION ERROR! BOOK! DEFINED.	AARK NOT
ANNEX C: PLAN ACTIVATION AND NOTIFICATION ERROR! BOOKMARK NOT	DEFINED.
ANNEX D: DEFINITIONS AND ACRONYMS	14

Introduction

Macon County is located in the southwestern corner of North Carolina and covers an area of approximately 517 square miles. It borders Clay County to the west, Swain County to the north, Jackson County to the east, and the State of Georgia to the south. There are two municipal governments located in Macon County: the Towns of Franklin and Highlands. In 2010 the U.S. Census estimated the population of Macon County to be 34,100, with a significant seasonal increase in the summer and fall months.

Purpose

This continuity of operations (COOP) plan for Macon County, hereinafter called County, presents a management framework, establishes operational procedures to sustain essential functions, and guides the restoration of full functions if normal operations in one or more of the County's locations are not feasible.

This plan was prepared in accordance with Department of Homeland Security (DHS) Headquarters Continuity of Operations (COOP) Guidance Document, dated April 2004, which provides a structure for formulating a COOP plan; Presidential Decision Directive–67, "Ensuring Constitutional Government and Continuity of Government Operations," which requires all Federal departments and agencies to have a viable COOP capability; and Commonwealth of Massachusetts Executive Order No. 144, which requires all Commonwealth agencies and local communities to prepare for emergencies and disasters.

This document focuses on the basic COOP elements: essential functions, critical systems, alternative facilities, orders of succession, delegations of authority, and vital records. Development of procedures that address the basic COOP elements and work in concert with business continuity and disaster recovery plans allows for uninterrupted delivery of the County's essential functions.

This document applies to the full spectrum of threats and emergencies that may affect the County. Specifically, this COOP plan is based on an event scenario that disrupts the County's essential functions. In this scenario, the County location is closed for normal business activities. The most likely causes of such disruption are severe winter storms (i.e., ice or snow), widespread utility failure, multiple explosions, civil disturbance, or credible threats of actions that would preclude access to or use of County facilities. Under this scenario, County offices relocate staff and resources to a remote facility identified as the Emergency Relocation Site (ERS).

Essential functions

This COOP plan is based on the County's essential functions. It serves as an operational guide to facilitate the relocation of County staff to an ERS and the backup of critical systems and vital records so that essential functions may continue. The level and manner of support needed to continue essential functions is dependent on the nature of an event. This plan describes the processes and procedures needed to support continuation of essential functions identified in the following table.

Priority	Department	Essential Functions
1	IT	Information technology and processing
2	9-1-1	Primary Safety Answering Point
3	Administration	Payroll, accounting, vital records
4	SO Jail	Inmate Housing
5	DSS/PH	Essential public services
6	Transit	Client Transportation
7		
8		
9		

A specific County department oversees each essential function listed above, which, in turn, is supported by specific critical systems and/or vital records. Therefore, to maintain an operational status, the County must support the required department (staff), critical systems, and vital records at the ERS.

Authorities and References

Authority, support, and justification for continuity of operations (COOP) planning are provided through the documents listed in Annex A.

Concept of Operations

A COOP plan must be maintained at a high level of preparedness and be ready to be implemented without significant prior warning. It should be implemented fully no later than 12 hours after activation and provide guidance to sustain operations for up to 30 days. The broad objective of this COOP plan is to provide for the safety and well-being of County employees. In addition, this plan will facilitate the execution of the County's essential functions during any crisis or emergency in which one or more County locations are threatened or not accessible. Specific County COOP Plan objectives include the following:

- Enable staff to perform essential functions to prepare for and respond to the full spectrum of possible threats or emergencies including terrorism, technological catastrophes, natural or manmade disasters, and other crises.
- Identify key principals and supporting staff who will relocate.
- Ensure that the Emergency Relocation Site (ERS) can support Emergency Relocation Group (ERG) operations.
- Protect and maintain vital records and critical systems.

An emergency, such as an explosion, fire, or hazardous materials incident, may require the evacuation of one or more County locations with little or no advance notice. Building evacuation, if required, is accomplished via implementation of Occupant Emergency Plans for each location. *This COOP Plan is not an evacuation plan*, rather, it provides for a deliberate and preplanned movement of selected principals and supporting staff to the ERS.

Following an incident so severe that one or more County locations are rendered unusable, or if such an event appears imminent, the Chief Municipal Officer instructs the Emergency Management Director or Senior COOP Official to activate the County COOP Plan. The

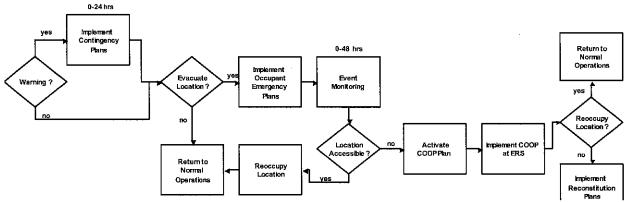
Emergency Management Director or Senior COOP Official deploys the appropriate members of the ERG.

Phase I: Activation and Relocation

The extent to which orderly alert and notification is possible depends on the amount of warning received, whether personnel are on duty at County locations or off duty at home or elsewhere, and, possibly, the extent of risk for County personnel or locations.

Decision Process

Execution of this COOP plan focuses on continuing the County's essential functions via the relocation of select personnel, ERS operations, and critical systems recovery. This COOP plan may be executed in several phases that are delimited by the time from warning dissemination and the activities being performed. Depicted below is the County's decision process.



Any disaster, whether natural, manmade, or technological, that adversely affects the County's ability to perform essential functions, requires activation of this plan.

Alert, Notification, and Implementation Process

County staff will be contacted with alert and notification information using the following contact lists.

•	Derek Roland, Manager	828-349-2025
•	Mike Decker, HR Director	828-349-2020
•	Andy Muncey, IT Director	828-349-2177
•	Steve Ledford, Maintenance Director	828-349-2072

Note: Information and guidance for County members is normally relayed by network messages, e-mail, or phone using existing emergency calling plans. All members of the Emergency Relocation Group (ERG) will be notified initially by phone; however, other County staff members will be notified via network alerts and/or public address announcements, as appropriate. Depending on the situation, current information may also available via announcements released to and made by local radio and TV stations.

Employees should listen for specific instructions.

a. Orders of Succession

In the event of a vacancy in the position of County Manager, or the absence of the incumbent in this position, another individual serving in an acting capacity shall temporarily assume the duties of the position.

• Mike Decker, HR Director

828-349-2025

b. Delegations of Authority

Delegations of authority from the position of County Manager are established to ensure the ability of County staff members to perform essential functions while remaining a viable part of the organization.

The Macon County Board of Commissioners may convene an emergency meeting to name an interim Manager as necessary.

Phase II: Alternate Facility Operations

Alternative facilities (i.e., ERSs) must be capable of supporting operations in a threat-free environment in the event that essential functions and supporting staff are relocated to the site. A relocation site must have sufficient space and equipment to sustain operations for a period of up to 30 days. An ERS must also have the appropriate physical security and access controls.

The Senior COOP Official, or designated alternate, conducts semiannual reviews of the space allocations with each ERS Support Official to ensure the adequacy of space and other resources.

Mission Critical Systems

In general, the telecommunication and information system support provided at County locations is available independently at the ERS. It is imperative that the Senior COOP Official ensures that unique or critical information system requirements are considered in planning and, if appropriate, identified as capabilities to be provided by support organizations at the ERS. County offices shall maintain all necessary and up-to-date files, computer software, and databases required to carry out essential functions.

System Name	Current Location	Other Locations
9-1-1 Communications	104 E Main St	125 Hyatt Rd

Vital Files, Records, and Databases

One COOP Plan responsibilities is to comply with the U.S. National Archives and Records Administration Code of Regulations, Subchapter B – Records Management, to ensure the protection and continuous availability of vital records. Vital records are

documents, references, and records, regardless of media type, that are needed to support essential functions under the full spectrum of emergencies and disasters.

All vital records must be protected from damage or destruction. County vital records are stored in a properly equipped, environmentally controlled facility that is secure but also accessible when needed for records retrieval. The Senior COOP Official is to make certain that databases and other references supporting the essential functions of the County are prepositioned at each ERS, carried with deploying personnel, or available through a backup process.

Over time, vital records become outdated and require updating through a process called cycling. Inclusion of cycling procedures in the Vital Records Management Program ensures that vital records are current and accurate when needed.

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location
IT System	electronic	Yes	No	Yes

Phase III: Reconstitution

Within hours of relocating to the ERS, the Senior Official initiates operations to salvage, restore, and recover the County location(s). These reconstitution efforts generally begin when the County Manager, or other authorized person, ascertains, in coordination with Federal, State, and local authorities that the emergency situation has ended and is unlikely to recur. However, once the appropriate County official determines that the emergency has ended, immediate reconstitution may not be practical. Depending on the situation, one of the following options should be considered for implementation:

- Continue to operate from the ERS.
- Begin an orderly return to County locations and reconstitute from remaining County offices or other resources
- Begin to establish a reconstituted County in some other facility.

COOP Planning Responsibilities

County Manager

- Provides overall policy direction, guidance, and objectives for COOP planning.
- Provides policy direction, guidance, and objectives during an incident for the implementation of the COOP Plan.
- Consults with and advises appropriate officials during implementation of the COOP Plan.

• Serves as the principal County representative to external parties and groups during implementation of the COOP Plan.

Emergency Management Director

- Serves as the County COOP program point of contact.
- Coordinates implementation of the COOP Plan and initiates appropriate notifications inside and outside the County during COOP Plan implementation.
- Coordinates the COOP Training, Testing, and Exercising Program.
- Aids ERG efforts at the ERS.
- Initiates recovery of County, as part of reconstitution.

ERS Support Official

- Prepares site support plans to support the implementation of the COOP Plan to facilitate the smooth transition of direction and operations from the County location(s) to the ERS.
- Provides for the proper storage of backup copies of vital records and other prepositioned items.
- Designates personnel responsible to assist the arriving ERG Advance Team.
- Maintains a current roster of designated site support staff.
- Supports periodic coordination visits by County offices.
- Keeps the Senior COOP Official informed of site vulnerabilities or changes in site resources that may impact the effective implementation of the COOP Plan.
- Requests an annual security risk assessment of the ERS by security staff to assist in ensuring COOP relocation site readiness.
- Coordinates appropriate billeting arrangements with the ERS, if appropriate, for employees who will not commute and need to remain overnight near the ERS.
- Conducts periodic coordination visits to the ERS.
- Participates in scheduled tests, training, and exercises.

Department head

- Appoints a COOP point of contact for coordination and implementation of the COOP Plan.
- Keeps the Manager informed of any changes in the designation of the office COOP point of contact.
- Identifies essential functions to be performed when any element of the County is relocated as part of the COOP Plan.
- Identifies those functions that can be deferred or temporarily terminated in the event the COOP Plan is implemented.
- Maintains a current roster of office personnel designated as ERG members.
- Maintains current personnel emergency notification and relocation rosters.
- Prepares backup copies or updates of vital records.
- Ensures that the time and attendance function is represented on the ERG.
- Designates personnel to assist security officials in securing office equipment and files at County locations when implementing the COOP Plan.
- Conducts periodic tests of the office telephone notification cascade(s).

County Staff

- Review and understand the procedures for emergency evacuation of County locations in the Occupant Emergency Plan.
- Review and understand responsibilities related to COOP support functions and performance of County essential functions at a relocation site.
- Report to work to perform essential functions as detailed in this COOP plan or as requested.
- Provide current contact information to supervisors.

Logistics

Alternate Location

The County has two (2) designated Emergency Operations Centers for support following an event that disables the infrastructure supporting County activities that occur at department offices. Alternate locations will be identified by each department. Relocation sites must have adequate space, the necessary equipment, and the connectivity to support relocating each group responsible for performing essential functions.

Interoperable Communications

The success of County operations at the Emergency Relocation Site (ERS) depends upon the availability and redundancy of significant communication systems to support connectivity to internal organizations, other agencies, critical customers, and the public. Interoperable communication should provide a capability to correspond with the County's essential functions, to communicate with other Federal agencies, State agencies, and local emergency support personnel, and to access other data and systems necessary to conduct all activities.

Test, Training, and Exercises

A changing threat environment and recent events emphasize the need for COOP capabilities that enable the County to continue its essential functions across a broad spectrum of emergencies. Federal Preparedness Circular (FPC) 66, in accordance with FPC 65, states that testing, training, and exercising of COOP capabilities are necessary to demonstrate and improve the ability of agencies to execute their essential functions.

Multi-Year Strategy and program Management

Multiyear strategy

The County COOP Plan Multiyear Strategy includes the objectives and key strategies for developing and maintaining a viable COOP program, including the support for short- and long-term initiatives.

B. PROGRAM MANAGEMENT

The Program Management Plan is a critical element of the County's strategic planning activities because it documents the tactics executed to achieve the initiatives in the

multiyear strategy. It describes the County's needs, defines roles and responsibilities, and documents specific program timelines. In addition, it provides an effective program management tool for oversight, resource allocation, and progress evaluation.

COOP Plan Maintenance

To maintain viable COOP capabilities, the County is continually engaged in a process to designate essential functions and resources, define short- and long-term COOP goals and objectives, forecast budgetary requirements, anticipate and address issues and potential obstacles, and establish planning milestones. Following is a list of standardized list of activities necessary to monitor the dynamic elements of the County COOP Plan and the frequency of their occurrence.

Activity	Tasks	Frequency
Plan update and certification	 Review entire plan for accuracy. Incorporate lessons learned and changes in policy and philosophy. Manage distribution. 	Annually
Maintain orders of succession and delegations of authority	Identify current incumbents. Update rosters and contact information.	Semiannually
Maintain emergency relocation site readiness	Check all systems.Verify accessibility.Cycle supplies and equipment, as necessary.	Monthly
Monitor and maintain vital records management program	Monitor volume of materials. Update/remove files.	Ongoing

Annex A: Authorities and References

Authority, support, and justification for continuity of operations (COOP) planning are provided through the documents listed below.

Federal Guidance

Executive Order 12148–Federal Emergency Management. EO 12148 establishes Federal policies and coordinates civil emergency planning, management, and assistance functions. It also establishes the President's role in working with State and local governments.

Executive Order 12472–Establishment of the National Communications System. EO 12472 establishes the National Communication Systems as a Federal interagency group assigned national security and emergency preparedness telecommunications responsibility throughout the full spectrum of emergencies. Responsibilities include planning, developing, and implementing enhancements to the national telecommunications infrastructure to achieve measurable improvements in survivability, interoperability, and operational effectiveness under all conditions. This is accomplished by effective management and by using national telecommunication resources to support the Government during any emergency.

Executive Order 12656—Assignment of Emergency Preparedness Responsibilities. EO 12656 is the foundation of these mandates. It requires Federal agencies to develop plans and procedures that ensure the survival of the U.S. Constitution and American Government by enabling them to continue to provide essential functions and services during and following a disaster or emergency. Executive Order 12656 assigns national security management preparedness responsibilities to Federal departments and agencies.

Presidential Decision Directive 63. PDD-63 is a national-level effort to ensure the security of the increasingly vulnerable and interconnected infrastructure of the United States. It requires departments and agencies to develop a plan for protecting critical infrastructures, including telecommunications, banking and finance, energy, transportation, and other essential functions and services. The directive addresses those services provided by Federal, State, and local governments.

Presidential Decision Directive 67. PDD-67 directs the Federal executive branch departments and agencies to have a viable COOP Plan and capability. Departments and agencies must be able to operate at their alternative facilities with or without warning no longer than 12 hours after the disaster and to maintain sustained operations for a minimum period of up to 30 days. The plans identify those requirements necessary to support the primary functions, such as emergency communications, establishing a chain of command, and delegations of authority.

Executive Order 13228—Establishing the Office of Homeland Security and the Homeland Security Council. EO 13228 establishes the Office of Homeland Security in response to the terrorist attacks on September 11, 2001. Responsibilities of the office include developing and coordinating the implementation of a comprehensive national strategy to secure the United States from terrorist threats or attacks. The office shall coordinate the executive branch's efforts to detect, prepare for, prevent, protect against, respond to, and recover from terrorist attacks within the United States.

Executive Order 13231—Critical Infrastructure Protection in the Information Age. EO 13231 establishes a protection program that consists of continual efforts to secure information systems

for critical infrastructure that includes emergency preparedness communications. To achieve this policy, there will be a senior executive branch committee to coordinate that will have cognizance over all Federal efforts and programs involving continuity of operations, continuity of government, and Federal department and agency information systems protection.

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Amended (U.S. Code Title 42 Section 5121). This act provides for an orderly and continual means of assistance by the Federal Government to state and local governments for carrying out their responsibilities to alleviate the suffering and damage that result from disasters. 42 USC 5121 encourages the development of comprehensive disaster preparedness and assistance plans, programs, capabilities, and organizations by the States and local governments.

U.S. National Archives & Records Administration (NARA) Code of Federal Regulations. The NARA Code of Federal Regulations (CFR), Subchapter B, Records Management, provides guidance and prescribes policies for records management programs relating to record creation and maintenance, adequate documentation, and proper record disposition.

Homeland Security Presidential Directive—1. The Homeland Security Council (HSC) shall ensure coordination of all homeland security-related activities among executive departments and agencies and promote the effective development and implementation of all homeland security policies. The HSC Principals Committee (HSC/PC) shall be the senior interagency forum under the HSC for homeland security issues. The HSC Deputies Committee (HSC/DC) shall serve as the senior sub-Cabinet interagency forum for consideration of policy issues affecting homeland security. HSC Policy Coordination Committees (HSC/PCC) shall coordinate the development and implementation of homeland security policies by multiple departments and agencies throughout the Federal Government, and shall coordinate those policies with State and local government.

Homeland Security Presidential Directive—3. The Homeland Security Advisory System provides warnings in the form of a set of graduated "Threat Conditions" that would increase as the risk of the threat increases. At each threat condition, Federal departments and agencies implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert. This system is intended to create a common vocabulary, context, and structure for an ongoing national discussion about the nature of the threats that confront the homeland and the appropriate measures that should be taken in response. It seeks to inform and facilitate decisions appropriate to different levels of government and to private citizens at home and at work.

FEMA Federal Preparedness Circular (FPC) No. 65–Federal Executive Branch Continuity of Operations (COOP). FPC 65 provides guidance to Federal executive branch departments and agencies for developing viable and executable contingency plans for continuity of operations. COOP planning facilitates the performance of department/agency essential functions during any emergency or situation that may disrupt normal operations. FPC 65 requires that each agency appoint a senior Federal Government executive as an emergency coordinator to serve as program manager and agency point of contact for coordinating agency COOP activities. This ensures continuous performance of an agency's essential functions during an emergency and protects essential facilities, equipment, records, and other assets. The actions recommended in FPC 65 will reduce disruptions to operations and loss of life, and minimize damage and losses. It

achieves a timely and orderly recovery from an emergency and resumption of full service to customers.

Federal Preparedness Circular No. 66—Test, Training and Exercise (TT&E) Program for Continuity of Operations (COOP). FPC 66 provides guidance to Federal executive branch departments and agencies for use in developing viable and executable TT&E programs to support the implementation and validation of COOP plans. These activities are important elements of a comprehensive emergency preparedness program necessary to improve the ability of agencies to effectively manage and execute their COOP plans.

Federal Preparedness Circular No. 67–Acquisition of Alternate Facilities for Continuity of Operations (COOP). FPC 67 provides guidance to Federal executive branch departments and agencies for acquiring alternative facilities to support their COOP. FPC 67 requires agencies to designate alternative operating facilities as part of their COOP plans and prepare their personnel for the possibility of sudden relocation of essential functions or COOP contingency staff to these facilities should an emergency necessitate that action.

Commonwealth of Massachusetts Guidance

Governor's Executive Order No. 144. EO 144 requires all Commonwealth Agencies to prepare for emergencies and disasters, and to provide emergency liaisons to the Massachusetts Emergency Management Agency for coordinating resources, training, and operations.

Survivable Crisis Management Plan 1994. The Commonwealth of Massachusetts Survivable Crisis Management (SCM) Plan provides the foundation and structural framework for managing the individual capabilities of the different agencies with emergency response and continuity of government responsibilities.

Commonwealth of Massachusetts Chapter 639 of the Acts of 1950, Chapter 33. The legislation provides basic Civil Defense / Emergency Management responsibilities for meeting dangers presented to the Commonwealth and its people by emergencies and disasters. The document directs preparedness efforts related to common defense, protection of the public peace, health, security and safety.

<u> </u>	

Emergency Level	Type of Events	COOP Plan Activation Authority	Notification Method
(Local Emergency)	(Fire, attack on your headquarters', etc.)	Derek Roland	(828) 347-2405
(Regional or National Emergency)	(Hurricane, flood or other localized disasters)	Derek Roland	(828) 347-2405
(National Security Emergency)	(Terrorist use of weapons of mass destruction)	Derek Roland	(828) 347-2405

Annex D: Definitions and Acronyms

The following terms or phrases are found in this document.

Advance Team. ERG personnel who immediately deploy to the Emergency Relocation Site (ERS) upon receiving a COOP warning or activation, to initiate actions at the ERS in preparation for the arrival of the main body of Emergency Personnel. Advance Team plus Emergency Personnel constitute an ERG.

Business Continuity Plan (BCP). The BCP provides procedures for sustaining an organization's business functions during and after a disruption. An example of a business function may be an organization's payroll process or consumer information process. A BCP may be written for a specific business process or may address all key business processes.

Business Recovery Plan (BRP). The BRP addresses the restoration of business processes after an emergency, but unlike the BCP, lacks procedures to ensure continuity of critical processes throughout an emergency or disruption.

Continuity of Operations (COOP) Plan. An action plan that provides for the immediate continuity of essential functions of an organization at an alternative facility for up to 30 days in the event an emergency prevents occupancy of its primary facility.

