

Bertie County Board of Commissioners



November 16, 2015
2:00pm

Chairman	Ronald "Ron" Wesson	District 1
	Stewart White	District II
Vice Chairman	Tammy A. Lee	District III
	John Trent	District IV
	Ernestine (Byrd) Bazemore	District V

BERTIE COUNTY BOARD OF COMMISSIONERS

November 16, 2015

Meeting Agenda

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

2:00 – 4:00 Playground design proposals

1. Bliss Products & Services
2. Playworld

4:30 Review Trillium agreement and County Attorney adjustments

5:00 Discuss next steps for playground project decision making process

7:00-7:05 Call to Order and Welcome by Chairman Wesson (Commissioners Room, Windsor)

7:05-7:10 Invocation and Pledge of Allegiance by Chairman Wesson

7:10-7:25 Public Comments (*3 minute time limit per speaker*)

(A)

*** APPOINTMENTS ***

7:25-7:35 Pound the Sound review and video presentation by Windsor Chief of Police, and President of the Windsor Rotary Club, Todd Lane

7:35-7:45 Agency program update by Linda Speller, Director of the Bertie County Department of Social Services

7:45-7:55 Presentation by Neil Brothers, Mobile Crisis Services Supervisor for Integrated Family Services

7:55-8:10 Economic Development update by Director Steve Biggs

Board Appointments (B)

1. CADA Board

Consent Agenda (C)

1. Accept Tax Release Journal – October 2015
2. Approve minutes for Regular Session 11-2-15
3. Approve Work Session minutes for 11-2-15

OTHER ITEMS

Discussion Agenda (D)

1. Update: review and consider municipal requests for litter, solid waste and other code enforcement
2. Discuss job classification recommendations and work schedule
3. Review regional PSAP back up center and draft resolution from Martin County
4. Update on pending matters and projects

Commissioners' Reports (E)

County Manager's Reports (F)

County Attorney's Reports (G)

Public Comments Continued

3 minute time limit per speaker

Closed Session

Pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Pursuant to N.C.G.S. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approves the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Pursuant to N.C.G.S. § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Pursuant to N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Adjourn



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: --- 2:00pm

DEPARTMENT: Parks and Recreation

SUBJECT: Work Session – presentation of playground design proposals

1. Bliss Products & Services, Inc.
2. Playworld

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:

October 26, 2015 – The Board received the first round of proposal presentations for this project from Carolina Parks & Play and Cunningham Recreation.

Proposal #1

Bliss Products & Services, Inc.

Bertie County - Trillium
Windsor, NC 27938

Bliss Products and Services

This play equipment is recommended for children ages: 5-12
Minimum Area Required: 90'-5" X 69'-10"

Scale: 3/16"=1'
This drawing can be sealed only when in an 24" x 36" format.

Drawn By: Charlie Walcott
Date: 10/30/15
Quote Number: 645-93202P

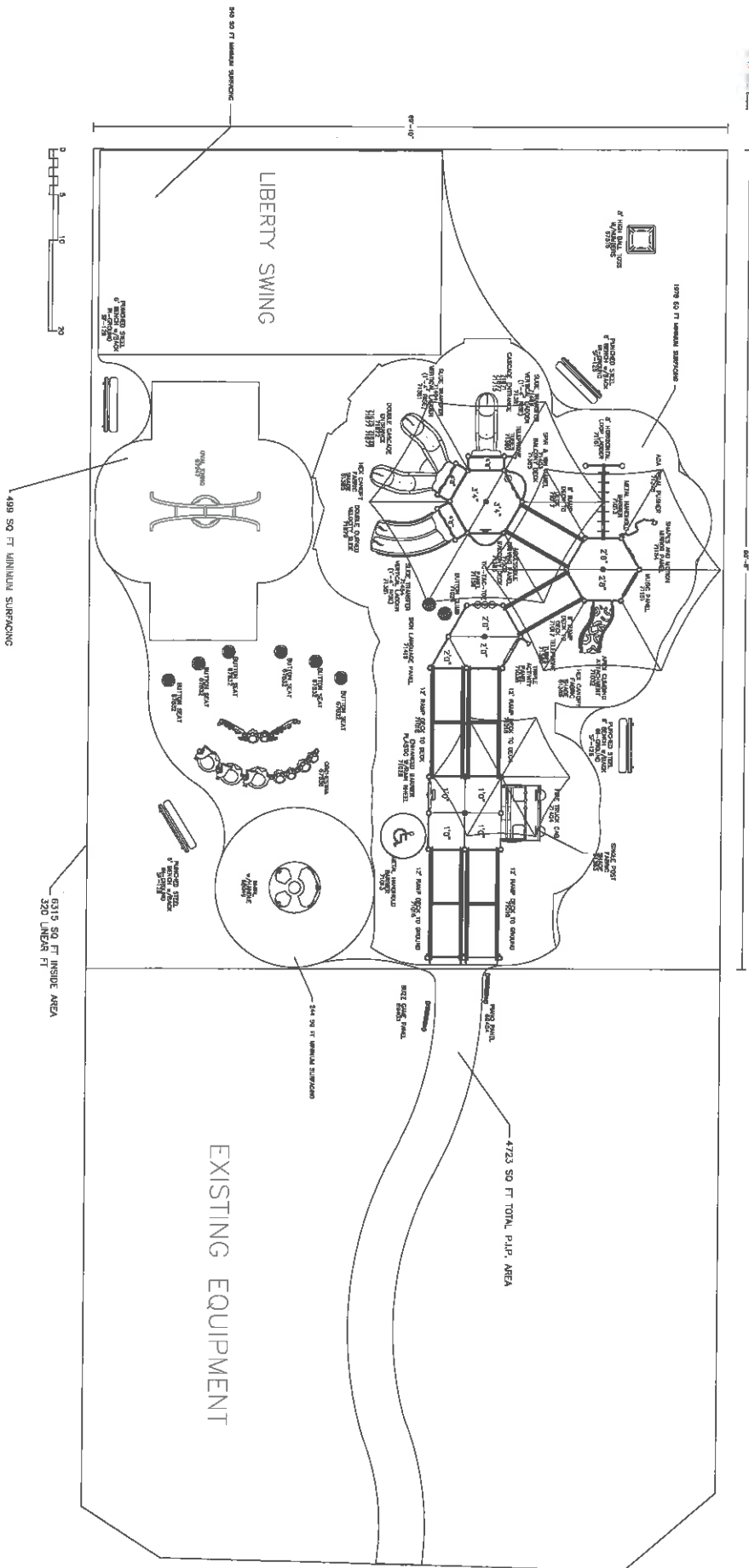
play&park structures
TYPICAL COMPANY
401 Chatham St., Ste. 410
Chattanooga, TN 37402
800-727-1907 / www.playandpark.com



Total Play Components 22
Elevated Play Components 15
Elevated Play Components Accessible by Ramp 15
Elevated Components Accessible by Transfer 15
Accessible Ground Level Components 7
Different Types of Ground Level Components 5

Req. 0
Req. 0
Req. 8
Req. 0
Req. 0

User Capacity 110-120
Critical Fall Height 4'-8"



It is the manufacturer's opinion that the structures shown herein complies with current and standards concerning accessibility if used with proper accessible surfacing and together with other necessary ground level play equipment. **IMPORTANT:** Never install play equipment over hard, unresilient surfaces such as asphalt, concrete, or compacted earth. It is the owner's responsibility to ensure the "minimum area required" contains an appropriate amount of resilient material to cushion accidental falls.

option



Bliss Products and Services,
 Inc
 6831 S. Sweetwater Rd.
 Lithia Springs, GA 30122
 (800) 248-2547
 (770) 920-1915 Fax

Quote # **33708**
 Sales Rep: Kristie Pate
 kristie@blissproducts.com
 C: (910) 262-2772

Option

Bertie County Parks and Recreation Department

Date 10-28-2015

Project Bertie Co. Recreation Complex Playground G Option-Trillium

Bill To

Bertie County Parks and Recreation Department
 101 W. School St
 Windsor, NC, 27983
 T: (252) 794-5363

Ship To

Bertie County Parks and Recreation Department

Contact

Donna Mizelle
 Phone: (252) 794-5363

Approximate Ship Date

Ship Via

Terms

Net 30

Vendor	Part #	Description	Qty	Unit Price	Extended Price
BPS	Liberty Swing	Liberty Swing from Landscape Structures offered at price and shipping that LSI is selling to us. No markup.	1	\$16,500.00	\$16,500.00
INS		Installation by Chris	1	\$39,998.54	\$39,998.54
INS	Gravel Base	Compacted Gravel Materials and Delivery Square Feet Units	4723	\$1.25	\$5,903.75
INS		Installation of Gravel Square Feet	4723	\$1.25	\$5,903.75
INS2	PIP Install	Install of PIP	1	\$15,966.37	\$15,966.37
OTS		PIP materials	1	\$20,549.50	\$20,549.50
PPS	645-93202G	Bertie County Recreation Complex ADA Playground	1	\$127,997.82	\$127,997.82

Sub Total \$232,819.73

Freight 10,810.04

Taxable Subtotal

Tax 0.00

Financing as low as **\$5,652.21** / month may be available pending credit approval.

Grand Total \$243,629.77

Quote valid for 30 days unless otherwise noted.

Installation prices are based on truck access to the site and normal soil conditions. Any buried rock or debris may be cause for additional charges. Any Site preparation or demolition not specified above must be completed prior to installation of the equipment. Site restoration, unless otherwise noted, is not included. Please refer to your installation agreement for further details. Sales tax if applicable is not included. Sales tax exempt certificate will be required for exemption. All orders are subject to approval and acceptance by the manufacturer.

Complete Terms and Conditions can be found at BlissProducts.com/termsandconditions.html

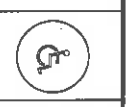
Bertie County - Trillium
 Windsor, NC 27938
 Bliss Products and Services

This play equipment is recommended for children ages: **2-5, 5-12**
 Minimum Area Required: **121' x 111' X 69'-10"**

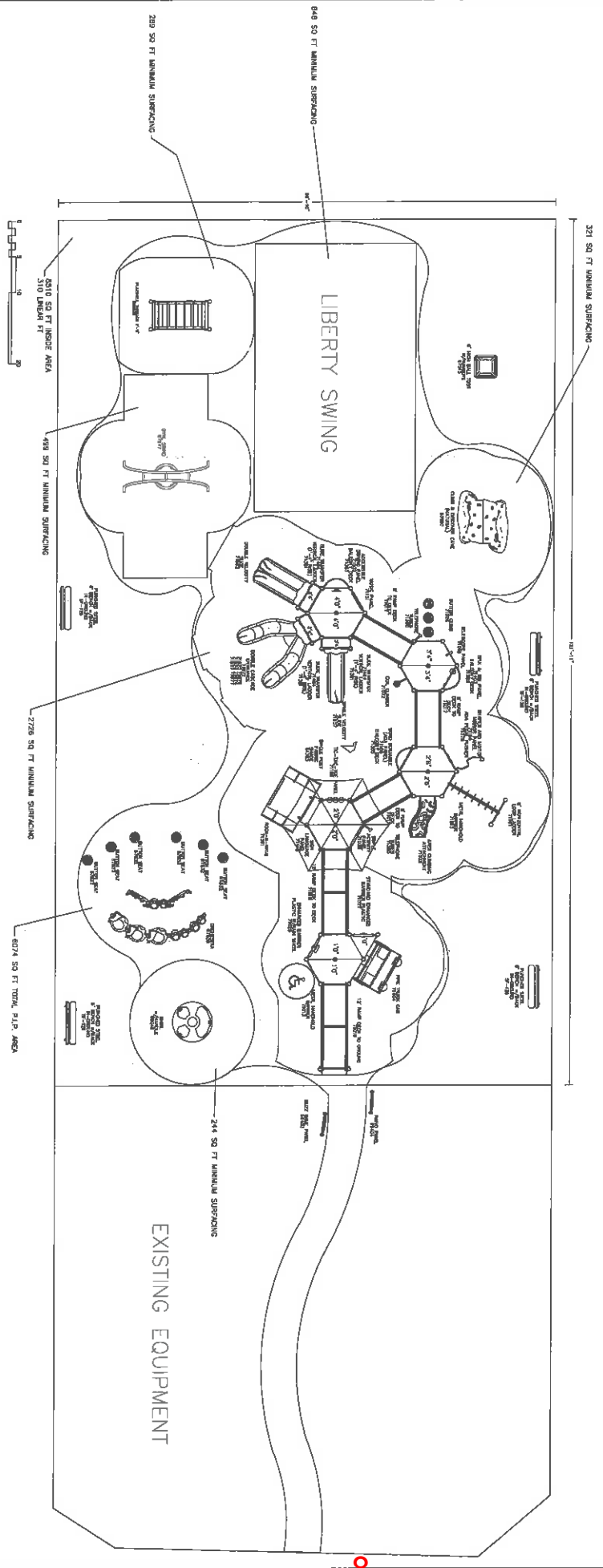
Scale: **NTS**
 This drawing can be scaled only when in an **24" x 36"** format

Drawn By: **Charlie Walcott**
 Date: **10/26/15**
 Quote Number: **645-93202D**

play&park structures
 A P&P COMPANY
 401 Chestnut St., Ste. 410
 Chattanooga, TN 37402
 800-277-1807 / www.playandpark.com



Total Play Components	29	User Capacity
Elevated Play Components	19	115-125
Elevated Play Components Accessible by Ramp	19	115-125
Elevated Components Accessible by Transfer	19	Critical Fall Height
Accessible Ground Level Components Shown	10	5'-4"
Different Types of Ground Level Components	7	
	Req. 0	



It is the manufacturer's intention that the structure shown herein complies with current code requirements. The manufacturer does not warrant that the structure shown herein complies with current code requirements. The manufacturer does not warrant that the structure shown herein complies with current code requirements. The manufacturer does not warrant that the structure shown herein complies with current code requirements.

Optics 2





Bliss Products and Services,
 Inc
 6831 S. Sweetwater Rd.
 Lithia Springs, GA 30122
 (800) 248-2547
 (770) 920-1915 Fax

Quote # **33660**
 Sales Rep: Kristie Pate
 kristie@blissproducts.com
 C: (910) 262-2772

photo 2

Bertie County Parks and Recreation Department

Date 10-28-2015

Project Bertie Co. Recreation Complex Playground D Option-Trillium

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 101 W. School St
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Bertie County Parks and Recreation Department

Contact

Donna Mizelle
 Phone: (252) 794-5363

Approximate Ship Date

Ship Via

Terms

Net 30

Vendor	Part #	Description	Qty	Unit Price	Extended Price
BPS	Liberty Swing	Liberty Swing from Landscape Structures offered at price and shipping that LSI is selling to us. No markup.	1	\$16,500.00	\$16,500.00
INS		Installation by Chris	1	\$38,283.10	\$38,283.10
INS	Gravel Base	Compacted Gravel Materials and Delivery Square Feet Units	6074	\$1.25	\$7,592.50
INS		Installation of Gravel Square Feet	6074	\$1.25	\$7,592.50
INS2	PIP Install	Install of PIP	1	\$19,576.28	\$19,576.28
OTS		PIP materials	1	\$30,356.40	\$30,356.40
PPS	645-93202D	Bertie County Recreation Complex ADA Playground	1	\$116,223.18	\$116,223.18

Sub Total \$236,123.96

Freight 11,222.07

Taxable Subtotal

Tax 0.00

Financing as low as **\$5,738.43** / month may be available pending credit approval.

Grand Total \$247,346.03

Quote valid for 30 days unless otherwise noted.

Installation prices are based on truck access to the site and normal soil conditions. Any buried rock or debris may be cause for additional charges. Any Site preparation or demolition not specified above must be completed prior to installation of the equipment. Site restoration, unless otherwise noted, is not included. Please refer to your installation agreement for further details. Sales tax if applicable is not included. Sales tax exempt certificate will be required for exemption. All orders are subject to approval and acceptance by the manufacturer.

Complete Terms and Conditions can be found at BlissProducts.com/termsandconditions.html

Bertie County- Trillium



DRAWING NUMBER:
645-93202G

Bertie County- Trillium



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Bertie County- Trillium



DRAWING NUMBER:
645-93202G





The 7 Principles of Inclusive Playground Design

Best practices for creating meaningful play environments for people of all ages and abilities.

Developed in partnership with:



1

Be Fair

The play environment provides social justice by being equitable and usable by people of all abilities so they can enjoy their right to play.

2

Be Included

The play environment supports the participation of individuals with diverse abilities in social & physical activities for inclusive, intergenerational play.

3

Be Smart

The play environment is easy to understand, allowing individuals to be successful and gain confidence through play.

4

Be Independent

The play environment allows children to effectively explore and participate in play at their own level.

5

Be Safe

The play environment addresses current safety standards while providing developmental opportunities needed for exploration and challenge.

6

Be Active

The play environment supports various degrees of physical and social participation in play while minimizing unnecessary fatigue.

7

Be Comfortable

The play environment is usable for individuals with sensory needs, diverse body size, posture, mobility, and motor control.

* Reference 7 Principles application document for specific project information



Bertie County Trillium

Drawing 645-93202G

* Reference 7 Principles application document for specific project information

play&park
structures®

A PLAYCORE Company

Bertie County-Trillium
645-93202G

11/5/2015

Park Play Specifications

General System Specifications:

Manufacturer shall offer the following warranties on the materials and components of its system:

- Lifetime limited warranty on support posts (uprights)
- 15-Year limited warranty on punched steel decks, pipes, rails, loops and rungs
- 15-Year limited warranty on rotationally molded polyethylene components
- Lifetime limited warranty on all hardware

Manufacturer shall be ISO 9001/2000 certified

Manufacturer shall show IPEMA certification of compliance for each component that the product conforms with the requirements of ASTM F1487-01.

Other

Small Amaze Activity

Small Activity: The Triangle Housing and Caps shall be injection molded from color impregnated high density polyethylene. The Maze Bubble shall be injection molded from clear ABS plastic. The Echo Chamber, Answer Wheel, Knob and Maze shall be injection molded from color impregnated ABS plastic. The Flat Mirror shall be 1/8" thick Polycarbonate with a mirror finish applied to one side. The Stained Glass shall be 3/16" translucent Polycarbonate

Amaze Mirror Panel

FRAME

Frame shall be 3/8" thick (solid) high density, UV-stabilized and color impregnated HDPE polyethylene.

MIRROR PANEL

Mirror Panel shall be fabricated from 20 gauge (.038" thick) type 430 bright annealed mirror-finished stainless steel.

Hypno Wheel

The Wheel Housing, Window Housings and Cap shall be injection molded from color impregnated high density polyethylene. Hypno Wheel shall be injection molded from color impregnated ABS plastic. The Bushing shall be injection molded Acetal..

Freestanding Other

Button Step

BUTTON STEP: The Button Step shall be rotational molded from polyethylene. The polyethylene shall be linear low-density material with UV-stabilized color and an anti-static compound additive. All rotational molded products shall meet or exceed the following specifications: ASTM D-1248, type 2, class A and Federal specification LP-390C, type 1, class M, grade 2, category 3; Density

(ASTM D-155); Brittleness Temperature (ASTM D-746); Tensile Values (ASTM D-638); Flexural Modulus (ASTM D-790); Heat Distortion (ASTM-648); Low Temperature Impact (ARM-STD).

MOUNTING POST: Shall be an all welded assembly fabricated of 2.375" O.D. galvanized steel tubing with a wall thickness of .095" and 12 gauge (.109") hot rolled flat steel that is formed. This assembly shall have a powder coat finish.

PLUG: Shall be fabricated of black butyl rubber with a durometer of 60.

HARDWARE: All nuts, bolts, screws, inserts, and lock washers used in the assembly of all play equipment, shall be stainless steel, yellow dichromate plated steel, blue-coat plated steel, mechanically galvanized or powder coated/yellow dichromate plated steel. All primary fasteners shall be 300 series stainless steel. Fasteners with yellow dichromate treatment have an electro deposited, 99.9% pure zinc substrate applied from a specially formulated solution sealed with a yellow dichromate top coat designed to work in conjunction with the zinc plating. Yellow dichromate has a 320% longer life to white corrosion and 275% longer to red corrosion than does hot-dip galvanizing.

Music Makers

MUSIC MAKERS ACTIVITY CARDS: The Music Makers Activity Cards provide standards-based play activities for bringing creativity, imagination and learning to the playground. The activity cards are aligned with key national standards in reading and language arts, mathematics, science, social studies, physical education and health, and creative arts. Each activity connects to one or more content area, provides objectives, offers physical education tips, includes suggestions for promoting inclusion, and offers a continuum of easy and hard challenges. Each activity is broken down into three easy steps and child friendly illustrations depict how the children can use the Music Makers system with the activities.

UPRIGHTS:

Galvanized: Shall be 3 1/2" outside diameter, 13 gauge (.095") galvanized round tubing, manufactured to ASTM A-500 Grade B tolerances from cold-formed steel conforming to ASTM A-569 Sheet Spec for steel coil. Minimum yield strength shall be 50,000 psi and minimum tensile strength shall be 55,000 psi.

The exterior surface is hot dip galvanized, chromate conversion coated, and a clear high performance organic polymer is applied. The inside diameter has 81% minimum zinc rich primer capable of providing excellent rust protection and fabrication characteristics. All coatings are applied inside and out after welding for superior corrosion protection throughout. Exterior surface galvanizing zinc purity is 99% as per ASTM B-6 high grade and special high grade. Galvanizing coverage shall demonstrate the ability to exceed 1000 hours salt spray corrosion exposure in accordance with ASTM B-117. Internal surface zinc rich 81% minimum zinc dust content in organic resin, as per ASTM F-1234, Section 5.2.4, Type D. All upright posts shall have a finished grade line marking to indicate the correct playground safety surface level. All upright posts shall be coated with a custom formula TGIC polyester powder coating in conformance with the specifications outlined herein.

Aluminum:The posts shall be 3 1/2" O.D. with a 0.125" wall thickness 6061-T6 extruded seamless Aluminum tubing conforming to ASTM B-221 and QQ-A 200/8. Tensile strength is 44,962 psi, and yield strength is 39,885 psi. Entire post is polyester powder-coated after fabrication. A cast aluminum cap of matching color is factory riveted into the top end using two aluminum rivets.

TUBA TALK, DRUM LINE, DEEP KETTLE DRUM, RATTLE & RING AND RAIN WHEEL:Tuba Talk, Drum Line, Deep Kettle Drum, Rattle & Ring and Rain Wheel shall be thick color impregnated linear low density polyethylene and shall conform to the rotationally molded specifications outlined herein, with double wall construction molded to a minimum 3/16" wall thickness. All polyethylene shall be linear low-density material with UV-stabilized color and an anti-static compound additive. All rotationally molded products shall meet or exceed the following specifications: ASTM D-1248, type 2, class A and Federal specification LP-390C, type 1, class M, grade 2, category 3; Density (ASTM D- 1505); Brittleness Temperature (ASTM D-746); Tensile Values (ASTM D-638); Flexural Modulus (ASTM D-790);Heat Distortion (ASTM-648); Low Temperature Impact (ARM-STD).

WHISTLE:

The whistle housing shall be an all welded assembly fabricated from aluminum 3 1/2" O.D. x 1/8" thick wall tubing, 1.315 O.D. aluminum pipe, and two 3/16" x 2" x 3 1/8" formed aluminum tabs. The whistle handle shall be fabricated from 1 5/16" O.D. x 14 gauge (.083" thick) galvanized steel tubing with two crimped-in threaded inserts. The internal whistle components consist of four 3/4" thick (solid) high density, UV-stabilized and color impregnated polyethylene and an injection molded purchased single tone whistle.

An aluminum upright cap is permanently installed using aluminum self-sealing rivets. The whistle housing, handle, and upright cap shall be coated after fabrication with a custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein.

HARDWARE:

All nuts, bolts, screws, inserts, and lockwashers used in the assembly of all play equipment shall be stainless steel, yellow dichromate plated steel, blue-coat plated steel, mechanically galvanized or powder coated/yellow dichromate plated steel. All primary fasteners shall be 304 alloy stainless steel. Fasteners with yellow dichromate treatment have an electro-deposited, 99.9% pure zinc substrate applied from a specially formulated solution sealed with a yellow dichromate top coat designed to work in conjunction with the zinc plating. Yellow dichromate has a 320% longer life to white corrosion and 275% longer to red corrosion than does hot-dip galvanizing. Stainless steel fasteners shall be button pin-in head, hex socket cap screws with a two-part epoxy locking patch added to the threads. The two-part locking patch shall consist of one part resin and one part catalyst which are activated during installation. After curing, the material shall require a minimum of five times the installation torque to remove the fastener. Manufacturer shall provide special installation tools for pinned fasteners.

Park Play Specifications

General System Specifications:

Manufacturer shall offer the following warranties on the materials and components of its system:

- Lifetime limited warranty on support posts (uprights)
- 15-Year limited warranty on punched steel decks, pipes, rails, loops and rungs
- 15-Year limited warranty on rotationally molded polyethylene components
- Lifetime limited warranty on all hardware

Manufacturer shall be ISO 9001/2000 certified

Manufacturer shall show IPEMA certification of compliance for each component that the product conforms with the requirements of ASTM F1487-01.

Caravan

Fire Truck Cab - SuperMax Attachment

BUBBLE is molded from 1/4" thick yellow polycarbonate, measuring 13-3/4" in diameter with an additional 1-1/4" continuous mounting flange.

PLAYWHEEL shall be molded of a durable proprietary plastic. The steering wheel will withstand an impact of over 250 foot pounds. The steering wheel is approximately 14" in diameter.

DECK FRAME is fabricated from 2" sq. x .083 (14 gauge) wall steel tubing, and 1-1/2" sq. x .065 (16 gauge) wall steel tubing. The Deck Frame Assembly shall be an all-welded assembly and shall be coated after fabrication with a custom formula of TGIC polyester powder coating.

SUPPORT POSTS AND HORIZONTAL BEAMS are fabricated from 2" x 2" and 2" x 3" x .083 (14 gauge) tubing and shall be coated after fabrication with a custom formula of TGIC polyester powder coating.

LIGHT BEAM is fabricated from 2" x 2" x .083 (14 gauge) steel tubing, 3-1/2" O.D. galvanized steel tubing and is an all-welded assembly. Cast aluminum caps factory riveted to resemble lights. After fabrication, assembly shall be coated with a custom formula of TGIC polyester powder coating.

SUPPORT LEG is fabricated from 1 5/16" O.D. x .083" (14 gauge) wall galvanized steel tubing.

CENTER SUPPORT shall be assembled from one Half Flat Cap and one Center Support. Half Flat Cap shall be fabricated from 1/4" thick, and 3/16" steel plate. It shall be an all-welded assembly with an oven cured matte finish polyvinyl chloride (PVC) coating with a minimum coating thickness of .080". Center Support shall be 2-3/8" O.D. x .095 (13 gauge) galvanized steel tubing and shall be coated with a custom formula of TGIC polyester powder coating.

Park Play Specifications

General System Specifications:

Manufacturer shall offer the following warranties on the materials and components of its system:

- Lifetime limited warranty on support posts (uprights)
- 15-Year limited warranty on punched steel decks, pipes, rails, loops and rungs
- 15-Year limited warranty on rotationally molded polyethylene components
- Lifetime limited warranty on all hardware

Manufacturer shall be ISO 9001/2000 certified

Manufacturer shall show IPEMA certification of compliance for each component that the product conforms with the requirements of ASTM F1487-01.

Coated Punched Benches

Punched Steel Bench w/ Back

FRAME: The frames shall be fabricated of 2-3/8" O.D. galvanized pipe.

SEAT AND BACK: The seat shall be punched steel with a plastisol coating.

HARDWARE: All nuts, bolts, screws, inserts, and lockwashers used in the assembly of all equipment, shall be stainless steel, yellow dichromate plated steel, blue-coat plated steel, mechanically galvanized or powder coated/yellow dichromate plated steel. All primary fasteners shall be 300 series stainless steel. Fasteners with yellow dichromate treatment have an electro deposited, 99.9% pure zinc substrate applied

from a specially formulated solution sealed with a yellow dichromate top coat designed to work in conjunction with the zinc plating. Yellow dichromate has a 320% longer life to white corrosion and 275% longer to red corrosion than does hot-dip galvanizing.

NOTE: All weights are based on average comparisons of each part.

SPECIFICATIONS: PARKSTRUCTURES[®] has a policy of continuous improvement and reserves the right to discontinue or change specifications without notice.

SuperMax Specifications

General System Specifications:

SuperMax features 5" O.D. uprights with a high-strength aluminum alloy clamp fastening system finished with a polyester powder-coat. All uprights shall receive factory installed aluminum post caps and will ship with labels for manufacturer identification.

All decks and components shall connect using the aluminum alloy clamping system. All climbing attachments shall include a 15" wide deck entry archway to control deck access to one child at a time and help prevent inadvertent falls.

Manufacturer shall offer the following warranties on the materials and components of its system:

- Lifetime limited warranty on support posts (uprights)
- 15-Year limited warranty on punched steel decks, pipes, rails, loops and rungs
- 15-Year limited warranty on rotationally molded polyethylene components
- Lifetime limited warranty on all hardware

Manufacturer shall be ISO 9001/2000 certified

Manufacturer shall show IPEMA certification of compliance for each component that the product conforms with the requirements of ASTM F1487-01.

General Specifications of Materials

Rotationally Molded Plastics

All Rotationally Molded Products are manufactured from linear low-density polyethylene UV-stabilized color and an anti-static compound additive. The tensile strength of this material is to be 2500 PSI as defined by ASTM D638. The typical wall thickness will be .250" (1/4"). All rotationally molded products shall meet or exceed the following specifications: ASTM D-1248, type 2, class A and Federal specification LP-390C, type 1, class M, grade 2, category 3; Density (ASTM D- 1505); Brittleness Temperature (ASTM D-746); Tensile Values (ASTM D-638); Flexural Modulus (ASTM D-790); Heat Distortion (ASTM-648); Low Temperature Impact (ARM-STD). All solid plastic panels are manufactured from high-density polyethylene. All solid plastic panels shall meet or exceed the following specifications: Density (ASTM D- 1505); Brittleness Temperature (ASTM D-746); Tensile Values (ASTM D-638); Flexural Modulus (ASTM D-790).

