



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT
PREPARED BY: County Commissioners

TITLE: Agenda Summary

BACKGROUND:

Attached is the agenda for the September 10, 2013, meeting of the Davidson County Board of Commissioners.

RECOMMENDATION(S):

ATTACHMENTS:

September 10, 2013, Board of Commissioners Agenda



AGENDA

DAVIDSON COUNTY BOARD OF COMMISSIONERS

Tuesday, September 10, 2013

7:00 PM

Commissioners' Meeting Room
913 Greensboro Street
Lexington, NC 27292

1. CALL TO ORDER
 - 1.a. Agenda Summary
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION
5. REGISTER FOR PUBLIC ADDRESS
6. ADOPTION OF AGENDA
7. PUBLIC ADDRESS
8. PUBLIC HEARING
 - 8.a. Public Hearing - Project Soft
9. ITEMS FOR DECISION/INFORMATION - Consent
 - 9.a. Approval of Minutes - August 27, 2013
 - 9.b. Reclassify the Heavy Equipment Maintenance Manager, grade 68 to Lead Landfill Mechanic III, grade 66 by Jim Tysinger, Human Resources Director.

NOTE: Anyone with disabilities who needs an accommodation to participate in the meeting should Notify the County Manager's Office at 336-242-2200 at least 24 hours prior to the meeting

- 9.c. School Resource Officer Contract with the Davidson County Board of Education for 2013/2014 by Zeb Hanner, Assistant County Manager
- 9.d. Tax Report of Refunds by Joe Silver, Tax Administrator
- 9.e. Appointments and Re-appointments to the Davidson County Juvenile Crime Prevention Council for FY 2013-2014
- 9.f. Proposed Department of Social Services Job Study by Human Resources
- 9.g. BUDGET AMENDMENTS
 - 9.g.1. Budget Amendment - Cooperative Extension
 - 9.g.2. Budget Amendments by Assistant County Manager
- 10. ITEMS FOR DECISION/INFORMATION - Deliberation
 - 10.a. Request to Schedule Public Hearing for ROAP Grant Application by Steve Swaim, Transportation Manager
 - 10.b. Resolution of Support for Joint Development of Phase One of I-85 Industrial Park
- 11. ADJOURNMENT



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT
PREPARED BY: County Commissioners

TITLE: Public Hearing - Project Soft

BACKGROUND:

The Board will conduct a public hearing for the proposed economic incentive grant referred to as Project Soft.

RECOMMENDATION(S):

Approve economic development incentive to Project Soft and authorize execution of documents necessary to effectuate the incentive grant payments.

ATTACHMENTS:

1. Notice of Hearing - Project Soft
2. Legal Notice from Dispatch - Project Soft
3. Proposed Project Soft Economic Incentive Contract

STATE OF NORTH CAROLINA
COUNTY OF DAVIDSON

BEFORE THE DAVIDSON COUNTY
BOARD OF COMMISSIONERS

NOTICE OF PUBLIC HEARINGS
ON ECONOMIC INCENTIVE GRANTS

Davidson County proposes to appropriate and expend County funds for the following economic development project pursuant to North Carolina General Statute § 158-7.1. The County Board of Commissioners intends to consider entering into an economic development incentive grant contract with Project Soft.

The proposal to be considered is as follows:

Project Soft will be entitled to a grant each year for five (5) years to be paid by Davidson County, provided the Company meets the requirements of the contract as to investment, jobs and wages. The grant will begin January of the first full year after the first full year of operation following the investment. The calculation for payment of the grant will be .0027 times the total investment in plant, machinery and equipment. The grant will not exceed \$34,560.00 per year. The County will fund the payments with available revenues in the County's General Fund or Economic Development Fund. The company plans to invest a minimum of \$12,000,000.00 and provide a minimum of 72 jobs with an average yearly salary of \$45,000.00 over the five (5) year period of the contract.

The Board of Commissioners believes the foregoing grant will stimulate the local economy, increase the County tax base and revenues, result in the creation of new, permanent jobs in the County and promote the welfare of the County and its citizens.

The Davidson County Board of Commissioners will hold a public hearing on the County's proposed appropriation and expenditure of funds for this grant at 7:00 p.m. on Tuesday, September 10, 2013, in the Commissioners Meeting Room located on the 4th floor of the Davidson County Governmental Center, 913 North Greensboro Street, Lexington, North Carolina. The Commissioners will consider all information that they believe to have a bearing on this grant. The Commissioners invite all interested persons to attend and present their views. The Board may adjourn the hearing from time to time.

As a result of the public hearing, substantial changes might be made in the advertised proposal reflecting objections, debate and discussions at the hearing.

Persons with disabilities that may need special accommodations to participate in the hearings should notify the County Manager's Office at 336-242-2200 at least 24 hours prior to the start of the hearing.

This the 30th day of August, 2013.

Deborah J. Harris, Deputy Clerk to the Board
Davidson County Board of Commissioners

AFFIDAVIT OF PUBLICATION

STATE OF NORTH CAROLINA

LEXINGTON, NC August 30, 2013

DAVIDSON COUNTY

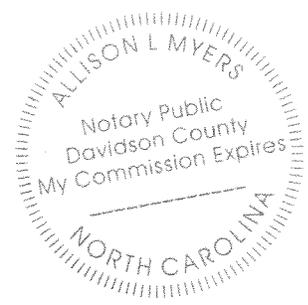
I, Lynn Bowers OF THE DISPATCH, A NEWSPAPER PUBLISHED IN THE CITY OF LEXINGTON, COUNTY AND STATE AFORESAID, BEING DULY SWORN, SAYS THE FOREGOING LEGAL OF WHICH THE ATTACHED IS A TRUE COPY, WAS PUBLISHED IN SAID NEWSPAPER ONCE, BEGINNING THE 30th DAY OF August, 2013.

PUBLICATION FEE: \$ 204.05

Lynn Bowers (SEAL)

SWORN TO AND SUBSCRIBED BEFORE ME, THIS 30 DAY OF August 2013

MY COMMISSION EXPIRES 2-16-2016



Ad Copy:

STATE OF NORTH CAROLINA
COUNTY OF DAVIDSON

BEFORE THE DAVIDSON
COUNTY
BOARD OF
COMMISSIONERS

**NOTICE OF PUBLIC
HEARINGS
ON ECONOMIC INCENTIVE
GRANTS**

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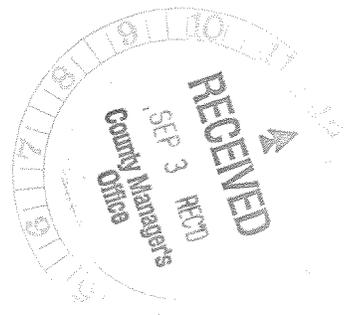
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This the 30th day of August, 2013.

Deborah J. Harris,
Deputy Clerk to the Board
Davidson County Board of
Commissioners

August 30, 2013



THE DISPATCH

The Dispatch
 30 East 1st Avenue
 PO BOX 908 (27293-0908)
 Lexington, NC, 27293
 Phone: (336) 249-3981
 Fax: (336) 249-2944

DAV CO BD OF COMM
 ATTN: ANNE BURKHART
 PO BOX 1067

LEXINGTON, NC 27293

Account: 42000646
 Phone: (336)242-2200
 P.O. #: PROJECTSOF
 Ad Taken By: D012
 Receipt printed: 08/29/2013
 Receipt Number:

Order Number	Class Number	Start Run	End Run	Run Times	Lines	Description
J000448158	0002	08-30-13	08-30-13	2	113	STATE OF NORTH CAROLINA COUNTY OF DAVIDSON BEFORE THE DAVIDSON COUNTY BOARD OF COMMISSIONERS NOTICE OF PUBLIC HEARINGS ON ECONOMIC INCENTIVE GRANTS Davidson County proposes to appropriate and expend County funds for the following economic development

Payment Detail	Pay Date	Type	Card or Check #	Card	Exp	Amount
Current Payment						
Order Price						\$ 204.05
Total Payments					-	\$ 0.00
Balance					=	\$ 204.05

STATE OF NORTH CAROLINA
 COUNTY OF DAVIDSON

BEFORE THE DAVIDSON
 COUNTY
 BOARD OF
 COMMISSIONERS

**NOTICE OF PUBLIC
 HEARINGS
 ON ECONOMIC INCENTIVE
 GRANTS**

Davidson County proposes to appropriate and expend County funds for the following economic development project pursuant to North Carolina General Statute § 158-7.1 The County Board of Commissioners intends to consider entering into an economic development incentive grant contract with Project Soft.

The proposal to be considered is as follows:

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The Board of Commissioners believes the foregoing grant will stimulate the local economy, increase the County tax base and revenues, result in the creation of new, permanent jobs in the County and promote the welfare of the County and its citizens.

The Davidson County Board of Commissioners will hold a public hearing on the County's proposed appropriation and expenditure of funds for this grant at 7:00 p.m. on Tuesday, September 10, 2013, in the Commissioners Meeting Room located on the 4th floor of the Davidson County

Governmental Center, 913
North Greensboro Street,
Lexington, North Carolina. The
Commissioners will consider all
information that they believe to
have a bearing on this grant.
The Commissioners invite all
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336-242-2200 at least 24 hours
prior to the start of the hearing.

This the 30th day of August,
2013.

Deborah J. Harris,
Deputy Clerk to the Board
Davidson County Board of
Commissioners

August 30, 2013

Attention: _____ Fax: _____

This is a final proof. If any information is incorrect, please contact your sales representative prior to the deadline of the first insertion. Otherwise your order is accepted as having been approved.

STATE OF NORTH CAROLINA
COUNTY OF DAVIDSON

ECONOMIC DEVELOPMENT INCENTIVE CONTRACT

This Agreement made this the _____ day of _____, 2013, by and between Davidson County, a body corporate and politic of the State of North Carolina, hereinafter "County," and *Project Soft*, hereinafter "Company."

WITNESSETH:

WHEREAS, the County has heretofore adopted a policy supporting industrial expansion; and

WHEREAS, North Carolina General Statute §158-7.1 authorizes a County to undertake an Economic Development Project by extending assistance to a company in order to cause a company to locate or expand its operation within the County; and

WHEREAS, the County is a body politic and corporate having capacity to contract under North Carolina General Statute §153A-11; and

WHEREAS, *Project Soft*, a North Carolina corporation, proposes to operate and do business in Davidson County, North Carolina, and has capacity to contract; and

WHEREAS, the County has heretofore adopted a policy of supporting industrial expansion; and

WHEREAS, the Company made application for economic assistance from the County in connection with the costs of relocating and/or constructing a manufacturing facility in Davidson County, North Carolina; and

WHEREAS, the Company shall invest and maintain, subject to depreciation, a minimum of Twelve Million Dollars (\$12,000,000.00) in total improvements in plant, machinery and equipment; and

WHEREAS, the County wishes to aid and encourage the location of the Company in Davidson County, so as to benefit the public by increasing taxable property and stimulating and stabilizing the local economy, at a time of increasing economic instability and growing unemployment; and

WHEREAS, as a result of said economic development by the Company, Davidson County will realize an increase in ad valorem taxes from said taxpayer; and

WHEREAS, after a duly called and noticed public hearing on September 10, 2013, the Davidson County Board of Commissioners unanimously resolved to appropriate and expend County Economic Development Funds to the Company as follows: the granting of five (5) annual cash incentive payments to Company equal to .0027 times the Company's investment in the facility, machinery and equipment, not to exceed Thirty-Four Thousand Five Hundred Sixty Dollars (\$34,560.00) per year; subject to the terms and conditions as hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual covenants, promises and obligations contained herein below, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Company shall locate its facility, machinery and equipment in Thomasville, Davidson County, North Carolina.

2. The Company must invest by December 31, 2015, a minimum of Twelve Million Dollars (\$12,000,000.00) in capital improvements to its facility, machinery and equipment. Such investment, subject to depreciation, must be maintained during the term of this Agreement.

3. After completion of the aforementioned new investment in the facility, the Company shall certify to the County in writing by one authorized to execute contracts on behalf of the Company that the said improvements have been completed. The Company shall include with the certification adequate documentation that the improvements have been completed and the amount spent for the improvements. The County's obligation to begin payment of the grants in accordance with this agreement shall not be triggered until such certification and supporting documentation, including the Certificate of Occupancy for the facility, has been received by the County.

4. The County will make five (5) annual cash incentive payments to the Company equal to .0027 times the Company's annual value of the new capital investment in the facility, machinery and equipment, not to exceed Thirty-Four Thousand Five Hundred Sixty (\$34,560.00) per year. The five (5) annual cash incentive payments as herein described shall be paid on the certification of the jobs created and total investment made by the Company. The Davidson County Tax Assessor shall be responsible for determining the annual value of said plant and machinery, and the decision as to the annual value by the Tax Assessor shall be binding on all parties. The said five (5) annual cash incentive payments as herein described shall be due and payable by the County to the Company as follows: Beginning January 1st, 2015, and on January 1st for each of the four (4) years thereafter, the Company within thirty (30) days shall submit and file with the County supporting documentation of its full compliance with the terms and conditions of this Agreement including, without limitation, proof of payment of its Davidson County ad valorem taxes, as well as documentation concerning employment numbers as hereinafter described. The five (5) annual cash incentive payments shall be due and payable by the County to the Company within thirty (30) days after receipt of the supporting documentation.

5. During the term of this Agreement, the Company must create and maintain full-time employment positions with an average yearly salary of Forty-Five Thousand Dollars (\$45,000.00) upon the following schedule:

Year	Jobs Total
2013	26
2014	45
2015	64
2016	72
2017	72
2018	72

The Company must document employment numbers no later than thirty (30) days subsequent to the end of each calendar year. For the purposes of this Agreement, creating and retaining a regular full-time position shall mean creating the position in accordance with the existing policies and the procedures of the Company. A limited waiver of the requirement to create and maintain such full-time employment positions will exist if the unemployment rate in Davidson County posted by the North Carolina Employment Security Commission is in double digits during any one of the six months prior to the grant request. In such event the Company may receive a reduced cash incentive payment. Said cash incentive payment to Company shall be in an amount proportionately reduced to reflect the percentage of the actual required employment positions created and maintained by the Company in comparison to the required number of positions set out in this Agreement.

6. The Company must remain current regarding all financial obligations to all County government entities, and must at all times remain in compliance with all local, state and federal laws.

7. The Company agrees that any duly authorized representatives of the County shall have access to and the right to inspect, copy, audit, and examine all of the books, records, and other documents relating to the fulfillment of this Agreement.

8. The term of this Agreement shall begin on the date hereof, unless sooner terminated as herein provided, and shall continue until the date of the last cash incentive payment provided herein.

9. The County reserves the right to require other documentation from the Company relating to the Company's compliance and eligibility requirements under the Incentive Grant Program.

10. This Agreement shall bind all successors and assigns of the Company; however, neither this Agreement, nor the right to payment under the terms of this Agreement may be assigned by the Company, or otherwise used as collateral for any obligations of the Company, financial or otherwise, without the express written consent of the County.

11. This Agreement shall be governed by the laws of the State of North Carolina.

12. The Company represents and warrants to the County that the Company will comply with all applicable local, state and federal laws and regulations in carrying out the obligations incurred by the Company under the terms of this Agreement.

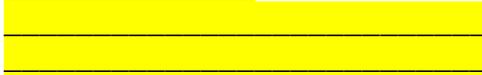
13. Any written notice or written certification or payment required by the terms of this Agreement shall be deemed given if delivered in person or mailed certified mail, return receipt requested to the persons named below:

To Davidson County:

Robert Hyatt, County Manager
913 North Greensboro Street
Lexington, North Carolina 27292

To **Project Soft**

, President



14. This document shall be considered to have been prepared equally by the parties hereto and shall not be construed more strictly against either of them. The provisions hereof shall be liberally construed to give effect to their apparent intent.