Disaster Recovery Plan (DRP). The DRP applies to major, usually catastrophic, events that deny access to the normal facility for an extended period. Frequently, DRP refers to an IT-focused plan designed to restore operability of the target system, application, or computer facility at a relocation site after an emergency.

Emergency Personnel. The key principals and staff members of the ERG, responsible for the execution of essential functions. Advance Team plus Emergency Personnel constitute an ERG.

Emergency Relocation Group (ERG). Predesignated principals and staff who move to a relocation site to continue essential functions in the event that locations are threatened or incapacitated. The ERG comprises Advance Team plus Emergency Personnel.

Emergency Relocation Site (ERS). A remote alternative facility to which the ERG moves to continue essential functions in the event that traditional work sites are incapacitated.

Essential functions. Essential functions are those functions, stated or implied, that are required to be performed by statute or Executive order, or other functions deemed essential by the heads of principal organizational elements (i.e., administrators, office directors, and division directors).

Occupant Emergency Plan (OEP). The OEP provides the response procedures for occupants of a facility in the event a situation poses a threat to the health and safety of personnel, the environment, or property. Such events include a fire, hurricane, criminal attack, or a medical emergency.

Point of Contact (POC). The designated focal point for actions involving a specific plan, as in "COOP POC."

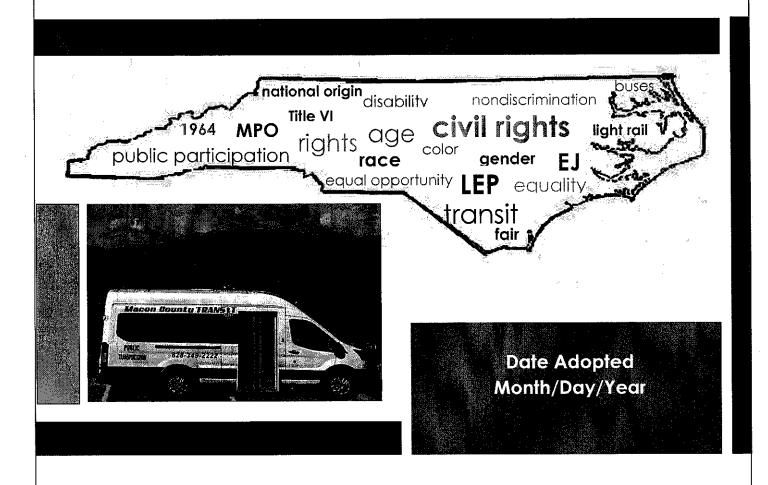
Relocation Site (RS) Support Official. Serves as the COOP point of contact at each ERS. Responsible for the readiness and operational condition of the ERS, as appropriate, including telecommunications, infrastructure, and equipment; and support the billeting and meal needs of the ERG.

Senior COOP Official. Serves as the COOP point of contact. Responsible for coordinating implementation of the COOP Plan; initiating appropriate notifications inside and outside the Agency during COOP Plan implementation; being the point of contact for all COOP training, testing, and exercising; assisting ERG efforts at the ERS; and initiating recovery of the Agency as part of reconstitution.

CERTIFICATION PAGE

	acon County. During this review suggestions were be continually updated and reviewed as necessary
Manager, Macon County	Date
EM Director, Macon County	Date

Macon County Transit



Title VI Program Plan



TITLE VI PLAN REVIEW AND ADOPTION

Chairman, Board of Commissioners

On behalf of the Macon County Board of Commissioners for Macon County Transit (MCT) I hereby
acknowledge receipt of the Title VI Nondiscrimination Plan. We, the board, have <i>reviewed and hereby</i>
adopt this Plan. We are committed to ensuring that all decisions are made in accordance with the
nondiscrimination guidelines of this Plan, to the end that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Macon County Transit transportation services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as protected by Title VI of the Civil Rights Act of 1964 and the nondiscrimination provisions of the Federal
Transit Administration.

DATE

Table of Contents

Title VI Nondiscrimination Agreement	5
1.0 Introduction	6
2.0 Description of Programs and Services	6
2.1 Program(s) and Services Administered	6
2.2 Funding Sources / Tables	6
2.3 Decision-Making Process	
2.4 Title VI Coordinator	8
2.5 Change of Title VI Coordinator	9
2.6 Organizational Chart	9
2.7 Sub-recipients	9
3.0 Title VI Nondiscrimination Policy Statement	10
4.0 Notice of Nondiscrimination	11
5.0 Procedures to Ensure Nondiscriminatory Administration of Programs and Services	
6.0 Contract Administration	13
6.1 Contract Language	13
6.2 Nondiscrimination Notice to Prospective Bidders	
7.0 External Discrimination Complaint Procedures	15
Discrimination Complaint Form	17
Discrimination Complaints Log	19
Investigative Guidance	20
SAMPLE Investigative Report Template	21
8.0 Service Area Population Characteristics	23
8.1 Race and Ethnicity	23
8.2 Age & Sex	23
8.3 Disability	24
8.4 Poverty	25
8.5 Household Income	25
8.6 Limited English Proficiency Populations	25
8.7 Population Locations	25
9.0 Title VI Equity Analyses (and Environmental Justice Assessments)	25
10.0 Public Involvement	20
10.1 Introduction	20
10.2 Public Notification	26

10.3 Outreach Tools
10.4 Limited English Proficiency
10.5 Demographic Request29
10.6 Key Community Contacts
10.7 Summary of Outreach Efforts Since the Last Title VI Program Submission
11.0 Staff Training
12.0 Nonelected Boards and Committees – By Race and Gender
13.0 Record-Keeping and Reports
Appendices
Appendices
••
Appendix A – Applicable Nondiscrimination Authorities
Appendix A – Applicable Nondiscrimination Authorities Appendix B – Organizational Chart
Appendix A – Applicable Nondiscrimination Authorities Appendix B – Organizational Chart Appendix C– NCDOT's Transit Review Checklist
Appendix A – Applicable Nondiscrimination Authorities Appendix B – Organizational Chart Appendix C– NCDOT's Transit Review Checklist Appendix D – Annual Education and Acknowledgment Form

THE VINONDISCRIMINATION AGREEMENT BETWEEN THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION AND MAGON COUNTY TRANSIT

In accordance with DOT Order 1050.2A, Macon County Transit (MCT) assures the North Carolina Department of Transportation (NCDOT) that no person shall, on the ground of race, color, national origin, sex, Creed (Religion), age, or disability, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by Macon County Transit.

Further, Macon County Transit hereby agrees to:

- 1. Designate a Title VI Coordinator that has a responsible position within the organization and easy access to the Transit Director of the organization.
- 2. Issue a policy statement, signed by the Transit Director of the organization, which expresses a commitment to the nondiscrimination provisions of Title VI and related applicable statutes. The signed policy statement shall be posted and circulated throughout the organization and to the general public, and published where appropriate in languages other than English. The policy statement will be re-signed when there is a change of Transit Director.
- Insert the clauses of the contract language from Section 6.1 in every contract awarded by the organization.
 Ensure that every contract awarded by the organization's contractors or consultants also includes the contract language.
- 4. Process all and, when required, investigate complaints of discrimination consistent with the procedures contained within this Plan. Log all complaints for the administrative record.
- 5. Collect statistical data (race, color, national origin, sex, age, disability) on participants in, and beneficiaries of, programs and activities carried out by the organization.
- 6. Participate in training offered on Title VI and other nondiscrimination requirements. Conduct or request training for employees or the organization's sub-recipients.
- Take affirmative action, if reviewed or investigated by NCDOT, to correct any deficiencies found within a
 reasonable time period, not to exceed 90 calendar days, unless reasonable provisions are granted by
 NCDOT.
- 8. Document all Title VI nondiscrimination-related activities as evidence of compliance. Submit information and reports to NCDOT on a schedule outlined by NCDOT.

THIS AGREEMENT is given in consideration of, and for the purpose of obtaining, any and all federal and state funds, grants, loans, contracts, properties, discounts or other financial assistance under all transportation programs and activities and is binding.

Derek C. Roland, Macon County I	vianagei

1.0 INTRODUCTION

Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d provides that: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The broader application of nondiscrimination law is found in other statutes, executive orders, and regulations, which provide additional protections based on age, sex, creed (religion), and disability, including the 1987 Civil Rights Restoration Act, which extended nondiscrimination coverage to all programs and activities of federal-aid recipients, sub-recipients, and contractors, including those that are not federally-funded (see Appendix A – Applicable Nondiscrimination Authorities).

Macon County Transit (MCT) is a recipient of Federal financial assistance from the North Carolina Department of Transportation (NCDOT) and the United States Department of Transportation (USDOT), receiving Federal Transit Administration (FTA) funds through the NCDOT. As the primary recipient of USDOT funds in North Carolina, the NCDOT's comprehensive Title VI Nondiscrimination Program includes compliance oversight and technical assistance responsibilities towards its sub-recipients and those sub-recipients must use federal and state funds in a nondiscriminatory manner.

Macon County Transit establishes this Title VI Nondiscrimination Plan for the purpose of complying with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, and related requirements outlined under Group 01.D, "Nondiscrimination Assurance," of the FTA Certifications and Assurances. This document details the nondiscrimination program, policies, and practices administered by this organization, and will be updated periodically to incorporate changes and additional responsibilities as they are made. This Plan will be submitted to NCDOT or FTA, upon request.

2.0 DESCRIPTION OF PROGRAMS AND SERVICES

2.1 PROGRAM(S) AND SERVICES ADMINISTERED

Macon County Transit provides the following public transportation options to its customers within Macon County:

- 1. Deviated Fixed Route operates Monday Friday from 8:00 am until 4:30 pm (last run). Route includes 8 designated stops, will make stops in between designated stops and will deviate up to ¼ mile from route upon request. Buses will be at each stop every 30 minutes Fares are \$1 per boarding, \$18 for 20 tickets, or \$30 for an unlimited monthly pass. Deviated Fixed Route vehicles are ADA accessible.
- 2. Demand Response Operates Monday Friday from 6:00 am until 5:00 pm. Available to all citizens of Macon County. All trips should be scheduled as far in advance as possible but at least by 12:00PM the day before. ADA accessible vehicles are available. Fares are \$3.00 per boarding for local general public trips; there are discount rates available for the elderly and/or disabled passengers. Out of county fares depends on the location of the trip.

Macon County Transit has the following staff:

Transit Director (1), Transit Assistant Director (1), Transit Operations Supervisor (1), Dispatcher/Scheduler (1), Transit Administrative Support Assistant (1), Full-Time Drivers (4) and Part-time Transit Drivers (19)

2.2 FUNDING SOURCES / TABLES

For the purpose of federally-assisted programs, "federal assistance" shall include:

- grants and loans of Federal funds;
- 2. the grant or donation of Federal property and interest in property;
- 3. the detail of Federal personnel;

- 4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
- 5. any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Each FTA Formula Grant received by our system, and whether the funds were received through NCDOT or directly from FTA, is checked below. Additional details are provided on how often each of the grants is received (*annually, first time, etc.*)

Grant Title	\(\bar{c}\)[0] [0]	FTA	Details (i.e., purpose, frequency, and duration of receipt)
5310 (Transportation for Elderly Persons and Persons with Disabilities)	\boxtimes		to improve mobility for seniors and individuals with disabilities throughout the country, by removing barriers to transportation services and expanding the transportation mobility options available, annually upon approval
5311 (Formula Grants for Other than Urbanized Areas)			to enhance the access of people in nonurbanized areas to health care, shopping, education, employment, public services and recreation; annually upon approval
5311 (b)(3) (Rural Transit Assistance)	\boxtimes		to assist in the design and implementation of training and technical assistance projects and other support services tailored to meet the needs of transit operators in nonurbanized areas, annually upon approval
5317 (New Freedom)			to encourage new services and facility improvements to address the transportation needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act (ADA), annually upon approval
Other: Appalachian Development Transportation Assistance Program (ADTAP)	⊠		to provide technical assistance to include project planning, program and management development, public transportation coordination activities, and research to promote effective delivery of public transportation in rural areas of the designated Appalachian region, and (8) to enhance and improve access to jobs through employment-related transportation services for welfare recipients and eligible low-income individuals; this includes transportation of residents from urbanized and rural areas to suburban employment opportunities, annually upon approval

2.3 Decision-Making Process

The transportation advisory board shall perform the following duties or be responsible for the following functions:

- 1. The Macon County Transportation Advisory Board (TAB) is the advisory committee for Macon County Transit and makes recommendations to the Macon County Board of Commissioners on service changes and adopting program documents.
- 2. The TAB is a locally formed advisory group based on NCDOT/PTD guidelines and requirements.
- 3. The TAB must include representatives from the elderly, minority, Limited English Proficiency (LEP), disabled and/or low income populations in the service area.
- 4. The TAB meets, at a minimum, one time per quarter (Third Wednesday of the Third Month of the Quarter March, June, September, December)
- 5. A vote by the majority of board members present at any meeting shall constitute a quorum for the transaction of business during regular or special called meetings of the board

- 6. Serve as a liaison between the residents of Macon County and the county government concerning transportation issues.
- 7. Discuss and make recommendations on unmet needs in the services area.
- 8. Review and make recommendations on service design, scheduling and billing rates and fares and help to resolve complaints when requested by the Transit Director.
- 9. Monitor compliance with federal regulations and the status of any deficiencies noted in any official federal, state or local review or report.
- 10. Recommend policy and make recommendations to the Transit Director and the Macon County Board of Commissioners on the transportation needs of Macon County citizens, particularly with respect to a coordinated and cost-effective approach to the delivery of transportation services to area human service agencies and the general public.
- 11. Work to stimulate and promote needed transportation services and programs for Macon County residents.
- 12. Assist public, private non-profit, private, and voluntary agencies in providing transportation services to their clients
- 13. Assist in the development and update of the Community Transportation Services Plan (CTSP) and the local Human Services and Public Transportation Coordinated Plan.
- 14. Perform other functions as may be requested by the Macon County Board of Commissioners.

The Macon County Board of Commissioners shall perform the following duties or be responsible for the following functions:

- 1. The Macon County Board of Commissioners (BOC) is the governing board for Macon County Transit and makes the final decisions on adopting policies and program documents.
- 2. The BOC is comprised of five elected members.
- 3. The BOC meets one time per month (second Tuesday of the Month)
- 4. Certain departmental plans/policies/documents are required to be adopted by the Board of Commissioners.
- 5. Plan/policies/documents are typically sent to the County Attorney for review and comment,
- 6. The Transit Director makes any necessary changes based on County Attorney's opinion and requests to be placed on the agenda for the next BOC meeting.
- 7. The Transit Director (or designee) brings the plan/policy/document before the Board of Commissioners at a regular meeting.
- 8. The BOC considers the request from the Transit Director and votes to either approve or deny the request.
- 9. A Resolution granting permission for MCT to apply and receive the annual CTP funds must be passed by the BOC.

Board or Committee Name	Appointed	delicerei	# of Members
Macon County Transportation Advisory Board	⊠		16
Macon County Board of Commissioners			5

2.4 TITLE VI COORDINATOR

The individual below has been designated as the Title VI Coordinator for Macon County Transit, and is empowered with sufficient authority and responsibility to implement the Title VI Nondiscrimination Program:

Kim Angel Transit Director 36 Pannell Lane Franklin, NC 28734 828-349-2222 kangel@maconnc.org

Key responsibilities of the Coordinator include:

- Maintaining knowledge of Title VI and related requirements.
- · Attending civil rights training when offered by NCDOT or any other regulatory agency.
- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan.
- Making sure internal staff and officials are familiarized and complying with their Title VI nondiscrimination obligations.
- Disseminating Title VI information internally and to the general public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.
- Ensuring Title VI-related posters are prominently and publicly displayed.
- Developing a process to collect data related to race, national origin, sex, age, and disability to ensure minority, low-income, and other underserved groups are included and not discriminated against.
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented.
- Implementing procedures for prompt processing (receiving, logging, investigating and/or forwarding) of discrimination complaints.
- Coordinating with, and providing information to, NCDOT and other regulatory agencies during compliance reviews or complaint investigations.
- Promptly resolving areas of deficiency to ensure compliance with Title VI nondiscrimination requirements.

2.5 CHANGE OF TITLE VI COORDINATOR

If Title VI Coordinator or Transit Director changes, this document and all other documents that name the Coordinator, will immediately be updated, and an updated policy statement and assurance will be signed by the new Transit Director.

2.6 ORGANIZATIONAL CHART

An organizational chart showing the Title VI Coordinator's place within the organization is located in Appendix B.

2.7 SUB-RECIPIENTS

Macon County Transit does not have pass through funds to any other organizations and, therefore, does not have any sub-recipients.

3.0 TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is the policy of Macon County Transit, as a federal-aid recipient, to ensure that no person shall, on the ground of **race**, **color**, **national origin**, **sex**, **creed (religion)**, **age or disability**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all other related nondiscrimination laws and requirements.

Derek C. Roland	, Macon County Manager	
Date		

Title VI and Related Authorities

Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d) provides that, "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The 1987 Civil Rights Restoration Act (P.L. 100-259) clarified and restored the original intent of Title VI by expanding the definition of "programs and activities" to include all programs and activities of federal-aid recipients (such as, Macon County Transit), sub-recipients, and contractors, whether such programs and activities are federally-assisted or not.

Related nondiscrimination authorities include, but are not limited to: U.S. DOT regulation, 49 CFR part 21, "Nondiscrimination in Federally-assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act"; 49 U.S.C. 5332, "Nondiscrimination (Public Transportation)"; FTA Circular 4702.1B - Title VI Requirements and Guidelines for Federal Transit Administration Recipients; DOT Order 5610.2a, "Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"; FTA C 4703.1 - Environmental Justice Policy Guidance For Federal Transit Administration Recipients; Policy Guidance Concerning (DOT) Recipient's Responsibilities to Limited English Proficient (LEP) Persons, 74 FR 74087; The Americans with Disabilities Act of 1990, as amended, P.L. 101-336; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790; Age Discrimination Act of 1975, as amended 42 U.S.C. 6101; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681; Uniform Reiocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601; Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794d.

implementation

- This statement will be signed by the Transit Director of Macon County Transit, and re-signed whenever a new person assumes that position.
- MCT will provide notice to the public of our Title VI obligations on brochures, which are disseminated, to the public
 throughout our service area and on our website. Notices will also be posted at transit stops; inside vehicles via
 email to human service agencies, and disseminated within prochures and other written materials. The notice will
 also be made available in other languages, when appropriate.
- The notice will be posted in its entirety on our website
- The core of the statement (signature excluded) will circulate internally within annual acknowledgement forms
- The statement will be posted or provided in languages other than English, when appropriate:

4.0 NOTICE OF NONDISCRIMINATION

- Macon County Transit operates its programs and services without regard to race, color, national origin, sex, Creed (Religion), age, and disability in accordance with Title VI of the Civil Rights Act and related statutes. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice may file a complaint with Macon County Transit.
- ➤ For more information on Macon County Transit's civil rights program, and the procedures to file a complaint, contact 828-349-2222, (TTY 800-735-2962 or 711); via the internet at www.macontransit.org, or visit our administrative office at 36 Pannell Ln. Franklin, NC 28734.
- > If information is needed in another language, contact 828-349-2222 and ask for an interpreter.
- North Carolina Department of Transportation, Office of Civil Rights, External Civil Rights, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR,1200 New Jersey Ave., SE, Washington, DC 20590.

Implementation

- The notice will be posted in its entirety on our website and in any documents and reports we distribute.
- The notice will be posted in our offices and on our vehicles.
- Ads in newspapers and other publications shall include the following: "MCT operates without regard to race, color, national origin, sex, creed (religion), age or disability. For more information on MCT's civil rights program or how to file a discrimination complaint, contact 828-349-2222; email kangel@maconnc.org
- The statement will be posted or provided in languages other than English, when appropriate.

5.0 PROCEDURES TO ENSURE NONDISCRIMINATORY ADMINISTRATION OF PROGRAMS AND SERVICES

We are committed to the nondiscriminatory administration of our programs and services. As with the implementation of our programs in general, organization-wide compliance is required. Thus, employees and staff will periodically be reminded of our Title VI nondiscrimination obligations through staff training and use of the **Annual Education and Acknowledgment Form** below. The Title VI Coordinator will periodically assess program operations to ensure that this policy is being followed. A single copy of the form is located in Appendix D

Annual Education and Acknowledgement Form

Title VI Nondiscrimination Policy

(Title VI and related nondiscrimination authorities)

No person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of Macon County Transit are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Transit Director, at 36 Pannell Lane, Franklin, NC 28734 PH. 828-349-2222.

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

Acknowledgement of Receipt of Title VI Program

Ι	hereby	acknowledge	receipt	of	Macon	County	Transit's	Title	VI	Program	and	other
nc	ndiscrim	ination guideli	nes. I hav	e re	ad the Tit	tle VI Pro	gram and I	am co	mmit	ted to ensu	ıring t	hat no
pe	rson is e	xcluded from p	participat	ion i	in or den	ied the be	nefits of M	lacon (Coun	ty Transit'	s prog	grams,
pc	licies, se	ervices and acti	ivities on	the	basis of	race, cole	or, national	origin	, sex	, age, or d	lisabil	ity, as
pr	ovided b	y Title VI of the	e Civil R	ights	Act of 1	964 and r	elated none	liscrim	inatio	on statutes.		

Signature	Date

Implementation

- Periodically, but not more than once a year, employees and representatives will receive review and certify
 commitment to the Title VI Program.
- New employees shall be informed of Title VI provisions and expectations to perform their duties accordingly
 asked to review the Title VI Program, and required to sign the acknowledgement form.
- Periodic review of operational practices and guidelines by the Title VI Coordinator to verify compliance with the Title VI Program.
- . Signed acknowledgement forms and records of internal assessments will remain on file for at least three years.

