

CUMBERLAND COUNTY POLICY COMMITTEE  
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564  
JUNE 1, 2017 – 9:30 A.M.  
SPECIAL MEETING MINUTES

MEMBERS PRESENT: Commissioner Michael Boose  
Commissioner Larry Lancaster

MEMBERS ABSENT: Commissioner Charles Evans

OTHER COMMISSIONERS  
PRESENT: Commissioner Jimmy Keefe

OTHERS PRESENT: Amy Cannon, County Manager  
Tracy Jackson, Assistant County Manager  
Sally Shutt, Assistant County Manager  
Melissa Cardinali, Assistant County Manager  
Rick Moorefield, County Attorney  
Phyllis Jones, Assistant County Attorney  
Vicki Evans, Finance Director  
Jeffery Brown, Engineering & Infrastructure Director  
Deborah Shaw, Budget Analyst  
Heather Harris, Budget Analyst  
Geneve Mankel, Communications & Outreach Coordinator  
Amanda Bullard, Purchasing Manager  
Ivonne Mendez, Accounting Supervisor  
Kellie Beam, Deputy Clerk to the Board  
Press

Commissioner Lancaster called the meeting to order.

1. APPROVAL OF MINUTES – APRIL 6, 2017 POLICY COMMITTEE  
REGULAR MEETING

MOTION: Commissioner Boose moved to approve the April 6, 2017 regular meeting  
minutes of the Policy Committee as presented.

SECOND: Commissioner Lancaster

VOTE: UNANIMOUS (2-0)

2. CONSIDERATION AND APPROVAL OF LOCAL PRIORITIES FOR THE  
GOVERNOR’S RESILIENT REDEVELOPMENT PROGRAM

BACKGROUND:

After Hurricane Matthew, the North Carolina Legislature approved a Resilient Redevelopment Planning effort as part of the 2016 Disaster Recovery Act which was then rolled out by the Governor in January of 2017. This program provided follow-up assistance for the communities that were damaged by the hurricane, specifically to prepare locally driven recovery plans to identify redevelopment strategies, innovative reconstruction projects, and retrospective actions needed to make the communities more resilient. Fifty (50) counties were to have plans by May of 2017, which required holding a series of three community meetings in each county, one each in February, March and mid-April.

The state hired a consultant who was assigned to Cumberland County and facilitated a process that identified unmet needs which could be presented to the State for additional resources.

The plan included:

- Building on what had already been done in terms of recovery actions
- Working with local officials and the community to verify firsthand experience about the flood impacts
- Determining where current resources were not adequate and then helping to tie these unmet needs to specific areas such as housing, infrastructure, economic development, and environment to more formally identify the unmet needs in the community.

The recommended priorities that resulted from meetings with public officials and the public are listed below:

<b>HIGH</b>	<ul style="list-style-type: none"> <li>• 1 - Critical Facilities Flood Protection (Fayetteville, Spring Lake/Hope Mills, PWC)</li> <li>• 2 - Critical Facilities Backup Power</li> <li>• 3 - Fayetteville and Cumberland County Acquisition/Elevation of Damaged Homes and Mitigation Reconstruction</li> <li>• 4 - Fayetteville/Cumberland County Housing Rehabilitation Assistance</li> <li>• 5 - Fayetteville Affordable Housing Supply</li> <li>• 6 - City/County PWC Resilient Power (Micro-grid)</li> <li>• 7 - Fayetteville/Cumberland County Dam Rehabilitation and Replacement</li> </ul>
<b>MODERATE</b>	<ul style="list-style-type: none"> <li>• 8 - Cumberland County Stream Restoration</li> <li>• 9 - Stream Gauges and Early Warning Network</li> <li>• 10 - Storm-water Management Improvements</li> <li>• 11 - Cumberland County Qualified Local Contractor Program for Reconstruction</li> <li>• 12 - Augmented Flood Mapping</li> <li>• 13 - Fayetteville Downtown Revitalization</li> </ul>

<b>LOW</b>	<ul style="list-style-type: none"><li>• 14 - Open Space and Flood/Storm-water Retention Areas</li><li>• 15 - Flood Protection of Roads</li><li>• 16 - Flood Protection of Bridges</li><li>• 17 - Cumberland County Agricultural Alternative Energy Supply</li><li>• 18 - Interstate-95 Multi-County Coordinated Evacuation/Rerouting Plan</li></ul>
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**RECOMMENDED/PROPOSED ACTION:**

Staff requests consideration and approval to move forward to the full Board of Commissioners as a Consent Agenda item at the June 5, 2017 meeting.