15. This Agreement constitutes the entire agreement of the parties hereto and may not be modified or canceled except pursuant to the terms hereof or an instrument in writing signed by the parties hereto.

16. This Agreement may be executed in one or more counterparts and shall become effective when one or more counterparts have been signed by all of the parties; each counterpart shall be deemed an original but all counterparts shall constitute a single instrument.

17. Any provision herein contained which by its nature and effect is required to be observed, kept, or performed after the execution of this Agreement shall survive said execution and remain binding upon and for the benefit of the parties until fully observed, kept, or performed. Provided however, that all provisions of this Agreement which by their terms survive any termination of this Agreement shall survive indefinitely.

18. This Agreement is intended to benefit the parties hereto only, and therefore no third party shall have any rights under this Agreement, or be deemed a third party beneficiary.

19. This Agreement shall be effective after it has been duly executed by the two parties, the effective date being the date above first written.

WHEREFORE, the parties have hereunto set their hands and seals, the day and year first above written.

DAVIDSON COUNTY

By: _____(Seal)
Fred D. McClure, Chairman
Davidson County
Board of Commissioners

ATTEST: (County Seal)

Deborah J. Harris, Deputy Clerk
Davidson County Board of Commissioners

PROJECT SOFT

By: _____(Seal)
_____, President
Project Soft

ATTEST: (Corporate Seal)

Secretary

NORTH CAROLINA
DAVIDSON COUNTY

I, Petra D. Leonard, a Notary Public of Davidson County, certify that Deborah J. Harris personally appeared before me this day and acknowledged that she is the Deputy Clerk to the Davidson County Board of Commissioners, a body corporate and politic of the State of North Carolina, and that by authority duly given and as the act of Davidson County, the foregoing instrument was signed in its name by the Chairman of the Davidson County Board of Commissioners, sealed with its corporate seal, and attested by herself as its Clerk to the Board.

Witness my hand and official seal, this the _____ day of _____, 2013.

NOTARY PUBLIC

My Commission Expires: _____

NORTH CAROLINA
DAVIDSON COUNTY

I, _____, a Notary Public of the County and State aforesaid, do hereby certify that _____ personally appeared before me this day and acknowledged that he is Secretary of *Project Soft*, a North Carolina Company, and that by authority duly given and as the act of the Company, the foregoing instrument was signed in its name by its President, sealed with its corporate seal, and attested by himself as its Secretary.

Witness my hand and official seal, this the _____ day of _____, 2013.

NOTARY PUBLIC

My Commission Expires: _____



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT
PREPARED BY: County Manager

TITLE: Approval of Minutes - August 27, 2013

BACKGROUND:

Minutes of the August 27, 2013, Board of Commissioners meeting are attached for your review and consideration.

RECOMMENDATION(S):

Approve Board of Commissioner minutes of August 27, 2013.

ATTACHMENTS:

August 27, 2013 Board of Commissioners' Minutes

Minutes of the Regular Board of Commissioners Meeting Davidson County, North Carolina

Tuesday, August 27, 2013
7:00 PM

Commissioners' Meeting Room
County of Davidson

PRESENT

Commissioners: Chairman Fred McClure, Vice Chairman Todd Yates, Steve Jarvis, Billy Joe Kepley, Larry Potts, Don Truell and Sam Watford.

OTHERS PRESENT

County Manager Robert Hyatt, County Attorney Chuck Frye, Assistant County Manager Zeb Hanner, Deputy Clerk to the Board Debbie Harris, Support Services Director Dwayne Childress, Planning and Zoning Director Guy Cornman, Finance Director Jane Kiker, IT Director Joel Hartley, Emergency Services Director Larry James, DSS Director Dale Moorefield, Public Services Director Rex Buck, Human Resources Director Jim Tysinger, Fire Marshal Office Employee Danny Ward, Library Director Ruth Ann Copley, 911 Emergency Communications Director Terry Bailey, Council of Chambers Representative Larry Link, Health Director Monecia Thomas, David Klein of Santek, Lee Gill, Brian Feezor, Barney W. Hill, Lexington Dispatch Reporter Nash Dunn and High Point Enterprise Reporter David Nivens.

1. CALL TO ORDER

Chairman McClure called the meeting to order.

1.a. Agenda Summary

2. INVOCATION

The invocation was led by Commissioner Watford.

3. PLEDGE OF ALLEGIANCE

4. RECOGNITION

Chairman McClure recognized Larry Link, of Bank of North Carolina, who was present at the meeting representing the Council of Chambers.

5. REGISTER FOR PUBLIC ADDRESS

Chairman McClure noted the need to register to speak at Public Address.

6. ADOPTION OF AGENDA

Chairman McClure noted that Commissioner Potts had requested that the matter of Thomasville Sewer Spills be added to the deliberation agenda. County Manager Hyatt requested that a Closed Session be added for matters of real estate and economic development.

The amended agenda passed by a vote of 7-0 as follows.

VOTING

Motion by: Larry Potts
 Second by: Don W. Truell

Commissioners	YES	NO	ABSTAIN	RECUSE
McClure, Fred	x			
Yates, Todd	x			
Jarvis, Steve	x			
Kepley, Billy Joe	x			
Potts, Larry	x			
Truell, Don W.	x			
Watford, Sam	x			

7. PUBLIC ADDRESS

Barney W. Hill spoke in opposition to the new agenda package being used by the County. A copy of Mr. Hill's remarks will be included with the approved minutes of this meeting in the minutes book.

8. ITEMS FOR DECISION/INFORMATION - Consent

The Consent Agenda passed by a vote of 6-1 as is set out hereafter.

VOTING

Motion by: Don W. Truell
 Second by: Larry Potts

Commissioners	YES	NO	ABSTAIN	RECUSE
McClure, Fred	x			
Yates, Todd	x			
Jarvis, Steve	x			
Kepley, Billy Joe		x		
Potts, Larry	x			
Truell, Don W.	x			
Watford, Sam	x			

8.a. Approval of Minutes

- 8.b. **Minutes - P&Z Public Hearing - June 3, 2013**
- 8.c. **Appointment for the DavidsonWorks Workforce Development Board by Pam Walton, Interim DavidsonWorks Director**
- 8.d. **Pyrotechnics Permit - by Danny Ward, Fire Marshal's Office**
- 8.e. **Amendment to Order Granting Special Use Permit, Application No. 2-12-S by Chuck Frye, County Attorney**
- 8.f. **Addition of Knouse Drive in Arcadia to the NC secondary road system for maintenance.**
- 8.g. **Proposed lease agreement with Time Warner Business Class by Joel Hartley, CIO**
- 8.h. **BUDGET AMENDMENTS**
- 8.h.a. **Budget Amendments - Health Department**
- 8.h.b. **Budget Amendment - Library**
- 8.h.c. **Budget Amendments - Cooperative Extension**
- 9. **ITEMS FOR DECISION/INFORMATION - Deliberation**
- 9.a. **Bid Award for Construction of Landfill Cell Phase 2-Area 2- Cell 1, by Dwayne Childress**

Support Services Director Dwayne Childress introduced Pieter Sheer with Smith & Gardner, Engineers, who spoke to the Board regarding construction costs and bids submitted for this project.

The Board voted 7-0 to award the construction bid for the Landfill, Phase 2, Area 2, Cell 1, to J.T. Russell and Sons, Inc., in the amount of \$1,987,483.50.

VOTING

Motion by: Todd Yates
 Second by: Sam Watford

Commissioners	YES	NO	ABSTAIN	RECUSE
McClure, Fred	x			
Yates, Todd	x			

Jarvis, Steve	x			
Kepley, Billy Joe	x			
Potts, Larry	x			
Truell, Don W.	x			
Watford, Sam	x			

9.b. Thomasville Sewer Spills

Commissioner Potts reported that he had been contacted by concerned citizens regarding the County’s position on the sewer spills occurring in Thomasville, and that he had requested that the County Attorney’s Office research action that could be taken by the County. County Attorney Chuck Frye reported the findings of this research to the Board. Commissioner Kepley reported that he had also been contacted by concerned citizens regarding the problem and the need for Thomasville to act to correct the issues. Commissioner Watford reported that stormwater runoff is what normally triggers these spills and most of the recent spills were the result of the inordinate amount of rain received in recent months. Mr. Hyatt reported that he had spoken with Thomasville officials regarding the process at the recent Mayor Manager Meeting, and that delays in the regulatory process in obtaining permits had been a problem for the City; however, they reported some progress in this area and had also reported that they had been able to obtain some financing for projects.

This matter was on for information only.

10. Closed Session - Economic Development

The Board voted to go into Closed Session.

VOTING

Motion by: Larry Potts
 Second by: Steve Jarvis

Commissioners	YES	NO	ABSTAIN	RECUSE
McClure, Fred	x			
Yates, Todd	x			
Jarvis, Steve	x			
Kepley, Billy Joe	x			
Potts, Larry	x			
Truell, Don W.	x			
Watford, Sam	x			

County Attorney Frye reported that the Board was going into Closed Session to discuss the property for the proposed industrial park.

RETURN TO OPEN SESSION

On a motion by Commissioner Potts and a second by Vice-Chairman Yates the Board voted 7-0 to return to Open Session.

On a motion by Commissioner Watford and a second by Commissioner Potts the Board voted 7-0 to amend the agenda to add a matter of economic development for consideration.

Economic Development Commission Executive Director Steve Gooze requested that the Board conduct a public hearing for Project Soft, a manufacturing company, who proposes to invest a minimum of

\$12,000,000.00 in Davidson County and provide 72 jobs within a five year period. He requested that the public hearing be scheduled for Tuesday, September 10, 2013, at 7:00 p.m.

Upon motion of Commissioner Watford and a second by Commissioner Truell the Board voted 7-0 to schedule a public hearing for Project Soft on Tuesday, September 10, 2013, at 7:00 p.m. in the Commissioners' Meeting Room.

County Attorney Frye reported that three matters had been discussed in Closed Session, one matter regarding real estate with no action being taken and two matters regarding economic development; with one being schedule for public hearing and no action being taken on the other.

Commissioner Watford announced that Chairman McClure had been elected as Second Vice President to the North Carolina Association of County Commissioners during the Annual Conference the past weekend in Greensboro and reported that it was a very prestigious position for a member of the Davidson County Board of Commissioners to hold.

11. ADJOURNMENT

The Board voted 7-0 as follows to adjourn.

VOTING

Motion by: Larry Potts
Second by: Todd Yates

Commissioners	YES	NO	ABSTAIN	RECUSE
McClure, Fred	x			
Yates, Todd	x			
Jarvis, Steve	x			
Kepley, Billy Joe	x			
Potts, Larry	x			
Truell, Don W.	x			
Watford, Sam	x			

Fred D. McClure
Chairman,
Board of Commissioners

Deborah J. Harris
Deputy Clerk to the Board



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT
PREPARED BY: Human Resources

TITLE: Reclassify the Heavy Equipment Maintenance Manager, grade 68 to Lead Landfill Mechanic III, grade 66 by Jim Tysinger, Human Resources Director.

BACKGROUND:

Reclassification of the Heavy Equipment Maintenance Manager position is recommended for Board consideration.

RECOMMENDATION(S):

It is the recommendation of the Human Resources Director for the Board of County Commissioners to approve the reclassification of the Heavy Equipment Maintenance Manager position.

ATTACHMENTS:

Justification for reclassification.
Job description.



DAVIDSON COUNTY
HUMAN RESOURCES DEPARTMENT
Davidson County Governmental Center
913 Greensboro Street, Suite 403, 4th Floor
Lexington, NC 27292

MEMORANDUM

August 15, 2013

To: Robert Hyatt - County Manager

From: Jim Tysinger - Human Resources Director
Elaine Ratcliffe – Human Resources Analyst II

Re: Request to reclassify the Heavy Equipment Maintenance Manager position, grade 68 to Lead Landfill Mechanic III, grade 66 with no change in salary.

Rex Buck, Public Services Executive Director, and Dwayne Childress, Support Services Director, have received approval to merge the Heavy Equipment Maintenance Manager position in with the County Garage. As a result of this merge, the Heavy Equipment Maintenance Manager position has changed in terms of management responsibility and reporting relationship.

Prior to this merge, the Heavy Equipment Maintenance Manager position managed the landfill garage and staff and reported to the ISW department Director. After this merge, the (proposed) Lead Landfill Mechanic III position will act as a supervisor/lead while working at the landfill garage (anticipated about 70% of the time) and reports to the Fleet Maintenance Manager (job description is attached).

The Fleet Maintenance Manager and the Heavy Equipment Maintenance Manager positions are currently both a grade 68. The Mechanic II, at the Landfill, and the Garage Mechanic II, in the County garage, are grade 63. HR recommends a grade 66 for this (proposed) Lead Landfill Mechanic III position. This adjustment in grade will not result in a salary change for the current Incumbent in the (proposed) Lead Landfill Mechanic III position.

We ask that this recommendation, if approved, be effective the first day of the pay-period following BOCC approval.

We appreciate your time and consideration.



Title: Lead Landfill Mechanic III
Department: Integrated Solid Waste
Salary Range: Grade 66 \$36,463.96 - \$54,695.96

Number: To be assigned
Type: Full-Time w/ Benefits/ Hourly
Location: Lexington

General Statement of Duties

Performs complex skilled work maintaining and repairing a variety of automotive and light and heavy construction equipment.

Distinguishing Features of the Class

An employee in this class is responsible for preventive maintenance, major and minor repairs, vehicle modifications, maintenance documentation and, and assisting in managing the garage operations and staff. Work generally requires the employee to use independent judgment and discretion to diagnose problems and decide if the best course of action is to repair or replace. Guides may include flow charts, diagrams, maintenance manuals, and technical service bulletins. Performs more complex maintenance and repair work on automotive and/or light and heavy construction equipment, such as forklift, skid-steer, landfill compactor, bull dozers, front loaders, roll-off trucks and etc. Maintains files and records. Work is performed under general supervision of the Fleet Maintenance Manager.

Illustrative Examples of Work

- Performs preventive maintenance and the more complex repairs to vehicles and heavy equipment.
- Must have good computer skills.
- Manages the flow of work in the shop; schedules maintenance and repairs.
- Maintains records of vehicle and equipment upkeep and repairs.
- Assists in supervising the Mechanic II position while at the Landfill.
- Performs upkeep and maintenance on hydraulic systems.
- Performs field servicing of vehicles such as tire changes, batteries, or towing.
- Reviews flow charts, diagrams, and manuals to determine vehicle malfunctions.
- Makes diagnoses of mechanical malfunctions in vehicles and heavy equipment.
- Performs shop maintenance such as general clean up.
- Completes service orders on trucks and equipment.
- Prepares and maintains documentation for maintenance activities.
- Maintains inventory of parts and supplies; picks up parts from supplier.
- Test drives vehicles to ensure proper operation.
- Adheres to the department's safety rules and regulations.
- May be required to be on call.
- Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Comprehensive knowledge of the methods, tools, and equipment used in the repair of automotive and light and heavy construction equipment.
- General knowledge and skill of personal computer operating systems, and applications.
- Ability to diagnose defects in drive trains, air conditioning systems, electrical, hydraulic and other major components of heavy equipment.
- Comprehensive knowledge and skill in the use and operation of shop tools and machinery (Tire changer, jacks, lifts, welding, grinding machines and etc.).
- Skill in the performance of mechanical maintenance and repair with speed and accuracy.
- Ability to diagnose the more complex defects in automotive and light and heavy equipment.
- Ability to interpret work from sketches, diagrams and installation and repair charts.
- Ability to work safely in all types of situations and hazardous conditions.
- Ability to understand and follow instructions in both oral and written form.
- Ability to establish and maintain effective working relationships with outside vendors and other employees.

