

**Subcommittee Sessions**  
**Monday, August 29, 2016, 8:00 a.m.**  
**Second Floor Meeting Room, Government Center**

**Finance and Personnel Subcommittee**  
**Commissioners Beatty and Hunsucker**

1. Award Planning and Design Contract for Mountain Creek Park. *Presented by Planning and Parks Director Jacky Eubanks, Gary Wirth of Wirth & Associates and Purchasing Manager Debbie Anderson.*

**Policy and Public Works Subcommittee**  
**Commissioners Barnes and Butler**

1. GKN Driveline Agreement Amendment. *Presented by County Attorney Debra Bechtel.*
2. Vision and Strategic Planning Process. *Presented by County Manager Mick Berry.*

**Other items for Tuesday, September 6, 2016, 9:30 a.m. Meeting**

**Distribution**

Board of Commissioners  
County Attorney  
County Manager  
Chief Financial Officer  
Assistant County Manager Dewey Harris  
Assistant County Manager Mary Furtado  
County Clerk  
Director of Planning & Parks  
Emergency Services Director  
Human Resources Director  
Director of Utilities and Engineering  
Budget Manager

## MEMORANDUM

To: Finance and Personnel Subcommittee

From: Jacky Eubanks, Planning & Parks Director, Gary Wirth of Wirth & Associates and Debbie Anderson, Purchasing Manager

Date: August 29, 2016

Re: Award Planning and Concept Design Contract for Mountain Creek Park

### **Requested**

Staff requests Finance and Personnel Subcommittee recommends the Board of Commissioners award the planning and concept design contract for Mountain Creek Park to Wirth & Associates, Charlotte in the amount of \$76,200. This will be taken out of the existing Mountain Creek Park Capital Project, with \$125,000 available.

### **Background**

Staff received Statements of Qualifications from nine firms interested in planning and designing the future Mountain Creek Park including: KCI Associates, TGS Engineering, Land Design, McAdams, McGill, Stewart, The Jaeger Co., Wirth and Associates, and Woolpert. A committee consisting of Planning and Parks staff, Purchasing staff, Management, and Dr. Karen McDougal, retired from Lenoir Rhyne University Biology Department, reviewed the qualifications. Out of the nine submittals, the following four were selected to make oral presentations to the committee: Land Design, Wirth and Associates, McAdams, and Stewart.

All things being relatively equal between multiple firms, Wirth & Associates was selected because of Gary Wirth's presentation and the energy, drive, and sincere desire to deliver more than promised to the project. Gary, as principal of Wirth & Associates, would be more personally involved in the day to day activities than principals from the other firms. Wirth & Associates has been involved in the design of Rocky Springs Nature Preserve Park in Lincoln County, Abersham-Fisher Farm Park in Mecklenburg County, Village Greenway in Concord and Mazeppa Road Park in Mooresville. Upon execution of the contract, Wirth and Associates will proceed with fact finding, followed by scheduling of the first public input sessions commencing in the 2<sup>nd</sup> Quarter of FY 16/17.

Scope of services to be completed by Wirth and Associates will include:

- Familiarization and site inventory
  - Boundaries, mapping, photography
  - Natural Influences

- Manmade Influences
- Market research
  - Demographic overview
  - Analyze local, regional, and national trends in recreational facilities
  - Forecast future attendance
  - Provide revenue projections from new passive/active recreational activities
- Public meetings
  - Facilitate up to four public meetings for purpose of receiving public input
  - Presentations to the Parks Advisory Committee and Planning Board
  - Board of Commissioners (4th Quarter FY 16/17)
- Preliminary planning
  - Vehicular circulation (driveways, parking areas, and bridges)
  - Recreational areas and activities (such as)
    - Adventure playground
    - Climbing tower
    - Natural surface trails
    - Mountain bike trails
    - Canoe/kayak/paddle board access
    - Fishing pier
    - Primitive camping
    - Outdoor classrooms
    - Multi-purpose building
    - Picnic shelters
    - Swim beach
    - Birding
    - Pump track
    - Splash pad
    - Other....
- Preliminary cost estimates
- Phasing Analysis
- Final Master Plan
- Website Development and Social Media Outreach

**Recommendation**

Staff requests the Finance and Personnel Subcommittee recommends the Board of Commissioners award the planning and concept design services contract to Wirth & Associates in the amount of \$76,200 and authorize the County Manager to sign the document.

