



**AGENDA**  
**UNION COUNTY BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**Monday, July 20, 2009**  
**7:00 P.M.**  
**Board Room, First Floor**  
**Union County Government Center**  
**500 North Main Street**  
**Monroe, North Carolina**

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[www.co.union.nc.us](http://www.co.union.nc.us)

Closed Session - 6:15 p.m.

1. **Opening of Meeting**
  - a. Invocation - Terry Cousin
  - b. Pledge of Allegiance - Members of Indian Trail Allstars (Ages 10 and Under)
  - c. Special Recognitions
    1. Terry Cousin, The Leukemia & Lymphoma Society's 2009 Charlotte Man of the Year
    2. Hannah Eccleston, Contributor to Fire Marshal's Office
    3. Members of Indian Trail Allstars (Ages 10 and Under)
    4. List of Active Military Reservists Employed by Union County
2. **Public Hearing - Rural Operating Assistance Program (ROAP) Application in the Amount of \$376,700 (\$209,213 Formula Funds and \$167,487 Supplemental Funds) (\*Estimated Time: 10 Minutes)**  
**ACTION REQUESTED:** Conduct public hearing
3. **Public Hearing - Recommended Amended and Restated Policy for Allocating Water Treatment Capacity (\*Estimated Time: 10 Minutes)**  
**ACTION REQUESTED:** Conduct public hearing
4. **Public Hearing - Union County's Proposed Submittal of an Application for Community Development Block Grant (CDBG) Funds from the North Carolina Department of Commerce Division of Community Assistance for Infrastructure Improvements in the Dodge City Community (Advertised for 7:05 p.m.) (\*Estimated Time: 10 Minutes)**  
**ACTION REQUESTED:** Conduct public hearing
5. **Informal Comments (\*Estimated Time: 15 Minutes)**
6. **Additions, Deletions and/or Adoption of Agenda (\*Estimated Time: 5 Minutes)**  
**ACTION REQUESTED:** Adoption of Agenda

7. **Consent Agenda** (\*Estimated Time: 5 Minutes)  
**ACTION REQUESTED:** Approve items listed on the Consent Agenda
8. **Public Information Officer's Comments** (\*Estimated Time: 10 Minutes)

**Old Business:**

9. **Disposition of Real Property (Unused Well Lot Located in Waxhaw)**  
(\*Estimated Time: 10 Minutes)  
**ACTION REQUESTED:** Accept bid of \$50,000 and authorize the County Manager to enter into a purchase agreement with the buyer.
10. **Agreements and Correspondence Regarding the Provision of Legal Services** (\*Estimated Time: 10 Minutes)
  - a. Keith Merritt
  - b. H. Ligon Bundy**ACTION REQUESTED:** Staff defers to the County Attorney and Mr. Bundy.
11. **Consideration of Adoption of Amended and Restated Policy for Allocating Water Treatment Capacity** (\*Estimated Time: 15 Minutes)  
**ACTION REQUESTED:** Adoption of July 20<sup>th</sup> version of Amended and Restated Policy
12. **Union County's Proposed Submittal of an Application for Community Development Block Grant (CDBG) Funds from the North Carolina Department of Commerce Division of Community Assistance for Infrastructure Improvements in the Dodge City Community**  
**ACTION REQUESTED:** Authorize submission of grant application for Community Development Block Grant (CDBG) Funds for Dodge City Projects if Invited to Apply
13. **Discussion of Belk Tonawanda Park Property**  
**ACTION REQUESTED:** Discussion and possible action in stating the consensus of the Board

**New Business:**

14. **Increase for Physician Coverage - Health Department** (\*Estimated Time: 10 Minutes)  
**ACTION REQUESTED:** Increase the Public Health Department position authorization by .23 and adopt Budget Ordinance Amendment #3
15. **Annual Tax Settlement and Report of Insolvency** (\*Estimated Time: 5 Minutes)  
**ACTION REQUESTED:** Approve 1) the report of insolvents containing the list of taxpayers whose personal property taxes remain uncollected, 2) designating the list as the insolvent list to be credited to the tax collector in his settlement, and 3) the annual settlement of taxes

16. **Union Smart Start Grant for the Family Literacy Program: Library**  
 (\*Estimated Time: 5 Minutes)  
**ACTION REQUESTED:** Adopt Budget Ordinance Amendment #4 to appropriate funds for Smart Start Family Literacy Grant and increase authorized positions for the Library as follows: a) One full-time regular Library III - Family Literacy Position (Job Class 2351), Pay Grade 64 and b) One .38 temporary part-time position - PT Library Assistant III - Family Literacy (Job Class 2387), Pay Grade 64
17. **Pay and Classification Plan Revision** (\*Estimated Time: 10 Minutes)  
**ACTION REQUESTED:** Approve revisions to the Union County Pay and Classification Plan by: 1) amending pay grade of Fire Marshal from Pay Grade 73 to Pay Grade 74, and 2) adding Emergency Management Assistant Coordinator (Pay Grade 67) classification title and job description
18. **Receive and Consider Recommendations from Fire Commission**  
 (\*Estimated Time: 20 Minutes)
- a. That the Board of County Commissioners place on County Government Cable Channel public service announcements or actual videos advertising for volunteers to join volunteer fire departments.
  - b. That the Board of County Commissioners consider exemptions for active volunteer firemen and emergency medical service providers (those possessing the First Level of Certification Achievement) from County fire taxes or fire fees on both property and vehicles.
- ACTION REQUESTED:** Staff defers to Commissioner Kuehler.
19. **Qualified School Construction Bonds** (\*Estimated Time: 10 minutes)  
**ACTION REQUESTED:** Authorize Chairman and County Clerk to Execute Applications for Authorization
20. **District Attorney and Covenant Prison Ministries FY 2010 Funding**  
 (\*Estimated Time: 15 minutes)  
**ACTION REQUESTED:** Authorize County Manager to approve Agreements with the Administrative Office of the Courts (AOC - District Attorney) and Covenant Prison Ministries in conformance with the appropriations contained in the FY2010 budget, or provide other direction to staff.
21. **Voting Delegate for NCACC Annual Conference** (\*Estimated Time: 5 Minutes)  
**ACTION REQUESTED:** Appoint a voting delegate for annual conference. If no Commissioners plan to attend, the Assistant County Manager may be appointed
22. **Resolution to Revise Regular Meeting Schedule of Board of Commissioners for August 2009**  
**ACTION REQUESTED:** Adopt resolution
23. **Announcements of Vacancies on Boards and Committees** (\*Estimated Time: 5 Minutes)
- a. Adult Care Home Advisory Committee (1 Vacancy)
  - b. Nursing Home Advisory Committee (2 Vacancies)
  - c. Region F Aging Advisory Committee

- d. Juvenile Crime Prevention Council:
  - 1. School Superintendent or Designee
  - 2. Chief Court Counselor or Designee
  - 3. Director DSS or Designee
  - 4. County Manager or Designee
  - 5. Member of Faith Community
  - 6. Chief District Court Judge or Designee
  - 7. Local Health Director or Designee
  - 8. Representative of Parks and Recreation
  - 9. County Commissioner Appointees (3)
  - 10. Substance Abuse Professional
- e. Union County Industrial Facilities and Pollution Control Authority (1 Vacancy for Unexpired Term Ending May 2014)

**ACTION REQUESTED:** Announce vacancies

- 24. **Appointments to Boards and Committees** (\*Estimated Time: 10 Minutes)
  - a. Parks and Recreation Advisory Committee (1 Vacancy for Unexpired Term Ending February 2010)
  - b. Region F Aging Advisory Committee (Vacancies for 3 Regular Members and 1 Alternate Member as of June 30, 2009)
  - c. Juvenile Crime Prevention Council

**ACTION REQUESTED:** Consider appointments

25. **Manager's Comments**

26. **Commissioners' Comments**

**CONSENT AGENDA**  
**July 20, 2009**

1. **Contracts/Purchase Orders Over \$20,000 and Associated Budget Amendments**
  - a. The Keefe Group (Union County Jail) for Inmate Commissary Services
  - b. ClarkPowell (General Services) - Audio-Visual Systems Service Contract
  - c. State of North Carolina Department of Environment and Natural Resources (Forestry Services - FY2009-2010 Appropriation)
  - d. Cox & Company Contract (Department of Social Services)
  - e. Union Smart Start (Social Services - In-Home Parenting Program: \$27,971)) (Budget Amendment #2)
  - f. Smart Start (Health Department - Smart Start Health Check Coordinator Program: \$28,868)
  - g. Union Smart Start (Health Department - Smart Start Smiles Program: \$52,200)
  - h. Union Smart Start (Health Department - Smart Start Breastfeeding Program: \$38,392)

**ACTION REQUESTED:** Authorize Manager to approve contracts a-h and adopt Budget Amendment #2 associated with Item #e, above
  
2. **Engagement of Attorney to Represent Intervenors in Supreme Court Litigation (SC v. NC)**

**ACTION REQUESTED:** Authorize County Manager to approve engagement agreement with attorney for oral argument regarding intervention in Supreme Court litigation in an amount not to exceed \$25,000
  
3. **Rural Operating Assistance Program (ROAP) Application** (Public Hearing Held at 7:00 p.m.)

**ACTION REQUESTED:** Adopt Community Transportation Program Resolution and Authorize County Manager to Approve and Submit Application (Local share of \$32,232 to be provided in FY 2009/2010 Budget)
  
4. **Finance Department**
  - a. Motor Vehicle Tax Refund Overpayments for June 2009 in the Amount of \$2,370.14  
**ACTION REQUESTED:** Approve
  
5. **Tax Administrator**
  - a. Write off of Uncollectible Fire Fees Associated with the 1998 Tax Levy in the Amount of \$3,697.13  
**ACTION REQUESTED:** Approve write-off as requested
  - b. Write off of 2005 Uncollectible Motor Vehicle Taxes in the Amount of \$100,196.63  
**ACTION REQUESTED:** Approve write-off as requested
  - c. First Motor Vehicle Billing in the Grand Total of \$1,180,994.66  
**ACTION REQUESTED:** Approve billing
  - d. Motor Vehicle Twelfth Release Register for the Period of June 1, 2009 - June 30, 2009, in the Net Grand Total of \$11,605.88

- e. **ACTION REQUESTED:** Approve  
Motor Vehicle Twelfth Refund Register for the Period of June 1, 2009 - June 30, 2009, in the Net Grand Total of \$1,987.83  
**ACTION REQUESTED:** Approve
  - f. Refunds for June 2009 in the Grand Total of \$151,192.11  
**ACTION REQUESTED:** Approve
  - g. Releases for June 2009 in the Grand Total of \$19,430.89  
**ACTION REQUESTED:** Approve
  - h. Departmental Monthly Report for June 2009  
**ACTION REQUESTED:** Approve
6. **Amendment to Article VI, Section 1.4 of the Union County Personnel Resolution**  
**ACTION REQUESTED:** Approve the proposed revision to: Union County Personnel Resolution, Article VI, Section 1.4 - Maximum Holiday Leave Accumulation - amending the holiday "leave year" from October 1<sup>st</sup> thru September 30<sup>th</sup>, to November 1<sup>st</sup> thru October 31<sup>st</sup>.
  7. **LSTA Basic Equipment Grant - Library**  
**ACTION REQUESTED:** Authorize County Manager to approve FY 09-10 LSTA Basic Equipment Grant Agreement and adopt Budget Ordinance Amendment #5
  8. **Refund of Excise Stamp to John C. Markey II, PLLC, in the Amount of \$970**  
**ACTION REQUESTED:** Approve refund of \$970
  9. **Home and Community Care Block Grant Funding Plan for FY2009-2010**  
**ACTION REQUESTED:** Approve FY 2010 HCCBG Funding Plan, Adopt Budget Amendment #1 and Authorize County Manager to approve contract with Centralina Council of Governments.
  10. **Union County Public Schools: New Salem and Western Union Elementary Schools Additions and Renovations (\*Estimated Time:10 minutes)**  
**ACTION REQUESTED:** Adopt Capital Project Ordinance Number 120
  11. **FY 2010 County Capital**  
**ACTION REQUESTED:** Adopt Capital Project Ordinance 121
  12. **Close-Out of Various Multi-Year Project Ordinances**  
**ACTION REQUESTED:** Adopt Multi-Year Project Closeout #10
  13. **Minutes**  
**ACTION REQUESTED:** Approve minutes
  14. **Easement for Poplin Road Elementary School**  
**ACTION REQUESTED:** Authorize Manager to approve pending legal review

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**Information Only  
No Action Requested**

1. Union County Personnel Monthly Report for June 2009
2. Department of Inspection Monthly Report for June 2009
3. Report of Water Permits - Denied Extension Requests
  - a. Bard Property
4. Report of Water Permit Application Submission to NCDNR - Smith Farm Road Water Improvements
5. Report of Sewer Capacity for Three (3) Lots on Highway 75, Waxhaw, NC To Hahn Development Company (855 gallons)
6. Contract Listings:
  - a. Central Administration
  - b. Communications
  - c. General Services
  - d. Health Department



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## OFFICE OF THE COMMISSIONERS AND MANAGER

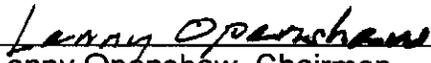
500 N. Main St., Room 921 • Monroe, NC 28112 • Phone (704) 283-3810 • Fax (704) 282-0121

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### PUBLIC NOTICE

**NOTICE IS HEREBY GIVEN** that the Union County Board of Commissioners will hold a special meeting on Monday, July 20, 2009, at 6:15 p.m. in the Conference Room, First Floor, Union County Government Center, 500 North Main Street, Monroe, North Carolina, for the purpose of going into closed session to consult with an attorney in order to preserve the attorney-client privilege in accordance with G.S. 143-318.11(a)(3).

  
\_\_\_\_\_  
Lanny Openshaw, Chairman  
Union County Board of Commissioners

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 7-20-09**

**Action Agenda Item No.** 24  
(Central Admin. use only)

*Consent  
Agenda  
#3*

**SUBJECT:** FY 2010 RURAL OPERATING ASSISTANCE PROGRAM GRANT APPLICATION (DUE 8-7-09)

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**DEPARTMENT:** TRANSPORTATION      **PUBLIC HEARING:** Yes

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**ATTACHMENT(S):**

APPLICATION  
CERTIFIED STATEMENT  
SUB-ALLOCATION WORKSHEET  
FORMULA  
SUB-ALLOCATION WORKSHEET  
SUPPLEMENTAL  
SUB-ALLOCATION METHODOLOGY  
ROAP ALLOCATIONS CHART

**INFORMATION CONTACT:**

ANNETTE SULLIVAN

**TELEPHONE NUMBERS:**

704-292-2566

704-361-1494

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**DEPARTMENT'S RECOMMENDED ACTION:** Recommend that the annual grant application be approved for submittal for funding in the amount of \$376,700 (\$209,213 Formula and \$ 167,487 Supplemental funds)

**BACKGROUND:** This is an annual grant that consists of funding of transportation services through our department for the Elderly and Disabled (ex: medical appointments/treatments, shopping, personal business, etc.) and Rural General Public funding to provide transport to the general public (ex: employment, educational opportunities, medical appointments, etc.).

The DOT Employment funds are utilized by DSS to provide "other services" such as car repairs, insurance costs or trips with Union County Transportation to the employed general public or transitional Work First clients who have concluded their cash assistance in the local Workforce Development Programs.

The Rural General Public funding is the only portion that requires a local match. The match is generated through the \$2 per one way trip fare that is charged to the person(s) utilizing these particular funds.

**FINANCIAL IMPACT:** \$376,700 in revenue for the county through our department.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_



Public Hearing Notice  
 (Rural General Public  
 (RGP) Program funds are  
 intended to provide trans-  
 portation service to individ-  
 uals who are not human  
 service agency clients and  
 live in non-urbanized  
 areas. The Supplemental  
 ROAP funds are used to in-  
 crease a new service to ex-  
 tend document service for  
 persons a service that was  
 previously financed by  
 Supplemental ROAP fund-  
 ing. The period of performance  
 for Rural Operating Assis-  
 tance Program funds is Ju-  
 ly 1, 2009 through June 30,  
 2010. The FY2010 ROAP  
 individual program totals  
 are:

PROGRAM	TOTAL
EDTAP	\$81,686
EMPL	\$28,724
RGP	\$108,823
Supplemental EDTAP	\$46,750
Supplemental EMPL	\$29,463
Supplemental RGP	\$21,304
<b>TOTAL</b>	<b>\$378,700</b>

This application may be in-  
 spected at the Union County  
 Transportation Office lo-  
 cated at 610 Patton Ave-  
 nue, Monroe, NC from 8:00  
 am to 5:00 pm Monday  
 through Friday. Written  
 comments should be di-  
 rected to Lynn G. West,  
 Clerk to the Board of Com-  
 missioners, Room 925, 500  
 N. Main St., Monroe, NC  
 28112, before July 13,  
 2009.

1. Elderly & Disabled  
 Transportation Assistance  
 (EDTAP) Program provides  
 operating assistance for  
 the transportation of elderly  
 and disabled citizens. This  
 transportation assistance  
 allows for the individual to  
 reside for longer periods in  
 their homes thereby en-  
 hancing their quality of life.  
 For the purpose of EDTAP,  
 an elderly person is de-  
 fined as one who reaches  
 the age of 60 or more  
 years. A disabled person is  
 defined as one who has a  
 physical or mental impair-  
 ment that substantially lim-  
 its one or more major life  
 activities of an individual  
 who has a record of such im-  
 pairment, or an individual  
 who is regarded as having  
 such impairment.

2. Employment Transporta-  
 tion Assistance Program is  
 intended to provide operat-  
 ing assistance for trans-  
 portation to First Work  
 Force Development Pro-  
 grams and general public  
 employment transportation  
 needs.

NORTH CAROLINA,  
 UNION COUNTY.

**AFFIDAVIT OF PUBLICATION**

Before the undersigned, a Notary Public of said County and State, duly  
 commissioned, qualified, and authorized by law to administer oaths,  
 personally appeared Pat Deese

who being first duly sworn, deposes and says: that he is  
 Principal Clerk

engaged in the publication  
 of a newspaper known as The Enquirer-Journal, published, issued, and  
 entered as second class mail in the City of Monroe in said County and  
 State; that he is authorized to make this affidavit and sworn statement;  
 that the notice or other legal advertisement, a true copy of which is  
 attached hereto, was published in The Enquirer-Journal on the following  
 dates:

*July 9, 2009*

and that the said newspaper in which such notice, paper, document, or  
 legal advertisement was published was, at the time of each and every such  
 publication, a newspaper meeting all the requirements and qualifications  
 of Section 1-597 of the General Statutes of North Carolina and was a  
 qualified newspaper within the meaning of Section 1-597 of the General  
 Statutes of North Carolina.

This 9 day of July, 2009  
Pat Deese

Sworn to and subscribed before me, this 9 day of July, 2009.

Deese P. Clerk Notary Public  
 My Commission expires: May 11, 2013

*ROAP English*

Inches: 12 3/4  
 MONROE, N.C.

July 9 2009  
 Ad# #02100167  
 ACCOUNT #:

U. C. Bd. Of Commissioners  
 500 N. Main St., Room 921  
 Monroe, NC 28112

COST: \$ 127.17

**The Enquirer-Journal**

P.O. Box 5040  
 500 W. Jefferson St.  
 Monroe, N.C. 28111-5040

Important Legal Document, Please Retain



**I. PROJECT DESCRIPTION FOR FORMULA FUNDS – EDTAP**

These funds may be sub-allocated to the transit system or human service agencies in the county. EDTAP funds will be used to provide transportation services for elderly and disabled individuals when other funding sources are not available. If an individual meets the eligibility criteria of both EDTAP and an agency transportation program, the agency’s program funds will be used as long as they are available before using EDTAP funds.

**EDTAP-1** Describe the process for determining which organizations will receive a sub-allocation of EDTAP funds. The response should address:

- (1) assessment of needs in the service area
- (2) equity in requesting and disbursement of funds
- (3) criteria for determining amount of funds sub-allocated to each organization and

(1) All EDTAP funding is suballocated to UCT to meet the needs of elderly and/or disabled citizens who do not qualify for the requested service under any other funding source for transportation. This assessment of need is based on client requests and agency requests during the previous year and discussions held during TAB meetings with contracting agencies prior to the application process and throughout the year should needs arise.

(2) UCT is responsible for informing all contracting agencies of the availability of funding and the opportunity to refer their clients to UCT when agency funding for transportation has been totally expended. When this occurs, the agency sends a referral to UCT for consideration of those passengers who meet the criteria of being elderly and/or disabled. (Due to confidentiality, the documentation of disability declaration by the person requesting approval is maintained by the referring agency) Each agency is asked to disclose their budget for transportation for the current year to assure that EDTAP funds do not supplant budgeted agency funding. When eligibility has been verified, the passenger funding source will be altered to reflect the change and UCT assumes the responsibility of monitoring the usage and provides a “credited to EDTAP” statement in lieu of a billing invoice for the referring agency’s records. All agencies have the opportunity to request their passengers be transferred to the EDTAP funding source under UCT but only when the contracting agency’s transportation funding has been totally expended through the process shown above. UCT is responsible for the registration and eligibility determination of those passengers who are not current clients of a contracting agency.

(3)

**EDTAP-2** Describe the transportation or other services that will be provided by the transit system or human service agencies with EDTAP funds (i.e. trips by transit system or private providers, agency staff transportation, volunteers, mileage reimbursement, etc.)

**EDTAP funding will be used only to fund trips that are to be provided by the transportation system.**

**EDTAP-3** Not all elderly and disabled citizens in the service area are human service agency clients. Describe efforts to reach out to these citizens who may need transportation to medical appointments, grocery stores or other destinations. (Public Outreach)

**Elderly or disabled citizens who are not eligible for transport by a human service agency are often referred to UCT to be considered for transport utilizing the EDTAP funding. UCT also receives self referrals from those persons not connected with an organization as a result of their obtaining brochures from locations such as the local senior center, Nutrition sites, medical facilities, etc. or from informational programs presented to civic groups, faith community, etc.**

**EDTAP-4** Describe the process for monitoring the EDTAP Program throughout the year to assure that (1) EDTAP funded services are provided to elderly and disabled individuals not receiving transportation assistance from another funding source and (2) that all expenditures are allowable. (See Eligible Transportation Expenses Matrix)

(1) ) **Receiving the total allocation allows us to be more effective in assuring that passengers are eligible for service under EDTAP and that there is no alternative funding source available for the requested trips. Agencies whose passengers are referred to UCT for EDTAP funded trips must disclose their current year budget for transport of clients to allow us to monitor expenditures and balances of those funds.**

(2) **UCT receives the total allocation of EDTAP funding and monitors the usage. The funding is used only to provide passenger trips which are an allowable usage under the Eligible Transportation Expenses Matrix**

**EDTAP-5** Does the transit system or any human service agency prioritize or restrict EDTAP funded services based on the purpose, origin or destination of the trip? If yes, describe the prioritization process or restrictions.

**UCT considers medical and life necessary trips to be first priority, however we do provide transport for other purposes such as employment, shopping, etc. when possible and recreational type trips on a limited basis (ex: 2 days per week).**

**EDTAP-6** What is done by the transit system and/or agencies to assure that EDTAP funded services are provided for as long as possible during FY2009-FY2010?

**EDTAP-7** Describe how and when the performance of this project will be reviewed and evaluated by the county?

**UCT will review reports on a monthly basis of miles, hours, trips and revenues as well as driver hours and monitor increases and decreases in these areas.**

## **II. PROJECT DESCRIPTION FOR FORMULA FUNDS –Employment Transportation Assistance Funds**

These funds can only be sub-allocated to the Department of Social Services, Workforce Development Programs and/or the Community Transportation System in the county. Funds can only be transferred to EDTAP and RGP following certification by the county manager that the employment transportation needs of the county have substantially been met.

**EMP-1** Describe the transportation or other services that will be provided by the transit system, DSS or the Workforce Development Program with EMPL funds. (i.e. trips by transit system or private providers, agency staff transportation, volunteers, mileage reimbursement, automobile repairs, etc.)

**EMP-2** Describe the process for monitoring the EMPL Program throughout the year to assure that expenses by the transit system, DSS or Workforce Development Program are allowable. (See Eligible Transportation Expenses Matrix)

**EMP-3** What is done by the transit system, DSS or Workforce Development Program to assure that EMPL funded services are provided for as long as possible during FY2009-FY2010?

**These funds will be used to assist low-income individuals (75% medium income) to meet employment related transportation needs. It is estimated that these funds will serve approximately 53 participants. This was determined by dividing the allocation by the maximum allowance of \$1,000. This estimate may increase due to participants not using the maximum allotment.**

**EMP-3a** What will the county do to keep the services operating if the EMPL allocations are expended in less than twelve months?

**When all funds have been expended no further service will be available for this population**

**EMP-4** Describe the process for determining when it is appropriate or necessary to transfer EMPL funds to EDTAP or RGP funds as allowed in the program guidelines?

**In the month of April we would review any remaining allocation and have discussions within the agency to determine if funds should be transferred to EDTAP or RGP. To date we have not had to do this nor anticipate this in the future due to the large population in Union County.**

**EMP-5** Describe how and when the performance of EMPL funded services will be reviewed and evaluated by the county?

**The program focuses on helping individuals remain employed by removing barriers to their employment. Success is an immediate result when client's barrier is removed and they remain employed. Cases are documented on a spread sheet that is reviewed monthly to document repeat services.**

**EMP-6** Describe the public outreach efforts for this program.

**There is no formal advertisement for these funds as they are always expended. Other public agencies are aware of the funding and make appropriate referrals. Many recipients are former WF clients and all other come through the Services Intake Unit at DSS.**

### **III. PROJECT DESCRIPTION FOR FORMULA FUNDS –Rural General Public Funds**

These funds are intended to provide transportation services for individuals who are not human service agency clients. These funds can only be sub-allocated to the community transportation system.

**RGP-1** Describe the process for (1) assessing transportation needs in the service area and (2) determining the projected units of service.

**Needs are assessed by reviewing usage during the previous year by individuals that have previously**

**contacted UCT for service as well as soliciting feedback from our contracting agencies regarding their clients needs beyond the scope of services being funded by their agency.**

**We use the fully allocated cost model to determine our unit rates and base the projections of units of service on the available funds divided by the fully allocated cost per trip.**

**RGP- 2 Describe the transportation services that will be provided with RGP funds and the geographic area in which the services will be provided.**

**UCT receives the total allocation of RGP funds and will provide demand response service within the boundaries of Union County with focus on those areas saturated with low income passengers who lack access to reliable and affordable transportation or who do not have the means to maintain transport of their own. Medical and work related trips will be considered top priority. Dependent upon availability of funding, some “out of county trips” and other type trips may be provided utilizing RGP funding.**

**RGP- 3 Will a passenger pay a fare for RGP service? What is the fare for an RGP trip?**

**Yes, \$2 per one way trip**

**RGP- 4 Describe the process for monitoring the RGP Program throughout the year to insure that all expenses by the transit system are allowable? (See Eligible Transportation Expenses Matrix)**

**All RGP passengers are reviewed and approved by the Director or Associate Director to assure usage is appropriate to the RGP funding. All trips are provided by UCT and fall under those shown on the matrix as allowable expenses.**

**RGP- 5 Describe how the local match requirement for RGP funds will be met.**

**The local match will be generated through RGP and EDTAP fares. If necessary local funding will be included in accounting for the match.**

**RGP-6 Does the transit system prioritize or restrict RGP funded services based on the purpose, origin or destination of the trip? If yes, describe the prioritization process or restrictions.**

**The trend of usage has been provision of local employment transportation, medical trips, educational opportunities and life necessary trips such as trips to pay bills, shopping, or trips to human service agencies for personal business that are not allowable under other funding sources. As with all trips we attempt to meet as many needs as possible while attempting to remain efficient as possible. We do restrict out of county trip usage as we do not currently have available funding that would allow us to provide daily trips for out of county employment purposes. We do continue to offer transport to the CATS Express stops for accessing transportation into Mecklenburg County for employment or medical purposes but we have received limited requests for this type service.**

**RGP-7** What does the transit system do to assure that RGP funded services are provided throughout FY2010 with these funds?

**The Director reviews monthly reports of usage and balances of RGP funds and uses this information to determine whether to accept new or additional RGP passengers based on the ability to continue to provide transport throughout the year. Historically, we have utilized local funding and fares to further extend provision of service when all RGP funding has been expended and will continue to do so contingent upon available funds.**

**RGP-8** What will the county do to keep the services operating if the RGP funds are expended in less than twelve months?

**We will continue to utilize local funding and fares to further extend provision of service when all RGP funding has been expended contingent upon the availability of funding.**

**RGP-9** Describe how and when the performance of RGP funded services will be reviewed and evaluated by the county?

**UCT will review reports on a monthly basis of miles, hours, trips, revenues, driver hours and monitor increases or decreases in these areas to assure that trips are being provided in the most cost efficient manner.**

**RGP-10** Describe the transit systems efforts to advertise this program to the general public.

**UCT historically has and will continue to post information regarding the availability of funds and the opportunity to attend the public hearing regarding these funds at the local Health Department, DSS, and the Senior Nutrition Sites. Information pertaining to the formula funding is included as part of the system's brochure, and information is provided during speaking events to groups in the community as well as during events such as the Wal-Mart Health Expo and the UC Seniors Expo that we participate in annually. Also, information is currently located on a local cable channel that is exclusive to Union County Government to promote our transit system and the services we offer. We also currently advertise all services on the local radio station broadcasting in our area. Notices of the upcoming public hearing for our grant proposal are always distributed to passengers currently utilizing this funding source as well as others utilizing the transit system.**

#### ***IV. PROJECT DESCRIPTION –SUPPLEMENTAL ROAP Funds***

Complete responses to the following questions are necessary to make an assessment of the eligibility of the proposed service. Incomplete responses will delay PTD review of the application.

Describe the proposed new or expanded service? (demand response/subscription/fixed route; within or outside normal service area, i.e. out of county employment route; days and hours of operation; service area; fare structure;

provision of gas vouchers, volunteer reimbursement, etc.) Describe each program separately.

**SuppEDTAP - Supplemental funding will be used to continue service to those new passengers and continue expanded service to those persons who were given extended service when we first began receiving the supplemental EDTAP funding.**

**SuppEMP - Union County DSS will use the Supplemental ROAP funds to expand the current services that we offer. The funds will allow us to provide services to new customers who have not been served before. We will continue to follow our current guidelines of providing car repairs, insurance assistance, gas allowances, public transportation assistance and other allowable items under our current plan.**

**SuppRGP - Supplemental RGP will be used to continue to allow employment passengers whose transport extended our service day to continue to be transported utilizing the FY 09-10 Funding.**

How were the projected units of additional service with supplemental EDTAP, Employment and RGP funds determined? What will be done to assure that the service to be provided throughout the twelve months of FY09-10. (*CT System requirement*). Describe each program separately. (*See the Supplemental ROAP Sub-allocation Worksheet.*)

**SuppEDTAP - The allocation was divided by the fully allocated per trip rate to determine the number of trips we would be able to provide with the additional EDTAP funding. These funds will be monitored on a monthly basis for usage and as in the past if necessary, local funding will be used for continuation should the funding be totally expended. (contingent on the availability of local funds).**

**SuppEMP - The additional units of service for supplemental employment funds were determined by taking the total funds and dividing by the amount allowed per customer. We do anticipate this number being higher since not all customers will use the maximum amount allowed under the guidelines. We will not be able to provide these services for an entire 12 months due to when the funds are received and our year end budget cut off. We should be able to provide services for at least 8 to 9 months but we are confident that all funds will be expended.**

**SuppRGP - The allocation was divided by the fully allocated per trip rate to determine the number of trips we would be able to provide with the additional EDTAP funding. These funds will be monitored on a monthly basis for usage and as in the past, local funding may be used for continuation should the funding be totally expended.**

The supplemental EDTAP, Employment and RGP funds must be used to provide an increased level of service, including serving eligible individuals not currently served by the regular ROAP program. Describe how the agencies that receive the supplemental funds will notify eligible users about the new Supplemental EDTAP funded service. Be specific. Describe each program separately.

**SuppEDTAP - UCT will notify agencies that traditionally refer persons deemed not eligible under a human service agency of the additional funding to allow for referrals. We will also distribute information to passengers currently utilizing this funding source or formula funds with our transit system. Potential new passengers will receive information via the methods in the following section as funding is available for increased levels of service.**

**SuppEMP - Union County DSS will notify the current agencies that we work with when the new funds are available. Union County DSS will send out the guidelines with instructions on how to refer customers in to our intake unit. Need Agencies notified will include Turning Point Women's Shelter, Crisis Assistance, United Family Services, Operation Reach Out, Crisis Pregnancy, DSS in house staff and others as deemed appropriate.**

**SuppRGP - UCT will notify agencies that traditionally refer persons deemed not eligible under a human service agency of the additional funding to allow for referrals. We will also distribute information to passengers currently utilizing this funding source or formula funds with our transit system. Potential new passengers will receive information via the methods in the following section as funding is available for further increased levels of service.**

Describe in detail efforts made to reach out to the community to make them aware of the additional funding and to identify service needs beyond those currently provided with the formula allocation.

**EDTAP & RGP--Information of the opportunity for expanded or additional service through supplemental funding was distributed the first year we received the supplemental funding and will be again if additional funds above those currently being used to continue the previous additional services are available by the following means: posting of notices to agencies by UCT, distribution of flyers to passengers of the transportation system, and during speaking engagements with community groups. Information will also be posted and programs will be presented at the local Senior Nutrition Program Dining Sites located throughout the county.**

**EMP-- Union County will primarily use other service providers to make referrals for DOT funds. We feel that public advertisement would deplete the funds too quickly and community providers are better equipped to identify customers who are most in need of services. Service needs may be identified by customers who come in for funds and let us know what transportation issues they are having.**

Describe how the Supplemental ROAP funded services will be monitored throughout the year to assure that services are provided to eligible individuals and expenses and service statistics are tracked separately from the regular ROAP program.

**Supplemental RGP & EDTAP fund are allocated to the transit system. Any person being referred must be approved by the Director or Associate Director to assure they are eligible for service through these funding sources. Each person under these funding sources are coded in our scheduling system as EDTAP-S or RGP-S which gives us the ability to extract reports regarding usage of these funds. If the passenger is a referral of a contracting agency, the agency maintains the confidential information regarding the declaration of a disability which led them to refer the passenger to be considered for service through our EDTAP funding.**

**EMP-- Union County DSS has one processing assistant who tracks these funds and makes sure eligibility requirements are met. New customers will be identified and tracked on a separate spreadsheet as was done this previous year.**

Describe how the performance of Supplemental ROAP funded services will be reviewed and evaluated by the county?

**EDTAP / RGP—UCT will review reports on a monthly basis of miles, hours, trips, revenues, driver hours and will monitor increases or decreases in these areas as well as the need to adjust how service is being provided.**

**EMP-- The effectiveness of the supplemental services will be determined by the number of customers that we are able to serve during the year. We can also determine if these customers come in more than once for services. These funds will help working families maintain employment and stability by helping them to keep their transportation in place to be able to get to and from work. We will evaluate how many customers were served at the end of the year when all funds have been expended.**

# CERTIFIED STATEMENT

FY 2010

County of 

## RURAL OPERATING ASSISTANCE PROGRAM

Whereas Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering all federal and/or state programs related to public transportation, and grants NCDOT authority to do all things required in applicable federal and/or state legislation to properly administer the public transportation programs within the State of North Carolina;

WHEREAS, G.S. 136-44.27 established the Elderly and Disabled Transportation Assistance Program;

WHEREAS, funds will be used for transportation related expenditures as specified in the FY2010 Rural Operating Assistance Program (ROAP) application;

WHEREAS, information regarding use of the funds will be provided at such time and in such a manner as NCDOT may require;

WHEREAS, it is the policy of the North Carolina Department of Transportation that Disadvantaged Business Enterprises, Minority Owned Business Enterprises and Women Owned Business Enterprises shall have the opportunity to participate in the performance of contracts financed in whole or part by Federal and State funds in order to create a level playing field, and the county shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.

WHEREAS, ROAP funds will be used to provide eligible services during the period July 1, 2009 through June 30, 2010;

WHEREAS, any interest earned on ROAP funds will be expended for eligible program uses as specified in the ROAP application; and

WHEREAS, 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.

This is to certify that the undersigned is duly elected, qualified and acting chairperson of the Board of County Commissioners of the County of Union, North Carolina, and that the following statements are true and accurate:

Check the box if the county's application includes a request for funding.

Elderly and Disabled Transportation Assistance Program

1. The funds received from G.S. 136-44.27 will be used to provide transportation services for the elderly and disabled allowing individuals to reside for a longer period in their homes, thereby enhancing their quality of life.
2. The funds will not be used to supplant or replace existing federal, state or local funds designated to provide elderly and disabled transportation services in the county.

Employment Transportation Assistance Program

1. The funds will be used to assist transitional Work First participants after eligibility for cash assistance has concluded, participants in local Workforce Development Programs, and/or the general public with employment-related transportation needs
2. The funds will be suballocated to the local Department of Social Services, Work Force Development Program or the community transportation system for employment transportation.
3. The funds will be transferred to the Elderly and Disabled Transportation Assistance Program or the Rural General Public Program after an assessment of employment transportation needs in the service area indicates that employment transportation needs are substantially being met. This assessment will occur prior to any transfer of funds and following submission of a statement to that effect from the County Manager to the Public Transportation Division.

Rural General Public Program

1. The funds will be limited to use by the community transportation system
2. The funds will not be used to provide human service agency trips.
3. The funds will be used to provide transportation to residents in the non-urbanized area of the county.

Supplemental Elderly and Disabled Transportation Assistance Program

1. The funds will be used according to the eligibility criteria and restrictions provided in the EDTAP Guidelines.
2. The funds will be used to initiate new or expanded services or continue a service that began operating after July 1, 2006 with Supplemental EDTAP funds as the funding source.

Supplemental Employment Transportation Assistance Program

1. The funds will be used according to the eligibility criteria and restrictions provided in the EMPL Guidelines.
2. The funds will be used to initiate new or expanded services or continue a service that began operating after July 1, 2006 with Supplemental EMPL funds as the funding source.

Supplemental Rural General Public Program

1. The funds will be used according to the eligibility criteria and restrictions provided in the RGP Guidelines.
2. The funds will be used to initiate new or expanded services or continue a service that began operating after July 1, 2006 with Supplemental RGP funds as the funding source.

WITNESS my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Attest:

\_\_\_\_\_  
Signature, Board of County  
Commissioners Chairperson

\_\_\_\_\_  
Signature, County Manager/Administrator

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_





## Sub-Allocation Methodology Description

**Applicant: UNION COUNTY**

Provide a detailed description of the methodology used to sub-allocate EDTAP, Supplemental EDTAP, EMPL and Supplemental EMPL program funds. How were sub-recipients of these funds selected? (i.e. application, committee, transportation plan) If a competitive process was used, describe the selection criteria. How did the county decide on the amount to suballocate to a sub-recipient? How was the need determined?

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*Click on grey rectangle and begin typing. Be sure to include separate information for each funding program.*

EDTAP AND SUPPLEMENTAL EDTAP—THIS FUNDING HAS HISTORICALLY BEEN AWARDED TO THE TRANSPORTATION SYSTEM FOR PROVISION OF TRIPS FOR THOSE CITIZENS MEETING THE CRITERIA UNDER THIS FUNDING SOURCE. ANY AGENCY WHO HAS EXPENDED ALL OF THEIR TRANSPORTATION FUNDING WILL REFER ELIGIBLE PERSONS TO UNION COUNTY TRANSPORTATION AND AT THAT POINT THEY BECOME A CLIENT OF THE TRANSIT SYSTEM UNTIL THE GRANT FUNDING IS TOTALLY EXPENDED. THIS ALLOCATION DECISION WAS ORIGINALLY MADE BY THE FORMER UNION COUNTY TRANSPORTATION STEERING COMMITTEE AND HAS SINCE BEEN SUPPORTED ANNUALLY BY THE UNION COUNTY TRANSPORTATION ADVISORY BOARD DURING THEIR REVIEW OF THE APPLICATION THAT IS BEING SUBMITTED TO NCDOT. THIS PROCESS HAS PROVED TO BE THE BEST PROCESS FOR OUR COUNTY.

EMPLOYMENT AND SUPPLEMENTAL EMPLOYMENT—THIS FUNDING HAS HISTORICALLY BEEN SUBALLOCATED TO THE DEPARTMENT OF SOCIAL SERVICES TO PROVIDE ELIGIBLE SERVICES TO NON-WORK FIRST CLIENTS. THIS ALLOCATION DECISION WAS ORIGINALLY MADE BY THE FORMER UNION COUNTY TRANSPORTATION STEERING COMMITTEE AND HAS SINCE BEEN SUPPORTED ANNUALLY BY THE UNION COUNTY TRANSPORTATION ADVISORY BOARD DURING THEIR REVIEW OF THE APPLICATION THAT IS BEING SUBMITTED TO NCDOT. THIS PROCESS HAS PROVED TO BE THE BEST PROCESS FOR OUR COUNTY.

RGP AND SUPPLEMENTAL RGP— THIS FUNDING HAS HISTORICALLY BEEN AWARDED TO THE TRANSPORTATION SYSTEM FOR PROVISION OF TRIPS FOR THOSE CITIZENS MEETING THE CRITERIA UNDER THIS FUNDING SOURCE. AGENCIES DO REFER PERSONS WHO ARE NOT ELIGIBLE FOR SERVICE THROUGH A HUMAN SERVICE AGENCY, BUT THE MAJORITY OF THE CLIENTS ARE PRIVATE CITIZENS WHO HAVE A TRANSPORTATION NEED AND CONTACT UNION COUNTY TRANSPORTATION THEMSELVES. THIS ALLOCATION DECISION WAS ORIGINALLY MADE BY THE FORMER UNION COUNTY TRANSPORTATION STEERING COMMITTEE AND HAS SINCE BEEN SUPPORTED ANNUALLY BY THE UNION COUNTY TRANSPORTATION ADVISORY BOARD DURING THEIR REVIEW OF THE APPLICATION THAT IS BEING SUBMITTED TO NCDOT. THIS PROCESS HAS PROVED TO BE THE BEST PROCESS FOR OUR COUNTY.

## 2009-2010 ROAP Allocations

COUNTIES	EDTAP 10	EMPL 10	RGP 10	Supp EDTAP 10	Supp EMPL 10	Supp RGP 10	TOTAL 10
Alamance	\$79,793	\$22,793	\$87,130	\$45,677	\$28,282	\$76,624	\$340,299
Alexander	\$45,768	\$5,261	\$41,745	\$26,201	\$6,528	\$36,711	\$162,214
Alleghany	\$37,934	\$2,378	\$30,834	\$21,716	\$2,951	\$27,116	\$122,929
Anson	\$43,618	\$8,534	\$36,931	\$24,969	\$10,589	\$32,478	\$157,119
Ashe	\$44,069	\$4,540	\$37,202	\$25,227	\$5,633	\$32,716	\$149,387
Avery	\$40,104	\$2,857	\$33,949	\$22,957	\$3,546	\$29,855	\$133,268
Beaufort	\$50,972	\$7,514	\$45,754	\$29,179	\$9,323	\$40,236	\$182,978
Bertie	\$41,312	\$5,701	\$34,634	\$23,649	\$7,076	\$30,458	\$142,830
Bladen	\$45,729	\$8,270	\$39,859	\$26,178	\$10,261	\$35,052	\$165,349
Brunswick	\$72,499	\$16,475	\$68,534	\$41,502	\$20,442	\$60,271	\$279,723
Buncombe	\$107,983	\$19,370	\$89,551	\$61,815	\$24,032	\$78,753	\$381,504
Burke	\$65,954	\$17,547	\$63,859	\$37,757	\$21,772	\$56,159	\$263,048
Cabarrus	\$80,462	\$9,195	\$51,516	\$46,061	\$11,409	\$45,304	\$243,947
Caldwell	\$62,380	\$9,043	\$60,007	\$35,710	\$11,221	\$52,771	\$231,132
Camden	\$36,650	\$2,883	\$30,167	\$20,980	\$3,578	\$26,529	\$120,787
Carteret	\$58,270	\$9,536	\$53,129	\$33,359	\$11,832	\$46,723	\$212,849
Caswell	\$42,643	\$5,315	\$36,143	\$24,410	\$6,596	\$31,785	\$146,892
Catawba	\$80,907	\$13,214	\$65,040	\$46,317	\$16,396	\$57,198	\$279,072
Chatham	\$51,561	\$7,616	\$51,272	\$29,517	\$9,451	\$45,090	\$194,507
Cherokee	\$44,793	\$3,634	\$37,531	\$25,643	\$4,509	\$33,005	\$149,115
Chowan	\$39,048	\$3,524	\$32,370	\$22,354	\$4,373	\$28,467	\$130,136
Clay	\$38,018	\$2,134	\$30,511	\$21,765	\$2,649	\$26,832	\$121,909
Cleveland	\$68,022	\$18,735	\$67,554	\$38,940	\$23,246	\$59,408	\$275,905
Columbus	\$55,609	\$19,017	\$49,357	\$31,834	\$23,596	\$43,406	\$222,819
Craven	\$62,972	\$17,501	\$67,275	\$36,049	\$21,716	\$59,163	\$264,676
Cumberland	\$114,414	\$44,943	\$82,454	\$65,498	\$55,765	\$72,511	\$435,585
Currituck	\$41,739	\$3,453	\$36,220	\$23,893	\$4,284	\$31,853	\$141,442
Dare	\$44,039	\$5,106	\$40,730	\$25,212	\$6,335	\$35,819	\$157,241
Davidson	\$85,307	\$17,821	\$91,959	\$48,834	\$22,111	\$80,872	\$346,904
Davie	\$47,407	\$5,539	\$43,351	\$27,140	\$6,874	\$38,123	\$168,434
Duplin	\$52,147	\$8,608	\$48,725	\$29,852	\$10,681	\$42,849	\$192,862
Durham	\$98,978	\$11,212	\$38,217	\$56,661	\$13,912	\$33,609	\$252,589
Eastern Band of the Cherokee	\$0	\$0	\$29,568	\$0	\$0	\$26,003	\$55,571
Edgecombe	\$52,232	\$15,775	\$41,486	\$29,901	\$19,573	\$36,483	\$195,450
Forsyth	\$129,238	\$32,491	\$0	\$73,984	\$40,314	\$0	\$276,027
Franklin	\$50,980	\$7,857	\$50,184	\$29,184	\$9,750	\$44,133	\$192,088
Gaston	\$100,838	\$22,976	\$80,741	\$57,725	\$28,508	\$71,005	\$361,793
Gates	\$37,884	\$2,620	\$31,150	\$21,686	\$3,253	\$27,394	\$123,987
Graham	\$36,888	\$1,938	\$29,376	\$21,118	\$2,406	\$25,834	\$117,560
Granville	\$51,216	\$8,088	\$49,882	\$29,320	\$10,036	\$43,868	\$192,410
Greene	\$40,437	\$5,507	\$35,101	\$23,148	\$6,834	\$30,869	\$141,896
Guilford	\$168,835	\$52,188	\$75,024	\$96,652	\$64,756	\$65,978	\$523,433
Halifax	\$55,488	\$9,760	\$49,735	\$31,764	\$12,111	\$43,738	\$202,596

## 2009-2010 ROAP Allocations

COUNTIES	EDTAP 10	EMPL 10	RGP 10	Supp EDTAP 10	Supp EMPL 10	Supp RGP 10	TOTAL 10
Harnett	\$64,881	\$12,879	\$71,532	\$37,141	\$15,978	\$62,907	\$265,318
Haywood	\$55,958	\$11,031	\$50,470	\$32,033	\$13,687	\$44,384	\$207,563
Henderson	\$71,308	\$15,390	\$64,212	\$40,820	\$19,095	\$56,469	\$267,294
Hertford	\$43,522	\$4,923	\$36,232	\$24,915	\$6,109	\$31,863	\$147,564
Hoke	\$46,208	\$7,173	\$44,416	\$26,452	\$8,901	\$39,060	\$172,210
Hyde	\$35,824	\$1,931	\$28,432	\$20,507	\$2,397	\$25,004	\$114,095
Iredell	\$79,360	\$19,169	\$90,274	\$45,430	\$23,783	\$79,389	\$337,405
Jackson	\$46,018	\$4,807	\$40,436	\$26,344	\$5,965	\$35,560	\$159,130
Johnston	\$80,641	\$17,435	\$93,190	\$46,163	\$21,631	\$81,954	\$341,014
Jones	\$37,934	\$2,309	\$30,504	\$21,716	\$2,865	\$26,826	\$122,154
Lee	\$50,482	\$7,385	\$50,171	\$28,898	\$9,164	\$44,121	\$190,221
Lenoir	\$54,583	\$10,142	\$50,713	\$31,246	\$12,584	\$44,598	\$203,866
Lincoln	\$56,729	\$9,260	\$57,123	\$32,475	\$11,490	\$50,235	\$217,312
Macon	\$47,359	\$4,228	\$40,463	\$27,111	\$5,246	\$35,584	\$159,991
Madison	\$40,565	\$3,282	\$34,855	\$23,222	\$4,074	\$30,652	\$136,650
Martin	\$42,571	\$5,996	\$36,303	\$24,370	\$7,440	\$31,926	\$148,606
McDowell	\$49,782	\$7,280	\$0	\$28,499	\$9,033	\$0	\$94,594
Mecklenburg	\$245,816	\$106,010	\$105,338	\$140,720	\$131,534	\$92,638	\$822,056
Mitchell	\$40,122	\$2,698	\$32,917	\$22,968	\$3,349	\$28,948	\$131,002
Montgomery	\$43,527	\$4,973	\$37,863	\$24,918	\$6,171	\$33,297	\$150,749
Moore	\$63,843	\$9,387	\$61,919	\$36,548	\$11,647	\$54,452	\$237,796
Nash	\$64,104	\$11,012	\$48,433	\$36,697	\$13,664	\$42,593	\$216,503
New Hanover	\$90,842	\$17,768	\$64,080	\$52,003	\$22,047	\$56,354	\$303,094
Northampton	\$42,746	\$5,875	\$35,170	\$24,469	\$7,290	\$30,929	\$146,479
Onslow	\$67,766	\$18,073	\$65,251	\$38,793	\$22,425	\$57,383	\$269,691
Orange	\$61,734	\$11,205	\$49,632	\$35,340	\$13,904	\$43,647	\$215,462
Pamlico	\$38,911	\$3,484	\$31,627	\$22,275	\$4,324	\$27,813	\$128,434
Pasquotank	\$47,019	\$10,926	\$43,555	\$26,917	\$13,558	\$38,303	\$180,278
Pender	\$51,948	\$6,672	\$47,617	\$29,738	\$8,278	\$41,876	\$186,129
Perquimans	\$38,745	\$2,702	\$31,540	\$22,180	\$3,355	\$27,737	\$126,259
Person	\$46,141	\$7,700	\$42,174	\$26,414	\$9,555	\$37,088	\$169,072
Pitt	\$74,561	\$16,390	\$58,365	\$42,683	\$20,337	\$51,327	\$263,663
Polk	\$41,242	\$3,266	\$34,221	\$23,609	\$4,054	\$30,095	\$136,487
Randolph	\$79,384	\$25,684	\$85,519	\$45,443	\$31,869	\$75,207	\$343,106
Richmond	\$51,012	\$12,154	\$46,042	\$29,203	\$15,081	\$40,490	\$193,982
Robeson	\$77,929	\$37,074	\$81,322	\$44,611	\$46,002	\$71,515	\$358,453
Rockingham	\$66,277	\$19,709	\$65,207	\$37,941	\$24,455	\$57,345	\$270,934
Rowan	\$79,170	\$15,127	\$84,330	\$45,322	\$18,767	\$74,161	\$316,877
Rutherford	\$57,163	\$11,674	\$52,970	\$32,723	\$14,486	\$46,583	\$215,599
Sampson	\$57,166	\$11,105	\$53,608	\$32,726	\$13,778	\$47,144	\$215,527
Scotland	\$46,575	\$15,730	\$41,829	\$26,662	\$19,519	\$36,785	\$187,100
Stanly	\$53,487	\$9,282	\$51,375	\$30,619	\$11,518	\$45,180	\$201,461
Stokes	\$49,221	\$8,293	\$45,839	\$28,177	\$10,291	\$40,310	\$182,131
Surry	\$59,020	\$10,473	\$57,312	\$33,785	\$12,995	\$50,402	\$223,987

## 2009-2010 ROAP Allocations

COUNTIES	EDTAP 10	EMPL 10	RGP 10	Supp EDTAP 10	Supp EMPL 10	Supp RGP 10	TOTAL 10
Swain	\$38,887	\$2,453	\$30,264	\$22,262	\$3,045	\$26,615	\$123,526
Transylvania	\$45,839	\$4,908	\$39,232	\$26,241	\$6,090	\$34,502	\$156,812
Tyrrell	\$35,323	\$1,708	\$0	\$20,221	\$2,121	\$0	\$59,373
Union	\$81,666	\$23,724	\$103,823	\$46,750	\$29,433	\$91,304	\$376,700
Vance	\$49,002	\$5,473	\$44,703	\$28,052	\$6,791	\$39,312	\$173,333
Wake	\$214,007	\$54,338	\$167,577	\$122,511	\$67,419	\$147,373	\$773,225
Warren	\$41,571	\$5,232	\$34,630	\$23,797	\$6,493	\$30,454	\$142,177
Washington	\$38,723	\$5,092	\$31,740	\$22,167	\$6,321	\$27,913	\$131,956
Watauga	\$45,591	\$4,133	\$45,196	\$26,099	\$5,129	\$39,745	\$165,893
Wayne	\$70,565	\$13,357	\$59,303	\$40,396	\$16,575	\$52,153	\$252,349
Wilkes	\$58,309	\$16,927	\$54,770	\$33,379	\$21,003	\$48,166	\$232,554
Wilson	\$62,492	\$6,234	\$59,367	\$35,774	\$7,735	\$52,209	\$223,811
Yadkin	\$46,506	\$4,780	\$42,250	\$26,622	\$5,931	\$37,155	\$163,244
Yancey	\$41,164	\$2,988	\$34,016	\$23,565	\$3,709	\$29,914	\$135,356
<b>TOTALS</b>	<b>\$6,113,978</b>	<b>\$1,208,882</b>	<b>\$5,117,009</b>	<b>\$3,500,000</b>	<b>\$1,500,000</b>	<b>\$4,500,000</b>	<b>\$21,939,869</b>

## Eligible Transportation Expenses Matrix

<p><b>Trip Based Services</b> - Trips may be provided by car/vanpool, taxi, public transit vehicle, private transit vehicle, agency vehicle or mileage reimbursement to a volunteer. The most cost-effective option should be chosen. Public /Private transportation providers shall be reimbursed based on the fully allocated cost per mile, per hour, or per passenger trip or for the cost of a token or ticket. Volunteers can be reimbursed for mileage only. If a human service agency uses an agency vehicle to provide the trip, the agency must include the fully allocated cost of a trip in their reimbursement request including fuel, staff time and benefits, depreciation, vehicle insurance and licensing.</p>			
Trip Purpose	EDTAP	EMPL	RGP
Personal care, non-emergency medical appointments, pharmacy pickup, shopping, bill paying, public hearings, committee meetings, classes, banking, etc.	Yes	NO	Yes
Job fair attendance, job readiness activities or training	Yes	Yes	Yes
Transportation to Workplace (trip must be scheduled by the individual passenger)	Yes	Yes	Yes
Child(ren) of Working Parent transported to Child Care	NO	Yes (Work First only)	Yes
Group field trips/tours to community special events	Yes	NO	*
Overnight trips to out-of-county destinations	Yes	NO	*
Human Service Agency appointments	Yes	NO	Yes
<p><b>Other Services</b> – Includes expenses incurred transporting a passenger to a destination without using a public transit system, private transit or agency vehicle.</p>			
Other Services	EDTAP	EMPL	RGP
Fuel (gas voucher, gas card, reimbursement to fuel provider)	Yes	Yes	Yes
Maintenance Repairs to personal cars (must own the car).	NO	Yes (Work First only)	NO
Personal car insurance 1 time payment that can cover needs up to 3 months.	NO	Yes (Work First only)	NO

\* **Must be provided under the provisions of the federal Charter regulations which can be viewed at [http://www.fta.dot.gov/laws/leg\\_reg\\_179.html](http://www.fta.dot.gov/laws/leg_reg_179.html)**

## Documentation of ROAP Application Outreach Efforts

Provide a *detailed description* of outreach meetings and other efforts (including date, time, and location) held within the transportation service to be served with FY 09-10 ROAP funds. Outreach efforts must be conducted and documented by the applicant as to how the public and populations being served (including minority, women, elderly, disabled, Limited English Proficiency (LEP), low income, and non human service individuals) were informed about the availability of funds and the public hearing on the ROAP grant.

	Organizations / Events	Date	Time	Location	Number of Attendees	Primary* Audience	Check only one	
							System Initiated Meeting	Response to an invitation
1	VANS	7-8-09 AND 7-9-09	ALL DAY	ALL VANS		None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	MINERAL SPRINGS NUTRITION SITE	7-9-09	10:45 THEN POSTED	MIN. SPRINGS UNITED METH. CHURCH	12	Elderly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	MONROE NUTRITION SITE	7-9-09	11:00 THEN POSTED	BRAGG ST. COMMU NITY CENTER	25	Elderly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	MARSHVILLE NUTRITION SITE	7-9-09	10:30 THEN POSTED	VFW	15	Elderly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	INDIAN TRAIL NUTRITION SITE	7-9-09	11:00 THEN POSTED	IND. TRAIL UNITED METHOD CHURCH	21	Elderly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	DSS	7-9-09	24 HRS DAY POSTED	DSS UNION	POSTED	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	HEALTH DEPARTMENT	7-9-09	24 HRS DAY	HEALTH DEPT	POSTED	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>

				POSTED	UNION				
8	ELLEN FITZGERALD SENIOR CENTER	7-9-29		24 HRS DAY	SENIOR CENTER UNION	POSTED	Elderly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9							None	<input type="checkbox"/>	<input type="checkbox"/>
10							None	<input type="checkbox"/>	<input type="checkbox"/>
11							None	<input type="checkbox"/>	<input type="checkbox"/>
12							None	<input type="checkbox"/>	<input type="checkbox"/>
13							None	<input type="checkbox"/>	<input type="checkbox"/>
14							None	<input type="checkbox"/>	<input type="checkbox"/>
15							None	<input type="checkbox"/>	<input type="checkbox"/>

AGENDA ITEM

# 3211  
MEETING DATE 7-20-09

**PUBLIC NOTICE**

NOTICE IS HEREBY GIVEN that the Union County Board of Commissioners will on Monday, July 20, 2009, at 7:00 p.m. in the Commissioners' Board Room, first floor, Union County Government Center, 500 North Main Street, Monroe, North Carolina, conduct a public hearing to receive comments from the public on a recommended Amended and Restated Policy for Allocating Water Treatment Capacity. A copy of the recommended Amended and Restated Policy is available for inspection and study at the Office of the Clerk to the Board of Commissioners, Union County Government Center, 500 North Main Street, Room 921, Monroe, NC, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, and also on the County's website at [www.co.union.nc.us](http://www.co.union.nc.us). Any person requesting a sign language interpreter, please call (704) 225-8554 and make a request at least 96 hours in advance. Any other special assistance needed by an individual due to a disability under the Americans with Disabilities Act should call (704) 283-3810 and make a request at least 98 hours in advance.  
Lynn G. West  
Clerk to the Board  
July 10, 2009

NORTH CAROLINA,  
UNION COUNTY.

**AFFIDAVIT OF PUBLICATION**

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified, and authorized by law to administer oaths,

personally appeared Pat Deese

who being first duly sworn, deposes and says: that he is Principal Clerk

engaged in the publication of a newspaper known as The Enquirer-Journal, published, issued, and entered as second class mail in the City of Monroe in said County and State; that he is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached hereto, was published in The Enquirer-Journal on the following dates:

July 10, 2009

and that the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This 10 day of July, 2009  
Pat Deese

Sworn to and subscribed before me, this 10 day of July, 2009.

Beth O. Chiz Notary Public

My Commission expires: May 11, 2013

Water Treatment

Inches: 5"  
MONROE, N.C. July 10 2009  
Ad# #02100167  
ACCOUNT #:

U. C. Bd. Of Commissioners  
500 N. Main St., Room 921  
Monroe, NC 28112

COST: \$ 50.06

—IN ACCOUNT WITH—

**The Enquirer-Journal**

P.O. Box 5040  
500 W. Jefferson St.  
Monroe, N.C. 28111-5040

Important Legal Document, Please Retain

# UNION COUNTY

## POLICY FOR ALLOCATING WATER TREATMENT CAPACITY

**DATE:** JULY 20, 2009 (AMENDED AND RESTATED)

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### PREFACE

In February 2008, Union County's Board of Commissioners adopted a resolution that, among other requirements, tasked the County Manager and Public Works Department with developing a Water Allocation Policy. This resolution acknowledged that, at times, the Union County Water System's (UCWS) Peak Day Demand has exceeded available water treatment capacity. As a result, the opportunity to provide water service to new customers is limited. The Water Allocation Policy is intended to provide a short-term plan for the County as it seeks to continue to provide a high level of service to existing customers, and new water service connections for continued population and economic growth.

On October 20, 2008 a Water Allocation Policy was adopted by the Board of Commissioners and put into action by Union County Public Works (UCPW). Subsequently, changing economic conditions and a desire to maintain future water allocations within current, permitted, and contracted water treatment capacity led to the desire to revise the Water Allocation Policy. On January 20, 2009 the Board of Commissioners directed UCPW staff to stop applying for Water Permits under the previously adopted Water Allocation Policy (except for Government Facilities and Nonresidential Projects). On April 8, 2009 the Board of Commissioners directed County staff to draft revisions to the Water Allocation Policy to allow for new development, with a baseline of one-day per week outdoor irrigation for customers; and, to stop applying for all Water Permits.

During development of these revisions, it has now been determined that the number of residential lots with an existing Water Permit provides sufficient inventory for new residential construction until new water treatment capacity can be delivered, and that the limited remaining available water to be allocated should be provided to Nonresidential, Government Facilities, One Tap, and Self Help Projects.

This Policy seeks to document current water use by UCWS customers and quantify the amount of capacity that is available for system expansion. As

presented herein, the short-term available capacity for new customers to the UCWS is a function of the type of water use restrictions implemented on the current customer base. In developing this Policy, the County has sought to:

- protect public health and safety,
- maintain a high level of service to existing water customers,
- be fair and equitable in allocation of future water service; and,
- minimize excursions of Peak Day Demands above current allocated capacity.

The Union County Public Works Department is actively pursuing additional water treatment capacity, and is currently in the planning, permitting, engineering design, and/or construction phase of numerous projects that are intended to secure additional water supply and delivery capacity to current and future residents of the County. However, until several of these projects are completed, it is necessary to have this Policy in place to establish guidelines for allocating water treatment capacity.

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## **List of Attachments**

- Figure 1 - UCWS Service Area Map
- Figure 2 – UCWS Daily Water Demand from the CRWTP (5/07 – 6/09)
- Table 1 – Union County Water Allocation – Identified Future Development Projects

## 1.0 DEFINITIONS

Unless otherwise specified herein, or unless clearly required by context, the words and phrases defined below shall have the meaning indicated when used in this Policy.

- **Accessibility Letter** – refers to a letter issued by UCPW that describes the proximity of a proposed Development Project to existing UCWS water infrastructure and the requirements for obtaining water service.
- **Anson County Water Treatment Plant (ACWTP)** – refers to Anson County's water treatment facility. The ACWTP has a rated capacity of 16 MGD. Union County has a contracted capacity for 4 MGD from the ACWTP. However, current hydraulic system limitations restrict the available water capacity to approximately 2 MGD from the ACWTP. Union County Public Works has several ongoing projects to eliminate these hydraulic restrictions and make fully available the 4 MGD contract capacity.
- **Average Day Demand** – refers to the annual average daily water demand (estimated or actual) placed on a single connection, portion, or all of the UCWS.
- **Catawba River Water Treatment Plant (CRWTP)** – refers to the water treatment facility that is jointly owned by Union County and Lancaster. The CRWTP has a rated capacity of 36 million gallons per day (MGD). Union County has ownership rights to 50% of this capacity, or a total of 18 MGD.
- **County** – refers to Union County.
- **Development Project, or Project** – refers to an undertaking involving real property improvement, One Tap Projects, and Self Help Projects for which a new or expanded connection to the UCWS is requested.
- **Effective Date** – refers to the date when this Amended and Restated Policy was adopted by the Union County Board of Commissioners.

- **Government Facilities** – refers to facilities owned or operated by Union County, Union County Public Schools, or a municipality located within Union County, and facilities funded in whole or in part by Union County.
- **Lancaster** – refers to the Lancaster County Water and Sewer District.
- **Maximum Day (Max. Day or Peak Day) Capacity** – refers to the maximum day treatment capacity of a water treatment and distribution system. For the purposes of this Policy, the total Max. Day Capacity is 18 MGD. This value represents Union County's contracted supply from the CRWTP.
- **Maximum Day (Max. Day or Peak Day) Demand** – refers to the highest daily water demand placed on a single connection, portion, or all of the UCWS.
- **MGD** – is million gallons per day.
- **New Development Projects** – refers to all future Development Projects that are brought forward to Union County Public Works for review on or after August 12, 2008.
- **Nonresidential Development Projects** – refers to all Development Projects other than Residential Development Projects and Government Facilities Projects.
- **Notice Period** – refers to the public notification period during which UCPW requested owners of any Development Projects, or others, who had received documentation from the County regarding the availability of water service to a potential site or parcel to show evidence of the same. This correspondence may, but need not, be referred to as an Accessibility Letter. This notification period occurred between February 26, 2008 and March 27, 2008.
- **One Tap Projects** – refers to a Project where the owner of an existing parcel (as of October 20, 2008) requests a single residential tap by a service line from the UCWS. One Tap Projects shall include existing residences served by well.
- **Peak Day Demand** – see definition above for Maximum Day Demand.
- **Peaking Factor** – refers to the ratio of Maximum Day Demand to Average Day Demand.
- **Policy** – refers to this Amended and Restated Water Allocation Policy document.
- **Project** – has the same meaning as Development Project.

- **Residential Development Project** – refers to Development Projects for residences such as attached and detached single-family dwellings, apartment complexes, condominiums, townhouses, cottages, etc., and their associated outbuildings including garages, storage buildings, gazebos, etc., and customary home occupations. For purposes of this Policy, a Retirement Community shall not be deemed a Residential Development Project.
- **Retirement Community** – refers to a housing development that is designed for and restricted to occupancy by households having at least one member who is fifty – five (55) years of age or older, and in which children under eighteen (18) years of age shall not reside for more than ninety (90) days per calendar year.
- **Self Help Project** – refers to a Project that is derived from the County’s Self Help Program. The Self Help Program targets residents who face an existing or imminent threat to public health or to the environment due to poor water quality or insufficient water supply.
- **UCPW** – refers to the Union County Public Works Department.
- **UCWS** – refers to the potable water system owned by Union County and operated and maintained by UCPW.
- **Water Permit** – refers to an Authorization to Construct permit for water system infrastructure secured for a Development Project from the North Carolina – Department of Environment and Natural Resources (NC-DENR). After approval by UCPW staff, Development Projects are typically submitted to NC-DENR for an Authorization to Construct permit by the County.

## 2.0 RECITALS

- 2.1. The UCWS is operated by UCPW and is supplied with potable water by the CRWTP and the ACWTP. Union County has ownership rights in the CRWTP that includes a Maximum Day Capacity of 18 MGD. Considering current hydraulic restrictions, the UCWS has a Maximum Day Capacity of approximately 2 MGD available from the ACWTP. While the current total Maximum Day Capacity available in the UCWS is approximately 20 MGD, water from each of these sources is isolated to distinct service areas of the UCWS. That is, water supply from the CRWTP cannot easily be utilized in the UCWS served by the ACWTP, and vice-versa. These service area boundaries are generally outlined as shown on attached Figure 1.
- 2.2. Given the location of population growth, proposed Development Projects, and increasing water demands within the County, this Policy applies to the allocation of available water treatment plant capacity from the CRWTP and the UCWS currently served by this water supply source. A review of historical water use data

indicates that the Maximum Day Capacity from the CRWTP has been exceeded due to high Peak Day Demands associated primarily with outdoor irrigation in this service area.

- 2.3.** The UCWS has interconnections with Charlotte-Mecklenburg Utilities and the City of Monroe. These interconnections are utilized for emergency purposes only and do not offer an increase in long-term available water treatment capacity to the County's water system.
- 2.4.** Due to varying topography throughout the County, the UCWS operates on four distinct pressure gradients, or pressure zones. While these pressure zones are interconnected, universal movement of water throughout the UCWS is not possible.
- 2.5.** For a number of years, high population growth, coupled with other commercial, industrial, and institutional growth has placed increasing water demands on the UCWS, particularly in the western part of the County. These demands have stressed the limits of available water treatment capacity and the hydraulics of moving this water through the piping distribution network to the County's customers.
- 2.6.** The UCWS has also observed significant peak demands in water use associated with a hot, dry climate and numerous drought years since 1998. These Peak Day Demands are indicative of water systems with a heavy residential component and predominantly larger residential lot sizes with high outdoor water use, particularly for irrigation.
- 2.7.** Union County recently participated in Duke Energy's Federal Energy Regulatory Commission (FERC) relicensing process for the Catawba River. Union County was one of many regional governments who became a signatory stakeholder for Duke Energy's Comprehensive Relicensing Agreement (CRA). This CRA establishes rules and guidelines for how the Catawba River system will be operated for the next 50 years, ending in year 2058. One major element of the CRA is the implementation of a Low Inflow Protocol (LIP) that establishes a policy for how Duke Energy and other stakeholders will operate during periods of drought. This LIP requires regional water users to move through a series of staged water use restrictions during worsening drought conditions. It should be noted that the LIP establishes minimum requirements for water use restrictions. Each water utility has the flexibility to impose greater restrictions, if desired. Regional cooperation between Duke Energy and large water users along the Catawba River helped preserve and protect available water supply during the extreme drought of 2007 and 2008.

- 2.8.** While UCWS customers were under no water restrictions and had unlimited water use available, the Union County Water System experienced eight days in May of 2007 where Peak Day Demand exceeded the Max. Day Capacity of 18 MGD from the CRWTP. The highest daily usage measured was 21.3 MGD. To supply adequate water to meet these demands, UCPW had to utilize, on a temporary basis, water capacity from the CRWTP that is designated to Lancaster.
- 2.9.** In June of 2007, UCPW instituted Stage 2 water use restrictions, which required its customers to limit outdoor water use (including irrigation) to two days per week. While under these water use restrictions, the UCWS experienced two days where Peak Day Demand exceeded the Max. Day Capacity of 18 MGD from the CRWTP, again reaching 19.5 MGD. To supply adequate water to meet these demands, UCPW again had to utilize water capacity from the CRWTP that is designated to Lancaster.
- 2.10.** During the latter part of 2007 and through the first quarter of 2008, as the regional drought continued to worsen, UCPW instituted stricter Stage 3 water use restrictions including the elimination of outdoor irrigation. These restrictions showed a measurable reduction in water use by the County's customers.
- 2.11.** In April of 2008, UCPW continued Stage 3 water restrictions, and modified provisions to require its customers to limit outdoor water use (including irrigation) to one day per week. Even under these water use restrictions, the UCWS experienced numerous days where Peak Day Demand exceeded the Max. Day Capacity of 18 MGD from the CRWTP, with the highest daily demand reaching 19.8 MGD. To supply adequate water to meet these demands, UCPW continued to utilize water capacity from the CRWTP that is designated to Lancaster.
- 2.12.** The information presented in Articles 2.8 – 2.11 is illustrated in the attached Figure 2.
- 2.13.** Continued use of Lancaster's allocated water treatment capacity is not considered a viable alternative to increasing available water treatment plant capacity for the UCWS. Allowing additional customers to utilize Lancaster's allocated capacity in the CRWTP service area would put in jeopardy continued reliable service to the UCWS existing customer base.
- 2.14.** Without strict water use restrictions, there would be no (0 MGD) additional water treatment capacity to allocate to new customers.

- 2.15.** Prior efforts by UCPW to limit outdoor water use have typically included customer watering based on odd/even addresses – where approximately 50% of the customer base is given a weekend day to water (i.e. Saturday or Sunday) . A review of water use data indicates that while this approach may reduce overall total water use, it increases the Peaking Factor between Maximum Day conditions and average conditions. Analysis of water use data indicates that spreading this irrigation demand will decrease the Peaking Factor. If Maximum Day Demand can be lowered below 18 MGD, additional water treatment capacity can be allocated to new customers.
- 2.16.** In August 2008, UCPW established a revised water rate structure to promote water conservation among its highest use customers. It is likely that this rate change will reduce peak day usage within the County, thereby extending available water treatment capacity.
- 2.17.** With outdoor water use restrictions set at a 1-day per week requirement – and spread over a 7-day period of use – it is estimated that during periods of peak demand, approximately 2.4 MGD of Average Day Demand is available for allocation to new customers.
- 2.18.** Peak Day Demand depends on many variables including time of year (i.e. season), temperature, recent precipitation patterns, other climatic conditions, economic conditions, water rates, and other factors. As such, the Union County Manager and UCPW will monitor these variables and Peak Day Demand trends and make recommendations to the Board of Commissioners regarding adjustments in water use restrictions for customers. Any recommended adjustments will be made in accordance with the provisions outlined in the County's Water Conservation Ordinance. Historical trends, coupled with other factors (e.g. recent water rate adjustments, recent changes in irrigation distribution among customers), indicate that there exists a strong likelihood to maintain outdoor irrigation for customers at 2-days per week or greater.
- 2.19.** The County will continue to cooperate with Duke Energy and other regional water utilities to implement and comply with the LIP as required.
- 2.20.** In recognition of the changing economic conditions and current inventory of Residential Projects with Water Permits, it was determined that Nonresidential and Government Facilities Projects should receive the limited remaining water allocation. Current data to support these changing conditions is outlined below:
- Residential building permit applications have declined by over 60% from the same time period of the previous year.