Polyester Powder-Coating Process

Powder-coat shall be an electrostatically applied custom formula of TGIC polyester powder. All components will be free of sharp edges and excess weld spatter and shall be cleaned in a six stage bath system with an iron phosphate wash, as a rust inhibitor, and a sealer to prevent flash rusting before coating. The coating shall have a super tough finish with maximum exterior durability and will have superior adhesion characteristics. Typical characteristics are: 3.0 - 5.0 mil thickness and oven cured between 375 to 425 degrees Fahrenheit. Pencil Hardness H (ASTM D-3363), Impact (ASTM D-2794-69), Wedge Bend (ASTM D-522-68), Adhesion (Cross Hatch ASTM D-3359 & Knife Scratch ASTM D-2197), Environmental (Stain Resistance ASTM D-1308, Humidity ASTM D 2247 - 87, Salt Spray ASTM B-117 & Fadometer 300 hrs with no loss of gloss), Oven-bake Stability 100% at 400 degrees Fahrenheit.

Hardware

All nuts, bolts, and washers, with exceptions noted, shall be 3/8" diameter 18-8 stainless steel in varying lengths, with a vandal-resistant hex-pinned head configuration and factory-applied locking patch. When allowed a 72-hour cure time, the locking patch will

prevent the bolt from loosening without at least 4 times the installation torque. Play & Park Structures will supply the special tool required to turn vandal-resistant hardware with each shipment. 1/2" diameter Ramp and Arch Bridge connecting hardware shall be Grade 5 zinc-plated, and 3/8" Clatter Bridge security bolts shall be Grade 8 hardened and zinc-plated.

Plastisol Coating

All metal deck platforms, steps, bridge planks, ramps, kickplates, and chains are plastisol-coated. Each part is chemically washed and completely submerged in a special heat-activated primer and allowed to dry. Parts are then pre-heated and immersed in liquid poly-vinyl-chloride (plastisol). The PVC coating shall have a typical thickness of .080" to .120", and a hardness of Shore A 83 +/-5 normal durometer range. This material is classed as "Self Extinguishing", meets or exceeds automotive specifications NVSS302, and contains ultraviolet inhibitors to help prolong the life of the coating. Standard color is brown, with optional colors available. The following characteristics apply:

- Tensile Strength - 2,800 psi
- Elongation - 290 %
- Tear Strength - 420 lbs/in

Uprights, Aluminum

The posts shall be 5" outside diameter tubing with an 1/8" minimum wall thickness. The material shall be extruded from 6005-T5 seamless aluminum alloy conforming to ASTM-B-221. Minimum yield strength shall be 35,000 psi and minimum tensile strength shall be 38,000 psi. All upright posts shall be coated with a custom formula TGIC polyester powder coating in conformance with the specifications outlined herein.

Uprights, Steel

The posts shall be 5" outside diameter, 11 gauge (.120") galvanized round tubing, manufactured to ASTM A-500 Grade B tolerances from cold-formed steel conforming to ASTM A-569 Sheet Spec for steel coil. Minimum yield strength shall be 50,000 psi and minimum tensile strength shall be 55,000 psi. The exterior surface is hot dip galvanized, chromate conversion coated, and a clear high performance organic polymer is applied. The inside diameter has 81% minimum zinc rich primer capable of providing excellent rust protection and fabrication characteristics. All coatings are applied inside and out after welding for superior corrosion protection throughout. Exterior surface galvanizing zinc purity is 99% as per ASTM B-6 high grade and special high grade. Galvanizing coverage shall demonstrate the ability to exceed 1000 hours salt spray corrosion exposure in accordance with ASTM B-117. Internal surface zinc rich 81% minimum zinc dust content in organic resin, as per ASTM F-1234, Section 5.2.4, Type D. All upright posts shall be coated with a custom formula TGIC polyester powder coating in conformance with the specifications outlined herein.

Entry Archway

Entry Archway shall be fabricated from 1-5/16" O.D. x .083" (14 gauge) wall galvanized steel tubing with vertical rungs fabricated from 1-1/16" O.D. x 15 gauge (.075" thick) galvanized steel tubing. L-Fitting is fabricated from 3/16" thick stainless steel for attachment to clamp. The Entry Archway shall be an all-welded assembly and shall be coated after fabrication with a custom formula of TGIC polyester powder coating.

SuperMax Clamp

Clamp Ring and Adapters are die cast from an A380 high-strength aluminum alloy with a baked-on polyester powder-coat finish.

HDPE Components

HDPE Panels

Panels shall be precision cut from a single solid sheet of .750" thick UV-stabilized extruded high-density polyethylene with colors molded in. The material will have a density of 60 lbs/ft³ and a tensile strength of 4400 PSI (30 Mpa) as determined per procedure C of ASTM D1928. All edges shall have radiuses and all corners rounded for safe play.

Music Panel

Panel is cut from a solid sheet of high-density .750" & .350" thick extruded polyethylene with color molded in and UV-stabilized. Chime Pipes are fabricated from 1-5/8" O.D. 14-gauge galvanized steel tubing. All Chime Pipes are polyester powder-coated after fabrication. Steel Cable is fabricated from 1/16" (7x7) galvanized A/C. Aluminum Sleeves are 1/16" HG.

Spin & Win Panel

Spin & Win Panel is cut from a sheet of high-density .750" & .350" thick extruded solid polyethylene with color molded in and UV-stabilized. Block is made of high-impact medium-density rotationally molded and UV-stabilized polyethylene with a minimum of 0.1875" wall thickness, rounded corners and with text numbers molded in. Each Block measures 9-1/16" wide by 8-7/8" high and is supported by one 1/2" O.D. nominal (schedule 40) galvanized pipe.

Sign Language Panel

HARDWARE: All nuts, bolts, screws, inserts, and lockwashers used in the assembly of all play equipment, shall be stainless steel, yellow dichromate plated steel, blue-coat plated steel, mechanically galvanized or powder coated/yellow dichromate plated steel. All primary fasteners shall be 300 series stainless steel. Fasteners with yellow dichromate treatment have an electro-deposited, 99.9% pure zinc substrate applied from a specially formulated solution sealed with a yellow dichromate top coat designed to work in conjunction with the zinc plating. Yellow dichromate has a 320% longer life to white corrosion and 275% longer to red corrosion than does hot-dip galvanizing.

Metal Components

Pedal Pusher

Panel is cut from a solid sheet of high-density .850" thick extruded polyethylene with color molded in and UV-stabilized. Pedal Frame is fabricated from 1" O.D. galvanized tubing bent and steel welded. Entire Frame receives a baked on polyester powder-coated finish after fabrication. Pedal Bracket is fabricated from 3/16" thick Half Clamp steel welded to a 1-1/2" x 1-1/2" square tubing with Bushing Hub Inserts. Bracket receives a baked on polyester powder-coated finish after fabrication.

Telephone Tubes

Telephone Tube receiver assembly consists of a bent 1-5/8" O.D. galvanized steel tube welded to 3/16" thick half clamps. "Receiver" is spun from 16-gauge galvanized sheet metal, and steel welded to the end of the tube. All parts shall be coated with a custom formula TGIC polyester powder coating after fabrication. Flexible hose is heavy-duty underground utility polyethylene type.

Straight Horizontal Loop Ladders

Horizontal Loop Ladder consists of 3-1/2" O.D. 13-gauge galvanized steel tubing for the center beam and 1-5/16" O.D. 14-gauge galvanized steel tubing for the loops. Rungs are 1" O.D. 14-gauge galvanized tubes with 1-5/16" O.D. with swaged ends welded to

center beam. Vertical Ladder is made of 1-5/16" O.D. galvanized tube with 1" O.D. Galvanized tube rungs, and 3/16" thick steel tabs. All metal parts shall be coated with a custom formula TGIC polyester powder.

Vertical Ladder (HDPE)

Flat Bracket is made from 11-gauge galvanized steel sheet. The bracket receives a baked-on polyester powder-coated finish. The Entrance Barrier Wall is fabricated from 1-5/16" O.D. 14-gauge galvanized steel tubing steel welded to yellow-zinc coated 'L'-Fittings and 2-7/8" x 38-1/8" 7-gauge galvanized plate. The Entrance Barrier Wall receives a baked-on polyester powder-coated finish. Step Panels are cut from a sheet of high-density .850" thick extruded solid polyethylene with color molded in and UV-stabilized.

Rotomolded Components

Apex Climber - Standard

ENTRY ARCHWAY shall be fabricated of 1 5/16" O.D. x .083" (14 gauge) wall galvanized steel tubing with vertical rungs fabricated from 1-1/16" O.D. x 15 gauge (.075" thick) galvanized steel tubing. L-Fitting is fabricated from 3/16" thick steel for attachment to clamp. The Entry Archway shall be an all-welded assembly and shall be coated after fabrication with a custom formula of TGIC polyester powder coating.

MOUNTING BRACKET shall be formed from 1/4" x 2" hot-rolled steel plate. The Mounting Bracket shall be coated after fabrication with a custom formula of TGIC polyester powder coating.

CLIMBER shall be rotationally molded from an extremely durable double-walled low-density polyethylene with (UV) light stabilizers and color molded in. This material complies with STM-D-1248, Type 2, Class A, and Federal specification LP-390C, Type 1, Class M, Grade2, Category 3, and has a minimum 1/4" wall thickness.

FOOTBUCKS are fabricated from 1 5/16" O.D. x .083" (14 gauge) wall galvanized steel tubing with smashed end for attachment to climber. Footbuck shall be coated after fabrication with a custom formula of TGIC polyester powder coating

Double Slides - Roto-Molded

Slide foot buck is fabricated from 2 3/8" O.D. galvanized steel tubing and 12 gauge stainless steel plate. Cross Bar is fabricated from 1 5/16" O.D. 14-gauge galvanized tubing. Barrier assembly is fabricated from 1 5/16" O.D. 14-gauge galvanized tubing and 1 1/4" O.D. galvanized end cap. Collar Plate is fabricated from 1/8" sheet steel and 2 1/8" O.D. steel collar. All metal parts shall be coated with a custom formula TGIC polyester powder coating. Slide sections and Visor Hood shall be rotationally molded from an extremely durable double-walled low density polyethylene with (UV) light stabilizers and color molded in. This material complies with ASTM-D-1248, Type 2, Class A, and Federal specification LP-390C, Type 1, Class M, Grade2< Category 3, and has a minimum 1/4" wall thickness (3/16" for Visor Hood). Steel inserts are molded in to receive fastening bolts. Slide side rails are a minimum 12" high from the inside slide surface, and slide bed-way is designed to have a 20" minimum width.

Avalanche & Landslide Slides

Footbuck:

Shall be 1 5/16" O.D. 14-gauge galvanized steel tubing and 12GA. (.109") Sheet metal P & O. All parts are all welded construction with a baked on polyester powder-coated finish after fabrication.

SLIDE SECTIONS:

All Rotationally Molded Products are manufactured from linear low-density polyethylene UV-stabilized color and an anti-static compound additive. The tensile strength of this material is to be 2500 PSI as defined by ASTM D638. The typical wall thickness will

be .250" (1/4"). All rotationally molded products shall meet or exceed the following specifications: ASTM D-1248, type 2, class A and Federal specification LP-390C, type 1, class M, grade 2, category 3; Density (ASTM D- 1505); Brittleness Temperature (ASTM D-746); Tensile Values (ASTM D-638); Flexural Modulus (ASTM D-790); Heat Distortion (ASTM-648); Low Temperature Impact (ARM-STD). All solid plastic panels are manufactured from high-density polyethylene. All solid plastic panels shall meet or exceed the following specifications: Density (ASTM D- 1505); Brittleness Temperature (ASTM D-746); Tensile Values (ASTM D-638); Flexural Modulus (ASTM D-790).

Slide Support:

Support Plate shall be made of 12 GA. H.R. Steel, sheet sheared into 11 1/4" Wide strips. Footbuck pipe shall be made of 2" L.W. GALV. PIPE, 41 11/16" LG. All parts are all welded construction with a baked on polyester powder-coated finish after fabrication.

Hardware:

All nuts, bolts, screws, inserts, and lock washers used in the assembly of all play equipment shall be stainless steel, yellow dichromate plated steel, blue-coat plated steel, mechanically galvanized or powder coated/yellow dichromate plated steel. All primary fasteners shall be 304 alloy stainless steel. Fasteners with yellow dichromate treatment have an electro-deposited, 99.9% pure zinc substrate applied from a specially formulated solution sealed with a yellow dichromate top coat designed to work in conjunction with the zinc plating. Yellow dichromate has a 320% longer life to white corrosion and 275% longer to red corrosion than does hot-dip galvanizing. Stainless steel fasteners shall be button pin-in head, hex socket cap screws with a two-part epoxy locking patch added to the threads. The two-part locking patch shall consist of one part resin and one part catalyst which are activated during installation. After curing, the material shall require a minimum of five times the installation torque to remove the fastener. Manufacturer shall provide special installation tools for pinned fasteners.

Activity Panel

Activity Panel shall be 2-1/2" thick color impregnated linear low density polyethylene and shall conform to the rotationally molded specifications outlined herein, with double wall construction molded to a minimum 3/16" wall thickness. All polyethylene shall be linear low-density material with UV-stabilized color and an anti-static compound additive. All rotationally molded products shall meet or exceed the following specifications: ASTM D-1248, type 2, class A and Federal specification LP-390C, type 1, class M, grade 2, category 3; Density (ASTM D- 1505); Brittleness Temperature (ASTM D-746); Tensile Values (ASTM D-638); Flexural Modulus (ASTM D-790);Heat Distortion (ASTM-648); Low Temperature Impact (ARM-STD).

Enhanced Barrier with Rain Wheel

Rain Wheel and Enhanced Barrier shall be 2-1/2" thick color impregnated linear low density polyethylene and shall conform to the rotationally molded specifications outlined herein, with double wall construction molded to a minimum 3/16" wall thickness. All polyethylene shall be linear low-density material with UV-stabilized color and an anti-static compound additive. All rotationally molded products shall meet or exceed the following specifications: ASTM D-1248, type 2, class A and Federal specification LP-390C, type 1, class M, grade 2, category 3; Density (ASTM D- 1505); Brittleness Temperature (ASTM D-746); Tensile Values (ASTM D-638); Flexural Modulus (ASTM D-790);Heat Distortion (ASTM-648); Low Temperature Impact (ARM-STD).

Back plate is 1/8" H.R. Steel with brass bushing. Mounting disk is 1/8" H.R. Steel.

Button Climb

Button Climb: Shall be rotational molded from polyethylene. The polyethylene shall be linear low-density material with UV-stabilized color and an anti-static compound additive. All rotational molded products shall meet or exceed the following specifications: ASTM D-1248, type 2, class A and Federal specification LP-390C, type 1, class M, grade 2, category 3; Density (ASTM D-155); Brittleness Temperature (ASTM D-746); Tensile Values (ASTM D-638); Flexural Modulus (ASTM D-790); Heat Distortion (ASTM-648); Low Temperature Impact (ARM-STD).

Mounting Post: Shall be an all welded assembly fabricated of 2.375" O.D. galvanized steel tubing (.095" wall thickness) and a formed 12 gauge (.109") hot rolled flat steel plate. This assembly shall have a powder coat finish.

PLUG: Shall be fabricated of black butyl rubber with a durometer of 60.

Slide Transfer

Slide Transfer Platform:

Shall be fabricated from pre-punched sheet 12-gauge thick with steel flat support bars welded underneath to increase strength. After welding, the entire deck is coated using PVC, with a thickness of 50 to 80 mils on top wear surface. Average perforation size is 0.35" diameter after coating.

Upright Assembly:

Shall be 5" outside diameter tubing with an 1/8" minimum wall thickness. The material shall be extruded from 6005-T5 seamless aluminum alloy conforming to ASTM-B-221. Minimum yield strength shall be 35,000 psi and minimum tensile strength shall be 38,000 psi. All upright posts shall be coated with a custom formula TGIC polyester powder coating in conformance with the specifications outlined herein.

Deck Components

Deck Platforms

Metal decks shall be a one-piece construction and shall be designed to maintain a full 48" on center post spacing. Metal decks shall be fabricated from 11 gauge hot rolled steel which shall be punched, formed, and reinforced with welded in place 2-1/2" x 11 ga. steel strips. Decks shall include a pattern of equally spaced slots on each side to provide a flush mounting of play events that attach to the deck, as well as the design of more than one adjacent deck at the same height. Each deck shall have welded at the corner underside a threaded 3/8" stud for attachment to the post's Deck Clamps. This fastening technique eliminates the need for hardware protruding through the deck surface, thereby eliminating the possibility of an entanglement hazard and presenting a clean and smooth deck surface. Entire deck assembly, after fabrication, shall be dipped in a textured skid-resistant poly-vinyl-chloride (plastisol) coating to a minimum thickness of .080".

Ramps

The Ramp Platform is fabricated from HR steel with steel flat support bars welded underneath to increase strength. Transition Plate is fabricated from 1/8" steel plate stainless steel welding and pre-punched attachment holes and receives a baked-on polyester powder-coated finish after fabrication. After welding, the entire platform is Plastisol coated, with a thickness 80 mils minimum. Guard Rails and Pipe Walls are fabricated from 1-5/16" O.D. galvanized steel tubing with 'L' fittings stainless steel welded for attachment. Each entire Guard Rail or Pipe Wall receives a baked-on polyester powder-coated finish. Support Legs are fabricated from 1-5/8" O.D. galvanized steel tubing.

Ramps - Pipe Wall

The Ramp Platform is fabricated from pre-punched steel sheet 12-gauge thick with steel flat support bars welded underneath to increase strength. After welding, the entire platform is Plastisol coated with a minimum thickness of 80 mils. The Pipe Wall is fabricated from 1-5/16" O.D. 14-gauge galvanized steel tubing with 'L' fitting stainless steel welded for attachment. The entire Pipe Wall receives a baked on polyester powder-coated finish.

Balcony Deck

Balcony Deck is fabricated from pre-punched 11-gauge steel sheet. Each deck uses two 11-gauge lower steel flat support-bars that are welded to the deck to increase strength. After welding, entire deck is Plastisol coated with a thickness of 80 mils minimum. Average perforation size is 1/4" diameter after coating. Balcony Pipe Wall is a steel welded assembly using 1-5/16" O.D. 14-gauge galvanized tubing. Vertical tubes are welded to curved horizontal tubes and the entire assembly is polyester powder-coated after fabrication.

Shade

Single Post Shade

SINGLE POST FABRIC SHADE

Umbrella Arm: The Umbrella Arm shall be an all welded assembly fabricated with 2 7/8" O.D. x .134" (SCH 40) wall galvanized steel tubing, 2 1/16" x 1/4" x 2 1/2" H.R. steel plate, and 3 1/8" dia x 1/4" H.R. steel plate. The Umbrella Arm shall be coated with a custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

Umbrella Brace Weld Assembly: The Umbrella Brace shall be an all welded assembly fabricated with 2 7/8" O.D. x .134" (SCH 40) wall galvanized steel tubing, 3 1/8" dia x 1/4" H.R. steel plate, and 2 1/2" x 1/4" x 2 3/4" H.R. steel plate. The Umbrella Brace shall be coated with a custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

Umbrella Upright Extension: The Umbrella Upright Extension shall be fabricated with 5" O.D. x .12" (11 gauge) galvanized steel tubing, formed 7 11/16" dia x .109 (12 gauge) H.R. steel plate, 2 15/16" x 3/8" x 5 7/8" H.R. steel plate, and 2 1/16" x 1/4" x 3 1/8" H.R. steel plate. The Umbrella Upright Extension shall be coated with a custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

Inground Extension: The Inground Extension shall be fabricated with 5" O.D. x .12" (11 gauge) galvanized steel tubing.

Cable: The Cables shall be fabricated from 1/4" nominal diameter, 7 strand, 19 wires per strand (minimum), with nominal tensile strength of 9,000 lbs wire rope

Fabric Shade: The Fabric Shade shall be fabricated from high density polyethylene with ultra violet additives with a monofilament and tape construction.

Shade End Casting: The Shade End Casting shall be fabricated from 383 die cast aluminum alloy. The Shade End Casting shall be coated with a custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

Hex Roof Shade

HEX ROOF FABRIC SHADE

Top Plate: The Top Plate shall be fabricated from a formed 19 1/4" dia x 1/4" H.R. steel plate. The Top Plate shall be coated with a custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

Bottom Plate: The Bottom Plate shall be fabricated from a formed 16 1/8" dia x 1/4" H.R. steel plate. The Bottom Plate shall be coated with a custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

Cantilevered ARM: The Cantilevered Arm Weld Assembly shall be an all welded assembly fabricated with 6" dia x 3/16" H.R. steel plate, 5" x 3/8" x 2 3/4" H.R. steel plate, 5" O.D. x .12" (11 gauge) galvanized steel tubing, and 6 15/16" x 3/8" x 7 5/16" H.R. steel

plate. The Cantilevered Arm Weld Assembly shall be coated with a custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

Long Canopy Brace: The Long Canopy Brace Weld Assembly shall be an all welded assembly fabricated with 3 1/8" dia x 1/4" H.R. steel plate, 2 7/8" O.D. x .134" (SCH 40) wall galvanized steel tubing, and 2 1/2" x 1/4" x 2 3/4" H.R. steel plate. The Long Canopy Brace Weld Assembly shall be coated with a custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

Upright Extension: The Upright Extension Weld Assembly shall be an all welded assembly fabricated with 5" dia x 3/16" H.R. Steel, 4 11/16" x 3/8" x 3 1/6" H.R. Steel plate, 5" O.D. x .12" (11 gauge) galvanized steel tubing, and 2 15/16" x 3/8" x 5 7/8" H.R. steel plate. The Upright Extension Weld Assembly shall be coated with a custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

Inground Extension: The Inground Extension shall be fabricated with 5" O.D. x .12" (11 gauge) galvanized steel tubing.

Cable: The Cables shall be fabricated from 1/4" nominal diameter, 7 strand, 19 wires per strand (minimum), with nominal tensile strength of 9,000 lbs wire rope

Fabric Shade: The Fabric Shade shall be fabricated from high density polyethylene with ultra violet additives with a monofilament and tape construction.

Shade End Casting: The Shade End Casting shall be fabricated from 383 die cast aluminum alloy. The Shade End Casting shall be coated with a custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

Proposal#2: Playworld



Bertie County Parks and Recreation

Windsor, NC

Sales Representative



Equipment Manufacturer



15-5076A.PWC



Bertie County Parks and Recreation

Windsor, NC

Sales Representative

Equipment Manufacturer



15-5076A.PWC



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PLAYWORLD
The world needs play.



Bertie County Parks and Recreation

Windsor, NC

Sales Representative

Equipment Manufacturer



15-5076A.PWC



PLAYWORLD PREFERRED
 10115 Kinsey Ave., Suite 144
 Huntersville, NC 28078
 1-800-459-7241

EQUIPMENT SIZE:
N/A

USE ZONE:
SEE DWG

AREA:
SEE DWG

PERIMETER:
SEE DWG

FALL HEIGHT:
8 FT.

USER CAPACITY:
113

AGE GROUP:
5-12

ADA SCHEDULE	Total Elevated Play Activities: 8		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	4	3	3
Provided	8	15	5

✓ ASTM F1487-11
 ✓ CPSC #325



PROJECT NO:
15-5076

SCALE:
1/8"=1'-0"

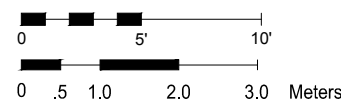
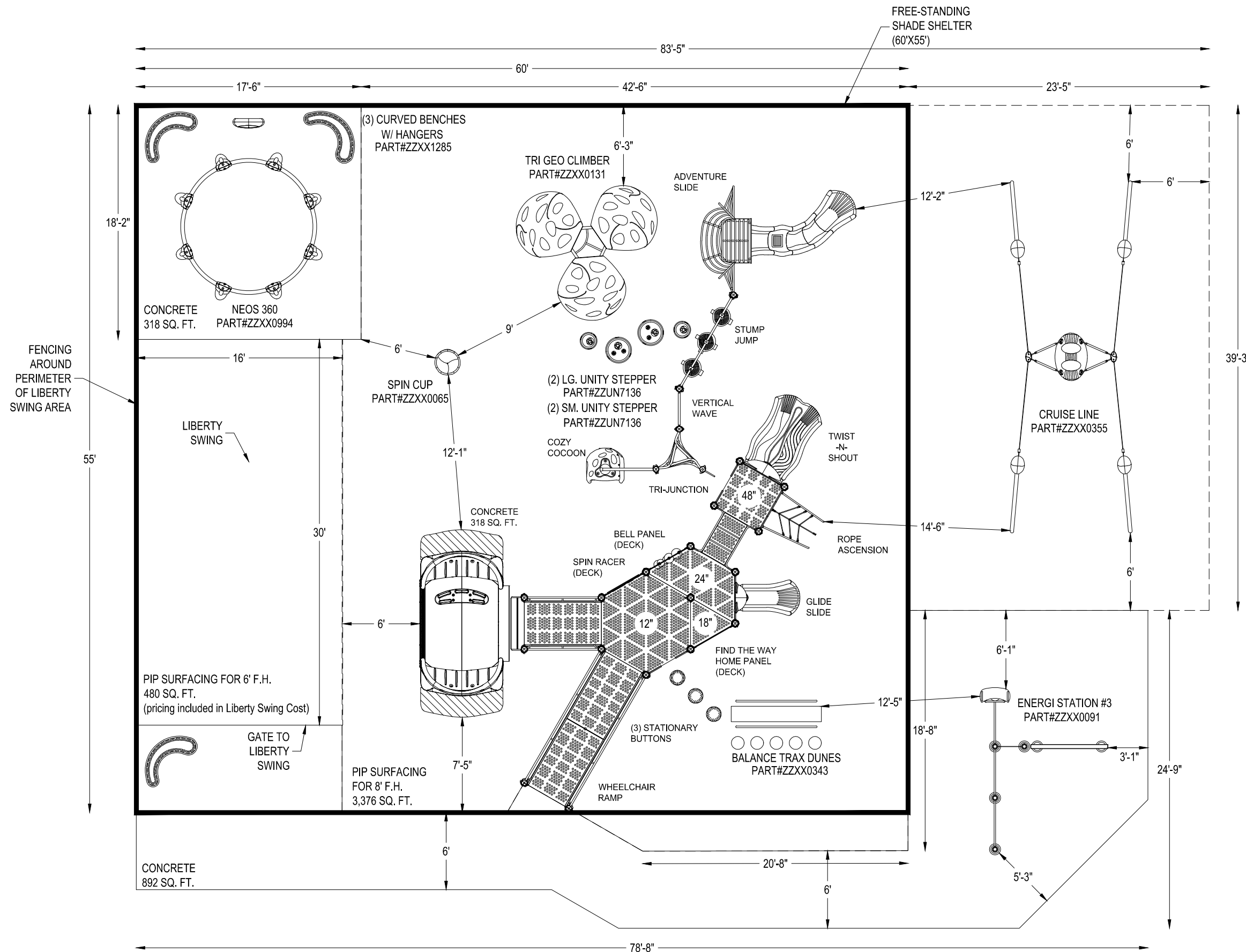
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I.PERKINS

Paper Size

DATE:
11-NOV-15

B

BERTIE COUNTY PARKS & RECREATION
 WINDSOR, NC



*PLAYGROUND SUPERVISION REQUIRED



Bertie County Parks and Recreation -- Inclusive Playground

November 10, 2015

To Whom It May Concern:

Let Kids Play has carefully reviewed the playground design for “Bertie County Parks and Recreation -- Inclusive Playground”.

Let Kids Play believes that for a playground to be considered inclusive, playgrounds need to meet all of top-level requirements. The design for the Bertie County Parks and Recreation -- Inclusive Playground does indeed meet the following criteria:

- Include Sensory, Physical & Social Activities on the playground to create a rich play environment
- Ensure multiple levels of challenge within each activity
- Ensure that the “Coolest Thing” on the playground is accessible to all
- Provides cooperative play, cozy spaces and vestibular motion to support children with autism
- Enables children who use wheelchairs to be in the middle of the play.
- Uses Pour-in-Place, Turf or Tile Surfacing

We have put together a package for you that explains our reasoning in detail and provides you with material we will hope will be beneficial for you in fundraising and promoting your new playground.

After careful review of this design, this design is a ***Certified Inclusive Playground*** and will provide an outstanding play experiences.

If you have any questions, want further explanations, or any other assistance, I am happy to help. You can reach me at (412)334-2652 or mara@letkidsplay.com

Respectfully submitted,

Mara Kaplan

Let Kids Play!

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An Inclusive Review of Bertie County Parks and Recreation -- Inclusive Playground

The references in this review are to the Inclusive Play Design Guide.

The Design Guide was written by independent experts from the fields of child development, disability advocacy and traditional mobility access.

On the basis of the feedback from worldwide review, Let Kids Play believes that for a playground to be considered inclusive, playgrounds need to meet top-level requirements. "Bertie County Parks and Recreation -- Inclusive Playground" does indeed meet the following criteria:

- I. Include Sensory, Physical & Social Activities on the playground to create a rich environment for everyone
- II. Ensure the "Coolest Thing" on the playground is accessible to all
- III. Provides multiple levels of challenge within each activity
- IV. Provides cooperative play, cozy spaces and vestibular motion to support children with autism
- V. Enables children who use wheelchairs to be in the middle of the play, both in and out of their wheelchair.



I. Physical, Social and Sensory

This design does an excellent job of providing a wide variety of physical, social and sensory experiences.

Physical Activities

The Inclusive Play Design Guide recommends nine different types of physical play. This design provides opportunities in all 9 of the different types of play: spinning, sliding, rocking, “climbing, strengthening & crawling”, balancing, jumping and “walking, running & rolling”, movement from a wheelchair, and swinging.

Sensory Activities

The Guide recommends five different types of sensory experiences—this playground design provides 4 out of 5.

There are many tactile experiences for children in this design. The Slither Roller Slide provides a full body tactile experience. Additionally, the play panels, the Rope Ascention, and the Cozy Cocoon provide other textures.

The different play panels and the sounds from the NEOS 360 ADA provide many auditory opportunities.

Quiet spaces are inside Cozy Cocoon and underneath the Tri-Geo Climber

Social Activities

There are four types of social activities. This playground design includes social play and cooperative play activities and covers three out of the four types of social activities. These types of experiences are essential for all children, but become especially essential tools for children with autism and learning disabilities. Such play enables them to practice necessary social skills in a less threatening arena.

There are many places for children to interact socially on this playground. The NEOS 360 provides an amazing social event on playgrounds.

The Cruise Line and the Aerogliders are both examples of cooperative play experiences as they require at least two children to make it work. Both of these also provide opportunities for imaginative and pretend play.

II. The “Coolest Thing” is accessible to All

Nothing excludes, separates and creates differences between children more than having the special piece of equipment that everyone wants to play on be inaccessible to some of them. It is important to include these “Cool Things” and ensure that they are accessible to children of all abilities.

The “coolest thing” is always subjective. In this playground, I would say the NEOS 360 is the “Coolest Thing” and is it accessible to all ages and abilities.