6.0 CONTRACT ADMINISTRATION

Macon County Transit ensures all contractors will fulfill their contracts in a nondiscriminatory manner. While contractors are not required to prepare a Title VI Program, they must comply with the nondiscrimination requirements of the organization to which they are contracted. Macon County Transit and its contractors will not discriminate in the selection and retention of contractors (at any level) or discriminate in employment practices in connection with any of our projects.

6.1 CONTRACT LANGUAGE

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- (1) Compliance with Regulations: The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, creed, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- (4) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Macon County Transit or the North Carolina Department of Transportation (NCDOT), the Federal Highway Administration (FHWA) and/or Federal Transit Administration (FTA) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Macon County Transit, or the NCDOT, FHWA and/or FTA as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination

provisions of this contract, Macon County Transit shall impose such contract sanctions as it or the NCDOT, FHWA and/or FTA may determine to be appropriate, including, but not limited to:

- (a) withholding of payments to the contractor under the contract until the contractor complies, and/or
- (b) cancellation, termination or suspension of the contract, in whole or in part.
- (6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Macon County Transit or the NCDOT, FHWA and/or FTA may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Macon County Transit to enter into such litigation to protect the interests of the Macon County Transit, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- II. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);

- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The 'Age' Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49
 -USC § 471, Section 47123), as amended,
 (prohibits discrimination based on race, creed,
 color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not).
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

ar with the terms above:	*The Contractor has read and is familiar
Contractor's Initials	
Date	

Implementation

- The nondiscrimination language above (with initials line) will be appended to any existing contracts, purchase orders,
 and agreements that do not include it, and initialed by the responsible official of the other organization.
- The nondiscrimination language above (without initials line) will be incorporated as standard language before the signature page of our standard contracts; purchase orders and agreements.
- The Title VI Coordinator will review existing contracts to ensure the language has been added.

6.2 Nondiscrimination Notice to Prospective Bidders

The Macon County Transit, in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities, and Title 49 Code of Federal Regulations, Parts 21 and 26, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority and women business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex, age, creed, or disability in consideration for an award.

implementation.

- The nondiscrimination language above will be included in all solicitations for bids for work or material and proposals
 for negotiated agreements to assure interested firms that we provide equal opportunity and do not discriminate.
- Outreach efforts will be made to minority and women-owned firms that work in requested fields, and documented
- Unless specifically required under Disadvantaged Business Enterprise (DBE) or Affirmative Action programs, all contractors will be selected without regard to their race, color, national origin, or sex.

7.0 EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

These discrimination complaint procedures outline the process used by Macon County Transit (MCT) to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to MCT programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

FILING OF COMPLAINTS

- 1. Applicability These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
- 2. Eligibility Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, sex, age, national origin, creed (religion) or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative, and must be in writing.
- 3. **Time Limits and Filing Options** A complaint must be filed no later than 180 calendar days after the following:
 - > The date of the alleged act of discrimination; or
 - > The date when the person(s) became aware of the alleged discrimination; or
 - > Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- Macon County Transit, ATTN: Kim Angel, Transit Director, 36 Pannell Ln, Franklin, NC 28734 828-349-2222
- North Carolina Department of Transportation, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453
- ▶ US Department of Transportation, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
 - **Federal Transit Administration**, Office of Civil Rights, ATTN: Title VI Program Coordinator, East Bldg. 5th Floor TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
- ➤ US Department of Justice, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228
- 4. Format for Complaints Complaints shall be in writing and signed by the complainant(s) or a representative and include the complainant's name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
- **5. Discrimination Complaint Form** The Discrimination Complaint Form is consistent with the FTA Certifications & Assurances, "Nondiscrimination Assurance."
- **6. Complaint Basis** Allegations must be based on issues involving race, color, national origin, sex, age, creed (religion) or disability. The term "basis" refers to the complainant's membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations FTA
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 49 U.S.C. 5332(b); FTA Circular 4702.1B
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin	Place of birth. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender	Women and Men	49 U.S.C. 5332(b); Title IX of the Education Amendments of 1972
Age	Persons of any age	21 year old person	Age Discrimination Act of 1975
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, para- amputee, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Creed	Religion.	Muslim, Christian, Hindu, Atheist	49 U.S.C. 5332(b)

Complaint Processing

- 1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.
- 2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log).
- 3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
- 4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has sufficient merit to warrant investigation.
- 5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

Complaint Log

- 1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information, and assigned a **Case Number.** (Note: All complaints must be logged).
- 2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also be request the complaints log during pre-grant approval processes).
- 3. The **Log Year(s)** since the last submittal will be entered (e.g., 2015-2018, 2017-2018, FFY 2018, or 2018) and the complaints log will be signed before submitting the log to NCDOT.
- 4. When reporting no complaints, check the No Complaints or Lawsuits box and sign the log.

Macon County Transit DISCRIMINATION COMPLAINT FORM

Any person who believes that he/she has been subjected to discrimination based upon race, color, creed (religion), sex, age, national origin, or disability may file a written complaint with Macon County Transit, within 180 days after the discrimination occurred.								
Last Name:		First	Name:		☐ Male			
					☐ Female			
Mailing Address:			City	State	Zip			
Home Telephone:	Work Telephone:	E-I	mail Address					
Identify the Category of Discrimin	nation:		-					
RACE	☐ COLOR	□ ١	IATIONAL ORIGIN		AGE			
CREED (RELIGION)	☐ DISABILITY		SEX					
*NOTE: Title VI bases are race, color, na	ational origin. All other bases are found	in the	"Nondiscrimination Assurance" of th	e FTA Certification	s & Assurances.			
Identify the Race of the Complain	nant							
☐ Black	☐ White		☐ Hispanic	Asian .				
☐ American Indian	☐ Alaskan Native		☐ Pacific Islander	☐ Other	-			
Date and place of alleged discrin	ninatory action(s). Please includ	le earl	iest date of discrimination an	d most recent of	late of discrimination.			
Names of individuals responsible	e for the discriminatory action(s)	1.						
How were you discriminated aga clearly as possible what happen persons were treated differently	ed and why you believe your pro	otecte	d status (basis) was a factor	he alleged disc in the discrimin	rimination. Explain as ation. Include how other			
The law prohibits intimidation or rights protected by these laws. If	f vou feel that vou have been re	taliate	d against, separate from the	discrimination a	alleged above, piease			
explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.								
Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).								
<u>Name</u>	<u>Address</u>			<u>T</u>	elephone			
1								
2.								
J					***			
4				<u>.</u>				

DISCRIMINATION COMPLAINT FORM

all that apply.	to file, a complaint regarding the matter raised with any of the follow	ring? If yes, please provide the filing dates. Check
	☐ NC Department of Transportation	
	☐ Federal Transit Administration	
	☐ US Department of Transportation	
	Federal or State Court	
	Other	
· 		
Have you discussed the	complaint with any Macon County Transit representative? If yes, pro	ovide the name, position, and date of discussion.
Please provide any addit	tional information that you believe would assist with an investigation.	
Briefly explain what rem	edy, or action, are you seeking for the alleged discrimination.	
**WE CANNOT AC	CEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND	DATE THE COMPLAINT FORM BELOW.
COMPLAINANT'S SIGN	•ATURE	DATE
	MAIL COMPLAINT FORM TO: Macon County Transit	
	36 Pannell Lane	
	Franklin, NC 28734	
	Attn: Kim Angel (828) 349-2222	
	(010) 010 1111	
	FOR DIRECTED ONLY	
Date Complaint Receive		
Processed by #		
	The state of the s	
dolvin a remarka	T Della Date Referred	

DISCRIMINATION COMPLAINTS LOG

Log Year(s):

	1						••••
DISPOSITION				:			
DATE INVESTIG. COMPLETED			:				
ACTION TAKEN							
DATE RECEIVED							
DATE FILED							
BASIS		<u> </u>					
RESPONDENT NAME							
RACE/ GENDER							
COMPLAINANT NAME							
CASE NO.							

No Complaints or Lawsuits 🖂

l certify that to the best of my knowledge, the above described complaints or lawsuits alleging discrimination, or no complaints or lawsuits alleging discrimination, have been filed with or against Macon County Transit since the previous Title VI Program submission to NCDOT.

Signature of Title VI Coordinator or Other Authorized Official

Date

Print Name and Title of Authorized Official

INVESTIGATIVE GUIDANCE

- A. Scope of Investigation An investigation should be confined to the issues and facts relevant to the allegations in the complaint, unless evidence shows the need to extend the issues.
- **B.** Developing an Investigative Plan It is recommended that the investigator prepares an Investigative Plan (IP) to define the issues and lay out the blueprint to complete the investigation. The IP should follow the outline below:
 - 1. Complainant(s) Name and Address (Attorney name and address if applicable)
 - 2. Respondent(s) Name and Address (Attorney for the Respondent(s) name and address)
 - Applicable Law(s)
 - 4. Basis/(es)
 - 5. Allegation(s)/Issue(s)
 - 6. Background
 - 7. Name of Persons to be interviewed
 - a. Questions for the complainant(s)
 - b. Questions for the respondent(s)
 - c. Questions for witness(es)
 - 8. Evidence to be obtained during the investigation
 - a. Issue Complainant allege that there are only six African American contractors participating in the highway construction industry in the State and their contract awards are very small.
 - Documents needed: documents which show all DBE firms which currently have contracts and must include the following 1) name and race of DBE firm; 2) Date of initial certification into the DBE program; 3) type of business; 4) contracts awarded anytime during the period to the present; 5) dollar value of contract.
- **C.** Request for Information The investigator should gather data and information pertinent to the issues raised in the complaint.
- D. Interviews Interviews should be conducted with the complainant, respondent, and appropriate witnesses during the investigative process. Interviews are conducted to gain a better understanding of the situation outlined in the complaint of discrimination. The main objective during the interview is to obtain information that will either support or refute the allegations.
- **E. Developing an Investigative Report** The investigator should prepare an investigative report setting forth all relevant facts obtained during the investigation. The report should include a finding for each issue. A sample investigative report is provided below.

I.	Macon County Transit Investigative Report Outline COMPLAINANT(S) NAME (or attorney for the complainant(s) – name and address if applicable
	Name, Address, Phone: 999-9999
n.	RESPONDENT(S) (or attorney for the respondent(s) – name and address if applicable) Name, Address, Phone: 999-999999999999999999999999999999999
III.	APPLICABLE LAW/REGULATION
	and the second of the second o
IV.	COMPLAINT BASIS/(ES)
	transkrigtige bei en gegen in der stein en beginne bestätet in der stein som en sterne bestätet in de
ŤŽ.	ISSUES/ALLEGATIONS
3.4.3.4.V	
	na salveni izem ing geleggalaj a salvenjaj jakon kaliggan na salvenjaj gjelej jakon ing sestare.
	ls de sem complantant alleges i transmuste vistam tallectronation i supervitivicon municipaticum.
	uo sausa. Para sausa manta dainan dallegestina a saus das circa para para dalla da para da da da para para para da para d
	The state of the s
VI.	BACKGROUND
V 1.	BACKGROUND
	ក្រុកព្រះបានរាស់ខ្លួនស្រាច់បានខ្លួនគេការប្រការដែលនៅក្នុងសម្រាប់ទី ប្រការប្រការប្រការប្រការប្រការប្រការប្រការប្
VII.	INVESTIGATIVE PROCEDURE
¥ 11.	TO THE TROCEDORE
	and one wishes the witness as an area and and essession ments received a folder and section will se
	Selfenia received.
VIII.	ISSUES / FINDINGS OF FACT
	figure programme and the constitution of the c
	างในที่เปลี่ยงให้เปรียบรายการเก็บสามารถที่เพื่อให้ได้เกิดการการการการการการการการการการการการการก
IX.	CONCLUSION
	and enterested representation and the constant of the constant and the constant of the constant of the constant
	no premiera preservanta de proprese a resentate en la la largantante e con interespondentes de compensaria.
	EXAMETRIS INSTITUTO COMPLETE COMPLETE COMPLETE CONTRACTOR DE CONTRACTOR
	of the some meanty and your find many some his life evidence your visit exerticize hould expeat the insular
X.	RECOMMENDED ACTIONS
	piljajamus viinistjojad bestojaakois muusihestijantos or prateessus, provide justius parkte somalainuut

(Investigative Report) APPENDIX

Inclinated in the Appendix any substitution and inclinated in the Appendix any substitution and inclinated in the Appendix any substitution and inclinated in the Appendix and th

8.0 SERVICE AREA POPULATION CHARACTERISTICS

To ensure that Title VI reporting requirements are met, Macon County Transit will collect and maintain population data on potential and actual beneficiaries of our programs and services. This section is intended as a compilation of relevant population characteristics from our overall service area. This data will provide context to the Title VI Nondiscrimination Program and be used to ensure nondiscrimination and improve public outreach initiatives and delivery of ongoing programs.

8.1 RACE AND ETHNICITY

The following table was completed using data from Census Table QT-P3, Race and Hispanic or Latino Origin: 2010:

Race and Ethnicity	Number	Percent
Total Population	33,922	100
White	31,811	93.8
Black or African American	447	1.3
American Indian or Alaska Native	165	.5
Asian	208	.6
Native Hawaiian and Other Pacific Islander	4	.0
Some other Race	905	2.7
Two or More Races	382	2.7
HISPANIC OR LATINO (of any race)		
Mexican	1,814	5.3
Puerto Rican	70	.2
Cuban	78	.2
Other Hispanic or Latino	268	.8

8.2 AGE & SEX

The following table was completed using data from Census Table QT-P1, Age Groups and Sex: 2010:

		Number	157		l' Percent	
Age	Both sexes	Male	Female	Both sexes	* Male	Female
Total Population	33,922	16,495	17,427	100%	100%	100%
Under 5 years	1,750	902	848	5.0	5.6	4.7
5 to 18 years	5,551	2,872	2,679	16.4	17.4	15.3
19 to 64 years	18,552	9,105	9,447	54.80	55.20	54.3
65 years and over	8,069	3,616	4,453	23.80	21.80	25.5
Median Age	47.8	45.6	49.7	4.04		

8.3 DISABILITY

The following table was completed using data from Census Table S1810, Disability Characteristics:

	Te	ital *	With a I	lisability.	Percent with	a Disability
Subject	Estimate	Margin of Enorsyle	Estimate	Margin of Error 4/-	Estimate	Margin of Effor +/-
Total civilian noninstitutionalized population	33,578	+/- 74	5,981	+/-404	17.8%	+/-1.2
Population under 5 years	1,649	+/-144	58	+/-84	3.5%	+/-5.1
Population 5 to 17 years	4,714	+/-147	501	+/-188	10.6%	+/-4.0
Population 18 to 64 years	1,8847	+/-94	2,488	+/-287	13.2%	+/-1.5
Population 65 years and over	8,368	+/-68	2,934	+/-210	35.1%	+/-2.5
SEX						
Male	16,436	+/-181	3,048	+/-306	18.5%	+/-1.8
Female	17,142	+/-199	2,933	+/-297	17.1%	+/-1.7
RACE AND HISPANIC OR LATINO ORIGIN						
White	31,368	+/-160	5,859	+/-411	17.8%	+/-1.2
Black or African American	138	+/-102	76	+/-95	55.1%	+/-42.5
American Indian and Alaska Native	207	+/-155	58	+/-46	28.0%	+/-26.8
Asian	218	+/-39	0	+/-26	0.0%	+/-14.8
Native American and Other Pacific Islander	0	+/-26	0	+/-26	-	**
Some other Race	1,074	+/-610	18	+/-98	21.3%	+/-16.4
Two or more races	573	+/-139	122	+/-98	21.3%	+/-16.4
Hispanic or Latino	2,213	+/-26	80	+/-54	3.6%	+/-2.4

8.4 POVERTYThe following table was completed using data from Census Table S1701, Poverty Status in the Past 12 Months:

	100	tal A ^r	Belowpo	verty level	Percent below poverty level	
Subject:	Estimate	Margin of a	Estimate	Margin of Error +/-	Estimate	Margin of
Population for whom poverty status is determined	33,443	+/-109	6,936	+/-715	20.7%	+/-2.1
AGE			:			
Under 18	6,264	+/-92	1,911	+/-373	30.5%	+/-5.9
18 to 64	18,811	+/-97	4,261	+/-450	22.7%	+/-2.4
65 years and over	8,368	+/-68	764	+/-182	9.1%	+/-2.2
SEX						
Male	16,305	+/-206	3,305	+/-399	20.3%	+/-2.4
Female	17,138	+/-199	3,631	+/-466	21.2%	+/-2.6
RACE AND HISPANIC OR LATINO ORIGIN						
White	31,267	+/-638	6,029	+/-730	19.3%	+/-2.2
Black or African American	106	+/-95	14	+/-17	13.2%	+/-23.6
American Indian and Alaska Native	207	+/-155	28	+/-37	13.5%	+/-20.1
Asian	218	+/-39	18	+/-18	8.3%	+/~8.2
Native American and Other Pacific Islander	0	+/-26	0	+/-26	-	**
Some other Race	1,073	+/-610	663	+/-518	61.8%	+/-28.4
Two or more races	572	+/-139	184	+/-175	32.2%	+/-28.3
Hispanic or Latino	2,211	+/-6	1,063	+/-326	48.1%	+/-14.8
RACE AND HISPANIC OR LATINO ORIGIN						
All individuals below:						
50 percent of poverty level	3,063	+/-646	Х	Х	Х	Х
125 percent of poverty level	9,176	+/-836	Х	Х	Х	Х
150 percent of poverty level	11,238	+/-829	Х	Х	Х	Х
185 percent of poverty level	13,792	+/-850	X	X	Х	Х
200 percent of poverty level	14,936	+/-840	Х	Χ	Х	Х

8.5 HOUSEHOLD INCOME

The following table was completed using data from Census Table S1901, Income in the Past 12 Months (In 2013 Inflation-Adjusted Dollars):

	M House	eriolds 👢
Subject	Estimate	Margin of Error+/-
Total	15,504	+/-509
Less than \$10,000	10.2%	+/-1.6
\$10,000 to \$14,999	9.1%	+/-1.6
\$15,000 to \$24,999	12.9%	+/-2.0
\$25,000 to \$34,999	14.0%	+/-2.1
\$35,000 to \$49,999	15.3%	+/-2.1
\$50,000 to \$74,999	18.4%	+/-2.0
\$75,000 to \$99,999	9.6%	+/-1.1
\$100,000 to \$149,999	6.9%	+/-1.8
\$150,000 to \$199,999	1.4%	+/-0.5
\$200,000 or more	2.3%	+/-0.7
Median income (dollars)	38,491	+/-1827
Mean income (dollars)	53,124	+/-3067

8.6 LIMITED ENGLISH PROFICIENCY POPULATIONS

See table in Factor #1 of Section 10.5 of this document.

8.7 POPULATION LOCATIONS

Federal-aid recipients are required to know the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty and limited English proficiency. This information will be communicated narratively or through maps that overlay boundaries and demographic features on specific communities. Concentrations of minority, low-income or LEP populations in Macon County are located within the following areas:

9.0 TITLE VI EQUITY ANALYSES (AND ENVIRONMENTAL JUSTICE ASSESSMENTS)

As required under FTA C 4702.1B and 4703.1, Title VI equity and environmental justice (EJ) analyses will be conducted whenever we plan to construct (or modify) a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., or when there will be a change in fares. These studies will be conducted to see if the change could result in either a disparate impact based on race, color or national origin (Title VI) or a disproportionately high and adverse impact to minority and/or low-income populations (EJ). Thus, they will look at various alternatives before selecting a site for the facility. Project-specific demographic data will be collected on potentially affected communities and their involvement in associated decision-making activities will be documented. Specific studies will be made available to oversight agencies during compliance reviews or to evidence our due diligence should a complaint be filed in relation to the location and effect of a proposed facility or fare increases. Project-related equity and EJ studies will remain on file indefinitely.

10.0 PUBLIC INVOLVEMENT

Effective public involvement is a key element in addressing Title VI in decision-making. Recipients engaged in planning and other decision-making activities must have a documented public participation process that provides adequate notice of public participation activities, and early and continuous opportunities for public review and comment at key decision points. Underlying these efforts is our commitment to determining the most effective outreach methods for a given project or population.

10.1 Public Meetings:

This **Public Participation Plan** describes how Macon County Transit will disseminate vital agency information and engage the public by seeking out and considering the needs and input of interested parties and those traditionally underserved by existing transportation systems, such as minority and limited English proficient persons, who may face challenges accessing programs and other services. General public involvement practices will include:

- Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.
- Employing different meeting sizes and formats.
- Coordinating with community- and faith-based organizations, educational institutions, and other entities to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Providing opportunities for public participation through means other than written communication, such as personal
 interviews or use of audio or video recording devices to capture oral comments.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach
 to LEP persons could also include audio programming available on podcasts.

10.2 Notices to the Public

MCT provides notice to the public of our Title VI obligations on brochures, which are disseminated, to the public throughout our service area and on our website. Notices are also posted on office builetin boards, at transit steps, inside vehicles, via email to human service agencies, and disseminated within brochures and other written materials. The notice will also be made available in other languages, when appropriate.

10.3 Public Involvement Process

The main objectives are to:

- 1. Comply with the public involvement and environmental justice requirements of the Federal and State regulations, and provide specific opportunities for local citizens and citizen-based organizations to discuss their views and provide input on the subject areas addressed in plans, projects or policies of MCT.
- 2. Inform and educate citizens and other interested parties about ongoing MCT planning activities, and their potential role in those activities.
- 3. Work with other local and state organizations that have similar goals and requirements.
- 4. Study other transit organizations that have been successful in Public Participation Efforts.

Experience has shown difficulty in reaching a large span of the population and keeping them involved. Federal and State regulations require us to provide the public with information and to reach out and include traditionally under-served populations. This document has been prepared to serve that purpose.

