

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 8

Date of Request: February 18, 2008

Date Request Received: February 19, 2008

Board Meeting Date Requested: March 10, 2008

Board Meeting Date Assigned: March 10, 2008

Short Title: Resolution Approving Payment To Professional Mail Services, Inc.: \$9,094.55.

Request Status:

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

Background: The Utilities Department and the Tax Assessor's Office sent out a combined mail-out in January of 2008. The Tax Office mailed out listing abstracts and the Utilities Department mailed out 2008 solid waste stickers to prevent unlawful abuse of Pender's Convenience Centers. The combined mail-out had a four-fold purpose: 1.) Combining the two pieces of mail saved cost to the County; 2.) It educated the citizens of their statutory responsibility to list their taxes; 3.) Given the last revaluation occurred in 2003, it provided the citizens an easy opportunity to correct and update their listing from changes over the last five years; 4.) It generated significant tax revenue from new information about property owned not previously reported.

(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

Specific Action Requested: Approve payment to Professional Mailing Service Inc. for the vendor cost of the combined mail-out of \$9,094.55.

PURCHASING

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

Date Sent:

Signed:

ATTORNEY

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

Date Sent:

Signed:

FINANCE

Sufficient Funds: Available Not Available
Date Rec'd: 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

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

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval

AM
Initials

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

the Board Approves payment to Professional Mailing Service Inc. for the vendor cost of \$9,094.55 for the combined mail-out of listing abstracts and solid waste stickers.

AMENDMENTS:

MOVED _____ **SECONDED** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

YEA VOTES:

Williams ___ Tate ___ Blanchard ___ Brown ___ Rivenbark ___

David Williams, Chairman 03/10/08
DATE

ATTEST 03/10/08
DATE