



**AGENDA**  
**UNION COUNTY BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**Monday, September 21, 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 - 5:30 p.m.**

1. **Opening of Meeting**
  - a. **Invocation**
  - b. **Pledge of Allegiance**
  - c. **Employee Recognition/Service Awards**
  
2. **Public Hearing - Proposed Economic Development Incentive**  
**Re: IMO Pump in a Total Amount Not to Exceed \$18,000** (\*Estimated Time: 15 Minutes)  
**ACTION REQUESTED:** Conduct public hearing
  
3. **Public Hearing - Dodge City Community Development Block Grant**  
(\*Estimated Time: 15 Minutes)  
**ACTION REQUESTED:** Conduct public hearing
  
4. **Informal Comments** (\*Estimated Time: 15 Minutes)
  
5. **Additions, Deletions and/or Adoption of Agenda** (\*Estimated Time: 5 Minutes)  
**ACTION REQUESTED:** Adoption of Agenda
  
6. **Consent Agenda** (\*Estimated Time: 5 Minutes)  
**ACTION REQUESTED:** Approve items listed on the Consent Agenda
  
7. **Public Information Officer's Comments** (\*Estimated Time: 10 Minutes)
  
8. **Update by Presbyterian Hospital Matthews** (\*Estimated Time: 10 Minutes)  
**ACTION REQUESTED:** No Action Requested
  
9. **Update by Phillip Tarte, Health Director, Regarding H1N1 Flu Virus**  
(\*Estimated Time: 10 Minutes)  
**ACTION REQUESTED:** No Action Requested

\*Estimated Times Only

**Old Business:**

10. **Consideration of Economic Incentive Grant Award - IMO Pump in a Total Amount Not to Exceed \$18,000** (\*Estimated Time: 5 Minutes)  
**ACTION REQUESTED:** Consider grant award and authorize the County Manager to approve grant agreement with IMO Pump with parameters requiring that the company achieve and maintain a net taxable increase in equipment value of at least \$2 million and provide up to 20 new jobs by January 1, 2010, and to maintain investment levels and jobs created throughout the grant period
11. **Union County Energy Efficiency and Conservation Strategy Plan**  
(\*Estimated Time: 15 Minutes)  
**ACTION REQUESTED:** Approve the Union County Energy Efficiency and Conservation Strategy Plan and direct staff to submit plan to the United States Department of Energy
12. **Short-Term Water Allocation Plan** (\*Estimated Time: 20 Minutes)
  - a. Consider Adoption of Short-Term Water Allocation Plan  
**ACTION REQUESTED:** Adopt Short-Term Water Allocation Plan
  - b. Capital Project Ordinance (CPO) #126 to Appropriate Funds from Unallocated Funds Previously Transferred from the General Fund and the Water & Sewer Operating Fund to the Water & Sewer CPO Fund, as Well as Appropriate Customer Contributions for the Cyrus Lee Lane, Lake Providence East, Greyland, and Wellington Woods II & III Self-Help Projects  
**ACTION REQUESTED:** Adopt Capital Project Ordinance (CPO) #126
13. **Financial Advisor Proposals** (\*Estimated Time: 15 Minutes)  
**ACTION REQUESTED:** Authorize County Manager to negotiate an agreement with KaufmanHall, based on the firm's proposal dated August 28, 2009, and return the agreement to the Board for approval at a future meeting
14. **Community Benefit Organization Discussion** (\*Estimated Time: 10 Minutes)  
**ACTION REQUESTED:** Provide direction to staff as to next steps and desired outcomes.
15. **Recommendations by County Attorney - Re: Attorneys and Rates**  
**ACTION REQUESTED:** Receive recommendation from County Attorney.

**New Business:**

16. **Announcements of Vacancies on Boards and Committees** (\*Estimated Time: 10 Minutes)
  - a. Adult Care Home Advisory Committee (6 Vacancies)
  - b. Nursing Home Advisory Committee (3 Vacancies)
  - c. Region F Aging Advisory Committee (1 Vacancy)
  - d. Juvenile Crime Prevention Council:
    1. Member of Faith Community
    2. County Commissioner Appointees (3)

\*Estimated Times Only

3. Substance Abuse Professional
- e. Union County Industrial Facilities and Pollution Control Authority (2 Vacancies for Unexpired Terms Ending May 2014)
- f. Parks and Recreation Advisory Committee (1 Vacancy for Unexpired Term Ending in February 2011 Due to Resignation)

**ACTION REQUESTED:** Announce Vacancies

17. **Manager's Comments**

18. **Commissioners' Comments**

**CONSENT AGENDA  
September 21, 2009**

1. **Minutes**  
**ACTION REQUESTED:** Approval
  
2. **Tax Administrator**
  - a. Third Motor Vehicle Billing in the Grand Total of \$1,169,484.53  
**ACTION REQUESTED:** Approve
  - b. Second Motor Vehicle Release Register for the Period of August 1, 2009 - August 31, 2009, in the Net Grand Total of \$7,176.22-  
**ACTION REQUESTED:** Approve
  - c. Second Motor Vehicle Refund Register for the Period of August 1, 2009 - August 31, 2009, in the Net Grand Total of \$1,004.52-  
**ACTION REQUESTED:** Approve
  
3. **Amendments to the 2009-2010 Union County Pay and Classification Plan**  
**ACTION REQUESTED:** Approve the following Classification Title and Pay Grade Revisions to the 2009-2010 Union County Pay and Classification Plan:
  - a. Current Classification: Personnel Technician (1 of 2) - Pay Grade 61  
Revised Classification: Employment Coordinator - Pay Grade 64
  - b. Current Classification: Personnel Technician (2 of 2) - Pay Grade 61  
Revised Classification: Personnel Services Assistant - Pay Grade 56
  - c. Current Classification: Benefits Technician - Pay Grade 65  
Revised Classification: Benefits Specialist - Pay Grade 65
  
4. **Finance**
  - a. Motor Vehicle Tax Refund Overpayments for August 2009 in the Amount of \$2,495.53  
**ACTION REQUESTED:** Approve
  
5. **Contracts and/or Purchase Orders Over \$20,000**
  - a. Emergency Services Education and Consulting Group (Fire Services) in the Amount of \$76,000 for Fire Study  
**ACTION REQUESTED:** Authorize County Manager to approve pending legal review
  
6. **Request by Centralina Council of Governments for Removal of Member's Names from Roster of Nursing Home Community Advisory Committee Due to Resignation by Member**  
**ACTION REQUESTED:** Authorize removal of name from Roster as recommended by Centralina Council of Governments
  
7. **Amended and Restated Union County Voluntary Agricultural District & Enhanced Voluntary Agricultural District Ordinance**  
**ACTION REQUESTED:** Adopt Amended and Restated Ordinance

8. **Consideration of Amendment to Weddington Interlocal Agreement**  
**ACTION REQUESTED:** Authorize Manager to approve amendment to Weddington Interlocal Agreement to increase the not-to-exceed amount for engagement of non-staff consultants from \$25,000 for each party to \$31,000, and adopt Budget Ordinance Amendment #11 in the amount of \$6,000

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**INFORMATION ONLY  
NO ACTION REQUESTED**

1. Department of Inspection Monthly Report for August 2009
2. Personnel Department's Monthly Report for August 2009
3. Report of Health Hazard Sanitary Sewer Tap Allocation - 3303 Oscar Privette Road, Matthews, NC



## OFFICE OF THE COMMISSIONERS AND MANAGER

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

### PUBLIC NOTICE

**NOTICE IS HEREBY GIVEN** that the Union County Board of Commissioners will hold a special meeting on Monday, September 21, 2009, at 5:30 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: 1) to consult with an attorney in order to preserve the attorney-client privilege in accordance with G.S. 143-318.11(a)(3); 2) to consider and give instructions concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure in accordance with G.S. 143-318.11(a)(3), and 3) to prevent the disclosure of information that is privileged or confidential, in accordance with G.S. 143-318.11(a)(1).

*Lanny Openshaw*

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Lanny Openshaw, Chairman  
Union County Board of Commissioners

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: 9/21/2009

Action Agenda Item No. 1C  
(Central Admin. use only)

**SUBJECT:** Employee Recognition

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**DEPARTMENT:** Personnel

**PUBLIC HEARING:** Choose one....

**ATTACHMENT(S):**  
Service Award Recipients for the  
month of September 2009.

**INFORMATION CONTACT:**  
Julie Broome

**TELEPHONE NUMBERS:**  
704-283-3803

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**DEPARTMENT'S RECOMMENDED ACTION:**

Recognize those County employees who have reached special milestones in their years of dedicated and loyal service to the citizens of Union County.

**BACKGROUND:**

The employee recognition program acknowledges employees for full-time continuous service at the following intervals: 5 years, 10 years, 15 years, 20 years, 25 years, and 30 years of service.

The attached list details the employee name, department, and years of service for our current service award recipients. We ask that you join us in acknowledging and congratulating these employees by reading their names during the opening of BOCC meeting.

**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 Service Award Recipients for the month of September 2009**

**We would like to recognize the following employees for full-time continuous service with Union County Local Government.**

**5 YEARS OF SERVICE**

JASON MCBRIDE

VICTOR ADCOCK

STEPHEN MITRANO

BETH ALLEN

NONA BOOKS

MARY EUDY

**DEPARTMENT**

PUBLIC WORKS

SHERIFF'S OFFICE

SHERIFF'S OFFICE

SOCIAL SERVICES

SOCIAL SERVICES

SOCIAL SERVICES

**10 YEARS OF SERVICE**

BENSON CARPENTER

CHRISTY FORD

VALERIA CALDWELL

BEVERLY OSBORN

CHRISTOPHER MEDLIN

KELLY MORTON

STEPHEN BROWN

VICKIE CAMERON

MELISSA CHAMBERS

JUDY SCHMIDT

JUNE SMART

**DEPARTMENT**

GENERAL SERVICES

ENVIRONMENTAL HEALTH

INSPECTIONS

LIBRARY

PUBLIC WORKS

PUBLIC WORKS

SHERIFF'S OFFICE

SOCIAL SERVICES

SOCIAL SERVICES

SOCIAL SERVICES

SOCIAL SERVICES

**15 YEARS OF SERVICE**

TRINA HORNE

MERIDITH ELLIOTT

KATHY NEWLAND

MARK WATSON

LARRY DAVIS

ROBERT SMITH

STEVE CRUMP

**DEPARTMENT**

GENERAL SERVICES

ENVIRONMENTAL HEALTH

ENVIRONMENTAL HEALTH

PERSONNEL

PUBLIC WORKS

PUBLIC WORKS

TAX ADMINISTRATION



**AGENDA ITEM**

# 2 of 10  
MEETING DATE 9/21/09

Imo Pump, a division of Colfax Corporation, is considering the expansion of operations at their facility on Airport Road in Monroe. The Monroe plant has been in operation for over 30 years and presently employs 200 people. In early August, Imo Pump announced plans to close their operation in Sanford, NC. The company's press release stated the \$2.08 million worth of manufacturing equipment would be relocated either to the company's current facility in Columbia, Kentucky, or the plant in Monroe. The facility receiving the relocated equipment will also benefit from the creation of 36 jobs whose average pay is projected to be \$21/hour.

Imo Pump is seeking economic development incentives to support the relocation of the equipment to the Monroe facility. The incentive would provide Imo Pump \$500 per newly created job up to the projected 36 jobs. The grant is payable over 3 years and would not exceed \$18,000. The Union County Partnership for Progress Board of Directors reviewed the job opportunities this expansion provides and also reviewed the financial analysis provided by Mr. Baker. On August 28, 2009 the Board voted to recommend the Commissioners support the incentive request.

The city of Monroe is also considering an economic development incentive for the company and will hold a public hearing on the subject on September 15.

**PUBLIC NOTICE**

NOTICE IS HEREBY GIVEN that the Union County Board of Commissioners will hold a public hearing on Monday, September 21, 2009, beginning at 7:00 p.m. in the Commissioners' Board Room located on the first floor of the Union County Government Center, 500 North Main Street, Monroe, North Carolina, to consider the provision of economic development incentives pursuant to G.S. 158-7.1. The Board of Commissioners intends to consider an incentive grant to IMO Pump in a total amount not to exceed \$18,000 to be paid in three equal annual payments not to exceed \$6,000 each beginning in 2011 based on the company's total minimum capital investment for equipment of \$2,000,000.00 and the provision of not fewer than twenty (20) new jobs. The company is a manufacturer of hydraulic pumps and it proposes to add a minimum of \$2,000,000 worth of taxable equipment at its current plant location in Monroe. Based on its projected investment in Union County, the company will pay estimated property taxes on its new taxable investment over the three-year grant period of \$53,828 based on the current tax rate. The proposed grant recipients acknowledge that the incentive grants, if awarded by the Board, will serve as inducements to make the indicated capital investments in Union County. The source of funding for the proposed grants is general fund revenues. All interested persons are invited to attend the hearing and present their views. Any person requiring a sign language interpreter, please call (704) 225-8554 and make request at least 96 hours in advance. Any other special assistance needed by an individual due to disability under the Americans with Disabilities Act should call (704) 283-3810 and make a request at least 96 hours in advance.

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:

Sept 11, 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 11 day of Sept 2009  
Pat Deese

Sworn to and subscribed before me, this 11 day of Sept 2009.

Bruce P. Clutz Notary Public

My Commission expires: May 11, 2013

Inches: 8 1/4  
MONROE, N.C. Sept 11 2009

Ad#  
ACCOUNT #: 02100167

COST: \$ 82.40

to IMO Pump  
Secy of Commissioners

—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  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 21 September 2009**

**Action Agenda Item No. 3**  
(Central Admin. use only)

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

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

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**ATTACHMENT(S):**  
August 10 Letter from The North  
Carolina Department of Commerce

**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:** The Dodge City Community, located off of Mill Grove Road south of Highway 218, was identified as a self-help water project in the past because of the extremely poor quality of groundwater in the area. The self-help project area included 26 structures along Wright Road and Cull Williams Lane that could participate. During the design of the project, however, only 9 structures met the criteria and had the ability to participate in the self-help program. Based on those 9 participants that were able to participate, a self-help project was no longer economical.

Staff searched for a grant opportunity that would help those residents of the community that were willing to participate and needed good water, but did not have the financial resources to participate. An opportunity came available with the Federal Small Cities Community Development Block Grant Program in the Infrastructure category. This program is funded by the Federal government, and is administered by the North Carolina Department of Commerce Division of Community Assistance.

During 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 was held, and the letter of intent was submitted to the state. Union County received an invitation to apply for the grant August 10. In a meeting with County staff, Mrs. Iris Payne, the North Carolina Department of Commerce Infrastructure Program Manager, stated that we will need to hold another public hearing prior to

submitting the application. The CDBG program requires multiple opportunities for public involvement, and program officials require documentation that we advertise and hold public hearings throughout the process.

Staff members also met with residents of the Dodge City Community and other interested citizens August 31st and discussed varied questions and concerns about the project, to include various questions that were raised at the first public hearing. The meeting was very positive, and several of the participants have been very helpful in explaining the project to other Dodge City residents.

Currently, Mr. James Luster of the Centralina Council of Governments is gathering individual income verification forms from residents of the community that are required by the grant. Environmental Health Officials are also testing the wells in the community. Other activities are ongoing to finalize the grant application, the permits, and the engineering plans, which are due to the State October 12.

**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. 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:** \_\_\_\_\_

**North Carolina**  
**Department of Commerce**  
*Division of Community Assistance*

**Beverly Eaves Perdue Governor**  
**Joseph D. Crocker, Asst. Secretary**

**J. Keith Crisco, Secretary**  
**Gloria Nance-Sims, Director**

August 10, 2009

The Honorable Lanny Openshaw, Chairperson  
Union County Board of Commissioners  
500 N. Main Street, Suite 921  
Monroe, North Carolina 28112

**Letter of Eligibility**  
2009 Infrastructure Category  
Issued: August 10, 2009

Dear Chairperson Openshaw:

We are pleased to issue this Letter of Eligibility enabling Union County to submit an application for Small Cities Community Development Block Grant (CDBG) Infrastructure funds. The 2009 Infrastructure application for Union County is due in the Division of Community Assistance office by 5:00 p.m. Monday, October 12, 2009.

Please call me at 919/733-2850 or e-mail me at [vblanchard@nccommerce.com](mailto:vblanchard@nccommerce.com) if you have any questions concerning the application process.

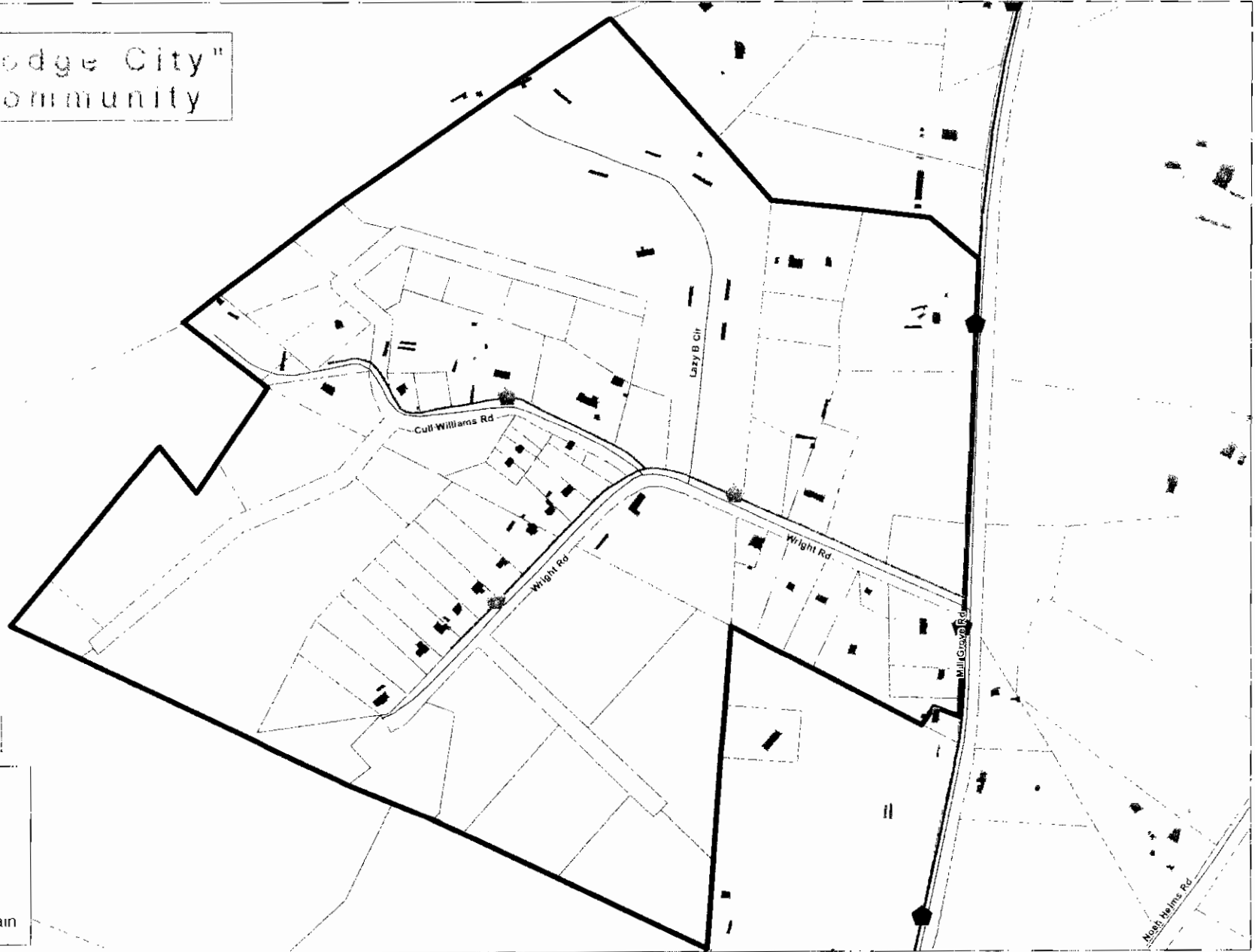
We look forward to receiving your application.

Sincerely,

*Vanessa A. Blanchard*

Vanessa A. Blanchard, Section Chief  
Program Development and Grants Management

"Dodge City"  
Community



1 inch = 300 feet

0 150 300 600 Feet

- Proposed Hydrants
- Proposed Water
- Structures
- Existing Hydrants
- Existing 16" Water Main

**AGENDA ITEM**

# 2 & 10  
MEETING DATE 9/21/09

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**PUBLIC NOTICE**  
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Lynn G. West  
 County Clerk  
 Union County  
 Board of Commissioners  
 September 11, 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:

Sept 11, 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 11 day of Sept 2009  
Pat Deese

Sworn to and subscribed before me, this 11 day of Sept 2009

Bruce P. Clutz Notary Public  
 My Commission expires: May 11, 2013

u to IMO Pump  
 Inches: 8 1/4  
 MONROE, N.C. Sept 11 2009  
Ed of Commissioner  
 Ad#  
 ACCOUNT #: 02100167  
 COST: \$ 82.40

—IN ACCOUNT WITH—

**The Enquirer-Journal**

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

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**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 9/21/09**

**Action Agenda Item No. 11**  
(Central Admin. use only)

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**SUBJECT:** Union County Energy Efficiency and Conservation Strategy Plan

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**DEPARTMENT:** General Services

**PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
Energy Efficiency and Conservation  
Strategy Plan  
Appendix A - EECBG Projects  
Appendix B - Union County Energy  
Efficiency Initiative

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**INFORMATION CONTACT:**  
Matthew Delk  
Barry Wyatt

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**TELEPHONE NUMBERS:**  
704-283-3656  
704-283-3868

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**DEPARTMENT'S RECOMMENDED ACTION:** Approve the Union County Energy Efficiency and Conservation Strategy Plan and direct staff to submit the plan to the United States Department of Energy.

**BACKGROUND:** At the Board's May 18th meeting, authorization was given to proceed with the application for \$751,800 from the Energy Efficiency and Conservation Block Grant. The Board also authorized a contract with the Centralina Council of Governments (COG) to help prepare the application and an Energy Efficiency and Conservation Strategy. This Strategy is required by the USDOE to get the grant funds.

A work group comprised of County and COG staff determined that we needed a comprehensive energy audit in order to develop a list of projects that provide the greatest benefit to the County. This work group, along with a representative from Union County Public Schools, quickly met with REFRESCO, a company recommended by the COG that performs energy audits. The County contracted with REFRESCO for a preliminary energy audit for a cost not to exceed \$13,460, which should be covered by grant funds. UCPS also provided a list of School energy conservation projects.

The completed audit identified a number of energy conservation strategies for Union County. These included the following categories (defined in detail in Appendix B):

- Retro-Commissioning (RCx)
- Chilled Water Systems Modifications
- Hot Water System Modifications

- Lighting Control Strategies
- Daylighting Control Strategies
- Lighting Wattage Reduction
- Water Conservation-Low Flow Fixtures
- Ventilation Analysis and Control Modifications
- Capital Upgrades/Replacements
- Rainwater Harvesting
- Alternative Energy
- Envelope Upgrades

Based on this audit, the work group included a preliminary list potential projects in the Grant application, which was submitted to the USDOE June 25th. USDOE awarded the grant funds to us August 14, pending completion of this strategy.

Since that time, the work group and the UCPS representative further refined the Energy Efficiency and Conservation Strategy (attached) and the list of specific projects to fund with the grant proceeds (Appendix A to the Strategy). The work group selected projects that included all the above strategies except rainwater harvesting, which is too difficult and costly for existing buildings. The list includes projects, estimated costs, estimated annual energy savings, and computation of simple payback. The strategy also defines a process whereby staff will monitor utility savings from these projects on an annual basis, and will recommend projects based on simple payback projections to be funded by those utility savings.

The final step in the grant process is for the Board to consider and approve the Energy Efficiency and Conservation Strategy, and direct staff to submit the plan to the US Department of Energy for approval.

**FINANCIAL IMPACT:** Once approved, the Strategy enables the County to access \$751,800 in USDOE grant funds, and will positively impact future budgets.

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

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

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**Manager Recommendation:**

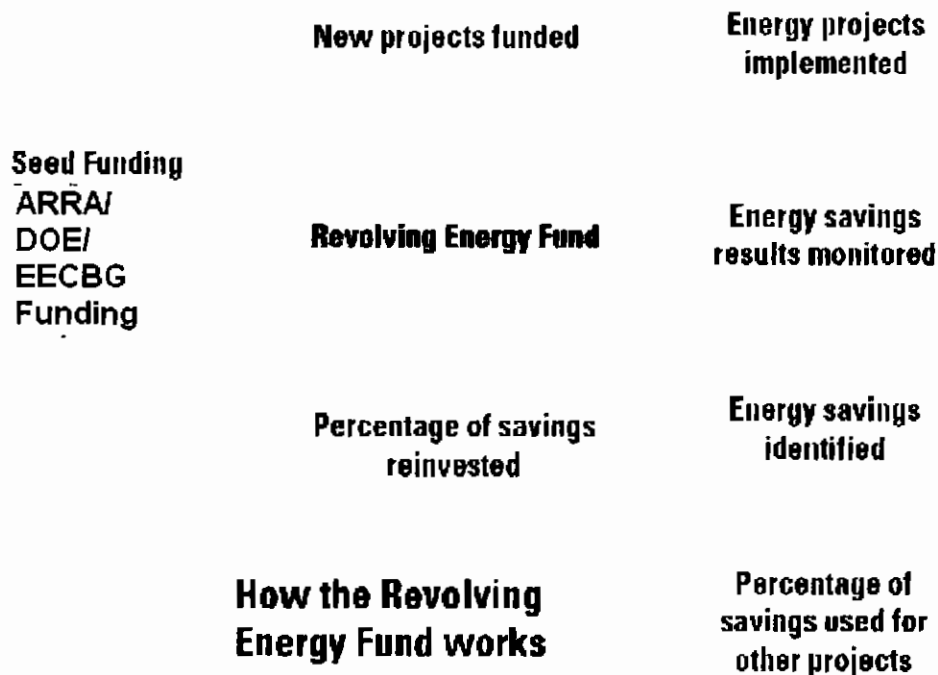
***Union County Energy Efficiency and Conservation Strategy Plan  
As required by the DOE Energy Efficiency and Conservation  
Block Grant program  
September 4, 2009***

***Prepared by  
Richard Deming, Energy Consultant  
Centralina Council of Governments  
1300 Baxter Street, Charlotte, NC 28204***

This Energy Efficiency and Conservation Strategy Plan (“Plan”) fulfills the requirement of the DOE Energy Efficiency and Conservation Block Grant (“EECBG”) program. It is intended to answer the six questions contained in Attachment D of the EECBG application. But it also transcends the scope of this requirement and establishes a specific, measurable plan that will allow Union County to continue to reap the benefits of EECBG funding into the future.

This document is intended to serve as a guide to Union County officials for using ARRA funding to establish a Energy Savings Capital Reinvestment Account (ESCRA). The account will hold the funds for a Revolving Energy Fund. This document is also intended to serve as a guide to a continual process of assessing the results of completed energy efficiency projects, the value of proposed new projects, and the renewal of the fund each year.

This Plan establishes a timeline for the completion of energy efficiency and renewable energy projects as identified and ranked in the attached Engineer report. The first round of projects will be funded by the EECBG program, with all funds being disbursed by December of 2010. Thereafter, additional projects will be funded through the savings achieved in earlier projects, through the standard budget process. With this plan, Union County will complete the EECBG program in a timely manner and highly leverage funding. It will quantify energy savings on a yearly basis and convert those funds to complete additional energy efficiency projects annually.



### *County Leadership Strategy*

Union County, North Carolina, was designated a “formula” recipient of \$751,800 through the EECBG, as funded through the American Recovery and Reinvestment Act of 2009. As part of the strategy for applying for and disbursing these funds in the most effective manner possible, a two step process was implemented.

First, an Energy Consultant was retained through a contract with the Centralina Council of Governments to guide the application and planning process and to prepare the required Strategy Plan in a manner that would maximize the impact of ARRA funding on job creation and energy efficiency. Second, a professional consulting energy firm, Refresco, llc, was retained to undergo a process of analyzing each of the 17 buildings owned by Union County. Refresco was tasked with developing a matrix by which energy efficiency and renewable energy projects could be compiled and objectively ranked by maximum impact per dollar spent. After a close analysis of over 500,000 square feet of building space, and in close consultation with County staff, Refresco developed a list of 68 energy efficiency and renewable energy projects. These projects were given estimates of cost and predicted savings so that a “pay-back” time could be generated and used to rank the impact of the projects.

One of the goals of the ARRA is to maximize the impact of the funding. In consultation with Refresco, Union County staff, and the energy consultant, it was determined that one of the most innovative, effective methods of doing this is to establish a Revolving Energy Fund (REF). Under this concept, a government provides an initial investment of “Seed” money to a fund. A method of administering the fund and measuring the cost savings achieved through energy projects is developed, and then the ESCRA—and additional energy projects—is directly funded by avoided energy costs. The ESCRA concept has been tried with great success in several places in the world, and the EECBG program presents a unique opportunity for Union County to establish an ESCRA using DOE funding for administration and seed money. The ESCRA will be administered internally, by the Finance Department, in an Energy Savings Capital Reinvestment Account.

This Strategy Plan will meet the requirements of the EECBG by creating an action plan to set up a ESCRA and establish the methods by which it will be administered into the future.

The organization of this plan follows the topic areas outlined in Subpart D of the EECBG Application Package.

### ***1. Description of Strategy with goals and objectives, and schedule of milestones***

*The Union County Strategy is to invest EECBG funds in a manner that results in the maximum amount of energy efficiency and job creation as determined in a quantifiable, verifiable process by professional engineers. Further, the Strategy is to leverage these funds by reinvesting the real energy savings from these projects into additional projects.*

Phase I of the project as outlined in this Plan will last until December 2010 so that it falls within time limits set for ARRA funding. At this time all ARRA funds will have been spent and the final ARRA reporting will be completed. It is anticipated that the ESCRA will continue beyond this time frame through funding from the county budget in the amount of energy cost savings-realized. All ARRA-allocated funding will have been spent or contracted within 18 months of funding as required by ARRA rules.

To achieve this strategy the following goals are set forth:

1. To develop an objective, quantifiable method of choosing energy projects having the biggest impact per dollar spent;
2. To establish specific metrics by which the actual monetary savings realized by these energy projects can be determined and tracked;
3. To implement the specific structures (accounting methods, administration, etc) necessary for a ESCRA, through which these savings can be earmarked for further energy projects; and,
4. To create the processes by which further energy projects are selected.

### ***Timeline for Milestones***

-Note: #1 milestones were successfully completed before deadline

- #1 June 25, 2009** Consulting energy firm's Greenhouse Gas Inventory and recommendations complete
- #2 October 5, 2009** Final draft of Plan presented to Union County Commission and approved. Closely followed by submittal to DOE.
- #3 October 30, 2009** Establishment and first meeting of Work Group for orientation and to choose initial projects to be funded by ESCRA. Establishment of administration (reporting, tracking) processes, and scheduling of future meetings. Establishment of RFQ for contractor to complete project selection and energy measurement (consulting energy firm) in future ESCRA cycles. Establishment of contract for consulting firm for ARRA funding and ESCRA administration if recommended by Work Group.
- #4 Last Tuesday in January, 2010** Meeting to monitor procurement process (bids, etc.) and construction of projects as listed in attached project assessment list from consulting energy firm. All projects to be complete and funding expended by December 31, 2010. Additional meetings to assess progress, reporting requirements, etc., will be determined and scheduled by Work Group.
- #5 Last Tuesday in January, 2011** Meeting of Work Group to assess progress, particularly reporting requirements, and assign necessary tasks.
- #6 First Tuesday in October, 2011** Meeting of Work Group to assess progress, particularly reporting requirements, and assign necessary tasks. Review of utility data of for county-owned buildings through Federal fiscal year end in September 2011 and submittal to consulting energy firm.
- #7 December 31, 2011** Report due from consulting energy firm.
- #8 Second Tuesday in January, 2012** Work Group will meet to review consulting energy firm report and compile annual report to present to County Commission. Report will include amount of energy savings achieved and recommended projects to be completed with those savings for the following year. Additional meetings as needed may be scheduled to complete report by the Work Group.
- #9 First Tuesday in October, 2012** Meeting of Work Group to assess completion of 2012 projects, ARRA reporting requirements, and to reaffirm metrics for determining energy project cost savings. Review of utility data and submittal of data and instructions to consulting energy firm.
- #10 December 31, 2012** Report due from consulting energy firm.
- #11 Second Tuesday in January, 2013** Meeting of Work Group to assess report and compile annual report, with recommendation for further projects, to present to County Commission. Continuation of the project will depend on approval of funding, based on energy project cost savings, by the County Commission.
- #12 First Tuesday in October, 2013** Meeting of Work Group to assess completion of 2013 projects, ARRA reporting requirements, and to reaffirm metrics for determining energy project cost savings. Review of utility data and submittal of data and instructions to consulting energy firm.
- #13 Cycle to continue yearly in the steps described in milestones 10, 11 and 12, for as long as the County Commission continues to allocate funding to continue the ESCRA..**

## ***2. Proposed implementation plan and summary of activities***

Union County Staff have undertaken the following steps to implement this plan:

1. An energy consultant was hired through the Centralina Council of Governments to assist in developing and writing an Energy Efficiency and Conservation Strategy and in writing the EECBG application.
2. A list of possible projects was gathered to assess for relevance to the program and effectiveness.
3. An engineering firm was hired to do an energy assessment of all 17 buildings owned by the county. This assessment included a “pre-commissioning” process during which each facility was thoroughly inspected for energy efficiency problems and a list of potential energy efficiency and renewable energy projects was generated.
4. A master project list was created by the by the engineering firm, along with a complete greenhouse gas inventory of County-owned buildings.
5. The engineering firm assessed the approximate cost of each project along with an estimate of typical annual savings associated with such projects. These numbers were utilized to create a “simple payback” number, in years, for each project. This report was then prioritized by this number in order to create a list of projects which will provide the maximum energy conservation or generation. The complete engineering report and project list is attached to this Strategy.

After DOE Plan approval, the Union Staff will complete the following steps to implement this Plan:

1. A Work Group consisting of Union Staff will be assembled to guide the selection of energy projects to be funded. Unless otherwise directed by the County Commission, the Workgroup will always choose projects based on effectiveness as quantified using the “payback” metric described in #5 above.
  - a. This Work Group will be assembled by the County Manager (Manager) and will include 1 representative from the Manager’s office, 2 representatives from the General Services Department, 1 representative from the Finance Department, and any other representative assigned on an ad hoc basis by the Manager. The General Services Director or a designee will be the chair of the Work Group. If a consulting company is hired for administration purposes, it will serve as an ex-officio member of the Work Group.
  - b. The Work Group is advisory to the Manager. It will report to and propose projects for the Manager or County Commission to approve or disapprove.
2. The Work Group will meet at the end of October, 2009 to formally recommend that the projects listed in the Engineer report (Appendix A) of this Strategy be approved by the Manager or Commission. These are the projects which, listed in order of fastest “payback”, can be paid for with the remaining EECBG funds after administration (\$70,000) and consultant/consulting energy fees are paid.
3. At this meeting, the Workgroup will propose the 3<sup>rd</sup> party consulting energy firm to be used to quantify the energy savings and rank the payback of proposed

- projects the following year. Selection of the firm will adhere to federal, NC general statute and local procurement regulations.
4. At the end of the Federal fiscal year in September each year thereafter, the 3<sup>rd</sup> party consulting energy firm selected previously shall begin to assemble a report that includes:
    - An assessment of each project funded the previous year that quantifies the amount of money saved by the project.
    - A total amount saved, to be requested in the following year's budget to replenish the ESCRA.
    - A general description of the energy efficiency and renewable energy projects completed as a whole, and the effect of these projects on emissions and carbon reductions and any other relevant metrics as determined by the Work Group.
  5. The Workgroup will meet each year during the second week of January, and as many times thereafter as required, in order to create a formal request for additional funding in the amount of costs saved through previous projects, to approve the consulting energy firm's report or make changes if required, and to formally recommend projects for funding from the assembled list.
  6. The approved report, with the additions from the Work Group, will be submitted to the County Manager and Commission as supporting documentation for the budget request, and it will be made available to the public on the County website at the discretion of the Manager.
  7. After December of 2010, the ARRA portion of the project will be complete---all funding from the EECBG program will have been expended and a closing report will be created by Union County Staff.
  8. Each year that the ESCRA program is renewed, by having the Work Group funding recommendation approved in the budget process, the process outlined in milestones 10 through 12 will repeat itself and a new round of energy efficiency projects will be initiated.

### ***Additional notes about the Union County Revolving Energy Fund Plan***

- The selection of all contractors for administration and energy services will adhere to federal, NC general statute and local procurement regulations.
- For each energy efficiency project paid for with ESCRA funds, energy savings will be paid into the fund each year until 130% of the original cost of the project is repaid. This will allow the fund to grow over time and cover administrative and 3<sup>rd</sup> party verification costs. After the 130% of has been returned to the fund, the continuing savings will be realized by the County without a requirement to fund this amount into the ESCRA—thus improving the over-all fiscal health of the County.
- The ESCRA funds will be kept in County accounts and administered by the Finance Director using standard accounting procedures.
- There is no prohibition against the Work Group seeking funding in addition to cost-savings to broaden the impact of the fund.



### ***3. Keeping track of plans and activities of adjacent governments.***

The Carolina's Regional Energy Workgroup (CREW) has been established to coordinate our Energy Efficiency and Conservation Strategies. Twelve government entities in the bi-state Charlotte region participate in the CREW including: Gaston County, Iredell County, Mecklenburg County, Union County, York County and the municipalities of Charlotte, Concord, Gastonia, Huntersville, Kannapolis, and Rock Hill as well as the Catawba Indian Nation. The CREW members represent not only adjacent local governments but also share membership in the air quality non-attainment region for ozone. With these common issues, the CREW members have acknowledged the benefit of sharing information and coordinating efforts. The CREW has created a web-based data and information sharing page to help the members share information during the EECBG program application period.

The Charlotte-Gastonia-Rock Hill NC-SC region is currently designated as a moderate nonattainment region for 8-hour ozone and remains within the presumptive ozone nonattainment of the Revised 2008 8-hour ozone standard. (citation: State of North Carolina's Recommendation on Boundaries for 8-Hour Ozone Nonattainment Areas, March 12, 2009) The monitors in the Charlotte-Gastonia-Rock Hill region currently measure the highest ozone values in the State. This region was designated as the eight most ozone-polluted place in the US, according to the 2009 State of the Air Report produced by the American Lung Association. Our region is the only area in NC that made any list on the report and no other East Coast cities made the ozone pollution top 100 list.

It is anticipated that successful implementation of projects funded through the EECBG will provide the CREW useful information to share with other local governments in the region. The CREW intends to continue coordination of energy efficiency efforts toward helping address our regional air quality issues. At the time of this application, the CREW has developed a common mission of, "Sharing energy efficiency technology information and opportunities for local governments in the region."

### ***4. Coordinating and sharing information with the NC state government***

The value of peer-to-peer information sharing among local governments and state agencies cannot be underestimated.. As previously mentioned in section 3, the Carolinas Regional Energy Workgroup (CREW) will be a vital tool in coordination of information sharing amongst area governments and with the state government. Communicating our program results and best practices to the state will add to the collective body of knowledge and be a resource for efforts to build a comprehensive, state-wide program..