- On April 3, 2009, approximately 4,500 vacant residential building lots in the CRWTP service area without building permits have both Water Permits and existing water infrastructure in place.

**2.21.** The Peaking Factor associated with Nonresidential Development Projects is typically lower than the Peaking Factor associated with Residential Development Projects. As such, the impact on the UCWS is lessened during future Peak Day Demand conditions as it relates to Nonresidential Projects.

**2.22.** The Policy set forth herein is intended to provide guidelines for allocating, in a fair, rational, and lawful manner among competing interests the available water treatment capacity. Subject to approval of the County Manager, the UCPW Director may authorize a departure from these guidelines when strict adherence would frustrate the purpose of these guidelines or endanger the health and safety of the citizens of Union County. The County Manager shall report any such departure to the Board of County Commissioners no later than the Board's next regular meeting.

**2.23.** This Policy creates no legal right to receive, nor any legal duty on the part of Union County or UCPW to provide any amount of existing or future water treatment capacity from the CRWTP, or other sources.

### **3.0 SCOPE**

This Policy applies to the allocation of approximately 2.4 MGD (Average Day Demand) that is estimated to be available using the water use restrictions described in Section 2.17 above. Except as otherwise stated herein, this Policy applies to all Development Projects located in the CRWTP service area served by the UCWS for which the owner or developer requests a new or expanded connection.

### **4.0 PURPOSE**

This Policy is intended to establish guidelines for allocating the limited water treatment capacity in a fair, rational, and lawful manner, taking into consideration, among other things:

- The need to fulfill outstanding legal obligations Union County has, if any, to provide water system service;
- The need to reserve capacity to serve public school facilities, County projects, and other Governmental Facilities;
- The desire to provide a high level of service to existing customers;

- The desire to treat alike all Development Projects that are similarly situated as to: (i) type of Project; and (ii) stage of progress in the procedures required to connect to the Union County Water System.
- The desire to promote Nonresidential Development Projects in Union County that will reduce the impact on Peak Day Demands as compared to Residential Projects. These Nonresidential Development Projects will also support an increase in the County's employment and property tax base while imposing fewer demands than those imposed by Residential Development Projects (e.g. overburdened schools).
- The need to protect public health and safety.

## **5.0 EFFECTIVE DATE**

The original Water Allocation Policy became effective upon adoption by the Union County Board of Commissioners on October 20, 2008.

The Amended and Restated Policy shall become effective upon adoption of the revisions by the Union County Board of Commissioners and may be repealed or modified at any time, without notice.

A public hearing was held on October 6, 2008 regarding the Water Allocation Policy. A second public hearing was held on July 20, 2009 regarding the Amended and Restated Policy.

## **6.0 WATER ALLOCATIONS**

The attached Table 1 provides a summary of the Projects identified during development of the Water Allocation Policy. These Projects are divided into Categories A and B as described in the sub-sections below.

Table 1 also outlines the estimated Average Day Demand and category assignments for each Project. Residential flow allocation is based on a calculated average use for the UCWS of approximately 250 gallons per day (gpd) per unit. Nonresidential and Government Facilities were assigned flow either from actual flow estimated by the Development Project, or from the calculated average use for current UCWS Nonresidential customers of approximately 1,500 gpd per connection.

The following sub-sections provide a more detailed explanation of each category level assignment.

## 6.1 Category A Projects

Category A Projects include:

▪ Government Facilities Projects	0.068 MGD
▪ Nonresidential Projects	0.413 MGD
▪ Residential Projects	1.635
MGD	
▪ One Tap Projects <sup>1</sup>	0.080
MGD	
▪ Self Help Projects	0.060
MGD	
▪ A reserve allocation for Nonresidential/Government	0.144
MGD <sup>2</sup>	
Facilities Projects not otherwise listed in Table 1 and included	
above. <sup>3</sup>	

**TOTAL 2.400 MGD**

<sup>1</sup>Once approved by UCPW, existing residences will have 60 days to complete installation of a service connection and pay all associated tap fees before expiration of this water allocation. Existing residential, vacant lots will have to comply with the provisions of Note 3 below.

<sup>2</sup>This allocation will be utilized for Projects that are estimated to use 20,000 gallons/day or less (as determined by UCPW) and are located in the CRWTP service area. This allocation shall be assigned to new Nonresidential/Government Facilities Projects on a first come, first serve basis. The amount available is estimated at 144,000 gpd plus the amount of water allocation secured from other Category A Projects that fail to move forward as outlined in Section 7.0 below.

<sup>3</sup>The owners or developers of these Projects shall:

- Confirm that existing water lines are contiguous to the Project site directly or through an existing right of way.
- Confirm proper land use permitting (including zoning) from all applicable jurisdictions to allow the proposed development to occur.
- Submit a detailed written description of the Project to UCPW for approval (including type of project, average day water demand, fire flow needs, and any other special conditions). Such written description shall include sufficient detail to enable UCPW to make a reasonable determination that it is more likely than not that

- the Project will proceed within the time constraints for obtaining a building permit, as outlined below.
- UCPW staff may, if desired, request additional information from the Project's owner in order to make a final determination. If approved, UCPW will issue, in writing, a water allocation for the proposed Project. Failure to obtain a building permit for all facilities associated with the Development Project within 270 days from written approval of the Project shall result in a forfeiture of the water allocation. If a building permit is issued within 270 days from written approval of the Project and thereafter expires, or is otherwise terminated without issuance of a certificate of occupancy, it shall result in expiration of the water allocation for the Project.

These Category A Projects account for an estimated total of approximately 2.4 MGD of Average Day Demand. This Policy directs UCPW to provide water service to these Projects.

## **6.2 Category B Projects**

Category B Projects include all other Residential and Nonresidential projects identified during development of this Policy.

These Projects account for an estimated total of 2.243 MGD of Average Day Demand. As new water treatment capacity becomes available, UCPW will make recommendations to the County Manager regarding amendments to this Policy.

## **6.3 Category C Projects**

Category C Projects include all future Projects that are brought to UCPW for consideration of water service. UCPW will establish procedures to track these new development projects.

## **6.4 Adjustment of Water Allocations**

UCPW will continually update water use trend data and other variables to determine the effectiveness of the Policy. Should sufficient data become available to support revisions to the water allocations as outlined herein, the County Manager shall make amendment recommendations to the Board of Commissioners for approval.

## **7.0 EXPIRATION OF EXISTING WATER PERMITS**

After approximately 22 months from receipt of a Water Permit for any portion of a Development Project where an engineer's certification of completion has not yet been submitted, NC-DENR issues a notification to UCPW (the permittee) requesting the status of the Project. This notice requests an update on the project; in particular, whether to extend the Water Permit. Upon receipt of this notice for individual Development Projects listed herein, UCPW will review its in-house inspection activities for the Project. If it is determined that reasonable progress is not being made toward completion of the Project, UCPW will notify NC-DENR that the County does not request an extension of the Water Permit. A copy of UCPW's response will also be sent to the Owner of the Project. Upon the expiration of the Water Permit, the water allocation for the Project shall be considered available to UCPW for reallocation. All water allocations that become available due to the expiration of a Water Permit will be assigned to new Nonresidential Development Projects as described in Section 6.1.

## **8.0 ACCEPTANCE OF NEW ENGINEERING PLANS AND WATER PERMIT APPLICATION PROCESS**

UCPW shall continue to accept new engineering plans and make application for Water Permits for Projects requiring connection to the Union County Water System in the Anson County Service Area.

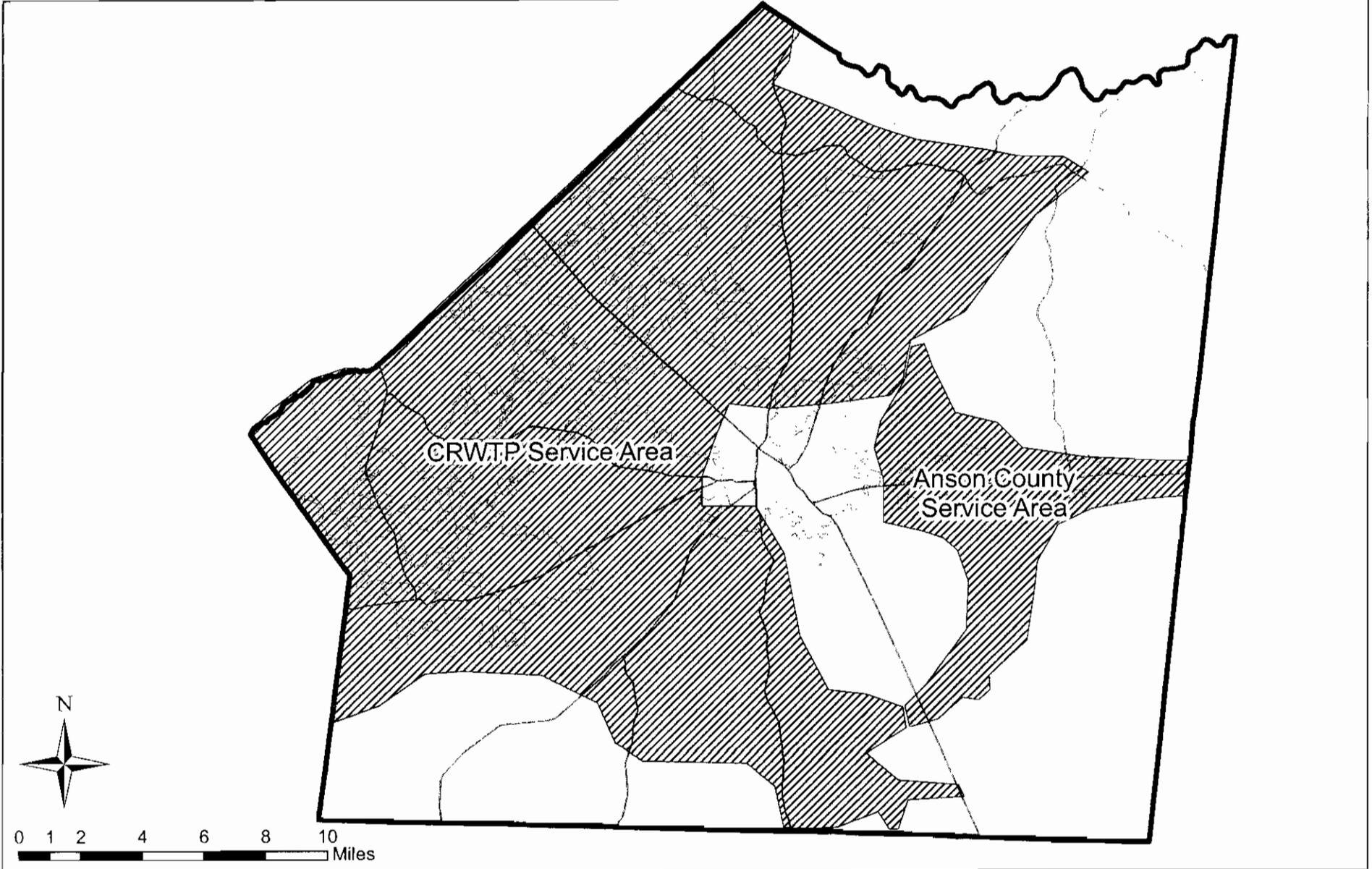
Except as noted below, effective August 12, 2008, UCPW shall not accept any new engineering plans or make any application for Water Permits for Projects other than Category A Projects. For Projects where engineering plans have been received, but application for a Water Permit has not been made, UCPW staff shall provide comments on the proposed Project, but shall not apply for a Water Permit.

## **9.0 NOTIFICATION PERIOD FOR OMISSIONS/CORRECTIONS**

The owner or developer of any Project not appearing in Table 1 but for which UCPW has issued correspondence regarding water availability prior to August 11<sup>th</sup>, 2008, had an opportunity within 30 days of the original adoption of this Policy (i.e. October 20, 2008) to submit written documentation of the same to the UCPW Director. The owner or developer of any Project listed in Table 1 that contended that the information listed to be in error, had an opportunity within 30 days of the original adoption of this Policy (i.e. October 20, 2008) to submit written documentation of the proposed correction to the UCPW Director.

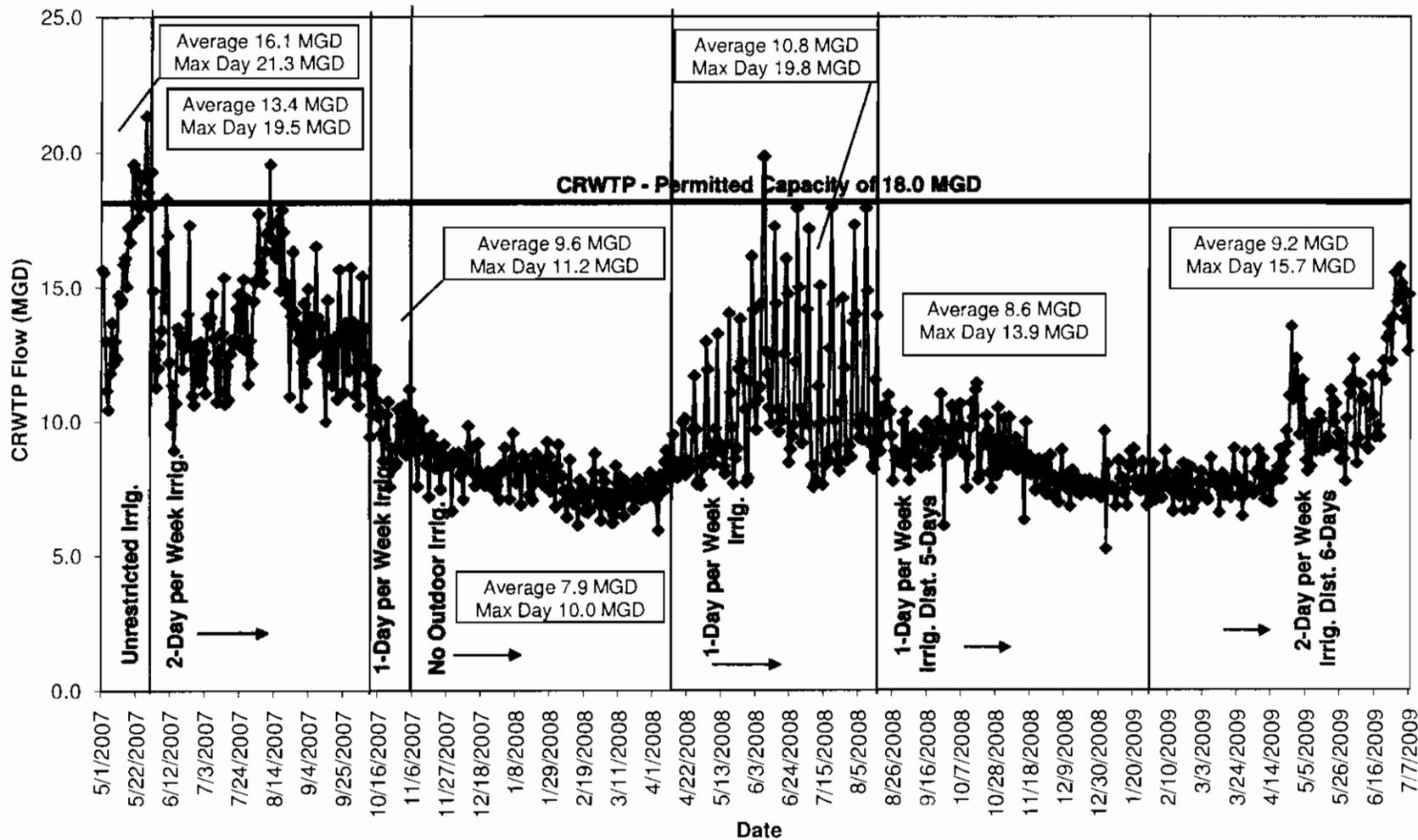
## **10.0 DIRECTIONS TO COUNTY STAFF**

County staff shall notify the Board of Commissioners on a quarterly basis regarding water use trends. These updates shall include a summary of new connections and estimated capacity consumed by the new connections.



**Existing Service Areas**  
Figure 1

Figure 2 - Union County Water System - Daily Water Demand from the Catawba River WTP (05/07 - 07/09)



**Table 1 - Union County Water Allocation - Identified Future Development Projects  
(Updated: July 2009)**

Proj. ID	Project/Development	Estimated Number of Units (Build- Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)  (@ 250 gpd/unit)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Total Water Allocation (gpd)
<b>Summary Totals</b>				2,400,000	2,243,000	4,643,000
<b>Category A - Water Permits Rec'd/Applied For</b>						
<b>Government Facilities - A</b>						
218	ES "J" Stallings (School)	--	--	9,600	-	
219	ES "K" Rogers Road (School)	--	--	9,600	-	
220	ES "L" Cuthbertson (School)	--	--	9,600	-	
462	MS/HS "C" Cuthbertson Road (School)	--	--	38,400	-	
248	Waxhaw Fire Station 18 (Govt. Facilities)	--	--	600	-	
<b>subtotal</b>						<b>67,800</b>
<b>Non-Residential - A</b>						
28	Austin Village Phase III	--	--	32,496	-	
30	Auto Bell Newtown Rd.	--	--	2,300	-	
95	Cahill Office Park	--	--	1,100	-	
113	Carrington Square Office Park	--	--	7,600	-	
140	CHS Cureton-Waxhaw	--	--	37,000	-	
236	Fairhaven Pool	--	--	3,500	-	
245	Fieldstone Farms Amenity	--	--	700	-	
324	Holly Park Commercial (Ph. 3A and 3B)	--	--	10,000	-	
-	Jackson Station	--	--	23,180	-	
366	Lake Park Sewer Extension A,B,G	--	--	9,175	-	
367	Lake Park Sewer Extension 07066006C	--	--	3,000	-	
385	Lawson - 2 (Pool)	--	--	4,000	-	
407	Sun Valley Market Place (Lowes-Ind. Tr.)	--	--	16,552	-	
408	Lowes of Waxhaw	--	--	46,415	-	
474	Newtown Market	--	--	2,076	-	
491	Old Hickory Industrial Park	--	--	6,688	-	
558	Providence Road Retail	--	--	1,500	-	
-	Rea Road Development	--	--	14,699	-	
-	Rea Road Retail Ph II	--	--	23,040	-	
&B 573	Rea Road/Tom Short Development	--	--	3,139	-	
629	Shoppes at Wesley Chapel 2	--	--	7,191	-	
679	Sun Valley Commons Ph II	--	--	19,467	-	
681	Sun Valley Retail Center	--	--	1,500	-	
-	The Grove	--	--	29,360	-	
717	Tom Short/Rea Road Mixed Use Dev.	--	--	1,500	-	
-	Tuscany Amenity Center	--	--	1,080	-	
734	Union West Business Park	--	--	1,500	-	
751	Village Commons @ Wesley Chapel 2	--	--	13,993	-	
752	Village Commons @ Wesley Chapel IV	--	--	40,664	-	
-	Waxhaw Commons	--	--	3,250	-	
773	Waxhaw Medical Center	--	--	3,100	-	
774	Waxhaw Park Shopping Center	--	--	1,500	-	
-	Sun Valley Commons Phase I	--	--	40,700	-	
<b>subtotal</b>						<b>412,965</b>
<b>Residential - A</b>						
10	Anklin Forrest	179	103	25,750	-	
11	Annandale	181	48	12,000	-	
12	Anniston Grove	86	53	13,250	-	
-	Ashcroft	-	8	2,000	-	
36	Bard Property	16	16	4,000	-	
37	Barrington Ridge	153	11	2,750	-	
51	Bicket Ridge	81	18	4,500	-	
56	Blanchard Estates - water only	6	6	1,500	-	

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Total Water Allocation (gpd)
			Units to be Completed (from ~ 3rd Qtr. 2008)			
			(@ 250 gpd/unit)			
60	Bonner Oaks Estates - water only	10	10	2,500	-	
61	Bonterra (All Phases)	454	255	63,750	-	
68	Brandon Oaks	949	104	26,000	-	
73	Briarcrest North Phase 1	82	56	14,000	-	
74	Briarcrest North Phase 2	70	68	17,000	-	
84	Bromley	121	118	29,500	-	
96	Callonwood	157	66	16,500	-	
-	Chatelaine	-	18	4,500	-	
128	Chatsworth	37	12	3,000	-	
134	Chestnut Place	45	31	7,750	-	
165	Crane Valley	108	26	6,500	-	
172	Criskmark - water only	986	386	96,500	-	
173	Crooked Creek Estates	89	3	750	-	
176	Crossbridge - water only	26	1	250	-	
183A	Cureton (total for all phases)	724	240	60,000	-	
195	Deerstyne Commons (Garmons Cross.)	60	59	14,750	-	
197	Demere	117	13	3,250	-	
229	Ezzell Hill	55	55	23,040	-	
230	Ezzell Valley	103	103	25,750	-	
230A	Fincher Valley	91	4	1,000	-	
234	Fairhaven Phase 1	368	81	20,250	-	
-	Fairhaven Phase 2	15	15	3,750	-	
238	Falcon Place	37	37	9,250	-	
244	Fieldstone Farm Subdivision	501	318	79,500	-	
-	Gardens on Providence	-	8	2,000	-	
-	Grayson Park Subdivision	-	71	17,750	-	
-	Green Meadows 2nd Avenue	5	5	1,250	-	
-	Hadley Meadows	-	19	4,750	-	
298	Harrison Park	-	7	1,750	-	
318	Highgate	235	57	14,250	-	
-	Hunters Pointe	-	2	500	-	
-	Innesbrook	-	2	500	-	
-	Jackson Ridge S/D	-	1	250	-	
-	Jacobs Pointe	-	1	250	-	
-	Longford Village	5	5	1,250	-	
355	Kings Grant	19	8	2,000	-	
-	Kingston on Providence	-	4	1,000	-	
363	Lake Forest Preserve	211	108	27,000	-	
-	Lake Park Phases	-	10	2,500	-	
368	Lake Park Town Center, Phase 3	120	38	9,500	-	
-	Laurel Creek	-	24	6,000	-	
386A	Lawson (total for all phases)	589	281	70,250	-	
403	Longview (all phases)	340	174	43,500	-	
420A	Marvin Creek (all phases)	360	12	3,000	-	
427	McGee Valley	99	40	10,000	-	
443	Millbridge	1087	1013	253,250	-	
-	Oak Brook - water only	47	47	11,750	-	
501	Park Grove Meadows, Sayebrook II	15	15	3,750	-	
520	Ponds at Brandywine - water only	40	40	10,000	-	
-	Poplar Glen	-	5	1,250	-	
531	Potters Creek Estate - water only	22	22	5,500	-	
-	Prescot Residential	-	104	26,000	-	
539	Prestwick	101	14	3,500	-	
544	Providence Downs	327	16	4,000	-	
545	Providence Downs South	62	20	5,000	-	
550	Providence Grove	145	20	5,000	-	
566	Quintessa	89	43	10,750	-	



Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Total Water Allocation (gpd)
			Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008) (@ 250 gpd/unit)			
<b>Category B</b>						
<b>Government Facilities - B</b>						
463	MS/HS "D" Hemby Bridge (Public School)	--	--	-	38,400	
775	Waxhaw Regional Library	--	--	-	5,000	
-	Bus Depot - UCPS Transportation Facility	--	--	-	4,400	
<b>subtotal</b>						<b>47,800</b>
<b>Non-Residential - B</b>						
181	Cureteon Retail Phase 1	--	--	-	46,940	
339	Industrial Ventures	--	--	-	29,760	
	Crismark - Commercial	--	--	-	29,400	
13	Antioch Church/Wedd-Math Road	--	--	-	40,740	
404	Longview Executive Center	--	--	-	6,250	
405	Longview South Business Park	--	--	-	6,790	
554	Providence Rd Commercial	--	--	-	70,855	
32	Autumn Homes Nursing Home	--	--	-	15,000	
52	Blieman Subdivision/Alma Blvd & Red Oaks	--	--	-	27,500	
120	Century Contractors (Sewer Ext)	--	--	-	4,675	
195	Deerstyne Commons (Garmons Crossing)	--	--	-	30,000	
265	Gateway 07-102-012, 012B, 012C	--	--	-	120,000	
338	Indian Trail Town Center	--	--	-	30,268	
473	Newtown Gardens	--	--	-	20,320	
527	Potter Road Amenity Center	--	--	-	2,500	
536	Prescot Village	--	--	-	60,000	
555	Providence Road Comm 06156006N	--	--	-	2,000	
606	Scott Vickery - Veterinarian	--	--	-	2,400	
624	Sheridan Subdivision Outparcel A & B	--	--	-	17,500	
625	Sheridan Subdivision Pool	--	--	-	2,000	
651	Stallings Professional Center	--	--	-	2,400	
656	Stinson Crossing Development	--	--	-	19,300	
659	Stonebridge Amenity Center	--	--	-	2,500	
678	Sun Valley Business Park	--	--	-	1,800	
-	Sun Vallen Market Place	--	--	-	33,448	
750	Village at Sage Croft (Commercial)	--	--	-	83,508	
<b>subtotal</b>						<b>707,854</b>
<b>Residential - B</b>						
443	Millbridge	698	698	-	174,500	
-	Barry Groome - Edenshire	26	26	-	6,500	
-	Crismark	140	140	-	35,000	
13	Antioch Church/Wedd-Math Road	80	80	-	20,000	
44	Belshire	57	57	-	14,250	
153	Copper Run - water only	42	42	-	10,500	
164	Cow Branch	78	78	-	19,500	
178	Crown Estates at Lochaven - water only	19	19	-	4,750	
-	Providence Down South III	20	20	-	5,000	
711	The Woods, Amenities	1	1	-	2,720	
716	Toll Brothers - Withrow Property	175	175	-	43,750	
207	Edenshire	4	4	-	1,000	
546	Providence Estates	43	43	-	10,750	
-	Annecy	49	49	-	12,250	
338	Indian Trail Town Center	552	552	-	138,000	
527	Potter Road	206	206	-	51,500	
137	Chris Azar - Orr Road & Bridgeway Dr	80	80	-	20,000	
-	Chestnut Place II	54	54	-	13,500	
173	Crooked Creek Estates	50	50	-	12,500	
235	Fairhaven Phase 2	176	161	-	40,250	
280	Green Meadows 2nd Avenue	5	5	-	1,250	
292	Grover Moore Place	50	50	-	12,500	

Proj. ID	Project/Development	Estimated Number of Units (Build- Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Total Water Allocation (gpd)
327	Hudson Church Road Development	40	40	-	10,000	
346	Jackson Station	154	154	-	38,500	
386A	Lawson Phase 2A	100	100	-	25,000	
386A	Lawson Phase 3	145	145	-	36,250	
386A	Lawson Phase 4	304	304	-	76,000	
402	Longford Village	41	36	-	9,000	
535	Prescot Future	80	80	-	20,000	
567	Quintessa II (phase IV)	115	115	-	28,750	
568	Quintessa West	246	246	-	61,500	
607	Secrest	915	915	-	228,750	
650A	St. John's Forest (Total for all phases)	143	128	-	32,000	
660	Stonebridge Parcel 1	68	68	-	17,000	
661	Stonebridge Parcel 10	112	112	-	28,000	
662	Stonebridge Parcel 2	14	14	-	3,500	
663	Stonebridge Parcel 3	44	44	-	11,000	
665	Stonebridge Parcel 7 & 9	125	125	-	31,250	
-	Tuscany	109	101	-	25,250	
-	Tuscany 2B	98	89	-	22,250	
749	Village @ Sage Croft	474	474	-	118,500	
88	Brookhaven Phase 4	23	23	-	5,750	
88	Brookhaven	512	5	-	1,250	
190	Dare Steel Village of Historic Waxhaw	10	10	-	2,500	
800	Wesley Acres (Cuthbertson/Mickey Miller)	21	21	-	5,250	
<b>subtotal</b>						<b>1,487,220</b>

## Technical Memorandum

**PROJECT:** Union County – Policy for Allocating Water Treatment Capacity

**DATE:** July 13, 2009

**SUBJECT:** Response to Comments/Questions Regarding the Amended and Restated Water Allocation Policy (dated June 23, 2009)

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### Background and Purpose

On June 23, 2009, an Amended and Restated Water Allocation Policy (the Policy) was presented to the Union County Board of Commissioners by HDR Engineering and Union County staff. While some comments and questions were received at this workshop, the Board requested time to review the document in detail and provide any follow-up comments and questions that may be generated. The purpose of this document is to provide responses to the comments and questions that have been received to date.

A public hearing on the Policy is scheduled for the July 20, 2009, Board of Commissioners meeting, with a potential to consider a motion to adopt the Amended and Restated Water Allocation Policy at that same meeting.

### Responses to Comments and Questions

Enumerated below is a list of paraphrased comments/questions received from Board members with associated responses provided by the Policy workgroup (i.e., HDR and Union County staff).

1. *What peaking factor was used in determining available allocation amounts...several numbers have been given in the past and it is unclear as to what number was ultimately used and what is the customer usage minus irrigation?*

The Policy is based on a minimum irrigation of 1-day per week for customers distributed over a 7-day period. During irrigation season, the average daily demand is estimated at 11.1 mgd. The peaking factor (peak day to average day ratio) used for this approach is 1.33. Thus, the peak day is estimated at 14.8 mgd. Based on a maximum day capacity from the Catawba River WTP of 18.0 mgd, this allows for an allocation of 3.2 mgd (peak day value). Using the same 1.33 peaking factor results in an allocation of 2.4 mgd (average day value), as presented in the Policy.

2. *It was discussed that staff had been working on a matrix as to all the development projects, and their current status; can that list be provided?*

Table 1 in the Policy presents a list of Category A and B projects. Category A projects have water permits and many have water infrastructure in place. Category B projects do not have water permits. UCPW staff has attempted to provide more details on Category A projects, including

which of those projects have infrastructure in place, land use approvals, and/or building permits. This information is included in the attached table.

Since Category B projects do not have water permits and are not receiving a water allocation, staff has not attempted to gather additional information on these projects.

3. *Since Category B projects are not receiving a water allocation under the Policy, consider taking these projects out of the Policy and simply track these for future reference, or clearly note that Category B projects listed in the Policy are for information only.*

The Policy workgroup believes that the Category B projects should remain in the document based on the following:

- These projects were identified during development of the Policy, most are included in the County's sewer allocation policy.
- Many of these projects have moved very far along in the design stage. Engineering and survey work has been completed - to some level - on all of the Category B projects.
- A few of these projects have completed all the work necessary to prepare a water permit application and have submitted the application to UCPW.
- Since the County has had dialogue with the owners of these projects, and since they were listed in the previously adopted policy (dated October 20, 2008), the Policy workgroup believes it is in the County's best interest to acknowledge these potential, future projects. The Policy is clear that Category B projects receive no water allocation, and it makes no commitment to how future water will be allocated.

#### Board Recommendation if Revisions are Requested

If the Board decides to delete the Category B projects from the Policy, the following proposed revisions are recommended:

- Edit 1<sup>st</sup> Paragraph, 1<sup>st</sup> Sentence of Section 6.0 as follows – "The attached Table 1 provides a summary of Category A Projects."
- Edit 2<sup>nd</sup> Paragraph, 1<sup>st</sup> Sentence of Section 6.0 by deleting the words – "and category assignments."
- Revise Section 6.2 to read as follows – "Category B Projects include all other Residential and Nonresidential projects identified during development of this Policy, and all future Projects that are brought to UCPW for consideration of water service. UCPW will establish procedures to track these new development projects."
- Delete Section 6.3.
- Revise Section 6.4 to 6.3.
- Delete all Category B projects from Table 1.

If the Board decides to further emphasize that the Category B projects listed in the Policy are for information only, the following proposed revision is recommended:

- Edit 1<sup>st</sup> Paragraph of Section 6.2 by adding a second sentence as follows – “There is no water available for allocation to these projects, and Category B projects have been listed for information only.”

4. *What are the criteria for allocating the 144,000 gallons per day of capacity? What factors have to be in place in order to apply for allocation? What timelines are required to maintain allocation?*

The Policy addresses these issues on page 11 of the document, particularly under footnotes 2 and 3.

5. *What is the probability of having to go to one day per week watering based solely on usage versus moving to one day per week due to overall regional drought (i.e., when the CW-DMAGs Low Inflow Protocol is initiated)?*

This is a difficult question to answer with certainty. The need to move to a 1-day per week distributed over 7-day requirement is a function of many variables including regional climatic conditions and forecast, economic issues for customers, level of enforcement by County staff, rate of new connections to the system, and the opportunity to secure additional, yet temporary, capacity from Lancaster County.

The Policy workgroup is optimistic that the probability of moving to a 1-day per week irrigation restriction is low. Over the last few weeks of sustained hot and dry weather, the CRWTP service area demand has peaked around 15.7 mgd. Based on the rate of new development connections from Category A projects, a continued focus on enforcement of the irrigation restrictions, and the anticipated flexibility to utilize temporary capacity from Lancaster County, the probability is relatively low that the County would have to move to a 1-day per week requirement.

See also the Figure below under Item 7 for an illustration of potential, future water demands based on average and peak conditions.

6. *Should we consider increasing the water allocation for self-help projects?*

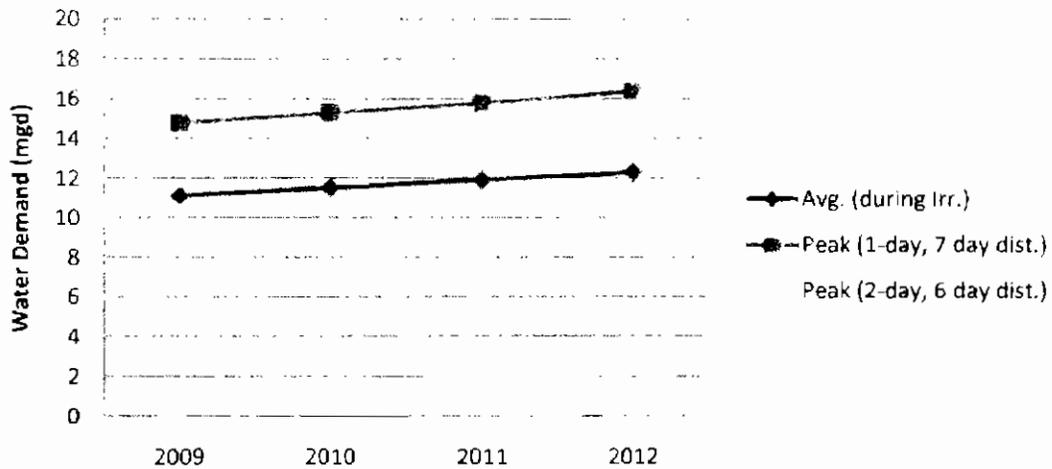
The water allocation of 60,000 gpd was doubled from the original amount included in the previously adopted policy (i.e., increased from 30,000 gpd to 60,000 gpd). This revised amount is based on approximately 60 taps per year for four years – or a total of 240 new connections. This rate of new self-help connections appears to be consistent with historical trends of self-help projects. It should also be noted that, as these projects move forward, it takes considerable time from identification of the project to actual water taps being made. For example, projects identified in two years will then take one or more years to actually realize a connection to the water system.

If the Board decides to increase the allocation for self-help projects, then a subsequent reduction from the Nonresidential/Government Facilities reserve allocation will be necessary.

7. *A request was made to see charts of projected annual average demands and peak demands.*

The figure below illustrates potential, future average day and peak day conditions.

## Potential Future Water Demand Projection for CRWTP Service Area



8. *The Water Conservation Ordinance allows for establishment of new lawns/sod. How is this going to be tracked and factored into the peak demand and its impact on 2.4 mgd? Is there an allowance for schools to establish fields and maintain fields?*

These types of uses (including for schools) are included in the peak day demand values being utilized to generate the available 2.4 mgd capacity. The Water Conservation Ordinance (separate from the Water Allocation Policy) has specific requirements that address establishment of new lawns/sod. Irrigation on a 1-day or 2-day per week basis should be adequate for maintenance of these fields, and the Water Conservation Ordinance addresses a higher level of irrigation in an effort to establish new turf/sod.

9. *Suggest re-wording of Section 4.0, first bullet to remove the words "legal obligation" based on Statute 153A-283 relating to non-liability for providing water.*

To be addressed by attorneys.

10. *What are the recent numbers regarding average residential water use (the most recent stated was FY07-FY08 at 241 gpd/account)?*

The residential per account usage over the last three years has been:

- FY06-FY07 = 235 gpd/account
- FY07-FY08 = 241 gpd/account
- FY08-FY09 = 180 gpd/account (impacted by significant irrigation restrictions and climatic conditions)

11. *Related to Section 6.1, the former policy had both 270 days and 180 days for moving forward on the project. Why was the 270 days removed? Was it redundant or conflicting?*

The previously adopted Policy (dated October 20, 2008) required those projects attempting to use the reserve allocation to obtain a building permit within 270 days of sketch plan approval, and to be under construction within 180 days of having a building permit issued. The amended and restated Policy better defines the initial work required to be granted approval from UCPW.

Expiration of building permits are governed by General Statute 153A-358 - Time limitations on validity of permits, which states "A permit issued pursuant to G.S. 153A-357 expires six months, or any lesser time fixed by ordinance of the county, after the date of issuance if the work authorized by the permit has not commenced. If after commencement the work is discontinued for a period of 12 months, the permit therefor immediately expires..."

The amended and restated Policy requires the project to achieve a certificate of occupancy prior to expiration of the Building Permit to maintain the water allocation. The Policy workgroup believes this approach will avoid potential disputes related to project owners who may partially construct a facility and then request numerous building permit extensions, thus 'sitting' on water allocation capacity.

12. *Suggest rewording Section 6.1 to read - These Category A projects account for an estimated total of approximately 2.4 mgd of Average Day Demand. This policy directs UCPW to provide water service to these projects as long as these projects do not exceed the estimated available capacity of 2.4 mgd, and the estimated 2.4 mgd does not decrease.*

Tracking Category A projects once completed - separately from other County water customers - is not recommended since it is likely to lead to a new customer classification. Category A residential values are unlikely to vary significantly based on long-term historical trends. Nonresidential water demands are easily verified based on similar types of uses, a review of which is part of the water permit application process. With regard to a recognized decrease in available capacity (i.e., 2.4 mgd), the Policy notes in Sections 2.23 and 6.4 the potential to revise or revoke individual water allocations or the overall Policy.

The Policy workgroup trusts this document is responsive to the questions and concerns related to the Policy. Please feel free to forward any additional comments or requests for consideration by our team.

**Table 1 - Union County Water Allocation - Identified Future Development Projects  
(Updated: June 2009)**

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no infrastructure	Flow Associated with no infrastructure
<b>Summary Totals</b>				<b>2,400,000</b>	<b>2,243,000</b>			
<b>Government Facilities - A</b>								
218	ES "J" Stallings (School)	--	--	9,600	-	Yes		
219	ES "K" Rogers Road (School)	--	--	9,600	-	Yes		
220	ES "L" Cuthbertson (School)	--	--	9,600	-	Yes		
462	MS/HS "C" Cuthbertson Road (School)	--	--	38,400	-	Yes		
248	Waxhaw Fire Station 18 (Govt. Facilities)	--	--	500	-	Yes		
	<b>subtotal</b>							
<b>Non-Residential - A</b>								
28	Austin Village Phase III	--	--	32,496	-	Not completed (active)		
30	Auto Bell Newtown Rd.	--	--	2,300	-	Yes		
95	Cahill Office Park	--	--	1,100	-	Yes		
113	Carrington Square Office Park	--	--	7,600	-	No		7,600
140	CHS Cureton-Waxhaw	--	--	37,000	-	Yes		
236	Fairhaven Pool	--	--	3,500	-	Yes		
245	Fieldstone Farms Amenity	--	--	700	-	Yes		
324	Holly Park Commercial (Ph. 3A and 3B)	--	--	10,000	-	Yes		
-	Jackson Station	--	--	23,180	-	Yes		
366	Lake Park Sewer Extension A,B,G	--	--	9,175	-	not completed		9,175
367	Lake Park Sewer Extension 07066006C	--	--	3,000	-	not completed		3,000
385	Lawson - 2 (Pool)	--	--	4,000	-	Yes		
407	Sun Valley Market Place (Lowes-Ind. Tr.)	--	--	16,552	-	Yes		
408	Lowes of Waxhaw	--	--	46,415	-	Yes		
474	Newtown Market	--	--	2,076	-	Yes		
491	Old Hickory Industrial Park	--	--	6,888	-	Yes		
558	Providence Road Retail	--	--	1,500	-	Yes		
-	Rea Road Development	--	--	14,699	-	Yes		
-	Rea Road Retail Ph II	--	--	23,040	-	no		23,040
&B 573	Rea Road/Tom Short Development	--	--	3,139	-	Yes		
629	Shoppes at Wesley Chapel 2	--	--	7,191	-	not completed (active)		
679	Sun Valley Commons Ph II	--	--	19,467	-	Yes		
681	Sun Valley Retail Center	--	--	1,500	-	Yes		
-	The Grove	--	--	29,360	-	Yes		

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no infrastructure	Flow Associated with no infrastructure
<b>250 gpd/lot</b>								
717	Tom Short/Rea Road Mixed Use Dev.	--	--	1,500	-	Yes		
-	Tuscany Amenity Center	--	--	1,080	-	Yes		
734	Union West Business Park	--	--	1,500	-	Yes		
751	Village Commons @ Wesley Chapel 2	--	--	13,993	-	Yes		
752	Village Commons @ Wesley Chapel IV	--	--	40,664	-	not completed (active)		
-	Waxhaw Commons	--	--	3,250	-	Yes		
773	Waxhaw Medical Center	--	--	3,100	-	Yes		
774	Waxhaw Park Shopping Center	--	--	1,500	-	Yes		
-	Sun Valley Commons Phase I	--	--	40,700	-	Yes		
<b>subtotal</b>								
<b>Residential - A</b>								
10	Anklin Forrest	179	103	25,750	-	Yes		
11	Annandale	181	48	12,000	-	Yes		
12	Anniston Grove	86	53	13,250	-	Yes		
-	Ashcroft	-	8	2,000	-	Yes		
36	Bard Property	16	16	4,000	-	No; permit not extended		4,000
37	Barrington Ridge	153	11	2,750	-	Yes		
51	Bicket Ridge	81	18	4,500	-	Yes		
56	Blanchard Estates - water only	6	6	1,500	-	no		1,500
60	Bonner Oaks Estates - water only	10	10	2,500	-	Yes		
61	Bonterra (All Phases)	454	255	63,750	-	Yes		
68	Brandon Oaks	949	104	26,000	-	Yes		
73	Briarcrest North Phase 1	82	56	14,000	-	Yes		
74	Briarcrest North Phase 2	70	68	17,000	-	Yes		
84	Bromley	121	118	29,500	-	not completed	45	11,250
96	Callonwood	157	66	16,500	-	Yes		
-	Chatelaine	-	18	4,500	-	Yes		
128	Chatsworth	37	12	3,000	-	Yes		
134	Chestnut Place	45	31	7,750	-	Yes		
165	Crane Valley	108	26	6,500	-	Yes		
172	Crismark - water only	986	386	96,500	-	not completed	51	12,750
173	Crooked Creek Estates	89	3	750	-	Yes		
176	Crossbridge - water only	26	1	250	-	Yes		
183A	Cureton (total for all phases)	724	240	60,000	-	not completed	8	2,000
195	Deerstyne Commons (Garmons Cross.)	60	59	14,750	-	not completed	59	14,750
197	Demere	117	13	3,250	-	Yes		0
229	Ezzell Hill	55	55	23,040	-	not completed	13	3,250
230	Ezzell Valley	103	103	25,750	-	no	103	25,750

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no Infrastructure	Flow Associated with no Infrastructure
230A	Fincher Valley	91	4	1,000	-	Yes		0
234	Fairhaven Phase 1	368	81	20,250	-	Yes		0
-	Fairhaven Phase 2	15	15	3,750	-	no	15	3,750
238	Falcon Place	37	37	9,250	-			0
244	Fieldstone Farm Subdivision	501	318	79,500	-	not completed	193	48,250
-	Gardens on Providence	-	8	2,000	-	Yes		0
-	Grayson Park Subdivision	-	71	17,750	-	Yes		0
-	Green Meadows 2nd Avenue	5	5	1,250	-	Yes		0
-	Hadley Meadows	-	19	4,750	-	Yes		0
298	Harrison Park	-	7	1,750	-	Yes		0
318	Highgate	235	57	14,250	-	Yes		0
-	Hunters Pointe	-	2	500	-	Yes		0
-	Innesbrook	-	2	500	-	Yes		0
-	Jackson Ridge S/D	-	1	250	-	Yes		0
-	Jacobs Pointe	-	1	250	-	Yes		0
-	Longford Village	5	5	1,250	-	Yes		0
355	Kings Grant	19	8	2,000	-	Yes		0
-	Kingston on Providence	-	4	1,000	-	Yes		0
363	Lake Forest Preserve	211	108	27,000	-	not completed	64	16,000
-	Lake Park Phases	-	10	2,500	-	Yes		0
368	Lake Park Town Center, Phase 3	120	38	9,500	-	Yes		0
-	Laurel Creek	-	24	6,000	-	Yes		0
386A	Lawson (total for all phases)	589	281	70,250	-	not completed	239	59,750
403	Longviaw (all phases)	340	174	43,500	-	not completed	12	3,000
420A	Marvin Creek (all phases)	360	12	3,000	-	Yes		0
427	McGee Valley	99	40	10,000	-	not completed	6	1,500
443	Millbridge	1087	1013	253,250	-	not completed	574	143,500
-	Oak Brook - water only	47	47	11,750	-	no: Self Help		0
501	Park Grove Meadows, Saybrook II	15	15	3,750	-	Yes		0
520	Ponds at Brandywine - water only	40	40	10,000	-	No	40	10,000
-	Poplar Glen	-	5	1,250	-	Yes		0
531	Potters Creek Estate - water only	22	22	5,500	-	Yes		0
-	Prescot Residential	-	104	26,000	-	Yes		0
539	Prestwick	101	14	3,500	-	Yes		0
544	Providence Downs	327	16	4,000	-	Yes		0
545	Providence Downs South	62	20	5,000	-	Yes		0
550	Providence Grove	145	20	5,000	-	Yes		0
566	Quintessa	89	43	10,750	-	Yes		0
-	Ridgefield Ph. II	-	10	2,500	-	Yes		0
587	Rosehill	47	8	2,000	-	Yes		0

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from - 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no Infrastructure	Flow Associated with no infrastructure
597	Sarsfield - water only	225	202	50,500	-	Yes		0
598	Satterfield	36	2	500	-	Yes		0
615	Shadow Lake, Spring Creek	48	48	12,000	-	no	48	12,000
619	Shannon Vista	182	104	26,000	-	Yes		0
622	Sheridan Phase I	159	159	39,750	-	not completed	57	14,250
623	Sheridan Phase II	86	61	15,250	-	not completed	37	9,250
-	Skyecroft	-	137	34,250	-	Yes		0
636	Smith Field Subdivision	68	25	6,250	-	Yes		0
650	St. John's Forest	93	93	23,250	-	Yes		0
-	St. John's Forest 4B	5	5	1,250	-	No	5	1,250
-	St. John's Forest 4C	10	10	2,500	-	No	10	2,500
-	Stonebridge Parcel 4	65	22	5,500	-	Yes		0
664	Stonebridge Parcel 5	46	46	11,500	-	not completed	46	11,500
-	Stonebridge Parcel 6	-	57	14,250	-	Yes		0
-	Stonebridge Parcel 8	42	19	4,750	-	Yes		0
671	Stratford Hall	34	16	4,000	-	Yes		0
675	Sugar Magnolia Estates - water only	12	12	3,000	-	no	12	3,000
685	Taylor Glen	511	45	11,250	-	Yes		0
688	The Chimneys of Marvin	283	136	34,000	-	Yes		0
695	The Grove	15	15	3,750	-	Yes		0
699	The Oaks at Camden - water only	5	5	1,250	-	Yes		0
-	The Retreat	-	9	2,250	-	Yes		0
710	The Woods	200	200	50,000	-	No	200	50,000
-	Tuscany	8	8	2,000	-	Yes		0
725	Tuscanny Phase 1A	74	74	18,500	-	Yes		0
726	Tuscanny Phase 2A	62	48	12,000	-	Yes		0
-	Tuscany Ph. 2	9	9	2,250	-	no	9	2,250
731	Twelve Oaks	24	23	5,750	-	Yes		0
-	Victoria Lake	-	10	2,500	-	Yes		0
757	Wadsworth	13	10	2,500	-	Yes		0
758	Wadsworth Phase 2	13	10	2,500	-	Yes		0
778	Waybridge (Eaglechase) - water only	45	14	3,500	-	Yes		0
-	Weddington Forest	-	1	250	-	Yes		0
-	Weddington Heights	-	15	3,750	-	Yes		0
792	Weddington Trace Subdivision	238	152	38,000	-	not completed	37	9,250
802	Wesley Chase (Laney Subdivision)	30	30	7,500	-	not completed	26	6,500
-	Wilkerson Farms	-	2	500	-	Yes		0
823	Williamsburg	63	43	10,750	-	Yes		0
-	Willow Creek	-	1	250	-	Yes		0
843	Woodcliff	10	10	2,500	-	Yes		0

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no infrastructure	Flow Associated with no infrastructure
851	Worthington - water only	13	8	2,000	-	Yes		0
854	Wyndham Hall Plantation	77	12	3,000	-	Yes		0
<b>subtotal</b>								
<b>Subtotal - Water Permits Received/Applied For</b>				<b>2,116,000</b>	<b>-</b>			
<b>Residential Reserve - One Taps<sup>1</sup></b>			<b>320</b>	<b>80,000</b>				
<b>Self Help Taps<sup>2</sup></b>			<b>240</b>	<b>60,000</b>				
<b>Non-Residential/Government Facility Allocation<sup>3</sup></b>				<b>144,000</b>				
<p><sup>1</sup> Annual Average Increase in accounts from 2005 through 2007 was 3,367.  95% of accounts added are residential, thus there are approximately 3,200 residential accounts added per year.  Assume 2.5% are tap-only, thus 80 residential accounts added per year as tap only  Allocation is estimated for 4 years, thus approx. 320 residential tap-only accounts added during this period.</p> <p><sup>2</sup> Assume approximately 60 self help taps per year (for 4 years) based on prior years.</p> <p><sup>3</sup> Allocation is limited to ≤ 20,000 gpd per project.</p>								
<b>Category B</b>								
<b>Government Facilities - B</b>								
463	MS/HS "D" Hemby Bridge (Public School)	--	--	-	38,400			
775	Waxhaw Regional Library	--	--	-	5,000			
-	Bus Depot - UCPS Transportation Facility	--	--	-	4,400			
<b>subtotal</b>								
<b>Non-Residential - B</b>								
181	Cureteon Retail Phase 1	--	--	-	46,940			
339	Industrial Ventures	--	--	-	29,760			
	Crismark - Commercial	--	--	-	29,400			
13	Antioch Church/Wedd-Math Road	--	--	-	40,740			
404	Longview Executive Center	--	--	-	6,250			
405	Longview South Business Park	--	--	-	6,790			
554	Providence Rd Commercial	--	--	-	70,855			
32	Autumn Homes Nursing Home	--	--	-	15,000			
52	Blieman Subdivision/Alma Blvd & Red Oaks	--	--	-	27,500			
120	Century Contractors (Sewer Ext)	--	--	-	4,675			
195	Deerstyne Commons (Garmons Crossing)	--	--	-	30,000			
265	Gateway 07-102-012, 012B, 012C	--	--	-	120,000			
338	Indian Trail Town Center	--	--	-	30,268			
473	Newtown Gardens	--	--	-	20,320			
527	Potter Road Amenity Center	--	--	-	2,500			
536	Prescot Village	--	--	-	60,000			
555	Providence Road Comm 06156006N	--	--	-	2,000			
606	Scott Vickery - Veterinarian	--	--	-	2,400			
624	Sheridan Subdivision Outparcel A & B	--	--	-	17,500			

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no Infrastructure	Flow Associated with no infrastructure
625	Sheridan Subdivision Pool	--	--	-	2,000			
651	Stallings Professional Center	--	--	-	2,400			
656	Stinson Crossing Development	--	--	-	19,300			
659	Stonebridge Amenity Center	--	--	-	2,500			
678	Sun Valley Business Park	--	--	-	1,800			
-	Sun Vallen Market Place	--	--	-	33,448			
750	Village at Sage Croft (Commercial)	--	--	-	83,508			
<b>subtotal</b>								
<b>Residential - B</b>								
443	Millbridge	698	698	-	174,500			
-	Barry Groome - Edenshire	26	26	-	6,500			
-	Crismark	140	140	-	35,000			
13	Antioch Church/Wedd-Math Road	80	80	-	20,000			
44	Belshire	57	57	-	14,250			
153	Copper Run - water only	42	42	-	10,500			
164	Cow Branch	78	78	-	19,500			
178	Crown Estates at Lochaven - water only	19	19	-	4,750			
-	Providence Down South III	20	20	-	5,000			
711	The Woods, Amenities	1	1	-	2,720			
716	Toll Brothers - Withrow Property	175	175	-	43,750			
207	Edenshire	4	4	-	1,000			
546	Providence Estates	43	43	-	10,750			
-	Annecy	49	49	-	12,250			
338	Indian Trail Town Center	552	552	-	138,000			
527	Potter Road	206	206	-	51,500			
137	Chris Azar - Orr Road & Bridgeway Dr	80	80	-	20,000			
-	Chestnut Place II	54	54	-	13,500			
173	Crooked Creek Estates	50	50	-	12,500			
235	Fairhaven Phase 2	176	161	-	40,250			
280	Green Meadows 2nd Avenue	5	5	-	1,250			
292	Grover Moore Place	50	50	-	12,500			
327	Hudson Church Road Development	40	40	-	10,000			
346	Jackson Station	154	154	-	38,500			
386A	Lawson Phase 2A	100	100	-	25,000			
386A	Lawson Phase 3	145	145	-	36,250			
386A	Lawson Phase 4	304	304	-	76,000			
402	Longford Village	41	36	-	9,000			
535	Prescot Future	80	80	-	20,000			
567	Quintessa II (phase IV)	115	115	-	28,750			
568	Quintessa West	246	246	-	61,500			

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no infrastructure	Flow Associated with no infrastructure
			915	-	228,750			
607	Secrest	915	915	-	228,750			
650A	St. John's Forest (Total for all phases)	143	128	-	32,000			
660	Stonebridge Parcel 1	68	68	-	17,000			
661	Stonebridge Parcel 10	112	112	-	28,000			
662	Stonebridge Parcel 2	14	14	-	3,500			
663	Stonebridge Parcel 3	44	44	-	11,000			
665	Stonebridge Parcel 7 & 9	125	125	-	31,250			
-	Tuscany	109	101	-	25,250			
-	Tuscany 2B	98	89	-	22,250			
749	Village @ Sage Croft	474	474	-	118,500			
88	Brookhaven Phase 4	23	23	-	5,750			
88	Brookhaven	512	5	-	1,250			
190	Dare Steel Village of Historic Waxhaw	10	10	-	2,500			
800	Wesley Acres (Cuthbertson/Mickey Miller)	21	21	-	5,250			
	<b>subtotal</b>							

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 20 July 2009**

**Action Agenda Item No. 4812**  
(Central Admin. use only)

**SUBJECT:** Public Hearing regarding the Dodge City Community Development Block Grant

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**DEPARTMENT:** Central Administration      **PUBLIC HEARING:** Yes  
Public Works

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**ATTACHMENT(S):**  
Press Release prepared by Brett  
Vines, released June 25

**INFORMATION CONTACT:**  
Matthew Delk  
Scott Huneycutt

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**TELEPHONE NUMBERS:**  
Delk, 704-283-3656  
Huneycutt, 704-296-4211

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**DEPARTMENT'S RECOMMENDED ACTION:** Receive comments from the public regarding the proposed project.

**BACKGROUND:** At the June 15 Board meeting, the Board directed staff to submit a letter of intent to the state to apply for a Community Development Block Grant and call for a public hearing July 20 for the Dodge City Water Project. The public hearing is a requirement for a project to be considered for CDBG funding.

The Dodge City Community, located off of Mill Grove Road south of Highway 218, has been identified as a self-help water project in the past because of the extremely poor quality of groundwater in the area. The area includes 26 structures along Wright Road and Cull Williams Lane. The self-help project originally identified 19 participants. During the design of the project, it was discovered that the 19 participants only represented 9 structures -- the rest were vacant lots. Based on 9 participants, a self help project is no longer economical. June 15, the Board directed staff to submit a letter of interest for CDBG funds for the project.

Staff has submitted the letter of intent, engineering documents, well reports, and other materials to the state for review. We hope that the state will look favorably on the project.

**FINANCIAL IMPACT:** We estimate that the total cost of the project, to include construction, administration, and the value of the engineering work already performed by our staff is \$242,000. Depending on which CDBG program we apply for, we may be able to pay for all or a

portion of this amount. We estimate that we may have a cash match requirement of \$12,100. We may also be able to get credit for \$28,000 worth of engineering work and permits, and we may be able to pay for the administration of the grant through grant proceeds.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:**

**PUBLIC HEARING NOTICE**  
 NOTICE IS HEREBY GIVEN that the Union County Board of Commissioners will hold a public hearing on Monday, July 20, 2009, at 7:05 p.m. in the Commissioners Board Room, first floor Union County Government Center, 350 North Main Street, Monroe, North Carolina. The purpose of the public hearing is to receive public comments on Union County's proposed submittal of an application for Community Development Block Grant (CDBG) funds from the North Carolina Department of Commerce Division of Community Assistance for infrastructure improvements in the Dodge City Community. The public is urged to attend. Any person requesting a sign language interpreter please call: (704) 225-8588 and make a request at least 96 hours in advance. Any other special assistance needed by an individual due to a disability under the Americans with Disabilities Act should call (704) 283-3810 and make a request at least 96 hours in advance.  
 July 5, 2009

NORTH CAROLINA,  
 UNION COUNTY.

**AFFIDAVIT OF PUBLICATION**

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified, and authorized by law to administer oaths,

personally appeared Pat Deese

who being first duly sworn, deposes and says: that he is

Principal Clerk engaged in the publication of a newspaper known as The Enquirer-Journal, published, issued, and entered as second class mail in the City of Monroe in said County and State; that he is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached hereto, was published in The Enquirer-Journal on the following dates:

July 5, 2009

and that the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This 5 day of July, 2009  
Pat Deese

Sworn to and subscribed before me, this 5 day of July, 2009:

Beth O. Clutz Notary Public

My Commission expires: May 11, 2013

Block Grant

Inches: 4 1/2"  
 MONROE, N.C.

July 5

2009

Ad# #02100167  
 ACCOUNT #:

U. C. Bd. Of Commissioners  
 500 N. Main St., Room 921  
 Monroe, NC 28112

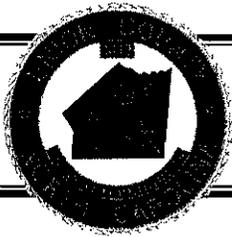
COST: \$ 45.09

—IN ACCOUNT WITH—

**The Enquirer-Journal**

P.O. Box 5040  
 500 W. Jefferson St.  
 Monroe, N.C. 28111-5040

Important Legal Document, Please Retain



## OFFICE OF THE COMMISSIONERS AND MANAGER

500 N. Main St., Room 921 • Monroe, NC 28112 • Phone (704)283-3810 • Fax (704)282-0121

### AGENDA ITEM

# 4 & 12

MEETING DATE 7-20-09

TO: Al Greene, County Manager  
FROM: Matthew Delk, Assistant Manager  
RE: Public Hearing for CDBG Request for Dodge City Water Project  
DATE: July 13, 2009

The Board of Commissioners directed, at the June 23 meeting, for the county to submit a Letter of Intent to apply for a Community Development Block Grant (CDBG) for the Dodge City Water Project. The Board also called for a public hearing to be held for the proposed CDBG application during the July 20 Board Meeting.

The Dodge City Community, located off of Mill Grove Road south of Highway 218, has been identified as a self-help water project in the past because of the extremely poor quality of groundwater in the area. The area includes 26 structures adjacent to Wright Road and Cull Williams Lane. We also estimate that 10 additional undeveloped lots could be served by the line in the future, for a total potential customer base of 36 for the proposed line.

The self-help project originally identified 19 participants that wanted to participate in the Self-Help Program. During the design of the project, it was discovered that the 19 participants only represented 9 structures -- the rest were vacant lots. Based on those 9 participants with existing structures, a self help project is no longer economical. Using the original cost estimate prepared by the department and giving a credit for the County's contribution of \$4220.00 (\$2,200 Utility Fund + \$2000 General Fund) per connection, each applicants share was \$9557.78 (\$9,057.78 + \$500.00 Capacity Fee). In addition each applicant would have the expense to plumb from the meter to the house. Due to the modest income level of the community, the project is an ideal candidate for CDBG funding.

The Public Hearing is required for the project for our project in order to be considered by the NC Department of Commerce – Division of Community Assistance, who received our Letter of Intent for the proposed project. Hopefully, we will be invited to apply for the project soon.



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## OFFICE OF THE COMMISSIONERS AND MANAGER

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500 N. Main St., Room 921 • Monroe, NC 28112 • Phone (704)283-3810 • Fax (704)282-0121

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### News Release

#### Grant Would Fund Water Line Extension

**June 25, 2009, Monroe, NC** – The Union County Board of Commissioners at a special meeting on Tuesday directed county staff to submit a signed letter of intent to the state to apply for a Community Development Block Grant (CDBG) and call for a public hearing on July 20 for the Dodge City water project.

The Dodge City community, located off Mill Grove Road south of Highway 218, has been identified by Union County Public Works as a Self-Help water project because of the extremely poor quality of groundwater in the area. The Self-Help program offers financial and construction administration assistance to existing county residents desiring the extension of county-owned water and/or sewer infrastructure to serve their homes. The program targets, but is not limited to, residents who face an existing or imminent threat to public health or to the environment due to poor water quality, insufficient water supply, or failing septic systems as determined by Union County Environmental Health.

The CDBG program is a federal program administered by the state to fund local projects. The primary purpose of the grant is to develop viable communities by providing decent housing and a suitable living environment, and to improve quality of life in communities comprised of persons of low to moderate income. The county believes the Dodge City community will meet CDBG program requirements. CDBG has multiple programs that fund numerous public projects, including water infrastructure.

Along with submitting a signed letter of intent to apply for a grant, the county will send the state engineering plans and estimates, survey households in the area, and hold the July 20 public hearing.

After submitting the letter of intent, county leaders hope to be invited by the state to apply for project funding. The estimated cost of the project which includes construction, administration, and the value of the engineering work already performed by the county is \$242,000.

“We encourage residents of the Dodge City community to participate in the public hearing and support the county’s application,” said Assistant County Manager Matthew Delk.

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**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: July 20, 2009**

**Action Agenda Item No.** 7/2  
(Central Admin. use only)

**SUBJECT:** Engagement of Attorney to Represent Intervenors in Supreme Court Litigation (SC v. NC)

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**DEPARTMENT:** Legal, Public Works      **PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
None

**INFORMATION CONTACT:**  
Jeff Crook

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**TELEPHONE NUMBERS:**  
704-283-3673

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize County Manager to approve engagement agreement with attorney for oral argument regarding intervention in Supreme Court litigation in an amount not to exceed \$25,000

**BACKGROUND:** The Catawba River Water Supply Project ("CRWSP") is the name given to the joint venture created by contract between Union County and the Lancaster County Water and Sewer District ("LCWSD"). The Union County Board of Commissioners and the governing body of LCWSD have authorized attorneys to seek intervention by CRWSP in the South Carolina v. North Carolina Supreme Court litigation in order to protect the interests of the County and LCWSD.

The Supreme Court case involves the Court's original jurisdiction, and in this capacity it will sit as the trial court regarding this matter, as opposed to its customary appellate role. Thus, the matter has been assigned to a "Special Master" for preliminary decision-making. The Special Master, an attorney in California, determined that CRWSP, Duke Energy, and Charlotte-Mecklenburg Utilities could intervene in the Supreme Court litigation. CRWSP is represented in this matter locally by Jim Sheedy, and in arguments before the Court by Tom Goldstein. Duke and CMU are represented by their own attorneys.

The State of South Carolina has objected to the Special Master's determination allowing CRWSP to intervene in the case. The Supreme Court has agreed to hear oral argument as to why CRWSP, Duke, and CMU should be allowed to intervene, but the Court has limited oral argument to a single attorney. The determination as to which party's attorney (i.e. whether CRWSP, Duke, or CMU) will represent the group is to be decided by drawing straws, or some

other form of random selection.

Thus, there is the prospect that Union County will require an engagement agreement with a new attorney for representation during this oral argument. The cost of this attorney's services will be borne equally by the parties, with CRWSP, Duke, and CMU each paying one third. Because Union County and LCWSD divide expenses of CRWSP equally, Union County's share will be one sixth of the total cost (i.e. one half of one third).

The legal fees for this oral argument are not yet known, but they have been estimated at \$100,000, such that Union County's share would be approximately \$16,667. Because this amount cannot be presently determined and because of the need to have an agreement in place by the end of July, we are requesting that the Board authorize the County Manager to approve an agreement with the County's share not to exceed \$25,000. At the time of preparation of the Board's agenda packet, we had not yet been provided with a draft agreement.

**FINANCIAL IMPACT:**

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:** \_\_\_\_\_

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**  
Meeting Date: 7-20-09

Action Agenda Item No. 24  
(Central Admin. use only)

*Consent  
Agenda  
#3*

**SUBJECT:** FY 2010 RURAL OPERATING ASSISTANCE PROGRAM GRANT APPLICATION (DUE 8-7-09)

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**DEPARTMENT:** TRANSPORTATION      **PUBLIC HEARING:** Yes

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**ATTACHMENT(S):**

- APPLICATION
- CERTIFIED STATEMENT
- SUB-ALLOCATION WORKSHEET
- FORMULA
- SUB-ALLOCATION WORKSHEET
- SUPPLEMENTAL
- SUB-ALLOCATION METHODOLOGY
- ROAP ALLOCATIONS CHART

**INFORMATION CONTACT:**

ANNETTE SULLIVAN

**TELEPHONE NUMBERS:**

704-292-2566  
704-361-1494

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**DEPARTMENT'S RECOMMENDED ACTION:** Recommend that the annual grant application be approved for submittal for funding in the amount of \$376,700 (\$209,213 Formula and \$ 167,487 Supplemental funds)

**BACKGROUND:** This is an annual grant that consists of funding of transportation services through our department for the Elderly and Disabled (ex: medical appointments/treatments, shopping, personal business, etc.) and Rural General Public funding to provide transport to the general public (ex: employment, educational opportunities, medical appointments, etc.).

The DOT Employment funds are utilized by DSS to provide "other services" such as car repairs, insurance costs or trips with Union County Transportation to the employed general public or transitional Work First clients who have concluded their cash assistance in the local Workforce Development Programs.

The Rural General Public funding is the only portion that requires a local match. The match is generated through the \$2 per one way trip fare that is charged to the person(s) utilizing these particular funds.

**FINANCIAL IMPACT:** \$376,700 in revenue for the county through our department.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

El programa de Asistencia para el transporte para Empleados proporciona la ayuda de operaciones para los programas de transición para el trabajo. Primero y principalmente de la Fuerza laboral además de las necesidades de transporte para empleados públicos en general. Se usan estos fondos para cubrir las necesidades de transporte para el empleo de los individuos que no sean elegibles recibir los beneficios del programa de Asistencia temporal para las Familias Necesitadas (TANF).

Los fondos del programa del Público General Rural (RGR) les proporcionan los servicios del transporte a los individuos que no sean clientes de la agencia de los servicios humanos.

Los fondos suplementarios del ROAP son usados para iniciar un servicio nuevo o ampliado o para continuar un servicio que fuera financiado anteriormente por los fondos suplementarios del ROAP.

El periodo de uso de los fondos del programa de Asistencia de Operaciones Rurales es del 1 de julio, 2009 hasta el 30 de junio, 2010. Los totales de cada programa del año fiscal 2009-2010 son:

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Los fondos suplementarios del ROAP son usados para iniciar un servicio nuevo o ampliado o para continuar un servicio que fuera financiado anteriormente por los fondos suplementarios del ROAP.

El periodo de uso de los fondos del programa de Asistencia de Operaciones Rurales es del 1 de julio, 2009 hasta el 30 de junio, 2010. Los totales de cada programa del año fiscal 2009-2010 son:

PROGRAMA	TOTAL
EDTAP	\$81,666
EMP	\$23,724
RGR	\$108,823
Supplemental EDTAP	\$46,250
Supplemental EMP	\$29,499
Supplemental RGR	\$91,804
TOTAL	\$376,766

Se puede examinar esta solicitud a la oficina de transporte del condado Union ubicado a 610 Patton Ave. Monroe, NC de 8:00 AM A 5:00 P.M. Comentarios escritos deben ser dirigidos a Lynn West, director A de Transporte, antes del 13 de Julio, 2009.

NORTH CAROLINA,  
UNION COUNTY.

**AFFIDAVIT OF PUBLICATION**

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified, and authorized by law to administer oaths,

personally appeared Pat Deese

who being first duly sworn, deposes and says: that he is

Principal Clerk engaged in the publication of a newspaper known as The Enquirer-Journal, published, issued, and entered as second class mail in the City of Monroe in said County and State; that he is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached hereto, was published in The Enquirer-Journal on the following dates:

July 9, 2009

and that the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This 9 day of July, 2009  
Pat Deese

Sworn to and subscribed before me, this 9 day of July, 2009.

Dora O. Chetz Notary Public

My Commission expires: May 11, 2013

ROAP Spanish Inches: 13 3/4 July 9 2009  
MONROE, N.C. Ad# #02100167  
ACCOUNT #:

U. C. Bd. Of Commissioners  
500 N. Main St., Room 921  
Monroe, NC 28112

COST: \$ 137.12

—IN ACCOUNT WITH—

**The Enquirer-Journal**

P.O. Box 5040  
500 W. Jefferson St.  
Monroe, N.C. 28111-5040

Important Legal Document, Please Retain

Public Hearing Notice  
 This is to advise the public that the Board of Commissioners of Union County will provide auxiliary aids and services under the ADA for disabled persons who wish to participate in the hearing. Any one requiring special services should contact Lynn West Clerk to the Board of Commissioners at 225-8654 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 to the transportation of elderly and disabled citizens. The transportation assistance allows for the individual to reside for longer periods in their homes thereby enhancing their quality of life. For the purpose of EDTAP, an elderly person is defined as one who reaches the age of 60 or more years. A disabled person is defined as one who has a physical or mental impairment that substantially limits one or more major life activities, an individual who has a record of such impairment, or an individual who is regarded as having such impairment.  
 2. Employment Transportation Assistance Program is intended to provide operating assistance for transitional work, training, workforce development programs and general public employment transportation needs.

2. Rural General Public (RGP) Program funds are intended to provide transportation services to individuals who are not human service agency clients and live in non-urbanized areas.  
 The Supplemental RGP funds are used to increase new service to extend current service, or to continue a service that was previously financed by Supplemental RGP funding.  
 The period of performance for Rural Operating Assistance Program funds is July 1, 2009 through June 30, 2010. The FY 2010 RGP individual program totals are:  

PROGRAM	TOTAL
EDTAP	\$81,666
EMPL	\$23,724
RGP	\$108,823
Supplemental EDTAP	\$45,750
Supplemental EMPL	\$29,433
Supplemental RGP	\$51,304
EDTAP	\$378,700

 This application may be inspected at the Union County Transportation Office located at 819 Patton Avenue, Monroe, NC from 8:00 am to 4:00 pm Monday through Friday. Written comments should be directed to Lynn G. West Clerk to the Board of Commissioners, Room 925, 500 N. Main St., Monroe, NC 28112 before July 13, 2009.  
 July 9, 2009

NORTH CAROLINA,  
 UNION COUNTY.

AFFIDAVIT OF PUBLICATION

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified, and authorized by law to administer oaths,

personally appeared Pat Deese

who being first duly sworn, deposes and says: that he is Principal Clerk

engaged in the publication of a newspaper known as The Enquirer-Journal, published, issued, and entered as second class mail in the City of Monroe in said County and State; that he is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached hereto, was published in The Enquirer-Journal on the following dates:

*July 9, 2009*

and that the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section I-597 of the General Statutes of North Carolina.

This 9 day of July, 2009  
*Pat Deese*

Sworn to and subscribed before me, this 9 day of July, 2009.

*Beth P. Clark* Notary Public  
 My Commission expires: May 11, 2013

*ROAP English*

Inches: 12 3/4  
 MONROE, N.C. July 9 2009  
 Ad# #02100167  
 ACCOUNT #:

U. C. Bd. Of Commissioners  
 500 N. Main St., Room 921  
 Monroe, NC 28112

COST: \$ 127.17

-IN ACCOUNT WITH-

The Enquirer-Journal

P.O. Box 5040  
 500 W. Jefferson St.  
 Monroe, N.C. 28111-5040

Important Legal Document, Please Retain

## Application for Operating Assistance FY2010 Rural Operating Assistance Program Funds

<b>Name of Applicant (County)</b>	<b>Union</b>
<b>County Manager</b>	<b>AL GREENE</b>
County Manager's Email Address	AlGreene@co.union.nc.us
<b>County Finance Officer</b>	<b>KAI NELSON</b>
CFO's Email Address	KaiNelson@co.union.nc.us
Mailing Address	500 N. MAIN ST. SUITE 901, MONROE NC 28112
<b>Person Completing this Application</b>	<b>ANNETTE SULLIVAN</b>
Email Address	AnnetteSullivan@co.union.nc.us
Phone Number	704-292-2566
Supplemental ROAP Funding Request Included:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Application Completed by: Annette Sullivan Date: 7-6-09  
Signature

### Application Instructions

- Read each question carefully. Be sure to answer all the questions.
- Answer questions with complete sentences, providing enough detail to completely answer the question.
- 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 there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.
- Outreach and public involvement in the use of the ROAP funds is key to providing service that meets the needs of individuals within the community. County managers and finance officers are encouraged to discuss the Limited English Proficiency (LEP) requirements with the local system transportation directors.

