

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Date of Request: July 3, 2007

Board Meeting Date Requested: August 6, 2007

Short Title: Resolution Designating Brandy R. Davis And Coby S. Heath As Review Officers.

**Background:** The Board is mandated by NCGS Section 47-30.2 to designate by name one or more persons experienced in Mapping and Land Records Management as Review Officers to review maps or plats to be submitted for recordation by the Register of Deeds to ensure that the map or plat meets all statutory requirements for recordation. The Board designated Janet Wooten as a Review Officer in July 1998, Jerry Simmons on October 20, 2000 and Nellie Watkins and Janice Worrell on May 1, 2006. To better serve the taxpayers of Pender County, the Tax Office is requesting that Coby S. Heath and Brandy R. Davis be appointed as additional Review Officers. Coby S. Heath and Brandy R. Davis have been trained in the requirements of the Statue. Their appointments will provide additional service to the public should the other Review Officers be unavailable.

**Specific Action Requested:** The Board of Commissioners is requested to designate Coby S. Heath and Brandy R. Davis as Map Review Officers for Pender County.

Requested by: Coby S. Heath  
Department: Tax Office  
Title: Tax Assessor  
Contact Phone: 910-259-1256  
Contact Fax: 259-1482

Tracking Number: 11.

Date Request Received: July 3, 2007

Board Meeting Date Assigned: August 6, 2007

**Request Status:**

- Request is proceeding to Board of Commissioners
- More information is needed – see attached
- Request on hold – no further information needed
- Other:

(Administrative Use Only)

**CONTRACT TYPE**

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
  - Federal Grantor
  - State Grantor
  - Grant or
- County as Grantor
  - County Funds
  - Other Funds:
- Revision
- For Equipment

**PURCHASING** Budgeted Item:  Yes  No  
Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

Date Sent: Signed:

**ATTORNEY**  Reviewed and Approved  
Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent: Signed:

**FINANCE** Sufficient Funds  Available  
Date Rec'd:  Not Available  
 Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent: Signed:

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
At meeting on