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Tracy Jackson, Assistant County Manager, reviewed the background information and recommendation as recorded above.

**MOTION:** Commissioner Boose moved to recommend to the full board approval of the proposed local priorities for the Governor’s Resilient Redevelopment Program at the June 5, 2017 Board of Commissioners meeting.

**SECOND:** Commissioner Lancaster

**VOTE:** UNANIMOUS (2-0)

**3. CONSIDERATION OF REVISIONS TO THE COUNTY PURCHASING POLICY**

**BACKGROUND:**

The most recent update on the purchasing policy was approved by the Board of Commissioners November 1, 2010. Recent changes to staffing, financial software and the Finance Department’s added role within contract processes has created a need to update and reorganize the current policy.

The current policy does not address several key practices that have been an integral part of County procurement, such as: dollar thresholds for contractual signatures and bid requirements for the purchase of services. This update will provide a more comprehensive policy.

**RECOMMENDATION/PROPOSED ACTION:**

County Management recommends approval of the revised Purchasing Policy by the Policy Committee and requests the policy be forwarded to the Board of Commissioners for consideration at the June 5, 2017 meeting.

COUNTY OF CUMBERLAND  
POLICIES AND PROCEDURES

Purchasing Policy

**1.0 PURPOSE**

This manual has been developed as a resource for Cumberland County employees to follow when procuring goods and services on behalf of the County. The policy and procedures provided in this manual were established to ensure the fair and equitable treatment of all persons involved in public purchasing, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity, in accordance with North Carolina General Statutes (N.C.G.S).

**2.0 SCOPE**

This policy applies to all County employees conducting purchases on behalf of Cumberland County.

**3.0 POLICY**

**3.1 Local Preference Policy**

Contracts for the provision of services in any amount and all contracts for the purchase of apparatus, materials, supplies and equipment in which the aggregate purchase price in any single contract is less than \$30,000 shall be awarded to local vendors or suppliers, to the greatest extent possible, in accordance with the further conditions set out herein.

Local vendors or suppliers shall be those who demonstrate that they pay business personal or real property taxes and are either self-employed residents of Cumberland County or employ at least one resident of Cumberland County as an employee or officer of the contracting business entity.

**3.2 Purchase Orders**

All services and purchases in amounts of \$1,000 and more must have a purchase order prior to the purchase being made or the services being rendered. All purchases of goods in an amount greater than \$500 requires a document (invoice, quote, proposal, etc.) with sale details.

**3.3 Purchases & Services**

Less than \$1,000

Department heads may authorize services or purchases of apparatus, supplies, materials or equipment up to \$999.99 without a purchase order if sufficient funds are budgeted and available within the department budget. Prior to the purchase departments must ensure there is an appropriation authorizing the obligation and that sufficient funds will remain in the appropriation to pay the amounts that are expected to come due in the fiscal year in which the obligation is incurred.

\$1,000 – \$29,999.99

Department heads shall solicit proposals for services or purchases of apparatus, supplies, materials or equipment when the estimated cost is between \$1,000 - \$29,999.99. County Purchasing will review the purchase upon receipt of requisition to ensure compliance with County policies. County Purchasing may elect to solicit additional proposals on a random basis or if experience has revealed that a more favorable price is available.

**3.4 Purchases of apparatus, supplies, materials, or equipment**

\$30,000 – \$89,999.99

**Informal bids** are required for any purchase of apparatus, supplies, materials, or equipment that requires an expenditure of \$30,000 - \$89,999.99, except for purchases that qualify under the Competitive Bidding Exceptions as per N.C.G.S 143-129(e). Departments shall submit specifications to County Purchasing for purchases in this category.