**I. PROJECT DESCRIPTION FOR FORMULA FUNDS – EDTAP**

These funds may be sub-allocated to the transit system or human service agencies in the county. EDTAP funds will be used to provide transportation services for elderly and disabled individuals when other funding sources are not available. If an individual meets the eligibility criteria of both EDTAP and an agency transportation program, the agency’s program funds will be used as long as they are available before using EDTAP funds.

**EDTAP-1** Describe the process for determining which organizations will receive a sub-allocation of EDTAP funds. The response should address:

- (1) assessment of needs in the service area
- (2) equity in requesting and disbursement of funds
- (3) criteria for determining amount of funds sub-allocated to each organization and

(1) **All EDTAP funding is suballocated to UCT to meet the needs of elderly and/or disabled citizens who do not qualify for the requested service under any other funding source for transportation. This assessment of need is based on client requests and agency requests during the previous year and discussions held during TAB meetings with contracting agencies prior to the application process and throughout the year should needs arise.**

(2) **UCT is responsible for informing all contracting agencies of the availability of funding and the opportunity to refer their clients to UCT when agency funding for transportation has been totally expended. When this occurs, the agency sends a referral to UCT for consideration of those passengers who meet the criteria of being elderly and/or disabled. (Due to confidentiality, the documentation of disability declaration by the person requesting approval is maintained by the referring agency) Each agency is asked to disclose their budget for transportation for the current year to assure that EDTAP funds do not supplant budgeted agency funding. When eligibility has been verified, the passenger funding source will be altered to reflect the change and UCT assumes the responsibility of monitoring the usage and provides a “credited to EDTAP” statement in lieu of a billing invoice for the referring agency’s records. All agencies have the opportunity to request their passengers be transferred to the EDTAP funding source under UCT but only when the contracting agency’s transportation funding has been totally expended through the process shown above. UCT is responsible for the registration and eligibility determination of those passengers who are not current clients of a contracting agency.**

(3)

**EDTAP-2** Describe the transportation or other services that will be provided by the transit system or human service agencies with EDTAP funds (i.e. trips by transit system or private providers, agency staff transportation, volunteers, mileage reimbursement, etc.)

**EDTAP funding will be used only to fund trips that are to be provided by the transportation system.**

**EDTAP-3** Not all elderly and disabled citizens in the service area are human service agency clients. Describe efforts to reach out to these citizens who may need transportation to medical appointments, grocery stores or other destinations. (Public Outreach)

**Elderly or disabled citizens who are not eligible for transport by a human service agency are often referred to UCT to be considered for transport utilizing the EDTAP funding. UCT also receives self referrals from those persons not connected with an organization as a result of their obtaining brochures from locations such as the local senior center, Nutrition sites, medical facilities, etc. or from informational programs presented to civic groups, faith community, etc.**

**EDTAP-4** Describe the process for monitoring the EDTAP Program throughout the year to assure that (1) EDTAP funded services are provided to elderly and disabled individuals not receiving transportation assistance from another funding source and (2) that all expenditures are allowable. (See Eligible Transportation Expenses Matrix)

(1) ) **Receiving the total allocation allows us to be more effective in assuring that passengers are eligible for service under EDTAP and that there is no alternative funding source available for the requested trips. Agencies whose passengers are referred to UCT for EDTAP funded trips must disclose their current year budget for transport of clients to allow us to monitor expenditures and balances of those funds.**

(2) **UCT receives the total allocation of EDTAP funding and monitors the usage. The funding is used only to provide passenger trips which are an allowable usage under the Eligible Transportation Expenses Matrix**

**EDTAP-5** Does the transit system or any human service agency prioritize or restrict EDTAP funded services based on the purpose, origin or destination of the trip? If yes, describe the prioritization process or restrictions.

**UCT considers medical and life necessary trips to be first priority, however we do provide transport for other purposes such as employment, shopping, etc. when possible and recreational type trips on a limited basis (ex: 2 days per week).**

**EDTAP-6** What is done by the transit system and/or agencies to assure that EDTAP funded services are provided for as long as possible during FY2009-FY2010?

**EDTAP-7** Describe how and when the performance of this project will be reviewed and evaluated by the county?

**UCT will review reports on a monthly basis of miles, hours, trips and revenues as well as driver hours and monitor increases and decreases in these areas.**

## **II. PROJECT DESCRIPTION FOR FORMULA FUNDS –Employment Transportation Assistance Funds**

These funds can only be sub-allocated to the Department of Social Services, Workforce Development Programs and/or the Community Transportation System in the county. Funds can only be transferred to EDTAP and RGP following certification by the county manager that the employment transportation needs of the county have substantially been met.

**EMP-1** Describe the transportation or other services that will be provided by the transit system, DSS or the Workforce Development Program with EMPL funds. (i.e. trips by transit system or private providers, agency staff transportation, volunteers, mileage reimbursement, automobile repairs, etc.)

**EMP-2** Describe the process for monitoring the EMPL Program throughout the year to assure that expenses by the transit system, DSS or Workforce Development Program are allowable. (See Eligible Transportation Expenses Matrix)

**EMP-3** What is done by the transit system, DSS or Workforce Development Program to assure that EMPL funded services are provided for as long as possible during FY2009-FY2010?

**These funds will be used to assist low-income individuals (75% medium income) to meet employment related transportation needs. It is estimated that these funds will serve approximately 53 participants. This was determined by dividing the allocation by the maximum allowance of \$1,000. This estimate may increase due to participants not using the maximum allotment.**

**EMP-3a** What will the county do to keep the services operating if the EMPL allocations are expended in less than twelve months?

**When all funds have been expended no further service will be available for this population**

**EMP-4** Describe the process for determining when it is appropriate or necessary to transfer EMPL funds to EDTAP or RGP funds as allowed in the program guidelines?

**In the month of April we would review any remaining allocation and have discussions within the agency to determine if funds should be transferred to EDTAP or RGP. To date we have not had to do this nor anticipate this in the future due to the large population in Union County.**

**EMP-5** Describe how and when the performance of EMPL funded services will be reviewed and evaluated by the county?

**The program focuses on helping individuals remain employed by removing barriers to their employment. Success is an immediate result when client's barrier is removed and they remain employed. Cases are documented on a spread sheet that is reviewed monthly to document repeat services.**

**EMP-6** Describe the public outreach efforts for this program.

**There is no formal advertisement for these funds as they are always expended. Other public agencies are aware of the funding and make appropriate referrals. Many recipients are former WF clients and all other come through the Services Intake Unit at DSS.**

### **III. PROJECT DESCRIPTION FOR FORMULA FUNDS –Rural General Public Funds**

These funds are intended to provide transportation services for individuals who are not human service agency clients. These funds can only be sub-allocated to the community transportation system.

**RGP-1** Describe the process for (1) assessing transportation needs in the service area and (2) determining the projected units of service.

**Needs are assessed by reviewing usage during the previous year by individuals that have previously**

contacted UCT for service as well as soliciting feedback from our contracting agencies regarding their clients needs beyond the scope of services being funded by their agency.

We use the fully allocated cost model to determine our unit rates and base the projections of units of service on the available funds divided by the fully allocated cost per trip.

**RGP- 2** Describe the transportation services that will be provided with RGP funds and the geographic area in which the services will be provided.

UCT receives the total allocation of RGP funds and will provide demand response service within the boundaries of Union County with focus on those areas saturated with low income passengers who lack access to reliable and affordable transportation or who do not have the means to maintain transport of their own. Medical and work related trips will be considered top priority. Dependent upon availability of funding, some "out of county trips" and other type trips may be provided utilizing RGP funding.

**RGP- 3** Will a passenger pay a fare for RGP service? What is the fare for an RGP trip?

Yes, \$2 per one way trip

**RGP- 4** Describe the process for monitoring the RGP Program throughout the year to insure that all expenses by the transit system are allowable? (See Eligible Transportation Expenses Matrix)

All RGP passengers are reviewed and approved by the Director or Associate Director to assure usage is appropriate to the RGP funding. All trips are provided by UCT and fall under those shown on the matrix as allowable expenses.

**RGP- 5** Describe how the local match requirement for RGP funds will be met.

The local match will be generated through RGP and EDTAP fares. If necessary local funding will be included in accounting for the match.

**RGP-6** Does the transit system prioritize or restrict RGP funded services based on the purpose, origin or destination of the trip? If yes, describe the prioritization process or restrictions.

The trend of usage has been provision of local employment transportation, medical trips, educational opportunities and life necessary trips such as trips to pay bills, shopping, or trips to human service agencies for personal business that are not allowable under other funding sources. As with all trips we attempt to meet as many needs as possible while attempting to remain efficient as possible. We do restrict out of county trip usage as we do not currently have available funding that would allow us to provide daily trips for out of county employment purposes. We do continue to offer transport to the CATS Express stops for accessing transportation into Mecklenburg County for employment or medical purposes but we have received limited requests for this type service.

**RGP-7** What does the transit system do to assure that RGP funded services are provided throughout FY2010 with these funds?

**The Director reviews monthly reports of usage and balances of RGP funds and uses this information to determine whether to accept new or additional RGP passengers based on the ability to continue to provide transport throughout the year. Historically, we have utilized local funding and fares to further extend provision of service when all RGP funding has been expended and will continue to do so contingent upon available funds.**

**RGP-8** What will the county do to keep the services operating if the RGP funds are expended in less than twelve months?

**We will continue to utilize local funding and fares to further extend provision of service when all RGP funding has been expended contingent upon the availability of funding.**

**RGP-9** Describe how and when the performance of RGP funded services will be reviewed and evaluated by the county?

**UCT will review reports on a monthly basis of miles, hours, trips, revenues, driver hours and monitor increases or decreases in these areas to assure that trips are being provided in the most cost efficient manner.**

**RGP-10** Describe the transit systems efforts to advertise this program to the general public.

**UCT historically has and will continue to post information regarding the availability of funds and the opportunity to attend the public hearing regarding these funds at the local Health Department, DSS, and the Senior Nutrition Sites. Information pertaining to the formula funding is included as part of the system's brochure, and information is provided during speaking events to groups in the community as well as during events such as the Wal-Mart Health Expo and the UC Seniors Expo that we participate in annually. Also, information is currently located on a local cable channel that is exclusive to Union County Government to promote our transit system and the services we offer. We also currently advertise all services on the local radio station broadcasting in our area. Notices of the upcoming public hearing for our grant proposal are always distributed to passengers currently utilizing this funding source as well as others utilizing the transit system.**

***IV. PROJECT DESCRIPTION –SUPPLEMENTAL ROAP Funds***

Complete responses to the following questions are necessary to make an assessment of the eligibility of the proposed service. Incomplete responses will delay PTD review of the application.

Describe the proposed new or expanded service? (demand response/subscription/fixed route; within or outside normal service area, i.e. out of county employment route; days and hours of operation; service area; fare structure;

provision of gas vouchers, volunteer reimbursement, etc.) Describe each program separately.

**SuppEDTAP - Supplemental funding will be used to continue service to those new passengers and continue expanded service to those persons who were given extended service when we first began receiving the supplemental EDTAP funding.**

**SuppEMP - Union County DSS will use the Supplemental ROAP funds to expand the current services that we offer. The funds will allow us to provide services to new customers who have not been served before. We will continue to follow our current guidelines of providing car repairs, insurance assistance, gas allowances, public transportation assistance and other allowable items under our current plan.**

**SuppRGP - Supplemental RGP will be used to continue to allow employment passengers whose transport extended our service day to continue to be transported utilizing the FY 09-10 Funding.**

How were the projected units of additional service with supplemental EDTAP, Employment and RGP funds determined? What will be done to assure that the service to be provided throughout the twelve months of FY09-10. (*CT System requirement*). Describe each program separately. (*See the Supplemental ROAP Sub-allocation Worksheet.*)

**SuppEDTAP - The allocation was divided by the fully allocated per trip rate to determine the number of trips we would be able to provide with the additional EDTAP funding. These funds will be monitored on a monthly basis for usage and as in the past if necessary, local funding will be used for continuation should the funding be totally expended. (contingent on the availability of local funds).**

**SuppEMP - The additional units of service for supplemental employment funds were determined by taking the total funds and dividing by the amount allowed per customer. We do anticipate this number being higher since not all customers will use the maximum amount allowed under the guidelines. We will not be able to provide these services for an entire 12 months due to when the funds are received and our year end budget cut off. We should be able to provide services for at least 8 to 9 months but we are confident that all funds will be expended.**

**SuppRGP - The allocation was divided by the fully allocated per trip rate to determine the number of trips we would be able to provide with the additional EDTAP funding. These funds will be monitored on a monthly basis for usage and as in the past, local funding may be used for continuation should the funding be totally expended.**

The supplemental EDTAP, Employment and RGP funds must be used to provide an increased level of service, including serving eligible individuals not currently served by the regular ROAP program. Describe how the agencies that receive the supplemental funds will notify eligible users about the new Supplemental EDTAP funded service. Be specific. Describe each program separately.

**SuppEDTAP - UCT will notify agencies that traditionally refer persons deemed not eligible under a human service agency of the additional funding to allow for referrals. We will also distribute information to passengers currently utilizing this funding source or formula funds with our transit system. Potential new passengers will receive information via the methods in the following section as funding is available for increased levels of service.**

**SuppEMP - Union County DSS will notify the current agencies that we work with when the new funds are available. Union County DSS will send out the guidelines with instructions on how to refer customers in to our intake unit. need Agencies notified will include Turning Point Women's Shelter, Crisis Assistance, United Family Services, Operation Reach Out, Crisis Pregnancy, DSS in house staff and others as deemed appropriate.**

**SuppRGP - UCT will notify agencies that traditionally refer persons deemed not eligible under a human service agency of the additional funding to allow for referrals. We will also distribute information to passengers currently utilizing this funding source or formula funds with our transit system. Potential new passengers will receive information via the methods in the following section as funding is available for further increased levels of service.**

Describe in detail efforts made to reach out to the community to make them aware of the additional funding and to identify service needs beyond those currently provided with the formula allocation.

**EDTAP & RGP--Information of the opportunity for expanded or additional service through supplemental funding was distributed the first year we received the supplemental funding and will be again if additional funds above those currently being used to continue the previous additional services are available by the following means: posting of notices to agencies by UCT, distribution of flyers to passengers of the transportation system, and during speaking engagements with community groups. Information will also be posted and programs will be presented at the local Senior Nutrition Program Dining Sites located throughout the county.**

**EMP-- Union County will primarily use other service providers to make referrals for DOT funds. We feel that public advertisement would deplete the funds too quickly and community providers are better equipped to identify customers who are most in need of services. Service needs may be identified by customers who come in for funds and let us know what transportation issues they are having.**

Describe how the Supplemental ROAP funded services will be monitored throughout the year to assure that services are provided to eligible individuals and expenses and service statistics are tracked separately from the regular ROAP program.

**Supplemental RGP & EDTAP fund are allocated to the transit system. Any person being referred must be approved by the Director or Associate Director to assure they are eligible for service through these funding sources. Each person under these funding sources are coded in our scheduling system as EDTAP-S or RGP-S which gives us the ability to extract reports regarding usage of these funds. If the passenger is a referral of a contracting agency, the agency maintains the confidential information regarding the declaration of a disability which led them to refer the passenger to be considered for service through our EDTAP funding.**

**EMP-- Union County DSS has one processing assistant who tracks these funds and makes sure eligibility requirements are met. New customers will be identified and tracked on a separate spreadsheet as was done this previous year.**

Describe how the performance of Supplemental ROAP funded services will be reviewed and evaluated by the county?

**EDTAP / RGP—UCT will review reports on a monthly basis of miles, hours, trips, revenues, driver hours and will monitor increases or decreases in these areas as well as the need to adjust how service is being provided.**

**EMP— The effectiveness of the supplemental services will be determined by the number of customers that we are able to serve during the year. We can also determine if these customers come in more than once for services. These funds will help working families maintain employment and stability by helping them to keep their transportation in place to be able to get to and from work. We will evaluate how many customers were served at the end of the year when all funds have been expended.**

**CERTIFIED STATEMENT**  
**FY 2010**

County of 

**RURAL OPERATING ASSISTANCE PROGRAM**

Whereas Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering all federal and/or state programs related to public transportation, and grants NCDOT authority to do all things required in applicable federal and/or state legislation to properly administer the public transportation programs within the State of North Carolina;

WHEREAS, G.S. 136-44.27 established the Elderly and Disabled Transportation Assistance Program;

WHEREAS, funds will be used for transportation related expenditures as specified in the FY2010 Rural Operating Assistance Program (ROAP) application;

WHEREAS, information regarding use of the funds will be provided at such time and in such a manner as NCDOT may require;

WHEREAS, it is the policy of the North Carolina Department of Transportation that Disadvantaged Business Enterprises, Minority Owned Business Enterprises and Women Owned Business Enterprises shall have the opportunity to participate in the performance of contracts financed in whole or part by Federal and State funds in order to create a level playing field, and the county shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.

WHEREAS, ROAP funds will be used to provide eligible services during the period July 1, 2009 through June 30, 2010;

WHEREAS, any interest earned on ROAP funds will be expended for eligible program uses as specified in the ROAP application; and

WHEREAS, 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.

This is to certify that the undersigned is duly elected, qualified and acting chairperson of the Board of County Commissioners of the County of Union, North Carolina, and that the following statements are true and accurate:

Check the box if the county's application includes a request for funding.

Elderly and Disabled Transportation Assistance Program

1. The funds received from G.S. 136-44.27 will be used to provide transportation services for the elderly and disabled allowing individuals to reside for a longer period in their homes, thereby enhancing their quality of life.
2. The funds will not be used to supplant or replace existing federal, state or local funds designated to provide elderly and disabled transportation services in the county.

Employment Transportation Assistance Program

1. The funds will be used to assist transitional Work First participants after eligibility for cash assistance has concluded, participants in local Workforce Development Programs, and/or the general public with employment-related transportation needs
2. The funds will be suballocated to the local Department of Social Services, Work Force Development Program or the community transportation system for employment transportation.
3. The funds will be transferred to the Elderly and Disabled Transportation Assistance Program or the Rural General Public Program after an assessment of employment transportation needs in the service area indicates that employment transportation needs are substantially being met. This assessment will occur prior to any transfer of funds and following submission of a statement to that effect from the County Manager to the Public Transportation Division.

Rural General Public Program

1. The funds will be limited to use by the community transportation system
2. The funds will not be used to provide human service agency trips.
3. The funds will be used to provide transportation to residents in the non-urbanized area of the county.

Supplemental Elderly and Disabled Transportation Assistance Program

1. The funds will be used according to the eligibility criteria and restrictions provided in the EDTAP Guidelines.
2. The funds will be used to initiate new or expanded services or continue a service that began operating after July 1, 2006 with Supplemental EDTAP funds as the funding source.

Supplemental Employment Transportation Assistance Program

1. The funds will be used according to the eligibility criteria and restrictions provided in the EMPL Guidelines.
2. The funds will be used to initiate new or expanded services or continue a service that began operating after July 1, 2006 with Supplemental EMPL funds as the funding source.

Supplemental Rural General Public Program

1. The funds will be used according to the eligibility criteria and restrictions provided in the RGP Guidelines.
2. The funds will be used to initiate new or expanded services or continue a service that began operating after July 1, 2006 with Supplemental RGP funds as the funding source.

WITNESS my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Attest:

\_\_\_\_\_  
Signature, Board of County  
Commissioners Chairperson

\_\_\_\_\_  
Signature, County Manager/Administrator

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

**FY10 ROAP Sub-Allocation Worksheet for Supplemental Funds**

Agencies Receiving Sub-Allocations	Elderly and Disabled Transportation Assistance Program			Employment Transportation Assistance Program			Rural General Public Transportation Program	
	Proposed			Proposed			Proposed	
	Amount of request to be suballocated	Passenger Trips	Number of Other Services	Amount of request to be suballocated	Passenger Trips	Number of Other Services	Amount of request to be sub-allocated	Passenger Trips
TRANSPORTATION	\$46,750	3993	0				\$91,304	7798
DEPT OF SOCIAL SERVICES				\$29,433	0	30		
<b>TOTAL AMOUNT</b>	<b>\$46,750</b>	<b>3993</b>	<b>0</b>	<b>\$29,433</b>	<b>0</b>	<b>30</b>	<b>\$91,304</b>	<b>7798</b>

**FOOTNOTES:**

- Elderly** is defined as a person who has reached the age of 60 or more years.
- Disabled** is defined as a person who has physical or mental impairment that substantially limits one or more life activities, an individual who has record of such impairment, or who is regarded as having such an impairment.
- Employment** - Eligible passengers are defined as individuals with employment transportation needs that are not eligible to receive benefits from the Temporary Assistance for Needy Families (TANF) program.
- Rural General Public** is defined as person whose transportation is not subsidised by a human service agency and requests a trip that begins and/or ends at a rural location.
- Allocation** of funds should be based on the decision of the Board of Commissioners. The total allocation should be equal to or less than the amount available in each program.
- Passenger Trips** are defined as each time a passenger boards a vehicle at a location and alights at another location.

**FY10 ROAP Sub-Allocation Worksheet**

Agencies Receiving Sub-Allocations	Elderly and Disabled Transportation Assistance Program			Employment Transportation Assistance Program			Rural General Public Transportation Program	
	Proposed			Proposed			Proposed	
	Amount of request to be suballocated	Passenger Trips	Number of Other Services	Amount of request to be suballocated	Passenger Trips	Number of Other Services	Amount of request to be sub-allocated	Passenger Trips
TRANSPORTATION	\$81,666	6975	0				\$103,823	8867
DEPT OF SOCIAL SERVICES				\$23,724	0	24		
<b>TOTAL AMOUNT</b>	\$81,666	6975	0	\$23,724	0	24	\$103,823	8867

**FOOTNOTES:**

- Elderly is defined as a person who has reached the age of 60 or more years.
- Disabled is defined as a person who has physical or mental impairment that substantially limits one or more life activities, an individual who has record of such impairment, or who is regarded as having such an impairment.
- Employment - Eligible passengers are defined as individuals with employment transportation needs that are not eligible to receive benefits from the Temporary Assistance for Needy Families (TANF) program.
- Rural General Public is defined as person whose transportation is not subsidised by a human service agency and requests a trip that begins and/or ends at a rural location.
- Allocation of funds should be based on the decision of the Board of Commissioners. The total allocation should be equal to or less than the amount available in each program.
- Passenger Trips are defined as each time a passenger boards a vehicle at a location and alights at another location.

## Sub-Allocation Methodology Description

**Applicant: UNION COUNTY**

Provide a detailed description of the methodology used to sub-allocate EDTAP, Supplemental EDTAP, EMPL and Supplemental EMPL program funds. How were sub-recipients of these funds selected? (i.e. application, committee, transportation plan) If a competitive process was used, describe the selection criteria. How did the county decide on the amount to suballocate to a sub-recipient? How was the need determined?

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*Click on grey rectangle and begin typing. Be sure to include separate information for each funding program.*

EDTAP AND SUPPLEMENTAL EDTAP—THIS FUNDING HAS HISTORICALLY BEEN AWARDED TO THE TRANSPORTATION SYSTEM FOR PROVISION OF TRIPS FOR THOSE CITIZENS MEETING THE CRITERIA UNDER THIS FUNDING SOURCE. ANY AGENCY WHO HAS EXPENDED ALL OF THEIR TRANSPORTATION FUNDING WILL REFER ELIGIBLE PERSONS TO UNION COUNTY TRANSPORTATION AND AT THAT POINT THEY BECOME A CLIENT OF THE TRANSIT SYSTEM UNTIL THE GRANT FUNDING IS TOTALLY EXPENDED. THIS ALLOCATION DECISION WAS ORIGINALLY MADE BY THE FORMER UNION COUNTY TRANSPORTATION STEERING COMMITTEE AND HAS SINCE BEEN SUPPORTED ANNUALLY BY THE UNION COUNTY TRANSPORTATION ADVISORY BOARD DURING THEIR REVIEW OF THE APPLICATION THAT IS BEING SUBMITTED TO NCDOT. THIS PROCESS HAS PROVED TO BE THE BEST PROCESS FOR OUR COUNTY.

EMPLOYMENT AND SUPPLEMENTAL EMPLOYMENT—THIS FUNDING HAS HISTORICALLY BEEN SUBALLOCATED TO THE DEPARTMENT OF SOCIAL SERVICES TO PROVIDE ELIGIBLE SERVICES TO NON-WORK FIRST CLIENTS. THIS ALLOCATION DECISION WAS ORIGINALLY MADE BY THE FORMER UNION COUNTY TRANSPORTATION STEERING COMMITTEE AND HAS SINCE BEEN SUPPORTED ANNUALLY BY THE UNION COUNTY TRANSPORTATION ADVISORY BOARD DURING THEIR REVIEW OF THE APPLICATION THAT IS BEING SUBMITTED TO NCDOT. THIS PROCESS HAS PROVED TO BE THE BEST PROCESS FOR OUR COUNTY.

RGP AND SUPPLEMENTAL RGP— THIS FUNDING HAS HISTORICALLY BEEN AWARDED TO THE TRANSPORTATION SYSTEM FOR PROVISION OF TRIPS FOR THOSE CITIZENS MEETING THE CRITERIA UNDER THIS FUNDING SOURCE. AGENCIES DO REFER PERSONS WHO ARE NOT ELIGIBLE FOR SERVICE THROUGH A HUMAN SERVICE AGENCY, BUT THE MAJORITY OF THE CLIENTS ARE PRIVATE CITIZENS WHO HAVE A TRANSPORTATION NEED AND CONTACT UNION COUNTY TRANSPORTATION THEMSELVES. THIS ALLOCATION DECISION WAS ORIGINALLY MADE BY THE FORMER UNION COUNTY TRANSPORTATION STEERING COMMITTEE AND HAS SINCE BEEN SUPPORTED ANNUALLY BY THE UNION COUNTY TRANSPORTATION ADVISORY BOARD DURING THEIR REVIEW OF THE APPLICATION THAT IS BEING SUBMITTED TO NCDOT. THIS PROCESS HAS PROVED TO BE THE BEST PROCESS FOR OUR COUNTY.

## 2009-2010 ROAP Allocations

COUNTIES	EDTAP 10	EMPL 10	RGP 10	Supp EDTAP 10	Supp EMPL 10	Supp RGP 10	TOTAL 10
Alamance	\$79,793	\$22,793	\$87,130	\$45,677	\$28,282	\$76,624	\$340,299
Alexander	\$45,768	\$5,261	\$41,745	\$26,201	\$6,528	\$36,711	\$162,214
Alleghany	\$37,934	\$2,378	\$30,834	\$21,716	\$2,951	\$27,116	\$122,929
Anson	\$43,618	\$8,534	\$36,931	\$24,969	\$10,589	\$32,478	\$157,119
Ashe	\$44,069	\$4,540	\$37,202	\$25,227	\$5,633	\$32,716	\$149,387
Avery	\$40,104	\$2,857	\$33,949	\$22,957	\$3,546	\$29,855	\$133,268
Beaufort	\$50,972	\$7,514	\$45,754	\$29,179	\$9,323	\$40,236	\$182,978
Bertie	\$41,312	\$5,701	\$34,634	\$23,649	\$7,076	\$30,458	\$142,830
Bladen	\$45,729	\$8,270	\$39,859	\$26,178	\$10,261	\$35,052	\$165,349
Brunswick	\$72,499	\$16,475	\$68,534	\$41,502	\$20,442	\$60,271	\$279,723
Buncombe	\$107,983	\$19,370	\$89,551	\$61,815	\$24,032	\$78,753	\$381,504
Burke	\$65,954	\$17,547	\$63,859	\$37,757	\$21,772	\$56,159	\$263,048
Cabarrus	\$80,462	\$9,195	\$51,516	\$46,061	\$11,409	\$45,304	\$243,947
Caldwell	\$62,380	\$9,043	\$60,007	\$35,710	\$11,221	\$52,771	\$231,132
Camden	\$36,650	\$2,883	\$30,167	\$20,980	\$3,578	\$26,529	\$120,787
Carteret	\$58,270	\$9,536	\$53,129	\$33,359	\$11,832	\$46,723	\$212,849
Caswell	\$42,643	\$5,315	\$36,143	\$24,410	\$6,596	\$31,785	\$146,892
Catawba	\$80,907	\$13,214	\$65,040	\$46,317	\$16,396	\$57,198	\$279,072
Chatham	\$51,561	\$7,616	\$51,272	\$29,517	\$9,451	\$45,090	\$194,507
Cherokee	\$44,793	\$3,634	\$37,531	\$25,643	\$4,509	\$33,005	\$149,115
Chowan	\$39,048	\$3,524	\$32,370	\$22,354	\$4,373	\$28,467	\$130,136
Clay	\$38,018	\$2,134	\$30,511	\$21,765	\$2,649	\$26,832	\$121,909
Cleveland	\$68,022	\$18,735	\$67,554	\$38,940	\$23,246	\$59,408	\$275,905
Columbus	\$55,609	\$19,017	\$49,357	\$31,834	\$23,596	\$43,406	\$222,819
Craven	\$62,972	\$17,501	\$67,275	\$36,049	\$21,716	\$59,163	\$264,676
Cumberland	\$114,414	\$44,943	\$82,454	\$65,498	\$55,765	\$72,511	\$435,585
Currituck	\$41,739	\$3,453	\$36,220	\$23,893	\$4,284	\$31,853	\$141,442
Dare	\$44,039	\$5,106	\$40,730	\$25,212	\$6,335	\$35,819	\$157,241
Davidson	\$85,307	\$17,821	\$91,959	\$48,834	\$22,111	\$80,872	\$346,904
Davie	\$47,407	\$5,539	\$43,351	\$27,140	\$6,874	\$38,123	\$168,434
Duplin	\$52,147	\$8,608	\$48,725	\$29,852	\$10,681	\$42,849	\$192,862
Durham	\$98,978	\$11,212	\$38,217	\$56,661	\$13,912	\$33,609	\$252,589
Eastern Band of the Cherokee	\$0	\$0	\$29,568	\$0	\$0	\$26,003	\$55,571
Edgecombe	\$52,232	\$15,775	\$41,486	\$29,901	\$19,573	\$36,483	\$195,450
Forsyth	\$129,238	\$32,491	\$0	\$73,984	\$40,314	\$0	\$276,027
Franklin	\$50,980	\$7,857	\$50,184	\$29,184	\$9,750	\$44,133	\$192,088
Gaston	\$100,838	\$22,976	\$80,741	\$57,725	\$28,508	\$71,005	\$361,793
Gates	\$37,884	\$2,620	\$31,150	\$21,686	\$3,253	\$27,394	\$123,987
Graham	\$36,888	\$1,938	\$29,376	\$21,118	\$2,406	\$25,834	\$117,560
Granville	\$51,216	\$8,088	\$49,882	\$29,320	\$10,036	\$43,868	\$192,410
Greene	\$40,437	\$5,507	\$35,101	\$23,148	\$6,834	\$30,869	\$141,896
Guliford	\$168,835	\$52,188	\$75,024	\$96,652	\$64,756	\$65,978	\$523,433
Halifax	\$55,488	\$9,760	\$49,735	\$31,764	\$12,111	\$43,738	\$202,596

## 2009-2010 ROAP Allocations

COUNTIES	EDTAP 10	EMPL 10	RGP 10	Supp EDTAP 10	Supp EMPL 10	Supp RGP 10	TOTAL 10
Harnett	\$64,881	\$12,879	\$71,532	\$37,141	\$15,978	\$62,907	\$265,318
Haywood	\$55,958	\$11,031	\$50,470	\$32,033	\$13,687	\$44,384	\$207,563
Henderson	\$71,308	\$15,390	\$64,212	\$40,820	\$19,095	\$56,469	\$267,294
Hertford	\$43,522	\$4,923	\$36,232	\$24,915	\$6,109	\$31,863	\$147,564
Hoke	\$46,208	\$7,173	\$44,416	\$26,452	\$8,901	\$39,060	\$172,210
Hyde	\$35,824	\$1,931	\$28,432	\$20,507	\$2,397	\$25,004	\$114,095
Iredell	\$79,360	\$19,169	\$90,274	\$45,430	\$23,783	\$79,389	\$337,405
Jackson	\$46,018	\$4,807	\$40,436	\$26,344	\$5,965	\$35,560	\$159,130
Johnston	\$80,641	\$17,435	\$93,190	\$46,163	\$21,631	\$81,954	\$341,014
Jones	\$37,934	\$2,309	\$30,504	\$21,716	\$2,865	\$26,826	\$122,154
Lee	\$50,482	\$7,385	\$50,171	\$28,898	\$9,164	\$44,121	\$190,221
Lenoir	\$54,583	\$10,142	\$50,713	\$31,246	\$12,584	\$44,598	\$203,866
Lincoln	\$56,729	\$9,260	\$57,123	\$32,475	\$11,490	\$50,235	\$217,312
Macon	\$47,359	\$4,228	\$40,463	\$27,111	\$5,246	\$35,584	\$159,991
Madison	\$40,565	\$3,282	\$34,855	\$23,222	\$4,074	\$30,652	\$136,650
Martin	\$42,571	\$5,996	\$36,303	\$24,370	\$7,440	\$31,926	\$148,606
McDowell	\$49,782	\$7,280	\$0	\$28,499	\$9,033	\$0	\$94,594
Mecklenburg	\$245,816	\$106,010	\$105,338	\$140,720	\$131,534	\$92,638	\$822,056
Mitchell	\$40,122	\$2,698	\$32,917	\$22,968	\$3,349	\$28,948	\$131,002
Montgomery	\$43,527	\$4,973	\$37,863	\$24,918	\$6,171	\$33,297	\$150,749
Moore	\$63,843	\$9,387	\$61,919	\$36,548	\$11,647	\$54,452	\$237,796
Nash	\$64,104	\$11,012	\$48,433	\$36,697	\$13,664	\$42,593	\$216,503
New Hanover	\$90,842	\$17,768	\$64,080	\$52,003	\$22,047	\$56,354	\$303,094
Northampton	\$42,746	\$5,875	\$35,170	\$24,469	\$7,290	\$30,929	\$146,479
Onslow	\$67,766	\$18,073	\$65,251	\$38,793	\$22,425	\$57,383	\$269,691
Orange	\$61,734	\$11,205	\$49,632	\$35,340	\$13,904	\$43,647	\$215,462
Pamlico	\$38,911	\$3,484	\$31,627	\$22,275	\$4,324	\$27,813	\$128,434
Pasquotank	\$47,019	\$10,926	\$43,555	\$26,917	\$13,558	\$38,303	\$180,278
Pender	\$51,948	\$6,672	\$47,617	\$29,738	\$8,278	\$41,876	\$186,129
Perquimans	\$38,745	\$2,702	\$31,540	\$22,180	\$3,355	\$27,737	\$126,259
Person	\$46,141	\$7,700	\$42,174	\$26,414	\$9,555	\$37,088	\$169,072
Pitt	\$74,561	\$16,390	\$58,365	\$42,683	\$20,337	\$51,327	\$263,663
Polk	\$41,242	\$3,266	\$34,221	\$23,609	\$4,054	\$30,095	\$136,487
Randolph	\$79,384	\$25,684	\$85,519	\$45,443	\$31,869	\$75,207	\$343,106
Richmond	\$51,012	\$12,154	\$46,042	\$29,203	\$15,081	\$40,490	\$193,982
Robeson	\$77,929	\$37,074	\$81,322	\$44,611	\$46,002	\$71,515	\$358,453
Rockingham	\$66,277	\$19,709	\$65,207	\$37,941	\$24,455	\$57,345	\$270,934
Rowan	\$79,170	\$15,127	\$84,330	\$45,322	\$18,767	\$74,161	\$316,877
Rutherford	\$57,163	\$11,674	\$52,970	\$32,723	\$14,486	\$46,583	\$215,599
Sampson	\$57,166	\$11,105	\$53,608	\$32,726	\$13,778	\$47,144	\$215,527
Scotland	\$46,575	\$15,730	\$41,829	\$26,662	\$19,519	\$36,785	\$187,100
Stanly	\$53,487	\$9,282	\$51,375	\$30,619	\$11,518	\$45,180	\$201,461
Stokes	\$49,221	\$8,293	\$45,839	\$28,177	\$10,291	\$40,310	\$182,131
Surry	\$59,020	\$10,473	\$57,312	\$33,785	\$12,995	\$50,402	\$223,987

## 2009-2010 ROAP Allocations

COUNTIES	EDTAP 10	EMPL 10	RGP 10	Supp EDTAP 10	Supp EMPL 10	Supp RGP 10	TOTAL 10
Swain	\$38,887	\$2,453	\$30,264	\$22,262	\$3,045	\$26,615	\$123,526
Transylvania	\$45,839	\$4,908	\$39,232	\$26,241	\$6,090	\$34,502	\$156,812
Tyrrell	\$35,323	\$1,708	\$0	\$20,221	\$2,121	\$0	\$59,373
Union	\$81,666	\$23,724	\$103,823	\$46,750	\$29,433	\$91,304	\$376,700
Vance	\$49,002	\$5,473	\$44,703	\$28,052	\$6,791	\$39,312	\$173,333
Wake	\$214,007	\$54,338	\$167,577	\$122,511	\$67,419	\$147,373	\$773,225
Warren	\$41,571	\$5,232	\$34,630	\$23,797	\$6,493	\$30,454	\$142,177
Washington	\$38,723	\$5,092	\$31,740	\$22,167	\$6,321	\$27,913	\$131,956
Watauga	\$45,591	\$4,133	\$45,196	\$26,099	\$5,129	\$39,745	\$165,893
Wayne	\$70,565	\$13,357	\$59,303	\$40,396	\$16,575	\$52,153	\$252,349
Wilkes	\$58,309	\$16,927	\$54,770	\$33,379	\$21,003	\$48,166	\$232,554
Wilson	\$62,492	\$6,234	\$59,367	\$35,774	\$7,735	\$52,209	\$223,811
Yadkin	\$46,506	\$4,780	\$42,250	\$26,622	\$5,931	\$37,155	\$163,244
Yancey	\$41,164	\$2,988	\$34,016	\$23,565	\$3,709	\$29,914	\$135,356
<b>TOTALS</b>	<b>\$6,113,978</b>	<b>\$1,208,882</b>	<b>\$5,117,009</b>	<b>\$3,500,000</b>	<b>\$1,500,000</b>	<b>\$4,500,000</b>	<b>\$21,939,869</b>

## Eligible Transportation Expenses Matrix

<p><b>Trip Based Services</b> - Trips may be provided by car/vanpool, taxi, public transit vehicle, private transit vehicle, agency vehicle or mileage reimbursement to a volunteer. The most cost-effective option should be chosen. Public /Private transportation providers shall be reimbursed based on the fully allocated cost per mile, per hour, or per passenger trip or for the cost of a token or ticket. Volunteers can be reimbursed for mileage only. If a human service agency uses an agency vehicle to provide the trip, the agency must include the fully allocated cost of a trip in their reimbursement request including fuel, staff time and benefits, depreciation, vehicle insurance and licensing.</p>			
Trip Purpose	EDTAP	EMPL	RGP
Personal care, non-emergency medical appointments, pharmacy pickup, shopping, bill paying, public hearings, committee meetings, classes, banking, etc.	Yes	NO	Yes
Job fair attendance, job readiness activities or training	Yes	Yes	Yes
Transportation to Workplace (trip must be scheduled by the individual passenger)	Yes	Yes	Yes
Child(ren) of Working Parent transported to Child Care	NO	Yes (Work First only)	Yes
Group field trips/tours to community special events	Yes	NO	*
Overnight trips to out-of-county destinations	Yes	NO	*
Human Service Agency appointments	Yes	NO	Yes
<p><b>Other Services</b> – Includes expenses incurred transporting a passenger to a destination without using a public transit system, private transit or agency vehicle.</p>			
Other Services	EDTAP	EMPL	RGP
Fuel (gas voucher, gas card, reimbursement to fuel provider)	Yes	Yes	Yes
Maintenance Repairs to personal cars (must own the car).	NO	Yes (Work First only)	NO
Personal car insurance 1 time payment that can cover needs up to 3 months.	NO	Yes (Work First only)	NO

\* Must be provided under the provisions of the federal Charter regulations which can be viewed at [http://www.fta.dot.gov/laws/leg\\_reg\\_179.html](http://www.fta.dot.gov/laws/leg_reg_179.html)

## Documentation of ROAP Application Outreach Efforts

Provide a *detailed description* of outreach meetings and other efforts (including date, time, and location) held within the transportation service to be served with FY 09-10 ROAP funds. Outreach efforts must be conducted and documented by the applicant as to how the public and populations being served (including minority, women, elderly, disabled, Limited English Proficiency (LEP), low income, and non human service individuals) were informed about the availability of funds and the public hearing on the ROAP grant.

	Organizations / Events	Date	Time	Location	Number of Attendees	Primary* Audience	Check only one	
							System Initiated Meeting	Response to an invitation
1	VANS	7-8-09 AND 7-9-09	ALL DAY	ALL VANS		None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	MINERAL SPRINGS NUTRITION SITE	7-9-09	10:45 THEN POSTED	MIN. SPRINGS UNITED METH. CHURCH	12	Elderly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	MONROE NUTRITION SITE	7-9-09	11:00 THEN POSTED	BRAGG ST. COMMU NITY CENTER	25	Elderly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	MARSHVILLE NUTRITION SITE	7-9-09	10:30 THEN POSTED	VFW	15	Elderly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	INDIAN TRAIL NUTRITION SITE	7-9-09	11:00 THEN POSTED	IND. TRAIL UNITED METHOD CHURCH	21	Elderly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	DSS	7-9-09	24 HRS DAY POSTED	DSS UNION	POSTED	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	HEALTH DEPARTMENT	7-9-09	24 HRS DAY	HEALTH DEPT	POSTED	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>

			POSTED	UNION				
8	ELLEN FITZGERALD SENIOR CENTER	7-9-29	24 HRS DAY	SENIOR CENTER UNION	POSTED	Elderly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9						None	<input type="checkbox"/>	<input type="checkbox"/>
10						None	<input type="checkbox"/>	<input type="checkbox"/>
11						None	<input type="checkbox"/>	<input type="checkbox"/>
12						None	<input type="checkbox"/>	<input type="checkbox"/>
13						None	<input type="checkbox"/>	<input type="checkbox"/>
14						None	<input type="checkbox"/>	<input type="checkbox"/>
15						None	<input type="checkbox"/>	<input type="checkbox"/>

AGENDA ITEM  
# 7/4a  
MEETING DATE 7-20-09

MOTOR VEHICLE TAX REFUNDS  
for JUNE 2009

Approval of Board of County Commissioners not required:

Collector Refunds for JUNE 2009	2,268.82
(adjustments to JUNE collector refund register)	(434.86)

To be approved by Board of County Commissioners on 7-20-09  
(to be submitted by Assessor's Office)

Assessor Refunds for JUNE 2009	2,000.42
(adjustments to JUNE assessor refund register)	(661.11)

Approval requested for overpayments:

Overpayments for JUNE 2009	<u>2,370.14</u>
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Total to be refunded for JUNE 2009	<u><u>5,543.41</u></u>
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Debbie Cox  
7.02.09

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**  
Meeting Date: 7/20/09

**Action Agenda Item No.** 7/5a  
(Central Admin. use only)

**SUBJECT:** Write Off Uncollectable Fire Fees

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**DEPARTMENT:** Tax Administration      **PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
Memo to BOCC requesting write off of taxes

**INFORMATION CONTACT:**  
Vann Harrell  
John Petoskey

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**TELEPHONE NUMBERS:**  
704-283-3591  
704-283-3748

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**DEPARTMENT'S RECOMMENDED ACTION:** Write off as requested

**BACKGROUND:** NCGS 105-378 allows for taxes and associated fees to be written off after a period of 10 years which is the statute of limitations on tax liabilities.

**FINANCIAL IMPACT:** None other than amount written off \$3,697.13

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**Legal Dept. Comments if applicable:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Finance Dept. Comments if applicable:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Manager Recommendation:** \_\_\_\_\_



**UNION COUNTY**  
**Office of the Tax Administrator**  
**Collections Division**  
**500 N. Main Street**  
**P.O. Box 38**  
**Monroe, NC 28111-0038**

704-283-3848  
704-283-3897 Fax

**MEMORANDUM**

**To: Union County Board of Commissioners**

**From: John Petoskey, Tax Administrator**  
**Vann Harrell, Assistant Collector of Revenue**

**CC: Al Greene County Manager**  
**Kai Nelson, Finance Director**  
**Lynn West, Clerk to the Board**

**Date: July 7, 2009**

**Re: Uncollectible Fire Fees**

To the extent allowed by the North Carolina General Statutes, a counties board of commissioners may at its discretion, allow the write off of certain taxes and fees associated with those taxes once the 10 year statute of limitations has expired. We are requesting that the Board of County Commissioners approve the write off of the outstanding balance of fire fees associated with the 1998 tax levy. It is our firm opinion that this department has exhausted all available avenues of collection and that the remaining balance of these fees are uncollectible. The amount we are requesting to be written off is \$3,697.13. Attached is a breakdown of these fees.

Please consider this our request to have these fees relieved from the charge.

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**  
Meeting Date: July 20, 2009

Action Agenda Item No. 7/56  
(Central Admin. use only)

**SUBJECT:** Write-off 2005 Uncollectible Motor Vehicle Taxes

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**DEPARTMENT:** Tax Administration      **PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
Memo requesting BOCC to write off taxes

**INFORMATION CONTACT:**  
Vann Harrell  
John Petoskey

**TELEPHONE NUMBERS:**  
704-283-3591  
704-283-3748

---

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**DEPARTMENT'S RECOMMENDED ACTION:** write off as requested

**BACKGROUND:** NCGS § 105-373(h) and 105-330.3(a)(1) of delinquent RMV taxes that are deemed to be uncollectable for a varying number of reasons that are detailed in the memo

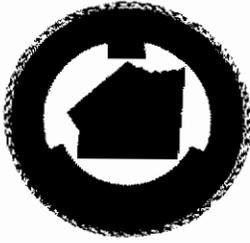
**FINANCIAL IMPACT:** None

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**Legal Dept. Comments if applicable:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Finance Dept. Comments if applicable:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Manager Recommendation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**UNION COUNTY**  
**Office of the Tax Administrator**  
**Collections Division**  
**500 N. Main Street**  
**P.O. Box 38**  
**Monroe, NC 28111-0038**

704-283-3848  
704-283-3897 Fax

**MEMORANDUM**

**TO: Union County Board of Commissioners**

**FROM: John Petoskey, Tax Administrator**  
**Vann Harrell, Assistant Collector of Revenue**

**CC: Al Greene, County Manager**  
**Kai Nelson, Finance Director**  
**Lynn West, Clerk to the Board**

**DATE: July 7, 2009**

**RE: Uncollectible Motor Vehicle Taxes**

NCGS § 105-373(h) provides that the Board of County Commissioners may at its discretion, relieve the tax collector of the charge to collect unpaid taxes on classified motor vehicles listed pursuant to NCGS § 105-330.3(a)(1) that are one (1) year or more past due when it appears to the board that the taxes are uncollectible.

Listed below are motor vehicle tax charges and collections for the 2005 tax year:

<b>Year</b>	<b>Charge</b>	<b>Collected/Released</b>	<b>Balance</b>	<b>Collection%</b>
2005	\$ 11,397,005.64	\$ 11,296,809.01	\$100,196.63	99.26%

It is our firm opinion that this department has exhausted those remedies available to collect these taxes and that they should be deemed uncollectible. There are a number of reasons they should be considered uncollectible including the following: the taxpayer no longer resides in Union County, the tag number was not renewed, ownership has been transferred, the vehicle was wrecked, or the vehicle has been parked and/or is not drivable.

Please consider this request to have these taxes relieved from the charge.



**UNION COUNTY**  
**Office of the Tax Administrator**  
500 N. Main Street, Suite 236  
P.O. Box 97  
Monroe, NC 28111-0097

AGENDA ITEM

# 7/5c

704-283-3746  
704-292-2588 Fax  
MEETING DATE 7-20-09  
John C. Petoskey  
Tax Administrator

**MEMORANDUM**

**TO:** The Board of County Commissioners

**FROM:** John C. Petoskey  
Tax Administrator

**DATE:** June 30, 2009

**RE:** **FIRST** Motor Vehicle Billing

I hereby certify the **FIRST** Motor Vehicle Billing Motor Vehicle Valuation under the staggered program as required by N.C.G.S.105-330. Attached hereto is a list of the values, rates and taxes for each taxing unit.

JCP: jw

Motor Vehicle Billing Summary for the period 06/01/2009 to 06/30/2009

NOTE: Information for this report is taken from original billing records only  
 and DOES NOT include any subsequent changes or adjustments to vehicle  
 situs or value.

---Bdg No---	-----Description-----	--Key--	Year	Year	Count	-----Total----- ---Value---	-----Tax-----
78 220160	Taxes Payable - Weddington...	MN08000	2009	2008	609	6,891,258	2,067.71
78 220115	Taxes Payable - Lake Park....	MN09000	2009	2008	201	1,922,577	4,037.53
78 220175	Taxes Payable - Fairview.....	MN09300	2009	2008	210	3,009,049	601.77
78 220145	Taxes Payable - Hemby Bridge..	MN09500	2009	2007	1	4,510	1.35
78 220145	Taxes Payable - Hemby Bridge..	MN09500	2009	2008	93	665,387	167.69
78 220165	Taxes Payable - Wesley Chapel:	MN09700	2009	2007	1	10,360	2.07
78 220165	Taxes Payable - Wesley Chapel:	MN09700	2009	2008	389	4,437,435	732.22
78 220135	Taxes Payable - Unionville...	MN09800	2009	2008	419	3,357,272	671.40
78 220155	Taxes Payable - Mnrl Sprngs..	MN09900	2009	2007	2	21,250	3.97
78 220155	Taxes Payable - Mnrl Sprngs..	MN09900	2009	2008	220	1,796,568	449.48
Totals.....					9,008	86,043,893	200,809.96
Grand Totals.....							1,180,994.66



**UNION COUNTY**  
**Office of the Tax Administrator**  
500 N. Main Street, Suite 236  
P.O. Box 97  
Monroe, NC 28111-0097

AGENDA ITEM  
# 7/5d  
MEETING DATE 7-20-09

704-283-3746  
704-283-3616 Fax

John C. Petoskey  
Tax Administrator

**MEMORANDUM**

**TO:** The Board of County Commissioners

**FROM:** John C. Petoskey  
Tax Administrator

**DATE:** June 30, 2009

**RE:** Motor Vehicle **Twelfth** Release Register

I hereby certify the following **Releases** that were made during the period of **06/01/2009 – 06/30/2009**. The releases represent releases of both monthly and annual vehicle values and taxes. Should you have any questions, please call.

JCP:jw

(Finance)

Assessor Release Register for the period 06/01/2009 to 06/30/2009

(Summary)

---Bdg No---	-----Description-----	--Key--	Bill Year	Rate Year	-----Value-----	-----Total-----	-----Tax-----	-----Int-----
10	County.....	CN999999	2005	2004	20,000	105.00-	36.07-	
10	County.....	CN999999	2006	2005	20,000	112.00-	29.12-	
10	County.....	CN999999	2007	2006	8,180	82.15-	11.69-	
10	County.....	CN999999	2007	2007	109,399	777.94-	101.86-	
10	County.....	CN999999	2008	2006	14,022	89.28-	.00	
10	County.....	CN999999	2008	2007	66,324	416.58-	27.56-	
10	County.....	CN999999	2008	2008	618,946	4,263.79-	50.30-	
10	County.....	CN999999	2009	2006	8,897	56.65-	.00	
10	County.....	CN999999	2009	2007	14,186	100.88-	.00	
10	County.....	CN999999	2009	2008	294,285	1,957.00-	.00	
Net Totals.....					1,174,239	7,961.27-	256.60-	
77	School dist - County.....	SC999	2005	2004	20,000	14.00-	5.01-	
77	School dist - County.....	SC999	2006	2005	20,000	14.00-	3.80-	
Net Totals.....					40,000	28.00-	8.81-	
32	Fire Dist - Springs.....	FR015	2008	2008	13,458	4.12-	.00	
32	Fire Dist - Springs.....	FR015	2009	2008	34,706	10.63-	.00	
39	Fire Dist - Stallings....	FR020	2008	2008	102,209	41.51-	.88-	
39	Fire Dist - Stallings....	FR020	2009	2008	121,144	49.18	.00	
38	Fire dist - Hemby Bridge..	FR023	2007	2006	0	2.19-	.48-	
38	Fire dist - Hemby Bridge..	FR023	2008	2008	9,993	4.94-	.03-	
38	Fire dist - Hemby Bridge..	FR023	2009	2008	37,147	18.31-	.00	
37	Fire dist - Wesley Chapel:	FR026	2008	2007	6,890	1.15	.00	
37	Fire dist - Wesley Chapel:	FR026	2008	2008	119,644	22.87-	.24-	
37	Fire dist - Wesley Chapel:	FR026	2009	2008	13,647	2.61-	.00	
34	Fire Dist - Waxhaw.....	FR028	2007	2007	34,685	17.79-	2.82-	
34	Fire Dist - Waxhaw.....	FR028	2008	2008	8,425	2.67-	.08-	
34	Fire Dist - Waxhaw.....	FR028	2009	2008	4,253	1.06-	.00	
Net Totals.....					250,133	78.37-	4.53-	
78	220125 Taxes Payable - Marvin.....	MN01000	2008	2008	6,080	3.04-	.00	
78	220130 Taxes Payable - Monroe.....	MN02000	2007	2006	5,190	37.51-	4.47-	
78	220130 Taxes Payable - Monroe.....	MN02000	2007	2007	33,024	181.63-	23.08-	
78	220130 Taxes Payable - Monroe.....	MN02000	2008	2006	14,022	79.32-	.00	
78	220130 Taxes Payable - Monroe.....	MN02000	2008	2007	39,039	182.13-	8.59-	
78	220130 Taxes Payable - Monroe.....	MN02000	2008	2008	239,990	1,277.72-	13.71-	
78	220130 Taxes Payable - Monroe.....	MN02000	2009	2008	245,091	1,258.23-	.00	
78	220170 Taxes Payable - Wingate.....	MN03000	2008	2007	17,975	70.10-	6.17-	
78	220120 Taxes Payable - Marshville....	MN04000	2008	2008	6,484	24.64-	.00	
78	220150 Taxes Payable - Waxhaw.....	MN05000	2007	2007	16,909	57.49-	8.89-	

(Finance)

Assessor Release Register for the period 06/01/2009 to 06/30/2009

(Summary)

78	220150	Taxes Payable - Waxhaw.....	MN05000	2008	2008	8,425	28.64-	.62-
78	220150	Taxes Payable - Waxhaw.....	MN05000	2009	2008	4,253	14.46-	.00
78	220110	Taxes Payable - Indian Trail..	MN06000	2007	2006	0	4.72-	.97-
78	220110	Taxes Payable - Indian Trail..	MN06000	2008	2008	28,318	41.06-	.32-
78	220110	Taxes Payable - Indian Trail..	MN06000	2009	2008	90,327	130.97-	.00
78	220140	Taxes Payable - Stallings....	MN07000	2008	2008	47,312	103.62-	3.19-
78	220160	Taxes Payable - Weddington...	MN08000	2008	2008	13,781	4.14-	.00
78	220160	Taxes Payable - Weddington...	MN08000	2009	2006	8,897	2.67-	.00
78	220160	Taxes Payable - Weddington...	MN08000	2009	2007	14,186	4.26-	.00
78	220160	Taxes Payable - Weddington...	MN08000	2009	2008	30,952	9.29-	.00
78	220115	Taxes Payable - Lake Park....	MN09000	2008	2008	1,650	3.47-	.10-
78	220115	Taxes Payable - Lake Park....	MN09000	2009	2008	1,990	4.17-	.00
78	220175	Taxes Payable - Fairview.....	MN09300	2008	2008	1,953	.37-	.01-
78	220175	Taxes Payable - Fairview.....	MN09300	2009	2008	760	.15-	.00
78	220165	Taxes Payable - Wesley Chapel	MN09700	2008	2008	53,480	8.83-	.13-
78	220165	Taxes Payable - Wesley Chapel	MN09700	2009	2008	5,600	.92-	.00
78	220135	Taxes Payable - Unionville...	MN09800	2007	2007	20,000	4.00-	.47-
78	220135	Taxes Payable - Unionville...	MN09800	2009	2008	3,453	.69-	.00
Net Totals.....						959,141	3,538.24-	70.72-
84	220000	NC State Interest.....	NC00000	2006	2005	0	.00	3.78-
84	220000	NC State Interest.....	NC00000	2007	2006	0	.00	3.80-
84	220000	NC State Interest.....	NC00000	2007	2007	0	.00	31.16-
84	220000	NC State Interest.....	NC00000	2008	2007	0	.00	17.33-
84	220000	NC State Interest.....	NC00000	2008	2008	0	.00	63.58-
Net Totals.....						0	.00	119.65-
Net Grand Totals.....							11,605.88-	460.31-



**UNION COUNTY**  
**Office of the Tax Administrator**  
500 N. Main Street, Suite 236  
P.O. Box 97  
Monroe, NC 28111-0097

AGENDA ITEM  
# 7/5e  
MEETING DATE 7-20-09

704-283-3746  
704-283-3616 Fax

John C. Petoskey  
Tax Administrator

**MEMORANDUM**

**TO:** The Board of County Commissioners

**FROM:** John C. Petoskey  
Tax Administrator

**DATE:** June 30, 2009

**RE:** Motor Vehicle **Twelfth** Refund Register

I hereby certify the following **Refunds** that were made during the period of **06/01/2009 – 06/30/2009**. The refunds represent releases of both monthly and annual vehicle values and taxes. Should you have any questions, please call.

JCP:jw

--- M O T O R V E H I C L E S Y S T E M ---

Assessor Refund Register for the period 06/01/2009 to 06/30/2009

(Summary)

---Bdg No---	-----Description-----	--Key--	Bill Rate		-----Total-----		
			Year	Year	--Value--	---Tax---	- -Int---
10	County.....	CN99999	2004	2004	20,000	105.00-	4.47-
10	County.....	CN99999	2005	2005	19,250	107.66-	.00
10	County.....	CN99999	2006	2005	12,320	69.00-	.00
10	County.....	CN99999	2006	2006	35,288	224.70-	2.29-
10	County.....	CN99999	2007	2006	1,190	7.58-	.00
10	County.....	CN99999	2007	2007	8,397	63.74-	.00
10	County.....	CN99999	2008	2007	12,250	87.10-	.00
10	County.....	CN99999	2008	2008	151,600	1,008.16-	.71-
10	County.....	CN99999	2009	2008	2,453	16.31-	.00
Net Totals.....					262,748	1,689.25-	7.47-
77	School dist - County.....	SC999	2004	2004	20,000	14.00-	.61-
77	School dist - County.....	SC999	2005	2005	19,250	13.59-	.00
77	School dist - County.....	SC999	2006	2005	12,320	8.62-	.00
Net Totals.....					51,570	36.21-	.61-
39	Fire Dist - Stallings.....	FR020	2008	2008	5,965	2.42-	.00
38	Fire dist - Hemby Bridge..	FR023	2008	2008	10,860	5.35-	.00
37	Fire dist - Wesley Chapel:	FR026	2008	2007	6,890	1.15-	.00
37	Fire dist - Wesley Chapel:	FR026	2008	2008	21,250	4.06-	.00
Net Totals.....					44,965	12.98-	.00
78	220130 Taxes Payable - Monroe.....	MN02000	2005	2005	19,250	94.34-	.00
78	220130 Taxes Payable - Monroe.....	MN02000	2006	2006	17,288	91.62-	.00
78	220130 Taxes Payable - Monroe.....	MN02000	2008	2007	3,440	23.92-	.00
78	220110 Taxes Payable - Indian Trail..	MN06000	2006	2005	12,320	9.86-	.00
78	220110 Taxes Payable - Indian Trail..	MN06000	2008	2008	9,560	13.86-	.00
78	220140 Taxes Payable - Stallings.....	MN07000	2008	2008	5,965	13.06-	.00
78	220115 Taxes Payable - Lake Park.....	MN09000	2008	2008	1,300	2.73-	.00
Net Totals.....					69,123	249.39-	.00
84	220000 NC State Interest.....	NC00000	2006	2006	0	.00	3.44-
84	220000 NC State Interest.....	NC00000	2008	2008	0	.00	1.07-
Net Totals.....					0	.00	4.51-
Net Grand Totals.....						1,987.83-	12.59-

(Finance) Assessor Refund Register for the period 06/01/2009 to 06/30/2009

---Bil No---	-----Name-----	--Rls No--	Tr	---Date---	Typ	-Fld--	--Vlu--	---Cn--	---Sc--	---Fr--	---Mn--	---NC--	---Tl--
2008-V011834 02000	RAMSEY / DORIS PHILLIPS CHANGE OF CO/ANSON 060109 JW	M/V0057584		03 06/01/2009	CHG TX		3440-	24.46-	.00	.00	23.92-	.00	48.38-
							Net: 3440-	24.46-	.00	.00	23.92-	.00	48.38-
2008-V008714 00000	MASCARENAS / TERESE MARI CHANGE OF CO/ANSON 060109 JW	M/V0057585		03 06/01/2009	CHG TX		6890-	48.99-	.00	1.15-	.00	.00	50.14-
							Net: 6890-	48.99-	.00	1.15-	.00	.00	50.14-
2008-V172569 00000	PYLAND / ANTHONY JASON PER TXPYR/ KBB JAN 060409 JW	M/V0057659		03 06/04/2009	CHG TX		9550-	63.51-	.00	.00	.00	.00	63.51-
00000	PER TXPYR/ KBB JAN 060409 JW			04 06/04/2009	PMT TX			63.51	.00	.00	.00	.00	63.51
00000	PER TXPYR/ KBB JAN 060409 JW			05 06/04/2009	CHG TX		8075	53.70	.00	.00	.00	.00	53.70
00000	Reapply pmt of Tax			06 06/04/2009	PMT TX			63.51-	.00	.00	.00	.00	63.51-
							Net: 1475-	9.81-	.00	.00	.00	.00	9.81-
2007-V164564 00000	CRIDDLE / DOUGLAS RAY PER TXPYR/ BOS 060409 JW	M/V0057666		03 06/04/2009	CHG TX		9462-	67.28-	.00	.00	.00	.00	67.28-
00000	PER TXPYR/ BOS 060409 JW			04 06/04/2009	PMT TX			67.28	.00	.00	.00	.00	67.28
00000	PER TXPYR/ BOS 060409 JW			05 06/04/2009	CHG TX		1065	7.57	.00	.00	.00	.00	7.57
00000	Reapply pmt of Tax			06 06/04/2009	PMT TX			67.28-	.00	.00	.00	.00	67.28-
							Net: 8397-	59.71-	.00	.00	.00	.00	59.71-
2008-V171556 00000	NISSAN INFINITI LT / TAG TRNIN 021809<1M. 060709 JW	M/V0057684		03 06/08/2009	CHG TX		19700-	131.01-	.00	3.76-	.00	.00	134.77-
							Net: 19700-	131.01-	.00	3.76-	.00	.00	134.77-
2004-V094736 00000	JORDAN / GEORGE DONALD <\$5/\$375 PER TXPYR 060809 JW	M/V0057687		08 06/08/2009	CHG TX		20000-	105.00-	14.00-	.00	.00	.00	119.00-
00000	<\$5/\$375 PER TXPYR 060809 JW			09 06/08/2009	CHG IN			4.47-	.61-	.00	.00	.00	5.08-
							Net: 20000-	109.47-	14.61-	.00	.00	.00	124.08-
2006-V156196 00000	JORDAN / GEORGE DONALD <\$5/\$335 PER TXPYR 060809 JW	M/V0057688		06 06/08/2009	CHG TX		18000-	114.61-	.00	.00	.00	.00	114.61-
00000	<\$5/\$335 PER TXPYR 060809 JW			07 06/08/2009	CHG IN			2.29-	.00	.00	.00	3.44-	5.73-
							Net: 18000-	116.90-	.00	.00	.00	3.44-	120.34-
2008-V149206 09000	BERRY / DENNIS LLOYD PLT TRNIN 022009<1M 060909 JW	M/V0057708		03 06/09/2009	CHG TX		1300-	8.65-	.00	.64-	2.73-	.00	12.02-
							Net: 1300-	8.65-	.00	.64-	2.73-	3.44-	12.02-
2008-V099819 00000	GENERAL ELECTRIC CAPITAL DUP ACC 5095483 061009 PWS	M/V0057720		03 06/10/2009	CHG TX		7730-	51.40-	.00	.00	.00	.00	51.40-
							Net: 7730-	51.40-	.00	.00	.00	3.44-	51.40-
2008-V099820 00000	GENERAL ELECTRIC CAPITAL DUP ACCT 50095483 061009 PWS	M/V0057721		03 06/10/2009	CHG TX		7730-	51.40-	.00	.00	.00	.00	51.40-
							Net: 7730-	51.40-	.00	.00	.00	3.44-	51.40-
2008-V099821 00000	GENERAL ELECTRIC CAPITAL DUP ACCT 50095483 061009 PWS	M/V0057722		03 06/10/2009	CHG TX		9500-	63.18-	.00	.00	.00	.00	63.18-

(Finance) Assessor Refund Register for the period 06/01/2009 to 06/30/2009

---Bil No---	-----Name-----	---Rls No---	Tr	---Date---	Typ	-Fld--	--Vlu--	---Cn--	---Sc--	---Fr--	---Mn--	---NC--	---Tl--
							Net: 9500-	63.18-	.00	.00	.00	3.44-	63.18-
2008-V099822	GENERAL ELECTRIC CAPITAL	M/V0057723											
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		9500-	63.18-	.00	.00	.00	.00	63.18-
							Net: 9500-	63.18-	.00	.00	.00	3.44-	63.18-
2008-V099806	GENERAL ELECTRIC CAPITAL	M/V0057724											
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-
							Net: 5370-	35.71-	.00	.00	.00	3.44-	35.71-
2008-V099807	GENERAL ELECTRIC CAPITAL	M/V0057725											
00000	DUP ACCT 50095483 061009 PWS		06	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-
00000	DUP ACCT 50095483 061009 PWS		07	06/10/2009	CHG IN			.71-	.00	.00	.00	1.07-	1.78-
00000	DUP ACCT 50095483 061009 PWS		08	06/10/2009	ADJ TX			.01-	.00	.00	.00	.00	.01-
							Net: 5370-	36.43-	.00	.00	.00	4.51-	37.50-
2008-V099808	GENERAL ELECTRIC CAPITAL	M/V0057726											
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-
							Net: 5370-	35.71-	.00	.00	.00	4.51-	35.71-
2008-V099809	GENERAL ELECTRIC CAPITAL	M/V0057727											
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-
							Net: 5370-	35.71-	.00	.00	.00	4.51-	35.71-
2008-V099810	GENERAL ELECTRIC CAPITAL	M/V0057728											
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-
							Net: 5370-	35.71-	.00	.00	.00	4.51-	35.71-
2008-V099811	GENERAL ELECTRIC CAPITAL	M/V0057729											
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-
							Net: 5370-	35.71-	.00	.00	.00	4.51-	35.71-
2008-V099812	GENERAL ELECTRIC CAPITAL	M/V0057730											
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-
							Net: 5370-	35.71-	.00	.00	.00	4.51-	35.71-
2008-V099813	GENERAL ELECTRIC CAPITAL	M/V0057731											
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-
							Net: 5370-	35.71-	.00	.00	.00	4.51-	35.71-
2008-V099814	GENERAL ELECTRIC CAPITAL	M/V0057732											
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-
							Net: 5370-	35.71-	.00	.00	.00	4.51-	35.71-
2008-V099815	GENERAL ELECTRIC CAPITAL	M/V0057733											
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-
							Net: 5370-	35.71-	.00	.00	.00	4.51-	35.71-
2008-V099816	GENERAL ELECTRIC CAPITAL	M/V0057734											
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-
							Net: 5370-	35.71-	.00	.00	.00	4.51-	35.71-

(Finance) Assessor Refund Register for the period 06/01/2009 to 06/30/2009

---Bil No---	-----Name-----	--Rls No--	Tr	---Date---	Typ	-Fld--	--Vlu--	---Cn--	---Sc--	---Fr--	---Mn--	---NC--	---Tl--	
2008-V099817	GENERAL ELECTRIC CAPITAL	M/V0057735												
00000	DUP ACCT 50095483 061009 PWS		03	06/10/2009	CHG TX		5370-	35.71-	.00	.00	.00	.00	35.71-	
							Net:	5370-	35.71-	.00	.00	4.51-	35.71-	
2005-V142780	THOMAS / TOMMY DEAN	M/V0057740												
02000	PER TXPYR FAX INFO 061109 JW		03	06/11/2009	CHG TX		20000-	112.00-	14.00-	.00	98.00-	.00	224.00-	
02000	PER TXPYR FAX INFO 061109 JW		04	06/11/2009	PMT TX			112.00	14.00	.00	98.00	.00	224.00	
02000	PER TXPYR FAX INFO 061109 JW		05	06/11/2009	CHG TX		750	4.20	.53	.00	3.68	.00	8.41	
02000	Reapply pmt of Tax		06	06/11/2009	PMT TX			111.86-	14.12-	.00	98.02-	.00	224.00-	
							Net:	19250-	107.66-	13.59-	.00	94.34-	4.51-	215.59-
2006-V135090	THOMAS / TOMMY DEAN	M/V0057741												
02000	PER TXPYR FAX INFO 061109 JW		03	06/11/2009	CHG TX		18000-	114.61-	.00	.00	95.40-	.00	210.01-	
02000	PER TXPYR FAX INFO 061109 JW		04	06/11/2009	PMT TX			114.61	.00	.00	95.40	.00	210.01	
02000	PER TXPYR FAX INFO 061109 JW		05	06/11/2009	CHG TX		712	4.53	.00	.00	3.77	.00	8.30	
02000	Reapply pmt of Tax		06	06/11/2009	PMT TX			114.62-	.00	.00	95.39-	.00	210.01-	
							Net:	17288-	110.09-	.00	.00	91.62-	4.51-	201.71-
2008-V154755	KAYLOR / THOMAS FREDERIC	M/V0057751												
06000	OVLP8V023725/TEMP TG 061209 JW		03	06/12/2009	CHG TX		9560-	63.57-	.00	4.71-	13.86-	.00	82.14-	
							Net:	9560-	63.57-	.00	4.71-	13.86-	4.51-	82.14-
2008-V173630	SHRUM / JAMES ALLEN	M/V0057792												
07000	PER TXPYR/ BOS 061709 JW		03	06/17/2009	CHG TX		21750-	144.64-	.00	8.83-	47.63-	.00	201.10-	
07000	PER TXPYR/ BOS 061709 JW		04	06/17/2009	PMT TX			144.64	.00	8.83	47.63	.00	201.10	
07000	PER TXPYR/ BOS 061709 JW		05	06/17/2009	CHG TX		15785	104.97	.00	6.41	34.57	.00	145.95	
07000	Reapply pmt of Tax		06	06/17/2009	PMT TX			144.64-	.00	8.83-	47.63-	.00	201.10-	
							Net:	5965-	39.67-	.00	2.42-	13.06-	4.51-	55.15-
2007-V091061	THOMAS / RESHAN NICOLE	M/V0057797												
00000	OVERLP 8V014414/7M. 061709 JW		03	06/17/2009	CHG TX		1360-	9.67-	.00	.00	.00	.00	9.67-	
00000	OVERLP 8V014414/7M. 061709 JW		04	06/17/2009	PMT TX			9.67	.00	.00	.00	.00	9.67	
00000	OVERLP 8V014414/7M. 061709 JW		05	06/17/2009	CHG TX		1360	5.64	.00	.00	.00	.00	5.64	
00000	Reapply pmt of Tax		06	06/17/2009	PMT TX			9.67-	.00	.00	.00	.00	9.67-	
							Net:	0	4.03-	.00	.00	4.51-	4.03-	
2007-V160229	THOMAS / RESHAN NICOLE	M/V0057799												
00000	OVERLP 7V091061/TEMP 061709 JW		03	06/17/2009	CHG TX		1190-	7.58-	.00	.00	.00	.00	7.58-	
							Net:	1190-	7.58-	.00	.00	4.51-	7.58-	
2008-V013190	SHEFFIELD / SCOTT BRADLE	M/V0057838												
00000	<\$5/\$300 PER TXPYR 061809 JW		03	06/18/2009	CHG TX		1920-	13.65-	.00	.00	.00	.00	13.65-	
							Net:	1920-	13.65-	.00	.00	4.51-	13.65-	
2008-V172918	ROACH / KEITH VICTOR	M/V0057905												
00000	PER TXPYR/ NADA JAN 062209 JW		03	06/22/2009	CHG TX		7100-	47.22-	.00	1.36-	.00	.00	48.58-	
00000	PER TXPYR/ NADA JAN 062209 JW		04	06/22/2009	PMT TX			47.22	.00	1.36	.00	.00	48.58	
00000	PER TXPYR/ NADA JAN 062209 JW		05	06/22/2009	CHG TX		5550	36.91	.00	1.06	.00	.00	37.97	
00000	Reapply pmt of Tax		06	06/22/2009	PMT TX			47.22-	.00	1.36-	.00	.00	48.58-	
							Net:	1550-	10.31-	.00	.30-	.00	4.51-	10.61-