III. Multiple Levels of Challenge

The goal of providing multiple levels of challenge on the playground is to ensure that there is a challenging activity for a child to participate in regardless of age and ability. Often when designing a playground, some children are not challenged. Either we make the playground too simple to ensure a young child or a child with a disability can play on it or we create a playground geared towards the oldest child and the ones with the best motor planning skills. In order to create a truly inclusive playground, each and every child coming to play must be challenged.

This design offers multiple levels of challenge within many of the different types of physical play.

This playground has:

- Spinning provides 1 out 3 challenge levels
- Swinging provides all 3 challenge levels
- Climbing provides all 3 challenge levels
- Crawling provides 1 out 3 challenge levels
- Strengthening provides 1 out 3 challenge levels
- Balancing 3 out 4 challenge levels

VI. Supporting Children with Autism

Key components for supporting children with autism including, a perimeter fence, an orientation path, opportunities for cooperative play, places to escape when overwhelmed, and opportunities for vestibular motion.

This design provides many of these components:

Cooperative Play—This playground has an Aeroglider and a Cruise Line

Cozy Spaces-- Children on the autism spectrum often need places to go to decompress or relax when over stimulated. This needs to be a place where a child can go and feel alone. The place should feel included to the child, but still enable the caregiver see the child. Playworld Systems developed the Cozy Cocoon just for this purpose. This design has a Cozy Cocoon as well as other spaces to “get away from it all”.

Vestibular Motion: Participating in activities that stimulate the vestibular system helps children, especially those who are hyper or hypo sensitive to work on their balancing skills, muscle tone, motor planning and emotional security. The Cruise Line, Spin Cup, and Aeroglider provide this activity.

V. Supporting Children who use Wheelchairs

Key components for supporting children who use wheelchairs include using Pour-in-Place, Tile or Turf surfacing, providing wide paths for maneuvering, providing activities that a child can do without leaving their wheelchair, providing activities where it is easy to transfer out of the wheelchair, ensuring the layout enables the child to be in the middle of the play.

Wide Routes--There are wide wheelchair access routes throughout the layout.

Things to Do without Leaving the Wheelchair— It is a rare occurrence for children that use wheelchairs to be able to get any vestibular motion. The Aeroglider enables a child using a wheelchair to rock back and forth without ever leaving his/her chair. Even better the Aeroglider is not a piece of equipment that one person plays on at a time, it is a social experience—where the child using a chair is in the middle of the fun instead of sitting at the side watching. The Liberty Swing also provides an activity for a child to do without leaving the wheelchair.

Easy to Transfer—The Cruise Line and Spin Cup are designed to make it easy for a caregiver to help transfer a child from their wheelchair to the play piece.

In the Middle of the Play—The NEOS 360 puts children who use mobility devices right in the middle of the play. The NEOS encourages other children to cheer for the people playing the game. It is rare for children with disabilities to get this type of reinforcement from their peers.

Attached:

- Play Value—an explanation of your playground
- Grading sheet
- Inclusive attributes of specific equipment included in this design

Bertie County Parks & Recreation Department – Inclusive Playground

An explanation of the Play Value

Your playground:

- Is a Certified Inclusive Playground**
- Provides children with physical, sensory, and social play experiences
- Includes a range of challenge to enable children of all ages to be challenged
- Is designed for children 2-12 years of age
- Meets or exceeds the American with Disabilities Act regulations

Inclusive Grade of this Design: A

Based on the Inclusion Checklist

- ✓ Does the design offer Physical Play, Sensory Play and Social Play?
- ✓ Is the “Coolest Thing” on the playground accessible to all?
- ✓ Does this design support children with autism by providing vestibular activities, cooperative and a cozy spot?
- ✓ Are the travel routes wide enough for people and wheelchairs to pass, transfer onto and off of equipment, and get close to activities?
- ✓ Does the design have a multiple level of challenge?
- ✓ Meets or exceeds ADA regulations

Play Value

Your Playworld playground was designed to bring a high level of play richness to the children in your community.

The goal of each playground is to provide a rich playspace where children can grow and learn through **physical, sensory and social experiences**. Below you will find explanations of how your playground design provides these different types of experiences.

This playground offer children **graduated levels of challenge** to ensure that children of all ages are actively engaged on the playground.

Playworld has rated all of their climbers, swings, spinners, overhead events, balancing activities, and tubes by how easy or difficult it is. At the end of this document, you will find an explanation of each challenge level. Below you can see what levels of challenge your playground offers.

Physical Play

Physical play includes activities that use physical movements to allow children to use their energy, and it gives children the chance to develop gross and fine motor skills, learn new things and socialize. Physical play also benefits a child’s health. Physical activity promotes early brain development and learning. It also decreases the risk of developing health conditions like coronary heart disease, high blood pressure, diabetes, obesity and many other chronic health conditions.

Physical play includes: spinning sliding, rocking swinging, climbing, crawling, strengthening, balancing, bouncing, walking and running, and movement from a wheelchair.

Type of Play	Benefit of Play	Equipment in design with Level of Challenge
Sliding	Sliding stimulates a child’s vestibular and visual sensory systems and allows a child to work on balance. The sensory input helps develop a child’s ability to motor plan. This is the ability for a child to think through unfamiliar movements of their body. Sliding also offers the experience of a modified fall through space and the thrill of perceived risk.	Twist and Shout Slide Slither Roller Slide Glide Slide Adventure Slide
Rocking	Rocking stimulates the vestibular system, helps regulate anxiety and develops muscle tone. Rocking helps children to establish a sense of timing during movement.	Aeroglider
Spinning	When children spin, multiple parts of the brain are stimulated simultaneously. This builds new and more developed pathways throughout the brain. These pathways improve learning potential, spatial awareness and rhythm. Spinning activities may develop pre-reading skills as well as helping with improving balance, muscle control and gross motor skills	Cozy Cocoon—Level 1 Spin Cup—Level 1

Swinging	Swinging provides each child's nervous system with a wealth of visual, vestibular and proprioceptive information. Since their position changes constantly, their brains register continual updates from their sensory systems. As they swing, children gain an understanding of how their body moves through space and the speed of movements they are comfortable with. Swinging works on motor planning skills necessary to resist or increase active movement. Swinging can provide calming movement and helps develop postural stability	Cruise Line—Levels 1, 2 and 3
Climbing	Climbing increases muscle strength and endurance, helps protect muscles and joints from injury, strengthens bones, helps promote healthy blood pressure and cholesterol levels, and boosts metabolism. Climbing helps create “sensory-motor intelligence” and “visual spatial perception,” allowing kids to effectively relate to objects and navigate in the world. Some of the requirements for climbing contribute to children's cognitive development – memory, problem solving, and imagery/visualization. Perceptual-motor skills such as spatial, directional and body awareness are sharpened through climbing. Motor fitness skills such as agility, speed, power, balance, and coordination are also developed by climbing.	The Stump Jump—Level 1 Accessible Stepped Platform—Level 1 Unity Steppers—Level 1 Post with Ladder Climber—Level 2 The Vertical Wave—Level 2 The Tri Junction—Level 2 Tri Geo Climber—Level 2 Adventure Slide—Level 2 Rope Ascension—Level 3
Crawling	Crawling engages virtually all of the muscles of the body, from the arches of the feet to the abdominal and neck muscles. Arm, chest and back muscles are utilized in pulling the arms forward and then pulling the body forward. Quads, hips and hamstrings are worked during the leg movement. Crawling sends simultaneous information to the brain from all of the tactile and proprioceptive receptors, the surface receptors, the deep receptors and the proprioceptive receptors in the joints. The crawling movement is one of flexion and extension of the arms and legs, pushing and pulling using the flexor muscles, and then the extensor muscles	Tri-Geo Climber—Level 1
Jumping and Bouncing	Jumping provides a sensory jolt to the joints which then send information to the brain helping them identify where or how their body is positioned. Jumping provides convincing contact that enables the child to know where their body stops and the ground starts	Unity Steppers The Stump Jump

Balancing	Balance engages many of our sensory systems including visual, vestibular and proprioceptive systems. Balancing works on motor skill planning. Balance is an essential ambulatory skill that falls into the same category as flexibility, core strength, and mobility	Balance Trax Dunes—Level 1 Unity Steppers—Levels 1 and 2 Stationary Buttons—Level 2 The Stump Jump—Level 3 Energi Station—Levels 1 and 3
Running, Walking and Rolling	Running increases ability to manage stress, creates healthy body composition, builds flexibility, strength, endurance, and stabilization of blood sugar, lowers cholesterol, and improves blood pressure values. Helps burn calories and helps reduce the risk of obesity in children.	Ramps
Movement Experience from a Wheelchair	Provides a person using a wheelchair to experience a motion that stimulates their vestibular system without leaving chair.	Areoglider Liberty Swing
Strengthening	Arm strengthening increases muscle strength and endurance, helps protect muscles and joints from injury, strengthens bones, helps promote healthy blood pressure and cholesterol levels, and boosts metabolism. The activity of swinging from one arm to another on overhead equipment is called brachiation. The benefits of brachiation include developing skills such as endurance, strength, flexibility, general coordination, hand-eye coordination, visual perception of distance, balanced locomotor patterns, and confidence	Energi Station—Level 3

Sensory Play

Sensory play includes any activity that stimulates your young child's senses: touch, smell, taste, sight and hearing. Sensory activities facilitate exploration and naturally encourage children to use scientific processes while they play, create, investigate and explore. Spending time stimulating their senses helps children develop cognitively, linguistically, socially and emotionally, physically and creatively.

Playworld Systems addresses tactile, auditory, and visual experiences, cozy/quiet places, and interaction with nature in our Sensory Play category.

Type of Play	Benefit of Play	Equipment in Design
Tactile	"Tactile" refers to the sense of touch. The tactile system is the largest sensory system in the body and plays a vital role in human behavior and physical movement. Touch sensations flow throughout the entire nervous system and influence every neural process to some extent. Tactile input helps the brain organize information for developing visual and auditory systems.	Cozy Cocoon Slither Roller Slide Spin Racer Panel Unity Dome
Auditory	Auditory experiences stimulates a social, emotional, and intellectual response from the brain by helping children understand the different sounds and meanings of words	Bell Panel NEO 360 ADA
Quiet/Cozy Experience	A quiet place offers a child a place to escape the stimulation of a busy playground and take time by themselves. Cozy places provide space for children who may be on the Autism Spectrum to regulate their sensory systems after a time of high sensory input.	Cozy Cocoon Tri-Geo Climber
Visual Processing	Visual processing refers to a group of skills used for interpreting and understanding visual information. The brain-eye connection is an integral component of the visual system. Visual processing helps you move your eyes in a specific direction with or without distraction, allowing motion tracking. Use of the visual sensory system strengthens the eye muscles, the ability to focus on something, and the ability to see differences between objects that are similar.	Find the Way Home Panel NEO 360 ADA

Social Play

By interacting with others in play settings, children learn social rules such as, give and take, reciprocity, cooperation, and sharing. Through a range of interactions with children at different social stages, children also learn to use moral reasoning to develop a mature sense of values. To be prepared to function effectively in the adult world, children need to participate in lots of social situations.

Playgrounds by their design automatically offer child the opportunity to engage in social and pretend play. Playworld Systems offers more specific opportunities through the following categories: social interaction, cooperative play, pretend play and loose parts.

Type of Play	Benefit of Play	Equipment in Design
Cooperative Play	In Cooperative play children work together for a shared benefit, realizing that all members share that goal and the rewards of achieving it. Cooperative play allows children to work on skills such as listening, sharing and negotiating. Participating in cooperative play helps children to recognize feelings and identifying interests, strengths, and weaknesses; to manage feelings and control impulses; understand the needs and feelings of others; and to help learn to make good choices.	Aeroglider Cruise Line
Social Interaction	Social skills are the foundation for getting along with others. Engaging in social interaction can help children make friends, solve problems, increase attentiveness, reduce bullying, and increase self-esteem	NEOS 360 ADA
Dramatic and Imaginative Play	Dramatic and imaginative play is extremely important for child development. Children who are given a variety of opportunities to develop their creativity and imagination are learning to express their individuality in interests, abilities and knowledge. In these interactions they also learn to appreciate and respect differences in cultures and viewpoints. Dramatic play assists children in expanding their awareness of self in relation to others and their social environment, learn language, cognitive, and social skills.	Aeroglider Cruise Line Spin Racer Panel

Explanation of Challenge Levels

Spinning

Level 1: Can sit or lay on it, provides almost complete support, is easy to spin

Level 2: Provides some support, has large area to put your body, is easy to spin

Level 3: No supports, requires motor planning skills to get the equipment to spin

Swinging:

Level 1: The swing provides almost complete support

Level 2: Can sit or lay on it, provides a modest amount of support

Level 3: No supports, requires motor planning skills to swing without assistance

Climbing

Level 1: low to ground, low slope, hand holds each side, put entire body on, obvious path

Level 2: One way to support the body, multiple paths-but obvious, evenly spaced steps

Level 3: is high, vertical, complicated pathway, supports are minimal, is dynamic, great agility to accomplish, high motor planning skills

Crawling

Level 1: A short tunnel on the ground

Level 2: A longer tunnel on the ground or elevated with accessible routes on either side

Level 3: A tunnel that changes elevations

Balancing

Level 1: Stationary with supports

Level 2: Stationary without supports and/or ground level with wide base and just a little movement

Level 3: Movement with supports

Level 4: Movement without supports

Strengthening

Level 1: At ground level to be used by a person using a wheelchair; rungs placed no higher than 43.5"

Level 2: Static overhead event, rungs close together, entry on is simple, obvious path

Level 3: Challenging overhead event including some or all: high, long reaches, moves, higher levels of motor planning

NEOS 360

NEOS is the first piece of playground equipment that combines the speed and fun of electronic games with the explosive movement of aerobic exercise. Research shows playing NEOS delivers a workout comparable to jogging or playing soccer, raising heart rates by an average of 20 percent. In the ever present fight against obesity, NEOS disguises heart-pounding exercise as pure, unadulterated fun.

- NEOS is installed on a durable, stable surface to ensure that all people can access the game and play safely.
- On the NEOS 360, the game buttons are placed at the optimal reach range for a child using a wheelchair, while not limiting the exercise potential for people not use a mobility devise.
- The middle of the NEOS 360 has plenty of room for maneuvering.
- NEOS attracts people of all ages from toddlers to grandparents.
- The installation recommendations suggest that the NEOS be placed away from the rest of the playground equipment in order to:
 - Leave room for a “cheering section.”
 - Provide room for service animals and equipment.
 - Enable a child with autism familiarize himself with the game before jumping in.



Cozy Cocoon



Playworld Systems' Cozy Cocoon provides the type of space a child might need to self-regulate an overload of sensory input.

It is designed so children feel they are completely enclosed, while in reality there are windows that enable a caregiver to watch over the child.

It is small enough to convey the feeling of being in a contained area and big enough for a parent to get inside to offer the deep touch so often needed for a child to sufficiently calm down.

Inside of the Cozy Cocoon are different textures to provide a tactile experience.

There are helpful hand grips to assist a child get in and out of the Cocoon.

The Cozy Cocoon can be mounted to provide motion or no motion. It can be mounted so that a child can spin, sway and rock; or set up to enable a child to slowly go around in a circle

Balance Trax



Balance is a critical skill that helps us walk and run. It is the sustaining control of the body when using both sides simultaneously, individually, or alternately. Balance is necessary for all large muscle activities.

Mastering the act of balancing can be a challenge because it requires many of our sensory systems to work together. Balance is based on the proper functioning of the vestibular system in close conjunction with our visual, motor skills and proprioceptive systems.

Playgrounds are great places for children to practice balancing. Most balance activities were geared toward typically developing children. The unique Balance Trax by Playworld Systems encourages children of all ages and abilities to practice their balancing skills. Particularly children with delayed gross motor skills benefit from this new product.

Balance Trax was developed in coordination with a physical therapist who works with children with autism, cerebral palsy and spina bifida, just to name a few. He lamented that when people develop equipment for children with disabilities they make it so easy there is no challenge to push the child to the next step. Challenge is important for all children.

By putting the different pieces together you create a series of challenges for young children and children with balancing issues. The textured Balance Trax pieces provide a tactile grip so children can better sense the surface.

The different components of the Balance Trax allow children the following challenges:

- Walking while supporting themselves with two hands, one hand or no hands
- Walking a straight line or a curved line
- Walking a flat beam or one that undulates

Aeroglider

- Encourages cooperation and teamwork among children of all ages (2+) and abilities.
- Provides gentle rocking/gliding movement for everyone.
- Unique textured stepping platform on both ends provides an opportunity for more kids to play, increasing the swaying fun.
- Back high rails allow adults to help guide and participate
- Full 5' (1,52m) wheelchair turning radius, which is ADA compliant.
- Enough room for two wheelchair users to sit side-by-side.
- Couches are located on each end for children and adults
- Table features comfort grip hand holds for added safety.



Cruise Line



Cruise Line gets children of all ages and abilities playing together. This unique ride gives kids the thrill of something exciting and new with perceived risk and speed. Two or more riders “cruise” along on a seated base running along two cables—they can be pushed or they can propel themselves.

In order to play on Cruise Line children need to work together. This is the essence of cooperative play—an essential skill that children need to develop in order to become

adults in a modern work force. Cooperative play is a skill that many children with disabilities need to practice, especially children with autism and learning disabilities.

One of the main concepts of an Inclusive Playground is that there should be one piece of equipment that is going to attract all of the children and should be accessible to everyone. We call this the “Coolest Thing” concept.

- Magnetic appeal—engages everyone—riders, passersby, children and adults of every age, height, every ability
- Requires teamwork and becomes a social gathering place
- Multipositional use—can be used sitting, lying, or even standing—different positions provide different user experiences A specially designed seat lets riders sit back-to-back, face-to-face, alone, or even lie down
- A child and a caregiver, who is providing additional support, can be on it together
- Takes the bird nest swing a step further adding new motion experiences.
- Provides a multiple range of challenge in just one piece of equipment
- In just one piece of equipment you get:
 - Physical, sensory AND social play
 - Multiple challenge levels
- A child using a wheelchair could be the one pushing the swing

Inclusive Playground Rating

Design Name: Bertie County Parks and Recreation

Inclusive Grade: A

*Does the design offer:

- Physical play
- Sensory play
- Social play

*Is there something on each deck besides a slide and climber? Yes **No** N/A

*Does it have multiple levels of challenge? On a scale with of 1 -5 with 1 being no challenge and 5 being complete range of challenge 1 2 3 **4** 5

*Is the Coolest Thing in the playground accessible to all? **Yes** No

Intent	Equipment & Levels
Spinning	Cozy Cocoon—Level 1 Spin Cup—Level 1
Sliding	Twist and Shout Slide Slither Roller Slide Glide Slide Adventure Slide
Rocking	Aeroglider
Swinging	Cruise Line—Levels 1, 2 and 3 Liberty Swing—Level 1
Balancing	Balance Trax Dunes—Level 1 Unity Steppers—Levels 1 and 2 Stationary Buttons—Level 2 The Stump Jump—Level 3 Energi Station—Levels 1 and 3
Climbing	The Stump Jump—Level 1 Accessible Stepped Platform—Level 1 Unity Steppers—Level 1 Post with Ladder Climber—Level 2 The Vertical Wave—Level 2 The Tri Junction—Level 2 Tri Geo Climber—Level 2 Adventure Slide—Level 2 Rope Ascension—Level 3
Crawling	Tri Geo Climber—Level 1

Strengthening	Energi Station—Level 3
Jumping/Bouncing	Unity Steppers The Stump Jump
Running, Walk, Rolling	Ramps NEO 360 ADA
Movement from a Wheelchair	Aeroglider Liberty Swing
Tactile	Spin Racer Panel Cozy Cocoon Twist and Shout Slide Slither Roller Slide Rope Ascension The Stump Jump Tri-Geo Climber NEO 360 ADA
Auditory	Bell Panel NEO 360 ADA
Vision	Find the Way Home Panel NEO 360 ADA
Cozy Spaces	Cozy Cocoon Tri-Geo Climber
Interaction with Nature	
Social Interaction	NEO 360 ADA
Cooperative play	Aeroglider Cruise Line
Pretend Play	Aeroglider Cruise Line Spin Racer Panel
Loose parts	

Does this design support children with autism? **Yes** No

- Is there Cooperative Play? Y
- Is there a Cozy Space? Y
- Is there Vestibular Motion? Y

Does this design support children who use a wheelchair or other mobility devise? **Yes** No

- Is there something to do while sitting in your chair? Y
- Can you easily transfer to play on something? Y
- Are you in the middle of the play? Y

Can you get to the highest deck in a mobility device? Yes **No** N/A

Does this design offer something besides PR5 (climbing, crawling, strengthening) and PR2 (sliding)?

Yes No

**mandatory to get an A rating and be a Playworld Certified Inclusive Playground*

Comments:

Adding a Vortex and a Spintastic would complete the spinning challenge.



10115 Kincey Avenue, Suite 144 - Huntersville, NC 28078
 P: 1-800-459-7241 F: 704-584-1034

QUOTE

Date	Quote #
11/12/2015	PWCQ9243

Quote valid for 30 days.

Bill To:
Bertie County Parks & Recreation Donna Highsmith Mizelle PO Box 530 1538 South King St. Windsor, NC 27983 P: (252) 794-5363 F: (252) 794-5363 donna.mizelle@ncmail.net

Site/End User:
Bertie County Parks & Recreation Donna Highsmith Mizelle PO Box 530 1538 South King St. Windsor, NC 27983 P: (252) 794-5363 F: (252) 794-5363 donna.mizelle@ncmail.net

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50% Deposit Required.
 See Terms and Conditions

Ship Via	Sales Representative	Prepared By
Calix	Susan Paschal	Susan Paschal

Qty	Item #	Description	Unit Price	Ext. Price
Structure				
1	PM-Custom	Playmaker Series (5" Structural Uprights) Structure #:15-5076A Ages: 5-12 User Capacity: 113 Total Square Feet: 5,312	\$52,242.30	\$52,242.30
Independent Items				
1	ZZXX0065	Spin Cup	\$577.80	\$577.80
1	ZZXX0091	Energi Station #3 Squat, Dip, Push-Up & Balance Exercises	\$2,537.10	\$2,537.10
1	ZZXX0131	Tri GEO Climber	\$2,831.40	\$2,831.40
1	ZZXX0343	Balance Trax Dunes	\$1,008.00	\$1,008.00
1	ZZXX0355	Cruise Line	\$7,875.00	\$7,875.00
1	ZZXX0994	NEOS 360 - ADA Version	\$26,701.20	\$26,701.20
3	ZZXX1285	Curved Bench W/ Hangers	\$631.80	\$1,895.40

Qty	Item #	Description	Unit Price	Ext. Price
Installation				
1	Install-EQ	Installation of Equipment **Unless noted, pricing is based on a flat, level, accessible area. **Does not include grading, fence removal, equipment removal or disposal. **Does not include safety surfacing.	\$28,700.00	\$28,700.00
Surfacing				
3,376	EDPM	Poured-In-Place Surfacing EPDM - 50/50 STANDARD & BLACK - STANDARDS: GREEN, BLUE, TERRA COTTA, BEIGE STONE - 4 INCHES EDGES STANDARD - NO TURN DOWN (TURN DOWN WILL RAISE THE PRICE)	\$18.00	\$60,768.00
1,210	Concrete	Concrete 3" Thickness * Does not include excavation or disposal of dirt	\$6.50	\$7,865.00
Liberty Swing				
1	Liberty Swing	Landscape Structures Liberty Swing (Swing, Installation, Surfacing & Fence)	\$25,000.00	\$25,000.00
Shade				
1	SP-Custom	Custom Shade Structure 55' by 60' 15' entry height	\$30,000.00	\$30,000.00
			SubTotal	\$248,001.20
			Tax Rate	6.75 %
			Sales Tax	\$10,254.86
			Shipping	\$1,255.62
			Total	\$259,511.68

*We appreciate the opportunity to work with you on this project.
If this quotation does not meet your needs or expectations we will be happy to make any revisions necessary.*

Please contact your Playworld Preferred Sales Representative if any of the foregoing information is incorrect.

Order Acknowledgement will be sent within 48 hours after your Purchase Order has been processed. Order Acknowledgement will include the estimated Ship Date. Shipping notification and documentation will be sent once the product ships.

**Please note, due to market variables outside of our control, certain items such as commodity material price fluctuations, freight surcharges, sales tax rates, and additionally requested re-consigned delivery location fees may change the final amount invoiced from the amount originally provided on this quote. **

Terms and Conditions

CONTROLLING TERMS: THIS QUOTATION IS LIMITED TO THE TERMS AND CONDITIONS CONTAINED HEREIN. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY CUSTOMER IN ANY PURCHASE ORDER OR OTHER DOCUMENTS ARE DEEMED TO BE MATERIAL ALTERATIONS AND NOTICE OF OBJECTION TO THEM IS HEREBY GIVEN. ANY SUCH PROPOSED TERMS SHALL BE VOID, AND THE TERMS HEREIN SHALL CONSTITUTE THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS AND CONDITIONS OF THE CONTRACT BETWEEN THE PARTIES. NEITHER SELLER'S ACKNOWLEDGMENT OF A PURCHASE ORDER NOR SELLER'S FAILURE TO OBJECT TO CONFLICTING, DIFFERENT, OR ADDITIONAL TERMS AND CONDITIONS IN A PURCHASE ORDER SHALL BE DEEMED AN ACCEPTANCE OF SUCH TERMS AND CONDITIONS OR A WAIVER OF THE PROVISIONS HEREOF.

PRICES: Prices in this Quote are good for thirty (30) days. Unless otherwise stated in writing, all prices are F.O.B. Origin, and shall be exclusive of transportation, insurance, taxes, license fees, customs fees, duties, premiums, fees, site preparation, installation expenses and other charges, unless specifically stated.

Tax exempt Customers shall provide Playworld Preferred with a copy of its valid tax-exempt certificate at time the order is placed.

CANCELLATION: Orders become final forty-eight (48) hours from Order Acknowledgement. Orders for play structures may NOT be cancelled or returned under any circumstances. Items which may be cancelled or returned are subject to a twenty (20%) percent restocking fee, plus the cost of return freight. Returned items must be in original packaging, in new condition, and returned within thirty (30) days. Authorization for the return must be obtained in writing from Playworld Preferred. Orders for products, other than those from Playworld Systems, may NOT be cancelled or returned.

TERMS OF PAYMENT: For orders in an amount of \$100 or less, payment in full is required at the time of the order. For all other orders, a fifty (50%) percent deposit is required, unless expressly waived by Playworld Preferred. (Orders from governmental entities are excluded from the deposit requirement.)

UNLESS CREDIT IS SPECIFICALLY GRANTED IN WRITING BY PLAYWORLD PREFERRED, PAYMENT IN FULL IS DUE WITHIN TEN (10) DAYS OF INVOICE. For orders without installation, the invoice will be issued on the date the order ships. For orders which include installation by Playworld Preferred or its authorized sub-contractor, the invoice will be issued upon the completion of the project.

Past due balances are subject to a one and one-half (1.5%) percent monthly finance charge, but in no event will the late payment finance charge be greater than the maximum rate permitted by law. Customer shall pay all fees and expenses (including attorneys' fees) incurred by Playworld Preferred in the enforcement of its rights hereunder.

WARRANTIES and DISCLAIMERS: Manufacturers' limited warranties are available upon request.

THE MANUFACTURER'S WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER REPRESENTATIONS AND WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF CONDITION, DESCRIPTION, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT OR ANY REPRESENTATIONS OR WARRANTIES IN ANY BROCHURES, MANUALS, CATALOGS, LITERATURE OR OTHER MATERIALS OF PLAYWORLD PREFERRED. FURTHER, NO REPRESENTATION, WHETHER ORAL OR WRITTEN, OF PLAYWORLD PREFERRED MAY BE SUBSTITUTED OR ALTER THE EXCLUSIVE MANUFACTURER'S LIMITED WARRANTY.

LOSS or DAMAGE in TRANSIT: Playworld Preferred is not responsible for loss or damage in transit. Our responsibility ends when the carrier signs the Bill of Lading, which is our receipt that the products were complete and in good condition when shipped. It is the customer's responsibility to check the number of pieces shown on the freight bill and our Bill of Lading. Any shortages or damages must be noted on the freight bill before it is signed.

DELIVERY: Delivery, shipment, and installation dates are estimates only, and do not guarantee shipment, delivery or installation on or by such dates. If shipment is made per the estimated ship date, and you are unable to accept delivery, then storage, demurrage or extra unloading charges may be incurred and billed to your account

INSPECTION: All products must be inspected upon receipt, and claims must immediately be filed with the carrier and Playworld Preferred when there is evidence of shipping damage, either concealed or external. All shipments are FOB Origin, unless quoted FOB Destination. FOB Destination does not change the terms of receiving and inspection of the products as set forth herein.

INSTALLATION: Installation is not included in the purchase price of the products, unless expressly noted on the quote and invoice. IT IS CUSTOMER'S RESPONSIBILITY TO ASSEMBLE, INSTALL AND USE THE PRODUCTS SAFELY AND IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS, UNLESS EXPRESSLY AGREED OTHERWISE BY PLAYWORLD PREFERRED.

LIABILITY EXCLUSIONS: TO THE EXTENT PERMITTED BY LAW, PLAYWORLD PREFERRED SHALL NOT BE LIABLE IN CONNECTION WITH A PRODUCT OR SERVICE FOR (A) ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, BASED ON TORT, CONTRACT OR OTHER LEGAL THEORY, WHETHER OR NOT ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR (B) ANY DAMAGES WHATSOEVER IN EXCESS OF AN AMOUNT EQUAL TO THE PURCHASE PRICE OF PRODUCT PROVEN TO BE DEFECTIVE. THE RIGHT TO RECOVER DAMAGES WITHIN THE LIMITATIONS SPECIFIED IS CUSTOMER'S EXCLUSIVE ALTERNATIVE REMEDY IN THE EVENT THAT THE REMEDY PROVIDED HEREIN FAILS OF ITS ESSENTIAL PURPOSE.

FORCE MAJEURE: Playworld Preferred shall not be liable because of unforeseen circumstances or causes beyond its control, including, without limitation, strike, lockout, embargo, riot, war, act of terrorism, fire, act of God, accident, failure or breakdown of components necessary for order completion, subcontractor, supplier or Customer caused delays, inability to obtain labor, materials or manufacturing facilities, or compliance with any law, regulation or order.

SAVINGS CLAUSE: If any part of the terms and conditions stated herein is held void or unenforceable, such part, to the extent void or unenforceable will be treated as severable, leaving valid the remainder of the terms and conditions which shall be deemed revised so as to remain enforceable to the greatest extent possible consistent with such holding.