## ***5. Ensuring that the plan sustains benefits beyond the EECBG funding period***

Clearly, the establishment of a formal ESCRA will assure the continuation of benefits long after the ARRA funding has been spent. There is a great commitment to this fund in Union County—this plan has been vetted by the Finance Department, Legal Department, Facilities, County Manager and Assistant Manager, and approved by the County Commission.

By re-investing the cost of all energy saved in this project, this Plan will leverage this funding into the distant future and exponentially increase its impact on energy efficiency and jobs created.

## ***6. Auditing and monitoring procedures currently in place***

Union County has experience successfully receiving and administering federal grant funding. The Union County Finance department observes standard accounting procedures to prevent fraud, waste, error and abuse, including third-party auditing as required by the NC Local Government Commission.

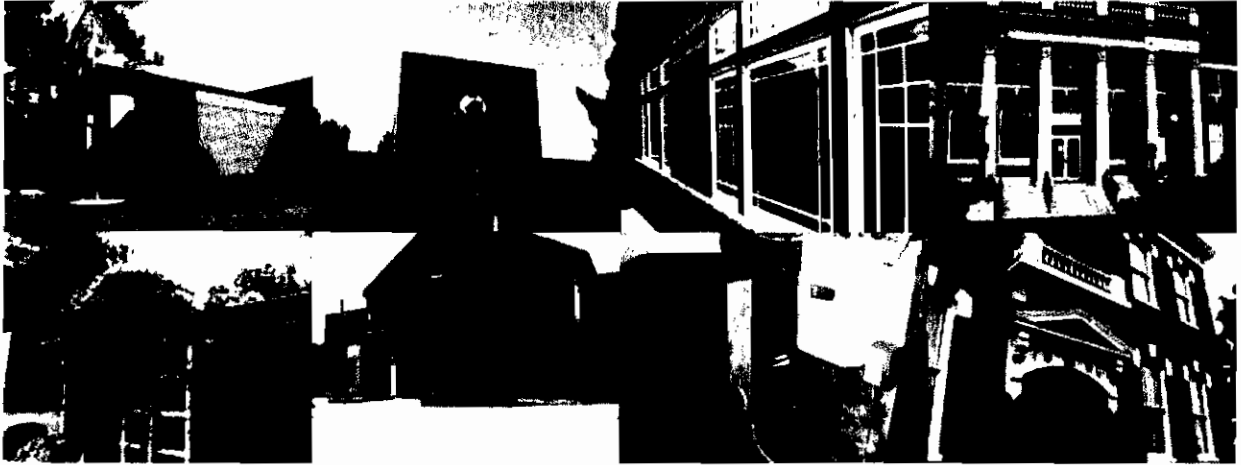
Additionally, because the yearly report detailing the progress and allocation of the ESCRA will be made public, and in fact will be publicized, there will be a high level of transparency in the program.

As stipulated in section 2, funding priorities will be selected based on quantifiable analysis by a third party consulting energy firm to eliminate any appearance of conflict of interest.

Finally, all projects will be implemented only after undergoing requisite legal procurement procedures required by both the laws of North Carolina and Union County policy.

# Union County Energy Efficiency Initiative

## Benchmarking and Opportunity Assessment Phase



**RUFINE CO.**  
Introducing a breath of fresh air...

Project Number 090601  
June 17, 2009

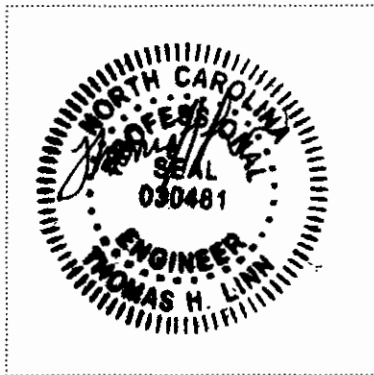


**UNION COUNTY ENERGY EFFICIENCY INITIATIVE  
BENCHMARKING AND OPPORTUNITY ASSESSMENT PHASE**

**Consulting Engineers**

Refresco, PLLC  
308 Woodvale Place  
Charlotte, NC 28208

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of North Carolina.



September 01, 2009

Date

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## OVERVIEW OF ENERGY EFFICIENCY INITIATIVE

Union County has been allocated \$751,800 through an **Energy Efficiency and Conservation Community Block Grant (EECBG)** from the Department of Energy. The previously unfunded program recently received stimulus appropriation from the federal **American Recovery and Reinvestment Act of 2009 (ARRA)**. Using the funds, the municipality is required to develop and implement projects to improve energy efficiency and reduce emissions.



The County has sought input from key stakeholders to formulate areas of interest for distributing the monies. Refresco, PLLC was engaged to help develop plans further. The following are the recommended steps for maximizing investments in energy efficiency (EE):

- **Benchmarking and Opportunity Assessment Phase** – Document and review energy use metrics and conduct physical site surveys to generate draft list of EE opportunities.
- **Investigation and Diagnostic Phase** – Some recommendations can skip this phase, whereas others may require further calculation of benefits, design and permitting services, additional review and testing, and/or further development of cost estimates.
- **Implementation Phase** – Execute EE strategies and verify compliance with original goals and intent.
- **Ongoing Monitoring and Improvement** – Through in-house resources or 3<sup>rd</sup> party contract, conduct persistence strategies and continuously seek further improvements through O&M adjustments.
- **Validation Phase** – At the end of a review period (12 months typically), update energy use metrics to document impact of EE measures.

This report outlines the team’s findings for the **Benchmarking and Opportunity Assessment Phase**. This provides a framework for maximizing the impact of EECBG investments.

## SUMMARY OF OPPORTUNITY

At the end of this report, a **Portfolio Opportunity List** is presented as a living strategy for maximizing impact from EECBG investments. As the team moves towards implementation, priorities may be adjusted to compensate for any new information that is developed through the process. The list includes over 80 specific opportunities. Below is one potential way to bundle opportunities in order to assess the magnitude of the opportunities across Union County's portfolio:

Strategy Tag	Strategy Description	Cost (\$)	Annual Savings (\$/Year)	Simple Payback (Years)
Bundle A	Drawing from the <i>Portfolio Opportunity List</i> , this bundle represents the first \$200,000 worth of measures when ranked by simple payback.	\$200,827	\$173,323	1.2
Bundle B	Drawing from the <i>Portfolio Opportunity List</i> , this bundle represents the first \$400,000 worth of measures when ranked by simple payback.	\$406,157	\$223,163	1.8
Bundle C	Drawing from the <i>Portfolio Opportunity List</i> , this bundle represents the first \$625,000 worth of measures when ranked by simple payback.	\$625,553	\$256,283	2.4
Bundle D	Drawing from the <i>Portfolio Opportunity List</i> , this bundle represents all opportunities that were identified as having less than a 20 year payback on an individual basis. The cumulative effect could potentially harness less than a 5 year payback.	\$1,322,623	\$311,748	4.2

## FUNDING THE FUTURE

Savings that are documented through the *Validation Phase* can be reinvested into additional investments to create a perpetual impact. Such a structure could be executed through an internal *Revolving Energy Efficiency Fund* paid for through savings. Positive results could also make it easier to win additional energy efficiency grants.



Revolving energy efficiency funds allow municipalities to pay for efficiency projects on an ongoing basis. These are internal pools of money designed to recycle a portion of energy cost savings into capital for new projects. Revolving funds can be structured in many ways, but the common outcome for a municipality is a decrease in energy use, air pollution and green-house gas emissions, all while saving money.

A revolving fund can be set up to grow as financial savings from reduced energy use are added to the original capital. In this manner, the internal (or external) lending ability of the fund grows perpetually, often with investment grade rates of return.

Another attractive aspect of an energy efficiency fund is that most dollars saved from energy efficiency projects are spent locally to provide positive economic development within the area. Revolving funds are one important tool that local governments can use to accelerate their energy efficiency and economic growth at the same time.



## METHODOLOGY

For the **Benchmarking and Opportunity Assessment Phase**, site-by-site assessments of 16 county occupied facilities, comprising nearly 600,000 Square Feet (SF), were conducted over a two week period.

Keith Corporation managers facilitated tours of each building, discussed maintenance and operations activities, suggested areas of concern, and provided other insights on the energy aspects of each site.

Professional Engineers from Refresco recorded this information and gathered additional data and observations for use in creating energy use benchmarks and strategies for improvement.

In order to make recommendations that acknowledge capital planning needs for each facility, the conditions of all major mechanical, plumbing, lighting and envelope systems were reviewed. This information is summarized in a **Facility Snapshot** for each facility under review.

The following is an overview of the methodology used for executing this phase of work for the Union County portfolio:

1. Review As-Built drawings for all facilities to assess existing systems and determine original intents of system design and selection.
2. Perform detailed walk-throughs of each facility with the following goals:
  - a) Gather information required for submission to the EPA Energy Star Portfolio Manager program.
  - b) Conduct condition assessments of major mechanical, plumbing, controls, and electrical equipment. Collect nameplate data and photographic evidence of equipment condition.
  - c) Interview facility staff to gather information pertaining to the history and operation of the facility.
  - d) Investigate and determine current operational and energy efficiency strategies present at each facility.
  - e) Brainstorm ideas for improvements in operational strategies as well as potential capital upgrades.
  - f) Investigate potential for renewable energy usage (primarily solar hot water heating) at each facility.
3. Prepare a list of suggested energy efficiency recommendations with estimated first costs and potential energy savings. Final decisions on priorities will utilize input from facility staff and management, first costs, potential energy savings, and equipment replacement needs.



## GLOSSARY OF STRATEGIES

The following terms are used frequently to describe potential upgrade or improvement opportunities. The discussion of each strategy is generic in nature and provided as a primer for understanding the potential benefits and costs. Further discussion may be included in the *Portfolio Opportunity List* where detailed, site-specific, recommendations are made:

**Retro-Commissioning (RCx)**



Retro-commissioning (RCx) is a systematic process to improve how building equipment and systems function together. RCx is a building tune-up, ensuring that energy efficient operational strategies are in place and working properly. Often, as buildings age, the designed sequences of operation are modified and/or disabled for a multitude of reasons. From operator misunderstanding to faulty sensors or control devices, RCx seeks to determine the cause of the inefficiencies and provide a solution in a systematic manner.

On average, an RCx process will reduce the annual energy consumption of a building by 10-20%, with costs equivalent to a one-year payback.

An additional benefit of the RCx process is that it serves to identify and target potential capital upgrades that could save even more energy over the life of the facility. Many of these opportunities are identified in the *Strategies* to follow.

**Chilled Water System Modifications**

Several opportunities for energy savings are available from typical chilled water distribution systems. Further investigation, or a retro-commissioning process, can determine which strategies are applicable for a specific plant.

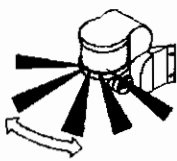
Potential strategies include chilled water temperature reset, condenser water temperature reset, variable pumping conversions, pump balancing and impeller trimming.



**Hot Water System Modifications**

Investigation of hot water distribution systems often reveals opportunities for energy savings. A retro-commissioning process can determine which strategies are applicable for a specific plant.

Potential strategies include hot water temperature reset, pump balancing, and impeller trimming. With a condensing boiler system, hot water temperatures can be reset much lower than traditional, non-condensing systems. By reducing temperatures, the jacket and piping heating losses are minimized, and system efficiency is increased.



**Lighting Control Strategies**

Significant energy savings can be realized by installing or implementing automatic lighting shut-off control. Control can be by local occupancy (motion and/or ultrasonic) sensors for areas that have intermittent usage, such as conference spaces, private offices, or specialized areas.

Timeclock control can be used to shut-off certain areas of a facility when not in use. One typical application is to use timeclock controls to shut-off lights during evening custodial activities. Local overrides can be installed to allow staff to turn on lights only in areas where they are needed.

**Daylighting Control Strategies**

In certain areas, it may be possible to reduce lighting use by implementing a daylighting strategy. If sufficient light levels are achieved through fenestration, perimeter lights can be manually or automatically turned off to realize energy savings.



Lighting Wattage Reduction

Energy savings are available in lighting systems by switching to lower wattage, higher output T-5 lamps from existing T-8 or T-12 fixtures. Often, buildings will switch to the higher efficiency fixtures as existing ballasts fail. This will minimize the effective first cost of the upgrade.

Other opportunities include elimination of incandescent lighting, replacement of flood lights and downlights with compact fluorescent lamps, and replacement of fixtures with newer LED or Induction products. LED fixtures are currently mature for can light retrofits and are emerging for troffer retrofits. Induction fixtures are also an emerging technology for opportunities in energy and lifetime replacement savings.

Water Conservation – Low-Flow Fixtures

Low-flow plumbing fixtures, including toilets, urinals, and showers, can reduce a building’s water consumption by up to 40%. Low-flow fixtures can be installed in place of traditional fixtures with little or no modifications to existing piping systems.



Ventilation Analysis and Control Modifications

A significant portion of any building HVAC-related energy consumption can be attributed to heating, cooling, and dehumidifying outdoor air introduced through the air-handling systems. Any reduction in outside air can lead to significant savings, but can affect indoor air quality (IAQ) and occupant comfort. An analysis of the provided ventilation versus the actual occupancy can reveal opportunities to reduce the amount of required outside air to maintain acceptable IAQ.

Demand Controlled Ventilation (DCV) systems, typically controlled by a carbon dioxide sensor, can reduce energy usage by lowering ventilation levels during times of light occupancy. DCV systems are best for large areas with intermittent or highly variable occupancy, such as classrooms, libraries, dining halls, auditoriums, and gymnasiums. Payback periods for DCV retrofits can range from 2-7 years, but also has the benefit of documented Indoor Air Quality from ventilation rates.



Capital Upgrades/Replacements

There are many opportunities created through advancing technologies in the building sector. Equipment efficiencies improve over time, breakthroughs can occur in envelope products or power generation, prices can become more appetizing over time for various technologies, and the power of automation continuously creates more opportunities for improvement.

Balancing technology and pricing improvements with normal cycles of equipment life is the primary way to maximize investments. Every building will eventually need to replace air handlers, refrigeration equipment or other energy related components. If such a *necessary investment* is coming up, the owner has the opportunity to upgrade performance rather than simply replace like-for-like.

Finding synergies through the combination of various capital upgrades can sometimes reduce first cost impacts and maximize savings.

Rainwater Harvesting

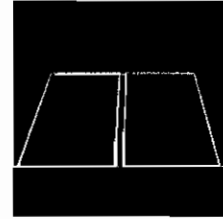
A potential method for decreasing potable water use is to capture and reuse rainwater from roof and/or site runoff. Collected water can then be used in several manners, including feeding irrigation systems, providing



non-potable water to flushing fixtures, or for cooling tower and other HVAC make-up needs.

Alternative Energy

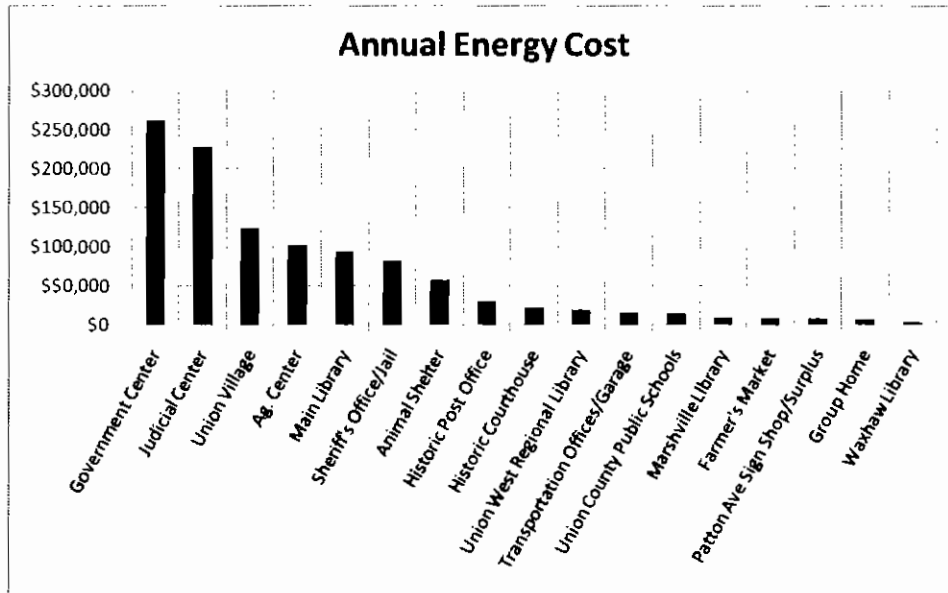
Combined heat and power, solar photovoltaic, solar hot water, and other emerging technologies can reduce a facility's dependence on grid power by utilizing renewable fuels or waste energy. These systems typically have high first costs, but can offer attractive paybacks when paired with state and federal tax incentives. For a public entity, third-party financing structures can enable realization of the tax incentives.



Envelope Upgrades

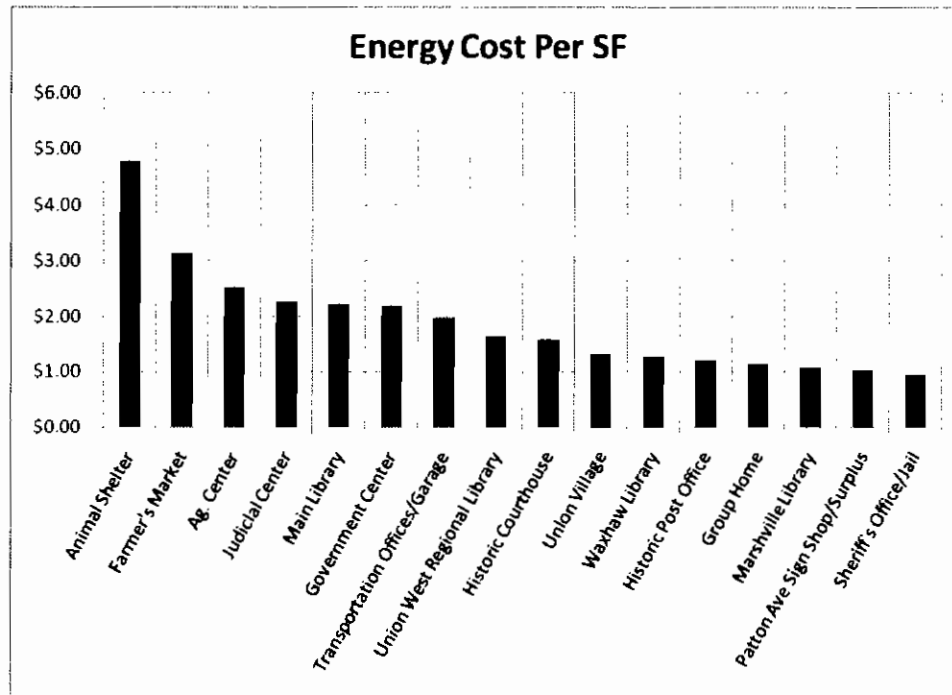
The barrier between conditioned spaces and the outdoors has a significant impact on any facilities energy consumption. Typically, higher insulation values will reduce energy costs. In existing facilities, the usual targets are attic/roof insulation and window upgrades. Similar to capital upgrades for systems, such investments can have more attractive paybacks if performed in parallel with necessary renovations.

**BENCHMARKING SUMMARIES**



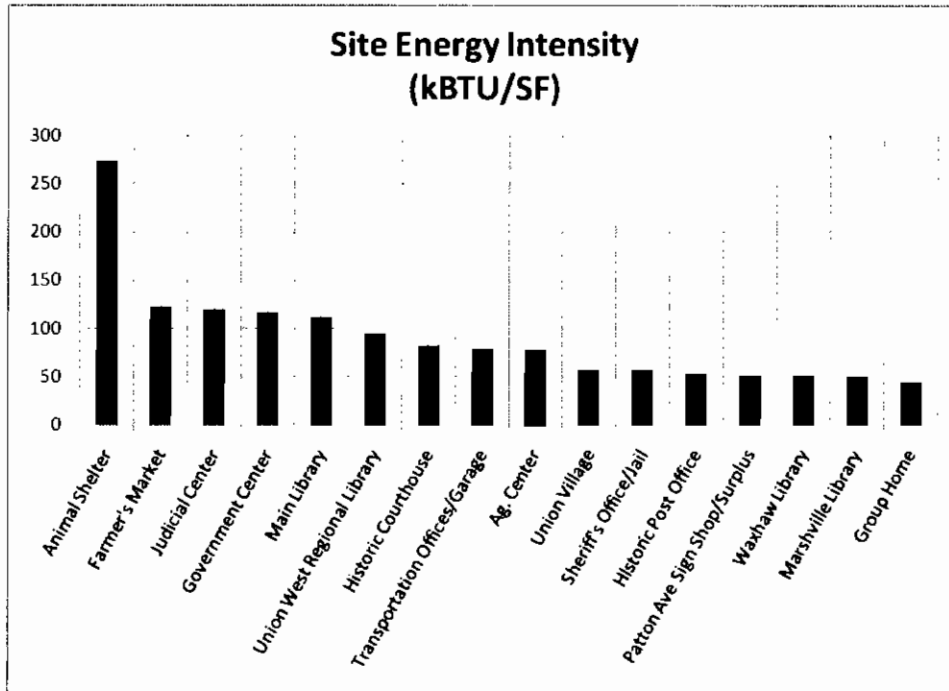
Ranked by Annual Energy Cost		
Facility	Gross Area (SF)	Annual Energy Cost (\$)
Government Center	119,382	\$261,650
Judicial Center	101,000	\$228,415
Union Village	93,855	\$123,642
Ag. Center	40,350	\$101,733
Main Library	42,000	\$92,789
Sheriff's Office/Jail	85,701	\$82,604
Animal Shelter	11,950	\$57,218
Historic Post Office	24,855	\$29,923
Historic Courthouse	14,280	\$22,553
Union West Regional Library	11,748	\$19,239
Transportation Offices/Garage	8,024	\$15,819
Union County Public Schools <sup>1</sup>	21,830	\$14,162
Marshville Library	8,500	\$9,059
Farmer's Market	2,455	\$7,681
Patton Ave Sign Shop/Surplus	7,500	\$7,629
Group Home	6,463	\$7,412
Waxhaw Library	2,800	\$3,561

Note 1 - Union County Public Schools has undergone a square footage change during the period of the study and all area based numbers do not accurately depict facility performance.



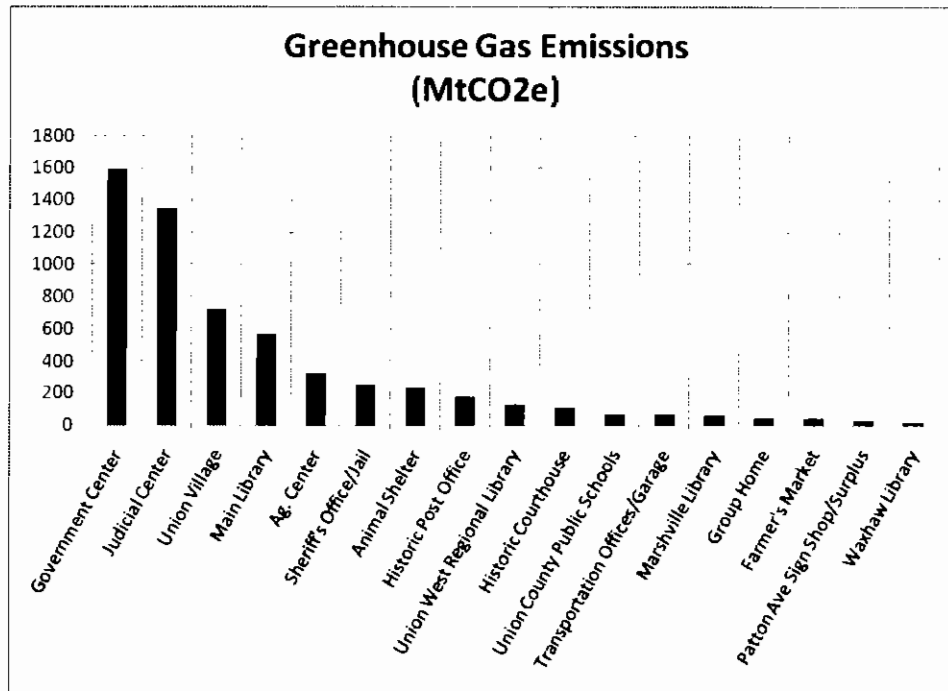
Ranked by Energy Cost per Area		
Facility	Gross Area (SF)	Energy Cost/Area (\$/SF)
Animal Shelter	11,950	\$4.79
Farmer's Market	2,455	\$3.13
Ag. Center	40,350	\$2.52
Judicial Center	101,000	\$2.26
Main Library	42,000	\$2.21
Government Center	119,382	\$2.19
Transportation Offices/Garage	8,024	\$1.97
Union West Regional Library	11,748	\$1.64
Historic Courthouse	14,280	\$1.58
Union Village	93,855	\$1.32
Waxhaw Library	2,800	\$1.27
Historic Post Office	24,855	\$1.20
Group Home	6,463	\$1.15
Marshville Library	8,500	\$1.07
Patton Ave Sign Shop/Surplus	7,500	\$1.02
Sheriff's Office/Jail	85,701	\$0.96
Union County Public Schools <sup>1</sup>	21,830	N/A

Note 1 - Union County Public Schools has undergone a square footage change during the period of the study and all area based numbers do not accurately depict facility performance.



Ranked by Site Energy Intensity		
Facility	Gross Area (SF)	Site Energy Intensity (kBTU/SF)
Animal Shelter	11,950	272.6
Farmer's Market	2,455	122.6
Judicial Center	101,000	119.9
Government Center	119,382	117.0
Main Library	42,000	112.3
Union West Regional Library	11,748	94.2
Historic Courthouse	14,280	82.0
Transportation Offices/Garage	8,024	79.7
Ag. Center	40,350	77.1
Union Village	93,855	57.3
Sheriff's Office/Jail	85,701	56.9
Historic Post Office	24,855	53.2
Patton Ave Sign Shop/Surplus	7,500	51.4
Waxhaw Library	2,800	50.7
Marshville Library	8,500	49.6
Group Home	6,463	44.2
Union County Public Schools <sup>1</sup>	21,830	N/A

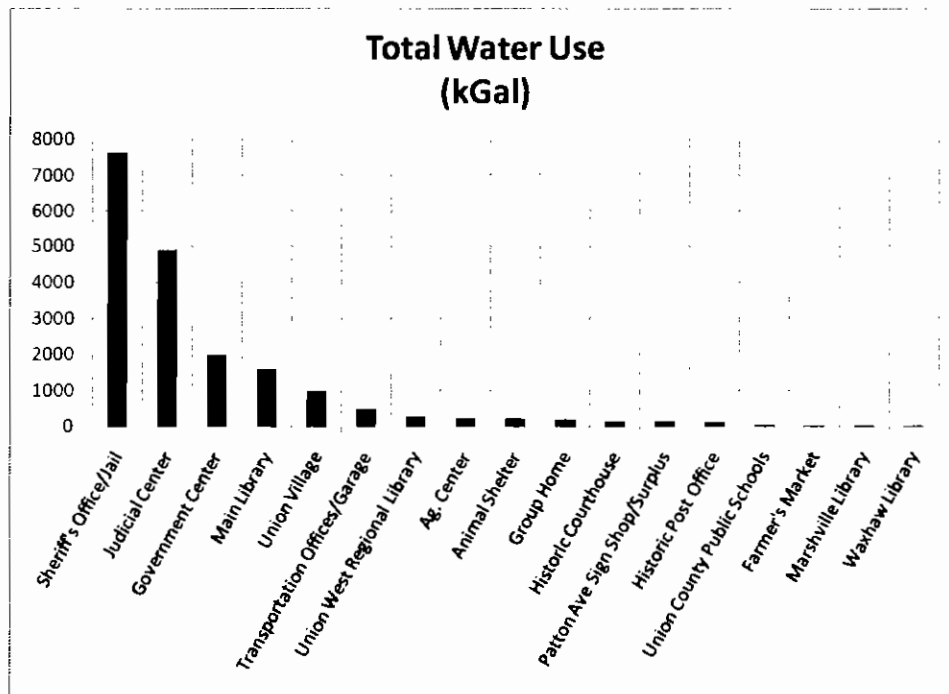
Note 1 - Union County Public Schools has undergone a square footage change during the period of the study and all area based numbers do not accurately depict facility performance.



Ranked by Greenhouse Gas Emissions		
Facility	Gross Area (SF)	Greenhouse Gas Emissions (MtCO <sub>2</sub> e)
Government Center	119,382	1590.36
Judicial Center	101,000	1344.1
Union Village	93,855	719.72
Main Library	42,000	564.3
Ag. Center	40,350	322.6
Sheriff's Office/Jail	85,701	252.5
Animal Shelter	11,950	231.63
Historic Post Office	24,855	175.92
Union West Regional Library	11,748	129.35
Historic Courthouse	14,280	111.89
Union County Public Schools <sup>1</sup>	21,830	71.22
Transportation Offices/Garage	8,024	69.03
Marshville Library	8,500	63.91
Group Home	6,463	43.35
Farmer's Market	2,455	41.53
Patton Ave Sign Shop/Surplus	7,500	29.22
Waxhaw Library	2,800	21.54

Note 1 - Union County Public Schools has undergone a square footage change during the period of the study and all area based numbers do not accurately depict facility performance.





Ranked by Total Water Use		
Facility	Gross Area (SF)	Total Water Use (kGal)
Sheriff's Office/Jail	85,701	7604
Judicial Center	101,000	4910
Government Center	119,382	1980
Main Library	42,000	1608
Union Village	93,855	988
Transportation Offices/Garage	8,024	505
Union West Regional Library	11,748	267
Ag. Center	40,350	231
Animal Shelter	11,950	222
Group Home	6,463	194
Historic Courthouse	14,280	149
Patton Ave Sign Shop/Surplus	7,500	141
Historic Post Office	24,855	134
Union County Public Schools <sup>1</sup>	21,830	58
Farmer's Market	8,024	42
Marshville Library	8,500	42
Waxhaw Library	2,800	17

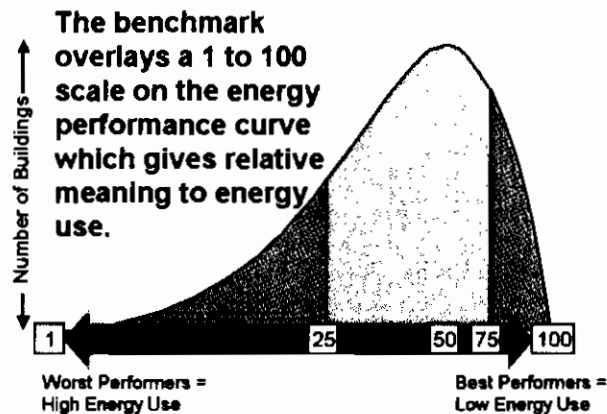
Note 1 - Union County Public Schools has undergone a square footage change during the period of the study and all area based numbers do not accurately depict facility performance.

Ranked by Energy Star Rating (where applicable)		
Facility	Gross Area (SF)	Energy Star Rating (if applicable)
Judicial Center	101,000	34
Government Center	119,382	36
Historic Courthouse	14,280	57
Historic Post Office	24,855	71
Union Village	93,855	79
Sheriff's Office/Jail	85,701	N/A
Main Library	42,000	N/A
Group Home	6,463	N/A
Union County Public Schools <sup>1</sup>	21,830	N/A
Transportation Offices/Garage	8,024	N/A
Farmer's Market	2,455	N/A
Union West Regional Library	11,748	N/A
Ag. Center	40,350	N/A
Animal Shelter	11,950	N/A
Patton Ave Sign Shop/Surplus	7,500	N/A
Marshville Library	8,500	N/A
Waxhaw Library	2,800	N/A

Note 1 - Union County Public Schools has undergone a square footage change during the period of the study and all area based numbers do not accurately depict facility performance.

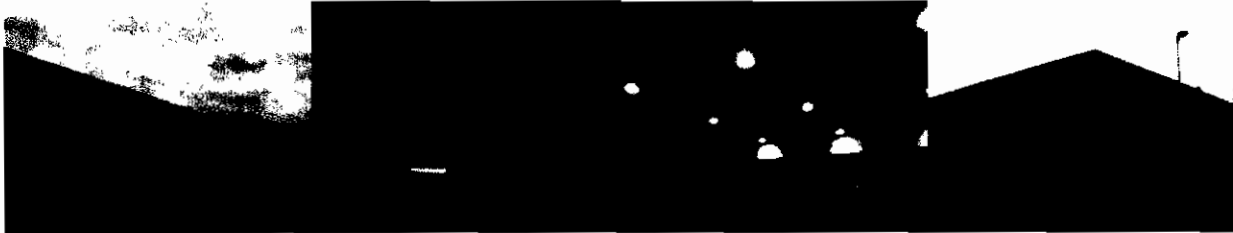
An Energy Star score has been determined for each applicable facility within this report. Buildings which do not fall into an Energy Star rating category have been assessed based on other metrics.

**1 to 100 Benchmark Scale**



**FACILITY SNAPSHOTS**

**AGRICULTURAL CENTER**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Ag. Center	40,350	\$101,733	\$2.52	77.1	322.6	231	N/A

**HVAC Systems:**

- a. Conditioning for the assembly halls and the pre-function area is provided by seven grade mounted packaged DX units with gas-fired heat.
- b. The supporting office spaces are conditioned by several packaged DX units with gas-fired heat. Two of the units are equipped with Trane Varitrac VVT controls.

**Control Systems:**

- a. The assembly hall units are controlled by local, programmable thermostats.
- b. The Varitrac systems are controlled by local controllers with a timeclock disable feature.

**Plumbing Systems:**

- a. Standard fixtures (no sensors, 1.5 GPM aerators).
- b. Storage type electric hot water heaters.

**Lighting Systems:**

- a. Lights in the assembly halls are a mixture of HID and decorative lighting. Metal Halides are intended for general purpose lighting (custodial, event setup), and decorative lights are used for events (dimnable).

**ANIMAL SHELTER**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO <sub>2</sub> e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Animal Shelter	11,950	\$57,218	\$4.79	272.6	231.63	222	N/A

**HVAC Systems:**

- a. (4) Rooftop units with DX cooling and gas fired heat serve this facility.
- b. Infrared gas-fired heaters are used to maintain temperature in the vehicle bays.

**Control Systems:**

- a. RTU's are controlled by local, non-programmable thermostats.
- b. Gas-fired heaters are controlled by local wall mounted thermostats.

**Plumbing Systems:**

- a. (1) Gas-fired, Storage, HW Heater.
- b. Plumbing fixtures consist of 0.5GPM lavatories and 1.6GPF water closets.

**Lighting Systems:**

- a. Predominantly T-8 fixtures with local controls.
- b. No lighting control system.
- c. Exterior lights are on photocell control.

**Process Systems:**

- d. Natural Gas Fired Incinerator is used on site.

**FARMER'S MARKET**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Farmer's Market	2,455	\$7,681	\$3.13	122.6	41.53	42	N/A

**HVAC Systems:**

- a. (1) Rooftop DX unit with gas-fired heat serving the facility. The unit has an Economizer.

**Control Systems:**

- a. Local programmable thermostat with two remotes sensors located in the upstairs office areas.

**Plumbing Systems:**

- a. (1) Electric, Storage, HW Heater.

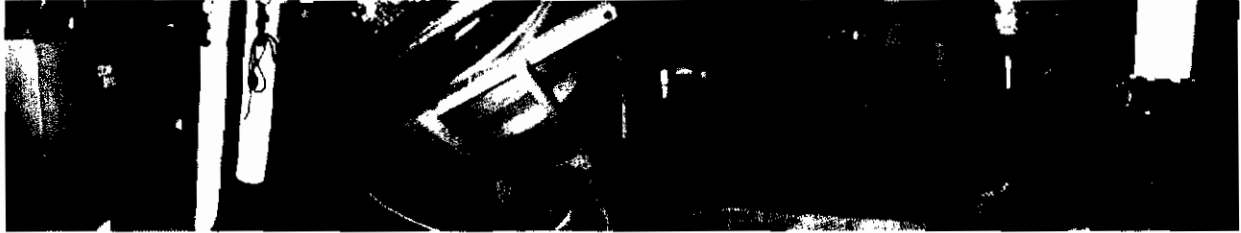
**Lighting Systems:**

- a. 8 high bay metal halide fixtures in open market areas.

**Building Envelope:**

- a. Insulated vinyl windows.

**GOVERNMENT CENTER**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO <sub>2</sub> e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Government Center	119,382	\$261,650	\$2.19	117.0	1590.36	1980	36

**HVAC Systems:**

- a. A water cooled centrifugal chiller located in the basement provides chilled water to air-handling units located in the basement and the third floor mechanical room.
- b. (2) gas-fired boilers provide hot water to the air handling units and to terminal reheat boxes in the high-rise floors.
- c. A plate and frame heat exchanger located in the third floor mechanical room generates domestic hot water to serve the entire facility.
- d. Chilled water is often served from the adjacent Judicial Center that has a newer chiller.

**Control Systems:**

- a. The building is controlled by a Johnson Controls Invensys system with web-based user interface and pneumatic actuation.

**Plumbing Systems:**

- a. Standard fixtures, 2.0 GPM aerators.

**Lighting Systems:**

- a. T-8 light fixtures throughout with local control only.
- b. No automatic lighting system.

**GROUP HOME**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Group Home	6,463	\$7,412	\$1.15	44.2	43.35	194	N/A

**HVAC Systems:**

- a. (2) Split Systems Heat Pumps with vertical closet air handlers.
- b. Local, non-programmable thermostats with lockable covers.
- c. Ventilation is provided by operable windows (single pane).

**Plumbing Systems:**

- a. (2) Electric, Storage, HW Heaters.
- b. Standard 2.0GPM lavatories, sinks and 1.6GPF water closets.

**Lighting Systems:**

- a. Surface mounted T-8's in corridors and common areas, with some incandescent can lights as well. (Lighting levels were low in corridors, about 1 FC).
- b. Exterior lights consisted of compact fluorescent lights at entries, and halogen flood lights for the yard.

**Building Envelope:**

- a. Single pane windows throughout.
- b. 6" Batt insulation in ventilated attic.

**HISTORIC COURTHOUSE**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Historic Courthouse	14,280	\$22,553	\$1.58	82.0	111.89	149	57

Future use of this facility is intended to serve as museum space. Current occupancy consists of occasional community use of the Heritage Room on the first floor for events and public meetings.

**HVAC Systems:**

- a. (6) Rooftop (or grade mounted) constant volume DX units with gas fired heating serve the facility.

**Control Systems:**

- a. HVAC systems are controlled through the campus web-based Johnson Controls Invensys system.
- b. The RTU's are either single zone or have multiple averaging sensors.

**Plumbing Systems:**

- a. Instantaneous local electric water heaters are installed at the bathroom lavatories.
- b. Restroom lavatories have 2.0 GPM aerators.
- c. Site appeared to be irrigated.

**Lighting Systems:**

- a. Lights are T-8 fixtures with local control.
- b. Globe pendant fixtures have had incandescent lamps replaced with compact fluorescents as part of the replacement schedule of broken lamps.
- c. Building is currently unoccupied and lights are typically off.

**Building Envelope:**

- a. Insulated storm windows have been installed behind historic windows.



**HISTORIC POST OFFICE**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Historic Post Office	24,855	\$29,923	\$1.20	53.2	175.92	134	71

**HVAC Systems:**

- a. The facility is served by (2) grade mounted DX split systems and (4) rooftop DX units with gas fired heat.