10.4 Outreach Tools

A. General Public Relations

General public relations may be defined as any action that might reach any citizen, whether or not that citizen has specific interest or knowledge regarding transportation planning. This group of techniques includes the followings: announcements targeted at newspapers and radio; posters or pamphlets displayed in public places; and signs posted near future or current transportation project sites. Meetings or hearings that are held in public places and covered by the media can act as general public relations.

These techniques are ways to keep the general public aware of the presence of the planning organization and the status of specific projects so that they may develop an interest and choose to become better informed or actively involved.

B. Events

There are a broad variety of ways to educate and engage the public. In general, the earlier public involvement is sought, the better. It is also a better use of citizens' free time to participate in a process that will determine the direction of a project that may take years to complete. Citizens may get frustrated when they are invited to join late in the process - when the values and goals have already been decided and the details have been hammered out. The following tools are arranged from most participatory to least.

Special Events are held to bring attention to a specific activity or issue. Special events may take the form of a fair or special educational lecture with civic groups or other public entities. Special events are a way to expose a large number of people to a project or program. Macon County Transit (MCT) will participate in local festivals, fairs and community events whenever possible to distribute brochures, and interact with the public and market MCT's services whenever possible.

Surveys are an efficient method of gathering input from a large number of people at an early stage of the planning process. This is particularly useful when trying to understand the goals and aspirations of a community before attempting to address any specific problems. As an outreach tool, surveys are a good way to identify citizens who may want to become further involved. Surveys may be administered in person or on the phone or distributed via mail, on the Internet, or at public places. A labor intensive activity, implementation of surveys might be aided by volunteers and student interns As part of required success planning, NCDOT-PTD is requiring all rural systems to collect a minimum of 100 surveys per quarter beginning in Fiscal Year 2017. The main purpose of these surveys is to obtain a Net Promoter Score (NPS) to determine if customers would be willing to use the service again (customer satisfaction). Additional questions will be added to the service to determine needs and other information from customers in order to improve service availability, safety, inclusion of all populations, and route structure.

Public Hearings are usually held when an agency has completed a plan and needs to present it for public review before moving forward with the plan. MCT holds public hearings as part of their various grant applications process. Notices will be published in the local newspaper and posted at local human service agencies and in all MCT vehicles in order to inform the public of these hearings. As with all of these tools, care must be taken to ensure that the public is made fully aware of the event well in advance, and that the goals and values of the plan are clearly stated. Anyone wishing to provide written comments at these public hearings may do so by completing a Public Comments form and submitting it at the Macon County Board of Commissioners meeting. Public Comments forms are available at each Public Hearing or may be obtained by contacting the Macon County Transit office.

Community Forum Meetings are held to discuss programs and activities within communities, and the public is engaged to discuss their needs in general. MCT will participate in community forums whenever possible to promote cooperation with other agencies in the County and the Region to help identify any unmet transportation needs in Macon County, and to distribute information about transportation services. These community forums may be at local community centers, fire stations, civic organizations, or in coordination with other area agencies.

C. Direct Marketing and Education

Direct marketing and education is meant to reach out and provide specific information to specific parties. For example, landowners or leaders of an ethnic community may be sought out and personally invited to come to a meeting. Similarly, lower income groups may be specifically targeted to be educated about their rights, or children or families may be targeted to begin a discussion on a specific program. Direct marketing and education can take place through direct mass mailings, radio, press advertising, or through meetings with specific groups of people such as local clubs, homeless people, property owners, or housing authorities. It can also be through making direct phone calls or meeting with key people who desire to participate in a given process. This is the most labor

intensive and potentially most fruitful way to create a diverse and active public participation process. Macon County Transit utilizes brochures and posters by placing them in thrift stores, local Chamber of Commerce, Human Service Agencies, Apartment Complexes, Community College, Businesses, Health Dept., Senior Center and other locations. MCT also promotes its services through alternative advertising such as talk radio programs, short radio spots, billboards, and newspaper ads.

10.5 LIMITED ENGLISH PROFICIENCY

Limited English Proficient (LEP) persons refers to persons for whom English is not their primary language who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

In an effort to comply with DOT's LEP policy guidance and Executive Order 13166, this section of our public participation plan outlines the steps we will take to ensure meaningful access to all benefits, services, information, and other important portions of our programs and activities by individuals who are limited-English proficient. Accordingly, a four factor analysis was conducted to determine the specific language services appropriate to provide, and to whom, to inform language assistance planning and determine if our communication with LEP persons is effective.

Four Factor Analysis

This Four Factor Analysis is an individualized assessment that balances the following four factors:

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
- (2) The frequency with which LEP individuals come in contact with the program;
- (3) The nature and importance of the program, activity, or service provided by the recipient to people's lives; and
- (4) The resources available to the recipient and costs.

Factor #1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.

LANGUAGE SPOKEN AT HOME	Estimate	Margin of Error	Percent of Population	Margin of Error
Total (population 5 years and over):	32,190	+/-144	100%	(X)
Speak only English - Speak	29,957	H-236	93%	H2%
Spanish or Spanish Creole:	1,720	+/-297	.05%	+/- %
Speak-English "very well"	1,037	r#/-258	四 .03% 生	W-14-%
Speak English less than "very well"	683	+/-224	.02%	+/- %
Ceman	98	+/-64	% //	+/- %
Speak English "very well"	98	+/-64	%	+/- %
Speak English less than "very well"		14 4 A	%	9 H- W
Tagalog	121	+/-110	%	+/- %
7. Speak English "very Well"	121	/ 110	%	144%
Speak English less than "very well"		+/-	%	+/- %

Based on Census estimates, factoring in margins of error, there are no individual LEP language groups within Macon County that meet the safe harbor threshold of 5% or 1,000, whichever is less, for required translation (written) of vital

documents. However, in accordance with the USDOT LEP Guidance, when circumstances warrant, MCT will provide written notice in the primary language of the specific LEP language group of the right to receive competent oral interpretation of written materials, free of cost. MCT will also translate pertinent material if it determines that is the best way to communicate with an LEP person or community.

Factor #2: The frequency with which LEP individuals come in contact with the program.

MCT offers deviated fixed routes, paratransit service, and a demand response service between 6:00 am until 5:00 pm, Monday through Friday, except holidays. Therefore, individuals primarily come into contact with MCT when they place a call for transportation assistance. Based on the infrequency of LEP calls received, we estimate that LEP persons come into contact with MCT approximately one (1) time per year. When LEP persons call for transportation services MCT will make every effort to provide language assistance in order to respond to their request. By using a translator phone service MCT should be able to adequately provide this language assistance. The deviated fixed service includes 8 fixed bus stops along the route. MCT will conduct an assessment of this route to determine if LEP persons use it, and if they do, how often.

Factor #3: The nature and importance of the program, activity, or service provided by the recipient to people's lives.

MCT's services are available to all individuals of Macon County, including LEP persons. Transportation services are important to Macon County in order to allow elderly individuals to age in place, rather than being placed in a nursing or care facility. Other customers of the service tind value in using the service to get to employment sites, shopping centers, human service agencies, or any other general transportation they may need. Transportation disadvantaged populations rely heavily on the service to get to life sustaining services such as dialysis or quality of life destinations such as the library or shopping centers.

In order to determine the importance of MCT's services to the community, questions will be added to the surveys required by NCDOT. Information from these surveys will be used to determine how the community perceives MCT and its importance to the economy and life in a rural area. One-on-one surveys have been conducted by the Mobility Coordinator to determine if the deviated fixed service provided by MCT is fulfilling the transportation needs of riders on that service, and to determine rider's knowledge of other MCT services, e.g., demand response and subscription. MCT will make sure that not only its customers are aware of the survey and encouraged to complete it, but also community-based, faith-based organizations and businesses. Paper copies will also be available for dissemination to such organizations.

Factor #4: The resources available to the recipient and costs.

Resources used for LEP outreach are marketing and promotional funds received through 5310 and 5311 Grant funds, which are used to provide posters and brochures describing available services. Efforts will be made to translate vital documents in order to have them available whenever a request is made for such materials. MCT will make every effort to inform LEP persons in Macon County about our transportation services. By utilizing contacts with the Macon County Health Department, the Macon County Department of Social Services, the Senior Center, and other community-based organizations, MCT will be able to provide cost-effective outreach and dissemination of information to potential LEP patrons.

LANGUAGE ASSISTANCE PLAN

As a result of the above four factor analysis, a Language Assistance Plan (LAP) was not required. However, reasonable attempts will be made to accommodate any persons encountered who require written translation or oral interpretation services, including: Providing translation and interpretive services when appropriate (upon request or predetermined); determining how best to take public involvement to LEP groups directly, including small group meetings; where possible, utilizing or hiring staff who speak a language other than English; using language identification flashcards to determine appropriate services; and establishing a process to obtain feedback on our language assistance measures.

10.6 DEMOGRAPHIC REQUEST

The following form was used to collect required data on Key Community Contacts and nonelected committee members. A single copy of the "Demographic Request" form is located in Appendix G:

Macon County Transit is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees. Please provide the following information:

Race/Ethnicity:	National Origin: (if born outside the U.S.)
☐ White	☐ Mexican
☐ Black/African American	Central American:
☐ Asian	South American:
☐ American Indian/Alaskan Native	☐ Puerto Rican
☐ Native Hawaiian/Pacific Islander	Chinese
☐ Hispanic/Latino	□ Vietnamese
Other (please specify):	☐ Korean
	Other (please specify):
Gender: Male Female	Age: ☐ Less than 18 ☐ 45-64
Disability: Yes No	☐ 18-29 ☐ 65 and older ☐ 30-44
I choose not to provide any of the information re-	quested above:
Completed forms will remain on file as part of the public request, please contact the Macon County Transit at 82	c record. For more information regarding Title VI or this 28-349-2222 or by email at kangel.maconnc.org
Please sign below acknowledging that you have comple	eted this form.
Thank you for your participation!	
Name (print):	
Signature:	

Implementation

- Forms will be completed prior to triennial Title VI compliance reviews and remain on file for three years.
- All new and existing members of appointed decision-making boards or committees will be required to complete
 this form for reporting purposes;
- If a member, for whatever reason, selects "I choose not to provide any of the information requested above," they
 will have also completed the form.
- If a member chooses not to provide any of the information on the form, the Title VI Coordinator will be permitted to indicate that member's race and gender, based on the Coordinator's best guess.
- Data from these forms will be used to complete the Demographic Request Table in Appendix F

 Once a new member submits this form the Demographic Request Table for the associated committee will be updated.

10.7 KEY COMMUNITY CONTACTS

Gonfact Name	Community Name	/Interest or Affiliation	Also a Committee Member? (Y/N)
Warren Cabe	Macon County	Emergency Management	Υ
Robbie Holland	Macon County	Sheriff's Office	N

Contact information for key community contacts is not public information and is maintained outside of this document. Any staff member who wishes to contact anyone listed above must request that information from the Title VI Coordinator.

10.8 SUMMARY OF OUTREACH EFFORTS MADE SINCE THE LAST TITLE VI PROGRAM SUBMISSION

The following format will be used to report all outreach efforts made since our last NCDOT Title VI Compliance Review. All meetings and disseminations of information shall enable collection of information for the table below:

Meeting Date	Meeting Time	Meeting Purpose	Target Audience	information Disseminated
Quarterly	10:00 a.m.	TAB	All Populations	Administrative & Operating Information
Annually in Fall	N/a	Macon County Fair	General Public	Brochures and promotional items
Annually	9:00 a.m - 3:00 p.m.	Senior Expo	Elderly Residents	Brochures and promotional items
Annually	9:00 a.m. – 4:00 p.m.	Veteran's Stand Down	Veterans	Brochures and promotional items

11.0 STAFF TRAINING

All employees will receive basic Title VI training at least once every three years. New hires will receive this training within 15 days of their start date. Basic training will cover all sections of this Plan and our overall Title VI obligations. Staff may receive specialized training on the application of Title VI in their specific work areas. Those who routinely encounter the public, such as office personnel, call center staff, and vehicle drivers, will receive annual refresher training. Trainings will be provided or organized by the Title VI Coordinator, and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings will remain on file for at least three years (and in personnel files), and will include agendas, sign-in sheets, copies of calendars, and any certificates issued.

12.0 NONELECTED BOARDS AND COMMITTEES - BY RACE AND GENDER

The table below depicts race and gender compositions for each of our nonelected (appointed) decision-making bodies. Refer to Appendix F for member names and full demographics for each committee.

Body	Male %	Female %	Caucasian %	African American %	Asian American %	Native American %	Other%	Hispanic %
Transit Advisory Board	40	60	100					

Strategies for Representative Committees

We will seek minority participation and strive for committees that are representative of our constituencies by:

- Openly asking public and small group meeting participants if they would be interested in serving on a committee.
- Seeking referrals from local organizations and key community contacts that serve or represent minorities.
- Exploring different types of committees, such as ad hoc minority- or youth-only Citizen Advisory Committees.
- Outreach efforts and responses (or lack thereof from those asked to serve or refer others) will be documented.

13.0 RECORD-KEEPING AND REPORTS

Records will be kept to document compliance with the requirements of the Title VI Program. Unless otherwise specified, Title VI-related records shall be retained indefinitely. These records will made available for inspection by authorized officials of the NCDOT and/or FTA. As a subrecipient of FTA funds through NCDOT, we are required to submit a Title VI Program update to NCDOT every three years, the next of which is due in **2019**. Reports on Title VI-related activities and progress to address findings identified in civil rights compliance reviews and assessments may also be submitted on an as-requested basis. It will occasionally be necessary to update this program plan and its component parts (e.g., complaints, Public Involvement, and LEP), applicable documents, and responsible officials. Updates will be submitted to NCDOT for review and approval.

In addition to other items throughout this plan, records and reports due at the time of compliance reviews or investigations will include:

Compliance Reviews

ŧ

- Title VI Program Plan
- List of civil rights trainings provided or received
- Summaries from any internal reviews conducted
- Ads and notices for specific meetings
- Findings from reviews by any other external agencies
- Title VI equity analyses and EJ assessments
- Discrimination Complaints Log

Complaint Investigations

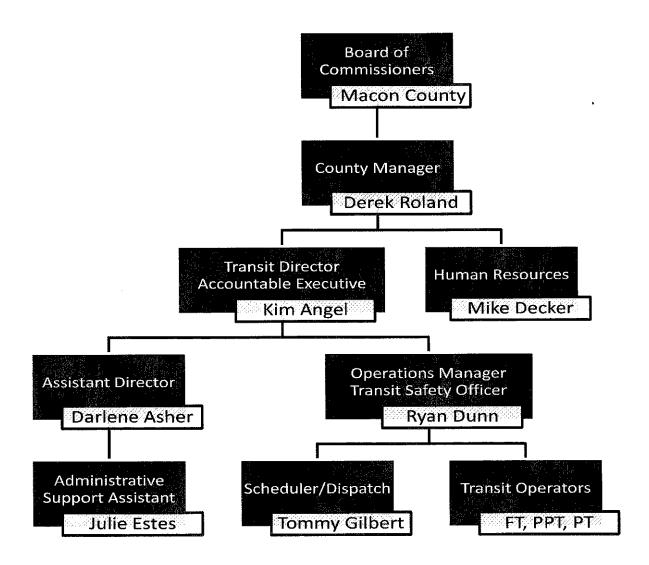
- Investigative Reports
- Discrimination complaint, as filed
- List of interviewees (names and affiliations)
- Supporting Documentation (e.g., requested items, photos taken, dates and methods of contact, etc.)

Appendix A Applicable Nondiscrimination Authorities

During the implementation of this Title VI Program, the organization, for itself, its assignees and successors in interest, is reminded that it has agreed to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of
 the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by
 expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federalaid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the
 operation of public entities, public and private transportation systems, places of public accommodation, and certain
 testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R.
 parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq., Pub. L. 88-352), (prohibits employment discrimination on the basis of race, color, Creed, sex, or national origin);
- 49 CFR Part 26, regulation to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting
 agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP).
 To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful
 access to your programs (70 Fed. Reg. at 74087 to 74100);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).

Appendix B Organizational Chart



Appendix C

NCDOT's Compliance Review Checklist for Transit

I. Program Administration (General Requirements)				
$\textbf{\textit{Requirement:}}\ FTA\ C\ 4702.1B-Title\ VI\ Requirements\ and\ Guidelines\ for\ FTA\ Recipients,\ Chapter\ III-General\ Requirements\ and\ Guidelines\ for\ FTA\ Recipients,\ Chapter\ III-General\ Requirements\ and\ Guidelines\ for\ FTA\ Recipients\ General\ Requirements\ and\ Guidelines\ for\ FTA\ Recipients\ General\ Requirements\ and\ Guidelines\ for\ FTA\ Recipients\ General\ Requirements\ for\ FTA\ Recipients\ General\ Requirements\ General\ Requirements\ for\ FTA\ Recipients\ General\ Requirements\ for\ FTA\ General\ Requirements\ for\ FTA\ General\ Requirements\ for\ FTA\ General\ Requirements\ for\ General\ Genera$	Guidelines.			
Note: Every NCDOT subrecipient receiving any of the FTA Formula Grants listed above must complete this section.				
Requested Items (Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)	Completed			
1. A copy of the recipient's signed NCDOT's Title VI Nondiscrimination Agreement				
2. Title VI Policy Statement (signed)				
3. Title VI Notice to the Public, including a list of locations where the notice is posted				
4. Type the name and title of your Title VI Coordinator and attach a list of their Title VI duties Name/Title:				
5. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI				
discrimination complaint)				
6. Title VI Complaint Form				
7. List of transit-related Title VI investigations, complaints, and lawsuits (i.e., discrimination complaints log)				
8. Public Participation Plan, including information about outreach methods to engage traditionally underserved constituencies (e.g., minorities, limited English proficient populations (LEP), low-income, disabled), as well as a summary of outreach efforts made since the last Title VI Program submission.				
 Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance, which requires conducting four-factor analyses 				
10. A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees.				
11. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions				
reviewed and approved the Title VI Program 12. A description of the procedures the agency uses to ensure nondiscriminatory administration of programs and services				
13. If you pass through FTA funds to other organizations, include a description of how you monitor your sub-recipients for compliance with Title VI, and a schedule for your sub-recipients' Title VI Program submissions.				
➤ No Sub-recipients 14. A Title VI equity analysis if you have constructed or conducted planning for a facility, such as a vehicle storage facility, maintenance facility, operation center, etc. ➤ No Facilities Planned or Constructed				
15. Copies of environmental justice assessments conducted for any construction projects during the past three years and, if needed based on the results, a description of the program or other measures used or planned to mitigate any identified adverse impact on the minority or low-income communities ➤ No Construction Projects □				

16. If the recipient has undergone a Litle VI Compliance Review in the last 3 years, please indicate the year of the last review and whose orducted it. Year/Agency:	
II. Transit Providers	
Requirement: FTA C 4702.1B, Chapter IV – Requirements and Guidelines for Fixed Route Transit Providers.	
Note: All NCDOT sub-recipients that provide <u>fixed route</u> public transportation services (e.g., local, express or commuter be transit; commuter rail; passenger ferry) must complete this section.	us; bus rapid
Not Applicable (Check this box if you do not provide <u>fixed route</u> services, and skip questions 17 and 18. does not apply to you if you <i>only</i> provide demand response services.)	This section
Requested Items	Completed
(Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions) 17. Service standards (quantitative measures) developed for each specific fixed route mode that the recipient provides (standards may vary by mode) must be submitted for each of the following indicators:	Completed
 Vehicle load for each mode (Can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees.) 	
 Vehicle headway for each mode (Measured in minutes (e.g., every 15 minutes), headway refers to the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Service frequency is measured in vehicles per hour (e.g., 4 buses per hour).) 	
 On time performance for each mode (Expressed as a percentage, this is a measure of runs completed as scheduled. The recipient must define what is considered to be "on time." Performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along a route.) 	
Service availability for each mode (Refers to a general measure of the distribution of routes within a transit provider's service area, such as setting the maximum distance between bus stops or train stations, or requiring that a percentage of all residents in the service area be within a one-quarter mile walk of bus service.)	
18. Service policies (system-wide policies) adopted to ensure that service design and operations practices do not result in discrimination on the basis of race, color or national origin, must be submitted for each of the following:	
 Transit amenities for each mode (e.g., benches, shelters/canopies, printed materials, escalators/elevators, and waste receptacles. NOTE: Attach this information <u>only</u> if you have decision-making authority over siting transit amenities or you set policies to determine the siting of amenities.) 	
Vehicle assignment for each mode (Refers to the process by which transit vehicles are placed into service throughout a system. Policies for vehicle assignment may be based on the type or age of the vehicle, where age would be a proxy for condition, or on the type of service offered.)	

Appendix D Annual Education and Acknowledgement Form

Title VI Nondiscrimination Policy

(Title VI and related nondiscrimination authorities)

No person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of Macon County Transit are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Kim Angel Transit Director at 36 Pannell Lane, Franklin, NC 28734; 828-349-2222

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

Acknowledgement of Receipt of Title VI Program

I hereby acknowledge receipt of Macon County Transit's Title VI Program and other nondiscrimination guidelines. I have read the Title VI Program and I am committed to ensuring that no person is excluded from participation in or denied the benefits of Macon County Transit's programs, policies, services and activities on the basis of race, color, national origin, sex, age, or disability, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

Signature	Date

Implementation

- Periodically, but not more than once a year, employees and representatives will receive, review and certify commitment to the Title VI Program.
- New employees shall be informed of Title VI provisions and expectations to perform their duties accordingly
 asked to review the Title VI Program, and required to sign the acknowledgement form.
- Periodic review of operational practices and guidelines by the Title VI Goordinator to verify compliance with the
 Title VI Program.
- · Signed acknowledgement forms and records of internal assessments will remain on file for at least three years

U.S. Census Bureau

Fact Finder

B16001

The state of the s LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER.
Universe: Population 5 years and over 2000 2013 American Community Survey 5. Year Estimates

Note. This is a madfied view of the engine toble.
Supporting documentation on code fiels, subject definitions; data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Saipple size and data quality measures (nickiding coverage rates effocation rates, and response rates) can be found on the American Community Burroy would be the Methodology section.