(Finance) Assessor Refund Register for the period 06/01/2009 to 06/30/2009

---Bil No---	-----Name-----	---Rls No---	-----Text-----	Tr	---Date---	Typ	-Fld--	--Vlu--	---Cn--	---Sc--	---Fr--	---Mn--	---NC--	---Tl--
2008-V154046	HOPPER / KEVIN TIMOTHY	M/V0057915												
00000	PLT TRNIN 012609<1M 062209 JW	05	06/22/2009	CHG	TX		1150-	7.65-	.00	.00	.00	.00	.00	7.65-
00000	PLT TRNIN 012609<1M 062209 JW	06	06/22/2009	CHG	IN			.15-	.00	.00	.00	.00	.23-	.38-
00000	PLT TRNIN 012609<1M 062209 JW	07	06/22/2009	ADJ	IN			.15	.00	.00	.00	.00	.23	.38
							Net:	1150-	7.65-	.00	.00	.00	4.51-	7.65-
2006-V115220	FLOWERS / DAVID	M/V0058013												
06000	OVLP 06V153952/TEMP 062509 JW	03	06/25/2009	CHG	TX		6160-	34.50-	4.31-	.00	4.93-	.00	.00	43.74-
							Net:	6160-	34.50-	4.31-	.00	4.93-	4.51-	43.74-
2006-V140183	FLOWERS / DAVID	M/V0058014												
06000	OVLP 06V153952/TEMP 062509 JW	03	06/25/2009	CHG	TX		6160-	34.50-	4.31-	.00	4.93-	.00	.00	43.74-
							Net:	6160-	34.50-	4.31-	.00	4.93-	4.51-	43.74-
2008-V170483	MEDLIN / MICHAEL STEVEN	M/V0058015												
00000	EXEMPT/AUTO 062509 JW	03	06/25/2009	CHG	TX		12000-	79.80-	.00	.00	.00	.00	.00	79.80-
							Net:	12000-	79.80-	.00	.00	.00	4.51-	79.80-
2009-V006605	HUX / SAMUEL BRIAN	M/V0058058												
00000	PER TXPYR/ CRL RCVD 063009 JW	03	06/30/2009	CHG	TX		3453-	22.96-	.00	.00	.00	.00	.00	22.96-
00000	PER TXPYR/ CRL RCVD 063009 JW	04	06/30/2009	PMT	TX			22.96	.00	.00	.00	.00	.00	22.96
00000	PER TXPYR/ CRL RCVD 063009 JW	05	06/30/2009	CHG	TX		1000	6.65	.00	.00	.00	.00	.00	6.65
00000	Reapply pmt of Tax	06	06/30/2009	PMT	TX			22.96-	.00	.00	.00	.00	.00	22.96-
							Net:	2453-	16.31-	.00	.00	.00	4.51-	16.31-
							Net Grand Totals:	262,748-	1,696.72-	36.82-	12.98-	249.39-	4.51-	2,000.42-

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# REFUNDS JUNE 2009

Acct #	Name	Release #	Real Value	Pers. Value	UCGT	UCLL	CSGT-999	CSLL-999	StallGT	WaxhawGT	SandyFF	Totals
<b>2008</b>												
06138164	BRODT BRUCE A & WIFE LINDA S	5541	17,950		119.37					4.45		123.82
07114042	WILSON WADE BERDETTE & JUDY	5563	80,260		533.73				32.59			566.32
02061010	BURNETT SHIRLEY DIANE BRANNON	5564	49,075		326.35							326.35
50096831	TRASH CONTROL INC	5565		213,723	1,421.25							1,421.25
50091118	FLIGHT INC	5574		200,000	1,216.40	409.87	70.00	31.50				1,727.77
01060013	MILLS LETHA B	5580	88,210		586.60							586.60
50099888	CIRRUS HOLDINGS LLC	5570		118,000	784.70	78.47						863.17
50100559	FLIGHT INC	5569		50,000	265.00	159.00	35.00	21.00				480.00
09372003C	GOLDMINE GENERATON LLC	5583	2,734,330		18,183.29							18,183.29
09372003D	GOLDMINE GENERATON LLC	5584	1,525,840		10,146.84							10,146.84
09372003E	GOLDMINE GENERATON LLC	5585	1,055,190		7,017.01							7,017.01
<b>Totals - 2008</b>			<b>235,495</b>	<b>581,723</b>	<b>40,600.54</b>	<b>647.34</b>	<b>105.00</b>	<b>52.50</b>	<b>32.59</b>	<b>4.45</b>	<b>-</b>	<b>41,442.42</b>
<b>2007</b>												
50095970	THOMAS BRIAN & LAEL	5550		40,270	286.36							286.36
50096831	TRASH CONTROL INC	5566		148,869	1,058.61							1,058.61
09372003	BAUCOM BEULAH R THE ESTATE OF	5586	1,805,920		12,841.90							12,841.90
09372003	W & B ELLIS FAMILY LIMITED PARTNE	5587	2,134,250		15,176.65							15,176.65
09372003	CHANEY S C HEIRS % MADGE C JARV	5588	1,532,300		10,896.19							10,896.19
<b>Totals - 2007</b>			<b>5,472,470</b>	<b>189,139</b>	<b>40,259.71</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,259.71</b>
<b>2006</b>												
50083402	REDD KIMBERLY BELK	5553		17,180	109.39	10.94					49.88	170.21
09372003	BAUCOM BEULAH R THE ESTATE OF	5589	1,805,920		11,498.29							11,498.29
09372003	W & B ELLIS FAMILY LIMITED PARTNE	5590	2,134,250		13,588.77							13,588.77
09372003	CHANEY S C HEIRS % MADGE C JARV	5591	1,532,300		9,756.15							9,756.15
<b>Totals - 2006</b>			<b>5,472,470</b>	<b>17,180</b>	<b>34,952.60</b>	<b>10.94</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>49.88</b>	<b>35,013.42</b>
<b>2005</b>												
09372003	BAUCOM BEULAH R THE ESTATE OF	5592	1,805,920		10,113.15		1,264.14					11,377.29
09372003	W & B ELLIS FAMILY LIMITED PARTNE	5593	2,134,250		11,951.80		1,493.98					13,445.78
09372003	CHANEY S C HEIRS % MADGE C JARV	5594	1,532,300		8,580.88		1,072.61					9,653.49
<b>Totals - 2005</b>			<b>5,472,470</b>	<b>-</b>	<b>30,645.83</b>	<b>-</b>	<b>3,830.73</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,476.56</b>
<b>GRAND TOTALS</b>			<b>16,652,905</b>	<b>788,042</b>	<b>146,458.68</b>	<b>658.28</b>	<b>3,935.73</b>	<b>52.50</b>	<b>32.59</b>	<b>4.45</b>	<b>49.88</b>	<b>151,192.11</b>

MEETING DATE

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7-20-09

# RELEASES JUNE 2009

Acct #	Name	Release #	Real Value	Pers. Value	UCGT	UCLL	CSGT-99	CSLL-99	HembyGT	HembyL	SpringsGT	StallGT	StallL	WaxhawGT	WaxhawLL	WesleyGT	WesleyLL	AllensFF	
<b>2009</b>																			
50100855	SWEENEY PATRICIA A	5578		16,084	106.96	10.70								3.99	0.40				
<b>Totals - 2009</b>				<b>16,084</b>	<b>106.96</b>	<b>10.70</b>								<b>3.99</b>	<b>0.40</b>				
<b>2008</b>																			
08231126	WESTERFIELD JOE &	5538	23,280		154.81														
50094541	HERRING & ASSOCIAT	5543		33,060	219.85	21.98													
50090562	RODRIGUEZ CONCEP	5546		5,390	35.84	3.58													
50098295	ESTELL NORMAN & C	5547		10,860	72.22														
50094324	REITZ JAMES	5549		3,860	25.67	2.57													
50095970	THOMAS BRIAN & LAE	5551		28,610	190.26	19.03													50.00
50092508	F W HUNTLEY CONST	5552		91,340	607.41	60.74			45.03	4.50									
50092485	F W HUNTLEY CONST	5555		298,391	1,984.30	172.61													
50082265	TYSON ROBERT LAND	5567		800	5.32														
50088343	PUEBLA FOOD CORP	5571		47,410	315.28	31.53													
50097867	ELKS THOMAS JUSTIN	5575		9,290	61.78	6.18										1.00	0.10		
50088586	AUSTIN BART RYAN	5577		5,244	34.87	3.49													
50091911	PHASE ONE RECORD	5579		165,710	1,101.97	110.20						67.28	6.73						
50091911	PHASE ONE RECORD	5579		276,200	1,853.09	280.28						99.51	16.57						
07072004A	NIKSONS LLC	5581	833,350		5,541.78														
09414036	GLENN STERLIN	5582	186,180		1,238.10						56.97								
<b>Totals - 2008</b>				<b>856,630</b>	<b>976,165</b>	<b>13,442.55</b>			<b>45.03</b>	<b>4.50</b>	<b>56.97</b>	<b>166.79</b>	<b>23.30</b>			<b>1.00</b>	<b>0.10</b>		<b>50.00</b>
<b>2007</b>																			
H8063003D	GREENE CHARLES CI	5537	2,620		18.63														
08231126	WESTERFIELD JOE &	5539	6,100		43.38														
50094541	HERRING & ASSOCIAT	5544		28,750	204.44	20.44													
50090464	FUNDERBURK BILLY C	5548		5,410	38.47	3.84													
50092485	F W HUNTLEY CONST	5556		307,477	2,186.47	118.48													
50092508	F W HUNTLEY CONST	5557		72,867	518.15	27.92			27.48	1.48									
50082265	TYSON ROBERT LANE	5568		800	5.69														
50088343	PUEBLA FOOD CORP	5572		41,230	293.19	29.32													
50097867	ELKS THOMAS JUSTIN	5576		4,530	32.21	3.22													
<b>Totals - 2007</b>				<b>8,720</b>	<b>461,064</b>	<b>3,340.63</b>			<b>27.48</b>	<b>1.48</b>									
<b>2006</b>																			
08231126	WESTERFIELD JOE &	5540	6,100		38.83														
50094541	HERRING & ASSOCIAT	5545		25,000	159.18	15.92													
50088343	PUEBLA FOOD CORP	5573		35,850	228.26	22.83													
<b>Totals - 2006</b>				<b>6,100</b>	<b>60,850</b>	<b>426.27</b>													

# 7158  
 AGENDA ITEM  
 MEETING DATE 7-20-09

# RELEASES JUNE 2009

Acct #	Name	Release #	Real Value	Pers. Value	UCGT	UCLL	CSGT-99	CSLL-99	HembyGT	HembyL	SpringsGT	StallGT	StallLL	WaxhawGT	WaxhawLL	WesleyGT	WesleyLL	AllensFF	
<b>2005</b>																			
50083402	REDD KIMBERLY BEL	5554		17,181	96.21	9.62	12.03	1.20											
<b>Totals - 2005</b>			-	17,181	96.21	9.62	12.03	1.20	-	-	-	-	-	-	-	-	-	-	
<b>2004</b>																			
50073940	GUNN MICHAEL LEE	5542		11,200	58.80	5.88	7.84	0.78											
<b>Totals - 2004</b>			-	11,200	58.80	5.88	7.84	0.78	-	-	-	-	-	-	-	-	-	-	
<b>2003</b>																			
50073940	GUNN MICHAEL LEE	5559		6,550	34.72	3.47	4.59	0.46											
<b>Totals - 2003</b>			-	6,550	34.72	3.47	4.59	0.46	-	-	-	-	-	-	-	-	-	-	
<b>2002</b>																			
50073940	GUNN MICHAEL LEE	5560		7,090	32.98	3.30	4.91	0.49											
<b>Totals - 2002</b>			-	7,090	32.98	3.30	4.91	0.49	-	-	-	-	-	-	-	-	-	-	
<b>2001</b>																			
50073940	GUNN MICHAEL LEE	5561		7,390	34.77	3.48	5.17	0.52											
<b>Totals - 2001</b>			-	7,390	34.77	3.48	5.17	0.52	-	-	-	-	-	-	-	-	-	-	
<b>2000</b>																			
50073940	GUNN MICHAEL LEE	5562		7,640	54.65	5.47	5.80	0.58											
50073940	GUNN MICHAEL LEE	5562		7,640	35.95	3.60	4.51	0.45											
<b>Totals - 2000</b>			-	15,280	90.60	9.07	10.31	1.03	-	-	-	-	-	-	-	-	-	-	
<b>GRAND TOTALS</b>				871,450	1,578,854	17,664.49	999.68	44.85	4.48	72.51	5.98	56.97	166.79	23.30	3.99	0.40	1.00	0.10	50.00

# RELEASES JUNE 2009

Acct #	Name	Release #	Real Value	Pers. Value	BakersFF	New SalemFF	Sandy Ridge FF	SpringsFF	WesleyTT	Totals	
<b>2009</b>											
50100855	SWEENEY PATRICIA A	5578		16,084						122.05	
<b>Totals - 2009</b>			-	16,084	-	-	-	-	-	122.05	
<b>2008</b>											
08231126	WESTERFIELD JOE &	5538	23,280							154.81	
50094541	HERRING & ASSOCIA	5543		33,060						241.83	
50090562	RODRIGUEZ CONCEP	5546		5,390						39.42	
50098295	ESTELL NORMAN & C	5547		10,860						72.22	
50094324	REITZ JAMES	5549		3,860	40.21					68.45	
50095970	THOMAS BRIAN & LAE	5551		28,610						259.29	
50092508	F W HUNTLEY CONST	5552		91,340						717.68	
50092485	F W HUNTLEY CONST	5555		298,391						2,156.91	
50082265	TYSON ROBERT LANE	5567		800						5.32	
50088343	PUEBLA FOOD CORP	5571		47,410						346.81	
50097867	ELKS THOMAS JUSTIN	5575		9,290						67.96	
50088586	AUSTIN BART RYAN	5577		5,244				0.87	0.09	40.42	
50091911	PHASE ONE RECORD	5579		165,710						1,286.18	
50091911	PHASE ONE RECORD	5579		276,200						2,249.45	
07072004A	NIKSONS LLC	5581	833,350							5,541.78	
09414036	GLENN STERLIN	5582		186,180						1,295.07	
<b>Totals - 2008</b>			856,630	976,165	40.21	-	-	-	0.87	0.09	14,543.60
<b>2007</b>											
H8063003D	GREENE CHARLES CL	5537	2,620			50.00				68.63	
08231126	WESTERFIELD JOE &	5539	6,100							43.38	
50094541	HERRING & ASSOCIA	5544		28,750						224.88	
50090464	FUNDERBURK BILLY C	5548		5,410						42.31	
50092485	F W HUNTLEY CONST	5556		307,477						2,304.95	
50092508	F W HUNTLEY CONST	5557		72,867						575.03	
50082265	TYSON ROBERT LANE	5568		800						5.69	
50088343	PUEBLA FOOD CORP	5572		41,230						322.51	
50097867	ELKS THOMAS JUSTIN	5576		4,530						35.43	
<b>Totals - 2007</b>			8,720	461,064	-	50.00	-	-	-	-	3,622.81
<b>2006</b>											
08231126	WESTERFIELD JOE &	5540	6,100							38.83	
50094541	HERRING & ASSOCIA	5545		25,000						175.10	
50088343	PUEBLA FOOD CORP	5573		35,850						251.09	
<b>Totals - 2006</b>			6,100	60,850	-	-	-	-	-	-	465.02

# RELEASES JUNE 2009

Acct #	Name	Release #	Real Value	Pers. Value	BakersFF	New SalemFF	Sandy Ridge FF	SpringsFF	WesleyTT	Totals	
<b>2005</b>											
50083402	REDD KIMBERLY BEL	5554		17,181			50.00			169.06	
<b>Totals - 2005</b>			-	17,181	-	-	50.00	-	-	169.06	
<b>2004</b>											
50073940	GUNN MICHAEL LEE	5542		11,200						73.30	
<b>Totals - 2004</b>			-	11,200	-	-	-	-	-	73.30	
<b>2003</b>											
50073940	GUNN MICHAEL LEE	5559		6,550				38.96		82.20	
<b>Totals - 2003</b>			-	6,550	-	-	-	38.96	-	82.20	
<b>2002</b>											
50073940	GUNN MICHAEL LEE	5560		7,090				40.98		82.66	
<b>Totals - 2002</b>			-	7,090	-	-	-	40.98	-	82.66	
<b>2001</b>											
50073940	GUNN MICHAEL LEE	5561		7,390				39.11		83.05	
<b>Totals - 2001</b>			-	7,390	-	-	-	39.11	-	83.05	
<b>2000</b>											
50073940	GUNN MICHAEL LEE	5562		7,640				76.13		142.63	
50073940	GUNN MICHAEL LEE	5562		7,640						44.51	
<b>Totals - 2000</b>			-	15,280	-	-	-	76.13	-	187.14	
<b>GRAND TOTALS</b>			871,450	1,578,854	40.21	50.00	50.00	195.18	0.87	0.09	19,430.89



**UNION COUNTY**  
**Office of the Tax Administrator**  
**Collections Division**  
**500 N. Main St. Ste 119**  
**P.O. Box 38**  
**Monroe, NC 28111-0038**

AGENDA ITEM  
# 7/5h  
MEETING DATE 7-20-09

704-283-3848  
704-283-3897 Fax

TO: Al Greene  
County Manager

FROM: John Petoskey *JP.*  
Tax Administrator

DATE: July 9, 2009

SUBJECT: Departmental Monthly Report

The collector's monthly/year to date collections report for the month ending June 30, 2009 is attached for your information and review.

Should you desire additional information, I will do so at your request.

Attachment

JP/PH

**JUNE 2009  
PERCENTAGE FOR REGULAR AND MOTOR VEHICLE**

<b>JUNE 30, 2009 REGULAR TAX</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>
BEGINNING CHARGE	268,461.15	143,617,922.56	116,277,266.84	96,258,269.40
DISCOVERIES	46,641.39			
FARM DEFERMENTS		3,795.08	1,518.49	1,359.62
RELEASES	(122.05)	(14,542.64)	(3,622.81)	(465.02)
WRITE OFF \$1.00 OR LESS		(2.44)		
ADJUSTED PRIOR MONTH WRITE OFF		3.28		
<b>TOTAL CHARGE</b>	<b>314,980.49</b>	<b>143,607,175.84</b>	<b>116,275,162.52</b>	<b>96,259,164.00</b>
BEGINNING COLLECTIONS	56,128.14	138,687,351.56	115,343,165.58	95,776,873.92
COLLECTIONS	3,478.60	928,783.49	48,159.44	11,313.46
CORRECT PRIOR MONTH COLLECTIONS		3.28		
<b>TOTAL COLLECTIONS</b>	<b>59,606.74</b>	<b>139,616,138.33</b>	<b>115,391,325.02</b>	<b>95,788,187.38</b>
BALANCE OUTSTANDING	255,373.75	3,991,037.51	883,837.50	470,976.62
<b>PERCENTAGE OF REGULAR</b>	<b>18.92%</b>	<b>97.22%</b>	<b>99.24%</b>	<b>99.51%</b>
<b>JUNE 30, 2009 MOTOR VEHICLE</b>				
BEGINNING CHARGE		11,752,440.11	12,062,923.12	10,334,190.62
1st M/V BILLING	980,184.70			
ASSESSOR RELEASE	(2,097.96)	(4,844.61)	(880.07)	(126.00)
ASSESSOR REFUND	(16.31)	(1,108.24)	(71.32)	(302.32)
COLLECTOR RELEASE	(1,718.79)	(5,107.10)	(274.14)	
COLLECTOR REFUND		(1,762.98)	(34.56)	
REIMBURSEMENTS		3,584.35	655.70	187.49
ADJUSTMENTS	3.66	17.64		
GL CORRECTION				
<b>TOTAL CHARGE</b>	<b>976,355.30</b>	<b>11,743,219.17</b>	<b>12,062,318.73</b>	<b>10,333,949.79</b>
BEGINNING COLLECTIONS		9,923,534.73	11,880,117.74	10,238,022.48
COLLECTIONS	192,508.52	695,800.25	9,567.43	966.95
<b>TOTAL COLLECTIONS</b>	<b>192,508.52</b>	<b>10,619,334.98</b>	<b>11,889,685.17</b>	<b>10,238,989.43</b>
BALANCE OUTSTANDING	783,846.78	1,123,884.19	172,633.56	94,960.36
<b>PERCENTAGE OF MOTOR VEHICLE</b>	<b>19.72%</b>	<b>90.43%</b>	<b>98.57%</b>	<b>99.08%</b>
<b>OVERALL CHARGED</b>	<b>1,291,335.79</b>	<b>155,350,395.01</b>	<b>128,337,481.25</b>	<b>106,593,113.79</b>
<b>OVERALL COLLECTED</b>	<b>252,115.26</b>	<b>150,235,473.31</b>	<b>127,281,010.19</b>	<b>106,027,176.81</b>
<b>OVERALL PERCENTAGE</b>	<b>19.52%</b>	<b>96.71%</b>	<b>99.18%</b>	<b>99.47%</b>

**JUNE 2009  
PERCENTAGE FOR REGULAR AND MOTOR VEHICLE**

<b>JUNE 30, 2009 REGULAR TAX</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>
BEGINNING CHARGE	86,248,987.91	75,936,956.88	60,651,742.12	51,673,983.06
DISCOVERIES				
FARM DEFERMENTS				
RELEASES	(169.06)	(73.30)	(82.20)	(82.66)
WRITE OFF \$1.00 OR LESS				
ADJUSTED PRIOR MONTH WRITE OFF				
<b>TOTAL CHARGE</b>	<b>86,248,818.85</b>	<b>75,936,883.58</b>	<b>60,651,659.92</b>	<b>51,673,900.40</b>
BEGINNING COLLECTIONS	85,979,557.83	75,757,150.05	60,528,365.39	51,585,602.59
COLLECTIONS	5,305.38	5,785.75	1,754.57	790.51
CORRECT PRIOR MONTH COLLECTIONS				
<b>TOTAL COLLECTIONS</b>	<b>85,984,863.21</b>	<b>75,762,935.80</b>	<b>60,530,119.96</b>	<b>51,586,393.10</b>
BALANCE OUTSTANDING	263,955.64	173,947.78	121,539.96	87,507.30
<b>PERCENTAGE OF REGULAR</b>	<b>99.69%</b>	<b>99.77%</b>	<b>99.80%</b>	<b>99.83%</b>
<b>JUNE 30, 2009 MOTOR VEHICLE</b>				
BEGINNING CHARGE	10,041,073.78	-	-	-
1st M/V BILLING		-	-	-
ASSESSOR RELEASE	(119.00)	-	-	-
ASSESSOR REFUND	(121.25)	-	-	-
COLLECTOR RELEASE		-	-	-
COLLECTOR REFUND		-	-	-
REIMBURSEMENTS	72.58	-	-	-
ADJUSTMENTS		-	-	-
GL CORRECTION	0.04			
<b>TOTAL CHARGE</b>	<b>10,040,906.15</b>	<b>-</b>	<b>-</b>	<b>-</b>
BEGINNING COLLECTIONS	9,966,900.94	-	-	-
COLLECTIONS	(14.04)	-	-	-
<b>TOTAL COLLECTIONS</b>	<b>9,966,886.90</b>	<b>-</b>	<b>-</b>	<b>-</b>
BALANCE OUTSTANDING	74,019.25	-	-	-
<b>PERCENTAGE OF MOTOR VEHICLE</b>	<b>99.26%</b>			
<b>OVERALL CHARGED</b>	<b>96,289,725.00</b>	<b>75,936,883.58</b>	<b>60,651,659.92</b>	<b>51,673,900.40</b>
<b>OVERALL COLLECTED</b>	<b>95,951,750.11</b>	<b>75,762,935.80</b>	<b>60,530,119.96</b>	<b>51,586,393.10</b>
<b>OVERALL PERCENTAGE</b>	<b>99.65%</b>	<b>99.77%</b>	<b>99.80%</b>	<b>99.83%</b>

**JUNE 2009  
PERCENTAGE FOR REGULAR AND MOTOR VEHICLE**

<b>JUNE 30, 2009 REGULAR TAX</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>	<b>1998</b>
BEGINNING CHARGE	48,122,732.72	43,553,051.95	40,736,778.57	37,964,034.52
DISCOVERIES				
FARM DEFERMENTS				
RELEASES	(83.05)	(187.14)		
WRITE OFF \$1.00 OR LESS				
ADJUSTED PRIOR MONTH WRITE OFF				
<b>TOTAL CHARGE</b>	<b>48,122,649.67</b>	<b>43,552,864.81</b>	<b>40,736,778.57</b>	<b>37,964,034.52</b>
BEGINNING COLLECTIONS	48,057,844.64	43,508,877.51	40,697,791.86	37,936,462.82
COLLECTIONS	475.29	76.07		
CORRECT PRIOR MONTH COLLECTIONS				
<b>TOTAL COLLECTIONS</b>	<b>48,058,319.93</b>	<b>43,508,953.58</b>	<b>40,697,791.86</b>	<b>37,936,462.82</b>
BALANCE OUTSTANDING	64,329.74	43,911.23	38,986.71	27,571.70
<b>PERCENTAGE OF REGULAR</b>	<b>99.87%</b>	<b>99.90%</b>	<b>99.90%</b>	<b>99.93%</b>
<b>JUNE 30, 2009 MOTOR VEHICLE</b>				
BEGINNING CHARGE	-	-	-	-
1st M/V BILLING	-	-	-	-
ASSESSOR RELEASE	-	-	-	-
ASSESSOR REFUND	-	-	-	-
COLLECTOR RELEASE	-	-	-	-
COLLECTOR REFUND	-	-	-	-
REIMBURSEMENTS	-	-	-	-
ADJUSTMENTS	-	-	-	-
GL CORRECTION	-	-	-	-
<b>TOTAL CHARGE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
BEGINNING COLLECTIONS	-	-	-	-
COLLECTIONS	-	-	-	-
<b>TOTAL COLLECTIONS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
BALANCE OUTSTANDING	-	-	-	-
<b>PERCENTAGE OF MOTOR VEHICLE</b>				
<b>OVERALL CHARGED</b>	<b>48,122,649.67</b>	<b>43,552,864.81</b>	<b>40,736,778.57</b>	<b>37,964,034.52</b>
<b>OVERALL COLLECTED</b>	<b>48,058,319.93</b>	<b>43,508,953.58</b>	<b>40,697,791.86</b>	<b>37,936,462.82</b>
<b>OVERALL PERCENTAGE</b>	<b>99.87%</b>	<b>99.90%</b>	<b>99.90%</b>	<b>99.93%</b>



such as 31 October or 31 August. This will give us 2 months to give the holidays."

This suggestion is recommended by staff as being the best solution to the concerns without creating the need for additional revisions to the provisions of Article VI, Section 1.

Other suggestions called for 1) rolling unused holiday leave into the employee's sick leave account or 2) awarding the total number of annual holiday leave hours at the beginning of each year and then allowing the roll-over of unused leave at the end of the year. Each of these suggestions compounds the paid leave liability carried on the County's financial records.

**FINANCIAL IMPACT:** No direct cost or funding...limits the total paid leave liability carried by the County.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:** \_\_\_\_\_

## **CURRENT**

### **Article VI. TIME AWAY FROM WORK**

Revised December 15, 2008

#### **1.4 Maximum Holiday Leave Accumulation**

County employees accrue holiday leave within the 12-month period of October 1<sup>st</sup> through September 30<sup>th</sup>. This 12- month period is designated as the “Leave Year” for holiday accruals. Employees must use their accrued holiday leave within the designated 12-month period. Each year, at the end of the pay period that includes September 30<sup>th</sup>, all unused holiday leave will be forfeited.

## **PROPOSED REVISION**

### **Article VI. TIME AWAY FROM WORK**

Revised December 15, 2008

#### **1.4 Maximum Holiday Leave Accumulation**

County employees accrue holiday leave within the 12-month period of November 1<sup>st</sup> through October 31<sup>st</sup>. This 12- month period is designated as the “Leave Year” for holiday accruals. Employees must use their accrued holiday leave within the designated 12-month period. Each year, at the end of the pay period that includes October 31<sup>st</sup>, all unused holiday leave will be forfeited.

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 07/20/2009**

**Action Agenda Item No. 7/2**  
(Central Admin. use only)

**SUBJECT:** LSTA Basic Equipment Grant

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**DEPARTMENT:** Library

**PUBLIC HEARING:** No

**ATTACHMENT(S):**

1. Grant award notification letter
2. Grant Agreement (2 copies)
3. Certification Regarding Debarment and Suspension; Lobbying; Federal Debt Status; and Nondiscrimination

**INFORMATION CONTACT:**

Martie Smith

**TELEPHONE NUMBERS:**

704-283-8184 x222 (office)

704-242-0180 (mobile)

(Please note that the contract originals must be signed in blue ink.)

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize County Manager to approve FY 09-10 LSTA Basic Equipment Grant Agreement and adopt Budget Ordinance Amendment #5

**BACKGROUND:** The State Library of North Carolina offers annual competitive grant opportunities for technology improvements for public benefit. The Library has been awarded a grant to purchase ten laptop computers for public use at the Union West Regional Library. During peak periods, the Union West Regional Library consistently has more patrons who wish to use public computers than there are computer terminals available to them. Public computer usage continues to grow, as more people visit the Library, especially unemployed workers searching for jobs, preparing resumes, and completing online applications. Union West is overcrowded to the extent that it is not feasible to add enough desktop computer workstations. The grant-funded laptops, equipped with wireless Internet access and Microsoft Office production software, will be available for in-library checkout. Patrons will check out a laptop and use it at one of the Library's study tables, where staff will be available to offer assistance as needed. By this means, the Library can provide more patrons with simultaneous access to the Internet and essential software, which will significantly reduce, if not eliminate, wait-times for public computers during peak periods. The computers will not leave the building.

**FINANCIAL IMPACT:** This grant will provide \$14,237 in revenue to the County. The grant requires a 15% match (\$2,514), which is included in the Library's approved budget.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:**

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**Manager Recommendation:**

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**BUDGET AMENDMENT**

BUDGET Library - LSTA Grant REQUESTED BY Martie Smith  
 FISCAL YEAR FY2010 DATE July 20, 2009

**INCREASE**

Description

Operating expense 14,237  
Federal Grant for Public Education 14,237

**DECREASE**

Description

Explanation: Appropriate funds for LSTA federal grant for public education.

DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_  
 Bd of Comm/County Manager  
 Lynn West/Clerk to the Board

**FOR POSTING PURPOSES ONLY**

**DEBIT**

<u>Code</u>	<u>Account</u>	<u>Amount</u>
10561100-5265-1802	Computer Equipment	13,439
10561100-5354-1802	Maint. Agr.-Software	798

**CREDIT**

<u>Code</u>	<u>Account</u>	<u>Amount</u>
10461100-4368-1802	Federal Grant-for Pub Ed	14,237

Total 14,237

Total 14,237

Prepared By awi  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

*[Handwritten Signature]*

Number 5



## North Carolina Department of Cultural Resources

State Library of North Carolina  
Administration and Library Development

Beverly Eaves Perdue, Governor  
Linda A. Carlisle, Secretary

Mary L. Boone, State Librarian

June 29, 2009

Beverly Osborn  
Union County Public Library  
316 East Windsor Street  
Monroe, North Carolina 28112-4844

Dear Ms. Osborn:

Congratulations! The State Library is pleased to confirm that **Union County Public Library's** application for a **2009-2010 LSTA Basic Equipment Grant** has been approved for funding in the amount of **\$14,237**.

Enclosed are two copies of the **grant agreement** and a **Certification Regarding Debarment and Suspension, etc.** After you have reviewed these documents, promptly return the signed and dated agreements (two originals), and the Debarment certification. Please sign all documents in blue ink. We remind you that you cannot encumber or spend grant or local matching funds until both your representatives and the State Librarian have signed the grant agreement.

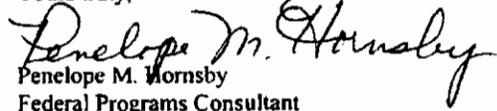
Your library's application for this grant included certification, as appropriate, related to the federal Children's Internet Protection Act (CIPA). The Addendum to your grant agreement is acknowledgement of the CIPA certification you provided to the State Library and a statement of what your certification entails with regard to CIPA for this grant. *The grant agreement and addendum are critical documents that must be retained in your project file.*

This grant is made possible by funding from the federal Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Cultural Resources. You are required to credit IMLS and the State Library/Department of Cultural Resources in all related publications and activities in conjunction with the use of the grant funds. The Catalog of Federal Domestic Assistance (CFDA) number for this grant is 45.310.

Once all parties have signed the grant agreements, we will mail you a fully executed original agreement, a sample media release, and instructions for obtaining reimbursement of grant expenditures. We will also provide you with any pertinent reviewer feedback and comments about your proposal. Please remember that you must obtain prior approval from the State Library for any budget and programmatic changes.

The State Library is pleased to support this project for your library users. Please let us know if you have questions at any point. You may contact me by telephone at 919-807-7420; or send e-mail to me at [penny.hornsby@ncdcr.gov](mailto:penny.hornsby@ncdcr.gov).

Yours truly,

  
Penelope M. Hornsby  
Federal Programs Consultant

Enclosures (3)

MAILING ADDRESS  
4640 Mail Service Center  
Raleigh, NC 27699-4640

Telephone 919-807-7400  
Fax 919-733-8748

LOCATION  
109 East Jones Street  
Raleigh, NC 27601

NORTH CAROLINA  
2009/2010

**GRANT AGREEMENT  
LSTA BASIC EQUIPMENT GRANT**

This is an agreement by and between **Union County Public Library**, hereinafter referred to as "the Library," and the State Library of North Carolina, Department of Cultural Resources, hereinafter referred to as the "State Library."

The State Library has agreed to fund this grant with federal Library Services and Technology Act (LSTA) funds in the amount of \$14,237 to be disbursed through North Carolina Accounting System accounting fund 46011495410145. The Catalog of Federal Domestic Assistance (CFDA) number for this grant is 45.310. This agreement is in effect upon signing by all parties, but no earlier than July 1, 2009, and will terminate on June 30, 2010, unless amended by mutual consent.

Institution and/or Library Name: Union County Public Library

Mailing Address: 316 E. Windsor Street

City, State, ZIP: Monroe, NC 28112

Contact person name/title: Beverly Osborn / Automation Coordinator

Contact person telephone: 704-283-8184 x 233

Contact person email: bosborn@union.lib.nc.us

Federal Employer Identification Number: 56-6000345

Library fiscal year ending date: 06/30/2010

**IN CONSIDERATION OF RECEIVING THE ABOVE REFERENCED GRANT FUNDING,  
THE LIBRARY HEREBY AGREES TO:**

1. Accept and administer an LSTA grant from the State Library in the amount of \$14,237 for costs associated with the project represented in the Library's application, grant award letter, and any amendments thereto.
2. Abide by all Grant Provisions as certified in the grant application, including any certifications submitted with this grant agreement (Certification Regarding Debarment and Suspension; Lobbying; Federal Debt Status; Nondiscrimination) and the certification regarding compliance with the Children's Internet Protection Act (CIPA) attached as an Addendum to this agreement.
3. Regularly inform the State Library on the progress of the project.
4. Encumber and expend project (grant and matching) funds
  - only upon or after the effective date of this grant agreement and before its termination.
  - in accordance with the project budget as submitted with the project application, or as modified in the grant award letter, or as amended and approved by the State Library; and
  - in accordance with all applicable local, state and federal laws and regulations.

5. Expend project funds in a manner that ensures free and open competition.
6. Complete all project expenditures by **June 30, 2010**, or by the termination date of this agreement as amended by mutual consent.
7. Submit grant reimbursement requests with appropriate documentation of eligible project expenditures, at least quarterly, on or before October 15, January 15, April 15, and July 15. On or before **April 15, 2010**, request a minimum of seventy-five percent (75%) of the grant amount and provide an estimate of remaining grant expenses to be reimbursed after June 30. On or before **July 15, 2010**, submit a final request for reimbursement.
8. If eligible, the Library and all subgrantees shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to N.C.G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.
9. Label all equipment with a cost of \$1,000 or more as purchased with LSTA funds and list this equipment on biennial inventory reports requested by the State Library for five years following purchase. Items costing \$5,000 or more shall be listed until no longer needed for the project or at the end of useful life. If fair market value at the time of surplus or disposal exceeds \$5,000, disposal will be cleared with the State Library.
10. Acknowledge the Institute of Museum and Library Services in all related publications and activities in conjunction with the use of the grant funds, with a credit acknowledgement as follows: "This publication/activity/program etc was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Cultural Resources." Submit a copy of any publications or materials produced under the grant to the State Library.
11. Provide library services resulting from the grant to all members of the community served, in compliance with all Federal statutes relating to non-discrimination on the basis of race, color, national origin, sex, handicap, or age.
12. Request prior written approval from the State Library for any subcontracting or assignment to any subgrantee or assignee. Neither the Library nor any subgrantee or assignee is relieved of the duties and responsibilities of this agreement. Subgrantees and assignees agree to abide by the terms of this agreement and must provide all information necessary for the Library to comply with the terms of this agreement.
13. Revert any unexpended funds to the State Library upon termination of this agreement.
14. Submit a final report to the State Library by September 30, 2010, providing a summary of project expenditures and appropriate narrative and evaluative elements, assessing the extent of performance goals achieved.
15. Certify upon completion of the grant that grant funds were received, used, and expended for the purposes for which they were granted.
16. Maintain adequate financial records to ensure complete reporting, and retain programmatic, financial, and audit records relating to the grant for a minimum of five years from the due date of the final grant report or until all audit exceptions have been resolved, whichever is longer. Provide access upon request to the Department of Cultural Resources, Office of the State Auditor, Institute of Museum and

Library Services and the Comptroller General or their designees, to all records and documents related to the award, including audit work papers in possession of any auditor of the Library.

17. Ensure that grant funds are audited in compliance with state and federal audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations, and, as applicable, according to the standards of the federal Single Audit Act of 1984 as amended 1996 and 2003, and Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations" as supplied by the Executive Office of the President, Office of Management and Budget, Washington, DC.
18. Comply with the requirements of North Carolina General Statute 143C-6-23: "State grant funds: administration: oversight and reporting requirements" and the corresponding rules of North Carolina Administrative Code, Title 9, Subchapter 03M.0102-.0802, "Uniform Administration of State Grants," and the applicable requirements in the Office of the State Auditor's Audit Advisory 2005-001, September 2005, including submission of required financial reports within six months (or nine months for \$500,000 threshold) of the end of the Library's fiscal year(s) in which grant funds are received.
19. File with the State Library a copy of the Library's **policy addressing conflicts of interest** that may arise involving the Library's management employees and members of its board of directors, commissions, or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Library's employees or members of its board, commissions, or other governing body, from the Library's disbursing of grant funds and local matching funds and shall include actions to be taken by the Library or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. (N.C.G.S. 143C-6-23(b)). The policy shall be filed before the State Library may disburse the grant funds, unless the Library is covered by the provisions of N.C.G.S. 160A-479.11 and 14-234.
20. File with the State Library the Library's sworn written statement completed by the Library's board of directors or other governing body stating that, pursuant to N.C.G.S. 143C-6-23(c), the Library does not have any **overdue tax debts**, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. The policy shall be filed before the State Library may disburse the grant funds, unless the Library is covered by the provisions of G.S. 160A-479.11 and 14-234.

#### **THE STATE LIBRARY AGREES TO:**

1. Award LSTA grant funds to the Library in the amount and under the terms and conditions stated above, subject to the availability of funds.
2. Pay LSTA grant funds upon receipt of approvable reimbursement requests submitted quarterly by the Library. Pay by June 30, 2010, all approved requests received on or before April 15, 2010, and by August 31, 2010, all approved requests received by July 15, 2010.
3. Assist the Library as appropriate and necessary with the implementation of this project. Provide monitoring and oversight through a combination of periodic emails, calls, visits, and review of reimbursement requests and reports.
4. Report on this project to the federal funding agency, the Institute of Museum and Library Services, and to the North Carolina Office of the State Auditor and the Office of State Budget and Management in accordance with all applicable federal and state requirements.

**GRANT AGREEMENT 2009/2010**  
**ADDENDUM: Children's Internet Protection Act**

Library Name: **Union County Public Library**  
Grant Category: **LSTA Basic Equipment Grant**

The application of Union County Public Library for a 2009-2010 LSTA Basic Equipment Grant included the required LSTA CIPA certification form. By authorized signature the applicant library certified that:

- The library is CIPA compliant.

**Pursuant to the applicant library's certified statement on the *Internet Safety Certification* form, the library does not need to make an additional certification with regard to Internet safety under LSTA.**

**THIS AGREEMENT** may be amended, if necessary, upon the mutual acceptance of a written amendment to this agreement signed and dated by the Library and the State Library. Such amendment(s) shall state any and/or all change(s) to be made. This agreement may be terminated by mutual consent with 60 days' prior written notice or as otherwise provided by law.

*[Please sign in blue ink.]*

x MS Smith  
Signature, Library Director  
(Printed Name) \_\_\_\_\_

Date 07/07/2009

x \_\_\_\_\_  
Signature, Local Government or Institutional Representative  
(Printed Name / Title) \_\_\_\_\_

Date \_\_\_\_\_

x \_\_\_\_\_  
Signature, Mary L. Boone, State Librarian

Date \_\_\_\_\_

Mail this form with **original signatures in blue ink** to:  
LSTA Grant Agreements; Library Development Section, State Library of North Carolina;  
4640 Mail Service Center; Raleigh, NC 27699-4640.

## **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION; LOBBYING; FEDERAL DEBT STATUS; AND NONDISCRIMINATION**

### **1. DEBARMENT AND SUSPENSION**

The grantee shall comply with 2 CFR Part 3185. The undersigned, on behalf of the grantee, certifies to the best of his or her knowledge and belief that neither the grantee nor any of its principals:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a);  
or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this submission.

The grantee is required to communicate the requirement to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) to persons at the next lower tier with whom the grantee enters into covered transactions.

### **2. LOBBYING**

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the grantee certifies to the best of his or her knowledge and belief that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the grantee) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**3. FEDERAL DEBT STATUS**

The undersigned, on behalf of the grantee, certifies to the best of his or her knowledge and belief that the grantee is not delinquent in the repayment of any Federal debt.

**4. NONDISCRIMINATION**

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the grantee, certifies that the grantee will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685- 86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the grantee, I hereby certify that the grantee will comply with the above certifications.

\_\_\_\_\_  
Signature of Authorized Certifying Official

\_\_\_\_\_  
Print Name and Title of Authorized Certifying Official

\_\_\_\_\_  
Date

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 07/20/2009**

**Action Agenda Item No.** 7/8  
(Central Admin. use only)

**SUBJECT:** Refund of excise stamp to John C. Markey II, PLLC, in the amount of \$970.00. John C. Markey II, PLLC, filed a deed in Union County when it should have been filed in Mecklenburg County.

---

**DEPARTMENT:** Register of Deeds

**PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
See attached letter and copy of the deed indicating the amount of the excise stamp paid in Union County.

**INFORMATION CONTACT:**  
Crystal D. Crump

**TELEPHONE NUMBERS:**  
704-283-3794

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**DEPARTMENT'S RECOMMENDED ACTION:** Refund John C. Markey II, PLLC in the amount of \$970.00 for recording deed in the wrong county.

**BACKGROUND:**

**FINANCIAL IMPACT:** This amount will need to come out of budget code 10424000-4160.

---

**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:**

LAW OFFICES  
**JOHN C. MARKEY II, PLLC**  
ATTORNEY AT LAW  
1800 CAMDEN ROAD  
SUITE 106  
CHARLOTTE, NORTH CAROLINA 28203

TEL: 704-343-0077  
FAX: 704-343-2977

June 17, 2009

Union County Register of Deeds  
500 No. Main Street, Suite 206  
Monroe, NC 28110

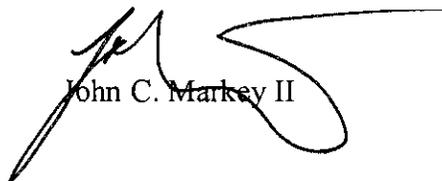
RE: Refund of Excise Tax & Recording Fees

Dear Ms. Crump,

On June 15, 2009 our courier presented documents to Union County for recording. The documents were recorded in error as they were for a Mecklenburg County Property. Please find attached a copy of the recorded deed showing the Excise Tax of \$970.00. We would appreciate your sending us a check for the full amount of the tax plus the recording fees of \$126.00 at your earliest convenience.

The check can be mailed in the postage-paid envelope provided. We appreciate your prompt reply.

Very truly yours,



John C. Markey II

Enclosure

Union County, NC  
Crystal D. Crump  
Register of Deeds

Instrument Type : P A  
Instrument # : 19585  
1st Grantor : PATRICK BUTLER  
1st Grantee : TOMMY LEE NASEKOS  
Description: POWER OF ATTORNEY

Receipt # : 2009-145116  
Date : 06/15/2009 01:08pm  
Book/Page: 05150 / 0681-00682 Pages : 2  
Document : 1 of 4

Description	Qty	Unit Cost	Extended
1st Page	1	12.00	12.00
2+ Pages	1	3.00	3.00
Verification	1	2.00	2.00
<b>Document 1</b>			<b>17.00</b>

Instrument Type : P A  
Instrument # : 19586  
1st Grantor : MARIA BULTER  
1st Grantee : TOMMY LEE NASEKOS  
Description: POWER OF ATTORNEY

Receipt # : 2009-145116  
Date : 06/15/2009 01:08pm  
Book/Page: 05150 / 0683-00684 Pages : 2  
Document : 2 of 4

Description	Qty	Unit Cost	Extended
1st Page	1	12.00	12.00
2+ Pages	1	3.00	3.00
Verification	1	2.00	2.00
<b>Document 2</b>			<b>17.00</b>

Instrument Type : DEED  
Instrument # : 19587  
1st Grantor : JONATHAN R WATERS

Receipt # : 2009-145116  
Date : 06/15/2009 01:09pm  
Book/Page: 05150 / 0685-00686 Pages : 2  
Document : 3 of 4

Description:

Description	Qty	Unit Cost	Extended
1st Page	1	12.00	12.00
2+ Pages	1	3.00	3.00
Verification	1	2.00	2.00
Excise Tax	1	970.00	970.00
<b>Document 3</b>			<b>987.00</b>

Instrument Type : D T  
Instrument # : 19588  
1st Grantor : PATRICK BUTLER

Receipt # : 2009-145116  
Date : 06/15/2009 01:09pm  
Book/Page: 05150 / 0687-00704 Pages : 18  
Document : 4 of 4

Description:

Description	Qty	Unit Cost	Extended
Deed of Trust 1st Page	1	12.00	12.00
Deed of Trust - 2+ Pages	17	3.00	51.00
Deed of Trust - Verification	1	2.00	2.00
Flood Plain Fee (effective 10/01/2008)	1	10.00	10.00
<b>Document 4</b>			<b>75.00</b>

Grand Total	1,096.00
Check 23861	-1,096.00
Balance	0.00

FILED  
UNION COUNTY, NC  
CRYSTAL CRUMP  
REGISTER OF DEEDS

FILED Jun 15, 2009  
AT 01:09 pm  
BOOK 05150  
START PAGE 0685  
END PAGE 0686  
INSTRUMENT # 19587  
EXCISE TAX \$970.00  
MBM

**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax: \$ 970.00

Parcel Identifier No. 195-131-57 Verified by \_\_\_\_\_ County on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
By: \_\_\_\_\_

Mail/Box to: John C. Markey II, PLLC, 1800 Camden Road, Ste. 106, Charlotte, NC 28203

*RTI County Recording*  
This instrument was prepared by: John C. Markey II, PLLC, 1800 Camden Road, Ste. 106, Charlotte, NC 28203

Brief description for the Index: \_\_\_\_\_

THIS DEED made this 12th day of June, 2009, by and between

GRANTOR	GRANTEE
Jonathan R. Waters and wife Charity Chistine Waters	Patrick Butler, and wife Maria Butler 9518 Innishmoor Court Matthews, NC 28104

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of Matthews, \_\_\_\_\_ Township, Union County, North Carolina and more particularly described as follows:

BEING all of Lot 426, SHANNAMARA SUBDIVISION, Phase II, Village of Glamorgan, Map XIV, as shown on a plat duly recorded in Map book 34, Page 482, Mecklenburg County Public Registry, reference to which is hereby made for a more particular metes and bounds description.

The property hereinabove described was acquired by Grantor by instrument recorded in Book 19184 page 491.

A map showing the above described property is recorded in Plat Book \_\_\_\_\_ page \_\_\_\_\_.

NC Bar Association Form No. L-3 © 1976, Revised © 1977, 2002

Printed by Agreement with the NC Bar Association - 1981 SoftPro Corporation, 333 E. Six Forks Rd., Raleigh, NC 27609

*John C. Markey II*

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

\_\_\_\_\_  
(Entity Name)

Jonathan R. Waters (SEAL)  
Jonathan R. Waters

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Charity Christine Waters (SEAL)  
Charity Christine Waters

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
(SEAL)

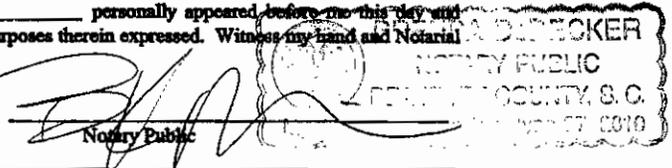
By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
(SEAL)

State of North Carolina - County of Union

I, the undersigned Notary Public of the County and State aforesaid, certify that Jonathan R. Waters and wife Charity Christine Waters personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 12th day of June, 2009

My Commission Expires: 6/27/10



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

State of North Carolina - County of \_\_\_\_\_

I, the undersigned Notary Public of the County and State aforesaid, certify that \_\_\_\_\_ personally came before me this day and acknowledged that he is the \_\_\_\_\_ of \_\_\_\_\_, a North Carolina or \_\_\_\_\_ corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable), and that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf as its act and deed. Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_  
Notary Public

State of North Carolina - County of \_\_\_\_\_

I, the undersigned Notary Public of the County and State aforesaid, certify that \_\_\_\_\_

Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_  
Notary Public

The foregoing Certificate(s) of \_\_\_\_\_ is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

By: \_\_\_\_\_ Register of Deeds for \_\_\_\_\_ County  
Deputy/Assistant - Register of Deeds

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 07/20/09**

**Action Agenda Item No. 7/9**  
(Central Admin. use only)

**SUBJECT:** Centralina - HCCBG Funding FY 2010

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**DEPARTMENT:** Finance

**PUBLIC HEARING:** No

**ATTACHMENT(S):**  
BA#1  
FY 2010 Union County HCCBG  
Funding Plan

**INFORMATION CONTACT:**  
Gayla Woody

**TELEPHONE NUMBERS:**  
704-372-2416

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**DEPARTMENT'S RECOMMENDED ACTION:** Approve FY 2010 HCCBG Funding Plan, Adopt Budget Amendment #1 and Authorize County Manager to approve contract with Centralina Council of Governments.

**BACKGROUND:** Centralina is the Lead Agency for Union County Home and Community Care Block Grant Funding. Centralina works closely with Transportation, Nutrition, DSS, and Council of Aging to deliver comprehensive aging services to older adults and their families.

The County's FY 2010 budget contains \$675,247 in block grant funding for transportation, in home services, adult day care, and nutrition programs. Centralina has been awarded \$772,630 for Union County resulting in an additional \$97,383.

**FINANCIAL IMPACT:** No additional County Funds required.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:**

**BUDGET AMENDMENT**

BUDGET Centralina - HCCBG REQUESTED BY Gayla Woody  
 FISCAL YEAR FY2010 DATE July 20, 2009

**INCREASE**

Description

Operating expense 97,383

Federal Revenue 97,383

**DECREASE**

Description

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Explanation: Appropriate additional federal revenue from Centralina - HCCBG

DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_  
 Bd of Comm/County Manager  
 Lynn West/Clerk to the Board

FOR POSTING PURPOSES ONLY

**DEBIT**

**CREDIT**

<u>Code</u>	<u>Account</u>	<u>Amount</u>	<u>Code</u>	<u>Account</u>	
<u>10553160-5381-1501</u>	<u>Professional Services</u>	<u>38,923</u>	<u>10453160-4339-1501</u>	<u>Federal Revenue</u>	<u>38,923</u>
<u>10558600-5699-1670</u>	<u>Pmts to Other Agencies</u>	<u>29,313</u>	<u>10458600-4339-1670</u>	<u>Federal Revenue</u>	<u>29,313</u>
<u>10558100-5126-1680</u>	<u>Salaries &amp; Wages</u>	<u>14,657</u>	<u>10458100-4396-1680</u>	<u>Federal Revenue</u>	<u>14,657</u>
<u>10558700-5220-1681</u>	<u>Food &amp; Provisions</u>	<u>24,100</u>	<u>10458700-4399-1681</u>	<u>Federal Revenue</u>	<u>24,100</u>
<u>10453160-4339-1503</u>	<u>Federal Revenue</u>	<u>9,610</u>	<u>10553160-5399-1503</u>	<u>Public Assistance</u>	<u>9,610</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total 116,603 Total 116,603

Prepared By bl **BW (KAN)**  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number 1

FY10serv	A2:L39,A43:L81,A88:L123,A127:L169			
				FY'2010
	<b>HOME AND COMMUNITY CARE BLOCK GRANT (HCCBG) SERVICES</b>			
	<b>OLDER AMERICANS ACT SERVICES</b>			
	<b>NORTH CAROLINA STATE SERVICES</b>			
<b>4/30/2009</b>				
<b>COUNTY</b>	<b>AGENCY</b>	<b>SERVICE</b>	<b>HCCBG FUNDS</b>	
		<b>FY 10 - 772,629</b>	9,429	
Union (090)	Council on Aging (015)	Information & Case A (40)	34,959	
	Council on Aging (015)	In-Home Aide I-Hm Mgmt (041)	94,598	
	Council on Aging (015)	In-Home Aide I-Respite (235)	32,638	
	Council on Aging (015)	In-Home Aide II-PC (042)	89,088	
	Council on Aging (015)	In-Home Aide II-Respite (236)	47,774	
			299,057	4339-1670
	Senior Services (092)	Transportation (250)	107,839	4396-1680
	Senior Services (091)	Congregate Meals (180)	42,078	
	Senior Services (091)	Home Delivered Meals (20)	117,156	
			159,234	4399-1681
	Dept. of Social Services (09)	Adult Day Care (30)	86,401	4339-1503
	Dept. of Social Services (09)	In-Home Aide II-PC (042)	103,284	
	Dept. of Social Services (09)	In-Home Aide III-PC (045)	16,815	
			120,099	4339-1501
		<b>Total</b>	772,630	
28287	div be 3 agencies(DSS for In Home, COA for In Home and Nut/Tp share divided between Tp & HD			



Centralina Council of Governments

MEMORANDUM

original

TO: Union County Board of Commissioners

FROM: Gayla S. Woody, Aging Program Administrator  
Centralina Area Agency on Aging

RE: FY 10 Union County Home and Community Care Block  
Grant Funding Plan

DATE: July 7, 2009

As the Lead Agency for the Union County Home and Community Care Block Grant Advisory Community, please find attached the completed Funding Plan for Fiscal Year 2010 revenues.

Please note that Union County received a \$28,287 increase from the previous year. We respectfully request approval of the plan as presented.

The Home and Community Care Block Grant Advisory Committee is a great group with which to work and the Community Service Providers in this County do a very good job. This strong collaboration is critical as we plan for older adult consumers.

Thank you for your support and interest in Union County Older Adults.

gsw



**Centralina Area Agency on Aging/Ombudsman Program**  
Midtown Plaza Building - 1300 Baxter Street, Suite 450  
PO Box 35008, Charlotte, North Carolina 28235  
Phone: 704-372-2416 Fax: 704-347-4710  
[www.centralina.org](http://www.centralina.org)

**Home and Community Care Block Grant for Older Adults**

**County Funding Plan**

Identification of Agency or Office with Lead Responsibility for County Funding Plan

County: Union

July 1, 2009 through June 30, 2010

The agency or office with lead responsibility for planning and coordinating the County Funding Plan recommends this funding plan to the Board of Commissioners as a coordinated means to utilize community-based resources in the delivery of comprehensive aging services to older adults and their families

Centralina Council of Governments Area Agency on Aging  
(Name of Agency/Office with lead responsibility)

Gayla S. Woody 39987  
Authorized Signature Date

Gayla S. Woody, Aging Program Administrator  
(Type name and title of signatory agent)

Home and Community Care Block Grant for Older Adults

County Union \_\_\_\_\_  
 July 1, 2009 through June 30, 2010

County Funding Plan

County Services Summary

Services	A				B	C	D	E	F	G	H	I
	Block Grant Funding				Required Local Match	Net Service Cost	USDA Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
	Access	In-Home	Other	Total								
Trans 250	107839				11982	119821	0	119821	10228	11.7146	475	10531
In-Home I-Home Mgmt 041		94598			10511	105109	0	105109	4861	21.6229	70	5150
Adult Day Care		86401			9600	96001	0	96001	2979	32.2259	15	2979
In-Home II-Personal Care 042		103284			11476	114760	0	114760	5855	19.6003	26	5855
In-Home I-Respite 235		32638			3626	36264	0	36264	1575	23.0248	12	1575
In-Home II-Home Mgmt 042		89088			9899	98987	0	98987	3878	25.5253	32	4000
In-Home III-Personal Care 045		16815			1868	18683	0	18683	953	19.6044	6	953
In-Home II-Respite 236		47774			5308	53082	0	53082	2267	23.4151	15	2400
Congregate 180			42078		4675	46753	16500	63253	6693	6.9853	120	27499
Home Delivered 020			117156		13017	130173	27000	157173	29407	4.4266	255	44999
Info & Assist 040	34959				3884	38843	0	38843	NA	NA	900	NA
					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
<b>Total</b>	<b>142798</b>	<b>470598</b>	<b>159234</b>	<b>772630</b>	<b>85846</b>	<b>858476</b>	<b>43500</b>	<b>901976</b>	<b>68696</b>	<b>     </b>	<b>1926</b>	<b>105941</b>

Signature, Chairman, Board of Commissioners

Date

<b>NAME AND ADDRESS</b> <b>COMMUNITY SERVICE PROVIDER</b> Union County Department of Social Services 1212 West Roosevelt Blvd Monroe, NC 28110	<b>Home and Community Care Block Grant for Older Adults</b>  <b>County Funding Plan</b>	<b>DOA-732 (Rev. 02/09)</b> <b>County</b> <u>Union</u> July 1, 2009 through June 30, 2010
<b>Provider Services Summary</b>		

Services	Ser. Delivery		A				B	C	D	E	F	G	H	I
	(Check One)		Block Grant Funding				Required	Net*	USDA	Total	Projected	Projected	Projected	Projected
	Direct	Purch.	Access	In-Home	Other	Total	Local Match	Serv Cost	Subsidy	Funding	HCCBG Units	Reimburse. Rate	HCCBG Clients	Total Units
Trans 250			0			//////////	0	0	0	0	0	#DIV/0!		0
In-Home I-Home Mgmt 0				0		//////////	0	0	0	0	0	#DIV/0!		0
Adult Day Care				86401		//////////	9600	96001	0	96,001	2979	32.2259	15	2979
In-Home II-Home Mgmt				0		//////////	0	0	0	0	0	#DIV/0!		0
In-Home II-Personal Care 042				103284		//////////	11476	114760	0	114760	5855	19.6003	26	5855
In-Home II-Respite 236				0		//////////	0	0	0	0	0	#DIV/0!		0
In-Home III-Home Mgmt				0		//////////	0	0	0	0	0	#DIV/0!		0
In-Home III-Personal Care 045				16815		//////////	1868	18683	0	18683	953	19.6044	6	953
In-Home III-Respite 237				0		//////////	0	0	0	0	0	#DIV/0!		0
In-Home IV-Home Mgmt 046				0		//////////	0	0	0	0	0	#DIV/0!		0
In-Home IV-Respite 238				0		//////////	0	0	0	0	0	#DIV/0!		0
Congregate 180					0	//////////	0	0	0	0	0	#DIV/0!		0
Home Delivered 020					0	//////////	0	0	0	0	0	#DIV/0!		0
Info & Assist 040				0		//////////	0	0	0	0	0	#DIV/0!		0
Housing/ Home Repair 140					0	//////////	0	0	0	0	0	#DIV/0!		0
Senior Center Operation 170					0	//////////	0	0	0	0	0	#DIV/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		0
<b>Total</b>	////////	////////	0	206500	0	206,500	22944	229444	0	229444	9787	//////////	47	9787

\*Adult Day Care & Adult Day Health Care Net Service Cost

	ADC	ADHC
Daily Care	29.2259	
Transportation	3.0000	
Administrative		
<b>Net Ser. Cost Total</b>	<b>32.2259</b>	

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.


  
 Authorized Signature Title \_\_\_\_\_ Date 6-4-09  
 Community Service Provider

\_\_\_\_\_  
Signature, County Finance Officer Date

\_\_\_\_\_  
Signature, Chairman, Board of Commissioners Date





Services:

	Grand Total	Trans 250	Home I-Home Mgr	Adult Day Care	Home II-Home Mgr	Home III-Personal C	Home IV-Respite	Home V-Home Mgr	Home VI-Respite	Congregate 18C	Home Delivered 02	Info & Assis 040	Housing/ Home Repair 140	Senior Center Operation 170
<b>III. Computation of Rates</b>														
<b>A. Computation of Unit Cost Rate:</b>														
1. Total Expenses (equals line II.J)	229,444	0	0	96,001	0	114,760	0	0	18,683	0	0	0	0	0
2. Total Projected Units				2,979		5,855			953					
3. Total Unit Cost Rate		#DIV/0!	#DIV/0!	32.2259	#DIV/0!	19.6003	#DIV/0!	#DIV/0!	19.6044	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>B. Computation of Reimbursement Rate:</b>														
1. Total Revenues (equals line I.J)	229,444	0	0	96,001	0	114,760	0	0	18,683	0	0	0	0	0
2. Less: USDA (equals line I.D)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Title V (equals line I.E and II.D)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non Match In-Kind (equals line I)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Revenues Subject to Unit Reimbursement	229,444	0	0	96,001	0	114,760	0	0	18,683	0	0	0	0	0
4. Total Projected Units (equals line III.A.2)				2,979		5,855			953					
5. Total Reimbursement Rate		#DIV/0!	#DIV/0!	32.2259	#DIV/0!	19.6003	#DIV/0!	#DIV/0!	19.6044	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>C. Units Reimbursed Through HCCBG</b>	9,787	0	0	2,979	0	5,855	0	0	953	0	0	0	0	0
<b>D. Units Reimbursed Through Program Income</b>	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>E. Units Reimbursed Through Remaining</b>	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>F. Total Units Reimbursed/Total Projected</b>	9,787	0	0	2,979	0	5,855	0	0	953	0	0	0	0	0

0	0	96001	0	114760	0	0	0	18683	0	0	0	0	0	0
0	0	2979	0	5855	0	0	0	953	0	0	0	0	0	0
#DIV/0!	#DIV/0!	32.2259	#DIV/0!	19.6003	#DIV/0!	#DIV/0!	#DIV/0!	19.6044	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
0	0	96001	0	114760	0	0	0	18683	0	0	0	0	0	0
0	0	2979	0	5855	0	0	0	953	0	0	0	0	0	0
#DIV/0!	#DIV/0!	32.2259	#DIV/0!	19.6003	#DIV/0!	#DIV/0!	#DIV/0!	19.6044	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

\* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III D indicates the number of units that will have to be produced in addition to those stated on line III C in order to earn the net revenues stated on line I.C.



**Home and Community Care Block Grant for Older Adults  
County Funding Plan**

**Methodology to Address Service Needs of Low-income Minority Elderly and Rural Elderly**

(Older American Act, Section 306 (a) (5) (A) (ii))

**Community Service Provider:** Union County Department of Social Services

**County:** Union

**July 1, 2009 through June 30, 2010**

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low-income minority elderly and rural elderly will be met through the services identified on the Provider Services Summary (DOA-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform to specific objectives established by the Area Agency on Aging for providing services to low-income minority individuals. Additional pages may be used as necessary.

GOAL:

Union County Department of Social Services seeks to identify all persons age 60 and over in Union County. Union County Department of Social Services defines and assesses the needs of seniors by representation on the HCCBG providers committee. Through the Union County Older Adult Interagency Council there is close communication and cooperation with agencies such as Council on Aging. The department also participates in monthly multidisciplinary team. All these activities assist in reaching low income and minority older adults.

Our agency staff participates in the Senior Center Outreach Program. This program takes information and programs to four outlying communities for a one day a month program. Low income and minorities have been the targeted population.

All Union County Department of Social Services Intake Social Workers are thoroughly familiar with all programs available to serve older persons, especially those who are minority or low income. Intake workers provide information and make referrals as appropriate.

**Standard Assurance To Comply with Older Americans Act  
Requirements Regarding Clients Rights  
For  
Agencies Providing In-Home Services through the  
Home and Community Care Block Grant for Older Adults**

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

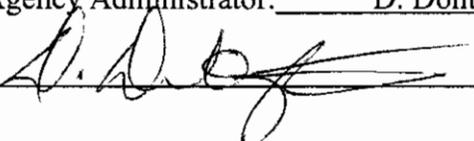
Client Rights information to be communicated to service recipients will include, at a minimum, the right to:

- Be fully informed, in advance, about each in-home service to be provided and any change in service(s) at may affect the wellbeing of the participant;
- Participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- Voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- Confidentiality of records relating to the individual;
- Have property treated with respect and;
- Be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Clients Right will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Union County Department of Social Services

Name of Agency Administrator: D. Dontae Latson, Director

Signature:  Date: 3-19-09

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

## CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client/patient of the program.
2. You have the right to appropriate and professional care relating to your needs.
3. You have the right to be fully informed in advance about the care to be provided by the program.
4. You have the right to be fully informed in advance of any changes in the care that you may be receiving and to give informed consent to the provision of the amended care.
5. You have the right to participate in determining the care that you will receive and in altering the nature of the care as your needs change.
6. You have the right to voice your grievances with respect to care that is provided and to expect that there will be no reprisal for the grievance expressed.
7. You have the right to expect that the information you share with the agency will be respected and held in strict confidence, to be shared only with your written consent and as it relates to the obtaining of other needed community services.
8. You have the right to expect the preservation of your privacy and respect for your property.
9. You have the right to receive a timely response to your request for service.
10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.
11. You have the right to be informed of agency policies, changes, and costs for services.
12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
13. You have the right to honest, accurate information regarding the industry, agency and of the program in particular.
14. You have the right to be fully informed about other services provided by this agency.

July 1, 2009 through June 30, 2010

**Home and Community Care Block Grant for Older Adults**

**Community Service Provider**

**Standard Assurances**

Union County Department of Social Services agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DOA-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
  - a) The County Funding Plan;
  - b) The Division of Aging Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
  - c) The Division of Aging Services Standards Manual, Volumes I through IV.

Community service providers shall monitor any contracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs, with particular attention to low-income minority individuals. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income Minority Elderly format, (DOA-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
  - a) Eligibility determination;
  - b) Client intake/registration;
  - c) Client assessment/reassessments and quarterly visits, as appropriate;
  - d) Determining the amount of services to be received by the client; and
  - e) Reviewing cost sharing/voluntary contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.

5. As specified in 45 CFR 92.36(b)(11), community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DOA-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to the audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and OMB Circular A-133, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishment reports. For-profit corporations are not subject to the requirements OMB Circular A-133, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. Federal funds may not be used to pay for a Single or Yellow Book audit unless it is a federal requirement. State funds will not be used to pay for a Single or Yellow Book audit if the provider receives less than \$500,000 in state funds. Information on audit and fiscal reporting requirements can be found at: [Http://www.ncauditor.net/nonprofitsite](http://www.ncauditor.net/nonprofitsite) .
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County Aging-Based Services (DOA-735) shall be maintained.

10. Providers In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2000 Amendments to the Older Americans Act.

  
\_\_\_\_\_  
(Authorized Signature)

6-25-09  
\_\_\_\_\_  
(Date)

<b>NAME AND ADDRESS</b>	<b>Home and Community Care Block Grant for Older Adults</b>	
<b>COMMUNITY SERVICE PROVIDER</b>	<b>DOA-732 (Rev. 02/09)</b>	
Council on Aging in Union County	<b>County Funding Plan</b>	County <u>Union</u>
PO Box 185	July 1, 2009 through June 30, 2010	
Monroe, NC 28111	<b>Provider Services Summary</b>	

Services	Ser. Delivery		A				B	C	D	E	F	G	H	I
	(Check One)		Block Grant Funding				Required	Net*	USDA	Total	Projected	Projected	Projected	Projected
	Direct	Purch.	Access	In-Home	Other	Total	Local Match	Serv Cost	Subsidy	Funding	HCCBG Units	Reimburse. Rate	HCCBG Clients	Total Units
In-Home I-Home Mgmt 04				94598		//////////	10511	105109	0	105109	4861	21.6229	70	5150
In-Home I-Respite 235				32638		//////////	3626	36264	0	36264	1575	23.0248	12	1575
In-Home II-Personal Care 042				89088		//////////	9899	98987	0	98987	3878	25.5253	32	4000
In-Home II-Respite 236				47774		//////////	5308	53082	0	53082	2267	23.4151	15	2400
Info & Assist 040			34959			//////////	3884	38843	0	38843	#DIV/0!	#DIV/0!	900	#DIV/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
<b>Total</b>	////////	////////	34959	264098	0	299,057	33228.556	332286	0	332286	//////////	//////////	1029	#DIV/0!

\*Adult Day Care & Adult Day Health Care Net Service Cost

	ADC	ADHC
Daily Care		
Transportation		
Administrative		
Net Ser. Cost Total		

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

*Linda Smiley* Ex Director 6/18/09  
 Authorized Signature, Title Date  
 Community Service Provider

\_\_\_\_\_  
 Signature, County Finance Officer Date

\_\_\_\_\_  
 Signature, Chairman, Board of Commissioners Date

Non Unit Services in  
 These Columns

I. Projected Revenues	Grand Total	In-Home I-Home Mgmt 041	In-Home I-Respite 235	In-Home II- Personal Care 042	In-Home II- Respite 236	Info & Assist 040
A. Fed/State Funding From the Division of Aging	299,057	94,598	32,636	89,088	47,774	34,959
Required Minimum Match - Cash	33,229	10,511	3,626	9,899	5,308	3,884
1) County General Fund	0					
2)	0					
3)	0					
Total Required Minimum Match - Cash	33,229	10,511	3,626	9,899	5,308	3,884
Required Minimum Match - In-Kind	0					
1)	0					
2)	0					
3)	0					
Total Required Minimum Match - In-Kind	0	0	0	0	0	0
B. Total Required Minimum Match (cash + in-kind)	33,229	10,511	3,626	9,899	5,308	3,884
C Subtotal, Fed/State/Required Match Revenue	332,286	105,109	36,264	98,987	53,082	38,843
D USDA Cash Subsidy/Commodity Valuation	0					
E OAA Title V Worker Wages, Fringe Benefits	7,736	2,011			5,725	
Local Cash, Non-Match	0					
1) County General Fund	0					
2)	0					
3)	0					
4)	0					
F Subtotal, Local Cash, Non-Match	0	0	0	0	0	0
Other Revenues, Non-Match	0					
1) Donations	0					
2) State in-Home	0					
United Way	40,400					40,400
G. Subtotal, Other Revenues, Non-Match	40,400	0	0	0	0	40,400
Local In-Kind Resources (Includes Volunteer Resources)	0					
1)	0					
2)	0					
3)	0					
H Subtotal, Local In-kind Resources, Non-Match	0	0	0	0	0	0
I Client Program Income	12,500	6,250		3,125	3,125	0
J. Total Projected Revenues (Sum I C,D,E,F,G)	392,922	113,370	36,264	102,112	61,932	79,243
Percent of Grand Total	100%	28.85%	9.23%	25.99%	15.76%	20.17%

Services:

II. Line Item Expense	Grand Total	Admin Cost	Home Mgr	Home I-Respite	II-Personal Care	II-Respite	Info & Assist	040
Staff Salary From Labor Distribution Schedule								
1) Full-time Staff	155,064	0	38,530	8,288	39,934	25,426		41,888
2) Part-time staff (do not include Title V workers)	118,879	0	54,256	15,498	18,880	18,642		11,605
<b>A. Subtotal, Staff Salary</b>	<b>273,943</b>	<b>0</b>	<b>92,786</b>	<b>24,782</b>	<b>58,814</b>	<b>44,068</b>		<b>53,493</b>
Fringe Benefits								
1) FICA	20,957	0	7,098	1,896	4,499	3,371		4,092
2) Health Ins.	14,270	0	2,238	1,707	4,378	1,189		4,757
3) Retirement	12,298	0	1,656	1,656	4,656	2,656		1,674
4) Unemployment Insurance	1,458	0	510	200	290	290		168
5) Worker's Compensation	8,791	0	79	1,783	3,828	1,954		1,147
6) Other (Longevity)	0	0	0	0	0	0		0
<b>B. Subtotal, Fringe Benefits</b>	<b>57,774</b>	<b>0</b>	<b>11,582</b>	<b>7,242</b>	<b>17,661</b>	<b>9,460</b>		<b>11,838</b>
Local In-Kind Resources, Non-Match								
1)	0	0	0	0	0	0		0
2)	0	0	0	0	0	0		0
3)	0	0	0	0	0	0		0
<b>C. Subtotal, Local In-Kind Resources Non-Match</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>D. OAA Title V Worker Wages, Fringe Benefits</b>	<b>7,736</b>	<b>0</b>	<b>2,011</b>	<b>0</b>	<b>0</b>	<b>5,725</b>		<b>0</b>
Travel								
1) Per Diem	0	0	0	0	0	0		0
2) Mileage Reimbursement	24,183	0	5,793	2,008	14,481	1,561		340
3) Other Travel Cost	0	0	0	0	0	0		0
<b>E. Subtotal, Travel</b>	<b>24,183</b>	<b>0</b>	<b>5,793</b>	<b>2,008</b>	<b>14,481</b>	<b>1,561</b>		<b>340</b>
General Operating Expenses								
1) Service Contracts	0	0	0	0	0	0		0
2) Rent, Utilities, Supplies	17,506	0	913	2,202	6,113	1,013		7,265
3) ARMS COST	150	0	30	30	30	30		30
4) Postage, Dues, Subscriptions	10,500	0	0	0	4,223	0		6,277
5) Advertising	200	0	0	0	150	50		0
6) In Home Aide Level II and III RN assessments	0	0	0	0	0	0		0
7) Program Supplies	930	0	255	0	650	25		0
8) Caterer	0	0	0	0	0	0		0
<b>F. Subtotal, General Operating Expenses</b>	<b>29,286</b>	<b>0</b>	<b>1,198</b>	<b>2,232</b>	<b>11,166</b>	<b>1,118</b>		<b>13,572</b>
<b>G. Subtotal, Other Admin. Cost Not Allocated in Lines II.A through F</b>								
<b>H. Total Proj. Expenses Prior to Admin. Distribution of Administrative Cost</b>	<b>392,922</b>	<b>0</b>	<b>113,370</b>	<b>36,264</b>	<b>102,112</b>	<b>61,932</b>		<b>79,243</b>
<b>I. Distribution of Administrative Cost</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>J. Total Proj. Expenses After Admin. Distribution</b>	<b>392,922</b>		<b>113,370</b>	<b>36,264</b>	<b>102,112</b>	<b>61,932</b>		<b>79,243</b>

III. Computation of Rates	Grand Total	In-Home I-Home Mng	Home I-Respite	e II-Personal C	ome II-Respite	Info & Assis D40
<b>A. Computation of Unit Cost Rate:</b>						
1. Total Expenses (equals line II.J)	392,922	113,370	36,264	102,112	61,832	79,243
2. Total Projected Units		5,150	1,575	4,000	2,400	0
3. Total Unit Cost Rate		22.0136	23.0248	25.5281	25.8051	#DIV/0!
<b>B. Computation of Reimbursement Rate:</b>						
1. Total Revenues (equals line I.J)	392,922	113,370	36,264	102,112	61,932	79,243
2. Less: USDA (equals line I.D)	0	0	0	0	0	0
Title V (equals line I.E and II.D)	7,738	2,011	0	0	5,725	0
Non Match In-Knd (equals line I)	0	0	0	0	0	0
3. Revenues Subject to Unit Reimbursemer	385,186	111,359	36,264	102,112	56,207	79,243
4. Total Projected Units (equals line III.A.2)		5,150	1,575	4,000	2,400	0
5. Total Reimbursement Rate		21.6229	23.0248	25.5253	23.4151	#DIV/0!
<b>C. Units Reimbursed Through HCCBG</b>	#DIV/0!	4,861	1,575	3,878	2,267	#DIV/0!
<b>D. Units Reimbursed Through Program Inc</b>	#DIV/0!	289	0	122	133	#DIV/0!
<b>E. Units Reimbursed Through Remaining</b>	#DIV/0!	0	0	0	0	#DIV/0!
<b>F. Total Units Reimbursed/Total Projected</b>	#DIV/0!	5,150	1,575	4,000	2,400	#DIV/0!