July 28, 2016 (Revised)

Mr. Jacky Eubanks  
Catawba County Planning Department  
100-A SW Blvd  
Newton NC 28658

Re: Mountain Creek Park Master Plan  
Professional Services Proposal

Dear Mr. Eubanks,

On behalf of Wirth & Associates, I want to thank you of this opportunity to provide the Catawba County with professional landscape architectural services. Based the information included in the original RFQ dated April, 2016, the information discussed at our interview and our meeting on June 3, 2016, we propose the following Scope of Services for the Mountain Creek Park Master Planning process:

**PROJECT DESCRIPTION**

Catawba County (County) wishes to employ Wirth & Associates (W&A) to provide professional design services for site feasibility study and master planning services for the Mountain Creek Park development. The project site is located on Little Mountain Road in Sherrills Ford, NC, and consists of approximately 600 acres (Tax parcel #: 369804743141).

In association with the Scope of Services below, W&A shall provide site investigation, environmental analyses, public input meetings, preliminary master planning and a Final Master Plan for the program elements desired by the County. W&A will also provide a design of a park website with social media connections to further expand the reach of the public input.

W&A shall use available GIS information as a basis for this study. A boundary and topographic survey of the site is not included in this proposal.

**SCOPE OF SERVICES**

***Task One: Familiarization & Site Inventory***

*Task 1A - Base Data Assembly*

W&A will assemble information completed to date and all available base data relating to the proposed site and its environs and prepare a base map for the subject property. Such data may include, but not be limited to:

1. Boundary Survey/Tax Maps/County GIS Data
2. Site Topography/Floodway Maps/NWI Wetland Maps
3. Site Aerial Photography
4. US Soil Conservation Services Maps
5. National Wetland Inventory Maps

The consultant team will prepare all necessary composite base maps for adequate preparation of the required studies and plans for the proposed Master Plan.

*Task 1B - Site Reconnaissance and Inventory*

The consultant team will conduct an in-depth on-site reconnaissance of the entire site and its environs. The team will investigate both the natural and manmade influences and will, at a minimum, study the following:

Natural Influences:

1. Topography/Slopes
2. Drainage/Floodplain
3. Soils/Geology
4. Vegetation/Wildlife
5. Preliminary Estimate of Wetlands
6. Other

Manmade Influences:

1. Zoning/Permitting
2. Utilities/Infrastructure
3. Vehicular Circulation/Access
4. Adjacent Land Use
5. Visual Impact
6. 760 Contour – Duke Energy Project Boundary
7. CLC/CWMTF Conservation Easements
8. 2015 Updated County Parks Master Plan

In addition to the above analyses, W&A will tour the other three existing county parks with staff and inventory amenities at other nearby park facilities within a 30 minute drive of the park site.

Task One Deliverables:

- A brief existing conditions report/memo highlighting any concerns, discoveries, or other items worth noting that are learned during the existing conditions investigation.
- Map(s) illustrating the above findings

**Task Two: Market Research**

*Task 2A: Market Research on Recreation Facilities*

W&A, through its sub-consultant Integra Realty Resources (IRR), will provide the following services as it relates to the analysis of local and regional park sites and amenities:

- 1) Identification of the location and description of the area and proposed park site.
- 2) Provide general demographic overview of the area
- 3) Describe scope of the study.
- 4) Analyze local and national trends in recreation facilities.
- 5) Analyze attendance records (when available)