**Control Systems:**

- a. HVAC systems are controlled through the campus web-based Johnson Controls Invensys system.
- b. With the exception of RTU-3, units are single zone with averaging sensors.
- c. RTU-3 is a changeover-bypass system, providing zone control to the tenants.

**Plumbing Systems:**

- a. (1) Gas-fired, Storage, HW Heater.
- b. Plumbing fixtures are standard 1.6GPF water closets and 2.0GPM lavatories.

**Lighting Systems:**

- a. T-8 fluorescent fixtures with local control. Lighting levels exceed typical design requirements throughout many areas.

**Building Envelope:**

- a. Front/original portion of building has single pane historic windows.
- b. Attic insulation appears degraded to an R-3 equivalent.

**JUDICIAL CENTER**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Judicial Center	101,000	\$228,415	\$2.26	119.9	1344.1	4910	34

**HVAC Systems:**

- a. A centrifugal, water cooled chiller delivers chilled water to multiple air handling units located on each floor of the facility.
- b. Three gas-fired boilers deliver hot water to the air handling systems.
- c. Chilled water pumping is a single, variable volume loop controlled on differential pressure in the distribution piping.
- d. Hot water distribution is a single, constant volume loop serving three-way coils.
- e. The chilled water distribution connects to the adjacent Government Center.

**Control Systems:**

- a. The entire facility is controlled by a Trane Tracer Summit digital controls system.

**Plumbing Systems**

- a. (2) Gas fired hot water heaters for domestic supply.
- b. Standard flow fixtures.

**Lighting Systems:**

- a. Lights are primarily T-8 fluorescent fixtures with local switches.
- b. No central lighting control system is installed.

**MAIN LIBRARY**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Main Library	42,000	\$92,789	\$2.21	112.3	564.3	1608	N/A

**HVAC Systems:**

- a. (1) Air-Cooled chiller provides chilled water to (4) four-pipe air handling units.
- b. AHU-1, 2, and 3 are variable volume units serving fan powered hot water reheat boxes in the space.
- c. AHU-4 is a constant volume system serving a meeting room.
- d. A HW boiler provides heating to the air-handling systems and to reheat VAV terminals in the space.

**Control Systems**

- a. Web-based Alerton system with graphical user interface.

**Plumbing Systems:**

- a. Site is irrigated.
- b. Plumbing fixtures are standard 2.0GPM lavatories and 1.6GPF water closets.

**Lighting Systems:**

- a. T-8 light fixtures and metal halide uplights in main hall.
- b. Lower floor has local only light switches.
- c. Upper floor (library) has automated light control system for timeclock control.

**MARSHVILLE LIBRARY**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Marshville (Edwards) Library	8,500	\$9,059	\$1.07	49.6	63.91	42	N/A

**HVAC Systems:**

- a. (6) Split System Heat Pumps with electric heat.

**Control Systems:**

- a. Local, Programmable Thermostats.

**Plumbing Systems:**

- a. (1) Electric, Storage, HW Heater.
- b. The restroom fixtures consist of 2.0 GPM lavatories and 1.6 GPF water closets.
- c. Site is irrigated.

**Lighting Systems:**

- a. T-8 Fluorescent Lights.
- b. Metal Halide globe pendants.

**PATTON AVENUE SIGN SHOP AND SURPLUS WAREHOUSE (ON SAME METERS)**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Patton Ave Sign Shop/Surplus	7,500	\$7,629	\$1.02	51.4	29.22	141	N/A

**HVAC Systems:**

- a. The offices in both the Sign Shop and the Surplus Warehouse are served by split system heat pumps.
- b. The Sign Shop vehicle bays are heated with forced air, gas-fired unit heaters.
- c. The Surplus Warehouse is heated by an array of infrared gas-fired heaters.
- d. Sidewall fans provide temperature control ventilation to the Surplus Warehouse.

**Control Systems:**

- a. Split systems and unit heaters are controlled by local thermostats.

**Plumbing Systems:**

- a. (1) Gas-fired, Storage, HW Heater.
- b. Standard 2.2GPM lavatories.

**Lighting Systems:**

- a. Lights are T-8 fixtures with local controls.

**Building Envelope:**

- a. The Surplus Warehouse has batt insulation on the walls (R-15) and the roof (R-19).
- b. The Sign Shop has blown insulation in the roof and exposed CMU walls (CMU may or may not be filled).

**SHERIFF'S OFFICE / JAIL**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Sheriff's Office/Jail	85,701	\$82,604	\$0.96	56.9	252.5	7604	N/A

**HVAC Systems:**

- a. The Sheriff's Office is conditioned by two rooftop, DX units with hot water coils in the discharge ductwork. The hot water coils are fed from a boiler through a constant volume distribution piping loop. The rooftop units serve both fan-powered reheat and single duct VAV boxes for zone control.
- b. The Jail is conditioned by several rooftop DX, gas-fired air-handling units.
- c. A commercial kitchen is served by a dedicated rooftop, DX unit, as well as a kitchen hood for exhaust.

**Control Systems:**

- a. The Sheriff's Office is controlled by a Trane Tracer DOS-based system.
- b. The Jail is controlled by local, programmable and non-programmable thermostats.
- c. The kitchen hoods are controlled by manual switch.

**Plumbing Systems:**

- a. Gas fired hot water heaters.
- b. The Sheriff's Office, Jail, and Kitchen all have separate hot water heaters.

**Lighting Systems:**

- a. Lights are primarily T-12 fluorescent fixtures with local switches.
- b. No central lighting control system is installed.
- c. Lights are being changed to T-8 bulbs and ballasts as they fail.

**PATTON AVENUE TRANSPORTATION OFFICES AND GARAGE**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO <sub>2</sub> e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Transportation Offices/Garage	8,024	\$15,819	\$1.97	79.7	69.03	505	N/A

**HVAC Systems:**

- a. The Garage is cooled by (2) split system, DX air conditioning units.
- b. The Garage offices and break area are conditioned by a split system heat pump.
- c. The Transportation Offices are conditioned by (2) grade mounted bypass VVT system and one constant volume, single zone split system.

**Control Systems:**

- a. The garage units are controlled by local, non-programmable thermostats.
- b. The Transportation offices are controlled by programmable thermostats.

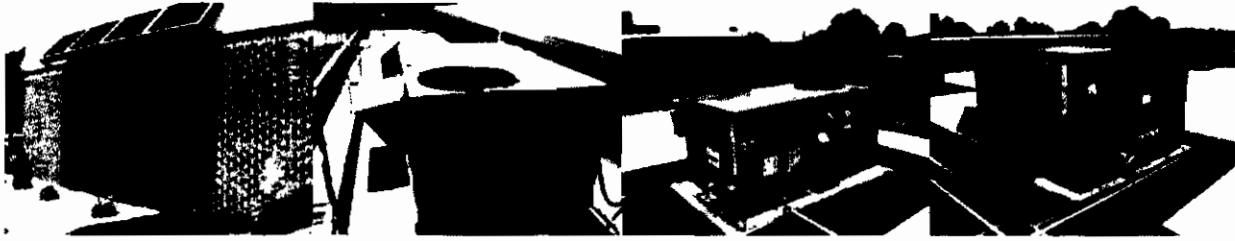
**Plumbing Systems:**

- a. Hot water is provided by an electric storage type heater.
- b. The restroom fixtures consist of 2.2 GPM lavatories, 1.6 GPF water closets, and 1.0GPF Urinals.

**Lighting Systems:**

- a. Lights are T-8 fixtures with local controls.

**UNION COUNTY PUBLIC SCHOOLS (PUBLIC WORKS BUILDING)**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Union County Public Schools <sup>1</sup>	21,830	\$14,162	N/A	N/A	71.22	58	N/A

Note 1 - Union County Public Schools has undergone a square footage change during the period of the study and all area based numbers do not accurately depict facility performance.

**HVAC Systems:**

- a. The facility is conditioned by a series of gas-fired, DX rooftop units with Economizer controls.
- b. The larger tonnage units have a changeover bypass VVT sequence for enhanced zone control.

**Control Systems:**

- a. The facility is controlled by the web-based, county wide Invensys system, with the exception of two older rooftop units, which are controlled by local thermostat.

**Plumbing Systems:**

- a. Domestic hot water is provided by an electric tank type heater.
- b. Standard fixtures, without sensor activation.
- c. The lavatories do not have aerators installed.

**Lighting Systems:**

- a. Lights are primarily T-8 fluorescent fixtures with local switches.
- b. No central lighting control system is installed.

**Building Envelope:**

- a. Shading system on exterior windows is effectively shading the window surface.

In addition to the Public Works facility, three other Union County Public School facilities were included in the *Portfolio Opportunity List* for consideration, but were not physically surveyed as part of this report. Items for consideration were provided by UCPS for Monroe High School, Sun Valley Middle School, and Prospect Elementary School.



**UNION VILLAGE**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Union Village	93,855	\$123,642	\$1.32	57.3	719.72	988	79

This facility is privately owned. The County has a lease set to expire within the next 7 years. Any improvements made to this facility must have quick payback periods in order for the County to gain full investment benefits.

**HVAC Systems:**

- a. Union Village is conditioned by (25) packaged DX rooftop units with gas fired heating and Economizer systems.

**Control Systems:**

- a. The rooftop units are controlled by the web-based County wide Invensys system.

**Plumbing Systems:**

- a. Hot water is provided by a series of gas-fired and electric hot water heaters located throughout the space.
- b. Standard 2.2GPM lavatory and 1.6GPF water closet fixtures without sensors.

**Lighting Systems:**

- a. Lights are T-8 fixtures with local controls.

**UNION WEST REGIONAL LIBRARY**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO <sub>2</sub> e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Union West Regional Library	11,748	\$19,239	\$1.64	94.2	129.35	266.5	N/A

**HVAC Systems:**

- a. (1) Split System – 35 ton AHU with condensing unit on grade. VAV (VFD) control, feeding fan-powered reheat terminals in the space. AHU has a dry bulb economizer system and will initiate a dehumidification/reheat cycle when space RH gets above 60%.
- b. Airside economizer is locked out by a mechanical timeclock.
- c. Gas-fired hot water boiler.

**Control Systems:**

- a. HVAC systems are controlled through a local Invensys system. Manipulation of schedules and setpoints is cumbersome and must be done locally. Dial-up access exists, but is not user friendly.

**Plumbing Systems:**

- a. (1) Electric, Storage, HW Heater.

**Lighting Systems:**

- a. T-8 troffers and compact fluorescent downlights throughout.
- b. The lights are switched on/off from a central switching station at the central console.
- c. Outdoor lights are controlled through a mechanical timeclock.

**WAXHAW LIBRARY**



Facility	Gross Area (SF)	Annual Energy Cost (\$/Yr)	Energy Cost/Area (\$/SF/Yr)	Site Energy Intensity (kBtu/SF/Yr)	Greenhouse Gas Emissions (MtCO2e/Yr)	Total Water Use (kGal/Yr)	Energy Star Rating (if applicable)
Waxhaw Library	2,800	\$3,561	\$1.27	50.7	21.54	17.4	N/A

**HVAC Systems:**

- a. The facility is served by two grade mounted, split system heat pumps with supplemental electric heating. The newest unit was recently replaced with a 13-SEER/8.5HSPF heat pump.

**Control Systems:**

- a. RTU's are controlled by local, programmable thermostats.

**Plumbing Systems:**

- a. (1) Electric, Storage, HW Heater.
- b. The restroom fixtures consist of standard 2.0 GPM lavatories and 1.6 GPF water closets.

**Lighting Systems:**

- a. T-8 fluorescent fixtures with manual control.
- b. No timeclock control.
- c. Exterior lights are on photocell control.

**Building Envelope:**

- a. Brick façade with shingled roof.
- b. Insulated windows.

**PORTFOLIO OPPORTUNITY LIST (REVISED 09-01-2009)**

*Tag Descriptions:*

AC = Agriculture Center  
 AS = Animal Shelter  
 EL = Marshville (Edwards) Library  
 FM = Farmer's Market  
 GC = Government Center  
 GH = Group Home  
 HC = Historic Courthouse  
 HP = Historic Post Office  
 JC = Judicial Center  
 MH = Monroe High School

ML = Main Library  
 PA = Patton Ave Sign Shop/Surplus  
 PE = Prospect Elementary School  
 PS = Union County Public Schools  
 SO = Sheriff's Office/Jail  
 SV = Sun Valley Middle School  
 TO = Transportation Offices/Garage  
 UV = Union Village  
 UW = Union West Regional Library  
 WL = Waxhaw Library

Strategy Tag	Strategy Description	Cost (\$)	Annual Savings (\$/Year)	Simple Payback (Years)
AS-1	Add programmable thermostats for all RTU's. Implement aggressive setback strategies to minimize excessive air conditioning during unoccupied hours.	\$1,000	\$2,800	0.4
TO-1	Add programmable T-stats to the garage and garage office air condition units. At the time of the survey, the garage unit t-stats were controlling the space temperature to 72 and 70 F, respectively. Implement an aggressive night and weekend schedule to match the occupancy of the garage. Consider raising the temperature setpoints to more typical garage temperatures (74-76 F).	\$750	\$1,580	0.5

Strategy Tag	Strategy Description	Cost (\$)	Annual Savings (\$/Year)	Simple Payback (Years)
ML-1	<p>Retro-Commissioning - The kbtu/SF numbers are the highest of any library in the Union County portfolio. RCx will identify energy saving measures. Some potential energy savings opportunities based on site visit and information gathered are as follows:</p> <ul style="list-style-type: none"> <li>a. Check schedules and setpoints to ensure they match the operation of the facility.</li> <li>b. Determine ideal static pressure setpoint for proper fan operation. According to facility staff, fans are currently operating at 100% at all times. Significant energy savings are possible if static setpoint can be lowered to allow fan turndown.</li> <li>c. Verify demand controlled ventilation, based on CO2 sensors, is operating properly.</li> <li>d. Investigate supply air temperature setback logic to ensure facility is not providing simultaneous heating and cooling.</li> <li>e. Investigate proper operation of heating system to minimize boiler operation unless needed for heating.</li> <li>f. Verify all operation sequences to ensure proper functionality and identify out of calibration or broken sensors/actuators. A sampling of data points on the control system indicated multiple sensor failures which can adversely impact energy usage.</li> </ul>	\$12,600	\$18,560	0.7
UV-1	<p>The facility is performing relatively well from an energy/per square foot standpoint. RCX could prove beneficial in verifying all schedules and setbacks are programmed and functional. Additionally, the economizer operation of each unit should be verified to be functional and operational. (During site survey, one unit was fixed in Economizer despite outside air conditions exceeding 90F. Also, a cursory inspection of the web-based Invensys system revealed several sensors that were out of calibration or not working.</p>	\$5,000	\$6,200	0.8

Strategy Tag	Strategy Description	Cost (\$)	Annual Savings (\$/Year)	Simple Payback (Years)
JC-1	<p>Retro-Commissioning - The Energy Star Score for this facility is 34, indicating that it is a relatively poor performing facility. RCx will serve to identify energy saving measures and detect operational deficiencies. A sample of possible areas of improvement and concern are listed below:</p> <ul style="list-style-type: none"> <li>a. Verify all operation sequences to ensure proper functionality and identify out of calibration or broken sensors/actuators. A sampling of data points on the control system indicated multiple sensor failures which can adversely impact energy usage.</li> <li>b. Verify proper scheduling and setback sequences to prevent unnecessary heating/cooling during unoccupied hours.</li> <li>c. The chilled water temperature is consistently higher than setpoint, which could lead to excessive pumping energy use and high space humidity.</li> <li>d. One air handling system was fixed in 100% outside air for no apparent reason.</li> <li>e. Carbon dioxide sensors, which regulate the outside air delivery for the courtroom units, were showing incorrect concentration levels.</li> <li>f. Simultaneous heating and cooling was observed on an air-handling unit.</li> <li>g. Conductivity sensor blowdown valve has been discharging water continuously. Verify calibration/functionality of sensor.</li> </ul>	\$40,400	\$45,680	0.9
PA-3	Install a programmable thermostat to control the split system conditioning the office portion of the Sign Shop.	\$250	\$250	1.0
PA-5	Provide digital thermostats to control the array of infrared unit heaters in the Surplus Building. Implement a night setback sequence to lower setpoint to maintain freeze protection but not heat to comfort standards.	\$1,000	\$1,000	1.0

Strategy Tag	Strategy Description	Cost (\$)	Annual Savings (\$/Year)	Simple Payback (Years)
GC-1	Retro-Commissioning - The Energy Star Score for this office complex is 36, indicating that it is a relatively poor performing facility. RCx will serve to identify energy saving measures and detect operational deficiencies. A sample of possible areas of improvement and concern are listed below: a. Verify all operation sequences to ensure proper functionality and identify out of calibration or broken sensors/actuators. A sampling of data points on the control system indicated multiple sensor failures which can adversely impact energy usage.	\$60,000	\$52,330	1.1
PS-1	RCX could prove beneficial in verifying all schedules and setbacks are programmed and functional. Additionally, the economizer operation of each unit should be verified to be functional and operational.	\$1,000	\$800	1.3
PA-6	Replace 2.2GPM lavatory aerators with 0.5GPM aerators.	\$100	\$70	1.4
JC-5	Add 0.5 GPM aerators to lavatories throughout facility.	\$2,500	\$1,500	1.7
TO-5	Replace 2.2GPM lavatory aerators with 0.5GPM aerators.	\$200	\$120	1.7
TO-2	Install occupancy sensors to control lights in private offices and intermittently occupied spaces. 2% energy use savings assumed at a first cost of \$0.07 per SF.	\$560	\$315	1.8
GC-6	Add 0.5 GPM aerators to lavatories throughout facility.	\$1,800	\$1,000	1.8
GH-2	Thermostats were set at 69 F and 70 F. Building has an intermittent occupancy, and a higher T-Stat setting or a more effective setpoint management could save energy. A programmable thermostat could allow relaxed settings during the daytime when the home is less occupied.	\$500	\$260	1.9

Strategy Tag	Strategy Description	Cost (\$)	Annual Savings (\$/Year)	Simple Payback (Years)
AS-2	The holding pens for the animals are air conditioned. At the time of the survey, the thermostat for cooling in the holding pen was at 69F. The leakage of cool air out of the space through the dog doors in the pens is considerable, and likely causes the cooling / heating to run excessively. Consider modifying system to decrease air conditioning of holding pens. System also conditions a workroom, so relocating the thermostat may provide savings. Focus on decoupling human conditioning from animal conditioning.	\$10,000	\$5,000	2.0
GH-7	Add 0.5 GPM aerators to lavatories throughout facility.	\$200	\$100	2.0
JC-3	Rebalance and trim impeller of Condenser Water and Hot Water Pumps to avoid unnecessary energy loss from throttled balancing valves.	\$3,200	\$1,600	2.0
ML-S	Consider photocell control for lights in main hall area to turn off during the daytime. Metal halide uplights do not contribute much to desk level illumination. Reducing hours of on time will reduce replacement lamp costs as well.	\$1,000	\$500	2.0
ML-7	Replace 2.0GPM lavatory aerators with 0.5GPM aerators.	\$400	\$200	2.0
SO-1	Retro-Commissioning - RCx will serve to identify energy saving measures and detect operational deficiencies. A sample of possible areas of improvement and concern are listed below: a. Verify all operation sequences to ensure proper functionality and identify out of calibration or broken sensors/actuators. A sampling of data points on the control system indicated multiple sensor failures which can adversely impact energy usage. b. Implement aggressive night and weekend setback schedules to save energy where possible.	\$17,140	\$8,260	2.1



Strategy Tag	Strategy Description	Cost (\$)	Annual Savings (\$/Year)	Simple Payback (Years)
ML-2	Provide occupancy sensors for lights in intermittently used spaces, including private offices.	\$2,940	\$1,400	2.1
UW-1	<p>Retro-Commissioning - The kbtu/SF numbers are high in comparison to other libraries in the Union County portfolio. RCx will identify energy saving measures. Some potential energy savings opportunities based on site visit and information gathered are as follows:</p> <ul style="list-style-type: none"> <li>a. Check schedules and setpoints to ensure they match the operation of the facility.</li> <li>b. Determine ideal static pressure setpoint for proper fan operation. According to facility staff, fan is currently operating at 100% at all times. Significant energy savings are possible if static setpoint can be lowered to allow fan turndown.</li> <li>c. Verify economizer is operating properly to take full advantage of free cooling (at time of survey, mechanical time clock had locked out outside air from facility).</li> <li>d. Investigate supply air temperature setback logic to ensure facility is not providing simultaneous heating and cooling.</li> <li>e. Investigate proper operation of heating system to minimize boiler operation unless needed for heating.</li> </ul> <p>Verify all operation sequences to ensure proper functionality and identify out of calibration or broken sensors/actuators.</p> <ul style="list-style-type: none"> <li>f. Optimize timedclock control of exterior parking lights (review safety and security issues with staff).</li> </ul>	\$4,112	\$1,940	2.1
SO-6	Water efficiency improvements. This facility has the highest water consumption in the portfolio of facilities surveyed. Shower, lavatory and water closet use is the primary source of consumption. Investigate water efficiency improvements that meet prison requirements.	\$20,000	\$9,000	2.2

Strategy Tag	Strategy Description	Cost (\$)	Annual Savings (\$/Year)	Simple Payback (Years)
PA-4	According to facility staff, the Surplus Building is only intermittently occupied. Lights were off when we arrived for the site survey, but feasibly could be left on when the building is vacant. Consider a series of occupancy sensors to control the lighting systems.	\$450	\$200	2.3
AC-4	Replace 1.5GPM lavatory aerators with 0.5GPM aerators.	\$500	\$200	2.5
EL-3	Replace 2.0GPM lavatory aerators with 0.5GPM aerators.	\$200	\$80	2.5
UV-3	Add 0.5 GPM aerators to lavatories throughout facility.	\$1,800	\$600	3.0
UW-2	Provide photocell controller for main hall lights to take advantage of daylight through clerestory openings.	\$1,200	\$400	3.0
ML-3	Implement an Economizer sequence to maximize energy savings when outside air conditions permit.	\$2,800	\$900	3.1
HP-6	Add blow-in insulation for attic to increase to R-30 equivalent.	\$5,000	\$1,500	3.3
AC-1	The assembly areas are intermittently occupied. Remote web-based access to timeclock controls could prevent unnecessary heating or cooling of the spaces when unoccupied. The most effective was to do this is to add hardware to connect the existing systems to the County web-based Invensys front end. This will allow facility managers to modify conditioning schedules for each assembly area to match the occupancy.	\$35,000	\$10,170	3.4
PS-2	Install occupancy sensors to control lights in private offices and intermittently occupied spaces.	\$1,530	\$430	3.6
SO-3	Install occupancy sensors to control lights in private offices and intermittently occupied spaces.	\$6,000	\$1,650	3.6
AC-2	Provide web-based control of the lighting systems for the assembly areas.	\$10,000	\$2,540	3.9
GH-3	Replace incandescent can lights with compact fluorescent lamps.	\$100	\$25	4.0

Strategy Tag	Strategy Description	Cost (\$)	Annual Savings (\$/Year)	Simple Payback (Years)
GH-5	Replace Halogen floodlights with compact fluorescents floodlights. Light intensity will be less, but security needs should be satisfied.	\$100	\$25	4.0
HC-3	Add 0.5 GPM aerators to lavatories throughout facility.	\$400	\$100	4.0
HP-3	Add 0.5 GPM aerators to lavatories throughout facility.	\$400	\$100	4.0
5O-2	Add VFD control to (2) units serving the Sheriff's Office to take advantage of fan energy savings.	\$6,000	\$1,400	4.3
GC-3	Implement a universal lighting control system with timeclock capability and local occupancy sensors.	\$45,000	\$10,400	4.3
UV-2	Provide occupancy sensor and timeclock control for lighting systems. Investigate actual usage patterns further to verify potential benefits.	\$27,000	\$6,200	4.4
JC-2	Implement a universal lighting control system with timeclock capability and local occupancy sensors.	\$40,000	\$9,100	4.4
GC-5	Convert hot water system to a variable secondary system to realize pump savings.	\$7,000	\$1,500	4.7
AC-3	Provide a CO2 based ventilation control strategy for the Assembly areas. There are times when meeting rooms are full of people for 8 hours at a time. In this case, higher ventilation levels are required. For times of low occupancy, which is common, CO2 controls can turn down the ventilation rated to save energy.	\$7,000	\$1,400	5.0
AS-4	Provide web-based remote access to control system to allow County staff to monitor settings and operation of facility from central location.	\$12,000	\$2,400	5.0
AS-5	Provide photocell control to deenergize lighting in central corridor when skylight contribution is sufficient.	\$1,000	\$200	5.0
FM-2	Consider photocell control for lights in market area to turn off during the daytime.	\$1,000	\$200	5.0

Strategy Tag	Strategy Description	Cost (\$)	Annual Savings (\$/Year)	Simple Payback (Years)
PA-2	Replace gas-fired forced air heaters with infrared heaters in the Sign Shop.	\$4,000	\$800	5.0
SO-5	Install web-based control for existing Jail units to allow remote/easy modification of setpoints.	\$15,000	\$3,000	5.0
SO-4	Install a solar domestic hot water system. Cost assumes tax credit benefits passed back to owner through third-party leaseback financing. Actual monthly payment/benefit impacts will vary depending on contract terms.	\$20,000	\$4,000	5.0
HP-2	Provide occupancy sensors and/or timeclock control for lighting systems.	\$3,500	\$600	5.8
GC-4	Extend existing control system to VAV terminals in high rise floors to allow setpoint control from central web-based system.	\$36,000	\$6,000	6.0
JC-4	Convert hot water system to a primary secondary system with VFD control.	\$7,000	\$1,100	6.4
PS-4	Replace lavatory aerators with 0.5GPM aerators.	\$260	\$40	6.5
UW-3	Provide web-based remote access to control system to allow County staff to monitor settings and operation of facility from central location.	\$6,000	\$800	7.5
SV-1	Lighting Upgrades - Convert to High Efficiency T8 fixtures - Bulb & Ballast Replacement	\$82,386	\$10,280	8.0
PW-1	Lighting Upgrades - Convert to High Efficiency T8 fixtures - Bulb & Ballast Replacement	\$82,386	\$10,280	8.0
<b>Totals =</b>		<b>\$654,664</b>	<b>\$249,085</b>	<b>2.6</b>

*Tag Descriptions:*

AC = Agriculture Center  
 AS = Animal Shelter  
 EL = Marshville (Edwards) Library  
 FM = Farmer's Market  
 GC = Government Center  
 GH = Group Home  
 HC = Historic Courthouse  
 HP = Historic Post Office  
 JC = Judicial Center  
 MH = Monroe High School

ML = Main Library  
 PA = Patton Ave Sign Shop/Surplus  
 PE = Prospect Elementary School  
 PS = Union County Public Schools  
 SO = Sheriff's Office/Jail  
 SV = Sun Valley Middle School  
 TO = Transportation Offices/Garage  
 UV = Union Village  
 UW = Union West Regional Library  
 WL = Waxhaw Library

## **FOOTNOTE ON SCOPE OF STUDY**

Three Union County Public School facilities were included for consideration, but were not physically surveyed as part of this report. The level of funding at this point limits application for the School system as a whole. It is intended that efforts under this initial budget be used to demonstrate effectiveness of energy efficiency investments. There is potential to reinvest savings into more energy efficiency projects over time.

## Appendix A

### Union County EECBG Projects as Ranked in Engineering Report

Includes Cut-off for projects to be funded by first year ARRA funding

Facility	Gross Area (SF)	Strategy Tag	Strategy Description	Cost (\$)	Annual Savings (\$/Year)	Simple Payback (Years)
Animal Shelter	11,950	AS-1	Add programmable thermostats for all RTU's. Implement aggressive setback strategies to minimize excessive air conditioning during unoccupied hours.	\$1,000	\$2,800	0.4
Transportation Offices/Garage	8,024	TO-1	Add programmable T-stats to the garage and garage office air condition units. At the time of the survey, the garage unit t-stats were controlling the space temperature to 72 and 70 F, respectively. Implement an aggressive night and weekend schedule to match the occupancy of the garage. Consider raising the temperature setpoints to more typical garage temperatures (74-76 F).	\$750	\$1,580	0.5
Main Library	42,000	ML-1	Retro-Commissioning - The kbtu/SF numbers are the highest of any library in the Union County portfolio. RCx will identify energy saving measures. Some potential energy savings opportunities based on site visit and information gathered are as follows: a. Check schedules and setpoints to ensure they match the operation of the facility. b. Determine ideal static pressure setpoint for proper fan operation. According to facility staff, fans are currently operating at 100% at all times. Significant energy savings are possible if static setpoint can be lowered to allow fan turndown. c. Verify demand controlled ventilation, based on CO2 sensors, is operating properly. d. Investigate supply air temperature setback logic to ensure facility is not providing simultaneous heating and cooling. e. Investigate proper operation of heating system to minimize boiler operation unless needed for heating. f. Verify all operation sequences to ensure proper functionality and identify out of calibration or broken sensors/actuators. A sampling of data points on the control system indicated multiple sensor failures which can adversely impact energy usage.	\$12,600	\$18,560	0.7

Union Village	93,855	UV-1	The facility is performing relatively well from an energy/per square foot standpoint. RCX could prove beneficial in verifying all schedules and setbacks are programmed and functional. Additionally, the economizer operation of each unit should be verified to be functional and operational. (During site survey, one unit was fixed in Economizer despite outside air conditions exceeding 90F. Also, a cursory inspection of the web-based Invensys system revealed several sensors that were out of calibration or not working.	\$5,000	\$6,200	0.8
Judicial Center	101,000	JC-1	Retro-Commissioning - The Energy Star Score for this facility is 34, indicating that it is a relatively poor performing facility. RCx will serve to identify energy saving measures and detect operational deficiencies. A sample of possible areas of improvement and concern are listed below: a. Verify all operation sequences to ensure proper functionality and identify out of calibration or broken sensors/actuators. A sampling of data points on the control system indicated multiple sensor failures which can adversely impact energy usage. b. Verify proper scheduling and setback sequences to prevent unnecessary heating/cooling during unoccupied hours. c. The chilled water temperature is consistently higher than setpoint, which could lead to excessive pumping energy use and high space humidity. d. One air handling system was fixed in 100% outside air for no apparent reason. e. Carbon dioxide sensors, which regulate the outside air delivery for the courtroom units, were showing incorrect concentration levels. f. Simultaneous heating and cooling was observed on an air-handling unit. g. Conductivity sensor blowdown valve has been discharging water continuously. Verify calibration/functionality of sensor.	\$40,400	\$45,680	0.9
Patton Ave Sign Shop/Surplus	7,500	PA-3	Install a programmable thermostat to control the split system conditioning the office portion of the Sign Shop.	\$250	\$250	1.0
Patton Ave Sign Shop/Surplus	7,500	PA-5	Provide digital thermostats to control the array of infrared unit heaters in the Surplus Building. Implement a night setback sequence to lower setpoint to maintain freeze protection but not heat to comfort standards.	\$1,000	\$1,000	1.0

Government Center	119,382	GC-1	Retro-Commissioning - The Energy Star Score for this office complex is 36, indicating that it is a relatively poor performing facility. RCx will serve to identify energy saving measures and detect operational deficiencies. A sample of possible areas of improvement and concern are listed below: a. Verify all operation sequences to ensure proper functionality and identify out of calibration or broken sensors/actuators. A sampling of data points on the control system indicated multiple sensor failures which can adversely impact energy usage.	\$60,000	\$52,330	1.1
Union County Public Schools	21,830	PS-1	RCX could prove beneficial in verifying all schedules and setbacks are programmed and functional. Additionally, the economizer operation of each unit should be verified to be functional and operational.	\$1,000	\$800	1.3
Patton Ave Sign Shop/Surplus	7,500	PA-6	Replace 2.2GPM lavatory aerators with 0.5GPM aerators.	\$100	\$70	1.4
Judicial Center	101,000	JC-5	Add 0.5 GPM aerators to lavatories throughout facility.	\$2,500	\$1,500	1.7
Transportation Offices/Garage	8,024	TO-5	Replace 2.2GPM lavatory aerators with 0.5GPM aerators.	\$200	\$120	1.7
Transportation Offices/Garage	8,024	TO-2	Install occupancy sensors to control lights in private offices and intermittently occupied spaces. 2% energy use savings assumed at a first cost of \$0.07 per SF.	\$560	\$315	1.8
Government Center	119,382	GC-6	Add 0.5 GPM aerators to lavatories throughout facility.	\$1,800	\$1,000	1.8
Group Home	6,463	GH-2	Thermostats were set at 69 F and 70 F. Building has an intermittent occupancy, and a higher T-Stat setting or a more effective setpoint management could save energy. A programmable thermostat could allow relaxed settings during the daytime when the home is less occupied.	\$500	\$260	1.9



Animal Shelter	11,950	AS-2	The holding pens for the animals are air conditioned. At the time of the survey, the thermostat for cooling in the holding pen was at 69F. The leakage of cool air out of the space through the dog doors in the pens is considerable, and likely causes the cooling / heating to run excessively. Consider modifying system to decrease air conditioning of holding pens. System also conditions a workroom, so relocating the thermostat may provide savings. Focus on decoupling human conditioning from animal conditioning.	\$10,000	\$5,000	2.0
Group Home	6,463	GH-7	Add 0.5 GPM aerators to lavatories throughout facility.	\$200	\$100	2.0
Judicial Center	101,000	JC-3	Rebalance and trim impeller of Condenser Water and Hot Water Pumps to avoid unnecessary energy loss from throttled balancing valves.	\$3,200	\$1,600	2.0
Main Library	42,000	ML-5	Consider photocell control for lights in main hall area to turn off during the daytime. Metal halide uplights do not contribute much to desk level illumination. Reducing hours of on time will reduce replacement lamp costs as well.	\$1,000	\$500	2.0
Main Library	42,000	ML-7	Replace 2.0GPM lavatory aerators with 0.5GPM aerators.	\$400	\$200	2.0
Sheriff's Office/Jail	85,701	SO-1	Retro-Commissioning - RCx will serve to identify energy saving measures and detect operational deficiencies. A sample of possible areas of improvement and concern are listed below: a. Verify all operation sequences to ensure proper functionality and identify out of calibration or broken sensors/actuators. A sampling of data points on the control system indicated multiple sensor failures which can adversely impact energy usage. b. Implement aggressive night and weekend setback schedules to save energy where possible.	\$17,140	\$8,260	2.1
Main Library	42,000	ML-2	Provide occupancy sensors for lights in intermittently used spaces, including private offices.	\$2,940	\$1,400	2.1

Union West Regional Library	11,748	UW-1	Retro-Commissioning - The kbtu/SF numbers are high in comparison to other libraries in the Union County portfolio. RCx will identify energy saving measures. Some potential energy savings opportunities based on site visit and information gathered are as follows:a. Check schedules and setpoints to ensure they match the operation of the facility.b. Determine ideal static pressure setpoint for proper fan operation. According to facility staff, fan is currently operating at 100% at all times. Significant energy savings are possible if static setpoint can be lowered to allow fan turndown.c. Verify economizer is operating properly to take full advantage of free cooling (at time of survey, mechanical time clock had locked out outside air from facility).d. Investigate supply air temperature setback logic to ensure facility is not providing simultaneous heating and cooling.e. Investigate proper operation of heating system to minimize boiler operation unless needed for heating.Verify all operation sequences to ensure proper functionality and identify out of calibration or broken sensors/actuators.f. Optimize timeclock control of exterior parking lights (review safety and security issues with staff).	\$4,112	\$1,940	2.1
Sheriff's Office/Jail	85,701	SO-6	Water efficiency improvements. This facility has the highest water consumption in the portfolio of facilities surveyed. Shower, lavatory and water closet use is the primary source of consumption. Investigate water efficiency improvements that meet prison requirements.	\$20,000	\$9,000	2.2
Patton Ave Sign Shop/Surplus	7,500	PA-4	According to facility staff, the Surplus Building is only intermittently occupied. Lights were off when we arrived for the site survey, but feasibly could be left on when the building is vacant. Consider a series of occupancy sensors to control the lighting systems.	\$450	\$200	2.3
Ag. Center	40,350	AC-4	Replace 1.5GPM lavatory aerators with 0.5GPM aerators.	\$500	\$200	2.5
Marshville (Edwards) Library	8,500	EL-3	Replace 2.0GPM lavatory aerators with 0.5GPM aerators.	\$200	\$80	2.5
Union Village	93,855	UV-3	Add 0.5 GPM aerators to lavatories throughout facility.	\$1,800	\$600	3.0

Union West Regional Library	11,748	UW-2	Provide photocell controller for main hall lights to take advantage of daylight through clerestory openings.	\$1,200	\$400	3.0
Main Library	42,000	ML-3	Implement an Economizer sequence to maximize energy savings when outside air conditions permit.	\$2,800	\$900	3.1
Historic Post Office	24,855	HP-6	Add blow-in insulation for attic to increase to R-30 equivalent.	\$5,000	\$1,500	3.3
Ag. Center	40,350	AC-1	The assembly areas are intermittently occupied. Remote web-based access to timeclock controls could prevent unnecessary heating or cooling of the spaces when unoccupied. The most effective way to do this is to add hardware to connect the existing systems to the County web-based Invensys front end. This will allow facility managers to modify conditioning schedules for each assembly area to match the occupancy.	\$35,000	\$10,170	3.4
Union County Public Schools	21,830	PS-2	Install occupancy sensors to control lights in private offices and intermittently occupied spaces.	\$1,530	\$430	3.6
Sheriff's Office/Jail	85,701	SO-3	Install occupancy sensors to control lights in private offices and intermittently occupied spaces.	\$6,000	\$1,650	3.6
Ag. Center	40,350	AC-2	Provide web-based control of the lighting systems for the assembly areas.	\$10,000	\$2,540	3.9
Group Home	6,463	GH-3	Replace incandescent can lights with compact fluorescent lamps.	\$100	\$25	4.0
Group Home	6,463	GH-5	Replace Halogen floodlights with compact fluorescents floodlights. Light intensity will be less, but security needs should be satisfied.	\$100	\$25	4.0
Historic Courthouse	14,280	HC-3	Add 0.5 GPM aerators to lavatories throughout facility.	\$400	\$100	4.0
Historic Post Office	24,855	HP-3	Add 0.5 GPM aerators to lavatories throughout facility.	\$400	\$100	4.0
Sheriff's Office/Jail	85,701	SO-2	Add VFD control to (2) units serving the Sheriff's Office to take advantage of fan energy savings.	\$6,000	\$1,400	4.3
Government Center	119,382	GC-3	Implement a universal lighting control system with timeclock capability and local occupancy sensors.	\$45,000	\$10,400	4.3
Union Village	93,855	UV-2	Provide occupancy sensor and timeclock control for lighting systems. Investigate actual usage patterns further to verify potential benefits.	\$27,000	\$6,200	4.4

Judicial Center	101,000	JC-2	Implement a universal lighting control system with timeclock capability and local occupancy sensors.	\$40,000	\$9,100	4.4
Government Center	119,382	GC-5	Convert hot water system to a variable secondary system to realize pump savings.	\$7,000	\$1,500	4.7
Ag. Center	40,350	AC-3	Provide a CO2 based ventilation control strategy for the Assembly areas. There are times when meeting rooms are full of people for 8 hours at a time. In this case, higher ventilation levels are required. For times of low occupancy, which is common, CO2 controls can turn down the ventilation rated to save energy.	\$7,000	\$1,400	5.0
Animal Shelter	11,950	AS-4	Provide web-based remote access to control system to allow County staff to monitor settings and operation of facility from central location.	\$12,000	\$2,400	5.0
Animal Shelter	11,950	AS-5	Provide photocell control to deenergize lighting in central corridor when skylight contribution is sufficient.	\$1,000	\$200	5.0
Farmer's Market	2,455	FM-2	Consider photocell control for lights in market area to turn off during the daytime.	\$1,000	\$200	5.0
Patton Ave Sign Shop/Surplus	7,500	PA-2	Replace gas-fired forced air heaters with infrared heaters in the Sign Shop.	\$4,000	\$800	5.0
Sheriff's Office/Jail	85,701	SO-5	Install web-based control for existing Jail units to allow remote/easy modification of setpoints.	\$15,000	\$3,000	5.0
Sheriff's Office/Jail	85,701	SO-4	Install a solar domestic hot water system. Cost assumes tax credit benefits passed back to owner through third-party leaseback financing. Actual monthly payment/benefit impacts will vary depending on contract terms.	\$20,000	\$4,000	5.0
Historic Post Office	24,855	HP-2	Provide occupancy sensors and/or timeclock control for lighting systems.	\$3,500	\$600	5.8
Government Center	119,382	GC-4	Extend existing control system to VAV terminals in high rise floors to allow setpoint control from central web-based system.	\$36,000	\$6,000	6.0
Judicial Center	101,000	JC-4	Convert hot water system to a primary secondary system with VFD control.	\$7,000	\$1,100	6.4
Union County Public Schools	21,830	PS-4	Replace lavatory aerators with 0.5GPM aerators.	\$260	\$40	6.5
Union West Regional Library	11,748	UW-3	Provide web-based remote access to control system to allow County staff to monitor settings and operation of facility from central location.	\$6,000	\$800	7.5
Sun Valley Middle School	75,000	SV-1	Lighting Upgrades - Convert to High Efficiency T8 fixtures - Bulb & Ballast Replacement	\$82,386	\$10,280	8.0

Parkwood Middle School	75,000	PW-1	Lighting Upgrades - Convert to High Efficiency T8 fixtures - Bulb & Ballast Replacement	\$82,386	\$10,280	8.0
			Union County Projects—First Year Cut-off	\$654,664	\$249,085	
Piedmont Middle School	75,000	PI-1	Lighting Upgrades - Convert to High Efficiency T8 fixtures - Bulb & Ballast Replacement	\$82,386	\$10,280	8.0
Main Library	42,000	ML-4	Repair weatherseal on basement level double doors into Board of Elections administration area.	\$200	\$25	8.0
Group Home	6,463	GH-4	Consider Solar Hot Water system for the largest domestic hot water system serving showers.	\$6,000	\$740	8.1
Historic Post Office	24,855	HP-4	Add interior storm windows on existing single pane historic windows.	\$2,500	\$300	8.3
Waxhaw Library	2,800	WL-1	Replace 2.2GPM lavatory aerators with 0.5GPM aerators.	\$100	\$10	10.0
Historic Post Office	24,855	HP-1	Convert RTU-4,5 and 6 to changeover bypass systems by adding zone and bypass dampers and a controller.	\$12,000	\$1,100	10.9
Group Home	6,463	GH-1	Replace aged condensing units with new, high efficiency (19 SEER or higher) units. HP-1 is sweating from the compressor area, indicating deterioration in insulation and a loss in efficiency. Existing unit efficiency is not known, but is estimated to be below 10 SEER.	\$18,000	\$1,500	12.0
Government Center	119,382	GC-2	Replace existing dual duct systems serving the lower three floors with a single duct VAV system with hot water reheat.	\$270,000	\$20,000	13.5
Union County Public Schools	21,830	PS-3	Replace (2) aged rooftop units with newer, higher efficiency units and connect to the Metasys control system.	\$27,000	\$1,600	16.9

# UNION COUNTY

## SHORT-TERM WATER ALLOCATION PLAN

**DATE:** SEPTEMBER 21, 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 Short-Term Water Allocation Plan. This resolution acknowledged that, at times, the Union County Water System's (UCWS) Peak Day Demand exceeded available water treatment capacity. As a result, the opportunity to provide water service to new customers is limited. The Short-Term Water Allocation Plan is intended to provide an action 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. When new treatment plant capacity is in-place, it is expected that this Short-Term Water Allocation Plan will no longer be required.