111359	36264	102112	56207	79243
5150	1575	4000	2400	0
21.6231	23.0248	25.528	23.4196	#DIV/0!
105109	36264	98987	53082	38843
4861	1575	3878	2267	#DIV/0!
21.6229	23.0248	25.5253	23.4151	#DIV/0!

\* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III D indicates the number of units that will have to be produced in addition to those stated on line III C in order to earn the net revenues stated on line I.C.

**NC DIVISION OF AGING  
COST OF SERVICES - ATTACHMENT A  
LABOR DISTRIBUTION SCHEDULE**

FY: 2010

AGENCY  
NAME: Council on Aging in Union County

DOA732A1

**SERVICES:**

STAFF NAME	POSITION	FULL TIME PART TIME	TOTAL SALARY	ADMIN. SALARY	Trans 250	In-Home I- Home Mgmt	In-Home I- Respite 235	In-Home II- Personal Care 042	In-Home II- Respite 236	Info & Assist 040
Smosky	Director	Full Time	\$30,056			\$6,914	\$914	\$6,914	\$6,914	\$8,400
Irish	I & A Specialist	Full Time	\$33,488							\$33,488
Finch	Supervisor	Full Time	\$33,488			8,372	8,372	8,372	8,372	
Covington	Aide	Full Time	\$20,800			5,200		10,400	5,200	
Philemon	Aide	Full Time	\$17,472			13,104		4,368		
Starnes	Aide	Full Time	\$19,760			4,940		9,880	4,940	
Carter	Aide	Part Time	\$8,008				8,008			
Conklin	Aide	Part Time	\$8,528			6,822			1,706	
Deese	Aide	Part Time	\$10,660			7,995		2,665		
Hood	Aide	Part Time	\$10,660			7,995		1,599	1,066	
Rivers	Aide	Part Time	\$8,928			5,116	1,906	1,906		
Rorie	Aide	Part Time	\$8,928			8,928				
Vinson	Aide	Part Time	\$8,720			6,440		2,280		
Vacant	Aide	Part Time	\$8,320			2,080	2,080	2,080	2,080	
Vacant	Aide	Part Time	\$8,720			2,280			6,440	
Craig	Bookkeeper	Part Time	\$14,007			2,250	1,402	2,250	2,250	5,855
Kiser	Admin	Part Time	\$13,000			2,250		3,500	3,000	4,250
Mpelkas	Admin	Part Time	\$10,400			2,100	2,100	2,600	2,100	1,500
			\$0							
			\$0							
			\$0							
			\$0							
		SUBTOTAL FT	155,064	0	0	38,530	9,286	39,934	25,426	41,888
		SUBTOTAL PT	118,879	0	0	54,256	15,496	18,880	18,642	11,605
		TOTAL	273,943	\$0	\$0	\$92,786	\$24,782	\$58,814	\$44,068	\$53,493
		PERCENT FT	56.60%	#DIV/0!	#DIV/0!	41.53%	37.47%	67.90%	57.70%	78.31%
		PERCENT PT	43.40%	#DIV/0!	#DIV/0!	58.47%	62.53%	32.10%	42.30%	21.69%

**Home and Community Care Block Grant for Older Adults  
County Funding Plan**

**Methodology to Address Service Needs of Low-income Minority Elderly and Rural Elderly**

(Older American Act, Section 306 (a) (5) (A) (ii))

**Community Service Provider:** Council on Aging in Union County

**County:** Union **July 1, 2009 through June 30, 2010**

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low-income minority elderly and rural elderly will be met through the services identified on the Provider Services Summary (DOA-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform to specific objectives established by the Area Agency on Aging for providing services to low-income minority individuals. Additional pages may be used as necessary.

**GOAL:**

To increase awareness of and access to services and programs available to low income, minority, rural adults age 60 and older to assist them to maintain their independence and quality of life

**Objective:**

Market and promote availability of services for this demographic group to hospitals, physicians, pharmacists and other healthcare providers  
Educate low income, minority, rural seniors about services available to assist them

**Strategies:**

Publicize services in our newsletter, agency website, newspaper articles, local radio stations, at speaking engagements, in municipal newsletters and at special events  
Continue to establish collaborative relationships with minority organizations - churches, civic and social groups and businesses  
Conduct senior outreach events in areas where low income, minority, rural older adults reside  
Network within the Union County Older Adult Interagency Council to keep information flowing  
Distribute agency brochures throughout the community

## CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client/patient of the program.
2. You have the right to appropriate and professional care relating to your needs.
3. You have the right to be fully informed in advance about the care to be provided by the program.
4. You have the right to be fully informed in advance of any changes in the care that you may be receiving and to give informed consent to the provision of the amended care.
5. You have the right to participate in determining the care that you will receive and in altering the nature of the care as your needs change.
6. You have the right to voice your grievances with respect to care that is provided and to expect that there will be no reprisal for the grievance expressed.
7. You have the right to expect that the information you share with the agency will be respected and held in strict confidence, to be shared only with your written consent and as it relates to the obtaining of other needed community services.
8. You have the right to expect the preservation of your privacy and respect for your property.
9. You have the right to receive a timely response to your request for service.
10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.
11. You have the right to be informed of agency policies, changes, and costs for services.
12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
13. You have the right to honest, accurate information regarding the industry, agency and of the program in particular.
14. You have the right to be fully informed about other services provided by this agency.

July 1, 2009 through June 30, 2010

**Home and Community Care Block Grant for Older Adults**

**Community Service Provider**

**Standard Assurances**

      Council on Aging in Union County       agrees to provide services through the Home and  
(Name of Provider)  
Community Care Block Grant, as specified on the Provider Services Summary (DOA-732) in  
accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
  - a) The County Funding Plan;
  - b) The Division of Aging Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
  - c) The Division of Aging Services Standards Manual, Volumes I through IV.

Community service providers shall monitor any contracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs, with particular attention to low-income minority individuals. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income Minority Elderly format, (DOA-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
  - a) Eligibility determination;
  - b) Client intake/registration;
  - c) Client assessment/reassessments and quarterly visits, as appropriate;
  - d) Determining the amount of services to be received by the client; and
  - e) Reviewing cost sharing/voluntary contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.

5. As specified in 45 CFR 92.36(b)(11), community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DOA-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to the audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and OMB Circular A-133, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishment reports. For-profit corporations are not subject to the requirements OMB Circular A-133, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. Federal funds may not be used to pay for a Single or Yellow Book audit unless it is a federal requirement. State funds will not be used to pay for a Single or Yellow Book audit if the provider receives less than \$500,000 in state funds. Information on audit and fiscal reporting requirements can be found at: [Http://www.ncauditor.net/nonprofitsite](http://www.ncauditor.net/nonprofitsite) .
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County Aging-Based Services (DOA-735) shall be maintained.

10. Providers In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2000 Amendments to the Older Americans Act.

*Linda Smolky*

(Authorized Signature)

*6-18-2009*

(Date)

**Standard Assurance To Comply with Older Americans Act  
Requirements Regarding Clients Rights  
For  
Agencies Providing In-Home Services through the  
Home and Community Care Block Grant for Older Adults**

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Council on Aging in Union County

Name of Agency Administrator: Linda Smosky

Signature: *Linda Smosky* Date: 6.18.2009

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

<b>NAME AND ADDRESS</b> <b>COMMUNITY SERVICE PROVIDER</b>	<b>Home and Community Care Block Grant for Older Adults</b>	<b>DOA-732 (Rev. 02/09)</b>
Union Nutrition & Transportation	<b>County Funding Plan</b>	County <u>UNION</u>
Patton Avenue		July 1, 2009 through June 30, 2010
Monroe, NC	<b>Provider Services Summary</b>	

Services	Ser. Delivery		A				B	C	D	E	F	G	H	I
	(Check One)		Block Grant Funding				Required	Net*	USDA	Total	Projected	Projected	Projected	Projected
	Direct	Purch.	Access	In-Home	Other	Total	Local Match	Serv Cost	Subsidy	Funding	HCCBG Units	Reimburse. Rate	HCCBG Clients	Total Units
Trans 250			107839			//////////	11982	119821	0	119821	10228	11.7146	475	10531
Congregate 180					42078	//////////	4675	46753	16500	63253	6693	6.9853	120	27499
Home Delivered 020					117156	//////////	13017	130173	27000	157173	29407	4.4266	255	44999
						//////////	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
<b>Total</b>	////////	////////	107839	0	159,234	267,073	29675	296748	43500	340248	//////////	//////////	850	#DIV/0!

\*Adult Day Care & Adult Day Health Care Net Service Cost

	ADC	ADHC
Daily Care	_____	_____
Transportation	_____	_____
Administrative	_____	_____
Net Ser. Cost Total	_____	_____

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

*Annette Sullivan, Director* 6-24-09  
 Authorized Signature, Title Date  
 Community Service Provider

\_\_\_\_\_  
 Signature, County Finance Officer Date

\_\_\_\_\_  
 Signature, Chairman, Board of Commissioners Date

Services;

	Grand Total		Trans 250	Congregate 180	Home Delivered 020
<b>I. Projected Revenues</b>					
A. Fed/State Funding From the Division of Aging	267,073	#####	107,839	42,078	117,156
Required Minimum Match - Cash	#####	#####	#####	#####	#####
1) County General Fund	29,675	#####	11,982	4,675	13,017
2)	0	#####	0	0	0
3)	0	#####	0	0	0
Total Required Minimum Match - Cash	29,675	#####	11,982	4,675	13,017
Required Minimum Match - In-Kind	#####	#####	#####	#####	#####
1)	0	#####	0	0	0
2)	0	#####	0	0	0
3)	0	#####	0	0	0
Total Required Minimum Match - In-Kind	0	#####	0	0	0
B Total Required Minimum Match (cash + in-kind)	29,675	#####	11,982	4,675	13,017
<b>C. Subtotal, Fed/State/Required Match Reven</b>	<b>296,748</b>	#####	<b>119,821</b>	<b>46,753</b>	<b>130,173</b>
D. USDA Cash Subsidy/Commodity Valuation	43,600	#####	0	16,500	27,000
E. OAA Title V Worker Wages, Fringe Benefits	0	#####	0	0	0
Local Cash, Non-Match	#####	#####	#####	#####	#####
1) County General Fund	199,121	#####	2,757	137,842	58,522
2)	0	#####	0	0	0
3)	0	#####	0	0	0
4)	0	#####	0	0	0
<b>F. Subtotal, Local Cash, Non-Match</b>	<b>199,121</b>	#####	<b>2,757</b>	<b>137,842</b>	<b>58,522</b>
Other Revenues, Non-Match	#####	#####	#####	#####	#####
1) Donations	0	#####	0	0	0
2) State In-Home	0	#####	0	0	0
3)	0	#####	0	0	0
<b>G Subtotal, Other Revenues, Non-Match</b>	<b>0</b>	#####	<b>0</b>	<b>0</b>	<b>0</b>
Local In-Kind Resources (Includes Volunteer Resources)	#####	#####	#####	#####	#####
1)	0	#####	0	0	0
2)	0	#####	0	0	0
3)	0	#####	0	0	0
<b>H. Subtotal, Local In-kind Resources, Non-Ma</b>	<b>0</b>	#####	<b>0</b>	<b>0</b>	<b>0</b>
I. Client Program Income	18,800	#####	800	7,500	10,500
<b>J Total Projected Revenues (Sum I C,D,E,F,G</b>	<b>558,168</b>	#####	<b>123,378</b>	<b>208,595</b>	<b>226,195</b>
Percent of Grand Total	100%		22.10%	37.37%	40.52%

Services:

II. Line Item Expense	Grand Total	Admin Cost	Trans 250	Congregate 180	Home Delivered 020
Staff Salary From Labor Distribution Schedule	127,171	0	48,372	39,400	39,399
1) Full-time Staff	48,727	0	33,514	7,607	7,606
2) Part-time staff (do not include Title V workers)	175,898	0	81,886	47,007	47,005
<b>A. Subtotal, Staff Salary</b>					
Fringe Benefits	13,456	0	8,264	3,596	3,596
1) FICA	16,643	0	8,113	3,765	3,765
2) Health Ins.	15,601	0	5,965	4,818	4,818
3) Retirement	0	0	0	0	0
4) Unemployment Insurance	0	0	0	0	0
5) Worker's Compensation	0	0	0	0	0
6) Other (Longevity)	45,700	0	21,342	12,179	12,179
<b>B Subtotal, Fringe Benefits</b>					
Local In-Kind Resources, Non-Match	0	0	0	0	0
1)	0	0	0	0	0
2)	0	0	0	0	0
3)	0	0	0	0	0
<b>C Subtotal, Local In-Kind Resources Non-M.</b>					
<b>D. OAA Title V Worker Wages, Fringe Benefit</b>					
Travel	1,836	0	36	900	900
1) Per Diem	86	0	96	0	0
2) Mileage Reimbursement	1,832	0	132	900	900
3) Other Travel Cost					
<b>E. Subtotal, Travel</b>					
General Operating Expenses	118,843	0	16,713	70,314	31,916
1) Service Contracts	5,500	0	0	2,750	2,750
2) Rent, Utilities, Supplies	940	0	200	370	370
3) ARMS COST	875	0	75	400	400
4) Postage, Dues, Subscriptions	3,824	0	624	1,600	1,600
5) Advertising	0	0	0	0	0
6) In Home Aide Level II and III RN assessments	8,558	0	2,406	3,075	3,075
7) Program Supplies	198,000	0	0	70,000	128,000
8) Caterer	334,638	0	20,018	148,509	166,111
<b>F. Subtotal, General Operating Expenses</b>					
<b>G. Subtotal, Other Admin. Cost Not Allocated In Lines II.A through F</b>					
<b>H. Total Proj. Expenses Prior to Admin. Distribution of Administrative Cost</b>	558,168	0	123,378	208,595	226,195
<b>I. Distribution of Administrative Cost</b>					
<b>J. Total Proj. Expenses After Admin. Distribution</b>	558,168		123,378	208,595	226,195

HCCBG Budget  
 Service Cost Computation Worksheet  
 Division of Aging

Services:

	Grand Total	Trans 250	Congregate 180	Home Delivered 020
<b>III. Computation of Rates</b>				
<b>A. Computation of Unit Cost Rate:</b>	#####	#####	#####	#####
1. Total Expenses (equals line II.J)	558,168	123,378	208,595	226,195
2. Total Projected Units	#####	10,532	27,500	45,000
3. Total Unit Cost Rate	#####	11,7146	7,5853	5,0266
<b>B. Computation of Reimbursement Rate:</b>	#####	#####	#####	#####
1. Total Revenues (equals line I.J)	558,168	123,378	208,595	226,195
2. Less: USDA (equals line I.D)	43,500	0	16,500	27,000
Title V (equals line I.E and II.D)	0	0	0	0
Non Match In-Kind (equals line I)	0	0	0	0
3. Revenues Subject to Unit Reimbursement	514,668	123,378	192,095	199,195
4. Total Projected Units (equals line III A.2)	#####	10,532	27,500	45,000
5. Total Reimbursement Rate	#####	11,7146	6,9853	4,4266
<b>C. Units Reimbursed Through HCCBG</b>	#DIV/0!	10,228	6,693	29,407
<b>D. Units Reimbursed Through Program Inc</b>	#DIV/0!	68	1,073	2,372
<b>E. Units Reimbursed Through Remaining</b>	#DIV/0!	236	19,733	13,220
<b>F. Total Units Reimbursed/Total Projected</b>	#DIV/0!	10,531	27,499	44,999

123378	192095	199195
10532	27500	45000
11,7146	6,9853	4,4266
119821	46753	130173
10228	6693	29407
11501	11,715	6,9854

\* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

NC DIVISION OF  
AGING  
COST OF SERVICES  
ATTACHMENT A  
LABOR  
DISTRIBUTION  
SCHEDULE    DOA732A1    FY: 2010

AGENCY  
NAME: Transportation & Nutrition

SERVICES:                      Non Unit Svcs In These Columns

STAFF NAME	POSITION	FULL TIME PART TIME	TOTAL SALARY	ADMIN. SALARY	Trans 250	Congregate 180	Home Delivered 020
SULLIVAN	DIRECTOR	Full Time	\$7,053	\$0	\$7,053	\$0	\$0
SMITH	ASSOC DIR	Full Time	\$4,233	\$0	4,233	0	0
HOWARD	SCHEDULER	Full Time	\$3,528	\$0	3,528	0	0
PURSER	BILLING REP	Full Time	\$3,599	\$0	3,599	0	0
GAMBLE	DISPATCHER	Full Time	\$3,528	0	3,528	0	0
MUNGO	PT BILLING	Part Time	\$1,694	0	1,694	0	0
NIVEN	PT SUPPORT	Part Time	\$1,185	0	1,185	0	0
SEABOLT	FT DRIVER	Full Time	\$3,156	0	3,156	0	0
KNIGHT	FT DRIVER	Full Time	\$2,726	0	2,726	0	0
CLONTZ	FT DRIVER	Full Time	\$2,874	0	2,874	0	0
PHILLIPS	FT DRIVER	Full Time	\$2,874	0	2,874	0	0
GREENE	FT DRIVER	Full Time	\$2,801	0	2,801	0	0
STEGALL	FT DRIVER 85%	Full Time	\$2,400	0	2,400	0	0
HENSON	FT DRIVER 85%	Full Time	\$2,400	0	2,400	0	0
ROSELLE	FT DRIVER 85%	Full Time	\$2,400	0	2,400	0	0
ANDERSON	FT DRIVER 85%	Full Time	\$2,400	0	2,400	0	0
JOHNSON	FT DRIVER 85%	Full Time	\$2,400	0	2,400	0	0
PT DRIVER	PART TIME	Part Time	\$30,635	0	30,635	0	0
GREENE	NUTR COORD	Full Time	\$30,500	0	0	15,250	15,250
GUTIERREZ	SITE MGR 50%	Full Time	\$11,888	0	0	5,944	5,944
HAULK	SITE MGR 50%	Full Time	\$12,303	0	0	6,152	6,151
MINCEY	SITE MGR 50%	Full Time	\$12,054	0	0	6,027	6,027
STARNES	SITE MGR 50%	Full Time	\$12,054	0	0	6,027	6,027
VACANT	PT NUTR ASST	Part Time	\$9,874	0	0	4,937	4,937
STEELE	PT OFFICE SUPR	Part Time	\$5,339	0	0	2,670	2,669
		SUBTOTAL FT	127,171	0	48,372	39,400	39,399
		SUBTOTAL PT	48,727	0	33,514	7,607	7,606
		TOTAL	175,898	\$0	\$81,886	\$47,007	\$47,005
		PERCENT FT.	72.30%	#DIV/0!	59.07%	83.82%	83.82%
		PERCENT PT	27.70%	#DIV/0!	40.93%	16.18%	16.18%

**Home and Community Care Block Grant for Older Adults  
County Funding Plan**

**Methodology to Address Service Needs of Low-income Minority Elderly and Rural Elderly**

(Older American Act, Section 306 (a) (5) (A) (ii))

**Community Service Provider:** TRANSPORTATION AND NUTRITION

**County:** UNION

**July 1, 2009 through June 30, 2010**

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low-income minority elderly and rural elderly will be met through the services identified on the Provider Services Summary (DOA-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform to specific objectives established by the Area Agency on Aging for providing services to low-income minority individuals. Additional pages may be used as necessary.

**GOAL:**

To identify and educate the low income minority seniors of the available service and information required to access transportation, therefore increasing participation in Block Grant funded services by:

- a) identifying those areas of the county where low income and minority reside;
- b) work with local agencies currently serving those targeted populations to identify persons with unmet needs;
- c) provide programs and informational brochures to the faith community, Hispanic community, agencies and businesses located in Union County in both English and Spanish.

To work to increase awareness of not only the Hispanic community but all low income/minority persons of the opportunities for participation in both the Congregate and Home Delivered Programs by:

- a) conducting informational programs in areas where targeted groups reside;
- b) working with the faith community to reach seniors that would benefit from participation in the programs;
- c) continue to work to overcome the stigma and convince seniors that the programs are not "welfare" programs which often discourages participation in the services;
- d) continue to recruit and to maintain volunteers for meal delivery due to the cost to the volunteer to provide this service for their community.

July 1, 2009 through June 30, 2010

**Home and Community Care Block Grant for Older Adults**

**Community Service Provider**

**Standard Assurances**

Union County Transportation and Nutrition agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DOA-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
  - a) The County Funding Plan;
  - b) The Division of Aging Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
  - c) The Division of Aging Services Standards Manual, Volumes I through IV.

Community service providers shall monitor any contracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs, with particular attention to low-income minority individuals. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income Minority Elderly format, (DOA-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
  - a) Eligibility determination;
  - b) Client intake/registration;
  - c) Client assessment/reassessments and quarterly visits, as appropriate;
  - d) Determining the amount of services to be received by the client; and
  - e) Reviewing cost sharing/voluntary contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.

5. As specified in 45 CFR 92.36(b)(11), community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DOA-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to the audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and OMB Circular A-133, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishment reports. For-profit corporations are not subject to the requirements OMB Circular A-133, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. Federal funds may not be used to pay for a Single or Yellow Book audit unless it is a federal requirement. State funds will not be used to pay for a Single or Yellow Book audit if the provider receives less than \$500,000 in state funds. Information on audit and fiscal reporting requirements can be found at: <Http://www.ncauditor.net/nonprofitsite> .
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County Aging-Based Services (DOA-735) shall be maintained.

10. Providers In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2000 Amendments to the Older Americans Act.

*Annette Sullivan*

(Authorized Signature)

*6-24-09*

(Date)

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: July 20, 2009

Action Agenda Item No. 7/10  
(Central Admin. use only)

**SUBJECT:** UCPS New Salem and Western Union Elementary Schools Additions and Renovations

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**DEPARTMENT:** UCPS  
Finance

**PUBLIC HEARING:** No

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**ATTACHMENT(S):** Capital Project Ordinance Amendment 120

**INFORMATION CONTACT:** Dr. Davis  
Don Hughes  
Kai Nelson

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**TELEPHONE NUMBERS:**

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704.283.3647

704.296.5960

704.292.2522

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**DEPARTMENT'S RECOMMENDED ACTION:** Adopt Capital Project Ordinance Number 120

**BACKGROUND:** UCPS has requested construction and FF&E funding in the amount of \$3,836,033 for additions and renovations to New Salem and Western Union Elementary Schools. These two projects are part of the transportation substitution project decision that the Commission agreed to fund at its meeting of June 15. In addition to the substitution savings, a portion of the addition and renovation projects are being funded from CIP savings.

The projects substituted for the transportation facility include Sun Valley Middle, Piedmont High, New Salem Elementary and Western Union. The Commission has previously provided funding for Sun Valley and Piedmont. This request represents the final two projects relating to the transportation substitution.

The New Salem ES A&R project is budgeted at \$4.4 million with \$3.6 million for construction. The construction bid is \$2.5 million representing approximately \$1.1 million under budget. The Western Union ES A&R project is budgeted at \$2.0 million with \$1.6 million for construction. The construction bid is \$1.1 million, representing approximately \$0.5 million under budget.

**FINANCIAL IMPACT:** Included in the 2009 CIP with funding coming from the final sale of bonds authorized in the 2006 Bond Referendum.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

\_\_\_\_\_

**Manager Recommendation:** \_\_\_\_\_

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\_\_\_\_\_

# UCPS

**UNION COUNTY PUBLIC SCHOOLS**

Facilities

116 North Main Street  
Monroe, NC 28112  
Phone 704.296.5960 Fax 704.296.5973  
www.ucps.k12.nc.us

**Dr. Ed Davis – Superintendent**

**Board of Education**

L. Dean Arp, Jr. – Chairman  
John Collins - Vice Chairman  
John Crowder  
Carolyn J. Lowder  
Laura Minsk  
Kimberly Morrison-Hansley  
John Parker  
David Scholl  
Richard Weiner

24 June 2009

To: Kai Nelson  
UC Financial Officer

From: Donald S. Hughes, AIA  
Exec. Director of Facilities

RE: Western Union ES Addition/Renovation

Kai:

We are requesting funding for the construction contract for the Western Union ES Addition/Renovation project. This project is a new Kitchen/Cafeteria Building and other miscellaneous renovations.

There were thirteen bids submitted. Sam Tyson Builders, Inc. of Monroe, North Carolina submitted the low and responsive bid. The funding requested for the construction contract is for \$1,135,780.00 and is under budget. We are also requesting other soft costs for the construction project.

The Board of Education voted to award the construction contract to Sam Tyson Builders, Inc. at their regularly scheduled work session on June 23, 2009 contingent upon funding from the County. This project is a part of the 2008 CIP and is to be funded with savings from the 2006 Bond Referendum.

We hope you agree with our findings and fund the project.

Cc: Al Greene  
Dr. Mike Webb  
Dan Karpinski  
David Pope  
Teri Lambert

# UCPS

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Laura Minsk  
Kimberly Morrison-Hansley  
John Parker  
David Scholl  
Richard Weiner

24 June 2009

To: Kai Nelson  
UC Financial Officer

From: Donald S. Hughes, AIA  
Exec. Director of Facilities

RE: New Salem ES Addition/Renovation

Kai:

We are requesting funding for the construction contract for the New Salem ES Addition/Renovation project. This project is a new Kitchen/Cafeteria Building and other miscellaneous renovations.

There were eight bids submitted. T.K. Browne Construction Co., Inc. of Charlotte, North Carolina submitted the low and responsive bid. The funding requested for the construction contract is for \$2,502,866.97 and is under budget. We are also requesting other soft costs for the construction project.

The Board of Education voted to award the construction contract to T.K. Browne Construction Co., Inc. at their regularly scheduled work session on June 23, 2009 contingent upon funding from the County. This project is a part of the 2008 CIP and is to be funded with savings from the 2006 Bond Referendum.

We hope you agree with our findings and fund the project.

Cc: Al Greene  
Dr. Mike Webb  
Dan Karpinski  
David Pope  
Teri Lambert



**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: July 20, 2009**

**Action Agenda Item No. 7/11**  
(Central Admin. use only)

**SUBJECT:** FY2010 County Capital

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**DEPARTMENT:** Finance

**PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
Capital Project Ordinance Amendment  
121

**INFORMATION CONTACT:**  
Kai Nelson

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**TELEPHONE NUMBERS:**  
704.292.2522

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**DEPARTMENT'S RECOMMENDED ACTION:** Adopt Capital Project Ordinance Number 121

**BACKGROUND:** The FY2010 budget contains approximately \$1.1 million in recurring/maintenance capital comprised mainly of replacement rooftop HVAC units and sectional roof maintenance at the detention facility, sheriff replacement vehicles and associated equipment such as radars, cameras, mobile display terminals and jail transportation vans. Virtually all of the recurring capital appropriation for FY2010 is for law enforcement.

Historically, the 'pay-go' recurring capital has been budgeted in the range of \$3 million.

The adopted budget reflected the elimination of funding for the pay go capital and the use of capital reserves.

This capital project ordinance reflects the use of capital reserves for these 'pay go' law enforcement items. The status of the capital reserve budget is reflected below:

**FY2006 CAPITAL RESERVE TRANSFER**

20,605,000.00	Transferred From General Fund
(200,000.00)	Parks
(1,385,000.00)	SPCC
(8,131,000.00)	Gov't Center
(398,000.00)	CAD/RMS/EOC-911
(1,285,000.00)	Jail

(378,000.00) VFD Portables/Land  
(1,116,000.00) FY2010 Capital  
(12,893,000.00) Spent/contractually obligated

(1,295,000.00) Firearms  
(565,000.00) EOC-911  
(3,483,000.00) Library  
(2,369,000.00) Unallocated  
(7,712,000.00) Not spent/contractually obligated

**FINANCIAL IMPACT:** No impact on operating budget for FY2010. Use of capital reserves.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:** \_\_\_\_\_

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**CAPITAL PROJECT ORDINANCE AMENDMENT**

BUDGET General Capital Project Ordinance Fund  
 FISCAL YEAR FY 2009-2010

REQUESTED BY Kai Nelson  
 DATE July 20, 2009

**PROJECT SOURCES**

Source Description and Code	Project To Date	Requested Amendment	Revised Project
<b>PR045 - FY2010 LAW ENFORCEMENT CAPITAL</b>			
IFT From General Fund	-	1,115,895	1,115,895

**PROJECT USES**

Project Description and Code	Project To Date	Requested Amendment	Revised Project
Law Enforcement Capital	-	1,115,895	1,115,895

-      1,115,895      1,115,895

-      1,115,895      1,115,895

EXPLANATION: Appropriate funds from unallocated funds previously transferred from the General Fund to the General CPO Fund for Law Enforcement Capital Outlay for FY2009-2010. At the completion of this capital project, all excess funds will be remitted to the "unallocated funds previously transferred from the General Fund" account and this Capital Project Ordinance will be closed.

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
 Bd of Comm/County Manager  
 Lynn West/Clerk to the Board

**FOR FINANCE POSTING PURPOSES ONLY**

**PROJECT SOURCES**

Source Description and Code	Project To Date	Requested Amendment	Revised Project
IFT From General Fund 40443128-4010-PR045	-	1,115,895	1,115,895
	-	1,115,895	1,115,895

**PROJECT USES**

Project Description and Code	Project To Date	Requested Amendment	Revised Project
Law Enforcement Capital	-		1,115,895
40543130-5540-PR045 Patrol Vehicles		514,957	
40543130-5550-PR045 Patrol Equipment		208,276	
40543135-5540-PR045 Jail Vehicles		25,600	
40543135-5550-PR045 Jail Equipment		9,500	
40543138-5540-PR045 Animal Srv Vehicles		47,270	
40543138-5550-PR045 Animal Srv Equipment		10,292	
40543128-5550-PR045 Facility Equipment		52,800	
40543128-5580-PR045 Facility Building M&R		247,200	
	-	1,115,895	-

Prepared By aar  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number CPO - 121

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: July 20, 2009**

**Action Agenda Item No.** 7/12

(Central Admin. use only)

**SUBJECT:** Closeout of Various Multi-Year Project Ordinances

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**DEPARTMENT:** Finance

**PUBLIC HEARING:** Choose one....

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**ATTACHMENT(S):**  
Closeout #10

**INFORMATION CONTACT:**  
Kai Nelson

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**TELEPHONE NUMBERS:**  
704.292.2522

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**DEPARTMENT'S RECOMMENDED ACTION:** Adopt Multi-Year Project Closeout #10

**BACKGROUND:** The County accounts for special revenue and capital projects in multi-year budget funds - this method of accounting provides for improved financial management where projects take several years to complete. After the projects have been completed and audited, it is no longer necessary to keep the financial records in the County's active financial system. All expenditures/revenues have been audited and budgets completed. Where the expenditures resulted in asset additions, such as buildings and equipment, the transaction activity will remain on the County's fixed asset management system.

The attachment reflects various projects ... many of them dated. For instance, the Judicial Center project spanned several fiscal years during the period 2003 through 2006. The expenditures have been audited, financial reports issued and project placed in service. Since these expenditures are reflected in multi-year funds, the expenditures remain on the financial records pending their closeout.

The one project of note is the capital reserve item in the amount of \$3.9 million. This authorization was provided by the Commission in January 2009 as a 'back stop' to insure that the County's fund balance requirement of 16% would be met by fiscal year-end. Since the transfer is not needed, the budget closeout will eliminate the authorization.

**FINANCIAL IMPACT:** None. Ministerial in nature.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:** \_\_\_\_\_

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### MULTI-YEAR PROJECT CLOSEOUT #10

BUDGET	General CPO Fund and General Special Revnue Fund			REQUESTED BY	Kai Nelson	
FISCAL YEAR	FY2008-2009			DATE	July 20, 2009	
project title						
		Project Sources			Project Uses	
GRANT - DOMESTIC VIOLENCE	192,000	(192,000)	0	192,000	(192,000)	0
HOMELAND SECURITY-FY04 US GRANT	247,326	(247,326)	0	247,326	(247,326)	0
JUDICIAL CENTER	15,126,496	(15,126,496)	0	15,126,496	(15,126,496)	0
SPCC - CLASSROOM AND LRC	2,299,264	(2,299,264)	0	2,299,264	(2,299,264)	0
AG CENTER	6,172,035	(6,172,035)	0	6,172,035	(6,172,035)	0
J.HELMs PARK PHASE 1 (FY05 PARTF)	662,864	(662,864)	0	662,864	(662,864)	0
ANIMAL SHELTER	1,742,794	(1,742,794)	0	1,742,794	(1,742,794)	0
CANE CREEK (FY05 PARTF)	782,872	(782,872)	0	782,872	(782,872)	0
J.HELMs PHASE 2 (FY05 FED)	509,283	(509,283)	0	509,283	(509,283)	0
SCHOOL CAPITAL - FY2005 ALLOCATION	7,459,825	(7,459,825)	0	7,459,825	(7,459,825)	0
CAPITAL RESERVE	3,948,000	(3,948,000)	0	3,948,000	(3,948,000)	0
SPCC MASTER PLANNING	47,385	(47,385)	0	47,385	(47,385)	0
SPCC MACHINE SHOP RENOVATION	176,685	(176,685)	0	176,685	(176,685)	0
SPCC-MOBILE UNITS	420,242	(420,242)	0	420,242	(420,242)	0
CLASSROOM ADDITIONS	49,971	(49,971)	0	49,971	(49,971)	0
SCHOOL CAPITAL-FAIRVIEW(FEB2000)	26,107	(26,107)	0	26,107	(26,107)	0
SCHOOL CAPITAL-W BICKETT(FEB2000)	26,107	(26,107)	0	26,107	(26,107)	0
SCHOOL CAPITAL OUTLAY - FY2007	11,043,050	(11,043,050)	0	11,043,050	(11,043,050)	0

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: July 20, 2009

Action Agenda Item No. 9  
(Central Admin. use only)

**SUBJECT:** Disposition of Real Property

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**DEPARTMENT:** General Services

**PUBLIC HEARING:** No

**ATTACHMENT(S):**  
Copy of Resolution Adopted by Board  
at it's June 15, 2009 Meeting

**INFORMATION CONTACT:**  
Barry Wyatt

Copy of Public Notice - Sale of County  
Property Published on June 19, 2009

**TELEPHONE NUMBERS:**  
704-283-3868

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**DEPARTMENT'S RECOMMENDED ACTION:** Accept bid of \$50,000 and authorize the County Manager to enter into a purchase agreement with the buyer.

**BACKGROUND:** On June 11, 2009 the County received a \$50,000 offer to purchase an unused well lot located in Waxhaw. This lot, an asset of the enterprise system, is no longer used by Public Works and is not essential to the water system. At it's June 15, 2009 meeting the Board adopted a resolution authorizing the upset bid process to dispose of this property. Subsequently, on June 19, 2009 staff advertised notice of the offer to purchase the property initiating the upset bid process. The ten day waiting period for any upset bids expired at 5:00 p.m. on June 29. No additional bids we received.

**FINANCIAL IMPACT:** After the cost of advertising (\$142.10), the water and sewer system will realize \$49,857.90 in additional revenue.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

\_\_\_\_\_

**Manager Recommendation:** \_\_\_\_\_

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## OFFICE OF THE COMMISSIONERS AND MANAGER

500 N. Main St., Room 921 • Monroe, NC 28112 • Phone (704) 283-3810 • Fax (704) 282-0121

### RESOLUTION AUTHORIZING UPSET BID PROCESS

WHEREAS, Union County is the owner of a vacant parcel of real property near N. Broad Street in Waxhaw, North Carolina, described as that parcel of land containing approximately 0.82 acre according to a survey by Walter L. Gordon and T.C. Dove dated August 10, 1970, and being further described as the second parcel conveyed to Union County by the Town of Waxhaw by deed dated June 12, 2007, and recorded in Book 4593, Page 194 in the office of the Union County Register of Deeds (the "Subject Property"); and

WHEREAS, pursuant to N.C.G.S. § 160A-269, Union County is authorized to dispose of real property by upset bid after receipt of an offer for the property; and

WHEREAS, Union County has received an offer to purchase the Subject Property in the amount of Fifty Thousand Dollars (\$50,000), submitted by Historic Ventures LLC ("Historic Ventures"); and

WHEREAS, Historic Ventures has paid the required five percent (5%) deposit on its offer.

NOW, THEREFORE, BE IT RESOLVED by the Union County Board of Commissioners (the "Board") as follows:

1. The Board proposes to accept Historic Ventures' offer and authorizes sale of the Subject Property through the upset bid procedure of N.C.G.S. § 160A-269; provided that final acceptance of the final high offer shall be subject to approval by the Board. The Board reserves the right to withdraw the Subject Property from sale at any time before the final high bid is accepted and further reserves the right to reject at any time all bids.
2. The Clerk to the Board shall cause a notice of the proposed sale to be published. Such notice shall include a general description of the Subject Property, the amount and terms of the offer, and a statement that within ten (10) days any person may raise the bid in accordance with the procedure outlined in this Resolution.
3. Persons desiring to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Clerk to the Board within ten (10) days after the notice of sale is published. Bids shall be submitted no later than 5:00 p.m. on the last day of the 10-day period, and the Clerk shall date-stamp bids upon receipt. The mailing and physical address of the Clerk to the Board is as follows:

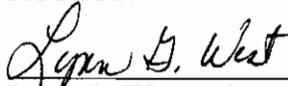
Ms. Lynn West, Clerk to the Board  
500 N. Main Street, Room 925  
Monroe, NC 28112

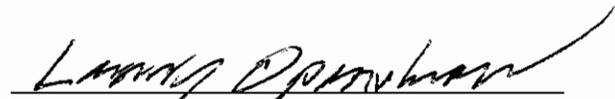
The envelope containing the bid shall be clearly marked "Sealed Bid for Property Located near N. Broad St. in Waxhaw." It shall be the specific responsibility of the bidder to deliver his bid to the Clerk to the Board at the appointed place and prior to the announced time for the opening of bids. Late delivery of a bid for any reason, including delivery by United States Mail or other carrier, will disqualify the bid.

4. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid. The deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. If the Board agrees to sell the Subject Property, the County will return the deposit of the final high bidder at closing. If, after acceptance by the Board of the final high bid, the final high bidder fails to close the sale in accordance with the terms of this Resolution and any purchase agreement, then in such event the bid deposit of the high bidder shall be forfeited.
5. At the conclusion of the 10-day period, the Clerk to the Board shall open the bids, if any, and the highest such qualifying bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer. If a qualifying higher bid is received, the Clerk to the Board shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners. The Board shall determine whether or not to accept the final high bid not later than ninety (90) days after the final upset bid period has passed.
6. Bidders shall not attach any conditions to their bids. Any conditions attached to bids received for purchase of the Subject Property shall render the bid non-responsive, and such bid shall not be considered by the Board.
7. The buyer must pay with cash at the time of closing.
8. Title to the Subject Property shall be transferred to the buyer by Quitclaim Deed.

Adopted this the 15th day of June, 2009

ATTEST:

  
\_\_\_\_\_  
Lynn G. West, Clerk to the Board

  
\_\_\_\_\_  
Lanny Openshaw, Chairman

**PUBLIC NOTICE SALE OF UNION COUNTY PROPERTY**

An offer of \$50,000 has been submitted for the purchase of a vacant parcel of real property near N. Broad Street in Waxhaw, North Carolina, described as that parcel of land containing approximately 0.82 acre according to a survey by Walter L. Gordon and T. C. Dove dated August 10, 1970, and being further described as the second parcel conveyed to Union County by the Town of Waxhaw by deed dated June 12, 2007, and recorded in Book 4593, Page 194 in the office of the Union County Register of Deeds (the Subject Property). Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Clerk to the Board of Commissioners, 500 N. Main St., Room 925, Union County Government Center, Monroe, NC 28112, not later than 5:00 p.m. on Monday June 29, 2009. The envelope containing the bid shall be clearly marked "Sealed Bid for Property Located Near N. Broad Street in Waxhaw." Late delivery of a bid for any reason, including delivery by United States Mail or other carrier, will disqualify the bid. At the appointed place and time, the Clerk to the Board shall open the bids, if any, and the highest qualifying bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer. A qualifying high bid is one that raises the existing offer by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid. The deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. If the Board agrees to sell the Subject Property, the County will return the deposit of the final high bidder at closing. If, after acceptance by the Board of the final high bid, the final high bidder fails to close the sale in accordance with the terms the Resolution adopted by the Board on June 15, 2009, and any purchase agreement, then in such event the bid deposit of the high bidder shall be forfeited. The buyer must pay with cash at closing. Title to the Subject Property shall be transferred to the buyer by quitclaim deed.

**NORTH CAROLINA,  
UNION COUNTY.**

**AFFIDAVIT OF PUBLICATION**

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified, and authorized by law to administer oaths,

Pat Deese

personally appeared .....

who being first duly sworn, deposes and says: that he is .....

Principal Clerk ..... engaged in the publication of a newspaper known as The Enquirer-Journal, published, issued, and entered as second class mail in the City of Monroe in said County and State; that he is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached hereto, was published in The Enquirer-Journal on the following dates:

June 19, 2009

and that the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This 19 day of June 2009

Pat Deese

Sworn to and subscribed before me, this 19 day of June 2009.

Bob P. Clitz

Notary Public

May 11, 2013

My Commission expires: .....

Inches: 14 1/4 June 19 2009  
MONROE, N.C. Ad# #02100167  
ACCOUNT #:

COST: \$ 142.10

Of Commissioners  
Main St., Room 921  
NC 28112

—IN ACCOUNT WITH—

**The Enquirer-Journal**

P.O. Box 5040  
500 W. Jefferson St.  
Monroe, N.C. 28111-5040

Important Legal Document, Please Retain

POLICY FOR USE OF SERVICES

FOR UNION COUNTY ATTORNEY

The Union County Attorney is appointed by the Board of Commissioners under the provisions of N.C. Gen. Stat. § 153A-114. The purpose of this policy is to set forth the circumstances under which the services of the County Attorney shall be utilized by the elected officials and staff of Union County. It is the intent of this policy to set forth the specific criteria so that the County Attorney will not receive conflicting requests for service from different departments or members of County government.

1. General Duties of County Attorney. The County Attorney shall be responsible for handling all matters properly assigned to him pursuant to this policy and those services covered by retainer. In addition, it is recognized that the County Attorney handles certain matters on a routine and ongoing basis. These matters include tax foreclosures on behalf of the Tax Collector, opinion of counsel letters relative to financial transactions, handling property valuation appeals for the Board of Equalization and Review and Tax Administrator, and handling all litigation and real estate matters, (collectively the "Routine Matters"). There shall be no requirement of specific authorization required for the County Attorney to handle the Routine Matters.

2. Services Covered by Retainer

The retainer charged by the County Attorney pursuant to his agreement for services shall cover the following expenses:

- (a) Brief consultations on matters of County business, including telephone and e-mail correspondence, with individual commissioners, department heads, and

supervisors of Union County, provided that such consultations do not result in any additional billing being generated to Union County except as authorized pursuant to Section 3;

- (b) Time spent in seminars and travel time to seminars related to duties as County Attorney;
- (c) Registration fees, travel expenses, and meals and lodging for seminars related to duties as County Attorney (excluding travel, registration fees, meals and lodging for out of town functions with the Commission);
- (d) Time spent keeping abreast of general developments in governmental law; and
- (e) Publications purchased by the County Attorney incident to representation of the County.

### 3. Additional Authorized Services

The County Attorney shall undertake to perform work which would result in a billing to Union County (not including work which is covered by the retainer of the County Attorney) when authorized to do so as follows:

- (a) Upon the request or direction of the Board of County Commissioners;
- (b) Upon the request or direction of the County Manager;
- (c) Upon the request or direction of an Assistant County Manager;
- (d) Upon the request or direction of the Clerk to the Board of County Commissioners;
- (e) Upon the request or direction of a County Staff Attorney; or
- (f) When performing one of the Routine Matters.

The authorization to the County Attorney may be oral or written.

4. Scope of Work to be Performed by the County Attorney. Once a matter is referred to the County Attorney, the County Attorney shall devote such time and effort to the matter as he deems reasonably necessary for the matter to be handled in a competent and professional manner. When corresponding in writing with an individual commissioner, the County Attorney shall endeavor to copy such correspondence concurrently to all other commissioners. In the event that the County desires to restrict the scope of the work to be performed by the County Attorney, it shall specifically so direct the County Attorney, in writing. In the event the County Attorney believes that the restrictions imposed upon the scope of his work on a specific matter will not allow him to handle the matter in a competent and professional manner, then he shall so advise the County Manager, in writing. Upon receipt of such a notice, the County Manager shall place the matter on the agenda of the Board of Commissioners for review at their next regularly scheduled meeting.

STATE OF NORTH CAROLINA  
COUNTY OF UNION

AGENDA ITEM  
# 106  
MEETING DATE 7-20-09

**AGREEMENT**

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2009, by and between **H. LIGON BUNDY** (hereinafter referred to as "*Attorney*") and **UNION COUNTY** (hereinafter referred to as "*County*");

**RECITALS:**

County has previously employed Attorney under an agreement dated March 27, 2007, when John T. Burns served as County Attorney. That agreement has not been modified or revoked, and Attorney is still performing legal services for the County under that agreement.

Attorney briefly served as Interim County Attorney, and County has now employed Keith J. Merritt as County Attorney. County desires for Attorney to continue to perform legal services. It is anticipated that the scope of the services to be performed by Mr. Merritt as County Attorney will be different than the scope of services performed by Mr. Burns when he was the County Attorney, and it is necessary for County and Attorney to enter into a new agreement setting forth the scope of legal services to be performed by Attorney.

**NOW, THEREFORE,** in consideration of the mutual promises herein contained, the parties agree as follows:

1. County does hereby retain Attorney to perform legal services as described in Paragraph 2 below. The parties agree that Attorney shall not serve as "County Attorney" as that term is used in G.S. 153A-1 14.

2. Scope of the Work:

- (a) Except for services that may be performed by the County Legal Department, and except for matters related to personnel issues,

Attorney shall provide all legal services that are required by the Union County Public Works Department, a department of the County. This includes, but is not limited to, matters of litigation and potential litigation related to water and sewer services and FEMA regulations.

- (b) Except for services that may be performed by the Sheriff's staff attorney or counsel paid by the County's insurance carrier, Attorney shall provide all legal services including litigation or potential litigation that are required by the Union County Sheriff's Department. This includes, but is not limited to, assisting the Sheriff in execution sales, and matters related to the Union County Animal Shelter.
- (c) Attorney shall complete all other matters that Attorney is currently handling for Union County, including, but not limited to, the litigation that is pending in the North Carolina Court of Appeals concerning the validity of Union County's Adequate Public Facilities Ordinance.

Attorney shall provide such other legal services when authorized to do so as follows:

- (a) Upon the request or direction of the Board of County Commissioners; or
- (b) Upon the request or direction of the County Manager, or acting County Manager, an Assistant County Manager, or the County Staff Attorney.

The authorization to the Attorney may be oral or written. Individual commissioners, department heads, and supervisors of Union County shall have the right to contact the Attorney for brief consultations on matters of County business that are within the scope of this contract. However, the Attorney shall not undertake research, preparation of documents, or other work which would result in a billing being generated to Union County without authorization as set forth above.

It is anticipated that all other legal services that may be required by County that are not specifically assigned to Attorney shall be performed by the County Attorney, the County Legal Department, or other retained counsel.

3. Attorney and his partners and associates will not accept employment in any matter adverse to the County, or any of its departments or agencies, any representation before the Union County Board of Adjustment, or any matter before any board created by Union County, or to which the Union County Commissioners make any appointments. Specifically excluded from this provision is any work done by Attorney's firm under contract with the Union County Department of Social Services.

4. For all legal work performed for Union County, Attorney will be compensated at the rate of \$250 per hour for litigation, and \$220 for non-litigation matters.

5. Effective upon the first day of the month after the adoption of this agreement, County shall pay Attorney a monthly retainer of \$500 per month. The retainer is intended to compensate Attorney for his partners, and associates not accepting employment described in Paragraph 3, above, time spent on meetings and telephone calls with County Commissioners and County employees which are not specifically identifiable items of County business, and time spent in generally keeping abreast of changes in the law and developments that are likely to be related to matters within the scope of Attorney's work for the County.

6. Attorney may attend law-related seminars that are directly related to the legal work required under this Contract, and shall be reimbursed by County for registration fees, travel, and room and board, not exceeding \$700 per year, subject to prior approval by the County Manager.

7. Billings shall be submitted on a monthly basis, at the end of the month. The billings will be in such format as is agreed to between the Attorney and the County Manager. The

billings shall be broken down as to matters worked upon and the department as directed by the County Manager.

8. County shall reimburse attorney for mileage incurred in travel incurred in the representation of County at the rate set for mileage reimbursement by the Internal Revenue Service.

9. County shall reimburse Attorney for meals and lodging expenses incurred while out of town incident to his representation of the County.

10. County shall reimburse Attorney for incidental expenses actually incurred by the Attorney incident to representation of County, which shall include (1) copy charges; (2) long distance telephone calls; (3) all court costs and filing fees; (4) postage; (5) air fare or other means of transportation; and (6) any other out-of-pocket expenses.

11. This agreement replaces the agreement between the parties dated March 27, 2007.

12. It is agreed and understood that Attorney's partners and associates may be called upon by Attorney for their expertise and their services utilized in representation of County from time to time and under supervision of the Attorney, which services shall be billed and compensated in the name of Attorney and at the same rates.

13. Attorney is employed by the Board of Commissioners to represent Union County in the matters referred to in Paragraph 2, above. Attorney shall not act in the capacity as a general "overseer" of the Union County Public Works Department. In addition, Attorney shall not act in the capacity as a general "overseer" on any other matter of County business, but shall act upon and render advice and services when specifically requested by the Board of Commissioners or the County Manager on a specific matter or specific matters. When requested by the Board of Commissioners, or the County Manager, Attorney will attend meetings of the Board and also with various department heads and staff and render services and advice, for which time and

services Attorney will be compensated at the hourly rate. Attorney will consider County's business as top priority and will at all times strive to comply with County's requests in a timely manner.

14. This Agreement may be terminated at the will of either party.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

**IN WITNESS WHEREOF**, the parties have set their hands and Seals the date and year first above written.

**UNION COUNTY**

By: \_\_\_\_\_  
Al Greene, County Manager

**PERRY, BUNDY, PLYLER & LONG, LLP**

By: \_\_\_\_\_  
H. Ligon Bundy

**ATTEST:** \_\_\_\_\_  
Lynn West  
Clerk to the Board of Commissioners

AGENDA ITEM  
# 3211  
MEETING DATE 7-20-09

**PUBLIC NOTICE**  
NOTICE IS HEREBY GIVEN that the Union County Board of Commissioners will on Monday, July 20, 2009, at 7:00 p.m. in the Commissioners' Board Room, first floor, Union County Government Center, 500 North Main Street, Monroe, North Carolina, conduct a public hearing to receive comments from the public on a recommended Amended and Restated Policy for Allocating Water Treatment Capacity. A copy of the recommended Amended and Restated Policy is available for inspection and study at the Office of the Clerk to the Board of Commissioners, Union County Government Center, 500 North Main Street, Room 921, Monroe, NC, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, and also on the County's website at [www.co.union.nc.us](http://www.co.union.nc.us). Any person requesting a sign language interpreter, please call (704) 225-8554 and make a request at least 96 hours in advance. Any other special assistance needed by an individual due to a disability under the Americans with Disabilities Act should call (704) 283-3810 and make a request at least 96 hours in advance.  
Lynn G. West  
Clerk to the Board  
July 10, 2009

NORTH CAROLINA,  
UNION COUNTY.

**AFFIDAVIT OF PUBLICATION**

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified, and authorized by law to administer oaths,

personally appeared Pat Deese

who being first duly sworn, deposes and says: that he is

Principal Clerk engaged in the publication of a newspaper known as The Enquirer-Journal, published, issued, and entered as second class mail in the City of Monroe in said County and State; that he is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached hereto, was published in The Enquirer-Journal on the following dates:

July 10, 2009

and that the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This 10 day of July, 2009  
Pat Deese

Sworn to and subscribed before me, this 10 day of July, 2009.

Beck O. Chiz Notary Public

My Commission expires: May 11, 2013

Water Treatment

Inches: 5"  
MONROE, N.C.

July 10 2009  
Ad#  
ACCOUNT #: #02100167

M

U. C. Bd. Of Commissioners  
500 N. Main St., Room 921  
Monroe, NC 28112

COST: \$ 50.06

—IN ACCOUNT WITH—

# The Enquirer-Journal

P.O. Box 5040  
500 W. Jefferson St.  
Monroe, N.C. 28111-5040

Important Legal Document, Please Retain

# UNION COUNTY

## POLICY FOR ALLOCATING WATER TREATMENT CAPACITY

**DATE:** JULY 20, 2009 (AMENDED AND RESTATED)

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### PREFACE

In February 2008, Union County's Board of Commissioners adopted a resolution that, among other requirements, tasked the County Manager and Public Works Department with developing a Water Allocation Policy. This resolution acknowledged that, at times, the Union County Water System's (UCWS) Peak Day Demand has exceeded available water treatment capacity. As a result, the opportunity to provide water service to new customers is limited. The Water Allocation Policy is intended to provide a short-term plan for the County as it seeks to continue to provide a high level of service to existing customers, and new water service connections for continued population and economic growth.

On October 20, 2008 a Water Allocation Policy was adopted by the Board of Commissioners and put into action by Union County Public Works (UCPW). Subsequently, changing economic conditions and a desire to maintain future water allocations within current, permitted, and contracted water treatment capacity led to the desire to revise the Water Allocation Policy. On January 20, 2009 the Board of Commissioners directed UCPW staff to stop applying for Water Permits under the previously adopted Water Allocation Policy (except for Government Facilities and Nonresidential Projects). On April 8, 2009 the Board of Commissioners directed County staff to draft revisions to the Water Allocation Policy to allow for new development, with a baseline of one-day per week outdoor irrigation for customers; and, to stop applying for all Water Permits.

During development of these revisions, it has now been determined that the number of residential lots with an existing Water Permit provides sufficient inventory for new residential construction until new water treatment capacity can be delivered, and that the limited remaining available water to be allocated should be provided to Nonresidential, Government Facilities, One Tap, and Self Help Projects.

This Policy seeks to document current water use by UCWS customers and quantify the amount of capacity that is available for system expansion. As

presented herein, the short-term available capacity for new customers to the UCWS is a function of the type of water use restrictions implemented on the current customer base. In developing this Policy, the County has sought to:

- protect public health and safety,
- maintain a high level of service to existing water customers,
- be fair and equitable in allocation of future water service; and,
- minimize excursions of Peak Day Demands above current allocated capacity.

The Union County Public Works Department is actively pursuing additional water treatment capacity, and is currently in the planning, permitting, engineering design, and/or construction phase of numerous projects that are intended to secure additional water supply and delivery capacity to current and future residents of the County. However, until several of these projects are completed, it is necessary to have this Policy in place to establish guidelines for allocating water treatment capacity.

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## **List of Attachments**

- Figure 1 - UCWS Service Area Map
- Figure 2 – UCWS Daily Water Demand from the CRWTP (5/07 – 6/09)
- Table 1 – Union County Water Allocation – Identified Future Development Projects

## 1.0 DEFINITIONS

Unless otherwise specified herein, or unless clearly required by context, the words and phrases defined below shall have the meaning indicated when used in this Policy.

- **Accessibility Letter** – refers to a letter issued by UCPW that describes the proximity of a proposed Development Project to existing UCWS water infrastructure and the requirements for obtaining water service.
- **Anson County Water Treatment Plant (ACWTP)** – refers to Anson County's water treatment facility. The ACWTP has a rated capacity of 16 MGD. Union County has a contracted capacity for 4 MGD from the ACWTP. However, current hydraulic system limitations restrict the available water capacity to approximately 2 MGD from the ACWTP. Union County Public Works has several ongoing projects to eliminate these hydraulic restrictions and make fully available the 4 MGD contract capacity.
- **Average Day Demand** – refers to the annual average daily water demand (estimated or actual) placed on a single connection, portion, or all of the UCWS.
- **Catawba River Water Treatment Plant (CRWTP)** – refers to the water treatment facility that is jointly owned by Union County and Lancaster. The CRWTP has a rated capacity of 36 million gallons per day (MGD). Union County has ownership rights to 50% of this capacity, or a total of 18 MGD.
- **County** – refers to Union County.
- **Development Project, or Project** – refers to an undertaking involving real property improvement, One Tap Projects, and Self Help Projects for which a new or expanded connection to the UCWS is requested.
- **Effective Date** – refers to the date when this Amended and Restated Policy was adopted by the Union County Board of Commissioners.

- **Government Facilities** – refers to facilities owned or operated by Union County, Union County Public Schools, or a municipality located within Union County, and facilities funded in whole or in part by Union County.
- **Lancaster** – refers to the Lancaster County Water and Sewer District.
- **Maximum Day (Max. Day or Peak Day) Capacity** – refers to the maximum day treatment capacity of a water treatment and distribution system. For the purposes of this Policy, the total Max. Day Capacity is 18 MGD. This value represents Union County's contracted supply from the CRWTP.
- **Maximum Day (Max. Day or Peak Day) Demand** – refers to the highest daily water demand placed on a single connection, portion, or all of the UCWS.
- **MGD** – is million gallons per day.
- **New Development Projects** – refers to all future Development Projects that are brought forward to Union County Public Works for review on or after August 12, 2008.
- **Nonresidential Development Projects** – refers to all Development Projects other than Residential Development Projects and Government Facilities Projects.
- **Notice Period** – refers to the public notification period during which UCPW requested owners of any Development Projects, or others, who had received documentation from the County regarding the availability of water service to a potential site or parcel to show evidence of the same. This correspondence may, but need not, be referred to as an Accessibility Letter. This notification period occurred between February 26, 2008 and March 27, 2008.
- **One Tap Projects** – refers to a Project where the owner of an existing parcel (as of October 20, 2008) requests a single residential tap by a service line from the UCWS. One Tap Projects shall include existing residences served by well.
- **Peak Day Demand** – see definition above for Maximum Day Demand.
- **Peaking Factor** – refers to the ratio of Maximum Day Demand to Average Day Demand.
- **Policy** – refers to this Amended and Restated Water Allocation Policy document.
- **Project** – has the same meaning as Development Project.

- **Residential Development Project** – refers to Development Projects for residences such as attached and detached single-family dwellings, apartment complexes, condominiums, townhouses, cottages, etc., and their associated outbuildings including garages, storage buildings, gazebos, etc., and customary home occupations. For purposes of this Policy, a Retirement Community shall not be deemed a Residential Development Project.
- **Retirement Community** – refers to a housing development that is designed for and restricted to occupancy by households having at least one member who is fifty – five (55) years of age or older, and in which children under eighteen (18) years of age shall not reside for more than ninety (90) days per calendar year.
- **Self Help Project** – refers to a Project that is derived from the County’s Self Help Program. The Self Help Program targets residents who face an existing or imminent threat to public health or to the environment due to poor water quality or insufficient water supply.
- **UCPW** – refers to the Union County Public Works Department.
- **UCWS** – refers to the potable water system owned by Union County and operated and maintained by UCPW.
- **Water Permit** – refers to an Authorization to Construct permit for water system infrastructure secured for a Development Project from the North Carolina – Department of Environment and Natural Resources [NC-DENR]. After approval by UCPW staff, Development Projects are typically submitted to NC-DENR for an Authorization to Construct permit by the County.

## 2.0 RECITALS

- 2.1. The UCWS is operated by UCPW and is supplied with potable water by the CRWTP and the ACWTP. Union County has ownership rights in the CRWTP that includes a Maximum Day Capacity of 18 MGD. Considering current hydraulic restrictions, the UCWS has a Maximum Day Capacity of approximately 2 MGD available from the ACWTP. While the current total Maximum Day Capacity available in the UCWS is approximately 20 MGD, water from each of these sources is isolated to distinct service areas of the UCWS. That is, water supply from the CRWTP cannot easily be utilized in the UCWS served by the ACWTP, and vice-versa. These service area boundaries are generally outlined as shown on attached Figure 1.
- 2.2. Given the location of population growth, proposed Development Projects, and increasing water demands within the County, this Policy applies to the allocation of available water treatment plant capacity from the CRWTP and the UCWS currently served by this water supply source. A review of historical water use data

indicates that the Maximum Day Capacity from the CRWTP has been exceeded due to high Peak Day Demands associated primarily with outdoor irrigation in this service area.

- 2.3.** The UCWS has interconnections with Charlotte-Mecklenburg Utilities and the City of Monroe. These interconnections are utilized for emergency purposes only and do not offer an increase in long-term available water treatment capacity to the County's water system.
- 2.4.** Due to varying topography throughout the County, the UCWS operates on four distinct pressure gradients, or pressure zones. While these pressure zones are interconnected, universal movement of water throughout the UCWS is not possible.
- 2.5.** For a number of years, high population growth, coupled with other commercial, industrial, and institutional growth has placed increasing water demands on the UCWS, particularly in the western part of the County. These demands have stressed the limits of available water treatment capacity and the hydraulics of moving this water through the piping distribution network to the County's customers.
- 2.6.** The UCWS has also observed significant peak demands in water use associated with a hot, dry climate and numerous drought years since 1998. These Peak Day Demands are indicative of water systems with a heavy residential component and predominantly larger residential lot sizes with high outdoor water use, particularly for irrigation.
- 2.7.** Union County recently participated in Duke Energy's Federal Energy Regulatory Commission (FERC) relicensing process for the Catawba River. Union County was one of many regional governments who became a signatory stakeholder for Duke Energy's Comprehensive Relicensing Agreement (CRA). This CRA establishes rules and guidelines for how the Catawba River system will be operated for the next 50 years, ending in year 2058. One major element of the CRA is the implementation of a Low Inflow Protocol (LIP) that establishes a policy for how Duke Energy and other stakeholders will operate during periods of drought. This LIP requires regional water users to move through a series of staged water use restrictions during worsening drought conditions. It should be noted that the LIP establishes minimum requirements for water use restrictions. Each water utility has the flexibility to impose greater restrictions, if desired. Regional cooperation between Duke Energy and large water users along the Catawba River helped preserve and protect available water supply during the extreme drought of 2007 and 2008.

- 2.8.** While UCWS customers were under no water restrictions and had unlimited water use available, the Union County Water System experienced eight days in May of 2007 where Peak Day Demand exceeded the Max. Day Capacity of 18 MGD from the CRWTP. The highest daily usage measured was 21.3 MGD. To supply adequate water to meet these demands, UCPW had to utilize, on a temporary basis, water capacity from the CRWTP that is designated to Lancaster.
- 2.9.** In June of 2007, UCPW instituted Stage 2 water use restrictions, which required its customers to limit outdoor water use (including irrigation) to two days per week. While under these water use restrictions, the UCWS experienced two days where Peak Day Demand exceeded the Max. Day Capacity of 18 MGD from the CRWTP, again reaching 19.5 MGD. To supply adequate water to meet these demands, UCPW again had to utilize water capacity from the CRWTP that is designated to Lancaster.
- 2.10.** During the latter part of 2007 and through the first quarter of 2008, as the regional drought continued to worsen, UCPW instituted stricter Stage 3 water use restrictions including the elimination of outdoor irrigation. These restrictions showed a measurable reduction in water use by the County's customers.
- 2.11.** In April of 2008, UCPW continued Stage 3 water restrictions, and modified provisions to require its customers to limit outdoor water use (including irrigation) to one day per week. Even under these water use restrictions, the UCWS experienced numerous days where Peak Day Demand exceeded the Max. Day Capacity of 18 MGD from the CRWTP, with the highest daily demand reaching 19.8 MGD. To supply adequate water to meet these demands, UCPW continued to utilize water capacity from the CRWTP that is designated to Lancaster.
- 2.12.** The information presented in Articles 2.8 – 2.11 is illustrated in the attached Figure 2.
- 2.13.** Continued use of Lancaster's allocated water treatment capacity is not considered a viable alternative to increasing available water treatment plant capacity for the UCWS. Allowing additional customers to utilize Lancaster's allocated capacity in the CRWTP service area would put in jeopardy continued reliable service to the UCWS existing customer base.
- 2.14.** Without strict water use restrictions, there would be no (0 MGD) additional water treatment capacity to allocate to new customers.

- 2.15.** Prior efforts by UCPW to limit outdoor water use have typically included customer watering based on odd/even addresses – where approximately 50% of the customer base is given a weekend day to water (i.e. Saturday or Sunday) . A review of water use data indicates that while this approach may reduce overall total water use, it increases the Peaking Factor between Maximum Day conditions and average conditions. Analysis of water use data indicates that spreading this irrigation demand will decrease the Peaking Factor. If Maximum Day Demand can be lowered below 18 MGD, additional water treatment capacity can be allocated to new customers.
- 2.16.** In August 2008, UCPW established a revised water rate structure to promote water conservation among its highest use customers. It is likely that this rate change will reduce peak day usage within the County, thereby extending available water treatment capacity.
- 2.17.** With outdoor water use restrictions set at a 1-day per week requirement – and spread over a 7-day period of use – it is estimated that during periods of peak demand, approximately 2.4 MGD of Average Day Demand is available for allocation to new customers.
- 2.18.** Peak Day Demand depends on many variables including time of year (i.e. season), temperature, recent precipitation patterns, other climatic conditions, economic conditions, water rates, and other factors. As such, the Union County Manager and UCPW will monitor these variables and Peak Day Demand trends and make recommendations to the Board of Commissioners regarding adjustments in water use restrictions for customers. Any recommended adjustments will be made in accordance with the provisions outlined in the County's Water Conservation Ordinance. Historical trends, coupled with other factors (e.g. recent water rate adjustments, recent changes in irrigation distribution among customers), indicate that there exists a strong likelihood to maintain outdoor irrigation for customers at 2-days per week or greater.
- 2.19.** The County will continue to cooperate with Duke Energy and other regional water utilities to implement and comply with the LIP as required.
- 2.20.** In recognition of the changing economic conditions and current inventory of Residential Projects with Water Permits, it was determined that Nonresidential and Government Facilities Projects should receive the limited remaining water allocation. Current data to support these changing conditions is outlined below:
- Residential building permit applications have declined by over 60% from the same time period of the previous year.

- On April 3, 2009, approximately 4,500 vacant residential building lots in the CRWTP service area without building permits have both Water Permits and existing water infrastructure in place.

**2.21.** The Peaking Factor associated with Nonresidential Development Projects is typically lower than the Peaking Factor associated with Residential Development Projects. As such, the impact on the UCWS is lessened during future Peak Day Demand conditions as it relates to Nonresidential Projects.

**2.22.** The Policy set forth herein is intended to provide guidelines for allocating, in a fair, rational, and lawful manner among competing interests the available water treatment capacity. Subject to approval of the County Manager, the UCPW Director may authorize a departure from these guidelines when strict adherence would frustrate the purpose of these guidelines or endanger the health and safety of the citizens of Union County. The County Manager shall report any such departure to the Board of County Commissioners no later than the Board's next regular meeting.

**2.23.** This Policy creates no legal right to receive, nor any legal duty on the part of Union County or UCPW to provide any amount of existing or future water treatment capacity from the CRWTP, or other sources.

### **3.0 SCOPE**

This Policy applies to the allocation of approximately 2.4 MGD (Average Day Demand) that is estimated to be available using the water use restrictions described in Section 2.17 above. Except as otherwise stated herein, this Policy applies to all Development Projects located in the CRWTP service area served by the UCWS for which the owner or developer requests a new or expanded connection.

### **4.0 PURPOSE**

This Policy is intended to establish guidelines for allocating the limited water treatment capacity in a fair, rational, and lawful manner, taking into consideration, among other things:

- The need to fulfill outstanding legal obligations Union County has, if any, to provide water system service;
- The need to reserve capacity to serve public school facilities, County projects, and other Governmental Facilities;
- The desire to provide a high level of service to existing customers;

- The desire to treat alike all Development Projects that are similarly situated as to: (i) type of Project; and (ii) stage of progress in the procedures required to connect to the Union County Water System.
- The desire to promote Nonresidential Development Projects in Union County that will reduce the impact on Peak Day Demands as compared to Residential Projects. These Nonresidential Development Projects will also support an increase in the County's employment and property tax base while imposing fewer demands than those imposed by Residential Development Projects (e.g. overburdened schools).
- The need to protect public health and safety.

## **5.0 EFFECTIVE DATE**

The original Water Allocation Policy became effective upon adoption by the Union County Board of Commissioners on October 20, 2008.

The Amended and Restated Policy shall become effective upon adoption of the revisions by the Union County Board of Commissioners and may be repealed or modified at any time, without notice.

A public hearing was held on October 6, 2008 regarding the Water Allocation Policy. A second public hearing was held on July 20, 2009 regarding the Amended and Restated Policy.

## **6.0 WATER ALLOCATIONS**

The attached Table 1 provides a summary of the Projects identified during development of the Water Allocation Policy. These Projects are divided into Categories A and B as described in the sub-sections below.

Table 1 also outlines the estimated Average Day Demand and category assignments for each Project. Residential flow allocation is based on a calculated average use for the UCWS of approximately 250 gallons per day (gpd) per unit. Nonresidential and Government Facilities were assigned flow either from actual flow estimated by the Development Project, or from the calculated average use for current UCWS Nonresidential customers of approximately 1,500 gpd per connection.

The following sub-sections provide a more detailed explanation of each category level assignment.

## 6.1 Category A Projects

Category A Projects include:

▪ Government Facilities Projects	0.068 MGD
▪ Nonresidential Projects	0.413 MGD
▪ Residential Projects	1.635
MGD	
▪ One Tap Projects <sup>1</sup>	0.080
MGD	
▪ Self Help Projects	0.060
MGD	
▪ A reserve allocation for Nonresidential/Government	0.144
MGD <sup>2</sup>	

Facilities Projects not otherwise listed in Table 1 and included above.<sup>3</sup>

**TOTAL 2.400 MGD**

<sup>1</sup>Once approved by UCPW, existing residences will have 60 days to complete installation of a service connection and pay all associated tap fees before expiration of this water allocation. Existing residential, vacant lots will have to comply with the provisions of Note 3 below.

<sup>2</sup>This allocation will be utilized for Projects that are estimated to use 20,000 gallons/day or less (as determined by UCPW) and are located in the CRWTP service area. This allocation shall be assigned to new Nonresidential/Government Facilities Projects on a first come, first serve basis. The amount available is estimated at 144,000 gpd plus the amount of water allocation secured from other Category A Projects that fail to move forward as outlined in Section 7.0 below.

<sup>3</sup>The owners or developers of these Projects shall:

- Confirm that existing water lines are contiguous to the Project site directly or through an existing right of way.
- Confirm proper land use permitting (including zoning) from all applicable jurisdictions to allow the proposed development to occur.
- Submit a detailed written description of the Project to UCPW for approval (including type of project, average day water demand, fire flow needs, and any other special conditions). Such written description shall include sufficient detail to enable UCPW to make a reasonable determination that it is more likely than not that

- the Project will proceed within the time constraints for obtaining a building permit, as outlined below.
- UCPW staff may, if desired, request additional information from the Project's owner in order to make a final determination. If approved, UCPW will issue, in writing, a water allocation for the proposed Project. Failure to obtain a building permit for all facilities associated with the Development Project within 270 days from written approval of the Project shall result in a forfeiture of the water allocation. If a building permit is issued within 270 days from written approval of the Project and thereafter expires, or is otherwise terminated without issuance of a certificate of occupancy, it shall result in expiration of the water allocation for the Project.

These Category A Projects account for an estimated total of approximately 2.4 MGD of Average Day Demand. This Policy directs UCPW to provide water service to these Projects.

## **6.2 Category B Projects**

Category B Projects include all other Residential and Nonresidential projects identified during development of this Policy.

These Projects account for an estimated total of 2.243 MGD of Average Day Demand. As new water treatment capacity becomes available, UCPW will make recommendations to the County Manager regarding amendments to this Policy.

## **6.3 Category C Projects**

Category C Projects include all future Projects that are brought to UCPW for consideration of water service. UCPW will establish procedures to track these new development projects.

## **6.4 Adjustment of Water Allocations**

UCPW will continually update water use trend data and other variables to determine the effectiveness of the Policy. Should sufficient data become available to support revisions to the water allocations as outlined herein, the County Manager shall make amendment recommendations to the Board of Commissioners for approval.