Although the American Community Durvey (ACD) produces population, demographic and housing unit estimates, it is the Census Bureau's Depulation Estimates Program that produces and disseminates the official estimates of the population for the nation, states, coundes, cities and towns and extimates of housing units for states and counties.

	Macon County, North Carolina		
		Margin of Envi	
otet	32,180	#.6	
peak only brolling	29.927	+/-22	
Spanish vi Spalesh Creste/	1,739	#10	
Spack English Verywall	1,061	1/21	
Speak English less than "very well"	678	+/-20	
rench Creole:	u la	#2	
leácn;		₩ 1	
Portsigue en or Pódalguese Creole	0	#42	
Serman:	96	44-5	
Speek English Yery well?	. 95	₩.5	
Speak English lose than "very well"	.0	162	
Yeldieln Durer West Germanic languages:	l IO	#2 #2	
Dodnálnevien languages:	1 0	#2 #2	
(Insulan)	29	1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	
Polish:	0	+/-2	
Selba-Crestian	21 N. W. S. W. B. W. B. 131	1/-2	
Other Slavic languages:	.0	4/47	
Prinantan 4	U.S. U	1 1 44-2	
orsion:	0	#-2	
Poljovati (13. p.m.)	0	₩.0	
finet:	(+1:2	
Jolu: 🔀 🚓 🚊 🚉	0.00	71-2	
Omor India languages:	10	162	
Olier Indo-European languages.	ai .	40	
chinese:	54	+/-5	
logidnede: 10	13	-4 -2	
Coman	24	+/-;	
don-Khmel Cambodian	1997	442	
Imong	91	4.5	
har property () is the second of the second	0	1	
aolian:	Λ.	4.7	
Yeebisingee	10	W-7	
Other Acren languages:		1/- 1	

Appendix E

	Mecon County,	CANADAGASAS BASKBANINININININI
Tubler St. 2	Eslimate 125	Margin of Error #/105
Speak English "very wet?"	125	+/-103
Speak English less than "very wal"	0	+425
Other Pacific Island languages:	9	+/-26
Nevalo:	0 : 1	¥#25
Other Native North American languages:	12	+/-22
Hungarion	0	€7-26
Arebic:	Ü	+1-28
Hebrew)	0	+/-20
African languages:	0.	₹/-2 6
Other and unspecified languages:		+A28

Gelarare based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate ratising from sampling variability is represented through the use of a margin of error. The value shown here is the 30 percent margin of error. The margin of error can be interpreted roughly as providing a 80 percent probability that the interval defined by the estimate mixture the margin of error and the estimate rate using the record that over and upper confidence towned; contains the true value, in estimate in a sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be award of these changes when using multi-year data containing data from 2013.

While the 2009-2013 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) deficitions of metropolitan and micropolitan and micropolitan

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Cansus Bureau, 2009-2013 5-Year American Community Survey

Explanation of Symbols:

- 1. An "** entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.

 2. An 2 entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate; or a ratio of medians cannot be decludated because one or both of the median estimators falls in the towest interval of an open-ended distribution.

 3. An 3 following a median estimate means the median falls in the towest interval of an open-ended distribution.

 4. An 3 following a median estimate means the median falls in the towest interval of an open-ended distribution.

 5. An 3 following a median estimate means the median falls in the towest interval or upper interval of an open-ended distribution.

 6. An 3 following a median estimate means the median falls in the towest interval or upper interval of an open-ended distribution. A statistical test in not appropriate.

 6. An 3 following a median estimate and mergin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too arrati.

 8. An 4 (X) means that the estimate is not applicable or not available.

Appendix F

5311 Transit Advisory Board (TAB) Composition							
Applicant:	įi. ii. 1	Macon Cour	i itv	L	33% 6% 23% 11% 7%		
Number of Proj	Number of Projected TAB Meetings for FY2017: 4 2000 Census data used for Disabled Calculations 2005-2009 ACS Estimates used for Elderly & Low Income Calculations						
Number of TAR Westing	Number of TAB Meetings held in FY2016 as of: 9/30/2015 1 2010 Census deta used for Minority & Origin Calculations						
(animoi or the second	Terroren	Si Golegio					
			1, 10		This person knows the		
	What best describe	s the role or position	i ot this bo		community? transportation hadds of Bo IZ Service.		
	Participation (A)	Select only one deno	us district		Check as many as apply 17.5 (4) min 1 tom Santa.		
		Series (Only Link (Series	dough bearing				
TAB Member's Name							
IND Member & Marrie		nortetion Busin		Gymt or Cymt	Transit User 3 4 5 6 8 7 6		
	Non-Profit Agency Pro	widor	GWB	Affiliato .			
					Elderly State of Control of Contr		
			A STATE OF THE STA				
1 CHUCK NORRIS	Other						
2 TOMMY JENKINS			EXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	nemic Dev. Office	The state of the s		
3 LINDA HARBUCK	3	Chamber o	r Comme	1.72			
4 ROBERT EDWARDS	Sheltered Workshop USS						
5 BRUCE WOOTEN	2004 CO. C.	a Senice		5 - 3 Mar.			
/ DIANE KEENER	Ciner	A CHANGE		36: Y 1			
8 SHFII A JENKINS	Sandor Sacricas				O O O O COMPANA A		
9 DALE WEST			Em	ologment Security	V V V V V ZCON TVA A T		
10 VACANT	Mental Health		T				
11 KOSE BAUGESS		ta l	RH.	2 Rep	VALUE OF DESCRIPTION OF THE PROPERTY OF THE PR		
12 SUMMER WOODARD				emment Staff			
13 DAYLON PLEMENS	Veterans Arlmin				WA TAKE WELL IN AGE NA TAKE		
14 KEVIN CORBIN			Fla	and Official			
15 VACANT			湖流 海	i binadine ma	Gen Public Passenger, 🗷 🔲 🔲 🔲 🗀 12012 2014 🖪 🗎		
16 MATT MASON			Gw	emment Shaff			
17	5 0	And aller					
18		Perkeuraa		130 温。			
19							
20			Will T				

Appendix G

Demographic Request

Macon County Transit is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees. Please provide the following information:

Race/Ethnicity:	National Origin: (if born outside the U.S.)				
☐ White	☐ Mexican				
Black/African American	Central American:				
Asian	South American:				
American Indian/Alaskan Native	☐ Puerto Rican				
☐ Native Hawaiian/Pacific Islander	Chinese				
Hispanic/Latino	☐ Vietnamese				
Other (please specify):	☐ Korean				
	Other (please specify):				
Conden Date Drawt	Age:				
Gender: Male Female	Less than 18				
<u> </u>	☐ 18-29 ☐ 65 and older				
Disability: Yes No	30-44				
I choose not to provide any of the information requested above:					
Completed forms will remain on file as part of the public request, please contact the Macon County Transit at 828					
Please sign below acknowledging that you have complete	ed this form.				
Thank you for your participation!					
Name (print):					
Signature:					

MACON COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

MEETING DATE: August 14, 2018

DEPARTMENT/AGENCY: NC Department of Transportation

SUBJECT MATTER: Resolution to abandon a portion of SR 1617

COMMENTS/RECOMMENDATION:

Please see the attached letter from NC Department of Transportation District Engineer Andy Russell for more details on this item. My understanding is that the County Attorney is preparing the appropriate resolution as requested in the letter.

Attachments	1	Yes	No
Agenda Item 11	l C		



STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

ROY COOPER GOVERNOR JAMES H. TROGDON, III
SECRETARY

August 6, 2018

Macon County Commissioners James Tate, Chairman Courthouse Annex 5 West Main Street Franklin, NC 28734

Attention: Mr. James Tate

Re: Holt Road; SR1617

Dear Mr. Tate:

The property owners of Holt Road in the Town of Highlands have contacted our Andrews District Office and requested North Carolina Department of Transportation abandon the final 400 feet of SR1617, Holt Road, from the State Maintained Road System in Macon County. All property owners having legal means of ingress and egress have been notified of our intentions and are in agreement with abandonment of this facility. North Carolina Department of Transportation will retain the initial 2700 feet of SR1617, Holt Road, and continue routine maintenance operations up to the point of proposed abandonment.

I am, therefore, requesting the Macon County Board of Commissioners consideration in adopting a resolution to abandon the portion of SR1617, beginning at survey station 27+00 and ending at survey station 31+10, from the State Maintained Road System in Macon County.

Please feel free to contact me at (828) 321-4105 should you have any questions concerning this matter.

Sincerely,

ANOY RUSSELL, P.E.

Andy Russell, P.E. District Engineer

cc: Mr. Alan R. Brown, Assistant District Engineer
Mr. Mark Hill, P.E., Macon County Maintenance Engineer

MACON COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

MEETING DATE: August 14, 2018

DEPARTMENT/AGENCY: Governing Board

SUBJECT MATTER: Agreement to provide recreation opportunities

COMMENTS/RECOMMENDATION:

Please see the attached document for more details. This is a continuation of the board's agreement to furnish the Scaly Mountain Historical Society with an annual payment of \$5,000 in exchange for making the Old Scaly School House available to the general public for recreational purposes.

Attachments _	1	Yes	No
Agenda Item 1	1D		

STATE OF NORTH CAROLINA COUNTY OF MACON

AGREEMENT TO PROVIDE RECREATION OPPORTUNITIES

THIS AGREEMENT made and entered into this the _____ day of August, 2018, by and between Macon County (hereinafter "County"), a North Carolina Body Politic and Corporate, and Scaly Mountain Historical Society, Inc., (hereinafter "Historical Society"), a North Carolina non-profit corporation.

WITNESSETH:

THAT WHEREAS the State of North Carolina by way of N.C. Gen. Stat. § 160A-351 has established the following as policy for the State of North Carolina concerning recreation:

"The lack of adequate recreational programs and facilities is a menace to the morals, happiness, and welfare of the people of this State. Making available recreational opportunities for citizens of all ages is a subject of general interest and concern, and a function requiring appropriate action by both State and local government. The General Assembly therefore declares that the public good and the general welfare of the citizens of this State require adequate recreation programs, the creation, establishment, and operation of parks and recreation programs is a proper governmental function, and that it is the policy of North Carolina to forever encourage, foster, and provide these facilities and programs for all of its citizens."; and

WHEREAS, N.C. Gen. Stat. § 160A-352 provides that "Recreation" means activities that are diversionary in character and aid in promoting entertainment, pleasure, relaxation, instruction, and other physical, mental and cultural development and leisure time experiences; and

WHEREAS, pursuant to N.C. Gen. Stat. § 153A-444, the County is authorized to establish parks and provide recreational programs; and

WHEREAS, pursuant to N.C. Gen. Stat. § 153A-449, the County is authorized to contract with and appropriate money to any person, association, or corporation, in order to carry out any public purpose that the County is authorized by law to engage in; and

WHEREAS, there is a need for recreation opportunities in the Scaly Mountain area of Macon County, North Carolina; and

WHEREAS, Scaly Mountain Historical Society, Inc., (Historical Society), does own a building known as the Old Scaly School House, located at 41 Buck Knob Road, Scaly Mountain, North Carolina 28775 (hereinafter referred to as the Old Scaly School House) and does agree with County as provided for hereinafter for such facility to be used in part for public "recreation"

as that term is defined by N.C. Gen. Stat. § 160A-352 and provide recreational opportunities to the general public at such location, and County does agree with Historical Society as provided for hereinafter to appropriate and provide funds to Historical Society in accordance with the provisions of N.C. Gen. Stat. § 153A-449 to carry out the public purpose of providing recreation opportunities to the general public at the Old Scaly School House.

NOW THEREFORE, IN CONSIDERATION OF THE COVENANTS CONTAINED HEREINAFTER, THE PARTIES DO HEREBY AGREE AS FOLLOWS:

- 1. That Historical Society shall make the Old Scaly School House, located at 41 Buck Knob Road, Scaly Mountain, North Carolina 28775, open and available to members of the general public during reasonable days and hours for recreation as that term is defined by N.C. Gen. Stat. § 160A-352 for the period between July 1, 2018, and the end of June 30, 2019, and it shall provide recreational opportunities to the general public at such location.
- 2. The Historical Society shall perform its obligations hereunder in a nondiscriminatory fashion appropriate for public activity and there shall be no discrimination by it on the basis of race, sex or religion in its performance of such obligation.
- 3. County shall pay Historical Society upon the execution of this Agreement the sum of \$5,000.00 for making the Old Scaly School House open and available to members of the general public during reasonable days and hours for recreation as that term is defined by N.C. Gen. Stat. § 160A-352 for the period between July 1, 2018, and the end of June 30, 2019, and for providing recreational opportunities to the general public.
- 4. Historical Society shall account to County for its expenditures and uses of the monies provided by County to Historical Society in accordance with paragraph number three above and Historical Society shall use such monies only for the public purpose of making the Old Scaly School House open and available to members of the general public during reasonable days and hours for recreation as that term is defined by N.C. Gen. Stat. § 160A-352 for the period between July 1, 2018, and the end of June 30, 2019, and for providing recreational opportunities to the general public.
- 5. Historical Society shall at all times properly maintain the Old Scaly School House in a condition for use as a safe place of public recreation.
- 6. This Agreement shall not be construed to be a lease.
- 7. Historical Society is an independent contractor.
- 8. Historical society shall maintain throughout the term of this Agreement property damage insurance and liability insurance in amounts as will protect it against any and all damages, liability, loss and claims to the Historical Society, Old Scaly School House, appurtenances and approaches thereto, in any manner caused directly or indirectly by,

arising from, incident to, or in connection with its use or occupancy of the Old Scaly School House and its performance of its duties under this Agreement.

- 9. County may periodically inspect and monitor Historical Society's performance of its obligations hereunder.
- 10. The laws of the State of North Carolina shall control and govern this Agreement. Any controversy or claim arising out of this Agreement shall be settled by action instituted in the appropriate Division of the General Court of Justice in Macon County, North Carolina.
- 11. This Agreement may be modified only by written agreement executed by the parties hereto.
- 12. E-VERIFY. Each Party hereto shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if any party hereto utilizes a subcontractor, such party shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
- 13. IRAN DIVESTMENT ACT CERTIFICATION. Pursuant to N.C.G.S 143-6A-5 (a), each party hereto does hereby truthfully certify at the time of contracting that in accordance with the Iran Divestment Act the Supplier is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

IN WITNESS WHEREOF, the parties have made and executed this Agreement the day and year first above written.

Macon County

Scaly Mountain Historical Society Inc.

Soury Wisamani Historican Society, mo.	industria Country
Ву:	By:
President	County Manager
ATTEST: Secretary	
PRE-AUDIT CERTIFICATE	
This instrument has been pre-audited in the Budget and Fiscal Control Act.	e manner required by the Local Government
This the day of August, 2018	
Macon County Finance Officer	

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

MEETING DATE: August 14, 2018

DEPARTMENT/AGENCY:

Governing Board

SUBJECT MATTER: Fireworks permit

COMMENTS/RECOMMENDATION:

Please see the attached documents for more information regarding a request for a fireworks display permit for a private wedding reception to be held in Scaly Mountain on Saturday, September 15th.

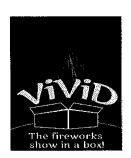
Attachments	1	_Yes _	No

Agenda Item 11E

July 25, 2018

Mr. Jimmy Teem Macon County Fire Marshal 104 East Main Street Franklin, NC 28734

RE: September 15, 2018 outdoor fireworks permit request



Dear Mr. Teem:

My name is Kirt Borcherts and I'm the Event Manager of a professional fireworks display company based in Greenville, SC called Grand Finale Entertainment, LLC. I'm writing to submit this request for permit to conduct an outdoor fireworks display on Saturday, September 15, 2018 at The Vineyard at 37 High Holly in Scaly Mountain, North Carolina. This fireworks show is for a private wedding reception at the vineyard.

My company invented a new fireworks solution called *ViViD*, *The Fireworks Show In A Box!* ViViD is custom made for smaller events with minimal impact on surrounding communities and resources. ViViD reduces the historical challenges with fireworks such as space, cost, logistics, debris, noise, and environmental impact. Here is our website if you would like to see more information www.vividfireworksbox.com

Grand Finale Entertainment, LLC is a fully licensed and insured fireworks operation that meets all local and federal requirements and abides by all codes set forth in the National Fire Protection Agency's 1123 guidelines for fireworks displays. We insure every show with \$2 million in liability coverage and have fully licensed NC pyrotechnicians on staff. I will include Macon County and the State of North Carolina as additionally insured for this event.

I respectfully submit this letter and the attached documents for your consideration. We would greatly appreciate your approval and guidance presenting this permit request to the next Macon County Commissioners' Monthly Meeting. Thank you very much for your consideration. Please let me know when you approve and the next steps.

Sincerely,

Kirt Borcherts

Event Manager Grand Finale Entertainment,

LLC (864) 256-0733

Kirt Borcherts

STATE OF NORTH CAROLINA COUNTY OF MACON

APPLICATION FOR PERMIT TO EXHIBIT, USE AND/OR DISCHARGE PYROTECHNICS FOR CONCERT OR PUBLIC EXHIBITION

l,	Display Operator/Applicant's full name and address: _Robyn Alexander
2.	Has the Display Operator/Applicant been issued a display operator license under N.C. Gen. Stat. § 58-82A-3 and does the same remain in effect? YES . Attach copy.
3.	Place of proposed public exhibition: The Vineyard at 37 High Holly: 37 High Holly Road, Scaly Mountain, NC 28741
4.	Will the exhibition be indoor? No . If so, additional rules apply.
5.	Will the proposed exhibition be in connection with concerts or public exhibitions, such as fairs, carnivals, shows of all descriptions and/or public celebrations? No . If so, which:
6.	Will the proposed exhibition be used for any other purpose? Yes If so, what? Private wedding
7.	Does the Display Operator/Applicant have insurance in the amount of at least five hundred thousand dollars (\$500,000) or the minimum amount required by the North Carolina Building Code pursuant to N.C. Gen. Stat. § 143-138(e), whichever is greater? Yes \$2million Attach full copy of the same. (See insurance certificate supplied separately.)
8.	The names of all Individual(s) who are to exhibit, use, handle or discharge pyrotechnics in connection with the concert or public exhibit: Robyn Alexander
9.	Have all persons identified in #8 above completed training and licensing required under Article 82A of Chapter 58 of the North Carolina General Statutes? <u>Yes</u>
10.	Will the display operator or proximate audience display operator, as required under Article 82A of Chapter 58 of the North Carolina General Statutes, be present at the concert or public exhibition? Yes
11.	Will the display operator or proximate audience display operator, as required under Article 82A of Chapter 58 of the North Carolina General Statutes, personally direct all aspects of exhibiting, using, handling, or discharging the pyrotechnics? Yes
12.	Does Display Operator/Applicant have all necessary permissions from the property owner
	of the lands where the display will take place? Yes
	I certify under penalty of perjury that the responses to the above are truthful all respects.
This the	e 25th day of July, 20_18 Kirt Borcharta

Display Operator/Applicant: Kirt Borcherts, Event Manager





ViViD Fireworks Product Device Description 37 High Holly Road, Scaly Mountain, NC 28741 Saturday, Sept 15th, 2018

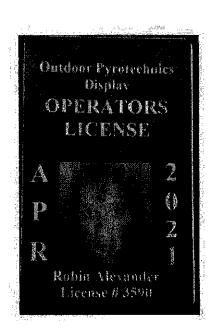
- Fireworks to be used in this show:
 - Only UN0336 1 4G Consumer Class-C fireworks
 - Total quantity of fireworks to be used estimated at 44 devices
 - Types of fireworks to be used: fountains/gerbs, strobes, comets, maximum 1.5-inch aerial repeaters all 1.4G
 Consumer Class-C devices.
 - . No plastic or metal mortar racks will be used in this show

Some show logistical notes:

- Fireworks show time estimated to be 9:00 PM Saturday, Sept 15, 2018
- . This show will only require about :15 minutes of set up time prior to shoot time
- Show duration approximately 7-8 minutes
- Clean up post show is approximately :30 minutes
- Storage of fireworks prior to show will be enclosed in corrugated boxes locked in a secure transport vehicle located inside the specified firing site, staffed and monitored at all times
- Post show site inspection will follow NFPA 1123 guidelines and include a thorough walk through the property to clear debris and/or remove any remaining devices



Lead Pyrotechnic Operator



THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS **PRODUCER** NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR LATER THE COVERAGE AFFORDED BY THE POLICIES BELOW. PROFESSIONAL PROGRAM INSURANCE BROKERAGE DIVISION OF SPG INSURANCE SOLUTIONS, LLC INSURER(S) AFFORDING COVERAGE 371 BEL MARIN KEYS BLVD., SUITE 220 **NOVATO** CA, 94949-5662 **INSURER A:** LLOYD'S OF LONDON INSURED **INSURER B:** Grand Finale Entertainment, LLC INSURER C: DBA: ViViD Fireworks Show In A Box! 103 Kenton Court **INSURER D:** Simpsonville, SC 29681

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	5	
	GENERAL LIABILITY				EACH ACCIDENT	\$	2,000,000
Α	CLAIMS MADE	PY/18-0003	01/11/2018	01/11/2019	MEDICAL EXP (Any one person)	\$	
^		17110-0003	01/11/2010	01/11/2019	FIRE LEGAL LIABILITY	\$	50,000
	GEN'L AGGREGATE LIMIT		·		GENERAL AGGREGATE	\$	2,000,000
	APPLIES PER POLICY				PRODUCTS-COMP/OPS AGG	\$	
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO ANY OWNED AUTOS				BODILY INJURY (Per person)	\$	
	SCHEDULED AUTOS HIRED AUTOS				BODILY INJURY (Per accident)	\$	
	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	\$	
	EXCESS LIABILITY FOLLOWING FORM				EACH ACCIDENT	\$	
					AGGREGATE	\$,
	WORKERS COMPENSATION		İ		WC STATU- OTH- TORY LIMITS ER	\$	
	AND EMPLOYERS' LIABILITY				E.L.EACH ACCIDENT	\$	
	EMIFLOTERS LIABILITY				E.L. DISEASE-EA EMPLOYEE	\$	
					E.L DISEASE-POLICY LIMIT	\$	
	OTHER						•

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Sara Teeter as a sponsor, The Vineyard at 37 High Holly, and Macon County, NC Commissioner's Office are Additional Insured as respects the 1.4G Class C Aerial firework display on 09/15/2018 located at 37 High Holly Rd., Scaly Mountain, NC 28741.