IF INSTALLATION IS INCLUDED WITH THIS ORDER, THE FOLLOWING ADDITIONAL PROVISIONS APPLY:

SCHEDULE: Playworld Preferred will provide Customer with a shipment and installation schedule. Playworld Preferred will take the commercially reasonable steps necessary to complete installation on schedule and without delay. However, Playworld Preferred does not guarantee the start or completion of the project in strict accordance with the installation schedule provided. Installation may be delayed by weather conditions, fire, Act(s) of God or other casualty for which Playworld Preferred is not responsible.

CHANGES: Playworld Preferred reserves the right to change, modify or alter installation terms. INSTALLATION PRICE IS BASED ON NORMAL DIGGING CONDITIONS. IF ROCKS OR OTHER CONDITIONS AT THE SITE BEYOND THE CONTROL OF PLAYWORLD PREFERRED ARE ENCOUNTERED, THERE MAY BE ADDITIONAL CHARGES. If Playworld Preferred deems a change is necessary, it will provide Customer with a Change Order request, including an estimate of the commercially reasonable cost for the additional work required for proper installation of the equipment. Playworld Preferred will not continue with the installation until approval of the Change Order in writing by customer. If Playworld Preferred and Customer cannot agree upon the additional cost for the extra work within fifteen (15) days of the Change Order request, Playworld Preferred may immediately invoice Customer for the equipment, and Customer agrees to pay the equipment invoice in accordance with the payment terms set forth above (NET 10 days).

In the event that Customer requests changes to the installation or installation schedule which results in delays in excess of thirty (30) days, from the date of the original installation schedule, Playworld Preferred may immediately invoice Customer for the equipment, and Customer agrees to pay the equipment invoice in accordance with the payment terms set forth above (NET 10 days).

UTILITIES: Playworld Preferred will locate and mark public utilities on the site. Customer shall locate and mark any private utility lines, such as irrigation lines or local telecommunication lines. Customer's failure to do this may result in damage to its private utility lines and costs associated thereto, and additional installation charges and delays.

PERMITS: Customer is responsible for the cost of all installation-related permits and fees not expressly included in the quotation.

REFUSE: Trash and packaging materials will be consolidated and stacked neatly on Customer's site or placed in Customer's dumpster on site. Upon customer's written request, Playworld Preferred will arrange for the trash and packaging materials to be removed from the site and disposed of for an additional fee.

FINAL INSPECTION: Customer agrees to inspect the project with the lead installer and/or sales representative within five (5) days of completion of the project. If project has been satisfactorily completed, Customer will note acceptance of the project on Playworld Preferred's Client Acceptance Form. Playworld Preferred will then invoice Customer, and Customer agrees to pay the invoice in accordance with the payment terms set forth above (NET 10 days). Signing the client acceptance form does not relieve Playworld Preferred from its on going warranty obligations as they relate to the product shipped or installation work.

If Customer notes defects in the materials or workmanship ("punch list"), Playworld Preferred will remedy them in a timely manner. However, Playworld Preferred may immediately invoice Customer for the project, less ten (10%), and Customer agrees to pay the invoice in accordance with the payment terms set forth above (NET 10 days). Upon completion of the "punch list," Playworld Preferred shall invoice Customer for the remaining ten (10%) due, and Customer agrees to pay the invoice in accordance with the payment terms set forth above (NET 10 days).

SUPERVISED INSTALLATION: In the event that Playworld Preferred is contracted by Customer to supervise the installation of the equipment subject to this Quotation, Customer shall complete Playworld Preferred's "Supervised Installation Requirements" Form. Said form sets forth the details of the supervised build and the parties' respective responsibilities. The Quotation may be subject to change based upon Customer's responses on the "Supervised Installation Requirements" Form. Within five (5) days of the completion of the supervised installation, the Parties shall comply with the FINAL INSPECTION provisions set forth above.

I acknowledge that I have read, understand, and accept the terms and conditions of this quotation and that I am authorized to do

Print Name _____ Customer PO # _____

Title _____

Signature _____ Date _____

Playworld Preferred Signature _____ Date _____

Send Signed Quote & Deposit To:

**Playworld Preferred
Attn: Signed Quote
10115 Kinsey Avenue, Suite
144
Huntersville, NC 28078**





Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: --- 2:00pm

DEPARTMENT: Parks & Recreation

SUBJECT: Work Session – Review Trillium agreement and County Attorney adjustments

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: Yes

ITEM HISTORY: N/A

Contract # 0054T-000-FY16
Cost Center # _____
Line Item # _____
Obligated _____
Date Entered _____

**TRILLIUM HEALTH RESOURCES HEALTH RESOURCES
AGREEMENT FOR PROFESSIONAL SERVICES**

CONTRACT PERIOD: September 18, 2015 – June 30, 2016

THIS AGREEMENT made and entered into this the 18th day of September 2015 and between **Trillium Health Resources**, an Area Authority organized and existing pursuant to North Carolina Statutes, Chapter 122C, whose mailing address is 1708 E. Arlington Boulevard, Greenville, NC 27858, ID # 56-0898928, and **Bertie County Recreation Department** (hereinafter referred to as the "CONTRACTEE"), whose mailing address is PO Box 530, Windsor, NC 27983, Phone Number 252-794-5363 and whose tax identification number (or social security number) is 56-6000276.

WITNESSETH:

For and in consideration of the mutual promises hereinafter set forth, the parties intending to be legally bound do hereby agree as follows:

1. The CONTRACTEE does hereby agree to provide the following services to TRILLIUM HEALTH RESOURCES :

Bertie County Recreation Department will manage and ensure the construction and ongoing maintenance of an inclusive playground at Recreation Complex: 1538 South King St., Windsor, NC 27983. The Bertie County Recreation Department will need to get approval from TRILLIUM HEALTH RESOURCES and send to Amy Corbitt at Amy.Corbitt@trilliumnc.org for approval by the Trillium Health Resources Project Team to ensure the playground is **TRULY Inclusive before any purchases are made.**

- **Submit playground layouts for approval no later than December 31st, 2015**
- **Construction to start as soon as possible after receiving approval from Trillium Health Resources on playgrounds to be completed by June 30th, 2016**
- **Trillium Health Resources will have no ongoing commitment to the playground once construction is complete.**

2. TRILLIUM HEALTH RESOURCES agrees to pay to the CONTRACTEE, for the services set forth in paragraph 1 of this agreement, as follows:
 - a. **A maximum of \$250,000.00.**
 - b. **This funding allocation is for actual expenditures.**
 - c. **If a deposit is required for any portion of the funding it will require prior approval from Trillium Health Resources in writing.**
 - d. **Invoices are due by the 10th of the month following the month services were provided. Each invoice shall have an attestation/certification statement that states the following: "I hereby attest or certify that the services reported for payment are correct and have been performed according to the terms of the contract." This statement shall be signed and dated by the CONTRACTEE.**
 - e. **Each invoice shall have the name of the playground.**
 - f. **Invoices will be sent to - Attention: Accounts Payable, at 144 Community College Road, Ahoskie, NC 27910-9320, or accountspayable@trilliumnc.org. Payment shall be made to the CONTRACTEE within thirty (30) days from the receipt date of approved, accurate and complete invoicing.**
 - g. **Invoicing that is received after sixty (60) days from the deadline will not be processed.**
3. It is expressly understood and agreed that in carrying out the services to be performed hereunder:
 - a. The CONTRACTEE shall furnish, at CONTRACTEE's own cost and expense, CONTRACTEE's own materials and supplies required to carry out CONTRACTEE's duties hereunder, except as otherwise expressly provided in paragraph 2 above;
 - b. Any and all other expenses incurred by the CONTRACTEE in performing the required services shall be at the CONTRACTEE's sole cost and expense;
 - c. The CONTRACTEE will work at such times and for such hours as TRILLIUM HEALTH RESOURCES deems necessary for the fulfillment of the contract.
 - d. The CONTRACTEE shall be an independent contractor and not an employee with respect to TRILLIUM HEALTH RESOURCES , and the CONTRACTEE shall have all of the rights and duties, and all of the discretion normally associated with such relationship
 - e. If reimbursement of funds is required by Medicaid, the State of North Carolina or TRILLIUM HEALTH RESOURCES, due to negligent record keeping, or documentation by the CONTRACTEE or a failure by the CONTRACTEE to comply with minimum standards, APSM 30-1, or to follow licensure or accreditation requirements or Medicaid

requirements, the CONTRACTEE will be responsible for the reimbursement of all such funds including administrative overhead within 30 days of notification.4. TRILLIUM HEALTH RESOURCES Trillium Health Resources is required to provide to the CONTRACTEE all pertinent rules, regulations, standards and other information distributed by the Division necessary for the performance of the CONTRACTEE under the terms of the contract. TRILLIUM HEALTH RESOURCES is required to monitor the contract to assure compliance with rules of the Commission, the Secretary and G.S. 122C-142.

5. TERMINATION. This agreement may be terminated under the following circumstances:
- A. TRILLIUM HEALTH RESOURCES may terminate the agreement immediately if funds granted for the program are revoked or terminated by the funding agencies in a manner beyond the control of TRILLIUM HEALTH RESOURCES for the duration of the contract period. In this situation, any and all of the obligations of the TRILLIUM HEALTH RESOURCES and the CONTRACTEE under this contract shall immediately cease.
 - B. The contract may be terminated immediately by either party with cause upon written notice to the other party and with written documentation to the other party detailing the grounds for termination. TRILLIUM HEALTH RESOURCES agrees to compensate the CONTRACTEE for services performed under this contract prior to the date of termination.
 - C. TRILLIUM HEALTH RESOURCES may terminate this contract immediately upon notice to the CONTRACTEE, without cause, in its sole discretion. TRILLIUM HEALTH RESOURCES agrees to compensate the CONTRACTEE for services performed under this contract prior to the date of termination.
 - D. If this Contract is for a period greater than thirty (30) days, it may also be terminated at any time upon mutual consent of both parties or after thirty (30) days upon notice of termination by one of the contracting parties.
 - E. If a dispute arises between CONTRACTEE and TRILLIUM HEALTH RESOURCES with regard to the terms of this Agreement, and such dispute cannot be resolved by mutual agreement, TRILLIUM HEALTH RESOURCES shall exercise its rights of termination under subparagraph (b) above.
 - F. If time sheet, billing documentation, and notes are not received on deadlines given in paragraph 2 above it will be grounds for termination of this Agreement. NOT APPLICABLE

6. The parties hereto agree that TRILLIUM HEALTH RESOURCES may in its discretion withhold from any or all of the payments made pursuant to paragraph 2 hereof any amounts which TRILLIUM HEALTH RESOURCES deems necessary for compliance with any state or federal laws or regulations, including without limitation, the Internal Revenue Code, as amended.
7. The CONTRACTEE and TRILLIUM HEALTH RESOURCES shall indemnify and hold harmless each other and their designated representatives from any and all claims, suits, actions, and liabilities caused by the CONTRACTEE's performance of work pursuant to this agreement.
8. In addition to the foregoing, the following terms and conditions shall be a part of this contract:

CONTRACTEE agrees to acknowledge TRILLIUM HEALTH RESOURCES as the funding source in any brochures, advertising, trainings, or other information distributed to the public. CONTRACTEE should not use the TRILLIUM HEALTH RESOURCES name on any literature without obtaining prior written approval from TRILLIUM HEALTH RESOURCES.
9. This Agreement shall be construed according to and governed by the laws of the State of North Carolina, notwithstanding the fact that both or either of the parties hereto is or may become a resident or citizen of another state or country.
10. This Agreement contains the entire agreement of the parties hereto. No modification, amendment, change or discharge of any terms or provisions of this Agreement shall be valid or binding unless the same is in writing and signed by both the parties hereto. No waiver of any of the terms of the Agreement shall be valid unless signed by the party against whom each such waiver is asserted. Any waiver of any provision of this Agreement in any instance shall not be a waiver in any other instance; and according to policy adopted by TRILLIUM HEALTH RESOURCES, CONTRACTEE shall not be restricted to fund balance limitations.
11. CONTRACTEE is responsible for the adoption, assessment, collection and disposition of fees, if applicable, in accordance with G.S. 122C-146.
12. If applicable, equipment purchased with non-unit-cost reimbursement funds, such as startup or special purpose funding, title to assets purchased under the contract in whole or in part rests with TRILLIUM HEALTH RESOURCES so long as that party continues to provide the services which were supported by the contract. If such services are discontinued, disposition of the assets shall occur as approved by the Division. NOT APPLICABLE

13. If applicable, the CONTRACTEE shall provide TRILLIUM HEALTH RESOURCES with consumer records and data about individual consumers for purpose of monitoring, research and study, financial audits of third party payors, research and evaluation. NOT APPLICABLE
14. When applicable, the CONTRACTEE shall make available to TRILLIUM HEALTH RESOURCES its accounting records for the purpose of audit by State authorities and that the party will, when required by general statute or in accordance with the annual Memorandum of Agreement, have an annual audit by an independent certified public accountant and submit to the TRILLIUM HEALTH RESOURCES two (2) copies of the audit report within (90) days of the end of the CONTRACTEE's previous fiscal year, of which one copy shall be forwarded to the Office of the State Auditor at 300 N. Salisbury Street, Raleigh, NC 27603-5903.
15. CONTRACTEE agrees to secure and maintain all appropriate insurance, including worker's compensation, general liability and property damage and agrees to provide TRILLIUM HEALTH RESOURCES with proof of such insurance upon receipt.
16. This contract shall contain no stricken and initialed provisions, other than for correction of minor clerical errors. Any stricken and initialed provisions shall not be deemed removed from this contract, and the contract shall be interpreted as if such provisions had not been stricken. Both parties to the contract must initial corrections of clerical errors.
17. Health Insurance Portability and Accountability Act (HIPAA). The CONTRACTEE and TRILLIUM HEALTH RESOURCES shall be in compliance with the final HIPAA rules and regulations and each party shall provide evidence to the other party of this compliance upon request. The parties hereto specifically agree to amend this Agreement on a timely basis as necessary to comply with any and all laws relating to privacy of healthcare information, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA). If the parties are unable to agree to such amendments, they agree to participate in mediation. If the parties are still unable to agree, the Agreement will terminate in accordance with Section 5 b of the agreement prior to the effective date(s) for compliance with such privacy laws. If applicable the Business Associate Agreement must be signed.

18. Comply with all Confidentiality Rules and Requirements in accordance with N.C.G.S. 122C-51 through 122C-56. The CONTRACTEE agrees to keep these matters confidential and to discuss them with only the appropriate TRILLIUM HEALTH RESOURCES staff member or other professional people designated by TRILLIUM HEALTH RESOURCES. The CONTRACTEE has read and signed the Confidentiality Rules required of Mental Health Centers.

This instrument has been pre-audited in the manner required by the Local Budget and Fiscal Control Act, General Statute, 159.

**SIGNATURES FOR TRILLIUM
HEALTH RESOURCES**

SIGNATURES FOR CONTRACTEE

Leza Wainwright, CEO

Donna Mizelle, Director

Date

Date

**Joy Futrell, Vice President,
Business Operations**

Date



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: --- 2:00pm

DEPARTMENT: Parks & Recreation

SUBJECT: Work Session – Discuss next steps for playground project decision making process

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A

Bertie County

Board of Commissioners



November 16, 2015

7:00pm

Chairman	Ronald "Ron" Wesson	District 1
	Stewart White	District II
Vice Chairman	Tammy A. Lee	District III
	John Trent	District IV
	Ernestine (Byrd) Bazemore	District V

BERTIE COUNTY BOARD OF COMMISSIONERS

November 16, 2015

Meeting Agenda

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

2:00 – 4:00 Playground design proposals

1. Bliss Products & Services
2. Playworld

4:30 Review Trillium agreement and County Attorney adjustments

5:00 Discuss next steps for playground project decision making process

7:00-7:05 Call to Order and Welcome by Chairman Wesson (Commissioners Room, Windsor)

7:05-7:10 Invocation and Pledge of Allegiance by Chairman Wesson

7:10-7:25 Public Comments (*3 minute time limit per speaker*)

(A)

*** **APPOINTMENTS** ***

7:25-7:35 Pound the Sound review and video presentation by Windsor Chief of Police, and President of the Windsor Rotary Club, Todd Lane

7:35-7:45 Agency program update by Linda Speller, Director of the Bertie County Department of Social Services

7:45-7:55 Presentation by Neil Brothers, Mobile Crisis Services Supervisor for Integrated Family Services

7:55-8:10 Economic Development update by Director Steve Biggs

Board Appointments (B)

1. CADA Board

Consent Agenda (C)

1. Accept Tax Release Journal – October 2015
2. Approve minutes for Regular Session 11-2-15
3. Approve Work Session minutes for 11-2-15

OTHER ITEMS

Discussion Agenda (D)

1. Update: review and consider municipal requests for litter, solid waste and other code enforcement
2. Discuss job classification recommendations and work schedule
3. Review regional PSAP back up center and draft resolution from Martin County
4. Update on pending matters and projects

Commissioners' Reports (E)

County Manager's Reports (F)

County Attorney's Reports (G)

Public Comments Continued

3 minute time limit per speaker

Closed Session

Pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Pursuant to N.C.G.S. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approves the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Pursuant to N.C.G.S. § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Pursuant to N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Adjourn



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: A-1

DEPARTMENT: N/A

SUBJECT: Pound the Sound review and video presentation by Windsor Chief of Police, and President of the Windsor Rotary Club, Todd Lane

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):
FYI; no action needed.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: A-2

DEPARTMENT: Social Services

SUBJECT: Agency program update by Linda Speller, Director of the Bertie County Department of Social Services

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):
FYI; no action needed.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: This is a part of the Board's recent initiative to secure programmatic updates from the various agencies, boards, and committees who currently receive Bertie County resident appointments, or who receive funding from the County.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: A-2

DEPARTMENT: Social Services

SUBJECT: Agency program update by Linda Speller, Director of the Bertie County Department of Social Services

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):
FYI; no action needed.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: This is a part of the Board's recent initiative to secure programmatic updates from the various agencies, boards, and committees who currently receive Bertie County resident appointments, or who receive funding from the County.

Linda Speller

From: Scott Sauer
Sent: Tuesday, October 13, 2015 2:55 PM
To: Linda Speller
Subject: FW: UPDATE: Food and Nutrition Service (FNS) Applications Status

Linda,

Please review and advise—I would appreciate hearing your perspective on the challenges for Bertie County.

Thanks and happy Tuesday!

Scott

From: Kevin Leonard [mailto:kevin.leonard@ncacc.org]
Sent: Tuesday, October 13, 2015 2:31 PM
To: County Managers
Cc: Kevin Leonard
Subject: UPDATE: Food and Nutrition Service (FNS) Applications Status

Dear County Managers,

By now you likely have heard information about your county's processing of Food and Nutrition Service (FNS) applications. We want to make sure you have access to all information that we have regarding this matter.

Last week, DHHS Secretary Rick Brajer came to our NCACC office, along with several key DHHS staff members, to be a part of an Association webinar about the timely processing of FNS applications. (His comments, along with a PowerPoint presentation and written responses to each question posed by county staff, can be found by visiting this link: <http://www.ncacc.org/index.aspx?NID=464>.)

Below are some key points from the webinar:

- The State of North Carolina received an "Advance Warning Letter" from the USDA (May 21, 2015) that indicates that the state must achieve and maintain an 85% average statewide timeliness rate for the 6-month period from July 2015 through December 2015; and a 95% average statewide timeliness rate for the 6-month period from January 2016 through July 2016.
- If these measures are not reached, USDA may withhold \$75 million in administrative funds that go to counties to help with the administration of DSS services.
- DHHS has asked the NCACC for assistance in communicating the seriousness of this situation and is seeking guidance on how the Department can best work with counties to address this challenge.

DHHS Suggested Action Items:

- Understand the problem. DHHS and the NCACC are working collaboratively to host webinars and distribute information that details this issue.

NC FAST will host a FNS Timely Processing Webinar on Thursday, October 15 at 1 p.m. The purpose of the webinar is to provide a better understanding of the federal

requirements related to timely processing as well as to provide updated policy and best practices related to timely processing of FNS benefits to households. Please use the following information to enter the meeting:

URL: <https://ncfast.adobeconnect.com/r8x77xd3g8d/>
Call In Number: 919-662-4658

- Meet with your county DSS Director to coordinate a plan to address this issue.
- Communicate with your Board and/or your DSS Board to notify them of this matter.
- Review the county by county data provided by DHHS related to FNS backlog numbers. Click [here](#) to view this information.
- Seek assistance from DHHS. Contact DHHS Director of Social Services Wayne Black for additional guidance and information. wayne.black@dhhs.nc.gov

As your Association, we strive to keep you informed of issues of significance in your counties. We appreciate Secretary Brajer's willingness to collaborate on this issue and work together to create a solution that will benefit our counties and our state.

As always, thank you for all you do make our counties and our Association strong.

Best regards,

Kevin



Kevin G. Leonard
Executive Director
N.C. Association of County Commissioners
Phone (919) 715-4369 | Fax (919) 733-1065
www.ncacc.org



DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 1-2015
Food and Nutrition Services
(June 24, 2015)

(Food and Nutrition Services)

TO: County Directors of Social Services
ATTENTION: Food and Nutrition Services Managers and Supervisors
DATE: June 24, 2015
SUBJECT: FNS Application Processing Timeliness Standards
EFFECTIVE: Upon receipt

I. GENERAL INFORMATION

On May 21, 2015, the North Carolina Department of Health and Human Services received an Advanced Warning Letter from the United States Department of Agriculture (USDA) regarding North Carolina's failure to meet federal regulatory processing requirements for the Food and Nutrition Services Program. While the stated requirement for compliance providing households access to their FNS benefits within the 30 calendar day and 7 calendar day application processing standards has always been 100 percent, USDA considers 95 percent and above as an acceptable performance. Currently, NC is failing to meet these processing timeliness standards outlined by federal regulations and therefore, our State has been placed on corrective action by USDA.

The Food and Nutrition Services Certification Manual states that FNS benefits must be available to households within 30 calendar days or 7 calendar days if the household qualifies for expedited benefits. Based on discussions with County Directors, Administrators, Managers and Supervisors, it is apparent that staff have been under the understanding that if FNS applications are approved by the 30th or 7th day, the application is considered timely. This is inaccurate and does not meet the requirements as defined by federal regulations.

In order to comply with USDA requirements for the Food and Nutrition Services Program, North Carolina must achieve the processing timeliness requirements as set forth below:

- 85 percent average statewide timeliness for the 6 month period July 2015 through December 2015; and,
- 95 percent average statewide timeliness for the 6 month period January 2016 through June 2016.

The timeliness measures referenced above are based on Quality Control (QC) data, rather than actual cases processed as included on state reports. QC cases are

randomly selected from a statewide monthly sample of FNS cases that are reviewed by State QC Staff. QC reports the processing timeliness information on applications in the current federal fiscal year.

The purpose of this letter is to provide better understanding of the federal requirements related to processing timeliness as well as to provide updated policy and best practices related to timely processing of FNS benefits to households.

The Department recognizes the added challenges over the past several years such as increased caseload growth, Turbo Tax Applications, implementation of the Affordable Care Act and the implementation of a new case management system. County Departments of Social Services have taken unprecedented steps to eliminate the backlogs and deliver benefits to eligible recipients. Nevertheless, the processing timeliness issue must be addressed and corrected immediately. The State and counties must ensure families needing our services are provided benefits in a timely manner.

II. POLICY PROCEDURES

A. Application Approval Requirements

All eligible FNS applicants must have the opportunity to purchase food no later than the 7th or the 30th calendar day following the date of application. The day following the date of application is considered the first day of the 30 or 7 day timeframe. FNS applications and reapplications must be approved no later than the **4th calendar day** for expedited services or the **25th calendar day** for normal processing following the date the signed application is received. When the 4th or 25th day falls on a holiday or weekend, the application **must** be approved on the prior business day.

B. Denials

All FNS applicants must be given the full 30 days to participate in an interview and provide all required verifications. Deny the FNS application **no earlier** than the 30th day following the date of application if the FNS unit fails to provide the required verifications or fails to complete an interview. When the 30th calendar day falls on a holiday or weekend, the application must be denied on the **following** business day.

III. NC FAST AND CLIENT SERVICES DATA WAREHOUSE(CSDW) REPORTS

The daily NFOMD004-FNS/SNAP Pending Applications by County provided by NC FAST and the Application Processing Statics provided by CSDW will be modified to include applications subject to 25-day processing for normal application processing and applications subject to 4-day processing for expedited processing.

The daily NFOMD004A-FNS/SNAP Pending Apps Detail report provided by NC FAST and the Pending Applications and Emergency Cases report provided by CSDW will be modified to include a new column with a Due Date and a new column called FTP/Int

Denial Date. This represents the denial date if the application must be denied for failure to provide required verifications or failure to complete an interview.

The Application Processing Statics Reports provided by CSDW will be modified to include Regulatory Delay. NC FAST will not capture regulatory delay information on any reports. These reports will be modified by July 11, 2015.

IV. RECOMMENDATIONS AND REQUIREMENTS

In order to meet the application processing timeframes described in this letter, the following recommended/required best practices should be followed; this is not an all-inclusive list:

1. Applications received via ePASS, mail, fax or hand delivered must be assigned to workers immediately upon receipt to be screened for expedited benefits and completion of an interview. If a telephone interview cannot be conducted on the date of application, the household must be provided a DSS-8650 with a specific date and time for an interview. The household must be given an appointment allowing sufficient time for expedited screening.
2. The only required verification needed for expedited benefits is identification of the person making the application (this does not have to be a picture ID).
3. Conduct interviews on the same day the application is filed either in person or by telephone.
4. Explore all systems available that may verify eligibility requirements prior to requesting verification from the household.
5. Do not request unnecessary information from the household.
6. Do not request other information on the DSS-8650 (i.e. wages, rent receipts, etc.) prior to conducting the interview.
7. Process applications on the same day of the application interview when possible.
8. If the household has a current EBT card, do not issue a new card unless the card is damaged.
9. If the household fails to complete the interview by the 7th day and the interview was scheduled within the expedited period, the household is no longer eligible for expedited benefits. If the application is not eligible for expedited service the expedited indicator should be changed within the seven day timeframe.
10. When entering information from the DSS-8207 into NC FAST, all reported information should be entered so the system can determine if the application is an expedite or normal application. This will prevent applications from showing an inaccurate status on the report.

V. IMPLEMENTATION INSTRUCTIONS

This change is effective with all new and pending FNS applications upon receipt. Submit any questions regarding this policy to the DHHS Operational Support Team (OST) at ost.policy.questions@dhhs.nc.gov.

Sincerely,

A handwritten signature in black ink that reads "David Locklear". The signature is written in a cursive style with a large initial "D".

David Locklear, Chief
Economic and Family Services Section

DL/vd



North Carolina Department of Health and Human Services
Division of Social Services

Pat McCrory
Governor

Richard O. Brajer
Secretary

Wayne E. Black
Director

August 19, 2015

Re: Food and Nutrition Services Plan of Action for Timeliness, Case and Procedural Error Rates (CAPER) and Active Error Rates

Dear County Director of Social Services:

Attention: Food and Nutrition Services Managers and Supervisors

On August 3, 2015, the United States Department of Agriculture (USDA) approved North Carolina's Corrective Action Plan for Food and Nutrition Services Application Processing Timeliness Rate. As part of that plan, North Carolina is required to request a plan of action from all 100 counties regarding Timeliness, Case and Procedural Error Rate (CAPER) and Active Case Error Rates. As referenced in Dear County Director Letter dated July 31, 2015, we must focus on improvement in all three areas of accuracy for Food and Nutrition Services. Our current error rate for timeliness and payment accuracy places our state at risk of a financial penalty which could result in a loss of administrative reimbursement. The purpose of this letter is to define and request plans that focus on these areas of performance.

Each county must provide a plan by **Friday, September 4, 2015** that includes detailed information on how you will achieve improvements in the areas defined. Plans should be emailed to me at David.Locklear@dhhs.nc.gov and Angela.Green@dhhs.nc.gov.

At a minimum, the plan must include:

- a description of the root cause for Timeliness, CAPER and Active
- an analysis of the underlying cause(s) of the issues in each area
- identification of specific strategies to address each of the underlying cause(s)
- the names of individuals responsible for implementing and monitoring the plan strategies
- the plans for monitoring and evaluating the effectiveness of the strategies identified; and,
- completion date of strategies identified.

The plan must contain measurable outputs that can be used to evaluate the progress towards improvement in the areas of timeliness, CAPER and Active Error Rates.

Economic and Family Services
www.ncdhhs.gov • www.ncdhhs.gov/dss
Tel 919-527-6300 • Fax 919-334-1265

Location: Hargrove Building/Dix Campus • 820 S. Boylan Avenue • Raleigh, NC 27603
Mailing Address: 2420 Mail Service Center • Raleigh, NC 27699-2420
An Equal Opportunity / Affirmative Action Employer



Page 2 of 2
FNS Plan of Action
August 19, 2015

To ensure the consistency of all plans, we have included a template that must be used in developing the plan as well as a copy of the State Processing Timeliness Plan that was approved by USDA. Each plan will be reviewed and evaluated by Division staff for acceptance. Notification of approval or denial of plans will be submitted to the county director.

Thank you in advance for your continued hard work and efforts to make sure the program is administered correctly. Together we can improve our performance measures across the state and prevent further actions from USDA. If you have any questions, please contact me at 919-527-6311 or David.Locklear@dhhs.nc.gov.