## **7.0 EXPIRATION OF EXISTING WATER PERMITS**

After approximately 22 months from receipt of a Water Permit for any portion of a Development Project where an engineer's certification of completion has not yet been submitted, NC-DENR issues a notification to UCPW (the permittee) requesting the status of the Project. This notice requests an update on the project; in particular, whether to extend the Water Permit. Upon receipt of this notice for individual Development Projects listed herein, UCPW will review its in-house inspection activities for the Project. If it is determined that reasonable progress is not being made toward completion of the Project, UCPW will notify NC-DENR that the County does not request an extension of the Water Permit. A copy of UCPW's response will also be sent to the Owner of the Project. Upon the expiration of the Water Permit, the water allocation for the Project shall be considered available to UCPW for reallocation. All water allocations that become available due to the expiration of a Water Permit will be assigned to new Nonresidential Development Projects as described in Section 6.1.

## **8.0 ACCEPTANCE OF NEW ENGINEERING PLANS AND WATER PERMIT APPLICATION PROCESS**

UCPW shall continue to accept new engineering plans and make application for Water Permits for Projects requiring connection to the Union County Water System in the Anson County Service Area.

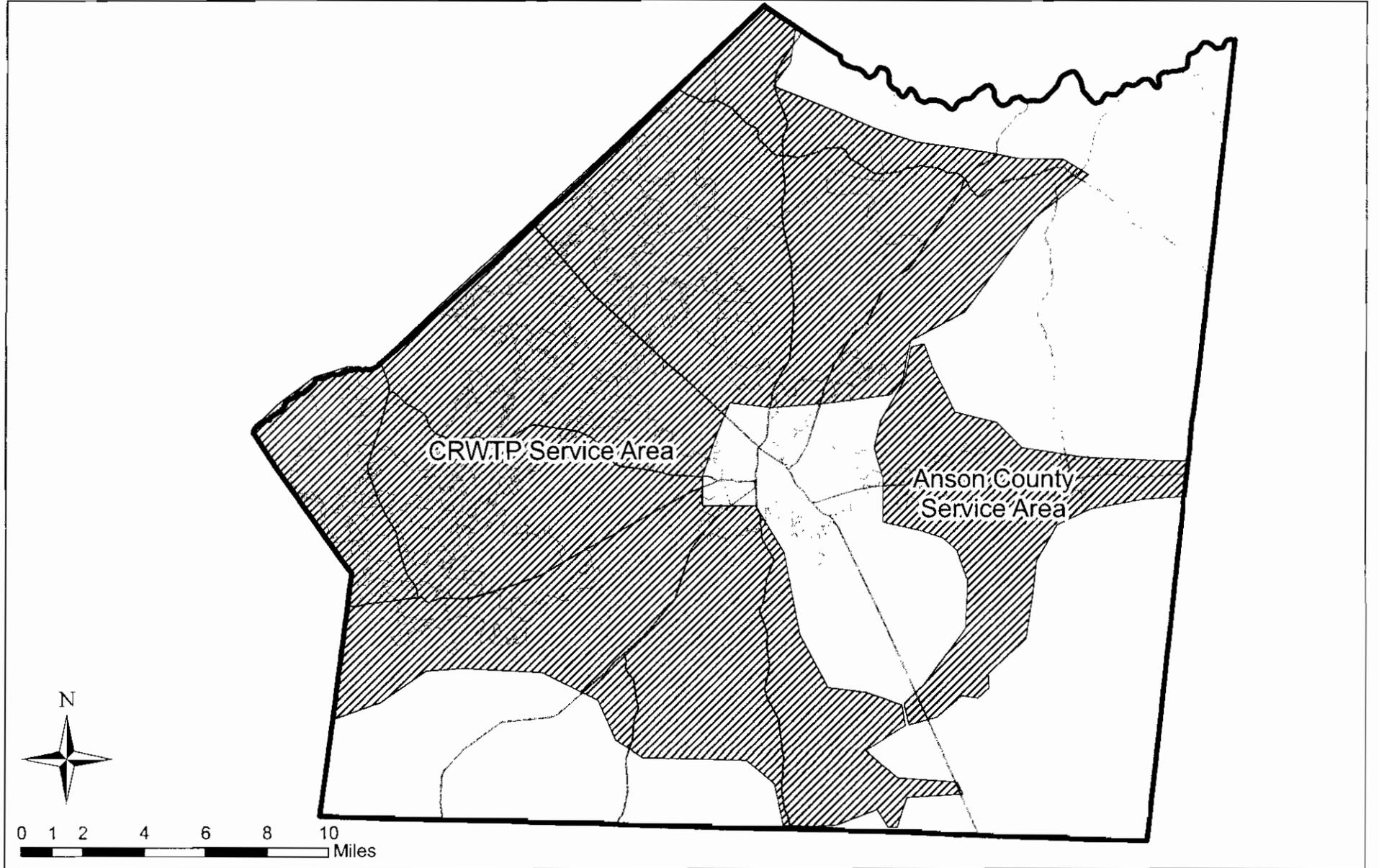
Except as noted below, effective August 12, 2008, UCPW shall not accept any new engineering plans or make any application for Water Permits for Projects other than Category A Projects. For Projects where engineering plans have been received, but application for a Water Permit has not been made, UCPW staff shall provide comments on the proposed Project, but shall not apply for a Water Permit.

## **9.0 NOTIFICATION PERIOD FOR OMISSIONS/CORRECTIONS**

The owner or developer of any Project not appearing in Table 1 but for which UCPW has issued correspondence regarding water availability prior to August 11<sup>th</sup>, 2008, had an opportunity within 30 days of the original adoption of this Policy (i.e. October 20, 2008) to submit written documentation of the same to the UCPW Director. The owner or developer of any Project listed in Table 1 that contended that the information listed to be in error, had an opportunity within 30 days of the original adoption of this Policy (i.e. October 20, 2008) to submit written documentation of the proposed correction to the UCPW Director.

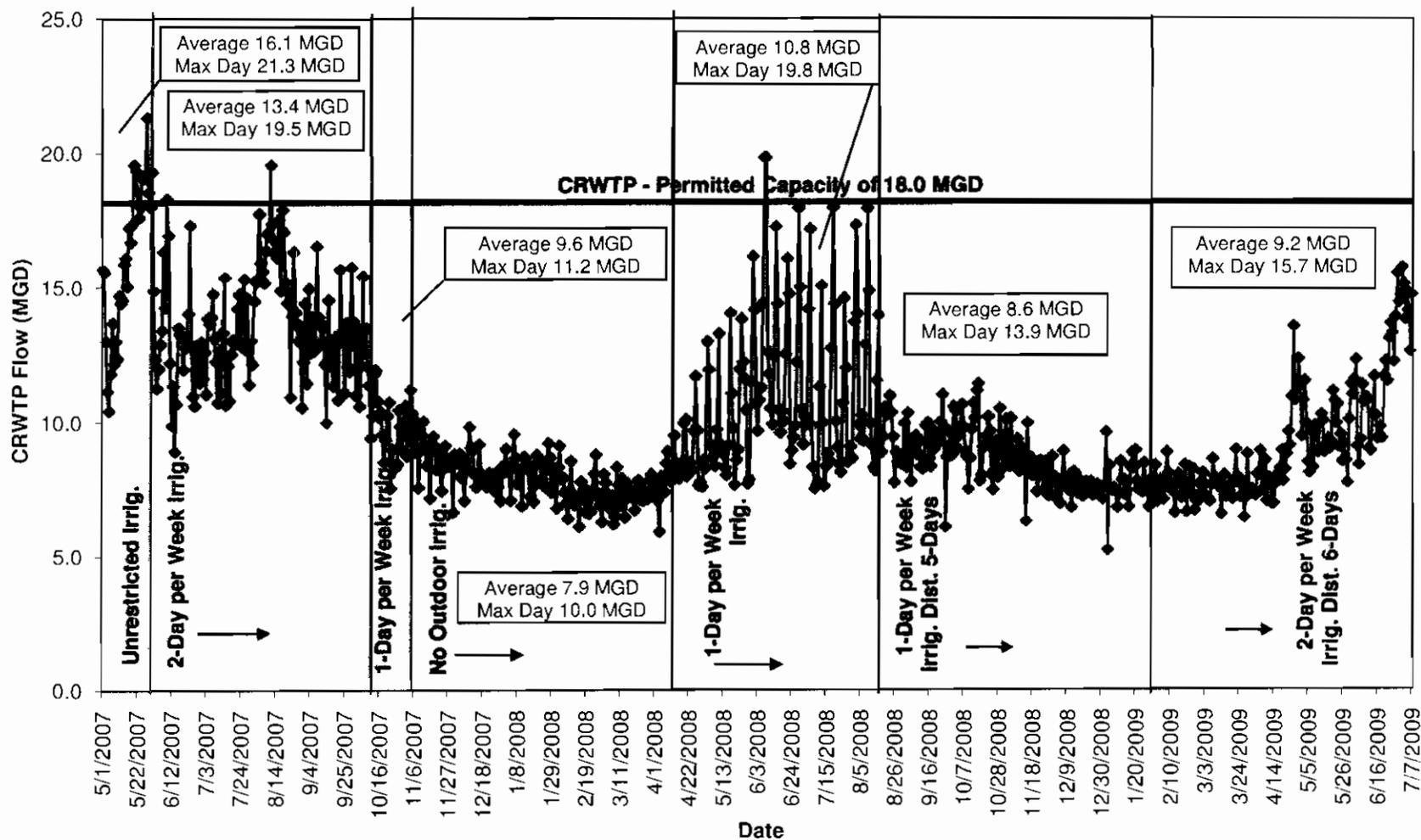
## **10.0 DIRECTIONS TO COUNTY STAFF**

County staff shall notify the Board of Commissioners on a quarterly basis regarding water use trends. These updates shall include a summary of new connections and estimated capacity consumed by the new connections.



**Existing Service Areas**  
Figure 1

**Figure 2 - Union County Water System - Daily Water Demand from the Catawba River WTP (05/07 - 07/09)**



**Table 1 - Union County Water Allocation - Identified Future Development Projects  
(Updated: July 2009)**

Proj. ID	Project/Development	Estimated Number of Units (Build- Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)  (@ 250 gpd/unit)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Total Water Allocation (gpd)
<b>Summary Totals</b>				2,400,000	2,243,000	4,643,000
<b>Category A - Water Permits Rec'd/Applied For</b>						
<b>Government Facilities - A</b>						
218	ES "J" Stallings (School)	--	--	9,600	-	
219	ES "K" Rogers Road (School)	--	--	9,600	-	
220	ES "L" Cuthbertson (School)	--	--	9,600	-	
462	MS/HS "C" Cuthbertson Road (School)	--	--	38,400	-	
248	Waxhaw Fire Station 18 (Govt. Facilities)	--	--	600	-	
<b>subtotal</b>						<b>67,800</b>
<b>Non-Residential - A</b>						
28	Austin Village Phase III	--	--	32,496	-	
30	Auto Bell Newtown Rd.	--	--	2,300	-	
95	Cahill Office Park	--	--	1,100	-	
113	Carrington Square Office Park	--	--	7,600	-	
140	CHS Cureton-Waxhaw	--	--	37,000	-	
236	Fairhaven Pool	--	--	3,500	-	
245	Fieldstone Farms Amenity	--	--	700	-	
324	Holly Park Commercial (Ph. 3A and 3B)	--	--	10,000	-	
-	Jackson Station	--	--	23,180	-	
366	Lake Park Sewer Extension A,B,G	--	--	9,175	-	
367	Lake Park Sewer Extension 07066006C	--	--	3,000	-	
385	Lawson - 2 (Pool)	--	--	4,000	-	
407	Sun Valley Market Place (Lowe's-Ind. Tr.)	--	--	16,552	-	
408	Lowe's of Waxhaw	--	--	46,415	-	
474	Newtown Market	--	--	2,076	-	
491	Old Hickory Industrial Park	--	--	6,688	-	
558	Providence Road Retail	--	--	1,500	-	
-	Rea Road Development	--	--	14,699	-	
-	Rea Road Retail Ph II	--	--	23,040	-	
&B 573	Rea Road/Tom Short Development	--	--	3,139	-	
629	Shoppes at Wesley Chapel 2	--	--	7,191	-	
679	Sun Valley Commons Ph II	--	--	19,467	-	
681	Sun Valley Retail Center	--	--	1,500	-	
-	The Grove	--	--	29,360	-	
717	Tom Short/Rea Road Mixed Use Dev.	--	--	1,500	-	
-	Tuscany Amenity Center	--	--	1,080	-	
734	Union West Business Park	--	--	1,500	-	
751	Village Commons @ Wesley Chapel 2	--	--	13,993	-	
752	Village Commons @ Wesley Chapel IV	--	--	40,664	-	
-	Waxhaw Commons	--	--	3,250	-	
773	Waxhaw Medical Center	--	--	3,100	-	
774	Waxhaw Park Shopping Center	--	--	1,500	-	
-	Sun Valley Commons Phase I	--	--	40,700	-	
<b>subtotal</b>						<b>412,965</b>
<b>Residential - A</b>						
10	Anklin Forrest	179	103	25,750	-	
11	Annandale	181	48	12,000	-	
12	Anniston Grove	86	53	13,250	-	
-	Ashcroft	-	8	2,000	-	
36	Bard Property	16	16	4,000	-	
37	Barrington Ridge	153	11	2,750	-	
51	Bicket Ridge	81	18	4,500	-	
56	Blanchard Estates - water only	6	6	1,500	-	

Proj. ID	Project/Development	Estimated Number of Units (Build- Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Total Water Allocation (gpd)
60	Bonner Oaks Estates - water only	10	10	2,500	-	
61	Bonterra (All Phases)	454	255	63,750	-	
68	Brandon Oaks	949	104	26,000	-	
73	Briarcrest North Phase 1	82	56	14,000	-	
74	Briarcrest North Phase 2	70	68	17,000	-	
84	Bromley	121	118	29,500	-	
96	Callonwood	157	66	16,500	-	
-	Chatelaine	-	18	4,500	-	
128	Chatsworth	37	12	3,000	-	
134	Chestnut Place	45	31	7,750	-	
165	Crane Valley	108	26	6,500	-	
172	Crismark - water only	986	386	96,500	-	
173	Crooked Creek Estates	89	3	750	-	
176	Crossbridge - water only	26	1	250	-	
183A	Cureton (total for all phases)	724	240	60,000	-	
195	Deerstyne Commons (Garmons Cross.)	60	59	14,750	-	
197	Demere	117	13	3,250	-	
229	Ezzell Hill	55	55	23,040	-	
230	Ezzell Valley	103	103	25,750	-	
230A	Fincher Valley	91	4	1,000	-	
234	Fairhaven Phase 1	368	81	20,250	-	
-	Fairhaven Phase 2	15	15	3,750	-	
238	Falcon Place	37	37	9,250	-	
244	Fieldstone Farm Subdivision	501	318	79,500	-	
-	Gardens on Providence	-	8	2,000	-	
-	Grayson Park Subdivision	-	71	17,750	-	
-	Green Meadows 2nd Avenue	5	5	1,250	-	
-	Hadley Meadows	-	19	4,750	-	
298	Harrison Park	-	7	1,750	-	
318	Highgate	235	57	14,250	-	
-	Hunters Pointe	-	2	500	-	
-	Innesbrook	-	2	500	-	
-	Jackson Ridge S/D	-	1	250	-	
-	Jacobs Pointe	-	1	250	-	
-	Longford Village	5	5	1,250	-	
355	Kings Grant	19	8	2,000	-	
-	Kingston on Providence	-	4	1,000	-	
363	Lake Forest Preserve	211	108	27,000	-	
-	Lake Park Phases	-	10	2,500	-	
368	Lake Park Town Center, Phase 3	120	38	9,500	-	
-	Laurel Creek	-	24	6,000	-	
386A	Lawson (total for all phases)	589	281	70,250	-	
403	Longview (all phases)	340	174	43,500	-	
420A	Marvin Creek (all phases)	360	12	3,000	-	
427	McGee Valley	99	40	10,000	-	
443	Millbridge	1087	1013	253,250	-	
-	Oak Brook - water only	47	47	11,750	-	
501	Park Grove Meadows, Sayebrook II	15	15	3,750	-	
520	Ponds at Brandywine - water only	40	40	10,000	-	
-	Poplar Glen	-	5	1,250	-	
531	Potters Creek Estate - water only	22	22	5,500	-	
-	Prescot Residential	-	104	26,000	-	
539	Prestwick	101	14	3,500	-	
544	Providence Downs	327	16	4,000	-	
545	Providence Downs South	62	20	5,000	-	
550	Providence Grove	145	20	5,000	-	
566	Quintessa	89	43	10,750	-	

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008) (@ 250 gpd/unit)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Total Water Allocation (gpd)
-	Ridgefield Ph. II	-	10	2,500	-	
587	Rosehill	47	8	2,000	-	
597	Sarsfield - water only	225	202	50,500	-	
598	Satterfield	36	2	500	-	
615	Shadow Lake, Spring Creek	48	48	12,000	-	
619	Shannon Vista	182	104	26,000	-	
622	Sheridan Phase I	159	159	39,750	-	
623	Sheridan Phase II	86	61	15,250	-	
-	Skyecroft	-	137	34,250	-	
636	Smith Field Subdivision	68	25	6,250	-	
650	St. John's Forest	93	93	23,250	-	
-	St. John's Forest 4B	5	5	1,250	-	
-	St. John's Forest 4C	10	10	2,500	-	
-	Stonebridge Parcel 4	65	22	5,500	-	
664	Stonebridge Parcel 5	46	46	11,500	-	
-	Stonebridge Parcel 6	-	57	14,250	-	
-	Stonebridge Parcel 8	42	19	4,750	-	
671	Stratford Hall	34	16	4,000	-	
675	Sugar Magnolia Estates - water only	12	12	3,000	-	
685	Taylor Glen	511	45	11,250	-	
688	The Chimneys of Marvin	283	136	34,000	-	
695	The Grove	15	15	3,750	-	
699	The Oaks at Camden - water only	5	5	1,250	-	
-	The Retreat	-	9	2,250	-	
710	The Woods	200	200	50,000	-	
-	Tuscany	8	8	2,000	-	
725	Tuscanny Phase 1A	74	74	18,500	-	
726	Tuscanny Phase 2A	62	48	12,000	-	
-	Tuscany Ph. 2	9	9	2,250	-	
731	Twelve Oaks	24	23	5,750	-	
-	Victoria Lake	-	10	2,500	-	
757	Wadsworth	13	10	2,500	-	
758	Wadsworth Phase 2	13	10	2,500	-	
778	Waybridge (Eaglechase) - water only	45	14	3,500	-	
-	Weddington Forest	-	1	250	-	
-	Weddington Heights	-	15	3,750	-	
792	Weddington Trace Subdivision	238	152	38,000	-	
802	Wesley Chase (Laney Subdivision)	30	30	7,500	-	
-	Wilkerson Farms	-	2	500	-	
823	Williamsburg	63	43	10,750	-	
-	Willow Creek	-	1	250	-	
843	Woodcliff	10	10	2,500	-	
851	Worthington - water only	13	8	2,000	-	
854	Wyndham Hall Plantation	77	12	3,000	-	
		<b>subtotal</b>				<b>1,635,290</b>
<b>Subtotal - Water Permits Received/Applied For</b>				<b>2,116,000</b>	<b>-</b>	
<b>Residential Reserve - One Taps<sup>1</sup></b>			<b>320</b>	<b>80,000</b>		<b>80,000</b>
<b>Self Help Taps<sup>2</sup></b>			<b>240</b>	<b>60,000</b>		<b>60,000</b>
<b>Non-Residential/Government Facility Allocation<sup>3</sup></b>				<b>144,000</b>		<b>144,000</b>
<p>1 Annual Average Increase in accounts from 2005 through 2007 was 3,367.  95% of accounts added are residential, thus there are approximately 3,200 residential accounts added per year.  Assume 2.5% are tap-only, thus 80 residential accounts added per year as tap only  Allocation is estimated for 4 years, thus approx. 320 residential tap-only accounts added during this period.</p> <p>2 Assume approximately 60 self help taps per year (for 4 years) based on prior years.</p> <p>3 Allocation is limited to ≤ 20,000 gpd per project.</p>						

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Total Water Allocation (gpd)
(@ 250 gpd/unit)						
<b>Category B</b>						
<b>Government Facilities - B</b>						
463	MS/HS "D" Hemby Bridge (Public School)	--	--	-	38,400	
775	Waxhaw Regional Library	--	--	-	5,000	
-	Bus Depot - UCPS Transportation Facility	--	--	-	4,400	
<b>subtotal</b>						<b>47,800</b>
<b>Non-Residential - B</b>						
181	Cureteon Retail Phase 1	--	--	-	46,940	
339	Industrial Ventures	--	--	-	29,760	
	Crismark - Commercial	--	--	-	29,400	
13	Antioch Church/Wedd-Math Road	--	--	-	40,740	
404	Longview Executive Center	--	--	-	6,250	
405	Longview South Business Park	--	--	-	6,790	
554	Providence Rd Commercial	--	--	-	70,855	
32	Autumn Homes Nursing Home	--	--	-	15,000	
52	Blieman Subdivision/Alma Blvd & Red Oaks	--	--	-	27,500	
120	Century Contractors (Sewer Ext)	--	--	-	4,675	
195	Deerstyne Commons (Garmons Crossing)	--	--	-	30,000	
265	Gateway 07-102-012, 012B, 012C	--	--	-	120,000	
338	Indian Trail Town Center	--	--	-	30,268	
473	Newtown Gardens	--	--	-	20,320	
527	Potter Road Amenity Center	--	--	-	2,500	
536	Prescot Village	--	--	-	60,000	
555	Providence Road Comm 06156006N	--	--	-	2,000	
606	Scott Vickery - Veterinarian	--	--	-	2,400	
624	Sheridan Subdivision Outparcel A & B	--	--	-	17,500	
625	Sheridan Subdivision Pool	--	--	-	2,000	
651	Stallings Professional Center	--	--	-	2,400	
656	Stinson Crossing Development	--	--	-	19,300	
659	Stonebridge Amenity Center	--	--	-	2,500	
678	Sun Valley Business Park	--	--	-	1,800	
-	Sun Vallen Market Place	--	--	-	33,448	
750	Village at Sage Croft (Commercial)	--	--	-	83,508	
<b>subtotal</b>						<b>707,854</b>
<b>Residential - B</b>						
443	Millbridge	698	698	-	174,500	
-	Barry Groome - Edenshire	26	26	-	6,500	
-	Crismark	140	140	-	35,000	
13	Antioch Church/Wedd-Math Road	80	80	-	20,000	
44	Belshire	57	57	-	14,250	
153	Copper Run - water only	42	42	-	10,500	
164	Cow Branch	78	78	-	19,500	
178	Crown Estates at Lochaven - water only	19	19	-	4,750	
-	Providence Down South III	20	20	-	5,000	
711	The Woods, Amenities	1	1	-	2,720	
716	Toll Brothers - Withrow Property	175	175	-	43,750	
207	Edenshire	4	4	-	1,000	
546	Providence Estates	43	43	-	10,750	
-	Annecy	49	49	-	12,250	
338	Indian Trail Town Center	552	552	-	138,000	
527	Potter Road	206	206	-	51,500	
137	Chris Azar - Orr Road & Bridgeway Dr	80	80	-	20,000	
-	Chestnut Place II	54	54	-	13,500	
173	Crooked Creek Estates	50	50	-	12,500	
235	Fairhaven Phase 2	176	161	-	40,250	
280	Green Meadows 2nd Avenue	5	5	-	1,250	
292	Grover Moore Place	50	50	-	12,500	

Proj. ID	Project/Development	Estimated Number of Units (Build- Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Total Water Allocation (gpd)
(@ 250 gpd/unit)						
327	Hudson Church Road Development	40	40	-	10,000	
346	Jackson Station	154	154	-	38,500	
386A	Lawson Phase 2A	100	100	-	25,000	
386A	Lawson Phase 3	145	145	-	36,250	
386A	Lawson Phase 4	304	304	-	76,000	
402	Longford Village	41	36	-	9,000	
535	Prescot Future	80	80	-	20,000	
567	Quintessa II (phase IV)	115	115	-	28,750	
568	Quintessa West	246	246	-	61,500	
607	Secrest	915	915	-	228,750	
650A	St. John's Forest (Total for all phases)	143	128	-	32,000	
660	Stonebridge Parcel 1	68	68	-	17,000	
661	Stonebridge Parcel 10	112	112	-	28,000	
662	Stonebridge Parcel 2	14	14	-	3,500	
663	Stonebridge Parcel 3	44	44	-	11,000	
665	Stonebridge Parcel 7 & 9	125	125	-	31,250	
-	Tuscany	109	101	-	25,250	
-	Tuscany 2B	98	89	-	22,250	
749	Village @ Sage Croft	474	474	-	118,500	
88	Brookhaven Phase 4	23	23	-	5,750	
88	Brookhaven	512	5	-	1,250	
190	Dare Steel Village of Historic Waxhaw	10	10	-	2,500	
800	Wesley Acres (Cuthbertson/Mickey Miller)	21	21	-	5,250	
<b>subtotal</b>						<b>1,487,220</b>

## Technical Memorandum

**PROJECT:** Union County – Policy for Allocating Water Treatment Capacity

**DATE:** July 13, 2009

**SUBJECT:** Response to Comments/Questions Regarding the Amended and Restated Water Allocation Policy (dated June 23, 2009)

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### Background and Purpose

On June 23, 2009, an Amended and Restated Water Allocation Policy (the Policy) was presented to the Union County Board of Commissioners by HDR Engineering and Union County staff. While some comments and questions were received at this workshop, the Board requested time to review the document in detail and provide any follow-up comments and questions that may be generated. The purpose of this document is to provide responses to the comments and questions that have been received to date.

A public hearing on the Policy is scheduled for the July 20, 2009, Board of Commissioners meeting, with a potential to consider a motion to adopt the Amended and Restated Water Allocation Policy at that same meeting.

### Responses to Comments and Questions

Enumerated below is a list of paraphrased comments/questions received from Board members with associated responses provided by the Policy workgroup (i.e., HDR and Union County staff).

1. *What peaking factor was used in determining available allocation amounts...several numbers have been given in the past and it is unclear as to what number was ultimately used and what is the customer usage minus irrigation?*

The Policy is based on a minimum irrigation of 1-day per week for customers distributed over a 7-day period. During irrigation season, the average daily demand is estimated at 11.1 mgd. The peaking factor (peak day to average day ratio) used for this approach is 1.33. Thus, the peak day is estimated at 14.8 mgd. Based on a maximum day capacity from the Catawba River WTP of 18.0 mgd, this allows for an allocation of 3.2 mgd (peak day value). Using the same 1.33 peaking factor results in an allocation of 2.4 mgd (average day value), as presented in the Policy.

2. *It was discussed that staff had been working on a matrix as to all the development projects, and their current status; can that list be provided?*

Table 1 in the Policy presents a list of Category A and B projects. Category A projects have water permits and many have water infrastructure in place. Category B projects do not have water permits. UCPW staff has attempted to provide more details on Category A projects, including

which of those projects have infrastructure in place, land use approvals, and/or building permits. This information is included in the attached table.

Since Category B projects do not have water permits and are not receiving a water allocation, staff has not attempted to gather additional information on these projects.

3. *Since Category B projects are not receiving a water allocation under the Policy, consider taking these projects out of the Policy and simply track these for future reference, or clearly note that Category B projects listed in the Policy are for information only.*

The Policy workgroup believes that the Category B projects should remain in the document based on the following:

- These projects were identified during development of the Policy, most are included in the County's sewer allocation policy.
- Many of these projects have moved very far along in the design stage. Engineering and survey work has been completed - to some level - on all of the Category B projects.
- A few of these projects have completed all the work necessary to prepare a water permit application and have submitted the application to UCPW.
- Since the County has had dialogue with the owners of these projects, and since they were listed in the previously adopted policy (dated October 20, 2008), the Policy workgroup believes it is in the County's best interest to acknowledge these potential, future projects. The Policy is clear that Category B projects receive no water allocation, and it makes no commitment to how future water will be allocated.

#### Board Recommendation if Revisions are Requested

If the Board decides to delete the Category B projects from the Policy, the following proposed revisions are recommended:

- Edit 1<sup>st</sup> Paragraph, 1<sup>st</sup> Sentence of Section 6.0 as follows – “The attached Table 1 provides a summary of Category A Projects.”
- Edit 2<sup>nd</sup> Paragraph, 1<sup>st</sup> Sentence of Section 6.0 by deleting the words – “and category assignments.”
- Revise Section 6.2 to read as follows – “Category B Projects include all other Residential and Nonresidential projects identified during development of this Policy, and all future Projects that are brought to UCPW for consideration of water service. UCPW will establish procedures to track these new development projects.”
- Delete Section 6.3.
- Revise Section 6.4 to 6.3.
- Delete all Category B projects from Table 1.

If the Board decides to further emphasize that the Category B projects listed in the Policy are for information only, the following proposed revision is recommended:

- Edit 1<sup>st</sup> Paragraph of Section 6.2 by adding a second sentence as follows – “There is no water available for allocation to these projects, and Category B projects have been listed for information only.”

4. *What are the criteria for allocating the 144,000 gallons per day of capacity? What factors have to be in place in order to apply for allocation? What timelines are required to maintain allocation?*

The Policy addresses these issues on page 11 of the document, particularly under footnotes 2 and 3.

5. *What is the probability of having to go to one day per week watering based solely on usage versus moving to one day per week due to overall regional drought (i.e., when the CW-DMAGs Low Inflow Protocol is initiated)?*

This is a difficult question to answer with certainty. The need to move to a 1-day per week distributed over 7-day requirement is a function of many variables including regional climatic conditions and forecast, economic issues for customers, level of enforcement by County staff, rate of new connections to the system, and the opportunity to secure additional, yet temporary, capacity from Lancaster County.

The Policy workgroup is optimistic that the probability of moving to a 1-day per week irrigation restriction is low. Over the last few weeks of sustained hot and dry weather, the CRWTP service area demand has peaked around 15.7 mgd. Based on the rate of new development connections from Category A projects, a continued focus on enforcement of the irrigation restrictions, and the anticipated flexibility to utilize temporary capacity from Lancaster County, the probability is relatively low that the County would have to move to a 1-day per week requirement.

See also the Figure below under Item 7 for an illustration of potential, future water demands based on average and peak conditions.

6. *Should we consider increasing the water allocation for self-help projects?*

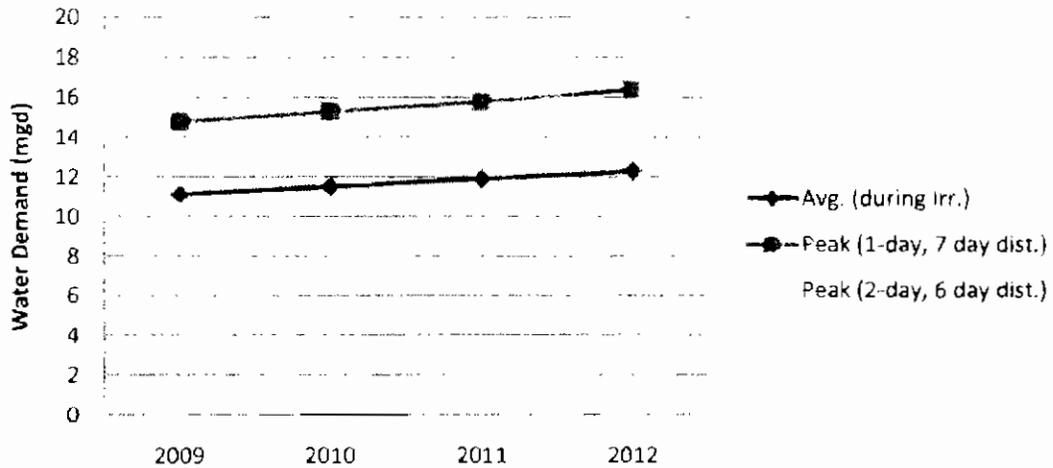
The water allocation of 60,000 gpd was doubled from the original amount included in the previously adopted policy (i.e., increased from 30,000 gpd to 60,000 gpd). This revised amount is based on approximately 60 taps per year for four years – or a total of 240 new connections. This rate of new self-help connections appears to be consistent with historical trends of self-help projects. It should also be noted that, as these projects move forward, it takes considerable time from identification of the project to actual water taps being made. For example, projects identified in two years will then take one or more years to actually realize a connection to the water system.

If the Board decides to increase the allocation for self-help projects, then a subsequent reduction from the Nonresidential/Government Facilities reserve allocation will be necessary.

7. *A request was made to see charts of projected annual average demands and peak demands.*

The figure below illustrates potential, future average day and peak day conditions.

## Potential Future Water Demand Projection for CRWTP Service Area



8. *The Water Conservation Ordinance allows for establishment of new lawns/sod. How is this going to be tracked and factored into the peak demand and its impact on 2.4 mgd? Is there an allowance for schools to establish fields and maintain fields?*

These types of uses (including for schools) are included in the peak day demand values being utilized to generate the available 2.4 mgd capacity. The Water Conservation Ordinance (separate from the Water Allocation Policy) has specific requirements that address establishment of new lawns/sod. Irrigation on a 1-day or 2-day per week basis should be adequate for maintenance of these fields, and the Water Conservation Ordinance addresses a higher level of irrigation in an effort to establish new turf/sod.

9. *Suggest re-wording of Section 4.0, first bullet to remove the words "legal obligation" based on Statute 153A-283 relating to non-liability for providing water.*

To be addressed by attorneys.

10. *What are the recent numbers regarding average residential water use (the most recent stated was FY07-FY08 at 241 gpd/account)?*

The residential per account usage over the last three years has been:

- FY06-FY07 = 235 gpd/account
- FY07-FY08 = 241 gpd/account
- FY08-FY09 = 180 gpd/account (impacted by significant irrigation restrictions and climatic conditions)

11. *Related to Section 6.1, the former policy had both 270 days and 180 days for moving forward on the project. Why was the 270 days removed? Was it redundant or conflicting?*

The previously adopted Policy (dated October 20, 2008) required those projects attempting to use the reserve allocation to obtain a building permit within 270 days of sketch plan approval, and to be under construction within 180 days of having a building permit issued. The amended and restated Policy better defines the initial work required to be granted approval from UCPW.

Expiration of building permits are governed by General Statute 153A-358 - Time limitations on validity of permits, which states "A permit issued pursuant to G.S. 153A-357 expires six months, or any lesser time fixed by ordinance of the county, after the date of issuance if the work authorized by the permit has not commenced. If after commencement the work is discontinued for a period of 12 months, the permit therefor immediately expires..."

The amended and restated Policy requires the project to achieve a certificate of occupancy prior to expiration of the Building Permit to maintain the water allocation. The Policy workgroup believes this approach will avoid potential disputes related to project owners who may partially construct a facility and then request numerous building permit extensions, thus 'sitting' on water allocation capacity.

12. *Suggest rewording Section 6.1 to read - These Category A projects account for an estimated total of approximately 2.4 mgd of Average Day Demand. This policy directs UCPW to provide water service to these projects as long as these projects do not exceed the estimated available capacity of 2.4 mgd, and the estimated 2.4 mgd does not decrease.*

Tracking Category A projects once completed - separately from other County water customers - is not recommended since it is likely to lead to a new customer classification. Category A residential values are unlikely to vary significantly based on long-term historical trends. Nonresidential water demands are easily verified based on similar types of uses, a review of which is part of the water permit application process. With regard to a recognized decrease in available capacity (i.e., 2.4 mgd), the Policy notes in Sections 2.23 and 6.4 the potential to revise or revoke individual water allocations or the overall Policy.

The Policy workgroup trusts this document is responsive to the questions and concerns related to the Policy. Please feel free to forward any additional comments or requests for consideration by our team.

**Table 1 - Union County Water Allocation - Identified Future Development Projects**  
 (Updated: June 2009)

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no infrastructure	Flow Associated with no Infrastructure
<b>Summary Totals</b>				<b>2,400,000</b>	<b>2,243,000</b>			
<b>Government Facilities - A</b>								
218	ES "J" Stallings (School)	--	--	9,600	-	Yes		
219	ES "K" Rogers Road (School)	--	--	9,600	-	Yes		
220	ES "L" Cuthbertson (School)	--	--	9,600	-	Yes		
462	MS/HS "C" Cuthbertson Road (School)	--	--	38,400	-	Yes		
248	Waxhaw Fire Station 18 (Govt. Facilities)	--	--	600	-	Yes		
	<b>subtotal</b>							
<b>Non-Residential - A</b>								
28	Austin Village Phase III	--	--	32,496	-	Not completed (active)		
30	Auto Bell Newtown Rd.	--	--	2,300	-	Yes		
95	Cahill Office Park	--	--	1,100	-	Yes		
113	Carrington Square Office Park	--	--	7,600	-	No		7,600
140	CHS Cureton-Waxhaw	--	--	37,000	-	Yes		
236	Fairhaven Pool	--	--	3,500	-	Yes		
245	Fieldstone Farms Amenity	--	--	700	-	Yes		
324	Holly Park Commercial (Ph. 3A and 3B)	--	--	10,000	-	Yes		
-	Jackson Station	--	--	23,180	-	Yes		
366	Lake Park Sewer Extension A,B,G	--	--	9,175	-	not completed		9,175
367	Lake Park Sewer Extension 07066006C	--	--	3,000	-	not completed		3,000
385	Lawson - 2 (Pool)	--	--	4,000	-	Yes		
407	Sun Valley Market Place (Lowe's-Ind. Tr.)	--	--	16,552	-	Yes		
408	Lowe's of Waxhaw	--	--	46,415	-	Yes		
474	Newtown Market	--	--	2,076	-	Yes		
491	Old Hickory Industrial Park	--	--	6,688	-	Yes		
558	Providence Road Retail	--	--	1,500	-	Yes		
-	Rea Road Development	--	--	14,699	-	Yes		
-	Rea Road Retail Ph II	--	--	23,040	-	no		23,040
&B	573 Rea Road/Tom Short Development	--	--	3,139	-	Yes		
629	Shoppes at Wesley Chapel 2	--	--	7,191	-	not completed (active)		
679	Sun Valley Commons Ph II	--	--	19,467	-	Yes		
681	Sun Valley Retail Center	--	--	1,500	-	Yes		
-	The Grove	--	--	29,360	-	Yes		

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no infrastructure	Flow Associated with no infrastructure
			<b>10,260</b>					
717	Tom Short/Rea Road Mixed Use Dev.	--	--	1,500	-	Yes		
-	Tuscany Amenity Center	--	--	1,080	-	Yes		
734	Union West Business Park	--	--	1,500	-	Yes		
751	Village Commons @ Wesley Chapel 2	--	--	13,993	-	Yes		
752	Village Commons @ Wesley Chapel IV	--	--	40,664	-	not completed (active)		
-	Waxhaw Commons	--	--	3,250	-	Yes		
773	Waxhaw Medical Center	--	--	3,100	-	Yes		
774	Waxhaw Park Shopping Center	--	--	1,500	-	Yes		
-	Sun Valley Commons Phase I	--	--	40,700	-	Yes		
<b>subtotal</b>								
<b>Residential - A</b>								
10	Anklin Forrest	179	103	25,750	-	Yes		
11	Annandale	181	48	12,000	-	Yes		
12	Anniston Grove	86	53	13,250	-	Yes		
-	Ashcroft	-	8	2,000	-	Yes		
36	Bard Property	16	16	4,000	-	No; permit not extended		4,000
37	Barrington Ridge	153	11	2,750	-	Yes		
51	Bicket Ridge	81	18	4,500	-	Yes		
56	Blanchard Estates - water only	6	6	1,500	-	no		1,500
60	Bonner Oaks Estates - water only	10	10	2,500	-	Yes		
61	Bonterra (All Phases)	454	255	63,750	-	Yes		
68	Brandon Oaks	949	104	26,000	-	Yes		
73	Briarcrest North Phase 1	82	56	14,000	-	Yes		
74	Briarcrest North Phase 2	70	68	17,000	-	Yes		
84	Bromley	121	118	29,500	-	not completed	45	11,250
96	Callonwood	157	66	16,500	-	Yes		
-	Chatelaine	-	18	4,500	-	Yes		
128	Chatsworth	37	12	3,000	-	Yes		
134	Chestnut Place	45	31	7,750	-	Yes		
165	Crane Valley	108	26	6,500	-	Yes		
172	Crismark - water only	986	386	96,500	-	not completed	51	12,750
173	Crooked Creek Estates	89	3	750	-	Yes		
176	Crossbridge - water only	26	1	250	-	Yes		
183A	Cureton (total for all phases)	724	240	60,000	-	not completed	8	2,000
195	Deerstyne Commons (Garmons Cross.)	60	59	14,750	-	not completed	59	14,750
197	Demere	117	13	3,250	-	Yes		0
229	Ezzell Hill	55	55	23,040	-	not completed	13	3,250
230	Ezzell Valley	103	103	25,750	-	no	103	25,750

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no Infrastructure	Flow Associated with no infrastructure
			(@ 250 gpd/unit)					
230A	Fincher Valley	91	4	1,000	-	Yes		0
234	Fairhaven Phase 1	368	81	20,250	-	Yes		0
-	Fairhaven Phase 2	15	15	3,750	-	no	15	3,750
238	Falcon Place	37	37	9,250	-			0
244	Fieldstone Farm Subdivision	501	318	79,500	-	not completed	193	48,250
-	Gardens on Providence	-	8	2,000	-	Yes		0
-	Grayson Park Subdivision	-	71	17,750	-	Yes		0
-	Green Meadows 2nd Avenue	5	5	1,250	-	Yes		0
-	Hadley Meadows	-	19	4,750	-	Yes		0
298	Harrison Park	-	7	1,750	-	Yes		0
318	Highgate	235	57	14,250	-	Yes		0
-	Hunters Pointe	-	2	500	-	Yes		0
-	Innesbrook	-	2	500	-	Yes		0
-	Jackson Ridge S/D	-	1	250	-	Yes		0
-	Jacobs Pointe	-	1	250	-	Yes		0
-	Longford Village	5	5	1,250	-	Yes		0
355	Kings Grant	19	8	2,000	-	Yes		0
-	Kingston on Providence	-	4	1,000	-	Yes		0
363	Lake Forest Preserve	211	108	27,000	-	not completed	64	16,000
-	Lake Park Phases	-	10	2,500	-	Yes		0
368	Lake Park Town Center, Phase 3	120	38	9,500	-	Yes		0
-	Laurel Creek	-	24	6,000	-	Yes		0
386A	Lawson (total for all phases)	589	281	70,250	-	not completed	239	59,750
403	Longview (all phases)	340	174	43,500	-	not completed	12	3,000
420A	Marvin Creek (all phases)	360	12	3,000	-	Yes		0
427	McGee Valley	99	40	10,000	-	not completed	6	1,500
443	Millbridge	1087	1013	253,250	-	not completed	574	143,500
-	Oak Brook - water only	47	47	11,750	-	no; Self Help		0
501	Park Grove Meadows, Saybrook II	15	15	3,750	-	Yes		0
520	Ponds at Brandywine - water only	40	40	10,000	-	No	40	10,000
-	Poplar Glen	-	5	1,250	-	Yes		0
531	Potters Creek Estate - water only	22	22	5,500	-	Yes		0
-	Prescot Residential	-	104	26,000	-	Yes		0
539	Prestwick	101	14	3,500	-	Yes		0
544	Providence Downs	327	16	4,000	-	Yes		0
545	Providence Downs South	62	20	5,000	-	Yes		0
550	Providence Grove	145	20	5,000	-	Yes		0
566	Quintessa	89	43	10,750	-	Yes		0
-	Ridgefield Ph. II	-	10	2,500	-	Yes		0
587	Rosehill	47	8	2,000	-	Yes		0

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no infrastructure	Flow Associated with no infrastructure
597	Sarsfield - water only	225	202	50,500	-	Yes		0
598	Satterfield	36	2	500	-	Yes		0
615	Shadow Lake, Spring Creek	48	48	12,000	-	no	48	12,000
619	Shannon Vista	182	104	26,000	-	Yes		0
622	Sheridan Phase I	159	159	39,750	-	not completed	57	14,250
623	Sheridan Phase II	86	61	15,250	-	not completed	37	9,250
-	Skyecroft	-	137	34,250	-	Yes		0
636	Smith Field Subdivision	68	25	6,250	-	Yes		0
650	St. John's Forest	93	93	23,250	-	Yes		0
-	St. John's Forest 4B	5	5	1,250	-	No	5	1,250
-	St. John's Forest 4C	10	10	2,500	-	No	10	2,500
-	Stonebridge Parcel 4	65	22	5,500	-	Yes		0
664	Stonebridge Parcel 5	46	46	11,500	-	not completed	46	11,500
-	Stonebridge Parcel 6	-	57	14,250	-	Yes		0
-	Stonebridge Parcel 8	42	19	4,750	-	Yes		0
671	Stratford Hall	34	16	4,000	-	Yes		0
675	Sugar Magnolia Estates - water only	12	12	3,000	-	no	12	3,000
685	Taylor Glen	511	45	11,250	-	Yes		0
688	The Chimneys of Marvin	263	136	34,000	-	Yes		0
695	The Grove	15	15	3,750	-	Yes		0
699	The Oaks at Camden - water only	5	5	1,250	-	Yes		0
-	The Retreat	-	9	2,250	-	Yes		0
710	The Woods	200	200	50,000	-	No	200	50,000
-	Tuscany	8	8	2,000	-	Yes		0
725	Tuscanny Phase 1A	74	74	18,500	-	Yes		0
726	Tuscanny Phase 2A	62	48	12,000	-	Yes		0
-	Tuscany Ph. 2	9	9	2,250	-	no	9	2,250
731	Twelve Oaks	24	23	5,750	-	Yes		0
-	Victoria Lake	-	10	2,500	-	Yes		0
757	Wadsworth	13	10	2,500	-	Yes		0
758	Wadsworth Phase 2	13	10	2,500	-	Yes		0
778	Waybridge (Eaglechase) - water onoly	45	14	3,500	-	Yes		0
-	Weddington Forest	-	1	250	-	Yes		0
-	Weddington Heights	-	15	3,750	-	Yes		0
792	Weddington Trace Subdivision	238	152	38,000	-	not completed	37	9,250
802	Wesley Chase (Laney Subdivision)	30	30	7,500	-	not completed	26	6,500
-	Wilkerson Farms	-	2	500	-	Yes		0
823	Williamsburg	63	43	10,750	-	Yes		0
-	Willow Creek	-	1	250	-	Yes		0
843	Woodcliff	10	10	2,500	-	Yes		0

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no infrastructure	Flow Associated with no infrastructure
			10,250 gpd/unit					
851	Worthington - water only	13	8	2,000	-	Yes		0
854	Wyndham Hall Plantation	77	12	3,000	-	Yes		0
<b>subtotal</b>								
<b>Subtotal - Water Permits Received/Applied For</b>				<b>2,118,000</b>	<b>-</b>			
<b>Residential Reserve - One Taps<sup>1</sup></b>			<b>320</b>	<b>80,000</b>				
<b>Self Help Taps<sup>2</sup></b>			<b>240</b>	<b>60,000</b>				
<b>Non-Residential/Government Facility Allocation<sup>3</sup></b>				<b>144,000</b>				
<p><sup>1</sup> Annual Average Increase in accounts from 2005 through 2007 was 3,367.  95% of accounts added are residential, thus there are approximately 3,200 residential accounts added per year.  Assume 2.5% are tap-only, thus 80 residential accounts added per year as tap only  Allocation is estimated for 4 years, thus approx. 320 residential tap-only accounts added during this period.</p> <p><sup>2</sup> Assume approximately 60 self help taps per year (for 4 years) based on prior years.</p> <p><sup>3</sup> Allocation is limited to ≤ 20,000 gpd per project.</p>								
<b>Category B</b>								
<b>Government Facilities - B</b>								
463	MS/HS "D" Hemby Bridge (Public School)	--	--	-	38,400			
775	Waxhaw Regional Library	--	--	-	5,000			
-	Bus Depot - UCPS Transportation Facility	--	--	-	4,400			
<b>subtotal</b>								
<b>Non-Residential - B</b>								
181	Cureteon Retail Phase 1	--	--	-	46,940			
339	Industrial Ventures	--	--	-	29,760			
	Crismark - Commercial	--	--	-	29,400			
13	Antioch Church/Wedd-Math Road	--	--	-	40,740			
404	Longview Executive Center	--	--	-	6,250			
405	Longview South Business Park	--	--	-	6,790			
554	Providence Rd Commercial	--	--	-	70,855			
32	Autumn Homes Nursing Home	--	--	-	15,000			
52	Blieman Subdivision/Alma Blvd & Red Oaks	--	--	-	27,500			
120	Century Contractors (Sewer Ext)	--	--	-	4,675			
195	Deerstyke Commons (Garmons Crossing)	--	--	-	30,000			
265	Gateway 07-102-012, 012B, 012C	--	--	-	120,000			
338	Indian Trail Town Center	--	--	-	30,268			
473	Newtown Gardens	--	--	-	20,320			
527	Potter Road Amenity Center	--	--	-	2,500			
536	Prescot Village	--	--	-	60,000			
555	Providence Road Comm 06156006N	--	--	-	2,000			
606	Scott Vickery - Veterinarian	--	--	-	2,400			
624	Sheridan Subdivision Outparcel A & B	--	--	-	17,500			

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no Infrastructure	Flow Associated with no Infrastructure
625	Sheridan Subdivision Pool	--	--	-	2,000			
651	Stallings Professional Center	--	--	-	2,400			
656	Stinson Crossing Development	--	--	-	19,300			
659	Stonebridge Amenity Center	--	--	-	2,500			
678	Sun Valley Business Park	--	--	-	1,800			
-	Sun Vallen Market Place	--	--	-	33,448			
750	Village at Sage Croft (Commercial)	--	--	-	83,508			
<b>subtotal</b>								
<b>Residential - B</b>								
443	Millbridge	698	698	-	174,500			
-	Barry Groome - Edenshire	26	26	-	6,500			
-	Crismark	140	140	-	35,000			
13	Antioch Church/Wedd-Math Road	80	80	-	20,000			
44	Belshire	57	57	-	14,250			
153	Copper Run - water only	42	42	-	10,500			
164	Cow Branch	78	78	-	19,500			
178	Crown Estates at Lochaven - water only	19	19	-	4,750			
-	Providence Down South III	20	20	-	5,000			
711	The Woods, Amenities	1	1	-	2,720			
716	Toll Brothers - Withrow Property	175	175	-	43,750			
207	Edenshire	4	4	-	1,000			
546	Providence Estates	43	43	-	10,750			
-	Annecy	49	49	-	12,250			
338	Indian Trail Town Center	552	552	-	138,000			
527	Potter Road	206	206	-	51,500			
137	Chris Azar - Orr Road & Bridgeway Dr	80	80	-	20,000			
-	Chestnut Place II	54	54	-	13,500			
173	Crooked Creek Estates	50	50	-	12,500			
235	Fairhaven Phase 2	176	161	-	40,250			
280	Green Meadows 2nd Avenue	5	5	-	1,250			
292	Grover Moore Place	50	50	-	12,500			
327	Hudson Church Road Development	40	40	-	10,000			
346	Jackson Station	154	154	-	38,500			
386A	Lawson Phase 2A	100	100	-	25,000			
386A	Lawson Phase 3	145	145	-	36,250			
386A	Lawson Phase 4	304	304	-	76,000			
402	Longford Village	41	36	-	9,000			
535	Prescot Future	80	80	-	20,000			
567	Quintessa II (phase IV)	115	115	-	28,750			
568	Quintessa West	246	248	-	61,500			

Proj. ID	Project/Development	Estimated Number of Units (Build-Out)	Estimated Remaining Units to be Completed (from ~ 3rd Qtr. 2008)	Category A Water Allocation (gpd)	Category B Water Allocation (gpd)	Infrastructure Installed (y/n)	Lots with no Infrastructure	Flow Associated with no Infrastructure
			92,280					
607	Secrest	915	915	-	228,750			
650A	St. John's Forest (Total for all phases)	143	128	-	32,000			
660	Stonebridge Parcel 1	68	68	-	17,000			
661	Stonebridge Parcel 10	112	112	-	28,000			
662	Stonebridge Parcel 2	14	14	-	3,500			
663	Stonebridge Parcel 3	44	44	-	11,000			
665	Stonebridge Parcel 7 & 9	125	125	-	31,250			
-	Tuscany	109	101	-	25,250			
-	Tuscany 2B	98	89	-	22,250			
749	Village @ Sage Croft	474	474	-	118,500			
88	Brookhaven Phase 4	23	23	-	5,750			
88	Brookhaven	512	5	-	1,250			
190	Dare Steel Village of Historic Waxhaw	10	10	-	2,500			
800	Wesley Acres (Cuthbertson/Mickey Miller)	21	21	-	5,250			
		subtotal						

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 20 July 2009**

**Action Agenda Item No.** 4812

(Central Admin. use only)

**SUBJECT:** Public Hearing regarding the Dodge City Community Development Block Grant

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**DEPARTMENT:** Central Administration      **PUBLIC HEARING:** Yes  
Public Works

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**ATTACHMENT(S):**  
Press Release prepared by Brett  
Vines, released June 25

**INFORMATION CONTACT:**  
Matthew Delk  
Scott Huneycutt

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**TELEPHONE NUMBERS:**

Delk, 704-283-3656  
Huneycutt, 704-296-4211

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**DEPARTMENT'S RECOMMENDED ACTION:** Receive comments from the public regarding the proposed project.

**BACKGROUND:** At the June 15 Board meeting, the Board directed staff to submit a letter of intent to the state to apply for a Community Development Block Grant and call for a public hearing July 20 for the Dodge City Water Project. The public hearing is a requirement for a project to be considered for CDBG funding.

The Dodge City Community, located off of Mill Grove Road south of Highway 218, has been identified as a self-help water project in the past because of the extremely poor quality of groundwater in the area. The area includes 26 structures along Wright Road and Cull Williams Lane. The self-help project originally identified 19 participants. During the design of the project, it was discovered that the 19 participants only represented 9 structures -- the rest were vacant lots. Based on 9 participants, a self help project is no longer economical. June 15, the Board directed staff to submit a letter of interest for CDBG funds for the project.

Staff has submitted the letter of intent, engineering documents, well reports, and other materials to the state for review. We hope that the state will look favorably on the project.

**FINANCIAL IMPACT:** We estimate that the total cost of the project, to include construction, administration, and the value of the engineering work already performed by our staff is \$242,000. Depending on which CDBG program we apply for, we may be able to pay for all or a

portion of this amount. We estimate that we may have a cash match requirement of \$12,100. We may also be able to get credit for \$28,000 worth of engineering work and permits, and we may be able to pay for the administration of the grant through grant proceeds.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:**

**PUBLIC HEARING NOTICE**  
 NOTICE IS HEREBY GIVEN that the Union County Board of Commissioners will hold a public hearing on Monday, July 20, 2009, at 7:05 p.m. in the Commissioners Board Room, first floor, Union County Government Center, 50 North Main Street, Monroe, North Carolina. The purpose of the public hearing is to receive public comments on Union County's proposed submittal of an application for Community Development Block Grant (CDBG) funds from the North Carolina Department of Commerce Division of Community Assistance for infrastructure improvements in the Dodge City Community. The public is urged to attend. Any person requesting sign language interpreters please call (704) 225-5531 and make a request at least 96 hours in advance. Any other special assistance needed by an individual due to a disability under the Americans with Disabilities Act should call (704) 283-3810 and make a request at least 96 hours in advance.  
 July 5, 2009

**NORTH CAROLINA,  
 UNION COUNTY.**

**AFFIDAVIT OF PUBLICATION**

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified, and authorized by law to administer oaths,

personally appeared Pat Deese

who being first duly sworn, deposes and says: that he is

Principal Clerk engaged in the publication of a newspaper known as The Enquirer-Journal, published, issued, and entered as second class mail in the City of Monroe in said County and State; that he is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached hereto, was published in The Enquirer-Journal on the following dates:

July 5, 2009

and that the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This 5 day of July, 2009  
Pat Deese

Sworn to and subscribed before me, this 5 day of July, 2009:

Bob O. Clutz Notary Public

My Commission expires: May 11, 2013

Black Grant

Inches: 4 1/2"  
 MONROE, N.C.

July 5

2009

Ad#  
 ACCOUNT #: #02100167

U. C. Bd. Of Commissioners  
 500 N. Main St., Room 921  
 Monroe, NC 28112

COST: \$ 45.09

—IN ACCOUNT WITH—

**The Enquirer-Journal**

P.O. Box 5040  
 500 W. Jefferson St.  
 Monroe, N.C. 28111-5040

Important Legal Document, Please Retain



## OFFICE OF THE COMMISSIONERS AND MANAGER

500 N. Main St., Room 921 • Monroe, NC 28112 • Phone (704)283-3810 • Fax (704)282-0121

### AGENDA ITEM

# 4 & 12

MEETING DATE 7-20-09

TO: Al Greene, County Manager  
FROM: Matthew Delk, Assistant Manager  
RE: Public Hearing for CDBG Request for Dodge City Water Project  
DATE: July 13, 2009

The Board of Commissioners directed, at the June 23 meeting, for the county to submit a Letter of Intent to apply for a Community Development Block Grant (CDBG) for the Dodge City Water Project. The Board also called for a public hearing to be held for the proposed CDBG application during the July 20 Board Meeting.

The Dodge City Community, located off of Mill Grove Road south of Highway 218, has been identified as a self-help water project in the past because of the extremely poor quality of groundwater in the area. The area includes 26 structures adjacent to Wright Road and Cull Williams Lane. We also estimate that 10 additional undeveloped lots could be served by the line in the future, for a total potential customer base of 36 for the proposed line.

The self-help project originally identified 19 participants that wanted to participate in the Self-Help Program. During the design of the project, it was discovered that the 19 participants only represented 9 structures -- the rest were vacant lots. Based on those 9 participants with existing structures, a self help project is no longer economical. Using the original cost estimate prepared by the department and giving a credit for the County's contribution of \$4220.00 (\$2,200 Utility Fund + \$2000 General Fund) per connection, each applicants share was \$9557.78 (\$9,057.78 + \$500.00 Capacity Fee). In addition each applicant would have the expense to plumb from the meter to the house. Due to the modest income level of the community, the project is an ideal candidate for CDBG funding.

The Public Hearing is required for the project for our project in order to be considered by the NC Department of Commerce – Division of Community Assistance, who received our Letter of Intent for the proposed project. Hopefully, we will be invited to apply for the project soon.



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## OFFICE OF THE COMMISSIONERS AND MANAGER

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500 N. Main St., Room 921 • Monroe, NC 28112 • Phone (704)283-3810 • Fax (704)282-0121

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### News Release

#### Grant Would Fund Water Line Extension

**June 25, 2009, Monroe, NC** – The Union County Board of Commissioners at a special meeting on Tuesday directed county staff to submit a signed letter of intent to the state to apply for a Community Development Block Grant (CDBG) and call for a public hearing on July 20 for the Dodge City water project.

The Dodge City community, located off Mill Grove Road south of Highway 218, has been identified by Union County Public Works as a Self-Help water project because of the extremely poor quality of groundwater in the area. The Self-Help program offers financial and construction administration assistance to existing county residents desiring the extension of county-owned water and/or sewer infrastructure to serve their homes. The program targets, but is not limited to, residents who face an existing or imminent threat to public health or to the environment due to poor water quality, insufficient water supply, or failing septic systems as determined by Union County Environmental Health.

The CDBG program is a federal program administered by the state to fund local projects. The primary purpose of the grant is to develop viable communities by providing decent housing and a suitable living environment, and to improve quality of life in communities comprised of persons of low to moderate income. The county's believes the Dodge City community will meet CDBG program requirements. CDBG has multiple programs that fund numerous public projects, including water infrastructure.

Along with submitting a signed letter of intent to apply for a grant, the county will send the state engineering plans and estimates, survey households in the area, and hold the July 20 public hearing.

After submitting the letter of intent, county leaders hope to be invited by the state to apply for project funding. The estimated cost of the project which includes construction, administration, and the value of the engineering work already performed by the county is \$242,000.

“We encourage residents of the Dodge City community to participate in the public hearing and support the county’s application,” said Assistant County Manager Matthew Delk.

###



# CITY OF MONROE #

AGENDA ITEM

13

MEETING DATE 7-20-09

P.O. BOX 89 • MONROE, NORTH CAROLINA 28111-0089  
FAX 704-283-9098

July 13, 2009

**VIA HAND DELIVERY**

Chairman Lanny Openshaw  
Vice Chairwoman Kim Rogers  
Commissioner Allan Baucom  
Commissioner Tracy Kuehler  
Commissioner Parker Mills  
Union County  
Union County Government Center  
500 North Main Street, Room 925  
Monroe, NC 28112

Dear Chairman Openshaw and Board of Commissioners:

The City recently made requests to Union County to obtain ownership of the portion of Belk-Tonawanda Park that is owned by the County. It was noted by the Commissioners that they did not have sufficient information to make a decision regarding the matter. The City previously provided written requests to the County outlining our desire for the County to convey the property to the City since the City has maintained the park for over 20 years and citizens (both City and County) consider it a City park.

It is the City's belief that we as local governments should work together to provide the best services and quality of life possible for our citizens. To that end, the City has given greatly over the years to the County for the benefit of all of our citizens. I want to take this opportunity to provide you and the Board with a brief history of the Park and some of the items that Monroe has contributed to the County over the years for the benefit of all of our citizens.

### **Belk-Tonawanda Park History**

Lake Tonawanda was a popular recreation spot in the 1920's. *(Please note the enclosed pictures)*. An amusement park was located alongside the lake. Visitors came from all over to take advantage of the lake, the amusements and the picnic areas.

During the 1930's, the lake use declined. The park became an open garbage dump and also become overgrown with vegetation.

In the 1980's, in an effort to control flooding, Belk-Tonawanda was improved by the City with the help of Belk's at no cost to the County. Belk's was celebrating their 100<sup>th</sup> year anniversary of the first store in Monroe and gave \$100,000 to the effort to clean up the area and make Belk-Tonawanda Park.

The City has maintained the entire park (both City and County property) at an annual cost averaging approximately \$10,000 although neither City nor County residents have ever been charged for use of the facilities. Most recently, the City made necessary stormwater improvements to both City and County park property at a cost totaling \$150,000.

In 2008, the City of Monroe sought to make improvements to Belk-Tonawanda Park as part of our on going commitment to provide parks and recreation opportunities to our citizens. In preparing to seek grant opportunities, it was brought to our attention that a portion of the park was owned by Union County. The City was unable to apply for the grant. In addition, prior to the annual July 4<sup>th</sup> fireworks display by the City, County staff contacted the City requesting insurance information and release of liability for use of the County property.

In exchange for the property, it was reported that the County desired to receive compensation for the property. The City believes that we have contributed property and funding to the County over the years that would constitute ample consideration for this request negating any need for cash or property exchange. The City has no records of Union County giving any property to the City in the past. I would like to provide the following list of items the City has provided to Union County in the spirit of cooperation and effective local government over the years:

1. 1949 – The City owned the property known as the Camp Sutton Hospital site which was conveyed to Union County at no cost for the construction of Union County Memorial Hospital. The property is known today as the site for CMC-Union which the Board has recently discussed considering selling the property. The market value of the property at the time of conveyance to the County was \$229,350. In addition, the City contributed \$4,000 for parking to be constructed at the Hospital.
2. 1970 – A portion of the Main Street right-of-way was closed to create a courtyard for an entrance to the new County Government Center. The portion of Main Street closed by the City was given to Union County on which to construct the new County Government Center. The City also purchased property on either side of Main Street from the Monroe Redevelopment Commission at a cost of \$85,530.46 and gave the property to the County;
3. 1999-2002 – The City gave \$17,400 to the operating expenses for the Union County Public Library;
4. 1999-2003 – The City contributed \$199,000 toward the construction costs of the Union County Public Library;
5. 2001 – City agreed to install and relocate underground drainage system on County property for the construction of the Union County Library;
6. 2003 – City acquired property from Central Carolina Bank for \$60,000 and then gave the acquired property along with other already owned City property to Union County to

assist in the construction of the Union County Judicial Center. The City also closed a portion of the Crowell Street right-of-way and gave the property to Union County in order to locate the Judicial Center on its current site. In addition, the City relocated the existing driveway and constructed parking spaces for Union County to facilitate construction of the Judicial Center.

7. 2003 – The City allowed Union County to utilize City property on Skyway Drive, free of charge to stockpile dirt, gravel and construction materials during the construction of the Judicial Center;
8. Parking – The City provides parking, free of charge to Union County employees, customers and court attendees. Parking is provided on Church Street, Crowell Street, Main Street and at the former Scott property;
9. Police Firing Range – (\$500,000)

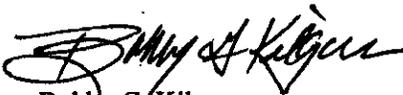
The Sherriff's Department and all other municipal police departments in Union County are allowed to utilize the City of Monroe Police Firing Range for training and qualifications. In addition, SPCC uses the BLET Range as well as the Pineville Police Department. The City constructed the Range is with no financial assistance from the County.

10. School Bus Garage – 1.26 acres leased to Union County/UCPS for \$1 per year on Quarry Road.

As previously noted, we hope this list of aid that has been provided by the City will be sufficient for Union County to reconsider granting the Belk-Tonawanda property to the City of Monroe at this time.

We look forward to our joint meeting on July 21<sup>st</sup> at 4:00 p.m. to discuss this matter.

Sincerely,



Bobby G. Kilgore  
Mayor

BGK  
Enclosures

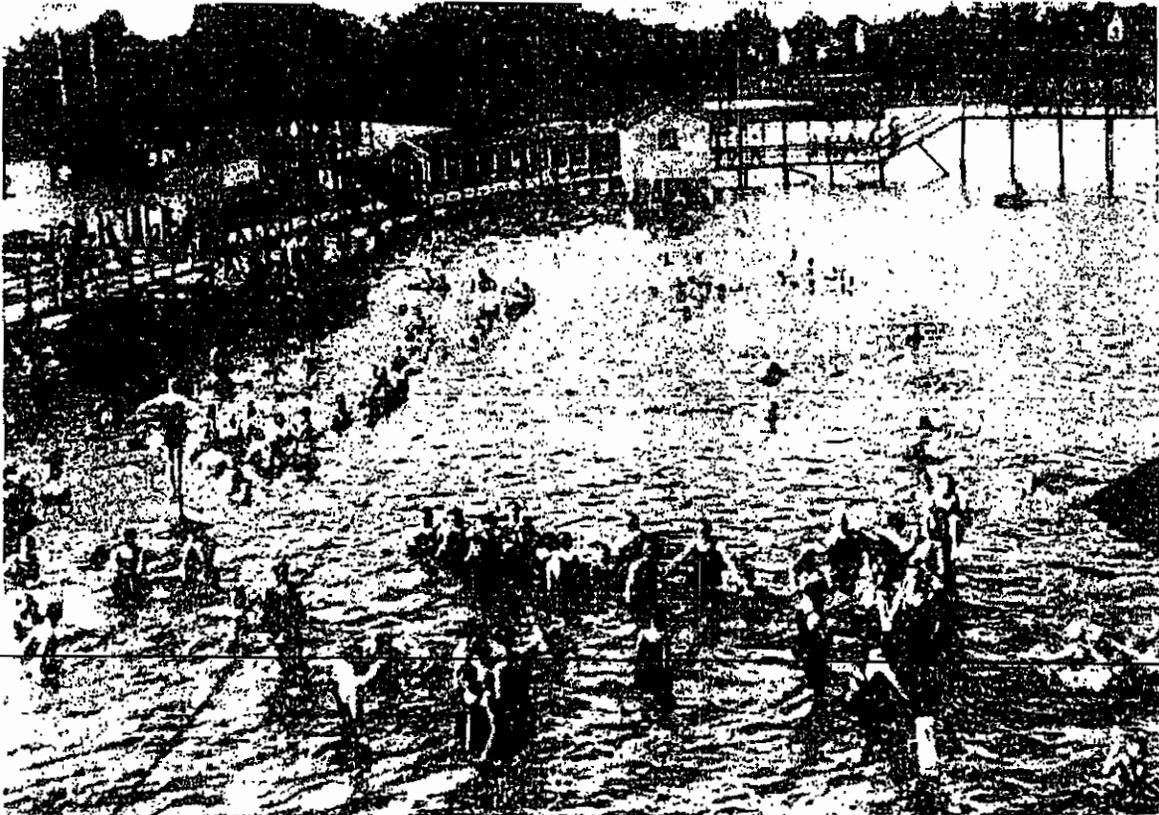
cc: City Council Members  
Wayne Herron, City Manager  
Terry Sholar, City Attorney

06160901



Courtesy of N.C. Archives, Raleigh

Middle section at Lake Tonawanda.



Courtesy of N.C. Archives, Raleigh

Shallow places at Lake Tonawanda.



**BUDGET AMENDMENT**

BUDGET Health REQUESTED BY Phillip Tarte  
 FISCAL YEAR FY2010 DATE July 20, 2009

**INCREASE**

Description

Operating expense 113,477  
 Operating revenue 113,477

**DECREASE**

Description

Explanation: \_\_\_\_\_

DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_  
 Bd of Comm/County Manager  
 Lynn West/Clerk to the Board

FOR POSTING PURPOSES ONLY

**DEBIT**

<u>Code</u>	<u>Account</u>	<u>Amount</u>
10551150-5121-1324	Salaries & Wages	5,117
10551150-5121-1327	Salaries & Wages	122,811
10551150-5121-1334	Salaries & Wages	15,325
10551150-5132-1324	Separation Allowance	120
10551150-5132-1327	Separation Allowance	2,874
10551150-5132-1334	Separation Allowance	359
10551150-5134-1324	401K	256
10551150-5134-1327	401K	6,141
10551150-5134-1334	401K	766
10551150-5181-1327	FICA	5,668
10551150-5181-1334	FICA	1,172
10551150-5182-1324	Retirement	250
10551150-5182-1327	Retirement	6,005
10551150-5182-1334	Retirement	749
10551150-5399-13341	Public Assistance	36,742
10551150-5239-1327	Medical Supplies	400

**CREDIT**

<u>Code</u>	<u>Account</u>	<u>Amount</u>
10451150-4520-1327	Third Party Revenue	95,106
10451150-4521-1334	Patient Fees	18,371
10551150-5134-13341	401K	1,532
10551150-5182-1320	Retirement	50
10551150-5182-13341	Retirement	1,499
10551150-5181-13341	FICA	2,345
10551150-5121-13341	Salaries & Wages	30,649
10551150-5126-1320	Salaries & Wages	651
10551150-5132-13341	Separation Allowance	717
10551150-5126-1324	Salaries & Wages	5,117
10551150-5126-1327	Salaries & Wages	48,718

Total 204,755 Total 204,755

Prepared By bl  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number 3

Position Information			Current	Adjusted	New
Pos. No.	Name	Job Title	FTE / RPT/PT	FTE / RPT/PT	FTE / RPT/PT
511003	Vacant - Johnson	RPT Dental Hygienist	0.50	(0.50)	-
511112	Morris, Karen L.	RPT Dental Hygienist	0.50	0.25	0.75
511597	Hernandez, Lynn	RPT Physician III		0.80	0.80
511597	Hernandez, Lynn	PT Physician III	0.08	(0.08)	-
511598	Helmuth, Willard	PT Physician III	0.44	(0.24)	0.20
<b>Total Position Count Change</b>			<b>1.52</b>	<b>0.23</b>	<b>1.75</b>

Dental Budget Information			Current	Adjusted	New
<b>511003</b>	<b>Decrease .50</b>	<b>Vacant - Johnson</b>			
10551150	5121	13341	30,649	(30,649)	-
10551150	5132	13341	717	(717)	-
10551150	5134	13341	1,532	(1,532)	-
10551150	5181	13341	2,345	(2,345)	-
10551150	5182	13341	1,499	(1,499)	-
Sub-Total Personnel Expense			<b>36,742</b>	<b>(36,742)</b>	-
10551150	5399	13341	42,801	36,742	79,543
10551150	other oper. accounts	13341	27,219	-	27,219
Sub-Total Operating Expense			<b>70,020</b>	<b>36,742</b>	<b>106,762</b>
14551150	4447 (revenue)	13341	(97,056)	-	(97,056)
Total Revenue			<b>(97,056)</b>	-	<b>(97,056)</b>
Net			<b>9,706</b>	-	<b>9,706</b>
<b>511112</b>	<b>Increase .25</b>	<b>Morris, Karen L.</b>			
10551150	5121	1334	30,649	15,325	45,974
10551150	5132	1334	717	359	1,076
10551150	5134	1334	1,532	766	2,298
10551150	5181	1334	2,345	1,172	3,517
10551150	5182	1334	1,499	749	2,248
Sub-Total Personnel Expense			<b>36,742</b>	<b>18,371</b>	<b>55,113</b>
10551150	other pers. accounts	1334	297,192	-	297,192
10551150	other oper. accounts	1334	184,866	-	184,866
Sub-Total Other Pers. & Oper.			<b>482,058</b>	-	<b>482,058</b>
10451150	4520 (Patient Fees)	1334	(240,000)	-	(240,000)
10451150	4521 (Patient Fees)	1334	(74,923)	(18,371)	(93,294)
Total Revenue			<b>(314,923)</b>	<b>(18,371)</b>	<b>(333,294)</b>
Net			<b>203,877</b>	-	<b>203,877</b>

Medical Budget Information			Current	Adjusted	New
<b>511597</b>	<b>Increase .72</b>	<b>Hernandez, Lynn</b>			
10551150	5121	1324	-	5,117	5,117
10551150	5126	1324	5,117	(5,117)	-
10551150	5132	1324	-	120	120
10551150	5134	1324	-	256	256
10551150	5181	1324	391	-	391
10551150	5182	1324	-	250	250
10551150	5121	1327	-	122,811	122,811
10551150	5126	1327	7,676	(7,676)	-
10551150	5132	1327	-	2,874	2,874
10551150	5134	1327	-	6,141	6,141
10551150	5181	1327	587	8,808	9,395
10551150	5182	1327	-	6,005	6,005
Sub-Total Personnel Expense			<b>13,771</b>	<b>139,589</b>	<b>153,360</b>
<b>511598</b>	<b>PT Decrease .24</b>	<b>Helmuth, Willard</b>			
10551150	5126	1320	7,687	(651)	7,036
10551150	5181	1320	26,529	(50)	26,479
10551150	5126	1327	69,187	(41,042)	28,145
10551150	5181	1327	5,293	(3,140)	2,153
Sub-Total Personnel Expense			<b>108,696</b>	<b>(44,883)</b>	<b>63,813</b>
10551150	other pers. accounts	1320	442,583	-	442,583
10551150	other oper. accounts	1320	101,188	-	101,188
10551150	other pers. accounts	1324	716,903	-	716,903
10551150	other oper. accounts	1324	189,021	-	189,021
10551150	other pers. accounts	1327	729,280	-	729,280
10551150	5239 (Medical Sup)	1327	14,375	400	14,775
10551150	other oper. accounts	1327	112,344	-	112,344
Sub-Total Other Pers. & Oper.			<b>2,305,694</b>	<b>400</b>	<b>2,306,094</b>
Total Expense			<b>2,428,161</b>	<b>95,106</b>	<b>2,523,267</b>
10451150	misc. rev. accounts	1320	(33,716)	-	(33,716)
10451150	misc. rev. accounts	1324	(414,022)	-	(414,022)
10451150	4520 (Patient Fees)	1327	(710,000)	(95,106)	(805,106)
10451150	misc. rev. accounts	1327	(63,774)	-	(63,774)
Total Revenue			<b>(1,221,512)</b>	<b>(95,106)</b>	<b>(1,316,618)</b>
<b>Net Budget Change</b>			<b>1,420,232</b>	-	<b>1,420,232</b>
<b>Total Net Change</b>			<b>1,420,232</b>	-	<b>1,420,232</b>

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: July 20, 2009**

**Action Agenda Item No. 15**  
(Central Admin. use only)

**SUBJECT:** Annual Tax Settlement and Report of Insolvency

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**DEPARTMENT:** Tax

**PUBLIC HEARING:** No

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**ATTACHMENT(S):**

Settlement Report of Real and  
Personal Property Taxes for FY2009

Settlement Report of Delinquent Real  
and Personal Property Taxes for Tax  
Years 1998 - 2007

Settlement Report of Registered  
Motor Vehicle Taxes for FY2009 and  
Tax Years 2005 - 2007

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**INFORMATION CONTACT:**

John Petoskey  
Vann Harrell

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**TELEPHONE NUMBERS:**

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**DEPARTMENT'S RECOMMENDED ACTION:** Approve 1) the report of insolvents containing the list of taxpayers whose personal property taxes remain uncollected, 2) designating the list as the insolvent list to be credited to the tax collector in his settlement, and 3) the annual settlement of taxes

**BACKGROUND:** North Carolina General Statutes require tax collectors to make several reports to the governing body after the close of the fiscal year. The first report is a list of real-property taxpayers whose taxes are unpaid and for which the unpaid taxes are secured by a lien against the real property. This list is the advertising list often seen in the newspaper modified by the deletion of property owners who have paid their taxes between the advertising date and the date of the settlement report.