*Task 2B: Revenue Projections for Mountain Creek Park*

Once the facility and specific activities are decided upon and selected for inclusion in this park, IRR will run revenue projections on each selected activity with available attendance records. For purposes of this proposal, three (3) activities will be selected for inclusion

**Task Three: Public Input Meetings**

W&A will meet with Catawba County Board of Commissioners in late August 2016 to obtain initial input and desired outcomes from Board Members' based upon their perspective overall vision. W&A will, under the auspices of the County, conduct up to four (4) public input sessions for the purpose of obtaining meaningful input into the master plan's development. W&A will be responsible

for actual leadership, exhibits and documentation of the meeting. The County will be responsible for setting time, location and other meeting arrangements including the meeting announcement. W&A will use group management and *Nominal Group Techniques*, to insure an orderly and productive process is established.

- W&A will provide maps, displays, or other presentation devices as determined by the project team
- W&A will attend four public meetings and document public input (i.e. meeting minutes)
- W&A will review public input and make recommendations on the feasibility of incorporating requested elements
- W&A will also create and tally the results of a survey to gather hard data community input.

In addition, W&A will make two presentations to the Parks Advisory Committee and one presentation to the Board of Commissioners for adoption of the master plan.

#### **Task Four: Master Planning**

##### *Task 4A-Preliminary Master Planning*

Utilizing the findings from the previous tasks, W&A will provide a Preliminary Master Site Plans that are deemed most supportive of the development program, incorporates and/or addresses public input, is compatible with the site and is economically feasible. These plans will be reviewed with the County and others as deemed necessary to solicit comments and direction.

The team will produce up to two preliminary master plans for the site that will depict those reasonable variations in configuration and arrangement that meet the program and design criteria and are integrated with the site suitability study. These plans will illustrate, but not be limited to:

#### 1. Vehicular Circulation

- a. access
- b. internal roadways
- c. parking areas
- d. service roads
- e. security/emergency routes
- f. potential bridge connections to portions of the site linking the north and south side of the park

#### 2. Recreation Areas (special emphasis upon active recreational activities including but not limited to:

- a. concession facilities and/or rest rooms
- b. recreation areas
  - canoe & kayak access/ramps
  - fishing piers/platforms
- c. passive recreation facilities:
  - walks, paths, nature trails
  - wildlife and environmental areas (nature preserve)
  - other
- d. playground areas
- e. picnic areas/shelter
- f. utility areas
- g. maintenance/storage areas
- h. other
  - splash pad

- adventure playground
- MTB trails
- climbing towers
- zip line
- pump track

3. Natural Areas
4. Buffers and Easements
5. Revenue Generation/Privatization Opportunities/Economic Development Opportunities
6. Other Facilities
7. Public/private partnership opportunities in connection with (5.)
8. Explore the following themes and identify marketing strategies that could be incorporated within the plan to include branding, regional draw, world class park of distinction, etc.

The work products from this task will be reviewed with County officials for approval.

*Task 4B – Utilities Investigation*

W&A, with its civil consultant, will provide an analysis of costs and routing for getting nearby utilities to the site. This analysis includes water, sewer and electrical utilities. An analysis of providing a well system is also included. Options for septic systems will also be included.

Note that final design and permitting of providing off-site utilities to serve the site is not included in this proposal and will be considered an additional service to this proposal.

*Task 4C- Preliminary Cost Estimates*

The consultant team will prepare a preliminary cost estimate for the preliminary master plan(s) in cooperation/conjunction with the County’s CMR. This estimate will include all proposed development, structures and other improvements. Preliminary grading plans and cut & fill calculations will be performed to ensure accuracy of the estimate. W&A will provide documents in an agreeable format to CM for budgeting purposes.

*Task 4D-Phasing Analysis*

W&A will review the need for phasing the construction of the ultimate build-out of the Park based on construction estimates and the County’s financial constraints. Amenities will be spread out into subsequent phases to make it more feasible to obtain grants and funding for future phases of the project.