Sincerely,



David Locklear
Chief, Economic & Family Services

Attachments (2)

cc: Wayne Black

EFS-FNSEP-18-2015

North Carolina's APT by County for Week Ending October 30, 2015:

	Not Expedited				Expedited				All Approved			
	Timely		Untimely		Timely		Untimely		Timely		Untimely	
	Count	Pct	Count	Pct	Count	Pct	Count	Pct	Count	Pct	Count	Pct
Alamance	52	94.54%	3	5.45%	23	82.14%	5	17.85%	75	90.36%	8	9.63%
Alexander	15	83.33%	3	16.66%	3	75.00%	1	25.00%	18	81.81%	4	18.18%
Alleghany	4	100.00%	0	0	1	100.00%	0	0	5	100.00%	0	0
Anson	15	100.00%	0	0	13	76.47%	4	23.52%	28	87.50%	4	12.50%
Ashe	19	100.00%	0	0	4	100.00%	0	0	23	100.00%	0	0
Avery	5	100.00%	0	0	1	50.00%	1	50.00%	6	85.71%	1	14.28%
Beaufort	22	100.00%	0	0	12	80.00%	3	20.00%	34	91.89%	3	8.10%
Bertie	5	100.00%	0	0	4	100.00%	0	0	9	100.00%	0	0
Bladen	20	100.00%	0	0	14	100.00%	0	0	34	100.00%	0	0
Brunswick	41	97.61%	1	2.38%	24	80.00%	6	20.00%	65	90.27%	7	9.72%
Buncombe	83	91.20%	8	8.79%	66	90.41%	7	9.58%	149	90.85%	15	9.14%
Burke	37	92.50%	3	7.50%	19	67.85%	9	32.14%	56	82.35%	12	17.64%
Cabarrus	49	81.66%	11	18.33%	43	91.48%	4	8.51%	92	85.98%	15	14.01%
Caldwell	38	97.43%	1	2.56%	23	100.00%	0	0	61	98.38%	1	1.61%
Camden	0	0	0	0	2	100.00%	0	0	2	100.00%	0	0
Carteret	11	100.00%	0	0	18	90.00%	2	10.00%	29	93.54%	2	6.45%
Caswell	7	87.50%	1	12.50%	4	100.00%	0	0	11	91.66%	1	8.33%
Catawba	44	97.77%	1	2.22%	37	97.36%	1	2.63%	81	97.59%	2	2.40%
Chatham	15	93.75%	1	6.25%	7	70.00%	3	30.00%	22	84.61%	4	15.38%
Cherokee	8	100.00%	0	0	7	100.00%	0	0	15	100.00%	0	0
Chowan	11	100.00%	0	0	7	100.00%	0	0	18	100.00%	0	0
Clay	4	100.00%	0	0	2	100.00%	0	0	6	100.00%	0	0
Cleveland	45	93.75%	3	6.25%	34	91.89%	3	8.10%	79	92.94%	6	7.05%
Columbus	27	72.97%	10	27.02%	16	76.19%	5	23.80%	43	74.13%	15	25.86%
Craven	45	93.75%	3	6.25%	30	96.77%	1	3.22%	75	94.93%	4	5.06%
Cumberland	120	84.50%	22	15.49%	71	66.98%	35	33.01%	191	77.01%	57	22.98%
Currituck	4	66.66%	2	33.33%	3	100.00%	0	0	7	77.77%	2	22.22%
Dare	9	81.81%	2	18.18%	6	100.00%	0	0	15	88.23%	2	11.76%
Davidson	76	90.47%	8	9.52%	33	76.74%	10	23.25%	109	85.82%	18	14.17%
Davie	8	80.00%	2	20.00%	6	50.00%	6	50.00%	14	63.63%	8	36.36%
Duplin	23	85.18%	4	14.81%	9	75.00%	3	25.00%	32	82.05%	7	17.94%
Durham	117	91.40%	11	8.59%	49	80.32%	12	19.67%	166	87.83%	23	12.16%
Edgecombe	31	100.00%	0	0	20	95.23%	1	4.76%	51	98.07%	1	1.92%
Forsyth	162	91.52%	15	8.47%	49	51.57%	46	48.42%	211	77.57%	61	22.42%
Franklin	21	100.00%	0	0	12	92.30%	1	7.69%	33	97.05%	1	2.94%
Gaston	76	88.37%	10	11.62%	66	75.86%	21	24.13%	142	82.08%	31	17.91%
Gates	3	100.00%	0	0	5	100.00%	0	0	8	100.00%	0	0
Graham	3	100.00%	0	0	4	100.00%	0	0	7	100.00%	0	0
Granville	23	82.14%	5	17.85%	13	76.47%	4	23.52%	36	80.00%	9	20.00%
Greene	5	100.00%	0	0	15	93.75%	1	6.25%	20	95.23%	1	4.76%

North Carolina's APT by County for Week Ending October 30, 2015:

	Not Expedited				Expedited				All Approved			
	Timely		Untimely		Timely		Untimely		Timely		Untimely	
	Count	Pct	Count	Pct	Count	Pct	Count	Pct	Count	Pct	Count	Pct
Guilford	186	87.32%	27	12.67%	124	65.95%	64	34.04%	310	77.30%	91	22.69%
Halifax	25	100.00%	0	0	14	100.00%	0	0	39	100.00%	0	0
Harnett	50	92.59%	4	7.40%	25	64.10%	14	35.89%	75	80.64%	18	19.35%
Haywood	26	100.00%	0	0	16	94.11%	1	5.88%	42	97.67%	1	2.32%
Henderson	57	100.00%	0	0	13	61.90%	8	38.09%	70	89.74%	8	10.25%
Hertford	13	100.00%	0	0	4	57.14%	3	42.85%	17	85.00%	3	15.00%
Hoke	20	90.90%	2	9.09%	8	88.88%	1	11.11%	28	90.32%	3	9.67%
Hyde	3	100.00%	0	0	3	100.00%	0	0	6	100.00%	0	0
Iredell	41	75.92%	13	24.07%	16	88.88%	2	11.11%	57	79.16%	15	20.83%
Jackson	13	100.00%	0	0	5	100.00%	0	0	18	100.00%	0	0
Johnston	95	96.93%	3	3.06%	32	94.11%	2	5.88%	127	96.21%	5	3.78%
Jones	7	100.00%	0	0	1	33.33%	2	66.66%	8	80.00%	2	20.00%
Lee	19	100.00%	0	0	11	100.00%	0	0	30	100.00%	0	0
Lenoir	13	100.00%	0	0	12	85.71%	2	14.28%	25	92.59%	2	7.40%
Lincoln	20	86.95%	3	13.04%	17	94.44%	1	5.55%	37	90.24%	4	9.75%
Macon	5	83.33%	1	16.66%	3	100.00%	0	0	8	88.88%	1	11.11%
Madison	11	100.00%	0	0	5	71.42%	2	28.57%	16	88.88%	2	11.11%
Martin	12	85.71%	2	14.28%	6	60.00%	4	40.00%	18	75.00%	6	25.00%
McDowell	13	92.85%	1	7.14%	17	85.00%	3	15.00%	30	88.23%	4	11.76%
Mecklenburg	370	89.15%	45	10.84%	184	65.24%	98	34.75%	554	79.48%	143	20.51%
Mitchell	5	100.00%	0	0	4	100.00%	0	0	9	100.00%	0	0
Montgomery	14	93.33%	1	6.66%	5	100.00%	0	0	19	95.00%	1	5.00%
Moore	29	74.35%	10	25.64%	10	66.66%	5	33.33%	39	72.22%	15	27.77%
Nash	36	87.80%	5	12.19%	24	85.71%	4	14.28%	60	86.95%	9	13.04%
New Hanover	77	89.53%	9	10.46%	49	76.56%	15	23.43%	126	84.00%	24	16.00%
Northampton	9	100.00%	0	0	9	100.00%	0	0	18	100.00%	0	0
Onslow	84	82.35%	18	17.64%	41	89.13%	5	10.86%	125	84.45%	23	15.54%
Orange	35	97.22%	1	2.77%	15	83.33%	3	16.66%	50	92.59%	4	7.40%
Pamlico	4	100.00%	0	0	0	0	0	0	4	100.00%	0	0
Pasquotank	16	94.11%	1	5.88%	16	94.11%	1	5.88%	32	94.11%	2	5.88%
Pender	33	97.05%	1	2.94%	13	81.25%	3	18.75%	46	92.00%	4	8.00%
Perquimans	6	75.00%	2	25.00%	4	100.00%	0	0	10	83.33%	2	16.66%
Person	19	95.00%	1	5.00%	5	83.33%	1	16.66%	24	92.30%	2	7.69%
Pitt	67	91.78%	6	8.21%	51	82.25%	11	17.74%	118	87.40%	17	12.59%
Polk	7	100.00%	0	0	4	80.00%	1	20.00%	11	91.66%	1	8.33%
Randolph	32	100.00%	0	0	45	97.82%	1	2.17%	77	98.71%	1	1.28%
Richmond	24	100.00%	0	0	22	100.00%	0	0	46	100.00%	0	0
Robeson	76	98.70%	1	1.29%	47	74.60%	16	25.39%	123	87.85%	17	12.14%
Rockingham	23	76.66%	7	23.33%	26	100.00%	0	0	49	87.50%	7	12.50%
Rowan	41	78.84%	11	21.15%	34	89.47%	4	10.52%	75	83.33%	15	16.66%

North Carolina's APT by County for Week Ending October 30, 2015:

	Not Expedited				Expedited				All Approved			
	Timely		Untimely		Timely		Untimely		Timely		Untimely	
	Count	Pct	Count	Pct	Count	Pct	Count	Pct	Count	Pct	Count	Pct
Rutherford	28	90.32%	3	9.67%	17	100.00%	0	0	45	93.75%	3	6.25%
Sampson	33	94.28%	2	5.71%	7	70.00%	3	30.00%	40	88.88%	5	11.11%
Scotland	21	95.45%	1	4.54%	10	71.42%	4	28.57%	31	86.11%	5	13.88%
Stanly	18	85.71%	3	14.28%	16	94.11%	1	5.88%	34	89.47%	4	10.52%
Stokes	16	100.00%	0	0	8	88.88%	1	11.11%	24	96.00%	1	4.00%
Surry	32	94.11%	2	5.88%	15	78.94%	4	21.05%	47	88.67%	6	11.32%
Swain	7	100.00%	0	0	7	100.00%	0	0	14	100.00%	0	0
Transylvania	10	90.90%	1	9.09%	8	100.00%	0	0	18	94.73%	1	5.26%
Tyrrell	1	100.00%	0	0	0	0	0	0	1	100.00%	0	0
Union	55	94.82%	3	5.17%	28	84.84%	5	15.15%	83	91.20%	8	8.79%
Vance	34	100.00%	0	0	14	93.33%	1	6.66%	48	97.95%	1	2.04%
Wake	189	85.13%	33	14.86%	114	69.93%	49	30.06%	303	78.70%	82	21.29%
Warren	14	100.00%	0	0	3	100.00%	0	0	17	100.00%	0	0
Washington	9	100.00%	0	0	7	87.50%	1	12.50%	16	94.11%	1	5.88%
Watauga	8	100.00%	0	0	3	100.00%	0	0	11	100.00%	0	0
Wayne	73	93.58%	5	6.41%	48	97.95%	1	2.04%	121	95.27%	6	4.72%
Wilkes	23	95.83%	1	4.16%	12	92.30%	1	7.69%	35	94.59%	2	5.40%
Wilson	37	92.50%	3	7.50%	14	93.33%	1	6.66%	51	92.72%	4	7.27%
Yadkin	8	88.88%	1	11.11%	5	100.00%	0	0	13	92.85%	1	7.14%
Yancey	10	90.90%	1	9.09%	4	66.66%	2	33.33%	14	82.35%	3	17.64%
All Counties	3565	90.73%	364	9.26%	2055	79.00%	546	20.99%	5620	86.06%	910	13.93%

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North Carolina Department of Health and Human Services
Division of Social Services

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Wayne E. Black
Division Director

July 31, 2015

Dear County Director of Social Services:

Re: Plans for Achieving Food and Nutrition Services Processing Requirements

As noted in the Administrative Letter issued by Economic and Family Services on June 24, 2015, the N.C. Department of Health and Human Services was issued an Advance Warning letter stating that North Carolina is failing to meet processing timeliness standards and placing our state on corrective action. Failure to achieve corrective actions and achieve timeliness averages of 85% for July 1 – December 31, 2015 and 95% for the period of January 1 – June 30, 2016 could result in North Carolina being subject to "the suspension or disallowance of administrative funds in accordance with the code of Federal Regulation (CFR) 276.4." For SFY 2014-15, the total federal reimbursement for FNS administration was \$75,610,621. Please refer to the attached document to determine the potential loss of reimbursement for your count.

While we need to focus on timeliness, we must also improve in the areas of payment accuracy and case and procedure error rate. Our FFY error rate for payment accuracy of 4.98% places our state at risk of a financial penalty which could also result in a loss of a percentage of our administrative reimbursement. Our payment accuracy rate for the period of October 2014 – February 2015 is 7.15%. The latest report from USDA listed our CAPER for FFY 2014 at 64.45% (National average of 26.3%) Corrective action is needed in all three (3) of these areas of performance.

In finalizing a draft State Corrective Action Plan for processing timeliness a meeting (including County Directors) was held with representatives from USDA on July 22, 2015. A detailed plan, with input from USDA as to plan requirements, has been completed and forwarded to USDA. The Plan will require obtaining information via county surveys. Details will be forthcoming.

All 100 County Departments of Social Services will be required to prepare and submit plans detailing strategies that are being or will be implemented to assure that requirements are met in all three (3) areas of performance. You may expect to receive a Dear County Letter within the next two (2) weeks along with a template for completion of your County Plan. The County Plan will be due by August 31, 2015.

www.ncdhhs.gov • www.ncdhhs.gov/dss
Tel 919-527-6335 • Fax 919-334-1018

Location: McBryde Bldg. • 820 S. Boylan Avenue • Raleigh, NC 27603
Mailing Address: 2401 Mail Service Center • Raleigh, NC 27699-2401
An Equal Opportunity / Affirmative Action Employer



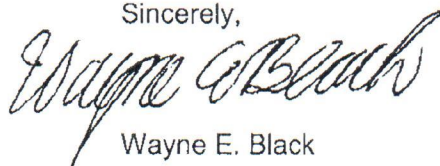
DCL
July 31, 2015
Page 2

Our Division will also be working with the DSS Directors Association to compile and share "best practices" that have proven effective in achieving these requirements.

As noted, in the June 24, 2015 Administrative Letter, reports have been adjusted to capture applications approved by the 4th calendar day (expedited) or the 25th calendar day (normal). We recognize that many applications that exceed these dates are pending for good cause. Our intention is to assure that we are processing applications in a manner that assures success when cases are pulled and verified as part of the quality control (QC) process.

Our Division will continue to provide information to counties through monthly Director webinars, regional meetings and statewide meetings. Thank you for your support as we work to achieve success.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne E. Black". The signature is written in a cursive style with a long, sweeping underline.

Wayne E. Black

Attachment

WEB/arg

DIR-10-2015

June 2015 Direct Staff

County	June 2015 Direct Staff		June 2015 Direct Staff Salary & Fringe		June 2015 Direct Staff Salary & Fringe INCLUDING Allocated Overhead		County's Annualized Cost		County's Annualized Reimbursement @ 50%	
	Direct Staff	FTE's	Staff Salary & Fringe		INCLUDING Allocated Overhead		Annualized Cost		Annualized Reimbursement	
Alamance		25.8890	\$85,695.26		\$166,262.72		\$1,995,152.64		\$997,576.32	
Alexander		4.0740	\$11,908.56		\$21,606.72		\$259,280.64		\$129,640.32	
Alleghany		2.1933	\$7,374.98		\$14,673.55		\$176,082.60		\$88,041.30	
Anson		8.4030	\$27,714.11		\$46,892.05		\$562,704.60		\$281,352.30	
Ashe		8.3392	\$34,634.63		\$63,871.58		\$766,458.96		\$383,229.48	
Avery		3.3986	\$13,823.84		\$23,782.03		\$285,384.36		\$142,692.18	
Beaufort		11.1966	\$35,492.58		\$83,892.07		\$1,006,704.84		\$503,352.42	
Bertie		5.8409	\$23,290.43		\$35,764.77		\$429,177.24		\$214,588.62	
Bladen		11.0989	\$48,414.49		\$81,286.82		\$975,441.84		\$487,720.92	
Brunswick		13.4536	\$60,971.86		\$120,018.46		\$1,440,221.52		\$720,110.76	
Buncombe		62.3362	\$498,788.53		\$897,507.79		\$10,770,093.48		\$5,385,046.74	
Burke		14.4515	\$43,760.15		\$88,632.93		\$1,063,595.16		\$531,797.58	
Cabarrus		31.1083	\$113,064.15		\$203,268.43		\$2,439,221.16		\$1,219,610.58	
Caldwell		11.1176	\$37,583.95		\$72,204.64		\$866,455.68		\$433,227.84	
Camden		1.4695	\$5,362.65		\$11,623.64		\$139,483.68		\$69,741.84	
Carteret		9.8196	\$34,670.17		\$58,782.79		\$705,393.48		\$352,696.74	
Caswell		4.3240	\$14,125.77		\$23,726.13		\$284,713.56		\$142,356.78	
Catawba		23.0572	\$121,703.58		\$200,836.15		\$2,410,033.80		\$1,205,016.90	
Chatham		5.7741	\$17,765.96		\$41,298.40		\$495,580.80		\$247,790.40	
Cherokee		7.3357	\$20,763.64		\$43,983.21		\$527,798.52		\$263,899.26	
Chowan		4.9509	\$16,720.00		\$38,151.38		\$457,816.56		\$228,908.28	
Clay		3.0465	\$9,348.92		\$22,726.06		\$272,712.72		\$136,356.36	
Cleveland		26.8969	\$93,543.56		\$174,250.72		\$2,091,008.64		\$1,045,504.32	
Columbus		15.0000	\$49,318.67		\$82,391.21		\$988,694.52		\$494,347.26	
Craven		24.8752	\$95,687.01		\$174,908.82		\$2,098,905.84		\$1,049,452.92	
Cumberland		43.5803	\$148,822.26		\$360,190.05		\$4,322,280.60		\$2,161,140.30	
Currituck		3.0000	\$10,669.21		\$20,238.35		\$242,860.20		\$121,430.10	
Dare		5.9879	\$23,564.34		\$49,423.52		\$593,082.24		\$296,541.12	

Davidson	23.2593	\$75,559.49	\$117,276.62	\$1,407,319.44	\$703,659.72
Davie	4.6615	\$19,579.65	\$31,844.90	\$382,138.80	\$191,069.40
Duplin	15.4100	\$45,527.01	\$91,195.82	\$1,094,349.84	\$547,174.92
Durham	31.6870	\$143,320.27	\$347,320.99	\$4,167,851.88	\$2,083,925.94
Edgecombe	16.7921	\$53,266.97	\$97,833.67	\$1,174,004.04	\$587,002.02
Forsyth	52.3794	\$169,843.17	\$311,401.27	\$3,736,815.24	\$1,868,407.62
Franklin	10.4498	\$31,913.04	\$70,699.74	\$848,396.88	\$424,198.44
Gaston	32.8516	\$132,696.85	\$225,996.98	\$2,711,963.76	\$1,355,981.88
Gates	4.4042	\$14,888.88	\$32,730.59	\$392,767.08	\$196,383.54
Graham	2.2163	\$6,144.73	\$13,973.51	\$167,682.12	\$83,841.06
Granville	10.2851	\$31,146.37	\$64,317.44	\$771,809.28	\$385,904.64
Greene	4.9700	\$15,356.41	\$33,988.86	\$407,866.32	\$203,933.16
Guilford	66.8348	\$316,932.94	\$548,126.61	\$6,577,519.32	\$3,288,759.66
Halifax	17.9000	\$55,820.87	\$122,707.61	\$1,472,491.32	\$736,245.66
Harnett	20.0277	\$76,162.84	\$135,220.35	\$1,622,644.20	\$811,322.10
Haywood	11.6693	\$41,016.47	\$83,116.69	\$997,400.28	\$498,700.14
Henderson	15.4470	\$57,230.65	\$113,150.86	\$1,357,810.32	\$678,905.16
Hertford	10.1664	\$29,348.39	\$58,815.73	\$705,788.76	\$352,894.38
Hoke	9.1956	\$33,909.11	\$58,148.05	\$697,776.60	\$348,888.30
Hyde	2.0851	\$7,320.04	\$15,464.13	\$185,569.56	\$92,784.78
Iredell	17.9294	\$63,544.64	\$115,179.04	\$1,382,148.48	\$691,074.24
Jackson	6.6695	\$24,031.84	\$51,468.16	\$617,617.92	\$308,808.96
Jackson NAM	0.7726	\$2,545.09	\$6,212.87	\$74,554.44	\$37,277.22
Johnston	30.6052	\$116,675.82	\$200,967.29	\$2,411,607.48	\$1,205,803.74
Jones	1.8311	\$7,631.71	\$15,976.19	\$191,714.28	\$95,857.14
Lee	11.9900	\$42,132.33	\$66,990.80	\$803,889.60	\$401,944.80
Lenoir	14.6329	\$51,033.09	\$100,236.57	\$1,202,838.84	\$601,419.42
Lincoln	10.0543	\$34,365.19	\$72,682.66	\$872,191.92	\$436,095.96
Macon	6.7624	\$22,753.71	\$46,058.87	\$552,706.44	\$276,353.22
Madison	3.9996	\$11,091.21	\$26,208.20	\$314,498.40	\$157,249.20
Martin	7.3640	\$24,582.60	\$45,791.87	\$549,502.44	\$274,751.22
McDowell	10.0390	\$33,944.20	\$53,812.54	\$645,750.48	\$322,875.24
Mecklenburg	169.9347	\$715,111.34	\$1,812,716.86	\$21,752,602.32	\$10,876,301.16
Mitchell	4.3524	\$20,892.53	\$28,309.25	\$339,711.00	\$169,855.50

Montgomery	9.5087	\$29,253.41	\$55,724.33	\$668,691.96	\$334,345.98
Moore	10.0000	\$36,852.60	\$73,776.95	\$885,323.40	\$442,661.70
Nash	18.1356	\$67,950.43	\$114,852.87	\$1,378,234.44	\$689,117.22
New Hanover	44.1023	\$180,144.89	\$317,915.95	\$3,814,991.40	\$1,907,495.70
Northampton	8.0000	\$26,723.44	\$62,216.04	\$746,592.48	\$373,296.24
Onslow	27.2062	\$100,171.90	\$154,550.70	\$1,854,608.40	\$927,304.20
Orange	19.4925	\$85,887.18	\$196,631.77	\$2,359,581.24	\$1,179,790.62
Pamlico	4.1900	\$13,433.66	\$26,163.65	\$313,963.80	\$156,981.90
Pasquotank	13.2484	\$47,016.24	\$77,213.30	\$926,559.60	\$463,279.80
Pender	8.2279	\$29,370.70	\$59,590.94	\$715,091.28	\$357,545.64
Perquimans	2.0000	\$6,438.85	\$12,317.30	\$147,807.60	\$73,903.80
Person	12.5254	\$42,360.82	\$74,062.19	\$888,746.28	\$444,373.14
Pitt	27.1445	\$99,309.41	\$167,423.48	\$2,009,081.76	\$1,004,540.88
Polk	2.7395	\$9,135.31	\$16,152.47	\$193,829.64	\$96,914.82
Randolph	17.6562	\$64,092.59	\$109,057.05	\$1,308,684.60	\$654,342.30
Richmond	16.0605	\$53,992.11	\$86,082.27	\$1,032,987.24	\$516,493.62
Robeson	41.7429	\$162,057.19	\$285,872.91	\$3,430,474.92	\$1,715,237.46
Rockingham	18.0605	\$64,357.52	\$104,305.37	\$1,251,664.44	\$625,832.22
Rowan	23.5282	\$94,932.91	\$150,563.14	\$1,806,757.68	\$903,378.84
Rutherford	10.9310	\$30,291.56	\$58,175.54	\$698,106.48	\$349,053.24
Sampson	15.4319	\$60,646.96	\$180,647.93	\$2,167,775.16	\$1,083,887.58
Scotland	9.3018	\$32,479.55	\$59,283.90	\$711,406.80	\$355,703.40
Stanly	9.3496	\$31,017.04	\$53,947.95	\$647,375.40	\$323,687.70
Stokes	7.1534	\$19,383.74	\$34,316.04	\$411,792.48	\$205,896.24
Surry	12.5962	\$45,512.33	\$78,064.82	\$936,777.84	\$468,388.92
Swain	3.8012	\$11,483.84	\$20,468.25	\$245,619.00	\$122,809.50
Swain NAM	0.7905	\$2,662.04	\$5,088.12	\$61,057.44	\$30,528.72
Tennessee	5.9800	\$23,282.16	\$49,635.93	\$595,631.16	\$297,815.58
Tyrrell	2.0000	\$6,855.95	\$17,652.13	\$211,825.56	\$105,912.78
Union	21.6846	\$96,598.77	\$181,195.53	\$2,174,346.36	\$1,087,173.18
Vance	14.4500	\$55,195.98	\$95,049.70	\$1,140,596.40	\$570,298.20
Wake	62.4600	\$264,869.94	\$474,930.04	\$5,699,160.48	\$2,849,580.24
Warren	7.5204	\$26,985.61	\$53,417.99	\$641,015.88	\$320,507.94
Washington	6.0087	\$19,364.26	\$38,444.27	\$461,331.24	\$230,665.62

Watauga	4.0000	\$19,583.44	\$41,685.33	\$500,223.96	\$250,111.98
Wayne	21.9796	\$69,941.17	\$262,919.48	\$3,155,033.76	\$1,577,516.88
Wilkes	9.7218	\$34,995.33	\$52,378.07	\$628,536.84	\$314,268.42
Wilson	28.2623	\$106,738.81	\$184,025.59	\$2,208,307.08	\$1,104,153.54
Yadkin	5.6631	\$33,861.29	\$57,659.93	\$691,919.16	\$345,959.58
Yancey	4.1235	\$9,913.18	\$20,174.41	\$242,092.92	\$121,046.46
Total All Counties	1638.4267	\$6,447,046.82	\$12,601,770.21	\$151,221,242.52	\$75,610,621.26
Statewide Total	1638.4267	\$6,447,046.82	\$12,601,770.21	\$151,221,242.52	\$75,610,621.26
Sum check	0.0000	0.0000	0.0000	0.0000	0.0000

Data obtained from June 2015 XS325 Report - issued 7/22/15 (Columns B & C - First Pass -- Column D - Final Pass)

June 2015 Data & Expenditures - Reported and Reimbursed July 2015

Allocated Costs - Supervisors, Support Staff, Admin Staff, Overhead & Direct Program Costs from the Part II (310 / 311 with

Indirect Cost Plan, 359, ADP, etc..)



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: A-3

DEPARTMENT: N/A

SUBJECT: Presentation by Neil Brothers, Mobile Crisis Supervisor for Integrated Family Services

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):
FYI; no action needed.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: A-4

DEPARTMENT: N/A

SUBJECT: Economic Development update by Director, Steve Biggs

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

FYI; no action needed.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: B-1

DEPARTMENT: N/A

SUBJECT: CADA Board

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF NEEDED ACTION(S):

It is recommended that the Board reappoint the enclosed individual(s) to the CADA Board.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

CADA Board

Immediate Vacancies: 1

Position Vacancy:

Board	Term	Name	Began	End
CADA Board	3 years	Morris Rascoe	---	12/6/2015

Special requirements: N/A

Notes: Mr. Rascoe is seeking reappointment as his term will expire in early December 2015. If he is reappointed, there will still be **1 vacancy** on this Board.

Attendance of Current Members: N/A

Applications Received:

1; Mr. Rascoe currently still has a valid application on file, and is using that application to apply for reappointment

Current Members (unexpired):

If applying for a position you presently hold, how long have you served? WDB (8+ yrs.); EDC (2 yrs.);

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/Commission/Committee would be beneficial to the County:

The knowledge and work experience gained from working with local government is very beneficial to the Board's that I serve on. My knowledge of Bertie County and the needs of the county and its citizens helps to make sure funding is appropriately received within the county through the agencies providing these services. The contacts that I have made on State and National level helps.

Do you have any delinquent Bertie County taxes? ___ Yes ___ No

Other information you consider pertinent: (i.e., education, occupational background, civic memberships, related work experiences, etc.) If necessary, you may add additional pages:

My educational background in public service, financial background, people skills and the fact that I know the county and the citizens of Bertie County know me, helps a lot. When citizens have issues, they can always contact me. I have extensive knowledge of government practices and have made a lot of contacts over the years. I have a willingness to serve and attend meetings. I have a good working relationship with other Board members and staff. I have been able to have civic organizations to become involved in various Boards and Committees.

CODE OF ETHICS

By submitting this application and by my signature below, I pledge that, if appointed, I agree to comply with the attached Code of Ethics as adopted by the Bertie County Board of Commissioners.

Date: May 10, 2015

Applicant's Signature: Morris Lee Kasece

Return application to:

Sarah S. Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@bertie.nc.gov

Note:

*All information on this document is subject to the Public Records Law and will be released to the public upon request.

**Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.

***Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

FOR OFFICE USE ONLY

Date Received: 5/12/15

Received By: Sarah S. Tinkham



Bertie County

Board of Commissioners

ITEMS ABSTRACTS

MEETING DATE: November 16, 2015

AGENDA ITEM: C-1

DEPARTMENT: Tax

SUBJECT: Accept Tax Release Journal – October 2015

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

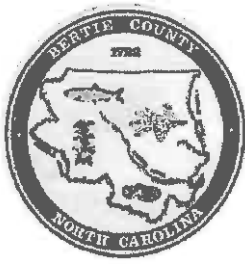
SUMMARY OF NEEDED ACTION(S):

It is request that this item be approved as presented.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A



Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

November 2, 2015

William Roberson
Bertie County Finance Officer
Windsor, NC 27983

Dear Mr. Roberson:

Attached you will find a (1) Computer Printout and, (2) Copies of the appropriate pages of the "Error Journal" (Ledger) manually maintained in the tax office, both relative to Errors and Releases which are now ready for your approval.

The errors and releases herein are for the month of **OCTOBER** and this request for your approval is made pursuant to "Resolution of the Board of Commissioners" dated August 5, 1985. This may also serve as your report to the Board of Commissioners required by the same "Resolution."