The second report provides for those taxes that are not secured by liens against real property - that is, taxes assessed against personal property owned by persons who owned no real property at the time the personal property was listed for taxation. This report is referred to as the 'insolvents list'.

These two reports, identified above, contain detailed records of persons owing taxes and are on file in the County Clerk's Office.

The third report is the annual settlement. NCGS requires the tax collector to make such a report after July 1 but before the collector is charged with the collection of taxes for the current year.

The form of the settlement reflects various charges (initial billing, discoveries, late listings, interest, etc.) and credits (sums deposited, releases, etc.). The charges and credits are required to balance. The County Finance Department independently confirms the accuracy of the report. For fiscal year ending June 30, 2009, the collection rate on real and personal property (excluding registered motor vehicles) was 97.22%. The collection rate on registered motor vehicles was 90.43%. The comparable numbers for FY2009 were 98.39% and 89.78%, respectively.

**FINANCIAL IMPACT: NA**

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:**



**UNION COUNTY**  
**Office of the Tax Administrator**  
**Collections Division**  
**500 N. Main Street**  
**P.O. Box 38**  
**Monroe, NC 28111-0038**

704-283-3848  
704-283-3897 Fax

**PRELIMINARY REPORT FOR FISCAL YEAR 2008-2009**

**TO:** Union County Board of Commissioners

**FROM:** John C. Petoskey, Tax Administrator  
Vann Harrell, Assistant Collector of Revenue

**CC:** Al Greene, County Manager  
Kai Nelson, Finance Director

**RE:** Annual Settlement

**DATE:** July 8, 2009

In accordance with N.C.G.S 105-373(a)(1), I respectfully submit the following Report:

Attached to this Report are discs containing (1) a list of the persons owning real property whose taxes for 2008 remain unpaid along with the principal amount owed by each person, (2) a list of the persons not owning real property whose personal property taxes for 2008 remain unpaid along with the principal amount owed by each taxpayer, (3) a list of unpaid 2008 registered motor vehicle taxes, (4) a list of persons with unpaid delinquent real and personal property taxes, and (5) a list of persons with unpaid delinquent registered motor vehicle taxes. These records are available in the Clerk's office.

We respectfully request that this list of personal property owners be declared insolvent under the guidelines of N.C.G.S 105-373(a)(2) and allowed as a credit to the Collector in this settlement. However, these accounts will remain in the hands of the Collector for further collection activities pursuant to the North Carolina General Statutes.

In compliance with N.C.G.S. 105-373(a)(3), attached hereto is a report entitled "Settlement for Current Real Estate and Personal Property Taxes for Fiscal Year 2008-2009" dated July 8, 2009 setting forth my full settlement for all real and personal property taxes in my hands for collection for the fiscal year 2008-2009.

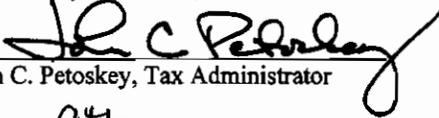
In compliance with N.C.G.S. 105-373(a)(4)(b), attached hereto is a report entitled "Fiscal Year 2008-2009 Settlement for Delinquent Real and Personal Property Taxes for Tax Years 1998-2007" dated July 8, 2009 setting forth my full settlement for all delinquent real and personal property taxes collected during the fiscal year 2008-2009.

In compliance with N.C.G.S 105-373(a)(3), attached hereto is a report entitled "Settlement for Current Motor Vehicle Taxes for Fiscal Year 2008-2009" dated July 8, 2009 setting forth my full settlement for all registered motor vehicle taxes in my hands for collection for the fiscal year 2008-2009.

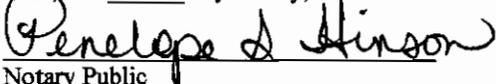
In compliance with N.C.G.S. 105-373(a)(4)(b), attached hereto is a report entitled "Fiscal Year 2008-2009 Settlement for Delinquent Registered Motor Vehicle Taxes for Tax Years 2005-2007" dated July 8, 2009 setting forth my full settlement for all delinquent registered motor vehicle taxes collected during the fiscal year 2008-2009.

Further, I hereby certify that I have made diligent efforts to collect the taxes due from the persons listed in such a manner that is reasonably necessary as prescribed and allowed by law.

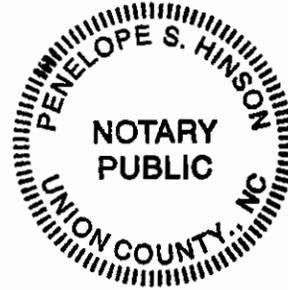
Respectfully Submitted,

  
John C. Petoskey, Tax Administrator

SWORN TO AND SUBSCRIBED BEFORE ME, this 9<sup>th</sup> day of July, 2009.

  
Notary Public

My Commission expires:  
Nov. 4, 2012





**UNION COUNTY**  
**Office of the Tax Administrator**  
**Collections Division**  
500 N. Main Street  
P.O. Box 38  
Monroe, NC 28111-0038

704-283-3848  
704-283-3897 Fax

**SETTLEMENT FOR CURRENT REAL AND PERSONAL PROPERTY TAXES  
FOR FISCAL YEAR 2008-2009**

**TO:** Union County Board of Commissioners  
**FROM:** John C. Petoskey, Tax Administrator  
Vann Harrell, Assistant Collector of Revenue  
**CC:** Al Greene, County Manager  
Kai Nelson, Finance Director  
**DATE:** July 8, 2009

**CHARGES TO TAX COLLECTOR**

- |    |  |                  |
|----|--|------------------|
| 1. | Total amount of all taxes, fire fees, & late list penalties<br>Placed in the Tax Collector's hands for collection for<br>The year: | \$145,133,479.80 |
| 2. | All interest, costs, and fees collected by the Tax Collector   | \$ 363,621.07    |

**TOTAL:** \$145,497,100.87

**CREDITS TO TAX COLLECTOR**

- |    |   |                  |
|----|---|------------------|
| 1. | All sums deposited by the Tax Collector to the credit<br>Of the taxing unit or receipted for by the proper official:                    | \$139,979,759.40 |
| 2. | Releases allowed by the governing body:   | \$ 1,517,975.89  |
| 3. | The principal amount of taxes constituting liens<br>Against real property:  | \$ 3,439,263.05  |
| 4. | The principal amount of taxes determined to be<br>Insolvent and to be allowed as credits to the Tax<br>Collector by the governing body: | \$ 551,774.46    |
| 5. | Small under/over payments write-off (<\$1.00):  | \$ 52.34         |
| 6. | \$5.00 minimum bill write-offs:   | \$ 8,275.73      |

**TOTAL:** \$145,497,100.87



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704-283-3897 Fax

**FISCAL YEAR 2008-2009**  
**SETTLEMENT FOR DELINQUENT REAL AND PERSONAL PROPERTY**  
**TAXES FOR YEARS 1998 - 2007**

**TO:** Union County Board of Commissioners  
**FROM:** John C. Petoskey, Tax Administrator  
Vann Harrell, Assistant Collector of Revenue  
**CC:** Al Greene, County Manager  
Kai Nelson, Finance Director  
**DATE:** July 8, 2009

**CHARGES TO TAX COLLECTOR**

1.	Total amount of delinquent taxes placed in the Tax Collector's hands for collection for this year:	\$ 3,861,688.36
2.	All interest, costs, and fees collected by the Tax Collector	\$ 211,632.37
<b>TOTAL:</b>		<b><u>\$ 4,073,320.73</u></b>

**CREDITS TO TAX COLLECTOR**

1.	All sums deposited by the Tax Collector to the credit Of the taxing unit or received for by the proper official:	\$ 1,851,453.01
2.	Releases allowed by the governing body:	\$ 45,131.97
3.	Write-offs allowed by governing body:	\$ 171.57
4.	The principal amount of taxes constituting liens Against real and personal property:	\$ 2,176,564.18
<b>TOTAL:</b>		<b><u>\$ 4,073,320.73</u></b>



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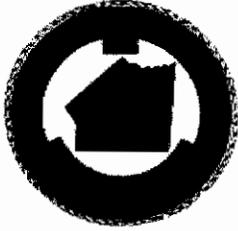
704-283-3848  
 704-283-3897 Fax

**FY 08-09 Breakdown of Settlement for Delinquent Real and Personal Property  
 Taxes for Tax Years 1998-2007**

<b>Charges to the Collector</b>				
	Beginning Balance	Levy Added	Supplementals	Total Balance
2007	\$ 2,085,017.38	\$ 73,813.61	\$ -	\$ 2,158,830.99
2006	\$ 636,486.35	\$ 70,428.39	\$ -	\$ 706,914.74
2005	\$ 324,712.40	\$ 59,361.99	\$ -	\$ 384,074.39
2004	\$ 198,966.76	\$ 2,105.05	\$ -	\$ 201,071.81
2003	\$ 134,862.04	\$ -	\$ -	\$ 134,862.04
2002	\$ 94,942.22	\$ -	\$ -	\$ 94,942.22
2001	\$ 67,329.37	\$ -	\$ -	\$ 67,329.37
2000	\$ 45,346.94	\$ -	\$ -	\$ 45,346.94
1999	\$ 40,101.17	\$ -	\$ -	\$ 40,101.17
1998	\$ 28,214.69	\$ -	\$ -	\$ 28,214.69
<b>Totals</b>	<b>\$ 3,655,979.32</b>	<b>\$ 205,709.04</b>	<b>\$ -</b>	<b>\$ 3,861,688.36</b>

<b>Credits to the Collector</b>					
	Sums Deposited	Releases	Writeoffs	Balance of credits to Collector	Principal amount outstanding
2007	\$ 1,252,658.11	\$ 22,294.52	\$ 40.86	\$ 1,274,993.49	\$ 883,837.50
2006	\$ 226,013.82	\$ 9,794.53	\$ 129.77	\$ 235,938.12	\$ 470,976.62
2005	\$ 111,303.10	\$ 8,814.71	\$ 0.94	\$ 120,118.75	\$ 263,955.64
2004	\$ 24,436.09	\$ 2,687.94	\$ -	\$ 27,124.03	\$ 173,947.78
2003	\$ 12,464.64	\$ 857.44	\$ -	\$ 13,322.08	\$ 121,539.96
2002	\$ 7,257.95	\$ 176.97	\$ -	\$ 7,434.92	\$ 87,507.30
2001	\$ 2,832.41	\$ 167.22	\$ -	\$ 2,999.63	\$ 64,329.74
2000	\$ 1,177.58	\$ 258.13	\$ -	\$ 1,435.71	\$ 43,911.23
1999	\$ 1,033.95	\$ 80.51	\$ -	\$ 1,114.46	\$ 38,986.71
1998	\$ 642.99	\$ -	\$ -	\$ 642.99	\$ 27,571.70
<b>Totals</b>	<b>\$ 1,639,820.64</b>	<b>\$ 45,131.97</b>	<b>\$ 171.57</b>	<b>\$ 1,685,124.18</b>	<b>\$ 2,176,564.18</b>

\* The dollar amounts shown are not reflective of interest amount shown collected on previous page



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704-283-3848  
704-283-3897 Fax

**SETTLEMENT FOR CURRENT REGISTERED MOTOR VEHICLE TAXES  
FOR FISCAL YEAR 2008-2009**

**TO:** Union County Board of Commissioners  
**FROM:** John C. Petoskey, Tax Administrator  
Vann Harrell, Assistant Collector of Revenue  
**CC:** Al Greene, County Manager  
Kai Nelson, Finance Director  
**DATE:** July 8, 2009

**CHARGES TO TAX COLLECTOR**

1.	Total amount of all taxes placed in the Tax Collector's hands for collection for the year:	\$11,911,581.68
2.	All interest, costs, and fees collected by the Tax Collector	\$ 168,350.46
<b>TOTAL:</b>		<b><u>\$12,079,932.14</u></b>

**CREDITS TO TAX COLLECTOR**

1.	All sums deposited by the Tax Collector to the credit Of the taxing unit or receipted for by the proper official:	\$10,787,685.44
2.	Release and refunds allowed by governing body:	\$ 207,936.88
3.	Reimbursements approved by the governing body:	\$ (39,344.17)
4.	\$1.00 over and under adjustments:	\$ (230.20)
5.	The principal amount of registered motor vehicle Taxes outstanding:	\$ 1,123,884.19
<b>TOTAL:</b>		<b><u>\$12,079,932.14</u></b>



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**FISCAL YEAR 2008-2009**  
**SETTLEMENT FOR DELINQUENT MOTOR VEHICLE TAXES**  
**FOR YEARS 2005-2007**

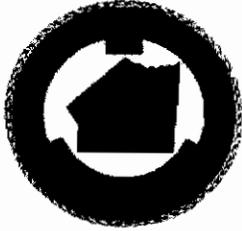
**TO:** Union County Board of Commissioners  
**FROM:** John C. Petoskey, Tax Administrator  
Vann Harrell, Assistant Collector of Revenue  
**CC:** Al Greene, County Manager  
Kai Nelson, Finance Director  
**DATE:** July 8, 2009

**CHARGES TO TAX COLLECTOR**

1.	Total amount of delinquent taxes placed in the Tax Collector's hands for collection for this year:	\$ 1,434,180.52
2.	All interest, costs, and fees collected by the Tax Collector	\$ 176,833.80
	<b>TOTAL:</b>	<b><u>\$ 1,611,014.32</u></b>

**CREDITS TO TAX COLLECTOR**

1.	All sums deposited by the Tax Collector to the credit Of the taxing unit or received for by the proper official:	\$ 1,263,538.62
2.	Releases allowed by the governing body:	\$ 43,564.11
3.	Write-offs allowed by governing body:	\$ 74,019.25
4.	Reimbursements approved by governing body:	\$ (37,627.56)
5.	\$1.00 over and under adjustments:	\$ (73.01)
6.	2005 and 2006 general ledger adjustment:	\$ (1.01)
7.	The principal amount of delinquent motor vehicle taxes outstanding	\$ 267,593.92
	<b>TOTAL:</b>	<b><u>\$ 1,611,014.32</u></b>



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**FY 08-09 Breakdown of Settlement for Delinquent Motor Vehicle Taxes  
 for Tax Years 2005-2007**

<b>Charges to the Collector</b>						
	Beginning Balance	Levy Added	Supplementals	Total Balance		
2007	\$ 1,216,299.75	\$ -	\$ -	\$ 1,216,299.75		
2006	\$ 131,945.45	\$ -	\$ -	\$ 131,945.45		
2005	\$ 85,935.32	\$ -	\$ -	\$ 85,935.32		
<b>Totals</b>	<b>\$ 1,434,180.52</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,434,180.52</b>		

<b>Credits to the Collector</b>						
	Sums Deposited	Total Net Releases, Refunds, Adjustments, and Reimbursements	Writeoffs	Balance of credits to Collector	Principal amount outstanding	
2007	\$ 1,039,949.81	\$ 3,716.38	\$ -	\$ 1,043,666.19	\$ 172,633.56	
2006	\$ 34,891.71	\$ 2,093.38	\$ -	\$ 36,985.09	\$ 94,960.36	
2005	\$ 11,863.30	\$ 52.77	\$ 74,019.25	\$ 85,935.32	\$ -	
<b>Totals</b>	<b>\$ 1,086,704.82</b>	<b>\$ 5,862.53</b>	<b>\$ 74,019.25</b>	<b>\$ 1,166,586.60</b>	<b>\$ 267,593.92</b>	

\* The dollar amounts shown are not reflective of interest amount shown collected on previous page

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: July 20, 2009**

**Action Agenda Item No. 16**  
(Central Admin. use only)

**SUBJECT:** Union Smart Start Grant for the Family Literacy Program -- Revised

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**DEPARTMENT:** Library

**PUBLIC HEARING:** No

**ATTACHMENT(S):**

- Grant document - includes:
1. award notification letter
  2. Financial Assistance Contract
  3. Attachment I: Activity Abstract
  4. Attachment II: Direct Services Provider Activity Budget
  5. Attachment III: Smart Start Cost Principles

**INFORMATION CONTACT:**

Martie Smith

**TELEPHONE NUMBERS:**

704-283-8184 x222 (office)

704-242-0180 (mobile)

(Please note that 2 contract originals must be signed in blue ink.)

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**DEPARTMENT'S RECOMMENDED ACTION:** Approve acceptance of the Union Smart Start grant and appropriate the grant-funded positions into the Union County Pay and Classification Plans. The positions are one full-time position - Library Assistant III - Family Literacy (1.0 FTE), job class 2351 at paygrade 64, and one temporary part-time position - PT Library Assistant III - Family Literacy (0.38 TPT), job class 2387 at paygrade 64.

**BACKGROUND:** Union Smart Start has been funding a Family Literacy Program at the Library for several years. This grant pays for the bilingual staff (1 full-time and 1 part-time employee) and program expenses, including program materials, supplies and children's books given to participants who complete the program. The purpose of the program is to teach parents and other caregivers techniques to help children aged 0 to 5, and not yet in kindergarten, to develop early literacy skills. It is based on a program developed by the American Library Association. The program is presented in the Library and at other sites convenient to the target audience, in both English and Spanish. Without this funding source, the Library would not be able to provide this program. The grant-funded Family Literacy Program staff works closely with the County-funded Children's Services staff to ensure continuity in all of the Library's services to families with children.

**FINANCIAL IMPACT:** The grant is being funded for six months at 60% of the anticipated grant total. Once the state budget is set, the contract will be amended to fund the entire year. At this point, the financial impact is \$45,784 in revenue to the County from Union Smart Start.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:**

**BUDGET AMENDMENT**

BUDGET Library - Smart Start REQUESTED BY Martie Smith  
 FISCAL YEAR FY2010 DATE July 20, 2009

**INCREASE**

**DECREASE**

Description

Description

<u>Operating expense</u>	<u>45,784</u>		
<u>State Grant revenue</u>	<u>45,784</u>		

Explanation: Appropriate funds for Smart Start Family Literacy Grant

DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_  
 Bd of Comm/County Manager  
 Lynn West/Clerk to the Board

**FOR POSTING PURPOSES ONLY**

**DEBIT**

**CREDIT**

<u>Code</u>	<u>Account</u>	<u>Amount</u>	<u>Code</u>	<u>Account</u>	
<u>10561100-5121-1804</u>	<u>Salaries &amp; Wages</u>	<u>18,751</u>	<u>10461100-4447-1804</u>	<u>State Grant - Smart Start</u>	<u>45,784</u>
<u>10561100-5126-1804</u>	<u>Salaries - Part-time</u>	<u>6,802</u>			
<u>10561100-5132-1804</u>	<u>Separation Allowance</u>	<u>439</u>			
<u>10561100-5134-1804</u>	<u>401-K</u>	<u>938</u>			
<u>10561100-5181-1804</u>	<u>FICA</u>	<u>1,955</u>			
<u>10561100-5182-1804</u>	<u>Retirement Contr.</u>	<u>917</u>			
<u>10561100-5183-1804</u>	<u>Health Ins.</u>	<u>3,531</u>			
<u>10561100-5187-1804</u>	<u>Dental Ins.</u>	<u>234</u>			
<u>10561100-5260-1804</u>	<u>Office Supplies</u>	<u>3,072</u>			
<u>10561100-5233-1804</u>	<u>Periodicals, Books</u>	<u>9,145</u>			

Total 45,784 Total 45,784

Prepared By awl *1/1/09*  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number 4

**UNION COUNTY - CONTRACT CONTROL SHEET**

Routing Order: (1) Department, (2) Attorney, (3) Risk Management, (4) Information Systems, (5) Finance, (6) Clerk, (7) County Manager

**DEPARTMENT**

2308

EVERY FIELD IN THIS SECTION MUST BE COMPLETED

Party/Vendor Name: Union Smart Start

Party/Vendor Contact Person: Mary Ann Rasberry Contact Phone: 704-226-1407

Party/Vendor Address to mail contract to (be sure this is accurate or it could delay the processing of this contract):

Address: 105C Cedar Street City: Monroe State: NC Zip: 28111

Department: Library Amount: \$45,784.00

Purpose: Family Literacy

Budget Code(s)(put comma between multiple codes): multiple budget codes (attached List)

Amounts expended pursuant to this Agreement will be more than \$20,000. [Check if applicable]

TYPE OF CONTRACT: (Please Check One)  New  Renewal  Amendment Effective Date: July 1, 2009

If this is a grant agreement, pre-application has been authorized by the Board of Commissioners.

This document has been reviewed and approved by the Department Head as to technical content.

Department Head's Signature: *M. Smith* Date: 7/8/2009

Approval by Board  **ATTORNEY** This document has been reviewed and approved by the

Approval by Manager (less than \$20,000)  Attorney and stamp affixed thereto.  Yes  No

Approval by Manager per authorization of Board

Date of Board authorization: \_\_\_\_\_ Attorney's Signature: \_\_\_\_\_

Approval by Manager subject to authorization by Board  Date: \_\_\_\_\_

Date Board authorization requested: \_\_\_\_\_

Clerk to confirm authorization given \_\_\_\_\_

Use Standard Template  **RISK MANAGEMENT**

[Include these coverages: CGL ; Auto ; WC ; Professional ; Property ; Pollution ; Nonprofit ; Technology E&O

OR See Working Copy  OR No Insurance Required

Hold Contract pending receipt of Certificate of Insurance

With incorporation of insurance provisions as shown, this document is approved by the Risk Manager:

Risk Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INFORMATION TECHNOLOGY DIRECTOR**

(Applicable only for hardware/software purchase or related services)

This document has been reviewed and approved by the Information Systems Director as to technical content.

IT Director's Signature Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ **BUDGET AND FINANCE**

Yes  No  -Sufficient funds are available in the proper category to pay for this expenditure.

Yes  No  -This contract is conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services/goods.

Budget Code: \_\_\_\_\_ Vendor No.: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_

Notes: \_\_\_\_\_

Yes  No  - A budget amendment is necessary before this agreement is approved.

Yes  No  - A budget amendment is attached as required for approval of this agreement.

Finance Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CLERK**

Date Received: \_\_\_\_\_ Agenda Date: \_\_\_\_\_ Approved by Board:  Yes  No at meeting of \_\_\_\_\_

Signature(s) Required:  Board Chairman/County Manager  Finance Director  Clerk

Attorney  Information Tech. Director  Other: \_\_\_\_\_

**COUNTY MANAGER**

This document has been reviewed and its approval recommended by the County Manager.  Yes  No

County Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FINANCIAL ASSISTANCE CONTRACT

10-224

Between

UNION SMART START

And

UNION COUNTY PUBLIC LIBRARY

FEDERAL TAX ID #56-6000345

**1. Parties to the Contract:**

This Contract is hereby entered into by and between Union Smart Start, (the "Local Partnership") and the Union County Public Library, (the "Contractor") (referred to collectively as the "Parties").

**2. Effective Period:**

This Contract shall be effective on July 1, 2009 and shall terminate on December 31, 2009 with the option to extend, if mutually agreed upon, through a written amendment as provided for in this Contract.

**3. Independent Contractor:**

The Contractor is and shall be deemed to be an independent contractor in the performance of this Contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this Contract. Such employees shall not be employees of, or have any individual contractual relationship with, the Local Partnership.

**4. Subcontracting:**

The Contractor shall not subcontract any of the work contemplated under this Contract without prior written approval from the Local Partnership. Any approved subcontract shall be subject to all conditions of this Contract. The Local Partnership shall not be obligated to pay for work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors and shall not be relieved of any of the duties and responsibilities of this Contract.

**5. Assignment:**

No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted.

**6. Beneficiaries:**

Except as herein specifically provided otherwise, this Contract shall inure to the benefit of and be binding upon the Parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Local Partnership and the named Contractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Local Partnership and Contractor that any such person or entity, other than the Local Partnership or the Contractor, receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

**7. Key Personnel:**

The Contractor shall not replace any of the key personnel assigned to the performance of this Contract without written approval of the Local Partnership. The individuals designated as “key personnel” for purposes of this Contract are those specified in the Contractor’s proposal and such others as the Parties may agree.

**8. Indemnification:**

The Contractor agrees to indemnify and hold harmless the State of North Carolina (the “State”), the Division of Child Development of the North Carolina Department of Health and Human Services (the “Division”), The North Carolina Partnership for Children, Inc. (“NCPC”), the Local Partnership and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Contractor in connection with the performance of this Contract.

This Section shall not apply to state agencies.

**9. Contract Administrators:**

All notices permitted or required to be given by one Party to the other and all questions about the Contract from one Party to the other shall be addressed and delivered to the other Party’s Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties’ respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

For the Local Partnership:

Mary Ann Rasberry, Executive Director  
Union Smart Start  
105C Cedar Street  
PO Box 988  
Monroe, NC 28111  
Telephone: 704-226-1407 Fax: 704-226-1369  
Email: mrasberry@unionsmartstart.org

For the Contractor:

Martie Smith, Director  
Union County Public Library  
316 E. Windsor Street  
Monroe, NC 28112  
Telephone: 704-283-8184 Fax: 704-282-0657  
Email: msmith@union.lib.nc.us

**10. Choice of Law:**

The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the Parties to this Contract, are governed by the laws of North Carolina. The Contractor, by signing this Contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Union County, North Carolina. The place of this Contract, and all transactions and agreements relating to it, and their situs and forum, shall be Union County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

**11. Precedence Among Contract Documents:**

This Contract and any documents incorporated specifically by reference constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements. In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The Contract Document has the highest precedence, followed by the Contract Amendments, followed by the Contractor’s proposal. If there are multiple Contract

Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

**12. Survival of Promises:**

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

**13. Availability of Funds:**

The Parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Local Partnership. In the event funds are unavailable, the Local Partnership may terminate this Contract by giving written notice to the Contractor, specifying the effective date of termination.

**14. Authorized Use of Funds:**

The Contractor shall use or expend the funds provided by this Contract only for the purposes for which they were appropriated by the North Carolina General Assembly and as defined in the Early Childhood legislation. Further, the funds provided by the Local Partnership shall be used by the Contractor only for the purposes and activities specified in Attachment I, which is attached hereto; any amendments or additions to Attachment I; and in the Contractor's proposal, which is incorporated by reference as if fully set forth herein.

**15. Responsibilities of the Local Partnership:**

The Local Partnership shall perform the following:

- A. Reimburse the Contractor for its allowable costs of services incurred in providing the activities described in Attachment I in accordance with the approved budget in Attachment II and subsequent amendments to these Attachments.
- B. Perform on-site financial and programmatic monitoring of the Contractor for compliance with the terms of this Contract; and
- C. Specify all reports and other deliverables required from the Contractor.

**16. Responsibilities of the Contractor:**

The Contractor shall perform the following:

- A. Provide the services described in Attachment I in accordance with the terms of this Contract and in accordance with the approved budget in Attachment II; and in compliance with the Smart Start Cost Principles in Attachment III; and subsequent amendments to the Attachments and in the project proposal submitted by the Contractor which is incorporated herein by reference as if fully set forth herein. Any portion of payment under this Contract not used for these purposes must revert to the Local Partnership and thereafter to the funding source as appropriate. Any condition or purpose set forth in this Contract shall take precedence over any conflicting provision in the proposal submitted by the Contractor.
- B. Receive approval from the Local Partnership of any activity changes by the Contractor prior to implementation. Budget amendments must also receive advance approval from the Local Partnership.

- C. Report all expenditures on the cash basis of accounting. The Contractor will submit to the Local Partnership, in such form and by such date as specified by the Local Partnership, a financial status report for each activity in order to claim reimbursement for allowable costs incurred under the Contract.

The expenditure report must be submitted no less frequently than monthly to the Local Partnership.

- D. Make available all records, including general and subsidiary ledgers, reports, vouchers, books, program documentation, correspondence, or other documentation or evidence at reasonable times for review, inspection or audit by duly authorized officials of the Local Partnership, NCPC, the Division, or the North Carolina Office of State Auditor or applicable Federal agencies. The Contractor agrees that the Local Partnership or its agent has the right to audit the records of the Contractor pertaining to this Contract both during performance and after completion.
- E. Submit to the Local Partnership any other plans, reports, documents or other products that the Local Partnership may require in the form specified by the Local Partnership.
- F. Attend scheduled meetings with the Local Partnership and/or NCPC as requested.
- G. Use Program Income earned under this Contract, with written permission of the Local Partnership, only to enhance the activities performed under this Contract or to decrease the cost to the Local Partnership of performing those activities. Program income includes, but is not limited to, income from services rendered, the use or rental of personal property acquired with State funds, sales of commodities acquired with State funds, and interest earnings on State-funded deposits.
- H. Submit to the Local Partnership with the final report of expenditures, in such form as specified by the Local Partnership, an accounting of all program income earned and expended.
- I. Publicize the activities performed under this Contract as being funded by the Local Partnership and Smart Start.

Direct Service Provider (DSP) agrees to acknowledge Union Smart Start as a funding source. Any and all activities which the DSP engages in shall identify Union Smart Start by way of logo imprints provided by the partnership on all items published, mailed or disseminated, preceded by the phrase 'funded by'.

Activity names shall include the words 'Smart Start' and be used at all times when referring to the programs.

Failure by the DSP to comply with these contractual stipulations shall be just cause for the Union Smart Start Board to immediately review the contract status with the possibility for funding revisions or revocation of any remaining funding for the contractual year involved.

- J. Maximize the use of in-kind (volunteers, goods, services, facilities) and cash contributions, maintaining written documentation of cash and in-kind contributions, and quantify and report to the Local Partnership on a quarterly basis (or as required by the Local Partnership) these contributions and any other direct or indirect funding the Local Partnership funds have leveraged.
- K. Secure and provide evidence of Fidelity Bonding covering staff of the Contractor and any subcontractors involved in the handling of State funds when the total funds for all Contracts between the Local Partnership and the Contractor exceed or are expected to exceed \$100,000.

- L. Report suspected child abuse, neglect, or dependency as defined in N.C.G.S. §7B-101.
- M. Ensure that no funds from this Contract will be used to carry on propaganda or otherwise to attempt to influence legislation, to influence the outcome of any public election, or to carry on directly or indirectly any voter registration drive.
- N. Ensure adherence to N.C.G.S. §143B-168.10.-143B-168.16. and as modified by 2009 Session Law.
- O. Participate in the Local Partnership's evaluation process and develop measurable outcomes for evaluating the funded activities.
- P. Ensure that this Contract and all referenced attachments and subsequent amendments thereto have been reviewed.

**17. Compliance with Cost Principles:**

The Contractor will not be reimbursed for expenditures incurred under this Contract that do not comply with the Smart Start Cost Principles, which are incorporated herein as Attachment III, and the North Carolina State cost principles, as applicable.

**18. Amount of Reimbursement:**

The total amount reimbursed by the Local Partnership to the Contractor under this Contract shall not exceed \$ 45,784.00.

**19. Payment Provisions:**

**A. Payment Procedure:**

Monthly reimbursements shall be made for actual expenditures made in accordance with the approved budget on file with both Parties and reported in the monthly expenditure report submitted by the Contractor.

**B. Withholding of Payment:**

The Local Partnership has the authority to withhold payment if the Contractor fails to make significant progress toward achieving outcomes as defined in the project proposal as approved by the Local Partnership, or if the quality of services provided fails to meet Local Partnership standards and expectations for any reason, or if the Contractor fails to submit required reports.

**C. Reimbursements:**

Reimbursements for expenditures will not occur under this Contract subsequent to December 31, 2009.

**20. Reversion of Unexpended Funds:**

Any unexpended funds held by the Contractor upon termination or completion of the Contract shall be reported and reverted to the Local Partnership with the final report of expenditures.

**21. Reporting and Audit Requirements:**

The Contractor shall comply with all rules and reporting requirements established by statute or administrative rules.

NCAC Title 09 NCAC 03M, "Uniform Administration of State Grants," establishes reporting thresholds and requirements for non-governmental grantees and subgrantees of State funds. The three reporting thresholds are:

- A. A grantee that receives, uses, or expends State funds in an amount less than twenty-five thousand dollars (\$25,000) within its fiscal year must, within six months after the end of its fiscal year, submit to the Local Partnership:
  - 1) A certification completed by the grantee Board and management stating that the State funds were received, used, or expended for the purposes for which they were granted; and
  - 2) An accounting of the State funds received, used, or expended.
- B. A grantee that receives, uses, or expends State funds in an amount of at least twenty-five thousand (\$25,000) and up to and including five hundred thousand dollars (\$500,000) within its fiscal year must, within six months after the end of its fiscal year, submit to the Local Partnership:
  - 1) A certification completed by the grantee Board and management stating that the State funds were received, used, or expended for the purposes for which they were granted;
  - 2) An accounting of the State funds received, used, or expended; and
  - 3) A description of activities and accomplishments undertaken by the grantee with the State funds.
- C. A grantee that receives, uses, or expends State funds in the amount greater than five hundred thousand dollars (\$500,000) within its fiscal year must, within nine months after the end of its fiscal year, submit to the Local Partnership:
  - 1) A certification completed by the grantee Board and management stating that the State funds were received, used, or expended for the purposes for which they were granted;
  - 2) An audit prepared and completed by a licensed Certified Public Accountant; and
  - 3) A description of activities and accomplishments undertaken by the grantee with the State funds.

The Contractor shall use the forms specified by the Local Partnership in making reports to the Local Partnership.

The Contractor's fiscal year runs from July 1 to June 30.

**22. Subgrantees:**

The Contractor has the responsibility to ensure that all subgrantees, if any, provide all information necessary to permit the Contractor to comply with the standards set forth in this Contract.

**23. Sales/Use Tax Refunds:**

If eligible, the Contractor and all subgrantees shall (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to N.C.G.S. §105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

**24. Care of Property:**

The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this Contract and will reimburse the Local Partnership for loss of, or damage to, such property. When the property provided or purchased is no longer needed or used for the performance of services under this Contract, or at the termination of this Contract, the Contractor shall contact the Local Partnership for instructions as to the disposition of such property and shall comply with these instructions.

**25. Personal Property:**

Personal property includes, but is not limited to furniture, equipment and materials. Title to personal property acquired by the Contractor with funds from this Contract shall vest in the Contractor, subject to the following conditions:

- A. The Contractor shall use the personal property in the project or program for which it was acquired as long as needed. When the personal property is no longer needed for the project or program or if operations are discontinued or, at the termination of this Contract, the Contractor shall notify the Local Partnership and receive written instructions regarding disposition of the personal property.
- B. A control system shall be in place to ensure adequate safeguards to prevent loss, damage, or theft of personal property costing in excess of \$500 per item.

Any unused or unneeded personal property held by the Contractor shall be reported to the Local Partnership and used or returned in accordance with Local Partnership instructions.

**26. Access to Persons and Records:**

The Office of State Auditor shall have access to persons and records as a result of this Contract in accordance with N.C.G.S. §147-64.7. Additionally, as funding authorities, the State, the Division, NCPC, and the Local Partnership shall have access to persons and records as a result of this Contract.

The Office of State Auditor has audit oversight for all organizations that receive, use or expend State funds. The Contractor shall, upon request, furnish to the Office of State Auditor, the Division, the Local Partnership, and NCPC all financial books, records, and other information requested by them to provide full accountability for the use and expenditure of State funds. In addition, the Office of State Auditor, the Division, NCPC, and the Local Partnership shall have access to the working papers of the Contractor's independent auditor for review as considered necessary.

**27. Record Retention:**

The State's basic records retention policy requires all grant records to be retained for a minimum of five years following completion or termination of the Contract or until all audit exceptions have been resolved, whichever is longer. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

**28. Conflict of Interest Policy:**

The Contractor expressly states that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Contractor shall not employ any person having such interest during the performance of this Contract. The Contractor further agrees to notify the Local Partnership in writing of any instances that might have the appearance of a conflict of interest.

The Local Partnership shall not be required to make any payments until it has received a notarized copy of the Contractor's policy addressing conflict of interest. The policy shall address situations in which the Contractor's employees and the members of its board of directors or other governing body may directly or indirectly benefit from the Contractor's disbursing of funds under this Contract and shall include actions to be taken by the Contractor or the individual, or both, to avoid conflicts of interest and the appearance of impropriety.

**29. Insurance:**

During the term of the Contract, the Contractor shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. At a minimum, the Contractor shall provide and maintain Worker's Compensation, Commercial General Liability, and Automobile Liability Insurance covering all owned, hired and non-owned vehicles used in the performance of the Contract as required to protect the State, the Division, NCPC, and the Local Partnership against claims that may arise from the Contractor's performance.

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this Contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract.

**30. Confidentiality:**

Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Local Partnership. The Contractor acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this Contract.

**31. Copyrights and Ownership of Deliverables:**

All deliverable items produced pursuant to this Contract are the exclusive property of the Local Partnership. The Contractor shall not assert a claim of copyright or other property interest in such deliverables.

**32. Equal Employment Opportunity:**

The Contractor shall comply with all Federal and State laws relating to equal employment opportunity.

**33. Compliance with Laws:**

The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

**34. Advertising:**

The Contractor shall not use the award of this Contract as a part of any news release or commercial advertising.

**35. Statement of No Overdue Tax Debts:**

The Contractor certifies that it does not have any overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level. The Contractor understands that any person who makes a false statement in violation of N.C.G.S. §143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. §143C-10-1.

**36. Supplementation of Expenditure of Public Funds:**

The Contractor assures that funds received pursuant to this Contract shall be used only to supplement, not supplant, the total amount of Federal, State, and local public funds that the Contractor otherwise expends for services on behalf of young children and their families. Funds received under this Contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Contractor's total expenditure of other public funds for such services. In the event of supplantation, the Local Partnership may immediately reduce or terminate funding under this Contract.

**37. Disbursements:**

As a condition of this Contract, the Contractor acknowledges and agrees to make disbursements in accordance with the following requirements. The Contractor will:

- A. Implement adequate internal controls over disbursements;
- B. Pre-audit all vouchers presented for payment to determine:
  - 1) Validity and accuracy of payment
  - 2) Payment due date
  - 3) Adequacy of documentation supporting payment
  - 4) Legality of disbursement;
- C. Assure adequate control of signature stamps/plates; and,
- D. Implement accounting procedures to ensure that expenditures incurred under this Contract may be readily identified.

**38. Health Insurance Portability and Accountability Act (HIPAA):**

The Contractor agrees that, if the Local Partnership determines that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Local Partnership may require to ensure compliance.

**39. Amendment:**

This Contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Local Partnership and the Contractor.

**40. Force Majeure:**

Neither Party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

**41. Suspension:**

This Contract may be suspended in whole or in part upon 10 days written notice, to the Contract Administrator noted in Section 9, by the Local Partnership if the Contractor has materially failed to comply with the terms and conditions of the Contract, including all attachments and amendments.

**Suspension shall remain in effect until:**

- A. the Contractor has taken corrective action as approved by the Local Partnership; or

- B. the Contractor has given written assurances satisfactory to the Local Partnership that corrective action will be taken; or
- C. the Contract is terminated by either Party or by mutual consent of both Parties.

**42. Default and Termination:**

- A. The Parties may terminate this Contract by mutual consent with 10 days notice to the other Party.
- B. This Contract may be terminated in whole or in part by either Party, with 30 days written notice to the other Party's Contract Administrator as noted in Section 9, delivered by certified mail with return receipt requested, or in person.
- C. If, through any cause, the Contractor shall fail to fulfill its obligations under this Contract in a timely and proper manner, the Local Partnership shall have the right to terminate this Contract by giving written notice to the Contractor's Contract Administrator as noted in Section 9, delivered by certified mail with return receipt requested, or in person and specifying the effective date thereof.

After receipt of a notice of termination and except as otherwise directed by the Local Partnership, the Contractor shall cease work under the Contract on the date and to the extent specified in the notice of termination. In the event of termination in part, both Parties shall continue the performance of this Contract to the extent not terminated.

In that event, all finished or unfinished deliverable items prepared by the Contractor under this Contract shall, at the option of the Local Partnership, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Contractor shall not be relieved of liability to the Local Partnership for damages sustained by the Local Partnership by virtue of the Contractor's breach of this agreement, and the Local Partnership may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the Local Partnership from such breach can be determined. The filing of a petition for bankruptcy by the Contractor shall be an act of default under this Contract.

- D. The Local Partnership may terminate the Contract on any date specified by the Local Partnership if funds are no longer available.

**43. Waiver of Default:**

Waiver by the Local Partnership of any default or breach in compliance with the terms of this Contract by the Contractor shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Contract unless stated to be such in writing, signed by an authorized representative of the Local Partnership and the Contractor and attached to the Contract.

**44. Time of the Essence:**

Time is of the essence in the performance of this Contract.

**45. Severability:**

In the event that a court of competent jurisdiction holds that a provision or requirement of this Contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Contract shall remain in full force and effect.



## ATTACHMENT I

**I. Activity Title: Smart Start Family Literacy Program – (Union County Public Library)**

**II. Activity Code:** a) PSC: 5512 b) PBIS ID: FS20

**III. Abstract**

To increase the frequency that parents/guardians read to and engage in other literacy activities with their children, the Smart Start Family Literacy activity will provide literacy training and literacy enhancement activities for parents/guardians and their children ages birth to five (not yet in kindergarten). Utilizing the Every Child Ready to Read curriculum developed by the American Library Association, the Union County Public Library will provide workshops and literacy activities at multiple locations throughout the county. Literacy-enhancing activities, offered in English and Spanish, will be introduced, modeled and reinforced during a minimum of 4 sessions for each parent/guardian over a two-month period. A non-cash incentive for attending 4 sessions will be provided. Up to two full time equivalent staff, who may be bilingual, will be culturally competent in serving diverse populations and will have education in one or more of the following areas: early literacy, early childhood education, adult education, child and family development or related field, with experience providing literacy training to adults and young children, or equivalent combination of education and experience.

**Direct Services Provider: Activity(ies) Budget**

<b>PARTNERSHIP: Union Smart Start</b>	<b>FISCAL YEAR:</b>		<b>Page ___ of ___</b>
<b>Direct Services Provider: Union Co. Public Library</b>	<b>2009-10</b>		<b>Eff.Date: 7/1/09</b>
<b>Activity Name: SS Family Literacy</b>			
<b>Contract #:10-224</b>	<b>Smart Start Funds</b>	<b>In-Kind Funds</b>	<b>TOTAL</b>
11) Personnel	\$39,952.00		\$39,952.00
12) Contracted Services	\$780.00		\$780.00
<b>13) Total Personnel/Contracted Services</b>	<b>\$40,732.00</b>	<b>\$0.00</b>	<b>\$40,732.00</b>
14) Office Supplies and Materials	\$1,080.00		\$1,080.00
15) Service Related Supplies	\$3,072.00		\$3,072.00
<b>16) Total Supplies &amp; Materials</b>	<b>\$4,152.00</b>	<b>\$0.00</b>	<b>\$4,152.00</b>
<del>17) Travel</del>			\$0.00
18) Communications & Postage			\$0.00
19) Utilities			\$0.00
20) Printing and Binding			\$0.00
21) Repair and Maintenance			\$0.00
22) Meeting/Conference Expense			\$0.00
23) Employee Training (no travel)			\$0.00
24) Classified Advertising			\$0.00
25) In-State Board Meeting Expense			\$0.00
<b>26) Total Non-Fixed Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
27) Office Rent (Land, Buildings, etc.)			\$0.00
28) Furniture Rental			\$0.00
29) Equipment Rental (Phone, Computer, etc.)			\$0.00
30) Vehicle Rental			\$0.00
31) Dues and Subscriptions			\$0.00
32) Insurance & Bonding			\$0.00
33) Books / Library Reference Materials			\$0.00
34) Other Expenses: provide explanation			\$0.00
<b>35) Total Fixed Charges &amp; Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
36) Buildings & Improvements			\$0.00
37) Leasehold Improvements			\$0.00
38) Furniture/Non-computer Eqpt.,\$500+ per item			\$0.00
39) Computer Equipment/Printers,\$500+ per item			\$0.00
40) Furniture/Equipment, under \$500 per item			\$0.00
<b>41) Total Property and Equipment Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
42) Purchase of Services			
43) Contracts with Service Providers			
44) Stipends/Scholarships/Bonuses			
45) Grants/Cash Awards			
46) Grants/Non-Cash Awards	\$900.00		\$900.00
<b>47) Total Services/Contracts/Grants</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$900.00</b>
<b>48) Total Participant Training Expense</b>			<b>\$0.00</b>
<b>49) Total Budgeted Expenditures</b>	<b>\$45,784.00</b>	<b>\$0.00</b>	<b>\$45,784.00</b>

**The North Carolina Partnership for Children, Inc.**  
**Smart Start Cost Principles**  
**Revised July 2, 2007**

**Purpose**

This document establishes principles for determining costs that may be paid with State Smart Start funds. These Cost Principles are not intended to address all items of cost.

Effective July 1, 2005, the State adopted new administrative rules, Title 09 NCAC 03M, "Uniform Administration of State Grants," applicable to non-State entities that receive grants of State funds. These rules provide that Federal Office of Management and Budget (OMB) Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments," be used in the determination of allowable uses of State funds.

OMB Circular A-87 specifies that OMB Circular A-122, "Cost Principles for Non-Profit Organizations," should be used by not-for-profit organizations. Accordingly, these Cost Principles incorporate the relevant provisions of OMB Circular A-122.

**Applicability**

These Cost Principles are applicable only to Smart Start funds, including program income, and supersede any prior guidance for the items listed. Other sources of funds may have specific guidelines and principles that must be used for their funds. Accordingly, each grant agreement or contract related to sources of funds other than Smart Start should be reviewed carefully to ensure compliance with requirements.

These Cost Principles apply to The North Carolina Partnership for Children, Inc., the local partnerships, and their direct service providers and grantees. More restrictive provisions apply to direct service providers and grantees in three areas (Section B.12, Flowers; Section B.16, Interest; and Section B.27, Severance Pay) as identified in bold text below.

Stricter principles may be adopted if desired.

**Effective Date**

These Cost Principles are effective July 2, 2007.

**General Principles**

**A. Basic Considerations**

**1. Factors affecting allowability of costs.**

In order to be paid from Smart Start funds, costs must meet the following general criteria:

- a. Be reasonable and in compliance with these principles.

- b. Conform to any limitations or exclusions set forth in these principles.
- c. Be consistent with policies and procedures of NCPC and the local partnership.
- d. Be adequately documented.

## **2. Reasonable costs.**

A cost is reasonable if, in its nature or amount, it does not exceed that which would be prudent under the circumstances prevailing at the time the decision is made to incur the cost. In determining the reasonableness of a given cost, consideration shall be given to:

- a. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of services.
- b. The restraints or requirements imposed by such factors as generally accepted sound business practices, fair and open competitive bidding, Federal and State laws and regulations, and terms and conditions of the Smart Start contract or grant agreement.
- c. Whether the individuals concerned acted with prudence in the circumstances, considering their responsibilities to the organization, its members, employees, and clients, the public at large, and the State.

## **B. Selected Items of Cost**

### **1. Advertising**

The term "advertising costs" means the costs of advertising media. Advertising media include magazines, newspapers, radio and television programs, direct mail, exhibits, and the like.

- a. The following costs are allowable:
  - (1) Classified advertising for recruitment of employees;
  - (2) Advertising for the procurement of goods and services;
  - (3) Advertising related to the disposition of property and equipment;
  - (4) Yellow page advertisements that publicize direct services for children and families;
  - (5) Display advertisements that publicize direct services for children and families;
  - (6) Radio or television advertisements that publicize direct services for children and families; and,
  - (7) Listings in community and resource directories.
- b. The following costs are unallowable:
  - (1) Yellow page, display, classified, radio or television advertisements other than those to publicize direct services for children and families; and
  - (2) Billboards.
- c. Also see **Section B.23, Promotion and Public Relations.**

## 2. Alcoholic Beverages

Costs of alcoholic beverages are unallowable.

## 3. Apparel and Jewelry

- a. Costs of apparel are unallowable. Apparel includes, but is not limited to, t-shirts, jackets, aprons, and hats.
- b. Costs of jewelry are unallowable.

## 4. Audit Services

- a. Costs of audit services for local partnerships are unallowable.
- b. Costs of audit services for direct service providers or grantees are allowable **only** if an audit is required by the State (resulting from total State funding exceeding \$500,000). Costs are allowable **only in the proportion** of revenues that Smart Start represents of the total revenues.

## 5. Bad Debts

Bad debts, including losses (whether actual or estimated) arising from uncollectible accounts and other claims, related collection costs, and related legal costs, are unallowable.

## 6. Capital and Repair and Maintenance

- a. Capital expenditures are prohibited by legislation and are unallowable.
- b. The term "capital" is defined as "land acquisitions, new construction, or rehabilitation of existing facilities, and repairs and renovations" (N.C.G.S. § 143-34.40).
- c. Costs incurred for improvements which: 1) add to the permanent value of the buildings and/or for land; or 2) appreciably prolong the life of the asset, shall be treated as capital expenditures.
- d. Capital "repairs and renovations" are defined by N.C.G.S. § 143-15.3A to include the following types of projects:
  - (1) Roof repairs and replacements;
  - (2) Structural repairs;
  - (3) Repairs to electrical, plumbing, and heating, ventilating, and air-conditioning systems;
  - (4) Improvements and renovations to improve use of existing space;
  - (5) Improvements to roads, walks, drives, utilities infrastructure;
  - (6) Historical restoration; and
  - (7) Improvements to meet safety or Federal and State standards.
- e. Costs incurred for necessary, recurring minor maintenance, repair, or upkeep of buildings that do not add to the permanent value of the property or

appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable.

## **7. Contributions and Donations**

Contributions and donations to others are unallowable other than cash and non-cash grants to individuals or organizations identified with an approved service activity.

## **8. Defense and Prosecution of Criminal and Civil Proceedings, Claims and Appeals**

- a. Legal costs incurred in connection with any criminal, civil or administrative proceeding commenced by the Federal Government, or a State, or local government are not allowable if the proceeding:
  - (1) Relates to a violation, or failure to comply with, a Federal, State or local statute or regulation; **and**
  - (2) Results in any of the following dispositions:
    - i. In a criminal proceeding, a conviction;
    - ii. In a civil or administrative proceeding involving an allegation of fraud or similar misconduct, a determination of organizational liability.
    - iii. In the case of any civil or administrative proceeding, the imposition of a monetary penalty.
    - iv. A disposition, by consent or compromise, if the action could have resulted in any of the dispositions described above.
- b. Legal costs incurred in connection with proceedings described in **paragraph a**, but which are not made unallowable by that paragraph, are allowable to the extent that they are reasonable and necessary and cannot be recovered from another party.

## **9. Employee Salaries and Fringe Benefits**

- a. Costs for salaries and wages must be based on documented timesheets approved by a responsible member of the organization.
- b. Timesheets that reflect the distribution of activity of each employee must be maintained for all staff members (professionals and nonprofessionals).
- c. Costs for salaries and wages must reflect an after-the fact determination of the actual time spent on each activity. Budget estimates are not allowed.
- d. Employee fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as vacation leave, sick leave and the like are allowable.
- e. Employee fringe benefits in the form of extended paid leave, such as sabbatical or paid family medical leave, are unallowable.

- f. Pension plan costs incurred in accordance with established policies are allowable, provided such policies meet the test of reasonableness and are not discriminatory.
- g. Employee fringe benefits in the form of gifts or gift certificates are unallowable, with the exception of token items (i.e., value of \$25 or less) to recognize employees for years of service.

## 10. Entertainment

Costs of activities for amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows, amusement parks or sports events; meals and lodging; rentals; and transportation) are unallowable. Also see **Section B.24, Recognition Events**.

## 11. Fines, Penalties and Fees

- a. Costs of fines and penalties resulting from violations of, or failure of the Partnership to comply with Federal, State, and local laws and regulations are unallowable.
- b. Costs of non-sufficient fund (NSF) fees are unallowable.

## 12. Flowers

Costs of flowers are allowable only in the following circumstances:

- a. Condolences to an employee upon the death of a spouse, parent, child or stepchild of the employee;
- b. Condolences to the employee's family in the event of the death of a Partnership employee; and
- c. Condolences to an employee in the event of his or her hospitalization.
- d. **Costs of flowers are unallowable for direct service providers or grantees.**

## 13. Food

- a. Costs of food are allowable only in the following circumstances:
  - (1) For Partnership Board or Board Committee meetings; or
  - (2) For service and grant activities for which food purchases have a documented legitimate business purpose and are needed to accomplish the purpose of the activity.
  - (3) Also see **Section B.18, Meetings and Conferences**.
- b. All events at which food is served must be work-related and must involve persons other than partnership employees.
- c. Due care and judgment must be used to ensure that purchases of food are not, or could not be perceived as, unreasonable or excessive with regard to either purpose or cost.

#### 14. Fund Raising

- a. Costs of organized fund raising for contributions that do not qualify as a Smart Start program match, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.
- b. Costs of fund raising, including financial campaigns and the solicitation of cash and in-kind donations to meet the legislative mandate for program match are allowable.

#### 15. Goods or Services for Personal Use

Costs of goods, equipment or services for personal use are unallowable, with the exception of token items (i.e., value of \$25 or less) for partnership board member appreciation.

The term “goods or services for personal use” includes beach mats, umbrellas, coolers, tote bags, pen sets, and other “giveaway” items.

Also see **Section B.24, Recognition Events.**

#### 16. Interest

- a. Interest costs on borrowed capital or for the use of funds borrowed from the organization’s non-Smart Start funds are unallowable.
- b. Interest on debt incurred subsequent to June 30, 2001, to acquire or replace capital assets is unallowable.
- c. Interest on debt incurred prior to July 1, 2001 to acquire or replace capital assets is allowable.
- d. See **Section B.6, Capital and Repair and Maintenance**, for the definition of “capital.”
- e. **Interest costs are unallowable for direct service providers or grantees.**

#### 17. Lobbying

- a. Costs associated with the following activities are unallowable:
  - (1) Attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity;
  - (2) Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections;
  - (3) Any attempt to influence: (i) the introduction of Federal or State legislation; or (ii) the enactment or modification of any pending Federal or State legislation through communication with any member or employee of

- the Congress or State legislature (including efforts to influence State or local officials to engage in similar lobbying activity), or with any Government official or employee in connection with a decision to sign or veto enrolled legislation;
- (4) Any attempt to influence: (i) the introduction of Federal or State legislation; or (ii) the enactment or modification of any pending Federal or State legislation by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign; or
  - (5) Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying.
- b. The following activities are excepted from the coverage of **paragraph a**:
- (1) Providing a technical and factual presentation of information on a topic directly related to the performance of the Smart Start Program through hearing testimony, statements or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof, in response to a documented request made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof;
  - (2) Educating any member of the public about the work of, and services provided by, the partnership;
  - (3) Any lobbying made unallowable by **paragraph a(3)** to influence State legislation in order to directly reduce the cost, or to avoid material impairment of authority to perform Smart Start services;
  - (4) Any activity specifically authorized by statute to be undertaken with Smart Start funds; and
  - (5) Communications with any legislative body whose actions might affect the organization's existence, powers and duties, tax-exempt status, or the deductibility of contributions.

## 18. Meetings and Conferences

- a. Costs associated with the conduct of meetings and conferences include the cost of renting facilities, meals, speakers' fees, etc.
- b. To the extent that these costs are identifiable with a specific service activity, they should be charged to that activity. These costs are allowable, provided that they have a legitimate business purpose.
- c. Due care and judgment must be used to ensure that meeting and conference costs are not, or could not be perceived as, unreasonable or excessive with regard to either purpose or cost.

- d. Also see **Section B.10, Entertainment** and **Section B.13, Food**.

### 19. Memberships

- a. Costs of membership in civic or community organizations that provide benefits to the organization, such as training and networking, are allowable.
- b. Costs of memberships in any country club or social or dining club or organization are unallowable.
- c. Costs of memberships for lobbying or advocacy are unallowable.
- d. Due care and judgment must be used to ensure that membership costs are not, or could not be perceived as, unreasonable or excessive with regard to either purpose or cost.

### 20. Participant Costs

- a. Participant support costs are costs for items such as stipends, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in conjunction with meetings, conferences, or training.
- b. These costs are allowable as part of an approved service activity.

### 21. Patents, Royalties and Copyrights

Costs related to patents, royalties and copyrights are allowable with prior NCPC approval.

### 22. Professional Services Costs

- a. Costs of professional and consultant services provided by persons who are members of a particular profession or possess a special skill, and **who are not also officers or employees of the organization to which services are provided**, are allowable subject to **paragraphs b and c** when reasonable.
- b. In determining the allowability of costs in a particular case, the following factors are relevant:
  - (1) The nature and scope of the services rendered in relation to the service required;
  - (2) The necessity of contracting for the service, considering the organization's capacity;
  - (3) Whether the service can be performed more economically by direct employment rather than contracting;
  - (4) Adequacy of the contractual agreement for the service (e.g., description of the service, estimate of time required, rate of compensation, and termination provisions).
- c. Allocation or assignment of costs among activities must be based on documented distributions approved by a responsible member of the organization.

**NOTE:** For professional services contracts with individuals, the organization must comply with Internal Revenue Service regulations regarding the determination of the status of the individual as an independent contractor versus an employee.

### **23. Promotion and Public Relations**

- a. Pursuant to Smart Start legislation, expenditures of Smart Start funds for promotional activities are unallowable. Promotional activities are those that promote the Smart Start Initiative and/or organization in a general manner and do not publicize specific available services.
- b. Also see **Section B.1, Advertising.**
- c. The terms “promotion” or “public relations” include community relations and means those activities dedicated to maintaining the image of the organization or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.
- d. Costs associated with the following items are allowable:
  - (1) Communicating with the public and press pertaining to specific activities or accomplishments which result from performance of the Smart Start Initiative (these costs are considered necessary as part of the outreach effort);
  - (2) Conducting general liaison with news media and government officials, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of contract/grant awards, financial matters, etc.;
  - (3) Sponsorship of, or participation in, community health fairs or children’s fairs that focus on the provision of service to parents and children, including reasonable costs of signage to publicize the partnership’s sponsorship of, or participation in, the event;
  - (4) Parent education materials (parent education videos, educational displays, resource guides, resources for “Welcome Baby” packets, etc.);
  - (5) Newsletters, educational brochures and annual reports;
  - (6) Websites;
  - (7) Advertisements, newspaper inserts, and radio or television announcements that publicize direct services for children and families;
  - (8) Materials in “Welcome Baby” packets or distributed through hospitals libraries or other distribution means that directly reach parents of young children and serve as a resource for parents; and
  - (9) Signage for quality improvement items purchased for child care centers, libraries, etc. (labels for books or signage that provides information that Smart Start provided the service).
- e. The following costs for general promotion are unallowable:
  - (1) Costs of meetings or other events related to general promotional activities including:
    - i. Displays, posters, banners, demonstrations, and exhibits; and

- ii. Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other promotional events;
- (2) General promotional videos (not parenting videos);
- (3) Public relations consultants for general promotion of the partnership; and
- (4) Advertisements, newspaper inserts, and radio or television announcements other than those that publicize direct services for children and families.
- f. The following costs of promotional items and memorabilia (with or without a logo) are unallowable, including, but not limited to:
  - i. "Giveaway" items, including but not limited to, lunch bags, umbrellas, coffee mugs, stadium cups, license plates, stress balls, frisbees, etc.; and
  - ii. Jewelry, lapel pins, stickers and tattoos.
- g. The costs of billboards are unallowable.
- h. Due care and judgment must be used to ensure that public relation costs are not, or could not be perceived as, unreasonable or excessive with regard to either purpose or cost.

#### **24. Recognition Events**

- a. Recognition events are defined as events to recognize individuals or agencies for performance. Costs associated with recognition events include the cost of renting facilities, meals, speakers' fees and the like.
- b. To the extent that these costs are identifiable with a specific service activity, they should be charged to that activity. These costs are allowable, provided that they have a documented legitimate business purpose and the event is identified in the contract activity description.
- c. Due care and judgment must be used to ensure that recognition events are not or could not be perceived as, unreasonable or excessive with regard to either purpose or cost.
- d. Also see **Sections B.2, Alcoholic Beverages; B.10, Entertainment; B.13, Food; and B.15, Goods or Services for Personal Use.**

#### **25. Rental Costs**

- a. Rental costs are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition and value of the property leased.
- b. Rental costs under "sale and leaseback" arrangements are allowable only up to the amount that would be allowed had the partnership continued to own the property.

## 26. Selling and Marketing Expenses

- a. Costs of selling and marketing any products or services must be netted against any income derived.
- b. Losses on sales of products or services are unallowable.

## 27. Severance Pay

- a. Severance pay is a payment to employees whose employment is being involuntarily terminated. Severance pay is defined as an additional payment upon termination other than regular salaries and wages or vacation and sick leave payouts.
- b. Costs of severance pay are allowable only to the extent that in each case, it is required by (i) law, (ii) employer-employee contractual agreement; or (iii) policy approved by the Partnership Board of Directors in place at time of termination.
- c. **Costs of severance pay are unallowable for direct service providers or grantees.**

## 28. Travel

- a. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by individuals traveling on business.
- b. The maximum allowable payment for meals shall be the rates set by the State.
- c. Individuals may receive payment for meals for partial days of travel when traveling overnight and the partial day is the day of departure or the day of return.
- d. Individuals may receive payment for breakfast and evening meals when traveling when the following applies:
  - (1) Breakfast – departure from duty station/home prior to 6:00 a.m.
  - (2) Dinner – return to duty station/home after 8:00 p.m.
- e. Payment for lunch for travel away from home or duty station is unallowable if travel does not involve an overnight stay, with the exception that employees may receive payment for lunch when the employee's job requires attendance at a meeting in his or her official capacity and involves persons other than partnership employees.
- f. Payment for meals is unallowable if the meal is provided during a conference or workshop, or if the cost of the meal is included in the registration fee.
- g. Payment for breakfast for travel away from home or duty station on business is allowable even if the lodging establishment offers a free continental breakfast.
- h. The maximum allowable mileage reimbursement rate for the use of personal vehicles is the rate set by the State.
- i. Reimbursement of mileage for commuting is unallowable. "Commuting" is defined as "traveling between your home and your place of work."

- j. Every effort should be made to obtain the State rate for lodging. Excess lodging authorization must be obtained from the partnership Executive Director or his or her designee in order to reimburse for actual costs that exceed the State rate.
- k. Charges for recreation fees, such as movies and gym use, are unallowable.
- l. The actual cost of moderately-priced coach airfare is allowable. Due care should be taken to obtain economical airfare.
- m. The actual cost of moderately-priced vehicle rental is allowable.
- n. Attendance by multiple employees at out-of-state conferences should be limited. Staff attending should share information with other Partnership staff.
- o. International travel is unallowable.



**Multi-Year Bid**  
**Application for Smart Start Funding for 2009-2012**  
**Due: February 13, 2009**

**I. APPLICANT INFORMATION**

**A. Applicant Organization**

Legal Name: Union County Public Library

Mailing Address: 316 E. Windsor Street, Monroe, NC 28112

Street Address (if different): \_\_\_\_\_

Phone: 704-283-8184 x237 Fax: 704-282-0657 Email: deure@union.lib.nc.us

Name/Title of Contract Administrator: Dana M Eure

Name/Title of Person Authorized to Sign Grant Agreement: Al Greene, County Manager

Federal Employer Identification Number: 56-6000345

**B. Proposal Information**

Union Smart Start Activity Title: Smart Start Family Literacy

How many years have you received Smart Start funds for this activity? 3

Have you ever reverted Smart Start funds?  Yes  No

If so, in what years and for how much? \$162.07 in 2007

**C. Financials**

Year	Amount of Smart Start Request	Total Annual Project Budget	Smart Start Request as % of Total Ann'l Project Budget
2009-10	\$8 1,567	\$89,435	91.2%
2010-11	\$8 3,380	\$89,314	93.5%
2011-12	\$8 5,250	\$89,250	95.5%

For your current fiscal year, provide the following information:

All Other Sources of Funding	Amount Pledged or Received	% of Total Ann'l Project Budget
Union County (tuition)	\$3,868	4.3%
Smart Start Funds	\$79,383	88.0%
Union County (in kind)	\$7,000	7.7%
<b>TOTALS</b>	<b>\$90,251</b>	<b>100%</b>

\_\_\_\_\_  
 Authorized Signature & Title

\_\_\_\_\_  
 Date



**Activity Title: Smart Start Family Literacy**

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## **II. EXECUTIVE SUMMARY**

Provide a short summary of your proposal to perform this activity. Describe how this activity aligns with your agency's mission. Please highlight the most significant aspects, strategies and goals of your proposal. Describe what changes in behavior will have occurred for the target population by the end of the three-year project period. (300 word limit).

The family literacy project will increase the frequency with which family caregivers engage in literacy activities with children, age birth to five. Using ALA's *Every Child Ready to Read* program, the Library will train parents to interactively read and share books, with their children. Literacy-enhancing activities for the parents to use with their children will be introduced, modeled, and reinforced during four sessions with each parent.

It is the Library's mission to provide programming, activities, and materials which create a desire to read and which enhance children's ability to read. An underlying value of the Library is to partner with parents, teachers and caregivers to promote reading-readiness and a love of books. In this project, library staff will reach out to parents who may never have visited a library, and may have no books in their homes. Working directly with the parents, we will introduce concepts proven to stimulate intellectual development in their children. Then we will teach the parents simple techniques to engage their children in literacy skill building. We will give them books to take home, as well as introducing them to the wealth of free materials that can be borrowed from the Library.

Our goal is to create a habit of reading to children and having books available to children in their homes. Using free materials from the library, parents will read more frequently with their children. Applying the techniques presented in the workshops, participants' time reading with their children will be more interactive and productive in developing the children's reading readiness.



**Activity Title: Smart Start Family Literacy**

**III. LOGIC MODEL**

<i>If this condition exists</i>	<i>For this Population</i>	<i>And we implement these strategies</i>	<i>This many times, for these individuals</i>	<i>We expect this short-term change</i>	<i>And we expect this outcome to impact the overall county</i>
Need Statement Why?	Target Population Who?	Program or Activity Elements What?	Outputs How Many?	Outcomes So What?	How does outcome impact PBIS or other long term goal?
<p>Nationally, 61% of low income households have no books for children at all in their homes.</p> <ul style="list-style-type: none"> <li>•According to <a href="http://www.raisingareader.org/program.html">www.raisingareader.org/program.html</a>: 33% of children entering kindergarten lack basic pre-reading skills.</li> <li>•Of children enrolled in elementary schools (Benton Heights, East, Rock Rest, Walter Bickett) serving the city of Monroe for the school year 2007-2008:           <ul style="list-style-type: none"> <li>52% (1212/2344) were Hispanic of which 41.5% failed the 3<sup>rd</sup> grade EOG.</li> <li>33% (774/2344) were</li> </ul> </li> </ul>	<p>Families who have children birth-age 5 who are at risk for school failure in Union County.</p>	<p>Work in the community to provide information on the importance of early reading and promote Family Literacy workshops:</p> <ul style="list-style-type: none"> <li>-address community groups; attend community events</li> <li>-promote program via brochures, newspaper articles, etc.</li> <li>-provide information about the program in Spanish and in English</li> </ul> <p>Teach parents six pre-reading skills from <i>Every Child Ready to Read</i> curriculum in workshops composed of 4 sessions, either in</p>	<ul style="list-style-type: none"> <li>•6 presentations to community groups per year (18 over 3 years)</li> <li>•500 brochures distributed in the community per year (1500 over 3 years)</li> <li>•3 newspaper articles per year (9 over 3 years)</li> <li>•128 sessions held (group or individual) for Spanish or English speaking parents over each 12 month period (384 over 3 years)</li> </ul>	<p>Overall attendance at Family Literacy workshops will be maintained at 165 per year (495 over 3 years).</p> <p>Of the families reporting engaging in literacy activities with their children less than 4 times a week, at least 65% (79 of</p>	<p>More children of at risk populations will pass standardized school exams (i.e. end of third grade tests).</p> <p>Fewer children will be at risk for high school drop outs.</p> <p>Increased literacy will lessen societal burdens for those out of work and ill-</p>



If this condition exists Need Statement Why?	For this Population Target Population Who?	And we implement these strategies Program or Activity Elements What?	This many times, for these individuals Outputs How Many?	We expect this short-term change Outcomes So What?	And we expect this outcome to impact the overall county
<p>African American of which 60% failed the 3<sup>rd</sup> grade EOG; 13.5% (317/2344) were Caucasian of which 32% failed the 3<sup>rd</sup> grade EOG.</p> <p>• For the school year 2008-2009: 54% (1289/2393) are Hispanic; 32.5% (778/2393) are African American; 11.7% (278/2393) are Caucasian.</p>		<p>a group or individual format.</p> <p>-provide families a take home book each session.</p> <p>-provide small non-cash educational incentives for each family completing the 4 session workshop series.</p>	<p>•165 parents will enroll in workshops each year and attend at least one session (495 over 3 years)</p> <p>•165-247 children will be impacted each year (495-741 over 3 years)</p> <p>•528-660 books will be provided to families each year. (1584-1980 over 3 years)</p> <p>•132 non cash incentives will be provided each year (396 over 3 years)</p> <p>■80% (132/165 each year) of families will complete all four sessions</p> <p>•100% (132/132 each year) of families</p>	<p>132 each year) will report that they increased the number of times they engaged in literacy activities to 4 or more times a week after completing the program. (NCPC PBIS Standard)</p> <p>Of the families completing all 4 sessions, 99% (130/132 each year) will indicate on the survey they are now using a minimum of 3 of the 6 pre-reading skills with their child.</p> <p>Of the families completing all 4 sessions, 80% (105/132 each year) will indicate they have increased the frequency they</p>	<p>educated.</p>



If this condition exists	For this Population	And we implement these strategies	This many times, for these individuals	We expect this short-term change	And we expect this outcome to impact the overall county
Need Statement Why?	Target Population Who?	Program or Activity Elements What?	Outputs How Many?	Outcomes So What?	How does outcome impact PBIS or other long term goal?
		<p>Train all library staff that provide services to children to utilize the <i>Every Child Ready to Read</i> principles when programming to children.</p>	<p>attending all 4 sessions will complete family support survey</p>	<p>engage in literacy activities with their children.</p>	
		<p>As part of the Union County Public Library's in-kind donation: Professional Development: •Continue to enroll full-time Family Literacy Coordinator in Family Literacy Certification program through Penn State's online program.</p>	<p>13 non-Smart Start funded library staff trained each year</p>	<p>100% (13/13) of Union County Public Library children's staff will be trained in the <i>Every Child Ready to Read</i> program and techniques each year.</p>	<p>Smart Start Family Literacy will be strengthened and be able to provide an advanced level of service to the families served by the program.</p>



Activity Title: Smart Start Family Literacy

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**IV. ADDITIONAL KEY PROPOSAL DETAILS**

1. EVALUATION PLAN with Output Targets: Complete Attachment A, being sure to include the Output Targets for each year separately, 2009-10, 2010-2011 and 2011-2012.
2. COLLABORATION (100 word limit total): Highlight only new collaborations anticipated or required by new strategies.

Collaboration with other organizations engaged in family support services plays an important role in the success of the Smart Start Family Literacy Program. Key organizations include: City and County Parks and Recreation Departments, United Family Services, More at Four program administrators, the Latino Coalition, Union County Public Schools, South Piedmont Community College, The Literacy Council of Union County, other Smart Start-funded programs and other community and faith-based groups. Smart Start Family Literacy staff will participate in the regularly-scheduled STARS Family Support meetings and other meetings as required by the Union Smart Start.

3. PROMOTION OF SMART START AND UNION SMART START (75 word limit): Highlight only new strategies for promoting Smart Start.