CERTIFICATE HOLDER

Sara Teeter 4 Sukoshi Ln. Islamorada, FL 33036 CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

MEETING DATE: August 14, 2018

DEPARTMENT/AGENCY: Governing Board/Administration

SUBJECT MATTER: Ratification of telephone poll

COMMENTS/RECOMMENDATION:

The board will need to ratify the telephone poll of the members conducted on August 7, 2018 with regard to an accident involving a Macon County Transit vehicle that occurred in the parking lot of the Crawford Senior Center on that day. Please see the attached letter for details.

Attachments	1	Yes	No
Agenda Item	11F		





August 7, 2018

This letter acknowledges William Terry Land has paid in full the amount of \$1,800.00 to Macon County for damages to Transit van #301, license plate number TJ91448, N.C. which W. Terry Land was involved in on July 12, 2018, 10:57 a.m. in the parking lot of Crawford Senior Center.

This also acknowledges William Terry Land is released from any and all further liabilities from Macon County related to this accident occurring at above date, time, and location.

William Terry Land

Derek Roland, County Manager Macon County

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

MEETING DATE: August 14, 2018

DEPARTMENT/AGENCY: Governing Board

SUBJECT MATTER: Consent Agenda

DEPARTMENT HEAD COMMENTS/RECOMMENDATION:

- A. Minutes Consideration of the minutes from the June 5, 2018 continued session, the June 12, 2018 regular meeting and the June 19, 2018 continued session, per Attachment 12A.
- **B.** Finance Consideration of budget amendments #20 through #31, per Attachment 12B.
- C. Tax releases Consideration of tax releases for July 2018 in the amount of \$24,377.78, per Attachment 12C.
- **D. 2017 Tax Settlement Report** Consideration of the settlement report for 2017 taxes, per Attachment 12D.
- E. Ad valorem tax collection report Attachment 12E (this item does not require board approval).

COUNTY MANAGER'S COMMENTS/RECOMMENDATION:

Attachments	X	Yes .	No
Agenda Item	12 (A) (B)	(C) (D) and (E)

AMENDMENT #	— ₂₀		
FROM: FINANCE	au		
DEPARTMENT: EXPLANATION:	SOCIAL SERVICES Carry Forward Funds from FY 17-18		
	DESCRIPTION	INCREASE	DECREASE
11-5831-5675-26	SHIPP	\$2,475	
11-3840-417900	FUND BALANCE	\$2,475	
	•		
			•
			•
	· • · · · · · · · · · · · · · · · · · ·		
			·····
·			
	11.004		
REQUESTED BY DEP	ARTMENT HEAD (1 0 /3)	11/	
RECOMMENDED BY		messall	
APPROVED BY COU			
	OF COMMISSIONERS 8/14/18	8 meeting	

APPROVED AND ENTERED ON MINUTES DATED

CLERK

MACON COUNTY BUDGET AMENDMEN	MACC	N COU	NTY B	UDGET	AMEND	MEN1
------------------------------	------	-------	-------	-------	-------	------

July 24, 2018

		, ,	
AMENDMENT #	- 21		
FROM: FINANCE	91		
DEPARTMENT: EXPLANATION:	SOCIAL SERVICES Carry forward revenues		
	DESCRIPTION	INCREASE	E DECREASE
11-3840-4179-00	Fund Balance	\$2,819	
11-5314-5750-55	Donations/Gifts	\$2,819	
		,	
		·	
	 	, 01 ,	
<u> </u>			
REQUESTED BY DE	PARTMENT HEAD	4.74	
RECOMMENDED BY	Y FINANCE OFFICER	Downso	rll
APPROVED BY COL	JNTY MANAGER		4.
ACTION BY BOARD	OF COMMISSIONERS	8/14/18 mg	edny

APPROVED AND ENTERED ON MINUTES DATED

<u>CLERK</u>

AMENDMENT #	- 11		
FROM: FINANCE	ー		
DEPARTMENT: EXPLANATION:	social services Carry forward funds		
	DESCRIPTION	INCREASE	DECREASE
11-5314-5675-28	ADOPTION FUNDS	\$ 16,533	
11-3840-4179	OFUND BALANCE	\$ 16,533	
,			
			· · · · · · · · · · · · · · · · · · ·
		0//	
REQUESTED BY DE	PARTMENT HEAD		
RECOMMENDED BY	Y FINANCE OFFICER	Stinbal	,
APPROVED BY COL	JNTY MANAGER		
ACTION BY BOARD	of commissioners $8/4$	4/18 meting	
APPROVED AND EN	NTERED ON MINUTES DATED		
CLERK			

CLERK

AMENDMENT #	$-a_3$		
FROM: FINANCE	43		
DEPARTMENT: EXPLANATION:	SOCIAL SERVICES Additional revenues		•
	DESCRIPTION	INCREASE	DECREASE
11-5314-5675-12	CRISIS PROGRAM	\$ 29,454	
11-3561-4389-03	CRISIS PROGRAM	\$ 29,454	
11-3560-4388-03	TANF	\$163,176	·
11-5300-5566-07	CONTRACT SERVICES	\$145,176	<u></u>
11-5320-5551-07	TANF - EA	\$ 5,000	
11-5300-5566-03	BLDG IMPROVMT	\$ 3,000	
11-5300-5920-08	FURNITURE	\$ 10,000	
			,
			·
REQUESTED BY DE	PARTMENT HEAD		
RECOMMENDED BY FINANCE OFFICER LOW MOULE			
APPROVED BY COUNTY MANAGER			
ACTION BY BOARD OF COMMISSIONERS 8/14/18 Meeting			
APPROVED AND EN	TERED ON MINUTES DATED	<i>V</i>	

MA	CON	COLINTY	BUDGET.	AMEND	MENT
341	CON	COUNTE	DODGEL.	LY IAITO LA TO	INTERIOR I

<u>CLERK</u>

August 3, 2018

AMENDMENT #_	- ₂₄		
FROM: FINANCE	~ (1		•
DEPARTMENT: EXPLANATION:	SOCIAL SERVICES Foster Care donations carry forward		
	DESCRIPTION	INCREASE	DECREASE
11-5314-5675-19	FOSTER CARE - GENERAL	\$ 1,232	
11-3840-417900	FUND BALANCE	\$ 1,232	·
			····
	·	-	·
	· · · · · · · · · · · · · · · · · · ·		
			·
<u> </u>			
			·
·		,	
			/
			-,
<u> </u>			
	(11/4		\
REQUESTED BY DEF	ARTMENT HEAD		/
RECOMMENDED BY	FINANCE OFFICER HOLL	Mottale	
APPROVED BY COU	NTY MANAGER		
ACTION BY BOARD	OF COMMISSIONERS 5/14/1	8 meeting	
	FERED ON MINUTES DATED		

MENDMENT#	JDGET AMENDMENT		
ROM: Lindsay Leo	ard aco		
	te and Federal Forfeiture Funds opropriation of Fund Balance into 2018	Vision	
-	•		86286.28
KECOUNT	DESCRIPTION Federal Forfeiture Funds	INCREASE	DECREASE
223000-499100	Fund Balance Appropriated	\$8,304.00	
224000-559700	Non-Capital Equipment	\$8,304.00	
7			
	· ·		
	State Forfeiture Funds		
223001-499100	Fund Balance Appropriated	\$1,550.00	
224001-559700	Non-Capital Equipment	\$1,550.00	
		<u> </u>	
	, , , , , , , , , , , , , , , , , , ,		
	And the second of the second o	op III galag	
· · · · · · · · · · · · · · · · · · ·	The state of the s		ļ
· · · · · · · · · · · · · · · · · · ·			
· · · · · · · · · · · · · · · · · · ·			<u> </u>

· · · · · · · · · · · · · · · · · · ·			
		i i rasimo de memperitablem no un lungua sub du :	
	2018		
	Marian Caranta		,

RECOMMENDED BY FINANCE OFF CER

APPROVED BY COUNTY MANAGER

ACTION BY BOARD OF COMMISSIONERS

APPROVED AND ENTERED ON MINUTES DATED

CLERK

MACON COUNTY BUI AMENDMENT #			
FROM: Lindsay Leop	ard 26	•	
	DEPARTMENT: Sheriff's Office EXPLANATION: Appropriation of Fund Balance for PF Custom Guns custom order not received until FY 2018-2019.		
ACCOUNT*	DESCRIPTION	INCREASE	DECREASE
113840-417900	Fund Balance Appropriated	\$1,958.00	-
114310-560920	Special Response Team	\$1,958.00	
<u> </u>			
1	f .		
	- I alian on this above at the set above at the set of	1 H H 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	to the second	μ	
		 	
* . * 2 : *			
	The state of the s		1. 1. 2. 2. (1.1)
- mr. is in in a construction of the construct		·	

Samuel Sa			atamintation Little-
Control of the second of the s			
REQUESTED BY DEPA	RTMENT HEAD	1	
e name to the second	gr.	as the Ma	
RECOMMENDED BY	INANCE OFFICER AND	organic_	*
APPROVED BY COUN	TY MANAGER	7 = 7	· · · · · · · · · · · · · · · · · · ·
ACTION BY BOARD O	F COMMISSIONERS \$ 14	118	
APPROVED AND ENT	ERED ON MINUTES DATED		·
<u>CLERK</u>	ting and the second of the sec		

MACON COUNTY BUI	DGET AMENDMENT
AMENDMENT #	- 27

F19

DEPARTMENT: HEALTH

EXPLANATION:

Need to carry forward unexpended donations money to current FY.

CCOUNT	DESCRIPTION	INCREASE	DECREASE
13840-417900	Fund Balance Appropriated	1230	
		- Turker	
14380-575055	Donations - Animal Control	1230	· · · · · · · · · · · · · · · · · · ·
		A STATE OF THE STA	
and the state of t		:	
and the second s		1	The state of the s
			1
		Advantage synthesis () () ()	
	graphic control of the state of		
<u> </u>			
			di
			5

MEQUEOTED DI DEPARTMENT INAD		
RECOMMENDED BY FINANCE OFFICER	Lauratre	
APPROVED BY COUNTY MANAGER		
ACTION BY BOARD OF COMMISSIONERS	s 8/14/18 meeting	·
APPROVED AND ENTERED ON MINUTES	DATED	
CLERK		<u>.</u>

Date:

7/19/2018

419

DEPARTMENT: HEALTH

EXPLANATION: Need to roll unexpended Cost Settlement Money to the current FY.

ACCOUNT	DESCRIPTION	INCREASE	DECREASE
113840-417900	Fund Balance Appropriated	\$ 107,002	والنسان المناز والمناز
115110-556011	Admin- Operating	\$ 2,000	
115110-558901	Admin- Travel	\$ 2,000	
115146-555150	Healthy Community-Public Education	\$ 5,000	
115157-556011	Chilid Dental-Operating	\$ 1,000	
115159-556011	Family Planning-Operating	\$ 5,500	5,500,000
115111-569502	Operations-Capital Equipment	\$ 8,000	Shire Street,
115158-555106	Adult Dental-Contracted Services	\$ 56,578	.00
		The state of the s	
115111-550001	Salary	\$ 18,173	
115111-550005	Longevity	\$ 136	
115111-550201	Medicare/FICA	\$ 1,401	
115111-550203	Hospitalization	\$ 5,412	
115111-550207	Retirement	\$ 1,436	
115111-550701	401K	\$ 366	200
	が 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
7 1			
		* 1.1	

REQUESTED BY DEPARTMENT HEAD	
RECOMMENDED BY FINANCE OFFICER	Dunstoll
APPROVED BY COUNTY MANAGER	
ACTION BY BOARD OF COMMISSIONERS	8/14/18 meeting
APPROVED AND ENTERED ON MINUTES DA	ATED
CLERK	

MACON COUNTY	BUDGET AMENDMENT
AMENDMENT #	<i>— 29</i>

Date:

7/19/2018

FIM

DEPARTMENT: HEALTH

Need to roll unexpended MAP (Medical Access Program) Money to current FY.

ACCOUNT	DESCRIPTION	INCREASE	DECREASE
13840-417900	Fund Balance Appropriated	\$ 9,000.00	And 100 100 100 100 100 100 100 100 100 10
15120-556011	Fund Balance Appropriated School Health-Operating	\$ 9,000.00	
	1		
and the		e de la compansión de l	
			1 K
and the second of the second o			
	A CONTRACTOR OF THE PROPERTY O		

. <u> </u>			-
		<u> </u>	1500
		N Common State of Sta	1 (4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
		tudos (n. 2020)	
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
:)	
. O Acc			<u></u>

REQUESTED BY DEPARTMENT HEAD	1///
RECOMMENDED BY FINANCE OFFICER	Deundol
APPROVED BY COUNTY MANAGER	
ACTION BY BOARD OF COMMISSIONERS	8/14/18 meeting
APPROVED AND ENTERED ON MINUTES D.	ATED
CLERK	

FROM: FINANCE	30			
DEPARTMENT: TRA EXPLANATION: Appro	NSIT opriate insurance funds received for	Transit	van.	q
ACCOUNT	DESCRIPTION	- IN	CREASE	DECREASE
11-4935-5565-03	Vehicle Repairs & Maintance	\$	1.424.00	ruste 1
11-3839-4850-00	Insurance Settlement	\$	1,424.00	
				, quarte
				The second second
		;		
to the process of the second s	in the state of th			
344				
·			· · · · · · · · · · · · · · · · · · ·	
		1		
,		:		1
			a management	

common to the commence of the control of the contro

REQUESTED BY DEPARTMENT HEAD:		Kim Angel	
RECOMMENDED BY FINANCE OFFIGER:	Deun	(Aboll_	
APPROVED BY COUNTY MANAGER:			
ACTION BY BOARD OF COMMISSIONERS:_	8/4/18	meeting	
APPROVED AND ENTERED ON MUNIS DAT	ED:	Q 	

	U# CT	Veterans Services								
LANATIC		Carryforward of donation to FY 19								
			The state of the s							
CCOUNT		DESCRIPTION	INCREASE	DECREASE						
113840		Fund Balance Appropriated	500							
115820	575055	Donations	500	, c. 100 a						
				ļ						
The second control of the second	1, 1,50,50	The state of the s		P - 1 - 16						
		et annuella reforma del elementario de la companya								
			·	. Ones.						
	T . T . A		The Control of the Co							
			manner ar							
a an spaniaring				n all the						
		<u>kan ni ni na nangara na nagarakan kana na nangara na na na nangara ni na ni</u>								
7 - 1 - 12A	4 P _ 100 D									
	······									
 				į						
	diagon a parti									
			2.0.22	<u> </u>						
										
	A A A SA									
										
										
-										
		og mindeligt i de gjelen i de de gjelen de gjelen de gjelen de gjelen i de gjelen de 								
.1										
				<u> </u>						

Macon County Tax Office 5 West Main Street Franklin, NC 28734



Phone: (828) 349-2149 Fax: (828) 349-2564 tmcdowell@maconnc.org

TO:

MACON COUNTY COMMISSIONERS

FROM:

Macon County Tax Office

Teresa McDowell, Tax Collections Supervisor

DATE:

August 1, 2018

RE:

Releases

Attached please find the report of releases for real estate that require your approval in order to continue with the process of releasing these amounts from the tax accounts. Please feel free to contact me if you should have any questions regarding these releases. The report of the releases formatted in alphabetical order is attached.

AMOUNT OF RELEASES FOR JULY, 2018: \$24,377.78

Detail Transactions by Group Page 08/01/18 arresperieseen on accompany and accompany accompany and accompany of the contraction of the contraction of the Group Number REL*18*07 Abatement Effective Date 07/03/18 Seq Nbr Account Taxbill Number Number Date Tax Transaction Levy Penalty Amount Amount Addl Interest Discut Trn Check Amount Amount Cde Number Trans Rev Code Amount Chgs Descriptn 55 07/26/18 11238 18A6595203433 GOL 3517.57-3517,57-0.00 0.00 549.31-549.31-0.00 0.00 *** ANGEL MEDICAL CENTER 4066.88-4066.88-0.00 0.00 0.00 0.00 R CLERICA 56 07/26/18 11238 18A6595213483 11910.99~ G01 11910.99-0.00 0.00 F01 1860.03-1860.03-0.00 0.00 ANGEL MEDICAL CENTER 13771,02-13771.02-0.00 0.00 0.00 0.00 R CLERICA 07/30/18 246 64 18A6593496656 GOL 29.56-29.56-0..00 0.00 F02 0.65-0.65-0.00 0.00 *** ANGEL, PHILLIP LARRY 30.21-30.21 0.00 0.00 0.00 0.00 R CLERICA 52 07/25/18 39721 18A0000301969 G01 30.01-30.01~ 0.00 0.00 APPLIED INDUSTRIAL MATERIALS C 30.01-30.01-0.00 0.00 0.00 0.00 R 07/03/18 7208 16A0001100114 4.82-G01 4..82-0.00 0.00 F08 1.52-1.52-0.00 0.00 ÄΠ 5.00-0.00 5.00-0.00 ASHEVILLE MICA COMPANY 11.34-6.34-0.00 5.00-0.00 0.00 R CLERICA 07/03/18 7208 3 15A0001100114 G01 4.82-0.00 0.00 FOB 1.52-1.52-0.00 0.00 ΑĐ 5.00-0.00 5.0Ö-0.00 *** ASHEVILLE MICA COMPANY 11.34-6.34-0.00 5.00-0.00 0.00 R CLERICA 07/03/18 7208 17A0001100114 G01 4.82-4.82-0.00 0,00 F08 1.52~ 1.52-0.00 0.00 5.00-0.00 5.00-0.00 *** ASHEVILLE MICA COMPANY 11.34-6.34-0.00 5.00-0.00 0.00 R. CLERICA 51 07/25/18 137587 18A6578916796 G01 228.73-228.73-0.00 0.00 F08 72. 29-72.29-0.00 95.00-0.00 95.00-0.00 *** BALILES, MARIANNE CATHY 396.02-301.02-0.00 95.00-0.00 0.00 R CLERICA 5 07/03/18 10835 17A0000801324 G01 34,90-34.90-0.00 0.00 F05 A0 6.81-0.00 0.00 5.00-0.00 5.00-0.00 BRANTLEY, DOROTHY K 46.71-41.71- σ . $\sigma\sigma$ 5.00-0.00 0.00 R CLERICA 07/03/18 10835 16A0000801324 G01 34.90-0.00 34.90~ 0.00

6. Triffenilledien

Group	Number RE	L+18+07			Abatement			******					te 07/03/
Seq	Date	Account	Taxbill		Transaction	Levy	Penalty	Addl	Interest				Trans Re
Mbr		Number	Number	Code	Amount	Amount	Amount						Descript
				AO	5.00~		0.00	5.00-	0.00				
***		BRANTLEY	, DOROTHY K		46.71-	41.71-	0.00	5.00-	0.00	0.00	R	CLERICA	
7-	07/03/18	10835	15A0000801324	G01	34.90-	34.90-	0.00		0.00				
				F05	6.81-	6.81-	0.00	,0	0.00				
				A0	5.00-		0.00	5.00-	0.00				
***		BRANTLEY	, DOROTHY K		46.71-	4171-	0.00	5.00-	0.00	000	R:	CLERICA	
36	07/20/18	46526	18A6513748771	G01.	275.88-	275.88-	0.00		0.00				
				F05	53.82-	53.82-	0.00		0.00				
***		BUCHANAN	, NANCY J.		329.70-	329.70-	0.00	0.00	0.00	0.00	R	CLERICA	
59	07/27/18	SRESE	17458685.05	G01	17.14-	17.14-	0.00		000				
	077277.20	20,000	1,430003.03	F10	0.53-	0.53-	000		0.00				
				L01	95.00-	0.03	0.00	95.00-	0.00				
***		CHASTAIN	, ANITA MAY		112.67-	17.67-	0.00	95.00-	0.00	0.00	R	CLERICA	
50	07/27/18	58685	18A58685.05	G01	17.80-	17.80-	0.00		0.00				
	07721720	20003	102000000000	F10	0.55-	0.55-	0.00		0.00				
				L01	95.00-	0.33	0.00	95.00-	0.00				
**		CHASTAIN	, ANITA MAY		113.35-	18.35-	0.00	95.00-	0.00	0.00	R	CLERICA	
31	07/27/18	142476	18A6583906263	G01	49.56-	49.56	0.00		0.00				
_	0.,2,,	212170	10110303500203	F02	10.86-	10.86-	0.00		0.00				
**		CRINER,	GARY		60.42-	60.42-	0.00	0.00	0.00	0.00	R	CLERICA	
	02/22/10	140484	************	***									
52	07/27/18	142476	18A6593002980	G01 F02	36.40- 7.98-	36.40- 7.98-	0.00		0.00				
				1.02	7.50-	<i>1</i> 30	0.00		000				
***		CRINER,	GARY		44.38-	44.38-	0.00	0.00	0.00	0.00	R	CLERICA	
8	07/24/18	84824	18A84824.01	G01	98.13-	0.00	98.13-		0.00				
***		DISH NET	WORK		98.13-	0.00	98.13-	0.00	0.00	0.00	R	CLERICA	
5	07/20/18	59972	17A59972.03	G01	3.54-	3.54-	0.00		0.00				
-	,			F04	0.54-	0.54-	0.00		0.00				
				L01	95.00-		0.00	95.00-	0.00				
***		FEAGLEY,	ELFRIEDE LUISE		99.08-	4:.08-	0.00	95.00-	0.,00	000	R	CLERICA	
3.	07/03/18	952	17A0000201018	G01	78.53-	78.53-	0.00		0.00				
-	_ , , ,	-,		AO	5.00-	,0,23"	0.00	5.00-	0.00				