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; to stop applying for all Water Permits; and to pursue recovery of capacity.

On August 4, 2009, the Permit Extension Act of 2009 was enacted into law, effective on that date. A few days thereafter, the Permit Extension Act of 2009 was amended. This Act, as amended, specifically allows Union County to recover and reallocate water allocation from projects that are not ready to proceed, but sets forth guidelines that must be followed in doing so.

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. In addition, the name of this document has been revised from a Water Allocation Policy to a Short-Term Water Allocation Plan to better reflect its purpose and intent.

This Short-Term Water Allocation Plan (Plan) 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 Plan, 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;
- comply with the Permit Extension Act of 2009, as amended; and,
- eliminate 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 Plan 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 – 8/09)
- 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 Plan.

- **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 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 twelve noon on September 28, 2009.
- **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 Plan, 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.
- **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.
- **Permit Extension Act** – refers to Session Law 2009–406 as amended, cited as the Permit Extension Act of 2009.
- **Plan** – refers to this amended and restated water allocation document. The use of the word “Plan” has replaced the word “Policy” as used in the original document to better reflect its purpose and intent.
- **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 Plan, 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 Plan 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 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 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 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. It should be emphasized that these values are estimates based on analytical evaluation of limited historical data.
- 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 significantly.
  - In April 2009, over 4,000 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 Plan set forth herein is intended to provide guidelines for allocating, in a fair and equitable 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 immediately.
- 2.23. This Plan 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 Plan 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 Plan 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. Nothing in this Plan shall prevent residential customers from securing an irrigation tap and meter.

### **4.0 PURPOSE**

This Plan is intended to establish a plan for allocating the existing limited water treatment capacity in a fair and equitable manner, and to reallocate water treatment capacity from Development Projects that are not ready to proceed, to Development Projects that are ready to begin construction, consistent with the provisions of the Permit Extension Act, 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 determine actual capacity and to distribute the remaining capacity in a fair and equitable manner;
- The desire to reallocate capacity from Development Projects that are not ready to proceed with construction to Development Projects that are ready to begin construction;
- The desire to prevent allocation or reallocation of capacity in excess of what UCWS can reliably provide;
- The desire to promote Nonresidential Development Projects among multiple owners or developers. These Nonresidential Development Projects 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); and,
- 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 Plan shall become effective at noon on September 28, 2009, 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 proposed revisions.

**6.0 WATER ALLOCATIONS**

The attached Table 1 provides a summary of Projects identified during development of the Short-Term Water Allocation Plan where existing water permits have been secured. Many of these projects also have water infrastructure in-place. Table 1 also outlines the estimated Average Day Demand 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 category level assignments.

**6.1 Category A Projects**

Category A Projects include:

▪ Government Facilities Projects	0.057 MGD
▪ Nonresidential Projects	0.315 MGD
▪ Residential Projects	1.748 MGD
▪ One Tap Projects	0.080 MGD
▪ Self Help Projects	0.047 MGD
▪ Future Health and Safety Project Reserve	0.010 MGD
▪ Nonresidential/Government Facilities Project Reserve	0.143 MGD
<b>TOTAL</b>	<b>2.400 MGD</b>

These Category A Projects account for an estimated total of approximately 2.4 MGD of Average Day Demand. This Plan directs UCPW to provide water allocation capacity to these Projects, and allocates all of the remaining available capacity.

**6.1.1 Category A – One Tap Projects**

Once a One Tap Project is approved by UCPW for existing residences, owners will have 60 days to complete installation of a service connection and pay all associated tap fees before expiration of this water allocation.

Once a One Tap Project is approved for existing vacant residential lots, owners will have to comply with the following:

- Confirm that existing water lines are contiguous to the vacant residential lot to be served directly or through an existing right-of-way.
- Confirm proper land use permitting (including zoning) from all applicable jurisdictions to allow the proposed tap to occur.
- UCPW staff may, if desired, request additional information from the owner in order to make a final determination. If approved, UCPW will issue, in writing, a water allocation for the proposed dwelling. Failure to obtain a building permit

for the dwelling within 180 days from written approval of the Project shall result in termination of the water allocation for the dwelling. If a building permit is issued within 180 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 termination of the water allocation for the dwelling that is subject of the expired or terminated building permit.

#### **6.1.2 Nonresidential/Government Facilities Project Reserve**

It is the intent of this Plan to award allocation under the Nonresidential/Government Facilities Project Reserve to multiple owners or developers. This allocation will be utilized for Projects that are estimated to use 20,000 gpd or less (as determined by UCPW) and are located in the CRWTP service area. This allocation shall be assigned to Nonresidential/Government Facilities Projects on a first come, first serve basis. An applicant for water allocation under this section shall not be considered an active applicant until they demonstrate to the satisfaction of UCPW the ability to begin construction as set forth in this section. The amount available is estimated at 143,000 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.

In order to receive a water allocation, the owners or developers of Projects receiving water allocation under this section shall demonstrate the ability to begin construction by doing the following:

- Certify to UCPW that existing water lines are contiguous to the Project site directly or through an existing right-of-way, and that sufficient hydraulic capacity exists in the UCPW system to meet the needs of the Project. The requirement that existing water lines are contiguous to the Project site directly or through an existing right-of-way shall not apply to public schools since public schools have the right of eminent domain.
- Certify to UCPW the issuance of all applicable land use permits and approvals from all applicable jurisdictions to allow the proposed development to occur. These land use permits and approvals include, but are not limited to, zoning, major development permits, special use permits, conditional use permits, and preliminary plat approval.
- Submit a detailed written description of the Project to UCPW for approval (including type of project, projected number of employees, building use, building square footage, number and type of plumbing fixtures, average day water demand, irrigation demands, fire flow needs, and any other special conditions). Such written description shall include sufficient detail to enable UCPW to make a reasonable determination of the requested water demand and that it is more likely than not that the Project will proceed within the time constraints for obtaining a building permit, as outlined below.
- Demonstrate that the owner or developer of the Project has the ability to begin construction of the Project by furnishing a signed copy of a construction agreement, or other document that is satisfactory to UCPW, showing a date of commencement of construction of the utility infrastructure within 270 days of receipt of the water allocation, and containing a construction schedule that demonstrates that the construction will be diligently prosecuted to its completion within a reasonable period of time after commencement. The



construction agreement or document may contain a provision that it is contingent upon receiving a water allocation for the Project.

- 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 termination of the water allocation for those facilities for which a building permit has not been obtained. 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 termination of the water allocation for the facilities that were subject to the expired or terminated building permit.
- UCPW shall have administrative authority (e.g., sub-metering) to ensure that all Projects receiving water allocation are not likely to exceed that allocation.

## **6.2 Future Development Projects**

All other Development Projects will be considered future Development Projects. UCPW will establish procedures to track future Development Projects that are brought forward for consideration of water service.

## **6.3 Adjustment of Water Allocations**

UCPW will continually update water use trend data and other variables to determine the effectiveness of the Plan. 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 REALLOCATION OF WATER CAPACITY**

When a Water Permit has been issued for a Development Project; and,

- (i) an engineer's certification of completion has not yet been submitted to NC-DENR; and,
- (ii) the expiration of the Water Permit has been suspended under the Permit Extension Act; and,
- (iii) it has been 24 months since the issuance of a Water Permit,

the County may reallocate the water allocation associated with that Project to applicants for new or additional allocations in accordance with this Section.

### **7.1 Requirements of Union County Public Works to Recover Capacity**

In order to reallocate capacity, UCPW shall:

- Mail a notice to the owner or developer of the Development Project by certified mail on or after 20 months from issuance of a Water Permit.
- Include in the notice the following information:
  - (a) that UCPW believes that the owner or developer is not ready to proceed or continue with the Project by beginning construction under the Water Permit within 120 days of the notice;
  - (b) that, in order to retain the water allocation associated with the Project, the owner or developer must demonstrate the ability or intent to begin construction under the Water Permit within 120 days of the date of the

notice by actually beginning construction within 120 days of the date of the notice; and

- (c) that, in order to further demonstrate that the owner or developer has a bona fide ability or intent to begin construction within 120 days of the date of the notice, the owner or developer must provide UCPW with a signed copy of a construction agreement, or other document satisfactory to UCPW, containing a commencement date of construction under the Water Permit within 120 days of the date of the notice, and also containing a construction schedule that shows that the construction will be diligently prosecuted to its completion in a normal manner customary and common in the trade.
- Mail the notice:
  - (a) to the owner's address listed by the Union County Tax Assessor's office;
  - (b) to the address of the owner or developer's engineer, if the identity and address of the engineer for that Project is contained on the engineering plans that were submitted to NC-DENR in order to obtain the Water Permit; and,
  - (c) to the last known address of the owner or developer of the Project, if the identity and address of the owner or developer is contained in the records of UCPW concerning that Project.

## **7.2 Requirements of Owner or Developer to Retain Capacity**

In order to retain the water allocation, the owner or developer shall, within 120 days of the date of the notice, demonstrate the ability or intent to begin construction under the Water Permit by:

- actually beginning construction under the Water Permit within 120 days of the date of the notice; and,
- demonstrating that the owner or developer has a bona fide ability or intent to begin construction under the Water Permit within 120 days of the date of the notice by providing UCPW with a signed copy of a construction agreement, or other document satisfactory to UCPW, containing a commencement date of construction under the Water Permit within 120 days of the date of the notice, and also containing a construction schedule that shows that the construction will be diligently prosecuted to its completion in a normal manner customary and common in the trade.

In the event that the owner or developer fails to demonstrate the ability or intent to begin construction under the Water Permit within 120 days of the date of the notice, UCPW shall reallocate the capacity associated with that Project in accordance with the provisions of Section 6.1.2, above.

In the event that the owner or developer of a Project:

- (i) retains capacity by beginning construction under the Water Permit within 120 days of the date of the notice; and,
- (ii) thereafter fails to continue or proceed with construction in a normal manner customary and common in the trade for a period of 120 days; then, owner or developer shall be deemed to have abandoned or terminated the Project.

In the event of termination or abandonment as defined herein, the water allocation that is associated with that Project will again be subject to reallocation, in accordance with the procedures of this section.

## **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.

In the CRWTP service area, 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. UCPW shall not accept any new engineering plans for Self Help Projects other than those listed as 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.

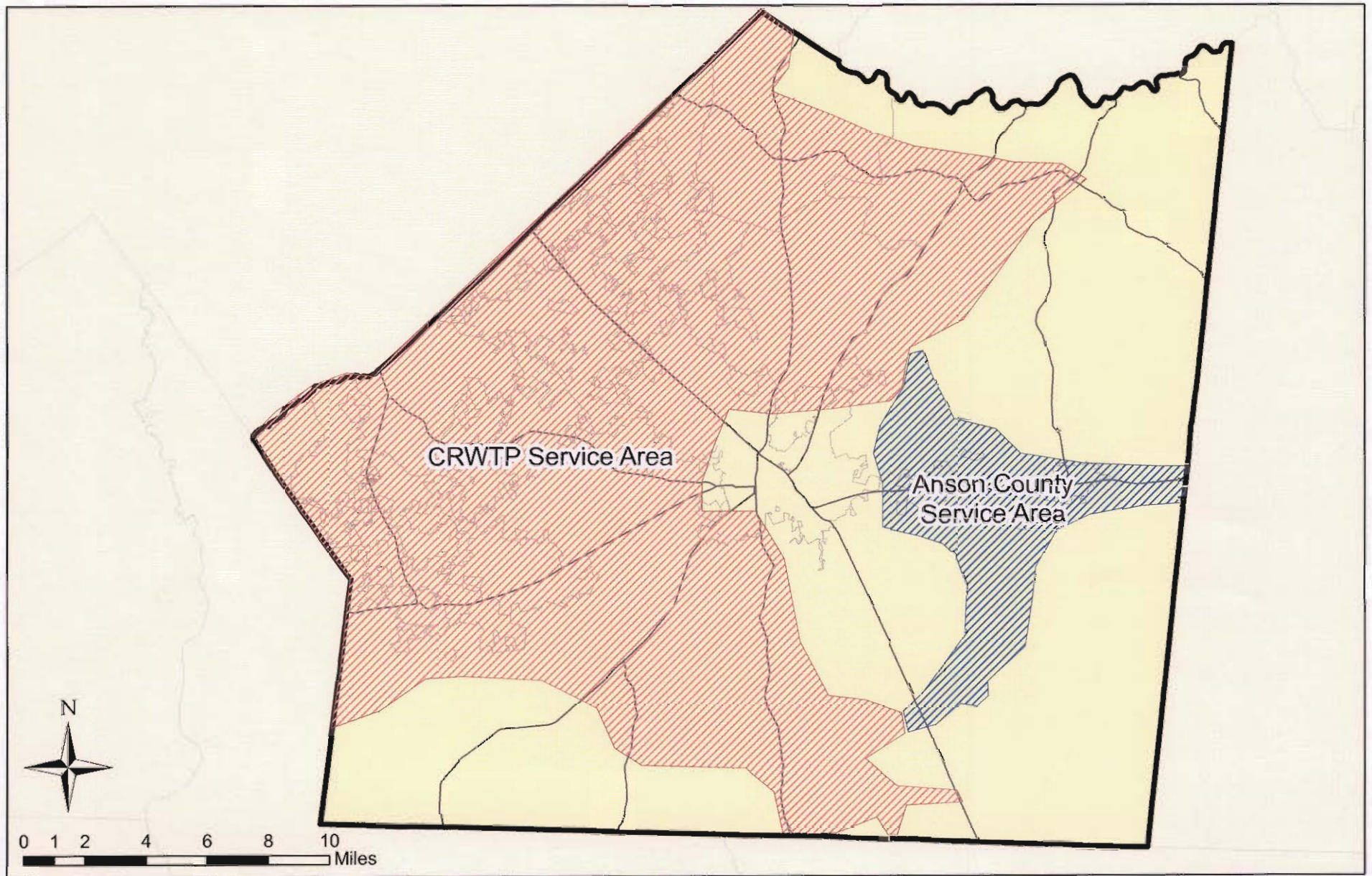
## **9.0 NOTIFICATION PERIOD FOR OMISSIONS/CORRECTIONS**

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, 2008, had an opportunity within 30 days of the original adoption of the 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 the Policy (i.e., October 20, 2008) to submit written documentation of the proposed correction to the UCPW Director.

## **10.0 DIRECTIONS TO COUNTY STAFF**

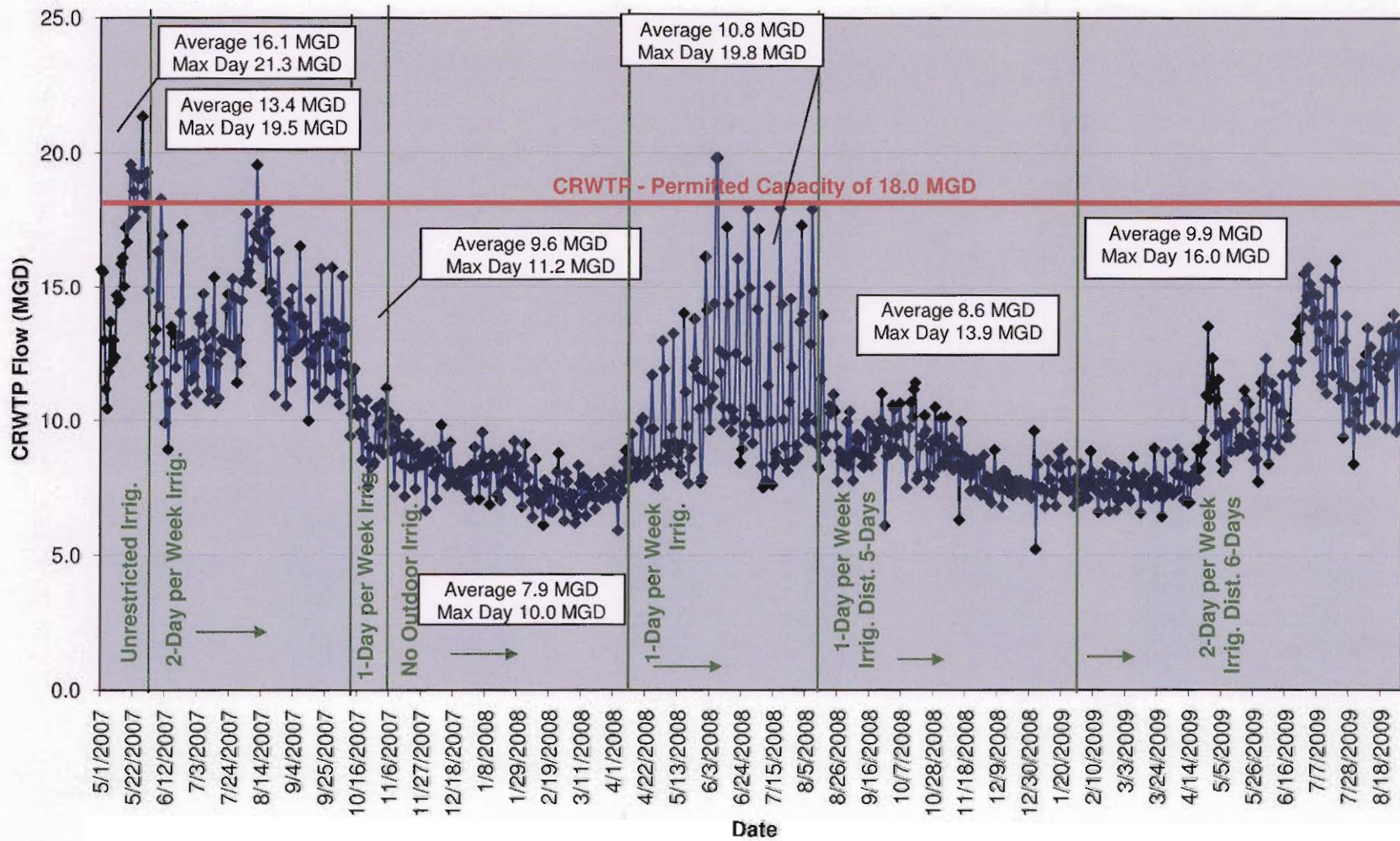
County staff shall notify the Board of Commissioners on a quarterly basis regarding water use trends. Staff shall also notify the Board of Commissioners when 100,000 gpd has been assigned. These updates shall include a summary of new connections and estimated capacity consumed by the new connections.

Within 90 days from the Effective Date, County staff will present to the Board of Commissioners an action plan for how water demand will be managed in the event that water demand in the CRWTP service area exceeds 17.5 mgd two times in a one-week period.



**Existing Service Areas**  
Figure 1

Figure 2 - Union County Water System - Daily Water Demand from the Catawba River WTP (05/07 - 08/09)



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

Ref.	Proj. ID	Project/Development	River Basin C-Catawba Y-Yadkin	Sewer Conveyance	Water Permit Approval Date	for Residential Est. Number of Units (@ Build- Out)	for Residential Est. Remaining Units (as of Aug. 2009)	Water Allocation (gpd)	Infrastructure Installed	Lots with no infra- structure (as of July 2009)	Flow Assoc. with no infra- structure (as of July 2009)	Jurisdiction	Land Use Approval
<b>Government Facilities Projects</b>													
01	463	MS/HS "D" Hemby Bridge (School)	C	TBD	-	-	38,400	No	-	-	County	No	
02	775	Waxhaw Regional Library	C	TBD	-	-	5,000	No	-	-	Waxhaw	No	
03	-	Bus Depot - UCPS Transpo. Facility	C	TBD	-	-	4,400	No	-	-	County	No	
							<b>47,800</b>						
<b>Non-Residential Projects</b>													
01	28	Austin Village Phase III	C	Permit	8/18/08	-	23,702	Not completed	-	-	Indian Trail	Yes	
02	95	Cahill Office Park	C	Permit	2/12/08	-	1,100	Yes	-	-	Indian Trail	Yes	
03	113	Carrington Square Office Park	C	Permit	6/20/08	-	7,600	No	-	7,600	Waxhaw	Yes	
04	140	GHS Cureton-Waxhaw	C	Permit	set - 10/18/07	-	27,500	Yes	-	-	Waxhaw	Yes	
05	245	Fieldstone Farms Amenity	Y	Permit	11/17/06	-	700	Yes	-	-	Indian Trail	Yes	
06	324	Holly Park Commercial (Ph. 3A&3B)	C	Permit	09/26/08	-	10,000	Yes	-	-	Indian Trail	Bd Apr	
07	-	Jackson Station	C	Permit	04/05/02	-	19,442	Yes	-	-	Waxhaw	Yes	
08	366	Lake Park Sewer Extension A,B,G	Y	Permit	-	-	9,175	No	-	9,175	County	PUD	
10	408	Lowes of Waxhaw	C	Permit	03/28/07	-	26,915	Yes	-	-	Waxhaw	Yes	
11	474	Newtown Market	C	Permit	04/18/08	-	2,076	Yes	-	-	County	SUP	
12	491	Old Hickory Industrial Park	Y	Permit	02/27/07	-	5,205	Yes	-	-	Indian Trail	Yes	
13	-	Rea Road Development	C	Permit	01/12/04	-	14,699	Yes	-	-	County	PUD	
14	-	Rea Road Retail Ph II	C	Permit	08/02/05	-	23,040	No	-	23,040	County	PUD	
15	629	Shoppes at Wesley Chapel 2	C	Permit	05/12/08	-	5,641	Yes	-	-	Wesley Chapel	CUB2	
16	679	Sun Valley Commons Ph II	Y	Permit	10/19/07	-	17,467	Yes	-	-	Indian Trail	Yes	
17	681	Sun Valley Retail Center	C	Permit	06/30/04	-	1,500	Yes	-	-	Indian Trail	Yes	
18	-	The Grove	C	Permit	04/25/06	-	27,878	Yes	-	-	Stallings	Yes	
19	734	Union West Business Park	Y	Permit	02/12/98	-	603	Yes	-	-	Stallings	Yes	
20	751	Village Commons @ Wesley Chapel 2	C	Permit	10/24/05	-	8,273	Yes	-	-	Wesley Chapel	CUB2	
21	752	Village Commons @ Wesley Chapel I	C	Permit	10/20/08	-	36,064	Not completed	-	-	Wesley Chapel	CUB2	
22	-	Waxhaw Commons	C	Permit	set - 5/3/2007	-	3,250	Yes	-	-	Waxhaw	Yes	
23	773	Waxhaw Medical Center	C	Permit	set - 12/18/07	-	2,188	Yes	-	-	Waxhaw	Yes	
24	774	Waxhaw Park Shopping Center	C	Permit	set - 6/16/08	-	1,500	Yes	-	-	Waxhaw	Yes	
25	-	Sun Valley Commons Phase I	Y	Permit	08/23/05	-	39,618	Yes	-	-	Indian Trail	Yes	
							<b>315,156</b>						
<b>Residential Projects</b>													
01	10	Anikin Forrest	C	Permit	07/11/05	179	95	23,750	Yes	-	-	Waxhaw	Yes
02	11	Anandale	Y	Permit	06/10/05	181	51	12,750	Yes	-	-	Indian Trail	Yes
03	-	Annecy	C	Septic	01/02/09	49	49	12,250	No	49	12,250	Weddington	Yes
04	12	Anniston Grove	C	Septic	03/02/04	86	55	13,750	Yes	-	-	County	Yes
05	-	Ashcroft	Y	Permit	02/27/92	-	8	2,000	Yes	-	-	Indian Trail	Yes
06	36	Bard Property	C	Permit	07/06/09	16	16	4,000	No; permit exp.	16	4,000	Weddington	Yes
07	37	Barrington Ridge	C	Permit	12/06/04	153	78	19,500	Yes	-	-	Waxhaw	Yes
08	51	Bicket Ridge	Y	Permit	02/17/05	81	20	5,000	Yes	-	-	County	Yes
09	56	Bianchard Estates - water only	C	Septic	03/28/07	6	6	1,500	No	6	1,500	County	No
10	60	Bonner Oaks Estates - water only	C	Septic	09/13/07	10	10	2,500	Yes	-	-	Weddington	Yes
11	81	Bonterra (All Phases)	Y	Permit	7/3/03 & 11/19/03	454	255	63,750	Yes	-	-	Indian Trail	Yes
12	68	Brandon Oaks	C	Permit	05/19/05	949	104	26,000	Yes	-	-	County	Yes
13	73	Briarcrest North Phase 1	C	Permit	09/21/05	82	48	12,000	Yes	-	-	County	Yes
14	74	Briarcrest North Phase 2	C	Permit	09/23/05	70	42	10,500	Yes	-	-	County	Yes
15	84	Bromley	C	Permit	05/22/07	121	115	28,750	Not completed	45	11,250	Weddington	Yes
16	96	Callonwood	C	Permit	03/07/00	157	61	15,250	Yes	-	-	Indian Trail	Yes
17	-	Chatelaine	C	Permit	12/08/03	-	18	4,500	Yes	-	-	County	Yes
18	128	Chatsworth	C	Permit	12/02/04	37	12	3,000	Yes	-	-	County	Yes
19	134	Chestnut Place	C	Permit	12/27/05	45	29	7,250	Yes	-	-	Stallings	Yes
20	165	Crane Valley	C	Permit	02/23/06	108	1	250	Yes	-	-	County	Yes
21	172	Crismark - water only	Y	Septic	3/14/02 & 9/21/01	986	391	97,750	Not completed	51	12,750	Indian Trail	Yes
22	173	Crooked Creek Estates	Y	Permit	02/15/05	89	26	6,500	Yes	-	-	County	Yes
23	176	Crossbridge - water only	Y	Septic	08/13/03	26	3	750	Yes	-	-	County	Yes
24	-	Crown Estates at Lochaven	C	Septic	06/07/07	19	19	4,750	No	19	4,750	Weddington	Yes
25	183A	Cureton (total for all phases)	C	Permit	4/13/2006	724	366	91,500	Not completed	8	2,000	Waxhaw	Yes
26	195	Deerstyne Comm. (Garmons Cross.)	C	Permit	04/25/06	60	57	14,250	Not completed	59	14,750	Indian Trail	Yes
27	229	Ezzell Hill	C	Permit	12/05/06	55	52	13,000	Not completed	13	3,250	County	Yes
28	230	Ezzell Valley	C	Permit	08/07/08	103	103	25,750	No	103	25,750	Marvin	No
29	230A	Fincher Valley	C	Permit	10/13/03	91	4	1,000	Yes	-	-	County	Yes
30	234	Fairhaven Phase 1	Y	Permit	09/07/05	368	166	41,500	Yes	-	-	Stallings	Yes
31	-	Fairhaven Phase 2	Y	Permit	08/07/08	15	15	3,750	No	15	3,750	Stallings	Yes
32	238	Falcon Place	C	Permit	04/19/06	37	37	9,250	No	37	9,250	Weddington	Yes
33	244	Fieldstone Farm Subdivision	Y	Permit	11/17/08	501	285	71,250	Not completed	193	48,250	Indian Trail	Yes
34	-	Gardens on Providence	C	Permit	10/28/03	-	2	500	Yes	-	-	Weddington	Yes
35	-	Grayson Park Subdivision	C	Permit	01/17/02	-	70	17,500	Yes	-	-	County	Yes
36	-	Green Meadows 2nd Avenue	C	Permit	03/13/01	5	20	5,000	Yes	-	-	Indian Trail	Yes
37	-	Hadley Meadows	C	Permit	04/30/04	-	19	4,750	Yes	-	-	Weddington	Yes
38	298	Harrison Park	C	Permit	09/19/01	-	7	1,750	Yes	-	-	Waxhaw	Yes
39	318	Highgate	C	Permit	4/7/00 & 12/8/04	235	57	14,250	Yes	-	-	Weddington	Yes
40	-	Hollister	C	Permit	07/16/04	205	158	39,500	Yes	-	-	Weddington	Yes
42	-	Innesbrook	C	Permit	01/21/03	-	2	500	Yes	-	-	Marvin	Yes
43	-	Jackson Ridge S/D	C	Permit	10/12/00	-	1	250	Yes	-	-	Waxhaw	Yes
44	-	Jacobs Pointe	Y	Permit	11/19/99	-	1	250	Yes	-	-	Indian Trail	Yes
45	-	Longford Village	Y	Permit	08/26/08	5	5	1,250	Yes	-	-	Indian Trail	Yes
46	355	Kings Grant	Y	Permit	06/09/04	19	8	2,000	Yes	-	-	Wesley Chapel	Yes
47	-	Kingston on Providence	C	Permit	04/27/95	-	4	1,000	Yes	-	-	Waxhaw	Yes

Ref.	Proj. ID	Project/Development	River Basin C-Catawba Y-Yadkin	Sewer Conveyance	Water Permit Approval Date	for Residential Est. Number of Units (@ Build- Out)	for Residential Est. Remaining Units (as of Aug. 2009)	Water Allocation (gpd)	Infrastructure Installed	Lots with no infra- structure (as of July 2009)	Flow Assoc. with no infra- structure (as of July 2009)	Jurisdiction	Land Use Approval	
48	363	Lake Forest Preserve	C	Permit	6/6/2005	211	71	17,750	Not completed	64	16,000	Weddington	Yes	
49	-	Lake Park Phases	Y	Permit	07/10/00	-	10	2,500	Yes	-	-	County	Yes	
50	368	Lake Park Town Center, Phase 3	Y	Permit	10/19/92	120	38	9,500	Yes	-	-	County	Yes	
51	-	Laurel Creek	Y	Permit	08/02/02	-	18	4,500	Yes	-	-	Indian Trail	Yes	
52	386A	Lawson (total for all phases)	C	Permit	10/23/07	589	259	64,750	Not completed	239	59,750	Waxhaw	Yes	
53	403	Longview (all phases)	C	Permit	1/22/02 & 5/27/07	340	174	43,500	Not completed	12	3,000	County	Yes	
54	420A	Marvin Creek (all phases)	C	Permit	06/29/05	360	12	3,000	Yes	-	-	Marvin	Yes	
55	427	McGee Valley	C	Permit	05/05/04	99	39	9,750	Not completed	6	1,500	County	Yes	
56	443	Millbridge	C	Permit	4/24/06, 11/15/06, 6/27/07, 8/27/07, 6/ 27/07, 10/24/07, 1/ 14/08	1087	1013	253,250	Not completed	574	143,500	Waxhaw	Yes	
57	-	Oak Brook - water only	C	Septic	08/01/08	47	47	11,750	No, self help	-	-	County	Yes	
58	501	Park Grove Meadows, Sayebrook II	Y	Permit	07/08/08	15	15	3,750	Yes	-	-	County	Yes	
59	520	Ponds at Brandywine - water only	Y	Septic	03/04/08	40	40	10,000	No	40	10,000	County	Yes	
60	-	Poplar Glen	C	Permit	09/14/93	-	5	1,250	Yes	-	-	County	Yes	
61	531	Potters Creek Estate - water only	C	Septic	09/08/06	22	22	5,500	Yes	-	-	Weddington	Yes	
62	-	Prescot Residential	C	Permit	04/26/05	-	105	26,250	Yes	-	-	Waxhaw	Yes	
63	539	Prestwick	C	Permit	04/27/06	101	12	3,000	Yes	-	-	County	Yes	
64	544	Providence Downs	C	Permit	12/29/01	327	6	1,500	Yes	-	-	County	Yes	
65	545	Providence Downs South	C	Permit	06/22/04	62	18	4,500	Yes	-	-	County	Yes	
66	550	Providence Grove	C	Permit	04/05/04	145	20	5,000	Yes	-	-	Waxhaw	Yes	
67	566	Quintessa	C	Permit	06/25/02	89	43	10,750	Yes	-	-	Wesley Chapel	Yes	
68	-	Ridgefield Ph. II	C	Permit	03/22/96	-	10	2,500	Yes	-	-	County	Yes	
69	587	Rosehill	C	Permit	03/10/04	47	13	3,250	Yes	-	-	Weddington	Yes	
70	597	Sarsfield - water only	C	Septic	08/19/05	225	200	50,000	Yes	-	-	County	Yes	
71	615	Shadow Lake, Spring Creek	C	None	08/27/08	48	48	12,000	No	48	12,000	County	Yes	
72	619	Shannon Vista	C	Permit	02/04/04	182	98	24,500	Yes	-	-	County	Yes	
73	622	Sheridan Phase I	C	Permit	08/24/05	159	159	39,750	Not completed	57	14,250	Indian Trail	Yes	
74	623	Sheridan Phase II	C	Permit	09/14/06	86	61	15,250	Not completed	37	9,250	Indian Trail	Yes	
75	-	Skycroft	C	Permit	05/19/04	-	142	35,500	Yes	-	-	County	Yes	
76	636	Smith Field Subdivision	Y	Permit	07/28/05	68	16	4,000	Yes	-	-	Unionville	Yes	
77	650	St. John's Forest	C	Permit	08/25/06	93	93	23,250	Yes	-	-	County	Yes	
78	-	St. John's Forest 4B	C	Permit	01/18/07	5	5	1,250	No	5	1,250	County	Yes	
79	-	St. John's Forest 4C	C	Permit	05/12/08	10	10	2,500	No	10	2,500	County	Yes	
80	-	Stonebridge Parcel 4	C	Permit	06/06/03	65	22	5,500	Yes	-	-	County	Yes	
81	664	Stonebridge Parcel 5	C	Permit	04/11/06	46	46	11,500	No	46	11,500	County	Yes	
82	-	Stonebridge Parcel 6	C	Permit	07/22/04	-	57	14,250	Yes	-	-	County	Yes	
83	-	Stonebridge Parcel 7 & 9	C	Permit	03/07/07	125	125	31,250	No	125	31,250	County	Yes	
84	-	Stonebridge Parcel 8	C	Permit	10/19/04	42	19	4,750	Yes	-	-	County	Yes	
85	671	Stratford Hall	C	Permit	10/25/01	34	16	4,000	Yes	-	-	Weddington	Yes	
86	675	Sugar Magnolia Estates - water only	C	Septic	08/28/08	12	12	3,000	No	12	3,000	Weddington	Yes	
87	685	Taylor Glen	C	Permit	06/22/04	511	45	11,250	Yes	-	-	Indian Trail	Yes	
88	688	The Chimneys of Marvin	C	Permit	07/25/05	283	137	34,250	Yes	-	-	County	Yes	
89	695	The Grove	C	Permit	04/25/06	15	15	3,750	Yes	-	-	Stallings	Yes	
90	699	The Oaks at Camden - water only	Y	Septic	02/04/08	5	5	1,250	Yes	-	-	County	Yes	
91	-	The Retreat	C	Permit	06/13/07	-	9	2,250	Yes	-	-	Weddington	Yes	
92	710	The Woods	C	Septic	11/19/07	200	200	50,000	No	200	50,000	Weddington	Yes	
93	-	Tuscany 1A	C	Permit	08/22/08	17	17	4,250	Not completed	9	2,250	County	Yes	
94	725	Tuscany Phase 2B	C	Permit	03/09/07	74	74	18,500	Yes	-	-	County	Yes	
95	726	Tuscany Phase 2A	C	Permit	09/26/05	62	48	12,000	Yes	-	-	County	Yes	
96	731	Twelve Oaks	C	Permit	04/21/06	24	20	5,000	Yes	-	-	County	Yes	
97	-	Victoria Lake	C	Permit	12/03/03	-	10	2,500	Yes	-	-	County	Yes	
98	757	Wadsworth	C	Permit	08/23/04	13	10	2,500	Yes	-	-	Indian Trail	Yes	
99	758	Wadsworth Phase 2	C	Permit	01/16/06	13	10	2,500	Yes	-	-	Indian Trail	Yes	
100	778	Waybridge (Eaglechase) - water only	C	Septic	06/27/05	45	14	3,500	Yes	-	-	Weddington	Yes	
101	-	Weddington Forest	C	Permit	11/04/04	-	2	500	Yes	-	-	County	Yes	
102	-	Weddington Heights	C	Permit	07/16/01	-	15	3,750	Yes	-	-	Weddington	Yes	
103	792	Weddington Trace Subdivision	C	Permit	9/13 & 12/20, 04	238	140	35,000	Not completed	37	9,250	County	Yes	
104	802	Wesley Chase (Laney Subdivision)	C	Permit	11/01/05	30	30	7,500	Not completed	26	6,500	Wesley Chapel	Yes	
105	-	Wilkinson Farms	C	Permit	05/28/02	-	7	1,750	Yes	-	-	County	Yes	
106	623	Williamsburg	C	Permit	08/06/01	63	44	11,000	Yes	-	-	Weddington	Yes	
107	-	Willow Creek	C	Permit	07/17/01	-	37	9,250	Yes	-	-	County	Yes	
108	843	Woodcliff	C	Permit	03/09/07	10	10	2,500	Yes	-	-	Marvin	Yes	
109	851	Worthington - water only	C	Septic	07/09/07	13	7	1,750	Yes	-	-	Unionville	Yes	
110	854	Wyndham Hall Plantation	Y	Permit	07/21/04	77	14	3,500	Yes	-	-	Marvin	Yes	
subtotal								6,990	1,747,500		2161	580,065		

**Subtotal - Identified Projects with Water Permits 2,110,000**

	<b>Residential Reserve - One Taps<sup>1</sup></b>	320	80,000
	<b>Self Help Taps<sup>2</sup></b>		47,000
	<b>Non-Residential/Government Facility - Reserve Allocation<sup>3</sup></b>		163,000
	<b>TOTAL ALLOCATION</b>		<b>2,400,000</b>

**Self Help Projects**

- Oakbrook See 56 Above
- Wellington Woods I 7,000
- Polk Mountain 11,000
- Dodge City 6,500
- Lake Providence East 4,500
- Greyland 8,750
- Wellington Woods II and III 9,000
- 46,750

**Notes**

- 1 Assume allocation is estimated for 4 years w/approximately 80 residential accounts added per year, with a baseline date of August 2009.
- 2 Current pending self-help projects represent total allocation of approximately 70,000 gallons per day.
- 3 Allocation is limited to ≤ 20,000 gpd per project.

