

AGENDA
UNION COUNTY BOARD OF COMMISSIONERS
Regular Meeting
Monday, March 10, 2008
7:00 P.M.
Board Room, First Floor
Union County Government Center
500 North Main Street
Monroe, North Carolina

www.co.union.nc.us

5:00 P.M. - Closed Session

1. **Opening of Meeting**
 - a. Invocation - Rev. Richard D. Tuttle, Austin Grove Baptist Church
 - b. Pledge of Allegiance - Led by Cub Scout Pack 53, Waxhaw

2. **Informal Comments**

3. **Additions, Deletions and/or Adoption of Agenda**
ACTION REQUESTED: Adoption of Agenda

4. **Consent Agenda**
ACTION REQUESTED: Approve items listed on the Consent Agenda

5. **Voluntary Agricultural Districts Approval**
 - a. Wilburn Williams Family Farm, LLC - 40 acres (approved by the Agricultural Advisory Board for recommendation to the Board of Commissioners on May 31, 2007)
 - b. Willodene Williams - 64.33 acres (approved by the Agricultural Advisory Board for recommendation to the Board of Commissioners on May 31, 2007)
 - c. James F. Marlow and Ray T. Cook - Two Tracts: 69.509 acres and 107.421 acres (approved by the Agricultural Advisory Board for recommendation to the Board of Commissioners on January 31, 2008)
 - d. Mary Kathryn Lockamy Howard - 41.480 acres (approved by the Agricultural Advisory Board for recommendation to the Board of Commissioners on January 31, 2008)**ACTION REQUESTED:** Approve a-d

6. **Agricultural Advisory Board**
 - a. Appointment of Ex-Officio Non-Voting Member from Board of Commissioners
ACTION REQUESTED: Consider appointment
 - b. Approval of Representatives from Soil and Water Conservation Office and the District Conservationist to Serve as Ex-Officio Non-Voting Members on the Agricultural Advisory Board
ACTION REQUESTED: Approve Rick Pigg and Kenneth Mills to Serve as Ex-Officio Members

7. **Tax Administrator**
 - a. Revaluation 2008 Presentation
ACTION REQUESTED: Receive as information
8. **Document Management Consultant Presentation**
ACTION REQUESTED: Receive as information
9. **Recommendation of the Library Board of Trustees Regarding New Library**
ACTION REQUESTED: Consider Library Board's recommendation regarding super-regional library
10. **Amendments to Water Conservation Ordinance**
ACTION REQUESTED: Adopt Amendments to Water Conservation Ordinance
11. **Public Works Department**
 - a. Reclaimed Wastewater User Rates
ACTION REQUESTED: Approve the following user rates/fees for Reclaimed Wastewater: 1) \$100 annual permit fee per tanker/vessel used to transport and distribute Reclaimed Wastewater; 2) a "consumption rate" equal to one-half of the prevailing rate for potable water - flat, not tiered - for volumes received at designated Union County Public Works' reclaimed wastewater distribution sites; and 3) \$5.00 per month account maintenance fee. Also, approve the following user rates/fees to be applied to Hydrant Permits (potable water): \$100 annual permit fee per tanker/vessel used to transport and distribute potable water; and 2) \$5.00 per month account maintenance fee
 - b. Twelve-Mile Creek Sewer Diversion Study
ACTION REQUESTED: Accept study and approve the implementation of the recommended plan (Alternative 1A)
 - c. Self-Help Program
ACTION REQUESTED: Accept recommendation of Advisory Board as developed by staff and approve application of modified policy to existing projects
12. **The Woods Subdivision**
ACTION REQUESTED: Consider request
13. **South Piedmont Community College (SPCC)**
 - a. Capital Project Ordinance (CPO) #97 to Provide Funding for SPCC Capital Projects
ACTION REQUESTED: Adopt CPO #97
 - b. Set Date for Work Session with South Piedmont Community College (SPCC) to Review its Capital Improvement Program and Provide Direction Regarding Financing of Improvements Contained in the Program
ACTION REQUESTED: Consider scheduling work session for Monday, March 24, 2008, at 5:30 p.m.

14. **Compliance with the Minimum North Carolina Department of Transportation Training Standards for Union County Community Transportation Systems Operations**
ACTION REQUESTED:
 - a. Addition of Safety and Training Specialist Classification to the Union County Pay Plan, Pay Grade 65
 - b. Appropriate (1 FTE) Safety and Training Specialist to the Personnel Department allocation of positions
 - c. Appropriate funding as needed
 - d. Appropriate a (.85 FTE) Regular Part-Time Driver to the Transportation Department allocation of positions
 - e. Appropriate funding as needed
15. **Visioning Conference Priority Work Plans - Priority 12 (tie) - Tax Rate: Revenue Neutral, Lower**
ACTION REQUESTED: Receive information and provide policy direction to staff in development of FY 2009 budget
16. **One-Stop Voting Sites and State Financial Assistance**
ACTION REQUESTED: Accept Grant Allocations from State Board of Elections for One-Stop Voting Sites and Authorize Interim County Manager to Approve Budget Ordinance Amendment Appropriating Funds
17. **Authorization for County to Enter into Contracts for the Defense of Individual County Commissioners and Adopt Budget Amendment #40**
ACTION REQUESTED: Authorize the Interim County Manager to Enter into Contracts for the Defense of Individual Commissioners Not to Exceed \$15,000 Each and Adopt Budget Amendment #40
18. **Announcements of Vacancies on Boards and Committees**
 - a. Juvenile Crime Prevention Council (JCPC): 1) District Attorney or Designee; 2) Substance Abuse Professional; 3) Two Persons Under Age of 18; and 4) Juvenile Defense Attorney
 - b. Farmers Market Committee (1 Member at Large)
 - c. Union County Home and Community Care Block Grant Advisory Committee (2 Vacancies as of December 2007)
 - d. Nursing Home Advisory Committee
 - e. Board of Health (Vacancy as of January 2008 for a Licensed Optometrist)
 - f. Agricultural Advisory Board - (1 Vacancy for Unexpired Term Ending June 2010 Due to a Resignation)
 - g. Board of Adjustment (3 Vacancies for Regular Members and 1 Vacancy for alternate member for unexpired term ending May 2009)
 - h. Planning Board - (Vacancies as of April 2008: 1 Member Representing Jackson Township; 1 Member Representing New Salem Township; and 1 Member Representing Sandy Ridge Township)**ACTION REQUESTED:** Announce vacancies
19. **Interim Manager's Comments**
20. **Commissioners' Comments**

CONSENT AGENDA
March 10, 2008

1. **Contracts Over \$5,000**

- a. North Carolina Department of Transportation - Revision of FY 08 Community Transportation Program Grant and Contract and Budget Amendment #35
- b. Tower Engineering Professionals - Engineering, Environmental and Regulatory Services in Connection with Tess Road (Fairview), Cuthbertson (Wesley Chapel), New Salem and Crow Road Tower Sites and adopt Resolution to Exempt a Particular Contract from the Competitive Proposal Engineering Provisions of G.S. 143-64.31
- c. WK Dickenson & Co., Inc. - Master Multi-Service Agreement for Engineering Services
- d. Center for Children's Law and Policy - Agreement for John D. & Catherine T. MacArthur Foundation Models for Change DMC (Disproportionate Minority Contact) Action Network (Budget Amendment Approved November 6, 2007)
- e. AON: Health Benefits Consulting - Employee Benefits Consulting Services and Broker of Record Letter
- f. Centralina Council of Governments - Home and Community Care Block Grant for FY 2007, Amendment #1 (Increasing amount from \$675,127 to \$684,690) and Budget Amendment #34

ACTION REQUESTED: Authorize the Interim County Manager to approve a-f; adopt Budget Amendment #35 in connection with Contract Listed as A; adopt Resolution to Exempt a Particular Contract from the Competitive Proposal Engineering Provisions of G.S. 143-64.31 (Contract Listed as B); authorize Interim County Manager to execute broker of record letter in connection with Contract Listed as E; and adopt Budget Amendment #34 in connection with Contract Listed as F

2. **Minutes**

ACTION REQUESTED: Approve

3. **Tax Administration**

- a. Ninth Motor Vehicle Billing in the Grand Total Amount of \$1,064,873
- b. Departmental Monthly Report for January 2008
- c. Refunds for February 2008 in the Grand Total Amount of \$3,992.88
- d. Releases for February 2008 in the Grand Total Amount of \$14,404.44
- e. Eighth Motor Vehicle Release Register for the Period of February 1, 2008 - February 29, 2008, in the Net Grand Total of \$16,901.01-
- f. Eighth Motor Vehicle Refund Register for the Period of February 1, 2008 - February 29, 2008, in the Net Grand Total of \$1,451.11-

ACTION REQUESTED: Approve a-f

4. **Disposition of Real Property (Property is Unused Well Lot Located in Waxhaw)**

ACTION REQUESTED: Accept high bid of \$24,400 and authorize Interim County Manager to enter into a purchase agreement with the buyer

5. **Supplemental Rural Operating Assistance Program (ROAP) Funding Budget Amendment**

ACTION REQUESTED: Adopt Budget Amendment #36 to the Transportation Budget to Appropriate \$102,315 in additional funding from NC Department of Transportation

6. **Health Department Budget Amendments**
 - a. Budget Amendment #37 to Appropriate Additional Funding from the State for General Aid to the County in the Amount of \$35,436
ACTION REQUESTED: Adopt Budget Amendment #37
 - b. Budget Amendment #39 to Appropriate Additional Federal Funding for the Family Planning Program in the Amount of \$49,6515
ACTION REQUESTED: Adopt Budget Amendment #39

7. **Environmental Health Proposed Fee Increases**
ACTION REQUESTED: Approve updated fee schedules (approved by the Board of Health at its February 1, 2008, meeting)

8. **Sheriff's Office**
ACTION REQUESTED: Adopt A Resolution for Union County with Respect to the Fees to be Charged by the Sheriff for Service of Process Originating Outside of the General Court of Justice or Other North Carolina Courts or Agencies

9. **Amend Union County Parks and Recreation Rules and Regulations to Add "Interpretation" Section**
ACTION REQUESTED: Amend Union County Parks and Recreation Rules and Regulations to add "Interpretation" Section

10. **Workers' Compensation Renewal with Third Party Administrator**
ACTION REQUESTED: 1) Accept the proposal to renew the third party Workers' Compensation administration contract with Key Risk; and 2) Authorize Interim County Manager to approve contract

11. **Information Technology**
ACTION REQUESTED: (i) Approve the upgrade of the Nortel phone switch, located in the Government Center pursuant to the information technology exception to formal bidding. G.S. 143-129.8; and (ii) That the County Manager be delegated authority to utilize purchase of this equipment pursuant to the information technology exception to formal bidding, G.S. 143-129.8, and thereby to award and approve a contract with the vendor that best meets the needs of the County

12. **Interlocal Agreement Between the Town of Indian Trail, North Carolina, Union County, North Carolina and Sheriff Eddie Cathey, Sheriff of Union County**
ACTION REQUESTED: To approve entering into the Interlocal Agreement and authorize County Manager to approve the agreement and execute such documents as may be necessary to apply for a grant from the North Carolina Governor's Highway Safety Program to establish a traffic unit for the Town of Indian Trail through the employment of deputy sheriffs from the Union County Sheriff's Office

Information Only
(No Action Requested)

1. **Community Child Protection Team (CCPT) Annual Report**
2. **Personnel Report for February 2008**



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, March 10, 2008, at 5:00 p.m. in the Conference Room, located on the first floor behind the new Commissioners' Board Room in the 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 prevent the disclosure of information that is privileged or confidential pursuant to G.S. 143-318.10(e), in accordance with G.S. 143-318.11(a)(1); and 3) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee pursuant to G.S. § 143-318.11(a)(6).

Allan Baucom, Chairman
Union County Board of Commissioners



OFFICE OF THE COMMISSIONERS AND MANAGER

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REVISED

PUBLIC NOTICE

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Allan Baucom, Chairman
Union County Board of Commissioners

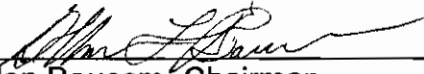


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DRAFT

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4. Consent Agenda

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ACTION REQUESTED: Approve a-d

6. Agricultural Advisory Board

- a. Appointment of Ex-Officio Non-Voting Member from Board of Commissioners
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7. **Tax Administrator**
 - a. Revaluation 2008 Presentation
ACTION REQUESTED: Receive as information

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ACTION REQUESTED: Consider Library Board's recommendation regarding super-regional library

10. **Amendments to Water Conservation Ordinance**
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ACTION REQUESTED: Approve the following user rates/fees for Reclaimed Wastewater: 1) \$100 annual permit fee per tanker/vessel used to transport and distribute Reclaimed Wastewater; 2) a "consumption rate" equal to one-half of the prevailing rate for potable water - flat, not tiered - for volumes received at designated Union County Public Works' reclaimed wastewater distribution sites; and 3) \$5.00 per month account maintenance fee. Also, approve the following user rates/fees to be applied to Hydrant Permits (potable water): \$100 annual permit fee per tanker/vessel used to transport and distribute potable water; and 2) \$5.00 per month account maintenance fee
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ACTION REQUESTED: Accept study and approve the implementation of the recommended plan (Alternative 1A)
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ACTION REQUESTED: Accept recommendation of Advisory Board as developed by staff and approve application of modified policy to existing projects

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ACTION REQUESTED: Consider request

13. **South Piedmont Community College (SPCC)**
 - a. Capital Project Ordinance (CPO) #97 to Provide Funding for SPCC Capital Projects
ACTION REQUESTED: Adopt CPO #97
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ACTION REQUESTED: Consider scheduling work session for Monday, March 24, 2008, at 5:30 p.m.

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ACTION REQUESTED:

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- b. Appropriate (1 FTE) Safety and Training Specialist to the Personnel Department allocation of positions
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15. **Visioning Conference Priority Work Plans - Priority 12 (tie) - Tax Rate: Revenue Neutral, Lower**

ACTION REQUESTED: Receive information and provide policy direction to staff in development of FY 2009 budget

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ACTION REQUESTED: Accept Grant Allocations from State Board of Elections for One-Stop Voting Sites and Authorize Interim County Manager to Approve Budget Ordinance Amendment Appropriating Funds

17. **Authorization for County to Enter into Contracts for the Defense of Individual County Commissioners and Adopt Budget Amendment #40**

ACTION REQUESTED: Authorize the Interim County Manager to Enter into Contracts for the Defense of Individual Commissioners Not to Exceed \$15,000 Each and Adopt Budget Amendment #40

18. **Announcements of Vacancies on Boards and Committees**

- a. Juvenile Crime Prevention Council (JCPC): 1) District Attorney or Designee; 2) Substance Abuse Professional; 3) Two Persons Under Age of 18; and 4) Juvenile Defense Attorney
- b. Farmers Market Committee (1 Member at Large)
- c. Union County Home and Community Care Block Grant Advisory Committee (2 Vacancies as of December 2007)
- d. Nursing Home Advisory Committee
- e. Board of Health (Vacancy as of January 2008 for a Licensed Optometrist)
- f. Agricultural Advisory Board - (1 Vacancy for Unexpired Term Ending June 2010 Due to a Resignation)
- g. Board of Adjustment (3 Vacancies for Regular Members and 1 Vacancy for alternate member for unexpired term ending May 2009)

ACTION REQUESTED: Announce vacancies

19. **Interim Manager's Comments**

20. **Commissioners' Comments**

CONSENT AGENDA
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1. Contracts Over \$5,000

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- h. Center for Children's Law and Policy - Agreement for John D. & Catherine T. MacArthur Foundation Models for Change DMC (Disportionate Minority Contact) Action Network (Budget Amendment Approved November 6, 2007)
- i. AON: Health Benefits Consulting - Employee Benefits Consulting Services and Broker of Letter Record
- j. Centralina Council of Governments - Home and Community Care Block Grant for FY 2007, Amendment #1 (Increasing amount from \$675,127 to \$684,690)and Budget Amendment #34

ACTION REQUESTED: Authorize the Interim County Manager to approve a-e; adopt Budget Amendment #35 in connection with Contract Listed as A; adopt Resolution to Exempt a Particular Contract from the Competitive Proposal Engineering Provisions of G.S. 143-64.31 (Contract Listed as B); authorize Interim County Manager to execute broker of record letter in connection with Contract Listed as E; and adopt Budget Amendment #34 in connection with Contract Listed as F

2. Minutes

ACTION REQUESTED: Approve

3. Tax Administration

- a. Ninth Motor Vehicle Billing in the Grand Total Amount of \$1,064,873
- b. Departmental Monthly Report for January 2008
- c. Refunds for February 2008 in the Grand Total Amount of \$3,992.88
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ACTION REQUESTED: Accept high bid of \$24,400 and authorize Interim County Manager to enter into a purchase agreement with the buyer

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ACTION REQUESTED: Adopt Budget Amendment #36 to the Transportation Budget to Appropriate \$102,315 in additional funding from NC Department of Transportation

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 - a. Budget Amendment #37 to Appropriate Additional Funding from the State for General Aid to the County in the Amount of \$35,436
ACTION REQUESTED: Adopt Budget Amendment #37
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ACTION REQUESTED: Approve updated fee schedules (approved by the Board of Health at its February 1, 2008, meeting)

8. **Sheriff's Office**
ACTION REQUESTED: Adopt A Resolution for Union County with Respect to the Fees to be Charged by the Sheriff for Service of Process Originating Outside of the General Court of Justice or Other North Carolina Courts or Agencies

9. **Amend Union County Parks and Recreation Rules and Regulations to Add "Interpretation" Section**
ACTION REQUESTED: Amend Union County Parks and Recreation Rules and Regulations to add "Interpretation" Section

10. **Workers' Compensation Renewal with Third Party Administrator**
ACTION REQUESTED: 1) Accept the proposal to renew the third party Workers' Compensation administration contract with Key Risk; and 2) Authorize Interim County Manager to approve contract

11. **Information Technology**
ACTION REQUESTED: That the County Manager be delegated authority to utilize purchase of this equipment pursuant to the information technology exception to formal bidding, G.S. 143-129.8, and thereby to award and approve a contract with the vendor that best meets the needs of the County

12. **Interlocal Agreement Between the Town of Indian Trail, North Carolina, Union County, North Carolina and Sheriff Eddie Cathey, Sheriff of Union County**
ACTION REQUESTED: To approve entering into the Interlocal Agreement and authorize County Manager to approve the agreement and execute such documents as may be necessary to apply for a grant from the North Carolina Governor's Highway Safety Program to establish a traffic unit for the Town of Indian Trail through the employment of deputy sheriffs from the Union County Sheriff's Office

Information Only
(No Action Requested)

1. **Community Child Protection Team (CCPT) Annual Report**
2. **Personnel Report for February 2008**

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 10, 2008

Action Agenda Item No. 5a-d
(Central Admin. use only)

SUBJECT: Recommendations from the Union County Agricultural Advisory Board to Establish Voluntary Agricultural Districts (Mary Kathryn Lockamy Howard and James F. Marlow and Ray T. Cook and Wilburn Williams Family Farm, LLC; and Willodene Williams)

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

ATTACHMENT(S): Copies of Applications **INFORMATION CONTACT:** Jerry Simpson

Excerpt of Minutes from May 31, 2007 and from January 31, 2008, meeting of Agricultural Advisory Board regarding recommendations of committee.

TELEPHONE NUMBERS:

704-283-3738
704-363-2173

Copy of Union County Voluntary Farmland Preservation Program Ordinance

DEPARTMENT'S RECOMMENDED ACTION: The Agricultural Advisory Board met on May 31, 2007 and reviewed the applications of Wilburn Williams Family Farm, LLC; and Willodene Williams. The Agricultural Advisory Board met on January 31, 2008 and reviewed the applications of Mr. James F. Marlow and Ray T. Cook; and Mary Kathryn Lockamy Howard. The Agricultural Advisory Board voted unanimously (of those present) to recommend approval of these applications to the Board of County Commissioners in accordance with the Union County Voluntary Farmland Preservation Program Ordinance.

1. Wilburn Williams Family Farm, LLC - 40 acres (reviewed by Natural Resources Conservation Service (NCRS), Cooperative Extension, and the Tax Administrator's Office).
2. Willodene Williams - 64.33 acres (reviewed by Natural Resources Conservation Service (NCRS), Cooperative Extension, and the Tax Administrator's Office).
3. James F. Marlow and Ray T. Cook - Two tracts; 69.509 acres and 107.421 acres (reviewed by Natural Resources Conservation Service (NCRS), Cooperative Extension, and the Tax Administrator's Office).
4. Mary Kathryn Lockamy Howard - 41.480 acres reviewed by Natural Resources Conservation Service (NCRS), Cooperative Extension, and the Tax Administrator's Office).

BACKGROUND: All applicants have been approved by the Agricultural Advisory Board and recommendation for BOCC to approve

FINANCIAL IMPACT: None

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

Minutes of Union County Agricultural Advisory Board
Thursday, May 31, 2007
7:30 P.M.

The Union County Agricultural Advisory Board met in a special meeting on Thursday, May 31, 2007, at 7:30 p.m. in the Cooperative Extension Conference Room, Room 133, located at the Union County Agricultural Services and Conference Center, 3230 Presson Road, Monroe, North Carolina. The following were

PRESENT: Chairman Everette Medlin, Commissioner Alan Baucom, Steve Haigler, Gerald Mangum, and Richard Simpson (A quorum was present).

ABSENT: Don Kerr, Russell Mosley, Brian Norton, and Travis Starnes

ALSO PRESENT: Jerry Simpson, Extension Director

Chairman Medlin called the meeting to order. He explained that the purpose of this meeting was to review and make recommendations to the Union County Board of Commissioners regarding the applications for the Voluntary Farmland Program for properties owned by: 1) Wilburn Williams Family Farm, LLC; and 2) Willodene Williams.

He explained that the application by the Wilburn Williams Family Farm, LLC, is for properties consisting of 40 acres, and the second application by Willodene Williams is for properties consisting of 64.33 acres.

Following the explanation, motion was made by Richard Simpson, seconded by Gerald Mangum, to accept the applications and recommend approval to the Board of County Commissioners as agricultural districts in the Voluntary Farmland Preservation Program. The motion was passed by a vote of five to zero.

Adjourn:

With there being no further discussion, motion was made by Commissioner Allan Baucom, seconded by Richard Simpson, that the special meeting be adjourned. The motion was passed by a vote of five to zero.

Jan. 31, 2007

Chairman Medlin thanked Lynn West for all her hard work to get the attached minutes ready for tonight's meeting. Chairman Medlin explained that Dana Braswell would be taking over for doing the minutes, announcements, etc. for the Ag Advisory Board.

Motion was made by Don Kerr and seconded by Travis Starnes to approve the minutes of:

February 15, 2007
March 20, 2007
April 24, 2007
May 31, 2007

The motion passed by a vote of seven to zero.

***APPROVAL OF APPLICATIONS FOR VOLUNTARY FARMLAND PROGRAM**

Chairman Medlin stated that two Voluntary Farmland Preservation Applications had been received from the following:

1. James F. Marlow and Ray T. Cook
Properties consisting of 69.509 acres and 107.421 acres
2. Mary K. Lockamy Howard
Properties consisting of 41.480 acres.

Jerry Simpson gave a brief explanation on both applicants. Chairman Medlin asked if there were any further discussion. Motion was made by Travis Starnes to accept the applications and recommend approval to the Board of County Commissioners as agricultural districts in the Voluntary Farmland Preservation Program. Motion was seconded by Gerald Mangum. The motion passed by a vote of seven to zero.

ELECTION OF OFFICERS FOR 2008

Chairman Medlin requested that Commissioner Baucom open the floor for office of chairman of the Ag Advisory Board. Chairman Baucom stated that the floor was open for nominations for Chairman. Steve Haigler nominated Everette Medlin, seconded by Brad Hargett, to serve as the Chairman of the Agricultural Advisory Board for 2008.

Commissioner Baucom moved, seconded by Brad Hargett, that the nominations for Chairman are closed and that Everette Medlin be elected by acclamation. The motion was passed by a vote of seven to zero.

Chairman Medlin opened the floor for nominations of Vice Chairman. Travis Starnes volunteered to serve as Vice-Chairman for 2008. Chairman Medlin made motion that Travis Starnes be elected by acclamation. Motion seconded by Gerald Mangum. The motion was passed by a vote of seven to zero.

**UNION COUNTY
VOLUNTARY FARMLAND PRESERVATION PROGRAM
ORDINANCE**

**ARTICLE I
TITLE**

An ordinance of the Board of County Commissioners of Union County, North Carolina, entitled, **“VOLUNTARY FARMLAND PRESERVATION PROGRAM 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 (“N.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, 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.
- 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 9 members appointed by the Board of Commissioners; provided, however, that the number of members may be increased without amendment to this Ordinance if necessary for the Board of Commissioners to comply with Article V(C)(v) below.

C. Membership Requirements

- i. Each Advisory Board member shall be a Union County resident.
- ii. At least 6 of the 9 members shall be actively engaged in farming.
- iii. One of the members shall be the President of the Union County Farm Bureau or his designee.
- iv. 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 Service Committee, and the Union County Farm Bureau with an effort to have the broadest geographical representation possible.
- v. Each District shall have a member on the Advisory Board.

D. Tenure

The initial board is to consist of 3 appointees for terms of one year, 3 appointees for terms of two years, and 3 appointees for terms of three years. Thereafter, all appointments are to be for terms of three years, with reappointments permitted. Members shall serve at the pleasure of the Board of Commissioners.

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 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 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 XIII of this Ordinance, giving the status, progress and activities of the County's farmland preservation program;
6. Study additional methods of farmland preservation and make recommendations to the Board of Commissioners; and
7. Perform other agricultural related tasks or duties assigned by the Board of Commissioners.

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**

A. **Implementation**

In order to implement the purposes stated in Article III, this program provides for the creation of voluntary agricultural districts which meet one of the following standards:

1. The District shall contain a minimum of 20 contiguous acres of qualified farmland; OR

2. The District shall contain two or more qualified farms which contain a minimum of 20 acres and are located within a mile of each other.

B. Encourage Reformation

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 to further their purposes and objectives, including the implementation of a public information program to reasonably inform landowners of the farmland preservation program.

C. Display

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

1. Planning Department
2. Cooperative Extension
3. 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 withdraws, or loses eligibility to participate, and the acreage in the District becomes less than the minimum acreage required or results in the remaining land being non-contiguous, a voluntary agricultural district will continue to exist so long as there is one qualifying farm.

ARTICLE VII QUALIFICATION OF FARMLAND

A. Requirements

1. In order for farmland to qualify under this Article, it must be real property that:
 - a. Is participating in the farm present-use-value taxation program established by N.C.G.S. Section 105-277.2 through Section 105-277.7 or is otherwise determined by the County to meet all the qualifications of this program set forth in N.C.G.S. Section 105-277.3;
 - b. Is certified by the Natural Resource Conservation Service of the United States Department of Agriculture as being a farm on which at least two-thirds of the land is composed of soils that:

- i. are best suited for providing food, seed, fiber, forage, timber, and oil seed crops;
- ii. have good soil qualities;
- iii. are favorable for all major crops common to the county where the land is located;
- iv. have a favorable growing season; and
- v. receive the available moisture needed to produce high yields for an average of eight out of ten years;

OR

on which at least two-thirds of the land has been actively used in agricultural, horticultural or forestry operations as defined by N.C.G.S. Sections 105-277.2(1), (2) and (3) during each of the five previous years, measured from the date on which the determination must be made as to whether the land in question qualifies;

- c. Is managed, if highly erodible land exists on the farm, in accordance with the Natural Resource Conservation Service defined erosion control practices that are addressed to highly erodible land; and
- d. Is the subject of a conservation agreement, as defined in N.C.G.S. Section 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 years, except for the creation of not more than three lots that meet applicable county zoning and subdivision regulations.

**ARTICLE VIII
APPLICATION AND APPROVAL PROCEDURE**

A. Application Procedure

- 1. A landowner may apply to establish a District or to add qualifying farmland to an existing District by making application to the Chairman of the Advisory Board or a designated staff person using forms provided by the Advisory Board. The application shall be designed to establish eligibility in accordance with the provisions of this Ordinance.
- 2. The landowner shall execute an agreement to sustain, encourage and promote

agriculture in the District. The requirement for an agreement may be satisfied by the conservation agreement required in Article VII(A)(1)(d).

B. Approval Process

1. Upon receipt of an application, the Chairman will forward copies to the following agencies for their prompt evaluation and response:
 - a. The Union County Tax Administrator's office; and
 - b. The Union County Soil and Water Conservation District and the Natural Resource Conservation Service office.
2. Upon receipt of responses from the offices of the Union County Tax Administrator, the Union County Soil and Water Conservation District, and the Natural Resource Conservation Service, the Advisory Board shall meet within thirty (30) days to consider the application. The Chairman shall endeavor to notify the applicant by first-class mail of the Advisory Board's recommendation within fifteen (15) days.
3. The Advisory Board shall forward its recommendation to the Board of Commissioners for consideration. Action by the Board of Commissioners regarding approval or disapproval of the application shall be final.

**ARTICLE IX
REVOCATION OF CONSERVATION AGREEMENT**

A landowner of qualifying farmland may revoke a conservation agreement upon written notice to the County. The County, upon recommendation by the Advisory Board, may revoke a conservation agreement due to non-compliance by the landowner. Any such revocation shall result in loss of qualifying farm status and loss of eligibility to participate in a District.

**ARTICLE X
PUBLIC HEARINGS**

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, U.S.D.A. Natural Resource Conservation Service District Conservationist, the Union County Farm Bureau and with 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 initiate a condemnation action while the proposed condemnation is properly before the Advisory Board within these time limitations.

ARTICLE XI PUBLIC NOTICE

A. Procedure

Upon approval of a District or of modification to a District by 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 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 by those desiring such information. Maps shall be accessible to the public as indicated in Article VI(C).

B. 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.

C. Limit of Liability

In no event shall the County or any of its officers, employees, 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 Ordinance.

D. 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 as defined in this Ordinance.

**ARTICLE XII
WAIVER OF WATER AND SEWER ASSESSMENTS**

A. No Assessment

The Union County Public Works Department shall not require the connection of improvements on qualifying farms within a District to Union County water and/or sewer systems.

B. Abeyance

Water and sewer assessments will be held in abeyance, without interest, for farms inside a District, until improvements on such property are connected to the water or sewer 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.

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. Section 153A-201.

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 water and/or sewer systems are constructed, this section shall not apply.

**ARTICLE XIII
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 Commissioner of Agriculture as specified in N.C.G.S. Section 106-743.

**ARTICLE XIV
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.

D. **Jurisdiction**

Pursuant to G.S. § 153A-122, the territorial jurisdiction of this Ordinance shall be those parts of Union County not within a municipality.

Adopted this the 7th day of May, 2001.

**UNION COUNTY
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT
Meeting Date: March 10, 2008**

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

SUBJECT: Appointment of BOCC member to Agricultural Advisory Board

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

ATTACHMENT(S):
Agricultural Advisory Board would like a member of the UC BOCC appointed to the Board to serve as ex-officio member.

INFORMATION CONTACT:
Jerry Simpson

TELEPHONE NUMBERS:
704-283-3738
704-363-2173

DEPARTMENT'S RECOMMENDED ACTION: Approve Request

BACKGROUND: At last meeting of Agricultural Advisory Board - suggestion was made to make motion for BOCC to appoint ex-officio member

FINANCIAL IMPACT: None

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 10, 2008

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

SUBJECT: Approval of representatives from Soil & Water Conservation Office and the District Conservationist to serve as ex-officio members of Agricultural Advisory Board. (Rick Pigg and Kenneth Mills)

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

ATTACHMENT(S):
Agricultural Advisory Board would like a members of the UC Soil & Water Conservation and District Conservationist to serve as ex-officio members. Rick Pigg and Kenneth Mills were nominated and approved by Agricultural Advisory Board

INFORMATION CONTACT:
Jerry Simpson

TELEPHONE NUMBERS:
704-283-3738
704-363-2173

DEPARTMENT'S RECOMMENDED ACTION: Approve Request

BACKGROUND: Since every application for the Farmland Preservation Program must be reviewed and approved by the UC Soil and Water Conservation Office and the District Conversationist, it was suggested that it would be beneficial to this board to have representatives from those office to serve as ex-officio members

FINANCIAL IMPACT: None

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 3, 2008

Action Agenda Item No. 8

(Central Admin. use only)

SUBJECT: Document Management Consultant Presentation

DEPARTMENT: Information Systems

PUBLIC HEARING: No

ATTACHMENT(S):

A copy of the presentation will be submitted by the agenda deadline

INFORMATION CONTACT:

Carl Lucas
Winona Harlow

TELEPHONE NUMBERS:

Carl Lucas ext. 2520
Winona Harlow ext. 2526

DEPARTMENT'S RECOMMENDED ACTION: Information Only

BACKGROUND: Union County consists of approximately 30 departments, each department offering its unique services to the citizens or other departments of the County. As the County faces ever increasing growth, the departments also face an ever increasing need to create and store documents. Most documents should be stored electronically in order to have easy access, retrieval, archiving, security and even a workflow process. At present we have a disparity of document storage throughout the County. Much of the data is kept in hard copy form only. Therefore, a Document Management Team was formed to assess the situation. The team consists of 15 employees from various departments. It was decided by the team that a professional document management consultant was needed to help form an enterprise wide and cohesive plan for the County which meets the needs of all departments. We sent out a Request for Qualifications and chose as our consultants, Gimmel Group, Inc., from the eight companies that submitted an RFQ. They have spent over a month interviewing employees and assessing our document needs and IT infrastructure. We are requesting time on the agenda for Gimmel Group, Inc. to present their findings and recommendations to the Board of Commissioners.

FINANCIAL IMPACT: Information Only at this meeting

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____



ECM High Level Assessment

Union County



March 2008



Agenda



Introductions



Background & HLA



Current Operations Review



Recommendations



Justification Discussion



Implementation Sequence



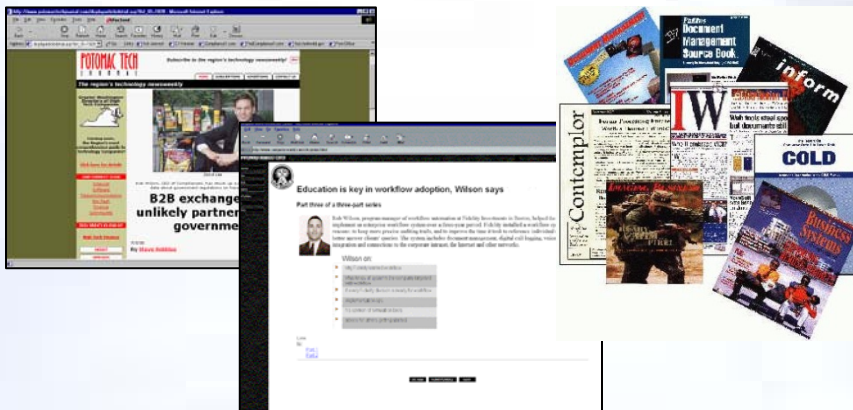
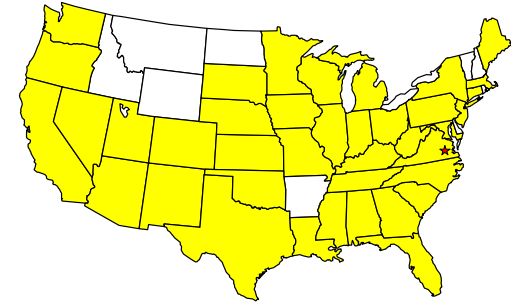
Next Steps



Questions and Discussions

Who is Gimmel?