Physical Requirements

- Must be able to physically perform basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Must possess visual acuity to perform mechanical or skilled trades tasks, operate a computer terminal, perform extensive reading, inspect small defects or parts, operation or inspection of machines, use measurement devices and assemble fabricate parts at distances close to eyes.
- Worker is required to have visual acuity to operate machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach, and performs mechanical or skilled trades tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics and etc.
- May be subject to both environmental conditions, extreme heat in excess of 100 degrees and extreme cold below 32 degrees: Activities occur inside and outside.
- May be subject to work with noise and vibration.
- May be subject to hazards; including a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat, or exposure to chemicals.

- May be subject to atmospheric conditions that affect the respiratory system of the skin such as fumes, odors, dusts, mists, gases, or poor ventilation.
- May be subject to oils and other cutting fluids.

Education and Experience

- Graduation from high school, vocational training in vehicle mechanics and considerable experience performing mechanical repairs on diesel and gasoline vehicles and heavy equipment in a garage, service station and/or similar work environment; or an equivalent combination of education and experience.

Licenses and Certifications

- Valid North Carolina Commercial Driver License.
- NCDMV Safety Inspector

August 2013

(Verified by Dwayne Childress)



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT
PREPARED BY: County Manager

TITLE: School Resource Officer Contract with the Davidson County Board of Education for 2013/2014 by Zeb Hanner, Assistant County Manager

BACKGROUND:

Attached for your review and consideration is the School Resource Officer (SRO) Contract with the Davidson County Board of Education for the 2013/2014 school year.

RECOMMENDATION(S):

Approve execution of contract on behalf of Davidson County.

ATTACHMENTS:

SRO Contract for 2013/2014 school year.

NORTH CAROLINA

SCHOOL RESOURCE OFFICER AGREEMENT

DAVIDSON COUNTY

THIS AGREEMENT is made this 1st day of August, 2013, by and between the **Davidson County Board of Education**, hereinafter referred to as the “**DCBE**” and the **Davidson County Sheriff’s Office**, hereinafter referred to as “**DCSO**”, and the **Davidson County Board of Commissioners**, hereinafter referred to as “**DCBC**”, as follows:

WITNESSETH

The DCBE has requested and the DCBC and DCSO have agreed to provide School Resource Officers (SROs) to be assigned along with supplies to certain schools in the Davidson County Administrative Unit for which DCBE has agreed to reimburse the DCBC for its expenses in providing these officers, and the parties desire to set forth in this agreement the services to be performed by the SROs and the authority which each will have with respect to these SROs.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

- 1.0 Goals and Objectives:** It is understood and agreed that the parties share the following goals and objectives with regard to the School Resource Officer (SRO) Program in the schools:
- 1.1 To foster educational programs and activities that will increase students’ knowledge of and respect for the law and the function of law enforcement agencies;
 - 1.2 To encourage SROs to be visible by attending, whenever possible, extra-curricular activities at schools, such as: PTO meetings, athletic events and concerts;
 - 1.3 To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled substances, riots and other violations;
 - 1.4 To make written reports of serious crimes that occurs on campus, to conduct investigations and to cooperate with other law

8/28/2013

enforcement officials in their investigation of crimes that occur at school;

- 1.5 To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus;
- 1.6 To build a trust relationship as well as an understanding of law and order with students, faculties and parents;
- 1.7 To encourage SROs to provide traffic control at schools when deemed necessary for the safety and protection of students and the general public;
- 1.8 To be a resource for other agencies in matters involving students and/or school personnel; and,

2.0 Employment and Assignment of School Resource Officers

- 2.1 The DCBC has authorized positions for six (6) SROs at the high schools named herein. The DCSO agrees to employ not less than six (6) School Resource Officers (SROs) during the terms of this agreement. The SROs shall be employees of the DCSO and shall be subject to the administration, supervision and control of the DCSO, except as such administration, supervision and control is subject to the terms and conditions of this agreement and the personnel, benefits and salary determined by the DCBC.
- 2.2 The DCBC agrees to provide and to pay the SROs salary and employment benefits in accordance with the applicable salary schedules and employment practices of the DCBC. The SROs shall be subject to all other personnel policies and practices of the DCSO except as such policies or practices may have to be modified to comply with the terms and conditions of this agreement.
- 2.3 The DCSO, in its sole discretion, shall have the power and authority to hire, discharge and discipline SROs. The school principal and superintendent or designee will be a part of the interview team which will make a recommendation to the DCSO regarding the appointment of new SRO's. Substitute SRO's shall be utilized, when possible, for extended leaves or absences. The DCSO shall hold the DCBE free, harmless and indemnified from and against any and all claims, suits or causes of action arising out of allegations of unfair or unlawful employment practices brought by SROs.

2.4 The SROs shall be assigned by the DCSO as follows:

2.4.1 One shall be assigned to each regular high school as listed below:

Central Davidson	North Davidson
East Davidson	South Davidson
Ledford High	West Davidson

2.5 The SRO will visit, on a regular schedule, the campus of the elementary and middle school whose students will, through the normal organization of the school system, eventually attend the high school served by the SRO.

2.6 In the event any SRO is absent from work, the SRO shall notify both his/her supervisor in the DCSO and the principal of the school to which the SRO is assigned.

2.7 SRO will be available on days school is in session for students from 7:30 a.m. until 3:30 p.m. and will be available for crisis and potential violent situations that may arise after school, at nights, and on weekends. The SRO will obtain authorization from the SRO Lieutenant prior to working past 3:30 p.m. on school days, nights, or weekends.

2.8 The SRO Lieutenant will be assigned to an office at Central Davidson High School. The duties of the SRO Lieutenant will also include, but not be limited to, coordination of SRO activities between the DCBE and the DCSO; serving as liaison between school principals of the DCBE and other SROs; advising other SROs regarding procedure; conducting school site assessments at all DCBE schools pertaining to safe and secure school environments; communicating with the superintendent of the DCBE or his designee on any situation deemed detrimental to the DCBE or the schools by the SRO Lieutenant; evaluation of all DCBE safe school plans; assisting with the DCBE in the preparation and implementation of the crisis management plan; assisting on major incidents at any school within the DCBE system; assisting in monthly and annual evaluations of SROs; reviewing incident reports; maintaining monthly statistics regarding activities at each SRO covered school; attending SRO continuing education seminars and conferences to assist the overall SRO program; and, being available for the public speaking engagements regarding safe schools and the SRO program.

2.9 A representative from the DCSO will provide annual training for school administrators on identification of firearms and weapons as

defined by law. This training will include policies and procedures pertaining to firearms and weapons on campuses.

3.0 Work Schedule

When students are not in session in school for more than two (2) consecutive days, SRO's will use appropriate procedures for utilizing sick leave, annual leave, or compensatory time. SRO's may take accrued vacation time subject to the approval of the SRO Lieutenant.

4.0 Basic Qualifications of the School Resource Officer. The Officer:

- 4.1 Shall be a commissioned officer and ideally, but not necessarily, have at least one year of law enforcement experience.
- 4.2 Shall be able to work with students and serve as a good example.
- 4.3 Shall be able to conduct in-depth criminal investigations.
- 4.4 Shall possess even temperament and set a good example for students.
- 4.5 Shall possess communication skills that will enable the officer to function effectively within the school environment.
- 4.6 Shall successfully complete other requirements as may be stipulated by the DCSO.

5.0 Chain of Command

- 5.1 The resource officer is an employee of the DCSO and will follow established policies and procedures.
- 5.2 The SRO Lieutenant will coordinate the daily activities of each assigned SRO. If the performance or working relationship is not to the principal's satisfaction, the principal will notify the SRO Lieutenant and the SRO Lieutenant will remediate the SRO and if the problems persist, the SRO Lieutenant will recommend to the Captain of the Division that the SRO be removed from the school or the SRO Division. If the SRO is removed from a school for any reason, the DCSO will have an obligation to replace that officer as soon as a suitable replacement is found. If the SRO is removed, a

report of such removal shall be furnished to the DCSO and the DCBE by the Captain of the Division.

6.0 Training and Briefings

The SRO will be required to attend a monthly training and briefing session with the DCSO and other related meetings and training as scheduled by the DCSO and the DCBE.

- 6.1 The following is a tentative list of training and scheduled duties for School Resource Officers during the summer months of 2013. The list will be revised as training activities are scheduled.

Summer schedule to be established by the Davidson County Sheriff's Office

- 6.2 School Resource Officer Summer Training and Duties (to be completed by DCSO).

CPR/First Aid

Rapid Deployment

Narcotics update

Sex Offender Registry check

Firearms Qualification

Yearly Mandated Training

7.0 Dress Code

SROs will be provided and required to wear the standard issue uniforms provided by the DCSO with deviations only approved by lead SRO and the Captain of the Division within the DCSO.

8.0 Weapons

The DCSO will provide standard issue weapons. Standard issue weapons will be worn by the SROs.

9.0 Term of Agreement

This Agreement begins on August 1, 2013, and ends on June 30, 2014.

10.0 Consideration

10.1 The DCBE will pay the amount of \$329,204.08 salary allotment for six (6) SRO positions and uniform cleaning allowance.

10.2 For supplies, annual conference, equipment, and uniform allowance (cost), and training, the DCBE will pay the difference between \$20,000.00 and the amount remaining unused/not obligated in this fund as of April 1 of the contract year in effect. For the 2013-2014 contract year the amount allotted will be \$5,253.74.

10.3 The Davidson County Finance Department will send a financial statement each month to the finance officer of the Davidson County Schools to account for the SRO salary expenditures. The monthly statement will show the current month's salary expenditures and the total year-to-date SRO expenditures.

10.4 The DCBE will pay \$2,799.71 for K-9 equipment and supplies.

10.5 For school year 2013-14 an allocation of \$30,000 will be made for the purpose of employing an additional position. This position will be used at the discretion of the DCSO to offer relief to the SRO Lieutenant. It is for salary only. All supplies, equipment and uniforms will be the responsibility of the DCSO.

11.0 Insurance and Indemnification

11.1 The DCBC will purchase and maintain in full force and effect for the term of this agreement a general comprehensive liability insurance policy of no less than \$2,000,000.00 for any acts or omissions that occur or claims that are made during the term of the agreement. Davidson County Board of Education shall be listed as an additional insured under such policy during the term of this Agreement.

11.2 The DCSO and the DCBC agree to hold the DCBE, its agents and employees free, harmless, and indemnified from risk against any and all claims, suits, or causes of actions, including related costs or reasonable attorney fees, arising from or in any way out of the performance of the duties of the SROs or the SRO Program.

IN WITNESS WHEREOF, the parties hereto have caused this Operations Agreement to be executed the date and year first written above.

[Signature] 8-30-13

Superintendent, Date
Davidson County Schools

[Signature] 8/30/13

Witness Date

Chairman, Date
Davidson County Board of Commissioners

Clerk to the Board and Date
Davidson County Attorney

[Signature] 9/3/13

Sheriff, Date
Davidson County

[Signature] 9/3/13

Witness Date

Pre-Audit Certificates

This instrument has been pre-audited in the manner required by the School Budget and Fiscal Control Act.

School Finance Officer Date

This contract has been pre-audited by the County Finance Officer in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer Date
Of Davidson County

This contract approved on motion of Commissioner _____,
second by Commissioner _____ and a vote of _____
in favor and _____ against.



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT
PREPARED BY: Tax Assessor

TITLE: Tax Report of Refunds by Joe Silver, Tax Administrator

BACKGROUND:

The Tax Report of Refunds for September 2013 is attached for your review and approval.

RECOMMENDATION(S):

It is the request of the Tax Department for the agenda item to be approved.

ATTACHMENTS:

Report on Tax Refunds Information

**DAVIDSON COUNTY
SEPTEMBER 2013 REFUNDS**

	REFUND #				TOTAL				TOTAL
DISTRICT	REFUND CODE	REAL	PERSONAL	BUSINESS	VALUE	RATE	SUBTOTAL	PENALTY	REFUND
		0		0	\$0	0.00000	\$0.00		\$0.00
		0		0	\$0	0.00000	\$0.00		\$0.00
TOTAL		\$0	\$0	0	\$0		\$0.00	0.00	\$0.00
LESS DISCOUNTS								0.00	\$0.00
GRAND TOTAL									\$0.00

REFUND CODE

- | | | |
|-------------------------|-------------------------|-------------------------------------|
| 1. DOUBLE LISTED | 6. MH DBL LISTED W/REAL | 11. CHANGE IN VALUE |
| 2. ACREAGE CORRECTION | 7. MH MOVED/VALUE | 12. PREVIOUSLY PAID |
| 3. HOUSE ON WRONG TRACT | 8. INCORRECT VALUE | 13. BOARD OF E & R |
| 4. TRANSFER ERROR | 9. INCORRECT FIRE DIST. | 14. BUSINESS NO LONGER IN OPERATION |
| 5. ELD/DISB. EXEMPTION | 10. CLERICAL ERROR | 15. LANDUSE ADJUSTMENT |

TOTAL MOTOR VEHICLES FOR SEPTEMBER

\$1,923.24



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT Petra Leonard, Davidson County JCPC Coordinator
PREPARED BY: County Manager's Office

TITLE: Appointments and re-appointments to the Davidson County
Juvenile Crime Prevention Council for FY 2013-2014

BACKGROUND:

The proposed FY 13-14 Davidson County Juvenile Crime Prevention Council (JCPC) membership list is presented for consideration by the Davidson County Board of Commissioners.

RECOMMENDATION(S):

It is the recommendation of staff to approve the FY 2013-2014 Davidson County Juvenile Crime Prevention Council (JCPC) proposed membership list.

ATTACHMENTS:

Cover Memo for JCPC Membership
Proposed JCPC Membership List and Summary

**DAVIDSON COUNTY
JUVENILE CRIME PREVENTION COUNCIL
Post Office Box 1067
Lexington, North Carolina 27293
336-242-2200**

MEMORANDUM

TO: Davidson County Board of Commissioners
FROM: Petra Leonard, Davidson County JCPC Coordinator
Date: September 4, 2013
Re: FY 13-14 Proposed JCPC Membership

Attached, please find the proposed Juvenile Crime Prevention Council (JCPC) membership list for fiscal year 2013-2014, which was unanimously approved by the Council on August 25, 2013. As mandated by North Carolina General Statute 143B 544-545, JCPC members serve staggered, two year terms and may be reappointed by the Board of Commissioners.