CAPITAL PROJECT ORDINANCE AMENDMENT

AGENDA ITEM

# 12-B

MEETING DATE 9-21-09

BUDGET Water and Sewer CPO Fund  
 FISCAL YEAR FY 2009-2010

REQUESTED BY Kai Nelson  
 DATE September 21, 2009

**PROJECT SOURCES**

Source Description and Code	Project To Date	Requested Amendment	Revised Project
IFT from General Fund	150	201,850	202,000
IFT from W&S Oper Fd	-	224,220	224,220
Misc Rev: Customer Contr.	-	165,527	165,527
	150	591,597	591,747

**PROJECT USES**

Project Description and Code	Project To Date	Requested Amendment	Revised Project
Self Help Projects	150	591,597	591,747
	150	591,597	591,747

EXPLANATION: Appropriate funds from unallocated funds previously transferred from the General Fund and the Water & Sewer Operating Fund to the Water & Sewer CPO Fund, as well as appropriate customer contributions, for the Cyrus Lee Lane, Lake Providence East, Greyland, and Wellington Woods II & III Self Help Projects.

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
<b>Self Help Proj: Cyrus Lee Lane</b>			
IFT from General Fund 64471400-4010-SH003	150	23,850	24,000
IFT from W&S Oper Fd 64471400-4061-SH003	-	26,640	26,640
Misc Rev: Customer Contr. 64471400-4845-SH003	-	11,107	11,107
<b>Self Help Proj: Lake Providence East</b>			
IFT from General Fund 64471400-4010-SH006	-	36,000	36,000
IFT from W&S Oper Fd 64471400-4061-SH006	-	39,960	39,960
Misc Rev: Customer Contr. 64471400-4845-SH006	-	41,788	41,788
<b>Self Help Proj: Greyland</b>			
IFT from General Fund 64471400-4010-SH007	-	70,000	70,000
IFT from W&S Oper Fd 64471400-4061-SH007	-	77,700	77,700
Misc Rev: Customer Contr. 64471400-4845-SH007	-	11,590	11,590
<b>Self Help Proj: Wellington Woods II &amp; III</b>			
IFT from General Fund 64471400-4010-SH008	-	72,000	72,000
IFT from W&S Oper Fd 64471400-4061-SH008	-	79,920	79,920
Misc Rev: Customer Contr. 64471400-4845-SH008	-	101,042	101,042
	150	591,597	591,747

**PROJECT USES**

Project Description and Code	Project To Date	Requested Amendment	Revised Project
<b>Self Help Proj: Cyrus Lee Lane</b>			
Architectural & Engineering 64571400-5594-SH003	150	10,186	10,336
Construction 64571400-5595-SH003	-	51,411	51,411
<b>Self Help Proj: Lake Providence East</b>			
Architectural & Engineering 64571400-5594-SH006	-	15,663	15,663
Construction 64571400-5595-SH006	-	102,085	102,085
<b>Self Help Proj: Greyland</b>			
Architectural & Engineering 64571400-5594-SH007	-	21,081	21,081
Construction 64571400-5595-SH007	-	138,209	138,209
<b>Self Help Proj: Wellington Woods II &amp; III</b>			
Architectural & Engineering 64571400-5594-SH008	-	33,647	33,647
Construction 64571400-5595-SH008	-	219,315	219,315
	150	591,597	591,747

Prepared By bl  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number CPO - 126



**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 21, 2009**

**Action Agenda Item No.** 13  
(Central Admin. use only)

**SUBJECT:** Financial Advisor - Hospital Lease

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**DEPARTMENT:** Central Administration      **PUBLIC HEARING:** No

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**ATTACHMENT(S):**

Request for Qualifications

List of invitees

Evaluation Matrix

Interview Questions

Proposals from 3 highest evaluated firms

**INFORMATION CONTACT:**

Al Greene

Kai Nelson

Jeff Crook

**TELEPHONE NUMBERS:**

704.292.2625

704.292.2522

704.283.3673

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize County Manager to negotiate an agreement with KaufmanHall, based on the firm's proposal dated August 28, 2009, and return the agreement to the Board for approval at a future meeting

**BACKGROUND:** Earlier in calendar year 2009, the Commission held several workshops with County staff and legal counsel (John Crill from Parker Poe) regarding the hospital lease. In April 2009, the Commission directed staff to develop a strategy for moving forward with the potential sale of the county-owned assets that are subject to the current lease with CMC-Union/CHS. In May 2009, the Commission held an additional workshop with legal counsel regarding the potential sale of the assets and other matters that may have a bearing upon the potential sale. In June 2009, County staff informed the Commission that it was proceeding with the development of an RFP to meet the Commission's strategy for moving forward with the potential sale.

Following the June 2009 meeting, County staff informed the Commission that staff had concluded that Shattuck Hammond, the financial advisor that had previously provided valuation work product on CMC-Union and the lease could have potential conflicts in a transaction that involved a sale of the hospital assets to a regional healthcare competitor of CHS - Novant.

County staff began a process of developing an RFQ for financial advisors in July, released the RFQ to eleven firms in early August with a submittal date of August 28 for the proposals. The County Manager reported to the Commission via email on several occasions regarding those efforts. The proposals were evaluated by the County Manager, Chief Financial Officer and Staff

Attorney in early September. An evaluation matrix of the five firms that submitted proposals is attached. The County review team conducted telephone interviews with three firms - Juniper Advisory, KaufmanHall and Navigant Consulting in the second week of September.

Of particular note in the evaluation matrix is the timeline and fee structure. Excluding the outliers, the majority of the firms responded that it would take about 8 months to complete the engagement. County staff believes that timeline may even be optimistic. With regard to fee, compensation ranged from \$500K to \$1-\$2 million.

The County review team recommends that the Board engage the firm of KaufmanHall due to the firm's:

- active involvement in current merger and acquisition services to the healthcare services industry
- depth and experience of personnel assigned to the engagement
- depth of the firm
- depth of "backoffice" support personnel - analytics
- structure of scope of services and fixed fee proposal for each phase
- responsiveness to RFQ and depth of understanding of engagement

**FINANCIAL IMPACT:** Three phases - Transaction Planning & Development @ \$200,000, Partner Selection @ \$250,000 and Transaction Execution @ \$400,000

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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 FINANCE DEPARTMENT

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500 NORTH MAIN STREET, SUITE 901, MONROE, N.C. 28112  
PHONE: (704) 283-3813 FAX: (704) 225-0664

August 7, 2009

Dear Sir/Madam:

Union County, North Carolina ("Union" and "County") is seeking to engage an independent financial advisory services firm with extensive healthcare experience and expertise in valuing, divestiture and leasing of hospitals. Your firm is invited to complete the County's Request for Qualifications ("RFQ").

Union, located in the south central portion of the Piedmont region of North Carolina, is located within the Charlotte USA region. For more information on the County, economy, population and demographics, please see Exhibit A extracted from a recent debt offering official statement.

Union leases certain hospital assets to Union Regional Medical Center, d/b/a Carolinas Medical Center – Union ("CMC – Union") which is a subsidiary of the Charlotte-Mecklenburg Hospital Authority ("CMHA"). CMC – Union is a 157-bed, not-for-profit hospital located in Monroe, NC, the County seat. For more information on CMC – Union, please visit [www.cmc-union.org](http://www.cmc-union.org). CMC – Union's financial statements are attached as Exhibit B. CMHA does business as Carolinas HealthCare System ("CHS"). The more information on CHS, please visit [www.carolinashealthcare.org](http://www.carolinashealthcare.org).

Under the terms of a lease, which commenced in 1995, the County agrees to lease certain land, buildings, healthcare facilities, fixtures, equipment and other tangible personal property to CMC – Union. The lease provides for CHS to operate and manage CMC – Union to 2020. The major provisions of the lease terms are contained in Exhibit C.

In 2008, CMHA proposed an extension of the lease to 2048 along with rent payment modifications, capital investment provisions, assumption of current and future debt obligations and other amendments to the current lease. After several months of legal and financial valuation review, the County declined to amend the lease.

The County is seeking to engage an independent financial advisory services firm to assist the County in evaluating the hospital asset – from lease extension to sale. The major financial advisory services contemplated in this engagement are:

1. Assist the Union County Board of Commissioners in identifying their strategic policy objectives regarding the Hospital asset
2. Design, develop and manage process to achieve those objectives
3. Evaluate proposals
4. Negotiate terms and conditions
5. Close the transaction

Responses to the County's RFQ may be submitted electronically to Mr. Kai Nelson, Finance Director at [knelson@co.union.nc.us](mailto:knelson@co.union.nc.us) no later than 5 p.m. (EST) Friday, August 28. Inquiries regarding the RFQ may be directed to Kai Nelson at 704.292.2522.

The County anticipates reviewing the proposals the week of August 31 and formulating a recommendation to the County Commission the week of September 7. County staff contemplates the County Commission formally engaging the financial advisory firm mid-September.

Sincerely yours,

Kai Nelson  
Finance Director

Union County, North Carolina  
Request for Qualifications  
Healthcare Financial Advisory Services  
Proposal Submission Requirements

1. Provide an overview of your firm, to include practice areas and capabilities, history of firm and leadership personnel.
2. Provide a listing of hospital and health system mergers, acquisitions, divestitures, joint ventures, and real estate advisory services that the firm has completed since calendar year 2003 to include client, client profile indicators (i.e. beds, revenues, admissions) and the nature/scope of financial advisory services provided.
3. Identify the principals, relevant hospital and health system experience, their roles in the engagement and the percentage of their involvement to the total engagement.
4. Describe the firm's approach and scope of services to accomplish the major financial advisory services contemplated in the engagement.
5. Describe engagements (by the firm or principals in the firm that will be assigned to the County's engagement) since calendar year 2003 with the following health systems: Carolinas HealthCare System, Novant Health, Tenet Health, Health Management Associates, Community Health Systems, LifePoint Hospitals, WakeMed, DukeHealth, Wake Forest University Baptist Medical Center (WFUBMC) and FirstHealth of the Carolinas. Indicate whether the engagements are continuing in nature or transaction specific.
6. Describe potential matters that may arise in the scope of the engagement that may impact the "*independent*" characterization of the financial advisory services.
7. Provide a timeline to accomplish the major financial advisory services contemplated in this engagement commencing with the engagement of the firm not later than mid-September.
8. Provide a proposed fee structure. The fee structure should be reflective of the various phases of the engagement (with the potential that successive phases may be cancelled/terminated). Proposed fees that may be payable at various stages of sale (letter of intent, definitive transaction agreements or closing success fees) that are expressed as a percent of total value of consideration must also be expressed as a fixed fee.
9. Provide a proposed form of contract in connection with the proposed financial advisory services.

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 21, 2009**

**Action Agenda Item No. 14**  
(Central Admin. use only)

**SUBJECT:** Community Benefit Organization Discussion

**DEPARTMENT:** Central Administration      **PUBLIC HEARING:** No

**ATTACHMENT(S):** Memo  
**INFORMATION CONTACT:** Matthew Delk

**TELEPHONE NUMBERS:**  
704-283-3656

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**DEPARTMENT'S RECOMMENDED ACTION:** No action required.

**BACKGROUND:** At a prior meeting, Chairman Openshaw discussed Community Benefit Programs in Union County. Please see the attached memorandum for a recommended list and descriptions.

The list represents not-for profit organizations serving Union County with a public purpose. A "public purpose" benefits Union County residents through general governmental, educational, law enforcement, health, or social welfare programs, to include religious organizations with non-profit, public-purpose programs.

**FINANCIAL IMPACT:** none

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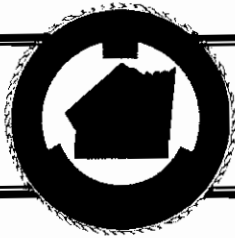
**Legal Dept. Comments if applicable:** \_\_\_\_\_

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

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**Manager Recommendation:**



## OFFICE OF THE COMMISSIONERS AND MANAGER

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

TO: County Manager Al Greene  
FROM: Matthew Delk  
RE: Community Benefit Programs  
DATE: July 8, 2009

At the April 20 Regular meeting, Chairman Openshaw discussed Community Benefit Programs - in particular, he wanted to offer those programs a chance to make presentations at Board meetings and to appeal for public support and donations. A review of all Nonprofit organizations that we have somehow been associated with in the past (budget funding, presentations to the Board, etc), along with a review of registered Nonprofits in Union County, includes over 500 registered organizations. I reduced this list to the below listed organizations.

This list represents not-for profit organizations serving Union County with a public purpose. A "public purpose" benefits Union County residents through general governmental, educational, law enforcement, health, or social welfare programs, to include religious organizations with non-profit, public-purpose programs. The list includes:

**American Red Cross** - Supports Emergency Management functions.  
**The Arc of Union County** – Supports the Developmentally Disabled.  
**Council on Aging in Union County** – Assistance to the Aging Community.  
**Union County Crisis Assistance Ministry** – Emergency assistance for the needy.  
**Friendship Home** – Provides assistance for self-help substance abuse programs.  
**Habitat for Humanity** – Provides housing assistance for the needy.  
**Fresh Start of Union County** – Provides Transitional Housing to needy women and children.  
**Legal Aid of North Carolina** – Provides legal assistance to victims of domestic abuse.  
**Literacy Council of Union County** – Provides literacy programs to the illiterate.  
**Turning Point** – Provides services to victims of domestic abuse.  
**Union County Community Shelter** – Assists homeless persons.  
**United Family Services** – Assists child abuse victims and non-offending family members.  
**Health Quest** – Provides free pharmaceutical services to the needy.  
**Union Diversified Industries** – Developmentally disabled vocational program.  
**Union County Library Foundation** – Supports UCPL with construction/renovation funds.  
**Union County Community Arts Council** – Supports art programs in Union County.  
**Andrew Jackson Historical Foundation** – Supports historical programs, maintains historical site.  
**Union County Historic Preservation Commission** – Supports local history, manages artifacts.  
**Union County Job Ready Partnership** – Scholarships and programs for students.  
**Covenant Prison Ministries** – County Jail inmate education and rehabilitation.

**Union County Crime Stoppers** – Crime prevention programs and strategies in underserved areas.

**4-H Foundation** – Supports 4-H activities in Union County.

**Union County Veterans Council** - Works with Veterans Services, represents Veterans groups.

**Union County Christmas Bureau** – Supports needy during holiday season, coordinated by DSS.

**Hospice of Union County** – Programs and family resource for those facing life limiting illnesses.

**March Forth with Hope Foundation Inc.** – Cancer patient cancer assistance.

**Hometown Heroes of Union County, NC** – Supporting children with medical needs.

**Loaves and Fishes of Union County Inc.** – Distribution of food to the needy.

**Friends of the Union County Animal Shelter Inc.** – Veterinary support for the Animal Shelter.

**Vital Interventions Accessible Inc.** – Autism assistance to families.





**UNION COUNTY** AGENDA ITEM  
**Office of the Tax Administrator** # 6/2A  
500 N. Main Street, Suite 236 704-283-3746  
P.O. Box 97 MEETING DATE 9/21/09 704-292-2588 Fax  
Monroe, NC 28111-0097 John C. Petoskey  
Tax Administrator

**MEMORANDUM**

**TO:** The Board of County Commissioners  
**FROM:** John C. Petoskey  
Tax Administrator  
**DATE:** August 31, 2009  
**RE:** **THIRD** Motor Vehicle Billing

I hereby certify the **THIRD** 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 08/01/2009 to 08/31/2009

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--	Bill Year	Rate Year	Count	-----Total----- ---Value---	-----Tax-----
10	County.....	CN999999	2009	2003	4	18,258	96.77
10	County.....	CN999999	2009	2004	4	17,727	112.71
10	County.....	CN999999	2009	2005	6	21,618	121.05
10	County.....	CN999999	2009	2006	26	249,402	1,587.95
10	County.....	CN999999	2009	2007	79	1,155,710	8,475.99
10	County.....	CN999999	2009	2008	15,098	142,271,253	945,817.19
Totals.....					15,217	143,733,968	956,211.66
76	School dist - Monroe.....	SC100	2009	2004	1	11,500	8.05
76	School dist - Monroe.....	SC100	2009	2005	1	11,500	8.05
77	School dist - County.....	SC999	2009	2003	4	18,258	12.78
77	School dist - County.....	SC999	2009	2004	3	6,227	6.96
77	School dist - County.....	SC999	2009	2005	5	10,118	7.08
Totals.....					14	57,603	42.92
32	Fire Dist - Springs.....	FR015	2009	2006	2	13,282	4.16
32	Fire Dist - Springs.....	FR015	2009	2007	4	42,033	14.89
32	Fire Dist - Springs.....	FR015	2009	2008	938	8,257,770	2,526.90
39	Fire Dist - Stallings.....	FR020	2009	2004	1	935	2.30
39	Fire Dist - Stallings.....	FR020	2009	2006	1	9,180	4.08
39	Fire Dist - Stallings.....	FR020	2009	2007	6	95,460	25.01
39	Fire Dist - Stallings.....	FR020	2009	2008	1,388	13,858,495	5,623.55
38	Fire dist - Hemby Bridge..	FR023	2009	2006	2	3,372	1.56
38	Fire dist - Hemby Bridge..	FR023	2009	2007	9	96,960	38.48
38	Fire dist - Hemby Bridge..	FR023	2009	2008	1,714	16,741,772	8,253.76
37	Fire dist - Wesley Chapel:	FR026	2009	2003	1	827	.14
37	Fire dist - Wesley Chapel:	FR026	2009	2005	1	931	.14
37	Fire dist - Wesley Chapel:	FR026	2009	2006	2	3,592	.55
37	Fire dist - Wesley Chapel:	FR026	2009	2007	16	274,940	45.90
37	Fire dist - Wesley Chapel:	FR026	2009	2008	2,062	28,312,519	5,408.36
34	Fire Dist - Waxhaw.....	FR028	2009	2006	2	6,680	2.76
34	Fire Dist - Waxhaw.....	FR028	2009	2007	9	103,106	54.76
34	Fire Dist - Waxhaw.....	FR028	2009	2008	1,072	9,933,454	2,463.61
Totals.....					7,230	77,755,308	24,470.91
78	220125 Taxes Payable - Marvin.....	MN01000	2009	2003	1	827	.43
78	220125 Taxes Payable - Marvin.....	MN01000	2009	2005	1	931	.48
78	220125 Taxes Payable - Marvin.....	MN01000	2009	2006	1	847	.42
78	220125 Taxes Payable - Marvin.....	MN01000	2009	2007	3	26,870	13.44
78	220125 Taxes Payable - Marvin.....	MN01000	2009	2008	271	4,328,107	2,164.70

Motor Vehicle Billing Summary for the period 08/01/2009 to 08/31/2009

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--	Bill Year	Rate Year	-----Total-----	-----Tax-----	
			Year	Year	Count	Value	
78 220130	Taxes Payable - Monroe.....	MN02000	2009	2006	8	133,222	746.09
78 220130	Taxes Payable - Monroe.....	MN02000	2009	2007	12	258,345	1,594.70
78 220130	Taxes Payable - Monroe.....	MN02000	2009	2008	2,279	17,014,054	95,040.17
78 220170	Taxes Payable - Wingate.....	MN03000	2009	2008	153	1,126,415	4,393.03
78 220120	Taxes Payable - Marshville....	MN04000	2009	2003	1	877	3.33
78 220120	Taxes Payable - Marshville....	MN04000	2009	2004	1	724	2.75
78 220120	Taxes Payable - Marshville....	MN04000	2009	2005	1	931	3.54
78 220120	Taxes Payable - Marshville....	MN04000	2009	2006	1	847	3.22
78 220120	Taxes Payable - Marshville....	MN04000	2009	2007	1	770	2.93
78 220120	Taxes Payable - Marshville....	MN04000	2009	2008	190	1,225,906	4,658.42
78 220150	Taxes Payable - Waxhaw.....	MN05000	2009	2003	1	5,054	18.70
78 220150	Taxes Payable - Waxhaw.....	MN05000	2009	2004	1	4,568	15.53
78 220150	Taxes Payable - Waxhaw.....	MN05000	2009	2005	1	4,425	15.05
78 220150	Taxes Payable - Waxhaw.....	MN05000	2009	2006	2	6,680	22.71
78 220150	Taxes Payable - Waxhaw.....	MN05000	2009	2007	5	34,468	117.19
78 220150	Taxes Payable - Waxhaw.....	MN05000	2009	2008	569	5,934,161	20,176.12
78 220110	Taxes Payable - Indian Trail..	MN06000	2009	2006	1	9,180	9.18
78 220110	Taxes Payable - Indian Trail..	MN06000	2009	2007	9	129,520	198.43
78 220110	Taxes Payable - Indian Trail..	MN06000	2009	2008	2,089	21,559,310	31,261.86
78 220140	Taxes Payable - Stallings.....	MN07000	2009	2004	1	935	11.70
78 220140	Taxes Payable - Stallings.....	MN07000	2009	2007	6	80,756	214.74
78 220140	Taxes Payable - Stallings.....	MN07000	2009	2008	891	8,621,531	18,864.44
78 220160	Taxes Payable - Weddington....	MN08000	2009	2007	9	194,960	58.49
78 220160	Taxes Payable - Weddington....	MN08000	2009	2008	690	8,807,327	2,640.40
78 220115	Taxes Payable - Lake Park.....	MN09000	2009	2006	2	3,372	7.76
78 220115	Taxes Payable - Lake Park.....	MN09000	2009	2007	2	3,034	6.98
78 220115	Taxes Payable - Lake Park.....	MN09000	2009	2008	200	1,931,865	4,057.03
78 220175	Taxes Payable - Fairview.....	MN09300	2009	2005	1	2,800	.56
78 220175	Taxes Payable - Fairview.....	MN09300	2009	2006	1	2,520	.50
78 220175	Taxes Payable - Fairview.....	MN09300	2009	2007	1	2,268	.45
78 220175	Taxes Payable - Fairview.....	MN09300	2009	2008	160	1,485,155	295.64
78 220145	Taxes Payable - Hemby Bridge..	MN09500	2009	2008	69	592,611	149.25
78 220165	Taxes Payable - Wesley Chapel	MN09700	2009	2007	3	65,310	13.06
78 220165	Taxes Payable - Wesley Chapel	MN09700	2009	2008	409	4,664,778	770.25
78 220135	Taxes Payable - Unionville....	MN09800	2009	2006	1	4,500	.90
78 220135	Taxes Payable - Unionville....	MN09800	2009	2007	1	4,050	.81
78 220135	Taxes Payable - Unionville....	MN09800	2009	2008	422	3,631,650	726.30
78 220155	Taxes Payable - Mnrl Sprngs..	MN09900	2009	2007	2	29,380	7.94
78 220155	Taxes Payable - Mnrl Sprngs..	MN09900	2009	2008	232	1,876,807	469.42
Totals.....					8,705	83,812,648	188,759.04
Grand Totals.....							1,169,484.53

MV22B

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

---Date--- --Time-- Page  
08/31/2009 09:06:48 1

- Motor Vehicle Special Charge Summary -  
For the period: 08/01/2009 to 08/31/2009

Mn Cd	Text	Count	Value	Total	Spc Tax
02000	Monroe Vehicle Tax \$5.00	2,233	17,586,589		11,165.00

- - - E N D - - -



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

AGENDA ITEM

# 6/2B

MEETING DATE 9/21/09

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:** August 31, 2009

**RE:** **SECOND** Motor Vehicle Release Register

I hereby certify the following **Releases** were made during the period of **08/01/2009 –08/31/2009**. The releases represent both monthly and annual vehicle values and taxes. Should you have any questions, please call.

JCP:jw

(Finance)

Assessor Release Register for the period 08/01/2009 to 08/31/2009

(Summary)

Bdg No	Description	Key	Year	Rate Year	Value	Total Tax	Int
10	County	CN99999	2004	2003	0	68.95-	23.73-
10	County	CN99999	2004	2004	0	.29-	.00
10	County	CN99999	2005	2005	0	.26-	.00
10	County	CN99999	2006	2005	20,000	112.00-	25.76-
10	County	CN99999	2006	2006	20,000	127.61-	27.51-
10	County	CN99999	2007	2007	8,480	148.82-	34.73-
10	County	CN99999	2008	2006	0	25.01	.00
10	County	CN99999	2008	2007	10,920	77.66-	7.04-
10	County	CN99999	2008	2008	237,402	1,531.77-	80.26-
10	County	CN99999	2009	2006	0	.00	.00
10	County	CN99999	2009	2007	606	4.30-	.00
10	County	CN99999	2009	2008	455,942	3,090.04-	3.02-
Net Totals					753,350	5,136.69-	202.05-
76	School dist - Monroe	SC100	2004	2003	0	9.11-	3.19-
77	School dist - County	SC999	2004	2004	0	.04-	.00
77	School dist - County	SC999	2005	2005	0	.03-	.00
77	School dist - County	SC999	2006	2005	20,000	14.00-	3.36-
Net Totals					20,000	23.18-	6.55-
32	Fire Dist - Springs	FR015	2006	2006	0	.01-	.00
32	Fire Dist - Springs	FR015	2008	2007	4,940	1.54-	.12-
32	Fire Dist - Springs	FR015	2008	2008	0	.07	.00
32	Fire Dist - Springs	FR015	2009	2008	6,365-	1.96	.00
39	Fire Dist - Stallings	FR020	2008	2008	22,990	9.33-	.61-
39	Fire Dist - Stallings	FR020	2009	2008	31,640	15.71-	.05-
38	Fire dist - Hemby Bridge	FR023	2008	2006	0	1.82	.00
38	Fire dist - Hemby Bridge	FR023	2008	2008	29,244	15.40-	.74-
38	Fire dist - Hemby Bridge	FR023	2009	2007	606	.23-	.00
38	Fire dist - Hemby Bridge	FR023	2009	2008	19,560	9.64-	.00
37	Fire dist - Wesley Chapel	FR026	2008	2008	61,438	11.73-	.65
37	Fire dist - Wesley Chapel	FR026	2009	2008	102,820	19.62-	.02-
34	Fire Dist - Waxhaw	FR028	2008	2008	0	.56-	.01-
34	Fire Dist - Waxhaw	FR028	2009	2008	35,786	8.87-	.00
Net Totals					302,659	88.79-	2.20-
78	220125 Taxes Payable - Marvin	MN01000	2008	2008	21,740	10.88-	.67
78	220125 Taxes Payable - Marvin	MN01000	2009	2008	14,413	7.21-	.00
78	220130 Taxes Payable - Monroe	MN02000	2004	2003	0	69.21-	23.74-
78	220130 Taxes Payable - Monroe	MN02000	2007	2007	27,060-	83.06	.00
78	220130 Taxes Payable - Monroe	MN02000	2008	2007	3,650	25.08-	2.21-

(Finance)

Assessor Release Register for the period 08/01/2009 to 08/31/2009

(Summary)

78 220130	Taxes Payable - Monroe.....	MN02000	2008	2008	101,450	608.45-	27.38-
78 220130	Taxes Payable - Monroe.....	MN02000	2009	2006	1,000	10.30-	.00
78 220130	Taxes Payable - Monroe.....	MN02000	2009	2007	900	9.95-	.00
78 220130	Taxes Payable - Monroe.....	MN02000	2009	2008	152,198	813.60-	1.25-
78 220170	Taxes Payable - Wingate.....	MN03000	2009	2008	3,780	14.74-	.00
78 220120	Taxes Payable - Marshville...	MN04000	2008	2007	2,330	8.85-	1.02-
78 220120	Taxes Payable - Marshville...	MN04000	2009	2008	6,913	26.27-	.00
78 220150	Taxes Payable - Waxhaw.....	MN05000	2008	2008	0	7.58-	.36-
78 220150	Taxes Payable - Waxhaw.....	MN05000	2009	2008	39,391	133.91-	.00
78 220110	Taxes Payable - Indian Trail..	MN06000	2007	2007	17,300	25.95-	3.32-
78 220110	Taxes Payable - Indian Trail..	MN06000	2008	2006	0	3.92	.00
78 220110	Taxes Payable - Indian Trail..	MN06000	2008	2008	45,824	66.45-	3.92-
78 220110	Taxes Payable - Indian Trail..	MN06000	2009	2008	68,375	99.14-	.00
78 220140	Taxes Payable - Stallings....	MN07000	2008	2008	0	4.35-	.28-
78 220140	Taxes Payable - Stallings....	MN07000	2009	2007	606	1.52-	.00
78 220140	Taxes Payable - Stallings....	MN07000	2009	2008	5,135	26.61-	.31-
78 220160	Taxes Payable - Weddington...	MN08000	2008	2008	19,288	5.79-	.37-
78 220160	Taxes Payable - Weddington...	MN08000	2009	2008	9,210	2.77-	.00
78 220115	Taxes Payable - Lake Park....	MN09000	2009	2008	12,025	25.25-	.00
78 220175	Taxes Payable - Fairview.....	MN09300	2009	2008	7,410	1.48-	.00
78 220165	Taxes Payable - Wesley Chapel:	MN09700	2009	2008	40,344	6.66-	.00
78 220135	Taxes Payable - Unionville...	MN09800	2009	2008	7,862	1.57-	.00
78 220155	Taxes Payable - Mnrl Sprngs..	MN09900	2004	2004	1,230	.00	.00
78 220155	Taxes Payable - Mnrl Sprngs..	MN09900	2005	2005	1,080	.00	.00
78 220155	Taxes Payable - Mnrl Sprngs..	MN09900	2006	2006	970	.00	.00
78 220155	Taxes Payable - Mnrl Sprngs..	MN09900	2008	2008	16,040	.00	.00
78 220155	Taxes Payable - Mnrl Sprngs..	MN09900	2009	2008	3,860	.97-	.00
Net Totals.....					577,264	1,927.56-	64.83-
84 220000	NC State Interest.....	NC00000	2006	2005	0	.00	3.78
84 220000	NC State Interest.....	NC00000	2006	2006	0	.00	3.82-
84 220000	NC State Interest.....	NC00000	2007	2007	0	.00	8.36-
84 220000	NC State Interest.....	NC00000	2008	2006	0	.00	.00
84 220000	NC State Interest.....	NC00000	2008	2007	0	.00	3.39-
84 220000	NC State Interest.....	NC00000	2008	2008	0	.00	70.43-
84 220000	NC State Interest.....	NC00000	2009	2008	0	.00	6.95-
Net Totals.....					0	.00	96.73-
Net Grand Totals.....						7,176.22-	372.36-



AGENDA ITEM  
# 6/2c  
MEETING DATE 9/21/09

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

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:** August 31, 2009

**RE:** **SECOND** Motor Vehicle Refund Register

I hereby certify the following **Refunds** that were made during the period of **08/01/2009 – 08/31/2009**. 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 08/01/2009 to 08/31/2009

(Summary)

---Bdg No---	-----Description-----	--Key--	Bill Year	Rate Year	-----Value-----	-----Total----- ---Tax---	---Int---
10	County.....	CN99999	2004	2003	0	1.64-	.00
10	County.....	CN99999	2004	2004	3,710	21.67-	.20-
10	County.....	CN99999	2005	2004	0	1.40-	.00
10	County.....	CN99999	2005	2005	0	1.76-	.00
10	County.....	CN99999	2006	2005	0	1.40-	.00
10	County.....	CN99999	2006	2006	0	2.02-	.00
10	County.....	CN99999	2007	2006	0	1.29-	.00
10	County.....	CN99999	2007	2007	0	54.46-	.00
10	County.....	CN99999	2008	2007	0	10.02-	.00
10	County.....	CN99999	2008	2008	79,870	606.29-	9.49-
10	County.....	CN99999	2009	2008	9,380	62.36-	.00
Net Totals.....					92,960	764.31-	9.69-
77	School dist - County.....	SC999	2004	2003	0	.22-	.00
77	School dist - County.....	SC999	2004	2004	3,710	2.89-	.03-
77	School dist - County.....	SC999	2005	2004	0	.19-	.00
77	School dist - County.....	SC999	2005	2005	0	.22-	.00
77	School dist - County.....	SC999	2006	2005	0	.17-	.00
Net Totals.....					3,710	3.69-	.03-
32	Fire Dist - Springs.....	FR015	2006	2006	0	.10-	.00
32	Fire Dist - Springs.....	FR015	2007	2006	0	.06-	.00
32	Fire Dist - Springs.....	FR015	2007	2007	0	.07-	.00
32	Fire Dist - Springs.....	FR015	2008	2007	0	.05-	.00
32	Fire Dist - Springs.....	FR015	2008	2008	0	.06-	.00
39	Fire Dist - Stallings.....	FR020	2009	2008	4,249	1.72-	.00
38	Fire dist - Hemby Bridge..	FR023	2007	2007	0	2.79-	.00
38	Fire dist - Hemby Bridge..	FR023	2008	2008	62,670	30.90-	.34-
37	Fire dist - Wesley Chapel:	FR026	2009	2008	2,224	.42-	.00
Net Totals.....					69,143	36.17-	.34
78	220130 Taxes Payable - Monroe.....	MN02000	2004	2004	3,710	22.81	.23-
78	220130 Taxes Payable - Monroe.....	MN02000	2008	2007	0	8.77-	.00
78	220130 Taxes Payable - Monroe.....	MN02000	2008	2008	29,510	86.00-	3.67-
78	220110 Taxes Payable - Indian Trail..	MN06000	2007	2007	0	11.13-	.00
78	220110 Taxes Payable - Indian Trail..	MN06000	2009	2008	3,611	5.24-	.00
78	220140 Taxes Payable - Stallings....	MN07000	2009	2008	3,017	6.61-	.00
78	220115 Taxes Payable - Lake Park.....	MN09000	2008	2008	28,470	59.79-	.00
78	220155 Taxes Payable - Mnrl Sprngs..	MN09900	2004	2003	6,190	.00	.00
78	220155 Taxes Payable - Mnrl Sprngs..	MN09900	2004	2004	9,180	.00	.00
78	220155 Taxes Payable - Mnrl Sprngs..	MN09900	2005	2004	5,900	.00	.00

(Finance)

Assessor Refund Register for the period 08/01/2009 to 08/31/2009

(Summary)

78	220155	Taxes Payable - Mnrl Sprngs..:	MN09900	2005	2005	8,450	.00	.00
78	220155	Taxes Payable - Mnrl Sprngs..:	MN09900	2006	2005	5,820	.00	.00
78	220155	Taxes Payable - Mnrl Sprngs..:	MN09900	2006	2006	7,850	.00	.00
78	220155	Taxes Payable - Mnrl Sprngs..:	MN09900	2007	2006	5,010	.00	.00
78	220155	Taxes Payable - Mnrl Sprngs..:	MN09900	2007	2007	6,480	.00	.00
78	220155	Taxes Payable - Mnrl Sprngs..:	MN09900	2008	2007	4,350	.00	.00
78	220155	Taxes Payable - Mnrl Sprngs..:	MN09900	2008	2008	5,330	.00	.00
Net Totals.....:						132,878	200.35-	3.90
84	220000	NC State Interest.....:	NC00000	2004	2004	0	.00	.68-
84	220000	NC State Interest.....:	NC00000	2008	2007	0	.00	.00
84	220000	NC State Interest.....:	NC00000	2008	2008	0	.00	13.33
Net Totals.....:						0	.00	14.01-
Net Grand Totals.....:							1,004.52-	27.97-

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 21, 2009**

**Action Agenda Item No. 6/3A,B,C**  
(Central Admin. use only)

**SUBJECT:** Amendment to the 2009-2010 Union County Pay and Classification Plan

**DEPARTMENT:** Personnel

**PUBLIC HEARING:** No

**ATTACHMENT(S):**

1) Current Job Description  
Personnel Technician (2 positions)

2) Revised Job Description  
Personnel Services Assistant

3) Revised Job Description  
Employment Coordinator

4) Current Job Description  
Benefits Technician (1 position)

5) Revised Job Description  
Benefits Specialist

**INFORMATION CONTACT:**

Mark Watson

**TELEPHONE NUMBERS:**

704-283-3869

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**DEPARTMENT'S RECOMMENDED ACTION:** Approve the following Classification Title and Pay Grade revisions to the 2009 - 2010 Union County Pay and Classification Plan:

- 1) CURRENT Classification: Personnel Technician (1 of 2) - Pay Grade 61  
REVISED Classification: Employment Coordinator - Pay Grade 64
- 2) CURRENT Classification: Personnel Technician (2 of 2) - Pay Grade 61  
REVISED Classification: Personnel Services Assistant - Pay Grade 56
- 3) CURRENT Classification: Benefits Technician - Pay Grade 65  
REVISED Classification: Benefits Specialist - Pay Grade 65

**BACKGROUND:** Due to retirement and reductions in the workforce within the Personnel Department, staff duties and responsibilities have been realigned to optimize productivity and efficiency.

Under Articles II and III of the Union County Personnel Resolution, the Pay and Classification Plans are administered and maintained so that they will accurately reflect the duties performed by employees in the classes to which their positions are allocated.

The appropriate job analysis and evaluation was conducted to determine if a substantial change has occurred in the nature or level of duties and responsibilities of the existing positions.

The results indicate that the correct pay grade assignments should be PG 64 (Employment Coordinator), PG 56 (Personnel Services Assistant) and PG 65 (Benefits Specialist).