- Leading consultants in Document Management-related Technologies (ECM)
- Led by senior industry experts
- Truly unbiased
- Over \$4B of system procurements
- Created industry's first needs analysis methodology
- Knowledgeable of Local and State Government



Approx 70% of 2007 revenue is government-related

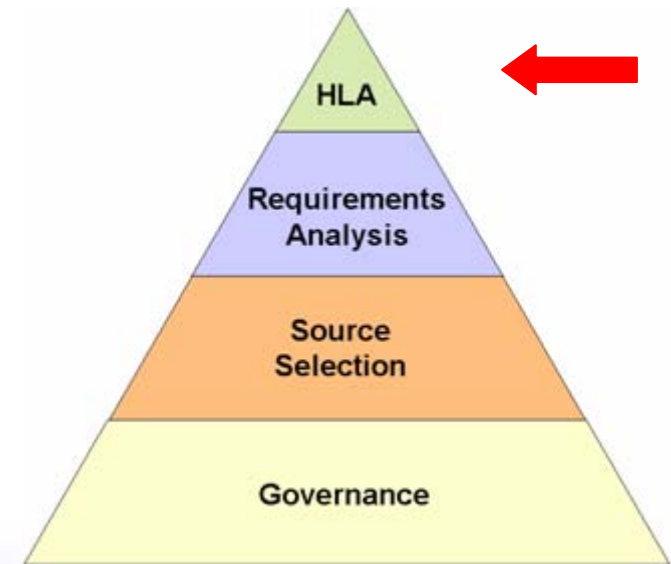
ECM/Document Management Experience



Agenda

- Introductions**
- Background & HLA**
- Current Operations Review**
- Recommendations**
- Justification Discussion**
- Implementation Sequence**
- Next Steps**
- Questions and Discussions**

- HLA used to examine Union County's current systems & processes
- Relatively fast analysis - including various Departments
- Structured interviews with 85+
- Leverages experience with similar organizations & processes
- Provides:
 - Overall ECM Strategy
 - High Level ROI
 - Implementation Sequencing



Interview Scope

- Board & Central Administration
- Personnel
- Risk Management
- Environmental Health
- Department of Social Services
- Department of Health
- Information Technology
- Veterans Services
- Inspections
- Public Works
- Homeland Security
- GIS
- Internal Audit
- Library
- Public Information
- Parks and Recreation
- Legal
- Emergency Communications
- Fire/911
- Finance
- Planning
- Sheriff's Office
- Nutrition/Transportation
- General Services
- Board of Elections
- Tax
- Central Administration
- Register of Deeds



ECM Basics – The Benefits

- Capturing paper documents in a central repository through scanning – allows them to be more easily found, shared, and distributed
- Electronic files – MS Office documents, notes, email, faxes, reports, and others can be saved to the repository without scanning; and, forwarded and shared with others without copying or filing
- Automated workflow can be used to route documents to the correct people without sending paper
- Electronic storage can eliminate the storage space required for paper files
- Security can be enforced to protect documents from unauthorized access
- Files can be appropriately backed up and records retention policies can be automated

ECM Basics – The Cost of Paper-based Systems

- Recent studies show that a typical worker will spend 12 minutes to process a document – 9 minutes of which is spent copying, searching & filing
- The average organization:
 - Makes 19 copies of each document
 - Spends \$20 to file each document
 - Loses 1 out of 20 documents
 - Spends \$120 searching for each misfiled document
 - Spends \$250 recreating each document
 - Spends \$25,000 to fill a four-drawer file cabinet and \$2,000 annually to maintain it
- An average worker spends 20% of their day searching for paper documents and 50% of the time they don't find what they need



Agenda

- Introductions**
- Background & HLA**
- Current Operations Review**
- Recommendations**
- Justification Discussion**
- Implementation Sequence**
- Next Steps**
- Questions and Discussions**

Current Environment

How many ECM/Document Management tools do you think are in use at Union County? *

Go Docs

PaperVision

Singularity

Posse

Logan

ImageSilo

MUNIS

Current Environment



Board of Commissioners / Central Administration

- Minutes of Board Meetings scanned, published to the Web and placed in docket books (only a portion of the 28 books have been scanned) **scanning**
- Ordinances are published to the Web and placed in books (4 books) **web publishing**
- Preparation of Meeting Agenda is a collaborative process involving input from all across the County – done twice monthly **shared repository and workflow**
- Agenda's must be scanned, converted to PDF and bookmarked
- Agenda's are made available to the public
- Thousands of Contract Control Sheets kept on file and routed to Legal, Risk Management, Finance, IT, Department Heads, Clerk's office, etc. **central repository**
- Contract Control Sheets used to create an abstract, saved to a shared drive, published on County Connect, and saved in hardcopy file **shared repository**
- Old minutes are searchable by keyword search on the Web **search**
- Views and scans County-related Newspaper articles
- Access Database used to track contracts **metadata**

Current Environment



Board of Elections

- Campaign Finance requires that certain documents be saved if candidate spends over \$3K – disclosure, detailed summaries, loan sheets, etc. **Eliminate paper – track status**
- 100 Voter Registrations received daily and scanned
- Legal Ads must be saved for 5 years **RM**
- Saved documents are scanned and published to the web **CMS**
- Emails are saved from the beginning of each election, printed and put into binders **Eliminate printing & filing, RM**
- Registration, recruitment and volunteer forms available on website **eForms**

Finance

- Hardcopy documents are stored in paper files and then manually scanned along with supporting documentation and PDF generated copy of check: A/P invoices 32K, PCard 3K, Vehicle & Property Tax Refunds, Day Care & Foster Care Disbursements, Travel Reimbursements. **Requisition creates file, OCR link to MUNIS, distributed capture, search**
- Shared documents, excel spreadsheets & MUNIS reports:
 - Hundreds of Reports – Payroll, State, Federal, 401K, Credit Union, etc. – hardcopy routing
 - Contracts **approval workflow w/annotation**
 - Budgets **submission, review & approval workflow**
 - Audit Reports **secure collaboration & templates**
- Documents physically moved in life cycle from active to less than 1 year, to > 1 year, to ready-to-purge **RM**

Current Environment

General Services

- Review contracts related to commodity items every 90 days
- Requests for Quotes and/or Proposals process is managed
- Bids and Proposals related to RFQ/P **Case Mgt.**
- Historical Bids and Proposals useful for future processes **Search**
- Purchase Orders generated are sent to the Requesting Department, Vendor, Receiving and Finance **Automated email with link**
- Purchase Orders are scanned along with check and other supporting documentation and stored on shared drive **Scan**



Risk Management

- Claims processing for 10 incident reports per week – logged to a spreadsheet for tracking (25 active files at any time) **Metadata replaces log**
- Files contain incident report, shop estimates, police reports, photos, etc. **Case Mgt.**
- Also, review and solicitation of insurance offerings – project files
- Files for policies, certificates of insurance, solicitations, contracts, etc.
- No way of automatically noting insurance coverage expirations for vendors **Metadata Reporting / Notifications**
- Form letters for vendor notification and follow-ups **Tracking & auto-notification**

Current Environment



Department of Health

- Medical Records since 2003 are in PaperVision; prior to that they are on microfilm – 2,000 folders added per year, currently retained forever **RM**
- Intake and **case management** process tracked using multiple manual logs
- Information fragmented between regional consultants, finance, Medicaid, Medicare, and Health – files are difficult to find and a client with multiple programs has multiple physical files **shared repository**
- System complexity has caused increased employee turnover and difficulty training – State Policy and Procedure Manuals for State and Local programs are not stored electronically **shared repository**
- Much Email related to Cases is printed and stored in patient records **Email**
- Records Management requirements including HIPPA not enforced by documented policies **RM**
- There are no backup of these critical files that could not be replicated **automated backup**

Current Environment



Environmental Health

- Handle the permit process for a large list of entities including restaurants, push carts, hospitals, adult day care centers, lodging, schools, residential care facilities, swimming pools, camps, tattoos, etc.
- Process includes submission of permit package and associated **approval workflow** – tracked by manual logs **elimination of logs**
- Permitting process often includes the need for multiple permits – building, fire, well & septic, etc. **shared repository**
- Have to search and find documents for both the public and other County Departments on a regular basis **shared repository**
- Documents are shared with Planning, Inspections, Public Works, Tax, and 911 Communications **shared repository**
- Some scanning of documents is occurring into Singularity in the Waste Water area
- Back-file scanning is only 1/3 completed **scanning**

Current Environment

Fire

- Hardcopy of investigation reports on file since 1990
eliminate paper
- To produce trends or perform incident investigations of past reports requires a manual and very time consuming review of past paper files **metadata**
- Currently, analysis of past files requires actually going to three different physical locations **central repository**
- Fire Inspection and Contractor plans stored and reviewed in hardcopy form **shared repository**



Homeland Security

- A collaborative effort is used to put together Emergency Planning & Preparedness documents for 18 annexes **workflow & collaboration**
- Tier 1 Reporting is collected (forms collection) from anyone using a hazardous matter **eForms**
- In support of Emergency Planning and Homeland Security an Emergency Notification Directory is being built for all contacts relating to disaster services, involved agencies within the County, and involved entities from the State, other Counties and Federal Contacts **eForms & shared repository**
- In a similar fashion, a Resource Catalog is being built (this is under a Federal mandate – National Incident Management System) of all people, equipment, services that would be used in emergency situations **eForms & shared repository**

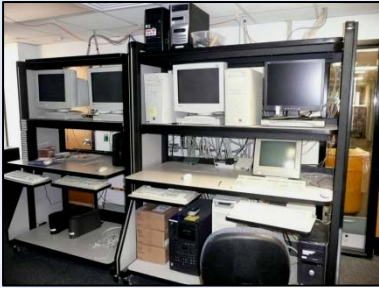
Current Environment

Personnel

- Employee Files are kept in paper form – with health and medical records information and exit interview questionnaires stored separately for security reasons **RM, security, backup**
- MUNIS System holds employee data but no history of positions, pay, personnel actions, etc.
- 1,200+ hardcopy Personnel Action Forms (PAFs) processed annually **Supplements MUNIS**
- 1,100 Employee Files stored as paper files that have to be pulled to answer employee related questions or validate MUNIS information – historical pay, hire date, etc. **shared repository**
- 1,000 performance evaluations
- 2+ hours a day spent pulling files for employees, MUNIS validation, and requests from other departments including Health, Social Services, Sheriff's, etc. **Easier search and self-service**
- File Space is an issue with inactive files kept in the old jail **storage costs**
- Email is printed and saved to get around 90-day retention policy **Email**
- HIPPA and other RM requirements can only be partially met by maintaining separate employee files **RM**
- Partial duplication of Personnel files kept in other departments **shared repository**
- There is NO BACKUP for employee Files **Secure / automated backup**



Current Environment



Information Technology

- IT Staff includes 1 Web & Training Mgr., 1 systems support, 1 Network Admin, 3 Technical Admin, & 4 on GIS team – total of 10. 7 desktop & network people supporting over 150 county employees each **typical ratio in County government is 50 to 1**
- Database platforms supported include ORACLE, SQL*Server, Informix, FoxPro, MS Access.
- System platforms include Windows, Unix, AS400, and proprietary OS
- There is a proliferation of MS Excel and MS Access applications that have been developed with & without IT support
- Many logs are being maintained to supplement systems – examples include vendors, contracts, budget, work orders, veterans, bonds, evidence, help desk, transportation, social services, health **ECM metadata replaces logs**
- Application programs include MUNIS (Financial), Route Match (Transportation) , Manatron (Tax & Appraisal), Harris (PW Workorder), Image Silo & Vision & SAM (Sheriff Incidents), GIS, PaperVision, Posse (Inspection Workflow), GoDocs (Finance), Logan (Deeds), Singularity (ECM) **Standardization is key**
- Attempts to solve imaging and document management needs includes six different systems **ECM standard facilities training and support**

Current Environment

Inspections

- Use POSSE software by Computronix for permitting and inspection workflows – own unlimited licenses **link to ECM**
- POSSE calculates fees, issues the building permits, prints receipts and creates subcontractor notifications
- Workflow requires interaction and sharing of information between 7 departments – Planning, Public Works, Deeds, Env. Health, Fire, Inspections & Tax; and, the release of workflow holds is dependent on updates being received from each of the Department participants **automated routing and workflow**
- 50K permitting related ‘trips’ annually – often resulting in multiple inspection reports per trip
- 200+ multi-page faxes being received daily **automated fax capture**
- REDIP project defined a unique property ID and approach for tracking the permitting process across departments **ECM accomplishes REDIP design**
- REDIP does not address document or records management



Current Environment



Library

- \$4.8 Million of purchases made annually – bills, receipts and payment records kept in hardcopy **AP automation, shared repository, paper reduction**
- Personnel files are duplicates of what the Personnel Department keeps for employees – 4 libraries with 87 staff members and 3 IT Support people **secure, shared repository**
- PCards used for employee purchases with their own AP workflow process and backup documentation **image workflow**

Legal

- 500 contracts created and reviewed annually and saved in hardcopy (25-30% received digitally) **shared repository, reduced paper, digital capture**
- Major issue is finding information throughout the County – it requires institutional knowledge **search**
- 30 emails received daily and the reply trails are critical **email capture**
- 1 FTE spends 30% of time filing and copying files – 10-12 File Cabinets **productivity, less paper**
- Public Record requests are made requiring the delivery of 100s of emails **easier FOIA fulfillment, redaction**

Current Environment

Nutrition & Transportation

- Transportation:
 - 90 pages per day of Driver Manifests **scanning**
 - 120 pages per month of invoices to Soc. Serv., Medicaid, Veterans, Voc Rehab, etc.
 - Emails saved to network drive **reduce paper, share documents, email management**
- Nutrition:
 - Hardcopy records of Congregate paperwork – participants fill out paperwork that then must be reported to the State's ARMS program **eForms**
 - 222 people use home delivery -- requires completion of intake forms; and, 150 people use Supplemental program – also entered into ARMS **eForms, tracking**



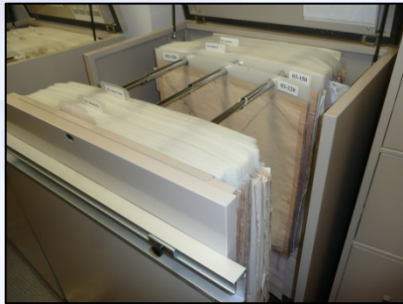
Parks & Recreation

- Large Project files containing maps, invoices, emails, budget documents & correspondence are currently stored in paper folders and kept for 3 years **shared repository**
- All business emails are currently printed and filed **email management**
- Maintain their own copy of P&R Personnel files **shared repository**
- Maintain folders on athletic associations and County grants **paper reduction**
- Incident Reports are filed **shared repository, less paper**
- Reservation request forms are received by fax, internet and hardcopy and each received reservation request initiates a workflow resulting in the storage of the reservation in a binder and the creation of a reservation packet **eForms initiated workflow**
- Check points, budget spreadsheets, tax reports to Finance are all shared **shared repository**
- Files are currently kept in a storage shed **secure storage**



Current Environment

Planning



- Planning maintains all plats and maps related to the County's planning, subdivision mapping, and address assignment processes **shared repository, secure backup**
- Planning approves maps and assigns subdivision names and addresses **shared repository**
- Much sharing of information with Tax, Register of Deeds, Inspections, EH & PW **search, shared repository & workflow**
- Maps were digitized in 1978, but many changes have been added manually – there is no backup to much of the manually kept information **secure backup**

Public Information

- All communications with newspapers, TV, Radio, press releases and information on the government channel as well as publications and the annual report must be retained **less paper, RM**
- Newsletter to people who join via email list and available to public via internet link **secure access**
- He has had to respond to FOIA requests that resulted in 1 – 10 boxes of emails **FOIA**
- No records management retention policies are documented and enforced for this area – everything is 'saved' **RM, storage space**



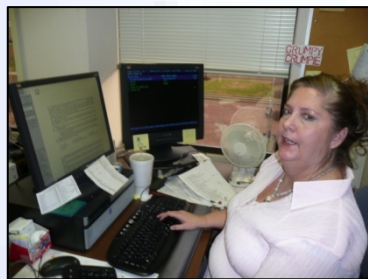
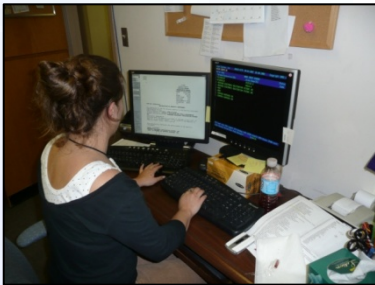
Current Environment

Public Works

- Permitting workflow (55 projects in 2006, 70+ in 2007) – requires submission of application and plans with back and forth engineering review, communication with other departments and the State **eForms, workflow, shared repository**
- Logs are kept to track status and application/plan packages are filed in hardcopy binders (125 books) File space is a problem – currently 25-30 file cabinets **metadata replacement for logs, shared repository eliminates paper binders**
- Binders are referred back to often to answer questions for developers, customer service & collections **search**
- Documentation related to preventative maintenance is all manual and on paper – e.g., 64 pump stations that must be cleaned and have lines inspected **reduce paper**
- Have to pick up hardcopy work orders (printed from Harris) and turn them in daily **shared repository**
- Email management is a significant issue – all emails are copied and filed (at least an hour a day is spent filing email) **email management**
- Invoice processing requires matching invoice to packing slip, making copies, entering into MUNIS, files one copy in paper folder system and sends another copy to Finance **shared repository, workflow, integration with MUNIS**
- Recurring Journal entry invoices are also copied, signed, entered into MUNIS, filed and sent to Finance **shared repository, workflow**



Current Environment



Register of Deeds (*Well Done!*)

- (200 deed packages containing 10 pages on average) 40K documents related to Deeds are indexed and scanned into Logan system annually **scan, central repository**
 - Deeds are filed in Deed Books and then scanned one book at a time
 - Then scanned Deeds are indexed – 4 people perform indexing
 - Perform double verification of indexing **metadata/indexing**
 - Logan software then publish deeds and index to the internet (without the mortgage info so that others including Tax can search and see scanned images) **shared repository, search, web publishing**
 - Logan also picks up 6-700 plats annually (large documents) and scans and indexes these documents **scan, shared repository**
 - Typically they pull 170 documents per day – there are 4700 Deed books and books 400 and forward have been imaged **scan, shared repository**
 - They also image birth certificates, death certificates, marriage certificates **scan, shared repository**
- ### 911
- Excel and shared drive used for scheduling and other functions **shared repository**
 - Recorded conversations of calls saved for 90 days, and ½ page call logs created
 - National Academy of Emergency Dispatchers requires random sample audits – hardcopy results are stored **search, shared repository**
 - Police and/or attorneys request copies of 911 calls **search**
 - Folders are created for each complaint received along with documentation and notes **case management, shared repository**

Current Environment



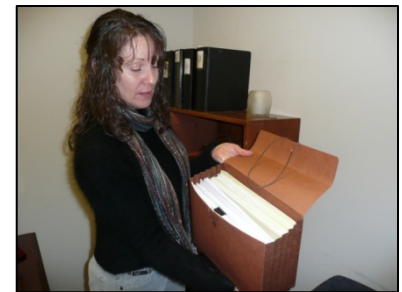
Sheriff's Office

- 65,000 Dispatcher calls handled in 2007
- Incident reports are maintained in 5 different systems – hardcopy only (1997 and earlier), Image Silo (1998 & 1999 scanned), Vision, SAM (2000-2003), AS400 (since 2003), OSSI scheduled for implementation **scan, capture**
- Trend analysis very difficult, time-consuming and expensive to perform **OCR & eForms**
- Investigators receive 400 incident calls per week – that often involve the creation of hardcopy folders and the storage of interview notes, photographs, officer documentation, witness statements, etc. **shared repository, reduced paper**
- No backups for most incident evidence files exist (recently started copy to CD)
- Sheriff's Office personnel function including PAFs involves a multi-step internal process that concludes with County Personnel Department **eForms, shared repository**
- Training process has a 7-step **workflow** that includes document sign-offs
- Hardcopy files kept for – over 2K handgun permits per year (kept 5 years) **RM**
- Concealed Weapon Permits (retained indefinitely); Inmate processing documents including receiving/screening, requests forms, appeal forms, incident forms, money receipts, request forms kept in 27 5-drawer vertical files; sex-offender files including fingerprints and photographs (that must be sent to DCI and Raleigh) **reduce paper, shared repository, workflow**
- Staff in Sheriff's office may receive 40-50 relevant emails daily **email**
- Numerous logs are used to track document workflows **workflows**

Current Environment

Social Services

- Typical Case Mgt. intake process – intake report that turns into a case upon further review and validation/verification against requirements and requires workflow to service provision group(s)
eForm, workflow, shared repository
- Workflow requires collecting a variety of supporting documentation – for example a case might require an application, receipts, proof of rent, proof of child in home, payment authorization, etc. **case mgt.**
- All application packages are filed in a notebook **eliminate paper**
- Applying for multiple services requires entry of the same information over and over; and, tracking is needed. Often a 1 to 2 hour process completing the application package. **eForms**
- Paper files – **hours spent searching** for, retrieving, filing and re-filing files
- State DSS audits occur several times a year and require 20+ files be pulled, copied and sent to State – funding could be at risk if correct verifications and/or processing within a given time frame cannot be proven **secure repository, formal process, RM**
- 152,000 clients processed with a budget of \$132MM in 2006
- 4MM client files in hardcopy files **reduce paper, storage space**



Current Environment



Tax

- Receive 240K DMV payments, 80K Real Estate payments, and 30K+ Water payments per year – receipts are printed and stored **reduced paper**
- 3-4K tax garnishments per year are kept in locked room to meet security requirements **secure repository**
- All checks are OCR scanned and stored **shared, searchable repository**
- Lockbox reports are received and scanned daily
- There are significant storage/space issues **reduced paper**
- Appraisals and tax bills for 90,000 parcels and 14,000 items of personal property generated a year; and, 15,000 motor vehicles generated per month
- 10,000 new deeds processed annually
- Access database(s) used to track appraisal and collection process
- 7,000 data cards with property sketches are stored to support appraisal process **metadata scan & reduce paper**
- 3000 assessments are questioned per year and hardcopy files with backup documentation are created for all appeals and retained for 10 years (1 File cabinet added per year) **reduce paper & RM**
- 100 Faxes per week, with 6-8 pages per property **automated FAX capture**

Current Environment



Veterans Services

- 1000 Claims processed per month using forms available on LexisNexis – 3 copies printed – file copy, VA and Veteran **eForms**
- 23 5-drawer file cabinets maintained of Veteran's files – that includes confidential health and personal information **secure, shared repository, eliminate paper**
- Information is shared with the VA – in essence they have to copy and send everything to VA **automated sharing & workflow**
- Information is shared with the Register of Deeds – military discharge, birth and death certificates **workflow**
- Emails are printed and filed also **email management**
- Only purge files when the Veteran dies – and medical records must be kept for up to a year after death **RM**



Key Findings

Current Operations

ECM Functionality Requirements by Department

Union County	Image & Scanning	Shared Repository	Workflow	Search	Tracking	eForms	email Mgt.	Records Mgt.	Web Publish	Photos
Board / Central Admin	X	X	X	X	X		X	X	X	
Board of Elections	X	X		X	X	X	X	X	X	
Finance	X	X	X	X	X	X	X	X		
General Services	X	X	X	X	X	X	X	X		
Risk Management	X	X		X	X	X				
Health	X	X	X	X	X	X	X	X		
Environmental Health	X	X	X	X	X	X	X	X		
Fire	X	X	X	X	X			X		X
911	X	X		X	X					
Homeland Security	X	X	X	X	X	X	X	X	X	
Personnel	X	X	X	X	X	X	X	X	X	
Inspections	X	X	X	X	X	X	X	X		
Library	X	X	X	X				X		
Legal	X	X	X	X	X		X	X		
Nutrition & Transportation	X	X	X	X		X	X	X		
Parks & Recreation	X	X	X	X	X	X	X	X		
Planning	X	X	X	X	X			X		
Public Information	X	X		X				X		
Public Works	X	X	X	X	X	X	X	X		X
Register of Deeds	X	X	X	X	X	X		X	X	
Sheriff's Office	X	X	X	X	X	X	X	X		
Social Services	X	X	X	X	X	x	X	X		
Tax	X	X	X	X	X	X	X	X		
Veterans Services	X	X	X	X	X	X	X	X		

- Union County is still predominantly a paper-based organization limiting the counties ability to support continued growth
- Paper files limit the ability to efficiently share documents within and across all departments
- Most departments have document workflows that require the passing of paper documents from individual to individual, through various approval processes
- Information necessary for day-to-day processes is difficult and time consuming to locate
- Documents are copied and filed everywhere they land – thus one document becomes ten
- Email is printed and filed to avoid 90-day purge cycle – thus reducing storage savings and costing un-needed work effort
- Many critical paper files are the only copy that exists of the documents
- Records management requirements are not being consistently enforced – HIPPA, NC DHHS, NC Division of Archives and Records, NC Public Records Law related to email retention, FOIA, Federal Privacy Act, etc.
- Security of Personnel, Health, Social Services, Tax, Land, etc., at risk

- The effectiveness of IT Staff can be greatly enhanced by standardizing on enterprise platforms such as Document and Records Management
- A central, secure and shared document repository; and automated workflow and business processes can be effective contingencies against the loss of knowledge associated with key employee retirement
- Physical Space is a huge problem and record purging is a manual process
- Early attempts at Document Management were hampered by poor planning, improper capture design, and poor quality scanners
- The inability to respond to State Audits completely and effectively can adversely impact County funding
- FOIA requests have already resulted in needing to produce several boxes of emails in a time consuming and costly process
- Numerous paper logs, Excel Spreadsheets, and Access Databases that have been created for tracking purposes could be eliminated by a properly implemented Document Management system
- Document Management could greatly enhance the effectiveness of transaction systems already used by the County – MUNIS, Posse, NCFast, etc.

- Multiple systems and processes for ECM/DM
 - Network Drives, Personal Drives, NOTES email
 - ❖ Total SAN Storage approximately 7 TB
 - ❖ NOTES email is printed to circumvent 90 day purge cycle
 - Microsoft Access & Excel used for logs, Reports saved
 - ❖ At least one log used by every department interviewed
 - ❖ Reports generated for State or Board are saved to shared drive or paper files
 - Fax documents are filed or scanned
 - GoDocs – scan of financial documents and checks to shared drive – have to navigate folders to search
 - Departmental systems that include some imaging capabilities include:
 - ❖ Posse
 - ❖ Singularity
 - ❖ ImageSilo
 - ❖ MUNIS
 - ❖ Harris Utilities Software
 - ❖ PaperVision
 - ❖ ImageSilo
 - ❖ Logan Imaging System
 - Multiple Systems Severely limit the benefits of ECM/DM

So many systems – how to share?



Key Findings

- Paper Files = reduced productivity & increased costs
 - Physical Space is a growing expense of paper storage
 - ❖ DSS – 4 Million documents in File Room, 29 File Cabinets outside
 - ❖ Legal – 12 File Cabinets
 - ❖ Parks & Recreation – 25 Project Books, 4 File Cabinets
 - ❖ Health – produces 50 boxes of documents per year
 - ❖ EH – 16K inspections (5 pages minimum)
 - ❖ Finance – 625 invoices per week, 200 PCard monthly statements
 - ❖ Fire – 3 File Cabinets, 1400 inspections in 2006
 - ❖ Sheriff – 100+ Boxes of files
 - ❖ Jail – 26 File Cabinets
 - ❖ Tax – grows more than a file cabinet per year
 - ❖ Personnel – 100 PAFs monthly, 1000 performance reviews
 - ❖ Veterans – 23 File Cabinets, adding 1 per year, 1000 claims per month
 - Paper files are not backed up, and security is limited to physical storage methods
 - Purging of files is either not done in an organized way, or is extremely time consuming

Key Findings

- Paper Files = reduced productivity & increased costs (cont'd)
 - Filing and searching for Paper files is extremely inefficient
 - ❖ DSS – 30 case file retrievals weekly, 1 hour a day pulling personnel files
 - ❖ EH – 20 to 40 calls a day about inspections, 4 days a month tracking
 - ❖ Personnel retrieves 20 or more files per day
 - ❖ Veterans – 2 days a month filing
 - ❖ P & R – 1 FTE related to copying and filing
 - ❖ Legal -- .3 FTE spent filing
 - ❖ Finance – 1 day a month filing
 - ❖ Risk Management -- 2 days a month filing
 - ❖ Planning – 1 FTE filing related
 - ❖ Animal Control – 2 days a month filing
 - Responding to Audits is extremely time consuming
 - FOIA requests are occurring
 - Sharing paper between departments is difficult

Key Findings

- Workflow & Shared Repository could benefit most Departments
 - Distributed A/P processing for Finance
 - Document sharing between Planning, Inspections, Environmental Health, Public Works, Fire, 911, Permitting, Tax, Register of Deeds -- 'REDIP'
 - DSS needs to share with Personnel, Veterans, Transportation
 - All departments could benefit from secured access sharing of Personnel files
 - PAF workflow
 - All departments send reports to Finance & State
 - Secure repository could support self-service
 - eForms could greatly enhance service to constituents
 - Appropriate metadata capture could eliminate most logs and excel tracking spreadsheets; and, facilitate tracking and reporting
 - 'Born Digital' documents including email can be saved directly to a shared repository
 - Common search interface would greatly facilitate training and sharing of information

Key Findings

- Records Management and retention rules not applied effectively across the entire County
- Difficult to manage access rights that supports sharing of documents within or between departments
- With so many 'document repositories' it is hard to know where the Master Copy is; and/or where all copies exist
- Multiple repository system creates exponentially growing future conversion efforts
- Initiatives underway for new 911 call system, NCFast, HIS, and expansion of Posse for inspection tracking, etc., could be complemented by enterprise document and records management

Agenda

- Introductions**
- Background & HLA**
- Current Operations Review**
- Recommendations**
- Justification Discussion**
- Implementation Sequence**
- Next Steps**
- Questions and Discussions**

Recommendations

- **Standardize on County-wide ECM platform**
 - Imaging
 - Digital documents saved to repository
 - Email saved to repository
 - Automated Fax Capture
 - eForms support
 - Metadata and Full-text Search
 - Workflow
 - Records Management
 - thin client allows remote access
- **Use Hershey's Singularity ECM**
 - County already owns enterprise license
 - Offers functionality that covers all basic ECM functionality
 - May have to supplement scanning and records management functionality
 - A good, mid-tier ECM platform
 - Good integration capabilities

Recommendations

- o Define and document a **Records Management File Plan** with record retentions that meet State and Federal Requirements
- o Implement Singularity with appropriate intake and case management functionality for **DSS**
 - Conduct Detailed Requirements Definition:
 - ❖ Analyze scanning / OCR requirements and evaluate need for supplemental software (e.g., Kofax)
 - ❖ Determine metadata requirements
 - ❖ Document workflow requirements
 - ❖ Define document types and map to RM file plan
 - ❖ Design integration with NCFast
 - ❖ Analyze eForms (NC DSS Adobe Forms)
 - ❖ Analyze PDFwriter requirements and identify software
 - Determine back-file conversion approach, request quotes, and award outsourced contract
 - Determine approach and architecture for go-forward scanning and solicit quotes – intake scanning and central QC
 - Implement DSS as first Singularity Pilot

Recommendations

- Implement Singularity for **Finance Department**
 - Conduct Detailed Requirements Definition:
 - ❖ Analyze scanning / OCR requirements
 - ❖ Determine metadata and workflow requirements
 - ❖ Define document types and map to RM file plan
 - ❖ Design integration with MUNIS
 - ❖ Determine how to migrate financial documents from GoDocs
 - Implement distributed A/P scanning workflow with central QC, and other ECM functionality
- Implement Singularity for support of 'REDIP' – **Planning & Zoning, EH, PW, Inspections, Tax, 911**
 - Conduct Detailed Requirements Definition:
 - ❖ Analyze scanning / OCR requirements
 - ❖ Determine metadata, eForms & workflow requirements
 - ❖ Determine back-file conversion requirements
 - ❖ Define document types and map to RM file plan
 - ❖ Design integration with Posse

Recommendations

- Implement Singularity for **Personnel**
 - Conduct Detailed Requirements Definition:
 - ❖ Employee File
 - ❖ Applications and PAF workflow, eForms
 - ❖ Performance Evaluations
 - ❖ Determine metadata & workflow requirements
 - ❖ Define document types and map to RM file plan
 - ❖ Design integration with MUNIS
 - Implement secure shared repository for Personnel
- Implement Singularity for **Register of Deeds**
 - Conduct Detailed Requirements Definition:
 - ❖ Use Logan system flow as prototype
 - ❖ Determine conversion from Logan to Singularity
 - Implement secure shared repository for 'Deeds'

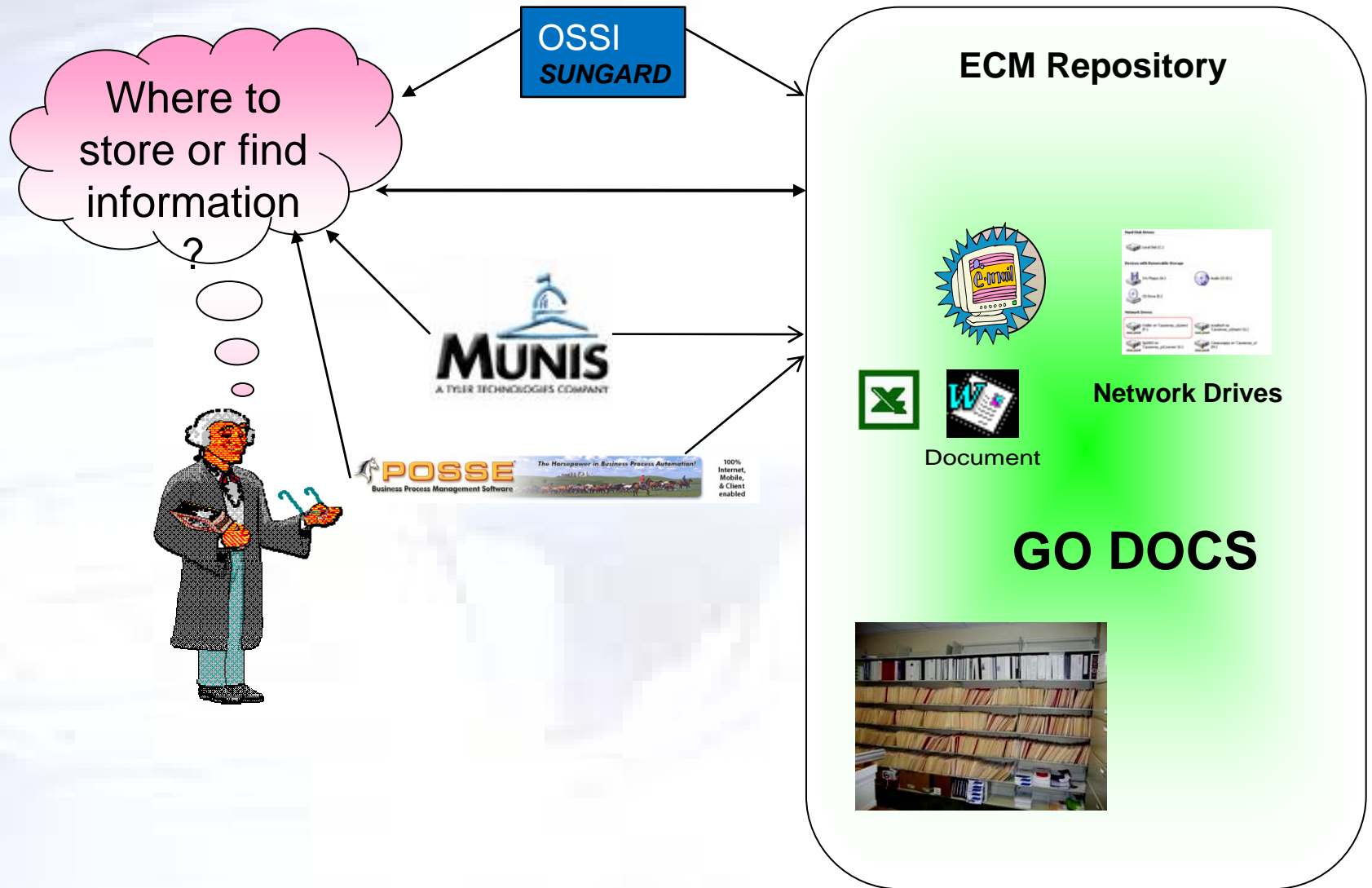
Recommendations

- Implement **Sheriff's Office & Jail**
 - Conduct Detailed Requirements Definition
 - ❖ Incident & Investigation Reports
 - ❖ Inmate Records
 - ❖ Analyze scanning / OCR requirements, eForms
 - ❖ Determine metadata and workflow requirements – internal and NCIC/DCI sharing of information – likely reuse for Fire Department
 - ❖ Define document types and map to RM file plan
 - ❖ Design integration with OSSI
 - Implement secure shared repository for Sheriff's Dept.
- Implement Department of **Health**
 - Conduct Detailed Requirements Definition
 - ❖ Determine conversion approach for PaperVision
 - ❖ Analyze scanning / OCR requirements, eForms
 - ❖ Determine metadata and search requirements
 - ❖ Define document types and map to RM file plan
 - Implement secure shared repository for Health

Recommendations

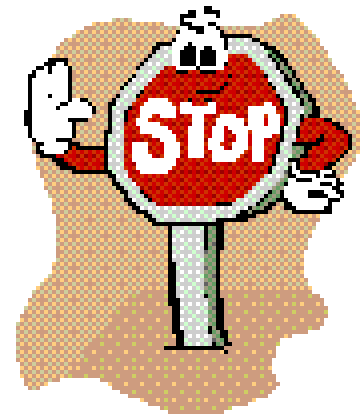
- Implement **General ECM Functionality County-wide**
 - After first 1 or 2 departmental implementations
 - Offers secure and shared repository that supports collaboration & search
 - ❖ **Legal** – contracts and FOIA, email
 - ❖ **Central Administration** – Board Agenda, Contracts, Ordinances
 - ❖ Others – scan, save, collaboration, search
 - Implement secure shared repository

Eventual Approach

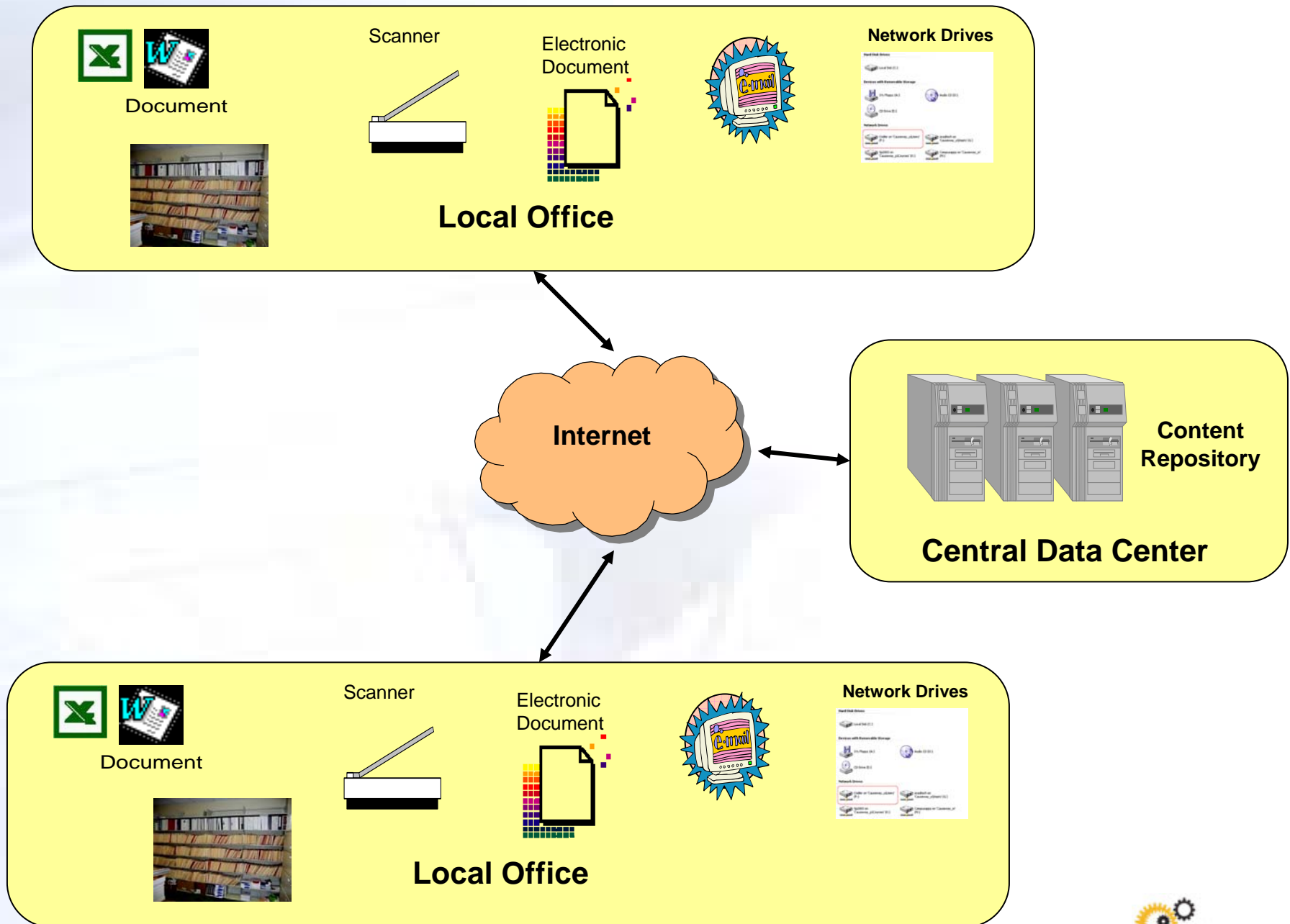


Do Not Recommend

- Piece-meal ECM Suite – separate repositories for each ECM component
- Creating islands of automation for every application
- Going through Old DSS or Health Records to purge paper
- A move to Centralized scanning..... Yet
- Distributed IT Support



HLA Architecture – Centralized Repository



Vendor Options

- ECM is a key infrastructure
- Vendor must be viable
 - Financial stability
 - Installed base
 - Technology
- Probable vendors (based on above):
 - IBM & FileNet
 - EMC (Documentum)
 - OpenText
- Potential vendors:
 - Microsoft
 - Oracle
 - Global 360
- Does not include:
 - Open source vendors
 - SAP
 - Vignette
 - Interwoven

Singularity:

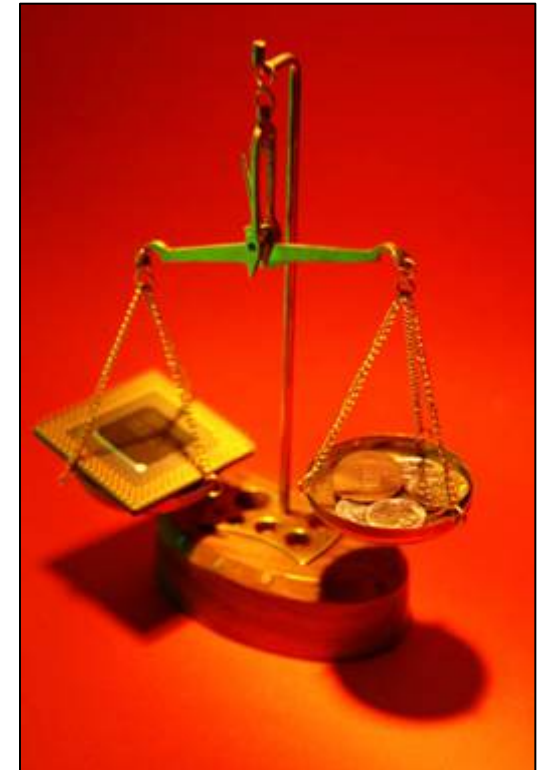
- \$12MM Revenue
- 10K users
- 48 Counties , 206 Universities
- Lydian Data Services – 300K documents with Kofax
- Windows platform

- Focus on Education

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- General philosophy is justification generally should be hard dollars
 - Increased productivity
 - Reduced costs
 - Less liability
- Evaluated over 5 year period
- Soft dollar savings are helpful, but typically not key



Hard Dollar Justification

- Estimate 15% productivity gain for typical user (assuming RM compliance)
- Reclaim estimated 68% of storage
- Other:
 - Lower cost of regulatory compliance
 - Reduced cost of discovery/litigation
 - Faster turn-around time
 - Reduction of paper & copying costs
 - Secure backup and access
 - Reduced support costs by using a single platform



Cost Benefit

- 5 years cost of deploying ECM system \$530K – \$900K
- Total cost of new ECM platform with migration effort over 5 years \$900K - \$1.9MM
 - SAN (disk) storage
 - Scanners & scanning software
 - Fax Server
 - Consulting (DD & RM), Integration & Training
 - 2 additional people in IT
 - Replacement hardware for Logan
- 5 year cost avoidance \$2.3MM - \$4.1MM
- Total Payback Period 2.5 years



Soft Benefit Justification

- Preserving long term institutional knowledge
- Reduce user frustration
- Shorter approval and/or service cycles from improved collaboration
- Service Delivery - increased ability to 'delight' its customers
- Better decisions – using the right info at right time



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Implementation Sequencing

- Detailed Design for DSS & Health
- RM -- Develop File Plan and Retention Schedules
- Implement Scanning & Storage
- Implement DSS

Q2 – Q3 2008

- Back-file conversion for DSS & Health
- Detail Design for Personnel & Finance
- Roll-out core ECM services (Legal, Central Admin, etc., include training)
- Implement Personnel & Finance

Q3 – Q4 2008

- Detailed Design for 'REDIP'
- Detailed Design for Sheriff's Office
- Implement go-forward for Sheriff's and 'REDIP'
- Perform Back-file conversions

Q1 – Q3 2009

- Move Logan to Singularity
- Continue roll-out to other departments

2009 & Onwards

Agenda

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Next Steps

- Discuss and agree on ECM platform and implementation sequencing
- Use DSS Design to further validate choice of Singularity
- Develop Records Management Plan
- Perform ECM platform design – storage, server-base scanning, back-file approach
- Perform Health Design
- Perform DSS & Health Implementation

Agenda

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**Library Board's Recommendation:
Approve and Fund a "Super-Regional" Library for Southwestern Union County**

Library Board's Concerns (as stated in June 2007 meeting)

- Existing Waxhaw Branch is overstressed by volume of use – can't wait 3-4 years to replace it
- Extent of delay in starting construction in Weddington is unknown
 - Can't bid until funds are secured. Fundraising is bogged down
 - (Foundation has received approx. \$330,000 of needed \$1.5 million)
- Unease with dependence upon shared parking in Weddington
- Uncertainty of funding by bond referendum for a replacement for the Waxhaw Branch
- Need to build libraries large enough to accommodate a high volume of simultaneous users and wide array of resources (a lesson learned at Union West)
- Need to deliver library services economically because the County can't support libraries in every town

Library Board's Recommendation (Approved June 2007; confirmed August 2007)
(presented to BOCC Sept. 2007)

To best meet the immediate and future needs for library service in the SW and Waxhaw Regions, the Library Board recommended:

- Combine the two regions
- Build one library (35,000 SF minimum) in a central location to serve all residents of Marvin, Mineral Springs, Waxhaw, Weddington and Wesley Chapel
- Request immediate County funding for design and construction, so the building project can commence promptly

Library Project Decision Matrix

		Option 1 (Recommended) 35,000 SF Super-Regional Library		Option 2 20,000 SF Libraries in Waxhaw & Weddington	
CRITERIA	WEIGHT	OPTION 1		OPTION 2	
	%	RAW SCORE (1 to 5)	WEIGHTED SCORE (raw score x wt)	RAW SCORE (1 to 5)	WEIGHTED SCORE (raw score x wt)
Capital Cost	10	4	40	3	30
Speed of Completion	25	5	125	2	50
Operational Cost-effectiveness	35	5	175	3	105
Convenience to Users	25	3	75	3	75
Relationship to Town Centers	5	1	5	2	10
	100		420		270

OPTION 1: no relationship to any town center is assumed

OPTION 2: relationship to Waxhaw & Weddington town centers is assumed; no relationship to Marvin, Mineral Springs or Wesley Chapel town centers

Inter-Regional Library Capital Cost Estimate

	SW Regional 20,000 SF	Waxhaw Regional 20,000 SF	Super-Regional 35,000 SF	Super-Regional 40,000 SF
Costs:				
Commissioning/Design	432,000	432,000	756,000	864,000
Construction	4,600,000	4,600,000	8,050,000	9,200,000
Furniture, Equipment & Shelving	272,000	272,000	416,500	476,000
Opening Collection	520,000	520,000	780,000	780,000
Total Capital Cost for Building	5,824,000	5,824,000	10,002,500	11,320,000
Sources:				
Previously Appropriated	4,000,000		4,000,000	4,000,000
In-County Funds in hand	314,000			
Additional Capital Cost to County	1,510,000	5,824,000	6,002,500	7,320,000
Total Sources for Building	5,824,000	5,824,000	10,002,500	11,320,000
Total Cost		11,648,000	10,002,500	11,320,000
Additional Capital Required		7,334,000	6,002,500	7,320,000
Annual Debt Service Requirements (5-year average)		755,288	618,164	753,800
Materials to be acquired				
Prep to be determined by site				
Assumptions and Basis of Capital Cost Estimates:	ADW Architects			
Construction: \$230/SF				
F&S: \$17/SF assignable space				
Commissioning and Design: 8% + 1% for LEED certification + .090/SF commissioning				
Opening Collection: \$26/volume				
Collection: 20,000; Waxhaw: 20,000; Super-Regional 30,000				

-Regional Library Operating Cost Estimate

	20,000 SF REGIONAL		35,000-40,000 SF SUPER-REGIONAL		ANNUAL SAVINGS
ies					
	Branch Manager (70)	45,273	Branch Manager (70)	45,273	
	Asst. Branch Manager (65)	38,361	2 Asst. Managers (66)	76,744	
	4 Reference (64)	132,504	6 Reference (64)	198,756	
	4 Children's (60)	110,792	4 Children's (60)	110,792	
	5 Circulation (60)	138,490	6 Circulation (60)	166,188	
	1 Tech Services (60)	27,698	1 Tech Services (60)	27,698	
	1 Automation	33,126	1 Automation (64)	33,126	
	Full-time subtotal (17 FTE)	526,244	Full-time subtotal (21 FTE)	658,577	
	1.0 PTE (64)	33,126	1.0 PTE (64)	33,126	
	2.0 PTE (60)	55,396	3.0 PTE (60)	83,094	
	0.25 PTE Courier (57)	6,063	0.48 PTE Courier (57)	11,641	
	Part-time subtotal (3.25 PTE)	94,585	Part-time subtotal (4.48 PTE)	127,861	
its					
	Benefits for full-time	104,617	Benefits for full-time staff (@.1988)	130,925	
	Health/Dental Ins. (on 17)	116,382	Health/Dental Ins. (on 21)	134,820	
	FICA for part-time	7,236	FICA for part-time staff (@.0765)	9,781	
Personnel cost	Total Salary & Benefits	849,064	Total Salary & Benefits	1,061,964	
pancy Cost @ 5/sf		100,000	(based on 40,000 SF)	200,000	
Rental		120		120	
ation		1,000		1,800	
ssional Services		1,200		1,800	
are Maint.		3,314		4,310	
nt. Maint.		606		788	
l		700		1,000	
omm		20,595		21,795	
lies		30,250		45,000	
puter Replacement	40 on 5-yr cycle	8,000	80 on 5-yr cycle	16,000	
s (including SO)	3750 vol	97,500	6700 vol	174,200	
aterials		28,000		42,000	
ND TOTAL		\$1,140,349		\$1,570,777	
	2 REGIONALS	2,280,698			
	Less current Waxhaw Branch	317,590	Less Current Waxhaw Branch	317,590	
	2 REGIONALS - NET	\$1,963,108	SUPER-REGIONAL - NET	\$1,253,187	\$709,921

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: 3/10/08

Action Agenda Item No. 10
(Central Admin. use only)

SUBJECT: Amendments to Water Conservation Ordinance

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

ATTACHMENT(S): (i) Revised Water Conservation Ordinance showing changes	INFORMATION CONTACT: Jeff Crook Christie Putnam
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(ii) Clean copy of Revised Water Conservation Ordinance	TELEPHONE NUMBERS: 704-283-3673 704-292-4210
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DEPARTMENT'S RECOMMENDED ACTION: Adopt Amendments to Water Conservation Ordinance

BACKGROUND: Staff proposes that the Board amend the Water Conservation Ordinance as indicated on the attached draft. Substantive changes are summarized as follows:

- (1) The opening paragraph expressly states (i) that the Ordinance does not apply to reuse or reclaimed water, and (ii) that the County may establish a rate structure that increases the cost of potable water commensurate with the escalation of water shortage conditions. The latter would require Board approval prior to implementation.
- (2) The triggering events for declaring water shortage conditions have been slightly liberalized to make clear that the County Manager may make such declaration when demand on the water system or portions of the water system exceed capacity. Also, in Article III, Section II, the requirement for declaration of Stage 2 has been modified to enable a declaration when sustained water demand exceeds 90%, rather than 95%, of capacity.
- (3) In Article IV, Section II(h), transportation of water outside of Union County where drawn by tanker truck from a hydrant is prohibited during Stage 3. This modification was discussed favorably by the Board during the Visioning Conference.
- (4) Mailed notice is required for imposition of civil penalties, and certified mail is required prior to termination of service. Though not stated in the Ordinance, it is staff's intent to utilize a

certificate of mailing to establish that a notice of violation has in fact been sent.

(5) Distinction is made between irrigation meters and other water meters. Water to residences and businesses may be terminated following a fourth and subsequent violations, but service will be restored upon payment of a \$1,000 civil penalty. In the event service through an irrigation meter is terminated for a second time, service will remain disconnected until no stage of the Ordinance has been in effect for one calendar year.

(6) The County Manager is expressly authorized to release the names of persons whose water service has been terminated due to violations of the Ordinance. This is done pursuant to an exception in the public records law that allows release of utility billing information when necessary to maintain the integrity and quality of service provided.

FINANCIAL IMPACT:

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

WATER CONSERVATION ORDINANCE

AN ORDINANCE PROVIDING FOR CONSERVATION OF WATER AND RESTRICTIONS ON THE USE OF WATER DURING A WATER SHORTAGE OR IMPENDING WATER SHORTAGE

BE IT ORDAINED by the Union County Board of Commissioners that water conservation is deemed to be necessary when water demand by customers connected to the Union County water system reaches the point where continued or increased demand will equal or exceed the treatment and/or transmission capacity of the system or portions thereof. When water demand results in the condition whereby customers cannot be supplied with adequate water to protect their health, safety, or property, then the demand must be substantially curtailed to relieve the water shortage. The restrictions imposed pursuant to this Ordinance shall apply only to potable water supplied through the Union County water system, and not to reuse or reclaimed water. In addition to the water conservation measures set out herein, Union County may also establish a rate structure that increases the cost for potable water commensurate with the escalation of water shortage conditions.

Article I

Declaration of Water Shortage

Section I: Applicability of Ordinance

In the event (i) it appears there is a sustained demand of 80% of the ~~Union County water system treatment and/or transmission capacity (average daily flow) of the Union County water system or portions thereof~~; or (ii) Duke Power Company LLC, doing business as Duke Energy Carolinas, LLC, declares a Stage 1 Low Inflow Condition pursuant to the Comprehensive Relicensing Agreement for the Catawba-Wataree Hydro Project (FERC Project No. 2232) dated December 22, 2006, to which Union County is a party, thus compelling certain voluntary water use restrictions by Union County, then in either such event the Director of the Union County Public Works Department, hereinafter referred to as the "Director," may recommend to the County Manager that voluntary water conservation measures be implemented. The County Manager, following consultation with the Board of Commissioners, may declare a Stage I Voluntary Water Shortage Condition requesting voluntary water conservation by consumers. The County Manager, following consultation with the Board of Commissioners, may, with or without the recommendation of the Director, declare that a Stage II, Stage III, or Stage IV Mandatory Water Shortage Condition exists and require mandatory conservation measures upon occurrence of any conditions precedent for declaring such Condition, as hereinafter set forth. In declaring any Water Shortage Condition pursuant to this Ordinance, the County Manager may limit the applicability of the requirements of this Ordinance to certain sections of the County, whether by township or other description. For purposes of this Ordinance, the phrase "following consultation with the Board of Commissioners" shall mean consultation during a regular or special meeting of the Board of Commissioners when possible, but where delay would endanger

the public health, safety, or welfare, as determined by the County Manager, such consultation may be made by the County Manager with members of the Board of Commissioners on an individual basis outside the confines of a formal meeting. The County Manager shall report the declaration of a Water Shortage Condition to the Board at its next regular meeting.

The declaration of a Water Shortage Condition becomes effective immediately upon issuance by the County Manager, unless otherwise stated in such declaration. Upon declaration of any stage of Water Shortage Condition, the County Manager shall issue press releases to local television, radio and/or print media to inform the public of the voluntary or mandatory water use restrictions. Upon declaration of a Stage II, Stage III, or Stage IV Mandatory Water Shortage Condition, the County Manager shall also cause notice of such restrictions to be either inserted into customers' water bills or separately mailed to customers as soon as reasonably practicable.

Article II
Stage I Voluntary Water Shortage Condition

Section I

In the event a Stage I Voluntary Water Shortage Condition is declared, the following guidelines shall apply:

- a. An extensive publicity campaign will be initiated using public media to inform the public of an impending or existing water shortage.
- b. Conservation measures will be encouraged and recommended.

Section II

In the event a Stage I Voluntary Water Shortage Condition is declared, the following guidelines shall apply, and the public shall be encouraged to adhere to the following:

- a. Limit car washing to the minimum.
- b. Limit lawn and garden watering to that which is necessary for plants to survive.
- c. Do not wash down outside areas such as sidewalks, patios, parking lots, service bays or aprons, etc.
- d. Do not leave faucets running while shaving or rinsing dishes.
- e. Water shrubbery to the minimum required, reusing household water when possible.

- f. Limit use of clothes washers and dish washers and when used, operate fully loaded.
- g. Use of showers for bathing, rather than bathtub, and limit showers to no more than four (4) minutes.
- h. Limit flushing of toilets by multiple usage.
- i. The use of disposable and biodegradable dishes is encouraged.
- j. The use of flow-restrictive and water-saving devices is encouraged.
- k. Limit hours of operation of water-cooled air conditioners.
- l. All residents, businesses, and institutions are requested to temporarily delay new landscape work until the water shortage has ended.
- m. Use only hoses with spring-activated nozzles when watering lawns and gardens.

Article III
Stage II Mandatory Water Shortage Condition

Section I: Compliance

In the event the County Manager issues a declaration of a Stage II Mandatory Water Shortage Condition, then it shall be unlawful for any person, firm or corporation to use or permit the use of water from the Union County water system in a manner inconsistent with the declaration until such time as the declaration of a Stage II Mandatory Water Shortage Condition has been rescinded. In exercising the authority for declaring a Stage II Mandatory Water Shortage Condition, consideration shall be given, as applicable, to water shortage levels and available sources of supply, available usable storage on hand, drawn-down rates, the projected supply capability, outlook for precipitation, daily water use patterns and availability of water from other sources.

Section II

In the event (i) a Stage I Voluntary Water Shortage Condition declaration is ineffective in adequately reducing demand; (ii) maintenance of the system (whether preventive or breakdown maintenance, or due to an event of force majeure) requires a reduction in demand; (iii) mandatory restrictions are required to comply with any permit for the system issued by applicable state or federal authorities; (iv) sustained water demand exceeds ~~95~~90% of the ~~Union County water system treatment and/or transmission capacity (average daily flow) of the Union County water system~~ or portions thereof; or (v) Duke Power Company LLC, doing business as

Duke Energy Carolinas, LLC, declares a Stage 2 Low Inflow Condition pursuant to the Comprehensive Relicensing Agreement for the Catawba-Wateree Hydro Project (FERC Project No. 2232) dated December 22, 2006, to which Union County is a party, thus compelling certain mandatory water use restrictions by Union County, then upon occurrence of any such event the County Manager may issue a declaration that a Stage II Mandatory Water Shortage Condition exists. Such declaration may prohibit any one or more of the types of water uses regulated under a Stage I, Stage III, or Stage IV Water Shortage Condition, provided that the County Manager, in his discretion and acting in the best interests of the health, safety, and welfare of the citizens, may further regulate usage on the following bases: (i) time of day; (ii) day of week; (iii) customer type, including without limitation, residential, commercial, industrial and institutional; and (iv) physical attribute, such as address. After consultation with the Board, the County Manager may also take such other measures as deemed necessary to give effect to the intent of this Ordinance.

Article IV
Stage III Mandatory Water Shortage Condition

Section I: Compliance

In the event the County Manager issues a declaration of a Stage III Mandatory Water Shortage Condition, then it shall be unlawful for any person, firm or corporation to use or permit the use of water from the Union County water system for any purpose hereinafter set forth until such time as the declaration of a Stage III Mandatory Water Shortage Condition has been rescinded. In exercising the authority for declaring a Stage III Mandatory Water Shortage Condition, consideration shall be given, as applicable, to water shortage levels and available sources of supply, available usable storage on hand, drawn-down rates, the projected supply capability, outlook for precipitation, daily water use patterns and availability of water from other sources.

Section II

In the event (i) a Stage II Mandatory Water Shortage Condition is in effect and the system demand ~~still exceeds system~~ for water continues to exceed capacity of the water system or portions thereof; or (ii) Duke Power Company LLC, doing business as Duke Energy Carolinas, LLC, declares a Stage 3 Low Inflow Condition pursuant to the Comprehensive Relicensing Agreement for the Catawba-Wateree Hydro Project (FERC Project No. 2232) dated December 22, 2006, to which Union County is a party, thus compelling certain mandatory water use restrictions by Union County, then in either such event a Stage III Mandatory Water Shortage Condition may be declared. In addition to any voluntary and mandatory guidelines already in effect, it shall be unlawful to use water supplied by the Union County water system in the following manner:

- a. To water lawns; provided that shrubbery, trees, flowers and vegetable gardens may be watered by hand or by drip irrigation.
- b. To conduct residential vehicle washing.
- c. To wash public buildings, sidewalks, and streets, except as required for safety and/or to maintain regulatory compliance.
- d. To use water for dust control during construction.
- e. To conduct flushing or hydrant testing programs, except to maintain water quality or other special circumstances approved by the Director in advance.
- f. To fill new swimming pools.
- g. To serve drinking water in restaurants, cafeterias, or other food establishments, except upon request.
- h. To transport water outside of Union County for any purpose other than emergency fire protection, where such water has been drawn by tanker truck from a hydrant of the Union County water system.

Article V
Stage IV Mandatory Water Shortage Condition

Section I: Compliance

In the event the County Manager issues a declaration of a Stage IV Mandatory Water Shortage Condition, then it shall be unlawful for any person, firm or corporation to use or permit the use of water from the Union County water system for any purpose hereinafter set forth until such time as the declaration of water shortage has been rescinded. In exercising the authority for declaring a water shortage condition, consideration shall be given, as applicable, to water storage levels and available sources of supply, available usable storage on hand, draw-down rates, the projected supply capability, outlook for precipitation, daily water use patterns and availability of water from other sources.

Section II

In the event (i) a Stage III Mandatory Water Shortage Condition exists in effect and the system demand still exceeds system capacity demand for water continues to exceed capacity of the water system or portions thereof; or (ii) Duke Power Company LLC, doing business as Duke Energy Carolinas, LLC, declares a Stage 4 Low Inflow Condition pursuant to the Comprehensive Relicensing Agreement for the Catawba-Wateree Hydro Project (FERC Project

No. 2232) dated December 22, 2006, to which Union County is a party, thus compelling certain mandatory water use restrictions by Union County, then in either such event a Stage IV Mandatory Water Shortage Condition may be declared. In addition to the restrictions for Stage I, Stage II, and Stage III Water Shortage Conditions, the following restrictions shall also apply:

- a. ~~To induce water into any pool.~~
- ~~b. Use water outside a structure for any use other than an emergency involving a fire.~~ c. Fire protection ~~to~~shall be maintained by drafting of ponds, rivers, etc.~~....~~, wherever possible.
- ~~d~~b. The use of throw-away utensils and plates is encouraged and recommended at all eating establishments.
- ~~c. It shall be unlawful to use water supplied by the Union County water system in the following manner:~~
 - ~~(i) To induce water into any pool;~~
 - ~~(ii) To use water outside a structure for any use other than an emergency involving a fire;~~
 - ~~e.-(iii) To operate an evaporative air conditioner which recycles water except during operating hours of business; and~~
 - ~~f. Use potable~~ (iv) To use water for road construction practices, i.e. compaction and washing.

Article VI

Section I: Lifting of Restrictions Imposed During a Water Shortage

- a. Water Shortage Conditions will expire when the County Manager, after consultation with the Board of Commissioners and upon recommendation of the Director, deems that the condition which caused the water shortage condition has abated.
- b. The expiration or cancellation of a water shortage declaration shall be promptly and extensively publicized.

Article VII

Section I: Enforcement

- a. Compliance with the provisions of this Ordinance shall be enforced by personnel of the Union County Public Works Department, hereinafter referred to as "UCPW," independent contractors engaged by UCPW for such purpose, and such other personnel as designated by the County Manager.
- b. The use of water from the Union County water system by a customer in violation of any mandatory water conservation control imposed pursuant to this Ordinance is unlawful. For purposes of this Ordinance, the term "customer" shall mean any person or entity in whose name ~~Union County Public Works~~UCPW maintains an account for water use. Further, the refusal or failure of a customer or other person acting on the customer's behalf to cease immediately a violation of a water conservation control, after being directed to do so by a person authorized to enforce the provisions of this Ordinance, is unlawful. Each customer is responsible for any use of water that passes through the service connection associated with the customer's account or otherwise passes through the customer's private water system.
- c. Any customer who violates or permits the violation of any mandatory water conservation control imposed pursuant to this Ordinance shall be subject to civil penalties as follows: (i) a warning for the first offense; (ii) a civil penalty in the amount of one hundred dollars (\$100) for the second offense; ~~and~~ (iii) a civil penalty in the amount of five hundred dollars (\$500) for the third and ~~subsequent offenses~~fourth offenses; and (iv) a civil penalty in the amount of one thousand dollars (\$1,000) for the fifth and each subsequent offense. Each day that a violation of a mandatory water conservation control occurs or continues to occur after delivery of notice pursuant to subsection (g) below shall be considered to be a separate and distinct offense.
- d. Violations shall be accumulated by customers so long as this Ordinance, in any of its stages, is continuously in effect and until no stage of this Ordinance has been in effect for a period of one (1) calendar year. Violations of any mandatory water conservation control of any stage shall accumulate with violations of other stages. Should a customer move, or cease and renew service, during the period described herein, the customer's violations shall continue to accumulate as if such move or cessation had not occurred.
- e. Each civil penalty assessed against a customer pursuant to this Ordinance shall be added to the customer's water bill and shall be paid in the same manner as the payment of water bills. A customer's partial payment of a water bill shall be applied first to satisfaction of the civil penalties. Failure to pay all or any portion of a water bill, including any civil penalty assessed pursuant to this Ordinance, ~~in a timely manner~~by the due date indicated on the bill may result in the termination of water service.
- f. The violation of any water conservation control or provision of this Ordinance may be enforced by all remedies authorized by law for noncompliance with county ordinances, including without limitation the assessment of a civil penalty and action for injunction,

order of abatement or other equitable relief; provided, however, that no violation of any water conservation control or provision of this Ordinance shall be a basis for imposing any criminal remedy.

g. UCPW shall send notice of violation to the customer by regular U.S. mail at the customer's billing address on file with UCPW. Such notice shall be deemed to have been delivered three days from the date mailed. In the event of a fourth or subsequent offense, UCPW shall send notice of intent to terminate water service by certified mail, return receipt requested, to the customer's billing address on file with UCPW.

h. The notice of violation shall specify the following:

- (i) The nature of the violation and the date and time it occurred;
- (ii) The method by which payment of any civil penalty may be paid, including a statement indicating that it will be included on the customer's next water bill;
- (iii) A warning that additional or continued violations may result in increased penalties, including termination of water service;
- (iv) A warning that failure to pay a water bill, including any civil penalty assessed pursuant to this Ordinance, may result in termination of water service;
- (v) The telephone number at UCPW where the customer may direct any questions or comments; and
- (vi) In the event of notice of intent to terminate water service for violation of this Ordinance in accordance with Article VIII, information about how to appeal a pending termination.

Article VIII

Section I: Discontinuance of Service

In addition to the payment of any civil penalty assessed pursuant to Article VII of this Ordinance, a customer shall be subject to termination or restriction of water service following four ~~(4)~~ or more violations of any water conservation ~~control~~controls imposed pursuant to this Ordinance. Water service will not be restored at such service connection until the customer agrees to such terms as determined by the Director to be reasonably necessary or advisable to ensure the customer's compliance with such water conservation controls as are then in effect or ~~may be imposed pursuant to this Ordinance and the payment of all the customer's~~ pays all the customer's outstanding obligations, including, without limitation, all ~~outstanding~~ charges for water service, all civil penalties and ~~all other fees, amounts and penalties~~ charged in accordance with the provisions of this Ordinance. ~~If a customer violates such a term or condition, the customer shall be subject to a civil penalty of up to \$1,000.00 in addition to any other remedy authorized pursuant to this Ordinance and termination of water service through such service connection for up to a minimum period of 15 days. Service may be restored thereafter in accordance with the provisions of this Article, and the current disconnect processing fee. In the~~

event water service is terminated a second time for violations pertaining to use of water obtained by the customer through an irrigation meter, service to such irrigation meter shall remain terminated until no stage of this Ordinance has been in effect for a period of one (1) calendar year.

~~A customer whose~~who receives a notice of violation indicating that the customer's water service is terminated~~subject to termination pursuant to this Article shall not be entitled to notice and an opportunity for a hearing in advance of such termination. Although service of notice and an opportunity for hearing are not conditions precedent to termination of service, UCPW will endeavor to provide such notice as soon as reasonably practicable after a decision is made to terminate such service. A customer whose service is terminated pursuant to this Article or who receives notice of such a termination shall have five calendar days after termination of service or receipt of notice of termination, whichever is later, to appeal such termination to the Director, or his/her designee, by deliveringmay appeal the pending termination by filing a written notice of appeal- with the Director or his or her designee. The notice of appeal must be delivered to the Director or his/her designee within five (5) business days from delivery of the notice of violation and must include a copy of the notice of violation being appealed. A hearing shall be held on such appeal within three (3) business days of receipt of the notice of appeal, or by such other date as ~~approved~~mutually agreed upon by the Director, or his/her designee, and the customer.~~

The County Manager is authorized to release the names of customers whose water service has been terminated pursuant to this Ordinance. In accordance with G.S. 132-1.1(c)(2), the Union County Board of Commissioners does hereby determine that the release of such names during times of mandatory water conservation is necessary to assist Union County to maintain the integrity and quality of services it provides.

Article IX

The following shall apply at all times to the outdoor sprinkling of lawns, shrubbery, trees, flowers, gardens, and other outside irrigation systems. By January 1, 2008, all irrigation systems equipped with a timer shall be equipped with rain sensors as approved by UCPW. Rain sensors shall be activated to prevent the system from operating after one fourth (1/4) inch of rain has fallen.

Article X

Section I: Severability

If any section, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to such section, subdivision, clause or provision so adjudged, and the remainder of this Ordinance may be declared valid once effective.

Article XI

Section I: Effective Date

This Ordinance originally became effective on July 13, 1992. It was subsequently amended and restated effective on the following dates: (i) August 5, 2002; (ii) June 4, 2007; ~~and~~ (iii) October 15, 2007; ~~and~~ (iv) November 5, 2007.

This ~~fourth~~fifth amendment and restatement of this Ordinance shall become effective upon adoption by the Board of Commissioners on ~~November 5, 2007~~March 10, 2008 (the "Effective Date"). The Ordinance is restated in this manner solely to facilitate review by the reader by obviating the need to integrate multiple documents. Any declaration of a Water Shortage Condition made prior to the Effective Date and not rescinded shall remain in full force and effect. Though amended, this Ordinance shall be deemed to be continuously in effect such that enforcement of violations committed prior to the Effective Date shall continue unaffected.

Document comparison done by DeltaView on Tuesday, March 04, 2008 4:47:27 PM

Input:	
Document 1	file://C:/Documents and Settings/crook/My Documents/Documents/Central Administration/Ordinances/Water Conservation/2007 Amendments/Decriminalize & Revise Stage 3, 1.1.07/Final Decriminalized (Apvd by BOC).doc
Document 2	file://C:/Documents and Settings/crook/My Documents/Documents/Central Administration/Ordinances/Water Conservation/2008 Amendments/UCLegal Draft3.doc
Rendering set	Standard

Legend:	
<u>Insertion</u>	
<u>Deletion</u>	
Moved from	
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Style change	
Format change	
Formatted as table	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	52
Deletions	35
Moved from	5
Moved to	5
Style change	0
Format changed	0
Total changes	97

WATER CONSERVATION ORDINANCE

AN ORDINANCE PROVIDING FOR CONSERVATION OF WATER AND RESTRICTIONS ON THE USE OF WATER DURING A WATER SHORTAGE OR IMPENDING WATER SHORTAGE

BE IT ORDAINED by the Union County Board of Commissioners that water conservation is deemed to be necessary when water demand by customers connected to the Union County water system reaches the point where continued or increased demand will equal or exceed the treatment and/or transmission capacity of the system or portions thereof. When water demand results in the condition whereby customers cannot be supplied with adequate water to protect their health, safety, or property, then the demand must be substantially curtailed to relieve the water shortage. The restrictions imposed pursuant to this Ordinance shall apply only to potable water supplied through the Union County water system, and not to reuse or reclaimed water. In addition to the water conservation measures set out herein, Union County may also establish a rate structure that increases the cost for potable water commensurate with the escalation of water shortage conditions.

Article I

Declaration of Water Shortage

Section I: Applicability of Ordinance

In the event (i) it appears there is a sustained demand of 80% of the treatment and/or transmission capacity of the Union County water system or portions thereof; or (ii) Duke Power Company LLC, doing business as Duke Energy Carolinas, LLC, declares a Stage 1 Low Inflow Condition pursuant to the Comprehensive Relicensing Agreement for the Catawba-Wateree Hydro Project (FERC Project No. 2232) dated December 22, 2006, to which Union County is a party, thus compelling certain voluntary water use restrictions by Union County, then in either such event the Director of the Union County Public Works Department, hereinafter referred to as the "Director," may recommend to the County Manager that voluntary water conservation measures be implemented. The County Manager, following consultation with the Board of Commissioners, may declare a Stage I Voluntary Water Shortage Condition requesting voluntary water conservation by consumers. The County Manager, following consultation with the Board of Commissioners, may, with or without the recommendation of the Director, declare that a Stage II, Stage III, or Stage IV Mandatory Water Shortage Condition exists and require mandatory conservation measures upon occurrence of any conditions precedent for declaring such Condition, as hereinafter set forth. In declaring any Water Shortage Condition pursuant to this Ordinance, the County Manager may limit the applicability of the requirements of this Ordinance to certain sections of the County, whether by township or other description. For purposes of this Ordinance, the phrase "following consultation with the Board of Commissioners" shall mean consultation during a regular or special meeting of the Board of Commissioners when possible, but where delay would endanger the public health, safety, or

welfare, as determined by the County Manager, such consultation may be made by the County Manager with members of the Board of Commissioners on an individual basis outside the confines of a formal meeting. The County Manager shall report the declaration of a Water Shortage Condition to the Board at its next regular meeting.

The declaration of a Water Shortage Condition becomes effective immediately upon issuance by the County Manager, unless otherwise stated in such declaration. Upon declaration of any stage of Water Shortage Condition, the County Manager shall issue press releases to local television, radio and/or print media to inform the public of the voluntary or mandatory water use restrictions. Upon declaration of a Stage II, Stage III, or Stage IV Mandatory Water Shortage Condition, the County Manager shall also cause notice of such restrictions to be either inserted into customers' water bills or separately mailed to customers as soon as reasonably practicable.

Article II
Stage I Voluntary Water Shortage Condition

Section I

In the event a Stage I Voluntary Water Shortage Condition is declared, the following guidelines shall apply:

- a. An extensive publicity campaign will be initiated using public media to inform the public of an impending or existing water shortage.
- b. Conservation measures will be encouraged and recommended.

Section II

In the event a Stage I Voluntary Water Shortage Condition is declared, the following guidelines shall apply, and the public shall be encouraged to adhere to the following:

- a. Limit car washing to the minimum.
- b. Limit lawn and garden watering to that which is necessary for plants to survive.
- c. Do not wash down outside areas such as sidewalks, patios, parking lots, service bays or aprons, etc.
- d. Do not leave faucets running while shaving or rinsing dishes.
- e. Water shrubbery to the minimum required, reusing household water when possible.

- f. Limit use of clothes washers and dish washers and when used, operate fully loaded.
- g. Use of showers for bathing, rather than bathtub, and limit showers to no more than four (4) minutes.
- h. Limit flushing of toilets by multiple usage.
- i. The use of disposable and biodegradable dishes is encouraged.
- j. The use of flow-restrictive and water-saving devices is encouraged.
- k. Limit hours of operation of water-cooled air conditioners.
- l. All residents, businesses, and institutions are requested to temporarily delay new landscape work until the water shortage has ended.
- m. Use only hoses with spring-activated nozzles when watering lawns and gardens.

Article III
Stage II Mandatory Water Shortage Condition

Section I: Compliance

In the event the County Manager issues a declaration of a Stage II Mandatory Water Shortage Condition, then it shall be unlawful for any person, firm or corporation to use or permit the use of water from the Union County water system in a manner inconsistent with the declaration until such time as the declaration of a Stage II Mandatory Water Shortage Condition has been rescinded. In exercising the authority for declaring a Stage II Mandatory Water Shortage Condition, consideration shall be given, as applicable, to water shortage levels and available sources of supply, available usable storage on hand, drawn-down rates, the projected supply capability, outlook for precipitation, daily water use patterns and availability of water from other sources.

Section II

In the event (i) a Stage I Voluntary Water Shortage Condition declaration is ineffective in adequately reducing demand; (ii) maintenance of the system (whether preventive or breakdown maintenance, or due to an event of force majeure) requires a reduction in demand; (iii) mandatory restrictions are required to comply with any permit for the system issued by applicable state or federal authorities; (iv) sustained water demand exceeds 90% of the treatment and/or transmission capacity of the Union County water system or portions thereof; or (v) Duke Power Company LLC, doing business as Duke Energy Carolinas, LLC, declares a Stage 2 Low

Inflow Condition pursuant to the Comprehensive Relicensing Agreement for the Catawba-Wateree Hydro Project (FERC Project No. 2232) dated December 22, 2006, to which Union County is a party, thus compelling certain mandatory water use restrictions by Union County, then upon occurrence of any such event the County Manager may issue a declaration that a Stage II Mandatory Water Shortage Condition exists. Such declaration may prohibit any one or more of the types of water uses regulated under a Stage I, Stage III, or Stage IV Water Shortage Condition, provided that the County Manager, in his discretion and acting in the best interests of the health, safety, and welfare of the citizens, may further regulate usage on the following bases: (i) time of day; (ii) day of week; (iii) customer type, including without limitation, residential, commercial, industrial and institutional; and (iv) physical attribute, such as address. After consultation with the Board, the County Manager may also take such other measures as deemed necessary to give effect to the intent of this Ordinance.

Article IV
Stage III Mandatory Water Shortage Condition

Section I: Compliance

In the event the County Manager issues a declaration of a Stage III Mandatory Water Shortage Condition, then it shall be unlawful for any person, firm or corporation to use or permit the use of water from the Union County water system for any purpose hereinafter set forth until such time as the declaration of a Stage III Mandatory Water Shortage Condition has been rescinded. In exercising the authority for declaring a Stage III Mandatory Water Shortage Condition, consideration shall be given, as applicable, to water shortage levels and available sources of supply, available usable storage on hand, drawn-down rates, the projected supply capability, outlook for precipitation, daily water use patterns and availability of water from other sources.

Section II

In the event (i) a Stage II Mandatory Water Shortage Condition is in effect and the system demand for water continues to exceed capacity of the water system or portions thereof; or (ii) Duke Power Company LLC, doing business as Duke Energy Carolinas, LLC, declares a Stage 3 Low Inflow Condition pursuant to the Comprehensive Relicensing Agreement for the Catawba-Wateree Hydro Project (FERC Project No. 2232) dated December 22, 2006, to which Union County is a party, thus compelling certain mandatory water use restrictions by Union County, then in either such event a Stage III Mandatory Water Shortage Condition may be declared. In addition to any voluntary and mandatory guidelines already in effect, it shall be unlawful to use water supplied by the Union County water system in the following manner:

- a. To water lawns; provided that shrubbery, trees, flowers and vegetable gardens may be watered by hand or by drip irrigation.

- b. To conduct residential vehicle washing.
- c. To wash public buildings, sidewalks, and streets, except as required for safety and/or to maintain regulatory compliance.
- d. To use water for dust control during construction.
- e. To conduct flushing or hydrant testing programs, except to maintain water quality or other special circumstances approved by the Director in advance.
- f. To fill new swimming pools.
- g. To serve drinking water in restaurants, cafeterias, or other food establishments, except upon request.
- h. To transport water outside of Union County for any purpose other than emergency fire protection, where such water has been drawn by tanker truck from a hydrant of the Union County water system.