*Task 4E: Final Master Plan*

Upon review and approval of the alternative Master Site Plan, and with input from the County, the Final Illustrative Master Plan will be prepared to sufficient detail to illustrate the special characteristics of the proposed project and will delineate the desired land uses and amenities. The master plan will include detailed design plans of selected areas within the park along with sections and/or elevation studies that express the design intent. A Phasing Plan, maintenance requirements and a detailed cost estimate reflecting the County’s approved development phases shall be provided. The Final Master Plan will be presented to the County for adoption.

Task 4 Deliverables:

- Graphics/images/renderings of the final master plan

- Maps will be GIS compatible for future County use
- Brief master planning report to document decisions and reasons for the path forward.

**Task Five: Website Development and Social Media**

W&A will provide a specific website dedicated to the planning process for the park. It is anticipated that links to the website will be provided on various county digital outlets so Search Engine Optimization is not needed and is not included at this time. W&A will strategically build a network of photos, graphic and other image related content that will attract the public and keep them informed on the progress of the master planning process.

Links will be provided to Facebook and Twitter accounts specifically designed to attract additional public comments about the plans and the planning process. Social media sites will be monitored by W&A on a regular basis and social commentary will be analyzed and reported back to the County.

**ADDITIONAL SERVICES**

Additional services not included in this proposal but available to the County at a negotiable fee include, but are not limited to the following:

1. Market Analysis
2. PARTF Grant Application
3. Surveying
4. Geotechnical Investigation
5. Traffic Impact Analysis
6. Design Development and Construction Documents
7. Bidding and Services during Construction
8. Project Permitting

**COMPENSATION**

Based upon the services described above, W&A proposes to provide the described services for the fees noted below. All fees shall be paid on a Lump Sum basis unless otherwise noted.

Task One:	Site Familiarization & Site Inventory.....	\$ 12,300.00
Task Two:	Market Research	
Task 2A:	Market Research on Recreation Facilities.....	\$ 18,950.00
Task 2B:	Revenue Projections (3 activities).....	\$ 9,000.00
Task Three:	Public Input Meetings.....	\$ 7,850.00
Task Four:	Master Planning .....	\$ 21,200.00
Task Five:	Website Development and Social Media.....	\$ 3,400.00
	<b>TOTAL NOT TO EXCEED DESIGN FEE:.....</b>	<b>\$ 72,700.00</b>

**ALLOWANCES**

The following maximum allowances are included in the project’s scope:

Reimbursable Expense .....	<u>\$ 3,500.00</u>
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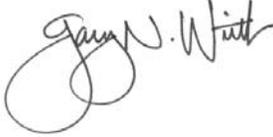
**TOTAL CONTRACT FEE (DESIGN FEE + ALLOWANCES):..... \$ 76,200.00**

W&A will bill all normal reimbursable expenses including expenses for long distance calls and fax, expense of reproductions, postage and handling of drawings and specifications, and special photographs. Additional reimbursable expenses, when authorized by the County, will include additional renderings, models, photographs, and special consultants.

The attached rate schedule is also agreed to as part of this proposal. Billings will be made monthly based upon the percentage of completion for each task during the previous thirty days.

If this proposal meets with your understanding and approval, please sign two copies and return one for our files. A signed copy of this proposal will serve as our authorization to proceed.

Respectfully submitted,



Gary N. Wirth, PLA, ASLA  
Principal

APPROVED BY:

\_\_\_\_\_  
CATAWBA COUNTY

\_\_\_\_\_  
Date

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act as amended.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bob Miracle, Chief Financial Officer

APPROVED AS TO FORM

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jodi Stewart, Assistant County Attorney

**WIRTH & ASSOCIATES, INC.**

**RATE SCHEDULE**

PRINCIPAL	\$120.00 per hour
SENIOR ASSOCIATE	110.00 per hour
ASSOCIATE	100.00 per hour
DESIGN STAFF	80.00-90.00 per hour
DRAFTSMAN	65.00 per hour
CLERICAL	50.00 per hour
PRINCIPAL ARCHITECT	125.00 per hour
PRINCIPAL ENGINEER	125.00 per hour