\$90,000 and Above

**Formal bids** are required for any purchase of apparatus, supplies, materials, or equipment in amounts of \$90,000 or more, with exception of purchases that qualify under the Competitive Bidding Exceptions as per N.C.G.S 143-129(e). Departments shall submit specifications to County Purchasing for purchases in this category. The County Manager will must approve bid awards in amounts between \$90,000 - \$99,999.99. The Board of County Commissioners must approve bid awards in amounts of \$100,000 or greater.

**3.5 Purchase of Services**

\$30,000 and Above

**An Informal RFP** process is required for services estimated to cost \$30,000 or more. County Purchasing will review the proposal upon receipt of requisition to ensure compliance with county policies. County Purchasing may elect to solicit additional proposals on a random basis or if experience has revealed that a more favorable price is available.

**3.6 Procurement Cards**

The procurement card program was established to provide a more rapid turnaround of requisitions for low dollar value goods, and to reduce paperwork and handling costs. Procurement cardholders may initiate transactions in person, or by telephone, within the established limits of these procedures. Department heads may designate individuals to receive procurement cards. Procurement cardholders must attend a class in County Purchasing addressing the guidelines involved in the responsibility associated with the card. To ensure pre-audit requirement compliance, funds for each department's estimated procurement card charges shall be encumbered at the beginning of each fiscal year.

### **3.7 Contracts**

All contracts for expenditures, in amounts of \$50,000 or more require County Manager signature. Contracts resulting from a formal bid process for expenditures in amounts of \$100,000 or more require Chairman to the Board of Commissioners signature, after Board approval. Contracts with a total amount less than \$50,000 may be signed by the Department head.

These signature requirements pertain to all contracts in which the county is obligated to expend funds, even if the funds have been approved by the Board of Commissioners in the original budget.

### **3.8 General Statute Compliance**

North Carolina general statutes allow local policy to be more restrictive than general statute. This policy is more restrictive regarding bid requirements of services and dollar thresholds for contractual signatures. Periodically, legislation results in changes to general statutes. This policy shall be automatically updated upon changes in general statutes referenced within this policy, except for bid requirements of services and dollar thresholds for contractual signatures.

## **4.0 IMPLEMENTATION**

The Finance Director is responsible for implementing and enforcing this Policy and to interpret it consistent with its spirit and intent, fiscal prudence and accountability. The Finance Director is authorized to prescribe additional administrative instructions for implementing the above policy.

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Vicki Evans, Finance Director, reviewed the background information, recommendation and proposed County Purchasing Policy as recorded above. Questions and discussion followed.

Commissioner Boose suggested under the proposed County Purchasing Policy - 3.3 Purchases & Services category \$1,000 - \$29,999.99 instead of "Department Heads may solicit proposals for services or purchases of apparatus, supplies, materials, etc." it should read "Department Heads shall solicit proposals for services or purchases of apparatus, supplies, materials, etc.". The consensus of the Policy Committee was to replace the word "may" with "shall" under the \$1,000 - \$29,999.99 category as recorded above.

**MOTION:** Commissioner Boose moved to recommend to the full board approval of the revised Purchasing Policy with the suggested revision recorded above changing the word "may" to "shall" under the \$1,000 - \$29,999.99 category.

**SECOND:** Commissioner Lancaster

**VOTE:** UNANIMOUS (2-0)

4. OTHER ITEMS OF BUSINESS

Ms. Evans stated currently retirees who participate in the county healthcare plan pay in any manner possible by bringing checks in or mailing checks and some payments are made late. Ms. Evans further stated it is a manual process keeping up with the payments and contacting the retirees if the payment is late. Ms. Evans stated she would like to see if there is support from the board to make a policy change which would require retirees who participate in the county healthcare plan to have their payment automatically drafted out of their bank account. Ms. Evans further stated this change would be a time saver and more efficient. Questions and discussion followed.

The consensus of the Policy Committee was for Ms. Evans to proceed with efforts to streamline the retiree healthcare payment process to make it more efficient.

MEETING ADJOURNED AT 10:04 AM