Article V

Stage IV Mandatory Water Shortage Condition

Section I: Compliance

In the event the County Manager issues a declaration of a Stage IV Mandatory Water Shortage Condition, then it shall be unlawful for any person, firm or corporation to use or permit the use of water from the Union County water system for any purpose hereinafter set forth until such time as the declaration of water shortage has been rescinded. In exercising the authority for declaring a water shortage condition, consideration shall be given, as applicable, to water storage levels and available sources of supply, available usable storage on hand, draw-down rates, the projected supply capability, outlook for precipitation, daily water use patterns and availability of water from other sources.

Section II

In the event (i) a Stage III Mandatory Water Shortage Condition is in effect and demand for water continues to exceed capacity of the water system or portions thereof; or (ii) Duke Power Company LLC, doing business as Duke Energy Carolinas, LLC, declares a Stage 4 Low Inflow Condition pursuant to the Comprehensive Relicensing Agreement for the Catawba-Wateree Hydro Project (FERC Project No. 2232) dated December 22, 2006, to which Union County is a party, thus compelling certain mandatory water use restrictions by Union County, then in either such event a Stage IV Mandatory Water Shortage Condition may be declared. In addition to the restrictions for Stage I, Stage II, and Stage III Water Shortage Conditions, the

following restrictions shall also apply:

- a. Fire protection shall be maintained by drafting of ponds, rivers, etc..., wherever possible.
- b. The use of throw-away utensils and plates is encouraged and recommended at all eating establishments.
- c. It shall be unlawful to use water supplied by the Union County water system in the following manner:
 - (i) To induce water into any pool;
 - (ii) To use water outside a structure for any use other than an emergency involving a fire;
 - (iii) To operate an evaporative air conditioner which recycles water except during operating hours of business; and
 - (iv) To use water for road construction practices, i.e. compaction and washing.

Article VI

Section I: Lifting of Restrictions Imposed During a Water Shortage

- a. Water Shortage Conditions will expire when the County Manager, after consultation with the Board of Commissioners and upon recommendation of the Director, deems that the condition which caused the water shortage condition has abated.
- b. The expiration or cancellation of a water shortage declaration shall be promptly and extensively publicized.

Article VII

Section I: Enforcement

- a. Compliance with the provisions of this Ordinance shall be enforced by personnel of the Union County Public Works Department, hereinafter referred to as "UCPW," independent contractors engaged by UCPW for such purpose, and such other personnel as designated by the County Manager.
- b. The use of water from the Union County water system by a customer in violation of any mandatory water conservation control imposed pursuant to this Ordinance is unlawful.

For purposes of this Ordinance, the term “customer” shall mean any person or entity in whose name UCPW maintains an account for water use. Further, the refusal or failure of a customer or other person acting on the customer's behalf to cease immediately a violation of a water conservation control, after being directed to do so by a person authorized to enforce the provisions of this Ordinance, is unlawful. Each customer is responsible for any use of water that passes through the service connection associated with the customer's account or otherwise passes through the customer's private water system.

- c. Any customer who violates or permits the violation of any mandatory water conservation control imposed pursuant to this Ordinance shall be subject to civil penalties as follows: (i) a warning for the first offense; (ii) a civil penalty in the amount of one hundred dollars (\$100) for the second offense; (iii) a civil penalty in the amount of five hundred dollars (\$500) for the third and fourth offenses; and (iv) a civil penalty in the amount of one thousand dollars (\$1,000) for the fifth and each subsequent offense. Each day that a violation of a mandatory water conservation control occurs or continues to occur after delivery of notice pursuant to subsection (g) below shall be considered to be a separate and distinct offense.
- d. Violations shall be accumulated by customers so long as this Ordinance, in any of its stages, is continuously in effect and until no stage of this Ordinance has been in effect for a period of one (1) calendar year. Violations of any mandatory water conservation control of any stage shall accumulate with violations of other stages. Should a customer move, or cease and renew service, during the period described herein, the customer's violations shall continue to accumulate as if such move or cessation had not occurred.
- e. Each civil penalty assessed against a customer pursuant to this Ordinance shall be added to the customer's water bill and shall be paid in the same manner as the payment of water bills. A customer's partial payment of a water bill shall be applied first to satisfaction of the civil penalties. Failure to pay all or any portion of a water bill, including any civil penalty assessed pursuant to this Ordinance, by the due date indicated on the bill may result in the termination of water service.
- f. The violation of any water conservation control or provision of this Ordinance may be enforced by all remedies authorized by law for noncompliance with county ordinances, including without limitation the assessment of a civil penalty and action for injunction, order of abatement or other equitable relief; provided, however, that no violation of any water conservation control or provision of this Ordinance shall be a basis for imposing any criminal remedy.
- g. UCPW shall send notice of violation to the customer by regular U.S. mail at the customer's billing address on file with UCPW. Such notice shall be deemed to have been delivered three days from the date mailed. In the event of a fourth or subsequent offense,

UCPW shall send notice of intent to terminate water service by certified mail, return receipt requested, to the customer's billing address on file with UCPW.

- h. The notice of violation shall specify the following:
- (i) The nature of the violation and the date and time it occurred;
 - (ii) The method by which payment of any civil penalty may be paid, including a statement indicating that it will be included on the customer's next water bill;
 - (iii) A warning that additional or continued violations may result in increased penalties, including termination of water service;
 - (iv) A warning that failure to pay a water bill, including any civil penalty assessed pursuant to this Ordinance, may result in termination of water service;
 - (v) The telephone number at UCPW where the customer may direct any questions or comments; and
 - (vi) In the event of notice of intent to terminate water service for violation of this Ordinance in accordance with Article VIII, information about how to appeal a pending termination.

Article VIII

Section I: Discontinuance of Service

In addition to the payment of any civil penalty assessed pursuant to Article VII of this Ordinance, a customer shall be subject to termination or restriction of water service following four (4) or more violations of any water conservation controls imposed pursuant to this Ordinance. Water service will not be restored at such service connection until the customer pays all the customer's outstanding obligations, including, without limitation, all charges for water service, all civil penalties and other fees charged in accordance with the provisions of this Ordinance, and the current disconnect processing fee. In the event water service is terminated a second time for violations pertaining to use of water obtained by the customer through an irrigation meter, service to such irrigation meter shall remain terminated until no stage of this Ordinance has been in effect for a period of one (1) calendar year.

A customer who receives a notice of violation indicating that the customer's water service is subject to termination pursuant to this Article may appeal the pending termination by filing a written notice of appeal with the Director or his or her designee. The notice of appeal must be delivered to the Director or his/her designee within five (5) business days from delivery of the notice of violation and must include a copy of the notice of violation being appealed. A hearing shall be held on such appeal within three (3) business days of receipt of the notice of appeal, or by such other date as mutually agreed upon by the Director, or his/her designee, and the customer.

The County Manager is authorized to release the names of customers whose water service has been terminated pursuant to this Ordinance. In accordance with G.S. 132-1.1(c)(2), the Union County Board of Commissioners does hereby determine that the release of such names during times of mandatory water conservation is necessary to assist Union County to maintain the integrity and quality of services it provides.

Article IX

The following shall apply at all times to the outdoor sprinkling of lawns, shrubbery, trees, flowers, gardens, and other outside irrigation systems. By January 1, 2008, all irrigation systems equipped with a timer shall be equipped with rain sensors as approved by UCPW. Rain sensors shall be activated to prevent the system from operating after one fourth (1/4) inch of rain has fallen.

Article X

Section I: Severability

If any section, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to such section, subdivision, clause or provision so adjudged, and the remainder of this Ordinance may be declared valid once effective.

Article XI

Section I: Effective Date

This Ordinance originally became effective on July 13, 1992. It was subsequently amended and restated effective on the following dates: (i) August 5, 2002; (ii) June 4, 2007; (iii) October 15, 2007; and (iv) November 5, 2007.

This fifth amendment and restatement of this Ordinance shall become effective upon adoption by the Board of Commissioners on March 10, 2008 (the "Effective Date"). The Ordinance is restated in this manner solely to facilitate review by the reader by obviating the need to integrate multiple documents. Any declaration of a Water Shortage Condition made prior to the Effective Date and not rescinded shall remain in full force and effect. Though amended, this Ordinance shall be deemed to be continuously in effect such that enforcement of violations committed prior to the Effective Date shall continue unaffected.

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: 3-10-08

Action Agenda Item No. 11a

(Central Admin. use only)

SUBJECT: Reclaimed Wastewater User Rates

DEPARTMENT: Public Works

PUBLIC HEARING: No

ATTACHMENT(S):

INFORMATION CONTACT:

Christie Putnam

TELEPHONE NUMBERS:

704 296-4212

DEPARTMENT'S RECOMMENDED ACTION: Approve the following user rates/fees for Reclaimed Wastewater: 1) \$100.00 annual permit fee per tanker/vessel used to transport and distribute Reclaimed Wastewater 2) a "consumption rate" equal to 1/2 (one-half) the prevailing rate for potable water - flat, not tiered - for volumes received at designated UCPW reclaimed wastewater distribution sites and 3) \$5.00 per month account maintenance fee. It is further recommended that the following user rates/fees be applied to Hydrant Permits (potable water): \$100.00 permit fee per tanker/vessel used to transport and distribute Potable Water and 2) \$5.00 per month account maintenance fee.

BACKGROUND: UCPW received permits from the North Carolina Department of Environment and Natural Resources for the distribution of Bulk Reclaimed Wastewater from the Twelve Mile Creek and Crooked Creek WWTPs in mid-January 2008. Reclaimed Wastewater is a resource and, when properly managed, can be beneficial to the environment while reducing demand on the potable water system. Reclaimed Wastewater is not restricted by drought declaration. Bulk Reclaimed Wastewater is currently permitted for: 1) irrigation of public and private landscapes and turf 2) permitted compost activities 3) street sweeping (not washing) 4) sewer cleaning 5) vehicle washing by County staff 6) decorative ponds and fountains that drain to the sewer system and 7) soil compaction and dust suppression.

FINANCIAL IMPACT: A small revenue stream to UCPW's operating budget will be realized.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 10, 2008

Action Agenda Item No. 11b

(Central Admin. use only)

SUBJECT: Twelve Mile Creek Sewer Diversion Study

DEPARTMENT: Public Works

PUBLIC HEARING: No

ATTACHMENT(S):
Executive Summary

INFORMATION CONTACT:
Christie Putnam

TELEPHONE NUMBERS:
704-296-4212

DEPARTMENT'S RECOMMENDED ACTION: Accept study and approve the implementation of the recommended plan (Alternative 1A).

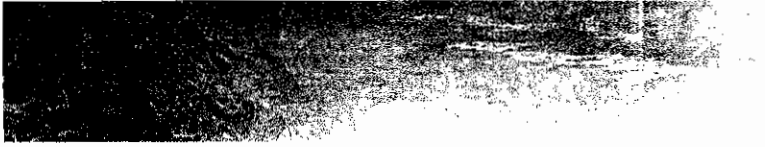
BACKGROUND: The purpose of this Board directed Twelve Mile Creek Sewer Diversion Study was to examine the potential of diverting a minimum of 1,500,000 gallons of wastewater from Twelve Mile Creek WWTP to the Six Mile Creek Interceptor. This project will maximize the current contract with Charlotte Mecklenburg Utilities at 3.0 million gallons per day.

FINANCIAL IMPACT: Total project cost for Alternative 1A is \$5,273,201.00

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____



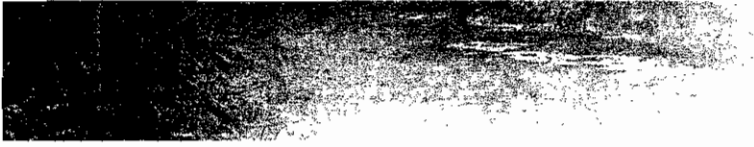
TWELVE MILE CREEK

SEWER DIVERSION STUDY

EXECUTIVE SUMMARY

Prepared by:
Kimley-Horn and Associates, Inc.
4651 Charlotte Park Drive, Suite 300
Charlotte, NC 28217

February 2008



TWELVE MILE CREEK SEWER DIVERSION STUDY

EXECUTIVE SUMMARY

Project Description

The purpose of the Twelve Mile Creek Sewer Diversion Study is to examine the potential for diverting a minimum of 1,500,000 gallons of wastewater per day from the Twelve Mile Creek Wastewater Treatment Plant (WWTP) to the Charlotte-Mecklenburg Utilities wastewater collection system. The study evaluates pumping the wastewater (prior to treatment and discharge) from the Twelve Mile Creek WWTP to the existing seven million gallon per day (mgd) Six Mile Creek Charlotte-Mecklenburg Utilities pumping station on Marvin Road. The wastewater then would be pumped via Charlotte-Mecklenburg Utilities facilities to the Charlotte-Mecklenburg Utilities McAlpine Creek Reclamation Facility for treatment.

Current Operations

Currently, all wastewater treated at the Twelve Mile Creek WWTP is discharged to Twelve Mile Creek. The influent from the plant originates from two sources: contributions from the Twelve Mile Creek Basin upstream of the WWTP and from the Millbridge Subdivision south of the plant. Wastewater is pumped from the Millbridge pumping station to the plant for treatment.

The Tarkhill pump station is located approximately three (3) miles west of the Twelve Mile Creek WWTP, south of Waxhaw-Marvin Road. Wastewater from this pump station, the Cowhorn interceptor, and the Tarkhill Branch interceptor is collected at the Tarkhill Branch pumping station and pumped to the 16-inch existing force main on Waxhaw-Marvin Road. The wastewater is conveyed ultimately to an 18-inch gravity interceptor in the Six Mile Creek basin. Wastewater flow moves through the interceptor to the Six Mile Creek interceptor in the Charlotte-Mecklenburg Utilities system.

Plan Development

Establishing goals and objectives is a key step in plan Development. The main goal of the diversion plan is:

- Diversion of a minimum of 1.5 million gallons of wastewater per day from the Twelve Mile Creek WWTP to the Charlotte-Mecklenburg Utilities system for treatment.

Objectives associated with this goal include:

- Using existing facilities to the extent possible.
- Meeting projected wastewater flow needs for the study areas through the 2010-2025 planning period.
- Investigation of Alternatives that meet or exceed the goal of the plan.
- Determination of Alternative that provides the best cost – benefit ratio



- Implementation of a Phasing Plan for recommended improvements that meet Union County's needs, as well as the ability to fund those needs, on a period basis.

Alternatives

Considering the goals and objectives presented in the Plan Development, two Alternatives have been considered in Phase 1 of the Plan. Phase 2 of the Plan has been developed to increase the amount of flow diverted to the Charlotte-Mecklenburg Utilities system beyond that proposed in either of the Alternatives developed in Phase 1.

Phase 1

Alternative 1 – This Alternative examines utilizing existing facilities to the maximum extent while diverting 1.5 million gallons per day (gpd) from the Twelve Mile Creek Wastewater Treatment Plant to the Charlotte-Mecklenburg Utilities system for treatment. Included in this diverted flow will be approximately 330,000 gpd of average daily flow in the year 2025 for the Millbridge Development on Waxhaw-Marvin Road west of the WWTP. Considering this flow, a net 1.170 MGD will be removed from the existing permitted average daily flow of 6.0 MGD at the Twelve Mile Creek Wastewater Treatment Plant. It is noted that all flows represent average daily flows and do not consider peak flows which may occur during wet periods due to substantial infiltration/inflow which occurs in the upper reaches of the Twelve Mile Creek Basin.

Alternative 1A – Alternative 1A is a minor modification of Alternative 1 which increases the minimum force main from 16" in diameter to 18" in diameter along Waxhaw-Marvin Road from the proposed diversion pumping station to its juncture with the existing 16" force main at the Tarkhill pump station outfall. Other improvements presented in Alternative 1 remain virtually the same with the exception of minor changes in wetwell volume and pumping capacity at the Diversion pumping station. The increase in diameter from 16" (as presented in Alternative 1) to 18" will allow 2.0 MGD to be diverted from the Twelve Mile Creek WWTP. Additionally, the net diversion, a flow deducting 330,000 gal/day from the Millbridge Development, will increase from 1.17 MGD to 1.67 MGD.

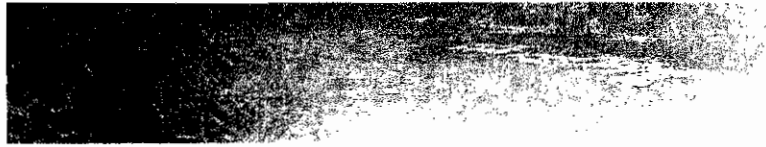
Phase 2

Phase 2 is a major modification to Phase 1, and includes the up-sized force main considered in Alternative 1A as well as an intermediate pumping station located on Waxhaw-Marvin Road in the vicinity of the Tarkhill pump station outfall. The purpose of this intermediate pumping station would be to reduce the static head required at both this pumping station and at the diversion pumping station located at the Twelve Mile Creek Wastewater Treatment Plant. By reducing the static head and maintaining high head pumps, additional friction head would be available to increase the discharge of the pumps.

Plan Summaries and Costs

The Phase 1 – Alternative 1 plan illustrated in Exhibit D is as follows:

1. Wastewater from the Millbridge Development will continue to be pumped from the Millbridge pumping station through the existing 12-inch and 14-inch force mains to the junction box at the Twelve Mile Creek WWTP. No changes in the pump station, force main, or other facilities will be necessary.



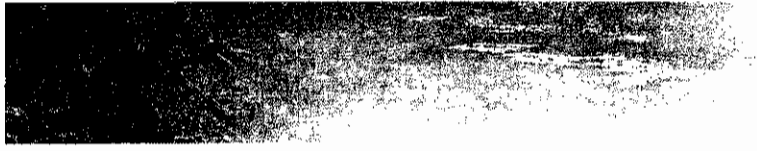
2. Abandon the existing 10-inch force main from the Tarkhill pumping station along Waxhaw-Marvin Road to the Twelve Mile Creek WWTP.
3. Construct a new 1.5 MGD submersible pumping station adjacent to the existing screening structure at the Twelve Mile Creek WWTP. The station will be complete with dual submersible wastewater pumps, each capable of pumping 1.5 MGD at a total head of 262 feet.
4. Construct a new 16-inch force main from the new pumping station to, and along, Waxhaw-Marvin Road for a distance of approximately 15,800 feet to the Tarkhill pump station outfall. At this location, tie in to the existing 16-inch force main on Waxhaw-Marvin Road and the existing 12-inch force main from the Tarkhill pumping station.
5. Modify the impellers on the existing submersible pumps at the Tarkhill Branch pumping station to discharge 875 gpm at 215 feet of head.
6. Modify the existing metering vault on the gravity sewer in the Six Mile Creek basin upstream of the Six Mile Creek pump station to accommodate the increased flows from the Twelve Mile Creek WWTP (1.5 MGD).

The Preliminary Opinion of Probable Costs for Phase 1 – Alternative 1 for the proposed diversion pumping station and force main improvements is set forth in Table 7-1, Preliminary Opinion of Probable Costs for Phase 1 – Alternative 1.

The Phase 1 – Alternative 1A plan illustrated in Exhibit E is as follows:

1. Wastewater from the Millbridge Development will continue to be pumped from the Millbridge pumping station through the existing 12-inch and 14-inch force mains to the junction box at the Twelve Mile Creek WWTP. No changes in the pump station, force main, or other facilities will be necessary.
2. Abandon the existing 10-inch force main from the Tarkhill pumping station along Waxhaw-Marvin Road to the Twelve Mile Creek WWTP.
3. Construct a new 2.0 MGD submersible pumping station adjacent to the existing screening structure at the Twelve Mile Creek WWTP. The station will be complete with dual submersible wastewater pumps, each capable of pumping 2.0 MGD at a total head of 262 feet.
4. Construct a new 18-inch force main from the new pumping station to, and along, Waxhaw-Marvin Road for a distance of approximately 15,800 feet to the Tarkhill pump station outfall. At this location, tie in to the existing 16-inch force main on Waxhaw-Marvin Road and the existing 12-inch force main from the Tarkhill pumping station.
5. Modify the impellers on the existing submersible pumps at the Tarkhill Branch pumping station to discharge 875 gpm at 215 feet of head.
6. Modify the existing metering vault on the gravity sewer in the Six Mile Creek basin upstream of the Six Mile Creek pump station to accommodate the increased flows from the Twelve Mile Creek WWTP (2.0 MGD).

The Preliminary Opinion of Probable Costs for Phase 1 – Alternative 1A for the proposed diversion pumping station and force main improvements is set forth in Table 7-2, Preliminary Opinion of Probable Costs for Phase 1 – Alternative 1A.



Phase 2

The Phase 2 Plan illustrated in Exhibit F is as follows:

1. Upgrade the 1.5 MGD Diversion pumping station constructed in Phase 1 to accommodate a discharge of 4.76 MGD at a total discharge head of 262 feet.
2. Construct a new 6.0 MGD Intermediate pumping station near the Tarkhill pump station outfall at an elevation of approximately 562 MSL.
3. Replace the impellers on the existing submersible pumps at the Tarkhill Branch pumping station to discharge 875 gpm at 45 feet of head.
4. Modify the existing metering vault on the gravity sewer in the Six Mile Creek basin upstream of the Six Mile Creek pump station to accommodate a total flow of 6.0 MGD from the Twelve Mile Creek WWTP (4.74 MGD), Tarkhill pump station (1.26 MGD), and existing and future gravity flows.
5. Evaluation of the existing contract with Charlotte Mecklenburg Utilities and consideration of SCADA at the meter vault for pump station control.

The Preliminary Opinion of Probable Costs for Phase 2 for the Diversion pumping station expansion, the Intermediate pumping station and other necessary improvements described in Phase 2 is set forth in Table 7-3, Preliminary Opinion of Probable Costs – Phase 2.

Comparison of Phase 1 Alternatives

Alternative 1, as presented previously, examines utilizing existing facilities to the maximum extent while diverting 1.5 million gallons per day (gpd) from the Twelve Mile Creek Wastewater Treatment Plant to the Charlotte-Mecklenburg Utilities system for treatment. Included in this diverted flow will be approximately 330,000 gpd of average daily flow in the year 2025 for the Millbridge Development on Waxhaw-Marvin Road west of the WWTP. Considering this flow, a net 1.170 MGD will be removed from the existing permitted average daily flow of 6.0 MGD at the Twelve Mile Creek Wastewater Treatment Plant. It is noted that all flows represent average daily flows and do not consider peak flows which may occur during wet periods due to substantial infiltration/inflow which occurs in the upper reaches of the Twelve Mile Creek Basin.

Alternative 1A is a minor modification of Alternative 1 which increases the proposed force main from 16" in diameter to 18" in diameter along Waxhaw-Marvin Road from the proposed diversion pumping station to its juncture with the existing 16" force main at the Tarkhill pump station outfall. By maintaining the same total discharge head of 262 feet on the diversion pumping station pumps as developed for Alternative 1, and increasing the diameter of the proposed force main, the total discharge from the diversion pumping station is increased from 1.5 MGD to 2.0 MGD. Other improvements presented in Alternative 1 remain virtually the same with the exception of minor changes in wetwell volume and pumping capacity at the Diversion pumping station. Included in this diverted flow will be approximately 330,000 gpd of average daily flow in the year 2025 for the Millbridge Development on Waxhaw-Marvin Road west of the WWTP. Considering this flow, a net 1.67 MGD will be removed from the existing permitted average daily flow of 6.0 MGD at the Twelve Mile Creek Wastewater Treatment Plant. As with Alternative 1, this flow is constant and does not take into consideration peak flows.

Cost – Benefit (Alternative 1 vs. Alternative 1A)



In examining cost-benefit between Phase 1 Alternative 1 and Alternative 1A it is necessary to compare the construction costs of the two Alternatives with the total quantity of wastewater diverted from the Twelve-Mile Creek WWTP to the Charlotte-Mecklenburg Utilities system. This comparison is set forth as follows:

Alternative	Total Quantity Transferred	Total Estimated Construction Costs	Total Costs/Gallon
1	1.5 MGD	\$4,811,453	\$3.21
1A	2.0 MGD	\$5,273,201	\$2.64

Furthering this comparison, Alternative 1A is estimated to have a capital cost of \$461,748 greater than Alternative 1. However, an additional 0.5 MGD is diverted through this alternative for a cost of \$0.92 per additional gallon as compared to \$3.21 per gallon as shown above for Alternative 1. Power costs are not included in the comparison as they are considered constant per MGD of wastewater transferred.

A second consideration when comparing Alternative 1 to Alternative 1A is compatibility with improvements proposed in Phase 2. As previously described, Phase 2 improvements will accommodate the transfer of 4.74 MGD of wastewater from the Twelve Mile Creek WWTP to the Charlotte-Mecklenburg Utilities system. This increased flow is in addition to the 1.26 MGD that is projected from the Tarkhill pump station in the Year 2025. Therefore, a total of 6 MGD can be transported for treatment to the Charlotte-Mecklenburg Utilities McAlpine Wastewater Reclamation Facility. However, the transfer of this increased flow is dependent on increasing the diameter of the proposed force main between the Twelve Mile Creek WWTP and the Tarkhill pump station outfall from 16", as proposed in Alternative 1, to 18" as proposed in Alternative 1A.

The Recommended Plan

As set forth in Plan Development, the main goal of the diversion plan is:

- Diversion of a minimum of 1.5 million gallons of wastewater per day from the Twelve Mile Creek WWTP to the Charlotte-Mecklenburg Utilities system for treatment.

Objectives associated with this goal include:

- Using existing facilities to the extent possible.
- Meeting projected wastewater flow needs for the study areas through the 2010-2025 planning period.
- Investigation of Alternatives that meet or exceed the goal of the plan.
- Determination of Alternative that provides the best cost – benefit ratio
- Implementation of a Phasing Plan for recommended improvements that meet Union County's needs, as well as the ability to fund those needs, on a period basis.

Phase 1 – Alternative 1A, coupled with Phase 2 satisfies the main goal of the Plan as well as meeting the objectives associated with that goal. Specifically, this Plan:

- Utilizes all existing facilities with only minor modifications. These facilities include:
 - The existing Millbridge pumping station and force main with no modifications.



- The existing Tarkhill Branch pumping station and force main with only modifications to the pumps to increase their discharge head.
- The existing 16" force main between the Tarkhill pump station outfall and its point of discharge to the 18" gravity sewer in the Six Mile Creek basin.

- The existing 18" gravity sewer on Marvin Road.
- The existing parshall flume at Six-Mile Creek.

- Meets projected wastewater flow needs for the study areas through the 2010-2025 planning period. These areas include:
 - The Millbridge development
 - The Tarkhill Branch basin and pump station flows

- Investigates Alternatives that meet or exceed the goal of the plan.
 - Phase 1 – Alternative 1A diverts 2.0MGD from the Twelve Mile Creek WWTP to the Charlotte-Mecklenburg Utilities system. This flow includes 330,000 gpd which represents the projected flow for the Year 2025 for the Millbridge Development. A net diversion of flow from the Twelve-Mile Creek WWTP's average daily flow is therefore 1.67 MGD. Additionally, it accommodates the projected flow of 1.26 MGD for the Year 2025 for the Tarkhill pump station. Total flow being diverted to the Charlotte-Mecklenburg Utilities system is 3.26 MGD.

- Determines the Alternative that provides the best cost – benefit ratio.
 - Alternative 1A is estimated to have a capital cost of \$461,748 greater than Alternative 1. However, an additional 0.5 MGD is diverted through this alternative for a cost of \$0.92 per additional gallon as compared to \$3.21 per gallon as shown above for Alternative 1. Likewise, when considering the total amounts of wastewater being transferred, the capital cost per gallon for Alternative 1A is \$2.64 as compared to \$3.21 for Alternative 1.
 - The increased flow diversion projected in Phase 2 is dependent on the proposed force main between the Twelve Mile Creek WWTP and the Tarkhill pump station outfall having a diameter of 18 inches which is a part of the Phase 1 – Alternative A1 improvements. Proposed Phase 1 – Alternative 1 improvements include only a 16 inch force main for that segment of the Plan. Constructing the 18 inch force main, as proposed in Phase 1 – Alternative 1A, will eliminate the need for paralleling the line in the future at a far greater capital cost than the up-sizing of the line in Phase 1- Alternative 1A.

- Implementation of a Phasing Plan for recommended improvements that meet Union County's needs, as well as the ability to fund those needs, on a period basis.
 - In that western Union county is experiencing growth at an unprecedented rate, it is imperative that any Plan for wastewater treatment and disposal be as flexible as possible. Certainly, a plan must be able to accommodate the immediate and short-term needs relative to disposal of wastewater. However, and just as important, the plan must provide solutions for the longer term (10 – 15 years). In that initially implementing a plan that meets these long-term needs would require substantial capital expenditures and



subsequently place heavy revenue burdens on current and short-term users, it is necessary to Phase the Plan in order to meet wastewater disposal demands in the periods they occur.

Phase 1 – Alternative 1A, when coupled with Phase 2, will meet the above needs and, in the time period that revenues closely match expenditures.

Phasing of Recommended Plan

It is recommended that the following phasing of the Recommended Plan be considered.

Phase 1 – Alternative 1A

This phase should be implemented as soon as possible in order to alleviate the severe problems associated with the discharge permit limitations placed on the Twelve Mile Creek WWTP. Implementation of this Phase of the Plan will provide projected wastewater disposal needs for both the Millbridge and Tarkhill pump station through the Year 2025. Additionally, it will allow an additional 1.5 MGD of flow to the Twelve Mile Creek WWTP to be diverted to the Charlotte-Mecklenburg Utilities system. Total flow to be diverted and treated is 3.26 MGD. The Preliminary Opinion of Probable Costs for Phase 1 – Alternative 1A is \$5,273,201.

Phase 2

Phase 2 increases the amount of flow to the Charlotte-Mecklenburg Utilities system to 6 MGD. This flow includes the projected Year 2025 flow from the Millbridge and Tarkhill pump station as well as 4.41 MGD from the Twelve Mile Creek WWTP. While the 4.41 MGD being diverted from the WWTP probably exceeds that necessary to accommodate average daily flows to the plant, any excess diversion capacity may be utilized to accommodate high peak flows associated with excessive infiltration/inflow during high rainfall periods. The Preliminary Opinion of Probable Costs for Phase 1 – Alternative 1A is \$4,752,720.

Phase 2 should be implemented when projected demands placed on the Twelve Mile Creek WWTP exceed the current discharge limitation of 2.5 MGD plus the 2.0 MGD being diverted to the Charlotte-Mecklenburg Utilities system. The project should be initiated at least 24 months prior to the time the anticipated flow to the WWTP reaches 4.5 MGD.

Phasing Summary

A total capital expenditure of \$10,025,921 will be necessary to construct Phase 1 – Alternative 1A and Phase 2. This expenditure will allow Union County to divert 4.74 MGD of wastewater from the Twelve Mile Creek WWTP to the Charlotte-Mecklenburg Utilities system. This cost, on a per gallon basis, equates to \$2.12.

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 10, 2008

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

SUBJECT: Self-Help Program

DEPARTMENT: Public Works

PUBLIC HEARING: No

ATTACHMENT(S):
Program Modification
Recommendation from Advisory
Board

Project Summary

INFORMATION CONTACT:
Christie Putnam

TELEPHONE NUMBERS:
296.4212

DEPARTMENT'S RECOMMENDED ACTION: Accept recommendation of Advisory Board as developed by staff and approve application of modified policy to existing projects.

BACKGROUND: The Board of Commissioner referred the self help policy to the Advisory Board for modification recommendations. The Advisory Board recommended modifications as outlined in the attachment. Staff has further added detail for clarity to the recommendation. Staff recommends adopting the modified policy, apply policy to existing projects resulting in moving forward with the 4 projects that meet the new threshold.

FINANCIAL IMPACT: Utility Fund \$364,525 and General Fund \$240,000

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____



UNION COUNTY PUBLIC WORKS

Christie L. Putnam, P.E., Director

MEMORANDUM

To: Board of County Commissioners

From: Christie Putnam, Director

Date: March 3, 2008

Subject: Self Help Program Update

At the direction of the Board of County Commissioners, the Public Works Advisory Board (PWAB) recommended modifications to the current self help program. The first recommendation was to reduce the participation threshold requirement from 100% to 70%. The second recommendation called for any remaining gap between funds contributed by participants, plus the Board's discretionary General Fund contribution, and the amount necessary to complete the project were to be provided from the Water and Sewer Enterprise Fund.

A review of the current outstanding projects is provided. Four out of the five current projects meet this modified program threshold. To determine the shortfall of allocated funding, first the Board must decide whether the contributions from the Enterprise and General Funds will be based upon the original number of *potential* participants (summarized in the 5th and 6th columns of the attached summary) or based upon the number of *participating* customers (total contributions of two funds summarized in the last column). This decision determines the amount of shortfall necessary from the utility fund based upon the recommendation of the PWAB. The first option results in a \$98,124.86 shortfall. The second requires \$203,624.86 additional funding for the projects meeting the new threshold for participation.

It is also recommended by the PWAB that owners (present or future) of existing homes benefiting from a project, but choosing not to participate, be held liable for future contributions should they decide to connect. If an owner elects to connect within the first five years from installation of a project they shall be required to pay the contribution paid by the original participants plus tap and capacity fees required by UCPW. Fees will be collected at the rate in effect at the time of their election to join. If the connection is made in years six through ten, there is a percentage portion of the contribution required in addition to regular tap and capacity fees. Staff recommends that if election occurs in years six through ten, the following percentages of contribution will apply:

- Year six – 85%
- Year seven – 70 %
- Year eight – 55%
- Year nine – 40%

- Year ten 25%

After ten years from the date of completed installation, only tap and capacity fees will apply.

Not addressed by the PWAB is the modification of cost per customer per the existing policy. Staff does not suggest modifying the cost per customer, but making decisions based upon participation thresholds and allocation of additional funding, if desired.

Also not addressed is how the self help program will continue in the future. If this is the policy UCPW is to follow in the future, it is recommended that:

- Funding be identified in the CIP,
- The 70% threshold is absolutely binding,
- The cost per customer is not recalculated if the 70% threshold is not met, and
- Projects are approved on a first come first serve basis until the funding is expended.

If the Board decides to enact these modifications to the self help program, staff further proposes that applications will be accepted August first following the approval of the funding by the Board of County Commissioners. Staff will report to the Board any projects that meet the required threshold, including funds committed to the projects. Applications not fully funded in the previous year(s) must be resubmitted the next August if participation thresholds are not met or if full funding is not available.

Self Help Program Summary

Current Projects

As of February 27, 2008

Shortfall

Date Project Initiated	Updated Project Cost	Potential Participating Customers	Enterprise Contribution	Potential General Fund Contribution	Remaining Funding	Cost per Customer *	Number of Agreements Received	%	Shortfall	
									100% Initial County Funding	Applied Policy Funding
2/2/2007	\$70,650.00	12	\$26,640.00	\$24,000.00	\$20,010.00	\$1,097.92	10	83%	\$9,030.80	\$17,470.80
3/26/2007	\$291,750.00	55	\$122,100.00	\$110,000.00	\$59,650.00	\$367.27	42	76%	\$44,224.66	\$99,084.66
12/7/2006	\$195,500.00	32	\$71,040.00	\$64,000.00	\$60,460.00	\$940.94	25	78%	\$38,936.50	\$66,476.50
1/11/2006	\$117,750.00	19	\$42,180.00	\$38,000.00	\$37,570.00	\$589.21	7	37%	\$33,445.53	\$84,085.53
4/21/2004	\$129,150.00	21	\$46,620.00	\$42,000.00	\$40,530.00	\$1,810.95	18	86%	\$7,932.90	\$20,592.90
									\$131,570.39	\$287,710.39

* Additional cost for capacity fees, permit fees and plumbing from the meter to the house



"Tom Caldwell"

[Redacted]

02/22/2008 04:47 PM

AGENDA ITEM

12

To <west@co.union.nc.us>

cc "C. Ashley Campbell" <ashley.campbell@infinitypartners.com>, "Philip Walton" <philip.walton@infinitypartners.com>

MEETING DATE 3/10/08

bcc [Redacted]

Subject

lynn, please accept this message as the request of my clients, i b development, llc, the owners and developers of approximately 273 acres on weddington rd in weddington and known as the woods subdivision to be on the commissioners' agenda for their 3/10/08 meeting for the approval of water and sewer service to said property via a pump station to the cmud outfall line at 6 mile creek. should you have any questions, please let me know. please acknowledge receipt of this message so i'll know you received it. thanks, tom caldwell

Thomas J. Caldwell
GRIFFIN SMITH CALDWELL HELDER & HELMS, P.A.

[Redacted signature block]

UNION COUNTY
BOARD OF COMMISSIONERS

ACTION AGENDA ITEM ABSTRACT

Meeting Date: February 4, 2008

Action Agenda Item No. 10
(Central Admin. use only)

SUBJECT: Woods Subdivision (Deferred from 1/22/2008 Meeting)

DEPARTMENT: Public Works Department **PUBLIC HEARING:** No

ATTACHMENT(S): Information from Public Works Department **INFORMATION CONTACT:** Richard Black
Interim County Manager

Copy of E-Mail from Tom Caldwell **TELEPHONE NUMBERS:**
704-283-3810

DEPARTMENT'S RECOMMENDED ACTION: Consider request

BACKGROUND:

FINANCIAL IMPACT:

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

STONE BROOK



UNION COUNTY PUBLIC WORKS

Christie L. Putnam, P.E., Director

October 5, 2006

Attention: Michael Sealy
The Base Group
2901 Blythe Road
Waxhaw, N.C. 28173

Ref: Water and Sewer Availability - Mundy's Run
Parcels - 06126002, 06126003A, 06126006B, 06126008A,
06126008, 06126010, 06150071, 06126010A & 06126011
Proposed 200 lot Residential Subdivision with
Amenities and School Site

Dear Mr. Sealy,

A review of the parcels has been made. Union County currently has an existing 24 inch diameter water main along both Providence Road (Highway 16) and Weddington Road (Highway 84). Currently county sewer does not cross or adjoin these parcels, however the counties master plan does recommend service to the Mundy's Run Drainage Basin in the future.

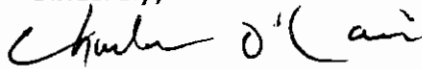
At this time Union County Public Works (UCPW) is agreeable to recommend this project be allowed sewer service utilizing capacity within the Six Mile Creek drainage basin (McAlpine Creek WWTP) and water service using the above mentioned water mains. This recommendation is based on you (developer) obtaining the following:

- Union County Board of County Commissioners (B.C.C.) approval to transfer flow from the Twelve Mile Creek drainage basin to the Six Mile Creek drainage basin.
- Charlotte Mecklenburg Utilities (CMU) approval to discharge into the CMU collection system along Six Mile Creek utilizing committed sewer capacities to Union County.
- Division of Environmental Management (DEM) approval of the non-discharge permit application.
- Design and Construction of a sewer pump station located along Mundy's Run Branch at the head water of Aero Plantation. The associated wet well and force main and controls to be sized for the build out of the complete drainage basin based on Union Counties Master Plan design criteria.