## GENERAL TERMS AND CONDITIONS

1. The Client shall provide Wirth & Associates (W&A) with program information regarding his requirements and objectives for the project.
2. W&A shall be entitled to rely upon the accuracy of services, information, surveys and reports supplied by others.
3. In addition to professional fees, the Client shall pay all reimbursable expenses that are defined as actual expenditures made by W&A, their employees, or professional consultants in the interest of the project, and shall include the following:

Expenses of transportation and living when traveling in connection with the project; long distance phone calls and telegrams/fax; expense of reproductions, postage and handling of drawings and specifications. Reimbursable expenses will be billed to the Client at cost plus 10%.

4. All fees and reimbursable expenses will be invoiced monthly and are payable net thirty (30) days. In the event payment is not received within thirty (30) days of invoice date, the balance outstanding shall be subject to interest at the rate of 1-1/2% (percent) per month.
5. In the event payment is not made according to the terms herein set forth, W&A, at its option, may stop work on the project until payment is received and not be in default under the terms and conditions of this Agreement.
6. The Client agrees that this Agreement shall be interpreted according to the laws of the State of North Carolina.
7. Extra services not outlined in this scope of services, when authorized in writing by the Client, will be billed according to the attached Rate Schedule unless previously agreed otherwise.
8. The Standard of Care for all professional services performed or furnished by W&A under this Agreement will be the skill and care used by members of W&A's profession practicing under similar circumstances at the same time and the same locality. W&A makes no warranties, express or implied, under this Agreement or otherwise, in connection with W&A's services.
9. W&A shall indemnify and hold harmless the Client and its personnel, from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) to the extent they are caused by the negligent act, error, or omissions by the W&A in performance of its services under this Agreement.

The Client shall indemnify and hold harmless W&A and all of its personnel, from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising from the presence, discharge, release, or escape of asbestos and hazardous waste at the site.

Sub-Consultant(s) shall indemnify and hold harmless W&A & Client, from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) to the extent they are caused by the negligent act, error, or omissions by the Sub-Consultant or any person or organization for whom the Sub-Consultant is legally liable.

10. All documents including calculations, computer files, drawings, and specifications prepared by W&A pursuant to this Agreement are instruments of professional service intended for the one-time use in construction of this project. They are and shall remain the property of W&A. Any reuse without written approval or adaptation by W&A is prohibited. The Client to own certain documents and deliverables as described under the Scope of Services relating to public record law and access to those documents.
11. W&A's opinion of probable construction costs, if rendered as a service under this Agreement, is based on assumed labor costs and approximate quantities of material and equipment, and therefore is of a conditional character, W&A cannot guarantee the cost of work to be performed by others since market or bidding conditions can change at any time and changes in scope or quality of the Project may affect estimates.
12. If this Agreement provides for any construction phase services by W&A, it is understood that the Contractor, not W&A, is responsible for the construction of the project, and that W&A is not responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the Contractor.