The Council respectfully requests your approval of the following re-appointments to the JCPC, whose terms will be effective July 1, 2013, through June 30, 2015:

<u>Name/Organization</u>	<u>JCPC Specified Membership Position</u>
Angie Banther (Director, Path of Hope)	Substance Abuse Professional
Scott Bannister (Director, Boys & Girls Club)	Member of the Faith Community
Steve Jarvis	County Commissioner
Mary Covington (District Court Judge)	Chief District Judge Designee
Darren Cecil	Local Health Director Designee
Christina Howell (Executive Director, Communities in Schools)	Non-profit Agency
Tammy Curry (City of Lexington)	Parks and Recreation
Jeff Insley (Chief of Thomasville Police)	Commissioner Appointee
Jon Michael (Attorney at Law)	Juvenile Defense Attorney
Andrea Walker (Baptist Children's Home)	Commissioner Appointee

The Council respectfully requests your approval of the following new appointments to the JCPC, whose terms will be effective July 1, 2013 through June 30, 2015:

<u>Name/Organization</u>	<u>JCPC Specified Membership Position</u>
Justin Freeman (West Davidson Sr. High School)	Student

The Council respectfully requests your approval of the following appointments to the JCPC, to fill unexpired terms, to expire June 30, 2014:

<u>Name/Organization</u>	<u>JCPC Specified Membership Position</u>
Ed Dawson, (Clinical Psychologist, Engaging Life Psychological Services)	Commissioner Appointee
Suzanne Storch (Cardinal Innovations)	Local Mental Health Authority Director Designee

JCPC MEMBERSHIP LIST FY 2013-2014 (PROPOSED**)**

Specified Members	Name	Title	Designee	Race	Gender	Term Expires
1) School Superintendent or designee	Rick Kriesky	Superintendent-Lexington City Schools	No	White	M	June 30, 2014
2) Chief of Police or designee	Mark Sink	Major-Lexington Police Department	Yes	White	M	June 30, 2014
3) Local Sheriff or designee	Mitch Kepley	Lieutenant Davidson County Sheriff's Department	Yes	White	M	June 30, 2014
4) District Attorney or designee	VACANT					June 30, 2014
5) Chief Court Counselor or designee	Krista Hiatt	Chief Court Counselor-District 22A & 22B	No	White	F	June 30, 2014
6) Director, Piedmont Area Mental Health Authority or designee	Suzanne Storch	Cardinal Innovations Healthcare Solutions Community Relations Specialist	Yes	White	F	June 30, 2014
7) Director DSS or designee	Kathy Hitchcock	DSS Child Protective Services Program Administrator	Yes	White	F	June 30, 2014
8) County manager or designee	Robert Hyatt	Davidson Co. Manager	No	White	M	June 30, 2014
9) Substance Abuse Professional	Angie Banther	Executive Director-Path of Hope	No	White	F	June 30, 2015
10) Member of Faith Community	Scott Bannister	Executive Director-Boys & Girls Club	No	White	M	June 30, 2015
11) County Commissioner	Steve Jarvis	Davidson Co. Commissioner	No	White	M	June 30, 2015
12) Up to 2 persons under age 18 (State Youth Council Rep if available)	1. Justin Freeman 2. _____	Student-West Davidson Senior High	No	White	M	June 30, 2015
13) Juvenile Defense Attorney	Jon Michael	Attorney at Law	No	White	M	June 30, 2015
14) Chief District Judge or designee	Mary Covington	District Court Judge	Yes	White	F	June 30, 2015
15) Member of Business Community	Gene Klump	CEO J. Smith Young YMCA	No	White	M	June 30, 2014
16) Local Health Director or designee	Darren Cecil	Environmental Health Supervisor Davidson County Health Department	Yes	White	M	June 30, 2015
17) Rep. United Way/Other Non-profit	Christina Howell	Executive Director Communities in Schools Of Lexington/Davidson County	No	White	F	June 30, 2015
18) Representative-Parks & Recreation	Tammy Curry	Program Director City of Lexington Parks & Recreation	No	Black	F	June 30, 2015
19) Co. Commissioner appointee	Ed Dawson	Clinical Psychologist Engaging Life Psychological Services, PLLC	No	White	M	June 30, 2014
20) Co. Commissioner appointee	Eric Torrence	Career Counselor-Get REAL	No	Black	M	June 30, 2014
21) Co. Commissioner appointee	Fred Mock	School Superintendent-Davidson Co. Schools	No	White	M	June 30, 2014
22) Co. Commissioner appointee	Andrea Walker	State Intake Coordinator/Foster Care Mgr.- Baptist Children's Home	No	White	F	June 30, 2015
23) Co. Commissioner appointee	Kim Hendrick	School Social Worker-Davidson County Schools	No	White	F	June 30, 2014
24) Co. Commissioner appointee	Jeff Insley	Chief-Thomasville Police	No	White	M	June 30, 2015
25) Co. Commissioner appointee	Charlesanna "Charlie" Hanner	Retired Thomasville City Schools Educator, Thomasville Citizen	No	White	F	June 30, 2014

****N.C.G.A. 143B-543 92002 Session) specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.**

FY 13-14
JCPC PROPOSED MEMBERSHIP SUMMARY

Current Members Renewing Terms (to expire June 2015):

**Angie Banther
Scott Bannister
Commissioner Steve Jarvis
Judge Mary Covington
Darren Cecil
Christina Howell
Tammy Curry
Andrea Walker
Chief Jeff Insley
Jon Michael**

New Members (terms to expire June 2015)

Justin Freeman

Filling Unexpired Terms

Suzanne Storch with Cardinal Innovations—Replacing Ted Ayers. Serving as designee for “Director, Local Mental Health Entity”. Term expires June 2014

Kim Hendrick—Social Worker with Davidson County Schools—replacing Frankie Hedrick as “Commissioner appointee”. Term expires June 2014



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT
PREPARED BY: Human Resources

TITLE: Proposed Department of Social Services Job Study by Human
Resources

BACKGROUND:

The proposed DSS Departmental Job Study is presented for Board consideration.

RECOMMENDATION(S):

It is the recommendation of Human Resources and the DSS Board to approve the proposed DSS Departmental Job Study.

ATTACHMENTS:

Cover Letter of Justification to the Board
Management and Administrative
Office Support
Social Work Division
Child Support Division
Income Maintenance Division
Closing Positions
DSS Allocation Chart



DAVIDSON COUNTY
HUMAN RESOURCES DEPARTMENT
Davidson County Governmental Center
913 Greensboro Street, Suite 403, 4th Floor
Lexington, NC 27292

MEMORANDUM

August 30, 2013

To: Robert Hyatt - County Manager

From: Jim Tysinger - Human Resources Director
Elaine Ratcliffe – Human Resources Analyst II

Re: Request from Jim Tysinger and Elaine Ratcliffe to adopt the following recommendations based on the job-study conducted of all positions in the Social Services Department.

Elaine Ratcliffe recently completed a thorough review and analysis of all the positions in the Social Services department which was presented to and has been approved by the DSS Board. This formal study is in keeping with the desire of the Davidson County Board of Commissioners to conduct job studies of all County positions, with the goal to review approximately one-third of all positions and classifications each year.

This job study has been an interesting one. First of all in terms of figuring out how the positions are classified. With the Social Services positions being “governed” under the Office of State Personnel, the way positions are classified may depend on the size of the Social Services Program. According to Ken Litowsky, HR Consultant with the Office of State Personnel, Davidson County’s Social Services department is considered to be a “large” program. For example, the Income Maintenance Administrator I class specification from Office of State Personnel (NC 09921, OSP 2/88), states that “Employees in this class are responsible for the administrative and technical management of the income maintenance programs for a medium to large County Department of Social Services.” Also, because Ms. Ratcliffe had to correspond with the Office of State Personnel a tremendous amount of time, the time to complete this job study was extended considerably.

Based on survey data, most of the positions, in this study, were found to be graded appropriately. When looking at jobs that fall under the Office of State Personnel (Health and DSS) you are required to consider the grade relationship of positions that are in the same class (see below). If the majority of positions within an Office of State Personnel job class are graded appropriately, and one is not, for example, then the one will have to remain at its current grade. If one grade is changed within a job class, grades for the remaining positions must also be changed to maintain the grade

relationship with Office of State Personnel. This type of bureaucratic process causes the review to be much more difficult than non-OSP departments.

There are a number of positions/authorizations being recommended for closure. Although most of these positions are not budgeted positions, the elimination of them will “clean up” Davidson County’s payroll system. This has been a customary recommendation with all job studies conducted to date.

During this study, it was determined that DSS needs an additional Income Maintenance Investigator II position for the following reasons: (1) There exists a backlog of fraud cases that have not been investigated or collected on because the current employee’s workload doesn’t permit. (2) There is a six-year statute of limitation on fraud cases and the longer the cases go uninvestigated the harder it is to prove fraudulence. (3) There are currently 84 pending Medicaid referrals regarding potential fraud. Investigations include home visits and retail store visits which take up a tremendous amount of time. Last year there were 77 intentional Program Violations for Food and Nutrition Services, alone. This year, there have been 114. (4) Currently we have 84 Medicaid Fraud referrals and 41 pending for a disqualification from the FNS program with 26 of them pending an Administrative Disqualification Hearing. In one major case, we have at least 400 or more FNS cases pending an Administrative Disqualification Hearing due to EBT Fraud involving the B&J Mart in Thomasville. The Investigator has completed 102 of these cases so far with an established dollar amount collected of \$213,938.62. (5) Davidson County, on average, is able to keep about 30% of the funds collected from fraudulent cases. (6) Also, for informational purposes, the current IM Investigator II is currently occupied with an employee who has been with Davidson County for 28 years, and plans to retire within the next few years. This employee is extremely knowledgeable in all areas of fraud. So much so, that the State gives her name to other Counties so they can contact her with questions. In order to prevent losing an extreme amount of knowledge and expertise in investigating and collecting Public Assistance used fraudulently, a second position will allow the development of a qualified successor.

Following is a summary of the 253 positions studied, reclassifications and the overall impact on the budget for the *Social Services department*. This summary includes updated numbers that reflect the 1.5% COLA given with the 2013-2014 fiscal budget. The numbers in the “body” of this job study, however, reflect those numbers that were used to conduct the study.

- 204 full-time positions were reviewed
- 0 part-time positions were reviewed
- 49 temporary positions were reviewed
- 253 positions include:
 - 7 full-time positions with upgrades and salary increases.
 - 4 positions downgraded.
 - 5 salary increases with no change in title or grade.
 - 0 upgrades with no change in salary.
 - 1 title change with no change in grade.
 - 172 positions no change in title, grade or salary.
 - 50 positions/authorizations closed.

Approximate Impact on the Social Services departmental Budget, per Lynn Meeks (DSS)

*Cost difference
with 1.5% COLA*

- Salary increases for 12 of 204 full-time positions (5.8% of 204 positions)----- \$27,462.10
- Cost increase for benefits due to study (per DSS budget) -----\$ 4,654.96
Budgetary Impact of Job Study **\$32,117.06**

- Salary cost to add 1 f/t IM Investigator II authorization ----- \$33,101.08
- Cost increase for benefits for the added position (per DSS budget)----- \$13,053.00
Budgetary Impact of requested position **\$46,154.08**

Total draw-down (reimbursement) from the Fed Gov't (per DSS budget)-----(\$41,603.22)

Total Budgetary Impact with requested position (per DSS budget) **\$36,667.92**

We, Jim Tysinger (HR Director), Elaine Ratcliffe (HR Analyst II) along with Dale Moorefield, County Social Services Director ask that this proposal be considered and accepted by the Board of County Commissioners. The DSS Board recommended, with approval, Tuesday, August 27th, 2013, that the Davidson County Board of County Commissioners consider and approve this DSS Job Study.

A list of all positions reviewed, including the proposed reclassifications for the Social Services department, is included with the packet of information you've been provided. If approved, the effective date for these recommendations will be the first day of the pay-period following BOCC approval.

Thank you for your time and consideration.

As a result of the Social Services departmental job study, Jim Tysinger and Elaine Ratcliffe make the following recommendations:

Social Services Department
Summarized List of Recommendations
for Department # 23

- 1 (one) County Social Services Director, grade 80. No change in title, grade or salary.
- 1 (one) Interim County Social Services Director, grade 80. No change in title or grade.
- 1 (one) Human Service Deputy Director, grade 76. No change in title or grade, with a 2.5% salary increase from \$62,905.65 to \$64,478.29 (\$1,572.64).
- 1 (one) Accounting Specialist II, grade 69. No change in title, grade or salary.
- 2 (two) Computing Support Tech III, grade 66. No change in title, grade or salary.
- 1 (one) Accounting Tech II, grade 63. No change in title, grade or salary.
- 1 (one) Accounting Tech II - temp, grade 63. Close this position.
- 1 (one) Foreign Language Interpreter, grade 62. No change in title, grade or salary.
- 1 (one) Human Resources Placement Specialist, grade 62. Close position.
- 1 (one) Office Support V, grade 61. Title change to Office Work Unit Supervisor V, with no change in grade or salary.
- 4 (four) Office Support IV, grade 59. (Authorizations # 2, 4 and 6, and #7), no change in title, grade or salary.
- 2 (two) Office Support IV, grade 59. (Authorization # 3 and 5), title change to Accounting Tech I, grade 61 with salary increases to the minimum of the pay grade (amount varies).
- 1 (one) Office Support IV – temp, grade 59. Close authorization #1 only.
- 14 (fourteen) Office Support III, grade 57. No change in title, grade or salary for authorizations # 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15 and 17.
- 1 (one) Office Support III, grade 57. (Authorization #3), reclassify this authorization to Office Support II, grade 55 with no change in salary.
- 4 (four) Office Support III – temp, grade 57. Authorizations # 1, 2, 3 and 4. No change in title, grade or salary.
- 3 (three) Office Support III - temp, grade 57. Close authorizations # 5, 6 and 7.
- 3 (three) Office Support II – temp, grade 54. Close authorizations # 1, 2 and 3.
- 1 (one) Chore Provider - temp, grade 51. Close position.
- 2 (two) Social Work Program Administrator I, grade 74. No change in title, grade or salary.
- 8 (eight) Social Work Supervisor III, grade 72. No change in title, grade or salary.
- 1 (one) Social Work Supervisor III - temp, grade 72. Close position.
- 1 (one) Interim Social Work Supervisor III, grade 72. Authorization # 2. No change in title, grade or salary.
- 1 (one) Interim Social Work Supervisor III, grade 72. Authorization # 3. Close this authorization.

- 1 (one) Social Work Supervisor II, grade 69. (Authorization # 1), reclassify to Income Maintenance Supervisor II, grade 66, with no change in salary.
- 1 (one) Social Work Supervisor II, grade 69. (Authorization # 3), no change in title, grade or salary.
- 23 (twenty-three) Social Work Investigative/Assessment & Treatment, grade 69. No change in title, grade or salary.
- 1 (one) Social Work Investigative/Assessment & Treatment - temp, grade 69. No change in title, grade or salary for authorization #1.
- 1 (one) Social Work Investigative/Assessment & Treatment - temp, grade 69. Close authorization #2.
- 18 (eighteen) Social Worker III, grade 68. (Authorization # 2, 10, 11, 13, 15, 16, 19, 22, 24, 25, 26, 28, 35, 38, 39, 40, 41 and 43), no change in title, grade or salary.
- 5 (five) Social Worker III, grade 68. (Authorization # 29, 30, 32, 42 and 44), close these authorizations.
- 1 (one) Social Worker III, grade 68. (Authorization # 8), reclassify to Income Maintenance Investigator II, grade 64. Position is currently vacant.
- 1 (one) Social Worker III - temp, grade 68. Close this position.
- 2 (two) Social Worker II, grade 66. (Authorization # 14 and 15), close these authorizations.
- 5 (five) Social Worker II, grade 66. (Authorization # 2, 3, 12, 13, 16), no change in title, grade or salary.
- 1 (one) Social Worker II, grade 66. (Authorization # 4), reclassify this authorization to SW I, grade 62, with no change in salary.
- 2 (two) Social Worker II - temp, grade 66. (Authorization # 1 only), close this authorization.
- 2 (two) Social Worker II – Foster Care - temp, grade 66. (Authorization # 1 and 2), close these authorizations.
- 1 (one) Social Worker I - temp, grade 62. Close position.
- 2 (two) Social Work Trainee - temp, grade 61. Close position.
- 2 (two) Community Employment Case Manager, grade 64. (Authorization # 1 and 5), no change in title, grade or salary.
- 3 (three) Community Employment Case Manager, grade 64. (Authorization # 2, 4 and 6), no change in title, grade or salary.
- 1 (one) Community Employment Case Manager, grade 64. (Authorization # 3), close this authorization.
- 3 (three) Community Social Service Assistant, grade 55. (Authorization # 2, 4 and 5), reclassify to Community Social Service Tech, grade 59, with salary increases (amounts vary).
- 1 (one) Community Social Service Assistant, grade 55. (Authorization # 3), no change in title, grade or salary.
- 1 (one) Community Social Service Assistant - temp, grade 55. Close position.
- 1 (one) Day Care Coordinator, grade 67. No change in title, grade or salary.
- 2 (two) Social Work Supervisor II (Facts Grant), grade 69. (Div # 2, Authorization # 1 and 2), close these authorizations.
- 1 (one) Social Worker II (Facts Grant), grade 66. (Div # 2, Authorization #1), close this authorization.