We will continue to promote Smart Start in all publicity and marketing materials.

4. SUSTAINABILITY/ OTHER FUNDING (100 word limit): Describe efforts to develop other funding sources to supplement or replace Smart Start funding over time. Describe the leveraging of financial and in-kind resources for this project.

Smart Start funding will be used to pay all expenses except in-county travel and mobile phone, which will come from the library's budget. Because all relevant staff will be trained in the *Every Child Ready to Read* method, grant-funded staff will be complemented and supported by existing County-funded library staff.

The library will apply for Smart Start grants in future years to help fund its continuance, particularly staffing and the free educational material given to families. If Smart Start funding is not available, other sources of funding may include grants from the State Library of North Carolina and other like agencies.



**Activity Title: Smart Start Family Literacy**

**Attachment A: Evaluation Plan with Output Targets for three years—2009-2012**

Data Collection				Analysis & Reporting		
What data will be collected?	Output Targets (each year)	Who will collect the data?	How will it be collected?	When will it be collected?	How will the data be reported?	When will the data be reported?
# of presentations to community groups/events	6	Family Literacy Staff	Tabulation	Periodically	Quarterly reports to Union Smart Start	Quarterly
	6					
	6					
# of newspaper articles	3	Family Literacy Staff	Newspaper	As they appear in the newspaper	Quarterly reports to Union Smart Start	Quarterly
	3					
	3					
# of sessions held	128	Family Literacy Staff	Simple tabulation	As workshops are planned	Quarterly reports to Union Smart Start	Quarterly
	128					
	128					
# of families enrolled in workshops and attending at least one session	165	Family Literacy Staff	Attendance records	At the end of the first workshop of each session	Quarterly reports to Union Smart Start	Within 10 days of end of session; Quarterly
	165					
	165					
# of children that will be impacted.	165-247	Family Literacy Staff	Registration form	At the end of the first workshop of each session	Quarterly reports to Union Smart Start	Quarterly
	165-247					
	165-247					
% of families who complete all 4 sessions.	80% (132/165)	Family Literacy Staff	Attendance records	At the end of the session	Quarterly reports to Union Smart Start	Quarterly
	80% (132/165)					
	80% (132/165)					
% of surveys completed (from families)	100% (132/132)	Family Literacy Staff	Completed surveys	At the end of the fourth session	With the attendance logs; in the quarterly reports	Within 10 days of end of session; Quarterly
	100%					
	100%					



completing all 4 sessions)	(132/132)				
	100% (132/132)				

**V. BUDGET NARRATIVE AND EXPLANATION--2009-10**

<b>Activity Title: Smart Start Family Literacy</b>			
<b>Budget Line Item</b>	<b>2009-10 Request for Smart Start Fuuds</b>	<b>2008-09 Smart Start Funds Allocated</b>	<b>Budget Narrative: 1. Provide details for items included in each line item where funds have been requested. 2. Explain changes of 10% or more from prior allocation. USE AS MUCH SPACE AS NEEDED.</b>
11) Personnel	\$ 66,587.00	\$ 66,003.00	Vega (full-time) @ \$18.03/hour plus benefits. B.Seavey (part-time) @ \$17.21/ hour for 16 hours per week.
12) Contracted Services	\$ 1,300.00	\$ 1,300.00	1 day of training by ALA-certified trainer
<b>13) Total Personnel &amp; Contracted Services</b>	<b>\$ 67,887.00</b>	<b>\$ 67,303.00</b>	
14) Office Supplies & Materials	\$ 1,800.00	\$ 1,800.00	General office supplies
15) Service Related Supplies	\$ 9,900.00	\$ 8,800.00	660 books @ \$15 each
<b>16) Total Supplies &amp; Materials</b>	<b>\$ 11,700.00</b>	<b>\$ 10,600.00</b>	
17) Travel			
18) Communications & Postage			
19) Utilities			
20) Printing & Binding			
21) Repair and Maintenance			
22) Meeting/Conference Expense			
23) Employee Training (no travel)			In kind: Family Literacy Certification: 6 credit hours = \$3,868
24) Classified Advertising			
25) In-State Board Meeting Expense			
<b>26) Total Non-Fixed Operating Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	
27) Office Rent (Land, Buildings, etc.)			In kind use of library office space.
28) Furniture Rental			In kind use of library furniture.
29) Equipment Rental (Phones, Computer, etc.)			In kind use of library phone system and network. Cell phone also provided by library.
30) Vehicle Rental			
31) Dues & Subscriptions			
32) Insurance & Bonding			
33) Books/Library Reference Materials			
34) Mortgage Principal, Interest & Bank Fees			
35) Other Expenses			
<b>36) Total Fixed Charges &amp; Other Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	

37) Buildings & Improvements			
38) Leasehold Improvements			
39) Furniture/Non-Computer Eqpt., \$500+/item			
40) Computer Eqpt./Printers, \$500+/item			
41) Furniture/Eqpt., under \$500/item			
<b>42) Total Property &amp; Equipment</b>	\$ -	\$ -	
43) Purchases of Services			
44) Contracts with Service Providers			
45) Stipends/Scholarships/Bonuses			
46) Cash Grants and Awards			
47) Non-Cash Grants and Awards	\$ 1,980.00	\$ 1,480.00	132 non-cash incentives @ \$15 each
<b>48) Total Services, Contracts &amp; Grants</b>	\$ 1,980.00	\$ 1,480.00	
<b>49) Total Participant Training Expenses</b>			
<b>50) Total Budgeted Expenditures</b>	\$ 81,567.00	\$ 79,383.00	



**V. BUDGET NARRATIVE AND EXPLANATION--2010-2011**

<b>Activity Title: Smart Start Family Literacy</b>			
<b>Budget Line Item</b>	<b>2010-2011 Request for Smart Start Funds</b>	<b>2009-2010 Smart Start Funds Requested</b>	<b>Budget Narrative: 1. Provide details for items included in each line item where funds have been requested. 2. Explain changes of 10% or more from prior allocation. USE AS MUCH SPACE AS NEEDED.</b>
11) Personnel	\$ 68,400.00	\$ 66,587.00	Vega (full-time) @ \$18.57/hour plus benefits. B.Seavey (part-time) @ \$17.73/ hour for 16 hours per week.
12) Contracted Services	\$ 1,300.00	\$ 1,300.00	1 day of training by ALA-certified trainer
<b>13) Total Personnel &amp; Contracted Services</b>	<b>\$ 69,700.00</b>	<b>\$ 67,887.00</b>	
14) Office Supplies & Materials	\$ 1,800.00	\$ 1,800.00	General office supplies
15) Service Related Supplies	\$ 9,900.00	\$ 9,900.00	660 books @ \$15 each
<b>16) Total Supplies &amp; Materials</b>	<b>\$ 11,700.00</b>	<b>\$ 11,700.00</b>	
17) Travel			
18) Communications & Postage			
19) Utilities			
20) Printing & Binding			
21) Repair and Maintenance			
22) Meeting/Conference Expense			
23) Employee Training (no travel)			
24) Classified Advertising			
25) In-State Board Meeting Expense			
<b>26) Total Non-Fixed Operating Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	
27) Office Rent (Land, Buildings, etc.)			In kind use of library office space.
28) Furniture Rental			In kind use of library furniture.
29) Equipment Rental (Phones, Computer, etc.)			In kind use of library phone system and network. Cell phone also provided by library.
30) Vehicle Rental			
31) Dues & Subscriptions			
32) Insurance & Bonding			
33) Books/Library Reference Materials			
34) Mortgage Principal, Interest & Bank Fees			
35) Other Expenses			
<b>36) Total Fixed Charges &amp; Other Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	

37) Buildings & Improvements			
38) Leasehold Improvements			
39) Furniture/Non-Computer Eqpt., \$500+/item			
40) Computer Eqpt./Printers, \$500+/item			
41) Furniture/Eqpt., under \$500/item			
<b>42) Total Property &amp; Equipment</b>	\$ -	\$ -	
43) Purchases of Services			
44) Contracts with Service Providers			
45) Stipends/Scholarships/Bonuses			
46) Cash Grants and Awards			
47) Non-Cash Grants and Awards	\$ 1,980.00	\$ 1,980.00	132 non-cash incentives @ \$15 each
<b>48) Total Services, Contracts &amp; Grants</b>	\$ 1,980.00	\$ 1,980.00	
<b>49) Total Participant Training Expenses</b>			
<b>50) Total Budgeted Expenditures</b>	\$ 83,380.00	\$ 81,567.00	

**VI. PERSONNEL LISTING--2010-2011**

**Activity Title: Smart Start Family Literacy**

For each individual (staff or contracted) to be funded through this Smart Start activity, please complete the following chart and attach the appropriate job/position description.

<b>Name</b>	<b>Position Title</b>	<b>Personnel Cost (total of salary, benefits, etc.)</b>
Kacy Vega	Family Literacy Coordinator	\$52,521
Barb Seavey	Family Literacy Assistant	\$15,879
<b>Total Personnel Cost (should equal Budget Line 13)</b>		<b>\$68,400</b>

**V. BUDGET NARRATIVE AND EXPLANATION--2011-2012**

<b>Activity Title: Smart Start Family Literacy</b>			
<b>Budget Line Item</b>	<b>2011-2012 Request for Smart Start Funds</b>	<b>2010-2011 Smart Start Funds Requested</b>	<b>Budget Narrative: 1. Provide details for items included in each line item where funds have been requested. 2. Explain changes of 10% or more from prior allocation. USE AS MUCH SPACE AS NEEDED.</b>
11) Personnel	\$ 70,270.00	\$ 68,400.00	Vega (full-time) @ \$19.13/hour plus benefits. B.Seavey (part-time) @ \$18.26/ hour for 16 hours per week.
12) Contracted Services	\$ 1,300.00	\$ 1,300.00	1 day of training by ALA-certified trainer
<b>13) Total Personnel &amp; Contracted Services</b>	<b>\$ 71,570.00</b>	<b>\$ 69,700.00</b>	
14) Office Supplies & Materials	\$ 1,800.00	\$ 1,800.00	General office supplies
15) Service Related Supplies	\$ 9,900.00	\$ 9,900.00	660 books @ \$15 each
<b>16) Total Supplies &amp; Materials</b>	<b>\$ 11,700.00</b>	<b>\$ 11,700.00</b>	
17) Travel			
18) Communications & Postage			
19) Utilities			
20) Printing & Binding			
21) Repair and Maintenance			
22) Meeting/Conference Expense			
23) Employee Training (no travel)			
24) Classified Advertising			
25) In-State Board Meeting Expense			
<b>26) Total Non-Fixed Operating Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	
27) Office Rent (Land, Buildings, etc.)			In kind use of library office space.
28) Furniture Rental			In kind use of library furniture.
29) Equipment Rental (Phones, Computer, etc.)			In kind use of library phone system and network. Cell phone also provided by library.
30) Vehicle Rental			
31) Dues & Subscriptions			
32) Insurance & Bonding			
33) Books/Library Reference Materials			
34) Mortgage Principal, Interest & Bank Fees			
35) Other Expenses			
<b>36) Total Fixed Charges &amp; Other Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	

37) Buildings & Improvements			
38) Leasehold Improvements			
39) Furniture/Non-Computer Eqpt., \$500+/item			
40) Computer Eqpt./Printers, \$500+/item			
41) Furniture/Eqpt., under \$500/item			
<b>42) Total Property &amp; Equipment</b>	\$ -	\$ -	
43) Purchases of Services			
44) Contracts with Service Providers			
45) Stipends/Scholarships/Bonuses			
46) Cash Grants and Awards			
47) Non-Cash Grants and Awards	\$ 1,980.00	\$ 1,980.00	132 non-cash incentives @ \$15 each
<b>48) Total Services, Contracts &amp; Grants</b>	\$ 1,980.00	\$ 1,980.00	
<b>49) Total Participant Training Expenses</b>			
<b>50) Total Budgeted Expenditures</b>	\$ 85,250.00	\$ 83,380.00	



**Planning Budget for 2009-2010**

<b>Partnership: UNION SMART START</b>		<b>Fiscal Year: July 1, 2009 through June 30, 2010</b>			
<b>Direct Services Provider: Union County Public Library</b>		<b>Smart</b>	<b>In-Kind</b>	<b>Cash</b>	<b>Total</b>
<b>Contract #:</b>	<b>Activity #:</b>	<b>Start</b>	<b>Funds</b>	<b>Match</b>	<b>Funds</b>
<b>Activity Name: Smart Start Family Literacy</b>		<b>Funds</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
11) Personnel		\$66,587.00			\$66,587.00
12) Contracted Services		\$1,300.00			\$1,300.00
<b>13) Total Personnel/Contracted Services</b>		<b>\$67,887.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,887.00</b>
14) Supplies & Materials		\$1,800.00			\$1,800.00
15) Service-Related Supplies and Materials		\$9,900.00			\$9,900.00
<b>16) Total Supplies &amp; Materials</b>		<b>\$11,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,700.00</b>
17) Travel					\$0.00
18) Communications & Postage					\$0.00
19) Utilities					\$0.00
20) Printing & Binding					\$0.00
21) Repair and Maintenance					\$0.00
22) Meeting/Conference Expense					\$0.00
23) Employee Training (no travel)			\$3,868.00		\$3,868.00
24) Advertising and Publicizing					\$0.00
25) Not Available for Use					\$0.00
<b>26) Total Non-Fixed Operating Expenses</b>		<b>\$0.00</b>	<b>\$3,868.00</b>	<b>\$0.00</b>	<b>\$3,868.00</b>
27) Office Rent (Land, Buildings, etc.)					\$0.00
28) Furniture Rental					\$0.00
29) Equipment Rental (Phones , Computer, etc.)					\$0.00
30) Vehicle Rental					\$0.00
31) Dues & Subscriptions					\$0.00
32) Insurance & Bonding					\$0.00
33) Books (Library Reference Materials )					\$0.00
34) Not Available for Use					\$0.00
35) Other Expenses					\$0.00
<b>36) Total Fixed Charges &amp; Other Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
37) Not Available for Use					\$0.00
38) Not Available for Use					\$0.00
39) Furniture/Non- Computer Eqpt., \$500+ per item					\$0.00
40) Computer Equipment/Printers, \$500+ per item					\$0.00
41) Furniture/Eqpt., under \$5 00 per item					\$0.00
<b>42) Total Property &amp; Equipment Outlay</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
43) Purchases of Services					\$0.00
44) Not Available for Use					\$0.00
45) Awards (including scholarships and bonuses )					\$0.00
46) Cash Grants					\$0.00
47) Non-Cash Grants		\$1,980.00			\$1,980.00
<b>48) Total Services/Contracts/Grants</b>		<b>\$1,980.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,980.00</b>
49) Total Participant Training Expense					\$0.00
<b>50) Total Budgeted Expenditures</b>		<b>\$81,567.00</b>	<b>\$3,868.00</b>	<b>\$0.00</b>	<b>\$85,435.00</b>

**Planning Budget 2010-2011**

<b>Partnership: Union Smart Start</b>		<b>Fiscal Year: July 1, 2010 through June 30, 2011</b>			
<b>Direct Services Provider: Union County Public Library</b>		<b>Smart</b>	<b>In-Kind</b>	<b>Cash</b>	<b>Total</b>
<b>Contract #:</b>	<b>Activity #:</b>	<b>Start</b>	<b>Funds</b>	<b>Match</b>	<b>Funds</b>
<b>Activity Name: Smart Start Family Literacy</b>		<b>Funds</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
11) Personnel		\$68,400.00			\$68,400.00
12) Contracted Services		\$1,300.00			\$1,300.00
<b>13) Total Personnel/Contracted Services</b>		<b>\$69,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$69,700.00</b>
14) Supplies & Materials		\$1,800.00			\$1,800.00
15) Service-Related Supplies and Materials		\$9,900.00			\$9,900.00
<b>16) Total Supplies &amp; Materials</b>		<b>\$11,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,700.00</b>
17) Travel					\$0.00
18) Communications & Postage					\$0.00
19) Utilities					\$0.00
20) Printing & Binding					\$0.00
21) Repair and Maintenance					\$0.00
22) Meeting/Conference Expense					\$0.00
23) Employee Training (no travel)			\$1,934.00		\$1,934.00
24) Advertising and Publicizing					\$0.00
25) Not Available for Use					\$0.00
<b>26) Total Non-Fixed Operating Expenses</b>		<b>\$0.00</b>	<b>\$1,934.00</b>	<b>\$0.00</b>	<b>\$1,934.00</b>
27) Office Rent (Land, Buildings, etc.)					\$0.00
28) Furniture Rental					\$0.00
29) Equipment Rental (Phones, Computer, etc.)					\$0.00
30) Vehicle Rental					\$0.00
31) Dues & Subscriptions					\$0.00
32) Insurance & Bonding					\$0.00
33) Books (Library Reference Materials)					\$0.00
34) Not Available for Use					\$0.00
35) Other Expenses					\$0.00
<b>36) Total Fixed Charges &amp; Other Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
37) Not Available for Use					\$0.00
38) Not Available for Use					\$0.00
39) Furniture/Non-Computer Eqpt., \$500+ per item					\$0.00
40) Computer Equipment/Printers, \$500+ per item					\$0.00
41) Furniture/Eqpt., under \$500 per item					\$0.00
<b>42) Total Property &amp; Equipment Outlay</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
43) Purchases of Services					\$0.00
44) Not Available for Use					\$0.00
45) Awards (including scholarships and bonuses)					\$0.00
46) Cash Grants					\$0.00
47) Non-Cash Grants		\$1,980.00			\$1,980.00
<b>48) Total Services/Contracts/Grants</b>		<b>\$1,980.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,980.00</b>
49) Total Participant Training Expense					\$0.00
<b>50) Total Budgeted Expenditures</b>		<b>\$83,380.00</b>	<b>\$1,934.00</b>	<b>\$0.00</b>	<b>\$85,314.00</b>

**Planning Budget 2011-2012**

<b>Partnership: Union Smart Start</b>		<b>Fiscal Year: July 1, 2011 through June 30, 2012</b>			
<b>Direct Services Provider: Union County Public Library</b>		<b>Smart</b>	<b>In-Kind</b>	<b>Cash</b>	<b>Total</b>
<b>Contract #:</b>	<b>Activity #:</b>	<b>Start</b>	<b>Funds</b>	<b>Match</b>	<b>Funds</b>
<b>Activity Name: Smart Start Family Literacy</b>		<b>Funds</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
11) Personnel		\$70,270.00			\$70,270.00
12) Contracted Services		\$1,300.00			\$1,300.00
<b>13) Total Personnel/Contracted Services</b>		<b>\$71,570.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$71,570.00</b>
14) Supplies & Materials		\$1,800.00			\$1,800.00
15) Service-Related Supplies and Materials		\$9,900.00			\$9,900.00
<b>16) Total Supplies &amp; Materials</b>		<b>\$11,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,700.00</b>
17) Travel					\$0.00
18) Communications & Postage					\$0.00
19) Utilities					\$0.00
20) Printing & Binding					\$0.00
21) Repair and Maintenance					\$0.00
22) Meeting/Conference Expense					\$0.00
23) Employee Training (no travel)					\$0.00
24) Advertising and Publicizing					\$0.00
25) Not Available for Use					\$0.00
<b>26) Total Non-Fixed Operating Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
27) Office Rent (Land, Buildings, etc.)					\$0.00
28) Furniture Rental					\$0.00
29) Equipment Rental (Phones, Computer, etc.)					\$0.00
30) Vehicle Rental					\$0.00
31) Dues & Subscriptions					\$0.00
32) Insurance & Bonding					\$0.00
33) Books (Library Reference Materials)					\$0.00
34) Not Available for Use					\$0.00
35) Other Expenses					\$0.00
<b>36) Total Fixed Charges &amp; Other Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
37) Not Available for Use					\$0.00
38) Not Available for Use					\$0.00
39) Furniture/Non-Computer Eqpt., \$500+ per item					\$0.00
40) Computer Equipment/Printers, \$500+ per item					\$0.00
41) Furniture/Eqpt., under \$500 per item					\$0.00
<b>42) Total Property &amp; Equipment Outlay</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
43) Purchases of Services					\$0.00
44) Not Available for Use					\$0.00
45) Awards (including scholarships and bonuses)					\$0.00
46) Cash Grants					\$0.00
47) Non-Cash Grants		\$1,980.00			\$1,980.00
<b>48) Total Services/Contracts/Grants</b>		<b>\$1,980.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,980.00</b>
49) Total Participant Training Expense					\$0.00
<b>50) Total Budgeted Expenditures</b>		<b>\$85,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$85,250.00</b>



County's needs, and

3) to provide a recommendation to the County Manager for creating an efficient, effective functioning, emergency management organization going forward.

It was recommended that in addition to normal responsibilities, the Fire Marshal will continue to perform duties as the County's Emergency Management Coordinator on a permanent basis and that the job descriptions of the two vacant positions (EM Assistant's) be reviewed and edited to reflect appropriate support and planning roles within Emergency Management.

Using the existing job descriptions and through conversations with the Fire Marshall, we prepared an accurate job description for each of the jobs involved in the analysis. Each job description is designed to identify the essential duties and responsibilities of the job, the performance indicators, the requisites necessary for compliance with the Americans with Disabilities Act (ADA) and other applicable regulatory requirements. Each job description also includes the minimum education and experience requirements of the job as well as the required knowledge, skills and abilities to perform the job duties described by the specification and/or description.

Market data was obtained from other jurisdictions, evaluated and the results compared to classifications within the pay plan for internal equity.

Based on the recommendation and review, the following changes to the Pay and Classification Plan are necessary:

Fire Marshal: Pay Grade 73 (current) - Based on the job analysis and the compensation data obtained from jurisdictions with classifications performing similar fire and emergency management duties, the pay grade should be revised to a Pay Grade 74.

Emergency Management Assistant Coordinator: Pay Grade 67 - A new classification. The position will be responsible for maintaining the county's emergency plans, providing community outreach regarding emergency preparedness, assisting other agencies during emergencies, and acting as a back-up for the Emergency Management Coordinator.

**FINANCIAL IMPACT:**

Amending the Pay Grade of the Fire Marshal from Pay Grade 73 to a Pay Grade 74 will result in an increase to salary and associated benefits in the amount of \$6,000.

Adding the Emergency Management Assistant Coordinator - Pay Grade 67 classification to the Union County Pay and Classification Plan results in no financial impact to the budget.

The number of positions allocated to either the Fire Marshall's Office or Emergency Management departments in the 2009-10 Budget will not increase or decrease due to these actions.

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:**

# CURRENT

1901  
Pay Grade 73

## UNION COUNTY JOB DESCRIPTION

**JOB TITLE: FIRE MARSHAL  
FIRE SERVICE**

### GENERAL STATEMENT OF JOB

Under little or no supervision, performs administrative, advisory, inspections, training and coordinating work in coordinating the various activities of County volunteer fire departments and assists in coordinating the County emergency management program. Work involves assisting fire departments in developing and implementing comprehensive training programs, purchasing and inspecting fire equipment, and preparing the annual budgets for submission to the County Board of Commissioners. Employee is also responsible for developing plans for disaster situations and assisting in coordinating the County's emergency awareness and quick response program. Work also involves acting as liaison with industries on compliance with regulations on potential environmental and fire hazards. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in contact with the general public. Reports to the County Manager.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### ESSENTIAL JOB FUNCTIONS

Administers and staffs the Fire Service office.

Assigns duties to staff.

Inspects businesses in the County.

Investigates all fires occurring in Union County.

Coordinates volunteer fire departments and is responsible for assuring State compliance and current training methods.

Helps VFD's with budget process for Fire Fee system.

Is responsible for County rescue vehicles and their equipment and operation.

Maintains heavy rescue tools and air bags sets.

Responds to and assists with all calls.

## **FIRE MARSHAL**

Answers questions and gives recommendations to County businesses in reference to fire code.

Works with outside investigators on fire calls.

Prepares budget for Fire Service yearly operations.

Serves as liaison to County Fire Commission Board monthly meeting.

Requires attendance at County Fire Rescue Association and County Chiefs meetings.

Maintains air compressor and provides breathing air to all VFD's and dive team.

Serves as safety officer for the County charged with safety committee meetings, employee training and OSHA compliance. Also investigates follows up on all vehicle accidents involving County vehicles. Reviews all accidents occurring to County employees.

Provides recommendations to County Manager with safety issues.

Inspects County owned property for safety violations.

Works with County Insurance Administrator to provide safe working environment.

Serves as the Assistant Emergency Management Coordinator for the County.

Is responsible for field operations during emergencies, including response, recovery, and planning.

Is responsible for operation of emergency operation Center and liaison with State EOC to provide the necessary resources to handle emergencies in the absence of the Coordinator.

Is also responsible for traffic control officers located at County High Schools. Is responsible for the hiring of these positions and outfitting the employees with uniforms. Directs their day to day operations and prepares the yearly budget for these officers. Reviews/approves the time cards for pay checks and grants time off when needed.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as necessary.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma and 6 to 9 years of experience in all aspects of fire service, emergency management, and public safety; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

Possession of the following certificates is required: Emergency Management Coordination Level I and II, N.C.

## **FIRE MARSHAL**

Emergency Medical Technician, Fire Fighter Level III and Fire Inspector Level III.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, air compressors, gas detection equipment, hose test equipment, pump test equipment, fire turn out gears, calculators, telephones, copiers, cameras, TV-VCR, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in those for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, evidence reports, blue prints, technical studies, insurance requests, engineering reports, inspection reports, etc. Requires the ability to prepare correspondence, reports, forms, diagrams, activity logs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including electrical and mechanical terminology, and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Does not require the ability coordinate hands and eyes rapidly and accurately in using office and fire fighting equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

## **FIRE MARSHAL**

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via a telephone.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of fire safety laws, rules, regulations, and state and County fire codes. Has thorough knowledge of the standard practices, procedures and methods involved in fire inspection, prevention and safety. Has thorough knowledge of the practices, procedures, standards and regulations regarding emergency management coordination at the local government level. Has thorough knowledge of fire fighting and emergency management equipment, methods and techniques. Has considerable knowledge of fire training practices, techniques and fire prevention methods. Has considerable knowledge of modern investigative methods and techniques used to determine the cause of fires. Has considerable knowledge of the current literature, trends and developments in the fields of emergency management. Has general knowledge of building, electrical and plumbing codes applicable to fire inspections work. Has general knowledge of the geographic layout of the County, including street locations and water distribution systems. Has working knowledge of fire sprinkler systems, standpipe systems, stationary fire pumps, fire hydrant systems and fire wells. Is able to plan, develop, coordinate and oversee a comprehensive emergency management and fire services program. Is able to advise, coordinate and direct the activities of a large number of volunteer fire fighting personnel on a continual basis. Is able to recognize existing and potential fire hazards, and to recommend remedial action. Is able to interpret and enforce regulations firmly, impartially and tactfully. Is able to exercise sound judgment in routine and emergency situations. Is able to plan and coordinate rescue efforts during an emergency. Is able to perform fire inspections and to prepare clear and comprehensive reports of inspection findings. Is able to exercise considerable tact, courtesy and firmness in frequent contact with contractors, builders, property owners and the general public. Is able to effectively express ideas orally and in writing. Is able to establish and maintain effective working relationships with fire and rescue departments personnel, volunteers, public officials, law enforcement agencies, media representatives, and the general public. Is able to perform physical labor for extended periods of time under arduous or hazardous conditions.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

## **FIRE MARSHAL**

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees, supervisor, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

**Staffing:** Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are

## **FIRE MARSHAL**

satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of County policies regarding the division, department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the County and continually reviews division policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

# REVISED

1901

## UNION COUNTY JOB DESCRIPTION

**JOB TITLE: FIRE MARSHAL  
FIRE MARSHAL'S OFFICE**

### GENERAL STATEMENT OF JOB

Under little or no supervision, performs administrative, advisory, inspections, training and coordinating of various activities within the Fire Marshal's office and Emergency Management Program. Work involves preparing annual budgets for submission to the Board of County Commissioners, managing the Fire Inspection Program and serving as the Emergency Management Coordinator by developing/updating plans for disaster situations and coordinating the County's Emergency Awareness Program. Work also involves acting as liaison with union county volunteer fire departments regarding compliance with regulations on potential environmental and fire hazards. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in contact with the general public. Reports to the County Manager.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### ESSENTIAL JOB FUNCTIONS

Manages and staffs the Fire Marshal and Emergency Management Offices, assigns duties to staff as necessary.

Manages the Union County Fire Inspection Fire Investigation programs in accordance with North Carolina State law, applicable codes and current contracts with the volunteer fire departments.

Assists volunteer fire departments with their annual budget request process.

Maintains County owned rescue vehicle and equipment.

Responds to and assists public safety agencies as necessary.

Prepares and manages annual budget for Fire Marshal's Office and Emergency Management.

Serves as liaison to the Union County Fire Commission.

Attends the Union County Fire Rescue Association and the Union County Fire Chief's Association meetings.

Maintains air compressor and provides breathing air to all volunteer fire departments.

Works with the County Risk Manager to provide a safe working environment.

Serves as the Emergency Management Coordinator for the County.

## **FIRE MARSHAL**

Updates the County's emergency mitigation, preparedness, and response and recovery plans as necessary.

Manages the County's emergency and disaster planning/training needs, conforming to all applicable federal, state and local laws/regulations.

Prepares for immediate use of all facilities, equipment, manpower, and other resources for the purpose of minimizing or preventing damages to persons and property during emergency/disaster situations and restoring essential services.

Works prior to major emergencies and disasters to help prepare local government and the community; throughout major emergencies and disasters, acts as a facilitator and coordinator for response and recovery activities in the Emergency Operations Center. Coordinates field operations during emergencies, including response, recovery and planning.

Prepares and organizes Emergency Management training and simulations; develops awareness in the community of available resources to assist in the coordination of emergency operations.

Manages the operation of the Emergency Operation Center and is the County liaison with the State EOC to provide the necessary resources to handle emergencies.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as necessary.

### **MINIMUM TRAINING AND EXPERIENCE**

An Associates Degree in Fire Science, Fire Technology or Public Administration and 6 to 9 years of experience in all aspects of fire service, emergency management, and public safety; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

Possession of the following certificates is required: Emergency Management Coordination Level I and II, Hazmat Operations I, Fire Fighter Level III and Fire Inspector Level III.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, air compressors, gas detection equipment, hose test equipment, pump test equipment, fire turn-out gears, self contained breathing apparatus, and respirators, calculators, telephones, copiers, cameras, TV-VCR, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand

## FIRE MARSHAL

requirements are in those for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, evidence reports, blue prints, technical studies, insurance requests, engineering reports, inspection reports, etc. Requires the ability to prepare correspondence, reports, forms, diagrams, activity logs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including electrical and mechanical terminology, and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Does not require the ability coordinate hands and eyes rapidly and accurately in using office and fire fighting equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

## FIRE MARSHAL

### PERFORMANCE INDICATORS

**Knowledge of Job:** Has thorough knowledge of fire safety laws, rules, regulations, and state and county fire codes. Has thorough knowledge of the standard practices, procedures and methods involved in fire inspection, prevention and safety. Has thorough knowledge of the practices, procedures, standards and regulations regarding emergency management coordination at the local government level. Has thorough knowledge of fire fighting and emergency management equipment, methods and techniques. Has considerable knowledge of fire training practices, techniques and fire prevention methods. Has considerable knowledge of modern investigative methods and techniques used to determine the cause of fires. Has considerable knowledge of the current literature, trends and developments in the fields of emergency management. Has general knowledge of building, electrical and plumbing codes applicable to fire inspections work. Has general knowledge of the geographic layout of the County, including street locations and water distribution systems. Has working knowledge of fire sprinkler systems, standpipe systems, stationary fire pumps, fire hydrant systems and fire wells. Is able to plan, develop, coordinate and oversee a comprehensive emergency management and fire services program. Is able to advise, coordinate and direct the activities of a large number of volunteer fire fighting personnel on a continual basis. Is able to recognize existing and potential fire hazards, and to recommend remedial action. Is able to interpret and enforce regulations firmly, impartially and tactfully. Is able to exercise sound judgment in routine and emergency situations. Is able to plan and coordinate rescue efforts during an emergency. Is able to perform fire inspections and to prepare clear and comprehensive reports of inspection findings. Is able to exercise considerable tact, courtesy and firmness in frequent contact with contractors, builders, property owners and the general public. Is able to effectively express ideas orally and in writing. Is able to establish and maintain effective working relationships with fire and rescue departments personnel, volunteers, public officials, law enforcement agencies, media representatives, and the general public. Is able to perform physical labor for extended periods of time under arduous or hazardous conditions.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates

## **FIRE MARSHAL**

proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees, supervisor, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

## **FIRE MARSHAL**

**Staffing:** Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of County policies regarding the division, department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the County and continually reviews division policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

3602  
Pay Grade 67

UNION COUNTY JOB DESCRIPTION

JOB TITLE: EMERGENCY MANAGEMENT ASSISTANT COORDINATOR  
FIRE MARSHAL'S OFFICE

GENERAL STATEMENT OF JOB

Under general supervision performs technical, administrative, supervisory and professional work in assisting the Emergency Management Coordinator with Emergency Management Program. Employee assists in the formulation and management of various programs and plans that deal with response to and recovery from emergencies/disasters. Employee supervises the Emergency Management Assistant's daily work activities. Employee must exercise independent judgment and initiative in completing assignments. Employee must also exercise considerable tact and courtesy in frequent contact with staff, vendors and the general public. Reports to the Fire Marshal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Develops and plans programs associated with mass care, community outreach, individual assistance and SARA, Title III.

Programs and designs emergency response plans for businesses and industries that report the use, manufacture or storage of hazardous materials.

Writes, reviews and updates the County Emergency Operations Plan, Hazard Mitigation Plan, Catawba Nuclear GOG, etc. as necessary.

Assists in the development and implementation of a program to work with assistance from volunteers and donations management during disaster events.

Develops and administers community outreach programs, including public education.

Assists in coordinating the work of the Local Emergency Planning Committee as needed.

Maintains knowledge of principles, methods, and techniques used in emergency preparedness and disaster relief.

Supervises the daily work activities of the Emergency Management Assistant.

ADDITIONAL JOB FUNCTIONS

Schedules and delivers public education programs during the evening hours.

## **EMERGENCY MANAGEMENT ASSISTANT COORDINATOR**

Travels as necessary during emergencies/disasters.

Attends out-of-town training courses as necessary.

Assists the Emergency Management Coordinator with maintenance of the County's emergency mitigation, preparedness, and response and recovery plans.

Assist the EM Coordinator as necessary with the administration of the Countys' emergency and disaster planning/training needs, conforming to all applicable federal, state and local laws/regulations as necessary.

Assist the EM Coordinator with preparing for immediate use of all facilities, equipment, manpower, and other resources for the purpose of minimizing or preventing damages to persons and property during emergency/disaster situations and restoring essential services as necessary.

Works prior to major emergencies and disasters to help prepare local government and the community; throughout major emergencies and disasters acts as facilitator and coordinator for response and recovery activities in the Emergency Operations Center as necessary.

Assists with the coordination of field operations during emergencies, including response, recovery and planning as necessary.

Responds to and assists public safety agencies as necessary.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school with three to five years experience in community planning, disaster planning, and emergency response operations or any equivalent combination of training and experience which provides the required skills, knowledge and experience and abilities

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

An operations level certificate in hazardous materials through the State of North Carolina Fire Marshall's Office is required.

Proficiency in the operation of Microsoft Office for Windows is required. Knowledge of analytical planning techniques and superior oral and written communication skills are required.

## EMERGENCY MANAGEMENT ASSISTANT COORDINATOR

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, printers, copiers, facsimile machines, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, ordinances, forms, charts, etc. Requires the ability to prepare correspondence, reports, budgets, records, requests for proposals, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including insurance, and governmental terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**EMERGENCY MANAGEMENT ASSISTANT COORDINATOR**

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via a telephone.

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have read and understand the revised job description. I have been given the opportunity to discuss any questions I may have and agree with the content.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Supervisor's Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: July 20, 2009**

**Action Agenda Item No. 19**  
(Central Admin. use only)

**SUBJECT:** Qualified School Construction Bonds

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**DEPARTMENT:** Finance

**PUBLIC HEARING:** No

**ATTACHMENT(S):**  
Application to Department of Public  
Instruction

**INFORMATION CONTACT:**  
Kai Nelson

Board of Education Resolution

**TELEPHONE NUMBERS:**  
704.292.2522

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize Chairman and County Clerk to  
Execute Application for Authorization

**BACKGROUND:** The American Recovery Reinvestment Act authorized the issuance of tax-credit bonds for qualified school construction programs (QSCB). Eligible expenditures are limited to construction, rehabilitation or repairs of school facilities. Under the Act, Union County's allocation is \$4 million. The structure of the program permits the County to issue debt with no interest payments and allows purchasers of the debt to receive tax credits from the federal government as part of the federal stimulus program. This new debt program expires after 2010.

The program is untested. There is some question regarding the marketability of this new program to investors such as banks, insurance companies and corporations. Additionally, given the relative small size of Union's allocation, individual transactions may be problematic. There is some discussion by NC investment bankers and bond counsel to structure a 'pool' of units with similar credit profiles thereby sizing a larger transaction that may attract investors.

The program carries with it some 'baggage'. Unlike UCPS current construction projects, QSCBs require compliance with a host of federal regulations including the Davis-Bacon Act. UCPS would be required to ensure compliance of contractors and subcontractors to a variety of federal regulations ... regulations that do not apply to County funded capital projects. Additionally, the rapid amortization (final maturity of about 12 years versus the current 20-25 years) will negate any annual debt service savings in the earlier years when compared to a conventional financing.

The application DOES NOT commit the County to issuing the QSCBs. The application will be reviewed by a State committee with the committee recommending allocations of bonding

authority. If the allocation is approved, the County must issue the bonds not later than December 31, 2009. If it does not issue the bonds, the allocation reverts to the State for another round of allocations in 2010 for which Union would again be eligible to apply for.

There are a number of additional issues that the Commission will need to consider prior to the issuance of any QSCBs and include the following:

- a comprehensive update to the County's tax supported CIP to include UCPS
- a review of its debt capacity model
- a review of its financial policies
- the development of a repayment plan in connection with the QSCBs (there is no money budgeted in FY2010 for additional debt issuance). The repayment plan must be approved by the Local Government Commission.

**FINANCIAL IMPACT:** About \$350K annually

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**Legal Dept. Comments if applicable:** \_\_\_\_\_

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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:** \_\_\_\_\_

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**UNION COUNTY BOARD OF EDUCATION  
RESOLUTION APPROVING THE APPLICATION FOR  
QUALIFIED SCHOOL CONSTRUCTION BONDS  
July 14, 2009**

**WHEREAS**, the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) established Qualified School Construction Bonds ("QSCB"), an interest-free debt instrument, for use by Local Education Agencies in North Carolina;

**WHEREAS**, QSCB funds may be used for new building construction, land acquisition, or the renovation or rehabilitation of older buildings;

**WHEREAS**, the federal government has allocated a portion of the QSCB funds to the Union County Board of Education (the "Board"), said portion being a minimum of \$4,000,599.13;

**WHEREAS**, the Union County School System has immediate capital needs which qualify for the use of QSCB funds, a list of which is attached as Exhibit A; and

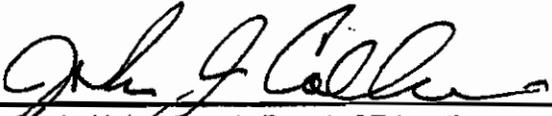
**WHEREAS**, the application deadline for the school system to become eligible for QSCB funds is July 31, 2009.

**NOW THEREFORE, BE IT RESOLVED** by the Union County Board of Education, as follows:

1. That the projects listed in Exhibit A are eligible to be paid for with QSCB funds.
2. That the Board Chair, Superintendent, and Legal Counsel are authorized to take any and all actions necessary to qualify the school system for QSCB funding, including submission of the requisite eligibility application for QSCB funds to the State Board of Education and Department of Public Instruction by July 31, 2009.

Approved by the Union County Board of Education, this the 14<sup>th</sup> day of July, 2009.

  
\_\_\_\_\_  
Chair, Union County Board of Education

  
\_\_\_\_\_  
Vice-Chair, Union County Board of Education

Approved as to form:

  
\_\_\_\_\_  
UCPS General Counsel



**Facilities**

116 North Main Street  
 Monroe, NC 28112  
 Phone 704.296.5960 Fax 704.296.5973  
 www.ucps.k12.nc.us

**Dr. Ed Davis – Superintendent**

**Board of Education**

- L. Dean Arp, Jr. – Chairman
- John Collins - Vice Chairman
- John Crowder
- Carolyn J. Lowder
- Laura Minsk
- Kimberly Morrison-Hansley
- John Parker
- David Scholl
- Richard Weiner

**UCPS Board of Education Resolution Exhibit A  
 8-Jul-09**

**ARRA QSCB Projects**

<b>School</b>	<b>Description of Work</b>	<b>Type Project</b>
Benton Heights	Replace chiller, install fresh air system, upgrade to DDC Controls	HVAC
Benton Heights	Roofing replacement @ Garden Bldg.	Roofing
Benton Heights	Replace single pane windows throughout school	Windows
Monroe MS	Replace roof and add roof insulation at Gym	Roofing
Prospect ES	Media Ctr./Cafeteria/Dining Replacement	Construction
Parkwood MS	Install Unit Ventilators in classrooms, replace HVAC piping insulation	HVAC
Western Union	HVAC upgrade - DDC Controls, replace piping insulation	HVAC
Parkwood HS	HVAC upgrade - DDC Controls	HVAC
East ES	Replace boiler and chiller, upgrade to DDC Controls	HVAC

**Growing Possibilities...**

In compliance with

2001-2002, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

**QUALIFIED SCHOOL CONSTRUCTION BONDS PROGRAM  
(QSCB)  
APPLICATION FOR AUTHORIZATION**

<b>Submittal Date:</b> July 27, 2009	<b>Contact Person:</b> Donald S. Hughes, AIA
<b>LEA:</b> Union County Public Schools	<b>Title:</b> Exec. Director of Facilities
<b>School:</b> Benton Heights Elem. School	<b>Address:</b> 116 N. Main St.
<b>Address:</b> 1200 Concord Ave.	<b>City:</b> Monroe, NC 28112
<b>City:</b> Monroe, NC 28110	<b>Phone/Fax:</b> 704.296.5960/704.296.5973
<input type="checkbox"/> New <input checked="" type="checkbox"/> Renovation/Addition	<b>E-mail:</b> don.hughes@ucps.k12.nc.us

**Certification of Eligibility**

The Board of Education of the above-named LEA certifies, through a board resolution dated July 14, 2009, that the QSCB proceeds will be used as follows:  
*Replace chiller, install fresh air system, upgrade to DDC controls.*

1. Construction, rehabilitation, or repair of a public school or for land acquisition for such a facility (not land for a future project).
2. Provision of equipment to be used in the portion of the public school facility to be constructed, rehabilitated, or repaired with QSCB funds (not personal computers or similar technology).

*Note: A copy of the proposed spending plan and project schedule must accompany this application.*

**QSCB'S MUST BE ISSUED BY DECEMBER 31, 2009**

Union County Board of Education      Union County County Board of Commissioners  
L. Dean Arp, Chair      Lanny Openshaw, Chair  
Dr. Ed Davis, Secretary      Lynn West, Clerk  
7.14.09 Date      \_\_\_\_\_ Date

Please return original via certified mail post marked no later than July 31, 2009 to:

QSCB 1  
 School Planning Section  
 North Carolina Department of Public Instruction  
 6319 Mail Service Center  
 Raleigh NC 27699-6319

**Public Schools of North Carolina**  
**Qualified School Construction Bonds Program (QSCB)**  
**PROPOSED SPENDING PLAN AND PROJECT SCHEDULE**

LEA Union County Public Schools Date July 27, 2009

LEA Code 900 School Code 304 DSP Property Number (if known) \_\_\_\_\_

School Benton Heights Elementary School Grades K-5

**Proposed Spending Plan**

Administration cost/Bond issue costs (max 2%) \$ 14,700.00

Design fees \$ 0

New construction cost \$ 0

Renovation cost \$ 720,300.00

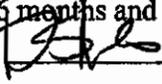
Land cost \$ 0

Total project cost \$ 735,000.00

Amount of QSCB authority requested \$ 735,000.00

Other sources of funding and amounts for overall project \$ 0

(Note: Funds and reporting are NOT allowed to be comingled)

To comply with the Federal QSCB requirements, we understand that a commitment in the form of contracts for the work for 10% of the funds must be made within 6 months and the remainder must be spent within 3 years after the issue of QSCB bonds. Signed 

Provide a written explanation clearly showing the means by which the district intends to repay the bond principal upon maturity.

**Proposed Project Schedule**

Date of design start March 15, 2010

Date of project start May 17, 2010

Estimated completion date July 12, 2010

**QUALIFIED SCHOOL CONSTRUCTION BONDS PROGRAM  
(QSCB)  
APPLICATION FOR AUTHORIZATION**

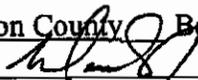
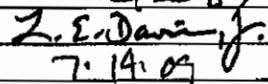
<b>Submittal Date:</b> July 27, 2009	<b>Contact Person:</b> Donald S. Hughes, AIA
<b>LEA:</b> Union County Public Schools	<b>Title:</b> Exec. Director of Facilities
<b>School:</b> Benton Heights Elem. School	<b>Address:</b> 116 N. Main St.
<b>Address:</b> 1200 Concord Ave.	<b>City:</b> Monroe, NC 28112
<b>City:</b> Monroe, NC 28110	<b>Phone/Fax:</b> 704.296.5960/704.296.5973
<input type="checkbox"/> New <input checked="" type="checkbox"/> Renovation/Addition	<b>E-mail:</b> don.hughes@ucps.k12.nc.us

<b>Certification of Eligibility</b>
The Board of Education of the above-named LEA certifies, through a board resolution dated <u>July 14, 2009</u> , that the QSCB proceeds will be used as follows: <i>Re-roof the Garden Bldg. Classroom wing.</i>

1. Construction, rehabilitation, or repair of a public school or for land acquisition for such a facility (not land for a future project).
2. Provision of equipment to be used in the portion of the public school facility to be constructed, rehabilitated, or repaired with QSCB funds (not personal computers or similar technology).

*Note: A copy of the proposed spending plan and project schedule must accompany this application.*

**QSCB'S MUST BE ISSUED BY DECEMBER 31, 2009**

<u>Union County</u> Board of Education	<u>Union County</u> County Board of Commissioners
 L. Dean Arp, Chair	 Lanny Openshaw, Chair
 Dr. Ed Davis, Secretary	 Lynn West, Clerk
<u>7.14.09</u> Date	_____ Date

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School Planning Section  
North Carolina Department of Public Instruction  
6319 Mail Service Center  
Raleigh NC 27699-6319

**Public Schools of North Carolina**  
**Qualified School Construction Bonds Program (QSCB)**  
**PROPOSED SPENDING PLAN AND PROJECT SCHEDULE**

LEA Union County Public Schools Date July 27, 2009

LEA Code 900 School Code 304 DSP Property Number (if known) \_\_\_\_\_

School Benton Heights Elementary School Grades K-5

**Proposed Spending Plan**

Administration cost/Bond issue costs (max 2%) \$ 2,100.00

Design fees \$ 10,200.00

New construction cost \$ 0

Renovation cost \$ 92,700.00

Land cost \$ 0

Total project cost \$ 105,000.00

Amount of QSCB authority requested \$ 105,000.00

Other sources of funding and amounts for overall project \$ 0

(Note: Funds and reporting are NOT allowed to be comingled)

To comply with the Federal QSCB requirements, we understand that a commitment in the form of contracts for the work for 10% of the funds must be made within 6 months and the remainder must be spent within 3 years after the issue of QSCB bonds. Signed [Signature]

Provide a written explanation clearly showing the means by which the district intends to repay the bond principal upon maturity.

**Proposed Project Schedule**

Date of design start Jan. 11, 2010

Date of project start March 15, 2010

Estimated completion date May 11, 2010

**QUALIFIED SCHOOL CONSTRUCTION BONDS PROGRAM  
(QSCB)  
APPLICATION FOR AUTHORIZATION**

<b>Submittal Date: July 27, 2009</b>	<b>Contact Person: Donald S. Hughes, AIA</b>
<b>LEA: Union County Public Schools</b>	<b>Title: Exec. Director of Facilities</b>
<b>School: Benton Heights Elem. School</b>	<b>Address: 116 N. Main St.</b>
<b>Address: 1200 Concord Ave.</b>	<b>City: Monroe, NC 28112</b>
<b>City: Monroe, NC 28110</b>	<b>Phone/Fax: 704.296.5960/704.296.5973</b>
<input type="checkbox"/> New <input checked="" type="checkbox"/> Renovation/Addition	<b>E-mail: don.hughes@ucps.k12.nc.us</b>

<b>Certification of Eligibility</b>
<p>The Board of Education of the above-named LEA certifies, through a board resolution dated <u>July 14, 2009</u>, that the QSCB proceeds will be used as follows:  <i>Replace single pane windows with double pane thermal windows.</i></p>

1. Construction, rehabilitation, or repair of a public school or for land acquisition for such a facility (not land for a future project).
2. Provision of equipment to be used in the portion of the public school facility to be constructed, rehabilitated, or repaired with QSCB funds (not personal computers or similar technology).

*Note: A copy of the proposed spending plan and project schedule must accompany this application.*

**QSCB'S MUST BE ISSUED BY DECEMBER 31, 2009**

<u>Union County</u> Board of Education	<u>Union County</u> County Board of Commissioners
<u>L. Dean Arp</u> , Chair	<u>Lanny Openshaw</u> , Chair
<u>Dr. Ed Davis</u> , Secretary	<u>Lynn West</u> , Clerk
<u>7.14.09</u> Date	_____ Date

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QSCB I  
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 North Carolina Department of Public Instruction  
 6319 Mail Service Center  
 Raleigh NC 27699-6319

**Public Schools of North Carolina**  
**Qualified School Construction Bonds Program (QSCB)**  
**PROPOSED SPENDING PLAN AND PROJECT SCHEDULE**

LEA Union County Public Schools Date July 27, 2009

LEA Code 900 School Code 304 DSP Property Number (if known) \_\_\_\_\_

School Benton Heights Elementary School Grades K-5

**Proposed Spending Plan**

Administration cost/Bond issue costs (max 2%) \$ 8,302.00

Design fees \$ 32,500.00

New construction cost \$ 0

Renovation cost \$ 374,298.00

Land cost \$ 0

Total project cost \$ 415,100.00

Amount of QSCB authority requested \$ 415,100.00

Other sources of funding and amounts for overall project \$ 0

(Note: Funds and reporting are NOT allowed to be comingled)

To comply with the Federal QSCB requirements, we understand that a commitment in the form of contracts for the work for 10% of the funds must be made within 6 months and the remainder must be spent within 3 years after the issue of QSCB bonds. Signed [Signature]

Provide a written explanation clearly showing the means by which the district intends to repay the bond principal upon maturity.

**Proposed Project Schedule**

Date of design start Feb. 1, 2010

Date of project start April 5, 2010

Estimated completion date June 7, 2010

**QUALIFIED SCHOOL CONSTRUCTION BONDS PROGRAM  
(QSCB)  
APPLICATION FOR AUTHORIZATION**

<b>Submittal Date: July 27, 2009</b>	<b>Contact Person: Donald S. Hughes, AIA</b>
<b>LEA: Union County Public Schools</b>	<b>Title: Exec. Director of Facilities</b>
<b>School: Monroe Middle School</b>	<b>Address: 116 N. Main St.</b>
<b>Address: 601 E. Sunset Drive</b>	<b>City: Monroe, NC 28112</b>
<b>City: Monroe, NC 28112</b>	<b>Phone/Fax: 704.296.5960/704.296.5973</b>
<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Renovation/Addition</b>	<b>E-mail: don.hughes@ucps.k12.nc.us</b>

<b>Certification of Eligibility</b>
The Board of Education of the above-named LEA certifies, through a board resolution dated <u>July 14, 2009</u> , that the QSCB proceeds will be used as follows: <i>Re-roof and add roof insulation to gymnasium..</i>

1. Construction, rehabilitation, or repair of a public school or for land acquisition for such a facility (not land for a future project).
2. Provision of equipment to be used in the portion of the public school facility to be constructed, rehabilitated, or repaired with QSCB funds (not personal computers or similar technology).

*Note: A copy of the proposed spending plan and project schedule must accompany this application.*

**QSCB'S MUST BE ISSUED BY DECEMBER 31, 2009**

<u>Union County</u> Board of Education	<u>Union County</u> County Board of Commissioners
<u>L. Dean Arp</u> , Chair	<u>Lanny Openshaw</u> , Chair
<u>Dr. Ed Davis</u> , Secretary	<u>Lynn West</u> , Clerk
<u>7.14.09</u> Date	_____ Date

Please return original via certified mail post marked no later than July 31, 2009 to:

QSCB I  
School Planning Section  
North Carolina Department of Public Instruction  
6319 Mail Service Center  
Raleigh NC 27699-6319

**Public Schools of North Carolina**  
**Qualified School Construction Bonds Program (QSCB)**  
**PROPOSED SPENDING PLAN AND PROJECT SCHEDULE**

LEA Union County Public Schools Date July 27, 2009

LEA Code 900 School Code 314 DSP Property Number (if known) \_\_\_\_\_

School Monroe Middle School Grades 6-8

**Proposed Spending Plan**

Administration cost/Bond issue costs (max 2%) \$ 3,108.00

Design fees \$ 15,200.00

New construction cost \$ 0

Renovation cost \$ 137,092.00

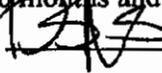
Land cost \$ 0

Total project cost \$ 155,400.00

Amount of QSCB authority requested \$ 155,400.00

Other sources of funding and amounts for overall project \$ 0

(Note: Funds and reporting are NOT allowed to be comingled)

To comply with the Federal QSCB requirements, we understand that a commitment in the form of contracts for the work for 10% of the funds must be made within 6 months and the remainder must be spent within 3 years after the issue of QSCB bonds. Signed 

Provide a written explanation clearly showing the means by which the district intends to repay the bond principal upon maturity.

**Proposed Project Schedule**

Date of design start Jan. 25, 2010

Date of project start March 22, 2010

Estimated completion date May 24, 2010

**QUALIFIED SCHOOL CONSTRUCTION BONDS PROGRAM  
(QSCB)  
APPLICATION FOR AUTHORIZATION**

<b>Submittal Date: July 27, 2009</b>	<b>Contact Person: Donald S. Hughes, AIA</b>
<b>LEA: Union County Public Schools</b>	<b>Title: Exec. Director of Facilities</b>
<b>School: Prospect Elem. School</b>	<b>Address: 116 N. Main St.</b>
<b>Address: 3005 Ruben Road</b>	<b>City: Monroe, NC 28112</b>
<b>City: Monroe, NC 28112</b>	<b>Phone/Fax: 704.296.5960/704.296.5973</b>
<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Renovation/Addition</b>	<b>E-mail: don.hughes@ucps.k12.nc.us</b>

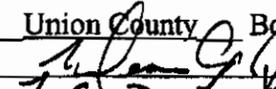
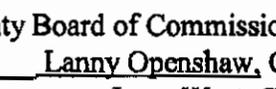
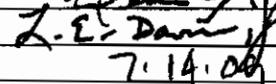
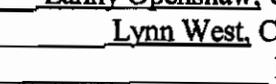
**Certification of Eligibility**

The Board of Education of the above-named LEA certifies, through a board resolution dated July 14, 2009, that the QSCB proceeds will be used as follows:  
*Replace Media Center, Cafeteria, and Kitchen.*

1. Construction, rehabilitation, or repair of a public school or for land acquisition for such a facility (not land for a future project).
2. Provision of equipment to be used in the portion of the public school facility to be constructed, rehabilitated, or repaired with QSCB funds (not personal computers or similar technology).

*Note: A copy of the proposed spending plan and project schedule must accompany this application.*

**QSCB'S MUST BE ISSUED BY DECEMBER 31, 2009**

<u>Union County</u> Board of Education	<u>Union County</u> County Board of Commissioners
 L. Dean Arp, Chair	 Lanny Openshaw, Chair
 Dr. Ed Davis, Secretary	 Lynn West, Clerk
<u>7.14.09</u> Date	_____ Date

Please return original via certified mail post marked no later than July 31, 2009 to:

QSCB I  
 School Planning Section  
 North Carolina Department of Public Instruction  
 6319 Mail Service Center  
 Raleigh NC 27699-6319

Public Schools of North Carolina  
Qualified School Construction Bonds Program (QSCB)  
PROPOSED SPENDING PLAN AND PROJECT SCHEDULE

LEA Union County Public Schools Date July 27, 2009

LEA Code 900 School Code 352 DSP Property Number (if known) \_\_\_\_\_

School Prospect Elementary School Grades K-5

Proposed Spending Plan

Administration cost/Bond issue costs (max 2%) \$ 30,000.00

Design fees \$ 150,000.00

New construction cost \$ 0

Renovation cost \$ 1,320,000.00

Land cost \$ 0

Total project cost \$ 1,500,000.00

Amount of QSCB authority requested \$ 1,500,000.00

Other sources of funding and amounts for overall project \$ 0

(Note: Funds and reporting are NOT allowed to be comingled)

To comply with the Federal QSCB requirements, we understand that a commitment in the form of contracts for the work for 10% of the funds must be made within 6 months and the remainder must be spent within 3 years after the issue of QSCB bonds. Signed [Signature]

Provide a written explanation clearly showing the means by which the district intends to repay the bond principal upon maturity.

Proposed Project Schedule

Date of design start Jan. 12, 2010

Date of project start June 23, 2010

Estimated completion date July 13, 2011

**QUALIFIED SCHOOL CONSTRUCTION BONDS PROGRAM  
(QSCB)  
APPLICATION FOR AUTHORIZATION**

<b>Submittal Date: July 27, 2009</b>	<b>Contact Person: Donald S. Hughes, AIA</b>
<b>LEA: Union County Public Schools</b>	<b>Title: Exec. Director of Facilities</b>
<b>School: Parkwood Middle School</b>	<b>Address: 116 N. Main St.</b>
<b>Address: 3219 Parkwood School Rd.</b>	<b>City: Monroe, NC 28112</b>
<b>City: Monroe, NC 28112</b>	<b>Phone/Fax: 704.296.5960/704.296.5973</b>
<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Renovation/Addition</b>	<b>E-mail: don.hughes@ucps.k12.nc.us</b>

**Certification of Eligibility**

The Board of Education of the above-named LEA certifies, through a board resolution dated July 14, 2009, that the QSCB proceeds will be used as follows:  
*Install unit ventilators in classrooms and replace HVAC piping insulation.*

1. Construction, rehabilitation, or repair of a public school or for land acquisition for such a facility (not land for a future project).
2. Provision of equipment to be used in the portion of the public school facility to be constructed, rehabilitated, or repaired with QSCB funds (not personal computers or similar technology).

Note: *A copy of the proposed spending plan and project schedule must accompany this application.*

**QSCB'S MUST BE ISSUED BY DECEMBER 31, 2009**

<u>Union County</u> Board of Education	<u>Union County</u> County Board of Commissioners
<u>L. Dean Arp</u> , Chair	<u>Lanny Openshaw</u> , Chair
<u>Dr. Ed Davis</u> , Secretary	<u>Lynn West</u> , Clerk
<u>7.14.09</u> Date	_____ Date

Please return original via certified mail post marked no later than July 31, 2009 to:

QSCB I  
School Planning Section  
North Carolina Department of Public Instruction  
6319 Mail Service Center  
Raleigh NC 27699-6319

**Public Schools of North Carolina**  
**Qualified School Construction Bonds Program (QSCB)**  
**PROPOSED SPENDING PLAN AND PROJECT SCHEDULE**

LEA Union County Public Schools Date July 27, 2009

LEA Code 900 School Code 346 DSP Property Number (if known) \_\_\_\_\_

School Parkwood Middle School Grades 6-8

**Proposed Spending Plan**

Administration cost/Bond issue costs (max 2%) \$ 6,724.00

Design fees \$ 0

New construction cost \$ 0

Renovation cost \$ 329,476.00

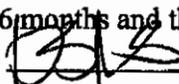
Land cost \$ 0

Total project cost \$ 336,200.00

Amount of QSCB authority requested \$ 336,200.00

Other sources of funding and amounts for overall project \$ 0

(Note: Funds and reporting are NOT allowed to be comingled)

To comply with the Federal QSCB requirements, we understand that a commitment in the form of contracts for the work for 10% of the funds must be made within 6 months and the remainder must be spent within 3 years after the issue of QSCB bonds. Signed 

Provide a written explanation clearly showing the means by which the district intends to repay the bond principal upon maturity.

**Proposed Project Schedule**

Date of design start April 5, 2010

Date of project start June 14, 2010

Estimated completion date Aug. 9, 2010

**QUALIFIED SCHOOL CONSTRUCTION BONDS PROGRAM  
(QSCB)  
APPLICATION FOR AUTHORIZATION**

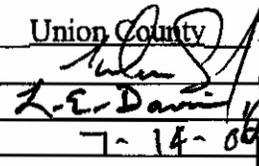
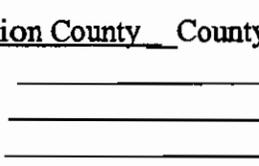
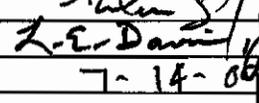
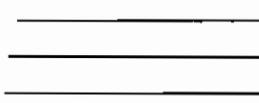
<b>Submittal Date: July 27, 2009</b>	<b>Contact Person: Donald S. Hughes, AIA</b>
<b>LEA: Union County Public Schools</b>	<b>Title: Exec. Director of Facilities</b>
<b>School: Western Union Elem. School</b>	<b>Address: 116 N. Main St.</b>
<b>Address: 4111 Western Union School Rd.</b>	<b>City: Monroe, NC 28112</b>
<b>City: Waxhaw, NC 28173</b>	<b>Phone/Fax: 704.296.5960/704.296.5973</b>
<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Renovation/Addition</b>	<b>E-mail: don.hughes@ucps.k12.nc.us</b>

<b>Certification of Eligibility</b>
<p>The Board of Education of the above-named LEA certifies, through a board resolution dated <u>July 14, 2009</u>, that the QSCB proceeds will be used as follows:  <i>HVAC upgrade to DDC controls and replace piping insulation.</i></p>

1. Construction, rehabilitation, or repair of a public school or for land acquisition for such a facility (not land for a future project).
2. Provision of equipment to be used in the portion of the public school facility to be constructed, rehabilitated, or repaired with QSCB funds (not personal computers or similar technology).

*Note: A copy of the proposed spending plan and project schedule must accompany this application.*

**QSCB'S MUST BE ISSUED BY DECEMBER 31, 2009**

<u>Union County</u> Board of Education	<u>Union County</u> County Board of Commissioners
 L. Dean Arp, Chair	 Lanny Openshaw, Chair
 Dr. Ed Davis, Secretary	 Lynn West, Clerk
<u>7-14-09</u> Date	Date

Please return original via certified mail post marked no later than July 31, 2009 to:

QSCB I  
 School Planning Section  
 North Carolina Department of Public Instruction  
 6319 Mail Service Center  
 Raleigh NC 27699-6319

**Public Schools of North Carolina**  
**Qualified School Construction Bonds Program (QSCB)**  
**PROPOSED SPENDING PLAN AND PROJECT SCHEDULE**

LEA Union County Public Schools Date July 27, 2009

LEA Code 900 School Code 384 DSP Property Number (if known) \_\_\_\_\_

School Western Union Elementary School Grades K-5

**Proposed Spending Plan**

Administration cost/Bond issue costs (max 2%) \$ 5,320.00

Design fees \$ 0

New construction cost \$ 0

Renovation cost \$ 260,680.00

Land cost \$ 0

Total project cost \$ 266,000.00

Amount of QSCB authority requested \$ 266,000.00

Other sources of funding and amounts for overall project \$ 0

(Note: Funds and reporting are NOT allowed to be comingled)

To comply with the Federal QSCB requirements, we understand that a commitment in the form of contracts for the work for 10% of the funds must be made within 6 months and the remainder must be spent within 3 years after the issue of QSCB bonds. Signed [Signature]

Provide a written explanation clearly showing the means by which the district intends to repay the bond principal upon maturity.

**Proposed Project Schedule**

Date of design start April 5, 2010

Date of project start June 7, 2010

Estimated completion date Aug. 16, 2010

**QUALIFIED SCHOOL CONSTRUCTION BONDS PROGRAM  
(QSCB)  
APPLICATION FOR AUTHORIZATION**

<b>Submittal Date: July 27, 2009</b>	<b>Contact Person: Donald S. Hughes, AIA</b>
<b>LEA: Union County Public Schools</b>	<b>Title: Exec. Director of Facilities</b>
<b>School: Parkwood High School</b>	<b>Address: 116 N. Main St.</b>
<b>Address: 3220 Parkwood School Rd.</b>	<b>City: Monroe, NC 28112</b>
<b>City: Monroe, NC 28112</b>	<b>Phone/Fax: 704.296.5960/704.296.5973</b>
<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Renovation/Addition</b>	<b>E-mail: don.hughes@ucps.k12.nc.us</b>

<b>Certification of Eligibility</b>
The Board of Education of the above-named LEA certifies, through a board resolution dated <u>July 14, 2009</u> , that the QSCB proceeds will be used as follows: <i>Upgrade HVAC to DDC controls.</i>

1. Construction, rehabilitation, or repair of a public school or for land acquisition for such a facility (not land for a future project).
2. Provision of equipment to be used in the portion of the public school facility to be constructed, rehabilitated, or repaired with QSCB funds (not personal computers or similar technology).

*Note: A copy of the proposed spending plan and project schedule must accompany this application.*

**QSCB'S MUST BE ISSUED BY DECEMBER 31, 2009**

<u>Union County</u> Board of Education	<u>Union County</u> County Board of Commissioners
<u>L. Dean Arp</u> , Chair	<u>Lanny Openshaw</u> , Chair
<u>Dr. Ed Davis</u> , Secretary	<u>Lynn West</u> , Clerk
<u>7-14-09</u> Date	_____ Date

Please return original via certified mail post marked no later than July 31, 2009 to:

QSCB I  
School Planning Section  
North Carolina Department of Public Instruction  
6319 Mail Service Center  
Raleigh NC 27699-6319

**Public Schools of North Carolina**  
**Qualified School Construction Bonds Program (QSCB)**  
**PROPOSED SPENDING PLAN AND PROJECT SCHEDULE**

LEA Union County Public Schools Date July 27, 2009

LEA Code 900 School Code 344 DSP Property Number (if known) \_\_\_\_\_

School Parkwood High School Grades 9-12

**Proposed Spending Plan**

Administration cost/Bond issue costs (max 2%) \$ 3,500.00

Design fees \$ 0

New construction cost \$ 0

Renovation cost \$ 171,500.00

Land cost \$ 0

Total project cost \$ 175,000.00

Amount of QSCB authority requested \$ 175,000.00

Other sources of funding and amounts for overall project \$ 0

(Note: Funds and reporting are NOT allowed to be comingled)

To comply with the Federal QSCB requirements, we understand that a commitment in the form of contracts for the work for 10% of the funds must be made within 6 months and the remainder must be spent within 3 years after the issue of QSCB bonds. Signed [Signature]

Provide a written explanation clearly showing the means by which the district intends to repay the bond principal upon maturity.

**Proposed Project Schedule**

Date of design start April 12, 2010

Date of project start June 14, 2010

Estimated completion date Aug. 16, 2010

**QUALIFIED SCHOOL CONSTRUCTION BONDS PROGRAM  
(QSCB)  
APPLICATION FOR AUTHORIZATION**

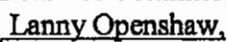
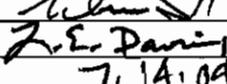
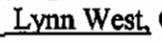
<b>Submittal Date: July 27, 2009</b>	<b>Contact Person: Donald S. Hughes, AIA</b>
<b>LEA: Union County Public Schools</b>	<b>Title: Exec. Director of Facilities</b>
<b>School: East Elem. School</b>	<b>Address: 116 N. Main St.</b>
<b>Address: 515 Elizabeth Ave.</b>	<b>City: Monroe, NC 28112</b>
<b>City: Monroe, NC 28112</b>	<b>Phone/Fax: 704.296.5960/704.296.5973</b>
<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Renovation/Addition</b>	<b>E-mail: don.hughes@ueps.k12.nc.us</b>

<b>Certification of Eligibility</b>
<p>The Board of Education of the above-named LEA certifies, through a board resolution dated <u>July 14, 2009</u>, that the QSCB proceeds will be used as follows:  <i>Replace boiler and chiller, upgrade to DDC controls.</i></p>

1. Construction, rehabilitation, or repair of a public school or for land acquisition for such a facility (not land for a future project).
2. Provision of equipment to be used in the portion of the public school facility to be constructed, rehabilitated, or repaired with QSCB funds (not personal computers or similar technology).

*Note: A copy of the proposed spending plan and project schedule must accompany this application.*

**QSCB'S MUST BE ISSUED BY DECEMBER 31, 2009**

<u>Union County</u> Board of Education	<u>Union County</u> County Board of Commissioners
 L. Dean Arp, Chair	 Lanny Openshaw, Chair
 Dr. Ed Davis, Secretary	 Lynn West, Clerk
<u>7.14.09</u> Date	Date

Please return original via certified mail post marked no later than July 31, 2009 to:

QSCB I  
 School Planning Section  
 North Carolina Department of Public Instruction  
 6319 Mail Service Center  
 Raleigh NC 27699-6319

Public Schools of North Carolina  
Qualified School Construction Bonds Program (QSCB)  
PROPOSED SPENDING PLAN AND PROJECT SCHEDULE

LEA Union County Public Schools Date July 27, 2009

LEA Code 900 School Code 306 DSP Property Number (if known) \_\_\_\_\_

School East Elementary School Grades K-5

Proposed Spending Plan

Administration cost/Bond issue costs (max 2%) \$ 6,258.00

Design fees \$ 0

New construction cost \$ 0

Renovation cost \$ 306,642.00

Land cost \$ 0

Total project cost \$ 312,900.00

Amount of QSCB authority requested \$ 312,900.00

Other sources of funding and amounts for overall project \$ 0

(Note: Funds and reporting are NOT allowed to be comingled)

To comply with the Federal QSCB requirements, we understand that a commitment in the form of contracts for the work for 10% of the funds must be made within 6 months and the remainder must be spent within 3 years after the issue of QSCB bonds. Signed [Signature]

Provide a written explanation clearly showing the means by which the district intends to repay the bond principal upon maturity.

Proposed Project Schedule

Date of design start April 5, 2010

Date of project start June 7, 2010

Estimated completion date Aug. 16, 2010

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: July 20, 2009**

**Action Agenda Item No.** 20  
(Central Admin. use only)

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**SUBJECT:** District Attorney and Covenant Prison Ministries FY2010 Funding

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**DEPARTMENT:** Central Administration      **PUBLIC HEARING:** No

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**ATTACHMENT(S):**

**INFORMATION CONTACT:**

Al Greene  
Kai Nelson

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**TELEPHONE NUMBERS:**

704.292.2625  
704.292.2522

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize County Manager to approve Agreements with the Administrative Office of the Courts (AOC - District Attorney) and Covenant Prison Ministries in conformance with the appropriations contained in the FY2010 budget

**BACKGROUND:** The FY2010 budget contains \$70K for the District Attorney to employ an Assistant District Attorney to improve the disposition of cases involving public safety thereby mitigating the pretrial jail population at the County detention facility. The \$70K provides funding salary and related fringe benefits of the ADA and very limited operating expenses. The prior year's contract with the AOC provided funding at \$207K and four positions ... ADAs, victims assistance and investigators. The District Attorney, AOC and the County, through its Manager and CFO, provided funding to the DA for the month of July to continue employment of the ADA. Without the benefit of that assurance, AOC was going to terminate the employment of the ADA, given that the contract expired June 30, 2009. The one month contract period was in the amount of \$5,394.

The FY2010 budget also contains \$67K for Covenant Prison Ministries. The Prison Ministries program provides educational and rehabilitative programs to inmates in the formal custody of the Sheriff and provides for follow up services and progress tracking to inmates released from custody. The prior year's contract with Prison Ministries provided funding at \$75K. The FY2010 budget of \$67K represents a 10% decrease over the FY2009 budget ... a reduction generally applied to all 'outside' agency FY2010 funding.

In the absence of any further direction from the Commission, County staff proposes to develop contracts for the AOC - DA and Prison Ministries based on the funding levels included in the

FY2010 budget.

**FINANCIAL IMPACT:** Funds are budgeted in FY2010 for the annual contracts.

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**Legal Dept. Comments if applicable:**

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**Finance Dept. Comments if applicable:**

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**Manager Recommendation:**

**Designation of Voting Delegate  
to NCACC Annual Conference**

I, \_\_\_\_\_, hereby certify that I am the duly designated voting delegate for \_\_\_\_\_ County at the 102nd Annual Conference of the North Carolina Association of County Commissioners to be held in Catawba County, N.C., on August 27-30, 2009.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**Article VI, Section 2 of our Constitution provides:**

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year’s dues.”

Please return this form by: **Friday, August 7, 2009:**

**NCACC  
215 N. Dawson St.  
Raleigh, NC 27603  
Fax: 919-733-1065**

AGENDA ITEM

# 22  
MEETING DATE 7-20-09

RESOLUTION TO REVISE THE REGULAR MEETING SCHEDULE  
OF THE UNION COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Union County Board of Commissioners has heretofore established the regular meeting schedule of the Board such that regular meetings are held on the first and third Monday of each month at 7:00 p.m. in the Commissioners' Boardroom; and

WHEREAS, the Board desires to amend its regular meeting schedule by canceling the first regular meeting of August 2009 (August 3); and

NOW, THEREFORE, be it resolved by the Union County Board of Commissioners as follows:

The Board does hereby revise its regular meeting schedule to delete from the schedule the regular meeting of August 3, 2009. Except as herein amended, the regular meeting schedule shall remain in full force and effect.

Adopted this the 20th day of July, 2009.

ATTEST:

\_\_\_\_\_  
Lynn G. West, Clerk to the Board

\_\_\_\_\_  
Lanny Openshaw, Chairman