13. **Contractor Insurance Requirements** - Contractor shall maintain at all times during the term of this Agreement, at the contractor's sole expense:
- I. Commercial General Liability Insurance  
Contractor shall maintain Commercial General Liability insurance written on an occurrence basis, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence and 2,000,000 annual aggregate. The aggregate limit shall apply separately to each location. The limits may be satisfied by a combination of primary and excess insurance.
  - II. Business Automobile Insurance  
At all times while the Contractor's representatives are conducting on-site work, the Contractor shall maintain Automobile Liability insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000 per occurrence for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.
  - III. Workers Compensation & Employers Liability Insurance  
At all times while the Contractor's representatives are conducting on-site work, Contractor shall maintain statutory Workers Compensation insurance in accordance with the laws of North Carolina. Contractor shall also maintain Employers' Liability insurance with limits of not less than \$1,000,000 per accident and \$1,000,000 each employee for injury by disease.
  - IV. General Requirements
    1. Catawba County shall be named as an additional insured under Contractor's automobile and general liability insurance. In the event of a loss arising out of , or related to the Contractor's services performed under this Agreement, Contractor's Liability insurance shall be primary (pay first) with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.
    2. The Contractor's General Liability, Automobile Liability, and Workers Compensation insurance must contain a waiver of subrogation in favor of the County
    3. Contractor shall be responsible for insuring all of its own personal property, improvements, and betterments.
    4. All insurance policies put forth to satisfy the above requirements shall require the insurer to provide a minimum of sixty (60) days notice to the County of any material change in coverage, cancellation, or non-renewal.
    5. All insurance put forth to satisfy the above requirements shall be placed with insurance companies licensed to provide insurance in the state of North Carolina. Any deductibles or self-insured retentions in the required insurance shall be subject to approval by the County.
    6. Prior to beginning the work, Contractor shall provide written evidence of insurance as requested by the County to confirm that these insurance requirements are satisfied. Contractor agrees to provide complete copies of policies if requested. Failure of Contractor to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Contractor's delaying performance entitling the County to all appropriate remedies under the law including termination of the contract.
14. Contract may be terminated by County upon providing a thirty (30) day written notice to W&A.
15. This contract is executed as of the date of last signature and all services shall be completed no later than February 28, 2017 unless mutually agreed to by both parties.

## **MEMO**

To: Policy and Public Works Subcommittee  
From: Debra Bechtel, County Attorney  
Date: August 29, 2016  
RE: GKN Driveline Agreement Amendment

### **Request**

The Policy and Public Works Subcommittee recommends the Board of Commissioners approve an amendment to the Economic Development Agreement dated April 21, 2014 by and between Catawba County and GKN Driveline Newton LLC.

### **Background**

Under the terms of the April 21, 2014 economic development agreement between the County and GKN Driveline, timelines were established for filing paperwork. Due to GKN's delayed filing of paperwork and associated budgetary issues, a simple amendment extending the 90 day County payment processing period to 180 days is necessary.

### **Recommendation**

The Policy and Public Works Subcommittee recommends the Board of Commissioners approve an amendment to the referenced agreement.

STATE OF NORTH CAROLINA  
COUNTY OF CATAWBA

AMENDMENT TO COUNTY OF CATAWBA AND  
GKN NEWTON ECONOMIC DEVELOPMENT  
AGREEMENT

This amendment (the "Amendment") is made this \_\_\_ day of \_\_\_, 2016, to the Joint Economic Development Agreement (the "Agreement") dated April 21, 2014, executed by and between County of Catawba (the "County"), a North Carolina body politic, having a mailing address of Post Office Box 389, Newton, North Carolina, 28658, and GKN Driveline Newton LLC ("GKN Newton"), a Delaware limited liability company qualified to do business in the State of North Carolina, having a physical address with two manufacturing facilities in the Town of Maiden, North Carolina, and having an office address of 1848 GKN Way, Newton, North Carolina 28658.

County and GKN Newton mutually agree to amend the Agreement as follows:

Paragraph 7(b) is amended by modifying "County will, within ninety (90) days, pay to GKN Newton an economic development incentive payment" to "County will, within one hundred eighty (180) days, pay to GKN Newton an economic development incentive payment."

All other terms and conditions that are not hereby amended are to remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day first above written.

Attest:  
(SEAL)

County of Catawba,  
A North Carolina Body Politic

By: \_\_\_\_\_ (Seal)  
C. Randall Isenhower  
Chair, Board of County Commissioners

\_\_\_\_\_  
Barbara Morris, Clerk

GKN Driveline Newton LLC

By: \_\_\_\_\_ (Seal)  
Paul J. Westman  
Vice President

STATE OF NORTH CAROLINA  
COUNTY OF CATAWBA

I, \_\_\_\_\_ a Notary Public of said county and state, certify that Barbara Morris personally came before me this day and acknowledged that she is County Clerk of Catawba County, a North Carolina body politic corporate in nature, and that by authority duly given and as the act of the body politic the foregoing instrument was signed in its name by its Chair, seal with its body politic, and attested by herself as County Clerk.