Respectfully Submitted,


Tax Administrator

Approved on _____ 20____

RLS*15*304	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2015	10/8/2015	Lighthouse Café 15A32108.80.1	G01	\$20.94		\$2.10		\$23.04
		Correction to BPP Audit	C08	\$3.62		\$0.37		\$3.99
	10/21/2015	Gurkin, Norma 15A6823846257.1	G01	\$134.15		\$0.00		\$134.15
		Correction to deferred tax						
	10/21/2015	Gurkin, Norma 15A6823846257.2	G01	\$144.47				\$144.47
		Correction to deferred tax						
	10/21/2015	Gurkin, Norma 15A6823846257.3	G01	\$144.47				\$144.47
		Correction to deferred tax						
	10/21/2015	Gurkin, Norma 15A6823846257.4	G01	\$144.47				\$144.47
		Correction to deferred tax						
	10/23/2015	Bowling, Robert 15A6739756962	G01	\$559.49				\$559.49
		Payment applied to wrong account						
	10/23/2015	Bowling, Robert 15A6739756962	G01	\$559.49				\$559.49
		Payment applied to wrong account						
	10/28/2015	Verizon Wireless 15A29819.80	C08	\$341.00				\$341.00
		Correction to D.O.R. utility value						
								\$2,054.57

RLS*15*304	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2014	10/6/2015	Whitehead, Joseph 14A25211.90.1 Adjustment to BPP audit	G01	\$7.56		\$0.76		\$8.32
	10/8/2015	Lighthouse Café 14A32108.80.1 Correction to BPP audit	G01 C08	\$83.13 \$15.29		\$21.33 \$4.91		\$104.46 <u>\$20.20</u>
	10/8/2015	Lighthouse Café 14A32108.80.1 Correction to BPP audit	G01	\$5.00	\$0.00			\$5.00
								<u>\$137.98</u>

Seq	Desc	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Chgs	Intrest Amount	Discnt Amount	Tranp Rev	Description
Tax Code Totals												
				COB#14- WINDSOR	20.20-	15.22-	4.91-	0.00	0.00	0.00	0.00	
				COS#15- WINDSOR	344.59-	324.52-	0.37-	0.00	0.00	0.00	0.00	
				GOI#14- BRIT TAX	117.78-	95.53-	22.92-	0.00	0.00	0.00	0.00	
				GOI#15- BRIT TAX	1709.58-	1602.23-	107.95-	0.00	0.00	0.00	0.00	
Total for Group					2192.56-	2057.93-	134.72-	0.00	0.00	0.00	0.00	
RLS#15*304												
***** Totals By Tax Cycle *****												
Cycle					Current	Delinquent						
A					0.00	2192.56-						

Detail Transactions by Group
 Abatement

Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discnt Amount	Int-Check Number	Trans. Rev. Description
1	10/06/15	25211	14A25211.90.1	601	8.32	7.56	0.76	0.00	0.00	0.00		PG26
***			WHITEHEAD, JOSEPH G, JR		8.32	7.56	0.76	0.00	0.00	0.00		
2	10/03/15	32108	15A32108.80.1	601	23.04	20.94	2.10	0.00	0.00	0.00		PG26
***			LIGHTHOUSE CAFE INC		23.04	20.94	2.10	0.00	0.00	0.00		
3	10/03/15	32108	14A32108.80.1	601	104.46	83.13	21.33	0.00	0.00	0.00		PG95
***			LIGHTHOUSE CAFE INC		104.46	83.13	21.33	0.00	0.00	0.00		
4	10/03/15	32108	14A32108.80.1	601	124.66	98.42	26.24	0.00	0.00	0.00		PG26
***			LIGHTHOUSE CAFE INC		124.66	98.42	26.24	0.00	0.00	0.00		
5	10/21/15	30762	15A623846257.1	601	5.00	5.00	0.00	0.00	0.00	0.00		PG27
***			LIGHTHOUSE CAFE INC		5.00	5.00	0.00	0.00	0.00	0.00		
6	10/21/15	30762	15A623846257.1	601	134.15	134.15	0.00	0.00	0.00	0.00		PG95
***			GURKIN, NORMA WATERS		134.15	134.15	0.00	0.00	0.00	0.00		
7	10/21/15	30762	15A623846257.2	601	144.47	144.47	0.00	0.00	0.00	0.00		PG95
***			GURKIN, NORMA WATERS		144.47	144.47	0.00	0.00	0.00	0.00		
8	10/21/15	30762	15A623846257.3	601	144.47	144.47	0.00	0.00	0.00	0.00		PG95
***			GURKIN, NORMA WATERS		144.47	144.47	0.00	0.00	0.00	0.00		
9	10/21/15	28908	15A28908.80.1	601	144.47	144.47	0.00	0.00	0.00	0.00		PG95
***			BOWLING FARM		144.47	144.47	0.00	0.00	0.00	0.00		
10	10/23/15	28908	15A28908.80.1	601	559.49	454.24	105.25	0.00	0.00	0.00		PG95
***			BOWLING FARM		559.49	454.24	105.25	0.00	0.00	0.00		
11	10/23/15	29819	15A29819.80	608	341.00	341.00	0.00	0.00	0.00	0.00		PG95
***			VERIZON WIRELESS		341.00	341.00	0.00	0.00	0.00	0.00		



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: C-2

DEPARTMENT: N/A

SUBJECT: Approve minutes for Regular Session 11-2-15

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board approve the minutes for the Regular Session held on 11-2-15.

If changes have not yet been received by the County Attorney, it is requested that these minutes be fully approved once those changes are provided.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

Windsor, North Carolina
November 2, 2015
Regular Meeting

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 4:00pm at 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Ronald "Ron" Wesson, District I
Stewart White, District II
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Assistant County Attorney Jonathan Huddleston
Finance Officer William Roberson
Network Systems Administrator Joe Wilkes
Soil and Water Administration Specialist Dianne Coward
Council on Aging Director Venita Thompson
Sheriff John Holley
Clerk of Superior Court Vasti F. James

Gene Motley of the Roanoke-Chowan News Herald and Barry Ward of the Bertie-Ledger Advance were present from the media.

CALL TO ORDER

Chairman Wesson called the meeting to order, and thanked those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Trent led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

Dr. Michael Elam, President of Roanoke-Chowan Community College (RCCC), was present to provide the Board with a RCCC school events newsletter, as well as to invite them to attend a robotics competition and luncheon on Saturday, November 7, 2015 at 1:00PM.

Nick Shook of Askewville came forward to inform the Board of two instances of vandalism on his property that have taken place in the last few weeks. Mr. Shook noted that two mailboxes of his had been shot once with a high powered rifle and once with a shot gun. He has since filed a report with the Sheriff's Office and wanted to come forward this evening to inform the public of these events.

The Board thanked Mr. Shook for coming forward, and stated that they had full faith in the Sheriff's Office to find the culprits behind these "mindless [acts] of vandalism."

Josephine Aiken, Municipal Services Manager, of Republic Services was present to introduce Scott Rayner, Interim Division Manager, to the Board and the citizens of the County. Ms. Aiken encouraged the Board to reach out to Mr. Rayner if a need arises, and stated that he would be in this position until a permanent replacement is found.

Terry Pierce of Pierce Lane in Windsor brought forth various concerns to the Board about the current state of the road. She stated that utility workers, school buses, and postal service workers have found themselves stuck in the various potholes on the road, and that it also presents a risk to senior citizens. Venita Thompson, Council on Aging Director, verified that the road is a risk to senior citizens as they are forced to walk from their homes to the end of the road to catch the bus to the Senior Center for aging services.

Planning Director, Traci White, provided a short PowerPoint presentation showing various pictures of the road's condition but does not depict the road after the recent rainfall totals.

Scott Emory, District Engineer, was present and stated that he was aware of an application and petition that was filed back in 2002 where the owners on Pierce Lane were requesting that the State take over the maintenance and upkeep of the road.

Additionally, Mr. Emory stated that the application did not meet the criteria at that time, but in light of new evidence, he assured them that he would review a new application upon submission.

Ms. Pierce reiterated that she would like assistance from the Board, in any way possible, to get this application approved as it is a dangerous situation especially regarding emergency vehicles.

Other homeowners expressed their concerns as well.

The Board stated that they would do what they could to get the application approved, and that they were also currently brainstorming the possibilities of passing a "Public Safety Ordinance" which would require road owners to keep roads safe and appropriately accessible to all.

Luzenia Mitchell of Lewiston-Woodville approached the Board with concerns about her water bill. She explained that the figures she was being charged for water usage did not match her water habits. She also stated that she had been charged for large sums of water while she was out of town and the water was not in use.

The Board thanked Ms. Mitchell for bringing this matter to their attention. Chairman Wesson recommended that she consult with the Water Department to see if an employee could inspect her meter, and ensure that it is working properly.

Sheriff John Holley also cautioned Ms. Mitchell to have someone keep a watch on her home while she was out of town to ensure no one was utilizing her water while she is away.

APPOINTMENTS

New school year update by Founding Executive Director of Heritage Collegiate Leadership Academy, Dr. Kashi B. Hall

Dr. Kashi B. Hall, Founding Executive Director of Heritage Collegiate Leadership Academy (HCLA), provided the Board with an update on the new school year. She introduced key staff members and also alerted the Board to various HCLA teachers, board members, parents, and supporters in the audience.

Dr. Hall first thanked the Board for their support and encouraged each Board member to come by during school hours to take a tour of the campus.

She also updated the Board on various items including the school's current needs such as additional funding, a bus garage, and the upcoming renovations and purchase of additional space at the Cashie Convention Center.

Lastly, she discussed her desire to add 2 additional grades to the school next year, and encouraged the Board to work collaboratively with her to continue to advance HCLA and its mission.

She emphasized that HCLA is also a public school and that it deserved the same treatment, support, and benefits of a traditional public school system.

Agency program update by Teresa Cole, Director of the Albemarle Regional Library System

Teresa Cole, Director of the Albemarle Regional Library System, was present to provide a brief project update to the Board.

She informed the Board of the positive, healthy statistics of the libraries in Bertie County regarding use and number of citizens served. Citizens not only use the libraries for checking out books, but public computer access, and literacy programs, children's story times, and job seeking help is also provided.

She also discussed the possibility of either renovating the Lawrence Memorial Library or the addition of an entirely new library.

Lastly, Ms. Cole was excited to announce that due to some additional funding received on the State level, the various public library systems in the State would benefit as well. Bertie County will be receiving an additional \$28,000.

The Board commended Ms. Cole for her diligence and dedication to the libraries of Bertie County, but also requested that they consider assisting the Roxobel-Kelford Library in the West Bertie area.

Agency program update by Dianne Cowand of the Bertie County Humane Society

Dianne Cowand, President of the Bertie County Humane Society, provided the Board with a brief update regarding the latest programs and initiatives at the animal shelter.

Ms. Cowand provided information about the discounted spay and neuter program, and encouraged all citizens to consider utilizing their services even if they do not adopt a pet from the shelter.

She stated that importance of appropriate animal care regarding population growth as there are more animals than potential pet owners.

Lastly, Ms. Cowand thanked the Board for their support, and asked for their continued support to keep the shelter as functional as possible.

BOARD APPOINTMENTS

There were no Board Appointments.

CONSENT AGENDA

Chairman Wesson reiterated a new protocol for consideration of consent agenda items, many of which are administrative in nature and have been previously discussed or approved at a previous meeting.

Commissioner Bazemore made a **MOTION** to approve the Consent Agenda items C-1 through C-4 collectively below as presented. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

1. **Fees Report** – Register of Deeds – October 2015
2. **Minutes** for Work Session 10-26-15, Closed Session 10-26-15, and Regular Session 10-26-15

After some discussion, Vice Chairman Lee made a **MOTION** to approve the Senior Center General Purpose Funding Application for FY 2015-2016. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

OTHER ITEMS

Tax Administrator's reappointment – 4 years

Clerk of Bertie County Superior Court, Vasti F. James, was present to administer the oath of Tax Administrator to Jodie Rhea.

The oath was taken and signed by all respective parties.

Chairman Wesson made a **MOTION** to reappoint Tax Administrator, Jodie Rhea, to his current position for an additional 4 years. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Jodie Rhea thanked the Board for the reappointment, and stated that he was eager to move forward and continue on with his work.

DISCUSSION

Project Updates

Water Department Superintendent, Ricky Spivey, came forward to update the Board regarding the in-line submersible pump needed to temporarily fix the water pressure issues in the Town of Roxobel.

He stated that bids had been received, and that the cost of the pump would total \$25,100.

County Manager Sauer stated that this cost could be reimbursed by the Town of Roxobel, and that the approval of this temporary solution should be contingent on their Town's agreement to do so.

Commissioner Trent made a **MOTION** to move forward with the solution as described with the condition that the Town of Roxobel would reimburse the County for the cost of the in-line submersible pump. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Sheriff John Holley was present to provide an update on the Sheriff's Office move to County Farm Road. He brought forth copies of the building's final layout, and explained the reasoning behind it including the office space dedicated for the Magistrates' office and the NC Highway Patrol.

Items Pending

County Manager Sauer reminded the Board of an earlier email sent to the Board regarding requested vehicle transfers. The two following vehicles are being considered for transfer:

This vehicle will be transferred to the Bertie Martin Jail:

2005 Ford Crown Vic
2FAFP71W55X123115
License Plate 50104-T
Mileage 162191

This vehicle will be transferred to the Tri-County Airport:

2006 Ford Explorer
1FMEU73836UA06215
No License Plate
Mileage 167011

County Manager Sauer requested a motion for the two cars to be transferred to the above listed entities, and that all costs associated would now be taken over by each new owner.

Commissioner Bazemore made a **MOTION** to transfer the above listed vehicles to the entities listed which would also include the costs associated with each. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Manager Sauer also reported that two more playground vendors would be present at the November 16, 2015 meeting to provide presentations regarding the handicap accessible playground grant.

He reiterated that a decision on the selection of a vendor would need to be made soon after so that the County could work towards the deadline that was assigned by Trillium for the completion of the playground installation.

COMMISSIONERS' REPORTS

Commissioner Bazemore reminded the Board of an upcoming speaking engagement of Rachel Challenge at Bertie High School, and inquired about septic tank permits. She stated that she would like to see more accurate records of those contractors installing septic tanks as she feels like some names that should be there are not currently on that list.

Vice Chairman Lee reported that she had been in contact with the State DMV office and that a part-time DMV office was currently being explored for Windsor.

Commissioner White asked his fellow Commissioners about their intent to participate in the Martin County Waste Water Plant tour coming up on November 10th. Other Commissioners stated they would be in attendance. Commissioner White also inquired about a speaker being needed for a November 12, 2015 event. Chairman Wesson confirmed that he would be speaking at that particular event, and had notified the organizers.

Chairman Wesson stated that since the first faith-based community meeting discussing the State endorsed public safety programs went so well that he would like similar events to be held quarterly. He stated that more information would be shared as details became available.

COUNTY MANAGER’S REPORTS

The County Manager gave no remarks at this time.

COUNTY ATTORNEY REPORTS

The County Attorney gave no remarks at this time.

PUBLIC COMMENTS CONTINUED

There were no additional public comments as only media, Commissioners, and County staff members were present.

ADJOURN

Chairman Wesson adjourned the meeting at 6:35PM.

Ronald D. Wesson, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: C-3

DEPARTMENT: N/A

SUBJECT: Approve minutes for Work Session 11-2-15

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board approve the minutes for the Work Session held on 11-2-15.

If changes have not yet been received by the County Attorney, it is requested that these minutes be fully approved once those changes are provided.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

**Windsor, North Carolina
November 2, 2015
Work Session**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 2:00pm at 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Ronald "Ron" Wesson, District I
Stewart White, District II
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Assistant County Attorney Jonathan Huddleston
Finance Officer William Roberson
Human Resources Director Carolyn Fornes

CALL TO ORDER

Chairman Wesson called the meeting to order, and thanked those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Trent led the Invocation and Pledge of Allegiance.

APPOINTMENTS

Review OPEB strategies regarding unfunded accrued liability for retiree health insurance – discussed led by Ms. Elizabeth Wright, Managing Director, Cavanaugh Macdonald Consulting, LLC regarding actuarial study alternatives

Ms. Elizabeth “Beth” Wright, Managing Director of Cavanaugh Macdonald Consulting, LLC. was present to give a brief report regarding the County’s current actuarial costs and alternatives to reduce the unfunded accrued liability for retiree health insurance.

She provided the Board with a hard copy PowerPoint presentation, and the Board discussed various topics with Ms. Wright and Carr, Riggs, & Ingram County auditor, Jeff Best.

The Board reached a consensus to have the County Manager investigate the policies on this matter in several surrounding counties so that the Board could then begin to brainstorm a customized solution to fit the needs of Bertie County. At that point, the Board would then ask Cavanaugh Macdonald Consulting, LLC to put some financial figures together for further deliberation.

Review QSCB sinking fund requirements related to high school project debt service – discussion led by Mr. Ted Cole, Davenport Financial advisor for the County’s long term debt

The Board also received a presentation from Davenport Financial Advisor, Mr. Ted Cole, regarding the QSCB sinking fund requirements related to the high school project debt service.

Mr. Cole provided the Board with hard copy PowerPoint slides.

It was the consensus of the Board for Mr. Cole to begin working with bond attorney Mary Nash Rusher of Hunton Williams, Finance Director Roberson, and County Manager Sauer to gather more detail and possible solutions to be presented a future Board meeting.

RECESS

Chairman Wesson recessed the meeting until 4:00PM.

Ronald D. Wesson, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: D-1

DEPARTMENT: Planning & Inspections

SUBJECT: Update: review and consider municipal requests for litter, solid waste and other code enforcement

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Consider requests from municipality to assist with enforcement of County ordinances which have been duly adopted by the Town(s)

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

- Review Junkyard & Abandoned Motor Vehicles Ordinance
- Review Solid Waste Management Ordinance – Section III – storage and disposal on private property

ATTACHMENTS: No

LEGAL REVIEW PENDING: For a municipality to adopt a solid waste management ordinance it has to advertise and hold a public hearing. The statutes vary slightly on how much notice is required (one date of publication or two, publish seven days prior to the hearing or 10), but they all require some kind of notice.

It is recommended that following text be inserted:

Paragraph 5 - The TOWN will pay any costs or fees associated with any enforcement action, including but not limited to filing fees, service fees, publication costs, attorney's fees, mediation fees, court reporter fees, deposition fees or expert witness fees.

Important distinctions, and issues need to be resolve. Especially, if a town resident were to challenge the County's enforcement procedures, we need to insure that there have been no procedural lapses or omissions.

ITEM HISTORY: October 26, 2015 – This item was first presented to the Board.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: D-2

DEPARTMENT: Human Resources

SUBJECT: Discuss job classification recommendations and work schedule

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): N/A

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:

September 23, 2015 – Deadline for proposals, 2 firms submitted.

September 9, 2015 – Request for qualifications was distributed to 4 vendors.

June 18, 2015 – Board discussed and approved funding to complete a salary and job classification study.

	Initial Meeting/Co Mgr & Commissioners- Orientation	EE Meetings- Orientation
The Mercer Group, Inc.	Co. Mgr. receive thorough briefings throughout the process	Group Meetings,Written Explanations or both
Proposed: \$19,750.0		
Springsted	Subsequent meetings w/County Officials to present, discuss & review	Approx 8 sessions/PowerPoint Present./Handouts
Proposed: \$25,750	The County will receive weekly progress reports which may be made available to EE's	
Provider of services for NCACC		
Out-Of-Pocket Expense		
Not expected to exceed \$2,800		

EE Engagement	EE Questionnaire	Questionnaire Completion
Feel strongly EE should be well informed	Given to EE's during orientation	Interviews w/EE's, Then meet w/DH's
		Start w/lowest classifications and work up to the DH's
Feel strongly EE should be well informed	If desire: Forms may be available online	Interviews w/atleast 50% EE's and, where necessary w/DH's

Classification Development	Completion
The Mercer Group Factor Evaluation System- (FES)	Meet w/DH's
Number of positions to be used as benchmarks	
Springsted Systematic Analysis and Factor Evaluation (SAFE)	
Targeted benchmarks identified by the County	

Review and recommendations for adoption or updates	Final Review
Copies of recommended changes provided to incumbents	Provide pay levels, recommendations on range widths,
If an EE feels the recommended classification is inaccurate;	new-hire levels, guidelines, FLSA designation for each
an appeal may be made to the Review Committee.	position. Training in the administration of the new compensation
Review Committee will be established at orientation	and classification system. Provide telephone consultation
	for one year following the study. If contracted following the first
	year, an hourly rate is charged for assistance.
Policies reviewed and recommendations for adoption or updates	Detailed study methodology, discussion of the consulting team's
Recommendations for implementation after close consultation w/County staff	findings, conclusions and recommendations, training staff in the
	methodology used to develop, maintain and update, list of class
	descriptions and the assigned salary grade, appropriate FLSA status
	of each job class. Will remain available to the staff for additional

Proposal#1- Springsted

September 23, 2015

Mr. Scott T. Sauer, County Manager
Bertie County
106 Dundee Street
2nd Floor
Windsor, North Carolina 27983

Dear Mr. Sauer:

I am pleased to submit our qualifications statement and Memorandum of Agreement for services for a Compensation and Salary Study for Bertie County. This submittal is presented in response to the County's request for qualifications. Five (5) copies of this agreement are enclosed for your execution.

This contract will be performed through an agreement between the North Carolina Association of County Commissioners and Springsted Incorporated of Richmond, Virginia. Mr. John A. Anzivino, Senior Vice President, will serve as project director and principal on-site consultant for this project. He will be assisted by Mr. Joel Davis, Vice President and other Springsted staff. Resumes of staffing assigned to this study and Springsted's client references have been presented in prior communications. As you know, Springsted Incorporated has conducted numerous personnel studies for counties in North Carolina and is well qualified to perform the work described herein.

I will have overall responsibility for this project to determine that all contractual obligations of this study are successfully met.

If you have any questions or need clarification on any item contained within our Memorandum of Agreement, please contact me at the Association Office.

Sincerely,

Amy Bason
Deputy Executive Director

Enclosures

cc: John A. Anzivino, Springsted Incorporated

MEMORANDUM OF AGREEMENT

PERSONNEL SERVICE

BERTIE COUNTY

THIS AGREEMENT is made and entered into this _____ day of September ____, 2015, by and between the North Carolina Association of County Commissioners, an unincorporated association, hereinafter called "Association", and Bertie County, a governmental subdivision of the State of North Carolina, hereinafter called the "County".

WITNESSETH

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed to by the County, the Association offers to perform the following services:

Scope of Services

See Attachment "B", Scope of Services as amended, which is incorporated into and made a part of the Memorandum of Agreement by reference.

Time for Performance

The time for performance will be approximately 120 calendar days. This study can be started no later than October 15, 2015 and completed by February 15, 2016. This completion date is guaranteed for a period of thirty (30) days only after the submission date.

Costs

The professional fee of the proposed work is Twenty Five Thousand Seven Hundred Fifty Dollars (\$25,750.00) plus project expenses not expected to exceed \$2,800.00.

In consideration of the services performed by the Association, the County agrees to abide by and perform the following:

The County will be billed an initial payment of \$6,437.50, two monthly progress payments of \$6,437.50 and a final payment of \$6,437.50 plus properly documented expenses when the project is completed and presented to the County. This cost includes fifteen (15) bound copies of the completed study document and electronic versions of the study and supporting information. The County agrees to remit payment to Springsted upon receipt of each of the statements referred to above.

Execution

If this Memorandum of Agreement is not executed and returned to the Association Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

If the terms of this contract are acceptable, please sign two (2) copies and return same to the Association office.

SUBMITTED BY:

ACCEPTED BY:

NORTH CAROLINA ASSOCIATION
OF COUNTY COMMISSIONERS

BERTIE COUNTY

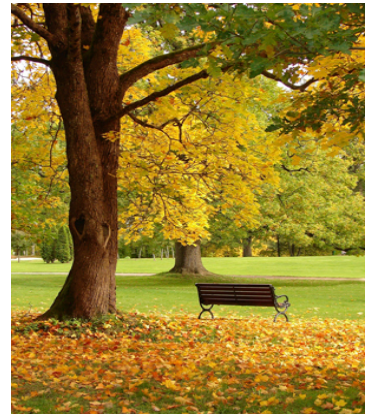
Amy Bason
Deputy Executive Director

Name

Submission Date

Title

Date



Qualifications Statement

Bertie County, North Carolina

Qualifications Statement to Provide a Compensation and Salary Study

September 23, 2015

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Mission Statement

Springsted provides high quality, independent financial and management advisory services to public and non-profit organizations, and works with them in the long-term process of building their communities on a fiscally sound and well-managed basis.



Springsted Incorporated
9097 Atlee Station Road, Suite 100
Mechanicsville, VA 23116

Tel: 804.726.9748
Fax: 804.277.3435
www.springsted.com

LETTER OF TRANSMITTAL

September 23, 2015

Mr. Scott T. Sauer, County Manager
Bertie County
106 Dundee Street
2nd Floor
Windsor, North Carolina 27983

Re: Request for Qualifications Statement to Provide a Compensation and Salary Study

Dear Mr. Sauer:

Springsted Incorporated, as a preferred provider of services for the North Carolina Association of County Commissioners (NCACC), is pleased to provide a response to the County's request for qualifications for a classification, compensation and benefits program study. We have developed a general outline of our services and cost estimate to provide a comprehensive review of the County's classification, compensation and benefits system; as well as a review of the County's compensation policies. As noted throughout our qualifications statement, we are flexible in our work with local governments and are willing to adjust the approach and methodology to meet the County's needs.

Our firm has assisted numerous counties, jurisdictions and special purpose authorities in North Carolina and across the United States in addressing a wide variety of human resources issues. We have conducted classification and compensation studies for a number of North Carolina counties and governmental agencies and our management consulting services practice provides in-depth study and analysis on a variety of topics. In addition, we have worked closely with numerous local governments in recent months to develop their first or update their existing classification and compensation systems. Over the years, we have built a significant base of knowledge as to how to work with a wide variety of staff to develop and implement a sound system that best meets the community's needs.

We understand that Bertie County has determined that development of an updated pay and classification system for a wide range of employee groups and a review of its current benefits program is necessary. An updated plan will significantly improve morale among employees and enable the most effective use of available funds. The primary purposes of the study are to:

- Update the County's current classification system and salary ranges to establish or re-establish the County's position in the labor market in relation to other employers and allow the County to remain competitive in the job market for quality employees.

- Reassess internal salary relationships and establish internal equity between classes.
- Identify pay strategies and the accompanying policies that will enable ease of ongoing administration by County staff and enable the County to maintain an equitable, competitive pay plan.
- Ensure that job descriptions comply with applicable laws and regulations and include essential and marginal job functions.
- Assess the competitiveness in the labor market of the County's employee benefits and identify recommendations for future actions.

As indicated above and throughout our response to your request for qualifications which includes a realistic work plan, Springsted has developed specialized expertise in performing the services requested by the County. An advantage to Bertie County is that by pooling our technical and human resources specialties Springsted will bring to your study unparalleled expertise in the areas of local government human resources administration.

As noted above we are "Preferred Providers" of services for the North Carolina Association of County Commissioners (NCACC), which assures the County that our work will meet not only your expectations, but the expectations of the NCACC as well. In accordance with our agreement with the NCACC, we will provide a copy of a contract that ensures the County is afforded the benefits of this relationship if you choose to move forward under this arrangement.

As required in the County's request for qualifications we would note that Springsted is a national, privately held company incorporated in the state of Minnesota. As noted in our qualifications statement, work will be conducted for Bertie County from our Richmond, Virginia office, which provides service to all our Mid-Atlantic clients and our primary contact information is included above. Springsted will use no sub-contractors on Bertie County's study and has no judgments against the firm within the last five (5) years or pending litigation related to professional conduct or services of Springsted employees. In addition, we have received no addenda related to the County's request for qualifications.

Our qualifications statement outlines how we would approach the Scope of Work outlined in your request and includes specific information on our approach to the work, references, estimated cost, timeline and our firm's history and experience.

We look forward to working with Bertie County and its staff on this important project.

Respectfully submitted,



John A. Anzivino, Senior Vice President
Client Representative

sml

1. Perception and Understanding of the Project

It is our understanding that the County has identified a need to review its current classification, compensation and benefits system as it relates to recruitment and retention of the County's one hundred ninety eight (198) full time equivalent staff that are allocated to two hundred eleven (211) classification descriptions. Major concerns of the County include: the length of time since the last comprehensive study was completed, career path and grade enhancement options, recruitment of employees at all levels, retention of employees at all levels and the competitiveness of the County's total compensation plan as it relates to other public and private sector employees in the area.

The County wishes to rectify this through a thorough analysis of its classification and compensation system, as well as its compensation policies and benefits to ensure that Bertie County is able to compete in the marketplace, recruit qualified candidates and maintain its levels of service delivery to its current and future citizens and visitors.

The study process outlined on the following pages will involve an interactive process with County staff beginning with an initial meeting with the County Manager, department heads and other designated officials to secure a clear and complete understanding of the management philosophy of the County, to review the County's organizational structure, staffing, mission, goals and objectives as well as to establish working relationships and secure information and desired policies for the updated system. Subsequent meetings will be held with County officials to present and discuss our strategy for completing the analysis of jobs within the County, review our methodology for completing the study and review our scope of work and completion schedule for the project.

Additionally, because we believe deeply in employees being well informed and a part of the process, a series of employee briefing sessions (we would suggest approximately eight (8) at various County locations) be held to discuss and explain the project's objectives and procedures and to answer any questions they may have relating to the project. The briefing sessions will include PowerPoint presentations and handouts for employees that will outline the steps in the process.

During the process, the County will receive weekly progress reports which may be made available to employees for their information concerning the project's progress. Each employee will complete a comprehensive position analysis questionnaire (PAQ) to provide the information necessary to determine specific duties, responsibilities and job requirements and to prepare updated or new class descriptions and ensure proper classification. If the County desires, these forms may be made available online for employee completion. This written data will be augmented by personal interviews with at least 50% of study participants and, where necessary, with department directors or supervisors.

Springsted will use our *Systematic Analysis and Factor Evaluation (SAFE®)* system to evaluate each job in the workforce to determine its relative worth within the organization. Use of the SAFE® system ensures compensation and classification of the County's employees will be conducted in a fashion which is blind to gender, color, religion, national origin, age, disability or any other status protected by state or federal law or regulation. The SAFE® system, as discussed later in this qualifications statement, was developed to ensure that internal equity is maintained and only bona fide job factors are considered in making decisions relative to classification of jobs in relation to compensation. American with Disabilities Act (ADA) physical requirements and Fair Labor Standards Act (FLSA) status for each position will also be determined and all class descriptions shall be consistent with EEO criteria.

We will also develop and distribute a comprehensive salary and fringe benefits survey to the targeted benchmarks identified by the County so that a reasonable and accurate comparison and analysis of salary, wages and benefits for like or similar jobs can be developed.

Methods of transition and costs of implementation will be developed and study data will be presented to County officials orally, in a written report and electronically, where appropriate. The implementation programs proposed will take into consideration phasing of the recommendations should the economic impact upon the County be significant. Phasing options for implementation, if necessary, will consider the need for wage adjustments, with the most critical positions being addressed first and the fiscal impacts of each step of the plan being clearly identified for staff and the County Board's consideration. If phasing of implementation recommendations is not necessary, clear cut alternatives will be provided covering minimum levels of implementation and others based upon availability of funds.

Finally, policies will be reviewed and recommendations for adoption or updates to current compensation policies will be provided to the County. Policy recommendations will provide the County with a snapshot of creative policies which are now in place both within the public and private sector with recommendations for implementation after close consultation with County staff.

2. Firm History and Statement of Qualifications

History and Leadership

Springsted is one of the largest and longest established independent public sector advisory firms in the United States. For over 60 years, we have continually grown in the range of our client relationships, the comprehensiveness of our services and our prominence within the industry. Our managed growth is focused on providing clients with a balance of national perspective and local expertise.

Springsted is a privately held corporation and a women-owned business and is certified as a Women's Business Enterprise ("WBE") by the City of Saint Paul, Minnesota and the Milwaukee Metropolitan Sewerage District.