, it is a massification of the same of the first \hat{h}

Tax (Collections L/18	i ·			Detail Transact	ions by Gr	conb						RTC020303 Page 3
Group	Number RE	L*18*07	- #2====================================		Abatement			· 李典智 3 四日 2					te 07/03/18
Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount				Trans Rev Descriptn
***		FRANKS,	E H HEIRS		83.53-	78.53~	0.00	5.00-	0.00	0.00	R	CLERICA	
9	07/03/18	952	16A0000201018	G01 A0	78.53- 5.00-	78.53~	0.00	5.00-	0.00 0.00				
***		FRANKS,	B H HEIRS		83.53-	78.53-	0.00	5.00-	0.00	0.00	R	CLERICA	
10	07/03/18	952	15A0000201018	AO.	78.53- 5.00-	78.53-	0.00	5,00-	0.00				
***		Franks,	E H HEIRS		83.53-	78.53-	0.00	5.00-	0.00	0.00	R	CLERIAL	
11	07/03/18	952	14A0000201018	G01. A0	6,28- 5.00-	6.28-	0.00	500-	0.00 0.00				
***		FRANKS,	E H HEIRS		11.28-	6.28-	0.00	5.00-	0.00	0.00	R	CLERICA	
12 -	07/03/18	952	13A0000201018	G01 A0	6.28- 5.00-	6.28-	0.00 0.00	5.00-	0.00				
***		Franks,	E H HEIRS		11.28-	6.28-	0.00	5.00-	0.00	0.00	R	CLERICA	
13	07/03/18	952	12A0000201018	G01 A0	6.28- 5.00-	6.28-	0.00	5.00-	0.00 0.00				
***		FRANKS,	E H HEIRS		11.28-	6.28-	0.00	5,00-	0.00	0.00	R	CLERICA	
14	07/03/18	952	11A0000201018	G01. A0.	6.28- 4.00-	6.28-	0.00 0.00	4.00-	0.00 0.00				
***		Franks,	E H HEIRS		10.28-	6.28~	0.00	4.00-	0,,00.	0.00	R	CLERICA	
15	07/03/18	952	10A0000201018	G01 A0	6.28- 4:.00-	6.28~	0.00	4.00-	0.00				
***		FRANKS,	E H HEIRS		10.28-	6.28-	0.00	4.00-	0.00	0.00	R	CLERICA	
16	07/03/18	952	09A0201018	G01 A0	5.94- 4.00-	5.94-	0.00 0.00	4.00-	0.00 0.00				
***		PRANKS,	E H HEIRS		9,94-	5.94~	0.00	4.00-	0.00	0.00	R	CLERICA	
1,7	07/03/18	952	08A0201018	G01 A0	5.94- 4.00-	5.94~	0.00 0.00	4.00-	0.00				
***		FRANKS,	E H HEIRS		9.94-	5,94~	0.00	4.00~	0.00	0.00	R	CLERICA	
18	07/03/18	952	07A0201018	G01 A0	5.51- 4.00-	5.51-	0.00	4.00-	0.00				

08/01	ollections /18		** ************************************		Detail Transact	ions by Gr	onb.						RTC020303
Group	Number RE	L*18*07	· 四苯乙酰甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基	****	Abatement		# # # # # # # # # # # # # # # # # # #		****				te 07/03/18
Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs					Trans Rev Descriptn
***		FRANKS,	E H HEIRS		9.51-	5.51-	0.00	4.00-	0.00	0.00	R	CLERICA	
44	07/23/18	142478	18A142476.03	G01 F04 L01	3.49- 0.54- 95.00-	3.49- 0.54-	0.00 0.00 0.00	95.00~	0.00 0.00 0.00				
***		GARRIN,	MARGARET		99.03-	4.03-	0.00	95.00-	0.00	0.00	R	CLERICA	
54	07/26/18	58479	18A6554457535	G01 F05	138.60- 27.04-	138.60- 27.04-	0.00		0.00 0.00				
***		HARDEN,	JYMMIE BARLYNN		165.64-	165.64-	0.00	0.00	0.00	0.00	R	CLERICA	
43	07/23/18	5024	18A6566198957	G01 F07	209.14- 60.46-	209.14~ 60.46-	0 - 00 0 - 00		0.00				
***		HENRY, F	LEBECCA		269.60-	269.60-	0.00	0.00	0.00	0.00	R	CLERICA	
58	07/27/18	129678	18A129678.03	G01 F04	23.48- 3.61-	23.48- 3.61-	0.00		0.00 0.00				
***		HENSON,	JAMES R		27.09-	27.09~	0.00	0.00	0.00	0.00	R	CLERICA	
50	07/24/18	129684	18A129684.09	G01 F09	5,19- 0.96-	5.19 0.96-	0.00 0.00		0.00 0.00				
***		janssen,	LINDA DRAGA		6.15-	6.15-	0.00	0.00	0.00	0.00	R	CLERICA	
19	07/03/18	1564	17A0000201717	G01 A0	50.26- 5.00-	50.26-	0.00 0.00	5.00-	0.00				
***		Johnson,	C E & S R ROGERS HEIR		55.26-	50.26-	0.00	5.00-	0.00	0.00	R	CLERICA	
20	07/03/18	1564.	16A0000201717	G01 A0	50.26- 5.00-	50.26-	0.00 0.00	5.00-	0.00 0.00				
***		JOHNSON,	C E & S R ROGERS HEIR		55.26-	50.26~	0.00	5.00~	000	0.00	R	CLERICA	
.21	07/03/18	1564	15A0000201717	G01 A0	50.26- 5.00-	50.26-	0.00 0.00	5.00-	0.00				
***		JOHNSON,	C E & S R ROGERS HEIR		55.26-	50.26-	0.00	5,00-	0.00	0,00	R	CLERICA	
46	07/23/18	139402	18A6489763037	G01 F03	143.40- 26.71÷	143.40- 26.71-	0.00		0.00				
***		Johnson,	SARA R		170.11*	170.11-	000	0.00	0.00	0.00	R	CLERICA	
22	07/03/18	2369	17A0000400480	G01	15.71-	15,71-	0.00		0.00				

Tax C	ollections //g	:		Detail Transactions by Group								
Group	Number RE	I.+18±07		Abatement	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	********	# # # # # # # # # # # # # # # # # # #					ate 07/03/1
Seq Nbr	Date	Account Taxbill Number Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount		Interest Amount				Trans Rev Descriptn
***		LEASE, LAURA MRS ESTATE		20.71-	15.71-	0.00	5.00-	0.00	0.00	R	CLERICA	
23	07/03/18	2369 16A0000400480	G01 A0	15.71- 5.00~	15.71-	0.00	5,00-	0.00				
***		LEASE, LAURA MRS ESTATE		20.71-	15.71-	0.00	5.00-	0.00	000	R	CLERICA	
24	07/03/18	2369 15A0000400480	G01 A0	15.71- 5.00-	15.71-	0.00	5.00-	0.00 0.00				
***		LEASE, LAURA MRS ESTATE		20.71-	15.71-	0.00	5.00~	0.00	0.00	R	CLERICA	
38	07/20/18	140719 18A6585558094	G01 F01	106.88- 16.69-	106.88- 16.69-	0.00		0.00				
***		LONG, PANSY		123.57-	123.57-	0.00	0.00	0.00	0.00	R.	CLERICA	
57	07/27/18	37796 18A6594146535	G01 F01	112.27- 17.53	112,27- 17.53-	0.00		0.00				
***		MCCARTNEY, GERRY MICHAEL		129.80-	129.80-	0.00	0.00	0.00	0.00	R	CLERICA	
47	07/24/18	136828 18A7530408099	G01 F10 H01	299.27- 9.26- 140.63-	299.27- 9.26- 140.63-	0.00 0.00 0.00		0.00 0.00 0.00				
***		MORRIS, WILLIAM T. TRUSTEE		449.16-	449.16-	000	0.00	0.00	0.00	R	CLERICA	
53	07/25/18	139510 18A7439290504	G01 F10	196.14÷ 6.07~	196.14- 6.07-	0.00		000 000				
***		REYNOLDS, WILLIAM L.		202.21-	202.21-	0: 0:0.	0.00	0.00	0.00	R	CLERICA	
39	07/20/18	116885 18A116885.01	G01 F02 L01	3.91- 0.86- 95.00-	3.91- 0.86-	0.00 0.00 0.00	95.00-	0.00 0.00 0.00				
***		ROBIDOUX, ROBERT ALAN		99,77-	4.77-	0.00	95.00-	0.00	0,00	R	CLERICA	
40	07/20/18	116885 17A116885.01	G01 F02 L01	8.73- 1.91- 190.00-	6.73- 1.91-	0.00 0.00 0.00	190.00-	0.00 0.00 0.00				
***		ROBIDOUX, ROBERT ALAN		200.64-	10.64-	0.00	190.00-	0.00	0.00	R	CLERICA	
11	07/20/18	116885 16A116885.01	G01 F02 L01	9,69- 2.13- 190.00-	9.69- 2.13-	0.00 0.00 0.00	190.00~	0.00 0.00 0.00				

Constitution of the second

1ax (ollections /[8	ı			Detail Transac	tions by Gr	cont.						RTC02030 Page		
rour	Number RE	L*18*07	, 3 , 1, 2, 4, 2, 1, 2, 3, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4,	********	Abatement		। काष्ट्र क्षांच्य व्य ावस्थाः		Effective Date 07/03/16						
Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addi. Chgs	Interest Amount				Trans Rev Descriptn		
***		ROBIDOUX	, ROBERT ALAN		201.82~	11.82-	0.00	L90.00-	0.00	0.00	R	CLERICA	į.		
25	07/03/18	14727	17A0000202260	G01 A0	34.90- 5.00-	34.90-	0.00	5.00-	0.00 0.00						
***		ROGERS,	S L HEIRS		39.90-	34.90~	0.00	5.00-	0.00	0.00	R	CLERICA	L		
26	07/03/18	14727	16A0000202260	G01 A0	34,90- 5.00-	34.90~	0.00	5.00-	0.00 0.00						
* * *		ROGERS,	S L HEIRS		39.90-	34.90-	0.00	5,00-	0.00	0.00	R	CLERICA	L .		
27	07/03/18	14727	15A0000202260	G01 A0	34.90- 5.00-	34.,90~	0.00	5.00-	0.00 0.00						
***		ROGERS,	S L HEIRS		39.90-	34.90-	0.00	5.00-	0.00	0.00	R	CLERICA			
28	07/03/18	17088	17A0000900971	G01 F09 A0	41.88- 7.72- 5.00-	41.88- 7.72-	0.00 0.00 0.00	5.00-	0.00 0.00 0.00						
**		SCOFIELD	, FRANK		54.60-	49.60-	0.00	5.00-	0.00	0.00	R	CLERICA	.		
29	07/03/18	17088	16A0000900971	G01 F09 A0	41.88- 7.72- 5.00-	41.86- 7.72-	0.00 0.00 0.00	5.00~	0.00 0.00 0.00						
k- k- #		SCOFIELD	, FRANK		54.60-	49.60-	0.00	5.00-	0.00	0.00	Ŕ,	CLERICA	É:		
30	07/03/18	17088	15A0000900971	G01 F09 A0	41.88- 7.72- 5.00-	41.88- 7,72-	0.00 0.00 0.00	500-	0.00 0.00 0.00						
***		SCOFIELD	, FRANK		54.60-	49.60-	0.00	5.00-	0.00	0.00	R	CLERICA			
19	07/24/18	112265	18A112265.08	G01 F05	28.39- 5.54-	28.39- 5.54-	0.00		0.00						
***		SHERIIF,	FRANK		33.93-	33.93-	0.00	0.00	0.,00	0.00	R	CLERICA	L		
37	07/20/18	17322	18A6594892759	G01 F01	236.70- 36.96-	236.70- 36.96-	0.00		0.00						
***		SOUTHARD	, HOWARD W		273.66-	273.66-	0.00	0.00	0.00	0.00	R	CLERICA	L		
31	07/03/18	42454	17A0000300985	G01 A0	92.83- 5.00-	92.83-	0.00	5,00-	0.00						
***		STANFIEL	D, EDWINA		97.83-	92.83~	0.00	5.00-	0.00	0.00	R	CLERICA			

2 07/03/18 42454 1680000300985 G01 92.83- 92.83- 0.00

0.00

08/01	Oliections V18	1	# # # # # # # # # # # # # # # # # # #		Detail Transact	ions by Gr	oup						RTC020303
Group	Number RE	L*18*07			Ab atement			-	========				te 07/03/18
Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount					Check Number	Trans Rev Descriptn
				A0	5.00-		0.00	5.00-	000:				
***		STANFIEL	D. EDWINA		97.83-	92.83-	0.00	500-	0.00	0.00	R.	CLERICA	
33	07/03/18	42454	15A0000300985	G01 A0	92.83- 5.00-	92.83-	0.00	5.00-	0.00 0.00				
***		STANFIEL	D, EDWINA		97.83-	92.83-	0.00	5.00-	0.00	0.00	R	CLERICA	
1	07/03/18	10800	17A0000301831	G01 A0	506.96- 5.00-	506.96~	0.00	5.00-	0.00				
***		VEITH, J	OYCE		511.96-	506.96-	0.00	5.00-	0.00	0.00	R	CLERICA	
34	07/03/18	10800	16A0000301831	G01 A0	506.96- 5.00-	506.96-	0.00	5.00-	0.00				
***		VEITH, J	OYCE		511, 96-	506.96-	0.00	5.00-	0.00	0.00	R	CLERICA	
42	07/23/18	19411	18A19411.01	G01 F01 L01	3:49- 0.55- 95:00-	3.49- 0.55-	0.00 0.00 0.00	95.00-	0.00 0.00 0.00				
***		WALDROOP	, FREDDY		99.04-	4.04-	0.00	95.00~	0.00	0.00	R	CLERICA	
63	07/30/18	69628	18A6568965129	G01 F08	99.81- 32.31-	99.81- 32.31-	0.00		000				
***		WELCH, W	illa jeän		132.12-	132.12-	0.00	0.00	000	0.00	R	CLERICA	
45	07/23/18	138753	18A6574104231	G01 F05	171.70- 33.52-	171.70- 33.52-	0.00 0.00		0.00				
***		WISMAN,	JEAN .		205.22-	205.22:-	0.00	0.00	0.00	0.00	R	CLERICA	

.

REL*18*07 Abatement Effection Account Taxbill Tax Transaction Acount Number Number Code Amount Amount Penalty Addl Interest Discrit Transaction Account Amount Chips Amount Amount Cde Amount Cde Amount Amount Cde Amount Amount Cde Amount Amount Cde Amount Cde Amount Cde Amount Cde Amount Amount Cde Amount	ctive Date 07/03 Check Trans F
Tax Code Totals A0^07 - ADV COST	
A0*07 - ADV COST	
A0*07 - ADV COST	
A0*08 - ADV COST	
## A0*10 - ADV COST	
A0*11 - ADV COST	
A0*12 - ADV	
A0*13 - ADV COST	
A0*14 - ADV COST	
A0*15 - ADV COST	
A0*16 - ADV COST	
A0*17 - ADV COST	
F01*18- FR FIRE 2481.07- 2481.07- 0.00 0.00 0.00 0.00 F02*16- CL CH FR 1.91- 1.91- 0.00 0.00 0.00 0.00 0.00 F02*17- CL CH FR 1.91- 1.91- 0.00 0.00 0.00 0.00 0.00 F02*18- CL CH FR 20.35- 20.35- 0.00 0.00 0.00 0.00 0.00 F03*18- OTTO FR 26.71- 26.71- 0.00 0.00 0.00 0.00 0.00 F04*17- CCLL FR 0.54- 0.54- 0.00 0.00 0.00 0.00 0.00 F04*18- CULL FR 4.15- 4.15- 0.00 0.00 0.00 0.00 0.00 F05*15- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*16- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 119.92- 119.92- 0.00 0.00 0.00 0.00 F07*18- BT FIRE 60.46- 60.46- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 0.00 F09*15- NANT FR 7.72- 7.72- 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
F02*16- CL CH FR 1.91- 1.91- 0.00 0.00 0.00 0.00 F02*18- CL CH FR 1.91- 1.91- 0.00 0.00 0.00 0.00 0.00 F02*18- CL CH FR 1.91- 1.91- 0.00 0.00 0.00 0.00 0.00 F03*18- OTTO FR 26.71- 26.71- 0.00 0.00 0.00 0.00 0.00 F04*17- CCLL FR 0.54- 0.54- 0.00 0.00 0.00 0.00 0.00 F04*18- CULL FR 4.15- 4.15- 0.00 0.00 0.00 0.00 0.00 F05*15- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 0.00 F05*16- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 0.00 F05*18- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 119.92- 119.92- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 119.92- 119.92- 0.00 0.00 0.00 0.00 F05*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
F02*17- CL CH FR 1.91- 1.91- 0.00 0.00 0.00 0.00 F02*18- CL CH FR 20.35- 20.35- 0.00 0.00 0.00 0.00 0.00 F03*18- OTTO FR 26.71- 26.71- 0.00 0.00 0.00 0.00 0.00 F04*17- CULL FR 0.54- 0.54- 0.00 0.00 0.00 0.00 F04*18- CULL FR 4.15- 4.15- 0.00 0.00 0.00 0.00 F05*15- WM FIRE 6.81- 0.00 0.00 0.00 0.00 F05*16- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*17- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 119.92- 119.92- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 115.52- 1.52- 0.00 0.00 0.00 0.00 F08*15- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- NANT FR 7.72- 7.72- 0.00 0.00 0.00 0.00 0.00	
F02*18- CL CH FR 20.35- 20.35- 0.00 0.00 0.00 0.00 F03*18- OTTO FR 26.71- 26.71- 0.00 0.00 0.00 0.00 0.00 F04*17- CCLL FR 0.54- 0.54- 0.54- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 104.60- 104.60- 104.60- 104.60- 0.00 0.00 0.00 0.00 0.00 F08*15- WMETER 7.72- 7.72- 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
F03*18- OTTO FR 26.71- 26.71- 0.00 0.00 0.00 0.00 F04*17- CULL FR 0.54- 0.54- 0.00 0.00 0.00 0.00 0.00 F04*18- CULL FR 4.15- 4.15- 0.00 0.00 0.00 0.00 0.00 F05*15- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 0.00 F05*16- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 0.00 F05*17- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 0.00 F05*18- WM FIRE 119.92- 119.92- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 119.92- 119.92- 0.00 0.00 0.00 0.00 F05*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- NANT FR 7.72- 7.72- 0.00 0.00 0.00 0.00 0.00	
F04*17- CULL FR	
F05*15- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*16- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 0.00 F05*17- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 0.00 F05*18- WM FIRE 119.92- 119.92- 0.00 0.00 0.00 0.00 F05*18- BT FIRE 60.46- 60.46- 0.00 0.00 0.00 0.00 F06*15- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F06*16- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F06*17- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F06*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F06*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F06*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F06*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F06*18- COWEE FR 7.72- 7.72- 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
F05*16- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 6.81- 119.92- 119.92- 0.00 0.00 0.00 0.00 F07*18- BT FIRE 60.46- 60.46- 0.00 0.00 0.00 0.00 F08*15- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*16- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- NANT FR 7.72- 7.72- 0.00 0.00 0.00 0.00 0.00	
F05*17- WM FIRE 6.81- 6.81- 0.00 0.00 0.00 0.00 F05*18- WM FIRE 119.92- 119.92- 0.00 0.00 0.00 0.00 0.00 F07*18- BT FIRE 60.46- 60.46- 0.00 0.00 0.00 0.00 F08*15- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*16- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*16- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
F05*18- WM FIRE 119.92- 119.92- 0.00 0.00 0.00 0.00 F07*18- BT FIRE 60.46- 60.46- 0.00 0.00 0.00 0.00 F08*15- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*16- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 104.60- 104.60- 0.00 0.00 0.00 0.00 F09*15- NANT FR 7.72- 7.72- 0.00 0.00 0.00 0.00 0.00	
F07*18- BT FIRE 60.46- 60.46- 0.00 0.00 0.00 0.00 F08*15- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*16- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 104.60- 104.60- 0.00 0.00 0.00 0.00 F09*15- NANT FR 7.72- 7.72- 0.00 0.00 0.00 0.00	
F08*15- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*16- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*17- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 104.60- 104.60- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 7.72- 7.72- 0.00 0.00 0.00 0.00 0.00	
F08*16- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*17- COWEE FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWEE FR 104.60- 104.60- 0.00 0.00 0.00 0.00 F09*15- NANT FR 7.72- 7.72- 0.00 0.00 0.00 0.00	
F08*17- COWER FR 1.52- 1.52- 0.00 0.00 0.00 0.00 F08*18- COWER FR 104.60- 104.60- 0.00 0.00 0.00 0.00 F09*15- NANT FR 7.72- 7.72- 0.00 0.00 0.00 0.00	
F08*18- COWEE FR 104.60- 104.60- 0.00 0.00 0.00 0.00 F09*15- NANT FR 7.72- 7.72- 0.00 0.00 0.00 0.00	
F09*15- NANT FR 7.72- 7.72- 0.00 0.00 0.00 0.00	
10.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	
F09*17- NANT FR 7.72- 7.72- 0.00 0.00 0.00 0.00	
F09*18- NANT FR 0.96- 0.96- 0.00 0.00 0.00 0.00	
F10*17- HIDS FR 0.53- 0.53- 0.00 0.00 0.00 0.00	
F10*18- HLDS FR 15.88- 15.88- 0.00 0.00 0.00 0.00	
G01*07- GEN TAX 5.51- 5.51- 0.00 0.00 0.00 0.00	
GO1 * 08 - GEN TAX 5.94 - 5.94 0.00 0.00 0.00 0.00	
G01*09- GEN TAX 5.94- 5.94- 0.00 0.00 0.00 0.00	
G01*10- GEN TAX 6.28- 6.28- 0.00 0.00 0.00 0.00	
G01*11- GEN TAX 6.28- 6.28- 9.00 0.00 0.00 0.00	
G01*12- GEN TAX 6.28- 6.28- 0.00 0.00 0.00	
G01*13- GEN TAX 6.28- 6.28- 0.00 0.00 0.00 0.00	
G01*14- GEN TAX 6.28- 6.28- 0.00 0.00 0.00 0.00	
G01*15- GEN TAX 353.83- 353.83- 0.00 0.00 0.00 0.00	
G01*16- GEN TAX 870.48- 870.48- 0.00 0.00 0.00 0.00	
G01*17- GEN TAX 890.20- 890.20- 0.00 0.00 0.00 0.00	
G01*18- GEN TAX 17976.49- 17878.36- 98.13- 0.00 0.00 0.00	
H01*18- HLD CITY 140.63- 140.63- 0.00 0.00 0.00	
L01*16- RES FEE 190.00- 0.00 0.00 190.00- 0.00 0.00	
L01*17- RES FEE 380.00- 0.00 0.00 380.00- 0.00 0.00	