- Proposed Pump Station to be designed per Union County/State standards and shall include and architect designed enclosure to be compatible with the surrounding community, magmeter, odor control and chemical injection in addition to all "standard" items on typical county pump stations.
- Design and construction of a 16 inch diameter water main extension along the proposed Rea Road Extension to be extended through this project and connecting to the existing 24 inch diameter water main located on Weddington Road.
- Obtaining engineering plan approval from other governmental agencies as appropriate.
- Compliance with Union Counties'
 - a) Easement Acquisition Policy and Procedures
 - b) Water and Sewer Extension Policy
 - c) Sanitary Water and Sewer Specifications
 - d) Public Works Department standard review comments.

This "Water/Sewer Availability" is limited to a period of one (1) year to allow time for developer to obtain all necessary approvals mentioned above. If you have any questions don't hesitate to call me at 704-296-4214.

Sincerely,



Charles O'Cain, P.E.
Assistant Director

Cc: Mike Shalati
Christie Putnam, P.E.

County Manager
Public Works Director

Pump Station Analysis

The Woods

Weddington, North Carolina

C) Pumping Station

We propose to provide a submersible duplex pumping station with two 75 horsepower pumps. These pumps will pump 525 gpm against a projected head pressure of 245'. A generator with automatic transfer switch will be provided along with instrumentation and alarms per UCPW requirements.

D) Force Main

We will be installing an eight inch force main along Weddington Road (Highway 84) to Matthews-Weddington Road. It will extend up Matthews-Weddington Road and go behind the future library site and around the back of the shopping center. It will tie in the existing Weddington Corners pump station and continue down Providence Road to tie in to UCPW sewer in the Highgate neighborhood. We have worked closely with NCDOT on location of the force main and will comply with those requirements.

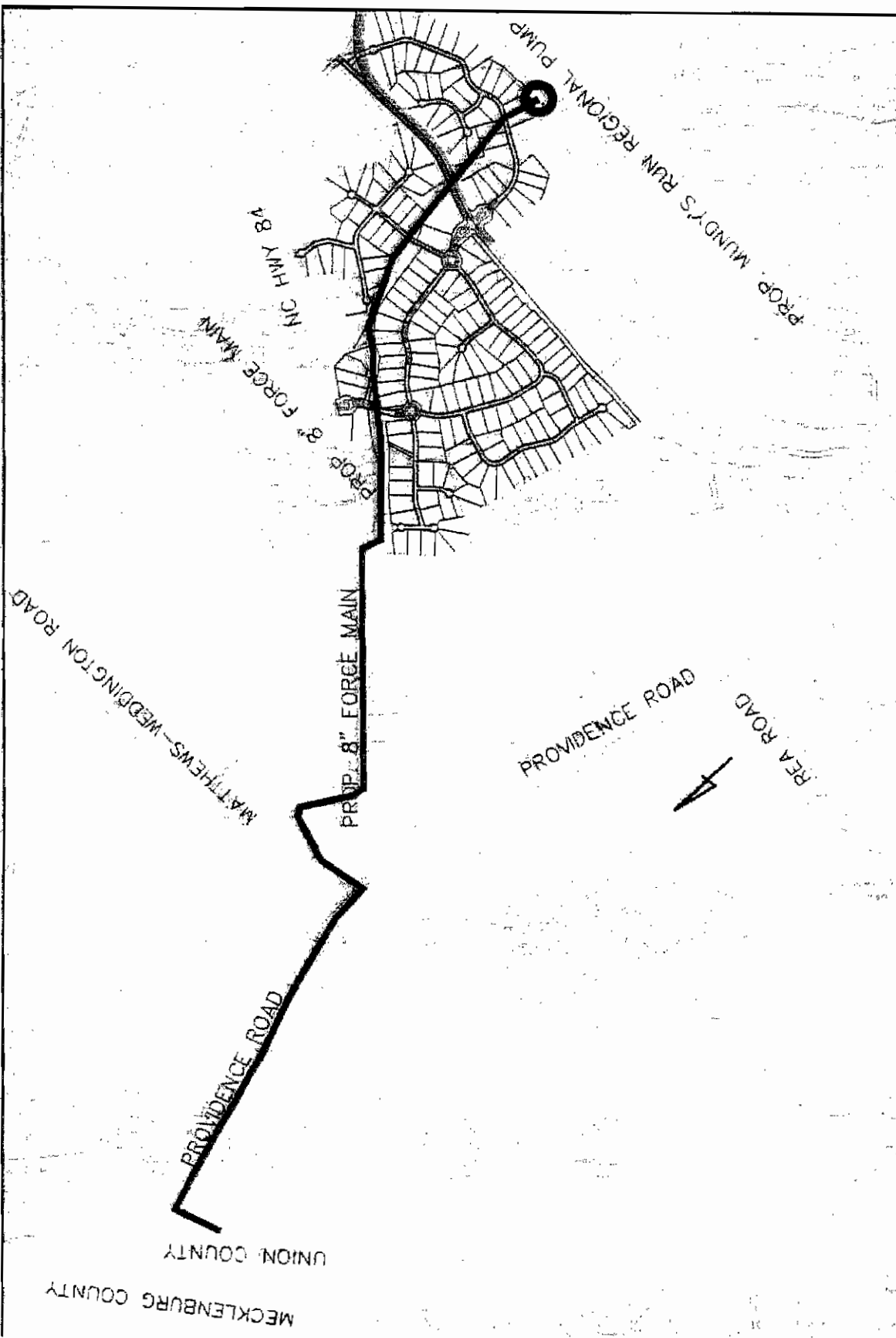
E) Weddington Corners

We will be tying the discharge of the Weddington Corner pumping station into the proposed force main. The existing impellers for the Weddington Corners station will require replacement with smaller impellers. Even with this replacement the pumps will still exceed the current pump rates with the Mundy's Run station in operation and pump 50% more when operating alone.

Conclusion

The proposed Mundy's Run pump station will provide several benefits to Union county. Initially, the station will help UCPW meet its service area commitment by pumping flows to a system that has treatment capacity. This sewer system will be key in assuring that the Rea Road extension to Highway 84 is completed sooner rather than later. This will be accomplished by allowing the development to donate land, right of way and construct a significant part of the roadway (about 1 mile).

In the future the pump station will provide an option to avoid expensive litigation and liability for high hazard dams in association with extending gravity sewers through Aero Plantation. The 12" receiving sewer is already in place per the 1996 plan.



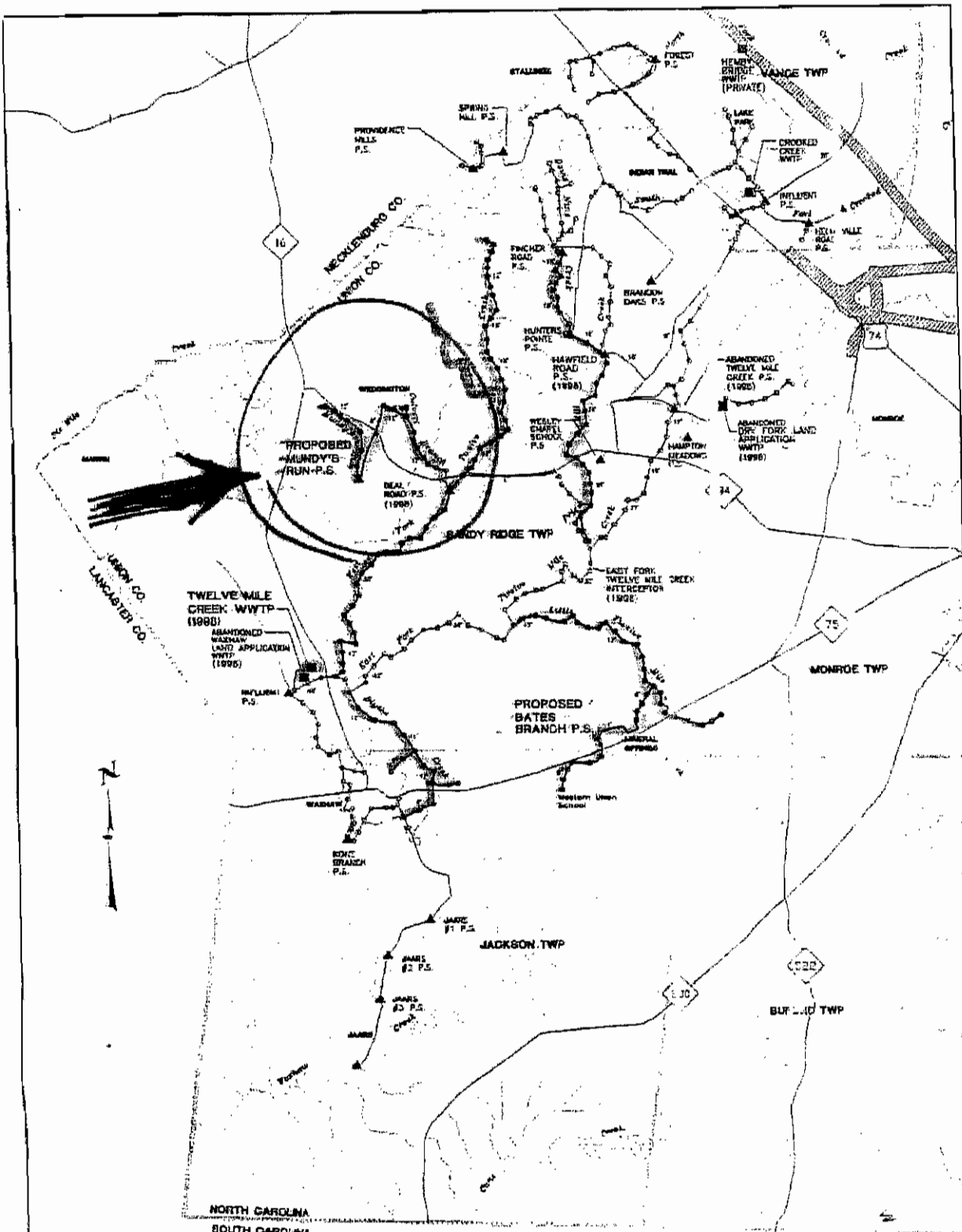
RDDAVIS
 CONSULTING
 ENGINEERS

1001 N. THE BLVD
 SUITE 100
 DALLAS, TX 75201
 (214) 827-7700
 (214) 827-8000 FAX

**PROPOSED SEWER FACILITIES
 TO SERVE PROPOSED
 'THE WOODS'**

1" = 1500'

EXHIBIT A



- LEGEND**
- PROPOSED SEWER 2000
 - PROPOSED SEWER 2005
 - PROPOSED SEWER 2010
 - PROPOSED SEWER 2015
 - EXISTING SEWER
 - WWTW
 - ▲ PUMPING STATION
 - CREEKS
 - TOWNSHIPS

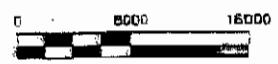


FIGURE 10

UNION COUNTY, NC
SEWER SYSTEM
MASTER PLAN

TWELVE MILE CREEK PROPOSED SEWER

FRICKENBER, PETTIS & STROUT, INC.
 CONSULTING ENGINEERS

1996



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

March 2, 2007

Mr. Robert Davis
323 Indian Trail Road North
Indian Trail, North Carolina 28079

Dear Mr. Davis:

Re: NCDOT project U-2510A Union County
Widening of NC 16 Providence Road
Force main sewer

I thank you for meeting with us on February 28, 2007. I would like to verify our conclusions from the meeting.

- ◆ You are representing Infinity Partners, LLC of Charlotte, North Carolina.
- ◆ Infinity Partners proposes to construct a new 8" or 10" force main sewer. A portion of this line will be within the NCDOT project Rights of Way.
- ◆ The new force main will include a connection to the Weddington Associates force main sewer at the shopping center. This will eliminate the Weddington Associates force main sewer that exists along NC 16.
- ◆ Agreements are in development for Union County to own the new sewer line after construction.
- ◆ The new force main within the NC 16 highway project will be located five feet inside the proposed rights of way and will be constructed below the future grade lines.
- ◆ My office will work with you in obtaining electronic plans for the highway project.
- ◆ You anticipate providing design plans for our review of the portion of the force main within the project limits before May 2, 2007.
- ◆ Within the highway project, you estimate completing construction 6 weeks after NCDOT has acquired the project Rights of Way.
- ◆ The connection of Weddington Associates and the elimination of their line should occur prior to June 2008.

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
PROJECT SERVICES UNIT
1501 MAIL SERVICE CENTER
RALEIGH, NC 27669-1591

TELEPHONE 919-250-4129
FAX 919-250-4119
WEBSITE WWW.ECH.BDOT.STATE.NC.US

LOCATION:
CENTURY CENTER COMPLEX
ENTRANCE B-2
1020 BIRCH RIDGE DRIVE
RALEIGH, NC

Mr. Robert Davis

March 2, 2007

Page 2

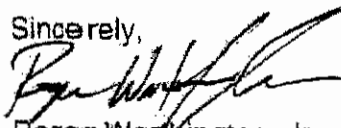
- ◆ Three party agreements will be executed between Infinity Partners, LLC, Union County, and NCDOT for the encroachment of the sewer line on NCDOT Rights of Way.

Within the highway project limits, Mr. Steve McKee and Mr. Alonza Yancey will be the NCDOT contact for the design of the force main. Mr. Gary McLamb, of the NCDOT Utilities Coordination Unit (919)733-7932 ext. 344, will be your contact for the agreement.

For the remainder of the force main on NCDOT R/W but outside of the highway project, you should coordinate the design and agreement with the NCDOT District Engineer for Union County, Mr. J. Scott Cole, PE. His telephone number is (704)289-1397.

Please contact me if I can be of further assistance.

Sincerely,



Roger Worthington, Jr.
Utilities Section Engineer

Cc: Mr. Steve McLeod
Ms. Christie Putnam
Mr. Gary McLamb
Mr. Scott Cole
Mr. Steve McKee



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

March 2, 2007

Mr. Steve McLeod
Weddington Associates
19701-D West Catawba Ave.
Cornelius, North Carolina 28031

Dear Mr. McLeod:

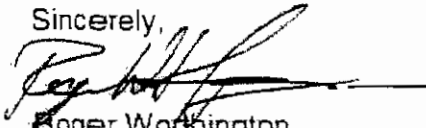
Re: NCDOT project U-2510A Union County
Widening of NC 16 Providence Road
4" force main sewer

Thank you very much for hosting our meeting on February 28, 2007. I would like to verify our conclusions from the meeting.

- ◆ The existing 4" force main along Providence Road from NC 84 to 6 Mile Creek requires replacement due to the highway project. Weddington Associates own this force main.
- ◆ Infinity Partners, LLC, and Weddington Associates are agreeing to combine the Weddington Associates force main with a new 8" or 10" force main proposed by Infinity Partners. This will eliminate your existing force main.
- ◆ Mr. Robert Davis, PE is engineering the force main for Infinity Partners and is working with Union County on ownership of the force main.

Please contact me if I can be of further assistance.

Sincerely,



Roger Worthington
Utilities Section Engineer

Cc: Mr. Robert Davis
Ms. Monica Long
Mr. Gary McLamb
Mr. Steve McKee

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
PROJECT SERVICES UNIT
1591 MAIL SERVICE CENTER
RALEIGH NC 27689-1591

TELEPHONE 919-250-4124
FAX 919-250-4118
WEBSITE WWW.DOT.NC.GOV

LOCATION:
CENTURY CENTER COMPLEX
ENTRANCE B-C
1020 BIRCH RIDGE DRIVE
RALEIGH NC

WOODS, THE

Grace Development Sewer Utility Study Weddington, NC

Abstract

Grace Development has retained McKim & Creed, PA to determine the requirements and approximate costs for the construction of sewer extensions to serve a proposed residential development in Weddington, NC. McKim & Creed has determined sewer service can be provided to this proposed development for an estimated cost of \$2,287,000, including both construction and easements.

Introduction

Grace Development has an option to purchase a 212-acre parcel in the Town of Weddington, and proposes to develop a residential subdivision on the land. The project is located southeast of Weddington along Mundys Run Creek, and is bounded on the west by Providence Road and to the north by Weddington Road. The site is depicted on Figure 1. Successful implementation of the project requires an extension of service conforming to the Union County Master Sewer Plan and current sewer extension policies. McKim & Creed has completed a study of the requirements and costs for the construction of sewer extensions. Estimated costs include the acquisition of permanent and temporary easements across private lands.

Sewer Service Availability and Extension Requirements

The proposed development is within the Mundys Run drainage basin. The closest County sewers to the proposed development are located east of the project along the Culvert Branch near Twelve Mile Creek Road. County policies for sewer service will not allow this proposed subdivision to connect to Culvert Branch with a pump station.

Sewer service to the project will require construction of a trunk sewer downstream along Mundys Run to its confluence with the West Fork of Twelve Mile Creek. An extension of the West Fork Twelve Mile Creek trunk sewer is currently under construction at that location.

Union County Public Works policy requires that proposed Master Plans sewers have the capacity to convey flows projected for the total service area. This sewer extension is identified as a required project in the 2001 Union County Master Sewer Plan.

Mundys Run Trunk Sewer Alignment Alternatives

The alignment of Mundys Run trunk sewer presents a unique challenge in that a significant portion of the sewer is to be routed through Aero Plantation. Aero Plantation is a private fly-in community with nearly 90 families in residence. The neighborhood has its own air strip, a lake, and several large ponds within its boundaries. Through examination of topography and aerial photography, McKim and Creed developed three sewer service extension alternatives. Two alternatives are gravity sewers located along different paths adjacent to the lake. The third alternative is a wastewater pumping station and forcemain routed along existing roads within the community. The pump station option will not be allowed by Union County Public Works.

In March 2005, a site visit was made to view the proposed alternatives with Jon Dyer, the Public Works director, and Charles O'Cain, assistant director. A fourth alternative developed as an outcome of the site visit. This alternative is a variation of one of the proposed gravity sewer alignments. It was selected to take advantage of flatter grades along the lake shore opposite the proposed route. Union County feels the impact to the community can be further reduced by the use of Horizontal Directional Drilling methods to install sub aqueous sewer crossings beneath three fingers of the lake. McKim & Creed concurs the re-routing will allow the sewer construction to more closely follow the water's edge, and will reduce the extent of land clearing on the affected properties.

This alignment will require construction of 15,000 feet of 12 -inch sewer, including 6,600 feet of gravity sewers installed throughout Aero Plantation. The estimated cost of the line with allowances for contingencies and design is \$2,060,000.

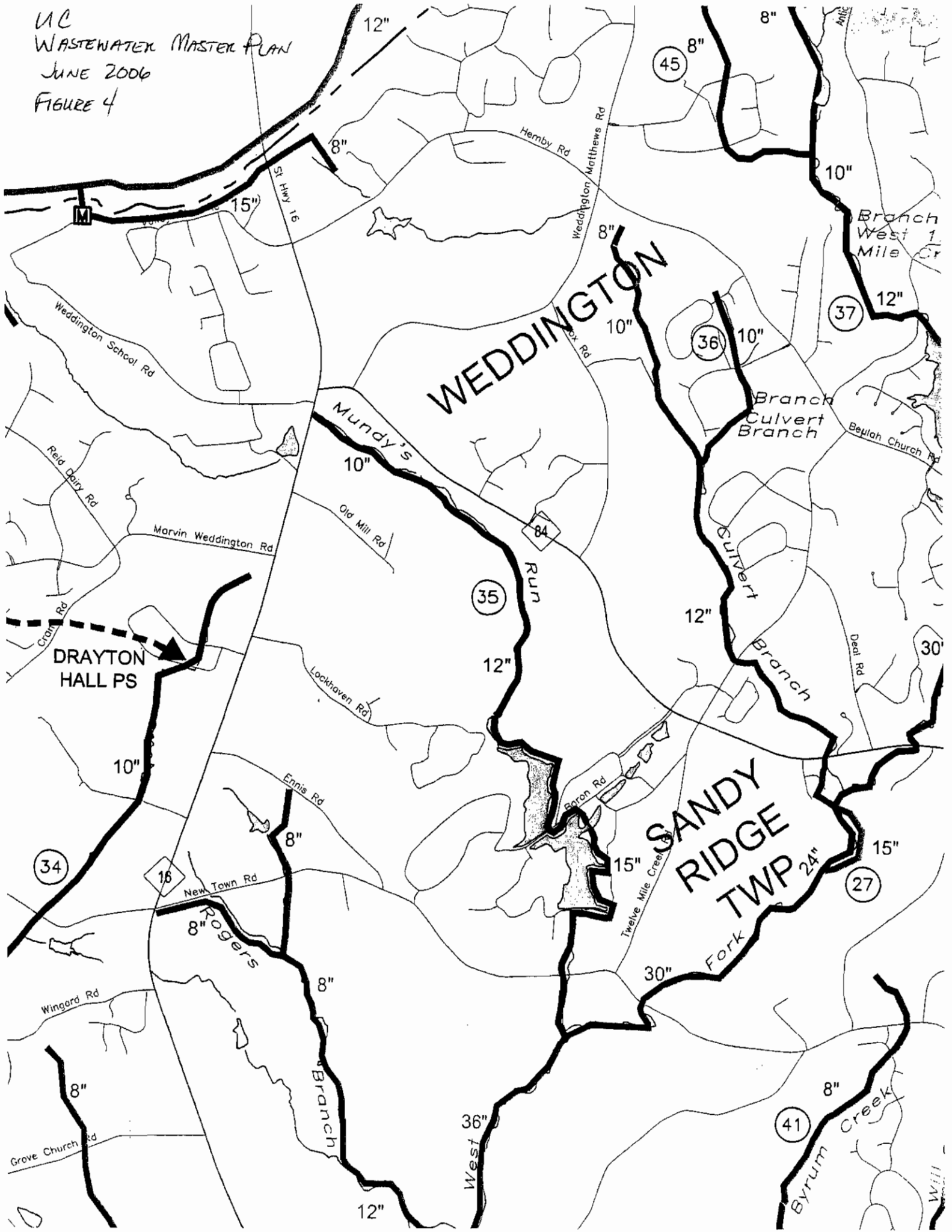
Acquisition and Cost of Permanent and Temporary Easements

Current County policy requires that owners of private lands impacted by utility extensions be compensated at a rate equivalent to 50 percent of market value for permanent easement, and at a rate equivalent to 25 percent of market value for temporary easement. It is expected that 20 feet of permanent and 20 feet of temporary easement will be required for the 12-inch and 15-inch gravity sewers. We have developed an estimate of anticipated easement costs using Union County GIS data for the affected parcels along the sewer alignment. It is expected the required easements can be obtained at a cost of \$223,000.

Conclusions and Recommendations

McKim & Creed has completed a review of the requirements and costs for the construction of sewer extensions to serve the proposed residential development. We are recommending a sewer alignment that has been developed with Union County Public Works input. We estimate the construction of approximately 15,000 feet of trunk sewer along Mundys Run will cost \$2,060,000, including engineering and contingencies. We expect temporary and permanent easements can be obtained at a cost of \$233,000. The total cost of sewer service for this project is estimated to be \$2,293,000.

UC
WASTEWATER MASTER PLAN
JUNE 2006
FIGURE 4





Legend

Sewer Service Alternatives

- COMMON GRAVITY SEWER ROUTE
- OPTION 1 GRAVITY SEWER ROUTE
- OPTION 2 GRAVITY SEWER ROUTE
- OPTION 3 GRAVITY SEWER ROUTE
- OPTION 4 FORCEMAIN ROUTE
- OPTION 5 RECOMMENDED GRAVITY SEWER ROUTE

- ▭ PROPOSED DEVELOPMENT
- ▭ PARCELS

GRACE DEVELOPMENT
 MUNDYS RUN TRUNK SEWER ALTERNATIVES
 FIGURE 1

Pump Station Maintenance Considerations

- Station Check
 - Once per week by rule (with telemetry)
 - We check stations twice per week
 - check floats, record flows, hours, run cycle, exercise generator, etc.
 - Drive time needs to be considered
 - Problem stations are check daily (high flow, pump oos)
 - check floats, record flows, hours, run cycle etc.
 - Drive time needs to be considered
- Wetwell Cleaning
 - Approx every 3 months
 - Requires min 2 men plus VacCon
 - Grease must be removed from drying bed
- General Maintenance
 - seasonal
 - Cut grass
 - Weed eat/ spray chemicals
 - Maintain privacy fencing as appropriate
- Control Maintenance
 - Semi-annually
 - Amp draw, electrical connections, etc
 - Looking at infrared (hot spots)
- Draw Down Test
 - Semi-annually
- Generator maintenance
 - Semi-annual
 - Oil, oil filter, air filter, belts fluid, batteries

Related Matters

- Safety
 - Control panels energized by ⁴¹⁰360V 3 phase
- Odor – H₂S
 - Chemical feed
 - Chemical cost
 - Increased visitation
 - pH monitoring in system required
- Corrosion – H₂s
 - Downstream manholes
 - DIP force main
- Air Relief Valve Inspection/replacement
- Basically cannot tap-on to force main
- It is mechanical – susceptible to failure



"Tom Caldwell"

01/08/2008 04:01 PM

To [REDACTED]

cc [REDACTED]

bcc [REDACTED]

Subject union co commissioners' 1/22/08 agenda

Lynn, in accordance with our phone conversation a few minutes ago, please accept this email as the request of my client, IB Development, LLC to be on the Commissioners' agenda for their January 22, 2008 meeting for approval of water and sewer service to The Woods Subdivision, the specifics of which are contained in the attached Request. It is my understanding that the deadline for agenda requests is 2:00 tomorrow and that this email to you as Clerk to the Board serves as a timely and properly presented request. It's my further understanding that the meeting agenda will be determined Monday or Tuesday of next week and the agenda finalized by Wednesday.

Request by I B Development, LLC

I B Development, LLC (“Developer”), owner of approximately 273 acres on NC Highway 84 in Weddington, which has Weddington’s preliminary plat approval as a 203 lot residential subdivision known as “The Woods”, requests the Union County Board of Commissioners to approve water and sewer service to the property pursuant to and in accordance with the terms and provisions contained in: (1) Letter dated October 5, 2006 from Charles O’Cain as Assistant Director of Union County Public Works (“UCPW”) to Michael Sealy, agent of Developer, a copy of which is attached hereto as Exhibit A; and (2) Policy For Allocating Wastewater Treatment Capacity adopted by the Board of Commissioners on September 17, 2007, on the following terms and conditions:

1. The pump station will be located and sized so as to provide sewer service for all the property in the drainage basin The Woods is located in.
2. The Developer will provide for the repair, maintenance and replacement, if necessary, of the pump station for as long as it is used in providing sewer service to The Woods and the other property in the drainage basin. Developer’s repair and maintenance obligation will be secured in such manner as UCPW reasonably requires and shall comply with all pump station repair and maintenance provisions contained in any policy adopted by the County in the future.
3. Developer will provide for the construction of Section B of Rea Road Extension (the “Road”), which is the portion that is located within The Woods, as described in letter dated July 24, 2007 from Barry S. Moore, Division Engineer for the N. C. Department of Transportation (“DOT”) to Kevin Pressley, Chairman of The Union County Board of Commissioners, a copy of which is attached hereto as Exhibit B, by providing the following at its sole expense:
 - A. Granting the right of way for the Road and all drainage, slope and other easements necessary for its construction and maintenance.

- B. Providing all necessary design and engineering.
 - C. Grading the entire four lanes of the Road and installing the necessary bridges and other drainage installations.
 - D. Paving two lanes of the Road.
 - E. Landscaping the Road median.
4. Developer will, on its own or in conjunction with other entities, provide funding in the amount of up to \$2.4 million in order for DOT to build Section A of the Road as rapidly as possible.
 5. Developer will design and construct the 16" water line along Section B of the Road as described in the letter attached as Exhibit A.
 6. Developer will insure that all utility lines in The Woods will be underground and that all walking trails as shown on the approved preliminary subdivision plans will be open to use by the general public during daylight hours.
 7. To guarantee that Developer complies with the conditions contained herein, Developer acknowledges that Union County will not be obligated to permit any water or sewer connections to residences constructed in The Woods until Developer has substantially complied with or made satisfactory provisions for compliance with all conditions contained herein.

EXHIBIT A

UNION COUNTY PUBLIC WORKS

Christie L. Putnam, P.E., Director

October 5, 2006

Attention: Michael Sealy
The Base Group
2901 Blythe Road
Waxhaw, N.C. 28173

Ref: Water and Sewer Availability - Mundy's Run
Parcels - 06126002, 06126003A, 06126006B, 06126008A,
06126008, 06126010, 06150071, 06126010A & 06126011
Proposed 200 lot Residential Subdivision with
Amenities and School Site

Dear Mr. Sealy,

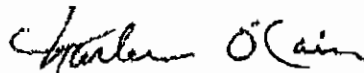
A review of the parcels has been made. Union County currently has an existing 24 inch diameter water main along both Providence Road (Highway 16) and Weddington Road (Highway 84). Currently county sewer does not cross or adjoin these parcels, however the counties master plan does recommend service to the Mundy's Run Drainage Basin in the future.

At this time Union County Public Works (UCPW) is agreeable to recommend this project be allowed sewer service utilizing capacity within the Six Mile Creek drainage basin (McAlpine Creek WWTP) and water service using the above mentioned water mains. This recommendation is based on you (developer) obtaining the following:

- Union County Board of County Commissioners (B.C.C.) approval to transfer flow from the Twelve Mile Creek drainage basin to the Six Mile Creek drainage basin.
- Charlotte Mecklenburg Utilities (CMU) approval to discharge into the CMU collection system along Six Mile Creek utilizing committed sewer capacities to Union County.
- Division of Environmental Management (DEM) approval of the non-discharge permit application.
- Design and Construction of a sewer pump station located along Mundy's Run Branch at the head water of Aero Plantation. The associated wet well and force main and controls to be sized for the build out of the complete drainage basin based on Union Counties Master Plan design criteria.

- Proposed Pump Station to be designed per Union County/State standards and shall include and architect designed enclosure to be compatible with the surrounding community, magmeter, odor control and chemical injection in addition to all "standard" items on typical county pump stations.
- Design and construction of a 16 inch diameter water main extension along the proposed Rea Road Extension to be extended through this project and connecting to the existing 24 inch diameter water main located on Weddington Road.
- Obtaining engineering plan approval from other governmental agencies as appropriate.
- Compliance with Union Counties'
 - a) Easement Acquisition Policy and Procedures
 - b) Water and Sewer Extension Policy
 - c) Sanitary Water and Sewer Specifications
 - d) Public Works Department standard review comments.

This "Water/Sewer Availability" is limited to a period of one (1) year to allow time for developer to obtain all necessary approvals mentioned above. If you have any questions don't hesitate to call me at 704-296-4214.



Charles O'Cain, P.E.
Assistant Director

Cc: Mike Shalati County Manager
Christie Putnam, P.E. Public Works Director

EXHIBIT B



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

July 24, 2007

W. LYNDO TIPPETT
SECRETARY

Mr. Kevin Pressley, Chairman
Union County Board of Commissioners
500 N. Main St., Room 925
Monroe, NC 28112

Dear Mr. Pressley:

I am writing to follow up our telephone conversation of this date concerning our STIP project U-3467 (Rea Road Extension).

As you are aware this project plans to extend SR 1316 (Rea Road) from NC 16 to SR 1008 (Indian Trail-Waxhaw Road) to multi-lanes with most of the project on new location with approximate length of the project being 3.8 miles. The cross-section will be a four lane divided highway. Currently this project is included within the Mecklenburg/Union MPO's (MUMPO) long-range transportation plan. It is currently prioritized on MUMPOs' project priority listing as project number 92.

The current 2007-2013 TIP breaks this project into three sections. Section A plans to build the project from NC 16 to 1000 east of NC 16 to tie into the part that is presently proposed to be built by private developer identified in our STIP as Section B (1000 east of NC 16 to NC 84). The final section C will complete the project over to SR 1008 (Indian Trail-Waxhaw Road).

MUMPO has identified this section of road as a future critical link to help with mitigation of traffic congestion in this area. The project is part of their overall air quality analysis that is required to be submitted to the Federal Highway Administration every few years. The Department agrees with the need for this project and recognizes that without it the overall flow of traffic in this part of the county could be compromised.

As we discussed by phone anything that Union County can do to assist in protecting this corridor would be helpful. Regardless of when this project is built we need to plan now to protect its anticipated corridor of both R/W and utility conflicts. By planning now, for the future project, can potentially have significant cost savings to the project when it is funded for construction, not to mention just good overall planning and use of tax payers dollars.

I want to thank you for your interest in transportation issues and the willingness to work together for the greater good of Union County. If I can be of any further assistance to you or the Union County Commission please do not hesitate to let me know.

Sincerely,

Barry S. Moose, P.E.
Division Engineer

cc: File



**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 10, 2008

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

SUBJECT: South Piedmont Community College

DEPARTMENT: Finance
SPCC

PUBLIC HEARING: No

ATTACHMENT(S):

CIP projects

Budget Ordinance Amendment 97

INFORMATION CONTACT:

Kai Nelson

Dr. John McKay

TELEPHONE NUMBERS:

704.292.2522

704.272.5300

DEPARTMENT'S RECOMMENDED ACTION: Adopt Capital Project Ordinance (CPO) #97 to Provide Funding for SPCC Capital Projects (complete mobile purchases and Advance Machining Center) and Set Date for Work Session with South Piedmont Community College (SPCC) to Review its Capital Improvement Program and Provide Direction Regarding Financing of Improvements Contained in the Program

BACKGROUND: The County's capital improvement program contains funds for SPCC programming in connection with the construction of a Manufacturing/Technology Center and a Multi-Purpose Center. Representatives of SPCC desire to appear before the BOCC at a worksession (proposed for March 24 at 5:30 pm) to update the BOCC on the status of the facility programming and to discuss their financing mode. Copies of the projects from the most recent CIP are attached.

During the FY2008 budget process, SPCC officials requested funding for the purchase of mobiles to accommodate their growing need for additional classroom space. This need, in part, is the result of the Early College program in conjunction with UCPS. County staff recommended that SPCC use portions of the programming funds to meet these capital needs. Cost estimates for the mobiles (to include setup) were estimated at \$390K; actual costs are about \$420K.

In August 2007, SPCC officials approached the County regarding their need to complete facility renovations to accommodate corporate expansion announcements that affected the College's Advanced Machining Center. The facility renovations were estimated at \$220K with the State providing about \$60K - leaving a County responsibility of \$160K.

With continued programming of the new facilities, mobile costs coming in slightly over estimate and the costs associated with the Advanced Machining Center, the SPCC capital funding requires additional resources in the amount of \$94K.

Funds are available in the County's capital program to meet SPCC's financial requirements.

FINANCIAL IMPACT: No impact on operating budget; additional County CIP funds are available

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

CAPITAL PROJECT ORDINANCE AMENDMENT

BUDGET General CPO Fund REQUESTED BY Kai Nelson
 FISCAL YEAR FY 2007-2008 DATE February 13, 2008

PROJECT SOURCES

PROJECT USES

Source Description and Code	Project To Date	Requested Amendment	Revised Project	Project Description and Code	Project To Date	Requested Amendment	Revised Project
General CPO Fund 40							
IFT from General Fund	40,000	64,070	104,070	Community College - Capital Planning	160,000	64,070	224,070
Misc Rev Sale of Prop.	120,000	-	120,000				
IFT from General Fund	390,000	30,242	420,242	Community College - Mobile Units	390,000	30,242	420,242
	550,000	94,312	644,312		550,000	94,312	644,312

EXPLANATION: To allocate General CPO Fund resources for South Piedmont Community College Capital Projects.

DATE: _____

APPROVED BY: _____

Bd of Comm/County Manager
Lynn West/Clerk to the Board

FOR FINANCE POSTING PURPOSES ONLY

PROJECT SOURCES

PROJECT USES

Source Description and Code	Project To Date	Requested Amendment	Revised Project	Project Description and Code	Project To Date	Requested Amendment	Revised Project
General CPO Fund 40							
IFT from General Fund 40459700-4010-PR035	40,000	64,070	104,070	Community College Capital Planning 40559700-5586-PR035	160,000	64,070	224,070
IFT from General Fund 40459700-4010-PR042	390,000	30,242	420,242	Community College Mobile Units 40559700-5586-PR042	390,000	30,242	420,242
		94,312				94,312	

Prepared By bl/aar
 Posted By _____
 Date _____

Number CPO - 97

Department	SPCC	Department Priority	SP2
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Project **Multi-Purpose Center**

Description The Multi-Purpose Center (50,000 sq. ft.) is a student focused building that will be a "one-stop" location for student information, admissions, advising, registration, book store/cashier, financial aid, counseling, testing and student related functions. The space will also include a student break area, open computer lab and meeting rooms for student clubs. This will be the first floor of a three-story facility. Expanded science and bio-technology labs, information technology/computer science, general classrooms, and faculty offices will be housed on the other floors.

Justification Currently students have to go from place to place and building to building to gather information as to courses and admissions/ testing, pay their bills and buy their books. This is a very inefficient process and one that is not user friendly nor customer oriented. In addition the increase in student enrollment with the influx of new county residents has put our current space at a premium and the overcrowding is of great concern to the staff, faculty and students.

Setting Priorities (check all that apply)

- Mandated by law/courts/regulation (cite reference here)
- Alleviate risks to public or employee health and safety X
- Protection of County's physical investment
- Enhancement of natural and social environment X
- Results in more economical, efficient or effective delivery of services X
- Multiple uses or takes advantage of multi-jurisdictional participation

Year	Budget	Inception	1	2	3	4	5	CIP
Fiscal Year	as of 1/31/2007		2007-08	2008-09	2009-10	2010-11	2011-12	Total

Capital Costs

Planning/Design	200,000	-	75,000	75,000	50,000	-	-	200,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	1,700,000	6,800,000	-	-	8,500,000
Other	-	-	-	-	-	-	-	-
Total	200,000	-	75,000	1,775,000	6,850,000	-	-	8,700,000

Funding Source

GO Bonds	-	-	-	1,700,000	6,800,000	-	-	8,500,000
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	200,000	200,000	-	-	-	-	-	200,000
Non-County Revenue	-	-	-	-	-	-	-	-
Total	200,000	200,000	-	1,700,000	6,800,000	-	-	8,700,000

Operating Budget Impact

Operating Costs	-	-	-	-	-	250,000	250,000	500,000
Debt Service Costs	-	-	-	-	900,815	776,087	757,609	2,434,511
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	900,815	1,026,087	1,007,609	2,934,511

Source and Basis of Capital Cost Estimate

The construction cost estimate for this type/use building is \$170/SF. This figure was obtained from the NCCCS Office of Facilities. This costs of course will be reviewed and fine tuned as the process moves along. This figure is higher due to cost of science labs.

Staff Review Committee Notes

FY2008CIP provided funds for AES services to generate a cost estimate for full development costs of facility and campus, generate public comment regarding plans and place on November 2008 bond referendum

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 10, 2008

Action Agenda Item No. 14a-e
(Central Admin. use only)

SUBJECT: Compliance with the Minimum North Carolina Department of Transportation Training Standards for Union County Community Transportation Systems Operations

DEPARTMENT: Personnel
Risk Management
Transportation

PUBLIC HEARING: No

ATTACHMENT(S):

1. Position worksheet - Trainer
2. Job Description
3. Memo October 30 ,2007
4. Workplace Safety Training Needs
5. Position worksheet - Driver
4. FY 2008-09 BOCC Resolution adopted December 17, 2007 (2 pages)
5. Affirmation of Applicant January 18, 2008 (2 pages)

INFORMATION CONTACT:
Mark Watson
Annette Sullivan

TELEPHONE NUMBERS:
704-283-3869
704-292-2566

DEPARTMENT'S RECOMMENDED ACTION:

ACTION REQUESTED:

- a. Addition of Safety and Training Specialist Classification to the Union County Pay Plan, Pay Grade 65
- b. Appropriate (1 FTE) Safety and Training Specialist to the Personnel Department allocation of positions.
- c. Appropriate funding as needed.