Our headquarters are located in Saint Paul, Minnesota, with offices strategically located throughout the United States. Specifically, our regional offices include Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; Denver, Colorado; Los Angeles, California and Dallas, Texas. Saint Paul has been our corporate home since the firm first opened its doors in the early 1950s.

Currently, we have a staff of more than 70 professionals, including client representatives, consultants, analytical professionals and support personnel. Our size provides both subject matter expertise and contingency in the case of unforeseen circumstances.

Springsted's work in the Mid-Atlantic states began with implementing higher education financings in the early 1970s. Since then, our long-term commitment to the region has grown along with the range of services offered to local governments, independent authorities, state agencies and non-profit organizations as they work to overcome increasingly complex and far-ranging financial, economic development, human resource and management issues and problems. In 2000, Springsted solidified its commitment to the region through its merger with a well-known and highly regarded financial advisory and management consulting firm based in Virginia Beach, Virginia. Our office in Richmond, Virginia serves clients throughout the East Coast and surrounding areas.

Organizational Management and Human Resources

Public entities are under a great amount of pressure to deliver high quality services in a fiscally constrained environment. Traditional methods and means don't necessarily work anymore and this scenario is not likely to change at any time in the future. To that end, elected officials and public administrators are under pressure to employ new and innovative solutions that require progressive leadership, creative partnerships, cautious risk taking and an investment in their personnel and organizational foundation. Success in the public sector is hard to define, but those public entities that enhance and enrich their people, their process and their systems are more likely to deliver more value by maximizing the use of public resources, thus achieving more success in the marketplace of public opinion.

Springsted's staff has been advising our clients in organizational development for over 25 years. We have a strong staff with direct experience in managing and leading local city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

Our Human Resource focus is in the area of position classification, compensation and performance evaluation. Our work is competitive, current, court tested and copyrighted to deliver pragmatic outcomes. Our Organizational Management focus ranges from executive recruitment, group facilitation, strategic planning, budget analysis, resource sharing and building collaborations to organizational improvement and efficiency studies.

3. Key Principal and Associate Staff

John A. Anzivino

Senior Vice President and Client Representative



Mr. John Anzivino has over 25 years of experience in state, county and town management. Mr. Anzivino applies this considerable insight in assisting local governments find solutions to a wide range of human resource, financial and programmatic problems and challenges facing them. He holds a master's degree in public administration from the University of Georgia.

Joel A. Davis

Vice President and Consultant



Mr. Davis joined Springsted in September 2013 and has considerable experience in wage and benefit administration, recruitment, hiring and retention, employee relations, payroll, employee training and development and regulatory compliance; as well as preparation of job descriptions, personnel policies and analysis of compensation levels. Additionally, Mr. Davis has considerable experience in city and town management as well. Prior to joining Springsted, Mr. Davis served as Human Resources Director/Public Information Officer for the City of Winchester, Virginia where he worked with the City Manager, City Council and department managers on strategic planning, complex administrative projects and assignment of staff resources to ensure productive and cost-effective operations for a 500 employee organization. Mr. Davis has also served as Assistant City Manager overseeing several departments including human resources in North Myrtle Beach, South Carolina, as Town Administrator for the Town of Harrisburg, North Carolina, as Town Manager for the Town of Spring Lake, North Carolina and as a Recreation Director for Caswell County, North Carolina. He has a Master's Degree in Public Affairs from the University of North Carolina – Greensboro and a Bachelor's Degree in Political Science and Public Administration from Elon University.

Rebecca A. Dayton

Project Manager

Ms. Rebecca Dayton joined Springsted's Management Consulting Group in the winter of 2011. She has a human resources generalist knowledge base, specializing in classification and compensation studies, performance evaluations, executive search and benefits review. Ms. Dayton has an Associate degree in Education from Salem Community College. She also has course work towards a Bachelor's degree in Business Administration from Virginia Commonwealth University and from Strayer University online college.

Hailey W. Daniels

Assistant Project Manager

Ms. Hailey Daniels joined Springsted in January 2015 as a Human Resources Analyst with the Organizational Management and Human Resources Team, providing support and assistance for executive search and organizational management projects. Her duties include conducting research and working with clients and candidates throughout all phases of a project and/or executive search and recruitment. Ms. Daniels has a Bachelor of Science in Business and Human Resource Management from Virginia Commonwealth University and an Associate of Science in Psychology from John Tyler Community College.

Full staff resumes can be found in Appendix I.

4. Recent Examples of Similar Projects

North Carolina Association of County Commissioners, North Carolina

Conducted a comprehensive compensation/classification study for association employees. Continue to provide annual maintenance and consulting services.

Ms. Elizabeth Floyd, Finance Director
919-715-2893

Warren County, North Carolina

Conducted comprehensive classification, compensation and benefits study.

Ms. Elgin Lane, Human Resources Director
252-257-7132

Edgecombe County, North Carolina

Conducted comprehensive classification, compensation and benefits study..

Mr. Lorenzo Carmon, County Manager
252-641-7834

Clay County, North Carolina

Conducted comprehensive classification, compensation and benefits study.

Mr. Paul Leek, County Manager
828-389-0089

Camden County, North Carolina

Conducted comprehensive classification, compensation and benefits study..

Ms. Stephanie Jackson, Human Resources Manager
252-338-1919

Sampson County, North Carolina

Conducted comprehensive classification, compensation and benefits study.

Mr. Ed Causey, County Manager
910-592-6308

Duplin County, North Carolina

Conducted comprehensive classification, compensation and benefits study.

Mr. Mike Aldridge, County Manager
910-296-2100

Pender County, North Carolina

Conducted comprehensive classification, compensation and benefits study.

Ms. Denise Mulhollen, Human Resources Director
910-259-0900

Macon County, North Carolina

Conducted comprehensive classification, compensation and benefits study..

Mr. Mike Decker, Human Resources Director
828-349-2020

City of Salisbury, North Carolina

Conducted comprehensive classification, compensation and benefits study.

Mr. Zack Kyle, Assistant City Manager
704-638-5229

Town of Morehead City, North Carolina

Conducted comprehensive classification, compensation and benefits study.

Mr. David S. Whitlow, City Manager
252-726-6848 ext. 113

City of Jacksonville, North Carolina

Preparation of a classification and compensation plan for the City's employees.

Ms. Mary Don Olds, Human Resources Generalist
910-938-5228

Watauga County, North Carolina

Conducted comprehensive classification, compensation and benefits study.

Mr. Deron Geouque, Assistant County Manager
828-265-8000

Transylvania County, North Carolina

Conducted comprehensive classification, compensation and benefits study..

Ms. Sheila Cozart, Human Resources Director
828-884-3100

North Carolina League of Municipalities, North Carolina

Contracted to perform numerous classification and compensation studies for municipalities throughout North Carolina since 1987.

Mr. Hartwell Wright, Director of Member Services
919-715-3932

City of New Bern, North Carolina

Preparation of a classification and compensation plan for the City's employees.

Ms. Sonya Hayes, Director of Human Resources
252-639-75700

Warren County, Virginia

Conducted comprehensive compensation and benefits study, including Constitutional Officers. Continue to provide annual maintenance consulting services.

Mr. Douglas P. Stanley, AICP, County Administrator
540-636-4600

Fauquier County General Government and Public Schools, Virginia

Conducted comprehensive compensation and benefits study, including Constitutional Officers. Continue to provide annual maintenance consulting services.

Ms. Janelle Downes, Director of Human Resources
540-428-8703

Lee County, North Carolina

Conducted comprehensive classification, compensation and benefits study.

Ms. Joyce D. Mc Gehee, Human Resources Director
919-718-4615

Craven County, North Carolina

Conducted a comprehensive classification, compensation and benefits study of all personnel. Developed an employee performance evaluation and revised County personnel policies.

Ms. Amber Parker, Human Resources Director
252-636-6602

Chowan County, North Carolina

Conducted comprehensive classification, compensation and benefits study.

Ms. Carrie B. Byrum, Human Resources Manager
252-482-8431 ext. 2

Cabarrus County, North Carolina

Conducted comprehensive classification and compensation study.

Ms. Susan Nunn, Human Resources Analyst
704-920-2200

Onslow County, North Carolina

Conducted comprehensive classification and compensation study.

Ms. Meghan S. Doyle, Human Resources Director
910-347-4717

5. Approach and Methodology

Delineated on the following pages is the proposed project approach and study methodology. The scope of services, tasks and staffing necessary to complete this project successfully are discussed in subsequent sections of our qualifications statement. The project approach was developed to include significant employee involvement and is subject to adjustment if it is determined that more employee involvement is necessary or desirable.

A. Project Initiation – Data Collection

The Springsted Project Director will meet with the County and other appropriate officials to establish working relationships and to finalize a comprehensive work plan and timetable. All current classification, compensation and benefit data will be assembled and evaluated to determine the status of existing human resource management programs and to identify apparent issues and opportunities.

The purposes of the meeting are to:

1. Introduce the Project Director
2. Discuss the background and experience of Springsted Incorporated and the consulting team
3. Discuss, in detail, the methodology to be used in conducting the study, the role of the consultant and the employees, and the amount and type of employee participation
4. Ascertain the major issues the County wants the study to address
5. Review the project schedule and determine significant milestones
6. Determine the frequency and content of status reports
7. Discuss methods of communicating the status of the study to employees
8. Discuss how information about each employee's job and Americans with Disabilities Act (ADA) data will be obtained
9. Review Springsted's copyrighted *Systematic Analysis and Factor Evaluation* (SAFE[®]) system of job evaluation

After meeting with the County, and other appropriate officials, a staff meeting will be held with department directors to discuss the project objectives and procedures and to distribute and explain the use of position analysis questionnaires (provided by Springsted), and to schedule their distribution, collection, review and verification.

In addition, it is proposed that individual interviews be conducted with each department director to review organizational arrangement, mission, goals and objectives and to determine what challenges, if any, they are experiencing with the existing classification and compensation system.

Springsted is sensitive to the human relations aspects of studies of this type. In accordance with this sensitivity, the consulting team proposes that they conduct a series of orientation and information sessions for all employees. The sessions would be scheduled at various times to allow employees to attend without

requiring too many to be absent from the workplace at any one time. During these sessions, project objectives and procedures will be discussed, questions answered and comments and suggestions solicited.

B. Development of Classification System

A *Position Analysis Questionnaire* (PAQ) will be distributed to each employee to allow him/her to describe his/her job duties, responsibilities and essential functions in detail. The questionnaire will also provide an opportunity for each employee's supervisor to review and comment on the data supplied by the employee and provide specific comments concerning various job factors that affect the position.

Upon receipt of the completed *PAQs*, the consulting team will review and conduct a task analysis of the content of all questionnaires and make preliminary classification decisions. Any questionnaires that require clarification and/or verification will be noted and the consulting team will return to Bertie County and conduct individual job audits and interviews with selected employees to ensure a complete understanding of each position.

Job audits/interviews will be conducted at the employee's work station or from a central location. Work station audits/interviews will be conducted for those positions for which more information is required to ensure a thorough understanding of the duties and responsibilities of the position.

Other audits/interviews will be held in a central location. These audits / interviews will be conducted when the study team needs to clarify the information on the *PAQs* or the ADA data information sheet.

Based on the information collected through the *PAQs* and on-site audits / interviews, a consistent program of job classification will be developed. This will include well-defined class descriptions for each position. It will also include the assignment of each employee to the appropriate class with respect to duties and responsibilities, skills and abilities, and minimum education and experience requirements. The consulting team will attempt to consolidate classifications where feasible, in order to facilitate plan administration.

The new class descriptions will include a position title, general definition of work, essential functions, examples of typical tasks, necessary minimum knowledge, skills and abilities, education and experience requirements and special qualifications, if any. Special attention will be given to ensuring that bona fide occupational qualifications, licensing, certification and special training, if dictated by standards of practice and/or job requirements, are included as minimum qualifications of classes.

The consulting team will consolidate specific job titles and descriptions, where appropriate, in order to significantly reduce the number of job titles and job descriptions. Consolidating job titles and descriptions will facilitate the administration of the classification plan.

C. Review of Preliminary Classifications and Class Descriptions

The consulting team will prepare a preliminary list of employee classifications, develop preliminary class descriptions and submit them to the appropriate staff for review and comment. The consulting team will review the comments and make adjustments based upon the comments received.

After all suggested changes have been evaluated, final classification decisions will be made and the class descriptions finalized.

A list will be prepared concerning the appropriate FLSA status of each job class.

D. Job Evaluation and Development of Pay Plan

In order to determine appropriate salary levels of positions in the workforce, Springsted will conduct an extensive salary and benefits survey to compare County positions with analogous positions in other comparable public agencies in the area labor market, other governmental units of similar size and private sector employers in the general area. The study team will consult with the staff in identifying the appropriate sources of survey data.

It is recommended that potential survey data pertain to organizations comparable to the County of Bertie County relate to those organizations with whom the County is competing for employees, and represent the appropriate labor market.

There are different labor markets for positions. Some positions are recruited from the local area, while others are recruited regionally and/or nationally. The consulting team will work closely with the staff in determining the appropriate labor market for positions.

Subsequent to consulting with the staff, appropriate benchmark positions will be identified to be included in the survey. It is proposed that the benchmark positions be selected according to the following criteria:

- Encompass the full range of positions in the study
- Pertain to positions that are experiencing a high rate of turnover
- Be based on an analysis of exit interviews
- Relate to a review of requests for reclassifications
- Conform to information obtained from discussions with department directors

Based on the wage data analysis and the classification system developed, the linear least squares method will be used to develop an appropriate salary curve and salary schedule. The salary schedule will contain sufficient pay grades to properly compensate employees for the development of their abilities over time. The schedule will also relate salary advances within grades to performance.

Springsted has developed and copyrighted a job evaluation system known as the *Systematic Analysis and Factor Evaluation (SAFE®)*. This system has been successfully used for several years and has been reviewed by the United States

District Court in conjunction with an Equal Employment Opportunity (EEO) suit and found acceptable to the Court.

It is important to note that the *Systematic Analysis and Factor Evaluation* system is a unique method of job evaluation. The SAFE® system was designed to measure job factors that apply specifically to local government.

The system rates and ranks jobs based on skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating classes to the compensation plan. The system facilitates proper and equitable cross comparisons between and among classes, and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

Each position, or group of positions, will be evaluated and assigned to an appropriate salary grade based on the classification system and prevailing rates paid by survey participants. The elements considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Experience Required
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

Fringe benefits data will also be surveyed. The benefits to be surveyed include, but are not limited to, holidays, annual leave, sick leave, insurance coverage (including cost and portion paid by the entity), pension (including entitlements and costs) and other benefits identified in the meetings previously described in this section.

E. Implementation Strategy and Staff Training

At the conclusion of the study, Springsted will work with the staff in developing a plan for implementing the study recommendations. The plan will coincide with the needs of the County and the employees while maintaining the County's financial integrity. Springsted also will train members of the staff in the methodology used to develop, maintain and update the classification and pay plan. The training program will include the development and/or revision of class descriptions along with rating, ranking and salary grade assignments of positions. Instruction manuals pertaining to the job evaluation system will be prepared and presented. The Springsted team will remain available to the staff for additional consultation after the study has been completed.

F. Final Report

The final report will be a document that contains the following:

- Detailed study methodology
- Discussion of the consulting team's findings, conclusions and recommendations regarding employee classification, salary structure, fringe benefits, compensation plan, estimated cost and implementation plan

- Schematic list of classes and the assignment of each class to a salary grade
- List of detailed class descriptions
- The results of the Salary and Benefits Survey
- List of employees and their recommended classifications
- Job evaluation factor analysis for each position

A manual on the use of the SAFE® job evaluation system will be provided.

Project Timeline

Springsted takes pride in meeting its time commitments. The schedule to commence this project coincides with Springsted’s completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study. Springsted is prepared to initiate the study within 10 days after receiving the official notice to proceed and will complete the study within 120 days. A detailed project schedule is provided below.

There are factors that impact upon meeting the schedule that are beyond the consulting team’s control. The proposed time frame is contingent upon a timely decision, the receipt of requested data, and the timely receipt of feedback and comments on the submitted preliminary data.

Task	Month #1	Month #2	Month #3	Month #4
Project Initiation – Data Collection – Meetings With County Staff	■			
Development of Classification System	■			
Review of Preliminary Classifications and Class Descriptions		■		
Prepare/Evaluate Survey Data		■		
Develop Compensation Plan		■		
Assign Classes to Grades			■	
Develop Implementation Strategies and Phasing Plan for Five (5) Year Implementation			■	
Submit Final Report for Discussion With County Staff and Presentation to the Board of Commissioners				■
Staff Training in Use of Job Evaluation (SAFE) System				■

6. Other Relevant Information

Professional Fee

Springsted Incorporated will perform all the tasks delineated as described in our qualifications statement for a professional fee of \$25,750. This fee is based upon review and development of class descriptions for up to approximately two hundred eleven (211) positions and associated work outlined in this qualifications statement to provide Bertie County with a comprehensive employee classification and pay study.

Springsted would invoice Bertie County for work completed based on the following schedule:

Time of Invoice	Percentage Invoiced	Cumulative Percentage Invoiced
Completion of Employee Orientation	25%	25%
Completion of Position Analysis	25%	50%
Completion of Draft Report	25%	75%
Completion of Final Report	25%	100%

Out-of-Pocket Expenses

Springsted would charge the Bertie County, at cost, for actual out-of-pocket expenses. Out-of-pocket expenses include, but are not limited to, travel and sustenance, overnight or messenger deliveries, conference calling beyond our internal capabilities, photocopying and mailing costs. Direct out-of-pocket expenses are not expected to exceed \$2,800 for the project.

Additional Work

Should the County request and authorize additional work, we would invoice the City at an agreed upon fee or our standard hourly fees. Additional Implementation Plans will be billed at a cost of \$550/plan. In addition, we would charge, at cost, for any related out-of-pocket expenses.

Title	Hourly Rate
Principal & Senior Officer	\$260
Senior Professional Staff	\$215
Professional Staff	\$160
HR Analyst/Project Coordinator	\$100
Associates	\$75

Additional work would include work outside the scope of services as agreed to including, but not limited to:

- Additional position descriptions
- Additional job audits
- Additional on-site meetings
- Additional reports
- Work related to a special request

APPENDIX I
Key Principal and Associate Staff Resumes

John A. Anzivino
Senior Vice President
Client Representative

Mr. Anzivino joined Springsted in December 2001 as Vice President and Client Representative. In July 2006, he was named Senior Vice President of the firm and, in December 2006, as Director of Springsted's Mid-Atlantic group. He assists Mid-Atlantic cities, counties, towns and non - profit organizations in addressing human resources, staffing, organizational management, financial, housing and economic development challenges in a variety of innovative ways. In addition, Mr. Anzivino oversees the bond issuance process for clients, ensuring that debt offerings are marketed and delivered in a timely and effective manner.

Mr. Anzivino has over 25 years of experience in state and local government. He served as Town Manager for Warrenton, Virginia for more than 12 years. Prior to Warrenton, he served as County Administrator for four years in Caroline County, Virginia, and for six years in Amelia County, Virginia. Each of these communities received state and national recognition for developing creative and innovative approaches to resolving complex financial and programmatic issues that they faced during his tenure. During this time, Mr. Anzivino authored chapters in the *VML Handbook for Mayors and Council Members* and the *Virginia Association of Counties Handbook for County Supervisors*. He has also held positions in West Virginia with the Governor's Office of Economic and Community Development, specializing in resolving complex utility and project financing issues and with a regional planning and development agency, as its Assistant Director.

Mr. Anzivino has been an active participant in professional associations, having served as Vice President of the Virginia Local Government Management Association and as President of the Virginia Association of County Administrators. He has addressed several national and regional organizations on changes in the workforce and their relationship to hiring patterns in the public sector.

Education

University of Georgia, Athens, Georgia

Master of Public Administration

Concord College, Athens, West Virginia

Bachelor of Arts

University of Virginia, Charlottesville, Virginia

Senior Executive Institute

Affiliations

International City Management Association (ICMA)

Virginia Local Government Management Association (VLGMA)

International Public Management Association for Human Resources (IPMA)

Virginia Local Government Management Association (VLGMA), Life Member

North Carolina Government Finance Officers Association (NCGFOA)

Ann S. Antonsen
Vice President
Consultant

Ann Antonsen is an organization and management consultant, specializing in position analyses, classification and compensation studies, performance management and evaluation system development and staff training and in conducting executive search efforts for the public sector. She performs organizational assessments and studies, revisions and development of personnel policies and manuals and conducts organizational management training and providing general human resources assistance.

Ms. Antonsen has been with Springsted since 2005 and serves clients nationwide. With her strong background in Organizational Management and Human Resources, she is dedicated to using her well-honed abilities to assist governmental agencies in developing and growing meaningful legacies.

Ms. Antonsen has extensive experience in serving government organizations; she previously worked as a consultant with Labor Relations Associates, Inc., which has served the region for many years, providing management and human resources consulting services. Ms. Antonsen has provided human resources management services for large suburban communities and regional centers. She brings practical experience in handling the wide variety of issues that face public management. Additionally, she has related human resources experience in both public associations and private corporations.

Education

University of Minnesota, Minneapolis, Minnesota

Bachelor of Arts in Psychology

Continuing Legal Education Courses

Professional

International Public Management Association in Human Resources (IPMA)

Joel A. Davis
*Vice President
Consultant*

Mr. Davis is an organizational management and human resources consultant, specializing in position analyses, classification and compensation studies, performance evaluation studies, assisting in the resolution of management challenges and in conducting executive search efforts for the public sector. He performs organizational studies, develops personnel policies and manuals and conducts organizational management training.

Mr. Davis joined Springsted in September 2013 and has considerable experience in wage and benefit administration, recruitment, hiring and retention, employee relations, payroll, employee training and development and regulatory compliance; as well as preparation of job descriptions, personnel policies and analysis of compensation levels. Additionally, Mr. Davis has considerable experience in city and town management as well.

Prior to joining Springsted, Mr. Davis served as Human Resources Director / Public Information Officer for the City of Winchester, Virginia where he worked with the City Manager, City Council and department managers on strategic planning, complex administrative projects and assignment of staff resources to ensure productive and cost-effective operations for a 500 employee organization.

Mr. Davis has also served as an Assistant City Manager overseeing several departments including human resources in North Myrtle Beach, South Carolina, as Town Administrator for the Town of Harrisburg, North Carolina, as Town Manager for the Town of Spring Lake, North Carolina and as Recreation and Parks Director for Caswell County, North Carolina.

Education

University of North Carolina – Greensboro, North Carolina
Master of Public Affairs

Elon University – Elon, North Carolina
Bachelor of Arts in Political Science and Public Administration

University of North Carolina, Institute of Government
Capital Finance and Budgeting, Municipal Administration and Personnel Management

Affiliations

International City/County Management Association (ICMA)
International Public Management Association (IPMA)
North Carolina Association of County Commissioners (NCACC)
North Carolina City County Managers Association (NCCMA)
North Carolina League of Municipalities (NCLM)
Society for Human Resource Management (SHRM)
Virginia Association of Counties (VACo)
Virginia Municipal League (VML)

Civic Affiliations

Paul Harris Fellow in the Rotary Club; Past Chair of Rotary Club Finance Committee
Chair of Horry County Heart Walk (2007)

Rebecca A. Dayton
Project Manager

Rebecca Dayton joined Springsted in November 2011, working as an Analyst with the Management Consulting Services Team. She provides technical support and assistance to clients through our human resources services line, focusing on compensation studies, executive searches and organizational management projects.

Ms. Dayton specializes in all facets of human resources, including classification and compensation as well as benefits reviews. She has prepared offer letters, non-disclosure and non-compete documents, classification and compensation studies and performance review programs. Her previous experience includes program coordinator, membership assistant/exhibition coordinator, and an associate analyst.

Prior to employment with Springsted, Ms. Dayton supervised positions and programs related to management consulting services. She was responsible for overseeing clerical operations and preparing, editing and formatting correspondence, spreadsheets, and PowerPoint presentations. She has extensive experience creating and analyzing position profiles, creating and posting job advertisements, and researching benchmark information and following up with contracts.

Education

Salem Community College, Carneys Point, New Jersey

Associates degree in Education

Virginia Commonwealth University, Richmond, Virginia

Course work for Bachelors of Business Administration

Strayer University

Course work for Bachelors of Business Administration in Management

Hailey W. Daniels
Assistant Project Manager

Ms. Hailey Daniels joined Springsted in January 2015 as a Human Resources Analyst with the Organizational Management and Human Resources Team, providing support and assistance for executive search and organizational management projects. Her duties include conducting research and working with clients and candidates throughout all phases of a project and/or executive search and recruitment.

Before joining the Springsted team, Ms. Daniels worked in an administrative human resources role in the construction industry. She was responsible for recruitment efforts and pre-employment tasks such as creating job postings, conducting candidate screenings and scheduling interviews. In addition, Ms. Daniels was responsible for managing the employee on-boarding process, updating personnel policies and clerical duties such as contract management, formatting spreadsheets and creating PowerPoint presentations.

Education

Virginia Commonwealth University, Richmond, Virginia
Bachelor of Science, Business and Human Resource Management

John Tyler Community College, Chester, Virginia
Associate of Science, Psychology

Memberships

Society of Human Resource Management (SHRM)
Richmond Society of Human Resource Management
Local SHRM Chapter

Proposal#2-
Mercer Group

BERTIE COUNTY, NORTH CAROLINA

**Proposal
For a Classification
And Compensation Study**

21 September 2015

THE MERCER GROUP, INC.

Corporate Headquarters:

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Atlanta, GA 30338
770-551-0403
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The Mercer Group, Inc.

Consultants to Management

3443 Highway 39 North
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E-mail: mercercnc@aol.com

Mr. Scott T. Sawyer, County Manager
106 Dundee Street, Second Floor
Windsor, North Carolina 27983

21 September 2015

Dear Mr. Sawyer:

Our proposal is for a Classification and Compensation Study for Bertie County. The Mercer Group, Inc. is pleased to provide this proposal in response to your RFQ. If selected, we can begin work promptly.

Our firm is uniquely qualified to provide these services. For your consideration, we draw your attention to our experienced project team and to our interactive approach:

Our project staff is experienced in many areas. Our team members have consulted extensively in this area and are recognized as experts in the field of employee classification and compensation, organizational analysis, performance evaluation, and staffing. The team members are **senior consultants** with vast experience in all areas of local government. In the 17 years that I have been with The Mercer Group, I have successfully researched, developed, and implemented more than 60 organizationally comprehensive compensation systems and classified over 30,000 positions.

Our style is interactive; that is, we form a partnership with the client to conduct a project and provide services. The County will benefit through ease of implementation and maintenance of systems.

We are committed to successful implementation. Our work will be practical, realistic, and easy to understand. We will, if it is in the best monetary interest of the organization, structure a multi-year implementation plan to ensure that the results and recommendations study can be utilized and adopted.

Our Principal in Charge, James Mercer, possesses over 40 years of management consulting experience with local governments. The Mercer Group, Inc. was incorporated in the state of Georgia over 20 years ago and has conducted many similar compensation studies.

We are a growing firm. We offer the reputation of a respected national firm with the economy of a smaller company.

Our experience has shown that good Compensation and Compensation studies are a combination of sound technical processes and an understanding of human nature. Our approach is sensitive to this in several ways. For instance, our position evaluation system uses a factor evaluation system that is industry standard and is sufficiently straightforward (transparent) so that how the process works and how factor scores and total scores for a position are derived is easily explainable and easily understood by employees, supervisors, and the executive board. We provide orientation sessions for all employees so that they understand the methodology of the study and how their positions will be evaluated, thus reducing anxiety. We will meet with every employee to discuss his/her questionnaire answers and get clarification. We provide an appeals process for any employee who feels that his/her position has been classified incorrectly. We work closely with you and your management team throughout the process to assure that you are informed and that there are no “surprises.”

The Study should take approximately three months to complete, given prompt responses to the Market Survey by the market organizations.

We welcome the opportunity to discuss our proposal in person or teleconference.

This proposal is valid for 120 days from the date of receipt by the County. We abide by all applicable rules of federal, state, and local entities. The Mercer Group, Inc. and the staff proposed have no conflicts of interest.

We thank you for this opportunity and look forward to working with you on this important project. If you have any questions, please contact me at 919-496-2080.

Sincerely,

THE MERCER GROUP, INC.



Phillip G. Robertson, Senior Vice-President

PROJECT APPROACH AND METHODOLOGY

The Mercer Group, Inc. believes that the Classification and Compensation Study must have extensive client participation. Our experience has shown that successful assignments are characterized by:

- A mutual understanding between the client and the consultant staff of the objectives, study process, timing, and end products of the study;
- A thorough understanding of the current situation by the consultants before proceeding with detailed analysis;
- Providing opportunities for participation and input by staff; and
- A thorough review of draft reports with the County Manager and others of his choosing.

Our work plan includes provision for each of the items listed above. The specific participation of County officials and staff is described as follows:

County Manager - The County Manager (or his designee) is the principal client(s) for the project. The principal client will receive a thorough briefing and description of the study process and methodology. At the end of the study, the principal client will receive a briefing on all findings and recommendations as well as briefings throughout the process as appropriate. It is important that the principal client be involved in the key policy issues to ensure the overall effectiveness of the resulting Classification and Compensation systems to meet the needs of the organization.

Management (Department/Division Heads) —Management will be involved in the study by participating in a briefing session with the consultants, completing questionnaires, meeting individually with the consultants to review the scope of their operations, and identifying any specific concerns they may have with respect to their current classification, compensation or organizational systems. Key management will likewise be involved in reviewing a draft of all job analysis recommendations including position placement recommendations and class specifications.

Employees — All employees whose positions are included in the study must feel that they have a role in the process and that their input is both sought and welcomed. That role and input will be introduced and explained by a thorough and accurate initial presentation about the project. Employees then will be asked to complete position questionnaires and will be given opportunities to be involved further in the process through interviews, job audits (when necessary), and appeal procedures.

Administrative Staff — Designated Administrative Staff will be asked to assist in the distribution and collection of the position questionnaires and assist the consultants in setting up meetings and interviews.

The Mercer Group, Inc. approach to Classification and Compensation stresses participation at all levels. The result will be a new system that is truly developed by those who must live with it.

Work Program and Schedule

In order to meet the client's specific objectives for this project, we have developed a work plan consisting of five (5) phases and seven (7) steps, as follows:

Phase I

STEP 1. Orientation

Because of the significance of a classification and compensation study, a clear understanding of and agreement to the work plan is critical. We will begin the project by meeting with all appropriate County officials including but not limited to the County Manager and department heads and others necessary to clarify the following issues:

- Specific issues regarding the current classification and pay structure(s);
- Specific issues regarding individual Departments and Divisions (group meetings and individual meetings with each department head);
- Understanding of the objectives for the systems;
- Review of The Mercer Group, Inc. classification and analysis methodology, including specific forms such as the position questionnaire;
- Policies regarding review and employee appeal of recommendations;
- Begin development of a list of organizations for the "market analysis," including public and private employers (Management will participate in the process of development of the comparable organization list); and
- Implementation strategy for results of the study.