- 2 (two) Child Support Supervisor II, grade 67. No change in title or grade with a 2.5% salary increase (amounts vary).
- 1 (one) Quality Assurance Specialist I, grade 67. No change in title or grade with a 3% salary increase from \$38,299.66 to \$39,448.65 (\$1,148.99).
- 2 (two) Lead Child Support Agent, grade 65. No change in title, grade or salary.
- 12 (twelve) Child Support Agent II, grade 64. No change in title, grade or salary.
- 1 (one) Child Support Agent II - temp, grade 64. Close this position.
- 1 (one) Child Support Agent I, grade 62. No change in title, grade or salary.
- 2 (two) Office Support IV, grade 59. (Authorization # 1 and 8), reclassify to Child Support Agent I, grade 62 with salary increases to the minimum of the new pay grade.
- 1 (one) Income Maintenance Program Administrator I, grade 71. No change in title or grade with a 2.5% salary increase from \$49,200.74 to \$50,430.76 (\$1,230.02).
- 6 (six) Income Maintenance Supervisor II, grade 66. No change in title, grade or salary.
- 11 (eleven) Income Maintenance Caseworker III, grade 64. No change in title, grade or salary.
- 1 (one) Income Maintenance Caseworker III - temp, grade 64. Close position.
- 1 (one) Income Maintenance Investigator II, grade 64. No change in title, grade or salary.
- 43 (forty-three) Income Maintenance Caseworker II, grade 62. No change in title, grade or salary.
- 2 (two) Income Maintenance Caseworker II - temp, grade 62. (Authorization # 1 and 4) close these authorizations.
- 4 (four) Income Maintenance Caseworker II - temp, grade 62. (Authorization # 2, 3, 5 and 6), no change in title, grade or salary.
- 2 (two) Income Maintenance Caseworker I - temp, grade 60. Close position.
- 8 (eight) Income Maintenance Caseworker I work/against Income Maintenance Caseworker II, grade 60. No change in title, grade or salary.
- 1 (one) Income Maintenance Caseworker I work/against Income Maintenance Caseworker II - temp, grade 60. Close this position.
- 1 (one) Income Maintenance Technician – temp, grade 58. No change in title, grade or salary.

**(Social Services Department)
Director & Deputy Director**

This DSS Job Study was completed prior to the 1.5% COLA approved by the BOCC for fiscal year 2013/2014.
Therefore, the numbers reflected below are prior to the 1.5% COLA.

1. *County Social Services Director*, grade 80, \$71,006.14 to \$106,509.22 – The current actual salary for Davidson County’s Social Services Director was just increased in February to \$88,875.00 from \$87,857.74. The grade, 80, is appropriate with the Local Health Director position in the same grade. The average actual salary for comparable Counties is \$98,342. However, with the recent salary increase HR does not recommend another increase.
2. *Interim County DSS Director*, grade 80, \$71,006.14 to \$106,509.22 – Although this position has only been used when the Director position has been vacant (2010), we recommend maintaining this interim position for future need.
3. *Human Services Deputy Director*, grade 76, \$58,468.03 to \$87,702.61 – When Ms. Ratcliffe, HR Analyst II, surveyed comparable and competitive Counties to learn what the average salary for this position would be, most Counties did not have a comparable position to this one. Catawba County, the only comparable County that responded as having this position, has an Assistant Social Services Director with an actual salary of \$93,240, which is considerably higher than Davidson County. While Forsyth, typically having higher averages than Davidson County, their actual salary is \$69,660. Even Guilford County is less than Catawba with an actual salary of \$82,929.

Within the study, it was learned that this position no longer supervises Income Maintenance in the Thomasville DSS; however, it still supervises the SW Program Administrator I position which is a higher grade (grade 74) than that of the IM Program Administrator I (grade 71). Also, during the study process, this position passed the responsibility of WFFA, Child Care and Emergency Assistance to the IM Program Administrator I. In return, this position gained the responsibility of the Child Support division in both Lexington and Thomasville.

Davidson County’s Human Services Deputy Director’s actual salary is \$61,976. HR does not recommend a change in grade; however, in order to get this Incumbent’s salary closer to the comparable/competitive salaries, HR recommends a conservative 2.5% (\$1,549.40 increase) from \$61,976.10 to \$63,525.50.

HR would prefer the title Social Services Assistant Director for this position; however, OSP (Office of State Personnel) does not have this title available for use.

(Social Services Department)
Office, Accounting & Miscellaneous Staff

This DSS Job Study was completed prior to the 1.5% COLA approved by the BOCC for fiscal year 2013/2014.
Therefore, the numbers reflected below are prior to the 1.5% COLA.

1. *Accounting Specialist II*, grade 69, \$41,590.37 to \$62,386.68 – No change to this position. The salary and grade for this position are appropriate based on survey data and position analysis.
2. *Computing Support Tech III*, grade 66, \$35,925.09 to \$53,887.65 – No change to this position.
3. *Computing Support Tech III*, grade 66, \$35,925.09 to \$53,887.65 – (1/2 time employee, shared with EMS) No change to this position.
4. *Accounting Tech II*, grade 63, \$31,102.74 to \$46,653.55 – This position's duties and responsibilities were questionable regarding it being classified as an Accounting Tech II vs. an Office Support classification. In conference with Dominick D'Erasmus, Office of State Personnel HR Consultant, it was confirmed that the position should be classified as Accounting Tech II. Therefore, HR does not recommend a change to this position.
5. *Accounting Tech II, temp*, grade 63, \$31,102.74 to \$46,653.55 – This position has been vacant since 2004; therefore, HR recommends closing this position.
6. *Foreign Language Interpreter*, grade 62, \$29,656.60 to \$44,484.91 – No change to this authorization. The position is classified appropriately and the salary is in line with comparable/competitive Counties.
7. *Human Resources Placement Specialist*, grade 62, \$29,656.60 to \$44,484.91 – Close position. Vacant since 2007.
8. *Office Support V*, grade 61, \$28,209.33 to \$42,314.00 – This position is very similar in duties and responsibilities to those of the Office Work Unit Supervisor V position in the health department. HR recommends a title change to Office Work Unit Supervisor V with no change in grade or salary. The salaries of the two positions in the health department are approximately \$29,500. This Incumbent's salary is \$32,722.98.
9. *Office Support IV*, grade 59, \$25,556.75 to \$38,335.70:
 - a. See Child Support Division for the following authorizations: 1 and 8.
 - b. *Auth #2* – This authorization provides leadership to the Office Support III in the Thomasville DSS Office as-well-as taking tax payments which is similar to the Collections Assistant I position in the Tax office (grade 59). Since this authorization is a grade 59, HR does not recommend a change to this authorization.

- c. *Auth #3* – This position performs bookkeeping and beginning level accounting. Therefore, HR recommends a reclassification to Accounting Tech I, grade 61 with a salary increase to the minimum of the pay grade in accordance with the Personnel Resolution (from \$26,835.12 to \$28,209.33) \$1,374.21 increase. Position already exists in payroll.
- d. *Auth #4* – This position provides leadership to other office support staff. Most of the position's duties appear to be Office Support III level; however, with the leadership duties and responsibilities HR does not recommend a change to this authorization.
- e. *Auth #5* – This position performs bookkeeping and beginning level accounting. Therefore, HR recommends a reclassification to Accounting Tech I, grade 61 with a salary increase to the minimum of the pay grade in accordance with the Personnel Resolution (from \$25,556.75 to \$28,209.33) \$2,652.58 increase. Position already exists in payroll.
- f. *Auth #6* – This position provides leadership to other office support staff; however, the leadership duties do not warrant an OS V level. The non-leadership duties are clearly Office Support IV level. HR does not recommend a change to this authorization.
- g. *Auth #7* – At the request of Mr. Moorefield, we will maintain this authorization. Vacant since 2010.

10. *Office Support IV, temp, grade 59, \$25,556.75 to \$38,335.70:*

- a. Close authorization #1 only. Vacant since 2004.

11. *Office Support III, grade 57, \$23,146.15 to \$34,719.79:*

- a. No change to the following authorizations: 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 17.
- b. *Auth #3* – HR recommends a reclassification to Office Support II, grade 54. The majority of this authorization is switchboard. The previous Incumbent retired from this position on April 1st, 2013; however, the position will be filled and will continue to operate the switchboard. Therefore, HR continues to recommend a reclassification to Office Support II, grade 54, for this authorization. The Office Support II position already exists in payroll.
- c. *Auth #12* – Mr. Moorefield would like to maintain this authorization. Vacant since 2006.

12. *Office Support III, temp, grade 57, \$23,146.15 to \$34,719.79:*

- a. Although the following authorizations have been vacant for at least 6 years, HR recommends leaving them available to use temporarily for data entry with the new NC Fast software transition: #1, 2, 3 and 4.
- b. The following authorizations have been vacant at least 6 years; therefore HR recommends closure: #5, 6 and 7.

13. *Office Support II, temp, grade 51, \$17,238.90 to \$25,858.36:*

- a. Close the following authorizations that have been vacant at least 8 years: 1, 2 and 3.

14. *Chore Provider, temp*, grade 51, \$17,238.90 to \$25,858.36 – Close position. Position has been vacant at least 12 years.

(Social Services Department)
Social Work Division

This DSS Job Study was completed prior to the 1.5% COLA approved by the BOCC for fiscal year 2013/2014.
Therefore, the numbers reflected below are prior to the 1.5% COLA.

1. *Social Work Program Administrator I*, grade 74, \$53,043.60 to \$79,564.83 – No change to this position. Survey data for comparable Counties (minimum salary \$54,334) showed that this position is appropriately graded based on the minimum salary of grade 74 (\$53,043.60). Both of the Incumbents, in this position, are compensated fairly, based on survey data. One of the Incumbents in this position was recently promoted to the Social Work Program Administrator I position but is compensated generously (\$59,157) compared to the Incumbent that has been in the position since 2005 (\$63,575). HR does not recommend a change to either salary since the average actual salary for comparable Counties is \$69,788.
2. *Social Work Supervisor III*, grade 72, \$48,100.82 to \$72,150.67 – No change to this position or authorizations. The salary and grade are appropriate for this position, based on survey data and position analysis.
3. *Social Work Supervisor III, temp*, grade 72, \$48,100.82 to \$72,150.67 – Close position. This position has been vacant since 2004.
4. *Interim Social Work Supervisor III*, grade 72, \$48,100.82 to \$72,150.67 – Maintain one authorization (#2), at the request of Mr. Moorefield.
5. *Social Work Supervisor II*, grade 69, \$41,590.37 to \$62,386.68 – (Authorization #1 only) In comparing the Office of State Personnel Class Specs to the duties and responsibilities performed by this authorization, it appears that the appropriate classification is an Income Maintenance Supervisor II, grade 66. The position only supervises one Social Work authorization. The majority 99% of the time is spent in Income Maintenance; therefore, the position needs to be classified as Income Maintenance Supervisor II.
 - a. No change to authorization #3.
6. *Social Work Investigative/Assessment & Treatment*, grade 69, \$41,590.37 to \$62,386.68:
 - a. No change to the following authorizations: 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 and 24.
7. *Social Work Investigative/Assessment & Treatment, temp*, grade 69, \$41,590.37 to \$62,386.68 – This position has been vacant since 2007; maintain one authorization (#1), at the request of Mr. Moorefield, and close the other authorization (#2).
8. *Social Worker III*, grade 68, \$39,661.42 to \$59,493.27:

- a. No change to the following authorizations: 2, 10, 11, 13, 15, 16, 19, 22, 24, 25, 26, 28, 35, 38, 39, 40, 41 and 43. This position is appropriately graded relative to survey data and the Office of State Personnel Class Specs.
- b. The following authorizations have been vacant for at least 7 years; therefore, HR recommends closure of these authorizations: 29, 30, 32, 42 and 44.
- c. Reclassify authorization # 8 to Income Maintenance Investigator II, grade 64. The following statistics show the need for an additional Income Maintenance Investigator II authorization. We have also included a chart comparison from other Counties for the Food & Nutrition Services program (attached):
 - i. Currently, Davidson County has one Income Maintenance Investigator II to investigate fraud for all of the Public Assistance programs (Medicaid, NC Health Choice, Food & Nutrition Services, Work First, Special Assistance and Child Care) which totals 36,866 cases.
 - ii. In the last two years, the total number of fraud claims that were established increased from 539 to 637 with a total in monetary collections increasing from \$348,694.64 to \$433,796.90.
 - iii. Although the current Income Maintenance Investigator II is doing a great job and ranked #5 in the State for her volume of collections, there is still a backlog of fraud cases un-investigated because the current Investigator cannot get to them all due to the current volume they are handling and time constraints. Many of the fraud cases require home visits or visits to retail establishments where benefits were used fraudulently.
 - iv. The current Income Maintenance Investigator has been with Davidson County for 28 years and plans on retiring within the next few years. In order to be prepared for this Incumbent's retirement, Davidson County needs a second Income Maintenance Investigator to cross-train during these next few years.
 - v. Fraudulent use of Social Services benefits is on the increase. In 2012 there were 77 intentional program violations. This year we have had 84 Medicaid fraud referrals and 41 Food & Nutrition Services fraud referrals.
 - vi. A second Investigator would afford more home and retail visits, educating staff in how to identify signs of fraud and investigating more Day Care and Work First fraudulent cases. DSS projects that this would increase the number of claims established by 50% or more and collections would increase by 25% to 40% in the first year.

9. *Social Worker III, temp*, grade 68, \$39,661.42 to \$59,493.27:

- a. Close the following authorizations: 2, 3, 4, 5, 6, 7, 8 and 9. These authorizations have been vacant for at least 8 years.

10. *Social Worker II*, grade 66, \$35,925.09 to \$53,887.65: The salary and grade are appropriate for this position, based on survey data and position analysis.

- a. No change to the following authorizations: 2, 3, 12, 13 and 16.
- b. Close the following authorizations: 14 and 15. Vacant for at least 9 years.

- c. *Authorization #4* – This authorization reads more like a SW I than it does a SW II. The only duty that warrants a SW II classification is the “home studies” conducted. In conversation with this Incumbent’s supervisor, there was only 1 home study conducted in the last year, and as indicated on the Position Description Questionnaire, only 5% of the time is spent performing home studies.

Also in conversation with this Incumbent’s supervisor and the Agency Director, Mr. Moorefield, it was requested that this authorization be reclassified to an Income Maintenance position; however, in looking at the programs and functions of an Income Maintenance Caseworker, this authorization is clearly not an Income Maintenance position. In conversation with Dominick D’Erasmus, HR Consultant with the Office of State Personnel, he agrees that the majority of this position’s duties and responsibilities are SW I. Therefore, HR recommends a reclassification, of this authorization, to SW I, grade 62. This will not affect the current Incumbent’s salary.