ACTION REQUESTED:

- d. Appropriate a (.85 FTE) Regular Part-Time Driver to the Transportation Department allocation of positions.
- e. Appropriate funding as needed.

BACKGROUND: Union County is a sub-recipient of Federal and State grant funding for the operation of a Community Transportation System and as such must annually certify and assure that it currently meets all minimum funding program requirements and agrees that it is under a continuing obligation to comply with the terms and conditions of the grant agreement it makes for Federal and State funding assistance. According to, Public Transportation Division Director, Miriam S. Perry, "...if determined that a sub recipient is not in compliance or cannot comply with the requirements, financial assistance will be withdrawn until the sub recipient is in compliance with all applicable certification and assurances."

The Public Transportation Division (PTD) of the North Carolina Department of Transportation (NCDOT) recently issued grant eligibility guidance related to minimum training standards for Community Transportation System vehicle operators. Notice of pending issuance for required safety training standards was first noted in the FY2008-09 NCDOT Community Transportation Program Grant Application, Page 6, Paragraph 4 "Employee Development". All grant applicants were put on notice that, "These (grant) funds are intended to (in part) support training and development activities of community transportation systems." and that "The Public Transportation Division will issue minimum training standards for all community transportation systems that receive state financial assistance from the department (NCDOT)."

The training standards for grant eligibility issued on October 30, 2007 covers five areas: Defensive Driving, ADA, Blood borne Pathogens, Emergency Procedures for Vehicle Operators and Illegal Drug Use. Please note that these are minimum standards of Federal and State grant eligibility compliance (Attachment 2). PTD is encouraging Community Transportation Systems to provide additional vehicle operator training beyond what is recommended in these requirements.

Ensuring transit passenger safety begins with the vehicle operator.

The Personnel, Risk Management and Transportation staff has worked diligently on a recommendation to comply with the training mandates. We do not have the current staffing resources to meet the need. The requested training resource will ensure Union County's compliance with the minimum training standards for Community Transportation System vehicle operators.

IN ADDITION,

This requested training resource will:

1) Provide employees of the Union County Transportation System with the required training under Title VI of the Civil Rights Act of 1964 to insure non discrimination in providing public services. (Attachment 2)

2) While the immediate need is with the Union County Transportation System, the entire organization has an ongoing need for safety training compliance with Federal and State acts. (Attachment 3)

3) Perform all administrative compliance and record keeping functions.

IN ADDITION,

The requested driving resource will replace loss of productive driving hours due to training compliance.

QUICK STATS:

Union County Transportation Department:

- Operates 21 passenger vans.
- Employs 48 drivers and support staff.
- Provided 72,512 passenger trips in 2007
- Provides transportation services to: Senior Citizens, Disabled Citizens, Veterans, General Public, Human Services Clients, Medicaid Recipients - mandated transportation.

FINANCIAL IMPACT: Current FY
Safety and Training Coordinator: \$11,164
Driver: \$6,793

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

Priority 12 (tie) – Tax Rate: Revenue Neutral, Lower

1. What's next?
 - a) BOCC to receive high level assessment of FY2009 budget
 - b) BOCC provides direction to County staff regarding Revenue Neutral, Lower - Priority 11
2. What's the timeframe?
 - a) High level assessment provided at March 10 meeting with BOCC providing guidance to staff
- 3) Next Steps
 - a) Confirm calendar and action item with BOCC
 - b) Staff prepares high level assessment of FY2009 budget

FINANCIAL IMPACT: No additional county funds; State funds used for additional one-stop voting sites

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____



Weekly Commissioners' Update January 18, 2008

- The Village of Marvin Council adopted RS-2007-12-04 at the regular Council meeting on December 11, 2007. It is a resolution requesting authorization for counties to regulate the use of groundwater during times of drought. (see attached resolution)
- Fern Shubert wrote a column about the Visioning Conference that appeared in today's County Edge. (see attachment)
- Regarding the one-stop voting site that was mentioned at the Visioning Conference, the Board of Elections voted to approve using the BOE warehouse space for a one-stop voting site. The Board also voted to have satellite sites for the May primary at the Wingate Community Center, Hemby Bridge VFD, Stallings VFD and Wesley Chapel VFD. General Services has received bids for the project and has devised a way of laying out the facility that will be cheaper than we originally anticipated. We will immediately begin planning work for this project as we have to follow pre-clearance requirements set by the federal government for changing voting sites.
- We anticipated a Purple Pipe resolution being ready for Board consideration at the January 22 meeting. The resolution was then to be presented to the NCACC Environment Steering Committee at their meeting on January 30. The attorney for the NCACC has informed us that the January 30 meeting is for general educational briefings and asked that we present the resolution at their second meeting in February. Staff is working on the resolution to have ready for your consideration at the first Board meeting in February.



STATE BOARD OF ELECTIONS
6400 Mail Service Center • Raleigh, North Carolina 27699-6400

GARY O. BARTLETT
Executive Director

MAILING ADDRESS:
P.O. BOX 27255
RALEIGH, NC 27611-7255

April 26, 2007

Director Shirley Seacrest
Union County Board of Elections
PO Box 1106
Monroe, N.C. 28111-3708

Re: Additional One-Stop Voting Sites

Dear Director Seacrest:

It was a pleasure to visit your office last Friday, April 20th. Our visit and inspection confirmed that the Union County Board of Elections not only excels in facilities, but also in the wealth of the knowledge, expertise, and work ethic of its employees. Your office continues to be a leader among county elections office.

Union County is also a leader in additional one-stop voting. My first experience with one-stop voting was checking on a one-stop site at the Stallings Town Hall in 2000. It is interesting to note that this site is no longer used because it could not handle the volume of the voters desiring to vote one-stop. That fact makes it very clear that the voters of Union County desire and use additional one-stop sites.

The 2008 General Election and Primary both will set records as to voter turnout in every North Carolina county. Over 30% of all voters who voted in the last presidential year election of 2004 voted by one-stop. Therefore, this office is recommending an expansion of one-stop in all North Carolina counties both for the 2008 Primary and General Election. I can also tell you that based upon voter input to this office, once voters are given one-stop opportunities, they become quite concerned when such convenience is taken away from them. We have never had any complaints from voters in any county about being given greater opportunities, by virtue of additional one-stop locations, to vote as to locations and dates.

Because of the growing use of and demand for additional one-stop voting, I know of no county currently considering a reduction in one-stop voting for either the 2008 Primary or General Election. The fact is that most counties are considering expansion of one-stop voting.

Again, thank you for your kind treatment of our inspection team last week. Also, thank you for your personal commitment to the voters of Union County and your commitment to providing them the best service and voting opportunities of any voters in North Carolina.

Sincerely,



Don Wright
General Counsel



STATE BOARD OF ELECTIONS

6400 Mail Service Center • Raleigh, North Carolina 27699-6400

GARY O. BARTLETT
Executive Director

MAILING ADDRESS:
P.O. BOX 27255
RALEIGH, NC 27611-7255

February 12, 2008

MEMORANDUM 2008-05

TO: County Boards of Elections
FROM: Gary O. Bartlett
RE: Grants for County to Operate Additional One-Stop Voting Sites

Approximately \$750,000 of the State HAVA funds has been designated for grants to counties to assist in the funding of additional One-Stop absentee voting sites for the 2008 Primary Election. All funding and expenditures will be subject to state and federal audits as referenced in Attachment #1.

Formatted: Font: (Default) Arial

Applications from counties must be made on the forms provided by the State Board of Elections and submitted to the Board no later than March 31, 2008. Late submissions will be considered on a case by case basis. Each application must be signed by all three members of the county board of elections, must provide a site location plan, and must set forth the procedures to be used at the one-stop voting site. The plan should include the county's utilization of computer equipment for voter registration purposes and detailed voting equipment information. A revised procedure utilizing Seims One Stop Application (SOSA) will be released prior to the beginning of one-stop absentee voting.

Grant allocations will be determined by merit and the number of applications received. The grant money must be used for directly related costs associated with providing additional One-Stop absentee sites. No grant funds issued pursuant to this fund shall be used to supplant funds previously budgeted for the county board of elections. County boards of elections shall keep detailed records of all expenditures for audit purposes. A final written accounting of expended funds must be provided to the State Board of Elections no later than June 30, 2008.

The State Board of Elections shall consider the population and voter registration statistics of applying counties when awarding grants to the counties. All additional One-Stop absentee voting sites must comply with accessibility requirements currently applicable to regular polling places.

LOCATION: 506 NORTH HARRINGTON STREET • RALEIGH, NORTH CAROLINA 27603 • (919) 733-7173

AGENDA ITEM

17

BUDGET AMENDMENT

MEETING DATE 3-10-08

BUDGET Board of County Commissioners REQUESTED BY Richard Black

FISCAL YEAR FY2008 DATE March 10, 2008

INCREASE

DECREASE

Description

Description

Operating Expenses - Existing Expend Trends 45,000 Contingency 120,000

Operating Expenses 75,000 _____

Explanation: Appropriate additional for legal expenditures.

DATE _____

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

FOR POSTING PURPOSES ONLY

DEBIT

CREDIT

Code Account Amount Code Account

10540100-5382 Legal services 120,000 10592000-5920 Contingency 120,000

Total 120,000

Total 120,000

Prepared By aar

Posted By _____

Date _____

Number 40

Summary of Major Terms and Conditions

ice	Vendor Name	Purpose	Payment Terms	Comprehensive Plans	Budget A
Agenda Item - Contracts Over \$5,000 (List)					
	NC DOT	Revision of FY08 CTP grant and contract.	\$ 11,479 Lump sum grant amount 1,276 Local match <u>\$ 12,755</u>	Operating Budget – 2008	BA#35
	Tower Engineering Professionals	Engineering, environmental and regulatory services in connection with Tess Road (Fairview), Cuthbertson (Wesley Chapel), New Salem and Crow Road tower sites.	\$ 55,000 Lump sum amount (NTE)	Capital Project Ordinance Amendment #95 (approved January 22, 2008)	Resolution ex contract from competitive p engineering provisions of Section 143-6
	WK Dickenson & Co., Inc.	Master multi-service agreement for engineering	n/a	n/a	n/a
	Center for Children's Law and Policy	Agreement for John D. & Catherine T. MacArthur Foundation Models for Change DMC (Disproportionate Minority Contract) Action	\$ 100,000 Lump sum grant amount	Operating Budget – 2008 BA #14 (approved November 5, 2007)	n/a
	AON: Health Benefits Consulting	Health benefit consulting services.	\$ 183,000 3 year agreement (monthly payments)	Operating Budget – 2008 Operating Budgets – Future	Broker of rec letter.
	Centralina Council of Governments	Home and Community Care Block Grant for FY 2007, Amendment #1 (from \$675,127 to \$684,690)	\$ 684,690 (NTE, revenue)	Operating Budget – 2008	BA#34

4110-7
MEETING DATE 3/10/08

AGENDA ITEM

BUDGET AMENDMENT

4/1a
3-10-08

BUDGET Transportation

REQUESTED BY Annette Sullivan

FISCAL YEAR FY2008

DATE February 19, 2008

INCREASE

DECREASE

<u>Description</u>	
Operating Expenses	1,000
Vehicles	9,264
Federal Revenue	9,124
State Revenue	1,140

<u>Description</u>	

Explanation: Appropriate additional funds from NC Department of Transportation

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>	
10558100-5290-1680	Tools & Supplies	1,000	10458100-4394-1680	Federal Revenue	9,124
10558100-5540-1680	Vehicles	9,264	10458100-4494-1680	State Revenue	1,140

Total	<u>10,264</u>	Total	<u>10,264</u>
Prepared By	<u>bl</u>	Number	<u>35</u>
Posted By	_____		
Date	_____		

AGENDA ITEM

4/16

RESOLUTION TO EXEMPT A PARTICULAR CONTRACT FROM THE COMPETITIVE PROPOSAL ENGINEERING PROVISIONS OF G.S. §143-64.31

MEETING DATE 3-10-08

WHEREAS, pursuant to G.S. §143-64.31, it is general public policy to procure professional engineering services through public announcement of the service requirements and selection of an engineer on the basis of qualifications; and

WHEREAS, pursuant to G.S. §143-64.32, the Board of Commissioners may exempt projects from this procedure upon stating the reasons for exemption and the circumstances attendant thereto; and

WHEREAS, Union County desires to engage Tower Engineering Professionals for the purpose of conducting site surveys, environmental impact studies, impact studies of surrounding property values with regards to radio towers, soil samplings and necessary geotechnical reports for the application of conditional use permit and soliciting RFP's for tower design and construction in connection with Tesh Road (Fairview), Cuthbertson (Wesley Chapel), New Salem and Crow Road tower sites; and

WHEREAS, Tower Engineering Professionals is familiar with the stated projects, have completed permitting services on two sites (Crow Road and Cuthbertson Road), and are the only engineering firm willing to provide the required services for the proposed sites that include conducting the impact studies on surrounding property values with regards to radio towers as necessary for the Conditional Use Permit (CUP) applications.

NOW, THEREFORE BE IT RESOLVED that pursuant to G.S. §143-64.32(a) the Union County Board of Commissioners does hereby exempt the agreement with Tower Engineering Professionals from the competitive proposal provisions of G.S. §143-64.31, for the reasons stated above.

This resolution is adopted this the _____ day of _____, 2008.

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 10, 2008

Action Agenda Item No. 4/1e

(Central Admin. use only)

SUBJECT: Employee Benefits Consulting Services

DEPARTMENT: Personnel

PUBLIC HEARING: No

ATTACHMENT(S):
RFP
Vendor Scoring

INFORMATION CONTACT:
Mark Watson

TELEPHONE NUMBERS:
704-283-3869

DEPARTMENT'S RECOMMENDED ACTION:

Action requested:

Authorize County Manager to approve the contract and sign broker of record letter. Effective date April 1, 2008

BACKGROUND:

Wachovia Insurance Services (formerly Palmer and Cay) has served as Union County's employee benefits consultant since 2002. Recent changes in consultants assigned to Union's account necessitated the release of a Request for Proposal (RFP) for Employee Benefits Consulting Services in December 2007.

Eleven (11) proposals were received. A staff committee was formed for proposal evaluation, review and scoring.

Three (3) proposers, 1) Aon, 2) Mercer Consulting, and 3) CEBA were selected for interviews and further evaluations based on the following criteria: * Note: Mercer Consulting and the Mercer Group (Recruiters) are not the same company.

1. Responsiveness of the proposal to the submission requirements set forth in the RFP.
2. The methods, technical ability, capacity, and flexibility of the bidder to perform the contract, including proposed methods to be used in evaluating components of the employee group health plan and ability to provide advice and assistance in controlling increasing claim costs on an

ongoing basis.

3. Financial viability, client references, demonstrated success in projects with similar requirements and any other contracts with the County.

4. The total cost of the proposal solution. Costs were evaluated only if a proposal is determined to be otherwise qualified.

Based on interviews and follow up evaluation, the staff selected Aon Consulting as the vendor of choice to provide employee benefits consulting for Union County.

Aon delivered its Consulting Engagement Letter for review on February 28, 2008. It is in the process of being compared against the proposed list of services and pricing before being sent for legal review.

This is a 3 year agreement with an effective date of April 1, 2008. Aon offered the most competitive pricing for a three (3) year service commitment.

FINANCIAL IMPACT: The proposed annual cost is less the current expenditures for like and similar services. Therefore no new or additional funding is required.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

REQUEST FOR PROPOSAL



December 14, 2007

This document is a Request for Proposal (“RFP”) for Employee Benefits Consulting Services.

Please submit five copies of your proposal no later than 12 p.m. on Friday, January 11, 2008, to:

Union County
General Services Department
500 North Main Street, Suite 8
Monroe, NC 28112
Attn: Nicole Hatch, Purchasing Agent
704-283-3601
nicolehatch@co.union.nc.us

I. INTRODUCTION

Union County – North Carolina (“ the County”), established in 1842, is one of the fastest growing counties in the Carolinas. The County functions under the Commissioner / Manager form of government with five commissioners elected countywide with an appointed County Manager. More information about the County is available on the world wide web: <http://co.union.nc.us>.

The Personnel Director oversees the plan design and administration of the County’s partially self-funded health plan, self-funded dental and prescription plans for approximately 1,000 eligible employee/retiree members and 770 dependents (as of 11/30/2007). These benefit plans include a consumer-driven health plan with a health reimbursement account component, major-medical coverage, preventive care, prescription coverage, vision care, chiropractic care, and dental care. In addition, flexible spending accounts, COBRA administration, and HIPAA compliance are managed as part of the overall design of the plan.

The County’s fiscal year begins July 1. Budget preparation begins each January with the proposed budget delivered to the Union County Commission by mid-May. The commission adopts the final budget by late June. The Personnel Director is responsible for submitting employee benefit-funding requests to the budget officer no later than April 1. TPA service contracts and re-insurance policies shall be effective July 1, 2008, for the services outlined below. The successful Contractor shall assist in selection and award of

these service contracts and re-insurance purchases in time for the term of the benefit program to be finalized and benefit plans ready for annual enrollment to commence no later than June 1, 2008, and for the benefit plans to be effective July 1, 2008.

Experience with public agencies and consumer-driven health plans is required.

The initial contract term is two years, with a one-year renewal option to be exercised on the contract anniversary date. As a governmental agency, the County regularly is granted favorable governmental pricing and contract terms.

Contact with County personnel in connection with this RFP may not be made other than as specified in this RFP. Unauthorized contact of any County personnel may be cause for rejection of a bid.

II. STATEMENT OF WORK

The County is seeking an employee group-benefit consultant to advise on employee benefit plan issues and assist the Personnel Director with the following services:

1. Evaluate existing employee benefit plans, research and identify plan cost drivers, market trends, and other plan options that will enable the County to pursue its goal of achieving the best value in health benefits for its employees.
2. Soliciting competitive bids, evaluating proposals, and making plan design recommendations.
3. Assist in vendor negotiations for major medical coverage, preventive care, prescription coverage, vision care, chiropractic care, dental care, consumer information tools, flexible spending accounts, COBRA administration, and HIPAA compliance, and any benefit plan changes.
4. Review all employee group health plan administrative and insurance contracts and assure that the County is adequately covered with respect to its 2009 employee benefit plans.
5. Advise on a continuing basis and in a timely manner of any and all significant matters and developments regarding the progress of third party service issues.
6. Assist in evaluating the retiree health program.
7. Assure County compliance with all federal, state and local laws, regulations, or rulings regarding employee benefits.
8. Provide comprehensive quarterly plan performance reports.

9. Provide complete actuarial underwriting services for medical and dental benefit plans provided to employees and retirees of the County (including GASB 45).
10. Provide assistance with benefit issues that may arise during the normal course of business.

III. GENERAL INFORMATION

The submission requirements for this RFP are set forth below. A proposal shall constitute an irrevocable offer for 60 business days following the deadline for its submission. Reference to a certain number of days in this RFP shall mean business days unless otherwise specified.

A. Submission Requirements

To be considered responsive, a proposal must contain the following, referenced by number and in the order below:

1. State the name of the consultant agency or brokerage firm, address, telephone number, and contact person for the proposal submission. List statewide offices. Identify the office from which the County account would be serviced. Provide a brief description of the history and organization of the bidder's firm and of any proposed subcontractor.
2. Describe your firm's internal organization and the manner in which services will be furnished to the County. Include and identify those services, which may not be available in the local office, but are available from your firm and how you will access those services. Provide an example of the structure of servicing a current account similar to the County.
3. Copies of business licenses, professional certifications, or other credentials, together with evidence that bidder, if a corporation, is in good standing and qualified to conduct business in North Carolina.
4. The most recent year's annual reports, or comparable document, including detailed current profit and loss, assets and liabilities, and other relevant financial data.
5. Identify the account team structure your firm would use to service our account. List the names of the proposed account service team and describe each member's service role. Include at least two qualified individuals from your firm having a minimum of five years experience in public agency accounts who would be assigned to work directly with the County

account. Identify the staff person who would be the day-to-day contact for the County. Attach resumes for the service team members describing their qualifications including credentials, experience, responsibilities, and specifically work on similar engagements.

6. References with contact information (phone and email) from organizations that have used bidder's services for similar services within the last 12-18 months.
7. Provide the following information:
 - a. List the three group health Third Party Administrators with whom you have placed the greatest percent of your client business (1,000-2,000 lives) during the previous 24 months.
 - b. List the Third-Party Administrator with whom you have placed the greatest number of consumer driven health plan accounts.
 - c. List three group health Third-Party Administrators that you have accepted proposals from, but have not placed any client business with during the previous 24 months.
 - d. List the three group health Insurance Carriers that you have placed the greatest percent of fully-insured client business (1,000-2,000 lives) during the previous 24 months.
 - e. List three group health Insurance Carriers that you have accepted proposals from, but have not placed any client business with during the previous 24 months.
 - f. List the Stop-Loss Insurance Carrier with whom you have placed the greatest percent of client business (1,000-2,000 lives) with during the previous 24 months.
 - g. List the Stop-Loss Insurance Carrier with whom you have placed the greatest number of consumer-driven health plan accounts.
8. Describe the steps you would take in reviewing the County's current employee benefits and making recommendations. Include the following:
 - a. Techniques used to conduct an RFP process for individual plan components.
 - b. Analytical tools and benchmarks used to evaluate carriers, administrators, networks, consumer tools, and plan designs.

- c. Techniques used to compare current County plans to other similar public agencies.
 - d. Methods used to analyze claim experience and make recommendations.
 - e. Tools used to monitor and insure proper coding of claims and the measurement and enforcement of coding guarantees.
 - f. Include specific techniques and procedures your firm may use to assist in identifying current and anticipated new exposures to loss, including impact of Medicare benefits and GASB45.
 - g. Disclosure of any conflict of interest in evaluation and recommendation of carrier RFPs.
9. Sample quarterly reports for similar public agency health plans with aggregate claims summary per month including indication of claims over stop loss amount. Confidential information may be redacted from this sample if necessary.
 10. Describe process and proposed content of quarterly account review meetings with County Personnel staff, including review of contract benchmarks and claims cost trends.
 11. Describe process you would use to keep the County advised of changes in regulatory requirements or rulings as related to benefits provided by the County.
 12. A detailed cost proposal. The County recognizes that a Broker of Record would normally derive their compensation based on a percentage of the overall account value. To objectively compare the proposals from the bidders for purposes of selecting how the County will pursue its goal of achieving the best value in health benefits for its employees, we request that bidders identify their total compensation package for services rendered and how it will be derived (ex. direct payments from the County or insurance companies, percentage of the total insurance premium paid, direct commissions, or any other form of quantifiable compensation expected by the respondent). Also advise how the County will be charged for services within the scope of this contract and the rate for any additional consulting services requested. All travel, lodging, and miscellaneous support costs are to be included in these rates. As the County may award a contract based on the initial offer, a bidder should make its initial offer on the most favorable terms available. The County reserves the right, however, to have discussions with those bidders falling within a

competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

B. Rejection of Proposals

The County reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement of the RFP, or if it is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may also cause a bid to be rejected. The County may or may not waive an immaterial deviation or defect in a proposal. The County's waiver of an immaterial deviation or defect shall in no way modify the RFP or excuse a bidder from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not really competitive or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in the County's opinion the information was intended to mislead the County regarding a requirement of the RFP.

C. Evaluation Process and Highest Scored Bidder

An evaluation team will review in detail all proposals that are received to determine the Highest Scored Bidder ("HSB").

The County reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, technical requirements, the review team's assessment of the quality, performance of the services proposed, and cost.

During the evaluation process, the County may require a bidder's representative to answer questions with regard to the proposal and/or require certain bidders to make a formal presentation to the evaluation team and/or the County Senior Executive Team. The County may also have discussions with those bidders falling within a competitive range, request revised pricing offers from such bidders, and make an award and/or conduct negotiations thereafter.

The following criteria will be used in reviewing and comparing the proposals and in determining the HSB. The weight to be assigned to each criterion appears following each item.

1. Responsiveness of the proposal to the submission requirements set forth in the RFP (15%).

2. The methods, technical ability, capacity, and flexibility of the bidder to perform the contract, including proposed methods to be used in evaluating components of the employee group health plan and ability to provide advice and assistance in controlling increasing claim costs on an ongoing basis (35%).
4. Financial viability, client references, demonstrated success in projects with similar requirements and any other contracts with the County (15%).
5. The total cost of the proposal solution. Costs will be evaluated only if a proposal is determined to be otherwise qualified. Costs should be itemized by type to allow the County to implement the solution over the term of the contract (35%).

If a large number of proposals are received, the County reserves the right to review the proposals using a tiered evaluation system. All proposals will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as a finalist and receiving a full evaluation as outlined above.

D. Award and Execution of Contract

Subject to the County's right to reject any or all proposals, the HSB will be awarded the contract. The evaluation team will select a winning proposal subject to approvals granted by the County Manager. Upon selection, the County and the selected Consultant will enter into good faith negotiations on a contract.

No contract or agreement, express or implied, shall exist or be binding on the County before the execution of a written contract by both parties. If agreement on the terms of such a contract cannot be reached after a period deemed reasonable by the County, in its sole discretion, the County may enter into negotiations and sign a contract with any other bidder who submitted timely, responsive and responsible proposals to this RFP.

If, after the County and the HSB agree to terms and execute a contract, that contract is terminated for any reason, the County may, in its sole discretion, either enter into negotiations with the next highest scored bidder, or issue a new RFP and begin the proposal process anew.

Questions regarding the County's award of any business on the basis of proposals submitted in response to the RFP should be addressed in writing to Mark Watson, Personnel Director, at watson@co.union.nc.us

Where written notice is required in this RFP, the notice must be sent by U.S. mail and either facsimile or e-mail.

E. Errors in the RFP

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the bidder should immediately provide the County with written notice of the problem and request that the RFP be clarified or modified. Without disclosing the source of the request, the County may modify the document prior to the date fixed for submission of proposals by issuing an addendum to all potential bidders to whom the RFP was sent.

If prior to the date fixed for submissions, a bidder knows of or should have known of an error in the RFP, but fails to notify the County of the error, the bidder shall bid at its own risk, and, if awarded the contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

F. Questions Regarding the RFP

Questions regarding the RFP may be addressed in writing to Nicole Hatch, Purchasing Agent at nicolehatch@co.union.nc.us . All questions must be submitted no later than ten days prior to the date for submission of proposals. Questions and answers regarding the RFP may be shared with all bidders known to be interested in submitting a proposal.

G. Addenda

The County may modify the RFP prior to the date fixed for submission by posting, mailing, emailing, or faxing an addendum to the bidders known to be interested in submitting a proposal. If any bidder determines that an addendum unnecessarily restricts its ability to bid, it must notify the County in writing no later than five days before the deadline for submitting proposals.

H. Withdrawal and Resubmission/Modification of Proposals

A proposal may be withdrawn at any time prior to the deadline for submitting proposals by notifying the County in writing of its withdrawal. The notice must be signed by the bidder. The bidder may thereafter submit a new or modified proposal provided that it is received at the County no later than the deadline.

Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

I. News Releases

News releases pertaining to the award of a contract may not be made without the prior written approval of the County.

J. Disposition of Materials

All materials submitted in response to an RFP will become the property of Union County and will be returned only at the County's option and at the expense of the bidder. One copy of each proposal will be retained for official files and become a public record. Specific limited pages of a proposal, not including proposed cost and compensation, may be marked as proprietary and confidential. The bidder's consent will be requested before release of such pages to non-County personnel. By submitting a proposal, a bidder agrees to these terms and waives any right to pursue a cause of action for damages incurred as a result of the release of any information contained in a proposal.

K. Conflict of Interest

Consultant understands and acknowledges that the County is a political subdivision of the State of North Carolina. The County 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, Consultant 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.

***** **END** *****

RANK	VENDOR	#1 15% max			#2 35% max			#3 15% max			#4 35% max			Total	GASB45 Included
		A	B	C	A	B	C	A	B	C	A	B	C		
1	AON	13	14	13	32	32	33	13	13	13	30	35	34	275	Yes
2	Mercer	11	12	12	32	31	32	14	14	14	32	32	32	268	Yes
3	CEBA	14	14	13	33	27	30	11	12	13	30	33	34	264	Yes
4	Gallagher	14	14	14	31	30	30	13	11	12	28	26	18	241	Yes
5	Mark III	14	13	14	30	26	30	13	13	13	25	20	25	236	No
6	Cheiron	14	13	14	32	26	30	10	10	10	27	29	20	235	Yes
7	Towers-Perrin	8	12	13	29	31	30	13	14	13	25	25	17	230	Yes
8	Wachovia	10	10	10	28	27	28	13	12	12	28	29	18	225	No
9	Compass	10	13	14	28	30	31	13	13	12	25	18	16	223	No
10	McNeary	12	11	10	27	25	26	14	8	10	27	29	18	217	No
11	CBIZ	10	11	12	30	25	22	12	8	10	15	15	16	186	No

BUDGET AMENDMENT

4/1E
 MEETING DATE 3-10-08

BUDGET DSS, Transportation, COA REQUESTED BY Kai Nelson
 FISCAL YEAR FY2008 DATE February 19, 2008

INCREASE

DECREASE

<u>Description</u>		<u>Description</u>	
Operating Expense	9,563		
State Revenue	9,563		

Explanation: Appropriate additional funds from Centralina Council of Governments

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>	
10558100-5353-1680	Gas	3,187	10458100-4396-1680	Federal Revenue	3,187
10553160-5381-1501	Professional Svcs	3,187	10453160-4339-1501	Federal Revenue	3,187
10558600-5699-1670	Pmt to Other Agencies	3,189	10458600-4339-1670	Federal Revenue	3,189
	Total	9,563		Total	9,563

Prepared By vhd
 Posted By _____
 Date _____

Number 34



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

704-283-3746
704-283-3616 Fax
John C. Petoskey
Tax Administrator

AGENDA ITEM
4/3a
MEETING DATE 3-10-08

MEMORANDUM

TO: Lynn West
Central Administration

FROM: John C. Petoskey
Tax Administrator

DATE: February 11, 2008

RE: NINTH Motor Vehicle Billing

I hereby certify the Ninth 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 SYSTEM ---

--Date-- --Time--
02/11/08 13:42:

- Motor Vehicle Billing Summary -

---Bdg No---	-----Description-----	--Key--	Bill Year	Rate Year	Tax Rate	Count	-----Total----- ---Value---	-----Tax-----
10	County.....	CN99999	2007	2005	.5600	3	17,910	100
10	County.....	CN99999	2007	2006	.6367	152	1,404,745	9,147.1
10	County.....	CN99999	2007	2007	.7111	12,539	121,228,708	862,083.1
Totals.....						12,694	122,651,363	871,331.1
77	School dist - County.....	SC999	2007	2005	.0700	3	17,910	12.5
Totals.....						3	17,910	12.5
32	Fire Dist - Springs.....	FR015	2007	2006	.0313	6	80,220	25.1
32	Fire Dist - Springs.....	FR015	2007	2007	.0312	702	6,087,730	1,899.1
39	Fire Dist - Stallings.....	FR020	2007	2005	.0390	1	8,460	3.1
39	Fire Dist - Stallings.....	FR020	2007	2006	.0444	16	132,545	58.8
39	Fire Dist - Stallings.....	FR020	2007	2007	.0262	1,208	12,321,780	3,228.1
38	Fire dist - Hemby Bridge..	FR023	2007	2006	.0464	35	361,245	166.8
38	Fire dist - Hemby Bridge..	FR023	2007	2007	.0377	1,462	14,636,518	5,518.0
37	Fire dist - Wesley Chapel:	FR026	2007	2006	.0152	9	173,880	26.4
37	Fire dist - Wesley Chapel:	FR026	2007	2007	.0167	1,655	23,246,237	3,882.1
34	Fire Dist - Waxhaw.....	FR028	2007	2006	.0413	7	47,080	19.4
34	Fire Dist - Waxhaw.....	FR028	2007	2007	.0513	850	7,983,383	4,097.1
Totals.....						5,951	65,079,078	18,924.8
78	220125 Taxes Payable - Marvin.....	MN01000	2007	2006	.0500	3	48,510	24.2
78	220125 Taxes Payable - Marvin.....	MN01000	2007	2007	.0500	220	3,459,753	1,730.4
78	220130 Taxes Payable - Monroe.....	MN02000	2007	2006	.5300	22	158,190	948.4
78	220130 Taxes Payable - Monroe.....	MN02000	2007	2007	.5500	1,908	15,012,863	91,835.3
78	220170 Taxes Payable - Wingate.....	MN03000	2007	2006	.3800	1	7,940	30.1
78	220170 Taxes Payable - Wingate.....	MN03000	2007	2007	.3900	118	858,324	3,347.5
78	220120 Taxes Payable - Marshville...	MN04000	2007	2006	.3800	2	4,740	18.0
78	220120 Taxes Payable - Marshville...	MN04000	2007	2007	.3800	166	1,164,060	4,423.4
78	220150 Taxes Payable - Waxhaw.....	MN05000	2007	2006	.3400	6	45,220	153.7
78	220150 Taxes Payable - Waxhaw.....	MN05000	2007	2007	.3400	421	4,528,406	15,408.2
78	220110 Taxes Payable - Indian Trail..	MN06000	2007	2006	.1000	23	289,050	289.0
78	220110 Taxes Payable - Indian Trail..	MN06000	2007	2007	.1500	1,723	17,558,001	26,341.0
78	220140 Taxes Payable - Stallings.....	MN07000	2007	2005	.2500	1	8,460	21.1
78	220140 Taxes Payable - Stallings.....	MN07000	2007	2006	.2500	21	198,240	491.4
78	220140 Taxes Payable - Stallings.....	MN07000	2007	2007	.2500	811	8,585,681	21,466.2
78	220160 Taxes Payable - Weddington...	MN08000	2007	2006	.0300	7	113,700	33.1
78	220160 Taxes Payable - Weddington...	MN08000	2007	2007	.0300	545	6,991,465	2,097.7
78	220115 Taxes Payable - Lake Park....	MN09000	2007	2006	.2300	3	12,730	29.2
78	220115 Taxes Payable - Lake Park....	MN09000	2007	2007	.2300	161	1,675,883	3,854.6
78	220175 Taxes Payable - Fairview.....	MN09300	2007	2005	.0200	1	6,730	1.3
78	220175 Taxes Payable - Fairview.....	MN09300	2007	2006	.0200	1	13,400	2.6
78	220175 Taxes Payable - Fairview.....	MN09300	2007	2007	.0200	116	1,147,075	229.4
78	220145 Taxes Payable - Hemby Bridge..	MN09500	2007	2006	.0300	5	36,450	10.9
78	220145 Taxes Payable - Hemby Bridge..	MN09500	2007	2007	.0300	64	518,224	155.5
78	220165 Taxes Payable - Wesley Chapel:	MN09700	2007	2007	.0200	341	3,888,830	777.8

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

--Date-- --Time--
02/11/08 13:42:

- Motor Vehicle Billing Summary -

78	220135	Taxes Payable - Unionville...	MN09800	2007	2006	.0200	6	41,610	8.
78	220135	Taxes Payable - Unionville...	MN09800	2007	2007	.0200	321	2,576,747	515.
78	220155	Taxes Payable - Mnrl Sprngs..	MN09900	2007	2006	.0270	1	1,560	.
78	220155	Taxes Payable - Mnrl Sprngs..	MN09900	2007	2007	.0270	154	1,328,297	358.
Totals.....:							7,172	70,280,139	174,604.
Grand Totals.....:									1,064,873.



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

AGENDA ITEM:

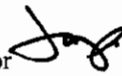
4/36

MEETING DATE 3-10-08

704-283-3848

704-283-3897 Fax

TO: Richard Black
Interim County Manager

FROM: John Petoskey 
Tax Administrator

DATE: February 14, 2008

SUBJECT: Departmental Monthly Report

The collector's monthly/year to date collections report for the month ending January 31, 2008 is attached for your information and review.