## PROCESS -

### Job Analysis:

We conducted a formal job analysis of each of the indicated jobs to obtain a thorough understanding of the scope of responsibility and the major job functions associated with each job. Our job analysis process was a three-pronged approach that began with the administration of our Equi-Val Position Questionnaire (EPQ) followed by a comprehensive analysis of the data and information that was provided by the employee when they filled out their Questionnaires. During this phase, the Classification and Compensation Analyst reviewed the County's existing job documentation, including job descriptions and job classification specifications to complete the analysis.

### Job Evaluation:

We administered a factor-analysis job evaluation system to measure the level of complexity associated with the content of each job, to determine the relative worth of each job reviewed, to establish internal equity within the County's pay structure and to ensure a valid and reliable compensation plan for the County. The department's management was asked to review a preliminary evaluation for the purpose of providing input regarding their opinion as to the face validity of the outcomes.

The factor-analysis job evaluation covered the following job content factors and criteria in the evaluation of each job:

#### Job Function Requirements

- Information Processing
- People Relationships
- Technology Application

#### Aptitude Requirements

- Vocabulary Skill
- Quantitative Skill
- Procedural Judgment Skill
- Contingency Judgment Skill

#### Responsibility Requirements

- Physical Adroitness Skill
- Physical Strength Skill
- Job Sensory Skill
- Experience Derived Job Skill
- Supervisory Control
- Horizon Planning
- Budgetary Allocation
- Academically Derived Job Skill

#### Job Environment Requirements

- Working Conditions

Job evaluations based on the job-related criteria associated with the foregoing factors provided a quantitative score for each job. The score determined for each job represented a measure of

the degree of complexity or the level of difficulty associated with the particular job. The scores were also used to establish the grade level for each job. Different jobs with the same or similar scores would be grouped into the same pay grade indicating, that although different in content, they were of equal complexity.

**Job Descriptions or Classification Specifications:**

Using data from the position questionnaires and existing job description documentation, we prepared an accurate job description and/or a class specification for each of the jobs involved in the analysis. Each job description, or job class specification, was 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 and/or job specification 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.

**FINANCIAL IMPACT:**

This action results in an annual decrease of \$15,640 to salary and benefits.

The number of positions (FTE's) allocated to the Personnel Department in the 2009-2010 Budget will remain the same.

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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 TITLE and DESCRIPTION

Job class 2605  
Revision September 2006  
PG 61

### UNION COUNTY JOB DESCRIPTION

#### **JOB TITLE: PERSONNEL TECHNICIAN PERSONNEL**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs administrative and technical tasks in support of personnel programs including the examination of applicants; assists in the maintenance of the HRIS and employee master files; processing of personnel actions; and Federal, State and Local reporting. Employee must exercise initiative, diplomacy and good judgment in ensuring proper administration of personnel programs. Employee must also exercise tact and courtesy in frequent contact with applicants, employees, elected officials and representatives of outside agencies and organizations. Reports to the Personnel Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Plans and organizes assignments to achieve established objectives and time schedules;

Produces the monthly personnel report of new hires, dismissals, and retirements for submission to the County Manager and Board of County Commissioners.

Produces new hire report for submission to the State of North Carolina.

Produces and files annual EEO reports with the Federal Government.

Produces preprogrammed and ad hoc reports from the MUNIS system in a variety of electronic or hardcopy formats.

Writes clear, complete, accurate, and logical reports and documentation to support actions;

Coordinates the processing of all employee records and Personnel Action Forms within the department.

Maintains personnel records in electronic and hard copy form.

Updates employee files to document personnel actions and to provide information for payroll and other uses.

## PERSONNEL TECHNICIAN

Examines applicant identification documentation and codes forms in support of I-9 reporting requirements;

Sets up new employee master files in MUNIS.

Maintains state and federal employment records as required by law;

Interprets and explains personnel policies and procedures to supervisors and employees and assists in solving problems that may arise in the administration of personnel actions;

Assists in conducting pre-employment exams; scoring exams and notifying candidates of their test results.

Assists in the orientation and enrollment of new employees.

Answers the phone and greets customers and employees.

Responds to employee and public inquiries.

Examines employee files to answer inquiries and provides information to authorized persons.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

### MINIMUM TRAINING AND EXPERIENCE

Graduation from High School with 3-5 years of progressively responsible experience in the administration and maintenance of human resources, legal or medical records. Must have an advanced working knowledge of popular office software packages. Work experience in a public contact environment preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, printers, postage machines, etc. 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 composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

## **PERSONNEL TECHNICIAN**

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, personnel records, invoices, applications, surveys, procedure manuals, forms, etc. Requires the ability to prepare correspondence, reports, personnel records, schedules, insurance forms, logs, etc. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**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 personnel and insurance industry 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 to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**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/or 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.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of the policies, procedures, methods and practices of maintaining personnel records. Has considerable knowledge of the benefits offered by the County. Has general knowledge of Federal, State and local laws, rules and regulations governing personnel administration. Has general knowledge of general office practices, methods and procedures used by the County. Has general knowledge of the County's organization and operational policies and procedures. Has an advanced knowledge of basic accounting principles and procedures. Has a general knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or Federal, State and local laws, rules and regulations.

Must have the ability to easily learn to apply and use new operating, office and reporting software. Must have



## PERSONNEL TECHNICIAN

the ability to easily understand software logic, the relationships between databases within a software product, the functional use of the software in order to achieve it's maximum potential efficiency and produce the required work product.

Is skilled in the use of common office equipment, including computer-driven word processing, spreadsheet and file maintenance programs. Is able to prepare and maintain accurate personnel records. Is able to explain personnel matters to County employees. Is able to make routine administrative decisions independently in accordance with laws, regulations and County policies and procedures. Is able to analyze and interpret policy and procedural guidelines and to resolve problems and questions. Is able to maintain a high level of productivity when faced with frequent interruptions. Is able to develop and modify work procedures, methods and processes to improve efficiency. Is able to exercise considerable tact and courtesy in frequent contact with the public. Is able to exercise tact and discretion in handling confidential personnel information. Is able to establish and maintain effective working relationships as necessitated by work assignments.

**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 accountability. Strives to anticipate work to be done and initiates 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 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

## PERSONNEL TECHNICIAN

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.

# NEW TITLE - REVISED DESCRIPTION

Job Class – 2610  
FLSA - N

## UNION COUNTY JOB DESCRIPTION

### JOB TITLE: PERSONNEL SERVICES ASSISTANT PERSONNEL

#### GENERAL STATEMENT OF JOB

Under general supervision, performs administrative work in support of personnel programs including employee file maintenance and scanning and creating electronic employee file records. The employee will answer telephone calls and greet visitors, ascertain nature of business, and direct caller or visitor as appropriate. The employee will also assist with the tracking and processing of personnel actions and aid candidates with the online application process. Employee must exercise diplomacy, good judgment and high levels of confidentiality. Employee must also exercise tact and courtesy in frequent contact with applicants, employees, elected officials and representatives of outside agencies and organizations. Reports to the Assistant Personnel Director.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Answers telephone calls and greets visitors; ascertains nature of business; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Logs personnel actions forms for tracking and routes forms through the appropriate channels.

Assists in the data entry of employee change information to HRIS and hard copy files.

Updates employee files to document personnel actions and to provide information for payroll and other uses.

Responsible for scanning and digitizing of employee files.

Prepares all mass mailings.

Examines employee files to answer inquiries and provides information to authorized persons.

Assists candidates with onsite employment application process.

Prepares and responds to employment verification requests.

Maintains accurate and timely filing of all forms to the employee personnel files.

Processes incoming and outgoing mail and faxes.

Manages Personnel Training & Development Center and Conference Room calendars; Coordinates the use of room(s) for various events, ensuring necessary accommodations for meeting details, arrangement and upkeep of room.

## PERSONNEL SERVICES ASSISTANT

Assists with the completion and collection of new hire paperwork.

Tracks departmental supply needs and coordinates purchasing of items.

Prepares new hire handbooks.

Completes miscellaneous projects as needed in support of Personnel staff.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED and 1 year of experience in the maintenance of human resources, legal or medical records; work experience in a public contact environment preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Working knowledge of popular office software packages required.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, printer, postage machines, etc. Tasks require the ability to exert light physical effort in light work, but which may involve the lifting, carrying, pushing and/or pulling of objects or materials of light weight (up to 20 pounds). Tasks require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, personnel records, invoices, applications, procedure manuals, forms, etc. Requires the ability to prepare correspondence, reports, personnel records, schedules, insurance forms, logs, etc. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

## PERSONNEL SERVICES ASSISTANT

**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 personnel and insurance industry 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 to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision; preparing written or computer data, etc.

**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/or 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.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of the policies, procedures, methods and practices of maintaining personnel records. Has general knowledge of the benefits offered by the County. Has general knowledge of Federal, State and local laws, rules and regulations governing personnel administration. Has general knowledge of general office practices, methods and procedures used by the County. Has general knowledge of the County's organization and operational policies and procedures. Has a general knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or Federal, State and local laws, rules and regulations.

Is skilled in the use of common office equipment, including computer-driven word processing, spreadsheet and file maintenance programs. Is able to prepare and maintain accurate personnel records. Is able to explain personnel matters to County employees. Is able to make routine administrative decisions independently in accordance with laws, regulations and County policies and procedures. Is able to maintain a high level of productivity when faced with frequent interruptions.

**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,

## PERSONNEL SERVICES ASSISTANT

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 accountability. Strives to anticipate work to be done and initiates 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 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.

## **NEW TITLE - REVISED DESCRIPTION**

**JOB CLASS - 2609**

**FLSA - N**

### **UNION COUNTY JOB DESCRIPTION**

**JOB TITLE: EMPLOYMENT COORDINATOR**

**DEPARTMENT: PERSONNEL**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs administrative and technical work in support of personnel programs including all aspects of system administration for the NEOGOV Online Application and Recruitment System; creates and maintains employee master files and employee hard files; processes all personnel actions; coordinates drug and alcohol testing program; maintains and generates Motor Vehicle Report records; responsible for departmental reporting to comply with Federal, State and Local requirements. Serves as a back-up to the Classification & Compensation Analyst and Benefits Specialist positions. Employee must exercise initiative, diplomacy and good judgment in ensuring proper administration of personnel programs. Employee must also exercise tact and courtesy in frequent contact with applicants, employees, elected officials and representatives of outside agencies and organizations. Reports to the Assistant Personnel Director.

#### **ESSENTIAL JOB FUNCTIONS**

Receives, opens and authorizes recruitment requisitions from the various departments within the County.

Prepares job announcements electronically in NEOGOV from job descriptions, attaching the appropriate exam and scoring plans. Prepares job advertisements for newspapers or publications as needed.

Reviews all applications received for minimum qualifications and completeness; processes applications received providing qualified applicant referral lists associated with recruitments to hiring managers across County departments.

Creates notices regarding application status and updates verbiage in NEOGOV, as needed. Sends notices via email or mail merge to all applicants regarding status of applications.

Attends career fairs, conferences or events pertaining to public sector and/or local government.

Assists applicants with online applications.

Assists department heads, supervisors, and department liaisons with any questions regarding NEOGOV, recruitment, and the interview/hiring process.

Trains department heads, supervisors, hiring managers, and department liaisons on the NEOGOV system's Online Hiring Center.

Proctors candidate skills proficiency testing.

Updates employment board with new postings.

## **EMPLOYMENT COORDINATOR**

Updates the Jobsline telephone recording and the recruitment website with current information regarding positions available as necessary.

Monitors recruitment practices for compliance with ADA, EEO and Civil Rights Act.

Serves as Employment Security Commission liaison faxing employment opportunity updates and supplying online unemployment claim data.

Manages flow of Personnel Action Forms; reviews all Personnel Actions Forms and supporting documentation for policy, budget and statutory compliance.

Maintains all paper and electronic employee files.

Assists employees via phone, email or in person regarding their service time, payroll deductions benefits, etc.

Advises departmental human resource liaisons on proper procedures for completing personnel actions.

Assists with researching, developing, recommending and implementing policies, procedures and best practices.

Answers telephone calls and greets visitors; ascertains nature of business; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Runs weekly 401(k) contribution change report and keys changes into Munis.

Identifies and researches errors in employees' records through data exception reports and makes recommendations for correcting the discrepancies.

Prepares new hire handbooks.

Coordinates Drug and Alcohol testing and maintains related records and donor database in compliance with the Drug and Alcohol policy.

Maintains records of and runs motor vehicle reports to comply with the Vehicle Use Policy.

Runs periodic reports showing statistical data for the Director and management as requested.

Generates new hire reports mandated by the State Department of Labor.

Runs and distributes Monthly Personnel Reports and the Weekly Deactivation List.

Completes bi-annual EEO-4 report.

Serves as a back-up for the Classification & Compensation Analyst, performing related duties and responsibilities as needed.

Serves as a back-up for the Benefits Specialist, performing related duties and responsibilities as needed.



## **EMPLOYMENT COORDINATOR**

Completes miscellaneous projects as needed.

### **ADDITIONAL JOB FUNCTIONS**

Processes incoming and outgoing mail and faxes.

Serves on Employee Expo planning committee.

Creates brochures for distribution.

Maintains human resource related documents on the County's website.

Creates automated forms to replace existing department forms.

Performs additional duties as assigned.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's degree in Human Resource Management, Organizational Development, Business or Public Administration with 2-4 years of experience in the administration and maintenance of human resources, legal or medical records. A Bachelor's degree is preferred. Work experience in a public contact environment preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Designated Work-life, Benefits and/or Compensation Professional Designation preferred. Must have a valid driver's license and be able to maintain a safe driving history as defined by the Union County Vehicle Use Policy. Must have working knowledge of popular office software packages (Microsoft Office, Adobe Acrobat, Crystal Reports, etc)

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of office machines including computers, calculators, copiers, facsimile machines, printers, postage machines, binding machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently 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 composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

## **EMPLOYMENT COORDINATOR**

**Language Ability:** Requires the ability to read a variety of correspondence, reports, personnel records, invoices, applications, surveys, procedure manuals, forms, etc. Requires the ability to prepare correspondence, reports, personnel records, schedules, insurance forms, logs, etc. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**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 personnel and insurance industry 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 to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**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/or 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.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of the policies, procedures, methods and practices of maintaining personnel records. Has considerable knowledge of the benefits offered by the County. Has general knowledge of Federal, State and local laws, rules and regulations governing personnel administration. Has general knowledge of general office practices, methods and procedures used by the County. Has general knowledge of the County's organization and operational policies and procedures. Has general knowledge of basic accounting principles and procedures. Has some knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or Federal, State and local laws, rules and regulations. Is skilled in the use of common office equipment, including computer-driven word processing, spreadsheet and file maintenance programs. Is able to prepare and maintain accurate personnel records. Is able to explain personnel matters to County employees. Is able to make routine administrative decisions independently in accordance with laws, regulations and County policies and procedures. Is able to analyze and interpret policy and procedural guidelines and to resolve problems and questions. Is able to maintain a high level of productivity when faced with frequent interruptions. Is able to develop and modify work procedures, methods and processes to improve efficiency.

## EMPLOYMENT COORDINATOR

**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 accountability. Strives to anticipate work to be done and initiates 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 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.

**EMPLOYMENT COORDINATOR**

**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

## CURRENT TITLE and DESCRIPTION

2606

### UNION COUNTY JOB DESCRIPTION

#### JOB TITLE: BENEFITS TECHNICIAN PERSONNEL

#### GENERAL STATEMENT OF JOB

Under limited supervision, performs professional assignments and tasks in the administration of the County's Employee Benefits Programs. These programs are administered through the Personnel Department and include multiple medical, life and dental insurance plans, child care, deferred compensation, service awards, health and dependent care flexible spending account programs and alcohol and drug free workplace programs. Work involves policy interpretation; the ability to analyze and interpret data; addressing employee complaints or concerns; assisting elected officials in benefit matters; and acting as liaison to outside organizations and agencies involved in employee benefit programs. Employee must exercise considerable initiative and good judgment in ensuring proper administration of benefit programs. Employee must also exercise tact and courtesy in frequent contact with employees, elected officials and representatives of outside agencies and organizations. Reports to the Personnel Director.

Work involves maintaining employee benefit records, processing benefit program accounts payable and accounts receivable, maintaining FMLA status and eligibility, administering the alcohol and drug free workplace screening program, and assisting Risk Management with program administration. Employee is also responsible for performing various secretarial duties, and responding to employees' inquiries regarding benefit programs.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Interprets insurance carrier contracts;

Answers employees', dependents', retirees', and providers' questions and resolves problems regarding the requirements and provisions of benefit programs;

Resolves insurance claim discrepancies;

Advises employees, retirees, and dependents regarding City provided benefit programs;

Drafts correspondence to employees, dependents, retirees, providers, and carriers;

Updates and revises benefit program Administrative Regulations regarding administration of the County's benefits program;

## **BENEFITS TECHNICIAN**

Coordinates and conducts various benefit program information and enrollment sessions for employee and retirement groups;

Maintains enrollments and employee status changes for Health, Dental, Life, COBRA, Flexible Spending Accounts, and Supplemental insurance programs;

Administers monthly accounts payable for all benefit programs. Reconciles billing to master file. Coordinates adding and deleting eligible persons from program billing;

Works with providers to ensure proper employee insurance coverages;

Assists employees, dependents, and retirees in the completion of various benefit forms;

Performs research, collects and analyzes data on such subjects as claims and fraud;

Compiles and maintains records for use in employee benefits administration. Records employee information such as personal data, benefits, attendance, FLMA, and substance screening.

Maintains employee FMLA status and eligibility files. Coordinates FMLA with benefits programs. Answers departmental queries regarding FMLA.

Administers employee shared leave donated.

Updates employee files to document personnel actions and to provide information for payroll and other uses.

Examines employee files to answer inquiries and provides information to authorized persons.

Tracks and documents Family and Medical Leave taken by employees.

Administers unemployment claims and the annual invoicing of departments.

Coordinates the account for United Way contribution deductions.

Processes all accounts receivable. Maintains receipts and control log.

Communicates directly with retirees concerning all insurance benefit matters. Coordinates the payment and invoicing of programs.

Maintains departmental operating budget ledgers.

Processes operating budget accounts payable. Generates line item transfers for approval.

Orders departmental supplies.

Generates monthly activity reports.

Coordinates the Alcohol and Drug Free Workplace program screening.

Maintains medical and screening records.

## **BENEFITS TECHNICIAN**

Coordinates communications to department heads, supervisors and employees on program requirements.

Assists Risk Management with worker's compensation program administration.

Assists in the enrollment of new employees.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate Degree in Accounting or Personnel Management, and 3 to 5 years of increasing responsibility and experience in clerical-administrative work related to personnel and employee benefit administration. Experience in accounting, and with direct public/customer contact necessary. Must have interpersonal skills that demonstrate a professional demeanor. Must have the ability to coordinate programs with all levels of an organization. Technical knowledge of a variety of employee and retiree benefit programs, contract compliance, claims processing and resolution, and program development and presentation is required. Must have excellent verbal and written communication skills with the ability to write and deliver comprehensive reports; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, printers, postage machines, etc. 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 composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, personnel records, invoices, applications, surveys, procedure manuals, forms, etc. Requires the ability to prepare correspondence, reports, personnel records, schedules, insurance forms, logs, etc. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions

## BENEFITS TECHNICIAN

furnished in written, oral, diagrammatic, or schedule form.

**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 personnel and insurance industry 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 to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**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/or 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.



# NEW TITLE - REVISED DESCRIPTION

Job Class - 2611  
FLSA - N

## UNION COUNTY JOB DESCRIPTION

### JOB TITLE: BENEFITS SPECIALIST PERSONNEL

#### GENERAL STATEMENT OF JOB

Under general supervision, performs specialized work in the administration of the County's Employee Benefits Programs. Work involves reviewing and interpreting policies and data; addressing employee concerns and inquiries; assisting eligible participants in benefit matters; provides benefits orientation to new employees; acts as liaison to outside organizations and agencies involved in employee benefit programs. Work also involves composing correspondence to vendor agencies, carriers, and employees on benefit related matters; maintaining adequate inventory of benefits plan literature; maintaining employee benefit records, processing benefits program accounts payable and accounts receivable, monitors FMLA status and eligibility, and coordinates with Risk Management as applicable. Employee must exercise considerable initiative and good judgment in ensuring proper administration of benefit programs. Employee must also exercise tact and courtesy in frequent contact with employees, retirees, department heads, elected officials, and representatives of outside agencies and organizations. Reports to the Personnel Director.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Coordinates all benefit program administration with active employees, retirees and elected officials including: medical, dental, and life insurance plans, health and dependent care flexible spending accounts, deferred compensation, retirement, and various supplemental insurance programs; maintains enrollments and employee status changes for benefit programs; answers inquiries regarding benefit programs; and responsible for annual enrollment process and meetings.

Generates various benefit activity reports monthly.

Researches, collects and analyzes benefit data to follow claims trends and history; makes appropriate recommendations based on data.

Audits employee benefit eligibility; takes action as appropriate.

Maintains confidential benefit and personnel files in accordance with general statutes; and releases information accordingly.

Drafts benefit related correspondence to providers, carriers, employees, dependents, and retirees as necessary.

Works closely with insurance vendors to improve benefit programs procedures to resolve employee issues and billing discrepancies, attends meetings with benefit vendors as necessary.

Responds to employee inquiries regarding Family and Medical Leave, tracks leave status,

## **BENEFITS SPECIALIST**

eligibility and files related documents, monitors accurate documentation of leave; coordinates Family and Medical Leave with Risk Management when applicable.  
Presents Family and Medical Leave training sessions.

Works with employees to determine retirement eligibility and completes appropriate paperwork in a timely manner.

Responsible for entering benefit updates to appropriate employee payroll records.

Maintains departmental operating budgets for upcoming fiscal year; monitors current and future budget expenditures.

Processes accounts payable, receivable and reconciliation for all benefit programs monthly; coordinates additions and deletions of eligible participants from program billing.

Reviews and interprets various contracts and policies as necessary.

Coordinates all aspects of the Shared Leave Program; acts as the first point of contact for Shared Leave request; schedules committee meetings; solicits donations for approved request; keeps requestor abreast of shared leave status.

Processes background checks as requested by departments.

Reports complex benefit issues to the Personnel Director for review and guidance.

Serves as the 401k contact for the County.

### **ADDITIONAL JOB FUNCTIONS**

Orders departmental supplies as necessary.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's degree in Human Resource Management, Accounting, Business or Public Administration, and 3-5 years of increasingly responsible experience in accounting/administrative/insurance work related to personnel and employee benefit administration. A Bachelor's degree is preferred. Work experience in accounting with direct public/customer contact preferred; or necessary or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a GBA – Group Benefits Associate designation, RPA – Retirement Plans Associate designation and/or Certified Benefits Professional certification preferred. Possession of a FMLA Certification preferred (must obtain within 12 months of hire). Must have a valid driver's license and be able to maintain a safe driving history as defined by the Union County Vehicle Use Policy. Must have working knowledge of popular office software packages (Microsoft Office, Adobe Acrobat, Crystal Reports, etc).

## BENEFITS SPECIALIST

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including calculator, typewriter, computer, printer, printer, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of ten to twenty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, personnel records, invoices, applications, surveys, procedure manuals, forms, etc. Requires the ability to prepare correspondence, reports, personnel records, schedules, insurance forms, logs, etc. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**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 personnel and insurance industry 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 to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**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/or 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.

## BENEFITS SPECIALIST

### PERFORMANCE INDICATORS

**Knowledge of Job:** Has considerable knowledge of the policies, procedures, methods and practices of maintaining personnel records. Has considerable knowledge of the benefits offered by the County. Has technical knowledge of a variety of employee and retiree benefit programs, contract compliance, claims processing and resolution, and program development and presentation is required. Has general knowledge of Federal, State and local laws, rules and regulations governing personnel administration. Has general knowledge of general office practices, methods and procedures used by the County. Has general knowledge of the County's organization and operational policies and procedures. Has general knowledge of basic accounting principles and procedures. Has considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or Federal, State and local laws, rules and regulations. Is skilled in the use of common office equipment, including computer-driven word processing, spreadsheet and file maintenance programs. Is able to prepare and maintain accurate personnel records. Is able to explain personnel matters to County employees. Is able to make routine administrative decisions independently in accordance with laws, regulations and County policies and procedures. Is able to analyze and interpret policy and procedural guidelines and to resolve problems and questions. Is able to maintain a high level of productivity when faced with frequent interruptions. Is able to develop and modify work procedures, methods and processes to improve efficiency.

**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 accountability. Strives to anticipate work to be done and initiates 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 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

## BENEFITS SPECIALIST

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.

### 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

AGENDA ITEM

# 6/4A  
MEETING DATE 9/21/09

MOTOR VEHICLE TAX REFUNDS  
for AUGUST 2009

Approval of Board of County Commissioners not required:

Collector Refunds for AUGUST 2009	3,044.96
(adjustment to August collector refund register)	(465.41)

To be approved by Board of County Commissioners on 9-21-09  
(to be submitted by Assessor's Office)

Assessor Refunds for AUGUST 2009	1,032.49
(adjustment to August assessor refund register)	(435.48)

\*\*\* Approval requested for overpayments:

Overpayments for AUGUST 2009	<u>2,495.53</u>
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Total to be refunded for AUGUST 2009	<u><u>5,672.09</u></u>
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*Nebbia Cox*  
9-3-09

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 21, 2009**

**Action Agenda Item No. 6/5A**  
(Central Admin. use only)

**SUBJECT:** Fire Study Contract

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**DEPARTMENT:** Fire Marshal's Office  
Legal Department

**PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
Fire Study Agreement

**INFORMATION CONTACT:**  
Neal Speer

Fire Study Proposal

Jeff Crook

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**TELEPHONE NUMBERS:**

704-296-4296

704-226-5582

704-283-3673

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize the County Manager to approve the Fire Study contract with Emergency Services Education And Consulting Group (ESECG)

**BACKGROUND:** The Fire Study proposal from Emergency Services Education and Consulting Group (ESECG) was approved by the BOCC on August 31<sup>st</sup>, 2009, and the contract was prepared by the Staff Attorney. Staff requests the BOCC authorize the County Manager to approve the Fire Study contract with ESECG.

**FINANCIAL IMPACT:** \$76,000.00

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

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

**Manager Recommendation:**

STATE OF NORTH CAROLINA

A G R E E M E N T

COUNTY OF UNION

THIS AGREEMENT is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2009, by and between UNION COUNTY, a political subdivision of the State of North Carolina, whose address is 500 N. Main Street, Monroe, N.C. 28112, hereinafter referred to as "Union," and EMERGENCY SERVICES EDUCATION AND CONSULTING GROUP, A DIVISION OF VFIS, A SUBSIDIARY OF THE GLATFELTER INSURANCE GROUP, whose address is 183 Leader Heights Road, York, PA 17402, hereinafter referred to as "ESECG."

W I T N E S S E T H

WHEREAS, Union desires to engage ESECG for consulting services; and

WHEREAS, ESECG is willing to provide said services.

Now, therefore, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. JOBS TO BE PERFORMED. ESECG shall provide the services described in the proposal entitled "A Consulting Services Proposal for Union County, North Carolina," dated May 29, 2009, (the "Proposal"). The Proposal is incorporated into this Agreement by this reference, and its provisions are as fully a part of this Agreement as if repeated herein. In the event of any conflict between these documents, the conflict shall be resolved in favor of Union such that ESECG shall be required to provide the higher level of service or the better product. Regarding payment provisions, the terms of Section 2 below shall supersede those in the Proposal. ESECG shall comply with all of the provisions found in the Proposal, including but not limited to, completion dates and specific concerns that are to be addressed in the study. As part of the services and deliverables to be provided under the heading "Phase IV Prepare Final Report (complete within 6 months of contract signing)" on page 10 of the Proposal, ESECG shall perform the following: (1) deliver to Union, within six months of this Agreement's effective date, forty copies of the final report; (2) deliver to Union, within six months of this Agreement's effective date, forty copies of an executive summary of the findings and recommendations that are included in the final report; and (3) make a formal presentation of the final report along with a detailed explanation of the findings and recommendations to the Fire Chiefs, Union County Fire Commission, Union County Board of Commissioners, and other officials at a time and place to be agreed upon.

2. TERMS OF PAYMENT. For services rendered pursuant to this Agreement, Union shall pay ESECG as set forth in this Section. Upon ESECG's satisfactory completion of all of



the services and submission of any and all deliverables described on page 5 of the Proposal under the heading "PHASE I - Initiate Project (complete within 45 days of contract signing)," Union shall pay ESECG Seven Thousand, Five Hundred dollars (\$7,500). Upon ESECG 's satisfactory completion of all of the services and submission of any and all deliverables described on pages 6 through 10 of the Proposal under the headings "Phase IIA - Emergency Services Information Review/Analysis/Direction Setting (complete within 60 days of contract signing)," "Specific Concerns to Be Addressed in the Study," "Phase IIB - Site Visits and Meetings (complete within 90 days of contract signing)," and "Phase IIC - Evaluation Items and Report Components (complete within 45 days of contract signing)," Union shall pay ESECG Fourteen Thousand, Five Hundred dollars (\$14,500). Upon ESECG 's satisfactory completion of all of the services and submission of any and all deliverables described on page 10 of the Proposal under the heading "Phase III - Prepare Draft Report (within 4 ½ months of contract signing)," Union shall pay ESECG Twenty-One Thousand, Five Hundred dollars (\$21,500). Upon ESECG 's satisfactory completion of all of the services and submission of any and all deliverables described on page 10 of the Proposal under the heading "Phase IV - Prepare Final Report (complete within 6 months of contract signing)" as amended by Section One of this Agreement, Union shall pay ESECG Twenty-Five Thousand dollars (\$25,000). Payments shall be due twenty (20) days after receipt of verified invoice by Union's Finance Department.

ESECG may receive reimbursement for actual costs of reasonable and customary travel expenses incurred while providing services under this Agreement, provided that the total reimbursement for travel shall not exceed Seven Thousand, Five Hundred Dollars (\$7,500). The only travel costs eligible for reimbursement under this Section are: airfare at economy class (coach), mileage not to exceed the IRS rate, and reasonable hotel and meal expenditures. Actual receipts for travel costs must be submitted to Union in order to be eligible for reimbursement. ESECG understands and agrees that all payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services. Notwithstanding anything herein to the contrary, the total amount expended by Union pursuant to this Agreement shall not exceed Seventy Six Thousand Dollars (\$76,000) without written amendment hereto.

3. TERM. This Agreement shall continue unless and until terminated as provided herein.

4. REIMBURSEMENT OF EXPENSES. Except as provided in Section 2 of this Agreement regarding reimbursement of reasonable and customary travel expenses, Union shall not be liable to ESECG for any expenses paid or incurred by ESECG.

5. EQUIPMENT, TOOLS, MATERIALS, OR SUPPLIES. ESECG shall supply, at ESECG 's sole expense, all equipment, tools, materials, and/or supplies to accomplish the job agreed to be performed in Section 1 of this Agreement.

6. FEDERAL, STATE, AND LOCAL PAYROLL TAXES. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by Union on behalf of ESECG or the employees of ESECG . ESECG shall not be treated as an employee with respect

to the services performed hereunder for federal or state tax purposes.

7. NOTICE TO ESECG REGARDING ITS TAX DUTIES AND LIABILITIES. ESECG understands that ESECG is responsible to pay, according to law, ESECG 's income tax. If ESECG is not a corporation, ESECG further understands that ESECG may be liable for self-employment (social security) tax, to be paid by ESECG according to law.

8. FRINGE BENEFITS. Because ESECG is engaged in ESECG 's own independently established business, ESECG is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of Union.

9. UNION NOT RESPONSIBLE FOR WORKERS' COMPENSATION. No workers compensation insurance shall be obtained by Union concerning ESECG or the employees of ESECG . ESECG shall comply with the workers' compensation law concerning ESECG and the employees of ESECG , and shall provide to Union a certificate of workers' compensation insurance.

10. INSURANCE. At ESECG 's sole expense, ESECG shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best.

A. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit
\$5,000	Medical Expense Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
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D. PROFESSIONAL LIABILITY

\$1,000,000 Per Occurrence

ESECG shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

#### ADDITIONAL INSURANCE REQUIREMENTS

- A. The ESECG 's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

**UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.**

Policy endorsement for Additional Insured status shall be provided to Certificate Holder within sixty (60) days of inception of contract.

- B. Before commencement of any work or event, ESECG shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. ESECG shall have no right of recovery or subrogation against Union County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- D. Union County shall have no liability with respect to ESECG 's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of ESECG .
- E. All certificates of insurance shall be on approved ACORD 25 form and shall provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice. Notwithstanding the notification requirements of the insurer, ESECG hereby agrees to notify Certificate Holder immediately if any policy is cancelled or changed.
- F. The Certificate of Insurance should note in the Description of Operations the following:
- Department: Central Administration  
Contract #: 2334
- G. Insurance procured by ESECG shall not reduce nor limit ESECG 's contractual

obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

- H. In the event ESECG receives Notice of Cancellation of Insurance required pursuant to this Agreement, ESECG shall immediately cease performance of all services and shall provide Notice to Union County's Legal/Risk Management personnel within twenty-four (24) hours.
- I. Certificate Holder shall be listed as follows:

Union County  
Attention: Keith A. Richards, Risk Manager  
500 N. Main Street, Suite #130  
Monroe, NC 28112

- J. If ESECG is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, ESECG shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

11. INDEMNIFICATION. ESECG agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of ESECG, its officers, employees, subcontractors or agents. ESECG further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

12. TERMINATION WITHOUT CAUSE. Without cause, Union may terminate this Agreement after giving ten (10) days prior written notice to ESECG of the intent to terminate. Only Union may terminate this Agreement without cause. The parties shall deal with each other in good faith during the ten (10) day period after any notice of intent to terminate has been given. In that event, all finished or unfinished deliverable items prepared by ESECG under this Agreement shall become Union's property and shall be delivered to Union by ESECG prior to the date of termination. In the event Union terminates this Agreement without cause, ESECG shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. After notice of intent to terminate has been given by Union, ESECG shall immediately stop all work under this

Agreement unless authorized to do otherwise by Union.

13. **TERMINATION WITH CAUSE.** With reasonable cause, either party may terminate this Agreement effective immediately upon the giving of written notice of termination for cause. Reasonable cause shall include:

- A. Material violation of this Agreement not cured after twenty (20) days written notice of violation.
- B. Any act exposing the other party to liability to others for personal injury or property damage.

In the event of termination by Union for cause, ESECG shall refund to Union all payments made by Union pursuant to this Agreement, it being understood and acknowledged by the parties that the benefit to Union pursuant to this Agreement is gained primarily through ESECG's production and presentation of the final report. In the event of termination by ESECG for cause, all finished or unfinished deliverable items prepared by ESECG under this Agreement shall become Union's property and ESECG shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made.

14. **NON-WAIVER.** The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

15. **NO AUTHORITY TO BIND UNION.** ESECG has no authority to enter into contracts or agreements on behalf of Union. This Agreement does not create a partnership or any form of agency between the parties.

16. **DECLARATION BY INDEPENDENT CONTRACTOR.** ESECG declares that ESECG has complied with all federal, state and local laws regarding business permits, certificates and licenses that may be required to carry out the work to be performed under this Agreement.

17. **HOW NOTICES SHALL BE GIVEN.** Any notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

18. **ASSIGNABILITY.** This Agreement may not be assigned or sublet, in whole or in part, by ESECG without Union's prior written consent.

19. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed by the laws of

the State of North Carolina both as to interpretation and performance without regard to North Carolina's rules concerning conflict of laws. Each party irrevocably consents to the exclusive jurisdiction of the state and federal courts located in Union County, North Carolina, and any action arising out of or relating to this Agreement or to enforce the provisions hereof, in equity or at law, shall be brought in Union County, North Carolina. Each party hereby waives any objection available now or in the future with respect to the laying of venue in Union County, North Carolina.

20. ENTIRE AGREEMENT. This is the entire agreement of the parties.

21. SEVERABILITY. If any part of this Agreement shall be held unenforceable, the rest of this Agreement will nevertheless remain in full force and effect.

22. AMENDMENTS. This Agreement may be supplemented, amended or revised only in writing by agreement of the parties.

23. CONFLICT OF INTEREST. ESECG understands and acknowledges that Union is a political subdivision of the State of North Carolina. Union prohibits any of its officials or employees from accepting any personal gift, favor, or thing of value that may tend to influence that employee in the discharge of duties. With this understanding, ESECG agrees not to take any action which creates a situation, which would or which could appear, to result in a conflict of interest and violation of Article V, Section 3 of the Union County Personnel Resolution by any County official or employee.

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have caused this contract to be duly executed in duplicate originals, this the day and year first above written.

ATTEST:

UNION COUNTY

BY: \_\_\_\_\_  
Lynn West, Clerk to the Board

BY: \_\_\_\_\_  
Alfred W. Greene, County Manager

Approved As to Legal Form \_\_\_\_\_

ATTEST:

EMERGENCY SERVICES EDUCATION AND  
CONSULTING GROUP, A DIVISION  
OF VFIS, A SUBSIDIARY OF THE  
GLATFELTER INSURANCE GROUP

BY: \_\_\_\_\_

BY: \_\_\_\_\_

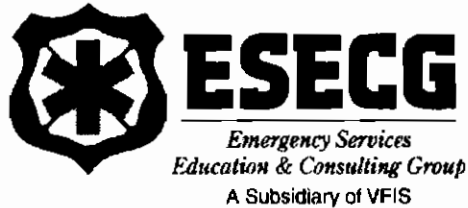
*Emergency Services Education and Consulting Group presents:*

*A Consulting Services Proposal*

for

*Union County, North Carolina*

*May 29, 2009*



**183 Leader Heights Road  
York, PA 17402**

**Call: (800) 233-1957  
Fax: (717) 747-7028  
Web Site: [www.vfis.com](http://www.vfis.com)**



## **INTRODUCTION & EXECUTIVE SUMMARY**

Emergency Services Education and Consulting Group (ESECG) a division of VFIS is pleased to submit this proposal for consideration to Union County, North Carolina to conduct a county-wide Fire Protection Study. This study will include:

1. An analysis of the strengths and weaknesses of the fire departments that provide emergency services, including
  - a. Fire suppression
  - b. Rescue
  - c. Medical response
  - d. Hazardous materials response
  - e. develop a comprehensive Fire Protection Master Plan for the county
2. A definition of fire protection needs for the county as a whole and for each of the 18 volunteer fire departments.
3. A recommendation on how fire protection should be funded.
4. A recommendation on what, if any changes to the various fire district lines should be made to accomplish the fire protection needs, definition and goal.
5. An analysis of the administration and organization of fire suppression forces, including:
  - a. Evaluations of apparatus
  - b. Equipment inventory and mobile water supply apparatus
  - c. Identification and evaluation of water sources
  - d. Future station locations and size recommendations
  - e. Personnel requirements
  - f. Budget analysis and financing options for the fire service
  - g. Insurance and ISO ratings
  - h. Analysis of population distribution and future growth trends
  - i. Conduct a risk analysis of target and special hazards
  - j. Evaluate training programs of firefighters, pump operators and officers
  - k. Determine an adequate cost for operation, maintenance and administrative costs

VFIS began providing insurance coverage to fire departments, ambulance and rescue squads in 1969. In 1979, as the leading emergency service insurance provider, VFIS created its first educational program. This new venture was designed to help clients better understand how to operate emergency vehicles, prevent accidents and reduce loss. The program was well received, and over the next two decades an array of training and educational offerings were added, and VFIS Education and Training was born.