11. *Social Worker II, temp*, grade 66, \$35,925.09 to \$53,887.65 – Close authorizations #1 and 2. These authorizations have been vacant for at least 7 years.
12. *Social Worker II -Foster Care, temp*, grade 66, \$35,925.09 to \$53,887.65 – This position has been vacant for at least 5 years; therefore, HR recommends closure.
13. *Social Worker I, temp*, grade 62, \$29,656.60 to \$44,484.91 – Close position. This position has been vacant since 2005.
14. *Social Work Trainee, temp*, grade 61, \$28,209.33 to \$42,314.00 – Close position. Auth #1 has been vacant since 2001 and Auth #2 has been vacant since 1999.
15. *Community Employment Case Manager*, grade 64, \$32,611.91 to \$49,004.52 – The grade for this position is appropriate, but the actual salary is questionable. Comparable Counties average actual salary, for this position, is \$38,087 which is about \$5,000 more than Davidson County’s average actual.
 - a. *Authorization #1* – In conversation with this Incumbent’s supervisor and the Agency Director, Mr. Moorefield, it was requested that this authorization be reclassified to an Income Maintenance position; however, in looking at the programs and functions of an Income Maintenance Caseworker, this authorization is clearly not an Income Maintenance position. In conversation with Dominick D’Erasmus, HR Consultant with The Office of State Personnel, he interprets the duties and responsibilities of this position to be a CECM. Therefore, HR recommends no change to this authorization.
 - b. *Authorization #2* – No change to this authorization.
 - c. *Authorization #3* –Close this authorization per Mr. Moorefield.
 - d. *Authorization #4* – Although this authorization has been vacant since 2004, Mr. Moorefield would like to maintain this authorization in case of future need.

- e. *Authorization #5* - In conversation with this Incumbent's supervisor and the Agency Director, Mr. Moorefield, it was requested that this authorization be reclassified to an Income Maintenance position; however, in looking at the programs and functions of an Income Maintenance Caseworker, this authorization is clearly not an Income Maintenance position. In conversation with Dominick D'Erasmus, HR Consultant with The Office of State Personnel, he interprets the duties and responsibilities of this position to be a CECM. Therefore, HR recommends no change to this authorization.
- f. *Authorization #6* – No change to this authorization.

16. *Community Social Service Assistant*, grade 55, \$20,976.37 to \$31,464.00 –

- a. *Authorization #2* – This authorization's duties and responsibilities are much more complex than those of authorization #3's. This Incumbent is responsible for observing and evaluating parent's interaction and conduct with their child(ren). The Incumbent is required to make recommendations and decisions on the spot with total independence. In discussion with Dominick D'Erasmus, HR Consultant with the Office of State Personnel, it was determined that the Community Social Services Technician, grade 59, would be an appropriate classification for this authorization. Therefore, HR recommends a reclassification to Community Social Services Technician, grade 59 with a 3.5% salary increase from \$26,263.95 to \$27,183.19 (\$919.24 increase). Typically, HR would recommend a more conservative increase, but the grade is low enough that the 3.5% increase is conservative in and of itself. Note – The Community Social Services Tech position already exists in payroll.
- b. *Authorization #3* – No change to this authorization. The duties and responsibilities of this authorization, transporting clients and assisting with household chores, are clearly a CSSA classification.
- c. *Authorization #4* – This authorization's duties and responsibilities are much more complex than those of authorization #3's. This Incumbent is responsible for observing and evaluating parent's interaction and conduct with their child(ren). The Incumbent is required to make recommendations and decisions on the spot with total independence. In discussion with Dominick D'Erasmus, HR Consultant with the Office of State Personnel, it was determined that the Community Social Services Technician, grade 59, would be an appropriate classification for this authorization. Therefore, HR recommends a reclassification to Community Social Services Technician, grade 59 with a salary increase to the minimum of the new pay grade (from \$22,025.12 to \$25,556.75) a \$3,531.63 increase in accordance with the Personnel Resolution. Note – The Community Social Services Tech position already exists in payroll.
- d. *Authorization #5* – This authorization's duties and responsibilities are much more complex than those of authorization #3's. This Incumbent is responsible for observing and evaluating parent's interaction and conduct with their child(ren). The Incumbent is required to make recommendations and decisions on the spot with total independence. In discussion with Dominick D'Erasmus, HR Consultant with the Office of State Personnel, it was determined that the Community Social Services Technician, grade 59, would be an appropriate classification for this authorization. Therefore, HR recommends a reclassification to Community Social Services Technician, grade 59 with a salary increase

to the minimum of the new pay grade (from \$20,976.38 to \$25,556.75) a \$4,580.37 increase in accordance with the Personnel Resolution. Note – The Community Social Services Tech position already exists in payroll.

17. *Community Social Service Assistant, temp*, grade 55, \$20,976.37 to \$31,464.00 – Close position. This position has been vacant since 1998.
18. *Day Care Coordinator*, grade 67, \$37,733.61 to \$56,599.87 – Although this position has been vacant since 2005, Mr. Moorefield would like to keep it available should there be a future need.

Social Work – Facts Grant positions

1. *Social Work Supervisor II*, grade 69, \$41,590.37 to \$62,386.68 – Position #4016, Authorization #1 and 2 only. Close authorizations. Vacant since 2001 and 2002.
2. *Social Worker II*, grade 66, \$35,925.09 to \$53,887.65 – Position #4012, Authorization #1. Close authorization. Vacant since 2002.

(Social Services Department)
Child Support Division

This DSS Job Study was completed prior to the 1.5% COLA approved by the BOCC for fiscal year 2013/2014. Therefore, the numbers reflected below are prior to the 1.5% COLA.

1. *Child Support Supervisor II*, grade 67, \$37,733.61 to \$56,599.87 – The two authorizations for this position are classified appropriately; therefore, HR does not recommend a change to the title or grade for this position. Survey data showed that the surveyed minimum salary for comparable Counties is \$39,484; Davidson County's minimum salary is \$37,734. In looking at the surveyed actual salary for comparable Counties, Davidson County's average actual salary is about \$9,500 below comparable Counties. HR recommends a conservative 2.5% salary increase for the two Child Support Supervisor II's ((Auth #1 \$943.34 salary increase from \$37,733.61 to \$38,676.95) and (Auth #2 \$961.89 salary increase from \$38,475.63 to \$39,437.52).
2. *Quality Assurance Specialist I*, grade 67, \$37,733.61 to \$56,599.87 – This position is one in which the Office of State Personnel has no specific Class Spec. Even though it is impossible to classify a position appropriately, under the governance of the Office of State Personnel (OSP), when there is no matching OSP Class Spec, title or classification, Quality Assurance Specialist I is the most appropriate title for this position.

The survey data that came in on this position shows that Davidson County's grade is on target with the minimum salary surveyed, for comparable and competitive Counties (\$38,746). Davidson County's actual salary (\$37,733.70), however, is considerably lower than the average actual salary for comparable and competitive Counties (\$47,182). Relying on survey data, HR recommends a 3% salary increase (\$1,132.01) from \$37,733.70 to \$38,865.71. This increase in salary will slightly lessen the gap between Davidson County's actual salary and the comparable/competitive Counties average actual salary.

3. *Lead Child Support Agent*, grade 65, \$34,236.98 to \$51,355.49 – Due to the caseload for this division within DSS, Mr. Moorefield would like to maintain this position.
4. *Child Support Agent II*, grade 64, \$32,611.91 to \$49,004.52: Survey data, gathered for this position, indicates that Davidson County's Child Support Agent II position is appropriately graded at 64 and average actual salary is also appropriate. The difference between Davidson County's average actual salary and comparable County actual average salary is only approximately \$2,500.
 - a. *Authorization #1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12* – No change to these authorizations.
5. *Child Support Agent II, temp*, grade 64, \$32,611.91 to \$49,004.52 – This position has been vacant since 2004; therefore, HR recommends closure of this position.
6. *Child Support Agent I*, grade 62, \$29,656.60 to \$44,484.91 – Survey data gathered for this position was minimal. In comparison to the other Child Support positions, this Child Support Agent I position is appropriately graded at 62 because we are required to maintain the grade relationship with the Office of State Personnel. Davidson County's Child Support positions are 1 grade below the State grade.

7. *Office Support IV*, grade 59, \$25,556.75 to \$38,335.70:

- a. *Auth #1 and 8* – The position description for these authorizations reads more like a Child Support Agent I. The following duties and responsibilities are indicative of a CSA I: Intake, Voluntary Support Agreements and Paternity Establishment (no court involvement unless to serve as a witness). These two authorizations, at one time, were classified as CSA I, but were downgraded to OS IV. This position is performing the duties and responsibilities of a CSA I; therefore, HR recommends a reclassification to Child Support Agent I, grade 62 with a salary increase to the minimum of the new pay grade (from \$25,556.75 to \$29,656.60) a \$4,099.85 salary increase for each of the two Incumbents. This salary increase to the minimum of the pay grade is in accordance with the Personnel Resolution.

(Social Services Department)
Income Maintenance Division

This DSS Job Study was completed prior to the 1.5% COLA approved by the BOCC for fiscal year 2013/2014.
Therefore, the numbers reflected below are prior to the 1.5% COLA.

1. *Income Maintenance Program Administrator I*, grade 71, \$45,810.62 to \$68,714.82 – No change to the position title or grade. The surveyed actual salary for comparable Counties, for this position, is \$57,369. Davidson County's IM Program Administrator I Incumbent's current salary is \$48,473.57. HR recommends a conservative \$1,211.84 salary increase (2.5%) from 48,473.57 to \$49,685.41. This certainly doesn't close the gap between Davidson County's salary and the comparable actual average salary, but it will help lessen the gap.
2. *Income Maintenance Supervisor II*, grade 66, \$35,925.09 to \$53,887.65:
 - a. Although authorization #1 has been vacant since 2003, Mr. Moorefield would like to have this authorization available should the need arise in the future due to possible impact from the NC Fast program currently being implemented.
 - b. No change to the following authorizations: 3, 4, 5, 6 and 7. The average salary for Davidson County's IM Supervisor II position is \$40,958. The average actual comparable Counties salary is \$42,105. HR does not recommend a change in salary.
3. *Income Maintenance Caseworker III*, grade 64, \$32,611.91 to \$49,004.52: The average actual salary for Davidson County's IMC III position is \$34,553. The average actual salary for comparable Counties is \$37,275, a \$2,722 difference. HR does not recommend a change in salary.
 - a. No change to the following authorizations: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11.
4. *Income Maintenance Caseworker III, temp*, grade 64, \$32,611.91 to \$49,004.52 – This position has been vacant since 2004; therefore, HR recommends closure of this position.
5. *Income Maintenance Investigator II*, grade 64, \$32,611.91 to \$49,004.52 – No change to this position.
6. *Income Maintenance Caseworker II*, grade 62, \$29,656.60 to \$44,484.91: Davidson County's average actual (\$34,794) and minimum (\$29,657) salaries for this position are right in line with comparable Counties (average actual \$31,709 and average minimum \$29,660). HR does not recommend a change in salary.
 - a. No change to the following authorizations: 2, 3, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 24, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, 38, 40, 42, 43, 44, 45, 47, 48, 49, 50, 51.
 - b. Although authorization #25 has been vacant since 2008, Mr. Moorefield would like to keep this authorization should there be a need for it in the future due to possible impact from the NC Fast program currently being implemented.

7. *Income Maintenance Caseworker II, temp, grade 62, \$29,656.60 to \$44,484.91:*
 - a. Close the following authorizations, since they've been vacant at least 5 years: 1 and 4.
 - b. No change to the following authorizations: 2, 3, 5 and 6.
8. *Income Maintenance Caseworker I, temp, grade 60, \$26,883.60 to \$40,325.41 – Close position. This position has been vacant for at least 7 years.*
9. *Income Maintenance Caseworker I w/a IMC II, grade 60, \$26,883.60 to \$40,325.41 –*
 - a. No change to this position. Based on survey data and position analysis, the grade and salary for this position is appropriate.
10. *Income Maintenance Caseworker I w/a IMC II, temp, grade 60, \$26,883.60 to \$40,325.41 – Close this position since it's been vacant since 2006.*
11. *Income Maintenance Technician, temp, grade 58, \$24,351.45 to \$36,527.18 – Although this position has been vacant since 2002, Mr. Moorefield would like to maintain this authorization should there be a future need due to the new NC Fast program currently being implemented.*

(Social Services Department)
Positions/Authorizations to close, Dept 23

1. *Various* – The following positions have not been filled in some time (see Allocation Chart). HR recommends closing these positions:
 - a. Accounting Tech II (grade 63) – Close position.
 - b. Human Resources Placement Specialist (grade 62) – Close position.
 - c. Office Support IV, Temp (grade 59) – Authorization #1.
 - d. Office Support III, Temp (grade 57) – Authorization #5, 6 and 7.
 - e. Office Support II, Temp (grade 54) – Authorization #1, 2 and 3.
 - f. Chore Provider, Temp (grade 51) – Close position.
 - g. SW Supervisor III, Temp (grade 72) – Close position.
 - h. Interim SW Supervisor III (grade 72) – Close authorization #3.
 - i. SW I/A & T (grade 69) – Close authorization #2.
 - j. SW III (grade 68) – Authorization #29, 30, 32, 42 and 44.
 - k. SW III – Temp (grade 68) – Authorization #2, 3, 4, 5, 6, 7, 8 and 9.
 - l. SW II (grade 66) – Authorization #14 and 15.
 - m. SW II, Temp (grade 66) – Authorization #1 and 2.
 - n. SW II, Temp, Foster Care (grade 66) – Pos #34003, Authorization #1 and 2.
 - o. SW I, Temp (grade 62) – Close position.
 - p. SW Trainee, Temp (grade 61) – Close position.
 - q. Community Employment Case Manager (grade 64) – Authorization #3.
 - r. Community Social Services Assistant, Temp (grade 55) – Close position.
 - s. SW Supervisor II (grade 69) – Pos #4016, Div 2, Authorization #1 and 2.
 - t. SW II (grade 66) – Pos #4012, Div 2, Authorization #1.
 - u. Lead Child Support (grade 65) – Authorization #2.
 - v. Child Support Agent II, Temp (grade 64) – Close position.
 - w. IM Caseworker III, Temp (grade 64) – Close position.
 - x. IM Caseworker II, Temp (grade 62) – Authorization #1 and 4.
 - y. IM Caseworker I, Temp (grade 60) – Close position.
 - z. IMC I w/a IMC II, Temp (grade 60) – Close position.



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT
PREPARED BY: Cooperative Extension

TITLE: End of year budget appropriation for 4-H account

BACKGROUND:

End of Year Budget Appropriation for 4-H Account presented for Board approval.

RECOMMENDATION(S):

Approval by the Board of Commissioners

ATTACHMENTS:

End of year budget appropriation for 4-H Account 2012-2013 - Revenue account \$3,573.00,
Expenditure account \$3,573.00.



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT
PREPARED BY: County Manager

TITLE: Budget Amendments by Assistant County Manager

BACKGROUND:

Budget Amendments by Assistant County Manager

RECOMMENDATION(S):

Please approve Budget Amendments

ATTACHMENTS:

1. Roll forward budgeted amount from 2012-2013 to 2013-2014 Budget to construct Landfill Phase II Area 2. This project was budgeted for 2012-2013 but was delayed by the privatization process.
2. Davidson County Schools request to move the remainder of the original QSCB funds (\$153,479.06) to Oak Grove Middle School project. The other funds are line item transfers among local projects. No additional County Dollars are requested.
3. Lexington City Schools would like to allocate Category I Funds approved in the 2013-2014 Budget to various projects. No additional County dollars are requested.
4. Appropriate funds of \$2,560.21 received from the State for the spay/neuter program. Funds pass through to the Humane Society.