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

Attachment

JP/PH

**JANUARY 2008
PERCENTAGE FOR REGULAR AND MOTOR VEHICLE**

JANUARY 31, 2008 REGULAR TAX	2008	2007	2006	2005
BEGINNING CHARGE		116,230,168.66	96,168,189.11	86,167,301.30
DISCOVERIES	109360.51	1,635.28		
ARM DEFERMENTS		18,479.54	12,199.07	11,785.31
RELEASES		(20,707.00)	(9,404.38)	(8,293.88)
UNDER PAYMENT \$1.00 OR LESS		(51.25)	(4.40)	(2,091.11)
TOTAL CHARGE	109,360.51	116,229,525.23	96,170,979.40	86,170,790.64
BEGINNING COLLECTIONS	0	85,499,789.23	95,261,777.28	85,769,528.22
COLLECTIONS	3881.69	22,538,526.33	53,121.49	13,254.17
TOTAL COLLECTIONS	3,881.69	108,038,315.56	95,314,898.77	85,782,782.39
BALANCE OUTSTANDING	105,478.82	8,191,209.67	856,080.63	388,008.25
PERCENTAGE OF REGULAR	3.55%	92.95%	99.11%	99.55%
JANUARY 31, 2008 MOTOR VEHICLE				
BEGINNING CHARGE		7,292,379.74	10,335,683.42	10,040,511.44
WITH M/V BILLING		956,173.11		
ASSESSOR RELEASE		(15,812.78)	(1,708.14)	(309.91)
ASSESSOR REFUND		(1,431.77)	(118.78)	
COLLECTOR RELEASE		(6,959.66)	(1,021.70)	72.24
COLLECTOR REFUND		(1,804.05)	(151.85)	
REIMBURSEMENTS		4,215.84	1,072.25	403.01
ADJUSTMENTS		46.37	5.29	(0.60)
TOTAL CHARGE	-	8,226,806.80	10,333,760.49	10,040,676.18
BEGINNING COLLECTIONS		5,457,101.01	10,028,339.13	9,934,412.63
COLLECTIONS		965,016.00	47,506.80	2,644.63
TOTAL COLLECTIONS	-	6,422,117.01	10,075,845.93	9,937,057.26
BALANCE OUTSTANDING		1,804,689.79	257,914.56	103,618.92
PERCENTAGE OF MOTOR VEHICLE	#DIV/0!	78.06%	97.50%	98.97%
OVERALL CHARGED	109,360.51	124,456,332.03	106,504,739.89	96,211,466.82
OVERALL COLLECTED	3,881.69	114,460,432.57	105,390,744.70	95,719,839.65
OVERALL PERCENTAGE	3.55%	91.97%	98.95%	99.49%

**JANUARY 2008
PERCENTAGE FOR REGULAR AND MOTOR VEHICLE**

JANUARY 31, 2008 REGULAR TAX	2004	2003	2002	2001
BEGINNING CHARGE	75,921,723.97	60,653,392.42	51,674,762.82	48,122,816.89
DISCOVERIES				
FARM DEFERMENTS	10,256.69			
RELEASES	(7,833.11)			
UNDER PAYMENT \$1.00 OR LESS				
TOTAL CHARGE	75,924,147.55	60,653,392.42	51,674,762.82	48,122,816.89
BEGINNING COLLECTIONS	75,698,225.12	60,507,563.46	51,576,334.36	48,052,539.55
COLLECTIONS	6,122.20	1,288.58	348.40	120.17
TOTAL COLLECTIONS	75,704,347.32	60,508,852.04	51,576,682.76	48,052,659.72
BALANCE OUTSTANDING	219,800.23	144,540.38	98,080.06	70,157.17
PERCENTAGE OF REGULAR	99.71%	99.76%	99.81%	99.85%
JANUARY 31, 2008 MOTOR VEHICLE				
BEGINNING CHARGE	8,186,740.97	-	-	-
8TH M/V BILLING		-	-	-
ASSESSOR RELEASE		-	-	-
ASSESSOR REFUND		-	-	-
COLLECTOR RELEASE		-	-	-
COLLECTOR REFUND		-	-	-
REIMBURSEMENTS	110.41	-	-	-
ADJUSTMENTS		-	-	-
TOTAL CHARGE	8,186,851.38	-	-	-
BEGINNING COLLECTIONS	8,121,912.10	-	-	-
COLLECTIONS	410.93	-	-	-
TOTAL COLLECTIONS	8,122,323.03	-	-	-
BALANCE OUTSTANDING	64,528.35	-	-	-
PERCENTAGE OF MOTOR VEHICLE	99.21%			
OVERALL CHARGED	84,110,998.93	60,653,392.42	51,674,762.82	48,122,816.89
OVERALL COLLECTED	83,826,670.35	60,508,852.04	51,576,682.76	48,052,659.72
OVERALL PERCENTAGE	99.66%	99.76%	99.81%	99.85%

**JANUARY 2008
PERCENTAGE FOR REGULAR AND MOTOR VEHICLE**

JANUARY 31, 2008 REGULAR TAX	2000	1999	1998	1997
BEGINNING CHARGE	43,553,122.94	40,736,859.08	37,964,034.52	35,335,292.87
DISCOVERIES				
FARM DEFERMENTS				
RELEASES				
UNDER PAYMENT \$1.00 OR LESS				
TOTAL CHARGE	43,553,122.94	40,736,859.08	37,964,034.52	35,335,292.87
BEGINNING COLLECTIONS	43,505,677.20	40,695,740.47	37,934,986.26	35,315,962.80
COLLECTIONS	357.35	191.36	195.06	
TOTAL COLLECTIONS	43,506,034.55	40,695,931.83	37,935,181.32	35,315,962.80
BALANCE OUTSTANDING	47,088.39	40,927.25	28,853.20	19,330.07
PERCENTAGE OF REGULAR	99.89%	99.90%	99.92%	99.95%
JANUARY 31, 2008 MOTOR VEHICLE				
BEGINNING CHARGE	-	-	-	-
8TH M/V BILLING	-	-	-	-
ASSESSOR RELEASE	-	-	-	-
ASSESSOR REFUND	-	-	-	-
COLLECTOR RELEASE	-	-	-	-
COLLECTOR REFUND	-	-	-	-
REIMBURSEMENTS	-	-	-	-
ADJUSTMENTS	-	-	-	-
TOTAL CHARGE	-	-	-	-
BEGINNING COLLECTIONS	-	-	-	-
COLLECTIONS	-	-	-	-
TOTAL COLLECTIONS	-	-	-	-
BALANCE OUTSTANDING	-	-	-	-
PERCENTAGE OF MOTOR VEHICLE	-	-	-	-
OVERALL CHARGED	43,553,122.94	40,736,859.08	37,964,034.52	35,335,292.87
OVERALL COLLECTED	43,506,034.55	40,695,931.83	37,935,181.32	35,315,962.80
OVERALL PERCENTAGE	99.89%	99.90%	99.92%	99.95%

ASSES FEBRUARY 2008

Name	Rel #	Real Value	Pers. Value	UCGT	UCLL	CSGT-999	SpringsGT	WaxhawGT	WaxhawLL	WesleyGT	BakersFF	LanesCr FF	New Salem	StackFF	Unlonv
SHAFFER HAROLD WILLIAM	3799		11,510	81.85	8.18			5.90	0.59						
PLESSNER THEODORE R J	3800	139,560			99.17										
LANEY MICHAEL ADAM & M	3801		16,685	118.65									50.00		
SOUTHWINDS OF MONROE	3805	14,170		100.76											
DUNCAN BRENDA KAY	3811	72,960		518.82			22.76								
CENTEX HOMES	3812	387,200		2,753.38						64.66					
NOLAN WILLIAM J III & WF L	3814	147,000		1,045.32						24.55					
MANGUM SUSAN ET AL	3817	58,620		416.85								50.00			
KELLER JERRY	3818		12,314	87.54	8.76									50.00	
UNIVERSAL LAND & DEVELO	3819	67,610		480.77							36.96				
CHARTOWN	3820	186,220		1,324.21						31.10					
BOATRIGT ANNE ALEXAND	3824	264,240		1,879.01			82.44								
JOYNER JOHN ELLIOTT & M	3829		65,070	462.71				33.38							
PRICE BARBARA	3830	13,000		92.44											
PURSER ROBIN & CHAD WA	3831	23,360		166.11			4.06								
HORNE EVELYN H % PHILLI	3832	53,500		380.44											36
BARNETTE RALPH REID & E	3833	3,230		22.97							3.70				
MCELROY STEVE	3834	23,060		163.98											
		1,453,730	105,579	10,095.81	116.11	-	109.26	39.28	0.59	120.31	40.66	50.00	50.00	50.00	36
CHARTOWN	3820	186,220		1,185.66						28.31					
MCELROY STEVE	3835	23,060		146.82											
		209,280	-	1,332.48	-	-	-	-	-	28.31	-	-	-	-	
				1,332.48											
CHARTOWN	3820	186,220		1,042.83		130.35				27.93					
		186,220	-	1,042.83	-	130.35	-	-	-	27.93	-	-	-	-	
				1,042.83		130.35									
CHARTOWN	3820	186,220		977.66		130.35				26.07					
		186,220	-	977.66	-	130.35	-	-	-	26.07	-	-	-	-	
LS		2,035,450	105,579	13,448.78	116.11	260.70	109.26	39.28	0.59	202.62	40.66	50.00	50.00	50.00	36



F

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

4/3c
3-10-08
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: Friday, February 29, 2008

RE: Eighth Motor Vehicle Release/Refund Register

I hereby certify the following releases/refunds that were made during the period of 02/01/2008–02/29/2008. The releases/refunds represent releases/refunds of both monthly and annual vehicle values and taxes. Should you have any questions, please call.

JCP:jw

Assessor Release Register for the period 02/01/2008 to 02/29/2008

(Summary)

---Bdg No---	-----Description-----	--Key--	Bill Year	Rate Year	-----Value-----	-----Tax-----	-----Int-----
10	County.....	CN99999	2004	2004	0	14.18-	3
10	County.....	CN99999	2006	2005	130,000	1,068.21-	114
10	County.....	CN99999	2006	2006	249,575	1,646.40-	160
10	County.....	CN99999	2007	2005	0	44.57-	2
10	County.....	CN99999	2007	2006	310,998	2,230.44-	107
10	County.....	CN99999	2007	2007	1,135,873	8,511.65-	54
Net Totals.....					1,826,446	13,515.45-	444
76	School dist - Monroe.....	SC100	2004	2004	0	1.90-	
76	School dist - Monroe.....	SC100	2006	2005	0	8.15-	
77	School dist - County.....	SC999	2006	2005	130,000	125.41-	13
77	School dist - County.....	SC999	2007	2005	0	5.58-	
Net Totals.....					130,000	141.04-	15
32	Fire Dist - Springs.....	FR015	2007	2007	72,696	24.64-	
39	Fire Dist - Stallings....	FR020	2006	2005	20,000	23.77-	2
39	Fire Dist - Stallings....	FR020	2006	2006	19,440	8.63-	
39	Fire Dist - Stallings....	FR020	2007	2006	0	1.71-	
39	Fire Dist - Stallings....	FR020	2007	2007	52,242	13.70-	
38	Fire dist - Hemby Bridge..	FR023	2006	2006	16,200	7.51-	
38	Fire dist - Hemby Bridge..	FR023	2007	2006	46,720	21.68-	1
38	Fire dist - Hemby Bridge..	FR023	2007	2007	67,182	25.34-	
37	Fire dist - Wesley Chapel:	FR026	2006	2006	2,417-	.12	
37	Fire dist - Wesley Chapel:	FR026	2007	2006	8,000-	1.22	
37	Fire dist - Wesley Chapel:	FR026	2007	2007	154,728	28.72-	
34	Fire Dist - Waxhaw.....	FR028	2006	2006	89,200	36.84-	3
34	Fire Dist - Waxhaw.....	FR028	2007	2006	38,830	16.04-	
34	Fire Dist - Waxhaw.....	FR028	2007	2007	66,560	34.13-	
Net Totals.....					633,381	241.37-	10
78	220125 Taxes Payable - Marvin.....	MN01000	2007	2007	18,920	9.46-	
78	220130 Taxes Payable - Monroe.....	MN02000	2004	2004	0	16.30-	4
78	220130 Taxes Payable - Monroe.....	MN02000	2006	2005	0	77.95-	6
78	220130 Taxes Payable - Monroe.....	MN02000	2006	2006	44,350	255.07-	22
78	220130 Taxes Payable - Monroe.....	MN02000	2007	2006	54,626	366.23-	16
78	220130 Taxes Payable - Monroe.....	MN02000	2007	2007	217,236	1,354.36-	10
78	220120 Taxes Payable - Marshville...	MN04000	2007	2006	23,100	87.78-	3
78	220120 Taxes Payable - Marshville...	MN04000	2007	2007	40,000	152.00-	
78	220150 Taxes Payable - Waxhaw.....	MN05000	2007	2005	0	27.06-	1
78	220150 Taxes Payable - Waxhaw.....	MN05000	2007	2007	36,490	124.06-	1
78	220110 Taxes Payable - Indian Trail..	MN06000	2006	2005	20,000	23.95-	2

Assessor Release Register for the period 02/01/2008 to 02/29/2008

(Summary)

78	220110	Taxes Payable - Indian Trail.:	MN06000	2007	2006	12,000	19.60-	1
78	220110	Taxes Payable - Indian Trail.:	MN06000	2007	2007	62,731	94.10-	2
78	220140	Taxes Payable - Stallings....:	MN07000	2006	2005	0	77.55-	6
78	220140	Taxes Payable - Stallings....:	MN07000	2006	2006	19,440	48.60-	5
78	220140	Taxes Payable - Stallings....:	MN07000	2007	2006	6,720	26.42-	1
78	220140	Taxes Payable - Stallings....:	MN07000	2007	2007	63,790	159.48-	
78	220160	Taxes Payable - Weddington....:	MN08000	2006	2006	27,953	8.35-	
78	220160	Taxes Payable - Weddington....:	MN08000	2007	2006	16,942	5.08-	
78	220160	Taxes Payable - Weddington....:	MN08000	2007	2007	38,666	11.60-	
78	220115	Taxes Payable - Lake Park....:	MN09000	2007	2007	3,405	7.84-	
78	220175	Taxes Payable - Fairview....:	MN09300	2007	2006	27,090	5.41-	
78	220175	Taxes Payable - Fairview....:	MN09300	2007	2007	59,000	11.80-	
78	220165	Taxes Payable - Wesley Chapel:	MN09700	2006	2006	0	.33-	
78	220165	Taxes Payable - Wesley Chapel:	MN09700	2007	2007	35,840	10.60-	
78	220135	Taxes Payable - Unionville...:	MN09800	2006	2006	18,682	3.74-	
78	220135	Taxes Payable - Unionville...:	MN09800	2007	2006	20,000	4.00-	
78	220135	Taxes Payable - Unionville...:	MN09800	2007	2007	17,773	3.56-	
78	220155	Taxes Payable - Mnrl Sprngs...:	MN09900	2007	2007	40,236	10.87-	
Net Totals.....:						924,990	3,003.15-	90
84	220000	NC State Interest.....:	NC00000	2006	2005	0	.00	42
84	220000	NC State Interest.....:	NC00000	2006	2006	0	.00	60
84	220000	NC State Interest.....:	NC00000	2007	2005	0	.00	2
84	220000	NC State Interest.....:	NC00000	2007	2006	0	.00	84
84	220000	NC State Interest.....:	NC00000	2007	2007	0	.00	76
Net Totals.....:						0	.00	265
Net Grand Totals.....:							16,901.01-	826



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

AGENDA ITEM

#

4/3A

MEETING DATE

3-10-08

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: Friday, February 29, 2008

RE: Eighth Motor Vehicle Release/Refund Register

I hereby certify the following releases/refunds that were made during the period of 02/01/2008–02/29/2008. The releases/refunds represent releases/refunds of both monthly and annual vehicle values and taxes. Should you have any questions, please call.

JCP:jw

Assessor Refund Register for the period 02/01/2008 to 02/29/2008

(Summary)

---Bdg No---	-----Description-----	--Key--	Bill Year	Rate Year	-----Value-----	-----Total-----	-----Int-----
						---Tax---	
10	County.....	CN99999	2005	2004	18,030	94.66-	21
10	County.....	CN99999	2006	2006	20,698	131.79-	
10	County.....	CN99999	2007	2006	45,754	503.65-	
10	County.....	CN99999	2007	2007	56,695	523.30-	4
	Net Totals.....				141,177	1,253.40-	26
77	School dist - County.....	SC999	2005	2004	18,030	12.62-	2
	Net Totals.....				18,030	12.62-	2
32	Fire Dist - Springs.....	FR015	2007	2007	15,040	4.69-	
38	Fire dist - Hemby Bridge..	FR023	2007	2006	0	2.99-	
38	Fire dist - Hemby Bridge..	FR023	2007	2007	0	.17-	
34	Fire Dist - Waxhaw.....	FR028	2007	2006	0	3.15-	
34	Fire Dist - Waxhaw.....	FR028	2007	2007	0	8.80-	
	Net Totals.....				15,040	19.80-	
78	220130 Taxes Payable - Monroe.....	MN02000	2006	2006	2,098	11.12-	
78	220130 Taxes Payable - Monroe.....	MN02000	2007	2006	810	16.98-	
78	220130 Taxes Payable - Monroe.....	MN02000	2007	2007	3,700	31.96-	
78	220150 Taxes Payable - Waxhaw.....	MN05000	2007	2006	0	22.94-	
78	220150 Taxes Payable - Waxhaw.....	MN05000	2007	2007	0	58.46-	
78	220110 Taxes Payable - Indian Trail..	MN06000	2007	2006	0	18.25-	
78	220110 Taxes Payable - Indian Trail..	MN06000	2007	2007	4,040-	.67-	
78	220140 Taxes Payable - Stallings.....	MN07000	2007	2007	4,040	.00	
78	220145 Taxes Payable - Hemby Bridge..	MN09500	2007	2006	0	1.30-	
78	220135 Taxes Payable - Unionville....	MN09800	2005	2004	18,030	3.61-	
	Net Totals.....				24,638	165.29-	1
84	220000 NC State Interest.....	NC00000	2007	2006	0	.00	
84	220000 NC State Interest.....	NC00000	2007	2007	0	.00	3
	Net Totals.....				0	.00	3
	Net Grand Totals.....					1,451.11-	34

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT
Meeting Date: March 10, 2008

Action Agenda Item No. 4/4
(Central Admin. use only)

SUBJECT: Disposition of Real Property

DEPARTMENT: General Services **PUBLIC HEARING:** No

ATTACHMENT(S): Copy of Resolution Adopted by Board at it's August 6, 2007 Meeting	INFORMATION CONTACT: Barry Wyatt
Copy of Public Notice - Sale of County Property Published on January 20, 2008	TELEPHONE NUMBERS: 704-283-3868

DEPARTMENT'S RECOMMENDED ACTION: Accept high bid of \$24,400 and authorize Interim County Manager to enter into a purchase agreement with the buyer.

BACKGROUND: On June 27, 2007 the County received a \$4,000 offer to purchase an unused well lot located in Waxhaw. This lot, an asset of the enterprise system, is no longer used by Public Works and is not essential to the water system. At it's August 6, 2007 meeting the Board adopted a resolution authorizing the upset bid process to dispose of this property. Subsequently, staff went through ten iterations of the upset bid process resulting in a final high bid of \$24,400, just \$40 less that the current tax value of \$24,440.

FINANCIAL IMPACT: After the cost of advertising (\$1,089.94), the water and sewer system will realize \$23,310.06 in additional revenue.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

RESOLUTION AUTHORIZING UPSET BID PROCESS

WHEREAS, Union County is the owner of a vacant parcel of real property, approximately .65 acres in size and bounded on one side by Yamasee Road in Waxhaw, Union County Tax Parcel No. 05087050 (the "Subject Property"), as shown on the map attached as Exhibit A and incorporated herein by reference; and

WHEREAS, pursuant to N.C.G.S. § 160A-269, Union County is authorized to dispose of real property by upset bid after receipt of an offer for the property; and

WHEREAS, Union County has received an offer to purchase the Subject Property in the amount of \$4,000.00, submitted by David F. Godfrey and Dianne B. Godfrey (the "Godfreys"); and

WHEREAS, the Godfreys have paid the required five percent (5%) deposit on their offer.

NOW, THEREFORE, BE IT RESOLVED by the Union County Board of Commissioners (the "Board") as follows:

1. The Board proposes to accept the Godfrey's offer and authorizes sale of the Subject Property through the upset bid procedure of N.C.G.S. § 160A-269; provided that final acceptance of the final high offer shall be subject to approval by the Board. The Board reserves the right to withdraw the Subject Property from sale at any time before the final high bid is accepted and further reserves the right to reject at any time all bids.
2. The Clerk to the Board shall cause a notice of the proposed sale to be published. Such notice shall include a general description of the Subject Property, the amount and terms of the offer, and a statement that within ten (10) days any person may raise the bid in accordance with the procedure outlined in this Resolution.
3. Persons desiring to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Clerk to the Board within ten (10) days after the notice of sale is published. Bids shall be submitted no later than 5:00 p.m. on the last day of the 10-day period, and the Clerk shall date-stamp bids upon receipt. The mailing and physical address of the Clerk to the Board is as follows:

Ms. Lynn West, Clerk to the Board
500 N. Main St., Room 925
Monroe, NC 28112

The envelope containing the bid shall be clearly marked "Sealed Bid for Property Located on Yamasee Road in Waxhaw." It shall be the specific responsibility of the bidder to deliver his bid to the Clerk to the Board at the appointed place and prior to

the announced time for the opening of bids. Late delivery of a bid for any reason, including delivery by United States Mail or other carrier, will disqualify the bid.

4. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid. The deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. If the Board agrees to sell the Subject Property, the County will return the deposit of the final high bidder at closing. If, after acceptance by the Board of the final high bid, the final high bidder fails to close the sale in accordance with the terms of this Resolution and any purchase agreement, then in such event the bid deposit of the high bidder shall be forfeited. In the event the high bidder intends to seek a rezoning of the Subject Property prior to closing, as discussed below, the County reserves the right to require an additional deposit to be held in escrow upon execution of the purchase agreement.
5. At the conclusion of the 10-day period, the Clerk to the Board shall open the bids, if any, and the highest such qualifying bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer. If a qualifying higher bid is received, the Clerk to the Board shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners. The Board shall determine whether or not to accept the final high bid not later than ninety (90) days after the final upset bid period has passed.
6. Bidders shall not attach any conditions to their bids. Any conditions attached to bids received for purchase of the Subject Property shall render the bid nonresponsive, and such bid shall not be considered by the Board.
7. The buyer must pay with cash at the time of closing.
8. Title to the Subject Property shall be transferred to the buyer by Quitclaim Deed.

Adopted this the ___ day of _____, 2007

PUBLIC NOTICE
SALE OF COUNTY PROPERTY

An offer of \$24,400 has been submitted for the purchase of a vacant parcel of real property owned by Union County, Tax Parcel No. 05087050, which is approximately .65 acres in size and bounded on one side by Yamasee Road in Waxhaw.

Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Clerk to the Board of Commissioners, 500 N. Main St., Room 925, Union County Government Center, Monroe, NC 28112, not later than 5:00 p.m., on Wednesday, January 30, 2008. The envelope containing the bid shall be clearly marked "Sealed Bid for Property Located on Yamasee Road in Waxhaw." Late delivery of a bid for any reason, including delivery by United States Mail or other carrier, will disqualify the bid.

At the appointed place and time, the Clerk to the Board shall open the bids, if any, and the highest qualifying bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.

A qualifying high bid is one that raises the existing offer by an amount not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. A qualifying higher bid must be accompanied by a deposit in the amount of five percent (5%) of the bid. The deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. If the Board agrees to sell the Subject Property, the County will return the deposit of the final high bidder at closing. If, after acceptance by the Board of the final high bid, the final high bidder fails to close the sale in accordance with the terms the Resolution adopted by the Board on August 13, 2007, and any purchase agreement, then in such event the bid deposit of the high bidder shall be forfeited. The buyer must pay with cash at closing.

The Union County Board of Commissioners must approve the final high offer before the sale is closed. The Board will either accept or reject the final high offer within 90 days after the final upset bid period has passed, unless otherwise agreed by the parties. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

A bidder shall attach no conditions to his offer. Any conditions attached to bids received for purchase of the Subject Property shall render the bid non-responsive, and such bid shall not be considered by the Board. Further information, including a copy of the Resolution dated August 13, 2007, may be obtained at the office of the Clerk to the Board of Commissioners, 500 N. Main Street, Room 925, Union County Government Center, Monroe, NC 28112, or at telephone (704) 283-3853, during normal business hours.

Lynn G. West, CMC
Clerk to the Board of Commissioners

Publication Date: Sunday, January 20, 2008

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: 03-10-08

Action Agenda Item No. 4/5
(Central Admin. use only)

SUBJECT: Supplemental ROAP Funding Budget Amendment

DEPARTMENT: Transportation **PUBLIC HEARING:** No

ATTACHMENT(S): Memo from DOT
Budget Amendment #36

INFORMATION CONTACT:
Annette Sullivan

TELEPHONE NUMBERS:
704-292-2566
704-361-1494

DEPARTMENT'S RECOMMENDED ACTION: Amend Revenue and Expenditure budgets to reflect additional grant funding

BACKGROUND: Supplemental Grant application was reviewed and submitted with the FY08 NCDOT ROAP Grant Funding application July 2007 by the BOCC. Approved by NCDOT August 2007

FINANCIAL IMPACT: Increase of revenue lines 4485 (\$51,742.50) and 4495 (\$50,573) Expenditure lines--See Attachment BA #36

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

MEMORANDUM

TO: Union County Finance Officer
FROM: Charlie Wright, Financial Manager
DATE: January 29, 2008
SUBJECT: FY2008 Rural Operating Assistance Program (ROAP)

JAN 31 2008

The Public Transportation Division has scheduled the final FY2008 Rural Operating Assistance Program (ROAP) funds January 31, 2008. The following amounts are awarded to Union County for each individual ROAP program as indicated:

FY2008 Formula ROAP Disbursement

EDTAP	WORK FIRST	RGP	TOTAL FORMULA DISBURSEMENT
\$37,536.50	\$8,588.00	\$43,235.00	\$89,359.50

FY2008 Supplemental ROAP Disbursement

EDTAP SUPPLEMENT	WORK FIRST SUPPLEMENT	RGP SUPPLEMENT	TOTAL SUPPLEMENTAL DISBURSEMENT
\$22,398.00	\$8,588.00	\$28,575.50	\$59,561.50

Total FY2008 ROAP Disbursement

EDTAP DISBURSEMENT TOTAL	WORK FIRST DISBURSEMENT TOTAL	RGP DISBURSEMENT TOTAL	GRAND TOTAL DISBURSEMENT
\$59,934.50	\$17,176.00	\$71,810.50	\$148,921.00

The disbursement amounts listed above represent the full amount of the original allocation for the county plus an additional amount for EDTAP Work First and RGP approved in the FY08 appropriations bill. **It is the responsibility of the county to ensure that the receipt, expenditure, and any sub-allocation of funds are tracked for each individual ROAP program.** Please refer to the program guidance in the FY2008 ROAP application package, and the supplemental funds dated June 11, 2007 for information on funds management, eligible transportation assistance expenses and reporting requirements. **As a reminder, FY08 funds cannot be**

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
1550 MAIL SERVICE CENTER
RALEIGH, NC 27699-1550

TELEPHONE: 919-733-4713
FAX: 919-733-1391

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH NC

WWW.DOT.STATE.NC.US/TRANSIT/TRANSITNET/

transferred within program guidelines until the County Manager has indicated in writing that the transportation needs of that program have been met. All ROAP program funds must be expended on eligible transportation operating expenses, as identified in Appendix E and the service plan design of the county's FY2008 applications.

Rural General Public (RGP) funds have a 10% local matching requirement. RGP funds may be used to provide up to, but not to exceed, ninety-percent (90%) of the fully allocated cost of each general public trip. The remaining ten-percent (10%) must be provided from fares, local funds or a combination of the two. Note however, that for each trip that is provided, the total of costs charged to the RGP program and the fare charged to the rider should not exceed the fully allocated cost of the trip.

Section 27.4 of House Bill 1473, the FY07 state appropriations bill, gives the Public Transportation Division the ability to consolidate its rural funding programs for vehicles, technology, and facilities into one large capital program. The Division now has the flexibility to transfer funding from the consolidated capital program to the operating programs, based on the ability to leverage additional federal funds to meet the capital needs of rural transportation systems.

For FY08, the Division has allocated an additional \$4 million in EDTAP funding, \$1 million in Work First, and \$3 million in RGP funding to community transportation systems. This action will provide total FY08 funding for EDTAP in the amount of \$9 million, Work First \$2 million and \$8 million for RGP. Please note that the Division is required to report on the additional service or supplemental funds separately from data reported for formula allocated ROAP funds. Grantees will be required to submit operating statistics on the Supplemental FY2008 ROAP funding for distribution to members of the General Assembly. The reporting form for this purpose will be sent to you at a later date.

Questions concerning FY2008 program requirements, allocations and disbursement amount may be addressed to the regional transportation program consultant or planner assigned to your county.

cc: County Manager
Community Transportation System Director
Transportation Program Consultant/Planner

BUDGET AMENDMENT

BUDGET Transportation REQUESTED BY Annette Sullivan
 FISCAL YEAR FY2008 DATE March 10, 2008

INCREASE

DECREASE

<u>Description</u>		<u>Description</u>	
Personnel Expenses	68,853		
Operating Expenses	33,462		
State Revenue	102,315		

Explanation: Appropriate additional funds from NC Department of Transportation (ROAP Funds)

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>	
10558100-5126-1680	Salaries & Wage Part Time	34,369	10458100-4485-1680	State Revenue	51,742
10558100-5121-1680	Salaries & Wages	17,047	10458100-4495-1680	State Revenue	50,573
10558100-5132-1680	Seperation Allowance	400			
10558100-5134-1680	401K	853			
10558100-5181-1680	FICA Contributions	5,781			
10558100-5182-1680	Retirement	834			
10558100-5183-1680	Health Insurance	8,778			
10558100-5188-1680	Dental Insurance Und65	99			
10558100-5190-1680	Life Insurance	692			
10558100-5311-1680	Travel	78			
10558100-5325-1680	Postage	479			
10558100-5353-1680	Maint & Repairs Gas	26,205			
10558100-5359-1680	Preventable Maint	2,000			
10558100-5360-1680	Non Preventable Maint	1,000			
10558100-5370-1680	Ad/Employee Reg.	200			
10558100-5383-1680	Medical Svcs	300			
10558100-5451-1680	Insurance Deductible	1,200			
10558100-5360-1680	NonPreventable Maint	1,000			
10558100-5360-1680	NonPreventable Maint	1,000			
	Total	102,315		Total	102,315
	Prepared By	bl			
	Posted By	_____			
	Date	_____		Number	36

UNION COUNTY
BOARD OF COMMISSIONERS

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 3, 2008

10

Action Agenda Item No. 416a

(Central Admin. use only)

SUBJECT: ADDITIONAL GENERAL AID-TO-COUNTY FUNDING

DEPARTMENT: HEALTH

PUBLIC HEARING: No

ATTACHMENT(S):
Agreement Addenda
BA #37

INFORMATION CONTACT:
Phillip Tarte

TELEPHONE NUMBERS:
704-296-4801

DEPARTMENT'S RECOMMENDED ACTION: Accept \$35,436 in additional General Aid-to-County funding from the State.

BACKGROUND: The State has offered Union County an additional \$35,436 in General Aid-to-County funding. These funds may be used for any public health program as needed.

FINANCIAL IMPACT: No financial impact to the county.

Increase revenue:
10451101-4411-1300 \$35,436

Increase expenditures:
~~10551101-5260-1300~~ \$35,436

See Attached BA

Legal Dept. Comments if applicable:

Finance Dept. Comments if applicable:

Manager Recommendation:

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT
Meeting Date: March 10, 2008

Action Agenda Item No. 4/6b
(Central Admin. use only)

SUBJECT: ADDITIONAL FAMILY PLANNING FUNDS

DEPARTMENT: HEALTH

PUBLIC HEARING: No

ATTACHMENT(S):
Funds Distribution Schedule

INFORMATION CONTACT:
Phillip Tarte

TELEPHONE NUMBERS:
704-296-4801

DEPARTMENT'S RECOMMENDED ACTION: Accept \$49,615 in Federal funding for the Family Planning program.

BACKGROUND: The Union County Health Department has been awarded "Bonus" funding in Federal Title X Family Planning funds. These funds may be used for any Title X approved expenditure, including sterilizations.

FINANCIAL IMPACT: No financial impact to the county.

Increase revenue:
10451150-4344-1324 \$49,615

Increase expenditures:
10551150-5239-1324 \$49,615

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

DISTRIBUTION of FAMILY PLANNING SPRING 2008 "BONUS" FUNDS

By TOTAL AMOUNT and SUBTOTAL AMOUNTS (February through May, 2008 and June, 2008)

County/Provider	TOTAL	4/5 amount	1/5 amount
		Feb-May	June
Alamance	\$37,290	\$29,832	\$7,458
Alexander	\$4,735	\$3,788	\$947
Alleghany	\$4,735	\$3,788	\$947
Anson	\$20,460	\$16,368	\$4,092
Ashe	\$4,735	\$3,788	\$947
Avery	\$4,735	\$3,788	\$947
Beaufort	\$4,735	\$3,788	\$947
Bertie	\$6,435	\$5,148	\$1,287
Bladen	\$7,030	\$5,624	\$1,406
Brunswick	\$19,355	\$15,484	\$3,871
Buncombe	\$38,225	\$30,580	\$7,645
Burke	\$11,450	\$9,160	\$2,290
Cabarrus	\$18,250	\$14,600	\$3,650
Caldwell	\$9,665	\$7,732	\$1,933
Camden	\$4,735	\$3,788	\$947
Carteret	\$26,580	\$21,264	\$5,316
Caswell	\$7,370	\$5,896	\$1,474
Catawba	\$60,000	\$48,000	\$12,000
Chatham	\$4,735	\$3,788	\$947
Cherokee	\$4,735	\$3,788	\$947
Chowan	\$4,735	\$3,788	\$947
Clay	\$10,260	\$8,208	\$2,052
Cleveland	\$4,735	\$3,788	\$947
Columbus	\$4,735	\$3,788	\$947
Craven	\$10,090	\$8,072	\$2,018
Cumberland	\$60,000	\$48,000	\$12,000
Currituck	\$9,325	\$7,460	\$1,865
Dare	\$10,260	\$8,208	\$2,052
Davidson	\$4,735	\$3,788	\$947
Davie	\$4,735	\$3,788	\$947
Duplin	\$9,070	\$7,256	\$1,814
Durham	\$4,735	\$3,788	\$947
Edgecombe	\$4,735	\$3,788	\$947
Forsyth	\$24,880	\$19,904	\$4,976
Franklin	\$4,735	\$3,788	\$947
Gaston	\$11,960	\$9,568	\$2,392
Gates	\$4,735	\$3,788	\$947
Graham	\$8,645	\$6,916	\$1,729
Granville	\$4,735	\$3,788	\$947
Greene	\$4,735	\$3,788	\$947
Guilford	\$4,735	\$3,788	\$947
Halifax	\$5,670	\$4,536	\$1,134
Harnett	\$5,500	\$4,400	\$1,100
Haywood	\$18,080	\$14,464	\$3,616
Henderson	\$7,115	\$5,692	\$1,423
Hertford	\$4,735	\$3,788	\$947
Hoke	\$23,010	\$18,408	\$4,602
Hyde	\$4,735	\$3,788	\$947

County/Provider	TOTAL	4/5 amount	1/5 amount
		Feb-May	June
Iredell	\$25,900	\$20,720	\$5,180
Jackson	\$17,995	\$14,396	\$3,599
Johnston	\$4,735	\$3,788	\$947
Jones	\$5,585	\$4,468	\$1,117
Lee	\$4,735	\$3,788	\$947
Lenoir	\$4,735	\$3,788	\$947
Lincoln	\$8,390	\$6,712	\$1,678
Macon	\$6,690	\$5,352	\$1,338
Madison	\$8,050	\$6,440	\$1,610
Martin	\$4,735	\$3,788	\$947
McDowell	\$4,735	\$3,788	\$947
Mecklenburg	\$60,000	\$48,000	\$12,000
Mitchell	\$4,735	\$3,788	\$947
Montgomery	\$4,735	\$3,788	\$947
Moore	\$27,430	\$21,944	\$5,486
Nash	\$4,735	\$3,788	\$947
New Hanover	\$60,000	\$48,000	\$12,000
Northampton	\$4,735	\$3,788	\$947
Onslow	\$4,735	\$3,788	\$947
Orange	\$12,215	\$9,772	\$2,443
Pamlico	\$5,500	\$4,400	\$1,100
Pasquotank	\$4,735	\$3,788	\$947
Pender	\$4,735	\$3,788	\$947
Perquimans	\$6,180	\$4,944	\$1,236
Person	\$14,255	\$11,404	\$2,851
Pitt	\$4,735	\$3,788	\$947
Polk	\$4,735	\$3,788	\$947
Randolph	\$4,735	\$3,788	\$947
Richmond	\$4,735	\$3,788	\$947
Robeson	\$4,735	\$3,788	\$947
Rockingham	\$4,735	\$3,788	\$947
Rowan	\$15,105	\$12,084	\$3,021
Rutherford	\$4,735	\$3,788	\$947
Sampson	\$11,960	\$9,568	\$2,392
Scotland	\$4,735	\$3,788	\$947
Stanly	\$4,820	\$3,856	\$964
Stokes	\$4,735	\$3,788	\$947
Surry	\$4,735	\$3,788	\$947
Swain	\$4,735	\$3,788	\$947
Transylvania	\$15,785	\$12,628	\$3,157
Tyrrell	\$4,735	\$3,788	\$947
Union	\$49,615	\$39,692	\$9,923
Vance	\$5,500	\$4,400	\$1,100
Wake	\$60,000	\$48,000	\$12,000
Warren	\$4,735	\$3,788	\$947
Washington	\$5,160	\$4,128	\$1,032
Watauga	\$4,735	\$3,788	\$947
Wayne	\$10,345	\$8,276	\$2,069
Wilkes	\$4,735	\$3,788	\$947
Wilson	\$4,735	\$3,788	\$947
Yadkin	\$10,260	\$8,208	\$2,052
Yancey	\$6,350	\$5,080	\$1,270

	TOTAL	4/5 amount	1/5 amount
		Feb-May	June
County/Provider			
State Total	\$1,165,815	\$932,652	\$233,163

Notes:

BUDGET AMENDMENT

BUDGET Public Health REQUESTED BY Phillip Tarte
 FISCAL YEAR FY2008 DATE March 10, 2008

INCREASE

Description

Federal Revenue 49,615
Operating Expenses 49,615

DECREASE

Description

Explanation: Appropriate additional federal funding for the Family Planning Program.

DATE _____

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

FOR POSTING PURPOSES ONLY

DEBIT

<u>Code</u>	<u>Account</u>	<u>Amount</u>
10551150-5239-1324	Medical supplies	49,615
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		49,615

CREDIT

<u>Code</u>	<u>Account</u>	
10451150-4344-1324	Federal Revenue	49,615
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		49,615

Prepared By bl
 Posted By _____
 Date _____

Number 39

ENVIRONMENTAL HEALTH
SERVICE AND FEE ADJUSTMENT RECOMMENDATION FOR
FOOD, LODGING AND INSTITUTIONS PROGRAMS

CURRENT SWIMMING POOL FEES

Seasonal Public Swimming Pool Application Fee.....\$100
Submitted after April 15 (late).....\$150
Year Round Public Swimming Pool Application..... \$150

Travel Time (Initial permit, inspection and compliance visit).....1.5 Hours

Permitting and Inspection.....3.0 Hours

Compliance Inspection (Includes Complaint Visits).....2.0 Hours

COST (Permitting, Inspection, and Complaints)

EHS: 6.5 Hours x \$26.00 = \$169
Clerical: .75 Hours x \$18 = \$13.50
Vehicle: 50 miles x \$.505/mile = \$25.25
TOTAL = \$207.75

NIGHT SWIMMING

EHS: 2 Hours x \$39 (Overtime) = \$78
Clerical: .5 Hours x \$18 = \$9.00
Vehicle: 50 miles x \$.505/mile = \$25.25
TOTAL = \$112.25

GRAND TOTAL = \$320.00

RECOMMENDATION:

-Increase all pool application fees to \$275

ENVIRONMENTAL HEALTH
SERVICE AND FEE ADJUSTMENT RECOMMENDATION FOR
FOOD, LODGING AND INSTITUTIONS PROGRAMS

CURRENT TEMPORARY FOOD ESTABLISHMENT FEE

Operation Permit.....	\$0
Special Event Coordinating.....	1.0 Hours
Travel Time (Initial permit, inspection and compliance visit).....	1.5 Hours
Permitting and Inspection.....	0.5 Hours
Plan Review.....	0.5 Hours

COST (Permitting, Plan Review, and Consulting)

EHS: 3.5 Hours x \$26.00 = \$91
Clerical: .25 Hours x \$18 = \$4.50
Vehicle: 50 miles x \$.505/mile = \$25.25
TOTAL = \$95.50

RECOMMENDATION:

-Apply \$25 Temporary Permit Fee to each vendor.

ENVIRONMENTAL HEALTH
SERVICE AND FEE ADJUSTMENT RECOMMENDATION FOR
FOOD, LODGING AND INSTITUTIONS PROGRAMS

CURRENT CHILD CARE CENTER PLAN REVIEW FEE

Plan Review Fee.....\$0

Plan Review.....2.5 Hours

Travel Time (Permit and walk-through).....1.5 Hours

Pre-construction walk-through.....2.25 Hours

COST (Permitting, Plan Review, and Consulting)

EHS: 6.25 Hours x \$26.00 = \$162.50

Clerical: .5 Hours x \$18 = \$9.00

Vehicle: 50 miles x \$.505/mile = \$25.25

TOTAL = \$196.75

RECOMMENDATION:

-Apply \$200 Plan Review Fee to all new Child Care Centers.