LO1*18- RES FEE 475.00- 0.00 0.00 475.00- 0.00 0.00

Total for Group 24377.78- 23069.65- 98.13-210.00- 0.00 0.00

REL*18*07

demonstration and description and on the contration of the contrat Tax Collections Detail Transactions by Group RTCO 08/01/18 Page
Group Number REL*18*07 Abatement Effective Date 07/ RTC020303

Effective Date 07/03/18

Seq Nbr Date

Account Taxbili Number Number

Tax Transaction Code Amount

Levy Penalty Addl Interest Discrit Trn Check Trans Rev Amount Amount Cde Number Descriptn

A

21426.22-

2951.56-

Macon County Tax Office 5 West Main Street Franklin, NC 28734



Phone: (828) 349-2149 Fax: (828) 349-2564 tmcdowell@maconnc.org

TO:

Macon County Board of Commissioners

FROM:

Teresa McDowell

Macon County Tax Collections Supervisor

RE:

Settlement Report for 2017 Taxes

DATE:

August 10, 2018

Each year North Carolina General Statute §105-373 dictates that a series of reports be made available to the Macon County Commissioners as a part of the annual settlement for the Tax Collector. The reports that are attached are identified as follows:

- 1. A summary of the collection practices and remedies employed by the tax collector.
- 2. A financial report for the most recent fiscal year's taxes that balances all of the amounts charged to the tax collector for collection, including taxes, discoveries, penalties, fees and interest, against the amounts actually collected. (Settlement Report)
- 3. A sworn statement that states that diligent effort has been made by the Collector to collect any taxes due by reasonable means available for collection procedures.
- 4. A list of delinquent property taxes from the most recent year owed by taxpayers who own real property in the jurisdiction. This list is further identified as the same list that was provided as the advertising list for publication in the local paper. Please note that this list was generated in February of 2018 for advertisement purposes, and many of the accounts on this list have been paid in full at this time. This list is on file in the Macon County Tax Collector's Office and will be provided if needed.
- 5. A list of delinquent property taxes from the most recent fiscal year owed by taxpayers who do not own real property in the jurisdiction (personal property.) This list is on file in the Macon County Tax Collector's Office and will be provided if needed.

MACON COUNTY
Tax Collection Procedures
8/10/2018

TAX COLLECTIONS:

The Tax Collections Office staff consists of a Tax Collection Supervisor, and two (2) Deputy Tax Collectors, all of whom are certified through the North Carolina Association of Tax Collectors. The collection procedure involves processing payments through checks, cash and electronic payments. Property owners may pay their taxes though the mail, phone-based transactions, on-line, in person and through a secure drop-off box located in front of the annex building. Many accounts are also paid through an electronic process utilized by escrow companies, service companies and by Auto-Agent, which is a software program that mortgage/escrow companies utilize in order to eliminate 98% of refunds.

The collections office staff utilizes diligent effort to collect both the current year taxes and any delinquent taxes. Collection of the current year taxes involves the processes as mentioned above as well as a lockbox service which is provided through the Wells Fargo bank. This service involves Wells Fargo staff electronically processing payments, with a report provided to the office staff daily, with payments processed and balanced by the collections staff on the same day. Also, this staff works closely with escrow companies, service companies, and Auto-Agent to electronically process payments that are forwarded each year. As always, we process payments on-site, and service many property owners who pay directly through our office.

We have increased the use of enforced collections through this office in recent years. Enforced collections involve processes utilized to collect delinquent taxes. These processes include: garnishment of bank accounts, garnishment of Department of Revenue returns, garnishment of rents or other dollars held by a third party, and as a last resort, the foreclosure process.

As noted above, the foreclosure process is now utilized in this office with successful results. We contract with attorney Jeff Goss, of Ridenour & Goss to handle our foreclosures. The mortgage style foreclosure process is utilized, resulting in a much more efficient process, with attorney involvement throughout. This process is initiated with a demand letter for payment, which regularly results in payment without any other part of the process being utilized. In my opinion, the inclusion of this process is necessary to insure that the tax collections rate is kept at the maximum amount achievable.

Prior to enforced collections being utilized, a property owner is notified by billings in July of each year, second notices which are mailed in January of each year, advertisement in the newspaper which is scheduled for March of each year, and various other communications which are mailed directly from this office. Processes for payment also include pre-payments, which allow a property owner to divide his or her tax bill into twelve (12) "pre-payments" prior to the bill being issued or partial payments after the bills are issued and prior to the delinquency date.

Processing and balancing of fund collection reports are issued to the finance office on a daily, monthly, and yearly basis.

The increase in the use of enforced collections and other collection procedures has resulted in the historically high collection rate of 98.41% in connection to the 2016 taxes.

TO:

Macon County Board of Commissioners

FROM:

Teresa McDowell

Tax Collections Supervisor

DATE:

August 10, 2018

In accordance with N.C.G.S. §105-373(a) (1), I respectfully submit the following Statement:

The following lists are on file and available for review in the Tax Collections Office. (1) a list of the persons owning real property whose taxes for 2017 remain unpaid, along with the principal amount owed by each person (the advertisement list which was developed and made available in February, 2018); and (2) a list of the persons not owning real property whose personal property taxes for 2017 remain unpaid, along with the principal amount owed by each person.

In compliance with N.C.G.S. §105-373(a) (3), attached hereto is a Report entitled "Macon County Settlement Report-2017 setting forth my full settlement for all taxes in my hands for collection of the 2017 taxes, as well as any delinquent taxes owed.

Further, I hereby certify that I have made diligent efforts to collect the taxes due from the persons listed in such a manner that is reasonably necessary.

Respectfully submitted,

SWORN TO AND SUBSCRIBED BEFORE ME, this 10th day of August, 2018.

Teresa McDowell, Tax Collections Supervisor

Notary Public

My Commission Expires:

September 20,2020

Macon County

2017 Tax Settlement 2017 Delinquent Tax Settlement

2017 Landfill Settlement 2017 Landfill Delinquent Tax Settlement

2017 Fire Department Tax Settlement 2017 Fire Department Delinquent Tax Settlement

Highlands & Franklin

2017 Highlands City Tax Settlement 2017 Highlands City Delinquent Tax Settlement

Settlement for Current Taxes for Fiscal Year 2017 - 2018 General Taxes G01*17

Charges:

Original Levy	26,215,456.83
Discovery Levy	92,864.15
Corporate Utility Levy	554,835.57
Interest	54,539.61
	26,917,696.16

Credits:

Deposits	-26,593,991,21
Releases	-17,950.16
Refunds	115,335.02
Write-Offs	-1,513.73
Misc Debits/Credits	31,261.73
Uncollected	-450,837.81
	-26,917,696.16

Collection percentage for 2017 general taxes

98.33%

Teresa McDowell

Tax Collections Supervisor

SWORN TO AND SUBSCRIBED BEFORE ME, this 10 4 day of August, 2018

Notary Public

My Commission Expires:

September 20, 2020

Settlement for Current Taxes for Fiscal Year 2017 - 2018 Landfill User Fee L01*17 and L02*17

Charges:

Original Levy	2,345,817.20
Discovery Levy	0.00
Interest	16,805.23
	2,362,622.43

Deposits	2,453,610.02
Releases	-4,180.00
Refunds	-2,581.61
Misc Debits/Credits	2,581.61
Write-offs	-31.27
Uncollected	-86,776.32
	2 362 622 43

Settlement for Current Taxes for Fiscal Year 2017 - 2018 Highlands City Tax H01*17

Charges:

Original Levy	2,723,735.61
Corporate Utility	3,260.20
Discoveries	3,263.10
Interest	3,621.80
	2,733,880.71

Deposits	-2,719,394.01
Releases	-2,208.47
Refunds	0.00
Debits/ Credits/Write-Offs	3,629.28
Uncollected	-15,907.51
	-2,733,880.71

Settlement for Current Taxes for Fiscal Year 2017 - 2018 Franklin VFD F01*17

Charges:

Original Levy	698,770.40
Corporate Utility	26,098.56
Interest	1,735.06
	726,604,02

Deposits	746,741.42
Releases/Refunds	-1,074.88
Debits/Credits/Write-offs	684.14
Uncollected	-19,746.66
	726,604,02

Settlement for Current Taxes for Fiscal Year 2017 - 2018 Clarks Chapel VFD F02*17

Charges:

Original Levy	292,233.00
Corporate Utility	8,179.53
Interest	665.99
	301,078.52
Credits:	

Deposits	-295,394.35
Releases/Refunds	-85.12
Debits/Credits/Write-offs	333,66
Uncollected	-5,932.71
	-301,078.52

Settlement for Current Taxes for Fiscal Year 2017 - 2018 Otto VFD F03*17

-319,217.93

വ	ha	rn	۵	•
v	114	1.0		⊶.

Original Levy	308,630.16
Corporate Utility	9,817.06
Interest	770.71
	319,217.93
Credits:	
Deposits	-311,931.21
Releases/Refunds	-241.49
Debits/Credits /Write-offs	23.91
Uncollected	-7,069,14

Settlement for Current Taxes for Fiscal Year 2017 - 2018 Cullasaja VFD F04*17

C	L	_	.,			ś
₩.	ĮΙ	а	١,	45	7 3	٠

Original Levy	233,096.19
Corporate Utility	5,963.17
Interest	525.04
	239,584.40

The second second	
Deposits	-235,204.48
Releases/Refunds	-143.45
Debits/Credits/Write-offs	186.97
Uncollected	-4,423.44
	-239,584,40

Settlement for Current Taxes for Fiscal Year 2017 - 2018 West Macon VFD F05*17

Charges:

Original Levy	282,214.92
Corporate Levy	6,955.58
Interest	535.52
	289,706.02
Credits:	
Deposits	-284,770.75
Releases/Refunds	-207.33
Debits/Credits/Write-offs	495.75
Uncollected	-5,223.69
	-289,706.02
	-289,706.02

Settlement for Current Taxes for Fiscal Year 2017 - 2018 Scaly Mtn VFD F06*17

Charges:

Original Levy	114,933.53
Corporate Utility	1,953.96
Interest	295.34
	117,182.83
Credits:	
Deposits	-114,880.78
Releases/Refunds	-11.47
Debits/Credits/Write-offs	15.26
Uncollected	-2,305.84
	-117,182.83

Settlement for Current Taxes for Fiscal Year 2017 - 2018 Burningtown/lotla VFD F07*17

Charges:		
----------	--	--

Original Levy	213,152.73
Corporate Utility	6,570.84
Interest	488.64
	220,212.21

Deposits	-214,174.70
Releases/Refunds	-6.61
Debits/Credits/Write-offs	21.13
Uncollected	-6,052.03
	-220,212.21

Settlement for Current Taxes for Fiscal Year 2017 - 2018 Cowee VFD F08*17

Charges:

Original Levy	277,597.05
Corporate Utility	14,651.21
Interest	-944.20
	291,304.06

Deposits	-283,926.79
Releases/Refunds	-2.95
Debits/Credits/Write-offs	296.84
Uncollected	-7,671.16
	-291,304.06

Settlement for Current Taxes for Fiscal Year 2017 -2018 Nantahala VFD F09*17

Charges:

Original Levy	203,792.29
Corporate Utility	14,037.17
Interest	614.85
	218,444.31

Deposits	-212,108.29
Releases/Refunds	-251.77
Debits/Credits/Write-offs	387.54
Uncollected	-6,471,79
	-218,444.31

Settlement for Current Taxes for Fiscal Year 2017 - 2018 Highlands VFD F10*17

Cha	rges	•
-----	------	---

Original Levy	366,580.53
Corporate Utility	1,619.20
Interest	1,104.39
•	369,304.12

Donosita	200 044 00
Deposits	-366,614.30
Releases/Refunds	-175.43
Debits/Credits/Write-offs	542.91
Uncollected	-3,057.30
	-369,304,12

Settlement for Current Taxes for Fiscal Year 2017 - 2018 Mountain Valley VFD F11*17

-129,665.92

Charges:

Original Levy Corporate Utility	125,212.74 4,238.52
Interest	214.66 129,665.92
	123,003.32
Credits:	
Deposits	-127,360.94
Releases/Refunds	0.00
Debits/Credits/Write-offs	11.29
Uncollected	-2,316.27

Settlement for Delinquent Taxes General County Taxes

Charges:

Original Levy	1,269,750.07
Discovery Levy	4,952.12
Interest	103,568.31
	1,378,270,50

Deposits	-602,468.48
Releases/Refunds	4,608.55
Debits, Credits, Write-Off	-48,059.39
Uncollected	-732,351.18
	-1,378,270.50

Settlement for Delinquent Taxes Landfill User Fee

Charges:

Original Levy	259,735.41
Discovery Levy	0.00
Interest	16,805.23
	276,540.64

Deposits	-90,173.92
Releases/Refunds	-6,074.10
Debits, Credits, Write-Off	-21,564.21
Uncollected	-158,728.41
	-276,540.64

Settlement for Delinquent Taxes Highlands City Taxes

-31,063.24

^				
	no	Δ	œ	۰
◡	ha	 ◡	J	•

Original Levy	29,509.57
Interest	1,553.67
	31,063.24
Credits:	
Deposits	-14,933.60
Releases/Refunds	-237.24
Debits, Credits, Write-Off	-721.36
Uncollected	-15,171.04

Settlement for Delinquent Taxes Franklin VFD

Charges:

Original Levy	43,086.93
Discovery	0.00
Interest	3,221.31
	46 308 24

Deposits	-20,962.19
Releases/Refunds	-230.31
Debits, Credits, Write-Off	-1,758.86
Uncollected	-23,356.88
	-46 308 24

Settlement for Delinquent Taxes Clarks Chapel VFD

-15,210.87

Charge	S:
--------	----

Original Levy	14,274.25
Interest	936.62
	15,210.87
Credits:	
Deposits	-6,423.77
Releases/Refunds	-9.88
Debits, Credits, Write-Off	-178.62
Uncollected	-8,598.60

Settlement for Delinquent Taxes Otto VFD

C	ha	ro	es	
v	Ha	ľŲ	62	,

Original Levy	25,845.02
Discovery	0.00
Interest	1,768.12
	27,613.14

Deposits	-9,324.93
Releases/Refunds	0.00
Debits, Credits, Write-Off	-1,195.76
Uncollected	-17,092.45
	-27 613 14

Settlement for Delinquent Taxes Culiasaja Gorge VFD

har	

13,697.66
348.42
1,558.26
15,604.34
-8,227.55
-18.35
-549.46
-6,808.98
-15,604.34

Settlement for Delinquent Taxes West Macon VFD

C	ha	ra	e	S:
V	IIC	ľ		ъ.

Original Levy	15,773.12
Interest	1,170.23
	16,943.35

Deposits	-7,197.20
Releases/Refunds	-23.58
Debits, Credits, Write-Off	-448.32
Uncollected	-9,274.25
	-16,943.35

Settlement for Delinquent Taxes Scaly Mountain VFD

Charges:

Original Levy	2,797.84
Interest	349.85
	3,147.69

Deposits	-2,350.45
Releases/Refunds	0.00
Debits, Credits, Write-Off	-59.74
Uncollected	-737.50
	-3,147.69

Settlement for Delinquent Taxes Burningtown VFD

Ci	ai	O.	àc:
•	15.44	9	

Original Levy	11,944.28
Discovery	0.00
Interest	1,508.22
	13,452.50

Deposits	-7,019.51
Releases/Refunds	-4.50
Debits, Credits, Write-Off	-509.18
Uncollected	-5,919.31
	-13,452.50

Settlement for Delinquent Taxes Cowee VFD

CI	nar	άe	es:
		ъ.	

Original Levy	33,551.22
Interest	2,056.83
	35,608.05
Credits:	
Deposits	-11,026,33
Releases/Refunds	-36.06
Debits, Credits, Write-Off	-1,247.71
Uncollected	-23,297.95
	-35,608.05

Settlement for Delinquent Taxes Nantahala VFD

Charges:

THE STREET STREET

Original Levy	18,398.92
Discovery Levy	475.94
Interest	1,674.67
	20.549.53

Deposits	-8,468.41
Releases/Refunds	-48.28
Debits, Credits, Write-Off	-345.43
Uncollected	-11,687.41
	-20,549.53

Settlement for Delinquent Taxes Highlands VFD

Charges

Original Levy	5,726.61
Discovery	0.00
Interest	507.35
	6,233.96
Credits:	
Deposits	-3,140,06
Releases/Refunds	-8.09
Debits, Credits, Write-Off	-94.90
Uncollected	<i>-2</i> ,990.91
	-6,233,96

Settlement for Delinquent Taxes Mountain Valley VFD

Cha	rges:
-----	-------

Original Levy	12,740.98
Discovery	0.00
Interest	554.64
	13,295.62
Credits:	
Deposits	-2,700.51
Releases/Refunds	0.00
Debits, Credits, Write-Off	-414.27
Uncollected	-10,180.84
	-13,295.62

MACON COUNTY MONTHLY AD VALOREM TAX COLLECTIONS REPORT

Jul-18

Month to Date:	Beginning Balance	Levy Added	Less Releases	Less Write-Offs	Equals Adj Levy	Gross Payments	Less Refunds	Misc Dr/Cr	Net Payments	Outstanding Balance	
General Tax Fire Districts Landfill:User Fée Totals	1	0 26551977. 0 3156365.5 0 252073 0 3222907	4 ·	0 -1148.81 0 -173.76 0 -1.03 0 -1323.6	3156191.78 2520728.97	-290425:16 -225163:15	0		-290390.38 -225068.15	23803042.02 2865801;4 2295660.82 28964504.24	
Year to Date	Beginning Balance	Levy Added	Less Releases	Less Write-Offs	Equals Adj Levy	Gross Payments	Less Refunds	Misc Dr/Cr	Net Payments	Outstanding Balance	Collection Percentage
General Tax Fire Districts Landfill User Fee Totals	1	0 26551977. 0 3156365.5 0 252073 0 3222907	4." i	0 -1148.81 0 -173.76 0 -1.03 0 -1323.6	3156191.78 2520728.97	-290425.16 -225163.15	0	718.78 34.78 95 848.56		23803042.02 2865801.4 2295660.82 28964504.24	

The Collection Rate is 10.35% collected on 2017 General Taxes, late listing penalties, discoveries and deferred taxes as of 7/31/2018 as compared to 8.78% on 2017 taxes as of 7/31/2017

. hähleter -

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

MEETING DATE: August 14, 2018

DEPARTMENT/AGENCY: Governing Board

SUBJECT MATTER: Appointments

COMMENTS/RECOMMENDATION:

- A. Library Board Karen Wallace has reported that Frank Oliver has resigned from the Macon County Library Board of Trustees as he is now serving as president of the Hudson Library Board of Trustees. Andrew Chmar, also a member of the Hudson board, has expressed interest in Mr. Oliver's seat on the county board and his application is attached. If selected, he would fill the remainder of Mr. Oliver's unexpired term, which ends March 14, 2020.
- B. **Highlands Tourism Development Commission** Per Bob Kieltyka, the selection of Tony Potts as chairman of the Highlands Tourism Development Commission requires formal approval of the Macon County Board of Commissioners.

Attachments _	1	_Yes_	No
Agenda Item	l3 (A and	3 B)	



Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners believes all citizens should have the opportunity to Participate in governmental decisions. The Board wants to appoint qualified, knowledgeable and dedicated people to serve on authorities, boards and committees. If you have an interest in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Mail to: County Manager's Office 5 West Main Street Franklin, North Carolina 28734

or FAX to: 828-349-2400

Any Questions, please call the County Manager's Office at (828) 349-2025

Name Andrew T. Ch	mar		
Address 9911 Buck C	reek Road	City Highlands	NC Zip 28741
relephone: Home	28-526-2099	Work 914-489-03	36
Occupation Consul	ant of the		
Business Address	Same as above		US 4.70 4.70
Email Address	andrew.chmar@gmail	.com	
Briefly explain any	inticipated conflict o	f interest you may have if appointed	popular samuela samuel
None			
Educational Backgro	nund		
U.S. Milltary Academ Harvard Business Sch			1945 404
Business and Civic I	Experiences/Skills:		
22 years in the U.S. A 12 Years as Executive Areas of Expertise a	Director of a 501(c)3 i	cialty, retiring as a Colonel and Trust	
General Managemen Non-profit Administr	t ation/Governance		
ist any Authorities,	Boards, Commission	s or Committees presently serving o	