Zeb M. Hanner

From: Rex Buck
Sent: Wednesday, September 04, 2013 11:35 AM
To: Zeb M. Hanner
Cc: Jane Kiker
Subject: RE: budget amendment

Zeb,
Please see budget worksheet below.
RE: \$2,288,984
Thanks,
Rex

Department		516-4310		
ACCOUNT #		433-70-30		
ITEM REQUESTED	COST PER ITEM	QUANTITY	TOTAL COST	REASON OR RATIONAL FOR EQUIPMENT
Concrete	\$ 100	100	\$ 10,000	White Goods and convenience center beginning
Stone	20ft	16,000	\$ 37,000	Continuing building road around Phase II
Asphalt	\$ 50	900	\$ 50,000	Continuing building road around Phase II
C&D materials for 3/4	\$ 30,000	1	\$ 30,000	Materials to construct the 3rd are of C&D
Phase II, Area 2 Construction	\$ 348,857	7acres	\$ 1,987,484	Construction of next cell for MSW plan to bid out spring of 2012. That will give contractor best part of year to construct.
Engineering Fees	\$ 170,000	1	\$ 170,000	construction quality assurance(CQA) 160k for Phase II MSW area 2A and 10k for CQA for Phase 3/4 C&D Landfill
Pipe	\$ 30	150	\$ 4,500	Pipe for new sed ponds for last phase of C&D Landfill.
TOTAL COST			\$ 2,288,984	\$ -

From: Zeb M. Hanner
Sent: Wednesday, September 04, 2013 11:06 AM
To: Rex Buck
Subject: FW: budget amendment

Zeb M. Hanner

From: Pam Sink <psink@davidson.k12.nc.us>
Sent: Wednesday, September 04, 2013 11:29 AM
To: Zeb M. Hanner
Subject: Budget Amendment # 11

Zeb

In reference to Budget Amendment #11, the QSCB was a 3 year project that ended. We moved the QSCB's remaining project balance into the North/Ledford Area Project (Oak Grove Middle School). The other line items listed show that we moved local funds that were originally moved into the capital outlay budget back to local because the funds were not spent by year end. We will move these local funds back into the capital outlay projects in 2013-14.

Thanks

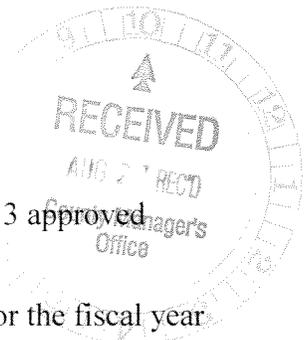
Pamela W. Sink, CPA
Chief Finance Officer
Davidson County Schools
PO Box 2057
Lexington, NC 27293
Work: (336) 242-5556
Fax: (336) 249-1062

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BUDGET AMENDMENT NO. 11

Davidson County Schools

Capital Outlay Fund



The Davidson County Board of Education at a meeting on the 27th day of June 2013 approved the following resolution.

Be it resolved that the following amendments be made to the Budget Resolutions for the fiscal year ending June 30, 2013.

Code Number	Description of Code	Amount Increase	Amount Decrease
5100	Regular Instructional Programs		
5200	Special Populations Services		
5300	Alternative Programs and Services		
5400	School Leadership Services		
5500	Co-Curricular Services		
5800	School-Based Support Services		
6100	Support & Development Services		
6200	Speical Population Supp & Development Serv		
6300	Alternative Prog & Serv Support & Develop		
6400	Technology Support Services		
6500	Operational Support Services		1,048.00
6600	Financial & Human Resource Services		
6700	Accountability Services		
6800	System-Wide Pupil Support Services		
6900	Policy, Leadership and Public Relations Serv		
7200	Nutrition Services		
8100	Payments to Other Governmental Units		
8200	Unbudgeted Funds		
8400	Interfund Transfers		
8500	Contingency		
9000	Capital Outlay		1,917,848.11
TOTAL:		-	1,918,896.11

Explanation:

Total Appropriation in Current Budget	\$13,129,936.08
Amount of Increase/(Decrease) of above Amendment	(\$1,918,896.11)
Total Appropriation in Current Amended Budget	\$11,211,039.97

We the Board of County Commissioners of Davidson hereby approve the changes in Capital Outlay Funds as indicated above, and have made entry of changes on the minutes of said Board, the _____ day of June, 2013.

Passed by a majority vote of the Board of Education of Davidson County on the 27th day of June 2013.

Carol B. Crouse

Chairperson, Board of Education

Chairperson, Board of County Commissioners

Frank J. Moore
Secretary, Board of Education

Secretary, Board of County Commissioners

BUDGET AMENDMENT NO. 11

CAPITAL OUTLAY FUND

CODE	DESCRIPTION	PRIOR BUDGET	INCREASE/ DECREASE	REVISED BUDGET
PURPOSE 6500 OPERATIONAL SUPPORT SERVICES:				
4.6580.819.532.000	Paving -Parking Lots	37,603.00	(1,048.00)	36,555.00
PURPOSE 9000 CAPITAL OUTLAY:				
4.9001.074.529.000.013	Gym Floors-CDMS & LMS	180,000.00	(46,256.00)	133,744.00
4.9005.074.529.000.013	South Davidson Practice Field	100,000.00	(100,000.00)	-
4.9018.074.529.389.013	YVRCA POD	505,872.14	(212,864.03)	293,008.11
4.9061.074.529.000.013	Paving All Schools-Local Transf	1,600,000.00	(1,558,728.08)	41,271.92
4.9003.077.529.000.011	North/Ledford Area	2,081,300.72	153,479.06	2,234,779.78
4.9001.334.529.000.009	ARRA-QSCB	153,479.06	(153,479.06)	-
	TOTAL EXPENSE		(1,918,896.11)	
REVENUE				
4.4110.077.003.011	INCREASE IN REVENUE		(153,479.06)	
4.4490.819	DECREASE IN REVENUE		1,048.00	
4.4810.334	DECREASE IN REVENUE		153,479.06	
4.4910.	DECREASE IN REVENUE		512,864.03	
4.4922.074	DECREASE IN REVENUE		1,404,984.08	
			-	

CODE	DESCRIPTION	PRIOR BUDGET	INCREASE/ DECREASE	
4.6580.819.532.000	Paving -Parking Lots	37,603.00	<u>(1,048.00)</u>	(1,048.00)
4.9001.074.529.000.013	Gym Floors-CDMS & LMS	180,000.00	(46,256.00)	
4.9001.334.529.000.009	ARRA-QSCB	153,479.06	(153,479.06)	
4.9003.077.529.000.011	North/Ledford Area	2,081,300.72	153,479.06	
4.9005.074.529.000.013	South Davidson Practice Field	100,000.00	(100,000.00)	
4.9018.074.529.389.013	YVRCA POD	505,872.14	(212,864.03)	
4.9061.074.529.000.013	Paving All Schools-Local Transf	1,600,000.00	<u>(1,558,728.08)</u>	(1,917,848.11)
			(1,918,896.11)	(1,918,896.11)

Capital Projects Funds

Capital Outlay Fund-the recommended budget for the Capital Outlay Fund includes the following revenues and projects:

<u>Revenues</u>	<u>Proposed Budget</u>		
County Appropriation - Category 1			\$382,082
County Appropriation – Category 1 carryover			949,995
County Appropriation - Categories 2 & 3			231,656
Fund Balance Appropriated			34,700
Interest Income			300
Sales and Use Tax Revenue			<u>5,000</u>
Total			<u>\$1,603,733</u>
<u>Category I Projects</u>	<u>Carryover</u>	<u>New</u>	<u>Total</u>
Playground Renovations	20,000	-	20,000
Replace Carpet with Tile at Southwest	5,283	-	5,283
Southwest Parking Renovation	117,034	17,000	134,034
System-wide paving	61,694	70,000	131,694
Fencing	-	8,000	8,000
Roofing	18,903	-	18,903
Pickett/LSHS Renovations	727,081	135,082	862,163
System HVAC Refurbishment	-	<u>152,000</u>	<u>152,000</u>
Total Category I			<u>1,332,077</u>
<u>Category II & III Items</u>			
Instructional/Office Equipment & Furniture (allotted to schools)			52,000
Security Cameras Buses			10,000
One-to-One Support			93,656
Technology-School System			<u>116,000</u>
Total Categories II & III			<u>271,656</u>
 Total Capital Outlay Budget			 <u>\$1,603,733</u>

Spay/Neuter Reimbursements

2013

by year and quarte

CountyCity	quarter	Amt Requested	Amt reimbursed	# of procedures
BLADEN	2	\$6,304.81	\$2,834.74	76
BRUNSWICK	2	\$15,460.69	\$1,956.32	88
CABARRUS	2	\$2,700.00	\$2,700.00	54
CARTERET	2	\$2,900.00	\$209.48	29
CASWELL	2	\$3,720.00	\$2,862.64	55
CHATHAM	2	\$3,645.00	\$663.12	43
CUMBERLAND	2	\$10,571.00	\$6,222.38	124
DARE	2	\$3,381.00	\$341.71	40
DAVIDSON	2	\$4,428.00	\$2,560.21	56
DAVIE	2	\$2,104.00	\$756.52	41
DURHAM	2	\$4,935.00	\$3,277.18	76
EDGECOMBE (TO	2	\$458.00	\$458.00	3
GRANVILLE	2	\$530.00	\$110.18	5
GUILFORD	2	\$22,735.00	\$1,435.28	337
HAYWOOD	2	\$10,970.00	\$1,106.31	251
HENDERSON	2	\$3,090.00	\$1,486.85	66
IREDELL	2	\$3,428.00	\$2,830.78	114

CountyCity	quarter	Amt Requested	Amt reimbursed	# of procedures
MARTIN	2	\$3,815.00	\$3,815.00	42
MCDOWELL	2	\$12,008.39	\$6,099.90	90
MONTGOMERY	2	\$956.25	\$956.25	9
MOORE	2	\$2,490.00	\$1,494.54	40
ORANGE	2	\$6,285.00	\$1,642.79	68
PASQUOTANK	2	\$4,022.96	\$527.05	44
PERSON	2	\$2,030.00	\$275.54	29
RANDOLPH	2	\$3,544.82	\$1,242.57	71
ROBESON	2	\$27,685.00	\$12,335.27	336
ROCKINGHAM	2	\$14,230.00	\$1,972.63	278
SCOTLAND	2	\$7,286.60	\$7,286.60	85
SWAIN	2	\$1,171.11	\$1,171.11	7
WAKE	2	\$11,390.00	\$8,532.33	154
WATAUGA	2	\$420.00	\$420.00	14
		\$198,695.63	\$79,583.28	2,725



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT
PREPARED BY: Transportation

TITLE: Request to Schedule Public Hearing for ROAP Grant Application
by Steve Swaim, Transportation Manager

BACKGROUND:

The Davidson County Transportation Department is requesting that a Public Hearing be scheduled for Tuesday, September 24, 2013, at 7:00 p.m. in the Commissioners' Meeting Room for the 2013-2014 ROAP Grant Application.

RECOMMENDATION(S):

Schedule public hearing for ROAP Grant Application for September 24, 2013 at 7:00 p.m. in the Commissioners' Meeting Room.

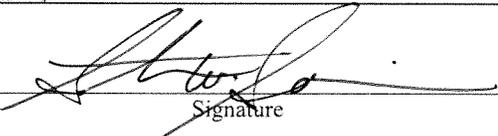
ATTACHMENTS:

ROAP Grant Application and Information

Application for Transportation Operating Assistance

FY 2014 Rural Operating Assistance Program Funds

Name of Applicant (County)	Davidson County
County Manager	Robert Hyatt
County Manager's Email Address	robert.hyatt@davidsoncountync.gov
County Finance Officer	Jane Kiker
CFO's Email Address	jane.kiker@davidsoncountync.gov
CFO's Phone Number	(336) 242-2029
Person Completing this Application	Steve Swaim
Person's Job Title	Transportation Manager
Person's Email Address	steve.swaim@davidsoncountync.gov
Person's Phone Number	(336) 242-2252
Community Transportation System	Davidson County Transportation System
Name of Transit Contact Person	Steve Swaim
Transit Contact Person's Email Address	steve.swaim@davidsoncountync.gov

Application Completed by:  Date: 8-26-13
Signature

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines.

County Manager: _____ Date: _____
Signature

County Finance Officer: _____ Date: _____
Signature

Application Instructions

County officials should read the ROAP Program State Management Plan which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

FY2014 ROAP Program Schedule

ROAP funds will be disbursed based on which deadline the applicant meets.

First Application Deadline	September 16, 2013
Disbursement if 1 st Deadline is met (100%)	September 30, 2013
Second Chance Application Deadline	October 18, 2013
Disbursement if 2 nd Deadline is met (100%)	October 31, 2013

County's Management of ROAP Funds

All counties are eligible to receive Rural Operating Assistance Program (ROAP) funding from the State of North Carolina. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process.
- ROAP funds are expended on eligible activities only.
- Supporting documentation of expenditures is maintained.
- Service recipients meet eligibility requirements and their eligibility is documented.
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance.
- An accounting of trips and expenditures is provided in a semi-annual report to NCDOT.
- ROAP funds received and expended are included in the local annual audit.

Transportation Needs and Public Involvement in Funding Decisions	Yes or No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the community transit system, to recommend how the ROAP funds should be sub-allocated?	YES
B. In addition to the public hearing notice and the public hearing, were other outreach efforts conducted to inform the public about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided to sub-allocate the ROAP funds?	YES
C. Does the federally funded Community Transportation System operating in the county have a Community Transportation Service Plan (CTSP) or Community Transportation Improvement Plan (CTIP) that was developed in the last five years or being completed at this time? <i>Date of the plan:</i>	YES
D. Does your county have a Coordinated Public Transit-Human Services Transportation Plan (LCP) that provides a list of unmet transportation needs and/or gaps in transportation services? <i>Date of the plan: FY2009, Addendum FY2011</i>	YES
E. Does the county have other transportation plans that address public transportation needs?	YES
If yes, list and describe these plans. We have three (3) fixed routes. A deviated fixed route in Lexington. A fixed route in Thomasville. A fixed route connector servicing Lexington, Thomasville and Davidson County Community College.	
F. How did the county decide who would receive the ROAP funds? List the names of anyone who participated in the decision to suballocate the ROAP funds and their role in the community. ROAP program funds have always been allocated to the Davidson County Transportation System. We currently do not have plans to suballocate any funds to a subrecipient in FY2014.	
G. How did the county decide on the amount of ROAP funds to sub-allocate to a subrecipient? N/A	

Financial Management of ROAP Funds	Yes or No
H. Does the county disburse/allocate ROAP funds to any county governmental departments?	YES
I. If yes, how does the county account for these funds within the county's accounting system? Line item tracking of expenses and revenues through the County's financial accounting system.	
J. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	NO
K. If yes, does the county have a written agreement with these agencies that addresses the proper use and accountability of these funds? <i>(Include a sample agreement with application)</i>	
L. ROAP funds cannot be used instead of using the existing transportation funding an agency or organization receives from any other funding source. If any of the departments, agencies or organizations receiving ROAP funding from the county get transportation funding from other Federal, State or Local funding sources, list those funding programs:	
M. Do any subrecipients receive ROAP funds before any trips are provided, and refund the unused portion at the end of the period of performance?	NO
N. Are ROAP funds being deposited in an interest bearing account?	YES
If no, then why aren't ROAP funds deposited in an interest bearing account?	
O. What does the county do with the interest from the ROAP funds? Money deposited into an interest bearing account will help provide more services	
P. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	YES
Q. Is supporting documentation maintained for all ROAP grant financial transactions for five years? IMPORTANT: Yes is the only correct answer.	YES
Monitoring and Oversight Responsibilities	Yes or No
R. The Finance Officer OR the Executive Director of an eligible transportation authority will be responsible for the oversight and evaluation of the transportation services provided with the ROAP funding? IMPORTANT: Yes is the only correct answer.	YES
S. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	YES
T. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? monthly	
U. Does the county require the subrecipients of ROAP funds to use the transportation services of the federally funded Community Transit System operating in the county?	NO
V. Are subrecipients of ROAP funds coordinating transportation services with other subrecipients in the county therefore reducing any duplication of effort?	N/A

Accountability to North Carolina Taxpayers	Yes or No
W. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	YES
X. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?	YES
Y. A semi-annual ROAP Report must be completed and sent to NCDOT. Who will be designated to complete these reports in FY2014? <i>(name, title, employer)</i> Steve Swaim – Transportation Manager	

Elderly and Disabled Transportation Assistance Program

The Elderly and Disabled Transportation Assistance Program (EDTAP), originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27), provides operating assistance funds for the transportation of the state's elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life.