Witness my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF CATAWBA

I, \_\_\_\_\_ a Notary Public of said county and state, certify that Paul J. Westman, Vice President – Taxation / Director of Tax – Americas and Corporate Projects, GKN North America Services, Inc. personally came before me this day and acknowledged on behalf of GKN Driveline Newton LLC the voluntary due execution of the foregoing document, all for the purposes therein expressed.

Witness my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

## MEMORANDUM

TO: Policy and Public Works Subcommittee

FROM: Mick Berry, County Manager

DATE: August 29, 2016

RE: Vision and Strategic Planning Process

Staff would like to discuss with the subcommittee a draft outline of topics and process for the Board to initiate its vision and strategic planning process. Beginning with a session updating the Board and staff on where the county is in economic and demographic trends and revisiting the work that was done by the Board (survey and retreat) last year. From there a series of Board workshops dealing with individual issues, some of which could be (these were taken from you work last year):

- o Economic Development
- o Water / Sewer Infrastructure
- o Attracting and retaining Young Adults:
  - o Quality of Life Amenities – Parks and Environment
  - o Quality of Life Amenities – Arts and Culture
  - o K-12 Education
  - o Post-Secondary Education
- o Broadband
- o Community Marketing & Branding

Being sensitive to time demands, an option would be to hold work sessions each month before the regular 9:30am board meeting, potentially from 7:30-9:15am. If more time is needed, potentially sessions could be continued or followed up in meetings before or after subcommittee meetings, with the Chair joining. To create the type of atmosphere and convenience for presentations, map role outs, discussion, etc. the Board may want to consider holding the sessions in the government center meeting room with your regular board meeting to follow in the same location.

Site visits to communities that are already implementing best practices etc., and possibly including potential community partners in the visits to build the common vision and strengthen relationships.

Maintaining effectiveness and focus of the work sessions is key and a draft generic agenda of the sessions is attached for your review and comment.

Some questions that can facilitate your discussion of the process itself follow:

- > What do you see as the BOC's role?
- > What is the role of municipal councils, School Board? Outside agency partners?
- > What is the role of the community in this process?
- > What does success look like? What are the deliverables at the end of this process?
- > What excites you about this? What concerns or fears do you have about this process?

Department Heads will be having a similar discussion on the vision/planning process later in the day on Monday 29. The target is to take the subcommittee discussion, department head discussion and finalize a planning process for you to consider at your September 6<sup>th</sup> board meeting.



## AGENDA

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BOC Work Session: **Topic**

**Date** | **Time**

Government Center 2<sup>nd</sup> Floor Meeting Room

- 7:30 AM*  
(-- min)      **Work Session Introduction:**
- > Review session purpose/agenda
  - > Housekeeping information
  - > Review ground rules
- :-- AM*  
(-- min)      **Work Session Outcomes:**
- > Overview of proposed outcomes/key policy questions
  - > BOC check-in and discussion
- :-- AM*  
(-- min)      **Where We Are**
- > Previously completed reports, plans, inventories, etc.
  - > Relevant demographic, economic, industry trends
- :-- AM*  
(-- min)      **Subsection Presentation**
- > Reactions/questions
- :-- AM*  
(-- min)      **Subsection Presentation**
- > Reactions/questions
- 9:15 AM*  
(-- min)      **Bringing it All Together**
- > Individual BOC reactions/questions
  - > Role: BOC, partners, community
  - > Who isn't engaged in this conversation that needs to be?
  - > Potential site visits
  - > Potential strategies/initiatives
  - > Next Steps
- :-- AM*      **Review Session Outcomes and Adjourn**