Jeff Crook/UnionCounty
02/26/2008 08:23 AM

To Lynn West/UnionCounty@UnionCounty
cc William L McGuirt/UnionCounty@UnionCounty
bcc
Subject Fw: civil process fee resolution

AGL

#

4/8

MEETING

3-10-08

Bill McGuirt with the Sheriff's office requests approval of the attached resolution, increasing the fee for service of federal and out-of-state civil process from \$7.00 to \$50.00. Bill has indicated by prior e-mail that this is more in line with the amount charged by counties in the region. Please add to the next available agenda. Thanks.

----- Forwarded by Jeff Crook/UnionCounty on 02/26/2008 08:20 AM -----



William L
McGuirt/UnionCounty
02/25/2008 06:22 PM

To Jeff Crook/UnionCounty@UnionCounty
cc
Subject civil process fee resolution

I have attached the proposed resolution to increase the service fees for out of state and federal civil processes.

Bill McGuirt



Civil process resolution.doc

A RESOLUTION FOR UNION COUNTY WITH RESPECT TO THE FEES TO BE CHARGED BY THE SHERIFF FOR SERVICE OF PROCESS ORIGINATING OUTSIDE OF THE GENERAL COURT OF JUSTICE OR OTHER NORTH CAROLINA COURTS OR AGENCIES

WHEREAS, North Carolina General Statute § 153A-102 grants to the Board of Commissioners the power to fix the fees and commissions charge by the county officers and employees for performing services or duties permitted or required by law;

WHEREAS, the Sheriff and his deputies are permitted, but not required, to serve summons and complaints and other legal process issued by the federal courts and courts of the several states, other than North Carolina; and

WHEREAS, the provisions of North Carolina Statute § 7A-311 which set uniform fees for service of civil process only apply to process issued by the courts of North Carolina;

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY:

In any civil action or special proceeding arising in the federal courts or in a court of one of the several States other than the State of North Carolina, the following fees shall be assessed, collected, and remitted to the county:

Effective April 1, 2008, for each item of civil process, including summons and complaints, subpoenas, notices, motions, orders, and pleadings served, fifty dollars (\$50.00). When two or more items of civil process are served simultaneously on one party, only one fifty dollar (\$50.00) fee shall be charged.

When an item of civil process is served on two or more persons, organizations or entities, a separate service charge shall be made for each person, organization or entity.

This resolution shall not apply to any process issued by the North Carolina General Court of Justice or any other court, administrative body, or agency of the State of North Carolina or any of its political subdivisions.

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT
Meeting Date: 10 March 2008

Action Agenda Item No. 4/9
(Central Admin. use only)

SUBJECT: Amend Union County Parks and Recreation Rules and Regulations to add "Interpretation" Section

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

ATTACHMENT(S):
Proposed "Union County Parks and Recreation Rules and Regulations" amendment (underlined)
Letter and email from Becca Yanacek, Volunteer Camporee Planner for the BSA Union District

INFORMATION CONTACT:
Matthew Delk

TELEPHONE NUMBERS:
704-283-3656

DEPARTMENT'S RECOMMENDED ACTION: Amend Union County Parks and Recreation Rules and Regulations to add "Interpretation" Section

BACKGROUND: This amendment is based on a request by the Cub Scouts to use the Cane Creek Park Festival Area with a proposed fee and to allow several uses (explained below) for April 4-6, 2008. The current Parks and Recreation Cane Creek Park Festival Area Fee Schedule does not anticipate this type of event. The proposed fee of \$2 per person per day will cover our anticipated costs for the event.

The current Union County Parks and Recreation Rules and Regulations, Amended 2/21/2005, do not allow the use of firearms or other weapons in the park, nor do they allow the use of fireworks or explosives without written permission. The Cub Scouts will have various activities, including archery, BB guns, and educational model rockets. This action will allow reasonable uses provided that the Manager or his/her designee is reasonably satisfied with safety controls, insurance coverage, etc.

FINANCIAL IMPACT: None

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

UNION COUNTY PARKS AND RECREATION RULES AND REGULATIONS

Amended 2/21/2005

VEHICLES: All motorized vehicles, cars, trucks, motorcycles, recreational vehicles and bicycles shall be confined to designated roads and parking areas. No person shall operate a vehicle on any path, trail, service road or in any other area of the Park not designated or customarily used for that purpose. No vehicles except authorized maintenance equipment will be allowed on any athletic field.

PARKING: No owner or driver shall cause or permit a vehicle to remain parked in any area of the Park outside of designated parking areas.

SPEED LIMIT: No vehicle shall be operated at a rate of speed in excess of ten (10) miles per hour inside the Park.

CAMPING: No camp shall be set-up or maintained in the Park, except as specifically designated, and with written permission only.

BOATING: Boating of any kind is prohibited on Park waters, except as specifically designated, and with written permission only.

SWIMMING: No person shall swim in the waters of the Park, except as specifically designated, and with written permission only.

FLORA, MINERALS AND STRUCTURES: No person shall cut, injure, deface, remove or disturb any tree, shrub, building, fence, bench, table, or any other structure, apparatus or property; or pick, cut, or remove any tree, shrub, flower or rock; or mark, write or carve upon any building, fence, bench, table or any other structure in the Park.

ANIMALS: No person shall cause or permit any animal owned by him or under his control, except when on a leash not exceeding six feet in length to enter the Park. Dogs and other animals shall not be allowed within the fenced ballfield, swim areas, or inside buildings. Where animals are found to be disturbing or dangerous, their owners will be asked to remove them from the Park.

HORSES: Horseback riding is prohibited on Park property, except as specifically designated, and with written permission only.

HUNTING: Union County Parks are designated WILDLIFE Refuge. No person within the confines of the Park shall hunt, pursue, trap, shoot, injure, kill, or molest in any way any animal.

FISHING: No person shall fish in any waters of the Park, except as specifically designated, and by written permission at such times as designated by Park authorities. North Carolina Inland Fishing Regulations must be complied with at all times. Night fishing from boats is prohibited in designated waters without written permission.

FIREARMS: Unless otherwise provided by law, no person shall possess, carry, use or discharge any type of firearms, airguns, or any other weapon within the Park; authorized Park personnel or law enforcement officers excepted.

FIRES: No person shall make, kindle or tend an open fire other than in grills or in designated places provided for such. All fires shall be under the direction and care of a responsible adult continuously from the time it is kindled until it is permanently extinguished by person or persons building same.

FIREWORKS AND EXPLOSIVES: No person shall have, bring or set off in the Park any fireworks or explosives of any type, without written permission or proper county permit.

LITTER: No person shall deposit any garbage, refuse, sewage, foodstuffs, boxes, cans, paper or any other types of litter or waste material, except in receptacles provided for such purposes.

POLLUTION: No person shall bathe self, dogs or any other animal, wash vehicles or clothing in any waters of the Park. No person shall throw, deposit or discharge any substance, liquid or solid, which may result in the pollution of the streams, ponds, or other waters of the Park.

DISORDERLY CONDUCT: No person shall use abusive, profane or insulting language, unreasonably disturb or annoy others, or do any act amounting to or with the intent to a breach of peace or conduct himself in any disorderly manner.

ALCOHOLIC BEVERAGES: As per the County Ordinance Pertaining to Public display of Alcoholic Beverages on Property Owned by Union County: Alcoholic beverages are prohibited on any property owned by Union County; any person who violates any provision of this ordinance shall be guilty of a misdemeanor.

GAMBLING: Gambling or betting in any form is prohibited.

COMMERCIAL ENTERPRISES: No person shall, without a written permit, offer, sell or solicit for sale, lease or rent any goods, merchandise or services within the Park.

ADVERTISING: No person shall distribute any circulars, cards or written matter; or post, paste or affix any placard, notice or sign within the Park, without written permission.

HOURS OF OPERATION: The Park will be open throughout the year during posted hours of operation. No person, except authorized Park personnel shall be allowed within the Park prior to or after these posted hours without written permission.

ATHLETIC FIELDS: Use of athletic fields is by reservation only. For information call 704.843.3919, Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m.

ENFORCEMENT: Failure to abide by posted regulations governing Union County Park's will subject offender to temporary or permanent exclusion, or criminal prosecution. In the event of revocation of any permit, all monies paid shall be forfeited by the offender and retained by Union County.

INTERPRETATION: The County Manager or his/her designee is hereby charged to interpret and implement the above rules and regulations. The County Manager or his/her designee also has the authority to quote reasonable fees for the use of Union County Parks and Recreation Facilities for uses not specifically covered in applicable Fee Schedules.



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Date: Wednesday, February 06, 2008 10:47AM

Subject: Cane Creek for Cub Scouts

Mr. Delk,

Persuant to our discussion yesterday, here are the details as far as I know them.

The campout is to be held April 4, 5, 6. Friday will be the arrival day, and I expect people to begin arriving no earlier than 4 (with the exception of organizers). Activities will be held all day on the 5th and folks will leave on the 6th after a brief worship service and other morning activities. Most likely the bulk of folks will be gone by 1 pm (after packing up their camping gear, etc.)

We expect to have between 600 and 750 people. Last year's attendance was 540. We estimate 200-400 tents for camping. Cub Scouts will provide Porta-Johns for sanitation. All activities will be provided by the Cub Scouts, and anyone who wishes to fish will be required to enter through the main gate of Cane Creek and pay the appropriate fees. We will rope off any paths that are part of the biking/horse trails and keep these clear for use by the public. We ask to be able to use the amphitheatre for our campfire and church services. In accordance with camping fees charged elsewhere, we would offer to pay a \$3.00 per person fee for the weekend. Litter would be packed out and placed in dumpsters according to the Leave No Trace policy of BSA.

We would ask of Cane Creek to mow the grass within 3 days of the weekend, so that there is a minimum of damage to the turf.

Thank you for your consideration, and if you have any further questions please contact me either by e-mail or by phone at (704) 843-6938.

Respectfully,

Becca Yanacsek
Pack 53 Waxhaw

February 21, 2008

Matthew Delk
Assistant County Manager, Union County

Mr. Delk,

I am writing this on behalf of the parents and Cub Scouts of Union and Anson Counties. We are organizing a camporee for the Scouts, and have been in contact with Cane Creek Park for permission to use the Festival Area of the Park for our activity. Everyone that I have had contact with at Cane Creek, and in the County offices has been extremely cordial, and willing to work with me to have this event happen at the Park. I have been favorably impressed with the workings of the staff in those departments. That being said, I am writing to request a consideration of fees for this event. We, in our initial letter for the event, stated that we expect to have a large number of Scouts, parents and siblings for the event, and stated that there is usually a fee paid to the hosting organization of between \$2.00 and \$4.00/person/day. We are writing our budget for this event, and are finding that the middle number of \$3.00/person/day is stretching the numbers for making the event affordable for all. It is our intent in Scouting to make everything we do as low cost, and high quality as possible. That is a large part of the reason we have chosen to use Cane Creek Park. The facility is beautiful, convenient, and friendly. Our plans for that day include an obstacle course, a rock climbing wall, bb guns, archery, a magician, open field games, an orienteering course, and other things in the planning stages. We have discussed these with the Risk Management Department, and all are in line with the Management protocols. We will continue to work with all departments to insure a safe and highly enjoyable event for the Scouts and their families.

To this end, I am asking to have the Commissioners look at the possibility of lowering the fee structure so that we can reduce our costs for camping to \$2.00/person/day. This lowers the cost of facility use from \$1980.00 to \$1350.00. This is a significant savings to us, while maintaining a reasonable cost recovery to the Park. We intend to lay out an Orienteering course for the event, and will be able to leave that plan with park officials at the end of the event, for use in future Park events. Our largest number of people will be present on Saturday from approximately 8:00 am until 9:45 pm. We are taking care of waste management ourselves so as not to stress the resources of the Park, and doing all we can to minimize any strain on human resources there.

Thank you for your time and consideration in this matter,

Becca Yanacsek
Camporee Planning Team

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 10, 2008

Action Agenda Item No. 4/10

(Central Admin. use only)

SUBJECT: Workers' Compensation Renewal with Third Party Administrator

DEPARTMENT: Risk Management

PUBLIC HEARING: No

ATTACHMENT(S):

- (1) Key Risk renewal proposal
- (2) Comparison of 2008 renewal to 2007 fees

INFORMATION CONTACT:

Keith Richards, Risk Manager

TELEPHONE NUMBERS:

704.283.3663 - office

704.634.7567 - cell

DEPARTMENT'S RECOMMENDED ACTION:

(1) Accept the proposal to renew the third-party Workers' Compensation administration contract with Key Risk.

(2) Authorize Interim County Manager to execute the contract.

BACKGROUND: Key Risk is a Third Party Administrator (TPA) of Workers' Compensation claims based out of Greensboro, NC whose primary focus is in cities and counties, school districts, and health care. This is the 7th renewal with Key Risk.

The County has had success with self-insuring workers' compensation claims up to a specified limit and purchasing excess coverage for those losses occurring in excess of that limit. The premiums for a fully insured Workers' Compensation program would exceed \$900,000, versus the estimated \$250,000 in claims expenses and administrative fees being paid currently on an annual basis. The County established a Workers' Compensation fund over several years due to favorable loss experience which has enabled the County to avoid funding Workers' Compensation claims and administrative fees from the General Fund.

Key Risk submits timely reports on a regular basis. The Risk Manager has developed strong relationships with the adjusters, nurse case managers, and marketing representative. Key Risk has an extensive amount of loss control resources available to the County at no additional charge. Because there was no increase in the annual minimum fee from Key Risk we did not review alternatives. Key Risk did restructure their per claims charges so that a reduced per claim fee is charged for claims requiring minimal investigation. Historically the annual minimum fee and per claim fees from competitors has been higher than that charged by Key Risk.

FINANCIAL IMPACT: No additional funds will need to be allocated for the TPA services provided by Key Risk. Fees will be paid from the Workers' Compensation Fund.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____



COMPENSATION SUMMARY Union County, North Carolina

TPA Services for Self-Insured Workers' Compensation Program
July 1, 2008 through June 30, 2009

Annual Administration Fee

\$2,500*

*Includes cost of:

- Customer service fees
- Banking arrangement-Sweep account or trust account
- Check stock
- Monthly & quarterly reports as described
- On-line Internet access to claims information
- Annual claim review
- First Report of Injury via the Internet
- Access to KRMS safety/training video library and other loss control resources

Claims Administration-Life of Contract

\$13,500	minimum annual fee - payable in quarterly installments of \$7,125; Reconciled to actual, yearly
625	per indemnity claim
312	per complex medical
130	per medical only claim

Claim Type Definitions

Medical Only – Coded as MO: These are claims where medical expense is paid but no indemnity is paid.

Complex Medical- Coded as MCD, MI or MS: This includes medical only claims that are investigated, denied or involve subrogation, but are less than \$2,000 in medical bills.

Indemnity – Coded as C or CD: These are claims involving the following: more than \$2,000 in medical bills; 7 days or more lost time; payment of PPD or disfigurement; involving the litigation or mediation process; and/or an employee that returns to work on alternate/light duty but requires follow-up by the claim representative to facilitate a full, unrestricted return to duty.

Allocated Expenses

Claim expenses include allocated loss adjustment expenses including, but not limited to, legal services and defense costs, independent medical evaluations, photocopy and medical reports, police reports, surveillance, court reporter fees, transcript fees, copies of depositions, expert witness fees, rehabilitation services, and managed care, for example: medical bill re-pricing, negotiation services, access to preferred

provider networks, and utilization review services. Program expenses include, but are not limited to, assessments, taxes and audit and actuary fees.

Subrogation

Union County will handle their own subrogation, unless Key Risk is notified in writing. In the event Key Risk handles subrogation, the fee will be 20% of recovery. Approval from Union County will be sought on any settlement less than 100%.

Loss Control Services (optional)

Loss control services are available at \$140 per hour or on a per project basis.

Key risk has many loss control resources available to our clients at no additional fee See our website at www.keyrisk.com for additional information.

Bill Review & PPO

\$8 per bill and 28% of savings. This fee is considered an allocated expense to the claim file.

Workers' Compensation
2008 Proposal Comparison
Key Risk

	2007 fees	2008 proposed
Annual Admin Fee	2,500	2,500
Minimum Annual Fee	13,500	13,500
Record Only Claim	0	0
Medical Only Claim	125	130
Indemnity Claim	595	625
Limited Investigation	0	312 (1)
Claims Review	0	0
Reporting Fees	0	0

(1) In 2007 these types of claims were charged as indemnity claims at \$595 per claim. For renewal these types of claims will have per claim charge of \$312

*** Projection for 2008-2009 period ***

7 indemnity claims @ \$625 / claim	\$	4,375
4 limited investigation claims @ \$312 / claim	\$	1,248
60 medical only claims @ \$130 / claim	\$	7,800
PROJECTION (MIN. FEE OF \$13,500)		13,423

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 10, 2008

Action Agenda Item No. 4/11
(Central Admin. use only)

SUBJECT: Government Phone Switch Upgrade

DEPARTMENT: Information Systems

PUBLIC HEARING: No

ATTACHMENT(S):

INFORMATION CONTACT:

Carl Lucas

TELEPHONE NUMBERS:

704-292-2520/704-622-8013

DEPARTMENT'S RECOMMENDED ACTION: (i) Approve the upgrade of the Nortel phone switch, located in the Government Center pursuant to the information technology exception to formal bidding, G.S. 143-129.8; and (ii) the County Manager be delegated authority to utilize purchase of this equipment pursuant to the information technology exception to formal bidding, G.S. 143-129.8, and thereby to award and approve a contract with the vendor that best meets the needs of the County.

BACKGROUND: The upgrade for the Nortel phone switch located in the Government Center was approved in the 2007-2008 budget.

The phone switch was purchased used from United Carolina Bank in 1998. The Government Center phone switch, provides voicemail and dial-tone for Patton Ave, Union Village, Judicial Center (for County personnel), Historic Court House, Historic Post Office, Sheriff Office and the Government Center.

The phone switch upgrade, consisting of hardware and software, will make the present phone system more current. Presently the Nortel switch is an Option 61C. The upgrade will transform the Option 61C into a CS1000M (current product). The upgrade will also introduce some new capabilities. The new capabilities will enable the phone switch to provide for voice over IP and will allow for mobile users. Positioning for voice over IP, will allow us to contain future costs in the areas of maintenance and facilities. Instead of requiring more hardware to be installed in the phone switch to provide for traditional phone service, the voice over IP only requires additional license requirements be met. Voice over IP allows for future expansion without the requirements for more physical space for the phone switch, more cooling, more electricity and more money for maintenance of the additional hardware. With the mobile user support,

designated users would be able to check their voicemail as well as their emails without needing a cell phone with Internet capabilities. By providing this capability, the County will be able to avoid the costs typically associated with a Blackberry device.

FINANCIAL IMPACT: This purchase was authorized as part of the FY2007-08 budget and the budget contains sufficient funds to incur this expense.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: 00/00/00

Action Agenda Item No. 4/12
(Central Admin. use only)

SUBJECT: Interlocal Agreement between the Town of Indian Trail, Union County and the Sheriff's Office.

DEPARTMENT: Sheriff's Office

PUBLIC HEARING: No

ATTACHMENT(S):
Copy of Interlocal Agreement, NC Governor's Highway Safety Program Concept Statement, Original Motion from the Town of Indian Trail to approve partnership.

INFORMATION CONTACT:
Captain Steve Simpson

TELEPHONE NUMBERS:
704-283-3578
704-400-4584

DEPARTMENT'S RECOMMENDED ACTION: Accept Interlocal Agreement between Union County, the Union County Sheriff's Office and the Town of Indian Trail concerning the grant application from the North Carolina Governor's Highway Safety Program. Sgt. Chase Coble will act as the grant administrator.

BACKGROUND: The Union County Sheriff's Office has agreed to apply for a NC Governor's Highway Safety Program grant if approved by the Board. This grant will be a partnership between the Union County Sheriff's Office and the Town of Indian Trail, providing (5) five deputy sheriff's to work traffic in the town limits of Indian Trail for a period of (4) four years. The Town of Indian Trail will be responsible for all funding.

FINANCIAL IMPACT: N/A. Responsibility of the Town of Indian Trail.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

STATE OF NORTH CAROLINA

COUNTY OF UNION

INTERLOCAL AGREEMENT BETWEEN THE TOWN OF INDIAN TRAIL, NORTH CAROLINA, UNION COUNTY, NORTH CAROLINA AND SHERIFF EDDIE CATHEY, SHERIFF OF UNION COUNTY

This agreement is made and entered into the ____ day of _____, 2008 by and between The County of Union, acting by and through its governing body, the Board of Commissioners, hereinafter referred to as "County," and the Town of Indian Trail, acting by and through its governing body, the Indian Trail Town Council, hereinafter referred to as "Town" and Eddie Cathey, Sheriff of Union County;

WHEREAS, this Agreement is made pursuant to the authority of N.C.G.S. § 160A-17.1 and N.C.G.S. § 160A-461 et seq.; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interest of both parties, that the undertaking will benefit the public, and the allocation of costs fairly compensates the performing party for the services and functions under this agreement; and

WHEREAS, the Town contracts with County and Sheriff Eddie Cathey to provide law enforcement services within the Town limits of Indian Trail; and

WHEREAS, the Town desires to apply for a grant from the Governor's Highway Safety Program for funds to hire additional law enforcement officers through the Union County Sheriff's Office for traffic enforcement, in addition to other law enforcement services;

WHEREAS, the County will be the recipient and grantee of a grant from the Governor's Highway Safety Program and the Town will be the sub-grantee of the grant funds for a period of three years with the Town assuming one hundred per cent of the costs in the fourth year; and

WHEREAS, the County and the Town believe that it to be in their best interests to enter into this interlocal agreement solely for the purpose of applying for, administering, and to reallocate the grant funds; and

NOW THEREFORE, the Town and County agree as follows:

1. County will make application for a grant from the North Carolina Governor's Highway Safety Program to establish a traffic unit for the Town through the employment of deputy sheriffs from the Union County Sheriff's Office. A copy of the Concept Statement (Form GHSP-01) is attached hereto and incorporated herein by reference.

2. The grant shall be administered through the Union County Sheriff's Office by Sheriff Eddie Cathey or his designee.

3. The Town shall pay for all cost associated with the grant for the duration of the grant. The costs to the Town will be as shown on the attached Form GHSP-01 "North Carolina Governor's Highway Safety Program Concept Statement." There will be no costs to Union County or the Union County Sheriff's Office associated with this grant.

4. The grant application will be seeking funds for five deputy sheriffs, one with the rank of Sergeant, to be sworn employees of the Union County Sheriff's Office and assigned to the Town. The deputies' primary functions will be traffic enforcement and educational presentations within the Town of Indian Trail. They may be requested to assist in saturation patrols and/or checkpoints in other areas of Union County with other agencies.

5. The deputy sheriffs so assigned may also respond to any law enforcement emergency anywhere in within the patrol zone in which Indian Trail lies. The deputy sheriffs may respond to other incidents outside of the municipal limits of Indian Trail upon order of the Sheriff or his designee, including but not limited to, the shift supervisor in charge at the time.

6. The deputy sheriffs assigned to Town pursuant to this grant shall at all times be the employee of the Sheriff of Union County, and shall at no time be an employee of the Town. The deputy sheriffs assigned to Town pursuant to this agreement and the grant shall be under the exclusive control, direction and supervision of the Sheriff of Union County. Neither the Town nor any of its employees or elected officials shall have the right to control, direct or supervise the activities of the deputy sheriffs assigned to the Town for purposes of this Agreement.

7. Union shall be solely responsible for compensating the deputy sheriffs assigned under this Agreement in accordance with the grant guidelines and regulations. Union shall be exclusively responsible for the provision of those benefits to the deputy sheriffs which accrue from the policies and regulations of the Union County Board of Commissioners.

8. All calls for service, dispatch, complaint or special request and duty assignments shall go through the official channels of the Union County Sheriff's Office pursuant to the Sheriff's policies and procedures.

9. Any and all vehicles and law enforcement equipment purchased through the use of grant funds shall become the property of Union County for use by the Sheriff of Union County for law enforcement purposes.

10. The Town and the County agree to expedite the grant funds, and use and dispose the acquired funds and assets in accordance to the grant provisions, federal, local and state laws and regulations.

11. Nothing in the performance of this Agreement shall impose any liability for claims against County other than claims for which liability may be imposed by applicable law.

12. Nothing in the performance of this Agreement shall impose any liability for claims against the Town other than claims for which liability may be imposed by applicable law.

13. Each party to this Agreement will be responsible for its own actions in providing service under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

14. The parties to this Agreement do not intend for any third party to obtain any rights by virtue of this Agreement.

15. By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

Union County, North Carolina

Town of Indian Trail

By: _____
County Manager

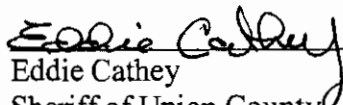
By: _____
Town Manager

Attest:

County Clerk

Attest:

Town Clerk



Eddie Cathey
Sheriff of Union County

Approved as to Form:

County Attorney

Town Attorney

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

Finance Director

Date: _____

North Carolina Governor's Highway Safety Program Concept Statement – Form GHSP-01

APPLICANT AGENCY INFORMATION		
1. Agency: UNION COUNTY SHERIFF'S OFFICE	2. Date: MARCH 31, 2008	
3. Address: 3344 Presson Road	4. Contact: Sgt. Chase Coble	
5. City: Monroe	6. Phone: (704) 283-3789	
7. County: Union	8. Fax: (704) 292-2700	
9. State: NC	10. Zip: 28112	11. Email: chasecoble@co.union.nc.us

1. Is this concept New? Continuation from last year?

Years of Prior Funding (within the past five years): 0 1 2 3 3+

Prior Projects with GHSP (include prior project numbers): PT-00-04-01

2. Problem Identification (include data):

Union County is a conduit through which an enormous number of vehicles travel or pass through each day. U.S. Highway 74 represents the only major east-west corridor to the state's southern coast, other than I-40, (located three counties North.) The county continues to be the fastest growing county in North Carolina, as well as the 15th fastest growing county in the United States. According to a recent strategic plan commissioned by the Sheriff of Union County, demographers predict over 6,000 new citizens will move into the county each year for the next 20 years. One of the fastest growing municipalities within Union County continues to be Indian Trail, with an approximate population of 24,132. According to data on population growth for Union County in a 6-year period, Indian Trail has experienced a 71% population increase compared to a 29% increase by Monroe and 45% by the County as a whole.

Indian Trail contracts with the Union County Sheriff's Office to provide enhanced services to the Town. Those Law enforcement services are already taxed to their limits leaving little time for proactive traffic activities. The Sheriff's Office has 2 contracted officers currently assigned per shift to cover 21.8 square miles in Indian Trail and provide law enforcement services to the 24,132 residents. In 2006, 10% of the fatal crashes that occurred in the County occurred within the Town Limits of Indian Trail. In the same year, there were 576 crashes, representing an 83% increase over the previous year. N.C. D.O.T. reports indicate that Indian Trail is home to 7 of 16 high crash intersections in Union County, from 07/01/04 through 06/30/07. Typically North Carolina Highway Patrol handles the calls for service related to traffic. As in most counties throughout North Carolina, Union County is understaffed for both Troopers and Motor Carrier Enforcement officers. Typically, the NC Highway Patrol has 3-4 Troopers servicing all 643 square miles of Union County. On a typical day, in addition to working crashes the Troopers have other enforcement activities, court, and other patrol request that continue to spread their manpower thin. The Patrol's workload consequently leaves very little time for educational and special enforcement activities within Indian Trail to curb traffic crashes, injuries and fatalities within the Town. In short, there are few enforcement resources available that concentrate specifically on motor vehicle safety education and enforcement

efforts within the town limits. This education and enforcement gap has led the Town of Indian Trail to propose their own Traffic Enforcement Unit in conjunction with the Sheriff's Office.

Proposed Solution (List goals and objectives):

This project will be unique in that The Town of Indian Trail plans to form a traffic enforcement unit in conjunction with the Union County Sheriff's Office. The Sheriff's Office, through a contract with the Town of Indian Trail, will dedicate four (4) traffic officers to the traffic unit and one (1) Sergeant to oversee the traffic unit. The Town of Indian Trail has agreed to cover the matching cost required as part of the grant process in all 3 years of funding. Town leaders understand that as the grant progresses, the GHSP's portion of funding decreases and the required matching cost will increase. In addition, The Town of Indian Trail has agreed to fund a traffic enforcement unit, and will cover the cost of that unit at 100% once this grant has ended.

The Indian Trail traffic enforcement unit will provide specialized traffic enforcement in addition to conducting public education campaigns focusing on seat belt safety, child passenger safety, teen driving issues, speeding awareness, and DWI prevention. A major focus of this traffic enforcement unit will be to reduce speeding on Highway 74 and other rural roads within the Town, as well as, DWI violations, and the potential to reduce serious and fatal injury crashes overall. Through the use of conventional and innovated speed, traffic and DWI enforcement efforts along with a community-based approach to traffic safety, the program intends to reduce the incidence of crashes, injuries and motor vehicle fatalities. All efforts will be focused on slowing the disturbing trends shown in Union County's overall crash data. The ultimate objective will orient toward making Indian Trail a safer town for all citizens.

During the first year Indian Trail along with the Sheriff's Office plans to reach the following objectives:

- To establish the Traffic Unit for Indian Trail and have each officer appropriately trained to meet GHSP guidelines.
- To perform educational programs in one the following venues: schools, day cares, businesses and civic functions each quarter.
- To involve the community leaders and officers in radio and print media forums discussing traffic safety.
- To conduct or participate in at least 1 DWI initiative per quarter.
- To conduct or participate in at least 6 seat belt or Click It or Ticket initiatives per quarter.
- To have at least one officer certified in Child Passenger safety.
- To activity participate in all aspects of the Governors Highway Safety Program initiatives, especially those held in Union County.
- Increase DWI arrests by 5% over the three year period.

The Goal of this Traffic Enforcement Unit will be to reduce the number of injuries and fatalities as a result of traffic crashes occurring within the Town of Indian Trail by 25% by the end of the third year of this grant.

4. Personnel Needs (Itemize costs):

(4) Officers @ \$51,320 ea. (includes salaries and fringes) = \$205,280.00
 Sergeant/Supervisor for traffic unit (includes salary and fringes) = \$65,296
Total Personnel Cost = \$270,576

5. Equipment Needs (Itemize costs):

Cost to outfit (5) officers with uniforms, badges, hats, vest, duty belt, weapons, etc. = \$ 27,155
 Medical supplies & equipment @ 300 per officer = \$ 1,500
 Cell phones & service @ \$50 per phone & \$50 per mo. = \$ 3,250
 Radio IP software for MDC's @ \$600 ea. = \$ 3,000
 DCI/aircard connection fee @ \$50 mo. X 12 X 5 cars = \$ 3,420

 Patrol Vehicle 5 X \$27,680 = \$138,400
 (Out-fitted patrol car / each component can be itemized separately in the formal grant process)
 MDT 5 X \$8,500 = \$42,500
 E- citation printer & software @ \$ 615 ea. = \$ 3,075
 Digital car camera 5 X \$6,000 = \$30,000
 Dual antenna Radar Unit 5 X \$1,500 = \$ 7,500
Total Equipment = \$ 259,800

6. Additional Needs (Itemize costs):

Travel \$250 per officer X 5 = \$1,250
 Book & Educational expenses \$700 per officer X 5 = \$3,500
 Public Education supplies (handouts, banners, etc.) = \$5,000
 Mobile Speed Monitor Trailer = \$9,505
 Desktop Computer = \$1,000
 Alco-sensors (5 @ \$400 ea.) = \$ 2,000
 Digital Cameras (5 @ \$125 ea.) = \$625
Total Additional Cost = \$22,880

BUDGET INFORMATION					
	Total Amount	Federal Funds		State/Local Funds	
		%	Amount	%	Amount
Personnel Costs	\$270,576	100	\$270,576	0	\$0.00
Equipment Costs	\$259,800	75	\$194,850	25	\$64,950
Additional Costs	\$22,880	75	\$17,160	25	\$5,720
Total Project Costs	\$553,256		\$482,586		\$70,670

FOR GHSP USE ONLY	
Crash Ranking: _____ of _____	Alcohol Crash Ranking: _____ of _____
GMS: <input type="checkbox"/> SB <input type="checkbox"/> FH <input type="checkbox"/> TH <input type="checkbox"/> CL <input type="checkbox"/> JS	Contract: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Revisit

North Carolina Governor's Highway Safety Program

Instructions for Form GHSP-01 Concept Statement

Instructions for the completion of **Form GHSP-01**:

General Instructions

1. All information must be included on the form. If additional space is needed, use the back of the form or attach **only one additional page** of information to the form.
2. Cost Assumption – As you prepare your concept statement, remember that the Governor's Highway Safety Program (GHSP) has a cost assumption policy. Funding is made available to get projects started. The activities of the project are expected to continue after the GHSP funding has ceased. The grantee is required to match funds requested from the GHSP with a hard cash match. Match percentages vary according to the year of funding and the types of items being funded. At the end of the project, the grantee must assume all costs for the continuation of the project.
3. Cost calculations should be for the first year only and in **whole** dollars.
4. All concept statements are due to the Governor's Highway Safety Program no later than March 31.
5. Mail the form to Governor's Highway Safety Program, 215 East Lane Street, Raleigh, NC, 27601, or fax the form to the GHSP at 919-733-0604.
6. If you have questions about any aspect of the funding process, including the completion of form GHSP-01, please call the Planning, Programs and Evaluation unit of the GHSP at 919-733-3083 or 800-999-9676.

Applicant Agency Information (Form GHSP-01, Upper Section)

1. *Agency* – The name of the agency requesting funding.
2. *Date* – The date the concept statement form is submitted.
3. *Address* – The mailing address of the agency.
4. *Contact* – The primary contact for the agency.
5. *City* – The city of the agency.
6. *Phone* – The telephone number of the primary contact for the agency.
7. *County* – The county of the agency.
8. *Fax* – The fax number of the primary contact for the agency.
9. *State* – The State of the agency.
10. *Zip* – The zip code of the agency.
11. *Email* – The email address of the primary contact for the agency.

Prior Project Information (Form GHSP-01, Section 1)

1. Indicate if this concept statement is for a new project or for the continuation of an existing project.
2. Check the box that indicates the number of years prior funding within the past five years.
3. List any prior projects with GHSP, including dates and project numbers.

Problem Identification (Form GHSP-01, Section 2)

State the problem or problems in concise terms that will specifically identify and describe the particular problem(s). Include the nature and extent of the problem(s). Included should be an analysis of trends in crash and/or other data, preferably for the prior three calendar years. Provide sufficient data to demonstrate the problem(s) being addressed.

Proposed Solution (Form GHSP-01, Section 3)

The types of countermeasures appropriate to the problem should be stated as the basis for determining a solution to the problem(s). Include long-range goals that indicate the changes or outcomes expected over a three to five year period. Also, include specific objectives for a single year effort. These objectives should be consistent with the problem statement, well defined, and stated in measurable terms for a specific time frame.

Example:

Goal: To reduce the number of injuries and fatalities as a result of alcohol-related traffic crashes in Somewhere, North Carolina by x% by 20xx.

Objectives:

1. To train 45 police officers in Standardized Field Sobriety Testing (SFST) by March 31, 20xx.
2. To conduct eight public information and education presentations each quarter.

Personnel Needs (Form GHSP-01, Section 4)

List specific personnel needs to accomplish the stated goals. Provide an estimate of personnel costs in detail. If none are required, you may be able to use the Checkpoint Equipment Concept Statement (Form GHSP-03) or the Highway Safety Equipment Concept Statement (Form GHSP-05). Contact the Planning, Programs and Evaluation unit of the GHSP at 919-733-3083 or 800-999-9676 for assistance.

Note: Include training and travel requirements in Additional Needs (Section 6).

Equipment Needs (Form GHSP-01, Section 5)

List the specific equipment needs to accomplish the stated goals. If none are required, write "None" on the form. Equipment and supplies are only eligible for funding if they are specific to the project. General-use equipment and supplies will not be considered for reimbursement. Provide an estimated cost of the specific equipment requested.

Additional Needs (Form GHSP-01, Section 6)

List specific services or commodities needed to accomplish the stated goals (such as travel, training, contractual services, printing and publishing needs, or other supplies). If none are required, write "None" on the form. Services or commodities are only eligible for funding if they are specific to the project. General-use services or commodities will not be considered for reimbursement. Provide an estimate of additional costs in detail.

Budget Information

1. **Personnel Costs** – Enter the **Total Personnel Cost** required for the project in whole dollars. Split out the amount of federal and local funding for project cost assumption. The formula for the local match of personnel funds is contained in the chart below:

Local Personnel Funds Match	
First year	0%
Second year	25%
Third year	50%
Fourth year	100%

2. **Equipment Costs** – Enter the **Total Equipment Cost** required for the project in whole dollars. Split out the amount of federal and local funding for project cost assumption. The sum of **Federal Funds** and **Local Funds** must equal the **Total Equipment Cost**. The formula for the local match of equipment funds is contained in the chart below:

Local Equipment Funds Match	
First year	25%
Second year	50%
Third year	75%
Fourth year	100%

3. **Additional Costs** – Enter the **Total Additional Cost** required for the project in whole dollars. Split out the amount of federal and local funding for project cost assumption. The sum of **Federal Funds** and **Local Funds** must equal the **Total Additional Cost**. The formula for the local match of additional funds is contained in the chart below:

Local Additional Funds Match	
First year	25%
Second year	50%
Third year	75%
Fourth year	100%

4. **Total Project Costs** – **Total Project Costs** is the sum of **Total Personnel Costs**, **Total Equipment Costs** and **Total Additional Costs**. Enter the **Total Project Cost** required for the project in whole dollars. Split out the amount of federal and local funding for project cost assumption. The **Total Federal Funds** are the sum of the **Federal Funds** for **Personnel Costs**, **Equipment Costs** and **Additional Costs**. The **Total Local Funds** are the sum of **Local Funds** for **Personnel Costs**, **Equipment Costs** and **Additional Costs**.



Town of Indian Trail

MAYOR

John J. Quinn

MAYOR PRO TEM

Shirley S. Howe

TOWN COUNCIL

Gary J. D'Onofrio William L. Godwin
Jeffrey L. Goodall Dan P. Schallenkamp

TOWN MANAGER

Ed Humphries

TOWN CLERK

Peggy Piontek

January 29, 2008

To Whom It May Concern:

On January 22, 2008, the Indian Trail Town Council met and discussed the Highway Safety Grant Application. As a result of that discussion the following motion was made:

Council Member Dan Schallenkamp made a motion "to approve moving forward with the Highway Safety Grant application, knowing that it is our desire to meet the financial obligations on our part of the grant if we are awarded the grant".

The Council voted unanimously in favor of the motion.

Please accept this information as certification of this matter, by the Town Clerk of Indian Trail.

Sincerely,

Peggy Piontek
Town Clerk
Town of Indian Trail



Communities in Pursuit of Excellence

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