Emergency Services Education and Consulting Group, once a concept, became a reality in 1976, when there were several claims reported to VFIS, related to driver training. Our Loss Control Department took these claims seriously. VFIS researched these claims and decided to start a training program to reduce the losses taking place. The Education Training Services (ETS) Department was established and we continued to grow through





the years in knowledge and experience, as Emergency Services Education and Consulting Group. Our home is in York, Pennsylvania on the campus of The Glatfelter Insurance Group. Our full-time Education, Training and Consulting Staff has over 300 years of combined emergency service experience.

Our combined staff provides advice and counsel to over 200 public safety organizations each year, across the US and abroad. Our programs, concepts, and philosophies are state of the art and designed to help clients implement real world and proven solutions.

In the 1990's consulting services became a consistent client need. Today, VFIS/ESECG offers over 600 programs and trains some 20,000 emergency responders annually while conducting customized consulting services on a regular basis. Our staff consults with clients daily in the area of fire service management expertise and operations. As an example of recent project, VFIS/ESECG has provided the following fire service consulting services over the last three (3) years:

### **National Level**

- United States Fire Administration – 21<sup>st</sup> Century Emergency Services Recruitment and Retention (text and training program)
- United States Fire Administration – Safe Vehicle Operations for Volunteer and Small Combination Emergency Service Organizations
- National Volunteer Fire Council
- Volunteer Fire Department and EMS Cost Savings Calculators
- NVFC Strategic Plan
- Establishing Mutual Aid Agreements in Volunteer and Small Combination Emergency Service Organizations
- Threat Assessment Program
- Fire Corps Curriculum Development

### **State Level**

- Delaware State Fireman's Association – Development of a Strategic Plan for Recruitment and Retention of Fire and EMS Personnel in the State of Delaware.
- Massachusetts Call/Volunteer Fireman's Association – Recruitment and Retention Training

### **County/Regional/Local Level**

Carteret County, North Carolina,

- Rescue Services Assessment.
- Fire Services Assessment
- EMS Assessment



Mecklenburg County, North Carolina - Fire Services Study

Tri-Borough Fire Association – Multiple Fire/EMS Agency Consolidation project

Upper Dublin Township, Montgomery County, Pennsylvania, Risk Analysis and Standard of Response Cover

Moorestown Fire District #1 and Moorestown First Aid Squad, New Jersey – Fire and EMS Evaluation and Strategic Plan

Upper Providence Township, Pennsylvania – Fire Service Training, Officer Qualification and Programmatic Development

Lower Gwynedd Township, Pennsylvania, Fire/EMS Evaluation & Station Location Study

Lower Moreland Township & Bryn Athyn Borough, Pennsylvania, Fire & EMS Evaluation and Station Location Study

Millersville Borough & Manor Township, Pennsylvania, Fire Services Consolidation

***Our ESECG Associates identified for service on this project  
have over 300 years of emergency service experience.***

## **REFERENCES**

Jim Cabbage, Executive Director, Delaware Volunteer Firemen's Association  
302-734-9390, [exsec@dvfassn.com](mailto:exsec@dvfassn.com)

JoAnn Smith, Director of Emergency Services, Carteret County, NC  
252-728-8470, [joanns@carteretcountygov.org](mailto:joanns@carteretcountygov.org)

Michael Fox, Fire Marshal, Mecklenburg County NC  
Phone: 704-336-4375, [michael.fox@mecklenburgcountync.gov](mailto:michael.fox@mecklenburgcountync.gov)

Heather Schafer, Executive Director, National Volunteer Fire Council  
Phone 202,887-5700 x17, [hschafer@nvfc.org](mailto:hschafer@nvfc.org)



## PROJECT APPROACH

ESECG would propose to use its typical customized approach to this project. The main focus points as presented by the RFP are included in the proposed statement of work which follows:

### **PHASE I – Initiate Project (complete within 45 days of contract signing)**

- Upon award of contract, a joint planning discussion will occur with representations from Union County and ESECG leadership teams to develop a project plan. This will result in a plan that defines:
  1. Primary tasks to be performed
  2. Person(s) responsible for each task
  3. Timetable for each task to be completed
  4. Method of evaluating results
  5. Resources to be utilized
  6. Possible obstacles or problem areas associated with the accomplishment of each task. This plan will be completed within 14 days of the awarding of the project to the consultant. This plan will list actions of proposed interviewees.
  7. Data requirements will be presented to the Union County Leadership Team.
  
- Through a series of meetings and similar activities, gather information from the following:
  1. Union County Commissioner(s) – as desired
  2. Union County Manager, Fire Marshal, and Planner
  3. Other Union County officials as deemed necessary/appropriate
  4. Appropriate representatives of the business community and educational agencies
  5. Emergency Dispatch Center
  6. Schedule at least two public hearings/meetings to gain citizen input
  7. Representatives from each of the fire departments in the County (See Phase II)
  8. Law Enforcement leaders as deemed appropriate
  9. Others as they may contribute to this project, with approval of staff

**• Each of the primary responding agencies will be asked to complete a self-assessment questionnaire (based on current industry best practices and a propriety analytical tool developed by ESECG), which will then be correlated and validated by the consultants working on this project.**

From these interviews, the consultants will obtain an additional perspective on operational, staffing, economics, and policy issues facing the fire service. In addition the consultant will learn more about availability of data necessary to meet projected goals.



**PHASE IIA – Emergency Services Information Review/Analysis/Direction Setting  
(complete within 60 days of contract signing)**

- Define and determine the fire protection needs for Union County.
- Conduct an analysis of the administration and organization of fire suppression forces and make recommendations for improvement.
- Conduct an analysis of insurance (ISO) ratings and make recommendations for improvement.
- Conduct an analysis of each fire station's location in relation to insurance district and response district boundaries including coverage maps.
- Conduct an evaluation of fire apparatus to include, but not limited to the following:
  - Inspect all apparatus on site. Review pump test records, evaluate age and condition, compare pump capacity with the needs of the area, and projected replacement dates.
  - Evaluate all mobile water supply apparatus by making on site flow and operational tests. Assign gallons per minute (GPM) rating based on the ability of each one to haul water over a distance of up to five miles.
  - Determine the amount of usable water, and make recommendations for improvement or replacement of tankers.
  - Make recommendations, along with documentation of the need, for additional apparatus with suggested specifications where needed.
  - Prepare an apparatus replacement schedule to be included in the final report by comparing both the apparatus recommendations of NC DOI, OSFM, NFPA 1901, and NFPA 1911.
  - Prepare a recommended long range capital budget to provide for replacement of apparatus in a timely manner, along with suggested methods of funding.
  - Compare the inventory of equipment that is available on all apparatus with NC DOI OSFM requirements and make recommendations on priorities and schedule for eliminating deficiencies.
  - Prepare tanker coverage maps showing GPM capabilities in each portion of the area based on the water supply points that have been identified and the capabilities of tankers that were established when they were evaluated. One map should show the existing flow capability with the second showing the expected flow capability after all recommended improvements have been made.
  - Prepare water supply coverage maps based on the distance around each hydrant system and water supply point that the tankers can travel as estimated on the tanker coverage maps. One map should show existing capability, with the other showing the proposed improvements.
  - Perform a risk analysis on specific target hazards and problem areas that have been identified by the fire department with fire flow needs and specific methods of satisfying them. This analysis should include detailed fire flow capabilities in areas that have to depend on mobile water supply to meet the needs of the risk.
  - Define the personnel requirements in order to provide for the fire protection needs considering the use of all volunteer, combination, or paid personnel.
  - Determine the adequacy of personnel in each fire department including a review of the number of alarms, average response to each of them, and the total number of active members in the department.



- Make recommendations for providing additional personnel where it is needed.
- Review standard operating practices and response to alarms, and make recommendations for improvements where they are needed.
- Review training records and determine the number of firefighters that have been certified by the state, participation in formal training programs and local training programs, and whether the individual records contain sufficient detail to meet the legal requirements and NC DOI OSFM standards.
- Evaluate the overall training program for firefighters and officers with special emphasis on mutual aid and inter-company training activities and make recommendations for improvement.
- Provide recommendations for training of officers, pump operators, and firefighters that would enable them to develop the skills that will be needed to implement this long range plan and improve the ISO rating of the rural departments.
- Conduct an analysis and determine the operating cost for each department.
- Conduct an analysis and determine the cost of training the personnel of each department.
- Conduct an analysis and determine the administrative cost for each department.
- Determine the cost of fire protection needs for each fire district and for Union County collectively as defined in paragraph "A" of this section.
- Conduct an analysis and determine the current and future financial needs of each department including a five year and ten year capital improvement plan.
- Recommend funding options that are available to Union County.

#### **SPECIFIC CONCERNS TO BE ADDRESSED IN THE STUDY**

*Consistent with the Request for Proposal, the following specific concerns will be addressed in the study. A number of specific concerns have been identified that will have to be dealt with in this study, along with questions that need to be answered and decisions that will have to be made to provide the fire protection needs to all of the citizens and taxpayers, now and in the future. They include:*

- Include the City of Monroe Fire Department in this study from a service and response viewpoint only. Their evaluation should be limited to the giving and receiving of automatic and mutual aid.
- Some of the volunteer fire departments are having difficulty in raising the money to purchase apparatus and equipment to meet their responsibilities.
- Some volunteer departments are located in areas with limited population and potential for financial support, but with fire protection responsibilities that require a minimum of apparatus, equipment and personnel.
- Rapid growth in industrial, commercial, and residential areas is placing demands on the emergency services that they may not be presently equipped to meet.
- Rapidly escalating costs of apparatus, equipment, and operating expenses are making it difficult for fire departments to maintain their present capabilities, much less purchase the additional apparatus and equipment that is needed.
- Volunteer Fire Departments frequently find it difficult to fund purchases of new apparatus. Additional funding sources will be required if the fire departments are to be expected to cope with the problems that they face.



- Water supply to provide the needed fire flow may be inadequate in many parts of the county.
- Public water systems distribution lines may not be large enough to provide the needed fire flow in many locations.
- Fire hydrant location and distribution may not be adequate.
- Large buildings are being constructed in areas where no public water supply is available.
- Static water sources throughout much of the county have not been identified and improved as needed.
- With the utilization of the E-911 system, it has brought a certain amount of standardization to the fire service. There is very little coordination between departments in establishing standard response and standard operating procedures.
- Union County has adopted the National Incident Management System and therefore Incident Command. However fire-ground organization with ICS has not been fully developed.
- Due to the rating system used by the NC DOI OSFM, insurance rates vary widely throughout the county from a protection class 5 to 9E in the insurance districts and to class 10 in the unprotected areas.
- Offer criteria for determining fire insurance and response district lines and recommend if, and/or how district lines should change in the future.
- The consultant should include input from each municipal town board as to their concept of the fire protection needs within their individual town.
- The consultant should include input from the public, by capturing comments from forums conducted within communities, including members of the volunteer fire department and individuals who have had close contact with the volunteer fire service in the county as well as from community member.
- Invite persons who have had experiences with the fire departments to attend meetings and solicit comments regarding their experiences and their expectations for service.
- Invite community members to attend and make comments as to their expectation for service.
- Invite members of the volunteer fire department to make comments.
- The consultant shall meet with and consider input from each fire department chief and its board of directors.

Data received by ESECG will be evaluated in concert with additional documents received from each agency meeting, including but not limited to

- A Risk and Demand Analysis for each fire company to determine resources needed including, but not limited to staffing, equipment, specialized equipment and cost estimates for equipment.
- The analysis for each station will include a Station Location and Response Time Analysis to determine the possible need to modify fire & rescue districts, establish new stations or move stations.
- Evaluate training programs and officer qualifications to assure an adequate and consistent level of service can be provided.



- Evaluate and determine the need for the extent of mutual aid activity and the existence of need for standard operating guidelines at the county level. This would include the current interface of local fire companies to the Fire Marshal with the intent to develop as much standardization of reporting, operations, and performance as possible.
- Review the contracts in use by the county and the relationship to each organization's operating practices.
- Review the budgeting process for each agency and county-wide approaches in place that can be integrated to make appropriate recommendations related to operating budgets, funding, fees, funding resources, and funding alternatives; as well as purchasing opportunities that may save money.

The following information will be provided by Union County for review by the ESECG/VFIS:

- A list of fire stations and a map showing the location of each of them, outlining each fire insurance district and response district.
- An inventory of the apparatus that is housed in each station, along with information on the age and condition.
- An inventory of the equipment that is carried on each piece of apparatus or available in each station.
- Budget information on each fire department including the amount and source of funding and expenditures in general categories.
- Information on personnel available in each department, status of training, and average response to alarms.
- ISO ratings for each department and a copy of the results of the latest ISO evaluation where it is available.
- Scale maps showing all roads, water lines, and hydrant coverage will be provided by Union County's GIS Department.
- Potential static or alternate sources of water for filling tankers that have been identified will be provided by each fire department.
- Data on population distribution, growth trends and projections, and expected property valuations for various areas.
- Locations and descriptions of target hazards or special problems that are to be evaluated.

**RESPONSE INFORMATION FOR THE LAST THREE (3) YEARS (2008, 2007, 2006)  
AS DIRECTED BY ESECG.**

Opportunities will be identified for standardization, benchmarking and service delivery. They will include analysis of ISO Reports and Prior Consulting Reports



### **PHASE IIB – Site Visits and Meetings (complete within 90 days of contract signing)**

- ESECG will conduct a series of site visits and meetings in Union County at the convenience of the staff and volunteers, to assure the project team meets with those individuals/groups indicated in Phase I. These visits will enable ESECG to acquire physical observations and assessments, enable interviews with various individuals and community members.
- A comparison will be made to national and regional benchmarks.

NOTE: It is anticipated that Union County will provide an individual who will play a key role in coordinating meetings.

### **PHASE IIC – Evaluation Items and Report Components (complete within 45 days of contract signing)**

#### **Activity:**

Upon completing phase IIB, a county-wide summary evaluation will be prepared which will discuss the following aspects:

- Organizational Overview & Design, and Management Overview
- Mission, Vision and Goals of the organization
- Standard of Cover and Response Times
- Personnel Management, Staffing (including recruitment and retention)
- Recordkeeping
- Communications (internal and public communication/relations)
- Funding (including budgeting and financing)
- Capital Improvement Plan (including financing model)
- Facilities
- Apparatus and Equipment (type, serviceability and future needs)
- Training and Officer Qualifications
- Standard Operating Procedures (policies and organizational guidelines)
- Mutual Aid Agreements & Relationships

### **PHASE III – Prepare Draft Report (within 4 ½ months of contract signing)**

A draft report will be submitted to Union County that will undergo a process review for accuracy by key Union County representatives and the consultant in preparation for the production of the final report. A meeting will be held with the assigned Union County team as well as a public meeting including editorial and critical comments.

### **PHASE IV – Prepare Final Report (complete within 6 months of contract signing)**

Adhering to the parameters as established by the County, ESECG will prepare and present an oral and written report, in a meeting environment, focused for stakeholders in the process and local elected officials (as well as the public). In addition to the number of requested hard copies of the report, ESECG will also provide an electronic/PDF version of the final report suitable for posting and distribution on a public access website.





## **RESOURCES**

**Based upon the type of Request for Proposal and a match of staff resources to the perceived skill and knowledge sets necessary to meet the scope of work, we believe the staff members listed below would be best suited for this project either as on-site staff assessment team members or data/informational review specialists.**

### **Why VFIS/ESECG is most qualified to perform this project for Union County**

The expertise in analytical approach, knowledge of the discipline, knowledge of the region, and establishing benchmarks is the hallmark of the team assigned to this project that would assure success. ESECG, coupled with its parent's experience of VFIS, the leading provider of insurance, financial products and education to the volunteer emergency service community, is un-matched in its knowledge, skills, expertise, and performance in understanding and enhancing volunteer and combination emergency service organizations. In addition, the opportunity for fire service representatives in Union County to learn from this team's vast experience is enormous. Most importantly they all work together to understand the future needs and enhance the county's emergency service system. In the RFP, you have specifically referenced NFPA Standards to use as evaluative tools. We maintain representatives on these committees as follows:

NFPA 1021 – Bill Jenaway, member and former chair

NFPA 1500 – Dave Love, member

NFPA 1001 – Mike Young, member

NFPA 1901 – Bill Jenaway, member

NFPA 1720 – Richard Trexler, member

In addition, Bill Jenaway is Vice-Chair of the Commission on Fire Service Accreditation.

### **William F. Jenaway, Ph.D., CFO, CFPS, Principal Consultant, Project Manager.**

Dr. William F. Jenaway, CFO, CFPS will serve as Project Manager for this engagement. Dr. Jenaway is the CEO of ESECG responsible for training, education and consulting services provided to clients of VFIS and ESECG. His organization provides training to over 20,000 fire/EMS personnel annually and provides technical guidance and consultation to over 200 agencies annually. He has served as Chief and Fire Marshal of the East Bethlehem Township, Pennsylvania, Volunteer Fire Department; and as Chief and President of the King of Prussia, Pennsylvania, Volunteer Fire Company, as well as being Chairman of the municipality's Fire and Rescue Services Board. Under Chief Jenaway's leadership, the department became the first all volunteer Accredited Fire Service Agency in the US. Fire Chief Magazine named him the "Volunteer Fire Chief of the Year" in 2001. Bill's background includes 30-plus years of volunteer fire and EMS experience. In 2004 he was named to Chair the Pennsylvania Senate Resolution 60 Commission to evaluate and provide recommendations to the Pennsylvania legislature and fire service on strategic approaches to the state's fire and EMS delivery system. Over the years, Bill has authored over 200 articles, seven texts and provided over 100 speeches on fire and life safety issues. He holds Certified Fire Protection Specialist and Certified



Fire Officer designations as well. In 1999 he was named to the Presidential/Congressional Commission known as the "Advisory Panel to Assess Preparedness for Terroristic Acts Involving Weapons of Mass Destruction" (a/k/a Gilmore Commission). Dr. Jenaway also serves as President of the Congressional Fire Services Institute and is Past President of the Pennsylvania Fire Services Institute. He serves on the National Fire Protection Association Committees of Emergency Services Risk Management, Providing Emergency Services to the Public, Fire Department Apparatus, and Fire Service Training. Dr. Jenaway is in his second, three-year term as a Commissioner on the Commission on Fire Department Accreditation. Bill serves as an adjunct faculty member in the Graduate School of Public Safety at St. Joseph's University in Philadelphia (Risk Analysis, Strategic Planning & Disaster Preparedness) and the Graduate School of Legal Studies at California University of Pennsylvania (Terrorism Threat Assessment).

**Daniel B.C. Gardiner, M.S., CFPS, Consultant, Site Team Leader**

Daniel B.C. Gardiner retired as the Chief of the Department of Fire-Rescue Services, in Fairfield, Connecticut, serving there for 31 years. Fairfield is a combination (career and volunteer) fire/EMS department. Prior to his appointment as Chief, he was the department's Budget Control Officer in charge of a budget of over eight million dollars. Chief Gardiner holds a Bachelor's Degree in Fire Science and holds two Masters Degrees, one in Public Administration and one in Fire Science Technology, from the University of New Haven, Connecticut. He serves on the NFPA 1021 Committee (Fire Officer Standard). Chief Gardiner has been extensively involved in fire department consulting projects, as well as managing and conducting assessment center activities for various positions, throughout the Northeast. He has also provided testimony before numerous fire commissions, boards of inquiry and study panels, in addition to serving on a number of review boards as well. An author of a number of fire service texts and articles, Chief Gardiner edited the book, *Managing Fire Department Operations*, and co-authored the best selling text, *Fire Protection in the 21<sup>st</sup> Century*. Now serving his fifth term as a Director of the Certified Fire Protection Specialist Board, Chief Gardiner speaks nationally on fire protection, and fire service finance. He is a Past President of the International Society of Fire Service Instructors and a Past President of the Fire Department Safety Officers Association.

**Richard Trexler, Consultant, Project Member.**

Richard retired as Fire Chief of Colfax Fire Department in Guilford County, NC after twenty years of service. He has worked on many projects with ESECG as a consultant. Richard worked with New Hanover County, NC and Brunswick County, NC on an evaluation of the fire departments in those counties. He was project manager in Davie County, NC on an evaluation of fire and rescue services. He assisted with projects in Brenham, Texas, Port Washington, NY, Okeechobee, FL, Estero, FL and Johnstown, PA, among others. He was instrumental with the growth study in Winston Salem, NC and has worked with the cities of Greensboro and High Point in NC on consolidation/merger studies and the development of Strategic Planning efforts. Richard has been a presenter at the Fire Department Instructors Conference and at regional and state conferences. He worked with Guilford County, NC in the development of a Strategic Plan involving



twenty seven fire departments. Richard has extensive experience working with LEPC groups and in the delivery of training programs for industrial groups. In addition to his 20 years as Fire Chief of the Colfax Fire Department, he has a total of 39 years volunteer and career experience with volunteer and combination departments; is a member of the NPFA 1720 Committee “Standard on Fire Department Operations in Volunteer and Combination Fire Departments” (including EMS and rescue) and has served on boards of fire departments and rescue squads. Additional affiliations include Chairman, North Carolina Fire and Rescue Commission, President, North Carolina Fire Chiefs Association, and Chairman, Training Committee of Guilford County LEPC.

**David A. Bradley, B.S., NREMT-P, Staff Consultant.**

David is responsible for EMS related issues for VFIS/ESECG, a subsidiary of the Glatfelter Insurance Group. His responsibilities include: research of EMS issues, and related delivery of educational and training programs, curriculum development, and information analysis and representation on major organizations and committees. Prior to joining VFIS, Dave managed a large EMS agency. Dave has over twenty-eight years of experience in Emergency Services. He has functioned in many roles during his career from volunteer EMT to Career EMS Chief. Dave’s involvement includes IAFC, NFPA, NAEMT, and NAEMSE, along with several state-level organizations. He is a Nationally Registered Paramedic and holds a Bachelors Degree in Safety Engineering.

Dave has presented on various topics in the areas of emergency service, risk management, health, and safety. He remains active as a Paramedic at First Aid & Safety Patrol, Lebanon PA.

**Robert Drennen, M.S. CFPS, Consultant**

Robert Drennen is Director of St. Joseph’s University Public Safety and Environmental Protection Master’s Degree Program. Within this program, Mr. Drennen directs the students’ development and the course program. Research papers of the students serve to broaden the perspective of Mr. Drennen and his team in the development of new techniques and procedures for fire service. Under the direction of Mr. Drennen, St. Joseph’s worked with Dr. Jenaway in the development of an efficient and effective model for businesses to utilize in the preparation, prevention, response and recovery to emergencies as well as projects for the National Volunteer Fire Council involving volunteer recruitment, retention and cost savings. Mr. Drennen is responsible for student research projects, many of which involve specialized evaluations of their local emergency service organization. This provides him with a unique insight and understanding of current trends in volunteer and combination fire service operations in the Mid-Atlantic states. Mr. Drennen holds a Masters Degree, is a Certified Fire Protection Specialist and is a retired Chief Officer of the Philadelphia Fire Department, currently serving as Safety Officer of the Willow Grove, PA, Fire Company.

**David A. Love, Jr., Associate Project Member**

David is an Education and Training Specialist for VFIS/ESECG. His responsibilities include: National delivery of educational and training programs, curriculum development, and information analysis for VFIS. Dave recently retired after 30 years of service as Chief of the Department of Fire Rescue Services for the City of York,



Pennsylvania. He started his career in 1970 as a firefighter, EMT and has held the ranks of Lieutenant, Assistant Chief, Deputy Chief, and Chief. Dave is currently a member of the International Association of Fire Chiefs, The International Society of Fire Service Instructors, The International Association of Firefighters, The Pennsylvania Firefighters Association, The Central Pennsylvania Firefighters Association and the Keystone Chapter of Fire Service Instructors. Dave is a 1979 graduate of Harrisburg Area Community College majoring in Fire Science Technology, and serves as a Senior Fire Instructor for the State of Pennsylvania. He continues to conduct seminars on NFPA 1500, Emergency Vehicle Driver Training, Emergency Vehicle Response Safety, Firefighter Safety, and Grant Writing. He serves on the Fire Service Advisory Board for Harrisburg Area Community College, is a liaison to the Regional Terrorist Taskforce, and serves on the NFPA Fire Service Occupational Safety Technical Committee.

**Greg Jakubowski, M.S., P.E., CFPS, Consultant.**

Greg is a principal founding partner responsible for project management and technical oversight for Fire Planning Associates, a Bucks County company that provides pre-emergency planning, ISO review and submittals, and fire protection engineering to municipal and private clients. Recent assignments include conducting NFPA 1500/1710 audit for a 5-station county fire department, leading preplanning effort for a \$140MM pharma plant in Asia, a 13 building, 2.5MM square foot research/office campus, and a major finance company headquarters for 4000+ employees. He is an experienced firefighter/command officer for over 30 years and has responded to more than 9,000 emergency incidents. He currently serves as Chief of the Lingohocken Fire Co. in Central Bucks County, PA, where he has led an effort to reduce the ISO rating in one community from a 9 to a 7, with no public water supply, resulting in community savings estimated at \$50,000 - \$75,000 annually. Greg has a B.S. in Fire Protection Engineering from the University of Maryland, and a M.S. in Public Safety from St. Joseph's University. He is a Licensed Fire Protection Engineer in Pennsylvania and New Jersey, a Certified Safety Professional (CSP) and nationally recognized author and instructor. Greg is an experienced manager of major projects that include, safety, fire protection and environmental engineering design, employee training, system evaluation, hazards analysis, preplanning and fire control methodologies. He has developed and taught classes in several Philadelphia-area fire science and safety college curriculums, teaches for the National Fire Academy, and has instructed emergency response programs to thousands of students in nine (9) states, Puerto Rico, Brazil, Costa Rica, France, Singapore, Ireland, China, Korea, Canada, and South Africa. Greg was nominated by his peers as a Fellow in the Society of Fire Protection Engineers.



## **GENERAL PROVISIONS & CERTIFICATIONS**

### **GENERAL PROVISIONS**

1. ESECG agrees to not assign or sublet the whole or part of the contract without prior written consent of the client(s).
2. ESECG will agree not to refuse to hire, discharge, promote, demote or to otherwise discriminate in matters of compensation against any person otherwise qualified, solely because of age, race, creed, color, sex, national origin, ancestry or handicap.
3. ESECG is a division of VFIS, a subsidiary of The Glatfelter Insurance Group, York, PA. Upon request, ESECG will provide all required certificates of insurance coverage or bonds upon award of contract.
4. All instruction and consultation provided by associates of ESECG is provided to the recipients of such service without guarantee of fitness or applicability to any particular setting or circumstance. The advice, consultation, or education provided is for the use of the purchaser and/or participant and the decision to employ the processes or procedures identified are at the sole discretion of the purchaser or participant.

### **CERTIFICATIONS**

1. This proposal is signed by William F. Jenaway, an authorized representative of the firm.
2. ESECG/VFIS will provide certificates of insurance within 10 calendar days after notice of the award.
3. The cost and availability of all equipment, materials, and supplies associated with performing the services, described herein, have been determined and included in the proposed cost.
4. All labor costs, direct and indirect, have been determined and included in the proposed cost.
5. A member of our staff contacted Union County regarding the pre-proposal conference for information and was advised it was not necessary to attend. Sufficient investigation was completed to assure a proposal can be submitted.
6. ESECG/VFIS has read and understands the conditions set forth in this RFP.
7. This proposal is submitted without connection to any other organization/person making a similar proposal, and that it is in all respects fair and in good faith without collusion and fraud.

### **Authorized Project Negotiator**

Dr. William F. Jenaway, CFPS, CFO, is the Chief Executive Officer of ESECG and is the authorized representative for this project and would serve as Project Manager. His contact information is:

William F. Jenaway, Ph.D., CFPS, CFO, Executive Vice President, ESECG  
183 Leader Heights Road; PO Box 2726, York, PA 17405  
Cell: (717) 887-1058      Email: [wjenaway@vfis.com](mailto:wjenaway@vfis.com)



## COST PROPOSAL

ESECG formally bids [time and materials as follows]:

- ❖ Quote is effective for 60 days from date of letter and proposal.
- ❖ Work to be performed with not less than 15 days notice.
- ❖ Starting date to be determined. We are prepared to begin the project on or about 8/1/09.
- ❖ It is anticipated the project (final draft) will take between 90 and 120 days to complete, depending on the client's ability to provide information requested in a timely fashion.

### QUOTE:

**ESECG will conduct an evaluation of your Emergency Services Operations as indicated for the fee of \$68,500, PLUS REASONABLE AND CUSTOMARY TRAVEL COSTS, NOT TO EXCEED \$7,500.**

<b>Phase I:</b>	<b>Project Review/Coordination/Initiation-----</b>	<b>\$ 7,500</b>
<b>Phase II:</b>	<b>Emergency Services Review &amp; Data Analysis----</b>	<b>\$ 14,500</b>
<b>Phase III:</b>	<b>Site Visits and Meetings-----</b>	<b>\$ 31,500</b>
<b>Phase IV &amp; V:</b>	<b>Preparation and Presentation of Final Report----</b>	<b>\$ 15,000</b>

**Fees are payable at the conclusion of the month each phase is complete.**

**TOTAL COST \$68,500,  
PLUS REASONABLE AND CUSTOMARY TRAVEL  
COSTS, NOT TO EXCEED \$7,500**

**Respectfully submitted,**

**William F. Jenaway, Ph.D., CFO, CFPS**

**ESECG**

**800.233.1957, ext. 7902**

**183 Leader Heights Road**

**Fax: 717.747.7028**

**York, Pennsylvania 17402**

**Cell: 717-887-1058**

**wjenaway@vfis.com**

**If you agree to this ESECG Proposal, please complete the following:**

Please sign, date, and mail this form (in the enclosed envelope) to assure you and/or your organization accept this agreement as written in this Proposal. Signing this form documents that you have agreed to the Scope of Work and Cost Quotation that ESECG states in this Proposal. Please send the original, signed document and make a "COPY" for your file.

Agreed by (print your name): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**  
Meeting Date: 9/21/09

Action Agenda Item No. 6/7  
(Central Admin. use only)

**SUBJECT:** Voluntary Agricultural District Ordinance

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**DEPARTMENT:** Cooperative Extension,   **PUBLIC HEARING:** No  
Legal

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**ATTACHMENT(S):**  
Redlined version (showing changes to  
Ordinance adopted November 17,  
2008)  
  
Clean version

**INFORMATION CONTACT:**  
Jeff Crook  

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

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**DEPARTMENT'S RECOMMENDED ACTION:** Adopt Amended and Restated Ordinance

**BACKGROUND:** You will recall that the referenced Ordinance was adopted on November 17, 2008, with a pending effective date in order to give staff time to resolve several outstanding issues. In addition, the Board requested a work session to receive supporting information relative to the Ordinance. This work session was held on September 9, during which the Board requested two additional changes to the Ordinance, as shown below:

1. Article V(C)(7) -- technical amendment to reflect name change of "Agricultural Stabilization Conservation Service" to "Farm Service Agency".
2. Article IX(B)(2) -- modify last sentence to read as follows: "The County may seek costs of the action, including reasonable attorney fees, and such a provision shall be incorporated into the Conservation Agreement."

If approved as modified, the Ordinance will become effective October 1, 2009.

**FINANCIAL IMPACT:**

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

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

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



UNION COUNTY VOLUNTARY AGRICULTURAL DISTRICT & ENHANCED  
VOLUNTARY AGRICULTURAL DISTRICT ORDINANCE  
(Amended and Restated on ~~November 17, 2008~~ September 21, 2009)

ARTICLE I  
TITLE

An ordinance of the Board of County Commissioners of Union County, North Carolina, entitled, A Union County Voluntary Agricultural District & Enhanced Voluntary Agricultural District Ordinance.@

ARTICLE II  
AUTHORITY

The articles and sections of this program are adopted pursuant to authority conferred by Article 61 of Chapter 106 of the North Carolina General Statutes (AN.C.G.S.@) and other applicable law.

ARTICLE III  
PURPOSE

The purpose of this Ordinance is to promote agricultural values and general welfare of the County and more specifically, to increase identity and pride in the agricultural community and its way of life; encourage the economic and financial health of agriculture; and increase protection from non-farm development and other negative impacts on properly managed farms.

ARTICLE IV  
DEFINITIONS

The following are defined for purpose of this Ordinance:

Advisory Board:	Union County Agricultural Advisory Board
Chairman:	Chairman of the Union County Agricultural Advisory Board
District:	Voluntary Agricultural District as established by this Ordinance
Enhanced District	Enhanced Voluntary Agricultural District as established by this Ordinance
Board of Commissioners:	Union County Board of Commissioners

ARTICLE V

## AGRICULTURAL ADVISORY BOARD

### A. Creation

The Board of Commissioners establishes an Agricultural Advisory Board to implement the provisions of this Ordinance.

### B. Membership

The Advisory Board shall consist of nine (9) voting members and three (3) nonvoting members, all appointed by the Board of Commissioners; provided, however, that the number of voting members may be increased without amendment to this Ordinance if necessary for the Board of Commissioners to comply with Article V(C)(8) below.

### C. Membership Requirements

1. Each Advisory Board member shall be a Union County resident.
2. At least six (6) of the nine (9) voting members shall be actively engaged in farming.
3. One of the Advisory Board members shall be the President of the Union County Farm Bureau or his designee.
4. One of the Advisory Board members shall be a member of the Board of Commissioners who shall serve in a nonvoting capacity.
5. One of the Advisory Board members shall be the ~~District Conservationist~~Department Head of the Union Soil and Water Conservation District who shall serve in an ex officio and nonvoting capacity.
6. One of the Advisory Board members shall be ~~a second employee on staff with the~~Chairman of the Union Soil and Water Conservation District who shall serve in a nonvoting capacity.
7. The members actively engaged in farming shall be selected for appointment by the Board of Commissioners from the names of individuals submitted to the Board of Commissioners by the Soil and Water Conservation District, the Cooperative Extension Service, the ~~Agricultural Stabilization Conservation~~Farm Service CommitteeAgency, and the Union County Farm Bureau with an effort to have the broadest geographical representation possible.
8. Each District and Enhanced District shall have a member on the Advisory Board.

D. Tenure

As to voting members, the initial Board is to consist of three (3) appointees for terms of one (1) year, three (3) appointees for terms of two (2) years, and three (3) appointees for terms of three (3) years. Thereafter, all appointments are to be for terms of three (3) years, with reappointments permitted. Members shall serve at the pleasure of the Board of Commissioners.

As to nonvoting members, (i) the Advisory Board member who is a member of the Board of Commissioners shall serve for a term of one year, with appointment being made generally at the first meeting of the Board of Commissioners in December of each year, as is the Board=s custom; (ii) the ~~District Conservationist~~Department Head of the Union Soil and Water Conservation District shall serve ex officio this position; and (iii) the ~~second employee on staff with~~Chairman of the Union Soil and Water Conservation District shall serve for a term of three (3) years, with the initial term of such appointment to be extended by the shortest period of time necessary for the three year term to coincide with appointment of three voting membersex officio this position.

Failure of a member to attend three (3) regularly scheduled meetings during a calendar year without being excused shall be deemed adequate cause for a determination of vacancy. In the event a member fails to attend three (3) meetings without being excused by the Advisory Board, the Advisory Board members shall take a vote on whether to recommend that member=s continuation or termination of membership. If the vote results in a recommendation that membership be terminated, the Advisory Board Chairman shall report this recommendation to the Board of Commissioners. The Board of Commissioners shall give due consideration to any recommendation provided by the Advisory Board but shall not be bound by such recommendation.

E. Vacancies

Any vacancy on the Advisory Board is to be filled by the Board of Commissioners for the remainder of the unexpired term.

F. Funding

The per diem compensation of the members of the Advisory Board shall be fixed by the Board of Commissioners, and funds shall be appropriated to the Advisory Board to perform its duties.

G. Advisory Board Procedure

1. Chairman

The Advisory Board shall elect a Chairman and Vice-Chairman each year at its first

meeting of the fiscal year. The Chairman shall preside over all regular or special meetings of the Advisory Board. In the absence or disability of the Chairman, the Vice-Chairman shall preside and shall exercise all the powers of the Chairman. Additional officers may be elected as needed.

2. Jurisdiction

The Advisory Board may adopt rules of procedure not inconsistent with this Ordinance or with other provisions of State law.

3. Advisory Board Year

The Advisory Board shall use the Union County fiscal year as its meeting year.

4. Meetings

Meetings of the Advisory Board shall be held at the call of the Chairman and at such other times as the Advisory Board may specify in its rules of procedure. A meeting shall be held at least every two (2) months, and notice of any meetings to the members shall be in writing, unless otherwise agreed to by all Advisory Board members. All meetings of the Advisory Board shall be announced and conducted in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes, the North Carolina Open Meetings Law.

5. Majority Vote

The concurring vote of a majority of the members of the Advisory Board shall be necessary to pass upon any matter on which it may act under this Ordinance.

6. Records

The Advisory Board shall keep minutes of the proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact.

H. Duties

The Advisory Board shall:

1. Review and make ~~recommendations~~determinations concerning the establishment and modification of Agricultural Districts;
2. Conduct public hearings;

3. Advise the Board of Commissioners on projects, programs or issues affecting the agricultural economy or activities within the County that will affect Agricultural Districts;
4. Review and make recommendations concerning proposed amendments to this Ordinance;
5. Prepare a draft of the report required by G.S. 106-743, and Article XVI of this Ordinance, giving the status, progress and activities of the Advisory Board;
6. Study additional methods of farmland preservation and make recommendations to the Board of Commissioners;
7. Advise Cooperative Extension and the Board of Commissioners on a variety of matters, to include the Commission-approved Agricultural Services and Conference Center operating rules and regulations;
8. Perform other agricultural related tasks or duties assigned by the Board of Commissioners; and
9. Develop a countywide farmland preservation plan.

The Advisory Board may consult with the Cooperative Extension Office, the Natural Resource Conservation Service Office in Union County, the North Carolina Department of Agriculture, the Union County Farm Bureau, the North Carolina Farm Bureau and any other such agency the Advisory Board deems necessary to perform the duties imposed pursuant to this Ordinance.

ARTICLE VI  
 CREATION OF VOLUNTARY AGRICULTURAL DISTRICTS & ENHANCED  
 VOLUNTARY AGRICULTURAL DISTRICTS

A. Implementation

In order to implement the purposes stated in Article III, this program provides for the creation of Voluntary Agricultural Districts which meet the following standards:

1. The District or Enhanced District shall contain a minimum of twenty (20) contiguous acres of qualified farmland; or
2. The District or Enhanced District shall contain two (2) or more qualified farms within areas designated by the Advisory Board.

B. Education

The County may take such action as it deems appropriate through the Advisory Board or other entities or individuals to encourage the formation of the Districts and Enhanced Districts and to further their purposes and objectives, including the implementation of a public information program to reasonably inform landowners of the Agricultural District program.

C. Display

The Districts shall be marked on County maps displayed for public view in the following County offices:

1. Planning;
2. Register of Deeds
3. Cooperative Extension; and
3. ~~any~~4. Any other office deemed necessary by the Advisory Board and approved by the Board of Commissioners.

D. Withdrawal

In the event that one or more participants in the District or Enhanced District withdraw and the acreage in the District or Enhanced District becomes less than the minimum acreage required or results in the remaining land being noncontiguous, a Voluntary Agricultural District will continue to exist so long as there is one (1) qualifying farm.