At the orientation, we will also obtain information on current practices. We will then provide the initial communication to employees through group meetings, written explanations, or both, depending on the needs of the organization. The Mercer Group, Inc. prefers to meet with employee groups to review the process and how the employees are going to be asked to participate. Classification and Compensation Studies can produce anxiety with employees. We have found that open discussions with employees at the beginning of the study helps employees understand what to expect from us and what we are going to ask of them. It also allows employees the opportunity to voice any concerns or questions and meet the consultants. During orientation we generally provide our contact information to employees and encourage them to

contact us at any point during the process if they have questions or concerns.

Phase II

STEP 2. Classification Process

The job analysis classification portion of the study will begin with the distribution of Position Questionnaires to all employees. The Position Questionnaire is typically distributed and reviewed during the Employee Group Orientation meetings. The Position Questionnaire is important to the Classification and Compensation process because the information obtained becomes the basis for:

The classification system;

The development of "benchmark" positions;

Because the questionnaire is important, we will review and edit our questionnaire with management to ensure its appropriateness.

Upon receipt of the questionnaires, we will interview positions for employees having submitted questionnaires to confirm and clarify the information.

At a minimum we must have a sufficient sample size of each class or job title to ensure a thorough understanding of each position. We will also conduct job audits when necessary.

All reasonable accommodation will be made to ensure that all employees who wish to participate in the interview process will be given the opportunity to do so. Our history with studies of 200 or fewer employees has been that on average, over 90% of all employees participate in interviews. Employees who have the same job title and agree that they are performing the same job duties can interview as group with a sufficient sample size.

Employees who have the same job title and do NOT agree that they are performing the same job duties will be interviewed separately. It may be that at the end of the study we recommend that these positions remain in the same classification or the duties and responsibilities may be such that a separate classification is recommended. If we do not allow employees to choose if they want to interview together or separately it greatly undermines the results of the study and the employee "buy in".

We will begin interviews in each department with the lowest classifications and work up to the Department Heads. This approach allows us to obtain a good understanding of the organization and to discuss issues and problems at each succeeding level.

Interviews generally take 15 minutes for individuals and 30 minutes for groups. During the interview the consultant will review the submitted questionnaire with the employee and as clarification questions. This is also an opportunity to employees who communicate more effectively in an oral format the opportunity to discuss their position with the consultant.

Upon completion of the position questionnaire and interview process, we will analyze classifications by the duties and responsibilities.

As a result of the questionnaire and interview process, we normally obtain information regarding organizational and personnel issues outside of the scope of this project. We will provide an informal report to the principal client covering those issues which appear to be significant, if desired.

To develop the proper classifications and provide internal equity, we will use The Mercer Group Factor Evaluation System (FES). Such systems are used to provide numerical rankings for classifications and positions. A detailed description of our job measurement methodology is included as Exhibit II.

During the classification process, we will address the issues of parity among departments, appropriate titles, consolidation of classifications, creation of new classifications and logical career ladders.

After the completion of the interviews and the application of the FES, the consultants will meet with each Department Head to review the preliminary factoring for the position in her/his department. This is a time that the consultants will be able to obtain clarifications on issues with any positions that were not clear in the interview and questionnaire. These meetings help familiarize the Department Heads with how the classification system works. The preliminary factoring will also be reviewed with the principal client(s) from an organizational prospective.

After the recommendations have been approved, copies of the recommended class specifications, and title changes should be provided to incumbents for review. Should an employee feel that his/her recommended classification is inaccurate; an appeal may be made to the Review Committee. The make-up of the Review Committee will be established at project orientation. We will recommend a methodology to make the process fair and non-threatening to the individual employees.

EXHIBIT II

THE MERCER GROUP, INC. FACTOR EVALUATION SYSTEM OVERVIEW

Each functional position will be analyzed and assigned a level for all 10 factors outlined below, based on the completion of a position questionnaire followed by an interview. **In cases where employees hold the same position title as other employees but are of the opinion that their duties are materially different, separate interviews and factoring will be done.**

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Factor 1 measures the nature and extent of information or facts which the worker must understand to do acceptable work (e.g. steps, procedures, practices, rules, policies, theories principle, and concepts) and the nature and extent of the skills needed to apply that knowledge. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

FACTOR 2. SUPERVISORY CONTROLS

“Supervisory controls” covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee’s responsibility, and the review of completed work.

Controls are exercised by the supervisor in the way the assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined.

Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives.

The degree of review of completed work depends upon the nature and extent of the review (close and detailed review of each phase of the assignment, detailed review of the finished assignment, spot-check of finished work for accuracy, or review only for adherence to policy).

FACTOR 3. SUPERVISION EXERCISED

Factor 3 measures the knowledge that may be required to supervise or manage small or specialized organizational units, mid-level divisions, and major operations within the total organization or the entire organization.

FACTOR 4. GUIDELINES

This factor covers the nature of guideline and the judgment needed to apply them. Guides may include manuals, established policies and procedures, engineering handbooks or the organization’s personnel manual. The guidelines may be related to the specific occupation rather than organizational. For instance, a CPA may work under specific guidelines imposed by the profession rather than the organization.

Individual jobs in different occupations vary in the specificity, application and availability of guidelines for performance of assignments. Consequently, the constraints and judgmental demand placed upon employees also vary. For example, the existence of specific instructions, procedures and policies may limit the opportunity of the employee to make or recommend decisions or actions. In the absence of procedures or under broadly stated objectives, employees in some occupations may use considerable judgment in researching literature and developing new methods.

FACTOR 5. COMPLEXITY

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

FACTOR 6. SCOPE AND EFFECT

Scope and effect covers the relationship between the nature of the work, i.e. the purpose, breadth and the depth of the assignments and the effect of the work products or services both within and outside the organization.

Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of decisions.

FACTOR 7. PERSONAL CONTACTS

This factor includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. Levels described under this factor are based on what is required to make the initial contact, the difficulty of the communicating with those contacted, and the setting in which the contact takes place.

Above the lowest level, points should be credited under this factor only for contacts which are essential for successful performance of the work and which have a demonstrable impact on the difficulty and responsibility of the work performed.

The relationship of Factors 7 and 8 presumes that the same contacts will be evaluated for both factors. Therefore, use the personal contact which serves as the basis for the level selected for Factor 8 as the basis for selecting a level for Factor 7.

FACTOR 8. PURPOSE OF CONTACTS

Purpose of personal contact range from factual exchanges of information to situations involving significant or controversial issues and differing view points, goals or objectives. The personal contacts which as the basis for the level selected for this factor must be the same as the contact which are the basis for the level selected in Factor 7.

FACTOR 9. PHYSICAL DEMANDS

The "Physical Demands" factor includes physical characteristics and abilities (e.g. agility and dexterity requirements) and the physical exertion involved in the work (e.g. stooping, bending, climbing, walking, or running). To some extent the frequency or intensity of physical exertion must be considered, e.g. is the exertion continuous or on an infrequent basis.

FACTOR 10 WORK ENVIRONMENT

The "Work Environment" factor considers the risks and discomfort in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situation typically place additional demands upon the employee in carrying out safety regulations or wearing protective equipment.

Phase III

STEP 3. Market Analysis

Using the specifications developed through the questionnaire/interview process, we will work with the organization to select a representative number of positions to be used as "benchmarks" for a market comparison survey.

The survey instrument will be developed as part of our assessment and understanding of the needs of the organization. We recommend that a broad base of private and public organizations be used. Through meetings with management we will work together to identify the organizations to be included in this survey.

The survey instrument will be customized for the organization and left with the organization for continued use in maintaining the system. All information will be analyzed by The Mercer Group, Inc. and a detailed report will be prepared regarding the responses. This analysis and report will be done on Excel spreadsheets and provided to the organization with training on how to update the spreadsheets in maintaining the system.

We recommend that the market analysis survey be repeated in its entirety at least once every two years with parts of it used more often. We will provide the organization with the instrument and training in the analysis of data.

Using the market research data, a set of specific recommendations regarding the level of Compensation for all classes will be developed. In this part of the study, we will:

Provide pay levels for all classes;

Provide recommendations on policy decisions such as range widths, new-hire level guidelines, and mechanisms for slotting; and

Provide alternative implementation strategies for the system, including the cost of each alternative.

Phase IV

STEP 4. FLSA Analysis

Once classifications (jobs) are identified for the new system each position will be preliminarily reviewed and analyzed for the appropriate FLSA designation of Exempt or Non-Exempt, keeping in mind that the final determination of the status must be made for each employee – **employees are exempt or non-exempt, not positions.**

The Mercer Group FLSA Expert is Randy Davis. Mr. Davis retired in 2000 from the U.S. Department of Labor; Wage and Hour Division and has been working with The Mercer Group,

as a consultant and provides support expertise in the area of FLSA. He worked the last eleven years as Branch Chief for Fair Labor Standards in the Atlanta Region which included eight Southeastern states. Mr. Davis has been using his contacts at DOL to ensure a thorough understanding of new changes to FLSA not only from a legislative standpoint but from the people that will be enforcing these changes. Mr. Davis has the resources to research any questions or concerns there may be regarding FLSA designations.

STEP 5: Training and System Maintenance

Training will be provided for all appropriate personnel in the administration of the new Compensation and Classification systems, including:

- The Factor Evaluation System for classification of new positions and reclassifications as they occur;
- The market survey instrument for continued update of the salary system; and
- Implementation procedures.

We provide telephone consultation for one year following the study. Many of our clients keep us on contract following the first year to assistance as needed. We provide this assistance on at an hourly rate.

STEP 6. Reporting and Documentation

Throughout the project The Mercer Group, Inc. will provide the organization with written or oral updates. Specifically, we will provide:

- Status reports at each step of the process.
- Special reports or requests when policy decisions need to be made.
- Preliminary final report for review by appropriate officials.
- Final report.

We will also make a presentation of findings and recommendations to management, staff and the governing board, as necessary.

EXHIBIT I

RESULTS OF THE CLASSIFICATION PHASE:

- **Classification standards for all classes and levels proposed;**
- **Class specifications for all classifications;**
- **Updated job descriptions;**
- **FLSA designation for exempt or non-exempt status for each position;**
- **Allocation of each position to an appropriate classification to ensure internal equity.**

RESULTS OF THE COMPENSATION PHASE:

- **Development of comprehensive market survey instrument for continued use by the organization;**
- **Development of appropriate salary guidelines;**
- **Assignment of appropriate salary range to each classification;**
- **Development of written guidelines of the total system.**

QUALIFICATIONS, EXPERIENCE, AND BACKGROUND

ABOUT THE MERCER GROUP, INC.

The Mercer Group, Inc. will be the sole firm providing all services as described in this proposal. This proposal has been made without collusion with any other person or entity.

The Mercer Group, Inc. is a management consulting firm incorporated in the State of Georgia and operating nationwide. Founded by James L. Mercer, a long-term public management consultant, The Mercer Group, Inc., provides management consulting services to state and local governments, special districts, and private sector clients. The company's services include:

- Compensation and classification studies;
- Executive recruitment;
- Organization and operations analysis;

- Productivity improvement;
- Strategic planning;
- Management systems;
- Organization development and training;
- Privatization;
- Policy studies;
- Budget evaluation services; and
- General management consulting.

Mr. Mercer started his own firm in 1981 and, in 1984, merged it with another consulting firm, Wolfe & Associates, Inc. On June 1, 1986, Mr. Mercer acquired the Human Resource and Organizational Consulting Practice of Wolfe & Associates, Inc. This acquisition formed the basis for Mercer, Slavin & Nevins, Inc. He sold his interest in Mercer, Slavin & Nevins, Inc. early in 1990 and founded The Mercer Group, Inc.

Mr. Mercer is the Chief Executive Officer of our firm and can be contacted at our corporate headquarters as follows:

James L. Mercer, President
 The Mercer Group, Inc.
 5579 B Chamblee-Dunwoody Road, Suite 511
 Atlanta, Georgia 30338
 Telephone: (770) 551-0403; FAX: (770) 399-9749
 Federal Tax ID No.: 58-1877068
 Web site address: <http://www.mercergroupinc.com>

BUSINESS MODEL

The Mercer Group, Inc. is a **Consortium Model** firm, with a core of key staff members supplemented by associated independent consultants and specialty firms. The consortium members work together regularly and have long personal and professional relationships. This business model allows us to:

- Staff each engagement with precisely the right mix of consulting professionals, who have the specific managerial, functional, and technical skills needed to fully satisfy the project objectives.
- Eliminate pressure to assign salaried staff who may be available, but lack the experience or capabilities necessary to be effective and efficient in serving our clients.
- Offer competitive rates for very senior consultants due to our reduced administrative and overhead costs.

LISTING OF WORKING OFFICE

This project will be conducted by the Louisburg, North Carolina branch. The Louisburg branch is staffed by Senior Vice President Phillip Robertson and Randy Davis. The Louisburg office specializes in Compensation and Classification Studies, Performance Evaluation Systems, Staffing Studies, and Executive Recruitment. The staff has over 38 years' experience. The branch can be contacted as follows:

Phillip G. Robertson
Senior Vice President
The Mercer Group, Inc.
3443 Highway 39 North
Louisburg, North Carolina 27549
Telephone: (919) 496-2080; FAX: (919) 496-7995
E-mail address: MercerNC@aol.com

There are not any past, on-going or potential conflicts of interest which the consultants may have as a result of performing work for this project. The Mercer Group, Inc. has not divulged, discussed, or compared our proposal with other proposers and has not colluded with any other proposer or parties to a proposal whatsoever. Further, Phillip Robertson has full authority to sign this proposal on behalf of The Mercer Group, Inc.

Project Team

The team we are proposing for this project includes our most experienced consultants.

The Principal in Charge of the project will be James L. Mercer. Mr. Mercer is President of our firm. He is a Certified Management Consultant and has extensive experience in all phases of management consulting including compensation, classification, and performance appraisal. Mr. Mercer will be available if needed to assist in this project.

The Project Manager will be Phillip Robertson, Senior Vice President of our firm. He possesses extensive knowledge of all phases of staffing studies, compensation and classification and all areas of local government management. He will be responsible for assuring the quality of our work, the adherence to expected schedules and the delivery of our work products.

Randy Davis is The Mercer Group's FLSA and FMLA expert.

Resumes for each of our team members are included in this section.

James L. Mercer, President

Mr. Mercer holds a Master of Business Administration degree from the University of Nevada, Reno, and a Bachelor of Science degree in Industrial Management from the same institution. He has also received a Certificate in Municipal Administration from the University of North Carolina at Chapel Hill, and is a graduate of the Executive Development Program at Cornell University. Mr. Mercer has more than 26 years experience in management consulting. He has authored three books, co-authored three books, and has written more than 250 articles on various phases of public management. His experience covers the following functional areas: compensation and classification, organization analysis, management systems, productivity improvement, seminars/training, public sector executive search, strategic planning, and general consulting. Examples of Mr. Mercer's experience in each of these functional areas are listed below:

Compensation and Classification

- Principal consultant on a project for the Town of Jackson, Wyoming to conduct compensation and classification study, update job descriptions, update personnel rules and regulations, and develop a performance-based employee evaluation system.
- Overall direction of a compensation and classification studies for the Decatur and Springfield, Illinois Housing Authorities.
- Overall direction of a compensation and classification study for the City of Auburn, Maine.
- Consultant on a compensation and classification study for the City of Petersburg, Virginia.
- Overall project direction for a very large compensation and classification study of the Jefferson County, Alabama Personnel Board which includes all jurisdictions in Jefferson County, Alabama including the City of Birmingham.
- Overall direction of a pay-for-performance system development project for the City of Atlanta.
- Overall direction of an executive compensation system for Dekalb County, Georgia's three-campus, 20,000 student Community College.
- Reviewed executive compensation program for the City of Corpus Christi, Texas.
- Reviewed the compensation and classification systems, retirement programs, and employee benefits programs for the City of Atlanta, Fulton County, and all of the jurisdictions in Fulton City, Georgia.

- Reviewed the compensation and classification systems, the retirement systems, and employee benefits programs for Austin and Travis City, Texas.

Mr. Mercer personally worked with Dr. Rensis Likert, considered by many to be the "father of participative management," on the design of data collection instrumentation (using Likert's survey research instruments) to compare 27 test and 27 control medium-sized local governments across the country on the issues of receptivity to new technology and innovation. This experiment formed the basis for the current national local government database in this area.

Prior to forming The Mercer Group, Mr. Mercer was President of Mercer, Slavin, & Nevins, Inc. and a Regional Vice President of Wolfe & Associates, Inc., with which he previously merged his own local government consulting firm, James Mercer & Associates, Inc. He has also been Director of Government Consulting Services in the southeastern and southwestern regions of the United States for Coopers & Lybrand. He has been a National Program Director with Public Technology, Inc., and served as Assistant City Manager of Raleigh, North Carolina. This was preceded by ten years of private sector and university faculty and staff experience. Mr. Mercer is a frequent featured speaker, organizer and panelist at local government conferences, professional, and civic clubs, etc., on issues of productivity improvement, management, office automation, entrepreneurship, etc.

Mr. Mercer has received many honors, including the prestigious George C. Franklin Memorial Award from the North Carolina League of Municipalities for Excellence in Public Administration and election to Beta Gamma Sigma, the national honor society in business and administration. He has also served on several private and public Boards, including the University of Nevada Foundation, the School of Business Advisory Board at California Polytechnic State University in San Luis Obispo, and the Public Administration Program at the University of South Carolina. Mr. Mercer has been quoted in *The New York Times*, *Forbes*, *Public Management*, *American City and County*, and many other national and local publications. His professional affiliations include:

- International City/County Management Association;
- American Society for Public Administration;
- Institute of Industrial Engineers (past Chapter President);
- The Technology Transfer Society (Board of Directors - 5 terms); and
- International Association of Quality Circles.

Phillip Robertson, Senior Vice-President

3443 Hwy. 39 North

Louisburg, North Carolina 27549

Office telephone: 919-496-2080 Cellular telephone: 919-349-7239

Fax: 919-496-7995

Mr. Robertson has 38 years' experience in the public sector. Mr. Robertson joined The Mercer Group, Inc. in 1998.

* **Compensation and Classification studies performed and managed by Mr. Robertson:**

Hernando County, Florida; The Housing Authority of Covington, Kentucky; The City of East Point, Georgia; Martin County, Florida; Ouachita Parish, Louisiana, Public Library; The City of Monmouth, Oregon; The City of Monroe, Georgia; The City of Peachtree City, Georgia; The Development Authority of Peachtree City, Georgia; **Pitt County, North Carolina**; Okaloosa County, Florida; Okaloosa County Detention Center; Martin County, Florida Sheriff's Office; The City of Henderson, Nevada; the Town of Berlin, Connecticut; Choctawhatchee Electric Cooperative in Defuniak Springs, Florida; The City of Duncan, Oklahoma; Calcasieu Parish, Louisiana Public Library System; The City of Colonial Heights, Virginia; Nye County, Nevada; Decatur Illinois Housing Authority; The City of Rochester Hills, MI; The City of Garden City, Georgia; The Town of Glastonbury, Connecticut; **The Town of Kitty Hawk, North Carolina; The Town of Holly Springs, North Carolina**; Sun 'N Lake of Sebring, Florida, Improvement District; Okaloosa, Florida, Gas District; The City of Sunny Isles Beach, Florida; The City of Frankfort, Kentucky; Peachtree City, Georgia, Tourism Association; The City of Sioux City, Iowa; The City of Glen Heights, Texas; The City of Daytona Beach, Florida; The City of Jacksonville, Florida; The City of Osawatomie, Kansas; Gordon College in Barnesville, Georgia; Assisted Housing Risk Management Association, IL; Iowa League of Cities; Peachtree City Water and Sewerage Authority; The Town of Minturn, Colorado; The City of Loma Linda, California; Public Agency Risk Sharing Authority of California, Sacramento; The City of Hercules, California; **The City of Mooresville, North Carolina**; Salt River Landfill, Scottsdale, AZ; **Jackson County, North Carolina**; Clayton State University in Morrow, Georgia; Rhode Island Airport Authority; The City of Vernon, California; Metropolitan District Commission in Hartford, CT; The City of Glenwood Springs, Colorado; The City of Eagle, Idaho; The Town of Wethersfield, CT; The City of Davie, Florida; Yankton County, South Dakota; City of Pensacola, Florida; North Carolina State Firefighters Association; **Craven Community College in New Bern, North Carolina**; Lee County, Georgia; **Cumberland County ABC Board (Fayetteville, N.C.)**; Portland, Maine; **Goldsboro, North Carolina**; Cheyenne, Wyoming; **Huntersville, North Carolina**; **Spring Lake, North Carolina**; **Cabarrus County, North Carolina**; Southland Utility Services, Florida (ongoing); Kentucky League of Cities (ongoing).

* **Executive Searches:**

The City of Arkansas City, Kansas-City Manager 2006; The City of Federal Heights,

Colorado-City Manager 2007; The City of Liberty, Texas – City Manager 2007; The City of Hanover Park, Illinois – Chief Information Officer 2007; The City of Union City, Georgia – City Administrator 2008; Choctawhatchee Electric Cooperative – Chief Operating Officer 2007; The City of Tipp City, Ohio – City Manager 2008; The Town of Mooresville, North Carolina – Engineering Manager 2008; The Town of Mooresville, North Carolina – City Manager 2008; Orange County, North Carolina – Emergency Services Director 2008; Orange County, North Carolina – County Attorney 2009; Town of Harrisburg, North Carolina – Finance Director 2008; Orange County, North Carolina – County Manager 2009; Decatur, Illinois, Housing – Executive Director- 2010; Lee County, Georgia – County Manager- 2011, Tipp City Ohio-Library Director – 2011, Holland Michigan – City Manager – 2012, Troy Michigan – City Manager -2012, Yankton South Dakota – City Manager – 2012, Milliken Colorado – Town Administrator – 2014, Petoskey Michigan – City Manager - 2015.

* **Organizational and Staffing Studies:**

The City of Frankfort, Kentucky; Okaloosa Gas District, Florida; Peachtree City Tourism Association, Georgia; Choctawhatchee Electric Cooperative; and City of Hercules, California

* **Performance Evaluation Systems:**

Pitt County North Carolina; The City of Colonial Heights, Virginia; Sun’N Lake Improvement District; Peachtree City Water and Sewerage Authority; The Village of Carol Stream, IL; and Cumberland County, NC, ABC Board

* **Organizational Climate Surveys**

Assisted Housing Risk Management Association, IL; and Horizons of Okaloosa County, Florida;

Additional Experience:

- * Former Management Information Systems Director for the North Carolina Division of Employment and Training.
- * Extensive experience in organizational analysis at the local and state government levels
- * Former Personnel Manager for a Division of the North Carolina State Government.
- * Former Assistant City Manager for Clayton, North Carolina.
- * Extensive experience in Grant Management at the Federal, State, and Local levels.
- * Extensive experience and expertise with information systems management at the Federal, State, and Local levels.

Mr. Robertson has a MA in Public Administration from Appalachian State University in Boone, North Carolina and a BA in History from Wake Forest University in Winston-Salem, North Carolina. He has also done doctoral work at North Carolina State University in Raleigh, North Carolina.

RANDY DAVIS-Atlanta, Georgia

Mr. Davis retired in 2000 from the U.S. Department of Labor; Wage and Hour Division and currently works as a consultant and provides support to The Mercer Group, Inc. He worked the last eleven years as Branch Chief for Fair Labor Standards in the Atlanta Region which included eight Southeastern states. He also worked sixteen years as an Investigator, eleven with the Wage and Hour Division and five with Internal Revenue Service. As Branch Chief his responsibilities included speaking to employer groups, training investigators and providing interpretations of the various laws, regulations and enforcement policies to the investigators and supervisors. His areas of expertise include the Fair Labor Standards Act (minimum wage, overtime, exemptions, and child labor), the Family and Medical Leave Act, the Employee Polygraph Protection Act, the wage garnishment provisions of the C.C.P.A., the Migrant and Seasonal Agricultural Worker's Protection Act and various immigration laws including those related to H-1B, H-2A and H-2B temporary foreign workers.

Mr. Davis has a Bachelors of Business Administration from the University of Louisville.

REFERENCES

The Mercer Group, Inc. has been conducting compensation and classification studies since its inception in 1990. Phillip Robertson has been the manager of over 95% of all Mercer Group Compensation and Classification Studies for the past 17 years. The references below are for studies similar to the Bertie County project. All of the projects listed above were conducted by The Mercer Group, Inc. and managed by Phillip Robertson.

The following are references for similar projects that have been conducted by Phillip Robertson:

Ms Faye Reeves, Human Resources Director
City of Goldsboro, N.C.
919-739-7441
Compensation and Classification Study 2013-2014

Ms Lundee Covington, Human Resources Director
Cabarrus County, N.C.
704-920-2827
Focused Compensation and Classification Studies for:
Public Safety (Sheriff and Corrections, EMS, Emergency Management)
Administrative Support Positions – County Wide
General Services Operations
2013-2015

Mr. Anthony Massey, City Manager
Columbia, Tennessee
Cell: 931-982-3069

(Previously County Administrator Lee County, Georgia, and City Manager of Frankfort, KY during our studies there)
Compensation and Classification Study 2004; Organizational Study 2009 for City of Frankfort, Kentucky
Compensation and Classification Study 2012 for Lee County, Georgia

Mrs. Kay Godwin
Deputy County Manager
Okaloosa County Human Resources Department
601B North Pearl Street
Crestview, Florida 32536
850-651-7515

Compensation and Classification Study for Board of County Commissioners and Supervisor of Elections. The original project was completed in 2000. The Mercer Group maintained the system for the county through 2004. The Mercer Group was contacted again in 2006 and has continued provided services through 2015.

Ms. Joyce Szilvasy
Human Resources Director
Choctawhatchee Electric Cooperative
Defuniak Springs, FL
850-892-2111

Compensation and Classification Study
The original project was completed in 2000.
A comprehensive update was conducted in 2004.
Full Compensation and Classification Study 2012
We continue to provide update services.

Mr. Rich Wiederspahn, Human Resources Director
City of Cheyenne, Wyoming
2101 O'Neil Avenue
Cheyenne, Wyoming 82001
307-637-6343
Compensation and Classification Study

PRICE PROPOSAL AND METHOD OF PAYMENT

The not-to-exceed total cost of the Classification and Compensation Study for Bertie County will be \$19,750. This includes all expenses related to 9 days on site spread across 4 separate trips during the course of the study. *If the successful completion of the study should require more trips or more time on site there will be no additional charges.*

Our customary payment schedule for the primary study includes partial payments tied to verifiable completion of selected phases of the project. The payment schedule listed below is what we would recommend for this project; however, it is not a condition of our acceptance of this contract.

At completion of initial site work And Orientation:	25% of contract amount
At completion of employee interviews, Selection of benchmarks, And identification of comparables:	50% of contract amount
At presentation of Final Report:	25% of contract amount

The County's cost for The Mercer Group, Inc. for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized in writing by the organization. We will comply with all applicable laws, rules and regulations of federal, state and local government entities.

Our ability to carry out the work required will be drawn greatly from our past experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out the engagement. The results obtained, our recommendations and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of North Carolina.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: D-3

DEPARTMENT: N/A

SUBJECT: Review regional PSAP back-up center and draft resolution from Martin County

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): N/A

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:

Update below from County Manager Sauer on November 2, 2015 -

One of the planning steps for the Sheriff's Office move will be the designation of a back-up communications site for the 911 Center in the event of a catastrophic event such as a flood, tornado or fire. Martin County has offered to provide space for a back-up Communications center to host Bertie staff with equipment and software that is identical to our existing set-up.

It should be noted that two years ago, there was discussion about consolidating 911 Communications with Martin County and seeking a grant to construct a regional communications facility in Williamston.

After much discussion, Bertie County declined to participate. Martin County is pursuing its new communications facility and is making proposals to both Bertie and Washington counties for back-up sites.

If the Board is inclined to consider this matter, time is of the essence and we should consider approaching the Sheriff with this concept since grant applications are due in late January.

**RESOLUTION SUPPORTING THE APPLICATION FOR A GRANT
FROM NORTH CAROLINA 911 BOARD**

WHEREAS, Beaufort County, Bertie County and Martin County currently operate Public Safety Answering Points or PSAP's providing service and answering 911 calls in their respective jurisdictions; and

WHEREAS, the current PSAP's providing service and answering 911 calls for Beaufort County, Bertie County and Martin County are handled through a system financed, in part, from 911 surcharge funds provided by the North Carolina 911 Board under G.S. 62A-46(c); and

WHEREAS, the North Carolina 911 Board will soon commence its PSAP Grant Program; and

WHEREAS, Martin County plans to apply for funding through the PSAP Grant Program for the relocation of its primary PSAP; and

WHEREAS, through NC General Statutes 62A-46(e)(4a), the State of North Carolina requires a PSAP to have a plan and means for 911 call-taking in the event 911 calls cannot be received and processed in the primary PSAP; and

WHEREAS, through the PSAP Grant Program application referenced above, Beaufort County, Bertie County and Martin plan to jointly apply for grant funding to provide back-up PSAP service for the PSAP's and citizens of all three counties on a regional basis; and

WHEREAS, the Beaufort County Board of Commissioners, Bertie County Board of Commissioners and the Martin County Board of Commissioners support the regional effort to cooperatively provide for the back-up PSAP needs of Beaufort, Bertie and Martin Counties in a cost effective way; and

WHEREAS, by this Resolution, the Beaufort County Board of Commissioners, Bertie County Board of Commissioners and the Martin County Board of Commissioners intend to authorize and to support an application for grant funding under the PSAP Grant Program adopted by the North Carolina 911 Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Beaufort County, Bertie County and Martin County, each being a government body located in North Carolina, that individually and jointly each of the governmental bodies expresses its support for the relocation of the Martin County PSAP; and

FURTHERMORE, BE IT RESOLVED by the Board of Commissioners of Beaufort County, Bertie County and Martin County, each being a government body located in North Carolina, that individually and jointly each of the governmental bodies:

1. Expresses its support for the provision of a single back-up PSAP facilities for the PSAP's and citizens of all three counties on a regional basis through utilizing the existing Martin County Primary PSAP and relocated Martin County Primary PSAP proposed; and
2. Agrees to facilitate and finance, or partially finance, the operation and maintenance costs for the provision of back-up PSAP facilities for the PSAP's and citizens of all three counties



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 16, 2015

AGENDA ITEM: D-4

DEPARTMENT: Various

SUBJECT: Update on pending matters and projects

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): N/A

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A