Elderly and Disabled Transportation Assistance Program Questions	Yes or No
A. What will be the purposes of the trips provided with EDTAP funds? <i>(Check all that apply)</i> <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace <input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit) <input checked="" type="checkbox"/> Human service agency appointments	
B. How will the transportation service be provided? <i>(Check all that apply)</i> <input checked="" type="checkbox"/> Public Transportation System <input checked="" type="checkbox"/> Private Provider <input checked="" type="checkbox"/> Taxi Service <input type="checkbox"/> Agency Staff Driver <input type="checkbox"/> Volunteer Driver Program	
C. Are any of the EDTAP services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan: 14,17,26,27, and 28</i> <i>Plan Title: Locally Coordinated Transit-Human Service Transportation Plan for the Piedmont Triad Rural Planning Organization</i>	YES
D. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EDTAP funds?	YES
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EDTAP funds the transit system receives?	NO
Can the Community Transit System use any of the EDTAP funds it receives to provide transportation for elderly and disabled citizens of the county who do not have a human service agency or organization to pay for the service?	YES

Elderly and Disabled Transportation Assistance Program Questions (con't)	Yes or No
<p>If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the elderly and disabled? <i>See these page numbers in the plan:</i> <i>Plan Title:</i></p>	N/A
<p>Does the CTSP recommend any new EDTAP funded services for FY2014? <i>See these page numbers in the plan:</i> <i>Plan Title:</i></p>	NO
<p>E. Will any of the subrecipients use their EDTAP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance only.)</i></p> <p>5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program</p>	YES
<p>F. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?</p>	NO
<p>If yes, how much will the fare be?</p>	
<p>If yes, how will the fare revenue be used?</p>	
<p>G. Do any of the subrecipients of EDTAP funds restrict EDTAP funded trips based on the origin, timing or destination of the trip?</p>	NO
<p>H. Is there a process or policy for determining when it is appropriate to transfer EDTAP funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?</p>	YES
<p>I. EDTAP funded trips are expected to be provided throughout the entire year. If the EDTAP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?</p>	YES

Employment Transportation Assistance Program

The Employment Transportation Assistance Program (EMPL) is intended to help DSS clients that transitioned off Work First or TANF in the last 12 months, Workforce Development Program participants and/or the general public to travel to work, employment training and/or other employment related destinations.

Employment Transportation Program Questions	Yes or No
<p>A. What will be the purposes of the transportation services provided with EMPL funds? <i>(Check all that apply)</i></p> <p><input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input checked="" type="checkbox"/> Child(ren) of working parent transported to Child Care</p>	
<p>B. How will the transportation service be provided? <i>(Check all that apply)</i></p> <p><input checked="" type="checkbox"/> Public Transportation System <input checked="" type="checkbox"/> Private Provider <input checked="" type="checkbox"/> Taxi Service <input type="checkbox"/> Agency Staff Driver <input type="checkbox"/> Volunteer Driver Program</p>	

Employment Transportation Program Questions (con't)	Yes or No
C. Describe the eligibility criteria to be used in this county to determine who will be provided EMPL funded trips. We coordinate with DSS to ensure their clients are receiving transportation to employment related destinations.	
D. Are any of the EMPL services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan: 14 and 26</i> Plan title: Locally Coordinated Public Transit-Human Service transportation Plan for the Piedmont triad Rural Planning Organization	YES
E. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?	NO
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EMPL funds the transit system receives?	
Can the Community Transit System use any of the EMPL funds it receives to provide transportation for citizens in the county who need transportation to a job or employment related destination and who do not have a human service agency or organization to pay for the service?	YES
If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the employed or unemployed? <i>See these page numbers in the plan:</i> Plan title:	N/A
Does the CTSP recommend any new EMPL funded services for FY2014? <i>See these page numbers in the plan:</i> Plan title:	N/A
F. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?	YES
If yes, how much will the fare be? \$1.00	
If yes, how will the fare revenue be used? To provide more services	
G. Do any of the subrecipients of EMPL funds restrict EMPL funded trips based on the origin, timing or destination of the trip?	NO
H. Is there a process or policy for determining when it is appropriate to transfer funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?	YES
I. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?	NO
J. Will any of the subrecipients use their EMPL sub-allocation as matching funds for any of the following programs? (<i>Matching funds for operating assistance only.</i>) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	NO
K. EMPL funded trips are expected to be provided throughout the entire year. If the EMPL funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation services?	YES

Rural General Public Program

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization that will pay for the transportation service. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the RGP funds.

Rural General Public Transportation Program Questions	Yes or No
<p>A. What will be the trip purposes of the transportation services provided with RGP funds? <i>(Check all that apply)</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input checked="" type="checkbox"/> Child(ren) of working parent transported to child care <input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.) <input checked="" type="checkbox"/> Human service agency appointments 	
<p>B. How will the transportation service be provided? <i>(Check all that apply)</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Transportation System <input checked="" type="checkbox"/> Private Provider <input checked="" type="checkbox"/> Taxi Service <input type="checkbox"/> Volunteer Driver Program 	
<p>C. Are any of the RGP funded services the transit system will provide listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan: 17 and 26</i> Plan title: Locally Coordinated Public Transit-Human Service Transportation Plan for the Piedmont Triad Rural Planning Organization</p>	YES
<p>D. If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the general public services the transit system does in the county for citizens who need transportation but don't have a human service agency or organization to pay for the service? <i>See these page numbers in the plan:</i> Plan title:</p>	N/A
<p>E. Does the CTSP recommend any new RGP funded services for FY2013-14? <i>See these page numbers in the plan:</i> Plan title:</p>	N/A
<p>F. Will RGP trips be provided to citizens who need transportation but don't have a human service agency or organization to pay for the trip?</p>	YES
<p>G. Will any of the RGP funded trips be restricted based on origin, timing or destination of the trip to control the expenditure of funds overtime?</p>	NO
<p>H. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transit System use fare revenue to generate the local 10% match requirement for RGP funds?</p>	YES
<p>If yes, how much will the fare be? \$1.00</p>	
<p>If yes, how will the fare revenue be used? To help subsidize the local match</p>	

Rural General Public Transportation Program Questions (con't)	Yes or No
If no, describe the source of the required matching funds?	
I. Will RGP funded trips be coordinated with human service agency trips?	YES
J. How will the Community Transit System market the proposed RGP funded services? Website, Bus Wrap Sponsorships, Special events, Public Speaking, Brochures, Monthly radio show	
K. Will the Community Transit System use any of their RGP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance only)</i> 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	NO
L. Is any part of the county in an urbanized area according to the 2010 census?	YES
M. RGP funded trips are expected to be provided throughout the entire year. If the RGP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation services?	YES

FY2014 ROAP Sub-Allocation Worksheet

Agencies Receiving Sub-Allocations	Elderly and Disabled Transportation Assistance Program		Employment Transportation Assistance Program		Rural General Public Transportation	
	Proposed		Proposed		Proposed	
	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips
Davidson County Transportation	\$108,007	11,500	\$38,997	5,100	\$160,142	18,000
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
TOTAL AMOUNT	\$108,007	11500	\$38,997	5100	\$160,142	18000

Agencies Receiving Sub-Allocations	EDTAP	EMPL	RGP
	Avg Cost of Trip	Avg Cost of Trip	Avg Cost of Serv
Davidson County Transportation	\$9.39	\$7.65	\$8.90
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00

Davidson County

 Name of Applicant (County)

 Signature - MDS Reviewer

CERTIFIED STATEMENT
FY2014
RURAL OPERATING ASSISTANCE PROGRAM
County of Davidson

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CTSP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2013 to June 30, 2014 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Davidson, North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips and services for five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2014 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in a semi-annual report and a final year-end report to NCDOT – Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2014 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$108,007	\$108,007
Employment Transportation Assistance Program (EMPL)	\$38,997	\$38,997
Rural General Public Program (RGP)	\$160,142	\$160,142
TOTAL	\$307,146	\$307,146

WITNESS my hand and county seal, this _____ day of _____, 20__.

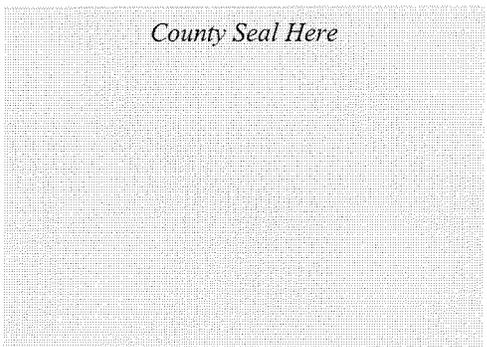
Signature of Board of County Manager/Administrator

Signature of Board of County Commissioners Chairperson

Printed Name of County Manager/Administrator

Printed Name of Chairperson

State of North Carolina County of



Signature of County Finance Officer

Printed Name of County Finance Officer

Sample Public Hearing Notice

This is to inform the public of the opportunity to attend a public hearing on the proposed Rural Operating Assistance Program (ROAP) application to be submitted to the North Carolina Department of Transportation no later than **September 16, 2013** by the county or Davidson . The public hearing will be held on Monday September 9th, 2013 at **7:00pm** at the **Davidson County** commissioners meeting in the **Commissioner Board Room 4th Floor** located at **913 Greensboro St. Lexington, NC. Davidson County** will provide auxiliary aids and services under the ADA for disabled persons who wish to participate in the hearing. Anyone requiring special services should contact Steve Swaim, Transportation Manager as soon as possible so that arrangements can be made.

The programs included in the Rural Operating Assistance Program application are:

1. Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the public transportation of elderly and disabled citizens.
2. Employment Transportation Assistance Program provides operating assistance for the public transportation of persons with employment related transportation needs.
3. Rural General Public (RGP) Program provides operating assistance for the public transportation of persons living in non-urban areas of the county.

The period of performance for Rural Operating Assistance Program funds is July 1, 2013 through June 30, 2014. The FY2014 ROAP individual program totals are:

PROGRAM	TOTAL
EDTAP	\$108,007
EMPL	\$38,997
RGP	\$160,142
TOTAL	\$307,146

This application may be inspected at the **Davidson County Transportation System Office** located at **945 N. Main St. Suite B. Lexington, NC 27292** from **8:00am until 5:00pm, Monday thru Friday**.

Written comments should be directed to **Steve Swaim – Transportation Manager at 945 N. main St. Lexington, NC 27292**, before **September 6th, 2013**.

Note: The public hearing notices must be published at least once, not less than seven (7) days and not more than fourteen (14) days before the scheduled public hearing. This notice must be published in Spanish if the county has 1000 or more persons that speak Spanish at home, and have limited English proficiency. A list is provided in Appendix B of the ROAP State Management Plan. An original copy of the published Public Hearing Notice must be attached to a signed Affidavit of Publication. Both the Public Hearing Notice and the Affidavit of Publication must be submitted with the Rural Operating Assistance Program application.

FY 2014 ROAP Application Submission Checklist

	Applicant Name Here —————→		
	ITEM	Email Signed & Scanned Copy to PTD	Due Date (not later than)
	<u>Certifications</u>		
<input checked="" type="checkbox"/>	Certification Statement	Yes	8/30/2013
<input type="checkbox"/>	Original Copy of Public Hearing notice in English from newspaper	Yes	8/30/2013
<input type="checkbox"/>	Affidavit(s) of Public Hearing Publication - English	Yes	8/30/2013
<input type="checkbox"/>	Original Copy of Public Hearing notice in Spanish from newspaper <i>(See Appendix B of ROAP State Mgt Plan)</i>	Yes	8/30/2013
<input type="checkbox"/>	Affidavit(s) of Public Hearing Publication - Spanish <i>(See Appendix B of ROAP State Mgt Plan)</i>	Yes	8/30/2013
<input type="checkbox"/>	Public Hearing Record	Yes	8/30/2013
<input type="checkbox"/>	Public Hearing Minutes (only if public had comments)	Yes	as soon as possible
	<u>Program Documents</u>		
<input checked="" type="checkbox"/>	FY2013-2014 ROAP Program Application	Yes	8/30/2013
<input checked="" type="checkbox"/>	FY2013-2014 ROAP Program Suballocation Worksheet	Yes	8/30/2013
<input type="checkbox"/>			
	<u>Other Documents</u>		
<input checked="" type="checkbox"/>	ROAP Application Submission Checklist	Yes	8/30/2013
<input type="checkbox"/>	Completed Title VI Voluntary Survey Form(s)	Yes	8/30/2013
	<p>All documents must be scanned <u>separately</u> and attached to one email. Documents should be easily recognized by the filename. Email scanned copies to :</p> <p><u>ctptransportation@ncdot.gov</u></p>		
	<p>IMPORTANT!! NCDOT will not accept any ROAP documents that are mailed to our office.</p>		



DAVIDSON COUNTY AGENDA ITEM

TO: BOARD OF COMMISSIONERS

DEPARTMENT
PREPARED BY: County Commissioners

TITLE: Resolution of Support for Joint Development of Phase One of I-85
Industrial Park

BACKGROUND:

Attached for your review and consideration is a Resolution of Support for Joint Development of Phase One of I-85 Industrial Park.

RECOMMENDATION(S):

Approve Resolution.

ATTACHMENTS:

Resolution of Support for Joint Development of Phase One of I-85 Industrial Park

STATE OF NORTH CAROLINA)
COUNTY OF DAVIDSON)

RESOLUTION OF SUPPORT FOR JOINT DEVELOPMENT
OF PHASE ONE OF I-85 INDUSTRIAL PARK

WHEREAS, North Carolina General Statute §158-7.1 authorizes a county to undertake economic development activities, including the acquisition of land and developing of an industrial park, to be used for manufacturing, assembly, fabrication, processing, warehousing, research and development, office use , or similar industrial or commercial purposes; and

WHEREAS, the Davidson County Board of Commissioners has adopted a policy of supporting industrial or commercial development and expansion within the county in order to provide for the financial welfare of its citizens; and

WHEREAS, the Board of Commissioners on May 14, 2013 indicated its intent “to proceed with Phase 1 of the I-85 Industrial Park with further details to be forthcoming...;” and

WHEREAS, Davidson County, the Davidson County Economic Commission, certain private land owners and other potential partners have conferred about reaching an agreement in principal to contribute their respective resources and to create a joint undertaking for the development of such an industrial park in Davidson County; and

WHEREAS, the form of such joint undertaking is currently being developed by said parties and the relative rights and responsibilities of each of the partners will be presented to the parties for review and revision before consideration for adoption; and

WHEREAS, the Board of Commissioners, in order to encourage the continued progress of the parties noted above and the enlistment of other participants to join in this undertaking, seeks by this resolution to publicly assert its support for the promotion of Phase 1 of the I-85 Industrial Park, subject to development of the appropriate legal framework addressing the respective interests of the parties, a public hearing on any required expenditure of public funds and subsequent board approval of any appropriation of monies for such project.

NOW, THEREFORE, BE IT RESOLVED, that the Davidson County Board of Commissioners approves in principal efforts to jointly develop Phase 1 of the I-85 Industrial Park and encourages the drafting of an instrument defining the respective roles of the participants in a joint undertaking for the creation of said industrial park.

This the 10th day of September, 2013.

Fred McClure, Chairman
Davidson County Board of Commissioners

Attest:

Deborah J. Harris
Deputy Clerk to the Board