ARTICLE VII  
CERTIFICATION AND QUALIFICATION OF FARMLAND

A. Requirements

To secure County certification as qualifying farmland in either a Voluntary Agricultural District or Enhanced Voluntary Agricultural District, a farm must:

1. Be participating in the farm present-use-value taxation program established by N.C.G.S. ' 105-277.2 through ' 105-277.7, or is otherwise determined by the County to meet all the qualifications of this program set forth in G.S. 105-277.3;
2. Be managed, if highly erodible land exists on the farm, in accordance with the Natural Resources Conservation Service defined erosion-control practices that are addressed to said highly-erodible land; and

3. Be the subject of a Conservation Agreement, as defined in N.C.G.S. ' 121-35, between the County and the owner of such land, that prohibits non-farm use or development of such land for a period of at least ten (10) years, except for the creation of not more than three (3) lots that meet applicable County zoning and subdivision regulations.

ARTICLE VIII  
APPLICATION, APPROVAL AND APPEAL PROCEDURE

A. Application Procedure

1. A landowner may apply to participate in either the Agricultural District or the Enhanced Agricultural District program by making application to the Chairman of the Advisory Board or a designated staff person and must designate the application as for either Voluntary Agricultural District status or Enhanced District status. The application shall be on forms provided by the Advisory Board. The application to participate in a District or Enhanced District may be filed with the application for verification of qualifying farmland.
2. A Conservation Agreement with a duration of not less than ten (10) years (required by N.C.G.S. ' 106-737 and ' 106-743.2, and defined in N.C.G.S. ' 121-35) suited to District type (Voluntary Agricultural District or Enhanced Voluntary Agricultural District) designated by the landowner to sustain, encourage and promote agriculture must be executed by the landowner and recorded with the Advisory Board, which shall record a certified copy of such with the Union County Register of Deeds. Permitted uses include agriculture, horticulture and forestry. Conservation Agreements for the Enhanced Agriculture District program may, at the election of the parties, include provisions requiring that any disputes between the County and the landowner be resolved through arbitration or mediation and, in the event of litigation, that the prevailing party be awarded costs, including reasonable attorney fees. The Conservation Agreement for the Enhanced Voluntary Agricultural District shall be binding upon all successors in interest to the landowner, except for successors in interest resulting from the exercise of rights under a security interest or lien that preceded the Conservation Agreement.

B. Approval Process

1. Upon submission of the application to the Advisory Board, the Advisory Board shall meet within sixty (60) days to approve or disapprove the application. The Chairman shall notify the applicant by first class mail of approval or disapproval of participation in the District.

2. Upon receipt of an application, the Chairman will forward copies immediately to the following offices which shall be asked to provide comments, if any, to the Advisory Board prior to the date set for the Advisory Board vote on the application:
  - a. Union County Tax Assessor~~Administrator~~;
  - b. Union Soil and Water Conservation District office;
  - c. Union County Office of N.C. Cooperative Extension; and
  - d. Natural Resources Conservation Service

C. Appeal

If an application is denied by the Advisory Board, the landowner may, within ten (10) days of notification of disapproval of the application, request in writing that the Advisory Board reconsider its decision. The request for reconsideration shall state the reason(s) ~~therefor~~therefor. Upon either an initial denial, if no request for reconsideration was made, or denial after reconsideration, the landowner shall have thirty (30) days from the date of notification to appeal the decision to the Board of Commissioners. Such appeal shall be presented in writing. The decision of the Board of Commissioners is final.

ARTICLE IX  
RENEWAL AND REVOCATION OF CONSERVATION AGREEMENTS

A. Renewal

1. District. A Conservation Agreement for land within a Voluntary Agricultural District shall be automatically renewed unless the landowner provides a thirty (30) day written notice to the Advisory Board of intent not to renew. Absent noncompliance by the landowner, neither the Advisory Board nor the Board of Commissioners shall fail to renew any Conservation Agreement unless this Ordinance or its authorizing legislation has been repealed.
2. Enhanced District. A Conservation Agreement for the Enhanced Voluntary Agricultural District shall be deemed automatically renewed for an additional term of three (3) years, unless either the Advisory Board or the landowner gives written notice to the contrary prior to the termination date of the Conservation Agreement. At the end of each three (3) year term, the Conservation Agreement shall automatically renew for an additional three (3) year term unless notice of termination is given.

B. Revocation

1. District. By providing thirty (30) days advance written notice to the Advisory



Board, a landowner of qualifying farmland within a Voluntary Agricultural District may revoke the Conservation Agreement or the Advisory Board may revoke the same Conservation Agreement based on noncompliance by the landowner, subject to the same provisions as contained in Article VIII(C) for appeal of denials. Such revocation shall result in loss of qualifying farm status and loss of eligibility to participate in a District. Absent noncompliance by the landowner, neither the Advisory Board nor the Board of Commissioners shall revoke any Conservation Agreement prior to its expiration. If the Advisory Board shall revoke this Conservation Agreement for cause, the landowner shall have the appeal rights set forth in Article VIII(C). Transfers of land in a Voluntary Agricultural District due to death of the landowner, sale or gift shall not revoke the Conservation Agreement unless the land no longer qualifies for the present-use-value taxation program or, in the event that there are water or sewer assessments held in abeyance, the new owner(s) fails to agree in writing to accept liability for those assessments in the event that the land is withdrawn either voluntarily or involuntarily from the District. Enforcement of the terms of a Conservation Agreement for land enrolled in a Voluntary Agricultural District shall be limited to revocation of the Conservation Agreement and the benefits derived therefrom.

2. Enhanced District. Conservation Agreements for land within Enhanced Districts are IRREVOCABLE for a period of ten (10) years. Enforcement of the terms of the Conservation Agreement may be through an action for injunctive relief and/or damages in any court of competent jurisdiction. The County may also terminate any benefits to the owner under this program either permanently or during the period of violation, as appropriate. If the Advisory Board shall revoke this Conservation Agreement for cause, the landowner shall have the appeal rights set forth in Article VIII(C). The right to terminate program benefits is in addition to any legal rights that the County may have under either this Ordinance or the terms of the applicable Conservation Agreement. The County may seek costs of the action, including reasonable attorney fees, ~~if and~~ such a provision is shall be incorporated into the Conservation Agreement.

## ARTICLE X

### WAIVER OF WATER AND SEWER OR ALL UTILITY ASSESSMENTS

#### A. No Connection Required

1. A landowner belonging to the District shall not be required to connect to Union County water and/or sewer systems.
2. A landowner belonging to an Enhanced District shall not be required to connect to Union County utility systems.

B. Abeyance

1. Water and sewer assessments shall be held in abeyance, without interest, for farms in a District until improvements on such property are connected to the water or sewer system for which the assessment was made.
2. Utility assessments shall be held in abeyance, without interest, for farms in an Enhanced District until improvements on such property are connected to the utility system for which the assessment was made.

C. Termination of Abeyance

When the period of abeyance ends, the assessment is payable in accordance with the terms set out in the assessment resolution.

D. Suspension of Statute of Limitations

Statutes of limitations are suspended during the time that any assessment is held in abeyance without interest. The landowner may be required to sign an acknowledgment (that may be incorporated into the Conservation Agreement) of the abeyance of the statute of limitations upon collecting water and sewer assessments, or other utility assessments.

E. Other Statutory Abeyance Procedures

Nothing in this section is intended to diminish the authority of the County to hold assessments in abeyance under N.C.G.S. ' 153A-201 or other applicable law.

F. Conflict With Water and/or Sewer System Construction and Improvements Grants

To the extent that this section conflicts with the terms of federal, state or other grants under which County utility systems are constructed, this section shall not apply. This section shall not apply to utilities that are not owned by the County unless the County has entered into an agreement with the entity(ies) owning the utilities and that agreement provides that this Ordinance shall apply.

ARTICLE XI  
ADDITIONAL ENHANCED AGRICULTURAL DISTRICT BENEFITS

Land enrolled in the Enhanced Voluntary Agricultural District program is entitled to all of the benefits available under the Voluntary Agricultural District program and to the following additional benefits:

A. Sale of Non-Farm Products

Landowners participating in Enhanced Districts may receive up to twenty-five percent (25%) of gross sales from the sale of non-farm products and still qualify as a bona fide farm that is exempt from County zoning regulations under N.C.G.S. ' 153A-340(b). A farmer seeking to benefit from this subsection shall have the burden of establishing that the property=s sale of non-farm products did not exceed twenty-five percent (25%) of its gross sales.

B. Agricultural Cost Share Program

Landowners participating in Enhanced Districts are eligible under N.C.G.S. ' 143-215.74(b) to receive the higher percentage of cost-share funds for the benefit of that farmland under the Agriculture Cost Share Program established pursuant to Part 9 of Article 21 of Chapter 143 of the General Statutes for funds to benefit that farmland.

C. Priority Consideration

State departments, institutions or agencies that award grants to farmers are encouraged to give priority consideration to landowners participating in Enhanced Districts.

D. Utility Assessment Waiver

As provided in Article X above, waiver of all County utility assessments in addition to waiver of water and sewer assessments is available to all participants in Enhanced Districts.

ARTICLE XII  
PUBLIC HEARING

A. Purpose

No state or local public agency or governmental unit may formally initiate any action to condemn any interest in qualifying farmland within a District until such agency or unit has requested the Advisory Board to hold a public hearing on the proposed condemnation.

B. Procedure

1. Upon receiving a request, the Advisory Board shall publish notice describing the proposed action in a newspaper of general circulation in Union County within five (5) business days of the request and will in the same notice notify the public of a public hearing on the proposed condemnation to be held within twenty (20) days of receipt of the request.
2. The Advisory Board shall meet to formulate recommendations regarding:

- a. whether the need for the project has been satisfactorily established by the agency or unit of government involved, including a review of any fiscal impact analysis conducted by the agency involved; and
  - b. whether there exist alternatives to the proposed action that have less impact on and disruption to the agricultural activities of the District within which the proposed action is to take place.
3. The Advisory Board may consult with the County Cooperative Extension Agent, USDA Natural Resource Conservation Service District Conservationist, the Union County Farm Bureau and any other individuals, agencies or organizations deemed by the Advisory Board to be necessary for its review of the proposed action.
  4. Not later than thirty (30) days after receiving a request to hold the public hearing, the Advisory Board shall submit a report containing its findings and recommendations regarding the proposed action to the decision-making body of the agency proposing acquisition. To the extent practicable, the report shall be made available to the public for comment prior to its being conveyed to the decision-making body of the agency proposing acquisition.
  5. Pursuant to N.C.G.S. Section 106-740, the agency or unit of government proposing acquisition shall not formally initiate a condemnation action while the proposed condemnation is properly before the Advisory Board within these time limitations.

ARTICLE XIII  
PUBLIC NOTICE

A. Record Notice of Proximity to Voluntary Agricultural District and Enhanced District

1. Procedure

Upon certification of qualifying farmland and designation of real property as a District, the Union County Register of Deeds must provide some form of notice reasonably calculated to alert a person researching the title of a particular tract that such tract is located within one-half aerial mile of a Voluntary Agricultural District. Upon approval of a District or of approval of, or modification to a, a District or Enhanced District by the Advisory Board or the Board of Commissioners, the Advisory Board shall provide to the Union County GIS office such information and materials as may be necessary to enable the GIS office to prepare maps designating the location of the Districts and Enhanced Districts established pursuant to this Ordinance. Within a reasonable time after receipt of

such information and materials, the Union County GIS office shall prepare or update appropriate maps so as to allow determination of the proximity of a particular tract to a District or Enhanced District by those desiring such information. Maps shall be accessible to the public as indicated in Article VI(C). The GIS office shall also endeavor to establish a separate layer on the GIS system for delineation of the Districts and Enhanced Districts. In addition, the Tax Administrator shall endeavor to indicate on the tax screens of the Administrator's official web site whether a District or Enhanced District is located within one-half aerial mile of a subject parcel.

2. Signs

To the extent legally permissible, the County Manager may cause signs to be placed along public roadways to notify the public of the presence or proximity of a District or Enhanced District.

3. Limit of Liability

In no event shall the County or any of its officers, employees, members of the Advisory Board or agents be held liable in damages for any misfeasance, malfeasance or nonfeasance occurring in good faith in connection with the duties or obligations imposed by this Article.

4. No Cause of Action

In no event shall any cause of action arise out of the failure of a person researching the title of a particular tract to report to any person the proximity of the tract to a qualifying farm or Voluntary Agricultural District or Enhanced Voluntary Agricultural District as defined in this Ordinance.

ARTICLE XIV  
SUBDIVISION ORDINANCE AND ZONING ORDINANCE REVIEW

Developers of major subdivisions or planned unit developments shall designate on preliminary development plans the existence of the Districts and Enhanced Districts within one (1) aerial mile of the proposed development.

ARTICLE XV  
COUNTY LAND-USE PLANNING

A. Duty of the Advisory Board

It shall be the duty of the Advisory Board to advise the Board of Commissioners or the agency or

office to which the Board of Commissioners delegates authority to oversee County land use planning, on the status, progress and activities of the County=s Agricultural District program and to also coordinate the formation and maintenance of Agricultural Districts with the County=s land use planning activities and the County=s land use plan.

B. Posting of Notice

The following notice, of a size and form suitable for posting, shall be posted in the office of the Register of Deeds and any other office or agency the Advisory Board deems necessary, as approved by the Board of Commissioners:

Union County has established Agricultural Districts to protect and preserve agricultural lands and activities. These Districts and Enhanced Districts have been developed and mapped by the County to inform all purchasers of real property that certain agricultural and forestry activities, including but not limited to pesticide spraying, manure spreading, machinery and truck operation, livestock operations, sawing and other common farming activities may occur in these Districts and Enhanced Districts any time during the day or night. Maps and information on the location and establishment of these Districts and Enhanced Districts can be obtained from the North Carolina Cooperative Extension Service office, the office of the Register of Deeds, the County Planning office or the Natural Resources Conservation Service office.

ARTICLE XVI  
NORTH CAROLINA AGENCY NOTIFICATION

Record Annually With the Department of Agriculture

A record of this Ordinance shall be recorded with the North Carolina Commissioner of Agriculture=s office after adoption. The County shall make an annual report to the North Carolina Commission of Agriculture as specified in N.C.G.S. Section 106-743.

ARTICLE XVII  
LEGAL PROVISIONS

A. Severability

If any article, section, subsection, clause, phrase or portion of this Ordinance is for any reason invalid or unconstitutional as determined by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

B. Conflict With Other Ordinances and Statutes

Whenever the provisions of this Ordinance conflict with other Ordinances of Union County, this Ordinance shall govern to the extent permitted by law. Whenever the provisions of any federal

or state statute require more restrictive provisions than are required by this Ordinance, the provisions of such statute shall govern.

C. Amendments

This Ordinance may be amended from time to time by the Board of Commissioners. Pursuant to G.S. 5453§ 153A-122, the territorial jurisdiction of this Ordinance shall be those parts of Union County not within a municipality.

D. Effective Date

The Effective Date of this Ordinance shall be ~~February~~October 1, 2009.

ARTICLE XVIII  
ENACTMENT

The Union County Board of Commissioners hereby adopts and enacts the preceding articles and sections of this Ordinance.

Adopted this the ~~17<sup>th</sup>~~21<sup>st</sup> day of ~~November, 2008~~September, 2009.

Motion for adoption by \_\_\_\_\_ . Approved by a vote of \_\_\_\_ to \_\_\_\_.

ATTEST:

UNION COUNTY BOARD OF  
COMMISSIONERS

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman

Document comparison done by DeltaView on Tuesday, September 15, 2009 4:41:11 PM

<b>Input:</b>	
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Document 2	file://C:/Documents and Settings/crook/My Documents/Documents/Central Administration/Ordinances/Farmland Preservation/2009 Revisions/Final (Approved by BOC 9.21.09).doc
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Inserted cell	
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<b>Statistics:</b>	
	Count
Insertions	38
Deletions	23
Moved from	1
Moved to	1
Style change	0
Format changed	0
<b>Total changes</b>	<b>63</b>



UNION COUNTY VOLUNTARY AGRICULTURAL DISTRICT & ENHANCED  
VOLUNTARY AGRICULTURAL DISTRICT ORDINANCE  
(Amended and Restated on September 21, 2009)

ARTICLE I  
TITLE

An ordinance of the Board of County Commissioners of Union County, North Carolina, entitled,  
AUnion County Voluntary Agricultural District & Enhanced Voluntary Agricultural District  
Ordinance.@

ARTICLE II  
AUTHORITY

The articles and sections of this program are adopted pursuant to authority conferred by Article  
61 of Chapter 106 of the North Carolina General Statutes (AN.C.G.S.@) and other applicable law.

ARTICLE III  
PURPOSE

The purpose of this Ordinance is to promote agricultural values and general welfare of the  
County and more specifically, to increase identity and pride in the agricultural community and its  
way of life; encourage the economic and financial health of agriculture; and increase protection  
from non-farm development and other negative impacts on properly managed farms.

ARTICLE IV  
DEFINITIONS

The following are defined for purpose of this Ordinance:

Advisory Board:	Union County Agricultural Advisory Board
Chairman:	Chairman of the Union County Agricultural Advisory Board
District:	Voluntary Agricultural District as established by this Ordinance
Enhanced District	Enhanced Voluntary Agricultural District as established by this Ordinance
Board of Commissioners:	Union County Board of Commissioners

ARTICLE V

## AGRICULTURAL ADVISORY BOARD

### A. Creation

The Board of Commissioners establishes an Agricultural Advisory Board to implement the provisions of this Ordinance.

### B. Membership

The Advisory Board shall consist of nine (9) voting members and three (3) nonvoting members, all appointed by the Board of Commissioners; provided, however, that the number of voting members may be increased without amendment to this Ordinance if necessary for the Board of Commissioners to comply with Article V(C)(8) below.

### C. Membership Requirements

1. Each Advisory Board member shall be a Union County resident.
2. At least six (6) of the nine (9) voting members shall be actively engaged in farming.
3. One of the Advisory Board members shall be the President of the Union County Farm Bureau or his designee.
4. One of the Advisory Board members shall be a member of the Board of Commissioners who shall serve in a nonvoting capacity.
5. One of the Advisory Board members shall be the Department Head of the Union Soil and Water Conservation District who shall serve in an ex officio and nonvoting capacity.
6. One of the Advisory Board members shall be the Chairman of the Union Soil and Water Conservation District who shall serve in a nonvoting capacity.
7. The members actively engaged in farming shall be selected for appointment by the Board of Commissioners from the names of individuals submitted to the Board of Commissioners by the Soil and Water Conservation District, the Cooperative Extension Service, the Farm Service Agency, and the Union County Farm Bureau with an effort to have the broadest geographical representation possible.
8. Each District and Enhanced District shall have a member on the Advisory Board.

### D. Tenure

As to voting members, the initial Board is to consist of three (3) appointees for terms of one (1) year, three (3) appointees for terms of two (2) years, and three (3) appointees for terms of three (3) years. Thereafter, all appointments are to be for terms of three (3) years, with reappointments permitted. Members shall serve at the pleasure of the Board of Commissioners.

As to nonvoting members, (i) the Advisory Board member who is a member of the Board of Commissioners shall serve for a term of one year, with appointment being made generally at the first meeting of the Board of Commissioners in December of each year, as is the Board's custom; (ii) the Department Head of the Union Soil and Water Conservation District shall serve ex officio this position; and (iii) the Chairman of the Union Soil and Water Conservation District shall serve ex officio this position.

Failure of a member to attend three (3) regularly scheduled meetings during a calendar year without being excused shall be deemed adequate cause for a determination of vacancy. In the event a member fails to attend three (3) meetings without being excused by the Advisory Board, the Advisory Board members shall take a vote on whether to recommend that member's continuation or termination of membership. If the vote results in a recommendation that membership be terminated, the Advisory Board Chairman shall report this recommendation to the Board of Commissioners. The Board of Commissioners shall give due consideration to any recommendation provided by the Advisory Board but shall not be bound by such recommendation.

E. Vacancies

Any vacancy on the Advisory Board is to be filled by the Board of Commissioners for the remainder of the unexpired term.

F. Funding

The per diem compensation of the members of the Advisory Board shall be fixed by the Board of Commissioners, and funds shall be appropriated to the Advisory Board to perform its duties.

G. Advisory Board Procedure

1. Chairman

The Advisory Board shall elect a Chairman and Vice-Chairman each year at its first meeting of the fiscal year. The Chairman shall preside over all regular or special meetings of the Advisory Board. In the absence or disability of the Chairman, the Vice-Chairman shall preside and shall exercise all the powers of the Chairman. Additional officers may be elected as needed.

2. Jurisdiction

The Advisory Board may adopt rules of procedure not inconsistent with this Ordinance or with other provisions of State law.

3. Advisory Board Year

The Advisory Board shall use the Union County fiscal year as its meeting year.

4. Meetings

Meetings of the Advisory Board shall be held at the call of the Chairman and at such other times as the Advisory Board may specify in its rules of procedure. A meeting shall be held at least every two (2) months, and notice of any meetings to the members shall be in writing, unless otherwise agreed to by all Advisory Board members. All meetings of the Advisory Board shall be announced and conducted in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes, the North Carolina Open Meetings Law.

5. Majority Vote

The concurring vote of a majority of the members of the Advisory Board shall be necessary to pass upon any matter on which it may act under this Ordinance.

6. Records

The Advisory Board shall keep minutes of the proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact.

H. Duties

The Advisory Board shall:

1. Review and make determinations concerning the establishment and modification of Agricultural Districts;
2. Conduct public hearings;
3. Advise the Board of Commissioners on projects, programs or issues affecting the agricultural economy or activities within the County that will affect Agricultural Districts;
4. Review and make recommendations concerning proposed amendments to this

Ordinance;

5. Prepare a draft of the report required by G.S. 106-743, and Article XVI of this Ordinance, giving the status, progress and activities of the Advisory Board;
6. Study additional methods of farmland preservation and make recommendations to the Board of Commissioners;
7. Advise Cooperative Extension and the Board of Commissioners on a variety of matters, to include the Commission-approved Agricultural Services and Conference Center operating rules and regulations;
8. Perform other agricultural related tasks or duties assigned by the Board of Commissioners; and
9. Develop a countywide farmland preservation plan.

The Advisory Board may consult with the Cooperative Extension Office, the Natural Resource Conservation Service Office in Union County, the North Carolina Department of Agriculture, the Union County Farm Bureau, the North Carolina Farm Bureau and any other such agency the Advisory Board deems necessary to perform the duties imposed pursuant to this Ordinance.

ARTICLE VI  
CREATION OF VOLUNTARY AGRICULTURAL DISTRICTS & ENHANCED  
VOLUNTARY AGRICULTURAL DISTRICTS

A. Implementation

In order to implement the purposes stated in Article III, this program provides for the creation of Voluntary Agricultural Districts which meet the following standards:

1. The District or Enhanced District shall contain a minimum of twenty (20) contiguous acres of qualified farmland; or
2. The District or Enhanced District shall contain two (2) or more qualified farms within areas designated by the Advisory Board.

B. Education

The County may take such action as it deems appropriate through the Advisory Board or other entities or individuals to encourage the formation of the Districts and Enhanced Districts and to further their purposes and objectives, including the implementation of a public information program to reasonably inform landowners of the Agricultural District program.

C. Display

The Districts shall be marked on County maps displayed for public view in the following County offices:

1. Planning;
2. Register of Deeds
3. Cooperative Extension; and
4. Any other office deemed necessary by the Advisory Board and approved by the Board of Commissioners.

D. Withdrawal

In the event that one or more participants in the District or Enhanced District withdraw and the acreage in the District or Enhanced District becomes less than the minimum acreage required or results in the remaining land being noncontiguous, a Voluntary Agricultural District will continue to exist so long as there is one (1) qualifying farm.

ARTICLE VII  
CERTIFICATION AND QUALIFICATION OF FARMLAND

A. Requirements

To secure County certification as qualifying farmland in either a Voluntary Agricultural District or Enhanced Voluntary Agricultural District, a farm must:

1. Be participating in the farm present-use-value taxation program established by N.C.G.S. ' 105-277.2 through ' 105-277.7, or is otherwise determined by the County to meet all the qualifications of this program set forth in G.S. 105-277.3;
2. Be managed, if highly erodible land exists on the farm, in accordance with the Natural Resources Conservation Service defined erosion-control practices that are addressed to said highly-erodible land; and
3. Be the subject of a Conservation Agreement, as defined in N.C.G.S. ' 121-35, between the County and the owner of such land, that prohibits non-farm use or development of such land for a period of at least ten (10) years, except for the creation of not more than three (3) lots that meet applicable County zoning and subdivision regulations.

ARTICLE VIII  
APPLICATION, APPROVAL AND APPEAL PROCEDURE

A. Application Procedure

1. A landowner may apply to participate in either the Agricultural District or the Enhanced Agricultural District program by making application to the Chairman of the Advisory Board or a designated staff person and must designate the application as for either Voluntary Agricultural District status or Enhanced District status. The application shall be on forms provided by the Advisory Board. The application to participate in a District or Enhanced District may be filed with the application for verification of qualifying farmland.
2. A Conservation Agreement with a duration of not less than ten (10) years (required by N.C.G.S. ' 106-737 and ' 106-743.2, and defined in N.C.G.S. ' 121-35) suited to District type (Voluntary Agricultural District or Enhanced Voluntary Agricultural District) designated by the landowner to sustain, encourage and promote agriculture must be executed by the landowner and recorded with the Advisory Board, which shall record a certified copy of such with the Union County Register of Deeds. Permitted uses include agriculture, horticulture and forestry. Conservation Agreements for the Enhanced Agriculture District program may, at the election of the parties, include provisions requiring that any disputes between the County and the landowner be resolved through arbitration or mediation and, in the event of litigation, that the prevailing party be awarded costs, including reasonable attorney fees. The Conservation Agreement for the Enhanced Voluntary Agricultural District shall be binding upon all successors in interest to the landowner, except for successors in interest resulting from the exercise of rights under a security interest or lien that preceded the Conservation Agreement.

B. Approval Process

1. Upon submission of the application to the Advisory Board, the Advisory Board shall meet within sixty (60) days to approve or disapprove the application. The Chairman shall notify the applicant by first class mail of approval or disapproval of participation in the District.
2. Upon receipt of an application, the Chairman will forward copies immediately to the following offices which shall be asked to provide comments, if any, to the Advisory Board prior to the date set for the Advisory Board vote on the application:

- a. Union County Tax Administrator;
- b. Union Soil and Water Conservation District office;
- c. Union County Office of N.C. Cooperative Extension; and
- d. Natural Resources Conservation Service

C. Appeal

If an application is denied by the Advisory Board, the landowner may, within ten (10) days of notification of disapproval of the application, request in writing that the Advisory Board reconsider its decision. The request for reconsideration shall state the reason(s) therefor. Upon either an initial denial, if no request for reconsideration was made, or denial after reconsideration, the landowner shall have thirty (30) days from the date of notification to appeal the decision to the Board of Commissioners. Such appeal shall be presented in writing. The decision of the Board of Commissioners is final.

ARTICLE IX  
RENEWAL AND REVOCATION OF CONSERVATION AGREEMENTS

A. Renewal

1. District. A Conservation Agreement for land within a Voluntary Agricultural District shall be automatically renewed unless the landowner provides a thirty (30) day written notice to the Advisory Board of intent not to renew. Absent noncompliance by the landowner, neither the Advisory Board nor the Board of Commissioners shall fail to renew any Conservation Agreement unless this Ordinance or its authorizing legislation has been repealed.
2. Enhanced District. A Conservation Agreement for the Enhanced Voluntary Agricultural District shall be deemed automatically renewed for an additional term of three (3) years, unless either the Advisory Board or the landowner gives written notice to the contrary prior to the termination date of the Conservation Agreement. At the end of each three (3) year term, the Conservation Agreement shall automatically renew for an additional three (3) year term unless notice of termination is given.

B. Revocation

1. District. By providing thirty (30) days advance written notice to the Advisory Board, a landowner of qualifying farmland within a Voluntary Agricultural District may revoke the Conservation Agreement or the Advisory Board may revoke the same Conservation Agreement based on noncompliance by the landowner, subject to the same provisions as contained in Article VIII(C) for appeal of denials. Such revocation shall result in loss of qualifying farm status



and loss of eligibility to participate in a District. Absent noncompliance by the landowner, neither the Advisory Board nor the Board of Commissioners shall revoke any Conservation Agreement prior to its expiration. If the Advisory Board shall revoke this Conservation Agreement for cause, the landowner shall have the appeal rights set forth in Article VIII(C). Transfers of land in a Voluntary Agricultural District due to death of the landowner, sale or gift shall not revoke the Conservation Agreement unless the land no longer qualifies for the present-use-value taxation program or, in the event that there are water or sewer assessments held in abeyance, the new owner(s) fails to agree in writing to accept liability for those assessments in the event that the land is withdrawn either voluntarily or involuntarily from the District. Enforcement of the terms of a Conservation Agreement for land enrolled in a Voluntary Agricultural District shall be limited to revocation of the Conservation Agreement and the benefits derived therefrom.

2. Enhanced District. Conservation Agreements for land within Enhanced Districts are IRREVOCABLE for a period of ten (10) years. Enforcement of the terms of the Conservation Agreement may be through an action for injunctive relief and/or damages in any court of competent jurisdiction. The County may also terminate any benefits to the owner under this program either permanently or during the period of violation, as appropriate. If the Advisory Board shall revoke this Conservation Agreement for cause, the landowner shall have the appeal rights set forth in Article VIII(C). The right to terminate program benefits is in addition to any legal rights that the County may have under either this Ordinance or the terms of the applicable Conservation Agreement. The County may seek costs of the action, including reasonable attorney fees, and such a provision shall be incorporated into the Conservation Agreement.

## ARTICLE X WAIVER OF WATER AND SEWER OR ALL UTILITY ASSESSMENTS

### A. No Connection Required

1. A landowner belonging to the District shall not be required to connect to Union County water and/or sewer systems.
2. A landowner belonging to an Enhanced District shall not be required to connect to Union County utility systems.

### B. Abeyance

1. Water and sewer assessments shall be held in abeyance, without interest, for farms in a District until improvements on such property are connected to the water or

sewer system for which the assessment was made.

2. Utility assessments shall be held in abeyance, without interest, for farms in an Enhanced District until improvements on such property are connected to the utility system for which the assessment was made.

C. Termination of Abeyance

When the period of abeyance ends, the assessment is payable in accordance with the terms set out in the assessment resolution.

D. Suspension of Statute of Limitations

Statutes of limitations are suspended during the time that any assessment is held in abeyance without interest. The landowner may be required to sign an acknowledgment (that may be incorporated into the Conservation Agreement) of the abeyance of the statute of limitations upon collecting water and sewer assessments, or other utility assessments.

E. Other Statutory Abeyance Procedures

Nothing in this section is intended to diminish the authority of the County to hold assessments in abeyance under N.C.G.S. ' 153A-201 or other applicable law.

F. Conflict With Water and/or Sewer System Construction and Improvements Grants

To the extent that this section conflicts with the terms of federal, state or other grants under which County utility systems are constructed, this section shall not apply. This section shall not apply to utilities that are not owned by the County unless the County has entered into an agreement with the entity(ies) owning the utilities and that agreement provides that this Ordinance shall apply.

ARTICLE XI  
ADDITIONAL ENHANCED AGRICULTURAL DISTRICT BENEFITS

Land enrolled in the Enhanced Voluntary Agricultural District program is entitled to all of the benefits available under the Voluntary Agricultural District program and to the following additional benefits:

A. Sale of Non-Farm Products

Landowners participating in Enhanced Districts may receive up to twenty-five percent (25%) of gross sales from the sale of non-farm products and still qualify as a bona fide farm that is exempt from County zoning regulations under N.C.G.S. ' 153A-340(b). A farmer seeking to benefit from

this subsection shall have the burden of establishing that the property=s sale of non-farm products did not exceed twenty-five percent (25%) of its gross sales.

B. Agricultural Cost Share Program

Landowners participating in Enhanced Districts are eligible under N.C.G.S. ' 143-215.74(b) to receive the higher percentage of cost-share funds for the benefit of that farmland under the Agriculture Cost Share Program established pursuant to Part 9 of Article 21 of Chapter 143 of the General Statutes for funds to benefit that farmland.

C. Priority Consideration

State departments, institutions or agencies that award grants to farmers are encouraged to give priority consideration to landowners participating in Enhanced Districts.

D. Utility Assessment Waiver

As provided in Article X above, waiver of all County utility assessments in addition to waiver of water and sewer assessments is available to all participants in Enhanced Districts.

ARTICLE XII  
PUBLIC HEARING

A. Purpose

No state or local public agency or governmental unit may formally initiate any action to condemn any interest in qualifying farmland within a District until such agency or unit has requested the Advisory Board to hold a public hearing on the proposed condemnation.

B. Procedure

- I. Upon receiving a request, the Advisory Board shall publish notice describing the proposed action in a newspaper of general circulation in Union County within five (5) business days of the request and will in the same notice notify the public of a public hearing on the proposed condemnation to be held within twenty (20) days of receipt of the request.
2. The Advisory Board shall meet to formulate recommendations regarding:
  - a. whether the need for the project has been satisfactorily established by the agency or unit of government involved, including a review of any fiscal impact analysis conducted by the agency involved; and

- b. whether there exist alternatives to the proposed action that have less impact on and disruption to the agricultural activities of the District within which the proposed action is to take place.
3. The Advisory Board may consult with the County Cooperative Extension Agent, USDA Natural Resource Conservation Service District Conservationist, the Union County Farm Bureau and any other individuals, agencies or organizations deemed by the Advisory Board to be necessary for its review of the proposed action.
4. Not later than thirty (30) days after receiving a request to hold the public hearing, the Advisory Board shall submit a report containing its findings and recommendations regarding the proposed action to the decision-making body of the agency proposing acquisition. To the extent practicable, the report shall be made available to the public for comment prior to its being conveyed to the decision-making body of the agency proposing acquisition.
5. Pursuant to N.C.G.S. Section 106-740, the agency or unit of government proposing acquisition shall not formally initiate a condemnation action while the proposed condemnation is properly before the Advisory Board within these time limitations.

ARTICLE XIII  
PUBLIC NOTICE

A. Notice of Proximity to District and Enhanced District

1. Procedure

Upon approval of, or modification to, a District or Enhanced District by the Advisory Board or the Board of Commissioners, the Advisory Board shall provide to the Union County GIS office such information and materials as may be necessary to enable the GIS office to prepare maps designating the location of the Districts and Enhanced Districts established pursuant to this Ordinance. Within a reasonable time after receipt of such information and materials, the Union County GIS office shall prepare or update appropriate maps so as to allow determination of the proximity of a particular tract to a District or Enhanced District by those desiring such information. Maps shall be accessible to the public as indicated in Article VI(C). The GIS office shall also endeavor to establish a separate layer on the GIS system for delineation of the Districts and Enhanced Districts. In addition, the Tax Administrator shall endeavor to indicate on the tax screens of the Administrator's official web site whether a District or Enhanced District is located within one-half aerial mile of a subject parcel.

2. Signs

To the extent legally permissible, the County Manager may cause signs to be placed along public roadways to notify the public of the presence or proximity of a District or Enhanced District.

3. Limit of Liability

In no event shall the County or any of its officers, employees, members of the Advisory Board or agents be held liable in damages for any misfeasance, malfeasance or nonfeasance occurring in good faith in connection with the duties or obligations imposed by this Article.

4. No Cause of Action

In no event shall any cause of action arise out of the failure of a person researching the title of a particular tract to report to any person the proximity of the tract to a qualifying farm or Voluntary Agricultural District or Enhanced Voluntary Agricultural District as defined in this Ordinance.

ARTICLE XIV  
SUBDIVISION ORDINANCE AND ZONING ORDINANCE REVIEW

Developers of major subdivisions or planned unit developments shall designate on preliminary development plans the existence of the Districts and Enhanced Districts within one (1) aerial mile of the proposed development.

ARTICLE XV  
COUNTY LAND-USE PLANNING

A. Duty of the Advisory Board

It shall be the duty of the Advisory Board to advise the Board of Commissioners or the agency or office to which the Board of Commissioners delegates authority to oversee County land use planning, on the status, progress and activities of the County=s Agricultural District program and to also coordinate the formation and maintenance of Agricultural Districts with the County=s land use planning activities and the County=s land use plan.

B. Posting of Notice

The following notice, of a size and form suitable for posting, shall be posted in the office of the Register of Deeds and any other office or agency the Advisory Board deems necessary, as approved by the Board of Commissioners:

Union County has established Agricultural Districts to protect and preserve agricultural lands and activities. These Districts and Enhanced Districts have been developed and mapped by the County to inform all purchasers of real property that certain agricultural and forestry activities, including but not limited to pesticide spraying, manure spreading, machinery and truck operation, livestock operations, sawing and other common farming activities may occur in these Districts and Enhanced Districts any time during the day or night. Maps and information on the location and establishment of these Districts and Enhanced Districts can be obtained from the North Carolina Cooperative Extension Service office, the office of the Register of Deeds, the County Planning office or the Natural Resources Conservation Service office.

ARTICLE XVI  
NORTH CAROLINA AGENCY NOTIFICATION

Record Annually With the Department of Agriculture

A record of this Ordinance shall be recorded with the North Carolina Commissioner of Agriculture=s office after adoption. The County shall make an annual report to the North Carolina Commission of Agriculture as specified in N.C.G.S. Section 106-743.

ARTICLE XVII  
LEGAL PROVISIONS

A. Severability

If any article, section, subsection, clause, phrase or portion of this Ordinance is for any reason invalid or unconstitutional as determined by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

B. Conflict With Other Ordinances and Statutes

Whenever the provisions of this Ordinance conflict with other Ordinances of Union County, this Ordinance shall govern to the extent permitted by law. Whenever the provisions of any federal or state statute require more restrictive provisions than are required by this Ordinance, the provisions of such statute shall govern.

C. Amendments

This Ordinance may be amended from time to time by the Board of Commissioners. Pursuant to G.S. § 153A-122, the territorial jurisdiction of this Ordinance shall be those parts of Union County not within a municipality.

D. Effective Date

The Effective Date of this Ordinance shall be October 1, 2009.

ARTICLE XVIII  
ENACTMENT

The Union County Board of Commissioners hereby adopts and enacts the preceding articles and sections of this Ordinance.

Adopted this the 21<sup>st</sup> day of September, 2009.

Motion for adoption by \_\_\_\_\_ . Approved by a vote of \_\_\_ to \_\_\_\_.

ATTEST:

UNION COUNTY BOARD OF  
COMMISSIONERS

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman

**AGENDA ITEM**

# 6/8  
**MEETING DATE** 9/21/09

**BUDGET AMENDMENT**

BUDGET Parks & Recreation REQUESTED BY Ed Gosicki  
 FISCAL YEAR FY2010 DATE September 21, 2009

**INCREASE**

**DECREASE**

Description

Description

<u>Contracts, Grants and Subsidies</u>	<u>6,000</u>	<u>General Fund Contingency</u>	<u>6,000</u>

Explanation: Appropriate additional funding for County participation in development of hydrological model, remediation plan and related services in connection with Weddington and WCWAA.

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

FOR POSTING PURPOSES ONLY

<u>DEBIT</u>			<u>CREDIT</u>		
<u>Code</u>	<u>Account</u>	<u>Amount</u>	<u>Code</u>	<u>Account</u>	<u>Amount</u>
10561373-5699	Contracts, Grants and Subsidies	6,000	10592000-5920	General Fund Contingency	6,000

	Total	6,000		Total	6,000
Prepared By		bl	Number		11
Posted By					
Date					